



Nabarangpur Municipality
Application Form for Submission of Grievances

(To be filled in by office)

Grievance No. _____ : /20 Grievance Dated: / /20

Mode of Receipt (Tick One): Counter / Post / Fax / Phone/E-mail

(To be filled in by the Petitioner)

Type of Grievance (Mention the code like E.1 or, S.1 etc.):

Petitioner Name:

Address:

E-Mail (if any) :

Location / Nearest Land Mark of the Problem Site :

Ward No. : Phone No. (if any):

Grievance Details (Maximum 250 characters) :

Signature / Thumb Impression of the Applicant

Encircle any one of the appropriate type of Grievance

S. Sanitation & Public Health

- S1 - Lifting of Garbage
- S2 - Sweeping of Roads
- S3 - Removal of Debris & Construction waste Material (Cost Involved)
- S4 - Replacement of Garbage bins
- S5 - Removal of Dead Animals & Carcasses
- S6 - Anti Malaria(Larva) Operation
- S7 - Issuance of Birth/Death Certificate after submission of Treasury Challan
- S8 - Correction in Birth/Death Certificate
- S9 - Issuance of Birth Certificate as per Court Order.
- S10 - Food License
- S11 - Drain Choking
- S12 - Express Cleaning Service (Cost Involved)
- S13 - Disposal of Unclaimed dead bodies
- S14 - Illegal draining of sewage to public Drains /roads, open sites etc.
- S15 - Absenteeism of door to door garbage collector
- S16 - Non Cleaning of dustbins
- S17 - Soak pit filled up / not cleaned
- S18 - Nuisance by Garbage Tractors or Trucks
- S19 - Removal of obstacles on road like sudden tree falling
- S20 - Removal of Water Stagnation during heavy rain

E. Street Light

- E1 - Repairing of Tube Lights on Main Roads (Excluding Privatised Wards)
- E2 - Repairing of Sodium Light on Main Roads (Excluding Privatised Wards)
- E3 - Repairing of Street Tube Light other than Main Roads (Excluding Privatised Wards)
- E4 - Repairing of the Sodium Light other than Main Roads (Excluding Privatised Wards)
- E5 - Installation of New Light on Main Roads / Public Places (Subject to availability of funds)

C. Civic Infrastructure

- C1 - Road Cutting Permission
- C2 - Repair of Potholes / Patch Works
- C3 - Minor Repairing of existing Road
- C4 - Repairing of Drain
- C5 - Repairing of Drain with Cover Slab
- C6 - Repairing of Bridge & Culvert
- C7 - Renovation of Pond & Wells
- C8 - Installation / Repair of Tube well
- C9 - Repairing of Sauchalaya

H. Holding Tax

- H1 - Holding Tax Assessment/Vacancy Remission
- H2 - Extract of Assessment
- H3 - Mutation on Holding Tax
- H4 - Information regarding Assessment of Holding Tax
- H5 - Assessment order for new and improvement to the existing building

F. Enforcement

- F1 - Removal of Encroachment causing obstruction to Traffic
- F2 - Unauthorized Encroachment on Road Side/Footpath / Municipal Land
- F3 - Unauthorised Construction /Demolition on Govt. Land (with G.A Deptt. Aid)
- F4 - Removal of Debris by the owners by issuing Notice
- F5 - Kine House Service
- F6 - Vending Zone

P. Poverty Alleviation

- P1 - Information on BPL Card
- P2 - Supply of Form & Acceptance thereof for Old Age Pension (SOAP / NOAP / NFBS / ODP)
- P3 - Supply of Form & Acceptance thereof for Self Employment Scheme
- P4 - Supply of Form & Acceptance thereof for Balika Samrudhi Yojana(BSY)
- P5 - Supply of Form & Acceptance thereof for Imparting Training to Eligible Candidates
- P6 - Assistance in formation of Self Help Group/Thrift &Credit Society/DWCUA Groups

L. License

- L1 - Issuance of Fresh/Renewal of Trade License
- L2 - Information pertaining to Trade License
- L3 - Advertisement
- L4 - Temporary License
- L5 - Cart & Carriages
- L6 - Roadside Parking / Parking Issue

R. Req. of Sludge Pump/Roller/Excavator/Elect. Ladder

- R1- Requisition for Sludge Pump (as per availability on spot)
- R2 -Requisition for Roller (as per availability on spot)
- R3 -Requisition for Excavator (as per availability on spot)
- R4 - Requisition for Electric Ladder (as per availability on spot)

O. Other Services

- O1 - Issuance of Marriage Certificate
- O2 - Registration of Marriage

**EXECUTIVE OFFICER'S GRIEVANCE CELL
NABARANGPUR MUNICIPALITY**

	D	D	M	M	Y	Y	Sl. No		
UNIQUE NO									

WARD NO _____ ZONE _____

OLD REFERENCE IF ANY (UNIQUE NO)									SOURCE GRIEVANCE CELL / BY DAK /SUJOG e-GRIEVANCE / HELPLINE/CMGC/e-ABHIYOG (URGENT)/ OTHERS [Tick mark which one is applicable]

Name of the Petitioner :

Address :

Contact No. : _____ Fax No.: _____ e-Mail : _____

**Brief Description
of the Grievance**
(Details, if any may be enclosed)

(FOR OFFICIAL USE)

Sent to :

Comments of Executive Officer

PRIORITY	
A	3 DAYS (URGENT)
B	10 DAYS (IMP)
C	OTHERS

Executive Officer

Memo No. _____/NM, **Dated:** ___/___/_____

Copy forwarded to _____ for enquiry/ examination of the matter. He/ She is requested to take appropriate action. A report indicating facts of the case along with action taken report be sent to the Grievance Cell of Executive Officer, Nabarangpur Municipality. Petitioner is to be also intimated directly, about the steps taken. Please indicate the unique number in all correspondence.

Nodal Officer, Grievance

**GRIEVANCE CELL OF EXECUTIVE OFFICER NABARANGPUR MUNICIPALITY,
(Receipt of grievance petition)**

	D	D	M	M	Y	Y	Sl. No		
UNIQUE NO									

Name of the Petitioner :
 Whom sent for Action :
 / _____

Please indicate this Unique No.
 In your future correspondence.

Nodal Officer, Grievance

-----x-----x-----x-----

**GRIEVANCE CELL OF EXECUTIVE OFFICER NABARANGPUR MUNICIPALITY
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Nodal Officer, Grievance

-----x-----x-----x-----

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