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

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:

- Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1/(2) dated 16th April, 2015.
- Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1/(2)/1168 dated 24th December, 2015.
- Notification No. 1/22/2013-14/DPG/GPGRAMS/III/1(5) dated 16th June, 2016.
- Notification No. 1/22/2013-14/DPG/GPGRAMS/206(A) and

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- Notification No. 1/22/2013-14/DPG/GPGRAMS/206(B) published in an Extraordinary No. 2 Official Gazette dated 30th October, 2017.
- 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 |
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| (1) | (2) | (3) | (4) | (5) |
| A-Dire | ctorate of Accounts | | | |
| 1 | Submission of the service book a non-Gazetted Government employee, to the Director of Accounts for determining qualifying service | Head of Office | On the employee completing 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 Provident Fund in co of employee | | Dy. Director of Accounts | One hundred and fifty days | Director of Accounts. |
| B-Dire | ctorate of Agricultur | e | | | |
| 14 | Issue of Krishi card | | Zonal Agriculture Officer | Thirty days | Director of Agriculture. |
| 15 | Support price/assured price of the following crops: | Processing & disposal of the application | Zonal Agriculture Officer | One hundred and fifty days | Director of Agriculture. |
| | Coconut Cashew Pulses Paddy Areca nut | 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 | Agriculture Officer (Fertilizer) | Five days | Director of Agriculture. |
| | dealer | 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/ | Agriculture Officer (Fertilizer) | Five days | Director of Agriculture. |
| | granulated mixture of macro and micro nutrient fertilizers | Deputy Director of Agriculture | Five days | |
| | (chemical), organic fertilizers and bio fertilizers | 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/st insecticides/pest | | Assistant Agriculture Officer | Three days | Director of Agriculture. |
| | dealer | | Zonal Agriculture Officer | Three days | |
| | | | Agriculture Officer/Deputy Director of Agriculture | Five days | |
| | | | Director of Agriculture | Four days | |
| 171 | Licence to stock a insecticides/pest | icides for pest | Assistant Agriculture Officer | Three days | Director of Agriculture. |
| | control operation | S | Zonal Agriculture Officer | Three days | |
| | | | Agriculture Officer/Deputy Director of Agriculture | Five days | |
| | | | Director of Agriculture | Four days | |
| 17J | Renewal of Licen use insecticides/ | pesticides for | Assistant Agriculture Officer | Three days | Director of Agriculture. |
| | pest control oper | ations | Zonal Agriculture Officer | Three days | |
| | | | Agriculture Officer/Deputy Director of Agriculture | Five days | |
| | | | Director of Agricuture | Four days | |
| 17K | Settlement of the farmers of the loc vegetables | ally produced | Managing Director | 30 days | Director of Agriculture. |
| | nal Husbandary & orate of Animal H | | orinary Sarricae | | |
| 18 | Kamdhenu (Sudh | | Dy. Director of Anima Husbandry & Veterinary Services | l Fifteen working days | Director of Animal Husbandry & Veterinary Services. |
| D-Dep | artment of Civil S | upplies and Cons | umer Affairs | | DOLVICOS. |
| 19 | Issue of a surrenc transfer to anothe otherwise | ler certificate on | Inspector of Civil Supplies | Same day | Mamlatdar for Dharbandora |
| 20 | Issue of a new ra cancellation certi of residence is pr | ficate and proof | Inspector of Civil Supplies | Three days | Taluka, Joint Mamlatdar-I for all other |
| 21 | Issue of a new ration card where | Forwarding the application to the Talathi | Inspector of Civil Supplies | One working day | Talukas. |
| | cancellation certificate and proof of residence is not provided | Report to be submitted to Civil Supplies branch | Talathi of Saza | Three working days from the day the application is received | |
| | | Decision on The application | Inspector of Civil Supplies | Three working days from the date of receipt of the Talathi's report | |

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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. |
| E-Depa | artment of Commercial Taxes | | | |
| 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 outstandig 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. |
| $\overline{}$ | cation (School Education–Directora | | | |
| 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). |
| $\overline{}$ | cation (Goa Board of Secondary an | | | |
| 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 andHigher 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. |

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

| (1) | (2) | (3) | (4) | (5) |
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| H-Ed | ucation (Higher Education) | | | |
| 55 | Authentication | Under Secretary (Higher Education) | Fifteen working days | Director of Technical Education (DTE)/Ex Officio Joint Secretary. |
| I-Edu | cation (Technical Education) | | | |
| 56 | Authentication | Asst. Secretary | Fifteen working days | Chairman of the Board of Technical Education & Director of Technical Education. |
| 57 | Issue of Mark sheets | System Analylist | Forty five working days from the date of declaration of results | Chairman of the Board of Technic 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 Photoc verification in presence of ans | | 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 a | 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 E the website | loard results on | Systems Analyst | Within one day of declaration of results | Chairman of the Board of Technical Education & Director of Technical Education. |
| 66 | Issue of Eligib | ility 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. |
| J-Elec | tricity Departm | ent | | | |
| 67 | | rmanent Service Domestic, | Assistant Engineer | Fifteen days | Superintending Engineer. |
| 67A | Certification of Installation by I Inspector Manu /Service | Electrical | | 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 i diesel generato office of the Chi Engineer | r set; by the | Executive Engineer (Commercial) | 7 days | Chief Electrical Engineer. |
| 67 C | Permission for diesel generator Electrical Inspe | | Inspector | 10 days | -do- |
| 68 | Temporary/ Permanent Service | Submission of proposal for load approval | Executive Engineer | Ten days | Superintending Engineer. |
| | Connection for Industries | 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 | |
| K- Di | rectorate of Food | d and Drugs Admi | nistration | | |
| 71 | Grant of Drugs | Retail Licence | Dy. Director of Food and Drugs Administration | Thirty days | Director of Food and Drugs Administration. |
| ³[71 A | Grant of Drugs License | Wholesale | Dy. Director of Food and Drugs Administration | 30 days | Director of Food and Drugs Administration]. |
| 72 | Grant of Goo Manufacturing Certificate. | | Dy. Director of Food and Drugs Administration | Seven days | Director of Food and Drugs Administration. |
| 73 | Grant of No Cor Certificate | nviction | Dy. Director of Food and Drugs Administration | Seven days | Director of Food and Drugs Administration. |
| 74 | Grant of Free S | ales Certificate | Dy. Director Food and Drugs Administration | Seven days | Director of Food and Drugs Administration. |

| A Drugs/Cosmetics manufacturing license with maximum five products 80B Grants of Renewal of Drugs/Cosmetic Manufacturing License 81 Issue of Registration Certificate/License under the Inter State Migrant Workmen (Regulation of Service) Act, 1975 and the rules there under 82 Issue of Registration Certificate/License under the Inter State Migrant Workmen (Regulation of Service) Act, 1975 and the rules there under 83 Issue of Registration Certificate under Goa Daman and Diu Shops and Establishment Act, 1973 and the rules there under 84 Issue of Registration Certificate under Gransport Workers Act, 1961 and the Rules there under 85 Registration for Employment Employment Commissioner of Labour Construction Workers (Regulation for Registration Commissioner of Labour Seven working days 86 Renewal for Employment Employment On same day Officer Seven working days (Regulation of Employment and Officer Commissioner Co | Fourteen days Director of Food and Drugs Administration. Seven Working days Labour Commissioner. Seven working Labour Commissioner. Director of Food and Drugs Administration. Eifteen Working days Labour Commissioner. Director of Food and Drugs Administration. Eifteen Working days Labour Commissioner. Eifteen working days Director of | Grant of Production & Sales Verification Certificate Production & Sales Verification Certificate Production & Sales Production Pro | |
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| (Regulation of Employment & Conditions of Service) Act, 1975 and the rules there under 83 Issue of Registration Certificate under Goa Daman and Diu Shops and Establishment Act, 1973 and the rules there under 84 Issue of Registration Certificate/License under Motor Transport Workers Act, 1961 and the Rules there under 85 Registration for Employment Employment Officer 86 Renewal for Employment Employment Officer 86 Application for Registration Under The Building and Other Construction Workers (Regulation of Employment and Officer) 86 Registration On same day Officer 87 Commissioner Commissioner Officer 88 Commissioner Commission | Seven working days Seven working days Seven working days Secretary (Labour). Don same day Labour Commissioner. Commissioner. Fifteen working days Labour Commissioner. Commissioner. Fifteen days Director of | (Regulation of Employment & Conditions of Service) Act, 1975 and the rules there under 83 | Commissioner. |
| Conditions of Service) Act, 1975 and the rules there under 83 | Geven working days Secretary (Labour). On same day Labour Commissioner. Commissioner. Fifteen working days Labour Commissioner. Commissioner. Labour Commissioner. Commissioner. | Conditions of Service) Act, 1975 and the rules there under 83 Issue of Registration Certificate under Goa Daman and Diu Shops and Establishment Act, 1973 and the rules there under 84 Issue of Registration Certificate/License under Motor Transport Workers Act, 1961 and the Rules there under 85 Registration for Employment Cefficer 86 Renewal for Employment A under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 M-Institute of Nursing Education. 87 Providing Transcript to student Labour Inspector Chief Inspector i.e. Commissioner of Labour Employment Officer Commissioner On sam Officer Deputy Labour Commissioner Fifteen Fifteen Fifteen | |
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| Shops and Establishment Act, 1973 and the rules there under 84 | Seven working days Secretary (Labour). Con same day Labour Commissioner. Commissioner. Fifteen working days Labour Commissioner. Commissioner. Labour Commissioner. Commissioner. | Shops and Establishment Act, 1973 and the rules there under 84 | |
| 1973 and the rules there under 84 | On same day Commissioner. Don same day Labour Commissioner. Fifteen working days Labour Commissioner. Commissioner. Commissioner. | 1973 and the rules there under 84 | Commissioner. |
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| Renewal for Employment Employment Officer 5[86 Application for Registration under The Building and Other Construction Workers (Regulation of Employment and | On same day Labour Commissioner. Fifteen working days Labour Commissioner. Fifteen days Director of | Renewal for Employment [86] Renewal for Employment Officer [86] Application for Registration Under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 [87] Providing Transcript to Student [88] Employment Officer Deputy Labour Commissioner Commissioner Principal Fifteen Fifteen | |
| Fifteen working days A pplication for Registration under The Building and Other Construction Workers (Regulation of Employment and | Fifteen working days Commissioner. Labour Commissioner. Fifteen days Director of | [86] Application for Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 M-Institute of Nursing Education. Providing Transcript to student Officer Deputy Labour Commissioner Commissioner Principal Fifteen | |
| A Application for Registration Under The Building and Other Construction Workers (Regulation of Employment and | Fifteen working days Labour Commissioner. Fifteen days Director of | Application for Registration under The Building and Other Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 M-Institute of Nursing Education. Providing Transcript to student Principal Fifteen | |
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| Construction Workers (Regulation of Employment and | Fifteen days Director of | Construction Workers (Regulation of Employment and Conditions of Service) Act, 1996 M-Institute of Nursing Education. Providing Transcript to Principal Fifteen student | 5 , |
| (Regulation of Employment and | | (Regulation of Employment and Conditions of Service) Act, 1996 M-Institute of Nursing Education. Providing Transcript to Principal Fifteen student | Commissioner. |
| | | Conditions of Service) Act, 1996 M-Institute of Nursing Education. Providing Transcript to Principal Fifteen student | |
| Conditions of Courses) Act 1000 | | M-Institute of Nursing Education. 87 Providing Transcript to Principal Fifteen student | |
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| student | neath services. | 88 Certificate of Training Principal The nex | Health Services |
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| 99 Contitionto of Training Dringing The part day | The next day Director of | | , |
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| | irectorate of Panch | | - TEN P1 | W.6 1 | P11- |
| 89 | Issue of construction licence, permission for repair licence for hotel/shop/ eating | Submission of application /file before the Panchayat Meeting | Secretary | Fifteen days | Block Development Officer. |
| | house/trade/ factory, occupancy | Decision of the application | n | Fifteen days | Block Development Officer. |
| | certificate, no objection certificate for bar/liquor shop | Execution of the decision | Village Panchayat Secretary | Ten days | Block Development Officer. |
| 90 | Issue of Income Ce | rtificate | Village Panchayat Secretary | Three days | Block Development Officer. |
| 91 | Issue of No Dues C | ertificate | Village Panchayat Secretary | Three days | Block Development Officer |
| 92 | Issue of Residence | | Village Panchayat Secretary | Three days | Block Development Officer. |
| 93 | ublic Works Departr Water connection | nent | Assistant Engineer | Thirty days | Executive |
| 50 | vvater connection | | Assistant Engineer | Timity days | 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 is and preparations of report by Engineer | of feasibility | Assistant Engineer | 12 days | Executive Engineer. |
| | Preparation of inst by Sub-Division | | | 4 days | Executive Engineer. |
| | Payments of instal by consumer | | Assistant Engineer | 3 days | Executive Engineer. |
| | Releasing of Water Connection and pro water meter | | Assistant Engineer | 7 days | Executive Engineer]. |
| | | | Total | 30 days | |
| 94 | Sewerage Connec | | Assistant Engineer | Thirty days | Executive Engineer. |
| 7[94 A | Site inspection by Division Office | | Assistant Engineer | 0 to 15 days | Executive Engineer. |
| | Inspection Report by Sub-Division Of submitted to Office Engineer | fice and e Executive | | 0 to 30 days | Executive Engineer. |
| | Inspection Report verified by the Offi Executive Enginee | ice of er | Executive Engineer | 0 to 8 days | Superintending Engineer. |
| | Applicant is grant Cutting Permission | n | Executive Engineer | 0 to 45 days | Superintending Engineer]. |
| | evenue Department | | Mondatelen | m | Dog Gallanter & Gal |
| 95 | Issue of Form I & X | 14 | Mamlatdar | Two days | Dy. Collector & Sub- Divisional Officer. |

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| 96 | Issue of Re Certificate | sidence | Mamlatdar of Taluka | Five days | Dy. Collector & Sub- Divisional Officer. |
| 97 | Issue of Div Certificate | vergence | Mamlatdar of Taluka | Five days | Dy. Collector & Sub Divisional Officer. |
| 98 | Issue of Inc for Medicla | ome Certificate im | Mamlatdar of Taluka | One day | Dy. Collector & Sub Divisional Officer. |
| 99 | Issue of Ca | ste Certificate | Dy. Collector & Sub Divisional Officer | Ten days | Additional Collector –II. |
| 100 | Issue of No in form-X | tice for mutation | 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 | Issue of Notices and Proclamation | Dy. Collector & Sub- Divisional Officer | Fifteen days | Additional Collector- II. |
| | Revenue Code, in Land Records | Issue of order for survey (where there is no objection) | Dy. Collector & Sub Divisional Officer | Within ten days after the period of thirty days of proclamation in form-B over | Additional Collector- II. |
| | | Survey of property | Inspector of Survey and Land Records | Thirty working days from the receipt of order | Superintendent of Land Records. |
| | | Passing the partition order (If there are no objections) | Dy. Collector & Sub Divisional Officer | Fifteen days from the day the report is received | Additional Collector- II. |
| 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 | Dy. Conservator of | Twenty days | Chief Conservator of |
| | | report by | Forests | | Forests. |
| | | Forest | | | |
| | | Department | | | |
| | | Forwarding of | Collector/Dy. Collector | Within five days of | Secretary (Revenue). |
| | | papers to | & Sub Divisional | receipt of the | , |
| | | survey | Officer | report | |
| | | Department | omee: | Topore | |
| | | where part of | | | |
| | | survey number | | | |
| | | is to be | | | |
| | | converted | | | |
| | | | Incorporate of I and | Thursday days from | Comparint and dept of |
| | | Submission of | Inspector of Land | Twenty days from | Superintendent of |
| | | survey report | survey | the date of receipt | Land Records. |
| | | by Land Survey | | of the order | |
| | | Department | | | |
| | | Decision on | Collector/Dy. Collector | Within ten days of | Secretary (Revenue). |
| | | application | & Sub Divisional | receipt of the | |
| | | | Officer | survey report | |
| | | Issue of Sanad | Collector/Dy. Collector | Three days from | Secretary (Revenue). |
| | | | & Sub Divisional | date of payment | |
| | | | Officer | | |
| 105 | Refund und | ler the Court | Collector | Ten days | Secretary |
| | Fees Act | | | | (Revenue). |
| 106 | Refund und | ler the Indian | Collector | Ten days | Secretary |
| | Stamps Act | | | | (Revenue). |
| 107 | Adjudication | on of Documents | Additional District | Three days | Additional |
| | | | Magistrate | | Secretary |
| | | | | | (Home). |
| 108 | Gratuitous | Proposal to be | Mamlatdar of Taluka | Five days | Collector. |
| 1 | relief | forwarded to | | | |
| | under | the Collector | | | |
| | natural | with | | | |
| | calamity | recommendation | | | |
| | Condimity | Decision | Collector | Five days | Secretary |
| | | Decision | Conector | 1.146 rigida | |
| | | | | | - |
| | | | | | (Revenue). |
| 1 | | Diebursoment | Dy Director of | - | (Revenue). |
| | | Disbursement | Dy. Director of | Five days | - |
| | | of relief, if | Dy. Director of Accounts | - | (Revenue). |
| *00 | - | of relief, if approved | Accounts | Five days | (Revenue). Director of Accounts |
| 109 | | of relief, if approved triz Certificates | Accounts Mamlatdar of Taluka | Five days Three days | (Revenue). Director of Accounts Collector. |
| 109 110 | Issue of De | of relief, if approved triz Certificates | Accounts | Five days | (Revenue). Director of Accounts |
| 110 | Issue of De Certificate | of relief, if approved triz Certificates pendents | Accounts Mamlatdar of Taluka Mamlatdar of Taluka | Five days Three days Five days | (Revenue). Director of Accounts Collector. Collector. |
| | Issue of De Certificate Issue of | of relief, if approved atriz Certificates pendents | Accounts Mamlatdar of Taluka | Five days Three days | (Revenue). Director of Accounts Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- | Accounts Mamlatdar of Taluka Mamlatdar of Taluka | Five days Three days Five days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- (Rupees One | Accounts Mamlatdar of Taluka Mamlatdar of Taluka | Five days Three days Five days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- | Accounts Mamlatdar of Taluka Mamlatdar of Taluka | Five days Three days Five days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- (Rupees One | Accounts Mamlatdar of Taluka Mamlatdar of Taluka | Five days Three days Five days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved triz Certificates pendents Up to Rs. 1,00,000/- (Rupees One Lakh) | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka | Five days Three days Five days Ten days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- (Rupees One Lakh) More than | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub | Five days Three days Five days Ten days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- (Rupees One Lakh) More than Rs. 1,00,000/- | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub | Five days Three days Five days Ten days | (Revenue). Director of Accounts Collector. Collector. |
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| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved arriz Certificates pendents Up to Rs. 1,00,000/- (Rupees One Lakh) More than Rs. 1,00,000/- (Rupees One Lakh) and less than | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub | Five days Three days Five days Ten days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/- (Rupees One Lakh) More than Rs. 1,00,000/- (Rupees One Lakh) and less than Rs. 5,00,000/- | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub | Five days Three days Five days Ten days | (Revenue). Director of Accounts Collector. Collector. |
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| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved striz Certificates pendents Up to Rs. 1,00,000/-(Rupees One Lakh) More than Rs. 1,00,000/-(Rupees One Lakh) and less than Rs. 5,00,000/-(Rupees Five Lakh) | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub Divisional Officer | Five days Three days Five days Ten days Fifteen days | (Revenue). Director of Accounts Collector. Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved atriz Certificates pendents Up to Rs. 1,00,000/-(Rupees One Lakh) More than Rs. 1,00,000/-(Rupees One Lakh) and less than Rs. 5,00,000/-(Rupees Five Lakh) More than | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub | Five days Three days Five days Ten days | (Revenue). Director of Accounts Collector. Collector. |
| 110 | Issue of De Certificate Issue of Solvency | of relief, if approved approved approved arriz Certificates pendents Up to Rs. 1,00,000/- (Rupees One Lakh) More than Rs. 1,00,000/- (Rupees One Lakh) and less than Rs. 5,00,000/- (Rupees Five Lakh) More than Rs. 5,00,000/- | Mamlatdar of Taluka Mamlatdar of Taluka Mamlatdar of Taluka Dy. Collector & Sub Divisional Officer | Five days Three days Five days Ten days Fifteen days | (Revenue). Director of Accounts Collector. Collector. Collector. |
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| 112 | Issue of Do | micile Certificate | Collector | Five days | Secretary (Revenue). |
| 113 | Issue of | Forwarding to | Sub Divisional | Same day | Collector. |
| | Sound | the Police for | Magistrate/Additiona | | |
| | Permission | report | l District Magistrate | | |
| | | Report to the | Police Inspector | Two days | Superintendent of |
| | | Sub Divisional | | | Police. |
| | | Magistrate/ | | | |
| | | Additional | | | |
| | | District | | | |
| | | Magistrate | | | |
| | | Decision on | Sub Divisional | Two days | Collector |
| | | the | Magistrate/Additional | | |
| | | application | District Magistrate | | - |
| 114 | | tified copy of | Draftsmen Grade-I | Three days | Director |
| | survey plan | 1 | | | (Settlement & |
| 115 | | T | District Management | mi i | Land Records). |
| 115 | Issue of | Forwarding the | District Magistrate | Three days | Secretary (Home). |
| | New | application to | | | |
| | Arms License/ | the Police | Incheses of the Bolice | Thirty days | Comprint and out of |
| | transfer | Report to the District | Incharge of the Police Station | Thirty days | Superintendent of Police. |
| | of Arms | | Station | | Police. |
| | License | Magistrate Decision on the | Incharge of the Police | Thirty days | Secretary (Home). |
| | License | application | Station | Initty days | Secretary (Home). |
| 116 | Renewal | Forwarding the | District Magistrate | Three days | Secretary (Home). |
| 110 | of Arms | application to | District magistrate | Timee days | Secretary (Home). |
| | License | the Police | | | |
| | License | Report to | In charge of the Police | Thirty days | Superintendent of |
| | | District | Station | Illity days | Police. |
| | | Magistrate | Julion 1 | | 2 01100. |
| | | Decision on the | District Magistrate | Fifteen days | Secretary (Home). |
| | | application | | | , |
| 117 | Character | Forwarding of | District Magistrate | Three days | Secretary (Home). |
| | Verification | papers to the | | · | , , , , |
| | | Police | | | |
| | | Report to | Superintendent of | Fifteen days | Inspector General of |
| | | District | Police (Crime) | | Police. |
| | | Magistrate | | | |
| | | Decision of the | District Magistrate | Ten days | Secretary (Home). |
| | | District | | | |
| | | Magistrate | | | |
| | | Rural Developme | | | |
| 118 | Indira | Submission | Village Panchayat | Seven days | Block |
| | Awas | the proposal to the Block | Secretary | from the day | Development |
| | Yojana | Development | | of Gram Sabha | Officer. |
| | | Officer | | Resolution | |
| | | Submission | Block Development | Seven days | Project Director |
| | | the | Officer | | of jurisdiction. |
| | | proposal to | | | |
| | | the District | | | |
| | | Rural | | | |
| | | Development | | | |
| | | Agency of | | | |
| | | jurisdiction | | | |
| | | Decision on | Project Officer, | Seven days | Project Director. |
| | | the | District Rural | | |
| | | application | Development Agency | | |
| 2470 | | | | | |

OFFICIAL GAZETTE — GOVT. OF GOA

(EXTRAORDINARY No. 3)

| _ | | | | | |
|-----|---|--|--|--|---|
| 1 | 2 | 3 | 4 | 5 | 1 |
| 119 | Indira Awas Yojana-2 nd 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 nd 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 | Submission the proposal to Block Development Officer | Village Panchayat Secretary | Four days | Block Development Officer. |
| | Mahatma Gandhi National Rural Employment Guarantee | Submission of the proposal to District Rural Development Agency | Block Development Officer | Two days | Project Director. |
| | Act | Printing of the Job Card | Project Officer | Two days | Project Director. |
| | | Issue of the Job Card Delivery of the | Block Development Officer Village Panchayat | Two days | Project Director. Block |
| | | Job Card to the beneficiary | Secretary | a wo days | Development Officer. |

| 1 | 2 | 3 | 4 | 5 |
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| R. De | partment of Social Welfare | | | |
| 123 | Pre-Metric | Assistant Director | Ten days | Director of |
| | Scholarship(S.C.)/O.B.C | (SC/OBC) | | Social Welfare. |
| 124 | Kanya Dhan (S.C.) | Assistant Director | Seven days | Director of |
| | , , , | (SC/OBC) | , | Social Welfare. |
| 125 | Grant of financial | Assistant Director | Five days | Director of |
| | assistance for performance | (WDA) | | Social Welfare. |
| | of funeral and religious | (| | |
| | ceremonies related to last | | | |
| | rites of a person of the | | | |
| | Dhangar Community | | | |
| | under-Antya Sanskar | | | |
| | Sahay Yojana | | | |
| 126 | Home Nursing (S.C.) | Assistant Director | Ten days | Director of |
| | | (SC/OBC) | , | Social Welfare. |
| 127 | Settlement of claim for 50% | Assistant Director | Seven days | Director of |
| | subsidy to the disabled for | (WDA) | | Social Welfare. |
| | diesel/petrol used for their | - | | |
| | motorized vehicles | | | |
| 128 | Inter Caste Marriage | Assistant Director | Seven days | Director of |
| | Award | (SC/OBC) | | Social Welfare. |
| 129 | Marriage with Disabled | Assistant Director | Seven days | Director of |
| | (Award) | (WDA) | | Social Welfare. |
| 130 | Merit Based Award | Assistant Director | Seven days | Director of |
| | (Dhangar) | (WDA) | beven days | Social Welfare. |
| 131 | Post Metric Scholarships | Director of Social | Thirty days | Secretary |
| | (S.C./O.B.C.) | Welfare | Timey days | (Social Welfare). |
| 132 | Gagan Bharari Shiksha | Director of Social | Thirty days | Secretary |
| 132 | Yojana Yojana | Welfare | Tillity days | (Social Welfare). |
| | (Dhangar) | AAGITAT 6 | | (Social Wellate). |
| 133 | Financial assistance to | Assistant Director | Five days | Director of |
| 100 | children of widows/ | (WDA) | rive days | Social Welfare. |
| | orphan child. (Dhangar) | (VDA) | | Social Wellare. |
| 134 | Book Bank scheme | Assistant Director of | Ten days | Director of |
| -04 | (S.C./O.B.C.) | Social Welfare | 1011 days | Social Welfare. |
| 135 | Bachpan- Financial | Assistant Director | Pino dono | Director of |
| 130 | - | | Five days | Social Welfare. |
| 126 | assistance to orphans | (WDA) | The state of the s | |
| 136 | Issue of identity cards to senior citizens | Assistant Director (SD) | Ten days | Director of |
| 100 | | A I Bi | m 1 | Social Welfare. |
| 137 | Issue of identity cards to | Assistant Director | Ten days | Director of |
| | the differently abled | (WDA) | | Social Welfare |
| 120 | persons | A I I I I I I I - | m | B' |
| 138 | Issue of scholarships to | Assistant Director | Ten days | Director of |
| 400 | disabled persons | (WDA) | <u> </u> | Social Welfare. |
| 139 | Pre-Metric scholarships to | Assistant Director | Ten days | Director of |
| | children of those engaged | (SD) | | Social Welfare. |
| | in unclean occupations | | | |
| 140 | Financial assistance to self | Assistant Director | Fifteen days | Director of |
| | help groups | (SD) | | Social Welfare. |
| 141 | Financial assistance to | Assistant Director | Ten days | Director of |
| | kiosks | (SD) | | Social Welfare. |
| 142 | Rajiv Awaas Yojna | Assistant Director | Ten days | Director of |
| | | (SD) | | Social Welfare. |
| | | 4 l | Ton dove | Divoctor of |
| 143 | Stipend to the disabled | Assistant Director | Ten days | Director of |

| 1 | ī | 2 | 3 | 4 | 5 |
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| _ | toto Pogietra | ar & Notary Servi | | 4 | D |
| | | | | Couran dans | District |
| 144 | | n or a o firm under nership Act, | Civil Registrar /Registrar of Firms | from the date of receipt of the application | District Registrar. |
| 145 | after | of documents under Indian Act, 1932 | Civil Registrar/ Registrar of Firms | Third day from the date of registration | District Registrar. |
| 146 | the first tim de Registo | rriage record for ne under Codigo Civil in case of ge (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 | first time u | rriage record on nder Codigo de ril in case of narriage | Civil Registrar | Next day after receipt of the church marriage records | District Registrar. |
| 149 | Endorseme (Change of bride) | nt of name name of a Hindu | 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 under the In Registration | | Sub Registrar | Same day | District Registrar. |
| 152 | Returning of documents | a) When the system is computerized | Sub Registrar | Three days | District Registrar. |
| | after registration | b) When records are still being done manually (Not computerized) | Sub Registrar | Seven days | District Registrar. |
| 153 | Issue of Certified copies of | a) When the system is computerized | Sub Registrar | Three days | District Registrar. |
| | documents under Indian Registration Act, 1908 | b)When records are still being done manually(Not computerized) | Sub Registrar | Seven days | District Registrar. |

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| 1 | 2 | | 3 | 4 | 5 |
| 154 | Submission of intimation to | | Civil Registrar | By the | District |
| | the Mamlatdar of the Taluka under Rule 15 of the Goa Daman and Diu Land | | | seventh day | Registrar. |
| | | | | of each | |
| | | | | month | |
| | Revenue (Reco | | | | |
| | and Register o | | | | |
| | Rules, 1969 for | documents | | | |
| | registered in th | ne preceding | | | |
| | month | | | | |
| 155 | Change of nam | | Civil Registrar | One day after the | District |
| | under the Goa | | | notice period is | Registrar. |
| | Name and Sun | name Act, | | over if there are no | |
| \Box | 1990 | | | objections received | |
| 156 | Nil | Where | Sub Registrar | Three days | District |
| | Encumbrance | records are | | | Registrar. |
| | Certificate | computerized | | | |
| | | Where | Sub Registrar | Ten days | District |
| | | records are | | | Registrar. |
| | | not | | | |
| | | computerized | | | |
| 157 | Registration of | | District | Seven days | State Registrar. |
| | under the Socie | eties | Registrar/Inspector | | |
| | Registration A | ct & issue of | General of Societies | | |
| | the registration | n certificate | | | |
| 158 | Issue of certifie | ed copies of | Civil Registrar | Seven days | District |
| | registered doc | uments other | | | Registrar. |
| | than as specifi | ed above | | | |
| 159 | Registration of | a Will under | Civil Registrar/ | Seven days | District |
| | the Notarial Ac | ct Decree No. | Notary Ex-Officio | | Registrar. |
| | 8373 of Notarie | s Laws | - | | |
| 160 | Registration of | succession | Civil Registrar/ | Seven days | District |
| | under the Nota | arial Act | Notary Ex-Officio | | Registrar. |
| | Decree No. 837 | 3 of Notaries | , | | |
| | Laws | | | | |
| 161 | Registration of | all other | Civil Registrar/ | Seven days | District |
| | documents und | der the | Notary Ex-Officio | | Registrar. |
| | Notarial Act De | ecree No. | , | | |
| | 8373 of Notarie | s Laws | | | |
| T-To | own and Count | ry Planning De | epartment | | |
| 162 | Recommendat | | Town Planner in | Twenty days | Chief Town |
| | application of | | charge of the Taluka | ,, | Planner. |
| 163 | Technical cles | | Town Planner in | *Thirty days | Chief Town |
| | Building/Deve | | charge of the Taluka | ,, | Planner. |
| 164 | Zoning Inform | | Town Planner in | Ten days | Chief Town |
| 101 | Doming amount | | charge of the Taluka/ | 2011 011/10 | Planner. |
| | | | Member Secretary of | | a idilliot. |
| | | | Planning Development | | |
| | | | Authority | | |
| 165 | Issue of Comp | lation | Town Planner in charge | Fifteen days | Chief Town |
| 103 | Certificate | neuon | of the Taluka/ Member | rineen days | Planner. |
| | Certificate | | | | rianner. |
| | | | Secretary of the Planning | | |
| | | | and Development | | |
| 400 | P | D | Authority | +m-l-t | CONT. C. |
| 166 | Development | | Member Secretary | *Thirty days | Chief Town |
| | under section | | of Planning and | | Planner. |
| 1 | m | | | I . | I |
| | Town and Cou Planning Act | intry | Development Authority | | |

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|-------|--|--|---|--------------------------------------|
| 1 | 2 | 3 | 4 | 5 |
| 167 | ⁸ [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. |
| U-Tra | ansport Department | | | • |
| 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. |

| SENIE | S 11 No. 31 | 0. 3) 3RI | NOVEMBER, 2022 | | | | | |
|-------|--|---|-----------------|--|--|--|--|--|
| 1 | 2 | 3 | 4 | 5 | | | | |
| V-Tri | V-Tribal Welfare | | | | | | | |
| 186 | Merit Based Award | Director Tribal Welfare | Ten days | Secretary (Tribal). | | | | |
| 187 | Home Nursing (S.T.) | Assistant Director Tribal Welfare | Ten days | Director Tribal Welfare. | | | | |
| 188 | Pre-Metric Scholarship (S.T) | Assistant Director Tribal Welfare | Ten days | Director Tribal Welfare. | | | | |
| 189 | Atal Asra Yojana (S.T.) | Director Tribal Welfare | Ten days | Secretary (Tribal). | | | | |
| 190 | Mundkarche Ghar (S.T.) | Director Tribal Welfare | Ten days | Secretary (Tribal). | | | | |
| 191 | Kanya Dhan (S.T.) | Assistant Director Tribal Welfare | Ten days | Secretary (Tribal). | | | | |
| 192 | Antya Sanskar Yojna | Assistant Director Tribal Welfare | Ten days | Director Tribal Welfare. | | | | |
| 193 | Post Metric 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). | | | | |
| w-w | ater Resources Department | | | | | | | |
| 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. | Ser | vice | Designated | Time limit in | 1st appellate |
|------------|-----------------------|------------------------|---------------------------|--------------------------|---------------------------|
| No. (1) | , | 2) | Officer (3) | working days (4) | authority (5) |
| | partment of Agricult | | (5) | (**) | (6) |
| 1 | Settlement of the c | | Managing | Thirty days | Director of |
| - | locally produced ve | | Director | rimey days | Agriculture. |
| B-De | partment of Co-oper | | Director | | regreeater. |
| | strar of Co-operative | | | | |
| 9[2 | Registration of Soci | | Registrar of | 45 days | Secretary of |
| | of the Goa Co-opera | | Co-operative | , | the |
| | 2001 (Goa Act 36 of | | Societies | | Department of |
| | , | | | | Co-operation. |
| 3 | Approval for amend | lment in the Bye- | Assistant | 45 days | Registrar of |
| | Laws of the Society | under section 8 | Registrar of | | Co-operative |
| | of the Goa Co-ope | rative Societies | Co-operative | | Societies. |
| | Act, 2001 (Goa Act | 36 of 2001) | Societies | | |
| Goa | State Agricultural | | | | |
| 4 | Application for the | different types of | Dy. Secretary, | Thirty days | Jt. Secretary, |
| | Licenses | | Goa State | | Goa State |
| | | | Agricultural | | Agricultural |
| | | | Marketing | | Marketing |
| | D 1 681 | | Board | THE CO. I | Board. |
| 5 | Renewal of License | | Dy. Secretary, | Fifteen days | Jt. Secretary |
| | submission of annu | ai return regulariy | Goa State | | Goa State |
| | | | Agricultural Marketing | | Agricultural Marketing |
| | | | Board | | Board. |
| C-De | partment of Craftsm | en Training | Dodice | | Doard. |
| 6 | Refund of caution m | | Principal | Seven days | Director of |
| " | | , | | | Craftsmen |
| | | | | | Training. |
| 7 | Issue of bonafide ce | ertificate to outgoing | Principal | Seven days | Director of |
| | trainees after comp | | | | Craftsmen |
| | of training | | | | Training. |
| 8 | Return of all origina | l certificates | Principal | Fifteen days | Director of |
| | submitted by the tra | ainees at the time of | | from the | Craftsmen |
| | availing admissions | 3 | | date of | Training. |
| | | | | admission | |
| 9 | Issue of identity car | ds for the trainees | Principal | Forty five | Director of |
| | | | | days from | Craftsmen |
| | | | | the date of | Training. |
| | | | | admission | |
| 10 | BPL Scholarship | Forwarding | Principal | Fifteen days | Director of |
| | | application to the | | | Craftsmen |
| | | Directorate | | | Training. |
| | | Diamonal of | Agett Discotor | Piftson down | Divoctor of |
| | | Disposal of | Asstt. Director | Fifteen days | Director of |
| | | application | (Training) | | Craftsmen Training. |
| 11 | Merit Scholarships | Forwarding | Principal | Fifteen deve | Director of |
| ** | Merit acnotatships | application | Finoipai | Fifteen days from the | Craftsmen |
| | | to the | | date of | |
| | | Directorate | | publication | Training. |
| | | Directorate | | of merit list | |
| | | Ramusardin | Apptt Dingeton | | Disaster of |
| | | Forwarding | Asstt. Director | Fifteen days | Director of |
| | | application to | (Training) | | Craftsmen |
| | | Government | | | Training. |
| | | Government | | | |

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|----------|-------------------------------|----------------------------|-----------------------|--------------------------|------------------------|
| 1 | 2 | | 3 | 4 | 5 |
| 12 | Authentication of cert | ificates | Assistant | Seven days | Director of |
| | | | Controller of | | Craftsmen |
| | | | Examination | | Training. |
| 13 | Valuation of examinat | ion answer | Assistant | Forty five | Director of |
| | papers | | Controller of | days | Craftsmen |
| | | | Examination | | Training. |
| 14 | Verification of certification | ites | Assistant | Fifteen days | Director of |
| | | | Controller of | | Craftsmen |
| | | | Examination | | Training. |
| 15 | Correction of Provision | nal National Trade | Assistant | Fifteen days | Director of |
| | certificates | | Controller of | | Craftsmen |
| | | | Examination | | Training. |
| | partment of Education | | | | |
| | torate of Arts & Cultur | | A | Ci-t d | Discotor of |
| 16 | Convey the decisi | on of approval/ | Assistant | Sixty days | Director of Art and |
| | rejection | | Cultural Officer | from the | Culture. |
| | | | Ollicer | last day of | Cuiture. |
| | If approved –(a) Issue | a canation Order | Assistant | application Five days | Director of |
| | n approved –(a) issu | sancion order | Cultural Officer | Five days | Art and |
| | | | Cultural Officer | | Culture. |
| | (b) Release of fund to | the Bank | Assistant | Fifteen days | Director of |
| | (b) riolodoo or rand to | tilo Dain | Cultural | from the | Art and |
| | | | Officer | date of | Culture. |
| | | | | sanction | |
| Colle | ge of Architecture | | | | |
| 17 | Issue of Provisional | Submission of | Incharge of a | Two days | Principal. |
| | Passing Certificate | the list of the | Respective | prior to | - |
| | | students who | Section | declaration | |
| | | have any dues to | | of results | |
| | | the Academic | | | |
| | | Section | | | |
| | | Issue of | Head Clerk | On the day | Principal. |
| | | Provisional | | of the | |
| | | Passing | | receipt of | |
| | | Certificate of | | the Provisional | |
| | | the students who do not | | Certificate | |
| | | have any dues | | from the | |
| | | of the college | | University | |
| 18 | Refund of Caution | Submission of | Incharge of a | Two days | Principal. |
| | Money | the list of the | Respective | prior to | |
| | , | students who | Section | declaration | |
| | | have any dues | | of results | |
| | | to the Accounts | | | |
| | | Section | | m · · · | - · · · |
| | | Refund of Caution Money | Assistant Accounts | Thirty days from the | Principal. |
| | | by E.C.S. in the | Officer | declaration | |
| | | student account | Jillooi | of results | |
| 19 | Duplicate | Within 5 years | In charge of | Ten days | Principal. |
| | certificates/mark | | Examination | | |
| | sheets | Beyond 5 years | In charge of | Ten days | Principal. |
| | | | Examination | | |
| 20 | Verification of marks | | In charge of | Thirty days | Principal. |
| | | | Examination | | |
| 21 | Revaluation and decl | aration of results | In charge of | Forty Five | Principal. |
| | | | Examination | days | |
| | | | | | |

| 2 | | 3 | 4 | 5 |
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| res and Archeology | | | | |
| | | Archivist (General) | Seven days from date of payment | Director of Archives and Archeology. |
| | | Archivist (General) | Twelve days from date of payment | Director of Archives and Archeology. |
| Certified copy of Commi records | unidade | Archivist (General) | Twelve days from date of payment | Director of Archives and Archeology. |
| Terotial Military Court (/Inventory files a. 1-20 documents | TMT Files | 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. |
| on CDROMs a. Up to 500 digital imag | jes | 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. |
| records to public at IPH a. Documentos Pera Vai | B, Altinho | Archivist (Management) | Seven days | Director of Archives and Archeology. |
| c. Extract of Birth/Death | | | | |
| | | Librarian | Ten days | Director of Archives and Archeology. |
| artment of Election Election Officer | | | I | |
| 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. |
| | Issue of certified copies records of Births, Deaths and Baptism Certified copy of Land Is /Description certificates Deeds Certified copy of Commirce records Terotial Military Court (*/Inventory files a. 1-20 documents b. More than 20 but less d. More than 50 digital image b. More than 500 digital image b. More than 500 digital image fectors a. Up to 500 digital image fectors a. Up to 500 digital image fectors fectors for public at IPH a. Documentos Pera Vair b. Captain of Ports c. Extract of Birth/Death Salcette 1914-1970 (inconseries) Issue of Xerox/Compute documents/books to school /students/public | Issue of certified copies of available records of Births, Deaths, Marriage and Baptism Certified copy of Land Inscription //Description certificates/Notarial Deeds Certified copy of Communidade records Terotial Military Court (TMT Files //Inventory files a. 1-20 documents b. More than 20 but less than 50 c. More than 50 but less than 100 d. More than 100 Digital images of historical records on CDROMs a. Up to 500 digital images b. More than 500 digital images b. More than 500 digital images b. More than 500 digital images b. Captain of Ports c. Extract of Birth/Death/Marriage Salcette 1914-1970 (incomplete series) Issue of Xerox/Computer copies of documents/books to scholars /students/ public artment of Election Election Computer Series One copy of the application received under sub- | Issue of certified copies of available records of Births, Deaths, Marriage and Baptism Certified copy of Land Inscription /Description certificates/Notarial Deeds Certified copy of Communidade records Terotial Military Court (TMT Files /Inventory files a. 1-20 documents D. More than 20 but less than 50 C. More than 50 but less than 100 Archivist (General) C. More than 100 Archivist (General) C. More than 50 but less than 100 Archivist (General) Digital images of historical records on CDROMs a. Up to 500 digital images D. More than 500 digital images D. More than 500 digital images D. Captain of Ports C. Extract of Birth/Death/Marriage Salcette 1914-1970 (incomplete series) Issue of Xerox/Computer copies of documents/books to scholars /students/ public Archivist (Management) Archivist (General) | Issue of certified copies of available records of Births, Deaths, Marriage and Baptism Certified copy of Land Inscription /Description certificates/Notarial Deeds Certified copy of Communidade records of Marriage (General) Certified copy of Communidade records (General) Certified copy of Communidade records (General) Certified copy of Communidade records (General) Terotial Military Court (TMT Files / Inventory files a. 1-20 documents D. More than 20 but less than 50 C. More than 50 but less than 100 C. More than 50 but less than 100 Archivist (General) Ceneral) Archivist (General) Archivist (General) Archivist (General) Archivist (General) Archivist (General) Archivist (General) Thirty days from date of payment Archivist (General) Archivist (General) Archivist (General) Archivist (General) Scientific Officer Forty days from date of payment Scientific Officer Forty days from the date of the payment Scientific Officer Forty days from date of payment Scientific Officer Forty days from date of payment Archivist (General) Archivist (Gene |

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| 1 | 2 | | 3 | 4 | 5 |
| | | Rule 26 together with a notice inviting Objections to be posted as provided in sub -rule (3) of Rule 26 Disposal of | Assistant | Three days | District |
| | | the applications when there are no objections | Electoral Registration Officer/Electoral Registration Officer | from the last day of filling of objections | 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 Pl | hoto Identity | Assistant Electoral Registration Officer/Electoral Registration Officer | Seven days from the date of authoriza- tion 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 Elect Identity Card | | Assistant Electoral Registration Officer/ Electoral Registration Officer | Three days | District Election Officer. |
| _ | artment of Environment ate Pollution Control Bo | | | | |
| 32 | Consent to establish or establishment under the of the Air (Prevention ar Pollution) Act, 1981 and (Prevention and Control Act, 1974 Large – Red C Establishment | operate any e provisions ad Control of The Water of Pollution) | Chairman | Ninety days | Secretary to Government. |
| 33 | Consent to establish or establishment under the of the Air (Prevention ar Pollution) Act, 1981 and (Prevention and Control Act, 1974 Large (Hotels than 50 rooms) – Orange | e provisions and Control of The Water of Pollution) having more | Chairman | Sixty days | Secretary to Government. |

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| 34 | Consent to establish or operate any | Chairman | Forty Five | Secretary to |
| | establishment under the provisions | | days | Government. |
| | of the Air (Prevention and Control of | | | |
| | Pollution) Act, 1981 and The Water | | | |
| | (Prevention and Control of Pollution) | | | |
| | Act, 1974 Large - Green Category | | | |
| 35 | Consent to establish or operate any | Chairman | Ninety days | Secretary to |
| "" | establishment under the provisions | | milety days | Government. |
| | 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 | | | |
| 36 | Consent to establish or operate any | Chairman | Ninety days | Convotors to |
| 36 | | Chairman | Minety days | Secretary to |
| | establishment under the provisions of | | | Government. |
| | 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 | en : | | ~ |
| 37 | Consent to establish or operate | Chairman | Ninety days | Secretary to |
| | Beneficiation Plants (Dry Screening | | | Government. |
| | 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 | | | |
| 38 | Consent to establish or operate Micro | Chairman | Sixty days | Secretary to |
| | and Small (Hotels having 50 or less | | | Government. |
| | 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 | | | |
| 39 | Consent to establish or operate | Chairman | Sixty days | Secretary to |
| | Medium Enterprise –Orange Category | | | Government. |
| | under the provisions of the Air | | | |
| | (Prevention and Control of Pollution) | | | |
| | Act, 1981 and The Water (Prevention | | | |
| | and Control of Pollution) Act, 1974 | | | |
| 40 | Consent to establish or operate Micro | Chairman | Forty five | Secretary to |
| | and Small –Green Category under the | | days | Government. |
| | provisions of the Air (Prevention and | | , | |
| | Control of Pollution) Act, 1981 and | | | |
| | The Water (Prevention and Control of | | | |
| | Pollution) Act, 1974 | | | |
| 41 | Consent to establish or operate | Chairman | Forty five | Secretary to |
| | Medium Scale Enterprises including | | days | Government. |
| | 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 | | | |
| | Fonution) Act, 1974 | | | 1 |

| | 11 110. 01 | / | DIIVII(1 140. 0) | 0112 11 | OVERNDEIT, 2022 |
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| 1 | 2 | | 3 | 4 | 5 |
| 42 | Renewal of consent to the provisions of the and Control of Poll and The Water (I Control of Pollution) Hazardous Acts—All | Air (Prevention ution) Act,1981 Prevention and Act, 1974 and | Chairman | Forty five days | Secretary to Government. |
| 43 | Authorization under to Waste Rules i) Red C | | Chairman | Ninety days Sixty days | Secretary to Government. |
| | iii) Green Category | | | Forty five | |
| 44 | Authorization under to Waste Rules Chairms days Secretary to Go Authorization under to Waste Rules | n Forty five vernment. 45 | Chairman | Forty five days | Secretary to Government. |
| 46 | Authorization under I Management Rules | Batteries Waste | Chairman | Forty five days | Secretary to Government. |
| 47 | Registration under Pl Rules | astic Waste | Chairman | Forty five days | Secretary to Government. |
| 48 | Authorization issued (Management and Ha 2010 | | Chairman | Forty five days | Secretary to Government. |
| 48A | Authorization under of and Demolition waste (Management and Ha 2016) | e management | Member Secretary | 45 days | N.A. |
| | partment of Finance dissioner of Excise | | | | |
| 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 | 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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| 1 | 2 | | 3 | 4 | 5 |
| | | Submission of | Excise | Ten days | Commissioner |
| | | report to | Inspector | | of Excise. |
| | | Excise | | | |
| | | Commissioner | | | |
| | | along with | | | |
| | | Police and | | | |
| | | Local Body | | | |
| | | Report | | | |
| | | Decision of | Commissioner | Fifteen | Secretary |
| | | the | | days | (Finance). |
| | | Application | | | |
| 50 | Grant of Liquor | Forwarding | Excise | Five days | Commissioner |
| | License/Shifting for | the | Inspector | | of Excise. |
| | Retail | application to | | | |
| | sale/Wholesale | the | | | |
| | of IMFL, CL & FL | respective | | | |
| | for | Police | | | |
| | consumption under | Station/ | | | |
| | Rule 90 of the | Village | | | |
| | Excise | Panchayat/ | | | |
| | Duty Act & Rules, | Municipality | | | |
| | 1964 | Submission of | In-charge of | Seven | Superintendent |
| | 1904 | | _ | | of Police. |
| | | report to | Police Station | Days | of Police. |
| | | Excise | | | |
| | | Department | | ~ | |
| | | Submission of | Secretary, | Seven | Block |
| | | report to | Village | days | Development |
| | | Excise | Panchayat | | Officer. |
| | | Department | | | |
| | | Submission of | Chief Officer of | Seven | Director of |
| | | report to | Municipality/ | days | Municipal |
| | | Excise | Commissioner of | | Administration |
| | | Department | City of Panaji | | |
| | | | Corporation | | |
| | | Submission of | Excise | Ten days | Commissioner |
| | | report to Excise | Inspector | | of Excise. |
| | | Commissioner | | | |
| | | along with | | | |
| | | Police and Local | | | |
| | | Body Report | | | |
| | | Decision of | Commissioner | Fifteen | Secretary |
| | | the | of Excise | days | (Finance). |
| | | application | | | , |
| 51. | Transfer of | Forwarding the | Excise | Five | Commissioner |
| 02. | Ownership of | application to | Inspector | days | of Excise. |
| | License under Rule | the respective | inspector. | auyo | 32 EMOISO |
| | 104 of the Goa | Police Station | | | |
| | Excise Duty Act | | In above of | C 3 | Companies 1 |
| | Rules, 1964 | Submission of | Incharge of | Seven days | Superintendent |
| | 1.u.o., 1504 | report to | Police Station | | of Police. |
| | | Excise | | | |
| | | Department | | | |
| | | Submission of | Excise | Ten days | Commissioner |
| | | report to | Inspector | 1011 days | of Excise. |
| | | Excise | mapector | | or Excise. |
| | | Commissioner | | | |
| | | along with | | | |
| | | Police Report | | | |
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| | | Decision of | Commissioner of Excise | Fifteen days | Secretary |
| | | the | Excise | | (Finance). |
| 52. | Permission for the | application Forward the | Projec Incocator | Trus dors | Commissioner |
| 52. | issue of (No. of | application to | Excise Inspector (Unit) | Two days | of Excise. |
| | permits) Export | the Excise | (OIIII) | | |
| | Permits | Inspector | | | |
| | | (Station) | | | |
| | | Forward the | Excise Inspector | Two days | Commissioner |
| | | application to | (Station) | | of Excise. |
| | | the Assistant Excise | | | |
| | | Commissioner | | | |
| | | Decision of | Assistant Excise | Two days | Commissioner |
| | | the | Commissioner | | of Excise. |
| | | application | | | |
| | Dannianian for the | Famusad cha | Puning | Thurs of any | G-m-i-ii |
| 53 | Permission for the issue of Export | Forward the application to | Excise Inspector | Two days | Commissioner of Excise. |
| | NOCs (outside | the Excise | (Unit) | | of Excise. |
| | India) | Inspector | (ome) | | |
| | | (Station) | | | |
| | | Forward the | Excise | Two days | Commissioner |
| | | application to the Excise | Inspector | | of Excise. |
| | | Commissioner | (Station) | | |
| | | Decision of | Excise | Two days | Secretary |
| | | the | Commissioner | 1 Wo days | (Finance). |
| | | application | | | |
| 54 | Permission for the | Forward the | Excise | Two days | Commissioner |
| | issue of duty paid | application to the Excise | Inspector | | of Excise. |
| | Import Permit | Inspector | (Unit) | | |
| | | (Station) | | | |
| | | Forward the | Excise | Two days | Commissioner |
| | | application to | Inspector | | of Excise. |
| | | the Assistant | (Station) | | |
| | | Excise | | | |
| | | Commissioner Decision of | Assistant Excise | Two days | Commissioner |
| | | the | Commissioner | 1 WO days | of Excise. |
| | | application | | | |
| 55 | Permission for the | Forward the | Excise | Two days | Commissioner |
| | issue of under Bond | application to | Inspector | | of Excise. |
| | Import Permit | the Excise | (Unit) | | |
| | | Inspector (Station) | | | |
| | | Forward the | Excise | Two days | Commissioner |
| | | application to | Inspector | , | of Excise. |
| | | the Assistant | (Station) | | |
| | | Excise | | | |
| | | Commissioner | Assistant Posice | m 2 | Gammii |
| | | Decision of the | Assistant Excise Commissioner | Two days | Commissioner of Excise. |
| | | application | Commissioner | | J. LAUISO. |
| | l | -PP | | | |

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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 | (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-Dep | artment of Fisheries | | | | |
| 60. | Registration of Fishir | g Net | Dy. Director of Fisheries | Fifteen days | Director of Fisheries. |
| 61. | Transfer of Fishing N | et | Dy. Director of Fisheries | Fifteen days | Director of Fisheries. |

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| 1 [62 | Allotment of registration number of the Non-motorized /Motorized fishing canoe | Forwarding the application to the Deputy Director of Fisheries Submission of file to the Director of | 3 Assistant Superintendent of Fisheries/ Superintendent of Fisheries Dy. Director of Fisheries | 4 Seven days | 5 Director of Fisheries. Director of Fisheries. |
| | | 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. | Forwarding the application to the Deputy Director of Fisheries | Assistant Superintendent of Fisheries/ Superintendent of Fisheries | Thirty Five days | Director of Fisheries. |
| | 62) | 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. |
| Princi | pal Chief Conservator of | Forests | | | |
| 64 | Permission for felling tre provisions of the Goa, Da Diu Preservation of Trees and Rules made there un a. For two trees | man and Act, 1984 | 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 o trees for which permission granted by the Tree Offi a. For two trees | on is | 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 application from the Collector/Dy. Co under the provisions of C Revenue Code | ollector | Dy. Conservator of Forest | Twenty days | Conservator of Forest (Conservation). |

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| 67 | Compensation of | Submission | Sub-Divisional | Thirty days | Conservator of |
| | amount of loss of | the report to | Officer Forest | | Forest |
| | human life of | the Damage | | | (Conservation). |
| | permanent disability | Assessment | | | |
| | | Committee | | | |
| | | Decision of | Dy. | Fifteen | Conservator of |
| | | the | Conservator | days | Forest |
| | | compensa- | Forest | | (Conservation). |
| | | tion | | | |
| | | Payment of | Dy. Director of | Seven days | Director of |
| | | Assistance | Account | | Account. |
| | | | (Directorate | | |
| | | | of Account) | | |
| 68 | Compensation of | Submission | Sub-Divisional | Thirty days | Conservator of |
| | amount of human | the report | Officer Forest | , , , , | Forest |
| | injury or death/injury | to the | | | (Conservation). |
| | to cattle/domestic | Damage | | | (|
| | animal /house/other | Assessment | | | |
| | property | Committee | | | |
| | F-3F, | Decision of | Dy. | Thirty days | Conservator of |
| | | the | Conservator of | | Forest |
| | | Compensa- | Forest | | (Conservation). |
| | | tion | 1 31000 | | (Jones Valion). |
| | | Payment of | Dy. Director of | Seven days | Director of |
| | | Assistance | Accounts | Seven days | Accounts. |
| | | Assistance | (Directorate of | | Accounts. |
| | | | Accounts) | | |
| 60 | N O C on the applicat | ion for Arm- | Chief Wild life | Transper | Principal Chief |
| 69 | N. O. C. on the applicat | | | Twenty | Principal Chief Conservator of |
| | License, within 10 km. of | | Warden | Five days | |
| Parent | Centauries/National Par | | | | Forest. |
| 70 | Development Corporation | | Conoral | Fifteen | Managing |
| /0 | Finalization of auction pro Cashew Plantation | ocess or | General | | Managing Director. |
| | Casnew Plantation | | Manager of | working | Director. |
| | | | the | days from the | |
| | | | Corporation | | |
| | | | | last day of | |
| | | | | submission | |
| | | | | of | |
| F10 | | | | application | |
| 70 | Allotment letter to the bi | ader | Manager | Eight | General |
| | | | Finance | working | Manager. |
| | | | | days from | |
| | | | | the date of | |
| | | | | finalization | |
| | | | | of bid | |
| | Submission of report by | | Range Forest | 30th June | General |
| | Officer about the plantat | ion after the | Officer | | Manager. |
| | end of crop season | | | | |
| 72 | Refund of Security Depos | sit | Manager | Twenty one | Managing |
| | | | Finance | days from | Director. |
| | | | | the report | |
| | | | | received | |
| | | | | from the | |
| | | | | R.F.O. | |
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| | partment of Home | | | |
| 73 | tor General of Police Submission of request to District | In-charge of Police | Thirty days | Supdt. of Police. |
| | Magistrate in the case of armed license | Station | Timity days | Suput. of Police. |
| 74 | Issue of copy of First Information Report F.I.R.) | Station House Officer/Incharge of Police Station | Immediatey 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. |
| | torate of Fire and Emergency Service | | | |
| 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 | Director of Fire | Fifteen days | Additional |
| | flammable and hazardous goods | and Emergency Services | | Secretary (Home). |
| 109 | N.O.C. for hotel under 3 & 4 starred | Dy. Director (Fire) | Ten days | Director Fire |
| | category as per National Building Code of India, 2005, Part 4 (Fire and | | | Services. |
| | Life Safety) | | | |
| 110 | N.O.C. for Storing and/or Selling of | Divisional Officer | Ten days | Dy. Director Fire |
| | Fire Works more than 25 kgs. and | | | Services. |
| | up to 50 Kgs. under Explosive Act, | | | |
| 111 | 1884 and Rules, 1983 N.O.C. for Storing and/or Selling of | Assistant | Ten days | Divisional |
| 1 | Fire Works upto 25 kgs. under | Divisional | Ten days | Officer. |
| | Explosive Act, 1884 and Rules, 1983 | Officer | | |
| 112 | Issue of fire report in cases where | Director of Fire | Ten days | Additional/Special |
| | loss of property assessed more | and Emergency | | Secretary (Home). |
| 113 | than Rs. 20.00 lakhs Issue of fire report in cases where | Services Dy. Director of | Ten days | Director, Fire |
| 113 | loss of property assessed more than | Fire | Ten days | Services. |
| | Rs 10.00 lakhs but less than 20 lakhs | | | |
| 114 | Issue of fire report in cases where | Divisional Officer | Ten days | Dy. Director, Fire |
| | loss of property assessed more than | | | Services. |
| 115 | Rs. 5.0 lakhs but less than 10 lakhs Issue of fire report in cases where | Assistant | Ten days | Divisional Officer. |
| 110 | loss property assessed more than | Divisional Officer | 1611 days | Divisional Onicer. |
| | Rs. 1.00 lakh but less than 5 lakhs | 211101011111 0111001 | | |
| 116 | Issue of fire report in cases where | Station Fire | Ten days | Assistant |
| | loss of property assessed more than 1 lakh. | Officer | | Divisional Officer. |
| K-De | partment of Industries | | | |
| Goa l | Industrial Development Corporation lotment of Plots and Galas | | | |
| | | | | |
| 117 | Fixing of meeting of Screening | Chief General | Thirty days | Managing |
| 117 | Fixing of meeting of Screening Committee within from the last | Chief General Manager of IDC | Thirty days | Director of Goa |
| 117 | Fixing of meeting of Screening | | Thirty days | Director of Goa Industrial |
| 117 | Fixing of meeting of Screening Committee within from the last | | Thirty days | Director of Goa Industrial Development |
| 117 | Fixing of meeting of Screening Committee within from the last | | Thirty days Fifteen days | Director of Goa Industrial Development Corporation. |
| | Fixing of meeting of Screening Committee within from the last date of application Communication of the decision about the offer of allotment of plot | Manager of IDC | Fifteen days from the date | Director of Goa Industrial Development Corporation. Managing Director of Goa |
| | Fixing of meeting of Screening Committee within from the last date of application Communication of the decision about the offer of allotment of plot when the area is less than 1200 sq. | Manager of IDC Managing | Fifteen days from the date of receipt of | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial |
| | Fixing of meeting of Screening Committee within from the last date of application Communication of the decision about the offer of allotment of plot | Manager of IDC Managing | Fifteen days from the date of receipt of report of | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development |
| | Fixing of meeting of Screening Committee within from the last date of application Communication of the decision about the offer of allotment of plot when the area is less than 1200 sq. | Manager of IDC Managing | Fifteen days from the date of receipt of | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. | Manager of IDC Managing Director | Fifteen days from the date of receipt of report of Screening Committee | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. |
| | Fixing of meeting of Screening Committee within from the last date of application 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. Communication of the decision to | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. Communication of the decision to the applicant about the offer of | Manager of IDC Managing Director | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. Communication of the decision to the applicant about the offer of allotment of plot when the area is | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. Communication of the decision to the applicant about the offer of | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 | Manager of IDC Managing Director Managing | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of confirmed minutes of meeting is | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 Managing Director | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of confirmed minutes of meeting is received) | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary (Industries). |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 Managing Director Managing Director | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of confirmed minutes of meeting is received) Fifteen days | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary (Industries). |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 Managing Director | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of confirmed minutes of meeting is received) | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary (Industries). |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 Managing Director Managing Director | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of confirmed minutes of meeting is received) Fifteen days from the date of applicant's | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary (Industries). |
| 118 | Fixing of meeting of Screening Committee within from the last date of application 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. 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 Managing Director Managing Director | Fifteen days from the date of receipt of report of Screening Committee Fifteen days from the date for approval granted by the Board (Date of confirmed minutes of meeting is received) Fifteen days from the date of | Director of Goa Industrial Development Corporation. Managing Director of Goa Industrial Development Corporation. Secretary (Industries). |

| JEIII. | 0 11 140. 01 (122111) | MORDHAZIKI 140. 0) | 011 | DIVOVEIN | DDII, EUEE |
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| 1 | 2 | 3 | 4 | - | 5 |
| 121 | Physical possession | Field Manager | Thirty days from the | Managing Director of | f Goa |
| | | | date of | Industrial | |
| | | | allotment of | Developm | |
| | | | order issued | Corporation | on. |
| | | | by the M.D. | | |
| 122 | Issue of Draft of Lease Deed | Chief General | Thirty days | Managing | |
| | | Manager | from the | Director of | |
| | | | date of allotment of | Industrial | |
| | | | order issued | Developm Corporation | |
| | | | by M.D. | Corporation | J11. |
| b. Ple | ot transfer/Sub-lease/Change in name | /Trade/Use/Additio | | ermitting r | nore than |
| | ne Industrial unit/Change in Sharehol | | | | |
| 123 | Letter to Field Manager for site | Chief General | Within ten | Managing | |
| | report | Manager | days of date | Director. | |
| | _ | | of application | | |
| | | | received | | |
| 124 | Submission of Field Report | Field Manager | Within ten | Managing | 1 |
| | | | days | Director. | |
| 125 | Decision and communication of | Managing | Thirty days | Secretary | |
| | Provisional Permission | Director | from the | (Industrie | s). |
| | | | approval | | |
| | | | received | | |
| | | | from Screening | | |
| | | | Committee | | |
| 126 | Confirmation order | Managing | Fifteen days | Secretary | |
| 120 | Commission order | Director | from the | (Industries). | |
| | | | payment | | |
| | | | received | | |
| | | | from | | |
| | | | applicant | | |
| 127 | Issue of Draft of Lease Deed | Chief General | Thirty days | Managing | ī |
| | | Manager | from the | Director. | |
| | | | date of | | |
| | | | approval of order issued | | |
| | | | by M.D. | | |
| c. Su | rrender of Plots & Galas | | Dy M.D. | | |
| 128 | Letter to submit the report from the | Chief General | Five days | Managing | |
| | following Officers | Manager | from the date | Director. | , |
| | 1. Account Section | | of | | |
| | 2. Finance Manager | | application | | |
| | 3. Financial Institute (if any) | | received | | |
| 129 | No dues about IDC with reference | Chief Accounts | Fifteen days | Managing | 1 |
| | to service mentioned at Sr. No.128 | Officer | | Director. | |
| 130 | Field Report with reference to | Field Manager | Fifteen days | Managing | |
| 461 | service mentioned at Sr. No.128 | | | Director. | |
| 131 | Surrender/acceptance letter | Managing | Ten days from | | -> |
| | | Director | the | (Industrie | в). |
| | | | compliance of | | |
| 122 | Potend of amount | Objet Assesses | Field Report | Monarda | |
| 132 | Refund of amount | Chief Accounts Officer | Fifteen days | Managing Director. | |
| 132 | The Goa State Incentives to | Incentives to | Director of | Sanction- | Secretary |
| A | Encourage Investments Schemes, | industries for | Industries, | ing | of Indus- |
| | 2017 | Certification and | Trade & | 30 days | tries |
| | 001 | Patenting | Commerce— | if | if |
| | | Scheme | Sanction | Designa- | sanction |
| | | | limit amount | -ted | amounts |
| | | | | | anount o |

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|---|---|--------------------|----------------|---------------------|----------------|
| | | | upto Rs. 10 | officer | upto Rs. |
| | | | lakh per | agres | 10 Lakh |
| | | | disbursement | with | Per |
| | | | per scheme | recomm- endation | Disburs- |
| | | | | of the | ement |
| | | | | Task | per scheme. |
| | | | | Force | bonome. |
| | | | | Commi- | |
| | | | | ttee | |
| | | Employment | Secretary of | Sanction- | Chief |
| | | Subsidy Scheme, | Department | ing | Secretary |
| | | 2017 and Employ- | of | 45 days | if |
| | | ment Subsidy | Industries— | if | sanction |
| | | Scheme, 2008 | Sanction Limit | | amount is |
| | | The State Mission | amount above | | above |
| | | for Food | Rs. 10 Lakh | officer | Rs. 10 |
| | | Processing | and upto Rs. | - | Lakh |
| | | Scheme (SMFP), | 20 Lakh per | with | upto Rs. |
| | | 2017 | disbursement | recomm- | 20 Lakh |
| | | Training Linked | per scheme | endation | per |
| | | Incentives | | of Task | disburse- |
| | | Scheme | | Force | ment per |
| | | | | Commi- | scheme.] |
| | | | | ttee | |
| | | Incentives to | | Disbursal | |
| | | order | | 15 days | |
| | | Consumption of | | after | |
| | | Local Raw | | receiving | |
| | | Material Scheme | | sanction | |
| | | Incentive to Green | | order | |
| | | Investments | | | |
| | | Scheme (Audit | | | |
| | | Component and | | | |
| | | Capital) | | | |
| | | Interest Subsidy | | | |
| | | Scheme, 2017 | | | |
| | | Interest Subsidy | | | |
| | | Scheme, 2008 | | | |

| 1 2 3 4 5 d. Mortgage of 1 st , 2 nd or Pari Passu charge over the lease hold rights of Plots & Galas | | | | | | |
|---|---|--|---|----------------------------|--|--|
| | | | | | | |
| 133 | Letter to submit the Report from the following Officers 1. Account Section 2. Finance Manager 3. Financial Institute (if any) | Chief General Manager | Five days from the date of application received | Managing Director. | | |
| 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. | | |
| | | Total | 30 days from complete submission of documents and payment of fees. | | | |
| | Occupancy Certificate | Field Manager/ Area Manager of concerned Industrial Estate | 3 days | Managing Director. | | |
| | | Regional Manager/ Deputy General Manager | 2 days | Managing Director. | | |
| | | General Manager | 3 days | Managing Director. | | |
| | | Total | 8 days | | | |
| | Issue of site plans/layout plans | General Manager (Engineering Section) | 5 days | Managing Director. | | |
| | Release of water connection to Industrial units 1 and above | Field Manager/ Area Manager | 3 days | Managing Director. | | |
| | | Regional Manager/ Deputy General Manager | 3 days | Managing Director. | | |
| | | General Manager (Engineering)/ Regional Manager (Head Office) | 5 days | Managing Director. | | |
| | | Regional Manager/ Deputy General Manager | 3 days | Managing Director. | | |
| | | Total | 14 days | | | |

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| Release of water connection to | Field Manager/ | 3 days | Managing |
| Industrial units ½ and ¾ | Area Manager | | Director. |
| | Regional Manager/ | 3 days | Managing |
| | Deputy | | Director. |
| | | | |
| | | | |
| NOC for electric connection | | 3 days | Managing |
| | | 0.4 | Director. |
| | | 2 days | Managing Director. |
| | | | Director. |
| | - | 3 dave | Managing |
| | _ | o days | Director. |
| | | | Director. |
| | | | |
| | Total | 8 days] | |
| Iandicraft Small Scale Industries Dev | elopment Corporation | | |
| eme for providing subsidy for clay ic | iol makers | | |
| Registration of Artisans | Marketing | Fifteen days | Managing |
| | Manager | | Director. |
| | General Manager | | Managing |
| appraisal committee | | | Director. |
| | | | |
| | | | |
| | | | |
| Submission of proposal to the | Managing Director | | Secretary |
| | Managing Director | | Industries. |
| | | | |
| , | | or approvar | |
| | | | |
| | Manager Accounts | Fifteen days | Managing |
| the funds from DITC | | from the date | Director. |
| | | of receiving | |
| | | of funds | |
| | | | |
| Registration of Artisans | _ | Fifteen days | Managing Director. |
| | Manager | | |
| Cubmission of proposal to the | | Thirts dose | |
| Submission of proposal to the | Accounts | Thirty days | Managing |
| Submission of proposal to the appraisal committee | | from the last | |
| | Accounts | from the last date of | Managing |
| | Accounts Supervisor | from the last | Managing Director. |
| appraisal committee | Accounts | from the last date of application | Managing |
| appraisal committee Submission of proposal to the | Accounts Supervisor | from the last date of application Seven days | Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal | Accounts Supervisor | from the last date of application Seven days from the date | Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal | Accounts Supervisor General Manager | from the last date of application Seven days from the date of approval | Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving | Accounts Supervisor General Manager Manager | from the last date of application Seven days from the date of approval | Managing Director. Managing Director. Managing |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, | Accounts Supervisor General Manager | from the last date of application Seven days from the date of approval Fifteen days from the date | Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving | Accounts Supervisor General Manager Manager | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving | Managing Director. Managing Director. Managing |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce | Accounts Supervisor General Manager Manager Accounts | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds | Managing Director. Managing Director. Managing |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) | Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce | Accounts Supervisor General Manager Manager Accounts | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days | Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days from the last | Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days from the last date of | Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce Endayal Swayam Rojgar Yojana (Goa Submission of proposal to the appraisal committee | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan G. M. Accounts | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days from the last date of application | Managing Director. Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce Industries Ind | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan G. M. Accounts Manager | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days from the last date of application Fifteen days | Managing Director. Managing Director. Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce Endayal Swayam Rojgar Yojana (Goa Submission of proposal to the appraisal committee | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan G. M. Accounts | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days from the last date of application Fifteen days from the date | Managing Director. Managing Director. Managing Director. Managing Director. |
| Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal committee approve the proposal Disbursal of subsidy after receiving the funds from Director, Industries, Trade and Commerce Industries Ind | Accounts Supervisor General Manager Manager Accounts Youth Rozgar Yojan G. M. Accounts Manager | from the last date of application Seven days from the date of approval Fifteen days from the date of receiving of funds a Scheme) Fifteen days from the last date of application Fifteen days | Managing Director. Managing Director. Managing Director. Managing Director. Managing Director. |
| | Andicraft Small Scale Industries Deveme for providing subsidy for clay in Registration of Artisans Submission of proposal to the appraisal committee Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal and approval of the committee Disbursal of subsidy after receiving the funds from DITC | Regional Manager/ Deputy General Manager Total NOC for electric connection NOC for electric connection Field Manager/ Area Manager Regional Manager/ Deputy General Manager (Engineering)/ Regional Manager (Engineering)/ Regional Manager (Head Office) Total Indicraft Small Scale Industries Development Corporation eme for providing subsidy for clay idol makers Registration of Artisans Marketing Manager Submission of proposal to the appraisal committee Submission of proposal to the Director, Industries, Trade and Commerce for release of subsidy amount after the appraisal and approval of the committee Disbursal of subsidy after receiving the funds from DITC Manager Goa Manager Accounts Manager Accounts Manager Accounts Manager Accounts | Regional Manager / Deputy General Manager Total 6 days NOC for electric connection Field Manager Area Manager Regional Manager Regional Manager Area Manager Regional Manager Area Manager Regional Manager General Manager General Manager (Engineering) Regional Manager (Engineering) Regional Manager (Head Office) Total 8 days Indicraft Small Scale Industries Development Corporation Registration of Artisans Marketing Manager Manager Fifteen days Manager Thirty days from the last date of submission of application for subsidy from the last date of submission of application for subsidy Ten days from the date of approval of the committee Disbursal of subsidy after receiving the funds from DITC Manager Accounts Fifteen days Fifteen days from the date of receiving of funds from the date of receiving from the date of receiving from the date of funds f |

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|--------------|--|--|---|---|------------------------------------|
| | | | | Village Industries Board | |
| 147 | Scrutiny of the applicat financial assistance and before the Conveyor (i.e the District) Task Force | d placing c. Collector of | District Officer (KVIB) | Ten days | Chief Executive Officer (KVIB). |
| 148 | Calling of the meeting of Committee | of Task Force | Collector | Forty days | Secretary (Revenue). |
| 149 | Submission of approved the financial institution | | Chief Executive Officer (KVIB) | Ten days | Director Industries. |
| 150 | Disposal of proposal by Financial Institution | the | Branch Manager of Financial Institution | Twenty one days | Lead Bank Officer. |
| L. De | partment of Inland Wat | erways Capta | in of Ports | | |
| 151 | Extension of Survey Ce | | 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 per the requirement of | | Hydrographic Surveyor | Seven days | Captain of Ports. |
| 154 | Extension of certificate Competency of certificate Engine Drivers after 60 until the age of 70 yrs. | te of Masters | Dy. Captain of Ports/Marine Engineer & Ship Surveyor | Two days after medical fitness report | Captain of Ports. |
| 155 | Annual renewals of Jet Workshops/ Dry-Dock S | | Captain of Ports | Fifteen days | Secretary (Ports). |
| River | Navigation | | | | |
| 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 complain Ferry boat operation no time schedule | t about | Senior Superintendent (Workshop and Traffic) | One day | Captain of Ports. |
| 158 | Resolving the grievance the behavior of the Operati | | Senior Superintendent (Workshop and Traffic) | One day | Captain of Ports. |
| 159 | Resolving the complain facility on the ramp | t about | Senior Superintendent (Workshop and Traffic) | Seven days | Captain of Ports. |
| | epartment of Labour | | | | |
| | missioner, Labour and E | | | | |
| Chief 160 | Inspector of Factories a Approval of Factory Pla | | Chief Inspector of | 90 days | Secretary (Factories |
| | 1 | | Factories & Boilers | | & Boilers) |

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| 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 our repairs/alterations to Boilers | Chief Inspector of Factories & Boilers | 02 days | Secretary (Factories & Boilers) |
| 168 G | Inspection of material as per Indian Boiler Regulations, 1950 | Inspector of Boilers | 21 days | Chief Inspector of Factories & Boilers |
| 168 H | Approval of drawings related to steam pipeline | Inspector of Boilers | 21 days | Chief Inspector of Factories & Boilers |
| 168 I | Recogition 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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| | partment of Law | | | |
| 169 | Where the final arguments are heard in a matter judgment should pronounced | Presiding Officer of Courts constituted under Revenue/Labour Industrial/Consum er 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/Consu mer 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. |
| O. De | partment of Legal Metrology | | | |
| 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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| | partment of Mines and Ge torate of Mines & Geology | | | | |
| 179 | Grant of application under Rule-5 for mining lease | Forwarding the application after scrutiny to Survey Officer | Director | Five days | Secretary (Mines). |
| | L | Verification of plan | Surveying Officer | Five days | Director (Mines). |
| | 1 | Inspection and report Decision | Assistant Geologist Director of | Fifteen days Ten days | Director (Mines). Secretary |
| | | | Mines | | (Mines). |
| 180 | Refund of application fee case application rejected | | Assistant Account Officer | Seven | (Mines). |
| 181 | Letter to Deposit Security other charges | y Deposit and | Director | Five days from the date of order | Secretary (Mines). |
| 182 | Demarcation of approved | | Surveying Officer | Eight days | Director (Mines). |
| 183 | Execution of Lease Agree | | 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 add | | 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 Inspection and | Surveying Officer Assistant | Five days | Director (Mines). |
| | | report Decision | Geologist Director | days Five days | (Mines). Secretary |
| | | | | | (Mines). |

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| | O. Department of Non-Conventional Sources of Energy Goa Energy Development Agency | | | | | |
| 189 | Releasing of subsidy unde | | Member | Thirty | Director of | |
| 100 | Pressure Cooker under IR | | Secretary | days | Science and | |
| | riessure Cooker diider iit | | becietary | days | Technology. | |
| 190 | Release of subsidy under | various other | Member | Thirty | Director of | |
| 190 | schemes | various other | Secretary | days | Science and | |
| | schemes | | Secretary | days | | |
| R. Department of Panchayati Raj and Community Development | | | | | rechnology. | |
| Direc | torate of Panchayat | | | | | |
| 191 | Issue of construction | Submission of | V.P. Secretary | Fifteen | B.D.O. | |
| | licence, permission for | application/file | | days | | |
| | repair, licence for | before the | | | | |
| | hotel/shop/ eating | Panchayat | | | | |
| | house/factory/trade, | Meeting | | | | |
| | occupancy certificate, | Decision on the | Sarpanch | Fifteen | B.D.O. | |
| | N.O.C. for Bar/Liquor | application | | days | | |
| | Shop | | | | | |
| 192 | Decision on the application | n of issue of | Dy. Director of | Thirty | Director of | |
| | construction licence, pern | nission for repair, | Panchayats | days | Panchayats. | |
| | Licence under Section 66(| 2) | | | | |
| | Decision on the application | n of issue of | Block | Thirty | Director of | |
| | Licence for Hotel/shop/ ea | ating | Development | days | Panchayat. | |
| | House/Factory/Trade, Occ | cupancy | Officer | | | |
| | Certificate, N.O.C. for Bar, | Liquor Shop | | | | |
| 194 | Issue of Income Certificat | е | V.P. Secretary | Three days | B.D.O. | |
| 195 | Residence Certificate | | V.P. Secretary | Three days | B.D.O. | |
| S. De | partment of Planning | | | | | |
| Direc | torate of Planning, Statisti | cs and Evaluation | Office of Chief 1 | Registrar of B | irths and | |
| Death | ıs | | | | | |
| 196 | Registration of Birth/Deat | h | Registrar/ | On the day | Collector and | |
| | | | Sub-Registrar | intimation | District | |
| | | | | is received | Registrar. | |
| | | | | under | _ | |
| | | | | Sections 8 | | |
| | | | | or 9 of the | | |
| | | | | Registra- | | |
| | | | | tion of | | |
| | | | | Births and | | |
| | | | | Deaths | | |
| | | | | Act, | | |
| | | | | 1969 | | |
| 197 | Issue of Birth/Death Certi | ficate under | Registrar/ | Soon after | Collector and | |
| | section 12 (Free of Cost) | and the same of | Sub-Registrar | the | District | |
| | 2 (2 100 01 0000) | | - no mogration | Registra- | Registrar. | |
| | | | | tion | - Jogiotiui. | |
| 198 | Issue of Birth/Death Certi | ficate under | Registrar/ | same day | Collector and | |
| | section 17 (On payment of | | Sub-Registrar | (if | District | |
| | Registered 1971 on wards | | - an riogiotidi | Compute- | Registrar. | |
| | | | | rized) in | - Togiotial. | |
| | | | | case not | | |
| | | | | Compute- | | |
| | | | | rized | | |
| | | | | two days | | |
| 199 | Issue of Birth/Death Certi | ficate under | Registrar/ | Seven | Collector and | |
| 100 | | | | | | |
| | I SECTION I / II IN DAVIDED A | t tees) if Birth | Sub-Registrar | Cavs | LUSTRICE | |
| | section 17 (On payment or registered prior to 1971 | t tees) if Birth | Sub-Registrar | days | District Registrar. | |

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| 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- |
| | partment of Power Electrical Engineer | | | |
| 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. |

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| | | | 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) Rectifica- tion of | Superinten- ding Engineer. |

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| | | | 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 | Superinten- ding 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 | Superinten- ding 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 | Superintendi ng 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. |

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| 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 | Superinten- ding Engineer. |
| 216 | Transfer of consumer's name to legal heir | Assistant Engineer (Com) | Fifteen days | Superinten- ding Engineer. |
| 217 | Change of category | Assistant Engineer (Com) of concerned Sub- Division | Ten days | Superintendi ng Engineer. |
| 218 | Shifting of meter/service line etc. | Assistant Engineer of concerned Sub-Division | Thirty days | Superinten- ding Engineer. |
| 219 | Resolving of complaints on billing | Assistant Engineer (Com) of concerned Sub- Division | Fifteen days | Superinten- ding Engineer. |
| 220 | Request for Reconnection L.T Consumer | Assistant Engineer (Com) | Within two days of payment of past dues and Reconnec- tion charges | Superinten- ding Engineer. |
| 221 | Request for Reconnection H.T. Consumer | Assistant Engineer (Com) | Within two days of payment of past dues and reconnec- tion charges | Superinten- ding Engineer. |
| 222 | Providing up to date bill to Consumer on request | L.T .Consumer – Assistant Engineer (Com) | Seven days | Superinten- ding Engineer. |
| 223 | Providing up to date bill to Consumer on request | H.T. Consumer – Executive Engineer of concerned Division | Seven days | Superinten- ding Engineer. |
| | partment of Printing and Stationery | | | |
| Direct 224 | Publication of private notices in the Official | Dy. Director | Fifteen | Director. |
| 225 | Gazette Publication of private tender/notice in | (Tec) Dy. Director | days Seven | Director. |
| 226 | Vacancy and Tender Bulletin Sale of ancient photographs | (Tec) Dy. Director | days Seven | Director. |
| | | | days | |

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| 227 | Providing the certified copy of the Gazette up to 20 pages | In charge of sale | Immedi- ately | 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 publicatio n 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. |
| | partment of Public Health torate of Health Services | | | |
| 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. |

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| 241 | Mediclaim | Director of | Two days | Secretary |
| | | Health | , | (Health). |
| | | Services | | , , , , |
| 242. | Disability Certificate | Medical | Same day | Director of |
| | | Officer/ | | Health |
| | | Medical | | Services |
| | | Board | | |
| 243 | Fitness Certificate for the purpose of | Medical | Two days | Director of |
| | Employment | Officer/ | | Health |
| | | Medical | | Services. |
| | | Board | | |
| | epartment of Sports and Youth Affairs torate of Sports | | | |
| 244 | Providing Sports persons certificate | Director of | Three | Secretary |
| 244 | Providing Sports persons certificate | Sports | days | (Sports). |
| 245 | Recommendations to the Government to | Director of | Thirty | Secretary |
| 210 | provide Financial Assistance to —Indigent | Sports | days | (Sports). |
| | Circumstances to Sportspersons | 7, | ,- | ,-,-,- |
| 246 | Recommendations to the Government the | Director of | Thirty | Secretary |
| | grant in aid | Sports | days | (Sports). |
| Sport | s Authority of Goa | | | , , , |
| 247 | Application for Sports person Certificate | Executive | Three | Secretary |
| | | Director, SAG | days | (Sports). |
| 248 | Membership for availing Sports Facilities | Executive | Three | Secretary |
| | | Director, SAG | days | (Sports). |
| 249. | Tribal Sports Scholarship | Executive | Fifteen | Secretary |
| | | Director, SAG | days | (Sports). |
| | partment of Tourism | | | |
| Direc | torate of Tourism | | | |
| 250 | Registration of Dealers (Sec. 3) | Deputy | Three | Director. |
| | | Director | days | |
| 251 | Registration of Hotels (Sec. 7) | Deputy | Thirty | Director. |
| | | Director | days | |
| 252 | Classification of Hotels (Sec. 11) | Deputy | Same day | Director. |
| 252 | Visconsing of Booch shooks (Gos. 104) | Director | man dans | Diverter |
| 253 | Licensing of Beach shacks (Sec. 13A) | Deputy | Ten days | Director. |
| 254 | Licenses for Deals Bods, Hubstelles and | Director | Ton done | Director |
| 254 | Licenses for Deck Beds, Umbrellas and chairs (Sec. 13B) | Deputy Director | Ten days | Director. |
| 255 | Registration for Travel Agent (Sec. 14) | Deputy | Three | Director. |
| 200 | registration for fraver Agent (Sec. 14) | Director | days | Director. |
| 256 | Registration of Tour operators, water | Deputy | Three | Director. |
| 200 | sports and adventure Sports operators, | Director | days | 21100001. |
| | etc. (Sec. 19A) | | , | |
| 257 | Renewal of certificate of registration (Sec. | Deputy | Same day | Director. |
| | 19 – C) | Director | | |
| 258 | Duplicate Certificate (Sec. 33) | Deputy | Same day | Director. |
| | | Director | | |
| 259 | Classification of Travel Agents (Rule - 9) | Deputy | Same day | Director. |
| | | Director | | |
| 260 | Reservation and allotment of mooring sites | Deputy | Three | Director. |
| | (Rule 13) | Director | days | |
| 261 | Registration of persons carrying on | Deputy | Same day | Director. |
| | business of plying boats, etc. (Rule 14) | Director | | |

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| _ | artment of Urbar | _ | | | |
| | | l Administration | | 1 | I |
| 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 | Inspection & Report | Municipal Engineer | Eight days | Chief Officer/ Commissioner |
| | Water Connection | 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 hous | e/property tax | Chief Officer / Commissioner | Thirty days | D.M.A. |
| 267 | Income Certifica | te | I/C of Taxation Division | Three days | Chief Officer/ Commissioner |

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| 268 | Advertisement Permission for Sign Board | Examination of Papers and report | I/C of Taxation Division | Three days | Chief Officer/ Commissioner |
| | & Hoarding | Decision | Chief Officer / Commissioner | Three days | D.M.A. |
| 269 | Forwarding the p transfer of Lease | | Chief Officer / Commissioner | Ten days after the Council meeting | D.M.A. |
| 270 | Trade License/R | enewal | | Chief Officer/ Commissioner | Seven Days |
| 271 | Public Service (Complaint) | arbage | Municipal Engineer | Two days | Chief Officer/ Commissioner |
| Goa St | ate Urban Develo | pment Agency | Langinoon | | - |
| | nal Urban Liveliho | | | | |
| 272 | SHG | s for formation of | M.S. | Four days | Secretary (U.D). |
| 273 | Sanction of Revo | lving Funds | M.S. | Four days | Secretary (U.D). |
| 274 | Release of Grant | for Training | M.S. | Four days | Secretary (U.D). |
| | | | oa University | | |
| 275 | Duplicate certific sheets | cates/Mark | I) Assistant Registrar Examinations (Professional) | Ten days | Registrar |
| | | | II) Assistant Registrar Examinations (PG) | | |
| | | | II) Assistant Registrar Examinations (UG) | | |
| 276 | Correction in nar other documents | | I) Assistant Registrar Examinations (Professional) | Fifteen days | Registrar |
| | | | II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG) | | |
| 277 | Authentication/V documents | Jerification of | I) Assistant Registrar Examinations (Professional) | Ten days | Registrar |
| | | | II) Assistant Registrar Examinations (PG) II) Assistant Registrar Examinations (UG) | | |

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| 278 | 2 Provisional degree certificate | I) Assistant Registrar | Ten days | 5 Registrar |
| | | Examinations (Professional) | | |
| | | II)Assistant Registrar Examinations (PG) | | |
| | | II) Assistant Registrar Examinations (UG) | | |
| 279 | Attestation of documents | I) Assistant Registrar Examinations (Professional) | Ten days | Registrar. |
| | | II) Assistant Registrar Examinations (PG) | | |
| | | II) Assistant Registrar Examinations (UG) | | |
| 280 | Refund of examination fees | I)Assistant Registrar Examinations (Professional) | Twenty days | Registrar. |
| | | II)Assistant Registrar Examinations (PG) | | |
| | | II) Assistant Registrar Examinations (UG) | | |
| 281 | Verification of marks | I) Assistant Registrar Examinations (Professional) | Twenty days | Registrar. |
| | | II) Assistant Registrar Examinations (PG) | | |
| | | II) Assistant Registrar Examinations (UG) | | |
| 282 | Revaluation and declaration of results | I) Assistant Registrar Examinations (Professional) | Sixty days | Registrar. |
| | | II) Assistant Registrar Examinations (PG) | | |
| | | II) Assistant Registrar Examinations (UG) | | |

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| 283 | Convocation/degree certificate | I) Assistant | Twenty | Registrar. |
| | (eligible candidates who have | Registrar | days | |
| | been conferred degrees) | Examinations | | |
| | | (Professional) | | |
| | | II) Assistant | | |
| | | Registrar | | |
| | | Examinations | | |
| | | (PG) | | |
| | | II)Assistant | | |
| | | Registrar | | |
| | | Examinations | | |
| 204 | Daniel Gardina | (UG) | | D |
| 284 | Passing Certificate | I) Assistant | Seven days | Registrar. |
| | | Registrar | | |
| | | Examinations | | |
| | | (Professional) | | |
| | | II) Assistant | | |
| | | Registrar Examinations | | |
| | | | | |
| | | (PG) | | |
| | | II) Assistant | | |
| | | Registrar Examinations | | |
| | | (UG) | | |
| 205 | Bormant of remuneration to | | Forty fire | Bosistror |
| 285 | Payment of remuneration to paper setters and the | I) Assistant Registrar | Forty five days after | Registrar. |
| | examiners | Examinations | days after declaration | |
| | examiners | | of result | |
| | | (Professional) | or result | |
| | | II) Assistant | | |
| | | Registrar | | |
| | | Examinations | | |
| | | (PG) | | |
| | | II) Assistant Registrar | | |
| | | Examinations | | |
| | | (UG) | | |
| 286 | James of provinces alimibility | ` ' | Pino done from | Pogiatros |
| 200 | Issue of provisional eligibility certificate | Assistant | Five days from the date of | Registrar. |
| | Certificate | Registrar | receipt of | |
| | | Academic | application | |
| 000 | | (Colleges) | | |
| 287 | Issue of migration certificate | Assistant | Ten days from | Registrar. |
| | | Registrar | the date of | |
| | | Academic | receipt of | |
| | | (Colleges) | Application | |
| 288 | Scholarship disbursement | Assistant | Sixty days from | Registrar. |
| | | Registrar | the receipt of | |
| | | Academic (P.G.) | the Application | |
| 289 | Refund of deposits | Assistant | Fifteen days | Registrar. |
| | | Registrar | from the date of | |
| | | Academic | the receipt | |
| | | (P.G.) | of complete | |
| | | | documents | |
| | | | from respective | |
| | | | Department | |
| | I | | | |

| | | | OIDINITICI NO. 07 | | OVERNOETI, EUZE |
|--------|---|--|---|---|-------------------------------------|
| 1 | | 2 | 3 | 4 | 5 |
| Z. Dep | | n and Child Deve | | | |
| 290 | Registration of institution under Rule 71 of The Goa Juvenile | Submission of application to Director of Women and Child | Child and Development Project Officer of the Block | Three days | Director of Women and Child. |
| | Justice (Care and Protection of Children) Rules, 2013 | 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 Er | nquiry 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 Er Welfare Committ | | 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 ch against the Juve | | Investigation officer of the respective Police Station | Three months* | S. P. of the District. |

(EXTRAORDINARY No. 3)

3RD NOVEMBER, 2022

| 1 | 2 | 3 | 4 | 5 |
|-----|--------------------------------|------------------|----------------|----------|
| 294 | Directorate of Health Services | | | |
| | Deen Dayal Swasthya Seva Yojna | Assistant | 7 working days | Director |
| | | Accounts Officer | | |

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 | 1. Counter | B.D.O. of the Taluka | 4 days | 1-6-2014 |
| Panchayats | signature on Income Certificate issued by Village Panchayats of jurisdiction | | | |
| | 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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