Notifications /Orders issued under the provisions of the Goa (Right of Citizens to Time-bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013)

Sr. No.	Notification /Order No. and date	Section /rule	Official Gazette reference
1	No. 3/9/2013-ARD dated 29-10-2013	Self- certification	-
2	1/22/2013-14/DPG/GPGRAMS/III/1(1) dated 4-2-2014	Section 1(3)	Official Gazette series I No.44 (Extraordinary) dated 5-2-2014
3	No. DPG/Committee/2014/1191 Dated 11-7-2014	Three Member Committee	Official Gazette series II No. 18 dated 31-7-2014
4	No. 1/22/2013- 14/DPG/GPGRAMS/III/1(2) dated 6th February, 2014.	Section 4(1) and (2)	Series II No.45 dated 6-2-2014
5	No. 1/22/2013- 14/DPG/GPGRAMS/III/1(4) dated 8th October, 2014.	Section 4(1) and (2)	Series II No.32 dated 6-11-2014
6	No.1/22/2013-14/DPG/GPGRAMS/ III/1(2) dated 8-4-2015	Section 4(1) and (2)	Series II No. 3 dated 16-4-2015
7	No. 1/22/2013- 14/DPG/GPGRAMS/III/1(2) 1168 dated 21st December, 2015.	Section 4(1) and (2)	Series II No. 39 dated 24-12- 2015
8	No. 1/22/2013- 14/DPG/GPGRAMS/III/1(5) dated 14-1-2016	Section 4(1) and (2)	Series II No. 11 dated 16-6-2016
9	No. 38-2006-RD dated 13/02/2007	Issue of Domicile Certificate	-
10	No. 1/22/2013-14/DPG/GPGRAMS/206(A) dated 30-10-2017	Section 4(2)(1)	Series II No. 30 (Extrpardinary-2) dated 30-10-2017
11	No. 1/22/2013-14/DPG/GPGRAMS/206(B) dated 30th October, 2017.	Section 4(2)(1)	Series II No. 30 (Extrpardinary-2) dated 30-10-2017
12	14/59/2017-RD/761 dated 16-4-2018	Citizen Services Centre	Series I No. 4 dated 26-4-2018
13	No. 1/22/2013- 14/DPG/GPGRAMS/III/1(2)/109 dated 5-10-2018	Section 4(1) and (2)	Series II No. 28 dated 11-10- 2018
14	No. 1/22/2013-14/DPG/GPGRAMS/108 dated 5-10-2018	Section 4(1) and (2)	Series II No. 28 dated 11-10- 2018
15	No. 15/14/86-PER/Part-I dated 8-10-1996	Issue of certificates to O.B.C. communities and issue if income certificate regarding.	-
16	File No: 15/14/86-PER/Part-I dated:28/05/2015	Issue of Income Certificate – Regarding	-

17	No. DGP/COMMITTEE/2014-2015/635	Replacement of	-
	dated 10-06-2015	an Affidavit by a	
		Self-Declaration	

#### **GOVERNMENT OF GOA**

Department of Public Grievances

#### **Notification**

# 1/22/2013-14/DPG/GPGRAMS/III/1(1)

In exercise of the powers conferred by sub-section (3) of section 1 of the Goa (Right of Citizens to Time-bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013) (hereinafter referred to as the "said Act"), the Government of Goa hereby appoints the 5th day of February, 2014, as the date on which the provisions of the said Act, except sections 17 to 23, shall come into force in the whole of the State of Goa.

By order and in the name of the Governor of Goa.

Fransquinha Oliveira, Under Secretary (Public Grievances).

Porvorim, 4th February, 2014.

(Published in Official Gazette Series I No 44 (Extraordinary) dated 5-2-2014)

## Order

## No. DPG/Committee/2014/1191

The Government of Goa is hereby pleased to constitute a three member committee, namely, "Committee on Simplification of Procedures for Effective Delivery of Public Services" under the Chairmanship of Shri N. D. Agarwal, a retired Goa Civil Service Officer, for the purpose of examining all public services coming within the purview of the Goa (Right to Citizens to Time-bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013) and rules framed thereunder and to recommend suitable measures for simplification of the procedure for delivery of public services in the State of Goa, with immediate effect.

## The Committee shall:

- (i) examine the existing procedures followed by various authorities for delivery of public services in the State of Goa and suggest/recommend suitable measures to simplify the procedure by cutting down the number of points in the public service delivery system and dispense with unnecessary/irrelevant documentation. The Committee shall also suggest/recommend alternate documents for receiving public services:
  - (ii) submit it's monthly report to the Government in respect of the selected services.

The other two members of the Committee shall be appointed by the Government in consultation with the Chairman and the term of the Committee shall be one year commencing from the date of issue of this Order.

The terms and conditions of appointment of the Chairman and other members of the Committee, including remuneration, shall be determined as per the rules in force.

By order and in the name of the Governor of Goa.

P. Mathew Samuel, Secretary (Public Grievances).

Porvorim, 11th July, 2014.

(Published in the Official Gazette Series II No. 18 dated 31-7-2014)

# **Notification**

# No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)

In exercise of the powers conferred by sub-sections (1) and (2) of Section 4 of the Goa (Right of Citizens to Time-bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013) (hereinafter referred to as the "said Act"), the Government of Goa hereby specifies the service specified in column (2) of the Schedule below to be a public service for the purposes of the said Act, which shall be provided by the designated officer as specified in corresponding entry in column (3) of the said Schedule and within the time limit as specified in column (4) of the said Schedule. The public services as specified in column (2) of the Schedule below shall be provided by the designated officer to the eligible persons with effect from the date as specified in corresponding entry in column (5) of the said Schedule.

#### **SCHEDULE**

Name of	Service	Designated Officer	Time Limit	Date of
Department				effect
1	2	3	4	5
A. Collectorates	1. Issue of Form I & XIV	Mamlatdars of Talukas	2 days	1-3-2014
	2. Residence Certificate	Mamlatdars of Talukas	10 days	1-6-2014
	3. Divergence Certificate	Mamlatdars of Talukas	10 days	1-6-2014
	4. Income Certificate	Mamlatdars of Talukas	10 days	1-6-2014
	5. Caste Certificate	Deputy Collector and SDO of Taluka	12 days	1-6-2014
	6. N.O.C. to transport a dead body to other States	Deputy Collector and SDO of Taluka	2 days	1-3-2014
	7. Transporting dead body	Additional Collector and Additional	2 days	1-3-2014
	outside India	District Magistrate	,	
B. Directorate of Panchayats	1. countersignature on Income Certificate issued by Village	B.D.O. of the Taluka	4 days	1-6-2014
	Panchayats of jurisdiction			4 4 204 4
	2. Income Certificate	Village Sarpanch/ Adminstrators	6 days	1-6-2014
	3. Residence Certificate	Village Sarpanch/ Adminstrators	10 days	1-6-2014
	4. Birth/Death Certificate	Village Panchayat Secretaries	2 days	1-3-2014
C. Department of Municipal Administration	1. Birth/Death Certificate	Registrar of Births and Deaths of the Municipality/ Corporation	2 days	1-6-2014
D. Department of	Issue of Surrender Certificate on	Mamlatdar for Dharbandora Taluka,	5 days	1-6-2014
Civil Supplies and	transfer to other city or	Joint Mamlatdar-I for all other Talukas	-	
Consumer Affairs	otherwise			
	Issue of New Ration Card within the State	Mamlatdar for Dharbandora Taluka, Joint Mamlatdar-I for allother talukas	30 days	1-6-2014

The time-limits for the above public services will commence when the application is submitted complete with all required supporting documents, if any.

By order and in the name of the Governor of Goa. Fransquinha Oliveira, Under Secretary (Public Grievances).

Porvorim, 6th February, 2014.

(Published in the Official Gazette Series II No. 45 dated 6-2-2014)

(This notification is superseded by vide Notification No. 1/22/2013-14/DP/GPGRAMS/III/1(2) dated 8-4-2015 published in the Official Gazette Series-II No. 3 dated 16-4-2015)

# **Notification**

No. 1/22/2013-14/DPG/GPGRAMS/III/1(4)

In exercise of the powers conferred by sub-sections (1) and (2) of Section 4 of the Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), read with Section 21 of the General Clauses Act, 1897 (Act 10 of 1897), the Government of Goa hereby amends the Government Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 6-2-2014, published in the Official Gazette, Series II No. 45 dated 6-2-2014 (hereinafter referred to as the "principal Notification") as follows, namely:-

In the principal Notification, in the Schedule, in column (3), for the expressions "Mamlatdars of Talukas" and "Mamlatdar for Dharbandora Taluka, Joint Mamlatdar-I for all other Talukas", wherever they occur, the expression "Mamlatdars including Joint Mamlatdar of Talukas" shall be substituted.

By order and in the name of the Governor of Goa.

Fransquinha Oliveira, Under Secretary (Public Grievances).

Porvorim, 8th October, 2014.

(Published in the Official Gazette Series II No. 32 dated 6-11-2014)

# **Notification**

No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)

In exercise of the powers conferred by sub-sections (1) and (2) of section 4 and clause (b) of section 2 of the Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013) (hereinafter referred to as the "said Act") and in supersession of the Government Notification No.1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 06/02/2014, published in the Official Gazette, Series II No. 45 dated 06/02/2014, the Government of Goa hereby designates the officers mentioned in column (3) of the Schedule below as designated officers and specifies the services as mentioned in column (2) of the Schedule below to be public services for the purposes of the said Act and further specifies the time limits as mentioned in column (4) of the Schedule below, within which the public services as specified in column (2) of the Schedule below shall be provided by the respective designated officers as mentioned in the corresponding entries in column (3) of the Schedule below and also specifies the authorities mentioned in column (5) of the Schedule below as Appellate Authorities in respect of the public services specified in the corresponding entries in column (2) of the Schedule below.

# **SCHEDULE**

Sr. No.	Public Service	Designated Officer	Time limit	Appellate Authority
(1)	(2)	(3)	(4)	(5)
A- Direc	ctorate of Accounts.			
1.	Submission of the service book a non -gazetted government employee, to the Director of Accounts for determining qualifying service.	Head of Office.	On the employee completing eig hteen years of service or on his being left with five years of service before the date of retirement, whichever is earlier.	Head of the Department.
2.	Determining qualifying service of a gazetted government employee.	Dy. Director of Accounts (Gazetted Officers' Section)	On the employee completing eig hteen years of service or on his being left with five years of service before the date of retirement, whichever is earlier.	Director of Accounts.

3.	Submission of the pension proposal to the Director of Accounts in case of retirement on superannuation of non gazetted employees.	Head of Office in which employee is working.	Six months prior to the date of retirement on Superannuatio n.	Head of the Department of his respective office.
4.	Submission of pension proposal to the Director of Accounts in case of retirement on superannuation of gazetted employees.	Dy. Director of Accounts (Gazetted Officers' Section.)	Six months prior to date of retirement on superannuatio n	Director of Accounts.
5.	Authorization/sanction of the pension, in case of retirement on superannuation of non –gazetted employees.	Dy. Director of Accounts (Pension Section.)	On the day of retirement on superannuatio n provided the proposal is submitted complete in all respects, by the Head of Office six months prior to retirement.	Director of Accounts.
6.	Authorization/sanction of the pension in case of retirement on superannuation of gazetted employees.	Dy. Director of Accounts (Pension Section.)	On the day of retirement on superannuatio n provided the proposal is submitted complete in all respects, by the Dy. Director (Gazetted Section) six months prior to retirement.	Director of Accounts.
7.	Submission of pension proposal to the Director of Accounts in case of retirement of "Invalid Pension" (Medical grounds or any other ground.)	Head of Office in which the employee is working.	One month from retirement.	Head of Department of the respective office.
8.	Authorization/sanction of the pension proposal to the Director of Accounts in case of retirement of "Invalid Pension" (On medical grounds or on any other ground.)	Dy. Director of Accounts.	Within a two month from the date of receipt of the complete and conclusive pension papers and a clear service record.	Director of Accounts.
9.	Submission of pension proposal to the Director of Accounts in case of death of employee (Family Pension).	Head of Office in which employees was working.	Within two months from the date of receipt of	Head of Department of the respective office.

	I		T	1	1
				intimation	
				along with	
				death	
				certificate in	
				the said office.	
10.	Authorization /		Day Discretes of	Within a	Director of
10.			Dy. Director of		
		in case of death	Accounts (Pension	period of two	Accounts.
	of the employee	e.	Division).	months from	
				the date of	
				receipt of	
				complete and	
				conclusive	
				pension	
				*	
				papers.	
11.		al of balance in	Dy. Director of	One hundred	Director of
	the employees	General Provident	Accounts (GPF	and twenty	Accounts.
	Fund, in case of	f retirement on	Section).	days.	
	superannuation		,		
12.	Final withdraw		Dy. Director of	One hundred	Director of
12.	Provident Fund		Accounts	and fifty days.	Accounts.
			Accounts	and mry days.	Accounts.
		nedical grounds or	_L_		
	on any other gr				1
13.	Final withdraw		Dy. Director of	One hundred	Director of
	Provident Fund	in case of death	Accounts.	and fifty days.	Accounts.
	of employee.				
B- Direc	ctorate of Agricu	ılture.			
14.	Issue of Krishi		Zonal Agriculture	Thirty days.	Director of
1	10000 01 11110111			Timey days.	
1			Officer		A gricilinire
15	Support	Processing &	Officer.	One hundred	Agriculture.
15.	Support	Processing &	Zonal Agriculture	One hundred	Director of
15.	price/assured	disposal of the		One hundred and fifty days.	
15.	price/assured price of the	disposal of the application.	Zonal Agriculture Officer.	and fifty days.	Director of Agriculture.
15.	price/assured price of the following	disposal of the application. Sanctioned	Zonal Agriculture Officer.  Dy. Director of		Director of Agriculture.  Director of
15.	price/assured price of the	disposal of the application.	Zonal Agriculture Officer.	and fifty days.	Director of Agriculture.
15.	price/assured price of the following	disposal of the application. Sanctioned	Zonal Agriculture Officer.  Dy. Director of	and fifty days.	Director of Agriculture.  Director of
15.	price/assured price of the following crops:	disposal of the application.  Sanctioned application and	Zonal Agriculture Officer.  Dy. Director of	and fifty days.	Director of Agriculture.  Director of
15.	price/assured price of the following crops: Coconut	disposal of the application.  Sanctioned application and submission of the bill to the	Zonal Agriculture Officer.  Dy. Director of	and fifty days.	Director of Agriculture.  Director of
15.	price/assured price of the following crops: Coconut Cashew Pulses	disposal of the application.  Sanctioned application and submission of the bill to the Director of	Zonal Agriculture Officer.  Dy. Director of	and fifty days.	Director of Agriculture.  Director of
15.	price/assured price of the following crops: Coconut Cashew Pulses Paddy	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.	Zonal Agriculture Officer.  Dy. Director of Agriculture.	and fifty days.  Fifteen days.	Director of Agriculture.  Director of Agriculture.
15.	price/assured price of the following crops: Coconut Cashew Pulses	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of	and fifty days.  Fifteen days.  Fifteen days	Director of Agriculture.  Director of Agriculture.  Director of
15.	price/assured price of the following crops: Coconut Cashew Pulses Paddy	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate	and fifty days.  Fifteen days.  Fifteen days from the	Director of Agriculture.  Director of Agriculture.
15.	price/assured price of the following crops: Coconut Cashew Pulses Paddy	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of	and fifty days.  Fifteen days.  Fifteen days from the receipt of the	Director of Agriculture.  Director of Agriculture.  Director of
15.	price/assured price of the following crops: Coconut Cashew Pulses Paddy	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate	and fifty days.  Fifteen days.  Fifteen days from the	Director of Agriculture.  Director of Agriculture.  Director of
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).	Fifteen days  Fifteen days from the receipt of the bill.	Director of Agriculture.  Director of Agriculture.  Director of Agriculture.
15.	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).	and fifty days.  Fifteen days.  Fifteen days from the receipt of the bill.  One hundred	Director of Agriculture.  Director of Agriculture.  Director of Accounts.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).	Fifteen days  Fifteen days from the receipt of the bill.	Director of Agriculture.  Director of Agriculture.  Director of Agriculture.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).	and fifty days.  Fifteen days.  Fifteen days from the receipt of the bill.  One hundred	Director of Agriculture.  Director of Agriculture.  Director of Accounts.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.	and fifty days.  Fifteen days.  Fifteen days from the receipt of the bill.  One hundred	Director of Agriculture.  Director of Agriculture.  Director of Accounts.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Director of Director of
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Accounts.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Director of Director of
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Director of Director of
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Director of Director of
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of Agriculture.	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.  Fifteen days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Agriculture.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of Agriculture.	Fifteen days from the receipt of the bill. One hundred and fifty days. Fifteen days	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Agriculture.  Director of Agriculture.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of Agriculture.	Fifteen days.  Fifteen days from the receipt of the bill.  One hundred and fifty days.  Fifteen days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Agriculture.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of Agriculture.	Fifteen days from the receipt of the bill.  One hundred and fifty days.  Fifteen days from the days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Agriculture.  Director of Agriculture.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Agriculture.	Fifteen days from the receipt of the bill.  One hundred and fifty days.  Fifteen days from the receipt of the bill.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Agriculture.  Director of Agriculture.
	price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of payment.  Processing and disposal of the application.  Sanctioned application and submission of the bill to the Director of Accounts.  Release of	Zonal Agriculture Officer.  Dy. Director of Agriculture.  Dy. Director of Accounts (Directorate of Accounts).  Zonal Agriculture Officer.  Dy. Director of Agriculture.	Fifteen days from the receipt of the bill.  One hundred and fifty days.  Fifteen days from the days.	Director of Agriculture.  Director of Agriculture.  Director of Accounts.  Director of Agriculture.  Director of Agriculture.  Director of Agriculture.

	mechaniza- tion up to	Disposing the application.	Office.			Agriculture.
	three lakhs.	Sanctioned application and submission of the bill to the Director of Accounts.	Dy. Directo Agriculture		Fifteen days.	Director of Agriculture
		Release of payment.	Dy. Director Accounts (Directorate Accounts).	e of	Fifteen days from receipt of the bill.	Director of Accounts.
<sup>1</sup> [17A	New License exhibit seeds	e to sell/stock/	Assistant Officer Zonal	Agriculture Agriculture	three days	Director of Agriculture.
			Officer Agricultur Officer/De Director Agricultur	eputy of	five days	
			Director Agricultur	of e	four days	
17B	Renewal of stock /exhibits	Licence to sell/seeds	Assistant Officer Zonal Officer Agricultur Officer/De Director Agricultur Director Agricultur	eputy of e of	three days three days five days four days	Director of Agriculture
17C	New Licence exhibit fertilize		Agricultur (fertilizer)	e Officer Director of e of	five days five days	Director of Agriculture
17D	Renewal of stock/exhibit Dealer	licence to sell/ fertilizer by a	Agricultur (fertilizer) Deputy Agricultur	Director of	five days	Director of Agriculture
			Director Agricultur	of e	five days	
17E	Certificate of for manufac	New Registration turing physical/	Agricultur (fertilizer)		five days	Director of Agriculture

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<sup>&</sup>lt;sup>1</sup> Serial No. 17-A to 17-J inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/108 dated 5-10-2018 published in the Official Gazette Series –II No. 28 dated 11-10-2018 and come into force from the date of publication in the official Gazette.

	granulated mixture of macro and micro nutrient fertilizers (chemical), Organic fertilizers	Deputy Director of Agriculture of	,	
	and Bio fertilizers	Agriculture of	five days	
17F	Renewal of Certificate for manufacturing physical/granulated mixture of macro and micro nutrient Deputy Director of five days fertilizers (chemical), Agriculture Organic fertilizers and Director of Agriculture five days Bio fertilizers	Agriculture Officer (fertilizer)	five days	Director of Agriculture
17G	Licence to manufacture insecticides /pesticides	Agriculture Officer (Plant Protection)	five days	Director of Agriculture
		Deputy Director of Agriculture	2	
1677	**	Director of Agriculture	five days	<b>D</b> :
17H	Licence to sell/stock/exhibit insecticides/pesticides by a	Assistant Agriculture Officer	three days	Director of Agriculture
	Dealer	Zonal Agriculture Officer	three days	
		Agriculture Officer/Deputy Director Officulture	five days	
		Director of Agriculture	four days	
17I	Licence to stock and use insecticide/pesticide for Pest	Assistant Agriculture Officer	three days	Director of Agriculture
	Control Operations	Zonal Agriculture Officer	three days	_
		Agriculture Officer/Deputy	five days	
		Director of Agriculture	C	
171	Denomial of Livery	Director of Agriculture	,	Dimentary of
17J	Renewal of Licence to stock and use insecticide/pesticide for	Assistant Agriculture Officer	three days	Director of Agriculture]
	Pest Control Operations	Zonal Agriculture Officer	three days	
		Agriculture Officer/Deputy Director of Agriculture	five days	
		Director of Agriculture	four days	

C- Dire	ctorate of Animal	Husbandry & Vete	erinary Services.		
18.	Kamdhenu (Sudh	aarit Scheme).	Dy. Director of Animal Husbandry & Veterinary Services.	Fifteen working days.	Director of Animal Husbandry & Veterinary Services.
		pplies and Consun		-	
19.	Issue of a surrence transfer to another otherwise.		Inspector of Civil Supplies.	Same day.	Mamlatdar for Dharbandora Taluka, Joint
20.	Issue of a new rate cancellation certion of residence is pr	ficate and proof	Inspector of Civil Supplies.	Three days.	Mamlatdar-I for all other Talukas.
21.	Issue of new ration card where	Forwarding the application to the Talathi	Inspector of Civil Supplies.	One working day.	
	Cancellation certificate and proof of residence is not provided.	Report to be submitted to Civil Supplies branch.	Talathi of Saza.	Three working days from the day the application is received.	
		Decision on the application.	Inspector of Civil Supplies.	Three working days from the date of receipt of the Talathi's report.	
22.	Inclusion/deletion from the ration ca		Inspector of Civil Supplies.	Same day.	
23.	Issue of a duplica	te ration card.	Inspector of Civil Supplies.	Same day.	
24.	Change of address card or change of shop.	ess in the ration of the Fair Price	Inspector of Civil Supplies.	Same day.	
E- Dena	rtment of Comme	rcial Taxes.			
25.	Registration undo Added Tax Act, 2 2005).	er Goa Value 2005 (Act 9 of	Commercial Tax Officer in charge.	Three days.	Asst. Commissioner of Commercial Taxes in charge.
26.	Renewal of registration under Goa Value Added Tax Act, 2005 (Act 9 of 2005).		Commercial Tax Officer in charge.	Three days after the certificate of clearance of outstanding dues is issued.	Asst. Commissioner of Commercial Taxes in charge.
27.	Registration und Act 1956.	er Central Sales Ta	Commercial Tax Officer in charge.	Three days.	Asst. Commissioner of Commercial Taxes in charge.
28.	Renewal of regis Sales Tax Act 19	tration under Centra 56.	Commercial Tax Officer in charge.	Three days.	Asst. Commissioner of Commercial

				Taxes in
				charge.
29.	Registration under Goa Tax on	Commercial Tax	Three days.	Asst.
	Luxuries Act, 1988 (Act No. 17	Officer in charge.		Commissioner of
	of 1988).			Commercial
				Taxes in
				charge.
30.	Renewal of registration under Goa	Commercial Tax	Three days.	Asst.
	Tax on Luxuries Act, 1988 (Act No.	Officer in charge.		Commissioner of
	17 of 1988).			Commercial
	,			Taxes in
				charge.
31.	Registration under The Goa Tax on	Commercial Tax	Three days.	Asst.
	Entry of Goods (Amendment) Act,	Officer in charge.		Commissioner of
	2013 (Goa Act 5 of 2013) [16-5-			Commercial
	2013]			Taxes in
				charge.
32.	Renewal of Registration under The	Commercial Tax	Three days.	Asst.
	Goa Entertainment Tax Act, 1964	Officer in charge.		Commissioner of
	(No. 2 of 1964)			Commercial
		1		Taxes in
	-	dired		charge.
33.	Registration under Tax Deducted at	Commercial Tax	Three days.	Asst.
	Source.	Officer in charge.		Commissioner of
		/ / /		Commercial
		/ \		Taxes in
		<i>r</i>		charge.
34.	Renewal of registration under Tax	Commercial Tax		Asst.
	Deducted at Source.	Officer in charge.	Three days.	Commissioner of
		/ ממו		Commercial
		A share		Taxes in
				charge.
	ation (School Education -Directorate of			
35.	School Leaving Certificate.	Head Master.	Seven days.	Dy. Director of
				Education.
36.	Registration of coaching classes.	Dy. Director of	Forty five	Director of
		Education.	days.	Education.
37.	Renewal of registration of coaching	Dy. Director of	Fifteen days.	Director of
	classes.	Education.		Education.
38.	Permission to open a school.	Director of	Forty five	Secretary
		Education.	days.	(Education).
39.	Recognition of a school.	Director of	Forty five	Secretary
0.51	# (G B 1 6 G	Education.	days.	(Education).
	cation (Goa Board of Secondary and H			
40.	Re-evaluation of answer scripts.	Assistant Secretary.	Fifteen days.	Secretary, Goa
				Board of
				Secondary and
				Higher
				Secondary
4.1	Varification of an according	A aniatant Commuter	C 1	Education.
41.	Verification of answer scripts.	Assistant Secretary.	Seven days	Secretary, Goa
			from the last	Board of
			date for	Secondary and
			receipt of	Higher
			applications.	Secondary

				Education.
42.	Issue of a photo copy of the answer scripts.	Assistant Secretary.	Three days from the last date for receipt of applications.	Secretary, Goa Board of Secondary and Higher Secondary Education.
43.	Issue of a duplicate Marks List.	Assistant Secretary.	Seven days.	Secretary, Goa Board of Secondary and Higher Secondary Education.
44.	Issue of a duplicate Marks List (Tatkal).	Assistant Secretary.	Same day.	Secretary, Goa Board of Secondary and Higher Secondary Education.
45.	Issue of the Passing Certificate.	Assistant Secretary.	Seven days.	Secretary, Goa Board of Secondary and Higher Secondary Education.
46.	Issue of Migration Certificate.	Assistant Secretary.	Three days.	Secretary, Goa Board of Secondary and Higher Secondary Education.
47.	Issue of Migration Certificate (Tatkal).	Assistant Secretary.	Same day.	Secretary, Goa Board of Secondary and Higher Secondary Education.
48.	Verification of Mark Sheets.	Assistant Secretary.	Ten days.	Secretary, Goa Board of Secondary and Higher Secondary Education.
49.	Transcripts.	Assistant Secretary.	Three days	Secretary, Goa Board of Secondary and Higher Secondary Education
50.	Rectification.	Assistant Secretary.	Seven days.	Secretary, Goa Board of Secondary and Higher

				C1
				Secondary Education.
51.	Recognition of subject.	Assistant Secretary.	By 30 <sup>th</sup> September.	Secretary, Goa Board of Secondary and Higher Secondary Education.
52.	Renewal of Recognition.	Assistant Secretary.	By 30 <sup>th</sup> September.	Secretary, Goa Board of Secondary and Higher Secondary Education.
53.	Additional subject recognition.	Assistant Secretary.	By 30 <sup>th</sup> September.	Secretary, Goa Board of Secondary and Higher Secondary Education.
54.	Change of school name and management.	Assistant Secretary.	Thirty days.	Secretary, Goa Board of Secondary and Higher Secondary Education.
H- Edu	cation (Higher Education).	7		
55.	Authentication.	Under Secretary (Higher Education).	Fifteen working days.	Director of Technical Education (DTE)/Ex- Officio Joint Secretary.
I- Educ	ation (Technical Education).			•
56.	Authentication.	Asst. Secretary.	Fifteen working days.	Chairman of the Board of Technical Education & Director of Technical Education.
57.	Issue of Mark sheets.	Systems Analylist.	Forty five working days from the date of declaration of results.	Chairman of the Board of Technical Education & Director of Technical Education.
58.	Issue of Diploma.	Secretary, Board of Technical Education.	Within three months after the completion of a six months period from	Chairman of the Board of Technical Education & Director of Technical Education.

	T			
			the date of	
			declaration	
			of result.	
59.	Issue of Migration and Provisional	Secretary,	Fifteen	Chairman of the
	Passing Certificate.	Board of	working	Board of
		Technical	days.	Technical
		Education.	•	Education &
				Director of
				Technical
				Education.
60.	Issue of duplicate documents.	Secretary	Fifteen	Chairman of the
00.	issue of duplicate documents.	Board of Technical	working days	Board of
		Education.	after receipt	Technical
		Education.	of	Education &
			application	Director of
			fees.	Technical
			ices.	Education.
61.	Verification of documents such as	A act Comptons	Fifteen	Chairman of the
01.		Asst. Secretary		
	Diploma Certificates, Mark sheets.	(C.D.C)	working	Board of Technical
		i .	days.	
		AL. 1		Education &
				Director of
		T /		Technical
		-/->		Education.
62.	Verification of Marks.	Asst. Secretary (Post	Fifteen	Chairman of the
		Exam).	working	Board of
		r 1	days, from	Technical
	l l	1	the last date	Education &
		/	for receipt of	Director of
	1	nin /	such	Technical
		1.4.4.7	applications.	Education.
63.			Fifteen	Chairman of the
	Issue of Photocopies/verification in	Asst. Secretary.	working	Board of
	presence of answer books.		days, from	Technical
			the last date	Education &
			for receipt of	Director of
			such	Technical
			applications.	Education.
64.	Revaluation of answer books.	Asst. Secretary.	Twenty five	Chairman of the
		-	working	Board of
			days, from	Technical
			the last date	Education &
			for receipt of	Director of
			such	Technical
			applications.	Education.
65.	Declaration of Board results on the	Systems Analyst.	Within one	Chairman of the
	website.		day of	Board of
			declaration	Technical
			of results.	Education &
				Director of
				Technical
				Education.
66.	Issue of Eligibility Certificate.	Asst. Secretary.	Five days	Chairman of the
00.	issue of Englothity Certificate.	11331. Decretary.	from receipt	Board of
			_	Technical
			of	i ecimicai

J-Electr	icity Department			Equivalency certificate from the Goa Board of Secondary and Higher Secondary Education.	Education & Director of Technical Education.
67.	Temporary / Peri Connection for I Commercial, Ag	manent Service Domestic,	Assistant Engineer.	Fifteen days.	Superintending Engineer.
<sup>2</sup> [67A	Certification of by Electi Manufacturing/S	Electrical Installation rical Inspector ervice		15 days to month from the date of inspection or compliance to the observation into by the applicant and subsequent inspections to confirm compliance adhered to whichever is later]	
68.	Temporary / Permanent Service Connection for Industries.	Submission of proposal for load approval.  Decision on Load approval.  Approval of Estimates.	Chief Electrical Engineer.  Executive Engineer / Superintending Engineer / Chief Electrical Engineer.	Ten days.  Ten days.	Superintending Engineer.  Secretary (Power). Superintending Engineer.
		Releasing of connection after execution of work	Executive Engineer.	Ten days.	Superintending Engineer.
69.	Meter Testing	Removing of Meter and sending to MRT laboratory. Testing of the Meter	Assistant Engineer-MRT.	Five days.	Superintending Engineer.  Superintending Engineer.
70.	Shifting of Electric poles.	Re- installing a meter.  Submission of the proposal to the	Assistant Engineer.  Executive Engineer.	Five days.  Ten days.	Superintending Engineer. Chief Electrical Engineer.

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 $<sup>^2</sup>$  Inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(A) dated 30-10-2017; published in the Official Gazette Series II No. 30 (Extraordinary-2) dated 30-10-2017.

			T	
	Superintending			
	Engineer for			
	approval after			
	inspection is done.			
	Decision on the	Superintending	Five days.	
	submitted	Engineer.		
	proposal.			
	Conveying of	Executive Engineer.	Three days.	
	intimation to			
	deposit			
	supervision			
	charges.		T 1	
	Submission of	Executive Engineer.	Ten days.	
	proposal to the			
	Superintending			
	Engineer for			
	approval after			
I/ Dime	inspection is done.	ion		
71.	ctorate of Food and Drugs Administrat Grant of Drugs Retail Licence.	Dy. Director of Food	Thirty days.	Director of Food
/1.	Grant of Drugs Retail Licence.	and Drugs	Timity days.	and Drugs
		Administration.		Administration.
<sup>3</sup> [71A	Grant of Drugs Wholesale License	Dy. Director of Food	30 days	Director of Food
[/1/1	Grant of Drugs Wholesale License	and Drugs	30 days	and Drugs
		Administration		Administration]
72.	Grant of Goods Manufacturing	Dy. Director of Food	Seven days.	Director of Food
, _,	Practices Certificate.	and Drugs	Seven days.	and Drugs
	Traciates Servineans.	Administration.		Administration.
73.	Grant of No Conviction Certificate.	Dy. Director of Food	Seven days.	Director of Food
	1	and Drugs		and Drugs
		Administration		Administration.
74.	Grant of Free Sales Certificate.	Dy. Director of Food	Seven days.	Director of Food
		and Drugs		and Drugs
		Administration.		Administration.
75.	Grant of Production & Sales	Dy. Director of Food	Fourteen	Director of Food
	Verification Certificate.	and Drugs	days.	and Drugs
		Administration.		Administration.
76.	Food Licence involving inspection of	Designated Officer.	Sixty days.	Director of Food
	Premises.			and Drugs
				Administration.
77.	Food Licence not involving	Designated Officer.	Thirty days.	Director of Food
	inspection premises.			and Drugs
				Administration.
78.	Registration Certificate for food	Regulatory	Seven days.	Director of Food
	premises not involving inspection.	Authority.		and Drugs
			m	Administration.
79.	Registration Certificate for food	Regulatory	Thirty days.	Director of Food
	premises involving inspection.	Authority.		and Drugs
000	B	D 1 (	TD1 1	Administration.
80.	Registration certificate for temporary	Regulatory	Three days.	Director of Food
	premises.	Authority.		and Drugs
				Administration.

 $<sup>^3</sup>$  Inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(A) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-2) dated 30-10-2017.

<sup>4</sup> [80A	Grants of Fresh Drugs/Cosmetics Manufacturing License with maximum five products  Grants of Renewal of Drugs/	Dy. Director of Foods and Drugs Administration  Dy. Director of	30 days from the receipt of completed application 30 days from	Director of Food and Drugs Administration
	Cosmetics Manufacturing License	Foods and Drugs Administration	the receipt of completed application	and Drugs Administration]
	ır & Employment.	D 11	T: 6	T 1
81.	Issue of Registration Certificate/License under the Contract Labour (R&A) Act, 1970 and the Rules there under.	Dy. Labour Commissioner.	Fifteen working days.	Labour Commissioner
82.	Issue of Registration Certificate/License under the Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1975 and the rules there under.	Dy. Labour Commissioner.	Fifteen working days.	Labour Commissioner
83.	Issue of Registration Certificate under Goa Daman and Diu Shops and Establishment Act, 1973 and the rules there under.	Labour Inspector.	Seven working days.	Labour Commissioner
84.	Issue of Registration Certificate/License under Motor Transport Workers Act, 1961 and the Rules there under.	Chief Inspector i.e. Commissioner of Labour.	Seven working days	Secretary (Labour)
85.	Registration for Employment.	Employment Officer.	On same day.	Labour Commissioner
86.	Renewal for Employment.	Employment Officer.	On same day.	Labour Commissioner
<sup>5</sup> [86A	Application for Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Deputy Labour Commissioner	Fifteen working days	Labour Commissioner
M- Insti	tute of Nursing Education.			
87.	Providing Transcript to student.	Principal.	Fifteen days	Director of Health Services.
88.	Certificate of Training.	Principal.	The next day after the result.	Director of Health Services
	torate of Panchayats.	T	T	
89.	Issue of Submission of construction licence, permission Submission of application/file before the Panchayat Meeting.	Village Panchayat Secretary.	Fifteen days.	Block Development Officer.
	for repair, licence for hotel/shop/ eating  Decision on the application.	Sarpanch	Fifteen days.	Block Development Officer.

 $<sup>^4</sup> Inserted\ vide\ Notification\ No.\ 1/22/2013-14/DPG/GPGRAMS/206(A)\ dated\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017;\ Published\ in\ No.\ 30-10-2017;\ Published\ in\$ 

<sup>(</sup>Extraordinary-2) dated 30-10-2017. 
<sup>5</sup> Inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(A) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-2) dated 30-10-2017.

	1 , , , ,				m 1	In
	house/trade/	Execution of the		chayat	Ten days.	Block
	factory,	decision.	Secretary.			Development
	occupancy					Officer.
	certificate, no					
	objection					
	certificate for					
	bar/liquor					
	shop.			_		
90.	Issue of Income	Certificate.		chayat	Three days.	Block
			Secretary.			Development
						Officer.
91.	Issue of No Due	s Certificate.	Village Panc	chayat	Three days.	Block
			Secretary.	•	•	Development
						Officer.
92.	Issue of Residen	ce Certificate	Village Panc	chayat		Block
74.	1350C Of INESIGEII	ec cerunicale.		nayat	Throa days	
			Secretary.		Three days.	Development
0						Officer.
	c Works Departn		T	-		
93.	Water connectio	n.	Assistant Engin	neer.	Thirty days.	Executive
						Engineer.
<sup>6</sup> [93A	Making of the	e application to the	Assistant Engin	neer	4 days	Executive
		Sub-Division and			•	Engineer
		ascertaining technical	W J			
	feasibility	ascertaining teeninear	1 /			
		site inspection and	Assistant Engin	2005	12 days	Executive
			Assistant Engin	ieei	12 days	
		feasibility report by	7 1			Engineer
	Engineer-in-char					<u> </u>
		nstallation bill by Sub-	Assistant Engin	neer	4 days	Executive
	Division					Engineer
	Payments of	installation bill by	Assistant Engin	neer	3 days	Executive
	consumers	1			<b>T</b>	Engineer
	Releasing of	Water Supply	Assistant Engin	neer	7 days	Executive
		providing water meter	8		_ 1	Engineer]
	uniterior und	rater meter	Total		30 days	
94.	Sewerage Conne	action	Assistant Engin	neer	50 days	Executive
74.	Sewerage Colline	Cuon.	Assistant Engli	ICCI	Thirty days	
7.50.1.1	G: ·	1 1 0 5			Thirty days.	Engineer.
<sup>7</sup> [94A		by the Sub-Division	Assistant Engin	neer	0 to 15 days	Executive
	Office					Engineer
		ort prepared by Sub-	Assistant Engin	neer	0 to 30 days	Executive
	Division Office	e and submitted to				Engineer
	Office Executive	e Engineer				_
		rt to be verified by the	Executive Engi	neer	0 to 8 days	Superintending
	Office of Execut		2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2			Engineer
		ranted Road Cutting	Executive Engi	neer	0 to 45 days	Superintending
	Permission	ranca Road Cutting	Executive Engl	11001	o to 45 days	Engineer]
D Danie			l			Engineer]
	ue Department.	0 37137	3.6 1 . 1	ı	T 1	D C 11 : 0
95.	Issue of Form I	X XIV.	Mamlatdar.		Two days.	Dy. Collector &
						Sub Divisional
						Officer.
96.	Issue of Residen	ce Certificate.	Mamlatdar of		Five days.	Dy. Collector &
			Taluka.		-	Sub Divisional
	1					1

 $<sup>^6 \</sup> Inserted \ vide \ Notification \ No. \ 1/22/2013-14/DPG/GPGRAMS/206(A) \ dated \ 30-10-2017; \ Published \ in the \ Official \ Gazette \ Series \ II \ No. \ 30-10-2017; \ Published \ in the \ Official \ Gazette \ Series \ II \ No. \ 30-10-2017; \ Published \ in the \ Official \ Gazette \ Series \ II \ No. \ 30-10-2017; \ Published \ in the \ Official \ Gazette \ Series \ II \ No. \ 30-10-2017; \ Published \ in the \ Official \ Gazette \ Series \ II \ No. \ 30-10-2017; \ Published \ in the \ Official \ Gazette \ Series \ II \ No. \ 30-10-2017; \ Published \ in \ Published$ 

<sup>(</sup>Extraordinary-2) dated 30-10-2017.

Tinserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(A) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-2) dated 30-10-2017.

					Officer.
97.	Issue of Divergence Certificate.		Mamlatdar of Taluka.	Five days.	Dy. Collector & Sub Divisional Officer.
98.	Issue of Income (Mediclaim.	Certificate for	Mamlatdar of Taluka.	One day.	Dy. Collector & Sub Divisional Officer.
99.	Issue of Caste Ce	rtificate.	Dy. Collector & Sub Divisional Officer.	Ten days.	Additional Collector –II.
100.	Issue of Notice fo	or Mutation in form-	Mamlatdar of Taluka.	Fifteen days from the payment of fees.	Dy. Collector & Sub Divisional Officer.
101.	Mutation u/s 96 of the Land Revenue Code, in Land Records (where there is no objection).		Mamlatdar of Taluka.	Thirty days from the last day fixed for filling of objections.	Dy. Collector & Sub Divisional Officer.
102.	Mutation u/s 96 of Land Revenue Code, in Land Records (where there are objections).		Mamlatdar of Taluka.	Ninety days from the last day of filling of objections	Dy. Collector & Sub Divisional Officer.
103.	Partition u/s 62 of Land Revenue Code,	Issue of Notice and proclamation.	Dy. Collector & Sub Divisional Officer.	Fifteen days.	Additional Collector –II.
	in Land Records.	Issue of order for survey (where there is no objection).	Dy. Collector & Sub Divisional Officer.	Within ten days after the period of thirty days of proclamation in form 'B' over.	Additional Collector –II.
		Survey of property.	Inspector of Survey and Land Records.	Thirty working days from the receipt of order.	Superintendent of Land Records.
		Passing the partition order (If there are no objections).	Dy. Collector & Sub Divisional Officer.	Fifteen days from the day the report is received.	Additional Collector –II
104.	Conversion of Land u/s 32 of the Land Revenue Code.	Scrutiny and forwarding the application to the Town Planning/ Forest/ Mamlatdar for report.	Collector/Dy. Collector & Sub Divisional Officer.	Five days.	Secretary (Revenue).
		Submission of report by the Mamlatdar.	Mamlatdar of Taluka.	Twenty days.	Dy. Collector.
		Submission of report by Town & Country Planning Department.	Town Planner.	Twenty days.	Senior Town Planner.

		Submission of	Dy. Conservator of	Twenty days.	Chief
		report by Forest Department.	Forests.		Conservator of Forests.
		Forwarding of papers to survey Department where part of survey number is to be converted.	Collector/Dy. Collector & Sub Divisional Officer.	Within five days of receipt of the report.	Secretary (Revenue).
		Submission of survey report by Land Survey Department.	Inspector of Land survey.	Twenty days from the date of receipt of the order.	Superintendent of Land Records.
		Decision on application.	Collector/Dy. Collector & Sub Divisional Officer.	Within ten days of receipt of the survey report.	Secretary (Revenue).
		Issue of Sanad.	Collector/Dy. Collector & Sub Divisional Officer.	Three days from date of payment.	Secretary (Revenue).
105.	Refund under the	Court Fees Act.	Collector.	Ten days.	Secretary (Revenue).
106.	Refund under the	Indian Stamps Act.	Collector,	Ten days.	Secretary (Revenue).
107.	Adjudication of D	ocuments.	Additional District Magistrate.	Three days.	Additional Secretary (Home).
108.	Gratuitous relief under natural calamity.	Proposal to be forwarded to the Collector with recommendation.	Mamlatdar of Taluka	Five days.	Collector.
		Decision.	Collector.	Five days.	Secretary (Revenue).
		Disbursement of relief, if approved.	Dy. Director of Accounts.	Five days.	Director of Accounts.
109.	Issue of Matriz Co	ertificates.	Mamlatdar of Taluka.	Three days.	Collector.
110.	Issue of Depender	nts' Certificate	Mamlatdar of Taluka.	Five days.	Collector.
	- F				
111.	Isssue of Solvency Certificate.	Up to Rs.1,00,000 (Rupees one lakh).	Mamlatdar of Taluka.	Ten days.	Collector.
111.	Solvency	Up to Rs.1,00,000 (Rupees one	Mamlatdar of	Ten days.  Fifteen days.	Collector.  Collector.
111.	Solvency	Up to Rs.1,00,000 (Rupees one lakh).  More than Rs. 1,00,000 (Rupees one lakh and less than Rs.5,00,000 (Rupees five	Mamlatdar of Taluka.  Dy. Collector & Sub		

					(Revenue).
113.	Issue of Sound permission.	Forwarding to the Police for report.	Sub Divisional Magistrate/ Additional District Magistrate.	Same day.	Collector.
		Report to the Sub Divisional Magistrate/ Additional District Magistrate.	Police Inspector.	Two days.	Superintendent of Police.
		Decision on the application.	Sub Divisional Magistrate/ Additional District Magistrate.	Two days.	Collector.
114.	Issue of certified	d copy of survey plan.	Draftsmen Grade-I.	Three days.	Director (Settlement & Land Records).
115.	Issue of New Arms License/	Forwarding the application to the Police.	District Magistrate.	Three days.	Secretary (Home).
	transfer of Arms License.	Report to the District Magistrate.	Incharge of the Police Station.	Thirty days.	Superintendent of Police.
		Decision on the application.	District Magistrate.	Thirty days.	Secretary (Home).
116.	Renewal of Arms License.	Forwarding the application to the Police.	District Magistrate.	Three days.	Secretary (Home).
		Report to District Magistrate.  Decision on the	In charge of the Police Station.  District Magistrate.	Thirty days.  Fifteen days.	Superintendent of Police. Secretary
		application.			(Home).
117.	Character Verification.	Forwarding of papers to the Police.	District Magistrate.	Three days.	Secretary (Home).
		Report to District Magistrate	Superintendent of Police (Crime).	Fifteen days.	Inspector General of Police.
		Decision of the District Magistrate.	District Magistrate.	Ten days.	Secretary (Home).
Q-Depai	rtment of Rural				<u>.</u>
118.	Indira Awas Yojana.	Submission the proposal to the Block Development Officer.	Village Panchayat Secretary.	Seven days from the day of Gram Sabha resolution.	Block Development Officer.
		Submission the proposal to the District Rural Development Agency of jurisdiction.	Block Development Officer.	Seven days.	Project Director of jurisdiction.
		Decision on the application.	Project Officer, District Rural Development	Seven days.	Project Director.

			Agency.		
119.	Indira Awas Yojana- 2 <sup>nd</sup> Installment	Submission the proposal to the Block Development Officer.	Village Panchayat Secretary.	Five days.	Block Development Officer.
		Submission the proposal to the District Rural Development Agency.	Block Development Officer.	Ten days.	Project Director.
		Releasing the 2 <sup>nd</sup> installment	Project Officer, District Rural Development Agency.	Seven days.	Project Director.
120.	National Family Benefit Scheme.	Submission the proposal to the Block Development Officer.	Village Panchayat Secretary.	Seven days from the date of Gram Sabha resolution.	Block Development Officer.
		Decision on the application and disbursement of the amount.	Block Development Officer.	Seven days.	Project Director.
121.	Gas connection under GGUY	Submission of the proposal to the Block Development Officer.	Village Panchayat Secretary.	Seven days from the date of Gram Sabha resolution.	Block Development Officer.
		Submission of the proposal to the District Rural Development Agency.	Block Development Officer.	Seven days.	Project Director, District Rural Development Agency.
		Decision on the application.	Project Officer, District Rural Development Agency.	Seven days. from receipt of confirmation of the Know Your Customer (KYC) details.	Project Director, District Rural Development Agency.
122.	Preparation of a Job Card under the Mahatma	Submission the proposal to Block Development Officer.	Village Panchayat Secretary.	Four days.	Block Development Officer.
	Gandhi National Rural Employment	Submission of the proposal to District Rural Development Agency.	Block Development Officer.	Two days.	Project Director
	Guarantee Act	Printing of the Job Card.	Project Officer.	Two days.	Project Director.
		Issue of the Job Card.	Block Development Officer.	Two days.	Project Director.

	Delivery of the Job Card to the	Village Panchayat Secretary.	Two days.	Block Development
	beneficiary.	,		Officer.
R- Depa	artment of Social Welfare.			
123.	Pre-Metric Scholarship(S.C.)/ O.B.C.	Assistant Director (SC/OBC).	Ten days.	Director of Social Welfare.
124.	Kanya Dhan (S.C.)	Assistant Director (SC/OBC).	Seven days.	Director of Social Welfare.
125.	Grant of financial assistance for performance of funeral and religious ceremonies related to last rites of a person of the Dhangar Community under "Antya Sanskar Sahay Yojana"	Assistant Director (WDA).	Five days.	Director of Social Welfare.
126.	Home Nursing (S.C.)	Assistant Director (SC/OBC).	Ten days.	Director of Social Welfare.
127.	Settlement of claim for 50% subsidy to the disabled for diesel/petrol used for their motorized vehicles.	Assistant Director (WDA).	Seven days.	Director of Social Welfare.
128.	Inter Caste Marriage Award.	Assistant Director (SC/OBC)	Seven days.	Director of Social Welfare.
129.	Marriage with Disabled (Award).	Assistant Director (WDA)	Seven days.	Director of Social Welfare.
130.	Merit Based Award (Dhangar).	Assistant Director (WDA)	Seven days.	Director of Social Welfare.
131.	Post Metric Scholarships (S.C. / O.B.C.)	Director of Social Welfare.	Thirty days.	Secretary (Social Welfare).
132.	Gagan Bharari Shiksha Yojana (Dhangar).	Director of Social Welfare.	Thirty days.	Secretary (Social Welfare).
133.	Financial assistance to children of widows/ orphan child. (Dhangar).	Assistant Director (WDA).	Five days.	Director of Social Welfare.
134.	Book Bank scheme (S.C. /O.B.C.)	Assistant Director of Social Welfare.	Ten days.	Director of Social Welfare.
135.	Bachpan- Financial assistance to orphans.	Assistant Director (WDA).	Five days.	Director of Social Welfare.
136.	Issue of identity cards to senior citizens.	Assistant Director (SD).	Ten days.	Director of Social Welfare
137.	Issue of identity cards to the differently abled persons.	Assistant Director (WDA).	Ten days.	Director of Social Welfare
138.	Issue of scholarships to disabled persons.	Assistant Director (WDA).	Ten days.	Director of Social Welfare.
139.	Pre-Metric scholarships to children of those engaged in unclean occupations.	Assistant Director (SD).	Ten days.	Director of Social Welfare.
140.	Financial assistance to self help groups.	Assistant Director (SD).	Fifteen days.	Director of Social Welfare.
141.	Financial assistance to kiosks.	Assistant Director (SD).	Ten days.	Director of Social Welfare.
142.	Rajiv Awaas Yojna.	Assistant Director (SD).	Ten days.	Director of Social Welfare.
143.	Stipend to the disabled.	Assistant Director (WDA)	Ten days.	Director of Social Welfare.
S-State 1	Registrar & Notary Service.			

144.	Registration of	a partnership firm	Civil Registrar	Seven days	District
		rtnership Act 1932.	/Registrar of Firms.	from the date	Registrar.
		1		of receipt of	
				the	
				application.	
145.	Returning of do	cuments after	Civil Registrar/	Third day	District
	registration und	er Indian Partnership	Registrar of Firms.	from the date	Registrar.
	Act 1932.			of	
				registration.	
146.	1.0	ge record for the first	Civil Registrar.	On the day	District
		igo de Registo Civil		of final	Registrar.
	in case of civil i	marriage (definitive)		marriage	
				registration.	
147.		ge record on first time	Civil Registrar.	Next day	District
		e Registo Civil in		after it	Registrar.
	case of provisio	nal marriage.		becomes	
1.10	~			definitive.	
148.		ge record on first time	Civil Registrar.	Next day	District
		e Registo Civil in		after receipt	Registrar.
	case of canonic	al marriage.		of the church	
		_	AL. 1	marriage	
149.	E-1	Granes (Change of	Circil Degistron	records.	District
149.	name of a Hind	name (Change of	Civil Registrar.	Two days.	Registrar.
150.	Correction	Submission of	Civil Registrar.	Seven Days.	District
150.	of Marriage	proposal to the	Civii Registiai.	Seven Days.	Registrar.
	Record.	District Registrar.	<i>r</i> 1		Registrar.
	rteeora.	Submission of	District Registrar.	Seven days.	
		proposal to the State	District Registrar.	Seven days.	State Registrar.
		Registrar.	<u> </u>	<b>T</b>	~
		Decision on the	State Registrar.	Fifteen days.	Inspector
		proposal.			General of
		7			Registration/
					Law Secretary.
151.		documents under the	Sub Registrar.	Same day.	District
	Indian Registrat	tion Act 1908.			Registrar.
152.	Returning of	a). When the system	Sub Registrar.	Three days.	District
	documents	is computerized.			Registrar.
	after	b). When records	Sub Registrar.	Seven days.	District
	registration.	are still being done			Registrar.
		• `			
1.50	T C		0.1.0	TD1 1	D:
153.			Sub Registrar.	Three days.	
		_			Registrar.
	_		Cub Docieties	Cover de	District
			Sub Registrar.	Seven days.	
					Registial.
	_				
154.			Civil Registrar	By the	District
			Civii Registiai.	•	
13 1.	Mamlatdar of the Taluka under Rule				Registrat.
131.		Daman and Diu Land		i oi each	
151.	15 of the Goa D	Daman and Diu Land rd of Rights and		of each	
13	15 of the Goa D Revenue (Recor	Daman and Diu Land rd of Rights and civators) Rules 1969		month.	
153.	Issue of certified copies of documents under Indian Registration Act 1908.	manually. (Not computerized).  a). When the system is computerized. b).When records are still being done manually. (Not computerized). ntimation to the me Taluka under Rule	Sub Registrar.  Sub Registrar.  Civil Registrar.	Three days.  Seven days.  By the seventh day	District Registrar.  District Registrar.  District Registrar.

	preceding mont	h.			
155.			Civil Registrar.	One day after the notice period is over if there are no objections received.	District Registrar.
156.	Nil Encumbrance Certificate	Where records are computerized.	Sub Registrar.	Three days.	District Registrar.
		Where records are not computerized.	Sub Registrar.	Ten days.	District Registrar.
157.		a Society under the cration Act & issue of certificate.	District Registrar/Inspector General of Societies.	Seven days.	State Registrar.
158.		d copies of registered r than as specified	Civil Registrar.	Seven days.	District Registrar.
159.	Notaries Laws.	cree No. 8373 of	Civil Registrar/ Notary Ex-Officio.	Seven days.	District Registrar.
160.			Civil Registrar/ Notary Ex-Officio.	Seven days.	District Registrar.
161.		all other documents ial Act Decree No. s Laws.	Civil Registrar/ Notary Ex-Officio.	Seven days.	District Registrar.
T-Town	and Country Pl	anning Department	(7)07		-
162.		on on the application	Town Planner in charge of the Taluka.	Twenty days.	Chief Town Planner.
163.	Technical cleara Development Pl	ances for Building/ lan.	Town Planner in charge of the Taluka.	*Thirty days.	Chief Town Planner.
164.	Zoning Informa	tion.	Town Planner in charge of the Taluka/ Member Secretary of Planning Development Authority.	Ten days.	Chief Town Planner.
165.	-	etion Certificate.	Town Planner in charge of the Taluka/ Member Secretary of the Planning and Development Authority.	Fifteen days.	Chief Town Planner.
166.		ermission under e Town and Country	Member Secretary of Planning and Development Authority.	*Thirty days	Chief Town Planner

167.	[- 10 00]	Deputy Town	fifteen days	Chief Town
	Section 49(6) of the Goa, Daman	Planner/Town		Planner.
	and Diu Town and Country	Planner/Senior		(Administration).]
	Planning Act, 1974 (Act 21 of	Town Planner in		
	1975)	charge of the		
	1973)	Taluka		
168.	Permission under 17 –A	Town Planner in	Thirty days.	Chief Town
		charge of the	.jj	Planner.
		Taluka.		
J-Trans	sport Department			
169.	Issue of learner's license.	Asstt. Director of	Same day.	Director of
		Transport.		Transport.
170.	Issue of temporary registration	Asstt. Director of	Same day.	Director of
	certificate.	Transport.		Transport.
171.	Issue of fitness certificate.	Asstt. Director of	Two days.	Director of
		Transport.	-	Transport.
172.	Renewal of fitness certificate.	Asstt. Director of	Same day.	Director of
		Transport.	·	Transport.
173.	Issue of temporary permit.	Asstt. Director of	Same day.	Director of
		Transport.		Transport.
174.	Grant of special permit	Asstt. Director of	Two days.	Director of
		Transport.	-	Transport.
175.	Cancellation of	Asstt. Director of	Two days.	Director of
	hypothecation/endorsement of	Transport.	-	Transport.
	hypothecation of vehicle.	/ \		
176.	Renewal of driving licence.	Asstt. Director of	Same day.	Director of
		Transport.		Transport.
177.	Addition to driving licence.	Asstt. Director of	Added and	Director of
		Transport.	issued on the	Transport.
		1.444.7	same day of	
		'	passing the	
			test.	
178.	Renewal of conductor's licence.	Asstt. Director of	Same day.	Director of
		Transport.		Transport.
179.	Transfer of ownership	Asstt. Director of	Seven days	Director of
		Transport.		Transport.
100	Topic of the magistration contification	Agatt Dimaster of	Carran darra	Dimentor of
180.	Issue of the registration certificate.	Asstt. Director of	Seven days	Director of
101	Court of Asiain a Bassas	Transport.	On 41	Transport.
181.	Grant of driving licence.	Asstt. Director of	On the same	Director of
		Transport.	day of	Transport.
			passing the	
182.	Issue of a duplicate driving licence.	Asstt. Director of	test. Same day.	Director of
104.	issue of a duplicate driving licence.	Transport.	Same day.	Transport.
192	Issue of a duplicate conductor's	Asstt. Director of	Same day.	Director of
183.	*		Same day.	
184.	licence.  Issue of duplicate Registration	Transport. Asstt. Director of	Same day.	Transport.  Director of
104.			Same day.	
	Certificate (R.C.) book.	Transport.		Transport.

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 $<sup>^8</sup>$  Substituted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/108 dated 5-10-2018 published in the Official Gazette Series –II No. 28 dated 11-10-2018 and come into force from the day of publication.

185.	Issue of a conductor's badge	Asstt. Director of	Same day.	Director of
	(L.P.S.A./P.S.V.A).	Transport.		Transport.
V- Triba	al Welfare			
186.	Merit Based Award.	Director Tribal Welfare.	Ten days.	Secretary (Tribal).
187.	Home Nursing (S.T.)	Assistant Director Tribal Welfare.	Ten days.	Director Tribal Welfare.
188.	Pre-Metric Scholarship(S.T.)	Assistant Director Tribal Welfare.	Ten days.	Director Tribal Welfare.
189.	Atal Asra Yojana (S.T.)	Director Tribal Welfare.	Ten days.	Secretary (Tribal).
190.	Mundkarche Ghar (S.T.)	Director Tribal Welfare.	Ten days.	Secretary (Tribal).
191.	Kanya Dhan (S.T.)	Assistant Director Tribal Welfare.	Ten days.	Secretary (Tribal).
192.	Antya Sanskar Yojna	Assistant Director Tribal Welfare.	Ten days.	Director Tribal Welfare.
193.	Post Metric Scholar Ship(S.T.)	Director Tribal Welfare.	Thirty days.	Secretary (Tribal).
194.	Gagan Bharari Shiksha Yojana (S.T.)	Director Tribal Welfare.	Thirty days.	Secretary (Tribal).
195.	Financial Assistance to Children of Widow/ Orphan child (S.T.)	Assistant Director Tribal Welfare.	Thirty days.	Secretary (Tribal).
196.	Book Bank Scheme (S.T.)	Assistant Director Tribal Welfare.	Thirty days.	Secretary (Tribal).
197.	Merit Based Award	Director Tribal Welfare.	Ten days.	Secretary (Tribal).
V-Wate	er Resources Department.	55/ 그		
198.	Permission for drawing water for irrigation from River/Nallah/Stream.	Executive Engineer	Fifteen days.	Chief Engineer.
199.	Permission for water for irrigation.	Executive Engineer.	Fifteen days.	Chief Engineer.
200.	Grant of permission to transport water.	Executive Engineer	Fifteen days.	Chief Engineer.
201.	Registration of existing wells.	Ground Water Officer/ Executive Engineer.	Ten days.	Chief Engineer.
202.	Sinking of a well.	Ground Water Officer/ Executive Engineer.	Twenty one days.	Chief Engineer.
203.	Subsidy for irrigation well scheme for agricultural crops / horticultural /plantation crops.	Chief Engineer.	Twenty one days.	Secretary (Water Resources Department).
204.	Subsidy under rain water harvesting scheme.	Chief Engineer.	Twenty one days.	Secretary (Water Resources Department).

#### Notes:

(1) In case the application in respect of any public service specified in column (2) of the above schedule is referred to the Government for approval or to the concerned authority for legal

- opinion/advice, the time consumed in such reference shall be excluded while reckoning the time limit specified in column (4) of the above Schedule.
- (2) Time limit as specified in column(4), in respect of the public service as specified in column (2), of the above schedule, shall commence from the date of submission of application thereof complete in all respects and with all the requisite supporting documents.

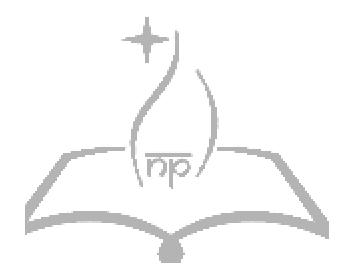
This notification shall come in to force with effect from 2<sup>nd</sup> April, 2015.

By Order and in the name of the Governor of Goa (Fransquinha Oliveira) Under Secretary (Public Grievances)

Panaji, 8<sup>th</sup> April, 2015.

(Published in the Official Gazette Series II No. 3 dated 16-4-2015)

(This notification suppressed vides Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(5)
Dated 14-1-2016 (Published in the Official Gazette Series II No. 11 dated 16-6-2016)



# Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)/**1168**

In addition to the Services notified vide Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 8th April, 2015 published in the Official Gazette Series II No. 3 dated 16th April, 2015, the Government of Goa in exercise of the powers conferred by sub-sections (1) and (2) of Section 4 of the Goa (Right of Citizens to Time-bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013) (hereinafter referred to as the "said Act"), hereby specifies the service specified in column (2) of the Schedule below to be a public service for the purposes of the said Act, which shall be provided by the designated officer as specified in corresponding entry in column (3) of the said Schedule and within the time limit as specified in column (4) of the said Schedule.

The authorities mentioned in column (5) are notified as appellate authority under Section 6 of the said Act. The public services as specified in column (1) of the Schedule below shall be provided by the designated officer to the eligible persons with effect from date of publication of this Notification in the Official Gazette.

# **SCHEDULE**

Sr.	Service	Designate	ed Officer	Tim	ne Limit in working	1st appellate
No			/ \	days		authority
			/ 1			
(1)	(2)	(3)	( )	(4)		(5)
		A-D	Department of Agric	cultur	e	
1	Settlement of the claim of	Managing	g Director	Thi	rty days	Director of
	farmers of locally		1			Agriculture.
	produced vegetables					
		B- D	epartment of Co-op	erati	on	
		Registi	rar of Co-operative	Socio	eties	
9[2	Registration of Society under	er section	Registrar of	Co-	45 days	Secretary of the
	8 of the Goa Co-operative	Societies	operative Societie	S		Department of Co-
	Act, 2001 (Goa Act 36 of 20	01)				operation
3	Approval for amendment in	the Bye-	Assistant Registra	r of	45 days	Registrar of Co-
	Laws of the Society under	section 8	Co-operative			operative Societies]
	of the Goa Co-operative	Societies	Societies			
	Act, 2001 (Goa Act 36 of 20	01)				
		Goa State	e Agricultural Mark	eting	Board	
4	Application for the	Dy. Secre	etary, Goa State	Thi	rty days	Jt. Secretary, Goa
	different types of Licenses	Agricultu	ıral Marketing			State Agricultural
		Board				Marketing Board.

<sup>&</sup>lt;sup>9</sup> Substituted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-) dated 30-10-2017; The original expression read as follows:-

2	Registration of the Society u/s 8 of the Goa Co- operative Societies Act, 2001	Assistant Registrar of Co-operative Societies	Forty five days	Registrar of Co-operative Societies.
3	Approval of amendment in the Society Bye Laws u/s 11 of the Goa Co-operative Society Act, 2001	Assistant Registrar of Co-operative Societies	Forty five days	Registrar of Co-operative Societies.

5	Renewal of L	icense	Dy. Secretary, Goa Stat	e	Fifteen days	Jt.	Secretary, Goa
	subject to sub		Agricultural Marketing	S S			nte Agricultural
	annual return	regularly	Board			Ma	arketing Board.
			C-Department of Craft			I 5.	
6	Refund of car	ution money	Principal	Sev	ven days	Director of Craftsmen Training.	
7	Issue of bona	fide	Principal	Sev	ven days		Craftsmen
	certificate to		1		J	Training.	
	trainees after	completion					
	of training						
8	Return of all		Principal		teen days from	Director of	Craftsmen
	certificates su				date of	Training.	
	the trainees a availing admi			aar	mission		
9	Issue of ident		Principal	For	rty Five days	Director of	Craftsmen
	the trainees	arty cards for	Timeipui		m the date of	Training.	Crartsmen
					mission		
10	BPL	Forwarding	Principal	Fif	teen days	Director of	Craftsmen
	Scholarship	application	A .			Training.	
	S	to the	7				
		Directorate	Asstt Disserts	E:C	)	D:	: C ft
		Disposal of application	Asstt. Director (Training)	FII	teen days	Director of Training.	Craftsmen
11	Merit	Forwarding	Principal Principal	Fif	teen days from	Director of	Craftsmen
11	Scholarship	application	Timeipui		date of	Training.	Crurtsilleii
	s	to the	/	publication of			
		Directorate /	<u> </u>		rit list		
		Forwarding	Asstt. Director	Fif	teen days	Director of	Craftsmen
		application	(Training)			Training.	
		to Government					
12	Authentication		Assistant Controller of	Ser	ven days	Director of	Craftsmen
12	certificates	лг от	Examination	SC.	ven days	Training	Crartsmen
13	Valuation of	examination	Assistant Controller of	For	rty five days	Director of	Craftsmen
	answer paper	S	Examination			Training.	
14	Verification of	of certificates	Assistant Controller of	Fif	teen days	Director of	Craftsmen
1.5	G : :	· D · · · · · · · · · · · · · · · · · ·	Examination	E: 0	· 1	Training.	. G C
15	Correction of		Assistant Controller of Examination	Fif	teen days	Director of	Craftsmen
	National Irac	de certificates	Examination D-Department of Educati	On '	Art & Cultura	Training.	
		<u> </u>	Directorate of Art				
16	Convey the d	ecision of	Assistant Cultural		ty days from	Director of	Art and Culture.
- 0	approval/reje		Officer		last day of		
					olication		
	If approved –		Assistant Cultural		ve days	Director of	Art and Culture.
	sanction Orde		Officer				
	(b) Release o	f fund to the	Assistant Cultural		teen days from	Director of	Art and Culture.
	Bank		Officer		date of		
	l		College of Arch				
			Conlege of Aici	писс	turc		

17	Issue of Provisional	Submission of the list	Incharge of a	Two days	Principal.
1	Passing Certificate	of the students who	Respective	prior to	Timorpui.
	Tussing Columbia	have any dues to the	Section	declaration	
		Academic Section		of results	
		Issue of Provisional	Head Clerk	On the day	Principal.
		Passing Certificate of		of the	T
		the students who do		receipt of	
		not have any dues of		the	
		the college		Provisional	
				Certificate	
				from the	
				University	
18	Refund of Caution Money	Submission of the list	Incharge of a	Two days	Principal.
		of the students who	Respective	prior to	
		have any dues to the	Section	declaration	
		Accounts Section		of results	
		Refund of Caution	Assistant	Thirty days	Principal.
		Money by E.C.S. in	Accounts	from the	
		the student account	Officer	declaration	
10	Dunlingto goutificates/M1-	Within 5 years	In change of	of results	Duin aim al
19	Duplicate certificates/Mark sheets	Within 5 years	In charge of Examination	Ten days	Principal.
	sheets	Beyond 5 years	In charge of	Thirty days	Principal.
		beyond 3 years	Examination	Tillity days	Fillicipal.
20	Verification of marks		In charge of	Ten days	Principal.
20	verification of marks	- 1 1	Examination	1 ch days	Timerpar.
21	Revaluation and declaration	of results	In charge of	Forty Five	Principal.
			Examination	days	1 morpus
		Archives and Archives		, , , , , , , , , , , , , , , , , , ,	
22	Issue of certified copies of av	vailable records of	Archivist	Seven days	Director of
	Births, Deaths, Marriage and	Baptism	(General)	from date of	Archives and
				payment	Archeology.
23	Certified copy of Land Inscri	iption/Description	Archivist	Twelve days	Director of
	certificates/Notarial Deeds		(General)	from date of	Archives and
				payment	Archeology.
24	Certified copy of Communid	lade records	Archivist	Twelve days	Director of
			(General)	from date of	Archives and
25	The state of the s	T C'1 / I	A 1 * * .	payment	Archeology
25	Terotial Military Court (TM)	I files/ Inventory files).	Archivist	Twelve days	Director of
	a. $1 - 20$ documents		(General)	from date of	Archives and
				payment	Archeology.
	b. More than 20 but less than	. 50	Archivist	Twenty	Director of
	o. More man 20 out less man	1.50	(General)	days from	Archives and
			(General)	days from	Archeology.
				payment	Theneology.
	c. More than 50 but less than	100	Archivist	Thirty days	Director of
			(General)	from date of	Archives and
			(	payment	Archeology.
				payment	mencology.

			(General)	from date of	Archives and
26	D: : 1:	1 CDDOM	G : .:c:	payment	Archeology
26	Digital images of historical r	ecords on CDROMs	Scientific	Forty days	Director of
	a. Upto 500 digital images		Officer	from date of	Archives and
				payment	Archeology.
	b. More than 500 digital image	ges	Scientific	Fifty days	Director of
			Officer	from date of	Archive and
				payment	Archeology.
27	Issue of certified copies of fo	ollowing records to	Archivist	Seven days	Director of
	public at IPHB, Altinho.		(Management)		Archives and
	a. Documentos Pera Vaigem				Archeology
	b. Captain of Ports				
	c. Extract of Birth/Death/Ma	rriage Salcette1914-			
	1970 (incomplete series)				
28	Issue of Xerox/Computer cop		Librarian	Ten days	Director of
	documents/books to scholars	/students/ public			Archives and
					Archeology.
		E- Department of			
		Chief Election			
29	Registration of Electors	One copy of the	Assistant	Three days	District Election
		application received	Electoral		Officer.
		under sub-rule (1) of	Registration		
		Rule 26 together with	Officer/Electora		
		a notice inviting	1 Registration		
		objections to be	Officer		
		posted as provided in			
		sub-rule (3) of Rule			
		26	Amintonia	T1 1	District Election
		Disposal of the	Assistant	Three days from the last	
		applications when	Electoral		Officer.
		there are no objections	Registration Officer/	day of	
			Electoral	filling of	
			Registration	objections	
			Officer		
		Disposal of	Assistant	Fifteen days	District Election
		application, where	Electoral	from the last	Officer.
		there are objections	Registration	day of	
		mo objections	Officer/	filling of	
			Electoral	objections	
			Registration	30,000000	
			Officer		
30	Issue of new Election Photo	Identity Card	Assistant	Seven days	District Election
		•	Electoral	from the	Officer.
			Registration	date of	
			Officer/	authorizatio	
			Electoral	n by the	
			Registration	E.R.O. of	

31	Issue of Duplicate Election Photo Identity Card	Assistant Electoral Registration Officer/ Electoral Registration Officer	inclusion of the name in the Electoral Roll or after making correction in the Electoral Roll Three days	District Election Officer.
	F-Department of E			
	Goa State Pollution C		Ī	
32	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Large – Red Category Establishment	Chairman	Ninety days	Secretary to Government.
33	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Large (Hotels having more than 50 rooms) – Orange Category	Chairman	Sixty days	Secretary to Government.
34	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Large – Green Category	Chairman	Forty Five days	Secretary to Government.
35	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Micro and Small (Including Stone Quarries) – Red Category	Chairman	Ninety days	Secretary to Government.
36	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Medium Scale Enterprise (Including Stone Quarries) – Red Category	Chairman	Ninety days	Secretary to Government.
37	Consent to establish or operate Beneficiation Plants (Dry Screening Plants, Washing Plants) – Red Category under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution)	Chairman	Ninety days	Secretary to Government

	Act, 1974				
38	Consent to establish or op	rooms ) – Orange category e Air (Prevention and 1981 and The Water	Chairman	Sixty days	Secretary to Government.
39	Orange Category under th	f Pollution) Act, 1981 and	Chairman	Sixty days	Secretary to Government.
40	Consent to establish or op Green Category under the (Prevention and Control of The Water (Prevention and Act, 1974	provisions of the Air f Pollution) Act, 1981 and	Chairman	Forty five days	Secretary to Government.
41	Consent to establish or op Enterprises including App Establishment and Operat Plant (STP) and Diesel Go Green Category under the	olications for ion of Sewage Treatment enerator sets (DG set) – provisions of the Air of Pollution) Act, 1981 and	Chairman	Forty five days	Secretary to Government.
42	Renewal of consent to ope	Control of Pollution) Act, vention and Control of	Chairman	Forty five days	Secretary to Government.
43	Authorization under Haza Red Category ii) Orange Category iii) Green Category	rdous Waste Rules : i)	Chairman	Ninety days Sixty days Forty five days	Secretary to Government.
44	Authorization under Bio M Chairman Forty five days 45 Authorization under M Rules	Secretary to Government.	Chairman	Forty five days	Secretary to Government.
46	Authorization under Batte Rules	ries Waste Management	Chairman	Forty five days	Secretary to Government.
47	Registration under Plastic	Chairman	Forty five days	Secretary to Government.	
48	Authorization issued under and Handling) Rules, 201	Chairman	Forty five days	Secretary to Government.	
		G-Department of <b>Commissioner</b> of			
49	Grant of Liquor License/Shifting for Retail sale/Wholesale of IMFL, CL & FL in	Forwarding the Application to the respective Police	Excise Inspector	Five days	Commissioner of Excise

	packed				
	bottles under Rule 90 of	Station/Village			
	the Excise Duty Act &	Panchayat/Municipality			
	Rules 1964	T unional au ivionioi punioj			
		Submission of report to	In-charge of	Seven	Superintendent of
		Excise Department	Police Station	days	Police.
		Submission of report to	Secretary,	Seven	Block
		Excise Department	Village	days	Development
		•	Panchayat	,	Officer.
		Submission of report to	Chief Officer	Seven	Director of
		Excise Department	of	days	Municipal
		_	Municipality/		Administration.
			Commissioner		
			of City of		
			Panaji		
			Corporation		
		Submission of report to	Excise	Ten days	Commissioner of
		Excise Commissioner	Inspector		Excise.
		along with Police and			
		Local Body Report			
		Decision of the	Commissioner	Fifteen	Secretary
		application		days	(Finance).
50	Grant of Liquor	Forwarding the	Excise	Five days	Commissioner of
	License/Shifting for	application to the	Inspector		Excise.
	Retail sale/Wholesale	respective Police			
	of IMFL, CL & FL for	Station/Village			
	consumption under	Panchayat/Municipality			
	Rule 90 of the Excise	Submission of report to	In-charge of	Seven	Superintendent of
	Duty Act & Rules, 1964	Excise Department	Police Station	days	Police.
		Submission of report to	Secretary,	Seven	Block
		Excise Department	Village	days	Development
		Culturianianianiafia	Panchayat	Carre	Officer.
		Submission of report to	Chief Officer	Seven	Director of
		Excise Department	of	days	Municipal
			Municipality		Administration.
			/Commissione		
			r of City of		
			Panaji Corporation		
		Submission of remark to	Corporation Excise	Ten days	Commissioner of
		Submission of report to Excise Commissioner	Inspector	1 cm days	Excise.
		along with Police and	inspector		LACISC.
		Local Body Report			
		Decision of the	Commissioner	Fifteen	Secretary
		application	of Excise	days	(Finance).
51	Transfer of Ownership	Forwarding the	Excise	Five	Commissioner of
JI	of License under Rule	application to the	Inspector	days	Excise.
	104 of the Goa Excise	respective Police Station	mspector	uays	L'ACISC.
	Duty Act Rules, 1964	Submission of report to	In-charge of	Seven	Superintendent of
	Duty Act Kules, 1704	Submission of Teport to	m-charge of	Peacil	Superimendent of

		Excise Department	Police Station	days	Police.
		Submission of report to	Excise	Ten days	Commissioner of
		Excise Commissioner	Inspector		Excise.
		along with Police Report			
		Decision of the	Commissioner	Fifteen	Secretary
		application	of Excise	days	(Finance)
52	Permission for the issue	Forward the application to	Excise	Two	Commissioner of
	of (No. of permits)	the Excise Inspector	Inspector	days	Excise.
	Export Permits	(Station)	(Unit)		
		Forward the application to	Excise	Two days	Commissioner of
		the Assistant Excise	Inspector		Excise.
		Commissioner	(Station)		
		Decision of the	Assistant	Two days	Commissioner of
		application	Excise	1 We days	Excise.
		approuron	Commissioner		Zaterse.
53	Permission for the issue	Forward the application to	Excise	Two days	Commissioner of
	of Export NOCs	the Excise Inspector	Inspector	1 wo days	Excise.
	(outside India)	(Station)	(Unit)		Excise.
	(outside maia)	Forward the application to	Excise	Two days	Commissioner of
		the Excise Commissioner	Inspector	1 wo days	Excise.
		the Excise Collinistioner	(Station)		Excise.
		Decision of the	Excise	Two days	Secretary
		application	Commissioner	1 wo days	(Finance).
54	Permission for the issue	Forward the application to	Excise	Two days	Commissioner of
	of duty paid Import	the Excise Inspector	Inspector	1 wo days	Excise.
	Permit	(Station)	(Unit)		Zaterse.
		Forward the application to	Excise	Two days	Commissioner of
		the Assistant Excise	Inspector	1 We days	Excise.
		Commissioner	(Station)		Zaterse.
		Decision of the	Assistant	two days	Commissioner of
		application	Excise		Excise.
	-	apparatus.	Commissioner	ľ	
55	Permission for the issue	Forward the application to	Excise	Two days	Commissioner of
	of Under Bond Import	the Excise Inspector	Inspector		Excise.
	Permit Pond Import	(Station)	(Unit)		
		Forward the application to	Excise	Two days	Commissioner of
		the Assistant Excise	Inspector		Excise.
		Commissioner	(Station)		
		Decision of the	Assistant	Two days	Commissioner of
		application	Excise	20 34.35	Excise.
			Commissioner		
56	Permission for the issue	Forward the application to	Excise	Two days	Commissioner of
	of NOC to procure	the Excise Inspector	Inspector		Excise.
	ENA/RS/HBS/MS etc.	(Station)	(Unit)		
		Forward the application to	Excise	Two days	Commissioner of
		the Excise Commissioner	Inspector	1 o days	Excise.
		Zacioc commissioner	(Station)		
		Decision of the	Excise	Two days	Secretary
		application	Commissioner	1 Wo days	(Finance).
57	Permission for the issue	Forward the application to	Excise	Two days	Commissioner of
01	i cilinosion for the issue	1 of ward the application to	LACIBO	I " O days	

	of NOC to Import	the Excise Inspector	Inspector		Excise.
	Foreign Liquor/Beer/Wine	(Station)  Forward the application to	(Unit) Excise	Two days	Commissioner of
	Elquoi/Beel/ Wille	the Excise Commissioner	Inspector (Station)	1 wo days	Excise.
		Decision of the	Excise	Two days	Secretary
		application	Commissioner		(Finance).
58	Permission for the issue	Forward the application to	Excise	Two days	Commissioner of
	of Import Permit to	the Excise Inspector	Inspector		Excise.
	procure of	(Station)	(Unit)		
	ENA/RS/HBS/MS etc.	Forward the application to	Excise	Two days	Commissioner of
		the Assistant Excise	Inspector		Excise.
		Commissioner	(Station)		
		Decision of the	Assistant	Two day	Commissioner of
		application	Excise		Excise.
			Commissioner		
59	Recording and renewal	Forward the application to	Excise	Five days	Commissioner of
	of Labels	Assistant Excise	Inspector of		Excise.
		Commissioner	Station/Unit		
		Submission of application	Assistant	Five days	Commissioner of
		to the Commissioner with	Excise		Excise.
		his view	Commissioner		
		Decision of the	Commissioner	Five days	Secretary
		application			(Finance).
		H-Department of l	Fisheries	•	,
$^{10}[60$	Registration of Fishing Net		Dy. Director of	Fifteen	Director of
			Fisheries	days	Fisheries.
61	Transfer of Fishing Net	(1)	Dy. Director of	Fifteen	Director of
			Fisheries	days	Fisheries.
62	Allotment of registration	Forwarding the application	Assistant	Seven days	Director of
	number of the Non-	to the Deputy Director of	Superintendent		Fisheries.
	motorized/Motorized	Fisheries	of Fisheries/		
	fishing canoe	_	Superintendent of Fisheries		
		Submission of file to the	Dy. Director of	Three days	Director of
		Director of Fisheries	Fisheries	Tinee days	Fisheries.
		Decision on the application	Director of	Five days	Secretary of
			Fisheries		Fisheries
63	Issue of vessel	Forwarding the application	Assistant	Thirty Five	Director of
	Registration Certificate	to the Deputy Director of	Superintendent	days	Fisheries.
	(for fishing canoe only to	Fisheries.	of Fisheries/		
	the cases where		Superintendent		
	registration number is	Cubmission of £11 t-	of Fisheries	Divo dassa	Director of
	allotted to the fishing canoe (as per serial No.62)	Submission of files to Director of Fisheries	Deputy Director of Fisheries	Five days	Fisheries.
		Decision on the application	Director of	Twenty	Secretary of
		= 10101011 on the application	Fisheries	days	Fisheries
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 $<sup>^{10}</sup>$  Entry 60 to 63 substituted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)/109 dated 5-10-2018 published in the Official Gazette Series-II No.28 dated 11-10-2018.

			nent of Forest		
64	Permission for felling tree provisions of the Goa, Da Preservation of Trees Act made there under.	es under the man and Diu	Sub-Divisional Forest Officer	Fifteen days	Deputy Conservator of Forest.
	a. For two trees b. Upto ten trees		Tree Officer	Thirty days	Conservator of Forest (Conservation).
	c. More than 10 trees		Tree Officer	Sixty days	Conservator of Forest (Conservation).
65	Permission for removal of which permission is grant Officer a. For two trees		Sub-Divisional Forest Officer	Fifteen days	Deputy Conservator of Forest.
	b. Upto ten trees	+1	Tree Officer	Thirty days	Conservator of Forest (Conservation).
	c. More than 10 trees	7	Tree Officer	Sixty days	Conservator of Forest (Conservation).
66	Report on the applications Collector/Dy. Collector up of Goa Land Revenue Co	nder the provisions	Dy. Conservator of Forest	Twenty days	Conservator of Forest (Conservation).
67	Compensation of amount of loss of human life or permanent disability	Submission the report to the Damage Assessment Committee	Sub-Divisional Officer Forest	Thirty days	Conservator of Forest (Conservation).
		Decision of the compensation	Dy. Conservator Forest	Fifteen days	Conservator of Forest (Conservation).
		Payment of Assistance	Dy. Director of Account (Directorate of Account )	Seven days	Director of Account.
68	Compensation of amount of human injury or death/injury to cattle/domestic animal/house/other	Submission the report to the Damage Assessment Committee	Sub-Divisional Officer Forest	Thirty days	Conservator of Forest (Conservation).
	property	Decision of the compensation	Dy. Conservator Forest	Thirty days	Conservator of Forest (Conservation).
		Payment of Assistance	Dy. Director of Accounts (Directorate of Accounts)	Seven days	Director of Accounts.

69	N. O. C. on the application for Arms Licenswithin 10 km. of Wild Life Centauries/National Parks	e,	Chief Wild life Warden		Twenty Five days	Principal Chief Conservator of Forest.
		elor	ment Corporation			1 01000
70	Finalization of auction process of Cashew Plantation	Ge	neral Manager of Corporation	from day sub	teen rking days m the last of omission of olication	Managing Director.
71	Allotment letter to the bidder	Ma	nnager Finance	Eig day dat	tht working ys from the e of alization of	General Manager.
	Submission of report by the Forest Officer about the plantation after the end of crop season	Ra	nge Forest Officer	30t	h June	General Manager.
72	Refund of Security Deposit		nnager Finance	day rep rec	enty one as from the ort eived from R.F.O.	Managing Director.
	Directo	r Ge	nent of Home eneral of Police			
73	Submission of request to District  Magistrate in the case of Armed license		charge of Police tion	Thi	rty days	Supdt. of Police.
74	Issue of copy of First Information Report (F.I.R.)	Of	tion House ficer/Incharge of lice Station	afte	nediately er istration	In-charge of Police Station.
75	Report on request for sound system for traditional functions/marriage & other religious programme		charge of Police tion	Thi	ee days	Supdt. of Police.
76	Report on request for sound system related to the moving vehicle, public meeting	Dy	. S.P.	Thi	ee days	Supdt. of Police.
77	Request of character certificate/service verification Individual application to be sent to respective Police Station		charge of Police	Sev	ven days	Supdt. of Police.
78	N.O.C. for Petro pump, Gas agency, Hotel & Bar		charge of Police ation	Fift	teen days	Supdt. of Police.
79	Issue of Certificate of Finger Print	Dy	.S.P.	Fift	teen days	Supdt. of Police.
80	Caste Verification Report to Scrutiny Committee		perintendent of lice	Fift	teen days	D. I. G.
Dire	ctorate of Fire and Emergency Services					1
81	N.O.C. for Occupation of Building over 15 meter in height from the ground		rector of Fire and nergency Services	Fift	teen days	Additional/Special Secretary (Home).

82	N.O.C. for Factories and Establishments where electrical motor capacity exceeds 5 H.P. and above	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home).
83	N.O.C. for shipyards and workshops	Director of Fire and Emergency Services	Fifteen days	Additional/Special Secretary (Home).
84	N.O.C. for tank farms of petroleum products	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home).
85	N.O.C. for P.O.L. dispensing outlet	Dy. Director of Fire and Emergency Services	Fifteen days	Director Fire Services.
86	N.O.C. for flammable gas godown/L.P.G. gas godowns;	Director of Fire and Emergency Services	Fifteen days	Additional/Special Secretary (Home).
87	N.O.C. for non-dangerous petroleum upto 8,000 ltrs. and LPG/LNG upto 200 kgs. for commercial activities	Divisional Officer	Fifteen days	Dy. Director Fire Services.
88	N.O.C. for non-dangerous petroleum upto 5,000 ltrs. and LPG/LNG upto 100 kgs. for commercial activities	Assistant Divisional Officer	Fifteen days	Divisional Officer.
89	N.O.C. for storage and use of LPG upto 50 kgs. for commercial activities	Station Fire Officer	Five days	Assistant Divisional Officer.
90	N.O.C. for Shops and Establishment falling under jurisdiction of Village Panchayat	Station Fire Officer	Five days	Assistant Divisional Officer.
91	N.O.C. for Shops and Establishment not covered under jurisdiction of Village Panchayat	Assistant Divisional Officer	Five days	Divisional Officer.
92	N.O.C. for godowns and warehouses (High Hazard)	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home).
93	N.O.C. for godowns and warehouses (Moderate Hazard)	Dy. Director of Fire and Emergency Services	Fifteen days	Director of Fire and Emergency Services.
94	N.O.C. for godowns and warehouses (Low Hazard)	Divisional Officer	Fifteen days	Dy. Director of Fire and Emergency Services.
95	N.O.C. for public place like exhibition halls, entertainment places, dancing halls, theatres, assembly halls, seaport, airport, railway station, bus stations, stadium, etc.	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home).
96	N.O.C. for Video Cinema Houses	Assistant Divisional Officer	Fifteen days	Divisional Officer.
97	N.O.C. for educational and institutional places	Dy. Director of Fire and Emergency Services	Fifteen days	Director of Fire and Emergency Services.

98	N.O.C. for restaurants and bakeries,	Divisional Officer	Ten days	Dy. Director of
	eating house where the seating capacity			Fire and
	does not exceed 100 persons			Emergency
				Services.
99	N.O.C. for Lodging Houses and Hotels	Divisional Officer	Ten days	Dy. Director of
	under non-classified category less than			Fire and
	fifteen mtrs. in height having up to 25			Emergency
	rooms			Services.
100	N.O.C. for restaurants and bakeries,	Assistant Divisional	Ten days	Divisional
	eating house where the seating capacity	Officer		Officer.
101	does not exceed 50 persons	Ti Occi	m 1	
101	N.O.C. for restaurants and eating house	Fire Officer	Ten days	Assistant
	where the seating capacity does not			Divisional
100	exceed 20 persons	A ' A ' D' ' A ' A	m 1	Officer.
102	N.O.C. for Lodging Houses and Hotels	Assistant Divisional	Ten days	Divisional
	under non-classified category less than	Officer		Officer.
	fifteen mtrs. in height having up to			
102	fifteen rooms	Assistant Dissisianal	T 1	Divisional
103	N.O.C. for temporary shacks under Tourist Trade Act	Assistant Divisional Officer	Ten days	Officer.
	Tourist Trade Act			Officer.
104	N.O.C. for Scrap Yards under Goa	Divisional Officer	Ten days	Dy. Director of
	Waste (Scrap) Recycling Unit Scheme,	/ \		Fire and
	2010	\ \		Emergency
	/			Services.
105	N. O. C. for Printing, Composing,	Assistant Divisional	Ten days	Divisional
	Binding etc. where Linotype or other	Officer		Officer.
	allied machines are used such as Mono-	) O/ 🛝		
	type wherein the process of meeting and	1		
	casting is involved or using above 10			
106	horse power of motor	- A - D - D - D - D - D - D - D - D - D		D: : : 1
106	N.O.C. for storing, dumping, curing,	Assistant Divisional	ten days	Divisional
	cleansing etc. of cycle tyres and tubes	Officer		Officer.
107	above 500	Assistant Divisional	4 1	District
107	N.O.C. for steam engines and boilers to		ten days	Divisional
	construct or establish any factory	Officer		Officer.
	workshop or work place in which it is proposed to employ steam power, water			
	power or other mechanical power or			
	electrical power			
108	N.O.C. for storage places of flammable	Director of Fire and	Fifteen days	Additional
100	and hazardous goods	Emergency Services	1 IIIccii days	Secretary (Home).
100		0 .	m :	,
109	N.O.C. for hotel under 3 & 4 starred	Dy. Director (Fire)	Ten days	Director Fire
	category as per National Building Code			Services.
	of India, 2005, Part 4 (Fire and Life			
110	Safety)	D: : : 1 0 cc:	TD 1	D D' : E'
110	N.O.C. for Storing and/or Selling of	Divisional Officer	Ten days	Dy. Director Fire
	Fire Works more than 25 Kgs. and up to			Services.
	50 Kgs. under Explosive Act, 1884 and			
	Rules, 1983			

	1	T		1
111	N.O.C. for Storing and/or Selling of	Assistant Divisional	Ten days	Divisional
	Fire Works upto 25 Kgs. under	Officer		Officer.
	Explosive Act, 1884 and Rules, 1983			
112	Issue of fire report in cases where loss	Director of Fire and	Ten days	Additional/
112	of property assessed more than Rs.	Emergency Services	1 on any	Special Secretary
	20.00 lakhs	Emergency Bervices		(Home).
113	Issue of fire report in cases where loss	Dy. Director of Fire	Ten days	Director, Fire
113		Dy. Director of Tite	1 cm days	Services.
	of property assessed more than Rs.			Services.
114	10.00 lakhs but less than 20 lakhs	D: : : 1 O CC:	TD 1	D D: . E:
114	Issue of fire report in cases where loss	Divisional Officer	Ten days	Dy. Director Fire
	of property assessed more than Rs. 5.00			Services.
	lakhs but less than 10 lakhs			
115	Issue of fire report in cases where loss	Assistant Divisional	Ten days	Divisional
	of property assessed more than Rs. 1.00	Officer		Officer.
	lakh but less than 5 lakhs			
116	Issue of fire report in cases where loss	Station Fire Officer	Ten days	Assistant
	of property assessed more than 1 lakh.			Divisional Officer
		rtment of Industries		
		Development Corpora	tion	
		ent of Plots and Galas:		
117	Fixing of meeting of Screening	Chief General	Thirty days	Managing
	Committee Within from the last date of	Manager of IDC		Director of Goa
	application	1		Industrial
		1.		Development
				Corporation.
118	Communication of the decision about	Managing Director	Fifteen days	Managing
110	the offer of allotment of plot when the		from the date of	Director of Goa
	area is less than 1200 sq. mts. and galas	// T	receipt of report	Industrial
	100 sq. mts.		of Screening	Development
	100 sq. mrs.		Committee	
110		M Di		Corporation.
119	Communication of the decision to the	Managing Director	Fifteen days	Secretary
	applicant about the offer of allotment of		from the date	(Industries).
	plot when the area is more than 1200 sq.		for approval	
	mts. and galas 200. sq. mts.		granted by the	
			Board (Date of	
			confirmed	
			Minutes of	
			Meeting is	
			received)	
120	Confirmation/Allotment order to the	Managing Director	Fifteen days	Secretary
	Party		from the date of	(Industries).
			applicant's	(IIIGGGIICG).
			deposited	
			_	
101	Dhysical passasian	Eald Manager	payment Thirty days	Monopin
121	Physical possession	Field Manager	Thirty days	Managing
1			from the date of	Director of Goa
1			allotment of	Industrial
1			order issued by	Development
			the M.D.	Corporation.

122			Manager		Thirty days from the date of allotment of		Managing Director of Goa Industrial
					order is	sued by	Development
1 51	0 (0 1 1 (01			an 1	M.D.		Corporation.
b. Plot	transfer/Sub-lease/Chang unit/Change in	e in name/Trade/ Shareholding stru				_	
123	Letter to Field Manager	for site report	Chief Genera	ıl	Within		Managing
			Manager		days c	of date of	Director.
					receiv		
124	Submission of Field Rep	ort	Field Manag	er	Within		Managing
					days		Director.
125	Decision and communic	ation of	Managing Di	irector	Thirty		Secretary
	Provisional Permission				from t		(Industries).
					appro	vai ed from	
		1			Screen		
			-1		Comn		
126	Confirmation order	T	Managing D	irector	Fifteen from t	•	Secretary (Industries).
			/ \		payme		(maustries).
			\ \			ed from	
					applic		
127	Issue of Draft of Lease I	Deed	Chief Genera	ıl	Thirty	days he date	Managing Director.
		/ \ \ r	Manager	7		roval of	Director.
		1.			order		
					by M.	D.	
120	I attanta submit the		der of Plots &			Manaain	a Dinastan
128	Letter to submit the report from the	Chief General N	lanager	Five day		Managir	ng Director.
	following Officers			of appli			
	1. Account Section			received	1		
	2. Finance Manager						
	3. Financial Institute (if any)						
129	No dues about IDC	Chief Accounts	Officer	Fifteen	days	Managir	ng Director.
	with reference to				-		-
	service mentioned						
130	at Sr. No.128 Field Report with	Field Manager		Fifteen	davs	Managir	ng Director.
150	reference to service	1 ioia ivianagoi		1 IIICCII	auyo	171unagn	15 2110001.
	mentioned at Sr.						
101	No.128			TD 1	<u> </u>	g :	(T. 1
131	Surrender/acceptan ce letter	Managing Direc	ctor	Ten day	's from	Secretar	y (Industries).
	oo lottol			complia	nce of		
				Field Re			

132	Refund of amount	Chief Accounts	Officer	observationand Board approval received Fifteen da	l	Managing Director.		
<sup>11</sup> [132A	The Goa State Incentives to Encourage Investments Schemes, 2017	Incentives to in Certification and Scheme Employment Scheme, 20 Employment Scheme, 2008		Director o Industries, Trade & Commerce Sanction I amount up Rs. 10 Lal per disbursem per schem	e— imit oto kh	Sanctioning 30 days if designated officer agree with recommend on of the T Force Committee	es dati 'ask	Secretary of Industries if sanction amount is upto Rs. 10 Lakh per disbursem ent per
		The State Miss. Processing Sche 2017		Secretary Department Industries-Sanction I amount ab Rs. 10 Lah and upto F 20 Lakh p disbursem	nt of Limit bove kh Rs. er	Sanctioning 45 days if designated officer agree with recommend on of Task Force Committee	ees dati	Chief Secretary if sanction amount is above Rs.
		Consumption of Material Scheme	to order f Local Raw e o Green heme (Audit Capital) dy Scheme,	per schem	e	Disbursal 1 days after receiving sanction or		10 Lakh upto Rs. 20 Lakh per disbursem ent per scheme.]
d Mortga	ge of 1st, 2nd or Pari	Scheme, 2008	the lease hold	I rights of P	lots &	Galas		
133	Letter to submit the Refollowing Officers  1. Account Section  2. Finance Manager  3. Financial Institute (	eport from the	Chief Genera Manager		Five the d	days from ate of cation		naging ector.
134	No dues about IDC wis service mentioned at S	th reference to	Chief Account Officer	nts	Fifte	en days		naging ector.

<sup>&</sup>lt;sup>11</sup> Inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-) dated 30-10-2017;

135	Field Report with reference to service mentioned at Sr. No.133	Field Manager	Fifteen days	Managing Director.
136	No objection letter for mortgage Managing	Director	Ten days from the date of receipt of N.O.C from the Financial Institution if applicable	Secretary (Industries).
12 [136A	Building Plan sanction including Plinth inspection	Field Manager/ Area Manager of concerned Industrial Estate	7 days	Managing Director
		Regional Manager/Deputy General Manager	7 days	Managing Director
		General Manager	16 days	Managing Director
	+	Total	30 days from complete submission of documents and payment of fees	
	Occupancy Certificate	Field Manager/Area Manager of concerned Industrial Estate	3 days	Managing Director
	\'	Regional Manager/ Deputy General Manager	2 days	Managing Director
		General Manager	3 days	Managing Director
		Total	8 days	
	Issue of site plans/layout plans	General Manager (Engineering Section)	5 days	Managing Director
	Release of water connection to Industrial units 1 and above	Field Manager/ Area Manager	3 days	Managing Director
		Regional Manager/Deputy General Manager	3 days	Managing Director
		General Manager (Engineering)/Regiona 1 Manager (Head Office)	5 days	Managing Director

<sup>&</sup>lt;sup>12</sup> Inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-) dated 30-10-2017;

		Regional Manager/Deputy General Manager	3 days	Managing Director
		Total	14 days	
	Release of water connection to Industrial units ½ and ¾	Field Manager/ Area Manager	3 days	Managing Director
		Regional Manager/Deputy General Manager	3 days	Managing Director
		Total	6 days	
	NOC for electric connection	Field Manager/ Area Manager	3 days	Managing Director
		Regional Manager/Deputy General Manager	2 days	Managing Director
	+	General Manager (Engineering)/ Regional Manager (Head Office)	3 days	Managing Director
		Total	8 days]	
	Goa Handicraft Small Sca a. Scheme for provid	le Industries Developmenting subsidy for clay idol		•
137	Registration of Artisans	Marketing Manager	Fifteen days	Managing Director.
138	Submission of proposal to the appraisal committee	General Manager	Thirty days from the last date of submission of application for subsidy*	Managing Director.
139	Submission of proposal to the Director, Industries, Trade and Commerce for Release of subsidy amount after the appraisal and approval of the committee	Managing Director	Ten days from the date of approval	Secretary Industries.
140	Disbursal of subsidy after receiving the funds from DITC	Manager Accounts	Fifteen days from the date of receiving of funds	Managing Director.
	b. Financial assistance	to the Traditional Baker		1
141	Registration of Artisans	Marketing Manager	Fifteen days	Managing Director.
142	Submission of proposal to the appraisal committee	Accounts Supervisor	Thirty days from the last date of	Managing Director.

			application	
143	Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal	General Manager	Seven days from the date of approval	Managing Director.
144	Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce Manager Accounts		Fifteen days from the date of receiving of funds	Managing Director.
c. Dee	endayal Swayam Rojgar Yojana (Goa Youth	Rozgar Yojana Scheme	e)	
145	Submission of proposal to the appraisal committee	G. M. Accounts	Fifteen days from the last date of application	Managing Director.
146	Disbursal of subsidy after approval by the appraisal Committee	Manager Accounts	Fifteen days from the date of receiving of funds Khadi and Village Industries Board	Managing Director.
147	Scrutiny of the application for financial assistance and placing before the Conveyor (i.e. Collector of the District) Task Force Committee	District Officer (KVIB)	Ten days	Chief Executive Officer (KVIB).
148	Calling of the meeting of Task Force Committee	Collector	Forty days	Secretary (Revenue).
149	Submission of approved proposal to the financial institution	Chief Executive Officer (KVIB)	Ten days	Director (Industries).
150	Disposal of proposal by the financial institution	Branch Manager of Financial Institution	Twenty one days	Lead Bank Officer.
	L. Department of Inl	and Waterways Captain	of Ports	
151	Extension of Survey Certificates	Captain of Ports	Eight days	Secretary (Ports).
152	Erection of new fishing stakes	Deputy Hydrographic Surveyor/ Hydrographic Surveyor	Ten days	Captain of Ports.
153	Supply of Hydrographic Charts as per the requirement of the public	Hydrographic Surveyor	Seven days	Captain of Ports.
154	Extension of certificate of Competency of certificate of Masters, Engine Drivers after 60 yrs. of age until the age of 70 yrs.	Dy. Captain of Ports/Marine Engineer & Ship Surveyor	Two days after medical fitness report	Captain of Ports.

155		Annual renewals of Jetties/ Workshops/ Ca Dry-Docks/ Shipyards		Fifteen day	s Secretary (Ports).	
		Riv	er Navigation		I	
156	Restoration of ferry services when Ferry Boat fail/Out of order	Restoration of ferry services when Ferry Boat Where Single ferry boat operating		Four working hours	ng Captain of Ports.	
		Where more than one ferry boat operating	Senior Superintendent (Workshop and Traffic)	One day		
157	Resolving the compoperation not as per	plaint about Ferry boat time schedule	Senior Superintendent (Workshop and Traffic)	One day	Captain of Ports.	
158	Resolving the grievances against the behavior of the Operational Staff  Senior Superintendent (Workshop and		Superintendent	One day	Captain of Ports.	
159	Resolving the complaint about facility on the ramp		Senior Superintendent (Workshop and Traffic)	Seven days	Captain of Ports.	
		M. Depa	rtment of Labour			
		Commissioner,	Labour and Employmer of Factories and Boile			
<sup>13</sup> [16	O Approval of Fac	tory Plans	Chief Inspector of Factories & Boilers	90 days	Secretary (Factories & Boilers)	
		21 days	In accordance with section 19 (1) prescribed under the Goa (Right of Citizens to Time Bound Delivery of Public Services) Act, 2013			
162	Renewal of Fact	ory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)	
163	Amendment of I	•	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)	
164	Transfer of Factor	ory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)	

 $<sup>^{13}\</sup> Substituted\ vide\ Notification\ No.\ 1/22/2013-14/DPG/GPGRAMS/206(B)\ dated\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ the\ Official\ Gazette\ Series\ II\ No.\ 30-10-2017; Published\ in\ No.\$ (Extraordinary-) dated 30-10-2017;

165	Approval of Notice of Period of Work for Adult Workers	Inspector of Factories	21 days	Chief Inspector of Factories & Boilers
166	Issue of Certificate of Fitness to Young Person	Medical Inspector of Factories/ Certifying Surgeon	21 days	Chief Inspector of Factories & Boilers
167	Confirmation of appointment for conducting Medical Examination of Workers	Medical Inspector of Factories/Certify ing Surgeon	05 days	Chief Inspector of Factories & Boilers
168	Confirmation of appointment for conducting Industrial Hygiene Survey	Chemist	05 days	Chief Inspector of Factories & Boilers
168 A	Confirmation of dates of training programme to be organised	Training Assistant	05 days	Chief Inspector of Factories & Boilers
168 B	Issue of Provisional Order in Form-V after registration inspection	Inspector of Boilers	02 days	Chief Inspector of Factories & Boilers
168 C	Assigning of registration No. for boilers having heating surface area of less than 1000 Sq. meters	Inspector of Boilers	30 days	Chief Inspector of Factories & Boilers
168 D	Issue of Certificate for use of Boiler having heating surface are of more than 1000 Sq. meters	Chief Inspector of Factories & Boilers	30 days	Secretary (Factories & Boilers)
168 E	Steam Test of Boiler	Inspector of Boilers	30 days	Chief Inspector of Factories & Boilers
168	Issue of Certificate for use of Boiler	Inspector of Boilers	02 days	Chief Inspector of Factories & Boilers
168 F	Permission to carry our repairs/ alterations to Boilers	Chief Inspector of Factories & Boilers	02 days	Secretary (Factories & Boilers)
168 G	Inspection of material as per Indian Boiler Regulations, 1950	Inspector of Boilers	21 days	Chief Inspector of Factories & Boilers
168 H	Approval of drawings related to steam pipeline	Inspector of Boilers	21 days	Chief Inspector of Factories & Boilers
168 I	Recognition of Boiler & steam pipeline repairers	Chief Inspector of Factories & Boilers	30 days	Secretary (Factories & Boilers)
168 J	Issue of certificate for manufacture and test	Chief Inspector of Factories & Boilers	(i) 03 days for Boiler compone nt (ii) 07 days for Boiler	Secretary (Factories & Boilers)]
	N. Depart	tment of Law		

169	Where the final arguments are heard in a	Presiding Officer	Three months	Appellate
	matter, judgment should be pronounced	of Courts	from the date	authority of the
		constituted under	of conclusion	said Court.
		Revenue/ Labour	of the	
		Industrial/Consu	arguments	
		mer or any other		
		Local Act		
170	In Misc. Application and/or all other	Presiding Officer	Two months	Appellate
	matters order	of Courts	from the date	authority of the
		constituted under	of conclusions	said Court.
		Revenue/Labour/	of arguments,	
		Industrial/Consu	subject to any	
		mer or any other	statutory	
		Local Act	provisions, if	
			any provided	
171	Certified copy of judgment/order	Presiding Officer	less period	
1/1	pronounced/delivered Seven days	of Courts		
	(Ordinary) Appellate authority of the said	constituted under		
	Court.	Revenue/Labour/		
	Court.	Industrial/Consu		
	' /	mer or any other		
		Local Act		
172	Certified copy of judgment/order	Presiding Officer	One day	Appellate
	pronounced/delivered	of Courts	(urgent)	authority of the
		constituted under		said Court.
	100	Revenue/Labour/		
	/ \(\(\text{U}\)	Industrial/Consu		
		mer or any other		
		Local Act		
		<b>of Legal Metrology</b> f Legal Metrology	***	
		0 0,	I —.	I ~
173	Registration of Manufacturer of Weights	Controller	Five day	Secretary
	and measures, Registration of repairers of			(Weights and
	weights and measures and Registration of			Measures).
	Dealers and Registration of manufacturers,			
	Packers and Importers of Package			
174	commodities	Assistant	Cir. da	Controller
174	Receiving the application for registration, verification of the documents and	Assistant	Six days	Controller.
		Controller		
	Submission of the report after site inspection	(incharge of the zone)		
175	Decision of the application	Controller	Four days	Secretary
173	Decision of the application	Controller	1 our days	(Weights and
				Measures).
176	Renewal of Licenses Manufacturer/ Dealers	Assistant	Thirty days	Controller.
1,0	and repairs of weights and measures	Controller (Head	Time, days	Controller.
		Quarter)		
L		Zuarter)	l	

177	Verification of petrol and diesel pump (dispensing pumps) and weigh bridges		Assistant Controller (incharge of the zone)	Two days	Controller.
178	Verification of other weights or measures		Inspector	Two days	Controller.
	1		f Mines and Geology Mines & Geology	gy	
179	Grant of application under Rule-5 for mining lease	Forwarding the application after scrutiny to Survey Officer	Director	Five days	Secretary (Mines).
		Verification of plan	Surveying Officer	Five days	Director (Mines).
		Inspection and report	Assistant Geologist	Fifteen days	Director (Mines).
		Decision	Director of Mines	Ten days	Secretary (Mines).
180	Refund of application case application reject		Assistant Account Officer	Seven days	Director (Mines).
181	Letter to Deposit Secu charges	rity Deposit and other	Director	Five days from the date of order	Secretary (Mines).
182	Demarcation of approved plan		Surveying Officer	Eight days	Director (Mines).
183	Execution of Lease Ag	greement	Director	Fifteen days	Secretary (Mines).
184	Renewal of Lease under Rule 19	Forwarding the application after scrutiny to Assistant Geologist	Director	Five days	Secretary (Mines).
		Inspection, assessment and report	Assistant Geologist	Twenty days	Director (Mines).
		Decision	Director	Ten days	Secretary (Mines).
185	Transfer of quarrying lease Rule-20	Forwarding the application after scrutiny to Assistant Geologist	Director	Five days	Secretary (Mines).
		Inspection, assessment and report	Assistant Geologist	Twenty days	Director (Mines).

		Deci	sion	Director	Five days	Secretary (Mines).
186	Transit Pass Rule 38-39		Assistant Geologist	Ten days	Director (Mines).	
187	Change of name and add	dress		Director	Seven days	Director (Mines).
188	Quarrying permit Rule 68	appl scru	varding the ication after tiny to reying Officer	Director	Five days	Secretary (Mines).
		Veri plan	fication of	Surveying Officer	Five days	Director (Mines).
		Insp	ection and rt	Assistant Geologist	Fifteen days	Director (Mines).
		Deci	ision	Director	Five days	Secretary (Mines).
	Q. De			onventional Source opment Agency (GE		
189	Releasing of subsidy un Pressure Cooker under I		el Efficient	Member Secretary	Thirty days	Director of Science and Technology.
190	Release of subsidy unde schemes	-	( <sub>PP</sub>	Member Secretary	Thirty days	Director of Science and Technology.
	R. Depart	ment		<b>Raj and Commun</b> e of Panchayat	ity Development	
191	Issue of construction licence, permission for repair, licence for hotel/shop/ eating house/factory/trade, occupancy certificate, N.O.C. for Bar/Liquor Shop		Submission of application/fi le before the Panchayat meeting	V.P. Secretary	Fifteen days	B.D.O.
			Decision on the application	Sarpanch	Fifteen days	B.D.O.
192			Dy. Director of Panchayats	Thirty days	Director of Panchayats.	
			Block Development Officer	Thirty days	Director of Panchayat.	
194	Issue of Income Certific			V.P. Secretary	Three days	B.D.O.
195	Residence Certificate			V.P. Secretary	Three days	B.D.O.

	S. D. Directorate of Planning, Statistics and		ent of Plannin tion/Office of C		Registrar of Birth	s and Deaths
196	Registration of Birth/Death		Registrar/Sub- Registrar		On the day intimation is received under Sections 8 or 9 of the Registration of Births and Deaths Act, 1969	Collector and District Registrar.
197	Issue of Birth/Death Certificate under section 12 (Free of Cost)	r	Registrar/Sub Registrar	)-	Soon after the Registration	Collector and District Registrar.
198	Issue of Birth/Death Certificate under section 17 (On payment of fees) if Birth Registered 1971 on wards		Registrar/Sub Registrar	)-	same day (if Computerized ) in case not computerized two days	Collector and District Registrar.
199	Issue of Birth/Death Certificate under section 17 (On payment of fees) if Birth registered prior to 1971		Registrar / Su Registrar		Seven days	Collector and District Registrar.
200	Non availability certificate (up to 7 years)		Registrar/Sub Registrar	•	Three days	Collector and District Registrar.
201	Non availability certificate (more that years)	n 7	Registrar/Sub Registrar	)	Seven days	Collector and District Registrar.
202	Permission for Late Birth Registration within a year	y Ok	Additional District Regis	strar	Five days	Collector and District Registrar.
203	Correction of Birth/Death record whe counter signature is required	ere	Registrar/Sub Registrar	)	Ten days	Chief Registrar of Births & Deaths.
			<b>nent of Power</b> trical Engineer			
204	Rectification of fuse blown out or MCB tripped	Junior Engineer of concerned Section  Junior Engineer of concerned Section		Within four working hours for Urban areas from receipt of complaint Within eight working hours for Rural areas from receipt of		Executive Engineer.
205	Rectification of broken service line/service line snapped from the pole	concer	Engineer of Within hours in areas for complex of complex to the co		aplaint hin six working rs for Urban as from receipt complaint hin twelve king hours for	Executive Engineer.

206	Rectification of fault in distribution	Junior Engineer of	Rural areas from receipt of complaint  1. Temporary	Executive
	line/ system	concerned Section	supply to be restored within 4 working hours from alternate source, wherever feasible.  2. Rectification of fault and thereafter restoration of normal power supply within twelve working hours.	Engineer.
207	Repair/ replacement of mistake of Distribution of transformer/burnt	Assistant Engineer of concerned Sub-Division	(1) Temporary restoration of supply through mobile transformer or another backup source within eight working hours, wherever feasible. (2) Normal power supply within twenty four working hours in urban areas, within forty eight working hours in rural areas.	Superintending Engineer.
208	Restoration of HT mains failed	Assistant Engineer of concerned Sub- Division	(1) Temporary restoration of power supply within four working hours, wherever feasible. (2) Rectification of fault within twelve working hours.	Superintending Engineer.
209	Rectification of supply problem in grid (33 KV or 66 KV) sub-station.	Assistant Engineer of concerned Sub- Division	(1) Restoration of supply from alternate source, within six working hours, wherever feasible. (2) Repair and restoration of supply within forty eight working hours.	Superintending Engineer.

210	Rectification of Power Transformer Failure	Assistant Engineer of concerned Sub- Division	Restoration of supply from alternate source within six working hours, wherever feasible	Superintending Engineer.
211	Rectification of voltage variation problem	Junior Engineer	Within four working hours	Executive Engineer.
212	Tapping of Transformer	Junior Engineer	Within three days	Executive Engineer.
213	Installation & Up-gradation of HT/ LT system	Executive Engineer	One hundred and eighty days	Superintending Engineer.
214	Rectification of complaint lodged for burnt meter	Junior Engineer of the concerned Section	Restore supply within six working hours and new meter shall be provided within three days from the receipt of complaint	Executive Engineer.
215	Change of consumer's name due to change in ownership/occupancy for property	Assistant Engineer (Com) of concerned Sub- Division	Urban area-Sixty days Rural area- One hundred and twenty days	Superintending Engineer.
216	Transfer of consumer's name to legal heir	Assistant Engineer (Com)	Fifteen days	Superintending Engineer.
217	Change of category	Assistant Engineer (Com) of concerned Sub- Division	Ten days	Superintending Engineer.
218	Shifting of meter/service line etc.	Assistant Engineer of concerned Sub- Division	Thirty days	Superintending Engineer.
219	Resolving of complaints on billing	Assistant Engineer (Com) of concerned Sub- Division	Fifteen days	Superintending Engineer.
220	Request for Reconnection L.T Consumer	Assistant Engineer (Com)	Within two days of payment of past dues and reconnection charges	Superintending Engineer.
221	Request for Reconnection H.T .Consumer	Assistant Engineer (Com)	Within two days of payment of past dues and reconnection charges	Superintending Engineer.
222	Providing up to date bill to Consumer on request	L.T .Consumer – Assistant Engineer (Com)	Seven days	Superintending Engineer.

223	Providing up to date bill to Consumer on request	H.T. Consumer – Seven days  Executive Engineer of concerned  Division		Superintending Engineer.
		nent of Printing and State of Printing and Stat		
224	Publication of private notices in the official Gazette	Dy. Director (Tec)	Fifteen days	Director.
225	Publication of private tender/notice in Vacancy and Tender Bulletin	Dy. Director (Tec)	Seven days	Director.
226	Sale of ancient photographs	Dy. Director	Seven days	Director.
227	Providing the certified copy of the Gazette up to 20 pages	In charge of sale counter	Immediately	Director.
228	Updating the amendment in the Acts on the Printing Press Website	In charge of the publication division	Thirty days from the date of publication in the Gazette	Director.
229	Available of new publication	Dy. Director (Tec)	Thirty days from the date of publication in the Gazette	Director.
230	Updating the amendment in the online publication	Incharge of publication division	Fifteen days from the date of publication in the Gazette	Director.
231	Submission of overtime bills of the employees to the Director of Accounts from the date of receiving in Accounts section	Accounts Officer	Fifteen days from the date of receipt	Director.
		epartment of Public H		
		ctorate of Health Service		
232	Registration of "SPA" massage parlour	Director	Forty five days	Secretary (Health).
233	Permission to release water/ Electric/Sewerage connection under section 94-A of Public Health Act	Health Officer	Thirty days	Director of Health Services
234	Permission for Construction of House and other premises u/s 29 of the Public Health Act	Health Officer	Thirty days	Director of Health Services.
235	Occupancy of House and other premises u/s 29 of the Public Health Act	Health Officer	Thirty days	Director of Health Services.
236	Permission to start any establishment u/s 29 of the Public Health Act	Health Officer	Thirty days	Director of Health Services.

237	Permission to Operate Ambulance van u/s 50-A of Public Health Act	Director of Health Services	Fifteen days	Secretary (Health).
238	Registration of Medical Practitioner under section 5, 6 of Goa Medical Practitioners Act, 2004 & Rules, 2011	Director of Health Services	Forty five days	Secretary (Health).
239	Renewal of Licence under section 10 of Goa Medical Practitioners Act, 2004 & Rules, 2011	Director of Health Services	Forty five days	Secretary (Health).
240	Assistance under Janani Suraksha Yojana.	Medical Officer/ Incharge of Hospital	Seven days	Director of Health Services.
241	Mediclaim	Director of Health Services	two days	Secretary (Health).
242	Disability Certificate	Medical Officer/ Medical Board	Same day	Director of Health Services
243	Fitness Certificate for the purpose of Employment	Medical Officer/ Medical Board	Two days	Director of Health Services.
	<u>-</u>	nent of Sports and You Directorate of Sports	th Affairs	
244	Providing Sports Persons Certificate	Director of Sports	Three days	Secretary (Sports).
245	Recommendations to the Government to provide Financial Assistance to "Indigent	Director of Sports	Thirty days	Secretary (Sports).
246	Circumstances to Sportspersons  Recommendations to the Government the grant in aid	Director of Sports	Thirty days	Secretary (Sports).
	S	ports Authority of Goa		
247	Application for Sportsperson Certificate	Executive Director, SAG	Three days	Secretary (Sports).
248	Membership for availing Sports Facilities	Executive Director, SAG	Three days	Secretary (Sports).
249	Tribal Sports Scholarship	Executive Director, SAG	Fifteen days	Secretary (Sports).
		Department of Tourism Directorate of Tourism	n	
250	Registration of Dealers (Sec. 3)	Deputy Director	Three days	Director.
251	Registration of Hotels (Sec. 7)	Deputy Director	Thirty days	Director.
252	Classification of Hotels (Sec. 11)	Deputy Director	Same day	Director.

253	Licensing of Beach shacks A)	(Sec. 13	Deputy Dire	ector	Ten days		Director.
254	Licenses for Deck Beds, Un and chairs (Sec. 13B)	mbrellas	Deputy Director Ten o		Ten day	/S	Director.
255	Registration for Travel Age 14)	ent (Sec.	Deputy Dire	ector	Three d	ays	Director.
256	Registration of Tour operat water sports and adventure operators, etc. (Sec. 19A)		Deputy Dire	ector	Three d	ays	Director.
257	Renewal of certificate of registration (Sec. 19 – C)		Deputy Dire	ector	Same da	ay	Director.
258	Duplicate Certificate (Sec.	33)	Deputy Dire	ector	Same da	ay	Director.
259	Classification of Travel Ag (Rule – 9)	f Travel Agents		ector	Same da	ay	Director.
260	Reservation and allotment of mooring sites (Rule 13)	of	Deputy Director		Three days		Director.
261	Registration of persons carr business of plying boats, et 14)				Same day		Director.
			tment of Urbate of Municipa				
14 [262	Building Plan sanction/New Construction License	inspection	ion of the	Municip Enginee		Twelve days	Chief Officer.
		Decision application		Chief C Commi		Three days	D.M.A.
		Convey to applic	the decision cant	Municij Enginee	-	Two days	Chief Officer/ Commissioner
		Issue of	license	Chief C Commi		Two days from the date of deposit of license fees	D.M.A.]
	Renewal of Construction License	Decision	1	Chief C Commi		Five days	Chief Officer.

 $<sup>^{14}</sup>$  Substituted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-) dated 30-10-2017;

<sup>15</sup> [262A	Plinth Inspection Certificate/Alignment Certificate	Inspection and issue of Certificate	Municipal Engineer	Seven days	Chief Officer/Commiss ioner]
263	Occupancy Certificate	Inspection & Report	Municipal Engineer	Ten days	Chief Officer/ Commissioner
		Decision on the application	Chief Officer/ Commissioner	Five days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner.
		Issue of license	Chief Officer/ Commissioner	Two days from the date of deposit of fees	D.M.A.
264	Miner repair	Inspection & Report	Municipal Engineer	Ten days	Chief Officer/ Commissioner.
		Decision on the application	Chief Officer/ Commissioner	Three days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner.
		Issue of license	Commissioner	Two days from the date of deposit of fees	D.M.A.
265	NOC for Electric and Water Connection	Inspection & Report	Municipal Engineer	Eight days	Chief Officer/ Commissioner
		Decision on the application	Chief Officer / Commissioner	Two days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner
		Issue of license	Chief Officer / Commissioner	Two days	D.M.A.
266	Transfer of house/property	tax	Chief Officer / Commissioner	Thirty days	D.M.A.
267	Income Certificate		I/C of Taxation Division	Three days	Chief Officer/ Commissioner

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<sup>&</sup>lt;sup>15</sup> Inserted vide Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) dated 30-10-2017; Published in the Official Gazette Series II No. 30 (Extraordinary-) dated 30-10-2017;

268	Advertisement Permission For Sign Board &	Examination of Papers and report	I/C of Taxation Division	Three days	Chief Officer/ Commissioner
	Hoarding	Decision	Chief Officer / Commissioner	Three days	D.M.A.
269	Forwarding the proposal of	transfer of Lease	Chief Officer / Commissioner	Ten days after the Council meeting	D.M.A.
270	Trade License/Renewal		Chief Officer / Commissioner	Seven Days	D.M.A.
271	Public Service (Garbage co	mplaint)	Municipal Engineer	Two day	Chief Officer/ Commissioner.
	1	Goa State Urban Deve National Urban Liveli			
272	Sanction of funds for forma	tion of SHG	M.S.	Four days	Secretary (U.D).
273	Sanction of Revolving Fund	ls	M.S.	Four days	Secretary (U.D).
274	Release of Grant for Trainin	ng	M.S.	Four days	Secretary (U.D).
		Goa Unive	rsity		
275	Duplicate certificates/Mark	(17)	I) Assistant Registrar Examinations (Professional) II)Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Ten days	Registrar.
276	Correction in name and suc	h other documents	I) Assistant Registrar Examinations (Professional) II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Fifteen days	Registrar.

277	Authentication/Verification of documents	I) Assistant Registrar Examinations (Professional) II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Ten days	Registrar.
278	Provisional degree certificate	I) Assistant Registrar Examinations (Professional) II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Ten days	Registrar.
279	Attestation of documents	I)Assistant Registrar Examinations (Professional) II)Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Ten days	Registrar.
280	Refund of examination fees	I)Assistant Registrar Examinations (Professional) II)Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Twenty days	Registrar.
281	Verification of marks	I) Assistant Registrar	Twenty days	Registrar.

		г		<del>                                     </del>
		Examinations		
		(Professional)		
		II)Assistant		
		Registrar		
		Examinations		
		(PG) II)		
		Assistant		
		Registrar		
		Examinations		
		(UG)		
282	Revaluation and declaration of results	I) Assistant	Sixty days	Registrar.
		Registrar		
		Examinations		
		(Professional)		
		II)Assistant		
		Registrar		
		Examinations		
		(PG) II)		
	1	Assistant		
		Registrar		
	T I	Examinations		
	1 / V	(UG)		
283	Convocation/degree certificate (eligible	I) Assistant	Twenty	Registrar.
	candidates who have been conferred degrees)	Registrar	days	
	, ,	Examinations		
		(Professional)		
		II)Assistant		
	/ \np/	Registrar		
		Examinations		
		(PG) II)		
		Assistant		
		Registrar		
		Examinations		
		(UG)		
284	Passing Certificate	I) Assistant	Seven days	Registrar.
	8	Registrar		
		Examinations		
		(Professional)		
		II) Assistant		
		Registrar		
		Examinations		
		(PG) II)		
		Assistant		
		Registrar		
		Examinations		
		(UG)		
285	Payment of remuneration to paper setters and the	I) Assistant	Forty five	Registrar.
200	examiners	Registrar	days after	regional.
	CAMILINOIS	Examinations	declaration	
		(Professional)	of result	
		(110168810Hal)	of result	

			II) Assistant		
			Registrar		
			Examinations		
			(PG) II)		
			Assistant		
			Registrar		
			Examinations		
			(UG)		
286	Issue of provisional eligibility certi	ficate	Assistant	Five days	Registrar.
			Registrar	from the	-
			Academic	date of	
			(Colleges)	receipt of	
				application	
287	Issue of migration certificate		Assistant	Ten days	Registrar.
			Registrar	from the	
			Academic	date of	
			(Colleges)	receipt of	
			`	application	
288	Scholarship disbursement	_	Assistant	Sixty days	Registrar.
			Registrar	from the	
			Academic	receipt of	
			(P.G.)	the	
	D C 1 C1	_		application	D :
200	Refund of deposits	/	Assistant	Fifteen	Registrar.
289		1 1	Registrar	days from	
		'l <del> /</del>	Academic	the date of	
		/(D)D/	(P.G.)	the receipt of	
		1 1		complete	
				documents	
	-			from	
				respective	
		_		department	
	Z. Departmen	nt of Women an	d Child Developn	_	
290	Registration of institution under	Submission	Child and	Throa days	Director of
290	Rule 71 of The Goa Juvenile	of	Development	Three days	Women and
	Justice (Care and Protection of	application	Project Officer		Child.
	Children) Rules, 2013	to Director	of the Block		Ciliu.
	Cinidicity Rules, 2013	of Women	of the Diock		
		and Child			
		Forwarding	Probation	Two days	Director of
		the	Officer	2 5 days	Women and
		application			Child.
		to the S. P,			
		Collector			
		and Calling			
		the report			
		from the			
		Project			
		Officer			
			•	_	

		Submission of Report to Director of Women and Child	S. P. of the District	Fifteen days	Inspector General of Police.
		Submission of Report to Director of Women and Child	Additional Collector of the District	Fifteen days	Collector of the District.
		Submission of Report to Director of Women and Child	Probation Officer	Fifteen days	Director of Women and Child.
		Submission of proposal to the Government	Director of Women and Child	Seven days	Secretary of Women and Child.
291	Completion of Enquiry by J. J. B.	(वत	Chairman J.J.B.	Four months (as provided under Section 14 of Juvenile Justice (Care and Protection of Children) Act, 2000	Secretary of Women and Child.
292	Completion of Enquiry by Child W Committee	elfare	Chairman C. W. C. committee	Four months (as provided under Section 33 of Juvenile Justice (Care and Protection of Children) Act, 2000	Secretary of Women and Child.
293	Submission of charge sheet against	the Juvenile	Investigation officer of the respective Police Station	Three months*	S. P. of the District.

(Published in the Official Gazette Series II No. 39 dated 24-12-2015)

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## Department of Public Grievances

## **Notification**

No. 1/22/2013-14/DPG/GPGRAMS/III/1(5)

In exercise of the powers conferred by sub-sections (1) and (2) of section 4 and clause (b) of section 2 of the Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013) (hereinafter referred to as the "said Act") and in supersession of the Government Notification No 1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 08-04-2015, published in the Official Gazette, Series II No.3, dated 16-04-2015, the Government of Goa hereby designates the officers mentioned in column(3) of the Schedule below as designated officers and specifies the services as mentioned in column (2) of the Schedule below to be public services for the purposes of the said Act and further specifies the time limits as mentioned in column (4) of the Schedule below, within which the public services as specified in column (2) of the Schedule below shall be provided by the respective designated officers as mentioned in the corresponding entries in column (3) of the Schedule below and also specifies the authorities mentioned in column (5) of the Schedule below as Appellate Authorities in respect of the public services specified in the corresponding entries in column (2) of the Schedule below.

## **SCHEDULE**

Sr.	Public Service	Designated	Time limit	Appellate				
No.		Officer		Authority				
(1)	(2)	(3)	(4)	(5)				
A- Directo	A- Directorate of Accounts.							
1.	Submission of the service	Head of Office.	On the	Head of the				
	book a non –gazetted	1	employee	Department.				
	government employee, to		completing					
	the Director of Accounts for		Eighteen years					
	determining qualifying		of service or					
	service.	_	on his being					
			left with five					
			years of					
			service before					
			the date of					
			retirement,					
			whichever is					
			earlier.					
2.	Determining qualifying	Dy. Director of	On the	Director of				
	service of a gazetted	Accounts	employee	Accounts.				
	government employee.	(Gazetted	completing eig					
		Officers'	hteen years of					
		Section)	service or on					
			his being left					
			with five years					
			of service					
			before the date					
			of retirement,					

			whichever is earlier.	
3.	Submission of the pension proposal to the Director of Accounts in case of retirement on superannuation of non gazetted employees.	Head of Office in which employee is working.	Six months prior to the date of retirement on Superannuatio n	Head of the Department of his respective office.
4.	Submission of pension proposal to the Director of Accounts in case of retirement on superannuation of gazetted employees.	Dy. Director of Accounts (Gazetted Officers' Section.)	Six months prior to date of retirement on superannuatio n	Director of Accounts.
5.	Authorization/ sanction of the pension, in case of retirement on superannuation of non –gazetted employees.	Dy. Director of Accounts (Pension Section)	On the day of retirement on superannuation provided the proposal is submitted complete in all respects, by the Head of Office six months prior to retirement.	Director of Accounts.
6.	Authorization/ sanction of the pension in case of retirement on superannuation of gazetted employees.	Dy. Director of Accounts (Pension Section.)	On the day of retirement on superannuation provided the proposal is submitted complete in all respects, by the Dy. Director (Gazetted Section) six months prior to retirement.	Director of Accounts.
7.	Submission of pension proposal to the Director of Accounts in case of retirement of "Invalid Pension" (Medical grounds or any other ground.)	Head of Office in which the employee is working.	One month from retirement.	Head of Department of the respective office.
8.	Authorization/sanction of the pension proposal to the Director of Accounts in case of retirement of "Invalid Pension" (On medical	Dy. Director of Accounts.	Within a two month from the date of receipt of the complete and	Director of Accounts.

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	Pulses Paddy Areca nut	Release of payment.	Dy .Director of Accounts (Directorate of Accounts).	Fifteen days from the receipt of the bill.	Director of Accounts.
16.	Assistanc e for fencing.	Processing and disposal of the application.	Zonal Agriculture Officer.	One hundred and fifty days.	Director of Agriculture.
		Sanctioned application and submission of the bill to the Director of Accounts.	Dy. Director of Agriculture.	Fifteen days.	Director of Agriculture.
		Release of payment.	Dy .Director of Accounts (Directorate of Accounts).	Fifteen days from the receipt of the bill.	Director of Accounts.
17.	Incentive for mechaniz	Processing and Disposing the application.	Zonal Agriculture Office.	Thirty days.	Director of Agriculture.
	a- tion up to three lakhs.	Sanctioned application and submission of the bill to the Director of Accounts.	Dy. Director of Agriculture.	Fifteen days.	Director of Agriculture
		Release of payment.	Dy .Director of Accounts (Directorate of Accounts).	Fifteen days from receipt of the bill.	Director of Accounts.
	C- Dir	ectorate of Animal		terinary Service	S.
18.	Kamdhenu Scheme).	(Sudharit	Dy. Director of Animal Husbandry & Veterinary Services.	Fifteen working days.	Director of Animal Husbandry & Veterinary Services.
		epartment of Civil			
19.		urrender on transfer to or otherwise.	Inspector of Civil Supplies.	Same day.	Mamlatdar for Dharbandora Taluka, Joint
20.	where canc and proof o provided.	ew ration card ellation certificate of residence is	Inspector of Civil Supplies.	Three days.	Mamlatdar-I for all other Talukas.
21.	Issue of new ration	Forwarding the application to the Talathi	Inspector of Civil Supplies.	One working day.	
	card where Cancellati	Report to be submitted to Civil Supplies	Talathi of Saza.	Three working days from the day the	

				1	
	on	branch.		application is	
	certificate			received.	
	and	Decision on the	Inspector of	Three working	
	proof of	application.	Civil Supplies.	days from the	
	residence			date of receipt	
	is not			of the	
	provided.			Talathi's	
				report.	
22.	Inclusion/de		Inspector of	Same day.	
		the ration card.	Civil Supplies.		
23.	Issue of a d	uplicate ration	Inspector of	Same day.	
	card.		Civil Supplies.		
24.	Change of	address in the	Inspector of	Same day.	
		or change of the	Civil Supplies.		
	Fair Price sl	hop.			
			nt of Commercial	Taxes.	
25.		n under Goa Value	Commercial	Three days.	Asst
		Act, 2005) (Act 9	Tax Officer in		Commissioner
	of 2005)		charge.		of Commercial
			-		Taxes in
					charge.
26.		registration under	Commercial	Three days	Asst
	Goa Value	Added Tax Act,	Tax Officer in	after the	Commissioner
	2005) (Act	9 of 2005)	charge.	certificate of	of Commercial
		- /		clearance of	Taxes in
			/—	outstanding	charge.
			<u>nn</u> /	dues is issued.	
27.	Registration		Commercial	Three days.	Asst
	Sales Tax A	act 1956	Tax Officer in		Commissioner
			charge.		of Commercial
	l l				Taxes in
			_		charge.
28.		registration under	Commercial	Three days.	Asst
	Central Sale	es Tax Act 1956	Tax Officer in		Commissioner
			charge.		of Commercial
					Taxes in
	<u> </u>				charge.
29.		n under Goa Tax	Commercial	Three days.	Asst
	on Luxuries		Tax Officer in		Commissioner
	Act, 1988 (A	Act No. 17	charge.		of Commercial
	of 1988)				Taxes in
					charge.
20	D 1 2			TEI 1	
30.		registration under	Commercial	Three days.	Asst
	Goa Tax on		Tax Officer in		Commissioner
	Act, 1988 (A	Act No. 1/	charge.		of Commercial
	of 1988)				Taxes in
0.1	D	1 751 6	G : 1	7D1 1	charge.
31.	_	under The Goa	Commercial	Three days.	Asst
	Tax on Entr	y of Goods	Tax Officer in		Commissioner

	(Amendment) Act, 2013 (Goa Act 5 of 2013) [16-5-2013]	charge.		of Commercial Taxes in charge.
32.	Renewal of Registration under The Goa Entertainment Tax Act, 1964 (No. 2 of 1964)	Commercial Tax Officer in charge.	Three days.	Asst Commissioner of Commercial Taxes in charge.
33.	Registration under Tax Deducted at Source.	Commercial Tax Officer in charge.	Three days.	Asst Commissioner of Commercial Taxes in charge.
34.	Renewal of registration under Tax Deducted at Source.	Commercial Tax Officer in charge.	Three days.	Asst Commissioner of Commercial Taxes in charge.
	F-Education (School Education)	ication -Director	ate of Education	).
35.	School Leaving Certificate.	Head Master.	Seven days.	Dy. Director of Education.
36.	Registration of coaching classes.	Dy. Director of Education.	Forty five days.	Director of Education.
37.	Renewal of registration of coaching classes.	Dy. Director of Education.	Fifteen days.	Director of Education.
38.	Permission to open a school.	Director of Education.	Forty five days.	Secretary (Education).
39.	Recognition of a school.	Director of Education.	Forty five days.	Secretary (Education).
(	G- Education (Goa Board of Sec	ondary and High	er Secondary Ed	ucation).
40.	Re-evaluation of answer scripts.	Assistant Secretary.	Twenty two working days	Secretary, Goa Board of Secondary and Higher Secondary Education.
41.	Verification of answer scripts.	Assistant Secretary.	Thirty working days	Secretary, Goa Board of Secondary and Higher Secondary Education.
42.	Issue of a photo copy of the answer scripts.	Assistant Secretary.	Thirty five working days.	Secretary, Goa Board of Secondary and Higher Secondary Education.

43.	Issue of a duplicate Marks	Assistant	Seven	Secretary, Goa
73.	List.	Secretary.	working days.	Board of
		J	g and	Secondary and
				Higher
				Secondary
				Education.
44.	Issue of a duplicate Marks	Assistant	Same day.	Secretary, Goa
	List (Tatkal).	Secretary.	*Tatka facility	Board of
			is not	Secondary and
			available from	Higher
			March to June	Secondary
				Education.
45.	Issue of the Passing	Assistant	Seven	Secretary, Goa
	Certificate.	Secretary.	working days.	Board of
				Secondary and
				Higher
				Secondary
				Education.
46.	Issue of Migration Certificate.	Assistant	Six to eight	Secretary, Goa
	_	Secretary.	working days.	Board of
		1.		Secondary and
		/ \		Higher
				Secondary Education.
47.	James of Microtian Contificate	Assistant	Come don	
47.	Issue of Migration Certificate (Tatkal).		Same day. Tatkal facility	Secretary, Goa Board of
	(Tatkai).	Secretary.	is extended	Secondary and
	\ \ \	nb/	depending	Higher
	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \		upon the	Secondary
			availability of	Education.
			the Secretary	Eddediton.
		7	of the Board	
48.	Verification of Mark Sheets.	Assistant	Eight-Ten	Secretary, Goa
		Secretary.	days.	Board of
			_	Secondary and
				Higher
				Secondary
				Education.
49.	Transcripts.	Assistant	Seven-eight	Secretary, Goa
		Secretary.	working days	Board of
				Secondary and
				Higher
				Secondary
	72 101 1			Education
50.	Rectification.	Assistant	Seven-eight	Secretary, Goa
		Secretary.	working days	Board of
				Secondary and
				Higher
				Secondary
				Education.

51.	Recognition of subject.	Joint Secretary.	By 30 <sup>th</sup> September.	Secretary, Goa Board of Secondary and Higher Secondary Education.
52.	Renewal of Recognition.	Joint Secretary.	By 30 <sup>th</sup> September.	Secretary, Goa Board of Secondary and Higher Secondary Education.
53.	Additional subject recognition.	Joint Secretary.	By 30 <sup>th</sup> September.	Secretary, Goa Board of Secondary and Higher Secondary Education.
54.	Change of school name and management.	Joint Secretary.	By 30 <sup>th</sup> Sept.	Secretary, Goa Board of Secondary and Higher Secondary Education.
	H- Educatio	n (Higher Educat	ion).	
55.	Authentication.	Under Secretary (Higher Education).	Fifteen working days.	Director of Technical Education (DTE)/Ex- Officio Joint Secretary.
<b>~</b> .		(Technical Educa	, , , , , , , , , , , , , , , , , , , ,	G1 1 6.1
56.	Authentication.	Asst. Secretary (Curriculum Development Cell)	Fifteen working days.	Chairman of the Board of Technical Education & Director of Technical Education.
57.	Issue of Mark sheets.	Systems Analylist.	Forty five working days from the date of declaration	Chairman of the Board of Technical Education &

			of results.	Director of Technical Education.
58.	Issue of Diploma.	Secretary, Board of Technical Education.	Within three months after the completion of a six months period from the date of declaration of result.	Chairman of the Board of Technical Education & Director of Technical Education.
59.	Issue of Migration and Provisional Passing Certificate.	Secretary Board of Technical Education.	Fifteen working days.	Chairman of the Board of Technical Education & Director of Technical Education.
60.	Issue of duplicate documents.	Secretary Board of Technical Education.	Fifteen working days after receipt of application fees.	Chairman of the Board of Technical Education & Director of Technical Education.
61.	Verification of documents such as Diploma Certificates, Mark sheets.	Asst. Secretary (C.D.C)	Fifteen working days.	Chairman of the Board of Technical Education & Director of Technical Education.
62.	Verification of Marks.	Asst. Secretary (Post Exam).	Fifteen working days, from the last date for receipt of such applications.	Chairman of the Board of Technical Education & Director of Technical Education.
63.	Issue of Photocopies/verification in presence of answer books.	Asst. Secretary (Post Exam)	Fifteen working days, from the last date for receipt of such applications.	Chairman of the Board of Technical Education & Director of Technical Education.
64.	Revaluation of answer books.	Asst. Secretary. (Post Exam)	Twenty five working days, from the last	Chairman of the Board of Technical

65.	Declaration of Board results on the website.		Systems Analyst.	date for receipt of such applications.  Within one day of declaration of results.	Education & Director of Technical Education.  Chairman of the Board of Technical Education & Director of Technical Education.
66.	Issue of Eligibility Certificate.		Asst. Secretary. (Pre- Exam)	Five days from receipt of Equivalency certificate from the Goa Board of Secondary and Higher Secondary Education.	Chairman of the Board of Technical Education & Director of Technical Education.
		.J-Electr	ricity Department	_	
67.	Temporary / Permanent Service Connection for Domestic, Commercial, Agriculture.		Assistant Engineer.	Fifteen days.	Superintending Engineer.
68.	Temporar y /	Submission of proposal for load approval.  Decision on Load approval.  Approval of Estimates.	Executive Engineer.  Chief Electrical Engineer.  Executive Engineer. / Superintending Engineer / Chief Electrical Engineer.	Ten days.  Ten days.	Superintending Engineer.  Secretary (Power). Superintending Engineer.
		Releasing of connection after execution of work	Executive Engineer.	Ten days.	Superintending Engineer.
69.	Meter Testing	Removing of Meter and sending to MRT laboratory.	Assistant Engineer.	Five days.	Superintending Engineer.
		Testing of the Meter Re- installing a	Assistant Engineer-MRT. Assistant	Five days.	Superintending Engineer. Superintending

		meter.	Engineer.		Engineer.
70.	Shifting	Submission of	Executive	Ten days.	Chief Electrical
	of	the proposal to	Engineer.		Engineer.
	Electric	the			
	poles.	Superintending			
		Engineer for			
		approval after			
		inspection is			
		done.			_
		Decision on the	Superintending	Five days.	
		submitted	Engineer.		
		proposal.	P .:	TDI 1	-
		Conveying of	Executive	Three days.	
		intimation to	Engineer.		
		deposit			
		supervision charges.			
		Submission of	Executive	Ten days.	-
		proposal to the	Engineer.	Ten days.	
		Superintending			
		Engineer for			
		approval after	/ v		
		inspection is			
		done.			
		K- Directorate of Fo			
71.	Grant of	Drugs Retail	Dy. Director of	Thirty days.	Director of
	Licence.	T V	Food and		Food and Drugs
		/ \	Drugs Administration.		Administration.
71.	Grant	of Goods	Dy. Director of	Seven days.	Director of
/1.	Manufactu		Food and	Seven days.	Food and Drugs
	Certificate.		Drugs		Administration.
	Cortificate.		Administration.		7 tommistration.
72.	Grant of No	o Conviction	Dy. Director of	Seven days.	Director of
	Certificate.		Food and		Food and Drugs
			Drugs		Administration.
			Administration.		
73.	Grant o	f Free Sales	Dy. Director of	Seven days.	Director of
	Certificate.		Food and		Food and Drugs
			Drugs		Administration.
			Administration.		
74.		oduction & Sales	Dy. Director of	Fourteen days.	Director of
	Verification	n Certificate.	Food and		Food and Drugs
			Drugs		Administration.
75.	Food Lines	uaa involvina	Administration.	Civty days	Director of
/3.		ce involving of Premises.	Designated Officer.	Sixty days.	Food and Drugs
	mspection (	of Fichinses.	Officer.		Administration.
76.	Food Licen	ice not involving	Designated	Thirty days.	Director of
70.	inspection		Officer.	inity days.	Food and Drugs
	mspection	P	3111001.	1	1 000 and Diago

					Administration.
77.		on Certificate for ises not involving	Regulatory Authority.	Seven days.	Director of Food and Drugs Administration.
78.	Registratio	on Certificate for ises involving	Regulatory Authority.	Thirty days.	Director of Food and Drugs Administration.
79.	_	on certificate for premises.	Regulatory Authority.	Three days.	Director of Food and Drugs Administration.
	1		ır & Employmen		_
80.	Contract L	egistration /License under the abour (R&A) Act, he Rules there	Dy. Labour Commissioner.	Fifteen working days.	Labour Commissioner
81.	Inter State (Regulatio & Condition	egistration /License under the Migrant Workmen n of Employment ons of Service) Act, he rules there	Dy. Labour Commissioner.	Fifteen working days.	Labour Commissioner
82.	and Diu Sl	under Goa Daman nops and nent Act, 1973 and	Labour Inspector.	Seven working days.	Labour Commissioner
83.	Motor Tra	egistration /License under nsport Workers and the Rules there	Chief Inspector i.e. Commissioner of Labour.	Seven working days	Secretary (Labour)
84.	Registratio	on for Employment.	Employment Officer.	On same day.	Labour Commissioner
85.	Renewal for	or Employment.	Employment Officer.	On same day.	Labour Commissioner
0.5	D :::		of Nursing Educa		D:
86.	Providing student.	Transcript to	Principal.	Fifteen days	Director of Health Services.
87.	Certificate	of Training.	Principal.	The next day after the result.	Director of Health Services
			prate of Panchaya		
88.	Issue of construct ion licence, permissi	Submission of application/file before the Panchayat Meeting.	Village Panchayat Secretary.	Fifteen days.	Block Development Officer.

	on for repair, licence	Decision on the application.	Sarpanch	Fifteen days.	Block Development Officer.
	for hotel/sho p/ eating house/tra de/ factory, occupanc y certificat e, no objection certificat e for bar/liquo r shop.	Execution of the decision.	Village Panchayat Secretary.	Ten days.	Block Development Officer.
89.		come Certificate.	Village Panchayat Secretary.	Three days.	Block Development Officer.
90.	Issue of No	Dues Certificate.	Village Panchayat Secretary.	Three days.	Block Development Officer.
91.	Issue Certificate	of Residence	Village Panchayat Secretary.	Three days.	Block Development Officer.
	1	O-Public	Works Departme	nf.	0 2220021
92.	Water com		Assistant	Thirty days.	Executive
			Engineer		Engineer.
93.	Sewerage (	Connection.	Assistant Engineer	Thirty days.	Executive Engineer.
		P-Reve	nue Department.		
94.	Issue of Fo	orm I & XIV.	Mamlatdar.	Two days.	Dy. Collector & Sub Divisional Officer.
95.	Issue Certificate	of Residence	Mamlatdar of Taluka.	Five days.	Dy. Collector & Sub Divisional Officer.
96.	Issue Certificate	of Divergence	Mamlatdar of Taluka.	Five days.	Dy. Collector & Sub Divisional Officer.
97.	Issue of Inc	come Certificate aim.	Mamlatdar of Taluka.	One day.	Dy. Collector & Sub Divisional Officer.
98.		aste Certificate.	Dy. Collector & Sub Divisional Officer.	Ten days.	Additional Collector –II.
99.	Issue of N	lotice for Mutation	Mamlatdar of	Fifteen days	Dy. Collector &

	in form- X.		Taluka.	from the payment of fees.	Sub Divisional Officer.
100.	Mutation u/s 96 of the Land Revenue Code, in Land Records (where there is no objection).		Mamlatdar of Taluka.	Thirty days from the last day fixed for filling of objections.	Dy. Collector & Sub Divisional Officer.
101.	Revenue Co	s 96 of Land ode, in Land here there are	Mamlatdar of Taluka.	Ninety days from the last day of filling of objections	Dy. Collector & Sub Divisional Officer.
102.	Partition u/s 62 of Land Revenue	Issue of Notice and proclamation.	Dy. Collector & Sub Divisional Officer.	Fifteen days.	Additional Collector –II.
	Code, in Land Records.	Issue of order for survey (where there is no objection).	Dy. Collector & Sub Divisional Officer.	Within ten days after the period of thirty days of proclamation in form 'B' over.	Additional Collector –II.
		Survey of property.	Inspector of Survey and Land Records.	Thirty working days from the receipt of order.	Superintendent of Land Records.
		Passing the partition order (If there are no objections).	Dy. Collector & Sub Divisional Officer.	Fifteen days from the day the report is received.	Additional Collector –II
103.	Conversio n of Land u/s 32 of the Land Revenue Code.	Scrutiny and forwarding the application to the Town Planning/ Forest/ Mamlatdar for report.	Collector/Dy. Collector & Sub Divisional Officer.	Five days.	Secretary (Revenue).
		Submission of report by the Mamlatdar.	Mamlatdar of Taluka.	Twenty days.	Dy. Collector.
		Submission of report by Town & Country Planning Department.	Town Planner.	Twenty days.	Senior Town Planner.
		Submission of report by Forest	Dy. Conservator of	Twenty days.	Chief Conservator of

		Department.	Forests.		Forests.
		Forwarding of papers to survey Department where part of survey number is to be converted.	Collector/Dy. Collector & Sub Divisional Officer.	Within five days of receipt of the report.	Secretary (Revenue).
		Submission of survey report by Land Survey Department.	Inspector of Land survey.	Twenty days from the date of receipt of the order.	Superintendent of Land Records.
		Decision on application.	Collector/Dy. Collector & Sub Divisional Officer.	Within ten days of receipt of the survey report.	Secretary (Revenue).
		Issue of Sanad.	Collector/Dy. Collector & Sub Divisional Officer.	Three days from date of payment.	Secretary (Revenue).
104.	Refund und Act.	er the Court Fees	Collector.	Ten days.	Secretary (Revenue).
105.	Refund under the Indian Stamps Act.		Collector.	Ten days.	Secretary (Revenue).
106.	Adjudication of Documents.		Additional District Magistrate.	Three days.	Additional Secretary (Home).
107.	Gratuitous relief under natural	Proposal to be forwarded to the Collector with recommendation	Mamlatdar of Taluka.	Five days.	Collector.
	calamity.	Decision.	Collector.	Five days.	Secretary (Revenue).
		Disbursement of relief, if approved.	Dy. Director of Accounts.	Five days.	Director of Accounts.
108.	Issue of Ma	triz Certificates.	Mamlatdar of Taluka.	Three days.	Collector.
109.	Issue of Dep Certificate.	pendents'	Mamlatdar of Taluka.	Five days.	Collector.
110.	Issue of Solvency Certificate	Up to Rs.1,00,000 (Rupees one lakh).	Mamlatdar of Taluka.	Ten days.	Collector.
		More than Rs. 1, 00,000 (Rupees one lakh and less than Rs.5,00,000	Dy. Collector & Sub Divisional Officer.	Fifteen days.	Collector.

		(Rupees five lakhs).			
		More than Rs.5,00,000 (Rupees five lakhs).	Collector.	Fifteen days.	Secretary (Revenue).
111.	Issue of Do	micile Certificate.	Collector.	Five days.	Secretary (Revenue).
112.	Issue of Sound permissio n.	Forwarding to the Police for report.	Sub Divisional Magistrate/ Additional District Magistrate.	Same day.	Collector.
		Report to the Sub Divisional Magistrate/ Additional District Magistrate.	Police Inspector.	Two days.	Superintendent of Police.
		Decision on the application.	Sub Divisional Magistrate/ Additional District Magistrate.	Two days.	Collector.
113.	Issue of survey plan	certified copy of	Draftsmen Grade-I.	Three days.	Director (Settlement & Land Records).
114.	Issue of New Arms	Forwarding the application to the Police.	District Magistrate.	Three days.	Secretary (Home).
	License/ transfer of Arms	Report to the District Magistrate.	Incharge of the Police Station.	Thirty days.	Superintendent of Police.
	License.	Decision on the application.	District Magistrate.	Thirty days.	Secretary (Home).
115.	Renewal of Arms License.	Forwarding the application to the Police.	District Magistrate.	Three days.	Secretary (Home).
		Report to District Magistrate.	In charge of the Police Station.	Thirty days.	Superintendent of Police.
		Decision on the application.	District Magistrate.	Fifteen days.	Secretary (Home).
116.	Character Verificati on.	Forwarding of papers to the Police.	District Magistrate.	Three days.	Secretary (Home).
		Report to District Magistrate	Superintendent of Police (Crime).	Fifteen days.	Inspector General of Police.
		Decision of the District	District Magistrate.	Ten days.	Secretary (Home).

		Magistrate.			
O-Dena	rtment of Ru	ral Development.		I.	
117.	Indira Awas Yojana.	Submission the proposal to the Block Development Officer.	Village Panchayat Secretary.	Seven days from the day of Gram Sabha resolution.	Block Development Officer.
		Submission the proposal to the District Rural Development Agency of jurisdiction.	Block Development Officer.	Seven days.	Project Director of jurisdiction.
		Decision on the application.	Project Officer, District Rural Development Agency.	Seven days.	Project Director.
118.	Indira Awas Yojana- 2 <sup>nd</sup> Installme	Submission the proposal to the Block Development Officer.	Village Panchayat Secretary.	Five days.	Block Development Officer.
	nt	Submission the proposal to the District Rural Development Agency.	Block Development Officer.	Ten days.	Project Director.
		Releasing the 2 <sup>nd</sup> installment	Project Officer, District Rural Development Agency.	Seven days.	Project Director.
119.	National Family Benefit Scheme.	Submission the proposal to the Block Development Officer.	Village Panchayat Secretary.	Seven days from the date of Gram Sabha resolution.	Block Development Officer.
		Decision on the application and disbursement of the amount.	Block Development Officer.	Seven days.	Project Director.
120.	Gas connectio n under GGUY	Submission of the proposal to the Block Development Officer.	Village Panchayat Secretary.	Seven days from the date of Gram Sabha resolution.	Block Development Officer.
		Submission of the proposal to the District Rural Development	Block Development Officer.	Seven days.	Project Director, District Rural Development

		Agency.			Agency.
		Decision on the application.	Project Officer, District Rural Development Agency.	Seven days. from receipt of confirmation of the Know Your Customer (KYC) details.	Project Director, District Rural Development Agency.
121.	Preparati on of a Job Card under the	Submission the proposal to Block Development Officer.	Village Panchayat Secretary.	Four days.	Block Development Officer.
	Mahatma Gandhi National Rural Employ	Submission of the proposal to District Rural Development Agency.	Block Development Officer.	Two days.	Project Director
	ment Guarante	Printing of the Job Card.	Project Officer.	Two days.	Project Director.
	e Act	Issue of the Job Card.	Block Development Officer.	Two days.	Project Director.
		Delivery of the Job Card to the beneficiary.	Village Panchayat Secretary.	Two days.	Block Development Officer.
R- Depar	tment of So	cial Welfare.	np/		
122.	Pre-Metric O.B.C.	Scholarship(S.C.)/	Assistant Director (SC/OBC).	Ten days.	Director of Social Welfare.
123.	Kanya Dha	in (S.C.)	Assistant Director (SC/OBC).	Seven days.	Director of Social Welfare.
124.	Grant of financial assistance for performance of funeral and religious ceremonies related to last rites of a person of the Dhangar Community under "Antya Sanskar Sahay Yojana"		Assistant Director (WDA).	Five days.	Director of Social Welfare.
125.	Home Nursing (S.C.)		Assistant Director (SC/OBC).	Ten days.	Director of Social Welfare.
126.	subsidy to	of claim for 50% the disabled for ol used for their vehicles.	Assistant Director (WDA).	Seven days.	Director of Social Welfare.

127.	Inter Caste Marriage Award.	Assistant Director (SC/OBC)	Seven days.	Director of Social Welfare
128.	Marriage with Disabled (Award).	Assistant Director (WDA)	Seven days.	Director of Social Welfare.
129.	Merit Based Award (Dhangar).	Assistant Director (WDA)	Seven days.	Director of Social Welfare.
130.	Post Metric Scholarships (S.C. / O.B.C.)	Director of Social Welfare.	Thirty days.	Secretary (Social Welfare).
131.	Gagan Bharari Shiksha Yojana (Dhangar).	Director of Social Welfare.	Thirty days.	Secretary (Social Welfare).
132.	Financial assistance to children of widows/ orphan child. (Dhangar).	Assistant Director (WDA).	Five days.	Director of Social Welfare.
133.	Book Bank scheme (S.C. /O.B.C.)	Assistant Director of Social Welfare.	Ten days.	Director of Social Welfare.
134.	Bachpan- Financial assistance to orphans.	Assistant Director (WDA).	Five days.	Director of Social Welfare.
135.	Issue of identity cards to senior citizens.	Assistant Director (SD).	Ten days.	Director of Social Welfare
136.	Issue of identity cards to the differently abled persons.	Assistant Director (WDA).	Ten days.	Director of Social Welfare
137.	Issue of scholarships to disabled persons.	Assistant Director (WDA).	Ten days.	Director of Social Welfare.
138.	Pre-Metric scholarships to children of those engaged in unclean occupations.	Assistant Director (SD).	Ten days.	Director of Social Welfare.
139.	Financial assistance to self help groups.	Assistant Director (SD).	Fifteen days.	Director of Social Welfare.
140.	Financial assistance to kiosks.	Assistant Director (SD).	Ten days.	Director of Social Welfare.
141.	Rajiv Awaas Yojna.	Assistant Director (SD).	Ten days.	Director of Social Welfare.
142.	Stipend to the disabled.	Assistant Director (WDA)	Ten days.	Director of Social Welfare.
S-State I	Registrar & Notary Service.			
143.	Registration of a partnership firm under Indian Partnership Act 1932.	Civil Registrar /Registrar of Firms.	Seven days from the date of receipt of the application.	District Registrar.

144.		of documents after under Indian	Civil Registrar/ Registrar of	Third day from the date	District Registrar.
	Partnership		Firms.	of registration.	registrar.
145.	the first tin	arriage record for ne under Codigo de vil in case of civil definitive)	Civil Registrar.	On the day of final marriage registration.	District Registrar.
146.	first time u	arriage record on nder Codigo de vil in case of l marriage.	Civil Registrar.	Next day after it becomes definitive.	District Registrar.
147.	first time u	arriage record on nder Codigo de vil in case of marriage.	Civil Registrar.	Next day after receipt of the church marriage records.	District Registrar.
148.		ent of name Ename of a Hindu	Civil Registrar.	Two days.	District Registrar.
149.	Correctio n of Marriage	Submission of proposal to the District Registrar.	Civil Registrar.	Seven Days.	District Registrar.
	Record.	Submission of proposal to the State Registrar.	District Registrar.	Seven days.	State Registrar.
		Decision on the proposal.	State Registrar.	Fifteen days.	Inspector General of Registration/ Law Secretary.
150.	-	n of documents ndian Registration	Sub Registrar.	Same day.	District Registrar.
151.	Returnin g of documen	a). When the system is computerized.	Sub Registrar.	Three days.	District Registrar.
	ts after registrati on.	b). When records are still being done manually. (Not computerized).	Sub Registrar.	Seven days.	District Registrar.
152.	Issue of certified copies of	a). When the system is computerized.	Sub Registrar.	Three days.	District Registrar.
	documen ts under Indian Registrati on Act 1908.	b). When records are still being done manually. (Not computerized).	Sub Registrar.	Seven days.	District Registrar.
153.	Submission	n of intimation to	Civil Registrar.	By the seventh	District

	under Rule Daman and Revenue (F and Registe Rules 1969	tdar of the Taluka 15 of the Goa I Diu Land Record of Rights er of Cultivators) of for documents on the preceding		day of each month.	Registrar.
154.	Change of under the C	name or surname Goa Change of Surname Act 1990.	Civil Registrar.	One day after the notice period is over if there are no objections received.	District Registrar.
155.	Nil Encumbr	Where records	Sub -Registrar.	Three days.	District Pagistrar
	a-nce Certificat	where records are not computerized.	Sub- Registrar.	Ten days.	Registrar.  District Registrar.
156.	Registration of a Society under the Societies Registration Act & issue of the registration certificate.		District Registrar/ Inspector General of Societies.	Seven days.	State Registrar.
157.	registered of	rtified copies of documents other cified above.	Civil Registrar.	Seven days.	District Registrar.
158.	Registratio the Notaria	n of a will under l Act Decree No. otaries Laws.	Civil Registrar/ Notary Ex- Officio.	Seven days.	District Registrar.
159.	Registratio under the N	n of succession Notarial Act Decree f Notaries Laws.	Civil Registrar/ Notary Ex- Officio.	Seven days.	District Registrar.
160.	Registration of all other documents under the Notarial Act Decree No. 8373 of Notaries Laws.		Civil Registrar/ Notary Ex- Officio.	Seven days.	District Registrar.
		T-Town and Cou			
161.		dation on the of conversion.	Town Planner in charge of the Taluka.	Twenty days.	Chief Town Planner.
162.		clearances for Development Plan.	Town Planner in charge of the Taluka.	*Thirty days.	Chief Town Planner.
163.	Zoning Info	ormation.	Town Planner in charge of the Taluka/ Member Secretary of Planning	Ten days.	Chief Town Planner.

		Development Authority.		
164.	Issue of Completion Certificate.	Town Planner in charge of the Taluka/ Member Secretary of the	Fifteen days.	Chief Town Planner.
		Planning and Development Authority.		
165.	Development Permission under section 44 of the Town and Country Planning Act.	Member Secretary of Planning and Development Authority.	*Thirty days	Chief Town Planner
166.	No Objection Certificate under Section 49 (6) of the Town and Country Planning Act.	Member Secretary of The Planning and Development Authority.	Twenty days.	Chief Town Planner.
167.	Permission under 17 –A	Town Planner in charge of the Taluka.	Thirty days.	Chief Town Planner.
	U-Tran	sport Departmen	t	•
168.	Issue of learner's license.	Asstt. Director of Transport.	Same day.	Director of Transport.
169.	Issue of temporary registration certificate.	Asstt. Director of Transport.	Same day.	Director of Transport.
170.	Issue of fitness certificate.	Asstt. Director of Transport.	Two days.	Director of Transport.
171.	Renewal of fitness certificate.	Asstt. Director of Transport.	Same day.	Director of Transport.
172.	Issue of temporary permit.	Asstt. Director of Transport.	Same day.	Director of Transport.
173.	Grant of special permit	Asstt. Director of Transport.	Two days.	Director of Transport.
174.	Cancellation of hypothecation/endorsement of hypothecation of vehicle.	Asstt. Director of Transport.	Two days.	Director of Transport.
175.	Renewal of driving licence.	Asstt. Director of Transport.	Same day.	Director of Transport.
176.	Addition to driving licence.	Asstt. Director of Transport.	Added and issued on the same day of passing the test.	Director of Transport.
177.	Renewal of conductor's licence.	Asstt. Director of Transport.	Same day.	Director of Transport.

178.	Transfer of ownership	Asstt. Director	Seven days.	Director of
170.	Transfer of ownership	of Transport.	Seven days.	Transport.
179.	Issue of the registration certificate.	Asstt. Director of Transport.	Seven days	Director of Transport.
180.	Grant of driving licence.	Asstt. Director of Transport.	On the same day of passing the test.	Director of Transport.
181.	Issue of a duplicate driving licence.	Asstt. Director of Transport.	Same day.	Director of Transport.
182.	Issue of a duplicate conductor's licence.	Asstt. Director of Transport.	Same day.	Director of Transport.
183.	Issue of duplicate Registration Certificate (R.C.) book.	Asstt. Director of Transport.	Same day.	Director of Transport.
184.	Issue of a conductor's badge	Asstt. Director	Same day.	Director of
	(L.P.S.A./P.S.V.A).	of Transport.		Transport.
	V- 1	Tribal Welfare		
185.	Merit Based Award.	Director Tribal Welfare.	Ninety days.	Secretary (Tribal).
186.	Home Nursing (S.T.)	Assistant Director Tribal Welfare.	Ten days.	Director Tribal Welfare.
187.	Pre-Metric Scholarship(S.T.)	Assistant Director Tribal Welfare.	Ninety days.	Director Tribal Welfare.
188.	Atal Asra Yojana (S.T.)	Director Tribal Welfare.	Ninety days.	Secretary (Tribal).
189.	Mundkarche Ghar (S.T.)	Director Tribal Welfare.	Ninety days.	Secretary (Tribal).
190.	Kanya Dhan (S.T.)	Assistant Director Tribal Welfare.	Thirty days.	Secretary (Tribal).
191.	Antya Sanskar Yojna	Assistant Director Tribal Welfare.	Ten days.	Director Tribal Welfare.
192.	Post Metric Scholar Ship(S.T.)	Director Tribal Welfare.	Ninety days.	Secretary (Tribal).
193.	Gagan Bharari Shiksha Yojana (S.T.)	Director Tribal Welfare.	Ninety days.	Secretary (Tribal).
194.	Financial Assistance to Children of Widow/ Orphan child (S.T.)	Assistant Director Tribal Welfare.	Ten days.	Secretary (Tribal).
195.	Book Bank Scheme (S.T.)	Assistant Director Tribal Welfare.	Ten days.	Secretary (Tribal).
196.	Merit Based Award	Director Tribal Welfare.	Ninety days.	Secretary (Tribal).
	W-Water R	esources Departn	nent.	

197.	Permission for drawing water	Executive	Fifteen days.	Chief Engineer.
	for irrigation from	Engineer		
	River/Nallah/Stream.			
198.	Permission for water for	Executive	Fifteen days.	Chief Engineer.
	irrigation.	Engineer.		
199.	Grant of permission to	Executive	Fifteen days.	Chief Engineer.
	transport water.	Engineer		
200.	Registration of existing wells.	Ground Water	Ten days.	Chief Engineer.
		Officer/	•	
		Executive		
		Engineer.		
201.	Sinking of a well.	Ground Water	Twenty one	Chief Engineer.
		Officer/	days.	
		Executive		
		Engineer.		
202.	Subsidy for irrigation well	Chief Engineer.	Twenty one	Secretary
	scheme for agricultural crops		days.	(Water
	/ horticultural /plantation			Resources
	crops.			Department).
203	Subsidy under rain water	Chief Engineer.	Twenty one	Secretary
	harvesting scheme.	1 1 1	days.	(Water
		/ N	-	Resources
		/ \		Department).

# *Notes*:

- (3) In case the application in respect of any public service specified in column (2) of the above schedule is referred to the Government for approval or to the concerned authority for legal opinion/advice, the time consumed in such reference shall be excluded while reckoning the time limit specified in column (4) of the above Schedule.
- (4) Time limit as specified in column(4), in respect of the public service as specified in column (2), of the above schedule, shall commence from the date of submission of application thereof complete in all respects and with all the requisite supporting documents.

This notification shall come in to force with effect.

By Order and in the name of the Governor of Goa

Shaila Bhosle, Under Secretary (Public Grievances)

Panaji, 14<sup>th</sup> January, 2016.

(Published in the Official Gazette Series II No. 11 dated 16-6-2016)

No. 38-1-2006-RD Government of Goa, Revenue Department, Secretariat, Alto Porvorim.

Dated: 13-02-2007.

# **CIRCULAR**

Sub:- Procedure for issue of Domicile Certificate and period of validity

In order to further simplify the procedure for issue of Domicile Certificate and also to clarify on the validity period of such Certificate, the Government hereby issues following instructions.

1. Whenever an applicant applies for a Domicile Certificate he is required to furnish proof of residence for 15 years. However, whenever the applicant applies for a Domicile Certificate for second time he/she is once again required to produce proof of residence for the entire 15 years period and also an inquiry is conducted again of entire period including the period covered by the earlier certificate.

In such cases wherein the Domicile Certificate is applied for second or subsequent time and incase the applicant produces the copy of earlier Domicile Certificate then the issuing authority need not verify the domicile period covered under that Certificate but proceed to only verify further period after issue of such Certificate upto the present application and accordingly issue a fresh Domicile Certificate covering the entire period.

- 2. At present various Government departments are treating the validity of Domicile Certificate as six months. This too short period of time creates lot of inconvenience to applicants to apply fresh as well as incases the work load of issuing authority, In view of this, Government has decided that once a Domicile Certificate is issued it shall remain valid upto the end of next calendar year excluding the year in which it is issued.
- 3. It is observed that tat times the issuances of such Certificate is delayed thereby the applicant is made to suffer for admission/employment etc. In view of this, it is desired by Government that applicant for Domicile Certificate should be disposed off within a maximum period of 3 days.

By order and in the name of the Governor of Goa

V.S.N. Gaunekar

Under Secretary (Revenue-I)

### **GOVERNMENT OF GOA**

# Department of Public Grievances

### Notification

# No. 1/22/2013-14/DPG/GPGRAMS/206(A)

In exercise of the powers conferred by sub-sections (1) and (2) of section 4 and clause (b) of section 2 of the Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), read with section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Government of Goa hereby amends the Government Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 08-04-2015, published in the Official Gazette, Series II No. 3, dated 16-4-2015 (hereinafter referred to as the "principal Notification") as follows, namely:—

In the Schedule to the principal Notification,—

(i) after the existing entry at serial No. 67, the following entry shall be inserted, namely:—

67 A	A	Certification	of	Electrical	15 days to month from the date of inspection or	
		Installation	by	Electrical	compliance to the observation into by the	
		Inspector			applicant and subsequent inspections to confirm	
		Manufacturing/Service			compliance adhered to whichever is later	

(ii) after the existing entry at serial No. 71, the following entry shall be inserted, namely:—

71A	Grant of	Drugs	Wholesale	Dy. Director of	Food and Drugs	30 days	Director	of
	License		/	Administration			Food	and
				1 1			Drugs	
							Administr	ation

(iii) after the existing entry at serial No. 80, the following entries shall be inserted, namely:—

80 A	Grants of	Fresh	Dy. Director of	30 days from the	Director of Food and
	Drugs/Cosmetics		Foods and Drugs	receipt of	Drugs Administration
	Manufacturing License	with	Administration	completed	
	maximum five products			application	
80 B	Grants of Renewal of	Drugs/	Dy. Director of	30 days from the	Director of Food and
	Cosmetics Manufac	cturing	Foods and Drugs	receipt of	Drugs Administration
	License		Administration	completed	
				application	

(iv) after the existing entry at serial No. 86, the following entries shall be inserted, namely:—

Ī	86 A	Application for Registration	Deputy Labour	Fifteen working	Labour
		under The Building and Other	Commissioner	days	Commissioner
		Construction Workers			
		(Regulation of Employment and			
		Conditions of Service) Act,			
		1996			

(v) after the existing entry at serial No. 93, the following entries shall be inserted, namely:—

93 A	Making of the application to the concerned Sub-Division	Assistant	4 days	Executive
	and processing for ascertaining technical feasibility	Engineer		Engineer
	Carrying out site inspection and preparations of feasibility	Assistant	12 days	Executive
	report by Engineer-in-charge	Engineer		Engineer
	Preparation of installation bill by Sub-Division	Assistant	4 days	Executive
		Engineer		Engineer
	Payments of installation bill by consumers	Assistant	3 days	Executive
		Engineer		Engineer
	Releasing of Water Supply Connection and providing	Assistant	7 days	Executive
	water meter	Engineer	-	Engineer
		Total	30 days	

(vi) after the existing entry at serial No. 94, the following entry shall be inserted, namely:-

94 A	Site inspection by the Sub-Division Office	Assistant	0 to 15 days	Executive
		Engineer		Engineer
	Inspection Report prepared by Sub-Division	Assistant	0 to 30 days	Executive
	Office and submitted to Office Executive	Engineer		Engineer
	Engineer			-
	Inspection Report to be verified by the Office	Executive	0 to 8 days	Superintending
	of Executive Engineer	Engineer	-	Engineer
	Applicant is granted Road Cutting Permission	Executive	0 to 45 days	Superintending
		Engineer		Engineer

This Notification shall come into force from the date of its publication in the Official Gazette.

By order and in the name of the Governor of Goa.

Shaila Bhosle, Under Secretary (Public Grievances).

Porvorim, 30th October, 2017.

(Published in the Official Gazette Series II No. 30 (Extrpardinary-2) dated 30-10-2017)

### Notification

# No. 1/22/2013-14/DPG/GPGRAMS/206(B)

In exercise of the powers conferred by sub-sections (1) and (2) of section 4 and clause (b) of section 2 of the Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), read with section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Government of Goa hereby amends the Government Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)/1168 dated 21-12-2015, published in the Official Gazette, Series II No. 39 dated 24-12-2015 (hereinafter referred to as the "principal Notification) as follows, namely:—

In the Schedule to the principal Notification,—

(i) for the existing entries at serial Nos. 2 and 3, the following entries shall be substituted, namely:—

2	Registration of Society under section 8 of the Goa Cooperative Societies Act, 2001 (Goa Act 36 of 2001)		45 days	Secretary of the Department of Co-operation
3	Approval for amendment in the Bye-Laws of the Society under section 8 of the Goa Co- operative Societies Act, 2001 (Goa Act 36 of 2001)	of Co-operative	45 days	Registrar of Co-operative Societies

(ii) (a) after entry at serial No. 132, the following entry shall be inserted, namely:—

132	The Goa State	Incentives to	Director of	Sanctioning 30	Secretary of
A	Incentives to		Industries,	days if	Industries if
	Encourage	Certification and	Trade &	designated	sanction
	Investments Schemes,		Commerce—	officer agres	amount is
	2017	Employment Subsidy	Sanction	with	upto Rs. 10
		Scheme, 2017 and	limit amount	recommendation	Lakh per
		Employment Subsidy	upto Rs. 10	of the Task	disbursement
		Scheme, 2008	Lakh per	Force	per scheme.
			disbursement	Committee	•
			per scheme		
		The State Mission for	Secretary of	Sanctioning 45	
		Food Processing	Department	days if	Chief
		Scheme (SMFP),	of	designated	Secretary if
		2017	Industries—	officer agrees	sanction
			Sanction	with	amount is
			Limit	recommendation	above Rs. 10
			amount	of Task Force	Lakh upto
			above Rs. 10	Committee	Rs. 20 Lakh
		Training Linked	Lakh and	Disbursal 15	per
		Incentives Scheme	upto Rs. 20	days after	disbursement
		Incentives to order	Lakh per	receiving	per scheme.
		Consumption of	disbursement	sanction order	
		Local Raw Material	per scheme		
		Scheme			
		Incentive to Green			

Investments Scheme
(Audit Component
and Capital)
Interest Subsidy
Scheme, 2017
Interest Subsidy
Scheme, 2008

(b) after entry at serial No. 136, the following entry shall be inserted, namely:—

136A	Building Plan sanction including Plinth inspection	Field Manager/ Area Manager of concerned Industrial Estate	7 days	Managing Director
		Regional Manager/Deputy General Manager	7 days	Managing Director
		General Manager	16 days	Managing Director
		Total	30 days from complete submission of documents and payment of fees	
	Occupancy Certificate	Field Manager/Area Manager of concerned Industrial Estate	3 days	Managing Director
		Regional Manager/ Deputy General Manager	2 days	Managing Director
		General Manager	3 days	Managing Director
		Total	8 days	
	Issue of site plans/layout plans	General Manager (Engineering Section)	5 days	Managing Director
	Release of water connection to Industrial units 1 and above	Field Manager/ Area Manager	3 days	Managing Director
	above	Regional Manager/Deputy General Manager	3 days	Managing Director
		General Manager (Engineering)/Regional Manager (Head Office)	5 days	Managing Director
		Regional Manager/Deputy	3 days	Managing Director

	General Manager		
	Total	14 days	
Release of water connection to Industrial units ½ and ¾	Field Manager/ Area Manager	3 days	Managing Director
	Regional Manager/Deputy General Manager	3 days	Managing Director
	Total	6 days	
NOC for electric connection	Field Manager/ Area Manager	3 days	Managing Director
	Regional Manager/Deputy General Manager	2 days	Managing Director
	General Manager (Engineering)/ Regional Manager (Head Office)	3 days	Managing Director
	Total	8 days	

(iii) for the existing entries at serial Nos. 160 to 168, the following entries shall be substituted, namely:—

160	Approval of Factory Plans	Chief Inspector of Factories & Boilers	90 days	Secretary (Factories & Boilers)
161	Registration & Grant of Factories License	Chief Inspector of Factories & Boilers	21 days	In accordance with section 19 (1) prescribed under the Goa (Right of Citizens to Time Bound Delivery of Public Services) Act, 2013
162	Renewal of Factory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)
163	Amendment of Factory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)
164	Transfer of Factory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)
165	Approval of Notice of Period of Work for Adult Workers	Inspector of Factories	21 days	Chief Inspector of Factories & Boilers
166	Issue of Certificate of Fitness to Young Person	Medical Inspector of Factories/ Certifying Surgeon	21 days	Chief Inspector of Factories & Boilers
167	Confirmation of	Medical Inspector of	05 days	Chief Inspector of Factories

appointment for conducting Medical Examination of Workers	Factories/Certifying Surgeon		& Boilers
Confirmation of appointment for conducting Industrial Hygiene Survey	Chemist	05 days	Chief Inspector of Factories & Boilers
Confirmation of dates of training programme to be organised	Training Assistant	05 days	Chief Inspector of Factories & Boilers
Issue of Provisional Order in Form-V after registration inspection	Inspector of Boilers	02 days	Chief Inspector of Factories & Boilers
Assigning of registration No. for boilers having heating surface area of less than 1000 Sq. meters	Inspector of Boilers	30 days	Chief Inspector of Factories & Boilers
Issue of Certificate for use of Boiler having heating surface are of more than 1000 Sq. meters	Chief Inspector of Factories & Boilers	30 days	Secretary (Factories & Boilers)
Steam Test of Boiler	Inspector of Boilers	30 days	Chief Inspector of Factories & Boilers
Issue of Certificate for use of Boiler	Inspector of Boilers	02 days	Chief Inspector of Factories & Boilers
Permission to carry our repairs/ alterations to Boilers	Chief Inspector of Factories & Boilers	02 days	Secretary (Factories & Boilers)
Inspection of material as per Indian Boiler Regulations, 1950	Inspector of Boilers	21 days	Chief Inspector of Factories & Boilers
Approval of drawings related to steam pipeline	Inspector of Boilers	21 days	Chief Inspector of Factories & Boilers
Recognition of Boiler & steam pipeline repairers	Chief Inspector of Factories & Boilers	30 days	Secretary (Factories & Boilers)
Issue of certificate for manufacture and test	Chief Inspector of Factories & Boilers	(i) 03 days for Boiler compon ent (ii) 07 days for Boiler	Secretary (Factories & Boilers)
	conducting Medical Examination of Workers  Confirmation of appointment for conducting Industrial Hygiene Survey  Confirmation of dates of training programme to be organised  Issue of Provisional Order in Form-V after registration inspection  Assigning of registration No. for boilers having heating surface area of less than 1000 Sq. meters  Issue of Certificate for use of Boiler having heating surface are of more than 1000 Sq. meters  Steam Test of Boiler  Issue of Certificate for use of Boiler  Permission to carry our repairs/ alterations to Boilers  Inspection of material as per Indian Boiler Regulations, 1950  Approval of drawings related to steam pipeline  Recognition of Boiler & steam pipeline  Recognition of Boiler as steam pipeline repairers  Issue of certificate for	conducting Medical Examination of Workers  Confirmation of appointment for conducting Industrial Hygiene Survey  Confirmation of dates of training programme to be organised  Issue of Provisional Order in Form-V after registration inspection  Assigning of registration No. for boilers having heating surface area of less than 1000 Sq. meters  Issue of Certificate for use of Boiler having heating surface are of more than 1000 Sq. meters  Issue of Certificate for use of Boiler  Steam Test of Boiler  Inspector of Boilers  Inspector of Boilers  Inspector of Boilers  Chief Inspector of Boilers   Conducting	

(iv) (a) for the existing entry at serial No. 262, the following entry shall be substituted, namely:—

262	Building Plan	Examination Si	ite	Municipal	Twelve days	Chief Officer
	sanction / New	Inspection an	nd	Engineer		
	Construction	submission of the	he			
	License	papers to Chief Officer	r			
		Decision on the	he	Chief Officer/	Three days	D.M.A.
		Application		Commissioner		
		Convey the decision	to	Municipal	Two days	Chief Officer/
		applicant		Engineer		Commissioner
		Issue of License		Chief	Two days from	D.M.A.
				Officer/Commiss	the date of	
				ioner	deposit of	
					license fees	
	Renewal of	Decision		Chief Officer	Five days	Chief Officer
	Construction			/Commissioner		
	License					

(b) after entry at serial No. 262, the following entry shall be inserted, namely:—

262	Plinth	Inspection	and	issue	of	Municipal	Seven days	Chief
Α	Inspection	Certificate		i.		Engineer		Officer/Com
	Certificate/Align			المطاع				missioner
	ment Certificate							

This Notification shall come into force from the date of its publication in the Official Gazette.

By order and in the name of the Governor of Goa.

Shaila Bhosle, Under Secretary (Public Grievances).

Porvorim, 30th October, 2017.

(Published in the Official Gazette Series II No. 30 (Extrpardinary-2) dated 30-10-2017)

# Department of Revenue

#### Order

### 14/59/2017-RD/761

Government of Goa has approved the proposal of setting up the Citizen Services Centre (CSC) to deliver the various Citizen Centric Services of various Government Departments to the Citizens, CSC's will be the front end delivery channel for all Government services.

Initially the Citizen Services Centre (CSC) will be set up at Ground Floor, Mathany Saldhana Administrative Complex, Margao, in Salcete Taluka.

All the people availing services delivered by office of Collector of North and South and subordinate Offices and Directorate of Settlement and Land Records will be delivered exclusively through the above mentioned Citizen Services Centre (CSC).

The applicant/people availing this service from Salcete Taluka should therefore avail this service through Citizen Services Centre (CSC) only.

The details of services provided through CSC with the prescribed rate are as under:—

Sr.	Services	Fees
No.		
(1)	Every certified computerized copy of a serial number	Rs. 45/- for the first page and @
	or entry in the record of rights, register of mutations	Rs. 15/- for every additional page.
	and from the registers, accounts and records, other than	
	maps, maintained by a Talathi under section 8 of the Code	
(2)	Every certified copy of an entry in the register of	Rs. 60/-
	property maintained by the City Survey Officer (Form D)	
(3)	Every certified copy of a map of a survey number or of	Rs. 150/- per Survey Number/Sub-
	a sub-division of a survey number or of any	Division Number.
	(uncoloured) map of any immoveable property	21 (1616) 1 (dillect)
	prepared under clause (a) of section 101 of the Code	
(4)	Every certified copy of a map of a survey number or of	Rs. 150/- per Survey Number/Sub-
	a sub-division of a survey number or of an ordinary	Division Number.
	(uncoloured) map or plan of any immovable property	
	prepared under section 56 of the Code	
(5)	Every certified computerized copy of a map of a	Rs. 180/- per Survey Number/Sub-
	survey number or of a sub-division of a survey number	Division Number.
	or of map or plan of any immovable property prepared	
	under section 56 of the Code	
(6)	Every certified copy of computerized map of a survey	Rs. 180/- per Survey Number/Sub-
	number or of a sub-division of a survey number or of	Division Number.
	map or plan of any immovable property prepared	
	under section 56 of the Code with details of Form I	
	appended to the Goa, Daman and Diu Land Revenue	
	(Records of Rights and Register of Cultivators) Rules,	
	1969	

(7)	F	D = 150/ C N1/C-1
(7)	Every certified copy of a map or plan of a non-agricultural survey number or a sub-division of such a	Rs. 150/- per Survey Number/Sub- Division Number.
	survey number or of an extract of city survey prepared	Division Number.
	under section 65 of the Code	
(8)	Every certified computerized copy of a map or plan of	Rs. 180/- for Survey Number/Sub-
(0)	a non-agricultural survey number or a sub-division of	Division Number.
	such a survey number	21,1323111,01113,011
(9)	Every certified computerized copy of full size copy of	Rs. 180/- for a Survey
	P. T. Sheet	Number/Sub-Division Number and
		Rs. 80/- for remaining each Survey
		Number/Sub-Division Number.
(10)	Every certified copy of following map or plan or	
	certified computerized copy of a map or a plan or of	
	any portion of map or plan (coloured copies with all	
	details)	
	(a) Detail Village map (As per the available scale)	Rs. 450/- for a copy upto 10 P.T.
		Sheets and Rs. 100/- for each
		additional PT Sheet with all
	(1) The second of the second o	details.
	(b) Taluka map with village Boundary details(As per	Rs. 1000/-
	the available scale)	D 2000/
	(c) District map with Taluka Boundary (As per the	Rs. 2000/-
	available scale) (d) Map of State of Goa (As per the available scale)	Rs. 2500/-
(11)	Every certified copy of Form XV/Resurvey map under	Rs. 220/- per Survey Number/Sub-
(11)	section 65-A of the Code	Division Number.
(12)	Every digitally signed copy of a map of survey number	Minimum of Rs. 220/- per Survey
(12)	or of a Sub-Divsion of a survey number or plan of any	Number/Sub-Division Number
	immovable property prepared under section 56 of the	Tulliber/Sub-Division Tulliber
	Code with the details of Form I appended to the Goa,	
	Daman and Diu Land Revenue (Record of Rights and	
	Register of Cultivators) Rules, 1969	
(13)	Every digitally signed copy of a map or plan of survey	Rs. 250/- per Survey Number/Sub-
	number or a sub-division of a survey number prepared	Division Number.
	in Form J appended to the Goa, Daman and Diu Land	
	Revenue (City Survey) Rules, 1969 (Integrated Land	
	Record)	
(14)	Every digitally signed copy of a map of a Minimum of	Rs. 200/- per Survey Number/Sub-
	survey number or of a sub-division of a survey number	Division Number.
	or of a map or plan of any immovable property	
	prepared under section 56 of the Code	

# Certificates

Sr. No.	Name of the e-Services	Fees
1.	Residence Certificate	50/-
2.	Domicile Certificate	50/-
3.	Mediclaim Certificate	50/-
4.	Divergence Certificate	50/-
5.	Caste Certificate	50/-
6.	Sound Permission	50/-

No fees will be charged for online applications filed by applicant requesting for Certificates.

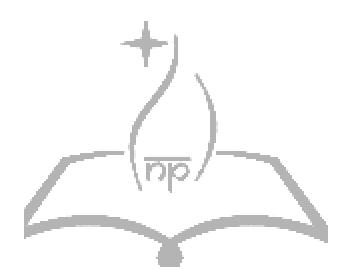
It is further informed that no services in the form of Certificate or the services which are processed through e-district module will be issued from office of concerned Mamlatdar, Dy. Collector and Collector & DSLR in respect of Salcete Taluka.

Sagun R. Velip,

Under Secretary (Revenue-I).

Porvorim, 16th April, 2018.

(Published in the Official Gazette Series I No. 4 dated 26-4-2018)



# Department of Public Grievances

### Notification

# No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)/109

In exercise of the powers conferred by sub-sections (1) and (2) of Section 4 and Clause (b) of Section 2 of the Goa (Right of Citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), read with Section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Government of Goa hereby further amends the Government Notification No.1/22/2013-14/DPG/GPGRAMS/III/1(2)/1168 dated 21-12-2015, published in the Official Gazette, Series II No. 39 dated 24-12-2015 (hereinafter referred to as the "principal Notification"), as follows, namely:-

In the Schedule to the principal Notification, for the existing entries against serial Nos. 60 to 63, the following entries shall be substituted, namely:-

60.	Registration of F	ishing Net	Deputy Director of	fifteen days	Director of
			Fisheries.		Fisheries
61.	Transfer of Fishi	ng Net	Deputy Director of	fifteen days	Director of
		T	Fisheries.		Fisheries
62.	Allotment of	Forwarding the	Assistant	seven days	Director of
	registration	application to the	Superintendent of		Fisheries.
	number of the	Deputy Director of	Fisheries/Superintendent		
	non motorized/	Fisheries	of Fisheries		
	motorised	Submission of files to	Deputy Director of	three days	Director of
	fishing canoe	the Director of Fisheries	Fisheries		Fisheries.
		Decision on the	Director of Fisheries	five days	Secretary of
		application			Fisheries.
63.	Issue of vessel	Forwarding the	Assistant	thirty five	Director of
	Registration	application to the	Superintendent of		Fisheries.
	Certificate (for	Deputy Director of	Fisheries/Superintendent		
	fishing canoe	Fisheries	of Fisheries		
	only to the	Submission of files to	Deputy Director of	five days	Director of
	cases where	Director of Fisheries	Fisheries		Fisheries.
	registration	Decision on the	Director of Fisheries	twenty days	Secretary of
	number is	application			Fisheries.
	allotted to the				
	fishing canoe				
	(as per serial				
	No. 62)	11	1		

This Notification shall come into force on the date of it's publication in the Official Gazette.

By order and in the name of the Governor of Goa. Shaila Bhosle, Under Secretary (Public Grievances).

Porvorim, 5th October, 2018.

(Published in the Official Gazette Series II No. 28 dated 11-10-2018)

### Notification

### No. 1/22/2013-14/DPG/GPGRAMS/108

In exercise of the powers conferred by sub-sections (1) and (2) of Section 4 and Clause (b) of Section 2 of the Goa (Right of citizens to Time-Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), read with Section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Government of Goa hereby further amends the Government Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 08-04-2015, published in the Official Gazette, Series II No. 3 dated 16-04-2015 (hereinafter referred to as the "principal Notification"), as follows, namely:-

In the Schedule to the principal Notification,—

(i) after the existing entry at serial No. 17, the following entries shall be inserted, namely:-

17A	New License to sell/	Assistant Agriculture Officer	three days	Director of
	stock/exhibit seeds	Zonal Agriculture Officer	three days	Agriculture.
		Agriculture Officer/Deputy	five days	
		Director of Agriculture		
		Director of Agriculture	four days	
17B	Renewal of Licence to	Assistant Agriculture Officer	three days	Director of
	sell/stock/exhibit seeds	Zonal Agriculture Officer	three days	Agriculture.
		Agriculture Officer/Deputy	five days	
		Director of Agriculture		
		Director of Agriculture	four days	
17C	New Licence to	Agriculture Officer (fertilizer)	five days	Director of
	sell/stock/exhibit fertilizer	Deputy Director of Agriculture	five days	Agriculture.
	by a Dealer	Director of Agriculture	five days	
17D	Renewal of licence to	Agriculture Officer (fertilizer)	five days	Director of
	sell/stock/exhibit fertilizer	Deputy Director of Agriculture	five days	Agriculture.
	by a Dealer	Director of Agriculture	five days	
17E	Certificate of New	Agriculture Officer (fertilizer)	five days	Director of
	Registration for	Deputy Director of Agriculture	five days	Agriculture.
	manufacturing	Director of Agriculture	five days	
	physical/granulated mixture			
	of macro and micro nutrient			
	fertilizers (chemical),			
	Organic fertilizers and Bio			
175	fertilizers	A . 1. O.C. (C .:1:	C' 1	D:
17F	Renewal of Certificate for	Agriculture Officer (fertilizer)	five days	Director of
	manufacturing physical/ granulated mixture of			Agriculture.
	granulated mixture of macro and micro nutrient			
	Deputy Director of five			
	days fertilizers (chemical),			
	Agriculture Organic			
	fertilizers and Director of			
	Agriculture five days Bio			
	fertilizers			
			•	

17G	Licence to manufacture	Agriculture Officer (Plant	five days	Director of
	insecticides/pesticides	Protection)		Agriculture.
		Deputy Director of Agriculture	five days	
		Director of Agriculture	five days	
17H	Licence to	Assistant Agriculture Officer	three days	Director of
	sell/stock/exhibit	Zonal Agriculture Officer	three days	Agriculture.
	insecticides/pesticides by a	Agriculture Officer/Deputy	five days	
	Dealer	Director of Agriculture		
		Director of Agriculture	four days	
17I	Licence to stock and use	Assistant Agriculture Officer	three days	Director of
	insecticide/pesticide for	Zonal Agriculture Officer	three days	Agriculture.
	Pest Control Operations	Agriculture Officer/Deputy	five days	
		Director of Agriculture		
		Director of Agriculture	four days	
17J	Renewal of Licence to	Assistant Agriculture Officer	three days	Director of
	stock and use	Zonal Agriculture Officer	three days	Agriculture.
	insecticide/pesticide for	Agriculture Officer/Deputy	five days	
	Pest Control Operations	Director of Agriculture		
		Director of Agriculture	four days	
(ii) for	the entry against serial No. 16	7, the following entry shall be substit	uted namely:	:-
167	No objection certificate	Deputy Town fiftee	n days C	hief Town
	under Section 49(6) of the	Planner/Town		lanner
	Goa, Daman and Diu Town	Planner/Senior Town	(A	Administration).
	and Country Planning Act,	Planner in charge of the		
	1974 (Act 21 of 1975)	Taluka		

This Notification shall come into force from the date of it's publication in the Official Gazette.

By order and in the name of the Governor of Goa.

Shaila Bhosle, Under Secretary (Public Grievances).

Porvorim, 5th October, 2018.

(Published in the Official Gazette Series II No. 28 dated 11-10-2018)

No. 3/9/2013-ARD Government of Goa, Administrative Reforms Department, Secretariat- Porvorim. Dated: - 29<sup>th</sup> October, 2013

Ref: - Circular letter No. 3/9/2013-ARD dated 4<sup>th</sup> July, 2013 along with Office Memorandum No. K-11020/67/2012-AR dated 10<sup>th</sup> May, 2013.

# **OFFICE MEMORANDUM**

In pursuance of the Office Memorandum dated 10<sup>th</sup> May, 2013 cited above of the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances, New Delhi with regard to the recommendations made by the Second Administrative Reforms Commission in its 12<sup>th</sup> Report titled "Citizen Centric Administration – The Heart of Governance" Government is pleased to adopt the recommendation of self-certification provision for simplifying procedures.

The self-certification means "the True Copy of the original certificate". The self-certification shall apply to personal documents only to be attested by a person himself/herself" by endorsing the following words on the copy:-

"The certificate is True Copy of the original"

It has, therefore, been decided that henceforth the provision of self-certification by the applicants/stakeholders be adopted instead of asking for an attested copy of documents by a Gazetted Officer or Magistrate, otherwise specifically required under the Statute/Law/Rules. The original documents are required to be produced and verified by the authorities concerned at the final stage i.e. at the time of actual grant of any benefit/facilities or grant of benefits under the scheme or appointment in Government/Semi Government/State Public Sector Undertaking/ Local Bodies, etc. or at the time of Admission in respect of students.

All Heads of Departments are, therefore, directed to review the existing procedure of requirements of attested copies of documents or affidavit at the time of application, wherever possible.

(Sharmila Zuzarte)

Under Secretary (Admn. Reforms)

No. 15/14/86-PER/Part-I Government of Goa, Department of Personnel, Secretariat, Panaji. Dated:- 08/10/1996

Read:- Government Circular No. 15/14/86-PER/Part dated 15-3-1995.

Sub:- Issue of certificates to O.B.C. communities and issue if income certificate regarding.

# **CIRCULAR**

Government vide circular read above, had laid down instructions for issue of various certificates alongwith specimen form of applications and certificates including the issue of certificates to O.B.C. communities.

- 2. The matter has been examined further and it has been decided by the Government that the certificate to be issued to O.B.C. communities be issued by the respective Mamlatdars after carrying out the necessary inquires by whatever method deem fit and there would be no prerequisite of obtaining recommendatory letter from the Headman (Patel)/ Association. The Mamlatdar will carry out the detailed inquiry through Talathi/Circle Inspector etc. and satisfy himself before issue of such O. B.C. certificate. The concerned Mamlatdar will be fully responsible for issue of such certificate to O.B.C. communities.
- 3. The matter regarding issue of income certificate for residents of municipal area and issue of income certificate for residents of Panchayat area was also under consideration of Government. It has been decided by the Government that the Chief Officer of the respective Municipal Council Shall issue income certificate to the residents under his respective municipal council area. While doing so, the chief officer shall utilise his own machinery for assessing the income of the applicant.
- 4. As regards to issue of income certificate to the residents of Panchayat area, the income certificate shall be issued by the concerned Village Panchayat Secretary under his respective Panchayat area duly attested by the Sarpanch of the concerned Village Panchayat and countersigned by the concerned Block Development Officer. The V.P. Secretary/Block Development Officer shall utilise their own machinery for assessing the income of the applicant in their own jurisdiction.
- 5. The format for issue of income certificate alongwith format of application and guideline for issue of certificate by the Chief Officer of the Municipal Councils in the Municipal area and V.P. Secretaries in Panchayat area are enclosed.
  - 6. This issue in suppression/modification of instructions issued in the past on above subject.

(S. S. Keshkamat)

Joint Secretary (Personnel)

# INSTRUCTIONS/GUIDELINES FOR ISSUE OF INCOME CERTIFICATE IN PANCHAYAT AREA BY THE V.P. SECRETARY

## Income Certificate for residents of Panchayat area:-

Applicant has to submit an application in the prescribed format alongwith proof of income and an affidavit on a Judicial stamp paper taking oath of his income from all sources. The facts are to be verified by the V. P. Secretary of the concerned Village Panchayat by utilising his own machinery. The specimen application form and certificate form are enclosed.

FC	<u> DRM OF APPLICATION FOR ISSUE OF CERTIFICATE OF INCOME IN PANCHAYAT</u>
	<u>AREA</u>
1.	Name and address of the applicant:-
2.	Date and Place of birth:-
3.	Profession/Occupation:-

- b) His /Her profession/occupation
- c) Number of earning members in the family.
- d) Please give their monthly income separately:

4. a) Are you married? If so, wife's/ Husband's name:-

- e) How many children do you have?
- f) What are they doing?
- 5. Do you, your wife/husband have any immovable property? If so, give description and value and income derived from the same.
- 6. Do you have any other family member having any income from other sources such as interest on bank deposits etc. If so, indicate the same.
- 7. a) Purpose for which the certificate of income required?
  - b) Did you apply for a certificate of income earlier? If so, when

Signature of the Applican
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Ρl	ace:	-

Date:-

N. B. This application has to be accompanied by proof of income and an affidavit on a judicial stamp paper taking oath of his/her income from all sources.

# **FORM**

# **CERTIFICATE OF INCOME (in Panchayat Area)**

Son/daughter/wife/husband		ofis
Rs(Rupees	) only for	the year
This certificate is issued at the requoffice/department)		for being produced in (name of the
		of the certificate, which has been issued Of this Village Panchayat and
		V. P. Secretary
Place:-		
Date:-	Attested	
	Sarpanch	
	Village Panchayat  Countersigned	
	Block Development Office	cer

# INSTRUCTIONS/GUILDELINES FOR ISSUE OF INCOME CERTIFICATE IN MUNICIPAL AREA BY THE CHIEF OFFICER

Income certificate for residents of Municipal area:-

Applicant has to submit an application in the prescribed format alongwith proof of income and an affidavit on a judicial stamp paper taking oath of his income from all sources. The facts are to be verified by the Chief Officer of the concerned Municipal Council by utilising his own machinery. The specimen application form and certificate form area enclosed.

# FORM OF APPLICATION FOR ISSUE OF CERTIFICATE OF INCOME

# **IN MUNICIPAL AREA**

- 1. Name and address of the applicant:-
- 2. Date and Place of birth:-
- 3. Profession/Occupation:-
- 4. a) Are you married? If so wife's/husband's name:
  - b) His /Her profession/occupation?
  - c) Number of earning members in the family?
  - d) Please give their monthly income separately:-
  - e) How many children do you have?
  - f) what are they doing?
- 5. Do you, your wife/husband have any immovable property? If so, give description and value and income derived from the same.
- 6. Do you have any other family member having any income from other sources such as interest on bank deposits etc.
- 7. a) Purpose for which the certificate of income required?
  - b) Did you apply for a certificate of income earlier?

    If so, when

Signature of the Applicant.

Place:

Date:

N.B. This application has to be accompanied by proof of income and an affidavit on a judicial stamp paper taking oath of his/her income from all sources.

# **FORM**

# **CERTIFCATE OF INCOME (in Municipal Area)**

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# GOVERNMENT OF GOA **DEPARTMENT OF HOME (GENERAL)**

Secretariat Porvorim- Goa

File No: 15/14/86-PER/Part-I Dated:28/05/2015

Read: Government Circular No. 15/14/86-PER/Part-I dated 08/10/1996.

Sub:- Issue of Income Certificate –Regarding

# **CIRCULAR**

- 1. Government vide circular read above, had laid down instructions for issue of Income Certificate alongwith specimen form of applications.
- 2. The Chief Officer of the respective Municipal Council shall issue Income Certificate to the residents under his respective Municipal Council area. While doing so, the Chief Officer shall utilize his own machinery for assessing the Income of the applicant.
- 3. As regards to the issue of the Income Certificate to the resident of Panchayat area, the Income Certificate shall be issued by the concerned Village Panchayat Secretary under his respective Panchayat area duly under his respective Panchayat area duly attested by the Sarpanch of the concerned Village Panchayat. The V.P. Secretary shall utilize his/her own machinery for assessing the Income of the applicant in their own jurisdiction.
- 4. The format for issue of Income Certificate along with format of application for issue of Certificate by the Chief Officer of the Municipal Council in the Municipal area and V.P. Secretaries in Panchayat area are enclosed.
  - 5. This issues in supersession/ Modification of instructions issued in the past on above subject.

Yetindra M. Maralkar

Additional Secretary (Personnel)

# FORM OF APPLICATION FOR THE ISSUE OF CERTIFICATE OF INCOME IN PANCHAYAT AREA

- 1. Name and address of the application:-
- 2. Date and Place of Birth:-
- 3. Profession/Occupation:-
- 4. a) Are you married? If so, Wife's/Husband's Name:
  - b) His /Her profession/occupation:-
  - c) Number of earning members in the family:-
  - d) Please give their monthly income separately:-
  - e) How many children do you have:-
  - f) What are they doing:-
- 5. Do you, your wife/Husband have any immovable property? If so, give description ad value and Income derived from the same.
- 6. Do you have any other family member having any income from other sources such as interest on bank deposits etc. If so, indicate the same.
- 7. a) Purpose for which the certificate of Income required?
  - b) did you apply for a certificate of income earlier?

    If so, when?

Signature of the Applicant

Place:-

Date:-

N.B.:- Self declaration for getting Certificate from Local Bodies to be added at the end of the application.

# **SELF- DECLARATION**

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No. DGP/COMMITTEE/2014-2015/635 Government of Goa, Department of Public Grievance, Secretariat, Porvorim- Goa. Dated:- 10-06-2015.

# **OFFICE MEMORANDUM**

# Sub: Replacement of an Affidavit by a Self-Declaration.

- 1. The Government of Goa has examined the Interim Report submitted by the Committee on Simplification of Procedures for Effective Delivery of Public Services and concluded that the existing system of submitting an Affidavit by applicants or their Legal Guardians to get various certificates and entitlements such as Residence Certificates, Income Certificate, Ration Card, Construction License, etc. creates unavoidable burden. Hence, there is a need for replacing an Affidavit by a Self-declaration as there are enough provisions under the law for stern action against wrong declaration including that under sections 177,199 and 200 of the Indian Penal Code, 1860.
- 2. Now, therefore, the Government of Goa hereby directs that no Government Departments/Organizations (Including Municipalities and Panchayats) shall ask for Affidavits from the applicants or their legal guardians, except in those cases where Affidavits are explicitly mandated under the law or court order. An Affidavit shall instead be replaced by a self-declaration which would also carry a signed photo of the applicant or his/ her legal guardian.
- 3. This system shall be 3 implemented with effect from (1<sup>St</sup> day of July, 2015). The Government further directs that the Self-declaration forms shall be made available at all sub-ordinate offices of the concerned departments or organization before the date of coming into force of this system.
- 4. All the Government departments or Organization shall intimate the details about the said changed system to the Department of Public Grievances, Government of Goa Secretariat, and Porvorim-Goa. They shall also inform the Department of Public Grievances about all the cases in which Affidavits are mandatorily required to be continued due to an existing law or Court Order in force. This will enable the Government to bring in suitable amendments, if so felt necessary to simplify the process.
- 5. The process shall be completed by (31st August, 2015).

R.K. Srivastava

**Chief Secretary**