

**Chapter -14 (Manual -13)**  
**Particulars of Recipients of Concessions, permits or authorization granted by it**

Serial Number/ Code	Beneficiary Name	Validity Period	Parent/ Guardians	Address			
				District	City	Town/Village	House No.

N I L

**Chapter . 15 (Manual - 14)**  
**Norms set by it for the discharge of its functions**

15.1 Please provide the details of the Norms/ Standards set by the department for execution of various activities/ programmes.

**AS Per OPEPA Guidelines .**

**Chapter -16 (Manual -15)**  
**Information available in an electronic form**

The details of the information related to the various schemes which are available in the electronic format.

**Available in OPEPA website – [www.opepa.in](http://www.opepa.in)**

## **Chapter -17 (Manual -16)**

### **Particulars of the facilities available to citizens for obtaining information**

17.1. Means, methods or facilitation available to the public which are adopted by the department for dissemination of information.

Like

- o Through News paper**
- o Notice Board**
- o Inspection of Records in the Office**
- o System of issuing of copies of documents**
- o Website of the Public Authority**