Citizens Charter

Services of Goa Forest Development Corporation under purview of the Goa (Rights of Citizens to Time Bound delivery of Public service) Act 2013

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Name of the service</th>
<th>Designated Officer</th>
<th>Time scheduled</th>
<th>1st Appellate Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Finalization of auction process of cashew Plantation.</td>
<td>General Manager of the Corporation.</td>
<td>15 working days from the last day of submission of application.</td>
<td>Managing Director of the Corporation.</td>
</tr>
<tr>
<td>2</td>
<td>Allotment letter to the bidder.</td>
<td>Manager Finance and Administration of the Corporation.</td>
<td>8 working days from the date of finalization of the bid.</td>
<td>General Manager of the Corporation.</td>
</tr>
<tr>
<td>3</td>
<td>Submission of report by the Range Forest Officer about the plantation after the end of crop season.</td>
<td>Range Forest Officer of the Corporation.</td>
<td>30th June of every year.</td>
<td>General Manager of the Corporation.</td>
</tr>
<tr>
<td>4</td>
<td>Refund of Security Deposit.</td>
<td>Manager Finance and Administration of the Corporation.</td>
<td>21 days from the report received from the Range Forest Officer of the Corporation.</td>
<td>Managing Director of the Corporation.</td>
</tr>
</tbody>
</table>