

Panaji, 3rd November, 2022 (Kartika 12, 1944)

SERIES II No. 31

# OFFICIAL GAZETTE

## GOVERNMENT OF GOA

PUBLISHED BY AUTHORITY

### EXTRAORDINARY

### No. 3

Department of Public Grievances

Notification

No. 41/1/2022/PG(Notification)/235

In exercise of the powers conferred by sub-section (1) and (2) of Section 4 and Clause (b) of Section 2 of the Goa (Right of Citizens to Time Bound Delivery of Public Services) Act, 2013 (Goa Act 19 of 2013), read with Section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Government of Goa hereby supersedes the Government Notification No. 1/22/2013-14/DPG/GPRAMS/III/1(5) dated 14th January, 2016 published in Official Gazette, Series II No. 11 dated 16-06-2016 (hereinafter referred to as the "principal Notification") and all the earlier notification published in the Official Gazette as follows:

1. Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2) dated 16th April, 2015.
2. Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)/1168 dated 24th December, 2015.
3. Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(5) dated 16th June, 2016.
4. Notification No. 1/22/2013-14/DPG/GPGRAMS/206(A) and
5. Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) published in an Extraordinary No. 2 Official Gazette dated 30th October, 2017.
6. Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(2)109 dated 5th October, 2018.

## SCHEDULE

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

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

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11	Final withdrawal of balance in the employees General Provident Fund in case of retirement on superannuation		Dy. Director of Accounts (GPF Section)	One hundred and twenty days	Director of Accounts.
12	Final withdrawal of General Provident Fund in case of retirement on medical grounds or on any other ground		Dy. Director of Accounts	One hundred and fifty days	Director of Accounts.
13	Final withdrawal of General Provident Fund in case of death of employee		Dy. Director of Accounts	One hundred and fifty days	Director of Accounts.
B-Directorate of Agriculture					
14	Issue of Krishi card		Zonal Agriculture Officer	Thirty days	Director of Agriculture.
15	Support price/assured price of the following crops: Coconut Cashew Pulses Paddy Areca nut	Processing & disposal of the application	Zonal Agriculture Officer	One hundred and fifty days	Director of Agriculture.
		Sanctioned application and submission of the bill to the Director of Accounts	Dy. Director of Agriculture	Fifteen days	Director of Agriculture.
		Release of payment	Dy. Director of Accounts (Directorate of Accounts)	Fifteen days from the receipt of the bill	Director of Accounts.
16	Assistance for fencing	Processing and disposal of the application	Zonal Agriculture Officer	One hundred and fifty days	Director of Agriculture.
		Sanctioned application and submission of the bill to the Director of Accounts	Dy. Director of Agriculture	Fifteen days	Director of Agriculture.
		Release of payment	Dy. Director of Accounts (Directorate of Accounts)	Fifteen days from the receipt of the bill	Director of Accounts
17	Incentive for mechanization up to three lakhs	Processing and Disposing the application	Zonal Agriculture Office	Fifteen days	Director of Agriculture.
		Sanctioned application and submission of the bill to the Director of Accounts	Dy. Director of Agriculture	Fifteen days	Director of Agriculture.
		Release of payment	Dy. Director of Accounts (Directorate of Accounts)	Fifteen days from receipt of the bill	Director of Accounts.

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[17A]	New License to sell/stock/ exhibit seeds	Assistant Agriculture Officer	Three days	Director of Agriculture.
		Zonal Agriculture Officer	Three days	
		Agriculture Officer/Deputy Director of Agriculture	Five days	
		Director of Agriculture	Four days	
17B	Renewal of Licence to sell/stock/ exhibit seeds	Assistant Agriculture Officer	Three days	Director of Agriculture.
		Zonal Agriculture Officer	Three days	
		Agriculture Officer/Deputy Director of Agriculture	Five days	
		Director of Agriculture	Four days	
17C	New License to sell/stock/exhibit fertilizer by a dealer	Agriculture Officer (Fertilizer)	Five days	Director of Agriculture.
		Deputy Director of Agriculture	Five days	
		Director Agriculture	Five days	
17D	Renewal of Licence to sell/stock /exhibit fertilizer by a dealer	Agriculture Officer (Fertilizer)	Five days	Director of Agriculture.
		Deputy Director of Agriculture	Five days	
		Director of Agriculture	Five days	
17E	Certificate of New Registration for manufacturing physical/ granulated mixture of macro and micro nutrient fertilizers (chemical), organic fertilizers and bio fertilizers	Agriculture Officer (Fertilizer)	Five days	Director of Agriculture.
		Deputy Director of Agriculture	Five days	
		Director of Agriculture	Five days	
17F	Renewal of certificate for manufacturing physical/ granulated mixture of macro and micro nutrient Deputy Director of five days fertilizers (chemical), Agriculture organic fertilizers and Director of Agriculture five days bio fertilizers	Agriculture Officer (Fertilizer)	Five days	Director of Agriculture.
17G	Licence to manufacture insecticides/pesticides	Agriculture Officer (Plant Protection)	Five days	Director of Agriculture.
		Deputy Director of Agriculture	Five days	
		Director of Agriculture	Five days	

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17H	Licence to sell/stock/exhibit insecticides/pesticides by a dealer	Assistant Agriculture Officer Zonal Agriculture Officer Agriculture Officer/Deputy Director of Agriculture Director of Agriculture	Three days Three days Five days Four days	Director of Agriculture.
17I	Licence to stock and use insecticides/pesticides for pest control operations	Assistant Agriculture Officer Zonal Agriculture Officer Agriculture Officer/Deputy Director of Agriculture Director of Agriculture	Three days Three days Five days Four days	Director of Agriculture.
17J	Renewal of Licence to stock and use insecticides/pesticides for pest control operations	Assistant Agriculture Officer Zonal Agriculture Officer Agriculture Officer/Deputy Director of Agriculture Director of Agriculture	Three days Three days Five days Four days	Director of Agriculture.
17K	Settlement of the claim by the farmers of the locally produced vegetables	Managing Director	30 days	Director of Agriculture.
<b>C-Animal Husbandary &amp; VS Directorate of Animal Husbandary &amp; Veterinary Services</b>				
18	Kamdhenu (Sudharit Scheme)	Dy. Director of Animal Husbandry & Veterinary Services	Fifteen working days	Director of Animal Husbandry & Veterinary Services.
<b>D-Department of Civil Supplies and Consumer Affairs</b>				
19	Issue of a surrender certificate on transfer to another city or otherwise	Inspector of Civil Supplies	Same day	Mamlatdar for Dharbandora Taluka, Joint Mamlatdar-I for all other Talukas.
20	Issue of a new ration card where cancellation certificate and proof of residence is provided	Inspector of Civil Supplies	Three days	
21	Issue of a new ration card where cancellation certificate and proof of residence is not provided	Forwarding the application to the Talathi	Inspector of Civil Supplies	
		Report to be submitted to Civil Supplies branch	Talathi of Saza	
		Decision on The application	Inspector of Civil Supplies	
			One working day Three working days from the day the application is received Three working days from the date of receipt of the Talathi's report	

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22	Inclusion/deletion of the name from the ration card	Inspector of Civil Supplies	Same day	
23	Issue of a duplicate ration card	Inspector of Civil Supplies	Same day	
24	Change of address in the ration card or change of the Fair Price Shop	Inspector of Civil Supplies	Same day	
24A	Registration of Society under section 8 of the Goa Co-operative Societies Act, 2001 (Goa Act of 2001)	Registrar of Co-operative Societies	45 days	Secretary concerned.
24B	Approval for amendment in the Bye-laws of the Society under section 8 of the Goa Co-operative Societies Act, 2001 (Goa Act 36 of 2001)	Assistant Registrar of Co-operative Societies	45 days	Registrar of Co-operative Societies.
<b>E-Department of Commercial Taxes</b>				
25	Registration under Goa Value Added Tax Act, 2005 (Act 9 of 2005)	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.
26	Renewal of registration under Goa Value Added Tax Act, 2005 (Act 9 of 2005)	Commercial Tax Officer in charge	Three days after the certificate of clearance of outstanding dues is issued	Asst. Commissioner of Commercial Taxes in charge.
27	Registration under Central Sales Tax Act, 1956	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge
28	Renewal of registration under Central Sales Tax Act, 1956	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.
29	Registration under Goa Tax on Luxuries Act, 1988 (Act No. 17 of 1988)	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.
30	Renewal of registration under Goa Tax on Luxuries Act, 1988 (Act No.17 of 1988)	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge
31	Registration under The Goa Tax on Entry of Goods (Amendment) Act, 2013 (Goa Act 5 of 2013) [16-5-2013]	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.

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32	Renewal of Registration under The Goa Entertainment Tax Act, 1964 (No. 2 of 1964)	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.
33	Registration under Tax Deducted at Source	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.
34	Renewal of registration under Tax Deducted at Source	Commercial Tax Officer in charge	Three days	Asst. Commissioner of Commercial Taxes in charge.
<b>F-Education (School Education-Directorate of Education)</b>				
35	School Leaving Certificate	Head Master	Seven days	Dy. Director of Education.
36	Registration of coaching classes	Dy. Director of Education	Forty five days	Director of Education.
37	Renewal of registration of coaching classes	Dy. Director of Education	Fifteen days	Director of Education.
38	Permission to open a school	Director of Education	Forty five days	Secretary (Education).
39	Recognition of a school	Director of Education	Forty five days	Secretary (Education).
<b>G-Education (Goa Board of Secondary and Higher Secondary Education)</b>				
40	Re-evaluation of answer scripts	Assistant Secretary	Fifteen days	Secretary, Goa Board of Secondary and Higher Secondary Education.
41	Verification of answer scripts	Assistant Secretary	Seven days from the last date for receipt of applications	Secretary, Goa Board of Secondary and Higher Secondary Education.
42	Issue of a photo copy of the answer scripts	Assistant Secretary	Three days from the last date for receipt of applicatios	Secretary, Goa Board of Secondary and Higher Secondary Education.
43	Issue of a duplicate Marks List	Assistant Secretary	Seven days	Secretary, Goa Board of Secondary and Higher Secondary Education.
44.	Issue of a duplicate Marks List (Tatkal)	Assistant Secretary	Same day	Secretary, Goa Board of Secondary and Higher Secondary Education

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45	Issue of the Passing Certificate	Assistant Secretary	Seven days	Secretary, Goa Board of Secondary and Higher Secondary Education.
46	Issue of Migration Certificate	Assistant Secretary	Three days	Secretary, Goa Board of Secondary and Higher Secondary Education.
47	Issue of Migration Certificate (Tatkal)	Assistant Secretary	Same day	Secretary, Goa Board of Secondary and Higher Secondary Education.
48	Verification of Mark Sheets	Assistant Secretary	Ten days	Secretary, Goa Board of Secondary and Higher Secondary Education.
49	Transcripts	Assistant Secretary	Three days	Secretary, Goa Board of Secondary and Higher Secondary Education.
50	Rectification	Assistant Secretary	Seven days	Secretary, Goa Board of Secondary and Higher Secondary Education.
51	Recognition of subject	Assistant Secretary	By 30th September	Secretary, Goa Board of Secondary and Higher Secondary Education.
52	Renewal of Recognition	Assistant Secretary	By 30th September	Secretary, Goa Board of Secondary and Higher Secondary Education.
53	Additional subject recognition	Assistant Secretary	By 30th September	Secretary, Goa Board of Secondary and Higher Secondary Education.
54	Change of school name and management	Assistant Secretary	Thirty days	Secretary, Goa Board of Secondary and Higher Secondary Education.



(1)	(2)	(3)	(4)	(5)
<b>H-Education (Higher Education)</b>				
55	Authentication	Under Secretary (Higher Education)	Fifteen working days	Director of Technical Education (DTE)/Ex Officio Joint Secretary.
<b>I-Education (Technical Education)</b>				
56	Authentication	Asst. Secretary	Fifteen working days	Chairman of the Board of Technical Education & Director of Technical Education.
57	Issue of Mark sheets	System Analyst	Forty five working days from the date of declaration of results	Chairman of the Board of Technical Education & Director of Technical Education.
58	Issue of Diploma	Secretary, Board of Technical Education	Within three months after the completion of a six months period from the date of declaration of result	Chairman of the Board of Technical Education & Director of Technical Education.
59	Issue of Migration and Provisional Passing Certificate	Secretary, Board of Technical Education	Fifteen working days	Chairman of the Board of Technical Education & Director of Technical Education.
60	Issue of duplicate documents	Secretary Board of Technical Education	Fifteen working days after receipt of application fees	Chairman of the Board of Technical Education & Director of Technical Education.
61	Verification of documents such as Diploma Certificates, Mark sheets	Asst. Secretary (C.D.C)	Fifteen working days	Chairman of the Board of Technical Education & Director of Technical Education.
62	Verification of Marks	Asst. Secretary (Post Exam)	Fifteen working days, from the last date for receipt of such applications	Chairman of the Board of Technical Education & Director of Technical Education.

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63	Issue of Photocopies/ verification in presence of answer books		Asst. Secretary	Fifteen working days, from the last date for receipt of such applications	Chairman of the Board of Technical Education & Director of Technical Education.
64	Revaluation of answer books		Asst. Secretary	Twenty five Working days, from the last date for receipt of such applications	Chairman of the Board of Technical Education & Director of Technical Education.
65	Declaration of Board results on the website		Systems Analyst	Within one day of declaration of results	Chairman of the Board of Technical Education & Director of Technical Education.
66	Issue of Eligibility Certificate		Asst. Secretary	Five days from receipt of equivalency certificate from the Goa Board of Secondary and Higher Secondary Education	Chairman of the Board of Technical Education & Director of Technical Education.
<b>J-Electricity Department</b>					
67	Temporary / Permanent Service Connection for Domestic, Commercial, Agriculture		Assistant Engineer	Fifteen days	Superintending Engineer.
67A	Certification of Electrical Installation by Electrical Inspector Manufacturing/ /Service			15 days to month from the date of inspection or compliance to the observation into by the applicant and subsequent inspections to confirm compliance adhered to whichever is later	
67 B	Permission for installation of diesel generator set; by the office of the Chief Electrical Engineer		Executive Engineer (Commercial)	7 days	Chief Electrical Engineer.
67 C	Permission for commissioning of diesel generator set by State Electrical Inspectorate		Inspector	10 days	-do-
68	Temporary/ Permanent Service Connection for Industries	Submission of proposal for load approval	Executive Engineer	Ten days	Superintending Engineer.
		Decision on load approval	Chief Electrical Engineer	Ten days	Secretary (Power).

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		Approval of estimates	Executive Engineer/ Superintending Engineer/Chief Electrical Engineer	Ten days	Superintending Engineer.
		Releasing of connection after execution of work	Executive Engineer	Ten days	Superintending Engineer.
69	Meter Testing	Removing of Meter and sending to MRT laboratory	Assistant Engineer	Five days	Superintending Engineer.
		Testing of the Meter	Assistant Engineer-MRT	Five days	Superintending Engineer.
		Reinstalling a meter	Assistant Engineer	Five days	Superintending Engineer.
70	Shifting of Electric poles	Submission of the proposal to the Superintending Engineer for approval after inspection is done	Executive Engineer	Ten days	Chief Electrical Engineer.
		Decision on the submitted proposal	Superintending Engineer	Five days	
		Conveying of intimation to deposit supervision charges	Executive Engineer	Three days	
		Submission of proposal to the Superintending Engineer for approval after inspection is done	Executive Engineer	Ten days	
		<b>K- Directorate of Food and Drugs Administration</b>			
71	Grant of Drugs Retail Licence		Dy. Director of Food and Drugs Administration	Thirty days	Director of Food and Drugs Administration.
<sup>3</sup> [71 A	Grant of Drugs Wholesale License		Dy. Director of Food and Drugs Administration	30 days	Director of Food and Drugs Administration].
72	Grant of Goods Manufacturing Practices Certificate.		Dy. Director of Food and Drugs Administration	Seven days	Director of Food and Drugs Administration.
73	Grant of No Conviction Certificate		Dy. Director of Food and Drugs Administration	Seven days	Director of Food and Drugs Administration.
74	Grant of Free Sales Certificate		Dy. Director Food and Drugs Administration	Seven days	Director of Food and Drugs Administration.

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75	Grant of Production & Sales Verification Certificate	Dy. Director of Food and Drugs Administration	Fourteen days	Director of Food and Drugs Administration.
76	Food Licence involving inspection of Premises	Designated Officer	Sixty days	Director of Food and Drugs Administration.
77	Food Licence not involving inspection premises	Designated Officer	Thirty days	Director of Food and Drugs Administration.
78	Registration Certificate for food premises not involving inspection	Regulatory Authority	Seven days	Director of Food and Drugs Administration.
79	Registration Certificate for food premises involving inspection	Regulatory Authority	Thirty days.	Director of Food and Drugs Administration.
80	Registration certificate for temporary premises	Regulatory Authority	Three days.	Director of Food and Drugs Administration.
<sup>4</sup> [80 A	Grants of Fresh Drugs/Cosmetics manufacturing license with maximum five products	Dy. Director of Foods and Drugs Administration	30 days from the receipt of completed application	Director of Food and Drugs Administration.
80B	Grants of Renewal of Drugs/Cosmetic Manufacturing License	Dy. Director of Foods and Drugs Administration	30 days from the receipt of completed application	Director of Food and Drugs Administration].
<b>L- Labour &amp; Employment</b>				
81	Issue of Registration Certificate/License under the Contract Labour (R&A) Act, 1970 and the rules there under	Dy. Labour Commissioner	Fifteen working days	Labour Commissioner.
82	Issue of Registration Certificate/License under the Inter State Migrant Workmen (Regulation of Employment & Conditions of Service) Act, 1975 and the rules there under	Dy. Labour Commissioner	Fifteen working days	Labour Commissioner.
83	Issue of Registration Certificate under Goa Daman and Diu Shops and Establishment Act, 1973 and the rules there under	Labour Inspector	Seven working days	Labour Commissioner.
84	Issue of Registration Certificate/License under Motor Transport Workers Act, 1961 and the Rules there under	Chief Inspector i.e. Commissioner of Labour	Seven working days	Secretary (Labour).
85	Registration for Employment	Employment Officer	On same day	Labour Commissioner.
86	Renewal for Employment	Employment Officer	On same day	Labour Commissioner.
<sup>5</sup> [86 A	Application for Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996	Deputy Labour Commissioner	Fifteen working days	Labour Commissioner.
<b>M-Institute of Nursing Education.</b>				
87	Providing Transcript to student	Principal	Fifteen days	Director of Health Services.
88	Certificate of Training	Principal	The next day after the result	Director of Health Services.

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N-Directorate of Panchayats					
89	Issue of construction licence, permission for repair licence for hotel/shop/eating house/trade/factory, occupancy certificate, no objection certificate for bar/liquor shop	Submission of application /file before the Panchayat Meeting	Village Panchayat Secretary	Fifteen days	Block Development Officer.
		Decision on the application	Sarpanch	Fifteen days	Block Development Officer.
		Execution of the decision	Village Panchayat Secretary	Ten days	Block Development Officer.
90	Issue of Income Certificate		Village Panchayat Secretary	Three days	Block Development Officer.
91	Issue of No Dues Certificate		Village Panchayat Secretary	Three days	Block Development Officer
92	Issue of Residence Certificate		Village Panchayat Secretary	Three days	Block Development Officer.
O- Public Works Department					
93	Water connection		Assistant Engineer	Thirty days	Executive Engineer.
6[93 A	Making of the application to the concerned Sub-Division and processing for ascertaining technical feasibility		Assistant Engineer	4 days	Executive Engineer.
	Carrying out site inspection and preparations of feasibility report by Engineer-in-charge		Assistant Engineer	12 days	Executive Engineer.
	Preparation of installation bill by Sub-Division		Assistant Engineer	4 days	Executive Engineer.
	Payments of installation bill by consumer		Assistant Engineer	3 days	Executive Engineer.
	Releasing of Water Supply Connection and providing water meter		Assistant Engineer	7 days	Executive Engineer].
			Total	30 days	
94	Sewerage Connection		Assistant Engineer	Thirty days	Executive Engineer.
7[94 A	Site inspection by the Sub-Division Office		Assistant Engineer	0 to 15 days	Executive Engineer.
	Inspection Report prepared by Sub-Division Office and submitted to Office Executive Engineer		Assistant Engineer	0 to 30 days	Executive Engineer.
	Inspection Report to be verified by the Office of Executive Engineer		Executive Engineer	0 to 8 days	Superintending Engineer.
	Applicant is granted Road Cutting Permission		Executive Engineer	0 to 45 days	Superintending Engineer].
P- Revenue Department					
95	Issue of Form I & XIV		Mamlatdar	Two days	Dy. Collector & Sub-Divisional Officer.

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

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

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



OFFICIAL GAZETTE — GOVT. OF GOA  
(EXTRAORDINARY No. 3)

SERIES II No. 31

3RD NOVEMBER, 2022

1	2	3	4	5	1
119	Indira Awas Yojana-2 <sup>nd</sup> Installment	Submission the proposal to the Block Development Officer	Village Panchayat Secretary	Five days	Block Development Officer.
		Submission the proposal to the District Rural Development Agency	Block Development Officer	Ten days	Project Director.
		Releasing the 2 <sup>nd</sup> instalment	Project Officer, District Rural Development Agency	Seven day	Project Director.
120	National Family Benefit Scheme	Submission the proposal to the Block Development Officer	Village Panchayat Secretary	Seven days from the date of Gram Sabha resolution	Block Development Officer.
		Decision on the application and disbursement of the amount	Block Development Officer	Seven days	Project Director.
121	Gas Connection under GGUY	Submission of the proposal to the Block Development Officer	Village Panchayat Secretary	Seven days from the date of Gram Sabha Resolution	Block Development Officer.
		Submission of the proposal to the District Rural Development Agency	Block Development Officer	Seven days	Project Director, District Rural Development Agency.
		Decision on the application	Project Officer, District Rural Development Agency	Seven days from receipt of confirmation of the Know Your Customer (KYC) details	Project Director, District Rural Development Agency.
122	Preparation of a Job Card under The Mahatma Gandhi National Rural Employment Guarantee Act	Submission the proposal to Block Development Officer	Village Panchayat Secretary	Four days	Block Development Officer.
		Submission of the proposal to District Rural Development Agency	Block Development Officer	Two days	Project Director.
		Printing of the Job Card	Project Officer	Two days	Project Director.
		Issue of the Job Card	Block Development Officer	Two days	Project Director.
		Delivery of the Job Card to the beneficiary	Village Panchayat Secretary	Two days	Block Development Officer.

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

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S- State Registrar & Notary Service					
144	Registration of a partnership firm under Indian Partnership Act, 1932		Civil Registrar /Registrar of Firms	Seven days from the date of receipt of the application	District Registrar.
145	Returning of documents after registration under Indian Partnership Act, 1932		Civil Registrar/ Registrar of Firms	Third day from the date of registration	District Registrar.
146	Copy of marriage record for the first time under Codigo de Registo Civil in case of civil marriage (definitive)		Civil Registrar	On the day of final marriage registration	District Registrar.
147	Copy of marriage record on first time under Codigo de Registo Civil in case of provisional marriage		Civil Registrar	Next day after it becomes definitive	District Registrar.
148	Copy of marriage record on first time under Codigo de Registo Civil in case of canonical marriage		Civil Registrar	Next day after receipt of the church marriage records	District Registrar.
149	Endorsement of name (Change of name of a Hindu bride)		Civil Registrar	Two days	District Registrar.
150	Correction of Marriage Record	Submission of proposal to the District Registrar	Civil Registrar	Seven days	District Registrar.
		Submission of proposal to the State Registrar	District Registrar	Seven days	State Registrar.
		Decision on the proposal	State Registrar	Fifteen days	Inspector General of Registration/ Law Secretary.
151	Registration of documents under the Indian Registration Act, 1908		Sub Registrar	Same day	District Registrar.
152	Returning of documents after registration	a) When the system is computerized	Sub Registrar	Three days	District Registrar.
		b) When records are still being done manually (Not computerized)	Sub Registrar	Seven days	District Registrar.
153	Issue of Certified copies of documents under Indian Registration Act, 1908	a) When the system is computerized	Sub Registrar	Three days	District Registrar.
		b)When records are still being done manually(Not computerized)	Sub Registrar	Seven days	District Registrar.

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154	Submission of intimation to the Mamlatdar of the Taluka under Rule 15 of the Goa Daman and Diu Land Revenue (Record of Rights and Register of Cultivators) Rules, 1969 for documents registered in the preceding month		Civil Registrar	By the seventh day of each month	District Registrar.
155	Change of name or surname under the Goa Change of Name and Surname Act, 1990		Civil Registrar	One day after the notice period is over if there are no objections received	District Registrar.
156	Nil Encumbrance Certificate	Where records are computerized	Sub Registrar	Three days	District Registrar.
		Where records are not computerized	Sub Registrar	Ten days	District Registrar.
157	Registration of a Society under the Societies Registration Act & issue of the registration certificate		District Registrar/ Inspector General of Societies	Seven days	State Registrar.
158	Issue of certified copies of registered documents other than as specified above		Civil Registrar	Seven days	District Registrar.
159	Registration of a Will under the Notarial Act Decree No. 8373 of Notaries Laws		Civil Registrar/ Notary Ex-Officio	Seven days	District Registrar.
160	Registration of succession under the Notarial Act Decree No. 8373 of Notaries Laws		Civil Registrar/ Notary Ex-Officio	Seven days	District Registrar.
161	Registration of all other documents under the Notarial Act Decree No. 8373 of Notaries Laws		Civil Registrar/ Notary Ex-Officio	Seven days	District Registrar.
T-Town and Country Planning Department					
162	Recommendation on the application of conversion		Town Planner in charge of the Taluka	Twenty days	Chief Town Planner.
163	Technical clearances for Building/Development Plan		Town Planner in charge of the Taluka	*Thirty days	Chief Town Planner.
164	Zoning Information		Town Planner in charge of the Taluka/ Member Secretary of Planning Development Authority	Ten days	Chief Town Planner.
165	Issue of Completion Certificate		Town Planner in charge of the Taluka/ Member Secretary of the Planning and Development Authority	Fifteen days	Chief Town Planner.
166	Development Permission under section 44 of the Town and Country Planning Act		Member Secretary of Planning and Development Authority	*Thirty days	Chief Town Planner.

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167	<sup>8</sup> [No objection certificate under Section 49(6) of the Goa, Daman and Diu Town and Country Planning Act, 1974 (Act 21 of 1975)]	Deputy Town Planner/Town Planner/Senior Town Planner in charge of The Taluka	Fifteen days	Chief Town Planner (Administration).
168	Permission under 17 –A	Town Planner in charge of the Taluka	Thirty days	Chief Town Planner.
<b>U-Transport Department</b>				
169	Issue of learner's license	Asstt. Director of Transport	Same day	Director of Transport.
170	Issue of temporary registration certificate	Asstt. Director of Transport	Same day	Director of Transport.
171	Issue of fitness certificate	Asstt. Director of Transport	Two days	Director of Transport.
172	Renewal of fitness certificate	Asstt. Director of Transport	Same day	Director of Transport.
173	Issue of temporary permit	Asstt. Director of Transport	Same day	Director of Transport.
174	Grant of special permit	Asstt. Director of Transport	Two days	Director of Transport.
175	Cancellation of hypothecation/ endorsement of hypothecation of vehicle	Asstt. Director of Transport	Two days	Director of Transport.
176	Renewal of driving licence	Asstt. Director of Transport	Same day	Director of Transport.
177	Addition to driving licence	Asstt. Director of Transport	Added and issued on the same day of passing the test	Director of Transport.
178	Renewal of conductor's licence	Asstt. Director of Transport	Same day	Director of Transport.
179	Transfer of ownership	Asstt. Director of Transport	Seven days	Director of Transport.
180	Issue of the registration certificate	Asstt. Director of Transport	Seven days	Director of Transport.
181	Grant of driving licence	Asstt. Director of Transport	On the same day of passing the test	Director of Transport.
182	Issue of a duplicate driving licence	Asstt. Director of Transport	Same day	Director of Transport.
183	Issue of a duplicate conductor's licence	Asstt. Director of Transport	Same day	Director of Transport.
184	Issue of duplicate Registration Certificate (R.C.) book	Asstt. Director of Transport	Same day	Director of Transport.
185	Issue of a conductor's badge L.E.S.A.	Asstt. Director of Transport	Same day	Director of Transport.

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<b>V-Tribal Welfare</b>				
186	Merit Based Award	Director Tribal Welfare	Ten days	Secretary (Tribal).
187	Home Nursing (S.T.)	Assistant Director Tribal Welfare	Ten days	Director Tribal Welfare.
188	Pre-Metric Scholarship (S.T.)	Assistant Director Tribal Welfare	Ten days	Director Tribal Welfare.
189	Atal Asra Yojana (S.T.)	Director Tribal Welfare	Ten days	Secretary (Tribal).
190	Mundkarche Ghar (S.T.)	Director Tribal Welfare	Ten days	Secretary (Tribal).
191	Kanya Dhan (S.T.)	Assistant Director Tribal Welfare	Ten days	Secretary (Tribal).
192	Antya Sanskar Yojna	Assistant Director Tribal Welfare	Ten days	Director Tribal Welfare.
193	Post Metric Scholarship (S.T.)	Director Tribal Welfare	Thirty days	Secretary (Tribal).
194	Gagan Bharari Shiksha Yojana (S.T.)	Director Tribal Welfare	Thirty days	Secretary (Tribal).
195	Financial Assistance to Children of Widow/ /Orphan child (S.T.)	Assistant Director Tribal Welfare	Thirty days	Secretary (Tribal).
196	Book Bank Scheme (S.T.)	Assistant Director Tribal Welfare	Thirty days	Secretary (Tribal).
197	Merit Based Award	Director Tribal Welfare	Ten days	Secretary (Tribal).
<b>W-Water Resources Department</b>				
198	Permission for drawing water for irrigation from River/Nallah/Stream	Executive Engineer	Fifteen days	Chief Engineer.
199	Permission for water for irrigation	Executive Engineer	Fifteen days	Chief Engineer.
200	Grant of permission to transport water	Executive Engineer	Fifteen days	Chief Engineer.
201	Registration of existing wells	Ground Water Officer/ /Executive Engineer	Ten days	Chief Engineer.
202	Sinking of a well	Ground water Officer/Executive Engineer	Twenty one days	Chief Engineer
203	Subsidy for irrigation well scheme for agricultural crops/horticultural/ plantation crops	Chief Engineer	Twenty one days	Secretary (Water Resources Department)
204	Subsidy under rain water harvesting scheme	Chief Engineer	Twenty one days	Secretary (Water Resources Department)

Sr. No.	Service		Designated Officer	Time limit in working days	1st appellate authority
(1)	(2)		(3)	(4)	(5)
<b>A-Department of Agriculture</b>					
1	Settlement of the claim of farmers of locally produced vegetables		Managing Director	Thirty days	Director of Agriculture.
<b>B-Department of Co-operation</b>					
<b>Registrar of Co-operative Societies</b>					
<sup>9</sup> 2	Registration of Society under section 8 of the Goa Co-operative Societies Act, 2001 (Goa Act 36 of 2001)		Registrar of Co-operative Societies	45 days	Secretary of the Department of Co-operation.
3	Approval for amendment in the Bye-Laws of the Society under section 8 of the Goa Co-operative Societies Act, 2001 (Goa Act 36 of 2001)		Assistant Registrar of Co-operative Societies	45 days	Registrar of Co-operative Societies.
<b>Goa State Agricultural Marketing Board</b>					
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.
<b>C-Department of Craftsmen Training</b>					
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.
10	BPL Scholarship	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.

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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.	
<b>D-Department of Education, Arts &amp; Culture</b>					
<b>Directorate of Arts &amp; Culture</b>					
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.	
<b>College of Architecture</b>					
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.
19	Duplicate certificates/mark sheets	Within 5 years	In charge of Examination	Ten days	Principal.
		Beyond 5 years	In charge of Examination	Ten days	Principal.
20	Verification of marks	In charge of Examination	Thirty days	Principal.	
21	Revaluation and declaration of results	In charge of Examination	Forty Five days	Principal.	



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<b>Archives and Archeology</b>					
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 a. 1-20 documents	Archivist (General)	Twelve days from date of payment	Director of Archives and Archeology.	
	b. More than 20 but less than 50	Archivist (General)	Twenty days from date of payment	Director of Archives and Archeology.	
	c. More than 50 but less than 100	Archivist (General)	Thirty days from date of payment	Director of Archives and Archeology.	
	d. More than 100	Archivist (General)	Forty days from the date of the payment	Director of Archives and Archeology.	
26	Digital images of historical records on CDROMs a. Up to 500 digital images	Scientific Officer	Forty days from date of payment	Director of Archives and Archeology.	
	b. More than 500 digital images	Scientific Officer	Fifty days from date of payment	Director of Archives and Archeology.	
27	Issue of certified copies of following records to public at IPHB, Altinho a. Documentos Pera Vaigem	Archivist (Management)	Seven days	Director of Archives and Archeology.	
	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.	
<b>E-Department of Election Chief Election Officer</b>					
29	Registration of Electors	One copy of the application received under sub-rule (1) of	Assistant Electoral Registration Officer/Electoral Registration Officer	Three days	District Election Officer.

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	Rule 26 together with a notice inviting Objections to be posted as provided in sub -rule (3) of Rule 26			
	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.
<b>F-Department of Environment Goa State Pollution Control Board</b>				
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.

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34	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Large – Green Category	Chairman	Forty Five days	Secretary to Government.
35	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Micro and Small (Including Stone Quarries) – Red Category	Chairman	Ninety days	Secretary to Government.
36	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1974 Medium Scale Enterprise (Including Stone Quarries) – Red Category	Chairman	Ninety days	Secretary to Government.
37	Consent to establish or operate Beneficiation Plants (Dry Screening Plants, Washing Plants) – Red Category under the provisions of the Air (Prevention and Control of Pollution) Act, 1981 and The Water (Prevention and Control of Pollution) Act, 1947	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.

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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 i) Red Category	Chairman	Ninety days	Secretary to Government.	
	ii) Orange Category		Sixty days		
	iii) Green Category		Forty five days		
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.	
48A	Authorization under construction and Demolition waste management (Management and Handling Rules, 2016)	Member Secretary	45 days	N.A.	
<b>G- Department of Finance</b>					
<b>Commissioner of Excise</b>					
49	Grant of Liquor License/Shifting for Retail sale/Wholesale of IMFL, CL & FL in packed bottles 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	In-charge 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

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		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 Retail sale/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	In-charge 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
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.

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		Decision of the application	Commissioner of Excise	Fifteen days	Secretary (Finance).
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.

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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	Exercise 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)	Exercise 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).
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 days	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)
59A	Issuing of Excise verification Certificate	Excise Inspector	-do-	Two working days	Commissioner of Excise.
H-Department of Fisheries					
60.	Registration of Fishing Net	Dy. Director of Fisheries	Fifteen days	Director of Fisheries.	
61.	Transfer of Fishing Net	Dy. Director of Fisheries	Fifteen days	Director of Fisheries.	

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[62]	Allotment of registration number of the Non-motorized /Motorized fishing canoe	Forwarding the application to the Deputy Director of Fisheries	Assistant Superintendent of Fisheries/ Superintendent of Fisheries	Seven days	Director of Fisheries.
		Submission of file to the Director of Fisheries	Dy. Director of Fisheries	Three days	Director of Fisheries.
		Decision on the application	Director of Fisheries	Five days	Secretary of Fisheries
63	Issue of vessel Registration Certificate (for fishing canoe only to the cases where registration number is allotted to the fishing canoe (as per serial No. 62)	Forwarding the application to the Deputy Director of Fisheries	Assistant Superintendent of Fisheries/ Superintendent of Fisheries	Thirty Five days	Director of Fisheries.
		Submission of files to Director of Fisheries	Deputy Director of Fisheries	Five days	Director of Fisheries.
		Decision on the application	Director of Fisheries	Twenty days	Secretary of Fisheries.
Principal Chief Conservator of Forests					
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. Up to 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. Up to 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).



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67	Compensation of amount of loss of human life of permanent disability	Submission the report to the Damage Assessment Committee	Sub-Divisional Officer Forest	Thirty days	Conservator of Forest (Conservation).
		Decision of the compensa-tion	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 Compensa-tion	Dy. Conservator of 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 life Warden	Twenty Five days	Principal Chief Conservator of Forest.
Forest Development Corporation					
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.
70	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	30th June	General Manager.
72	Refund of Security Deposit		Manager Finance	Twenty one days from the report received from the R.F.O.	Managing Director.

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<b>J- Department of Home</b>				
<b>Director General of Police</b>				
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	Immediate 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 to character certificate / service verification individuals 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.
<b>Directorate of Fire and Emergency Services</b>				
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.
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.

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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, sea ports, 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 meters 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 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.
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.

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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. 5.0 lakhs but less than 10 lakhs	Divisional Officer	Ten days	Dy. Director, Fire Services.
115	Issue of fire report in cases where loss 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.
<b>K-Department of Industries</b>				
<b>Goa Industrial Development Corporation</b>				
<b>a. Allotment of Plots and Galas</b>				
117	Fixing of meeting of Screening Committee within from the last date of application	Chief General Manager of IDC	Thirty days	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).
120	Confirmation/Allotment order to the Party	Managing Director	Fifteen days from the date of applicant's deposited payment	Secretary (Industries).

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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>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</b>				
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.
<b>c. Surrender of Plots &amp; Galas</b>				
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	Secretary (Industries).
132	Refund of amount	Chief Accounts Officer	Fifteen days	Managing Director.
132 A	The Goa State Incentives to Encourage Investments Schemes, 2017	Incentives to industries for Certification and Patenting Scheme	Director of Industries, Trade & Commerce—Sanction limit amount	Sanctioning 30 days if Designated Secretary of Industries if sanction amounts

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			upto Rs. 10 lakh per disbursement per scheme	officer agrees with recommendation of the Task Force Committee	upto Rs. 10 Lakh Per Disbursement per scheme.
		Employment Subsidy Scheme, 2017 and Employment Subsidy Scheme, 2008	Secretary of Department of Industries—Sanction Limit	Sanctioning 45 days if Designated officer agrees with recommendation of Task Force Committee	Chief Secretary if sanction amount is above Rs. 10 Lakh upto Rs. 20 Lakh per disbursement per scheme.]
		The State Mission for Food Processing Scheme (SMFP), 2017	amount above Rs. 10 Lakh and upto Rs. 20 Lakh per disbursement per scheme		
		Training Linked Incentives Scheme			
		Incentives to order Consumption of Local Raw Material Scheme		Disbursal 15 days after receiving sanction order	
		Incentive to Green Investments Scheme (Audit Component and Capital)			
		Interest Subsidy Scheme, 2017 Interest Subsidy Scheme, 2008			

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<b>d. Mortgage of 1<sup>st</sup>, 2<sup>nd</sup> or Pari Passu charge over the lease hold rights of Plots &amp; Galas</b>				
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.
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).
136 A	Building Plan sanction including Plinth inspection	Field Manager/ Area Manager of concerned Industrial Estate	7 days	Managing Director.
		Regional Manager/Deputy General Manager	7 days	Managing Director.
		General Manager	16 days	Managing Director.
		<b>Total</b>	30 days from complete submission of documents and payment of fees.	
	Occupancy Certificate	Field Manager/ Area Manager of concerned Industrial Estate	3 days	Managing Director.
		Regional Manager/ Deputy General Manager	2 days	Managing Director.
		General Manager	3 days	Managing Director.
		<b>Total</b>	<b>8 days</b>	
	Issue of site plans/layout plans	General Manager (Engineering Section)	5 days	Managing Director.
	Release of water connection to Industrial units 1 and above	Field Manager/ Area Manager	3 days	Managing Director.
		Regional Manager/ Deputy General Manager	3 days	Managing Director.
		General Manager (Engineering)/ Regional Manager (Head Office)	5 days	Managing Director.
		Regional Manager/ Deputy General Manager	3 days	Managing Director.
		<b>Total</b>	<b>14 days</b>	

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	Release of water connection to Industrial units ½ and ¾	Field Manager/ Area Manager	3 days	Managing Director.
		Regional Manager/ Deputy General Manager	3 days	Managing Director.
		<b>Total</b>	<b>6 days</b>	
	NOC for electric connection	Field Manager/ Area Manager	3 days	Managing Director.
		Regional Manager/ Deputy General Manager	2 days	Managing Director.
		General Manager (Engineering)/ Regional Manager (Head Office)	3 days	Managing Director.
		<b>Total</b>	<b>8 days]</b>	
<b>Goa Handicraft Small Scale Industries Development Corporation</b>				
<b>a. Scheme for providing subsidy for clay idol makers</b>				
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>b. Financial assistance to the traditional Bakers of Goa</b>				
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.
<b>c. Deendayal Swayam Rojgar Yojana (Goa Youth Rozgar Yojana Scheme)</b>				
145	Submission of proposal to the appraisal committee	G. M. Accounts	Fifteen days from the last date of application	Managing Director.
146	Disbursal of subsidy after approval by the appraisal committee	Manager Accounts	Fifteen days from the date of receiving of funds Khadi and	Managing Director.



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			Village Industries Board		
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.	
<b>L. Department of Inland Waterways Captain of Ports</b>					
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-Dock Shipyards	Captain of Ports	Fifteen days	Secretary (Ports).	
<b>River Navigation</b>					
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.	
<b>M. Department of Labour Commissioner, Labour and Employment Chief Inspector of Factories and Boilers</b>					
160	Approval of Factory Plans	Chief Inspector of Factories & Boilers	90 days	Secretary (Factories & Boilers)	

OFFICIAL GAZETTE — GOVT. OF GOA  
(EXTRAORDINARY No. 3)

SERIES II No. 31

3RD NOVEMBER, 2022

1	2	3	4	5
161	Registration & Grant of Factories License	Chief Inspector of Factories & Boilers	21 days	In accordance with section 19 (1) prescribed under the Goa (Right of Citizens to Time Bound Delivery of Public Services) Act, 2013
162	Renewal of Factory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)
163	Amendment of Factory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)
164	Transfer of Factory License	Chief Inspector of Factories & Boilers	21 days	Secretary (Factories & Boilers)
165	Approval of Notice of Period of Work for Adult Workers	Inspector of Factories	21 days	Chief Inspector of Factories & Boilers
166	Issue of Certificate of Fitness to Young Person	Medical Inspector of Factories/ Certifying Surgeon	21 days	Chief Inspector of Factories & Boilers
167	Confirmation of appointment for conducting Medical Examination of Workers	Medical Inspector of Factories/ Certifying Surgeon	05 days	Chief Inspector of Factories & Boilers
168	Confirmation of appointment for conducting Industrial Hygiene Survey	Chemist	05 days	Chief Inspector of Factories & Boilers
168 A	Confirmation of dates of training programme to be organised	Training Assistant	05 days	Chief Inspector of Factories & Boilers
168 B	Issue of Provisional Order in Form-V after registration inspection	Inspector of Boilers	02 days	Chief Inspector of Factories & Boilers
168 C	Assigning of registration No. for boilers having heating surface area of less than 1000 sq. meters	Inspector of Boilers	30 days	Chief Inspector of Factories & Boilers
168 D	Issue of Certificate for use of Boiler having heating surface area of more than 1000 sq. meters	Chief Inspector of Factories & Boilers	30 days	Secretary (Factories & Boilers)
168 E	Steam Test of Boiler	Inspector of Boilers	30 days	Chief Inspector of Factories & Boilers
168	Issue of Certificate for use of Boiler	Inspector of Boilers	02 days	Chief Inspector of Factories & Boilers
168 F	Permission to carry out repairs/alterations to Boilers	Chief Inspector of Factories & Boilers	02 days	Secretary (Factories & Boilers)
168 G	Inspection of material as per Indian Boiler Regulations, 1950	Inspector of Boilers	21 days	Chief Inspector of Factories & Boilers
168 H	Approval of drawings related to steam pipeline	Inspector of Boilers	21 days	Chief Inspector of Factories & Boilers
168 I	Recognition of Boiler & steam pipeline repairers	Chief Inspector of Factories & Boilers	30 days	Secretary (Factories & Boilers)
168 J	Issue of certificate for manufacture and test	Chief Inspector of Factories & Boilers	(i) 03 days for Boiler component (ii) 07 days for Boiler	Secretary (Factories & Boilers)

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<b>N. Department of Law</b>				
169	Where the final arguments are heard in a matter judgment should 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 seven days (Ordinary) Appellate authority of the said Court.	Presiding Officer of Courts constituted under Revenue/Labour/Industrial/Consumer or any other Local Act		
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.
<b>O. Department of Legal Metrology</b>				
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 a 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.

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<b>P. Department of Mines and Geology</b>					
<b>Directorate of Mines &amp; Geology</b>					
179	Grant of application under Rule-5 for mining lease	Forwarding the application after scrutiny to Survey Officer	Director	Five days	Secretary (Mines).
		Verification of plan	Surveying Officer	Five days	Director (Mines).
		Inspection and report	Assistant Geologist	Fifteen days	Director (Mines).
		Decision	Director of Mines	Ten days	Secretary (Mines).
180	Refund of application 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).

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<b>Q. Department of Non-Conventional Sources of Energy</b>					
<b>Goa Energy Development Agency</b>					
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.	
<b>R. Department of Panchayati Raj and Community Development</b>					
<b>Directorate of Panchayat</b>					
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.
	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.
<b>S. Department of Planning</b>					
<b>Directorate of Planning, Statistics and Evaluation/Office of Chief Registrar of Births and Deaths</b>					
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.

1	2	3	4	5
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.
203 A	Issue of Marriage Certificate and receipt of Priest's Certificate in Canonical marriages	Civil Registrar	4 days	-do-
<b>T. Department of Power Chief Electrical Engineer</b>				
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	
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,	Executive Engineer.

1	2	3	4	5
			wherever feasible. 2. Rectification of fault and thereafter restoration of normal power supply within twelve working hours	
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	Superintending Engineer.

1	2	3	4	5
			fault within twelve working hours	
209	Rectification of supply problem in grid (33 KV or 66 KV) sub-station.	Assistant Engineer of concerned Sub-Division	(1) Restoration of supply from alternate source, within six working hours, wherever feasible. (2) Repair and restoration of supply within forty eight working hours	Superintending Engineer.
210	Rectification of Power Transformer Failure	Assistant Engineer of concerned Sub-Division	Restoration of supply from alternate source within six working hours, wherever feasible	Superintending Engineer.
211	Rectification of voltage variation problem	Junior Engineer	Within four working hours	Executive Engineer.
212	Tapping of Transformer	Junior Engineer	Within three days	Executive Engineer.
213	Installation & Up-gradation of HT/LT system	Executive Engineer	One hundred and eighty days	Superintending Engineer.
214	Rectification of complaint lodged for burnt meter	Junior Engineer of the concerned Section	Restore supply within six working hours and new meter shall be provided within three days from the receipt of complaint	Executive Engineer.



1	2	3	4	5
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.
<b>U. Department of Printing and Stationery</b> <b>Directorate of Printing and Stationery</b>				
224	Publication of private notices in the Official Gazette	Dy. Director (Tec)	Fifteen days	Director.
225	Publication of private tender/notice in Vacancy and Tender Bulletin	Dy. Director (Tec)	Seven days	Director.
226	Sale of ancient photographs	Dy. Director	Seven days	Director.

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(EXTRAORDINARY No. 3)

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1	2	3	4	5
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.
<b>V. Department of Public Health</b>				
<b>Directorate of Health Services</b>				
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.

1	2	3	4	5
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.
<b>W. Department of Sports and Youth Affairs</b>				
<b>Directorate of Sports</b>				
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).
<b>Sports Authority of Goa</b>				
247	Application for Sports person 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).
<b>X. Department of Tourism</b>				
<b>Directorate of Tourism</b>				
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. 13A)	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.

1	2	3	4	5	
<b>Y. Department of Urban Development Directorate of Municipal Administration</b>					
262	Building Plan sanction/New Construction License	Examination, site inspection and submission of the papers to Chief Officer	Municipal Engineer	Twelve days	Chief Officer.
		Decision on the application	Chief Officer/ Commissioner	Three days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner
		Issue of license	Chief Officer/ Commissioner	Two days from the date of deposit of license fees	D.M.A.]
	Renewal of Construction License	Decision	Chief Officer/ Commissioner	Five days	Chief Officer.
262A	Plinth Inspection Certificate/ Alignment Certificate	Inspection and issue of Certificate	Municipal Engineer	Seven days	Chief Officer/ Commissioner
263	Occupancy Certificate	Inspection & Report	Municipal Engineer	Ten days	Chief Officer/ Commissioner
		Decision on the application	Chief Officer/ Commissioner	Five days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner
		Issue of license	Chief Officer/ Commissioner	Two days from the date of deposit of fees	D.M.A.
264	Miner repair	Inspection & Report	Municipal Engineer	Ten days	Chief Officer/ Commissioner
		Decision on the application	Chief Officer/ Commissioner	Three days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner
		Issue of license	Commissioner	Two days from the date of deposit of fees	D.M.A.
265	NOC for Electric and Water Connection	Inspection & Report	Municipal Engineer	Eight days	Chief Officer/ Commissioner
		Decision on the application	Chief Officer / Commissioner	Two days	D.M.A.
		Convey the decision to applicant	Municipal Engineer	Two days	Chief Officer/ Commissioner
		Issue of license	Chief Officer / Commissioner	Two days	D.M.A.
266	Transfer of house/property tax		Chief Officer / Commissioner	Thirty days	D.M.A.
267	Income Certificate		I/C of Taxation Division	Three days	Chief Officer/ Commissioner

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1	2	3	4	5
268	Advertisement Permission for Sign Board & Hoarding	Examination of Papers and report Decision	I/C of Taxation Division Chief Officer / Commissioner	Three days Three days Chief Officer/ Commissioner 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
271	Public Service (Garbage complaint)	Municipal Engineer	Two days	Chief Officer/ Commissioner
<b>Goa State Urban Development Agency National Urban Livelihood Mission</b>				
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).
<b>Goa University</b>				
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) II) Assistant Registrar Examinations (UG)	Ten days	Registrar

1	2	3	4	5
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.

1	2	3	4	5
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) II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG)	Seven days	Registrar.
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.

1	2	3	4	5	
<b>Z. Department of Women and Child Development</b>					
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.
		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.	



1	2	3	4	5
294	<b>Directorate of Health Services</b>			
	Deen Dayal Swasthya Seva Yojna	Assistant Accounts Officer	7 working days	Director

**ADDITIONAL SERVICES**

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

This Notification shall come into force from the 31st of October, 2022.

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

*Diksha Tari*, Under Secretary (Public Grievances).

Porvorim, 31st October, 2022.

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Published and Printed by the Director, Printing & Stationery  
Government Printing Press,  
Mahatma Gandhi Road, Panaji-Goa 403 001.

Price—Rs. 57.00

PRINTED AT GOVERNMENT PRINTING PRESS, PANAJI-GOA—284/120—11/2022.