

**(Manual 17)**

**Other Useful Information**

17.1 Frequently Asked Questions and their Answers by Public

17.2 Related to seeking information

Application form (a copy of filled application form for reference).	From APIO
Fee.	Rs.10/- each application.
How to write a precise information request few tips.	Specific subject.
Right of the citizen in case of denial of information and procedure to appeal.	Incase of denial he should approach to MD.

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17.3 With relation to training imparted to public by public authority

**The training is imparted by the Institute to the employees of member Coop. Institutions and Coop. Department as asked by these institutions and RCS (Pb.). A format showing subject, target group, duration, duly approved by the Governing Board for the year 2011-12 is also available at Annexed-A. Course held from April,10 to March,2011 is as under:-**

<b>Courses required</b>	<b>Courses held</b>	<b>Trainees Participated.</b>
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<b>150</b>	<b>136</b>	<b>2435</b>
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Name of training programme with brief description.	
Time period for Training Programme/Scheme.	
Objective of training.	
Physical and Financial targets (Last year)	
Eligibility for training.	
Pre requisite for training.	
Financial and other form of help (if any).	
Description of help (Mention the amount of financial help, if any)	
Procedure of giving help.	
Contact information for applying.	
Application fee (Wherever applicable)	
Other fees (wherever applicable).	
Application for (incase the application is made on plain paper, please mention the details which the applicant has to provide.	
List of enclosures/documents.	

Format of enclosures/documents.	
Procedure of application.	
Selection procedure.	
Time table of training programme (in case available)	
Process to inform the trainee about the training schedule.	
Arrangement made by the Public Authority for creating public awareness about the training programmes.	
List of Beneficiary of the training programme at various levels like district level, block level etc.	

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Other Useful Information

17.4 With relation to Certificate, No objection certificate etc issued by the Public Authority not included in Manual 13 (**Not Applicable**)

Name and description of the certificates and NOCs.	
Eligibility for applying.	
Contact Information for applying.	
Application fee (Wherever applicable)	
Application forms (Wherever applicable).	
Other fees (Wherever applicable)	
Application form (incase the application is made on plain paper, please mention the details which the applicant has to provide.	
List of enclosures/documents.	
Format of enclosures/documents.	
Procedure of application.	
Process followed in the Public authority after the receipt of application.	
Normal time taken for issuance of certificate.	
Validity period of certificates.	
Process of renewal (if any).	

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17.5 With relation to registration process. **(Not Applicable).**

Objective.	
Pre requisites (if any).	
Contact Information for applying.	
Application fee (Wherever applicable).	
Application forms (Wherever applicable).	
Other fees (wherever applicable).	
Application form (in case the application is made on plain paper, please mention the details which the applicant has to provide).	
List of enclosures/documents.	
Format of enclosures/documents.'	
Procedure of application.	
Process followed in the Public authority after the receipt of application.	
Validity period of registration (if applicable).	
Process of renewal (if any).	

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Other Useful Information

17.6 With relation to collection of tax by Public Authority (Municipal Corporation, Trade tax, Entertainment tax etc) **(Not Applicable)**.

Name and description of tax.	
Purpose of tax collection.	
Procedure and criteria for determination of tax rates.	
List of major defaulters.	

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**Other Useful Information**

17.7 With relation to issuing new connection electricity / water supply, temporary and permanent disconnection etc (This will be applicable to local bodies like Municipal Corporation / Municipalities / UPCL)

**(Not applicable)**

Eligibility for connection.	
Pre-requisites (if any).	
Contact Information for applying.	
Application fee (Wherever applicable).	
Application forms (Wherever applicable).	
Other fees/charges (wherever applicable).	
Application form (incase the application is made on plain paper, please mention the details which the applicant has to provide).	
List of enclosures/documents.	
Format of enclosures/documents.	
Procedure of application.	
Process followed in the Public authority after the receipt of application.	
Brief description of terms used in the bills.	
Contact information incase of problems regarding bills or service.	
Tariff and other charges.	

17.8 Details of any other public service provided by the public authority. **NO**

