

MANUAL-15

Particulars of Facilities Available to Citizens for Obtaining Information [Section-4(1) (b) (xv)]

- Office Library
- Drama and Shows
- Through News paper
- Exhibition
- Notice Board
- Inspection of Records in the Office
- System of issuing of copies of documents
- Printed Manual Available
- Website of the Public Authority.
- Others means of advertising

Sl. No.	Facility Available	Nature of Information available	Method of getting information	Working Hours
1	2	3	4	5
1.	Office Library	Information relating to formation of Board of Trustees, OUIDF, Minutes of the meeting of Board of Trustees, Registered Trust Deed, Gazette Notification relating to OUIDF, Agreements signed between Govt. of Odisha through Commissioner-cum-Secretary, H&UD Deptt., KfW (Germany's Development Bank) Govt. of India, through Ministry of Finance.	Available in the website of OUIDF.	10:00 A.M to 05:00 P.M with Lunch Break 01:30 hrs. to 02:00 hrs. in all working days excluding Govt. Holidays.
2.	Drama & Shows	Not organized yet.	---	---
3.	Through Newspapers	Not yet initiated.	---	---
4.	Exhibition	Not organized yet.	---	---
5.	Notice Board	All notices including tender notice of OUIDF are exhibited in the notice board of OUIDF.	By looking personally to the notice board.	10:00 A.M to 05:00 P.M with Lunch Break 01:30 hrs. to 02:00 hrs. in all working days excluding Govt. Holidays.
6.	Inspection of Records in the office.	All records that are stalked in the Office of OUIDF on demand and with approval of the Authority of OUIDF are available for inspection.	In presence of Authorized Officer of OUIDF, the same can be looked into in the OUIDF office.	- do -
7.	System of issuing of copies of the documents.	All documents relating to formation, functioning and some of legal matters of OUIDF can be collected by individual applicant by personally submitting the application to the Administrative Officer.	After approval of the Competent Authority of OUIDF and after duly verified by Financial Advisor, the photocopies of the same after duly certified by the Administrative Officer can be collected from the office of the OUIDF, Fortune Towers, Bhubaneswar.	- do -
8.	Printed Manual available.	Not yet compiled and printed.	Not finalized.	
9.	Website of the Public Authority.	The website of OUIDF are available which contains all important and relevant documents/ information of OUIDF.	Through website can be accessed.	Any time in a day.
10.	Other means of advertisement.	All relevant information concerning tender notice and other relevant notices of OUIDF are published in identified newspaper for specified time.	Through website can be accessed, also from notice board as well as from identified newspaper (One Odia & One English) on specified date can be available.	Any time in a day.