

Panaji, 24th December, 2015 (Pausa 3, 1937)

SERIES II No. 39

OFFICIAL GAZETTE



GOVERNMENT OF GOA

PUBLISHED BY AUTHORITY

Note:- There is one Extraordinary issues to the Official Gazette, Series II No. 38 dated 17-12-2015, namely, Extraordinary dated 23-12-2015 from pages 1107 to 1108 regarding Notification from Department of Finance.

GOVERNMENT OF GOA

Department of Animal Husbandry

Directorate of Animal Husbandry & Veterinary Services

Order

No. 2/2/79-AH (Part)/2015-16/5138

Government is pleased to order the transfer of the following Veterinary Officers in the Directorate of Animal Husbandry & Veterinary Services with immediate effect and in public interest to the stations as indicated against their names:-

Sr. No.	Name with designation	Present place of posting	Proposed place of posting
1.	Dr. Satyavan B. Naik, Veterinary Officer, Group "B"	Veterinary Dispensary, Sanguem	Veterinary Dispensary, Quepem.
2.	Dr. Nitin Naik, Veterinary Officer, Group "B"	Veterinary Dispensary, Canacona	Veterinary Dispensary, Sanguem.
3.	Dr. Ransley Caldeira, Veterinary Officer (on contract)	Veterinary Dispensary, Quepem	Veterinary Dispensary, Canacona with additional charge of Veterinary Dispensary, Poinguinim.

The Officers shall be entitled for transfer TA/DA as per rule.

Due to exigency of service and public interest, the joining time is not permitted.

The above officials shall draw their salaries at new place of posting from month of January 2016 onwards.

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

Dr. Santosh Desai, Director & ex officio Jt. Secretary (AH).

Panaji, 14th December, 2015.



Department of Education, Art & Culture

Directorate of Education

Order

No. 1-(1)5-2009/SE/1034

Ex-post-facto sanction of the Government is hereby conveyed for re-employment of Shri S. K. Phadte, Headmaster of Government High School under the Directorate of Education beyond his superannuation w.e.f. 1-11-2015 to 30-04-2016.

On his re-employment, he stands posted of GHS-Kundai, Ponda-Goa and his pay and allowances shall be fixed in terms of Central Civil Services (Fixation of Pay of Re-employed Pensioners) Orders, 1986.

The re-employment is subject to termination without assigning any reason at any time during the above period of re-employment.

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

Gajanan P. Bhat, Director & ex officio Joint Secretary (Education).

Porvorim, 11th December, 2015.

Order

No. 1(2)-1-2015/SE/1035

Government is pleased to transfer Shri Vinay Sahakari, Headmaster of Government High School, Dayanandnagar-Sanguem and to post him as Headmaster of Government High School, Shigao-

Collem against the vacant post of Smt. Smita Patil, Headmaster who has retired on superannuation on 31-01-2014, with immediate effect.

Shri Sahakari shall also hold the additional charge of Headmaster, Government High School, Dayanandnagar-Sanguem in addition to his own duties until further orders.

He shall report to Government High School, Shigao-Collem immediately and give his joining/relieving report to the Central Educational Zone, Panaji under intimation to this Directorate.

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

G. P. Bhat, Director & ex officio Joint Secretary (Education).

Porvorim, 14th December, 2015.

Notification

No. DE/PLG/Pre-Pry-Edn-Comm/2015/2292

Government is pleased to constitute the Broad Based Committee for the purpose to look into various aspects of Pre-Primary and Primary Education and provide a Road Map for development of Child Education (Bal Shikshan) in general and Pre-Primary and Primary Education in particular. The terms of reference for this Committee would be the following:

- (a) To examine the current status of Pre-Primary and Primary Education in Goa in Government sector.
- (b) To examine the status of Pre-Primary and Primary Education in non-aided institutions in Goa.
- (c) Suggest mechanism to improve enrolment at Pre-Primary and Primary Level in the Government sector.
- (d) Suggest general measures to upgrade Pre-Primary and Primary Education in general in Goa.

The composition of the Broad Based Committee for Pre-Primary and Primary Education shall be as follows:-

1. Shri Ramesh Panse.
2. Prin. M. S. Kamat.
3. Ms. Surekha Dixit.
4. Shri Anil Samant.
5. Shri P. R. Nadkarni.
6. Shri Dilip Betkikar.
7. Dr. Newman Fernandes.
8. Dr. Uday Ballikar.

9. Dr. P. R. Pednekar.
10. Shri Kamlakar Mhalshi.
11. Shri Ulhas Bhatikar.
12. Representatives of:
 - (a) Diocesan Society of Education,
 - (b) Vidya Vikas Mandal,
 - (c) Goa Vidya Prasarak Mandal,
 - (d) Saraswat Education Society.
13. Shri Vijay Hede (Kings School).
14. Chairman, Goa Board of Education.
15. Director, Higher and Technical Education.
16. Dr. Narayan Desai.
17. Shri Kalidas Marathe.
18. Director, SCERT.
19. Principal, DIET.
20. Director of Education, Member Secretary.

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

G. P. Bhat, Director & ex officio Joint Secretary (Education).

Porvorim, 17th December, 2015.

Department of Home

Foreigners & Citizenship Division

Order

No. 1/5/2002-HD(F&CD)/2112

Read: Government Order No. 1/5/2002-HD(F&CD)/1799 dated 11-11-2014.

The contract appointment of Shri U. D. Kamat, Retired Selection Grade Officer of Goa Civil Service, as Director, NRI Affairs in the office of State Commissioner for Non-Resident Indian Affairs, Secretariat, Porvorim, Goa is hereby extended for a further period from 9th September, 2015 to 31st March, 2016 as last extension on the same terms and conditions as stipulated in the agreement dated 24-09-2010 and in relaxation of the provisions vis-à-vis upper age limit contained in Department of Personnel O.M. dated 27-11-2006.

The expenditure on his emoluments shall be debited under Demand No. 02, Budget Head: 2052—Secretariat General Services; 00; 800—Other Expenditure; 02—Facilitation Centre for Welfare of NRI (Goans); 01—Salaries (Non-Plan).

This issues with the approval of the cabinet in its XXIst meeting held on 04-12-2015 and concurrence of the Finance Department vide their U.O. No. 3503/F dated 07-11-2015.

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

Harish N. Adconkar, Under Secretary (Home-I).
Porvorim, 10th December, 2015.



Department of Information and Publicity

Order

No. DI/INF/SIC-APPL/2014/2015/4874

In exercise of the powers conferred by sub-section (3) of Section 15 of the Right to Information Act, 2005 (Central Act No. 22 of 2005) (hereinafter referred to as the "said Act") and on the recommendations of the Committee constituted by the Government under sub-section (3) of Section 15 of the said Act, the Governor of Goa is pleased to appoint Shri Juino De Souza as the State Information Commissioner for the Goa State Information Commission constituted vide Notification No. DI/INF/Notif/2006 dated March 02, 2006 published in the Official Gazette, Series No. II, No. 48 dated March 03, 2006.

The State Information Commissioner shall hold office for a term of five years from the date on which he/she enters upon her office or till he/she attains the age of sixty-five years, whichever is earlier. The State Information Commissioner upon appointment has to discontinue as Member of Parliament or Member of the Legislature of any State or Union Territory or discontinue to hold any other office of profit or remain connected with any political party or carrying on any business or pursue any profession during the period he/she functions as State Information Commissioner.

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

Jayant Tari, Director & ex officio Joint Secretary (Information and Publicity).

Panaji, 11th December, 2015.

Order

No. DI/INF/SIC-APPL/2014/2015/4875

In exercise of the powers conferred by sub-section (3) of Section 15 of the Right to Information Act, 2005 (Central Act No. 22 of 2005) (hereinafter referred to as the "said Act") and on the recommendations of the Committee constituted by the Government under sub-section (3) of Section 15 of the said Act, the Governor of Goa is pleased

to appoint Ms. Pratima Vernekar as the State Information Commissioner for the Goa State Information Commission constituted vide Notification No. DI/INF/Notif/2006 dated March 02, 2006 published in the Official Gazette, Series No. II, No. 48 dated March 03, 2006.

The State Information Commissioner shall hold office for a term of five years from the date on which he/she enters upon her office or till he/she attains the age of sixty-five years, whichever is earlier. The State Information Commissioner upon appointment has to discontinue as Member of Parliament or Member of the Legislature of any State or Union Territory or discontinue to hold any other office of profit or remain connected with any political party or carrying on any business or pursue any profession during the period he/she functions as State Information Commissioner.

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

Jayant Tari, Director & ex officio Joint Secretary (Information and Publicity).

Panaji, 11th December, 2015.

Order

No. DI/INF/SIC-APPL/2014/2015/4876

In exercise of the powers conferred by sub-section (3) of Section 15 of the Right to Information Act, 2005 (Central Act No. 22 of 2005) (hereinafter referred to as the "said Act") and on the recommendations of the Committee constituted by the Government under sub-section (3) of Section 15 of the said Act, the Governor of Goa is pleased to appoint Shri Prashant Sadashiv Prabhu Tendolkar, as the State Chief Information Commissioner for the Goa State Information Commission constituted vide Notification No. DI/INF/Notif/2006 dated March 02, 2006 published in the Official Gazette, Series No. II, No. 48 dated March 03, 2006.

The State Chief Information Commissioner shall hold office for a term of five years from the date on which he/she enters upon her office or till he/she attains the age of sixty-five years, whichever is earlier. The State Chief Information Commissioner upon appointment has to discontinue as Member of Parliament or Member of the Legislature of any State or Union Territory or discontinue to hold any other office of profit or remain connected with any political party or carrying on any business or pursue any profession during the period he/she functions as State Chief Information Commissioner.

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

Jayant Tari, Director & ex officio Joint Secretary (Information and Publicity).

Panaji, 11th December, 2015.

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Department of Labour

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Order

No. 22/4/2001-Lab-Part-Vol-I/1054

- Read:- (1) Government Order No. 22/4/2001-Lab-Part/653 dated 30-11-2012.
(2) Government Order No. 22/4/2001-Lab-Part/434 dated 20-06-2013.
(3) Government Order No. 22/4/2001-Lab-Part/32 dated 07-01-2014.
(4) Government Order No. 22/4/2001-Lab-Part/731 dated 11-12-2014.

Government of Goa is pleased to extend the ad hoc promotion of Shri Sunil A. Gaonkar, Employment Officer (Group 'B', Gazetted) in the Pay Band 2—Rs. 9,300-34,800/- plus Grade Pay of Rs. 4,200/- in the Office of the Commissioner of Labour and Employment, Panaji-Goa for a further period of four months with effect from 30-11-2015 to 29-03-2016 on the terms and conditions, mentioned in the Orders referred to in the preamble above.

The expenditure shall be debited to the Budget Head 2230—Labour and Employment; 02—Employment Service; 101—Employment Services; 05—Setting up of Job Development and Vocational Guidance Unit (Non-Plan); 01—Salaries.

This issues with the concurrence of Goa Public Service Commission vide their letter No. COM/II/11/28(3)/2015/1478 dated 25-11-2015.

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

Shashank V. Thakur, Under Secretary (Labour).

Porvorim, 14th December, 2015.

Order

No. 22/4/2001-Lab-Part-Vol-I/1055

- Read:- (1) Government Order No. 22/4/2001-Lab-Part/690 dated 28-11-2014.

Government is pleased to extend the ad-hoc promotion of Smt. Luisine Lopes Pereira,

Employment Councelling Officer (Group 'B' Gazetted) in the Pay Band 2—Rs. 9,300-34,800/- with Grade Pay of Rs. 4,200/- in the Office of the Commissioner of Labour and Employment, Panaji-Goa for a further period of four months with effect from 28-11-2015 to 27-03-2016 on the terms and conditions, mentioned in the Order referred to in the preamble above.

The expenditure shall be debited to the Budget Head 2230—Labour and Employment; 02—Employment Service; 101—Employment Services; 05—Setting up of Job Development and Vocational Guidance Unit (Non-Plan); 01—Salaries.

This issues with the concurrence of Goa Public Service Commission vide their letter No. COM/II/11/28(4)/2015/1477 dated 25-11-2015.

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

Shashank V. Thakur, Under Secretary (Labour).

Porvorim, 14th December, 2015.

Order

No. 24/32/2008-LAB/1062

- Read:- (1) Government Order No. 24/32/2008-Lab/593 dated 13-10-2014.
(2) Corrigendum No. 24/32/2008-Lab/619 dated 29-10-2014.
(3) Corrigendum No. 24/32/2008-Lab/774 dated 06-01-2015.
(4) Government Order No. 24/32/2008-Lab/564 dated 05-06-2015.

Government of Goa is pleased to extend the ad hoc promotion of Shri. Satish S. Vaghonkar, Deputy Labour Commissioner in the Pay Band 3 of Rs. 15,600-39,100/- with Grade Pay of Rs. 5,400/- (Group 'A', Gazetted) in the Office of the Commissioner of Labour and Employment, Panaji-Goa for a further period of four months with effect from 13-10-2015 to 12-02-2016 or till the post is filled on regular basis, whichever is earlier, on the same terms and conditions stipulated in the above referred orders.

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

Shashank V. Thakur, Under Secretary (Labour).

Porvorim, 15th December, 2015.

Notification

No. 28/1/2015-Lab/1025

The following award passed by the Labour Court-II at Panaji-Goa on 19-08-2015 in reference No. LC-II/IT/08/15 is hereby published as required by Section 17 of the Industrial Disputes Act, 1947 (Central Act 14 of 1947).

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

Shashank V. Thakur, Under Secretary (Labour).

Porvorim, 25th November, 2015.

IN THE LABOUR COURT-II

GOVERNMENT OF GOA

AT PANAJI

**(Before Shri Suresh N. Narulkar, Hon'ble
Presiding Officer)**

Case No. Ref. LC-II/IT/08/12

Shri Vivekanand Bondre,
R/o. H. No. 155, Naik wado,
Calangute, Bardez-Goa ... Workman/Party I
V/s

M/s. Andrew Telecommuni-
cations India Pvt. Ltd.,
Plot No.N-2, Phase IV,
Verna Industrial Estate,
Verna, Salcete-Goa. ... Employer/Party II
Workman/Party I represented by Adv. Shri G.B.
Kamat.

Employer/Party II represented by Adv. Shri P.
Chawdikar.

Panaji, dated: 19-08-2015.

AWARD

1. In exercise of the powers conferred by Clause (d) of sub-section (1) of Section 10 of the Industrial Disputes Act, 1947 (Central Act 14 of 1947), the Government of Goa, by Order dated 29-10-2012, bearing No. 28/33/2012-LAB/591 referred the following dispute for adjudication to the Industrial Tribunal of Goa. The Hon'ble Presiding Officer, Industrial Tribunal-cum-Labour Court, in turn assigned the present dispute to this Labour Court-II, vide her order dated 30-10-2012.

"(1) Whether the action of the management of M/s. Andrew Telecommunications (India) Private Limited, Verna, Goa, in dismissing from service Shri Vivekanand Bondre, Operator-1 with effect from 20-04-2011 is legal and justified?

(2) If not, what relief the Workman is entitled to?"

2. On receipt of the reference, a case was registered under No. LC-II/IT/08/12 and registered A/D notice was issued to the parties. In pursuance to the said notice, the Parties put in their appearance. The Workman/Party-I (for short 'Workman'), filed his Statement of Claim on 15-04-2013 at Exb-6. The facts of the case in brief as pleaded by the Workman are that he was initially employed as an "Assembler/Operator" in the Cable Assembly Department in grade B-1, with effect from 18-10-2006 on probation basis. He stated that on successful completion of the probation period, he was confirmed in the said post w.e.f. 18-4-2007. He stated that he was dismissed from service w.e.f. 20-4-2011 by the Employer, after he was allegedly found guilty of the charges of misconduct levelled against him.

3. He stated that prior to the enquiry, he was issued a charge-sheet dated 25-2-2009, inter alia alleging that when he was working in first shift of 16-1-2009, commencing at 8:30 am and ending at 4:30 pm, at about 3:00 pm, he was advised by the Security Supervisor to offer himself for search, however, he did not allow the Security Officer to carry out his personal search. That, thereafter, he was advised by Mr. Anish Dharwadkar to allow the Security personnel to perform their duty, however, the Workman was still adamant and rude with the Security personnel. That thereafter said Mr. Anish called Mr. Sarvesh Halarnekar, Asst. Manager-HR to intervene in the matter, who allegedly counseled the Workman and tried to pacify him, however the Workman refused to budge and was talking in a rude and aggressive manner with the Security personnel. That said Mr. Anish Dharwadkar then told the Workman that carrying mobile is against the Company's policy and that the Workman need to handover the mobile to the Security Supervisor, however the Workman refused to handover the same to Security Supervisor. That carrying mobile phone on the shop-floor and refusal to be searched by the Security personnel was a serious misconduct and warranted a stern disciplinary action.

4. It was alleged against the Workman that he was issued a letter dated January 30, 2009 for shouting slogans against management such as "Andrew Management Chor Management", "Andrew Management Besharam Management" and that the said shouting of slogans had created a bad scene thereby lowering the reputation of the Company. That even though the Workman was required to reply within forty-eight hours of receipt of the said letter, however till the date of issuance of charge-sheet, he had not submitted any reply to the same.

5. It was alleged against the Workman that he was issued a show-cause notice dated 11-02-2009 for shouting loudly, whistling and banging sides of the bus, which the Workman refused to accept the same in presence of Ms. Betsy Thomas and Ravi Rebello. That the Workman was issued a show-cause notice dated 21-02-2009 for not receiving official communication in presence of Ms. Betsy Thomas and Mr. Anish Dharwadkar, however, he refused to accept the same and thus the same was sent to the Workman by Regd. A.D. at his residential address. However, till the date of issuance of charge sheet, the Workman had not replied to the said show-cause letter. That, the acts mentioned above, on the part of the Workman of refusing to accept communication from management were very serious.

6. It was alleged against the Workman that he was issued the Performance Appraisal Form for the year 2008-09, vide letter dated 18-11-2008 on 22-11-2008 in presence of Mr. Anish Dharwadkar and Mr. Namdev Tari, however, he refused to accept the same. That the Workman was issued a show-cause for refusal to accept the official communication dated 18-12-2008 in presence of Mr. Anish Dharwadkar and Ms. Betsy Thomas, which was refused to accept by him and therefore the show-cause letter was sent to him by Regd. A.D. at his residential address. However till the date of issuance of charge-sheet, neither the Workman filled in the Performance Appraisal Form nor replied to the show-cause letter and that the said acts mentioned above on the part of the Workman of refusing to accept communication from management was very serious.

7. It was further alleged against the Workman that while working in Cable Assembly, all the operators needed to fill up the production worksheet, however it is observed that he was not filling up the "Cable Assembly Production Efficiency Report" and that he was counseled and explained the need and methodology of filling in the "Cable Assembly Production Efficiency Report" and was issued office memo to this effect, however till the date of issuance of charge sheet, he did not fill the said report and that the said behavior on his part of not obeying lawful and reasonable instructions of his superiors and continuing the same despite of giving of several opportunities was very serious.

8. It is further alleged against the Workman that it was further reported by Mr. Anish Dharwadkar, Supervisor, Cable Assembly that his performance from 09-11-2009 till the date of issuance of charge sheet was very low, which was clear from Performance Report and that the said low productivity performance at work was very

serious and affected the financial performance of the Company.

9. He stated that he was therefore charged for the following misconducts as per the Certified Standing Orders of the Company, namely:

- a) *Clause NN (10)*: Drunkenness, riotous, disorderly, indecent or improper behavior on the premises of the Establishment or outside the premises of the Establishment if it adversely affects or is likely to affect the working or the discipline of the establishment;
- b) *Clause NN (11)*: Commission of any acts subversive of discipline or good behavior on the premises of the Establishment or any place outside the premises;
- c) *Clause NN (21)*: Breach of any rules or instructions given by superiors for proper functioning or safety of the Establishment.
- d) *Clause NN (22)*: Willful insubordination or disobedience (whether or not in combination with another) of any lawful and reasonable order of a superior;
- e) *Clause NN (25)*: Refusal to accept a charge sheet, order or other communication, from the Management served in accordance with the Standing Orders;
- f) *Clause NN (40)*: Use of impolite or insulting or abusive language assault or threat of assault either provoked or otherwise intimidation or coercion within the precincts of the Company against any employee of the Company/Firm or Officers or Customers or any other person authorized to work in the Company and any such act outside the premises of the Company, if it directly affects or is likely to affect the discipline or work or business of the establishment;
- g) *Clause NN (47)*: Refusal to be searched by any security personnel or any other authorized person of the establishment.
- h) *Clause NN (49)*: Pursuance of any conduct against the interest of the Company/ Employer;
- i) *Clause NN (50)*: Poor or unsatisfactory Workmanship/poor performance.

10. He stated that he was further called upon to submit his explanation to the aforesaid charges. He stated that he did not file any reply to the charge-sheet as per the advice obtained from the union. He stated that the Employer, vide their letter

dated 26-2-2009 informed him that he was suspended with immediate effect pending enquiry and final decision in respect thereof. He stated that the enquiry proceedings were conducted against him at various dates from 07-04-2009 till 07-01-2011. He stated that after conclusion of the enquiry proceedings, the Enquiry Officer submitted his enquiry report dated 15-3-2011, by which he was held guilty of all the nine charges of misconducts leveled against him in the aforesaid charge sheet. He stated that the Employer thereafter submitted a copy of the findings/enquiry report to him for his say. He stated that the Employer, vide its letter dated 20-4-2011 informed him that considering the gravity of the misconducts leveled and proved against him, he was dismissed from service at the close of working hours of 20-4-2011.

11. He stated that after his dismissal from service as aforesaid, he raised an industrial dispute in the matter of his illegal dismissal from service and demanded for withdrawal/revocation of the order of dismissal dated 20-04-2011 and for his reinstatement in service with full back wages and continuity in service, which ended in failure.

12. The Workman contended that the enquiry conducted against him was not fair and proper and was in breach of violation of the principles of natural justice and therefore his dismissal based on the findings of the enquiry is illegal and bad-in-law. He submitted that the Enquiry Officer absolutely erred in blindly accepting the statements made by the witnesses for the Management without any corroboration, however, insisted for the said corroboration from him in respect of the statement made by him in violation/breach of the well settled legal position that it was for the Management to prove the charges by leading positive evidence and not to treat the said charges as proved on the basis of his failure to corroborate the statements made by him and hence the findings are perverse and report of the enquiry stands vitiated. He submitted that the Enquiry Officer erred in arriving at the conclusion that he was guilty of the charges only on the basis of deposition of witness, who were working in a Managerial/Supervisory capacity and none of the worker(s), who were working in the post of 'Operator' were examined by the Management to prove the said charges, who could have been appropriate witnesses to prove the charges and as such it could not have been held that the charges leveled against him were proved. He submitted that the Enquiry Officer erred in imparting/applying his own personal knowledge to the facts of the case for arriving at the conclusions that he was

guilty of the charges and as such the findings are vitiated. He submitted that the reasoning adopted by the Enquiry Officer to arrive at the findings are erroneous and de hors the evidence on record. He submitted that the findings of the Enquiry Officer are perverse. He submitted that the findings of the Enquiry Officer holding him guilty of the charges leveled against him are not based on the facts and is contrary to the documentary evidence produced by the Company and hence the Enquiry Officer ought to have disbelieved the case set up by the Company. He submitted that the conclusion/finding of the Enquiry Officer that he was guilty of the charges leveled against him, are based only on the basis of conjectures, surmises and inference drawn without any acceptable legal evidence. He submitted that the Enquiry Officer ought to have held that the documentary evidence and the statements made by the witness of the Management were not sufficient to conclusively establish his guilt. He submitted that the Employer erred in not considering his previous record and any other extenuating circumstances in awarding the punishment of dismissal. He submitted that the entire charges were leveled against him were false and fabricated with a view of to victimize him solely for his Union activities.

13. The Workman contended that the period from 9-2-2009 till 25-2-2009 (i.e. 16 days) which was considered by the Employer for alleging that his production efficiency was low and in order to charge him with the misconduct of "poor performance" was too short, considering the fact that he was working with the Employer company from 18-10-2006 i.e. nearly for a period of 3 years, during which period he was performing the same type of job/work and there was no complaint of whatsoever nature and as such the charge of underperforming was false and without any basis and was made only to victimize him as he had joined the outside union. He submitted that the Enquiry Officer failed to appreciate that the charge leveled against him that his production efficiency was low, which said charge in turn was based on 'MOST' study implemented by the Management only w.e.f. 01-02-2009 and therefore he could not have been charged with the said misconduct within short period from its date of implementation unless reasonable time had passed, thereby clearly proving that the Management wanted to harass him and to falsely charge and victimize him with the misconduct of underperforming as he had joined the outside union. He submitted that the Enquiry Officer failed to appreciate that the Management had not adduced any independent evidence to prove that the targets fixed by 'MOST' study were achievable by producing the efficiency

reports of the employees working in the same category as that of his or in any other manner and therefore absolutely erred in holding the Workman guilty of the said charge. He submitted that the Enquiry Officer erred in concluding that the said 'MOST' study was based on international set standard and recognized by ILO and as such there was no need to examine any other Workman or to file any documents to prove that the said targets were achievable, when as a matter of fact there was no evidence before him to arrive at the said conclusion and as such the said conclusion is patently perverse and therefore absolutely erred in holding him guilty of the said charge. He submitted that in respect of the charge leveled against him that his production efficiency was low, the Enquiry Officer failed in not at all taking into consideration the justification given by him such as non-consideration of time taken for loading and unloading while calculating efficiency, regular machine breakdown and cable failure while performing the function of cutting, need for being careful while doing coiling, constant fault in machine, while doing prepping resulting in copper damage, inner damage and foam damage etc. thereby clearly proving that the said misconduct alleged against him was neither willful nor deliberate which said justifications assigned by him were rejected by the Enquiry Officer on flimsy grounds and hence the Enquiry Officer erred in holding him of guilty of the said charge.

14. He submitted that the Enquiry Officer erred in holding the Workman guilty of charge/ /misconduct of carrying mobile phone on the shop floor against the policy of the company solely on the basis of photographs showing display of notice regarding policy on mobile phone usage in the shop floor area, when there was no evidence on record to prove as to when and by whom the said notice was allegedly displayed on the notice board and as to when the said photographs were taken. Without prejudice, the Workman submitted that the said notice nowhere mentions as to when the said notice was allegedly displayed on the notice board.

15. He submitted that the Enquiry Officer erred in holding him guilty of charge/misconduct of carrying mobile phone on the shop floor against the policy of the Company on the basis of vague and general statement of witness that besides the notice, Management had communicated to all the employees verbally that except authorized persons nobody else is allowed to carry mobile on the shop floor, when no evidence was brought on record as to who had communicated the same. He submitted that in any event and without prejudice to the above, it is submitted that considering the fact

that the said incident had occurred for the first time and that too within the 7 days of implementing the policy, which he was not aware of, the Management ought to have taken a lenient view of the matter and imposed a minor punishment of warning rather than considering the same alongwith other misconducts for imposing a major punishment of dismissal.

16. He submitted that the Charge/misconduct levelled against him that while travelling in a bus, he used to shout loudly, whistle making sounds, cracking silly jokes and laughing loudly and that he used to bang bus with his fist, which used to allegedly cause lots of inconvenience to other employees especially lady passengers and that on 11-02-2009, he was doing the same loudly, was of a trivial in nature and therefore the Management ought to have taken a lenient view of the matter and imposed a minor punishment of warning rather than considering the same alongwith other misconducts for imposing a major punishment of dismissal. He submitted that the Enquiry Officer failed to appreciate that the report dated 11-02-2009 was submitted by a few employees (that too belonging to Management category) against him only to please the Management so as to enable the Management to foist frivolous charges against him and ultimately to dismiss him from service for his Union activities as well because he had filed complaint against the Company and its officers on 07-12-2007 and another complaint on 17-01-2009 with the police authorities. He submitted that the charge against him that on 11-02-2009, he used to shout loudly, whistle making sounds, cracking silly jokes and laughing loudly and that he used to bang bus with his fist is falsified from the fact that there was no evidence to prove that he was travelling in the said bus on the said date i.e. 11-02-2009 or that it is he who had indulged in the said misconduct. Without prejudice, he submitted that Enquiry Officer erred in putting burden upon him to prove that he was not in the bus on the said date.

17. He submitted that the charge/misconduct alleged against him that he was not maintaining Cable Assembly Production Efficiency Report and that he had not filled up Performance Appraisal Form for the year 2008-2009, when as a matter of fact he, through the Union had resolved not to fill Cable assembly Production Efficiency Report and the Performance Appraisal Form and also raised an industrial dispute regarding the filling of Cable Assembly Production Efficiency Report and filling Performance Appraisal Form at the relevant time, (which fact the Management was fully aware of) and the Union had advised him alongwith fellow

workmen not to accept/fill Cable assembly Production Efficiency Report and the Performance Appraisal Form and therefore the said alleged misconduct was neither 'willful', 'intentional' or 'deliberate' and as such he could not have been charged with the misconducts merely because Court had not granted stay for the same.

18. He submitted that in respect of charge/misconduct alleged against him that he had refused to accept the official communication issued to him by the Company, the Management ought to have taken a lenient view of the matter and imposed a minor punishment of warning rather than considering the same alongwith other misconducts for imposing a major punishment of dismissal. He submitted that the Enquiry Officer failed to appreciate that false and frivolous charges were levelled against him and thereafter disciplinary inquiry was instituted against him, in which he was found guilty solely because the Management wanted to dismiss him from service as the Workman had filed a complaint against the Company and its officers on 07-12-2007 and another complaint on 17-01-2009 with the police authorities and it is within 2 days thereafter he was issued show-cause notice dated 19-01-2009.

19. The Workman therefore prayed for a declaration that the Enquiry conducted against him was not fair and proper and was in breach of principles of natural justice and that the findings of the Enquiry Officer contained in the Enquiry Report dated 15-03-2011 are perverse and further may be pleased to quash and set aside the said inquiry proceedings. He further prayed for declaration that order of dismissal dated 20-04-2011, whereunder he was dismissed from service is illegal, unjustified and bad-in-law and further may be pleased to quash and set aside the same and that the Employer be directed to reinstate him back in services with full back wages and continuity in services.

20. The Employer controverted the claim of the Workman by filing their written statement, which is on record at Exb.8. The Employer, by way of preliminary objections, submitted that the present reference filed by the Workman is bad-in-law and hence not maintainable. The Employer submitted that the Workman has not given any justification for the demands/claims raised by him. The Employer submitted that the present dispute of the Workman is not an "Industrial Dispute" as defined under the Industrial Disputes Act, 1947. The Employer submitted that there is non-application of mind by the Appropriate Government while referring the present dispute.

21. The Employer stated that it is a company registered under Companies Act, 1956 and is engaged in manufacturing of telephone equipment. The Employer stated that its factory was earlier situated at Pilerne Industrial Estate. The Employer stated that all the workmen have been shifted from Pilerne Industrial Estate Factory to the facility build up at Verna Industrial Estate. The Employer admitted that the Workman was appointed as an 'Assembler' in the Cable assembly Department in grade 'B1' with effect from 18-10-2006 on probation. The Employer admitted that the services of the Workman was confirmed as "Assembler" with effect from 18-04-2007. The Employer stated that the Workman was re-designated as "Operator I" in grade "B1" with effect from 01-05-2008 and was given a wage rise effective from 01-04-2008.

22. The Employer admitted that the charge-sheet dated 25-02-2009 was issued to the Workman alleging certain acts of misconduct on his part as stated in the said charge-sheet as per the Certified Standing Orders applicable to him. The Employer stated that the Workman was further called upon to submit his explanation to the said charge-sheet on or before 10-03-2009. The Employer stated that prior to the issuance of charge-sheet, a show-cause notice dated 21-02-2009 was issued to the Workman and he did not file his reply to the same, inspite of giving sufficient opportunity.

23. The Employer stated that it has conducted an enquiry against the Workman by appointing Mr. Ajay A. Kadam, as an Enquiry Officer. The Employer stated that initially Mr. Edward Carvalho acted as Defense Representative of the Workman in the said enquiry and subsequently Mr. Siddesh Naik acted as a Defense Representative of the Workman in the said Enquiry. The Employer stated that Mr. Kishor Baligar acted as a Management Representative in the said enquiry. The Employer stated that the Workman has not filed reply to the said charge-sheet. The Employer stated that the Enquiry Officer, Mr. Ajay A. Kadam, submitted his findings/report dated 15-03-2011, holding the Workman guilty of the charges of misconduct leveled against him in the said charge-sheet issued to him. The Employer stated that from the records, it can be seen that the Enquiry Officer conducted the enquiry by following the principles of natural justice and every conceivable opportunity had been extended by the Enquiry Officer to the Workman to participate in the enquiry proceeding as well as to defend charges leveled against him. The Employer stated that the Findings/Report of the Enquiry Officer is based on the evidence on record and the Enquiry Officer had appreciated the

evidence as mentioned in his findings dated 15-03-2011.

24. The Employer stated that they issued a copy of the findings/enquiry report to the Workman calling upon explanation from him about the said report. The Employer stated that the Workman submitted his explanation. The Employer stated that they, being not satisfied with the said explanation and considering the gravity of proved misconduct, dismissed the Workman from the services with effect from 20-04-2011 by paying all his legal dues. The Employer stated that the dismissal of the Workman from the services is just, fair and proper. The Employer stated that in the event, if the enquiry is set aside on any of the grounds, they may be permitted to lead a fresh evidence before this Hon'ble Tribunal to prove the said charges. The Employer submitted that the termination by way of dismissal of the Workman is legal and justified.

25. Thereafter, the Workman filed his rejoinder at Exb. 9. The Workman, by way of his rejoinder, reiterates all the submissions and averments made by him in his Claim Statement to be true and correct and denies all the statements and averments made by the Employer in their Written Statement, which are contrary and inconsistent with the statements and averments made by him.

26. Based on the pleadings filed by the respective parties, this court framed the following issues on 22-8-2013 at Exb. 10.

1. Whether a free, fair and proper enquiry has been conducted against the Workman in accordance with the principles of natural justice?
2. Whether the charges of misconduct leveled against the Workman have been proved to the satisfaction of this court by an acceptable evidence?
3. Whether the Workman/Party I proves that the action of the management of the Employer in dismissing him from services w.e.f. 20-04-2011 is illegal and unjustified?
4. Whether the Employer/Party II proves that the reference is bad-in-law in view of the allegations made in para 1, 2 and 4 of its written statement?
5. Whether the Employer/Party II proves that the present dispute is not an industrial dispute as defined under the I.D. Act, 1947?
6. Whether the Workman is entitled for any relief?

7. What Order? What Award?

27. My answers to the aforesaid issues are as under:

- (a) Issue No. 1 : In the affirmative.
- (b) Issue No. 2 : In the affirmative.
- (c) Issue No. 3 : In the affirmative.
- (d) Issue No. 4 : In the negative.
- (e) Issue No. 5 : In the negative.
- (f) Issue Nos. 6 and 7: As per final order.

REASONS

28. *Issue Nos. 1 and 2:* Vide order dated 11-12-2014, passed in my findings on the preliminary issue Nos. 1 & 2, I have come to the conclusion and held that a fair and proper enquiry has been conducted against the Workman, in accordance with the principles of natural justice, read with the provisions of certified standing orders of the Employer Company. It is further held that all the charges of misconduct leveled against the Workman vide charge-sheet dated 25-02-2009 have been successfully proved by acceptable evidence. The Issue Nos. 1 and 2 are therefore answered in the affirmative.

29. *Issue Nos. 4 and 5:* I am deciding the issue Nos. 4 and 5 together as both the said issues are co-related to each other. I am deciding the issue Nos. 4 and 5, first prior to the issue No. 3 as the said issue No. 4 and 5 touches the very root jurisdictions of this court.

30. The Employer, in its written statement filed in the present proceedings, as and by way of preliminary objections contended that the present reference is bad-in-law, that the workman has not given any justification for the demands/claims raised by him and that the present dispute raised by the workman is not an 'industrial dispute' as defined under the Industrial Disputes Act, 1947. The burden to prove the aforesaid contentions are therefore on the Employer.

I have heard the oral arguments of the Ld. Advocates appearing for the respective parties. I have also carefully considered the oral submissions made by the Ld. Advocates appearing for the respective parties. I have also carefully perused the records of the present case, which includes the synopsis of written arguments filed on behalf of the Employer.

31. The Employer, in its written statement filed in the present proceeding, as and by way of preliminary objections, contended that the present reference is bad-in-law, that the workman has not given any justification for the demands/claims raised by him and that the present dispute raised by the workman is not an 'industrial dispute' as defined under the Industrial Dispute Act, 1947 etc. The said pleadings of the Employer are vague in nature, as it does not disclose any justification in support of its pleadings. The Employer has also failed to produce on record any material evidence, either oral or documentary, in support of its aforesaid allegations.

32. Even otherwise, in the case in hand, it is not in dispute that the Party I is a 'workman' within the meaning of section 2(s) of the I.D. Act, 1947. It is also not in dispute that the Party II Company is an 'Employer' within the meaning of section 2(j) of the I.D. Act, 1947. Hence, the present dispute raised by the workman against the Employer pertaining to his non-employment is an 'industrial dispute' within the meaning of section 2(k) of the I.D. Act, 1947 and as such this court has every jurisdiction to adjudicate the present reference. Consequently, the Employer failed to prove its allegations that the reference is bad-in-law for any reasons and that the workman has not given any justification for the demands/claims raised by him and that the present dispute raised by the workman is not an 'industrial dispute' as defined under the Industrial Dispute Act, 1947 etc. The issue Nos. 4 and 5 are therefore answered in the negative.

33. *Issue No. 3:* I have heard the oral arguments of the Ld. Adv. Shri G. B. Kamat appearing for the Workman as well as Ld. Adv. Shri P. Chawdikar appearing for the Employer. Ld. Adv. Shri P. Chawdikar appearing for the Employer, also chose to file synopsis of Written Arguments on behalf of the Employer.

34. Ld. Adv. Shri G. B. Kamat appearing for the Workman, during the course of his oral arguments submitted that the Workman was working with the Employer Company from 18-10-2006 continuously till the date of termination of his services w.e.f. 20-04-2011. He submitted that the Workman was confirmed employee of the Employer, having unblemished service record. He submitted that all the charges of misconducts leveled vide charge-sheet dated 25-02-2009 and proved against the Workman are not grave and serious, which requires the punishment of dismissal. He submitted that the Employer Company has failed to take into

consideration the past unblemished record of the Workman, while dismissing him from services. He submitted that though the Workman was working as Operator w.e.f. 18-10-2006, he was charged for poor performance for very short period i.e. for 16 day only. He submitted that the Employer in para 11 of its synopsis of written arguments highlighted that the past record of the Workman was blemished, however, the said records were part and parcel of the enquiry proceedings. He submitted that the Employer shall take into account any extenuating or aggravating circumstances along with past service records of the Workman while imposing punishment and relied upon a judgment of Hon'ble High Court of Bombay, in the case of **Indian Seamless Metal Tubes Limited (Tubes Works), Ahmednagar v/s. Kailash Nampelli Ushakoyal & Anr., reported in 2014 III CLR 47**. He therefore submitted that the action of the Employer in dismissing the Workman w.e.f. 20-04-2011 is illegal and unjustified.

35. On the contrary, Ld. Adv. Shri P. Chawdikar, representing the Employer, during the course of his oral arguments as well as in his synopsis of written arguments submitted that the Workman has challenged his order of dismissal, mainly, by contending that the enquiry conducted against him, is in violation of principles of natural justice and that the charges of misconduct leveled against him, has not been proved by an acceptable evidence to the satisfaction of this court and the punishment awarded to him is too severe and disproportionate to the charges of misconduct leveled and proved against him. He submitted that vide order dated 11-12-2004, passed in the findings on the preliminary issue Nos. 1 and 2, this Hon'ble Court had already come to the conclusion and held that a fair and proper enquiry has been conducted against the Workman, in accordance with the principles of natural justice, read with the provisions of the certified standing orders of the Employer Company and that all the charges of misconduct leveled against the Workman, vide charge-sheet dated 25-02-2009 have been successfully proved by acceptable evidence to the satisfaction of this court. He submitted that the punishment of dismissal meted out to the Workman is proportionate to the proved misconduct and that there is no mitigating circumstances existed to reduce the punishment of dismissal meted out to the Workman. He submitted that the punishment of dismissal issued to the Workman is just, fair and proper and proportionate to his proved misconduct. He submitted that in terms of Section 11-A of the

I.D. Act, 1947, this court is empowered to alter or to reduce punishment imposed on the Workman, however, the said discretion is not absolute. He submitted that court can exercise its discretionary power u/s. 11-A of the I.D. Act only in certain circumstances.

36. He submitted that undisputedly, the charges of misconduct leveled and proved against the Workman are stated under clause No. NN(10), NN(11), NN(21), NN(22), NN(25), NN(40), NN(47), NN(49) and NN(50). He submitted that though the burden to prove the issue No.3 is on the Workman, he has however, not led any evidence to prove the said issue. He submitted that the Employer has produced on record the past service record of the Workman. He submitted that taking into consideration the past service record of the Workman as well as gross and serious misconduct proved against the Workman, the punishment of dismissal meted out to him is just and fair. In support of his oral submissions, he relied upon the following judgments of Hon'ble Supreme Court of India.

- (a) In the case of **Mahindra and Mahindra Ltd. v/s. N. B. Narawade reported in 2005 (I) CLR 803.**
- (b) In the case of **Chairman & Managing Director, United Commercial Bank and Other v/s P. C. Kakkar., reported in 2003 LLR 436.**
- (c) In the case of **Bharat Sugar Mills Ltd. v/s. Jai Singh and Ors., reported in 1962 (3) SCR 684.**

I have also carefully considered the oral submissions made by the Ld. Advocates appearing for the respective parties. I have also carefully perused the records of the present case, which includes the synopsis of written arguments filed on behalf of the Employer.

37. In the case in hand, the Workman challenged his order of dismissal dated 20-04-2011 (Exb.15) issued by the Employer Company, by raising an Industrial Dispute before the Labour Commissioner and Conciliation Officer, Panaji-Goa. The said dispute raised by the Workman, before the Dy. Labour Commissioner, Margao-Goa, resulted in failure. The Dy. Labour Commissioner, Margao-Goa, accordingly made report on failure of conciliation proceedings to the Appropriate Government, vide its letter dated 12-07-2011. The Government of Goa, thereafter in its discretionary power, referred the present Order of Reference, for

its adjudication, by the Industrial Tribunal of Goa, vide its order dated 29-10-2012. It appears from the Claim Statement filed by the Workman, in the present proceedings that he challenged his order of dismissal w. e. f. 20-04-2011 issued by the Employer on various grounds, by contending to be illegal and unjustified. The evidence on record indicates that the Workman also examined himself and produced on record, certain oral as well documentary evidence, in support of his pleadings. He was cross-examined by the Ld. Adv. appearing for the Employer. Thus, it cannot be said that the Workman has failed to discharge his initial burden to prove his case. Hence, the contention of Ld. Adv. Shri P. Chawdikar that the Workman has failed to adduce any evidence, in support of his pleadings, is without any merits.

38. It appears from the pleadings of the Workman, filed in the present proceedings that the Workman has challenged his order of dismissal, mainly on the ground that the enquiry held against him, is not fair and proper and that the charges of misconduct leveled against him, vide charge sheet dated 25-02-2009 have not been proved to the satisfaction of this Court, by acceptable evidence. The Workman finally contended that without prejudice and without admitting that the charges of misconduct are proved against him, the punishment of dismissal meted out to him is too harsh and disproportionate to the misconduct leveled and proved against him.

39. In the case of **Mahindra and Mahindra Ltd. v/s. N.B. Narawade reported in 2005 (I) CLR 803**, the Hon'ble Supreme Court has held that *"It is no doubt true that after introduction of Section 11-A in the I.D. Act, 1947, certain amount of discretion is vested with the Labour Court/Industrial Tribunal in interfering with the quantum of punishment awarded by the management where the workman concerned is found guilty of misconduct. The said area of discretion has been very well defined by the various judgments of this court referred to herein above and it is certainly not unlimited as has been observed by the Division Bench of the High Court. The discretion, which can be exercised under Sec. 11-A is available only on the existence of certain factors like punishment being disproportionate to the gravity of misconduct so as to disturb the conscience of the court, or the existence of any mitigating circumstances which require the reduction of the sentence or past conduct of the*

workman which may persuade the Labour Court to reduce the punishment. In the absence of any such factor existing, the Labour Court cannot by way of sympathy alone exercise the power u/s. 11-A of the Act and reduce the punishment”.

40. In the case of **Chairman & Managing Director, United Commercial Bank and Other V/s P. C. Kakkar**, reported in **2003 – LLR 436**, the Hon'ble Supreme Court of India has held that *the court should not interfere with the administrator's decision unless it was illogical or suffers from procedural impropriety or was shocking to the conscience of the Court, in the sense that it was in defiance of logic or moral standards. Only where the Court finds that a punishment is shockingly disproportionate it must record reasons for coming to such conclusion and mere expression that the punishment is shockingly disproportionate could not meet the requirement of law. Further the charges against Respondent not being casual in nature, but being serious, the High Court was not justified in interfering with the quantum of punishment.*

41. The Principle laid down by the Hon'ble Supreme Court of India, in its aforesaid respective judgments is well established and there is no dispute about the same. Thus, it is settled law that the discretion of the court to alter or reduce the punishment as empowered u/s. 11-A of the I.D. Act, 1947 is not absolute. The discretion, which can be exercised u/s 11-A is available only on the existence of certain factors, like punishment being disproportionate to the gravity of misconduct, so as to disturb the conscience of the Court, or the existence of any mitigating circumstances, which requires the reduction of the sentence or the past conduct of the Workman, which may persuade the Labour Court to reduce the punishment.

42. Vide order dated 11-12-2014, passed in my findings on the preliminary issue Nos. 1 & 2, I have come to the conclusion and held that the domestic enquiry conducted against the Workman, in respect of charge-sheet dated 25-02-2009 is fair and proper. It is further held that all the charges of misconducts leveled against the Workman, vide charge-sheet dated 25-02-2009 have been proved to the satisfaction of this court, by acceptable evidence. Hence, the contentions of the Workman that no fair and proper inquiry has been conducted against him and that the charges leveled against him, vide

charge-sheet dated 25-02-2009, have not been proved at all, are without any merits.

Thus, the only question remains to be decided is that the punishment of dismissal from service meted out to the Workman is proportionate to the proved misconduct.

43. In the case in hand, the service conditions of the Workman is governed by the Certified Standing Orders of the Employer Company. Clause “NN” of the said Certified Standing Orders of the Company on record specified the “Acts of misconducts” and are 75 in numbers i.e. from NN (1) to NN (75). Clause “OO - Disciplinary Action” of the said Certified Standing Orders of the Employer Company prescribes different kinds of punishment to be awarded on its workmen, who have been found guilty of any of the misconduct stated therein. It appears from the said Certified Standing Order of the Employer Company on record that removal or dismissal from service without notice or wages in lieu of such notice is the severest penalty that the Management could take against its Workmen. Clause “QQ” of the Certified Standing Orders of the Employer Company prescribe the penalty of warning, censuring or fine for the acts and omissions (which are illustrative and not exhaustive) namely: (a) absence without leave without sufficient cause, (b) late attendance, (c) negligence in performing duties, (d) neglect of work, (e) absence without leave without sufficient cause from appointed place of work, (f) entering or leaving or attempting to enter or leave the premises of the establishment, except by a gate or entrance notified, (g) committing nuisance on the premises of the establishment and (h) breach of any rules or instructions for the maintenance of the department. In terms of sub-clause (g) of clause ‘OO’ of its certified standing orders, the Manager shall take into consideration the gravity of misconduct and/or the previous record of the Workman and/or any other extenuating and/or any aggravating circumstances that may exist in awarding punishment under its certified standing orders.

44. In the case of **Indian Seamless Metal Tubes Limited (Tubes Works), Ahmednagar (supra)**, before the Hon'ble High Court of Bombay, the Workman was dismissed from service after having proved the charges of misconduct namely disobedience of the lawful order and refusal to accept a charge-sheet or a communication. The Workman challenged his dismissal by filing a complaint (ULP) before the Labour Court. The

Labour Court partly allowed the complaint by its impugned judgment dated 05-09-1996 and the order of dismissal of the Respondent was held to be bad-in-law. The Petitioner challenged the judgment of the Labour Court by filing a revision petition before the Industrial Tribunal, which resulted in its dismissal. The Petitioner challenged the dismissal order of the Industrial Tribunal by filing a writ petition before the Hon'ble High Court. While dismissing the writ petition filed by the Petitioner, the Hon'ble High Court has observed as under

"25. In my view, the Employer is obliged to consider the past records since a clean and unblemished record operates as a mitigating factor to reduce the seriousness and the gravity of the misconduct proved against the Workman. Similarly, a bad/blemished past record would aggravate the seriousness and gravity of proved misconduct."

Though the said judgment of the Hon'ble High Court of Bombay was based on model standing orders, unlike in the present case, which is based on the certified standing orders of the Employer, the principle laid down by the Hon'ble High Court is well established and also applicable to the case in hand.

45. The Workman was issued a dismissal letter dated 20-04-2011. In the said dismissal letter dated 20-04-2011 issued to the Workman, the Employer has stated that the charges leveled against the Workman, vide charge-sheet dated 25-02-2009 have been proved. The Employer further stated that after considering the gravity of the misconducts proved against the Workman and existence of no extenuating circumstances, they came to a conclusion that dismissal from service is the only appropriate punishment to meet the ends of justice and accordingly dismissed him from services at the close of working hours of 20-04-2011.

46. The misconducts leveled and proved against the Workman, vide charge-sheet dated 25-02-2009 are drunkenness, riotous, disorderly, indecent or improper behavior on the premises of the Establishment or outside the premises of the Establishment if it adversely affects or is likely to affect the working or the discipline of the establishment; commission of any acts subversive of discipline or good behavior on the premises of the Establishment or any place outside the premises; breach of any rules or instructions given by superiors for proper functioning or safety of the

Establishment; willful insubordination or disobedience (whether or not in combination with another) of any lawful and reasonable order of a superior; refusal to accept a charge-sheet, order or other communication, from the Management served in accordance with the Standing Orders; use of impolite or insulting or abusive language assault or threat of assault either provoked or otherwise intimidation or coercion within the precincts of the Company against any employee of the Company/Firm or Officers or Customers or any other person authorized to work in the Company and any such act outside the premises of the Company, if it directly affects or is likely to affect the discipline or work or business of the establishment; refusal to be searched by any security personnel or any other authorized person of the establishment; pursuance of any conduct against the interest of the Company/Employer; poor or unsatisfactory Workmanship/poor performance of the Certified Standing Orders of the Employer Company. The first incident of use of mobile on the shop floor of the Employer premises, which is against the mobile policy of the Employer Company. The evidence on record indicates that the Employer Company has implemented policy pertaining to the use of mobile on the shop floor from 09-01-2001 and the Workman was found in possession of mobile phone on the shop floor of the Employer Company on 16-01-2009 at around 3.00 p.m. More so ever, the said misconduct is a minor misconduct. The second incident of committing nuisance i.e. shouting slogans against the Employer, cracking silly jokes and laughing loudly in a bus, causing disturbance to other employees. The said incident was occurred on 11-02-2009 outside the premises of the establishment of the Employer and is also a minor misconduct in terms of clause "OO" (g) of the Certified Standing Orders. The third incident of non-filing of the production efficiency report for the year 2008-09. The evidence on record indicates that the Workman, through the union had resolved not to fill up the cable assembly production efficiency report and the performance appraisal form and also raised an industrial dispute regarding the filling up of the cable assembly efficiency report as well as filling up of performance appraisal form at the relevant time and that the union had advised him along with fellow workmen not to accept/fill the cable assembly production efficiency report and the performance appraisal form and as such, it is neither willful, intentional or deliberate. The fourth incident of refusal to accept the show-cause notice, is also a minor misconduct.

47. The fifth incident of low production. Among the said misconducts, the misconduct of low production or poor performance is otherwise gross and serious in nature. However, the evidence on record indicates that the Employer has charged for low production or poor performance, on the basis of the production given by the Workman for the period starting from 09-02-2009 till 25-02-2009 (i.e. for 16 days), which is very short period, considering the fact that the Workman was working as operator since 18-10-2006 continuously till his date of suspension, for around three years and that there was no complaint of whatsoever nature for the said period. The evidence on record indicates that the said charge of underperforming or low performance was based on 'MOST' studies implemented by the management of the Employer only w.e.f. 01-02-2009. The aforesaid evidence on record reduces the seriousness of the said misconduct. Thus, taking into consideration clause 'QQ' of the Certified Standing Orders of the Employer Company, the charges of misconduct proved against the Workman does not appear to be grave and serious in nature, warranting the punishment of dismissal.

48. The evidence on record indicates that the Employer Company could not produce on record any evidence to show that the past behavior and/or service record of the Workman was blemished and/or any other aggravating circumstances, which compelled them to impose the severe punishment of dismissal on the Workman. The aforesaid facts are extenuating/mitigating circumstances, in favour of the Workman and must have to be taken into account, while imposing any punishment on the Workman. The Employer has failed to consider this important aspect and has also failed to show, why the other penalties prescribed in its Certified Standing Orders would not be appropriate to meet the needs of discipline at the workplace, in the case of misconduct proved against the workman. I am therefore, constrained to hold that the penalty of dismissal imposed upon the Workman is shockingly disproportionate so as to disturb the conscience of the court and as such the said penalty of dismissal from service is required to be set aside.

49. The Workman submitted that the punishment, by way of dismissal meted out to him is with the sole intention of victimizing him as he had joined the outside union. The Workman also led oral evidence to substantiate his statement. The evidence on record indicates that Shri Ravi

Rebello, the witness of the Employer and Manager – HR and Administration, during the course of his cross-examination deposed that it might be possible that the Workman was member of the union namely M/s. Goa Trade and Commercial Workers Union at the relevant time and that for the period starting from 2008 till 2010, the Employer Company has terminated the services of around 10 workers, who were members of the said union for their acts of misconducts. The said witness has however, denied that the service of the Workman was terminated as he joined the said union. Since, the charges of misconducts leveled against the Workman, vide charge-sheet dated 25-02-2009 have been proved against him, the management cannot be reasonably be accused of malafides or revengefulness or victimization.

50. Ld. Adv. Shri P. Chawdikar has relied upon a judgment of Hon'ble Apex Court, in the case of **Bharat Sugar Mills Ltd. (supra)**, in support of his contention that the punishment of dismissal meted out to the Workman is fair, proper and proportionate to the proved misconducts. However, the facts of the said case before the Hon'ble Apex Court are clearly distinguishable then the case in hand, hence, the principle laid down by the Hon'ble Apex Court in its judgment is not applicable to the case in hand.

It is therefore held that the action of the Employer in dismissing the services of the Workman w. e. f. 20-04-2011 is excessive and disproportionate to the proved misconduct and hence, it is illegal and unjustified. The issue No. 4 is therefore answered in the affirmative.

51. *Issue No. 5:* I have heard the oral arguments of the Ld. Adv. Shri G. B. Kamat appearing for the Workman as well as Ld. Adv. Shri P. Chawdikar appearing for the Employer. Ld. Adv. Shri P. Chawdikar appearing for the Employer, also chose to file synopsis of Written Arguments on behalf of the Employer.

52. Ld. Adv. Shri G.B. Kamat, representing the Workman during the course of his oral arguments submitted that the Workman has pleaded that he is unemployed from the date of his dismissal till date. He submitted that the Employer has however, failed to prove that the Workman is gainfully employed from the date of his dismissal till date. He submitted that the burden to prove the fact of gainfully employment is on the Employer and relied upon a judgment of Hon'ble Apex Court, in the

case of **Deepali Gundu Surwase v/s Kranti Junior Adhyapak Mahavidyalaya (D.Ed.) and Ors.**, reported in 2013 LAB. I. C. 4249.

53. On the contrary, Ld. Adv. Shri P. Chawdikar, representing the Employer, during the course of his oral arguments submitted that the fact of unemployment has to be plead and proved by the Workman. He submitted that the Workman has however, failed to depose that he is gainfully unemployed after termination of his service. He submitted that thus, the Workman failed to discharge the initial burden casted upon him. In support of his oral submissions, he relied upon the following judgments of Hon'ble Supreme Court of India.

- (a) In the case of **Kendriya Vidyalaya Sangathan & Ors. and Anr v/s S. C. Sharma 2005 – LLR 275 (S.C.)**.
- (b) In the case of **Jindarsing Bahra and anr. v/s Cargo Motors Ltd., reported in 2006 LLR 1105**.
- (c) In the case of **Jagbir Singh v/s Haryana State Agriculture Marketing Board and Anr., reported in 2009 III CLR 628**.

I have also carefully considered the oral submissions made by the Ld. Advocates appearing for the respective parties. I have also carefully perused the records of the present case, which includes the synopsis of written arguments filed on behalf of the Employer.

54. While deciding the issue No. 4 herein above, I have come to the conclusion and held that the action of the Employer in dismissing the Workman from service w.e.f. 20-04-2011 is illegal and unjustified.

55. In the case of **Kendriya Vidyalaya Sangathan & Ors V/s S. C. Sharma** reported in 2005-LLR – 275 (S. C.), the Hon'ble Supreme Court has held that *“where the Employee has not shown that he was not gainfully employed during the period of operation of the termination order. Has also neither pleaded nor placed any material in that regard he would not be entitled for back wages. For entitlement of back wages on reinstatement of an employee, the employee has to show that he was not gainfully employed. The initial burden is on him. After and if he places materials in that regard, the Employer can bring on record materials to rebut the claim.”*

56. In another case of **Jindarsing Bahra V/s Gargo Motors Ltd.**, reported in 2006-LLR 1105, the Hon'ble High Court of Gujarat has held that *“Labour Court was right in declining to award back wages when the workmen have not deposed about their unemployment during intervening period as such interference of the High Court is not warranted. The burden to prove unemployment is initially upon the workman which can be by way of oral evidence before the Labour Court and thereafter, such burden stands shifted upon the Employer to controvert the evidence of the workman about his unemployment during the intervening period, hence the Labour Court was right in rejecting the claim of the Workman for back wages of intervening period.”*

57. The Hon'ble Supreme Court of India in its case of **Jagbir Singh v/s Haryana State Agriculture Marketing Board & Anr.**, reported in 2009 III CLR 628 it has been held that *“it is true that the earlier view of this Court articulated in many decisions reflected the legal position that if the termination of an employee was found to be illegal, the relief of re-instatement with full back wages would ordinarily follow. However, in the recent past, there has been a shift in the legal position and in a long line of cases, this Court has consistently taken the view that relief by way of re-instatement with back wages is not automatic and may be wholly inappropriate in a given fact situation even though the termination of an employee in contravention of the prescribed procedure, compensation instead of re-instatement has been held to meet the ends of justice”.*

58. In the case of **Deepali Gundu Surwase v/s. Kranti Junior Adhyapak Mahavidyalaya (D.Ed.) and Ors.**, reported in 2013 LAB. I. C. 4249, the Hon'ble Apex Court has held that *“Ordinarily, an employee or workman whose services are terminated and who is desirous of getting back wages is required to either plead or at least make a statement before the adjudicating authority or the court of first instance that he/she was not gainfully employed or was employed on lessor wages. If the employer wants to avoid payment of full back wages, then it has to plead and also lead cogent evidence to prove that the employee/workman was gainfully employed and was getting wages equal to the wages he/she was drawing prior to the termination of service. This is so because it is settled law that the burden of proof of the existence of a particular fact lies on*

the person who makes a positive averment about its existence. It is always easier to prove a positive fact than to prove a negative fact. Therefore, once the employee shows that he was not employed, the onus lies on the employer to specifically plead and prove that the employee was gainfully employed and was getting the same or substantially similar emoluments."

59. Among the aforesaid judgments of Hon'ble Supreme Court of India relied upon by both the parties, the judgment in the case of **Deepali Gundu Surwase (supra)**, is a latest judgment of Hon'ble Apex Court, wherein, after considering all the aforesaid judgments, the Hon'ble Court has held that the onus lies on the employer to specifically plead and prove that the employee was gainfully employed and was getting the same or substantially similar emoluments.

Applying the law laid down by the Hon'ble Apex Court in its aforesaid judgment of **Deepali Gundu Surwase (supra)**, in the case in hand, the Workman was in the employment of the Employer Company w.e.f. 18-10-2006 continuously till the dismissal of his service w.e.f. 20-04-2011. The Workman has pleaded that he is unemployed since the date of his dismissal from service. The Workman also shown his occupation as unemployed in his affidavit in evidence filed in the present proceedings. On the contrary, the Employer through its witness Shri Ravi Rebello vaguely deposed that from the date of dismissal of the Party I he was gainfully employed, without disclosing the details of his gainful employment as well as his earnings. In the circumstances, the Workman is entitled to be reinstated in the service of the Employer along with 50% of back wages, continuity in service and consequential relief.

In view of the above, I proceed to pass the following Order:

ORDER

1. It is held that the action of the Management of M/s. Andrew Telecommunications India Private Limited in dismissing the services of its Workman, Shri Vivekanand Bondre w.e.f. 20-04-2011 is illegal and unjustified.
2. It is further held that the Workman Shri Vivekanand Bondre is ordered to be re-instated in the service of M/s. Andrew Telecommunications India Private Limited

along with 50% of back wages, continuity in service and consequential benefits thereof.

3. No order as to costs.
4. Inform the Government accordingly.

Sd/-
(Suresh N. Narulkar)
Presiding Officer
Labour Court-II

◆◆◆
Department of Law & Judiciary
Law (Establishment) Division

—
Order

No. LS/1077/93-Part II/2582

Government of Goa is pleased to accept the resignation tendered by Adv. Ninad Laud as Standing Counsel before the Hon'ble Supreme Court of India, New Delhi with immediate effect.

Adv. Ninad Laud shall return all the briefs pending with him, if any to the Resident Commissioner, Goa Sadan, New Delhi under intimation to his Department.

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

Amul S. Gaunker, Under Secretary (Law-Estt.).

Porvorim, 9th December, 2015.

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Department of Mines

Directorate of Mines & Geology

—
Order

No. 01/SC-MACPS/ADM/MINES/2013/3752

Read:- Circular No.1/1/82-PER (PART-VI) dated 06-08-2009 of Under Secretary (Personnel-I), Government of Goa.

In pursuance to the Circular read above, the Departmental Screening Committee for Group 'C' and Group 'D' posts under Directorate of Mines &

Geology is hereby reconstituted for the purpose of considering the cases for grant of financial up-gradation under Modified Assured Career Progression Scheme. The composition of Group 'C' Screening Committee is as under:

- 1) Asst. Director of Mines – I — Chairman.
- 2) Asst. Director of Mines – II — Member.
- 3) Asst. Accounts Officer — Member.

This supersedes earlier Order No. 01/SC-MACPS/ADM/MINES/2013/832 dated 24-06-2014.

Prasanna A. Acharya, Director & ex officio Joint Secretary (Mines).

Panaji, 15th December, 2015.

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**Department of Panchayati Raj and
Community Development**
Directorate of Panchayats

—

Notification

No. 19/35/BYE-ELECTION/15-16

In pursuance of sub-section (8) of Section 7 of the Goa Panchayat Raj Act, 1994 (Goa Act 14 of 1994), read with rule 58 of the Goa Panchayat and Zilla Panchayat (Election Procedure) Rules, 1996, it is hereby notified for the information of the public that the persons specified in column No. 3 of the Schedule appended hereto have been duly elected as member of the Panchayat mentioned in the corresponding entry in column No. 2 from the ward shown against the name in column No. 4 of the said Schedule in the bye-election held on 13-12-2015.

SCHEDULE

Sr. No.	Name of the Village Panchayat/Block	Name and address of the elected member	Ward No. Reservation
1	2	3	4
1.	Chicalim/Mormugao	Shri D'Costa Raul, r/o. H. No. 112, near Alaska Soda Factory, Chicalim	I
2.	Cansaulim-Arossim-Cuelim/Mormugao	Smt. Verdes e Saldanha Marta Filipa r/o. H. No. 276/B, Tontem, Morad Cansaulim	IV (women)

1	2	3	4
3.	Uguem/Sanguem	Shri Parwar Sanjay Vasant, r/o. H. No. 228, Duelamol, Uguem, Sanguem	I

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

Gurudas P. Pilarnekar, Director & ex officio Joint Secretary (Panchayats).

Panaji, 18th December, 2015.

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Department of Personnel

—

order

No. 6/4/91-PER (Part III)/4050

On the recommendations of Goa Services Board and with the approval of the Government, the following Officers are posted and transferred & with immediate effect in public interest:

Sr. No.	Name of the officer and designation	Posted as
1	2	3
1.	Shri Ameya Abhyankar, IAS	Director (IT) thereby relieving Smt. Shilpa Shinde, IAS.
2.	Smt. Shilpa Shinde, IAS	Director of Women & Child Development thereby relieving Smt. Deepali D. Naik.
3.	Shri Y. B. Tavde Chief Officer, Margao Municipal Council	Addl. Collector- II, South.
4.	Shri Meghanath Porob, CEO, North Goa Zilla Panchayat	Director of Small Savings and Lotteries thereby relieving Shri Jayant Tari of addl. charge.
5.	Shri Siddhivinayak Naik, Member Secretary, Goa State Commission for Women	Chief Officer, Margao Municipal Council thereby relieving Shri Y. B. Tavde.
6.	Smt. Deepali D. Naik, Director of Women & Child Development	Chief Officer, Mormugao Municipal Council thereby relieving Shri L. S. Pereira of addl. charge.

1	2	3	1	2	3
7.	Shri Damodar Morajkar, Director, Handicrafts, Textiles & Coir	Additional Collector, Sub-District, Ponda thereby relieving Shri Y. B. Tavde of addl. charge.	15.	Shri Sabaji P. Shetye, Dy. Collector, Mormugao	On promotion posted as M.D./Joint Secretary Goa Housing Board thereby relieving Shri N. P. Signapurkar.
8.	Shri N. P. Signapurkar, M.D./Joint Secretary, Goa Housing Board	Member Secretary, Goa Kala Academy thereby relieving Shri Dipak Desai of addl. charge.	16.	Shri Sanjeev C. Gauns Dessai, Dy. Collector (Revenue), North	On promotion posted as Director, Tourism thereby relieving Shri Ameya Abhyankar, IAS.
9.	Shri Narayan V. Prabhudessai, SLAO, Tourism	On promotion posted as Custodian of Evacuee Property thereby relieving Shri Arvind Bugde of addl. charge.	17.	Shri R. K. Halarnkar, Dy. Registrar, Government Polytechnic, Panaji	On promotion posted as SLAO, GIDC thereby relieving Shri Siddhivinayak Naik of addl. charge .
10.	Shri Shamsunder Y. Parab, Asst. Commissioner of Commercial Taxes	On promotion posted as Superintendent of Central Jail thereby relieving Kum. Margaret Fernandes of addl. charge.	18.	Kum. Margaret Fernandes, Suptd. of Central Jail	Director, Public Grievances.
11.	Smt. Sneha S. Morajkar, Under Secretary to Chief Secretary	On promotion posted as Joint Secretary (ARD) thereby relieving Shri Yetindra Maralkar of addl. charge.	<p>Shri G. P. Pilarnekar, Director of Panchayats shall hold additional charge of the post of CEO, North Goa Zilla Panchayat until further orders.</p> <p>Shri Siddhivinayak Naik, Smt. Deepali Naik, Shri N. P. Signapurkar, Shri Narayan V. Prabhudessai, Shri Pravin M. S. Barad, Smt. Upasana Mazgaonkar and Shri R. K. Halarnkar shall be on deputation and their appointment shall be governed on standard terms of deputation as contained in Office Memorandum No. 13/4/74-PER dated 12-02-1999 and as amended.</p> <p>Shri Damodar Morajkar, Shri Narayan Prabhudesai, Smt. Sneha Morajkar shall draw her salary against the post of Leave & Training Reserve.</p> <p>The Officers at Sr. No. 9-17 shall continue to hold additional charge of their existing posts in Junior Scale until further orders.</p> <p>All the above officers shall complete the process of handing over/taking over within 3 days from the date of issue of order and submit compliance.</p> <p>By order and in the name of the Governor of Goa.</p> <p><i>Yetindra M. Maralkar</i>, Additional Secretary (Personnel).</p> <p>Porvorim, 12th December, 2015.</p>		
12.	Shri Pravin M. S. Barad, Asst. Director (Admn), Industries, Trade & Commerce	On promotion posted as Managing Director, Goa State SC & OBC Finance Development Corporation thereby relieving Shri Vinesh Arlekar of addl. charge			
13.	Shri Ashok V. Rane, Asst. Commissioner of Excise-II	On promotion posted as Director, Handicrafts, Textile & Coir thereby relieving Shri Damodar Morajkar.			
14.	Smt. Upasana Mazgaonkar, awaiting posting	On promotion posted as SLAO, EDC with addl. charge of SLAO, GSIDC. Smt. Sandhya Kamat stands relieved of addl. charge of SLAO, GSIDC.			

Department of Public Grievances

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. No.	Service	Designated Officer	Time Limit in working days	1 st appellate authority
(1)	(2)	(3)	(4)	(5)
A-Department of Agriculture				
<i>Goa State Horticulture Corporation Limited</i>				
1	Settlement of the claim of farmers of locally produced vegetables	Managing Director	Thirty days	Director of Agriculture.
B- Department of Co-operation				
<i>Registrar of Co-operative Societies</i>				
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.
<i>Goa State Agricultural Marketing Board</i>				
4	Application for the different types of Licenses	Dy. Secretary, Goa State Agricultural Marketing Board	Thirty days	Jt. Secretary, Goa State Agricultural Marketing Board.
5	Renewal of License subject to submission of annual return regularly	Dy. Secretary, Goa State Agricultural Marketing Board	Fifteen days	Jt. Secretary, Goa State Agricultural Marketing Board.
C-Department of Craftsmen Training				
6	Refund of caution money	Principal	Seven days	Director of Craftsmen Training.
7	Issue of bonafide certificate to outgoing trainees after completion of training	Principal	Seven days	Director of Craftsmen Training.
8	Return of all original certificates submitted by the trainees at the time of availing admissions	Principal	Fifteen days from the date of admission	Director of Craftsmen Training.
9	Issue of identity cards for the trainees	Principal	Forty Five days from the date of admission	Director of Craftsmen Training.

(1)	(2)		(3)	(4)	(5)
10	BPL Scholarships	Forwarding application to the Directorate	Principal	Fifteen days	Director of Craftsmen Training.
		Disposal of application	Asstt. Director (Training)	Fifteen days	Director of Craftsmen Training.
11	Merit Scholarships	Forwarding application to the Directorate	Principal	Fifteen days from the date of publication of merit list	Director of Craftsmen Training.
		Forwarding application to Government	Asstt. Director (Training)	Fifteen days	Director of Craftsmen Training.
12	Authentication of certificates		Assistant Controller of Examination	Seven days	Director of Craftsmen Training.
13	Valuation of examination answer papers		Assistant Controller of Examination	Forty five days	Director of Craftsmen Training.
14	Verification of certificates		Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training.
15	Correction of Provisional National Trade certificates		Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training.
D-Department of Education, Art & Culture					
<i>Directorate of Art & Culture</i>					
16	Convey the decision of approval/rejection		Assistant Cultural Officer	Sixty days from the last day of application	Director of Art and Culture.
	If approved – (a) Issue sanction Order		Assistant Cultural Officer	Five days	Director of Art and Culture.
	(b) Release of fund to the Bank		Assistant Cultural Officer	Fifteen days from the date of sanction	Director of Art and Culture.
<i>College of Architecture</i>					
17	Issue of Provisional Passing Certificate	Submission of the list of the students who have any dues to the Academic Section	Incharge of a Respective Section	Two days prior to declaration of results	Principal.
		Issue of Provisional Passing Certificate of the students who do not have any dues of the college	Head Clerk	On the day of the receipt of the Provisional Certificate from the University	Principal.
18	Refund of Caution Money	Submission of the list of the students who have any dues to the Accounts Section	Incharge of a Respective Section	Two days prior to declaration of results	Principal.
		Refund of Caution Money by E.C.S. in the student account	Assistant Accounts Officer	Thirty days from the declaration of results	Principal.

(1)	(2)		(3)	(4)	(5)
19	Duplicate certificates/Mark sheets	Within 5 years	In charge of Examination	Ten days	Principal.
		Beyond 5 years	In charge of Examination	Thirty days	Principal.
20	Verification of marks		In charge of Examination	Ten days	Principal.
21	Revaluation and declaration of results		In charge of Examination	Forty Five days	Principal.
<i>Archives and Archeology</i>					
22	Issue of certified copies of available records of Births, Deaths, Marriage and Baptism		Archivist (General)	Seven days from date of payment	Director of Archives and Archeology.
23	Certified copy of Land Inscription/Description certificates/Notarial Deeds		Archivist (General)	Twelve days from date of payment	Director of Archives and Archeology.
24	Certified copy of Comunidade records		Archivist (General)	Twelve days from date of payment	Director of Archives and Archeology.
25	Terotial Military Court (TMT files/ Inventory files).		Archivist (General)	Twelve days from date of payment	Director of Archives and Archeology.
	a. 1 – 20 documents		Archivist (General)	Twenty days from date of payment	Director of Archives and Archeology.
	b. More than 20 but less than 50		Archivist (General)	Thirty days from date of payment	Director of Archives and Archeology.
	c. More than 50 but less than 100		Archivist (General)	Forty days from date of payment	Director of Archives and Archeology.
26	Digital images of historical records on CD-ROMs		Scientific Officer	Forty days from date of payment	Director of Archives and Archeology.
	a. Upto 500 digital images		Scientific Officer	Fifty days from date of payment	Director of Archive and Archeology.
27	Issue of certified copies of following records to public at IPHB, Altinho		Archivist (Management)	Seven days	Director of Archives and Archeology.
	a. Documentos Pera Vaigem b. Captain of Ports c. Extract of Birth/Death/Marriage Salcette 1914-1970 (incomplete series)				
28	Issue of Xerox/Computer copies of documents/books to scholars/students/public		Librarian	Ten days	Director of Archives and Archeology.
E- Department of Election					
<i>Chief Election Officer</i>					
29	Registration of Electors	One copy of the application received under sub-rule (1) of Rule 26 together with a notice inviting objections to be posted as provided in sub-rule (3) of Rule 26	Assistant Electoral Registration Officer/ Electoral Registration Officer	Three days	District Election Officer.

(1)	(2)	(3)	(4)	(5)
	Disposal of the applications when there are no objections	Assistant Electoral Registration Officer/ Electoral Registration Officer	Three days from the last day of filling of objections	District Election Officer.
	Disposal of application, where there are objections	Assistant Electoral Registration Officer/ Electoral Registration Officer	Fifteen days from the last day of filling of objections	District Election Officer.
30	Issue of new Election Photo Identity Card	Assistant Electoral Registration Officer/ Electoral Registration Officer	Seven days from the date of authorization by the E.R.O. of inclusion of the name in the Electoral Roll or after making correction in the Electoral Roll	District Election Officer.
31	Issue of Duplicate Election Photo Identity Card	Assistant Electoral Registration Officer/ Electoral Registration Officer	Three days	District Election Officer.
F-Department of Environment				
<i>Goa State Pollution Control Board</i>				
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.

(1)	(2)	(3)	(4)	(5)	
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) Act, 1974	Chairman	Ninety days	Secretary to Government.	
38	Consent to establish or operate Micro and Small (Hotels having 50 or less rooms) – Orange category under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974	Chairman	Sixty days	Secretary to Government.	
39	Consent to establish or operate Medium Enterprise – Orange Category under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974	Chairman	Sixty days	Secretary to Government.	
40	Consent to establish or operate Micro and Small – Green Category under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974	Chairman	Forty five days	Secretary to Government.	
41	Consent to establish or operate Medium Scale Enterprises including Applications for Establishment and Operation of Sewage Treatment Plant (STP) and Diesel Generator sets (DG set) – Green Category under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974	Chairman	Forty five days	Secretary to Government.	
42	Renewal of consent to operate under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 and Hazardous Acts—All category	Chairman	Forty five days	Secretary to Government.	
43	Authorization under Hazardous Waste Rules :	Chairman	Ninety days	Secretary to Government.	
	i) Red Category		Sixty days		
	ii) Orange Category		Forty five days		
iii) Green Category					
44	Authorization under Bio Medical Waste Rules	Chairman	Forty five days	Secretary to Government.	
45	Authorization under Municipal Solid Waste Rules	Chairman	Forty five days	Secretary to Government.	
46	Authorization under Batteries Waste Management Rules	Chairman	Forty five days	Secretary to Government.	
47	Registration under Plastic Waste Rules	Chairman	Forty five days	Secretary to Government.	
48	Authorization issued under E-waste (Management and Handling) Rules, 2010	Chairman	Forty five days	Secretary to Government.	
G-Department of Finance					
<i>Commissioner of Excise</i>					
49	Grant of Liquor License/ Shifting for Retail sale/Wholesale of IMFL, CL & FL in packed	Forwarding the Application to the respective Police	Excise Inspector	Five days	Commissioner of Excise.

(1)	(2)	(3)	(4)	(5)	
	bottles under Rule 90 of the Excise Duty Act & Rules 1964	Station/Village Panchayat/Municipality			
		Submission of report to Excise Department	Incharge of Police Station	Seven days	Superintendent of Police.
		Submission of report to Excise Department	Secretary, Village Panchayat	Seven days	Block Development Officer.
		Submission of report to Excise Department	Chief Officer of Municipality/Commissioner of City of Panaji Corporation	Seven days	Director of Municipal Administration.
		Submission of report to Excise Commissioner along with Police and Local Body Report	Excise Inspector	Ten days	Commissioner of Excise.
		Decision of the application	Commissioner	Fifteen days	Secretary (Finance).
50	Grant of Liquor License/ Shifting for Retailsale/Wholesale of IMFL, CL & FL for consumption under Rule 90 of the Excise Duty Act & Rules, 1964	Forwarding the application to the respective Police Station/Village Panchayat/Municipality	Excise Inspector	Five days	Commissioner of Excise.
		Submission of report to Excise Department	Incharge of Police Station	Seven days	Superintendent of Police.
		Submission of report to Excise Department	Secretary, Village Panchayat	Seven days	Block Development Officer.
		Submission of report to Excise Department	Chief Officer of Municipality /Commissioner of City of Panaji Corporation	Seven days	Director of Municipal Administration.
		Submission of report to Excise Commissioner along with Police and Local Body Report	Excise Inspector	Ten days	Commissioner of Excise.
		Decision of the application	Commissioner of Excise	Fifteen days	Secretary (Finance).
51	Transfer of Ownership of License under Rule 104 of the Goa Excise Duty Act Rules, 1964	Forwarding the application to the respective Police Station	Excise Inspector	Five days	Commissioner of Excise.
		Submission of report to Excise Department	Incharge of Police Station	Seven days	Superintendent of Police.
		Submission of report to Excise Commissioner along with Police Report	Excise Inspector	Ten days	Commissioner of Excise.
		Decision of the application	Commissioner of Excise	Fifteen days	Secretary (Finance).

(1)	(2)	(3)	(4)	(5)	
52	Permission for the issue of (No. of permits) Export Permits	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.
		Forward the application to the Assistant Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Assistant Excise Commissioner	Two days	Commissioner of Excise.
53	Permission for the issue of Export NOCs (outside India)	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.
		Forward the application to the Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Excise Commissioner	Two days	Secretary (Finance).
54	Permission for the issue of duty paid Import Permit	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.
		Forward the application to the Assistant Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Assistant Excise Commissioner	two days	Commissioner of Excise.
55	Permission for the issue of Under Bond Import Permit	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.
		Forward the application to the Assistant Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Assistant Excise Commissioner	Two days	Commissioner of Excise.
56	Permission for the issue of NOC to procure ENA/RS/HBS/MS etc.	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.
		Forward the application to the Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Excise Commissioner	Two days	Secretary (Finance).
57	Permission for the issue of NOC to Import Foreign Liquor/Beer/Wine	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.

(1)	(2)	(3)	(4)	(5)	
		Forward the application to the Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Excise Commissioner	Two days	Secretary (Finance).
58	Permission for the issue of Import Permit to procure of ENA/RS/HBS/MS etc.	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise.
		Forward the application to the Assistant Excise Commissioner	Excise Inspector (Station)	Two days	Commissioner of Excise.
		Decision of the application	Assistant Excise Commissioner	Two day	Commissioner of Excise.
59	Recording and renewal of Labels	Forward the application to Assistant Excise Commissioner	Excise Inspector of Station/Unit	Five days	Commissioner of Excise.
		Submission of application to the Commissioner with his view	Assistant Excise Commissioner	Five days	Commissioner of Excise.
		Decision of the application	Commissioner	Five days	Secretary (Finance).

H-Department of Fisheries

60	Registration of Fishing Net		Superintendent of Fisheries	Fifteen days	Director of Fisheries.
61	Transfer of Fishing Net		Superintendent of Fisheries	Fifteen days	Director of Fisheries.
62	Registration to the Non-motorized/Motorized fishing canoe and fishing vessels (Allotment of Number)	Submission of the report to the Fisheries Officer	Fisheries Surveyor	Five days	Director of Fisheries.
		Submission of the proposal to the Supdt. of Fisheries	Fisheries Officer	Five days	Director of Fisheries.
		Decision on the application	Supdt. of Fisheries	Five days	Director of Fisheries.
63	Registration to the Non-motorized/Motorized fishing canoe and fishing Vessels (Issue of Vessel Certificate)	Submission of the report to the Fisheries Officer	Fisheries Surveyor	Five days	Director of Fisheries.
		Submission of the proposal to the Supdt. of Fisheries	Fisheries Officer	Five days	Director of Fisheries.
		Decision on the application	Supdt. of Fisheries	Five days	Director of Fisheries.

(1)	(2)	(3)	(4)	(5)	
I-Department of Forest					
<i>Principal Chief Conservator of Forests</i>					
64	Permission for felling trees under the provisions of the Goa, Daman and Diu Preservation of Trees Act, 1984 and Rules made there under. a. For two trees	Sub-Divisional Forest Officer	Fifteen days	Deputy Conservator of Forest.	
	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 felling trees for which permission is granted by the Tree Officer a. For two trees	Sub-Divisional Forest Officer	Fifteen days	Deputy Conservator of Forest.	
	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).	
66	Report on the applications received from the Collector/Dy. Collector under the provisions of Goa Land Revenue Code	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 property	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	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 License, within 10 km. of Wild Life Centauries/National Parks	Chief Wild Warden	Twenty Five days	Principal Chief Conservator of Forest.	
<i>Forest Development Corporation</i>					
70	Finalization of auction process of Cashew Plantation	General Manager of the Corporation	Fifteen working days from the last day of submission of application	Managing Director.	

(1)	(2)	(3)	(4)	(5)
71	Allotment letter to the bidder	Manager Finance	Eight working days from the date of finalization of bid	General Manager.
	Submission of report by the Forest Officer about the plantation after the end of crop season	Range Forest Officer	30 th June	General Manager.
72	Refund of Security Deposit	Manager Finance	Twenty one days from the report received from the R.F.O.	Managing Director.
J-Department of Home				
<i>Director General of Police</i>				
73	Submission of request to District Magistrate in the case of Armed license	In-charge of Police Station	Thirty days	Supdt. of Police.
74	Issue of copy of First Information Report (F.I.R.)	Station House Officer/Incharge of Police Station	Immediately after registration	In-charge of Police Station.
75	Report on request for sound system for traditional functions/marriage & other religious programme	In-charge of Police Station	Three days	Supdt. of Police.
76	Report on request for sound system related to the moving vehicle, public meeting	Dy. S.P.	Three days	Supdt. of Police.
77	Request of character certificate/service verification Individual application to be sent to respective Police Station	In-charge of Police Station	Seven days	Supdt. of Police.
78	N.O.C. for Petro pump, Gas agency, Hotel & Bar	In-charge of Police Station	Fifteen days	Supdt. of Police.
79	Issue of Certificate of Finger Print	Dy.S.P.	Fifteen days	Supdt. of Police.
80	Caste Verification Report to Scrutiny Committee	Superintendent of Police	Fifteen days	D. I. G.
<i>Directorate of Fire and Emergency Services</i>				
81	N.O.C. for Occupation of Building over 15 meter in height from the ground	Director of Fire and Emergency Services	Fifteen 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.

(1)	(2)	(3)	(4)	(5)
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, eating house where the seating capacity does not exceed 100 persons	Divisional Officer	Ten days	Dy. Director of Fire and Emergency Services.
99	N.O.C. for Lodging Houses and Hotels under non-classified category less than fifteen mtrs. in height having up to 25 rooms	Divisional Officer	Ten days	Dy. Director of Fire and Emergency Services.
100	N.O.C. for restaurants and bakeries, eating house where the seating capacity does not exceed 50 persons	Assistant Divisional Officer	Ten days	Divisional Officer.
101	N.O.C. for restaurants and eating house where the seating capacity does not exceed 20 persons	Fire Officer	Ten days	Assistant Divisional Officer.
102	N.O.C. for Lodging Houses and Hotels under non-classified category less than fifteen mtrs. in height having up to fifteen rooms	Assistant Divisional Officer	Ten days	Divisional Officer.
103	N.O.C. for temporary shacks under Tourist Trade Act	Assistant Divisional Officer	Ten days	Divisional Officer.
104	N.O.C. for Scrap Yards under Goa Waste (Scrap) Recycling Unit Scheme, 2010	Divisional Officer	Ten days	Dy. Director of Fire and Emergency Services.
105	N. O. C. for Printing, Composing, Binding etc. where Linotype or other allied machines are used such as Mono-type wherein the process of meeting and casting is involved or using above 10 horse power of motor	Assistant Divisional Officer	Ten days	Divisional Officer.

(1)	(2)	(3)	(4)	(5)
106	N.O.C. for storing, dumping, curing, cleansing etc. of cycle tyres and tubes above 500	Assistant Divisional Officer	ten days	Divisional Officer.
107	N.O.C. for steam engines and boilers to construct or establish any factory workshop or work place in which it is proposed to employ steam power, water power or other mechanical power or electrical power	Assistant Divisional Officer	ten days	Divisional Officer.
108	N.O.C. for storage places of flammable and hazardous goods	Director of Fire and Emergency Services	Fifteen days	Additional Secretary (Home).
109	N.O.C. for hotel under 3 & 4 starred category as per National Building Code of India, 2005, Part 4 (Fire and Life Safety)	Dy. Director (Fire)	Ten days	Director Fire Services.
110	N.O.C. for Storing and/or Selling of Fire Works more than 25 Kgs. and up to 50 Kgs. under Explosive Act, 1884 and Rules, 1983	Divisional Officer	Ten days	Dy. Director Fire Services.
111	N.O.C. for Storing and/or Selling of Fire Works upto 25 Kgs. under Explosive Act, 1884 and Rules, 1983	Assistant Divisional Officer	Ten days	Divisional Officer.
112	Issue of fire report in cases where loss of property assessed more than Rs. 20.00 lakhs	Director of Fire and Emergency Services	Ten days	Additional/ Special Secretary (Home).
113	Issue of fire report in cases where loss of property assessed more than Rs. 10.00 lakhs but less than 20 lakhs	Dy. Director of Fire	Ten days	Director, Fire Services.
114	Issue of fire report in cases where loss of property assessed more than Rs. 5.00 lakhs but less than 10 lakhs	Divisional Officer	Ten days	Dy. Director Fire Services.
115	Issue of fire report in cases where loss of property assessed more than Rs. 1.00 lakh but less than 5 lakhs	Assistant Divisional Officer	Ten days	Divisional Officer.
116	Issue of fire report in cases where loss of property assessed more than 1 lakh	Station Fire Officer	Ten days	Assistant Divisional Officer.
K-Department of Industries				
<i>Goa Industrial Development Corporation</i>				
a. Allotment of Plots and Galas:				
117	Fixing of meeting of Screening Committee	Chief General Manager of IDC	Within Thirty days from the last date of application	Managing Director of Goa Industrial Development Corporation.
118	Communication of the decision about the offer of allotment of plot when the area is less than 1200 sq. mts. and galas 100 sq. mts.	Managing Director	Fifteen days from the date of receipt of report of Screening Committee	Managing Director of Goa Industrial Development Corporation.
119	Communication of the decision to the applicant about the offer of allotment of plot when the area is more than 1200 sq. mts. and galas 200. sq. mts.	Managing Director	Fifteen days from the date for approval granted by the Board (Date of confirmed Minutes of Meeting is received)	Secretary (Industries).

(1)	(2)	(3)	(4)	(5)
120	Confirmation/Allotment order to the Party	Managing Director	Fifteen days from the date of applicant's deposited payment	Secretary (Industries).
121	Physical possession	Field Manager	Thirty days from the date of allotment of order issued by the M.D.	Managing Director of Goa Industrial Development Corporation.
122	Issue of Draft of Lease Deed	Chief General Manager	Thirty days from the date of allotment of order issued by M.D.	Managing Director of Goa Industrial Development Corporation.
b. Plot transfer/Sub-lease/Change in name/Trade/Use/Addition of Products/Permitting more than one Industrial unit/Change in Shareholding structure and Change in Constitution of an unit:				
123	Letter to Field Manager for site report	Chief General Manager	Within Ten days of date of application received	Managing Director.
124	Submission of Field Report	Field Manager	Within Ten days	Managing Director.
125	Decision and communication of Provisional Permission	Managing Director	Thirty days from the approval received from Screening Committee	Secretary (Industries).
126	Confirmation order	Managing Director	Fifteen days from the payment received from applicant	Secretary (Industries).
127	Issue of Draft of Lease Deed	Chief General Manager	Thirty days from the date of approval of order issued by M.D.	Managing Director.
c. Surrender of Plots & Galas:				
128	Letter to submit the report from the following Officers 1. Account Section 2. Finance Manager 3. Financial Institute (if any)	Chief General Manager	Five days from the date of application received	Managing Director.
129	No dues about IDC with reference to service mentioned at Sr. No.128	Chief Accounts Officer	Fifteen days	Managing Director.
130	Field Report with reference to service mentioned at Sr. No.128	Field Manager	Fifteen days	Managing Director.
131	Surrender/acceptance letter	Managing Director	Ten days from the compliance of Field Report observation and Board approval received	Secretary (Industries).
132	Refund of amount	Chief Accounts Officer	Fifteen days	Managing Director.
d. Mortgage of 1 st , 2 nd or Pari Passu charge over the lease hold rights of Plots & Galas:				
133	Letter to submit the Report from the following Officers 1. Account Section 2. Finance Manager 3. Financial Institute (if any)	Chief General Manager	Five days from the date of application received	Managing Director.

(1)	(2)	(3)	(4)	(5)
134	No dues about IDC with reference to service mentioned at Sr. No.133	Chief Accounts Officer	Fifteen days	Managing Director.
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).
<i>Goa Handicraft Small Scale Industries Development Corporation</i>				
a. Scheme for providing subsidy for clay idol makers:				
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 Bakers of Goa:				
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 application	Managing Director.
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. Deendayal Swayam Rojgar Yojana (Goa Youth Rozgar Yojana Scheme)				
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	Managing Director.
<i>Khadi and Village Industries Board</i>				
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.

(1)	(2)	(3)	(4)	(5)	
L. Department of Inland Waterways					
<i>Captain of Ports</i>					
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/ Dry-Docks/ Shipyards	Captain of Ports	Fifteen days	Secretary (Ports).	
<i>River Navigation</i>					
156	Restoration of ferry services when Ferry Boat fail/Out of order	Where Single ferry boat operating	Senior Superintendent (Workshop and Traffic)	Four working hours	Captain of Ports.
		Where more than one ferry boat operating	Senior Superintendent (Workshop and Traffic)	One day	
157	Resolving the complaint about Ferry boat operation not as per 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 Traffic)	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. Department of Labour					
<i>Commissioner, Labour and Employment</i>					
<i>Chief Inspector of Factories and Boilers</i>					
160	Approval of notice of period of work for adult workers	Inspector	Fifteen days	Chief Inspector of Factories and Boilers.	
161	Issue of certificate of Fitness to Young Person	Medical Inspector/ Certified Surgeon	Twenty one days	Chief Inspector of Factories and Boilers.	
162	Inspector for Steam Test of Boiler	Inspector of Boiler	Twenty one days	Chief Inspector of Factories and Boilers.	
163	Renewal of Boiler License	Inspector of Boiler	Twenty one days	Chief Inspector of Factories and Boilers.	
164	Inspection of material as per Indian Boiler Regulations,1950	Inspector of Boiler	Twenty one days	Chief Inspector of Factories and Boilers.	
165	Approval of drawings related to Boiler pipeline	Inspector of Boiler	Twenty one days	Chief Inspector of Factories and Boilers.	
166	Confirmation of appointment for conducting Medical Examination of Workers	Medical Inspector of Factories	Five days	Chief Inspector of Factories and Boilers.	
167	Confirmation of appointment for conducting Industrial Hygiene Survey	Chemist	Five days	Chief Inspector of Factories and Boilers.	

(1)	(2)	(3)	(4)	(5)	
168	Confirmation of dates of training programme to be organized	Training Assistant	Five days	Chief Inspector of Factories and Boilers.	
N. Department of Law					
169	Where the final arguments are heard in a matter, judgment should be pronounced	Presiding Officer of Courts constituted under Revenue/ /Labour Industrial/Consumer or any other Local Act	Three months from the date of conclusion of the arguments	Appellate authority of the said Court.	
170	In Misc. Application and/or all other matters order	Presiding Officer of Courts constituted under Revenue/ Labour/ /Industrial/Consumer or any other Local Act	Two months from the date of conclusions of arguments, subject to any statutory provisions, if any provided less period	Appellate authority of the said Court.	
171	Certified copy of judgment/order pronounced/delivered	Presiding Officer of Courts constituted under Revenue/ Labour/Industrial/ /Consumer or any other Local Act	Seven days (Ordinary)	Appellate authority of the said Court.	
172	Certified copy of judgment/order pronounced/delivered	Presiding Officer of Courts constituted under Revenue/ Labour/Industrial/ Consumer or any other Local Act	One day (urgent)	Appellate authority of the said Court.	
O. Department of Legal Metrology					
<i>Directorate of Legal Metrology</i>					
173	Registration of Manufacturer of Weights and measures, Registration of repairers of weights and measures and Registration of Dealers and Registration of manufacturers, Packers and Importers of Package commodities	Controller	Five day	Secretary (Weights and Measures).	
174	Receiving the application for registration, verification of the documents and Submission of the report after site inspection	Assistant Controller (incharge of the zone)	Six days	Controller.	
175	Decision of the application	Controller	Four days	Secretary (Weights and Measures).	
176	Renewal of Licenses Manufacturer/ Dealers and repairs of weights and measures	Assistant Controller (Head Quarter)	Thirty days	Controller.	
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.	
P. Department of Mines and Geology					
<i>Directorate of Mines & Geology</i>					
179	Grant of application under Rule-5 for mining lease	Forwarding the application after scrutiny to Survey Officer	Director	Five days	Secretary (Mines).

(1)	(2)		(3)	(4)	(5)
		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 fee under Rule 10 in case application rejected		Assistant Account Officer	Seven days	Director (Mines).
181	Letter to Deposit Security Deposit and other charges		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 Agreement		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).
		Decision	Director	Five days	Secretary (Mines).
186	Transit Pass Rule 38-39		Assistant Geologist	Ten days	Director (Mines).
187	Change of name and address		Director	Seven days	Director (Mines).
188	Quarrying permit Rule 68	Forwarding the application after scrutiny to Surveying 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	Five days	Secretary (Mines).
Q. Department of Non-Conventional Sources of Energy					
<i>Goa Energy Development Agency (GEDA)</i>					
189	Releasing of subsidy under Fuel Efficient Pressure Cooker under IREP		Member Secretary	Thirty days	Director of Science and Technology.
190	Release of subsidy under various other schemes		Member Secretary	Thirty days	Director of Science and Technology.
R. Department of Panchayati Raj and Community Development					
<i>Directorate of Panchayat</i>					
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/file before the Panchayat meeting	V.P. Secretary	Fifteen days	B.D.O.
		Decision on the application	Sarpanch	Fifteen days	B.D.O.
192	Decision on the application of issue of construction licence, permission for repair, Licence under Section 66(2)		Dy. Director of Panchayats	Thirty days	Director of Panchayats.

(1)	(2)	(3)	(4)	(5)
193	Decision on the application of issue of Licence for Hotel/shop/ eating House/Factory/Trade, Occupancy Certificate, N.O.C. for Bar/Liquor Shop	Block Development Officer	Thirty days	Director of Panchayat.
194	Issue of Income Certificate	V.P. Secretary	Three days	B.D.O.
195	Residence Certificate	V.P. Secretary	Three days	B.D.O.
S. Department of Planning				
<i>Directorate of Planning, Statistics and Evaluation/Office of Chief Registrar of Births and Deaths</i>				
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)	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 / Sub-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 than 7 years)	Registrar/Sub-Registrar	Seven days	Collector and District Registrar.
202	Permission for Late Birth Registration within a year	Additional District Registrar	Five days	Collector and District Registrar.
203	Correction of Birth/Death record where counter signature is required	Registrar/Sub-Registrar	Ten days	Chief Registrar of Births & Deaths.
T. Department of Power				
<i>Chief Electrical Engineer</i>				
204	Rectification of fuse blown out or MCB tripped	Junior Engineer of concerned Section	Within four working hours for Urban areas from receipt of complaint	Executive Engineer.
		Junior Engineer of concerned Section	Within eight working hours for Rural areas from receipt of complaint	
205	Rectification of broken service line/service line snapped from the pole	Junior Engineer of concerned Section	Within six working hours for Urban areas from receipt of complaint	Executive Engineer.
		Junior Engineer of concerned Section	Within twelve working hours for Rural areas from receipt of complaint	

(1)	(2)	(3)	(4)	(5)
206	Rectification of fault in distribution line/ system	Junior Engineer of concerned Section	1. Temporary 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.	Executive 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.

(1)	(2)	(3)	(4)	(5)
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 – Executive Engineer of concerned Division	Seven days	Superintending Engineer.
U. Department of Printing and Stationery				
<i>Directorate of Printing and Stationery</i>				
224	Publication of private notices in the Official Gazette	Dy. Director (Tec)	Fifteen days	Director.

(1)	(2)	(3)	(4)	(5)
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.
V. Department of Public Health				
<i>Directorate of Health Services</i>				
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	Medicclaim	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.
W. Department of Sports and Youth Affairs				
<i>Directorate of Sports</i>				
244	Providing Sports Persons Certificate	Director of Sports	Three days	Secretary (Sports).
245	Recommendations to the Government to provide Financial Assistance to "Indigent Circumstances to Sportspersons	Director of Sports	Thirty days	Secretary (Sports).
246	Recommendations to the Government the grant in aid	Director of Sports	Thirty days	Secretary (Sports).

(1)	(2)	(3)	(4)	(5)	
<i>Sports Authority of Goa</i>					
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).	
X. Department of Tourism					
<i>Directorate of Tourism</i>					
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 (Sec. 13 A)	Deputy Director	Ten days	Director.	
254	Licenses for Deck Beds, Umbrellas and chairs (Sec. 13B)	Deputy Director	Ten days	Director.	
255	Registration for Travel Agent (Sec. 14)	Deputy Director	Three days	Director.	
256	Registration of Tour operators, water sports and adventure Sports operators, etc. (Sec. 19A)	Deputy Director	Three days	Director.	
257	Renewal of certificate of registration (Sec. 19 – C)	Deputy Director	Same day	Director.	
258	Duplicate Certificate (Sec. 33)	Deputy Director	Same day	Director.	
259	Classification of Travel Agents (Rule – 9)	Deputy Director	Same day	Director.	
260	Reservation and allotment of mooring sites (Rule 13)	Deputy Director	Three days	Director.	
261	Registration of persons carrying on business of plying boats, etc. (Rule 14)	Deputy Director	Same day	Director.	
Y. Department of Urban Development					
<i>Directorate of Municipal Administration</i>					
262	New Construction License	Examination, site inspection and submission of the papers to Chief Officer	Municipal Engineer	Twenty days	Chief Officer.
		Decision on the application	Chief Officer/ Commissioner	Seven days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Three days	Chief Officer/ Commissioner.
		Issue of license	Chief Officer/ Commissioner	Three days from the date of deposit of license fees	D.M.A.
262	Renewal of Construction License	Decision	Chief Officer/ Commissioner	Five days	Chief Officer.
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.

(1)	(2)	(3)	(4)	(5)	
		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.
268	Advertisement Permission For Sign Board & Hoarding	Examination of Papers and report	I/C of Taxation Division	Three days	Chief Officer/ Commissioner.
		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 complaint)		Municipal Engineer	Two day	Chief Officer/ Commissioner.
<i>Goa State Urban Development Agency</i>					
<i>National Urban Livelihoods Mission</i>					
272	Sanction of funds for formation of SHG		M.S.	Four days	Secretary (U.D).
273	Sanction of Revolving Funds		M.S.	Four days	Secretary (U.D).
274	Release of Grant for Training		M.S.	Four days	Secretary (U.D).
<i>Goa University</i>					
275	Duplicate certificates/Mark sheets		I)Assistant Registrar Examinations (Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Ten days	Registrar.
276	Correction in name and such 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)	Ten days	Registrar.

(1)	(2)	(3)	(4)	(5)
		II) Assistant Registrar Examinations(UG)		
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 Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Twenty days	Registrar.
282	Revaluation and declaration of results	I)Assistant Registrar Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Sixty days	Registrar.
283	Convocation/degree certificate (eligible candidates who have been conferred degrees)	I)Assistant Registrar Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Twenty days	Registrar.
284	Passing Certificate	I)Assistant Registrar Examinations(Professional)	Seven days	Registrar.

(1)	(2)	(3)	(4)	(5)
		II) Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)		
285	Payment of remuneration to paper setters and the examiners	I) Assistant Registrar Examinations (Professional) II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Forty five days after declaration of result	Registrar.
286	Issue of provisional eligibility certificate	Assistant Registrar-Academic (Colleges)	Five days from the date of receipt of application	Registrar.
287	Issue of migration certificate	Assistant Registrar-Academic (Colleges)	Ten days from the date of receipt of application	Registrar.
288	Scholarship disbursement	Assistant Registrar-Academic (P.G.)	Sixty days from the receipt of the application	Registrar.
289	Refund of deposits	Assistant Registrar-Academic (P.G.)	Fifteen days from the date of the receipt of complete documents from respective department	Registrar.

Z. Department of Women and Child Development

290	Registration of institution under Rule 71 of The Goa Juvenile Justice (Care and Protection of Children) Rules, 2013	Submission of application to Director of Women and Child	Child and Development Project Officer of the Block	Three days	Director of Women and Child.
		Forwarding the application to the S. P, Collector and Calling the report from the Project Officer	Probation Officer	Two days	Director of Women and Child.
		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.

(1)	(2)	(3)	(4)	(5)
	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.	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 Welfare Committee	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.

By order and in the name of Governor of Goa.

Neela S. Dharwadkar, Under Secretary (Public Grievances).

Porvorim, 21st December, 2015.



Department of Social Welfare
Directorate of Social Welfare

Notification

No. 13/19/89-SWD/5590

Read: Notification No. 13/19/89-SWD/921 dated 17-06-2005.

In supersession of the Government Notification referred to above, the Government of Goa is pleased to reconstitute the Scrutiny Committee for verification of the Social Status Certificate issued by the Competent Authority i.e. Dy. Collector & SDOs of the persons belonging to Other Backward Classes as per the directives of the Supreme Court as under:-

1. Secretary (Social Welfare) — Chairman.
2. Director of Social Welfare — Member.
and ex officio Joint Secretary
3. Shri Jayant Tari — Expert
Member
from OBC
Community.

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

Meena H. Naik Goltekar, Director & ex officio Joint Secretary (Social Welfare).

Panaji, 15th December, 2015.

Department of Tribal Welfare
Directorate of Tribal Welfare

Notification

No. DTW/STAT/NGO/2015-16/1/4432

Government of Goa is pleased to constitute of Multidisciplinary State Committee of the State of Goa as per clause 5(a) of the Scheme of Grant-in-Aid to Voluntary Organisations working for the welfare of Scheduled Tribes of Government of India, Ministry of Tribal Welfare Affairs to examine the project proposals of VOs/NGOs in accordance with the procedure/guidelines as laid down by the Ministry from time to time on the basis of inspection reports and performance reports furnished by the field functionaries.

The Multidisciplinary State Committee consists of the following members:-

1. The Secretary, Tribal Welfare — Chairperson.
Department
2. The Secretary, State Rural — Member.
Development Department or
his representative
3. The Secretary, State — Member.
Agriculture Department or
his representative

- | | | | |
|--|---------------------|---|--------------------|
| 4. The Secretary, State Health Department or his representative. | — Member. | 2. The Director, Directorate of Information & Publicity, Panaji-Goa | Ex officio Member. |
| 5. Shri Tukaram Mono Velip R/o Karvem Gaondongriem Canacona-Goa. | — Member. | 3. Shri Avit Bagli, Reporter/Journalist Gomantak, Panaji-Goa. | Member. |
| 6. Shri Upasso Gaonkar R/o Paroda, Salcete-Goa | — Member. | 4. Shri Anil Laad, Stringer, Aaj Tak, Electronic Media Journalist Association | Member. |
| 7. Shri. Suresh Kepekar R/o Rivona, Sanguem-Goa | — Member. | 5. Chairperson, Goa State Commission for Protection of Child Rights, Sakhardande Apartments, Panaji-Goa | Ex officio Member. |
| 8. The Director, Tribal Welfare Department | — Member Secretary. | 6. The Deputy Superintendent of Police, Panaji-Goa | Ex officio Member. |
| This order is issued with the approval of Government. | | 7. Director (Women & Child Development) | Member Secretary. |
| By order and in the name of the Governor of Goa. | | | |
| Sandhya Kamat, Director (Tribal Welfare). | | | |
| Panaji, 9th December, 2015. | | | |



Department of Women & Child Development
Directorate of Women & Child Development

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Notification

No. 2-401-2014/DW&CD/8673

The Government of Goa is pleased to constitute "State Council for Mass Media" under sub-rule (1) of Rule 9 of the Goa Children (Child Labour, Vigilance Officer, Task Force, Victim Assistance Unit and Other Authorities Rules, 2004 notified vide Notification No. 2-61(1)-97/ICDS dated 07-07-2004 as under:

- | | |
|---|-------------------------|
| 1. Secretary (Women & Child Dev.), Department of Women & Child Development, Secretariat, Porvorim-Goa | Ex officio Chairperson. |
|---|-------------------------|

The Council shall prepare guideline for the protection of children from the information and material injurious to their well being as well as harmful exposure in the mass media and also suggest ways to protect children from the harmful influences of the internet and mass media within the State of Goa.

The non-official members of the Committee shall be paid honorarium per sitting/meeting as per the Government norms.

The above Committee shall be in force until further orders.

Deepali D. Naik, Director & ex officio Jt. Secretary (Women & Child Development).

Panaji, 14th December, 2015.

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