



**Cuttack Municipal Corporation**  
**Application Form for Submission of Grievances**

*(To be filled in by C.M.C)*

Grievance No. \_\_\_\_\_ : /200      Grievance Dated:      /      /200

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 Petitioner**

*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