

Department of Public Grievances

Notification

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

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

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

Schedule

Sr. No.	Service	Designated Officer	Time Limit in working days	1 st appellate authority
(1)	(2)	(3)	(4)	(5)
A-Department of Agriculture				
Goa State Horticulture Corporation Limited				
1	Settlement of the claim of farmers of locally produced Vegetables	Managing Director	Thirty days	Director of Agriculture
B- Department of Co-Operation				
Registrar of Co-operative Society				
2	Registration of the Society u/s 8 of the Goa Cooperative Society Act 2001	Assistant Registrar of Cooperative Society	forty Five days	Registrar of Cooperative Society
3	Approval of amendment in the Society Bye-laws u/s 11 of the Goa Cooperative Society Act 2001	Assistant Registrar of Cooperative Society	forty Five days	Registrar of Cooperative Society
Goa State Agricultural Marketing Board				
4	Application for the different Type of Licenses	Dy. Secretary, Goa State Agricultural Marketing Board.	Thirty days.	Jt. Secretary, Goa State Agricultural Marketing Board.
5	Renewal of License subject to Submission of annual return regularly.	Dy. Secretary, Goa State Agricultural Marketing Board.	Fifteen days.	Jt. Secretary, Goa State Agricultural Marketing Board.
C-Department of Craftsmen Training				
6	Refund of caution money.	Principal	Seven days	Director of Craftsmen Training
7	Issue of bonafide certificate to outgoing trainees after completion of training.	Principal	Seven days	Director of Craftsmen Training

8	Return of all original certificates submitted by the trainees at the time of availing admissions.		Principle	Fifteen days from the date of admission	Director of Craftsmen Training
9	Issue of identity cards for the trainees.		Principal	Forty Five days from the date of admission	Director of Craftsmen Training
10	BPL Scholarships	Forwarding application to the Directorate	Principal	Fifteen days	Director of Craftsmen Training
		Disposal of application	Asstt. Director (Training)	Fifteen days	Director of Craftsmen Training
11	Merit Scholarships	Forwarding application to the Directorate.	Principal	Fifteen days from the date of publication of merit list	Director of Craftsmen Training
		Forwarding application to Government	Asstt. Director (Training)	Fifteen days	Director of Craftsmen Training
12	Authentication of certificates.		Assistant Controller of Examination	Seven days.	Director of Craftsmen Training
13	Valuation of examination answers papers		Assistant Controller of Examination	Forty Five days.	Director of Craftsmen Training
14	Verification of certificates		Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training
15	Correction of provisional National Trade certificates.		Assistant Controller of Examination	Fifteen days	Director of Craftsmen Training
D-Department of Education Art & Culture					
Director of Art & Culture					
16	Convey the decision approval/rejection		Assistant Cultural Officer	sixty days from the last day of application	Director of Art and Culture
	If approved – (a) Issue sanction Order		Assistant Cultural Officer	Five days	Director of Art and Culture
	(b) Release of fund to the Bank		Assistant Cultural Officer	Fifteen days from the date of sanction.	Director of Art and Culture
College of Architecture					
17	Issue of Provisional Passing Certificates	Submission of the List of the students who have any dues to the Academic Section.	Incharge of a Respective Sections	Two days prior to declaration of results	Principal

		Issue of Provisional Passing Certificate of the students who do not have any dues of the college	Head Clerk.	On the day of the receipt of the provisional Certificates from the University.	Principal
18	Refund of Caution Money.	Submission of the List of the students who have any dues to the Accounts Section.	Incharge of a Respective Sections	Two days prior to declaration of results	Principal
		Refund of Caution Money by E.C.S in the student account.	Assistant Account Officer	Thirty days from the declaration of results.	Principal
19	Duplicate certificates/Mark sheets	Within 5 years	In charge of Examination	Ten days	Principal
		Beyond 5 years	In charge of Examination	Thirty days	Principal
20	Verification of marks		In charge of Examination	Ten days	Principal
21	Revaluation and declaration of results		In charge of Examination	Forty Five days	Principal
Archive and Archeology					
22	Issue of certified copies of available records of Births, Deaths, Marriage and Baptism.		Archivist (General)	Seven days from date of payment.	Director of Archive and Archeology.
23	Certified copy of Land Inscription/Description certificates/Notarial Deeds.		Archivist (General)	Twelve days from date of payment.	Director of Archive and Archeology.
24	Certified copy of Comunidade records		Archivist (General)	Twelve days from date of payment.	Director of Archive and Archeology.
25	Terotial Military Court (TMT files/ Inventory files). a. 1 - 20 documents		Archivist (General)	Twelve days from date of payment.	Director of Archive and Archeology.
	b. More than 20 but less than 50.		Archivist (General)	Twenty days from date of payment.	Director of Archive and Archeology.
	c. More than 50 but less than 100.		Archivist (General)	Thirty days from date of payment.	Director of Archive and Archeology.
	d. More than 100.		Archivist (General)	Forty days from date of payment.	Director of Archive and Archeology.

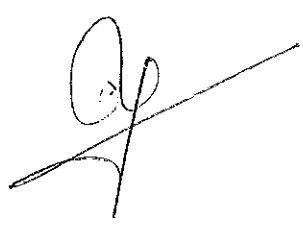
26	Digital images of historical records on CD- ROMs. a. Upto 500 digital images	Scientific Officer	Forty days from date of payment.	Director of Archive and Archeology.
	b. More than 500 digital images.	Scientific Officer	Fifty days from date of payment.	Director of Archive and Archeology.
27	Issue of certified copies of following records to public at IPHB Altinho. a. Documentos Pera Vaigem. b. Captain of Ports c. Extract of Birth/Death / Marriage Salcette 1914-1970 (incomplete series)	Archivist (Management)	Seven days	Director of Archive and Archeology.
28	Issue of Xerox/ Computer copies of documents/ books to scholars/ students/ public.	Librarian	Ten days	Director of Archive and Archeology.

E- Department of Election

Chief Election Officer

29	Registration of Electors	One copy of the application received under sub rule (1) of Rule 26 together with a notice inviting objections to be posted as provided in sub rule (3) of Rule 26	Assistant Electoral Registration Officer / Electoral Registration Officer	Three days	District Election Officer
		Disposal of the applications when there are no objection	Assistant Electoral Registration Officer / Electoral Registration Officer	Three days from the Last day of filling of objections	District Election Officer
		Disposal of application , where there are objections	Assistant Electoral Registration Officer / Electoral Registration Officer	Fifteen days from the Last day of filling of objections	District Election Officer

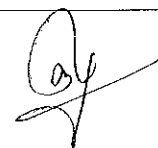
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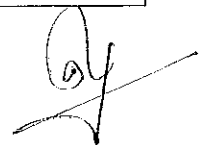
30	Issue of new Election Photo Identity Card	Assistant Electoral Registration Officer / Electoral Registration Officer	Seven days from the date of authorization by the E.R.O. of inclusion the name in the Electoral Roll or after making correction in the Electoral Roll	District Election Officer
31	Issue of Duplicate Election Photo Identity Card	Assistant Electoral Registration Officer / Electoral Registration Officer	Three days	District Election Officer
F-Department of Environment				
Goa State Pollution Control Board				
32	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974 Large - Red Category Establishment	Chairman	Ninety days	Secretary to Government
33	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974 Large (Hotels having more than 50 rooms) - Orange Category	Chairman	Sixty days	Secretary to Government
34	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974 Large - Green Category	Chairman	Forty Five days	Secretary to Government
35	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974 Micro and small (Including Stone Quarries) - Red Category	Chairman	Ninety days	Secretary to Government
36	Consent to establish or operate any establishment under the provisions of the Air (Prevention and Control of	Chairman	Ninety days	Secretary to Government



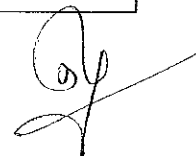
	Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974 Medium Scale Enterprise (Including Stone Quarries) - Red Category			
37	Consent to establish or operate Beneficiation Plants (Dry Screening Plants, Washing Plants) - Red Category under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974	Chairman	Ninety days	Secretary to Government
38	Consent to establish or operate Micro and small (Hotels having 50 or less rooms) - Orange category under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974	Chairman	Sixty days	Secretary to Government
39	Consent to establish or operate Medium Enterprise - Orange Category under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974	Chairman	Sixty days	Secretary to Government
40	Consent to establish or operate Micro and Small - Green Category under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974	Chairman	Forty five days	Secretary to Government
41	Consent to establish or operate Medium Scale Enterprises including applications for Establishment and Operation of Sewage Treatment Plant (STP) and Diesel Generator sets (DG set) - Green Category under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974	Chairman	Forty five days	Secretary to Government
42	Renewal of consent to operate under the provisions of the Air (Prevention and Control of Pollution) Act 1981 and The Water (Prevention and Control of Pollution) Act 1974 and Hazardous Acts - All category	Chairman	Forty five days	Secretary to Government
43	Authorization under Hazardous Waste Rules : i) Red Category ii) Orange Category iii) Green Category	Chairman	Ninety days Sixty days Forty five	Secretary to Government



				days	
44	Authorization under Bio Medical Waste Rules	Chairman	Forty five days	Secretary to Government	
45	Authorization under Municipal Solid Waste Rules	Chairman	Forty five days	Secretary to Government	
46	Authorization under Batteries waste Management Rules	Chairman	Forty five days	Secretary to Government	
47	Registration under Plastic Waste Rules	Chairman	Forty five days	Secretary to Government	
48	Authorization issued under E-waste (Management and Handling) Rules 2010	Chairman	Forty five days	Secretary to Government	
G-Department of Finance					
Commissioner 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	Incharge of Police Station	Seven days	Superintendent of Police
		Submission of report to Excise Department	Secretary Village Panchayat	Seven days	Block Development Officer
		Submission of report to Excise Department	Chief Officer of Municipality / Commissioner of City of Panaji Corporation,	Seven days	Director of Municipal Administration
		Submission of report to Excise Commissioner along with Police and Local body Report.	Excise Inspector	Ten days	Commissioner of Excise
		Decision of the Application	Commissioner	Fifteen days	Secretary (Finance)
50	Grant of Liquor License / Shifting for Retailsale/Wholesale of IMFL, CL & FL for consumption under Rule 90 of the Excise Duty Act & Rules 1964	Forwarding the Application to the respective Police Station/Village Panchayat/Municipality .	Excise Inspector	Five days	Commissioner of Excise
		Submission of report to Excise Department	Incharge of Police Station	Seven days	Superintendent of Police
		Submission of report to Excise Department	Secretary Village Panchayat	Seven days	Block Development Officer
		Submission of report to Excise Department	Chief Officer of Municipality /Commissioner of City of Panaji	Seven days	Director of Municipal Administration



			Corporation,		
		Submission of report to Excise Commissioner along with Police and Local body Report.	Excise Inspector	Ten days	Commissioner of Excise
		Decision of the Application	Commissioner of Excise	Fifteen days	Secretary (Finance)
51	Transfer of Ownership of license under Rule 104 of the Goa Excise Duty Act Rules 1964	Forwarding the Application to the respective Police Station.	Excise Inspector	Five days	Commissioner of Excise
		Submission of report to Excise Department	Incharge of Police Station	Seven days	Superintende nt of Police
		Submission of report to Excise Commissioner along with Police Report.	Excise Inspector	Ten days	Commissioner of Excise
		Decision of the Application	Commissioner of Excise	Fifteen days	Secretary (Finance)
52	Permission for the issue of (No. of permits) Export Permits.	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Assistant Excise Commissioner	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Assistant Excise Commissioner	Two days	Commissioner of Excise
53	Permission for the issue of Export NOCs (outside India)	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Excise Commissioner	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Excise Commissioner	Two days	Secretary (Finance)
54	Permission for the issue of duty paid Import Permit	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Assistant Excise Commissioner	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Assistant Excise Commissioner	two days	Commissioner of Excise



55	Permission for the issue of Under Bond Import Permit	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Assistant Excise Commissioner	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Assistant Excise Commissioner	Two days	Commissioner of Excise
56	Permission for the issue of NOC to procure ENA/RS/HBS/MS etc.	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Excise Commissioner.	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Excise Commissioner	Two days	Secretary (Finance)
57	Permission for the issue of NOC to Import Foreign Liquor/Beer/Wine.	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Excise Commissioner.	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Excise Commissioner	Two days	Secretary (Finance)
58	Permission for the issue of import Permit to procure of ENA/RS/HBS/MS etc.	Forward the application to the Excise Inspector (Station)	Excise Inspector (Unit)	Two days	Commissioner of Excise
		Forward the application to the Assistant Excise Commissioner.	Excise inspector (Station)	Two days	Commissioner of Excise
		Decision of the application	Assistant Excise Commissioner	Two day	Commissioner of Excise
59	Recording and renewal of Labels	Forward the application to Assistant Excise Commissioner	Excise Inspector of Station/Unit	Five days	Commissioner of Excise
		Submission the application to the Commissioner with his view	Assistant Commissioner Excise	Five days	Commissioner of Excise
		Decision of the application	Commissioner	Five days	Secretary (Finance)

H-Department of Fisheries				
60	Registration of Fishing Net	Superintendent	Fifteen days	Director of

			of Fisheries		fisheries
61	Transfer of Fishing Net		Superintendent of Fisheries	Fifteen days	Director of fisheries
62	Registration to the Non motorized/ motorized fishing canoe and fishing vessels (Allotment of Number)	Submission of the report to the Fisheries Officer.	Fisheries Surveyor	Five days	Director of Fisheries
		Submission of the proposal to the Supdt. of Fisheries	Fisheries Officer	Five days	Director of Fisheries
		Decision on the Application.	Supdt. of Fisheries	Five days	Director of Fisheries
63	Registration to the Non motorized/ motorized fishing canoe and fishing vessels (issue of vessel certificate)	Submission of the report to the Fisheries Officer.	Fisheries Surveyor	Five days	Director of Fisheries
		Submission of the proposal to the Supdt. of Fisheries	Fisheries Officer	Five days	Director of Fisheries
		Decision on the Application.	Supdt. of Fisheries	Five days	Director of Fisheries
I-Department of Forest					
Principal Chief Conservator of Forest					
64	Permission for felling trees under the provision of the Goa, Daman and Diu Preservation of Trees Act, 1984 and Rules made there under. a. For two trees		Sub Divisional Forest Officer	Fifteen days	Deputy Conservator of Forest
	b. Upto ten trees		Tree Officer	Thirty days	Conservator of Forest (Conservation)
	c. More than 10 trees		Tree Officer	Sixty days	Conservator of Forest(Conservation)
65	Permission for removal of felling trees for which permission is granted by the Tree Officer a. For two trees		Sub Divisional Forest Officer	Fifteen days	Deputy Conservator of Forest
	d. Upto ten trees		Tree Officer	Thirty days	Conservator of Forest (Conservation)
	e. More than 10 trees		Tree Officer	Sixty days	Conservator of Forest(Conservation)
66	Report on the applications received from the Collector/ Dy. Collector under the provisions of Goa Land Revenue Code		Dy. Conservator of Forest	twenty days	Conservator of Forest (Conservation)
67	Compensation of amount of loss of	Submission the report to the	Sub Divisional Officer Forest	Thirty days	Conservator of Forest

	human life or permanent disability	Damage Assessment Committee			(Conservation)
		Decision of the compensation	Dy. Conservator Forest	Fifteen days	Conservator of Forest (Conservation)
		Payment of Assistance	Dy. Director of Account (Directorate of Account)	seven days	Director of Account
68	Compensation of amount of human injury or Death/ injury to cattle/ domestic animal /house / other property	Submission the report to the Damage Assessment Committee	Sub Divisional Officer Forest	Thirty days	Conservator of Forest (Conservation)
		Decision of the compensation	Dy. Conservator Forest	Thirty days	Conservator of Forest (Conservation)
		Payment of Assistance	Dy. Director of Accounts (Directorate of Accounts)	seven days	Director of Account
69	N. O. C. on the application for Arms License, within 10 km. of wild Life Centauries/National Parks.		Chief Wild Warden	Twenty Five days	Principal Chief Conservator of Forest
Forest Development Corporation					
70	Finalization of auction process of Cashew Plantation		General Manager of the Corporation	Fifteen working days from the last day of submission of application	Managing Director
71	Allotment letter to the bidder		Manager Finance	Eight working days from the date of Finalization of bid	General Manager
	Submission of report by the Forest Officer about the Plantation after the end of crop season		Range Forest Officer	30 th June	General Manager
72	Refund of Security Deposit		Manager Finance	Twenty One days from the report received from the R.F.O.	Managing Director
J-Department of Home					
Director General of Police					
73	Submission of request to District Magistrate in the case of Arm license		In-charge of Police Station	Thirty days	Supdt. Of Police
74	Issue of copy of First Information		Station House	Immediately	In-charge of

	Report (F.I.R.)	Officer/ Incharge of Police Station	after registration	Police Station
75	Report on request for sound system for traditional functions/marriage & other religious program me	In-charge of Police Station	Three days	Supdt. Of Police
76	Report on request for sound system related to the moving vehicle, public meeting	Dy. S.P.	Three days	Supdt. Of Police
77	Request of character certificate/service verification. Individual application to be sent to respective Police Station	In-charge of Police Station	Seven days	Supdt. Of Police
78	N.O.C. for Petro pump, Gas agency, Hotel & Bar	In-charge of Police Station	Fifteen days	Supdt. Of Police
79	Issue of certificate of Finger Print.	Dy.S.P.	Fifteen days	Supdt. Of Police
80	Cast Verification Report to Scrutiny Committee	Superintendent of Police	Fifteen Days	D. I. G.
Directorate of Fire and Emergency Services				
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 work-shops;	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home)
84	N.O.C. for Tank farms of Petroleum products	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home)
85	N.O.C. for P.O.L. dispensing outlet	Dy. Director of Fire and Emergency Services	Fifteen days	Director Fire Services
86	N.O.C. for Flammable gas godown/ L.P.G. Gas godowns;	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home)
87	N.O.C. for Non-dangerous petroleum upto 8,000 ltrs. And LPG/LNG upto 200 Kgs. For commercial activities.	Divisional Officer	Fifteen days	Dy. Director Fire Services
88	N.O.C. for Non-dangerous petroleum upto 5,000 ltrs. And LPG/LNG upto 100 Kgs. For commercial activities.	Assistant Divisional Officer	Fifteen days	Divisional Officer
89	N.O.C. for Storage and use of LPG upto 50 kgs. For commercial activities	Station Fire Officer	Five days	Assistant Divisional Officer
90	N.O.C. for Shops and Establishment falling under jurisdiction of Village Panchayat	Station Fire Officer	Five days	Assistant Divisional Officer
91	N.O.C. for Shops and Establishment not covered under jurisdiction of Village Panchayat	Assistant Divisional Officer	Five days	Divisional Officer



92	N.O.C. for Godowns and warehouses (High Hazard);	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home)
93	N.O.C. for Godowns and warehouses (Moderate Hazard);	Dy. Director of Fire and Emergency Services	Fifteen days	Director of Fire and Emergency Services
94	N.O.C. for Godowns and warehouses (Low Hazard);	Divisional Officer	Fifteen days	Dy. Director of Fire and Emergency Services
95	N.O.C. for Public place like exhibition halls , entertainment places, dancing halls, theatres, assembly halls, seaport, airport , railway station, bus stations, stadium, etc.	Director of Fire and Emergency Services	Fifteen days	Additional/ Special Secretary (Home)
96	N.O.C. for Video Cinema Houses	Assistant Divisional Officer	Fifteen days	Divisional Officer
97	N.O.C. for Educational and institutional places;	Dy. Director of Fire and Emergency Services	Fifteen days	Director of Fire and Emergency Services
98	N.O.C. for Restaurants and bakeries, eating house where the seating capacity does not exceed 100 persons.	Divisional Officer	ten days	Dy. Director of Fire and Emergency Services
99	N.O.C. for Lodging Houses and Hotels under non-classified Category less than Fifteen mtrs. in height having up to 25 rooms	Divisional Officer	ten days	Dy. Director of Fire and Emergency Services
100	N.O.C. for Restaurants and bakeries, eating house where the seating capacity does not exceed 50 persons.	Assistant Divisional Officer	ten days	Divisional Officer
101	N.O.C. for Restaurants and eating house where the seating capacity does not exceed 20 persons.	Fire Officer	ten days	Assistant Divisional Officer
102	N.O.C. for Lodging Houses and Hotels under non-classified Category less than Fifteen mtrs. in height having up to Fifteen rooms	Assistant Divisional Officer	ten days	Divisional Officer
103	N.O.C. for Temporary Shacks under Tourist Trade Act	Assistant Divisional Officer	ten days	Divisional Officer
104	N.O.C. for Scrap Yards under Goa Waste (Scrap) Recycling Unit Scheme 2010	Divisional Officer	ten days	Dy. Director of Fire and Emergency Services
105	N. O. C. for Printing, Composing, Binding etc. where Linotype or other allied machines are used such as Mono-type wherein the process of meeting and casting is involved or using above 10 horse power of motor.	Assistant Divisional Officer	ten days	Divisional Officer

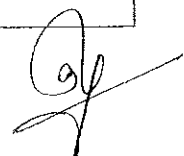
106	N.O.C. for Storing, Dumping, curing, Cleansing etc. of Cycle tyres and tubes above 500	Assistant Divisional Officer	ten days	Divisional Officer
107	N.O.C. for Steam engines and boilers to construct or establish any factory workshop or work place in which it is proposed to employ steam power, water power or other mechanical power or electrical power.	Assistant Divisional Officer	ten days	Divisional Officer
108	N.O.C. for Storage places of flammable and hazardous goods;	Director of Fire and Emergency Services	Fifteen days	Additional Secretary (Home)
109	N.O.C. for Hotel under 3 & 4 Starred Category as per As per National Building Code of India 2005, Part 4 (Fire and Life Safety)	Dy. Director (Fire)	ten days	Director Fire Services
110	N.O.C. for Storing and / or Selling of Fire Works more than 25 Kgs. And up to 50 Kgs. Under Explosive Act 1884 and Rules 1983	Divisional Officer	ten days	Dy. Director Fire Services
111	N.O.C. for Storing and / or Selling of Fire Works upto 25 Kgs. under Explosive Act 1884 and Rules 1983	Assistant Divisional Officer	ten days	Divisional Officer
112	Issue of fire report in cases where loss of property assessed more than Rs. 20.00 lakhs	Director of Fire and Emergency Services	ten days	Additional/ Special Secretary (Home)
113	Issue of fire report in cases where loss of property assessed more than Rs. 10.00 lakhs but less than 20 lakhs	Dy. Director of Fire	ten days	Director Fire Services
114	Issue of fire report in cases where loss of property assessed more than Rs. 5.00 lakhs but less than 10 lakhs	Divisional Officer	ten days	Dy. Director Fire Services
115	Issue of fire report in cases where loss of property assessed more than Rs. 1.00 lakhs but less than 5 lakhs	Assistant Divisional Officer	ten days	Divisional Officer
116	Issue of fire report in cases where loss of property assessed more than 1 lakhs	Station Fire Officer	ten days	Assistant Divisional Officer

K-Department of Industries

Industrial Development Corporation

a. Allotment of Plots and Galas:

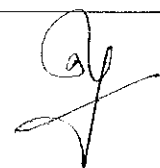
117	Fixing of meeting of Screening Committee.	Chief General Manager of IDC	Within Thirty days from the last date of application.	Managing Director of Goa Industrial Development Corporation
118	Communication of the decision about the offer of allotment of plot when the area less than 1200sq. mts. and galas 100 sq.mts.	Managing Director.	Fifteen days from the date of receipt of report of Screening Committee.	Managing Director of Goa Industrial Development Corporation



119	Communication of the decision to the applicant about the offer of allotment of plot when the area more than 1200sq. mts. and galas 200sq.mts.	Managing Director.	Fifteen days from the date for approval granted by the Board (Date of confirmed Minutes of Meeting is received).	Secretary (Industries)
120	Confirmation/allotment order to the Party.	Managing Director.	Fifteen days from the date of applicant's deposited payment.	Secretary (Industries)
121	Physical possession	Field Manager	Thirty days from the date of allotment order issued by the M.D.	Managing Director of Goa Industrial Development Corporation
122	Issue of Draft of Lease Deed	Chief General Manager	Thirty days from the date of allotment of order issued by M.D.	Managing Director of Goa Industrial Development Corporation
b. Plot transfer/Sub-lease/Change in name/Trade/Use/Addition of Products/Permitting more than one Industrial unit/Change in Shareholding structure and Change in Constitution of an unit.				
123	Letter to Field Manager for site report.	Chief General Manager	Within Ten days of date of application received	Managing Director
124	Submission of Field Report	Field Manager	Within Ten days	Managing Director
125	Decision and communication of Provisional Permission	Managing Director	Thirty days from the approval received from Screening Committee.	Secretary (Industries)
126	Confirmation order	Managing Director	Fifteen days from the payment received from applicant.	Secretary (Industries)
127	Issue of Draft of Lease Deed	Chief General Manager	Thirty days from the date of	Managing Director

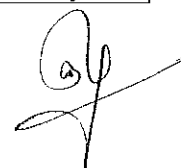
			approval order issued by M.D.	
c. Surrender of Plots & Galas :				
128	Letter to submit the Report from the following Officers 1. Account Section. 2. Finance Manager 3. Financial Institute(if any)	Chief General Manager	Five days from the date of application received.	Managing Director
129	No dues about IDC with reference to service mentioned at Sr. No.128	Chief Accounts Officer	Fifteen days.	Managing Director
130	Field Report with reference to service mentioned at Sr. No.128	Field Manager	Fifteen days.	Managing Director
131	Surrender/acceptance letter	Managing Director	Ten days from the compliance of Field Report observation and Board approval received.	Secretary (Industries)
132	Refund of amount	Chief Accounts Officer	Fifteen days.	Managing Director
d. Mortgage of 1st, 2nd 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)
Goa Handicraft Small Scale Industries Development Corporation				
a. Scheme for providing subsidy for clay idol makers:				
137	Registration of Artisans	Marketing Manager	Fifteen days	Managing Director
138	Submission of proposal to the appraisal committee	General Manager	Thirty days from the last date of submission of application for subsidy.*	Managing Director
139	Submission of Proposal to the Director, Industries, Trade and	Managing Director	ten days from the	Secretary industries

	Commerce for Release of subsidy amount after the appraisal and approval of the committee		date of approval.	
140	Dispersal of subsidy after receiving the funds from DITC	Manager Accounts	Fifteen days from the date of receiving of Funds	Managing Director
b. Financial assistance to the Traditional Bakers of Goa				
141	Registration of Artisans	Marketing Manager	Fifteen days	Managing Director
142	Submission of proposal to the appraisal committee	Accounts Supervisor	Thirty days from the last date of application.	Managing Director
143	Submission of Proposal to the Director Industries and Trade and Commerce for Release of subsidy amount after the appraisal committee approve the proposal	General Manager	Seven days from the date of approval.	Managing Director
144	Dispersal of subsidy after receiving the funds from Director Industries and Trade and Commerce.	Manager Accounts	Fifteen days from the date of receiving of Funds	Managing Director
c. Deendayal swayam Rojgar Yojana (Goa Youth Rozgar Yojana Scheme)				
145	Submission of proposal to the appraisal committee	G. M. Accounts	Fifteen days from the last date of application.	Managing Director
146	Dispersal of subsidy after approval by the appraisal Committee	Manager Accounts	Fifteen days from the date of receiving of Funds	Managing Director
Khadi and Village Industries Board				
147	Scrutiny of the application for financial assistance and placing before the Conveyor (i.e. Collector of the District) Task force Committee	District Officer (KVIB)	ten days	Chief Executive Officer (KVIB)
148	Calling of the meeting of Task Force Committee	Collector	forty days	Secretary (Revenue)
149	Submission of approved proposal to the Financial institution	Chief Executive Officer (KVIB)	ten days	Director (Industries)
150	Disposal of proposal by the Financial Institution	Branch Manager of Financial Institution	Twenty one days	Lead Bank Officer
L. Department of Inland Waterway				
Captain of Ports				
151	Extension of Survey Certificates.	Captain of Ports	Eight days	Secretary (Ports)
152	Erection of new fishing stakes.	Deputy Hydrographic Surveyor/	Ten days	Captain of Ports



			Hydrographic Surveyor		
153	Supply of Hydrographic Charts as per the requirement of the public.		Hydrographic Surveyor	Seven days	Captain of Ports
154	Extension of certificate of Competency of certificate of Masters, Engine Drivers after 60 yrs. of age until the age of 70 yrs.		Dy. Captain of Ports/Marine Engineer & Ship Surveyor	Two days after medical fitness report	Captain of Ports
155	Annual renewals of jetties/ Workshops/ Dry-Docks/ Shipyards		Captain of Ports	Fifteen days	Secretary (Ports)
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 complaint about Ferry boat operation not as per time schedule		Senior Superintendent (workshop and traffic)	one day	Captain of ports
158	Resolving the grievances against the behavior of the Operational Staff.		Senior Superintendent (workshop and traffic)	one day	Captain of ports
159	Resolving the complaint about facility on the Ramp		Senior Superintendent (workshop and traffic)	seven days	Captain of ports
M. Department of Labour					
Commissioner Labour and Employment					
Chief Inspector Factories and Boilers					
160	Approval of Notice of Period of work for Adult workers		Inspector	Fifteen days	Chief Inspector of Factories and Boilers
161	Issue of certificate of Fitness to Young Person		Medical Inspector/ certified Surgeon	Twenty one days.	Chief Inspector of Factories and Boilers
162	Inspector for Steam Test of Boiler		Inspector of (Boiler)	Twenty one days.	Chief Inspector of Factories and Boilers
163	Renewal of Boiler License		Inspector of (Boiler)	Twenty one days.	Chief Inspector of Factories and Boilers
164	Inspection of material as per Indian Boiler Regulations, 1950		Inspector of (Boiler)	Twenty one days.	Chief Inspector of Factories and Boilers
165	Approval of drawings related to Boiler pipeline		Inspector of (Boiler)	Twenty one days.	Chief Inspector of Factories and Boilers

166	Confirmation of appointment for conducting Medical Examination of Workers	Medical Inspector of Factories	Five days	Chief Inspector of Factories and Boilers
167	Confirmation of appointment for conducting Industrial Hygiene survey	Chemist	Five days	Chief Inspector of Factories and Boilers
168	Confirmation of dates of training Programme to be organized	Training Assistant	Five days	Chief Inspector of Factories and Boilers
N. Department of Law				
169	Where the final arguments are heard in a matter, Judgment should be pronounced	Presiding Officer of Courts constituted under Revenue/ Labour /Industrial/Consumer or any other Local Act.	Three months from the date of conclusion of the arguments	Appellate authority of the Said Court
170	In Misc. Application and/ or all other matters order	Presiding Officer of Courts constituted under Revenue/ Labour /Industrial/Consumer or any other Local Act.	Two months from the date of conclusions of arguments , subject to any statutory provisions, if any provide less period	Appellate authority of the Said Court
171	Certified copy of Judgment / order pronounced/delivered	Presiding Officer of Courts constituted under Revenue/ Labour /Industrial/Consumer or any other Local Act.	seven days (Ordinary)	Appellate authority of the Said Court
172	Certified copy of Judgment / order pronounced/delivered	Presiding Officer of Courts constituted under Revenue/ Labour /Industrial/Consumer or any other Local Act.	One day (urgent)	Appellate authority of the Said Court
O. Department of Legal Metrology				
Director of Legal Metrology				
173	Registration of Manufacturer of	Controller	Five day	Secretary



	Weights and measures, Registration of repairers of weights and measures and Registration of Dealers and Registration of manufacturers, Packers and Importers of Package commodities.				(weights and Measures)
174	Receiving the application for registration, verification of the documents and Submission of the report after site inspection		Assistant Controller (incharge of the zone)	Six days	Controller
175	Decision of the application		Controller	Four days	Secretary (weights and Measures)
176	Renewal of licenses Manufacturer/ Dealers and Repairs of weights and measures		Assistant controller (Head Quarter)	Thirty days	Controller
177	Verification of petrol and diesel pump (dispensing pumps) and weigh bridges		Assistant Controller (incharge of the zone)	Two days	Controller
178	Verification of other weights or measures		Inspector	Two days	Controller
P. Department of Mines and Geology					
Director 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)
		Verification of plan	Surveying Officer	Five days	Director (Mines)
		Inspection and report	Assistant Geologist	Fifteen days	Director (Mines)
		Decision	Director of Mines	Ten days	Secretary (Mines)
180	Refund of application fee under Rule 10 in case application rejected		Assistant Account Officer	Seven days	Director (Mines)
181	Letter to Deposit Security Deposit and other charges		Director	Five days from the date of order	Secretary (Mines)
182	Demarcation of approved plan		Surveying Officer	Eight days	Director (Mines)
183	Execution of Lease Agreement		Director	Fifteen days	Secretary (Mines)
184	Renewal of Lease under Rule 19	Forwarding the application after scrutiny to Assistant Geologist	Director	Five days	Secretary (Mines)
		Inspection, assessment and report	Assistant Geologist	Twenty days	Director (Mines)
		Decision	Director	Ten days	Secretary (Mines)
185	Transfer of quarrying lease Rule-20	Forwarding the application after scrutiny to Assistant Geologist	Director	Five days	Secretary (Mines)
		Inspection,	Assistant	Twenty days	Director (Mines)

		assessment and report	Geologist		
		Decision	Director	Five days	Secretary (Mines)
186	Transit Pass Rule 38-39		Assistant Geologist	Ten days	Director (Mines)
187	Change of name and address		Director	Seven days	Director (Mines)
188	quarrying permit Rule 68	Forwarding the application after scrutiny to Surveying Officer	Director	Five days	Secretary (Mines)
		Verification of plan	Surveying Officer	Five days	Director (Mines)
		Inspection and report	Assistant Geologist	Fifteen days	Director (Mines)
		Decision	Director	Five days	Secretary (Mines)
Q. Department of Non- Conventional Sources of Energy					
Goa Energy Development Agency (GEDA)					
189	Releasing of Subsidy under Fuel Efficient Pressure Cooker under IREP		Member Secretary	Thirty days	Director of Science and Technology
190	Release of subsidy under various other schemes.		Member Secretary	Thirty days	Director of Science and Technology
R. Department of Panchayat Raj and Community Development					
Directorate of Panchayat					
191	Issue of construction Licence, Permission for repair, Licence for Hotel/shop/ eating House/Factory/T trade, Occupancy Certificate, N.O.C. for Bar/Liquor Shop	Submission of application/file before the Panchayat Meeting	V.P. Secretary	Fifteen days	B.D.O.
		Decision on the application	Sarpanch	Fifteen days	B.D.O.
192	Decision on the application of Issue of construction Licence, Permission for repair, Licence under Section 66(2)		Dy. Director of Panchayat	Thirty days	Director of Panchayat
193	Decision on the application of Issue of Licence for Hotel/shop/ eating House/Factory/Trade, Occupancy Certificate, N.O.C. for Bar/Liquor Shop		Block Development Officer	Thirty days	Director of Panchayat
194	Issue of Income Certificate		V.P. Secretary	Three days	B.D.O.
195	Residence Certificate		V.P. Secretary	Three days	B.D.O.
S. Department of Planning					
Directorate of Planning and Statistics/Office of Chief Registrar of Births and Deaths					
196	Registration of Birth / Death		Registrar / Sub-Registrar	On the day intimation received	Collector and District Registrar

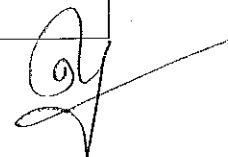
			under section 8 or 9 of the Registration of Birth and Death Act 1969	
197	Issue of Birth/ Death Certificate under section 12 (Free of Cost)	Registrar / Sub-Registrar	Soon after the Registration	Collector and District Registrar
198	Issue of Birth/ Death Certificate under section 17 (On payment of fees) if Birth Registered 1971 onwards	Registrar / Sub-Registrar	Same day (if Computerized) in case not computerized two days	Collector and District Registrar
199	Issue of Birth/ Death Certificate under section 17 (On payment of fees) if Birth Registered prior to 1971	Registrar / Sub-Registrar	Seven days	Collector and District Registrar
200	Non availability certificate (up to 7 years)	Registrar / Sub-Registrar	Three days	Collector and District Registrar
201	Non availability certificate (more than 7 years)	Registrar / Sub-Registrar	Seven days	Collector and District Registrar
202	Permission for Late Birth Registration within a year	Additional District Registrar	Five days	Collector and District Registrar
203	Correction of Birth/ Death Record Where counter signature required	Registrar/ Sub Registrar	Ten days	Chief Registrar of Birth & Deaths
T. Department of Power				
Chief 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 complain.	Executive Engineer
		Junior Engineer of Concerned Section	Within Eight working hours for Rural areas from receipt of complain.	
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 complain.	Executive Engineer
		Junior Engineer of Concerned Section	Within twelve working hours for Rural areas from receipt	

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

		Concerned Sub- Division	restoration of power supply within Four working hours, Wherever feasible. (2) Rectification of fault within twelve working hours.	
209	Rectification of supply Problem in grid (33 KV or 66 KV) substation.	Assistant Engineer of Concerned Sub- Division	(1) Restoration of supply from alternate source, within six working hours, wherever feasible. (2) Repair and restoration of supply within forty eight working hours.	Superintending Engineer
210	Rectification of Power Transformer Failure	Assistant Engineer of Concerned Sub- Division	Restoration of supply from alternate source within six working hours, wherever feasible.	Superintending Engineer
211	Rectification of Voltage variation problem	Junior Engineer	Within four working hours	Executive Engineer
212	Tapping of Transformer	Junior Engineer	Within three days	Executive Engineer
213	Installation & Up- gradation of HT/	Executive	One	Superintending

	LT system	Engineer	hundred and eighty days	Engineer
214	Rectification of Complaint lodged for burnt meter	Junior Engineer of the Concerned Section	Restore supply within six working hours and new meter shall be provided within three days from the receipt of complaint.	Executive Engineer
215	Change of consumer's name due to change in ownership/ occupancy for property.	Assistant Engineer(com) of concerned Sub- Division	Urban area- Sixty days Rural area- one hundred and twenty days	Superintending Engineer
216	Transfer of consumer's name to legal heir	Assistant Engineer(com)	Fifteen days	Superintending Engineer
217	Change of category	Assistant Engineer(com) of concerned Sub- Division	ten days	Superintending Engineer
218	Shifting of meter/ Service line etc..	Assistant Engineer of Concerned Sub Division	Thirty days	Superintending Engineer
219	Resolving of Complaints on billing	Assistant Engineer(com) of concerned Sub- Division	Fifteen days	Superintending Engineer
220	Request for Reconnection L.T Consumer	Assistant Engineer (Com)	Within two days of payment of past dues and reconnection charges.	Superintending Engineer
221	Request for Reconnection H.T .Consumer	Assistant Engineer (Com)	Within two days of payment of past dues and reconnection charges.	Superintending Engineer
222	Providing up to date bill to Consumer on request	L.T.Consumer - Assistant Engineer (Com)	Seven days.	Superintending Engineer
223	Providing up to date bill to Consumer on request	H.T. Consumer - Executive Engineer of Concerned	Seven days.	Superintending Engineer

		Division		
U. Department of Printing and Stationery				
Director of Printing and Stationery				
224	Publication of private notices in the official Gazette	Dy. Director (Tec)	Fifteen days	Director
225	Publication of private tender/notice or vacancy and tender Bulletin	Dy. Director (Tec)	Seven days.	Director
226	Sale of ancient photographs	Dy. Director	Seven days.	Director
227	Providing the certifying copy of the Gazette up to 20 pages	In charge of sale counter	Immediately	Director
228	Updating the amendment in the Acts on the Printing Press Website	In charge of the Publication Division	Thirty days from the date of publication in the Gazette	Director
229	Available of new publication	Dy. Director (Tec)	Thirty days from the date of publication in the Gazette	Director
230	Updating the amendment in the online publication	Incharge of publication division	Fifteen days from the date of publication in the Gazette	Director
231	Submission of overtime bills of the employees to the Director of Accounts from the date of receiving in Accounts section.	Accounts Officer	Fifteen days from the date of receipt.	Director
V. Department of Public Health				
Directorate 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	Director of Health Services	Forty five days	Secretary (Health)

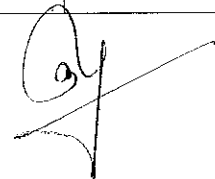


	2004 & Rules 2011			
240	Assistance under Janani Suraksha Yojana.	Medical Officer/ Incharge of Hospital	Seven days	Director of Health Services.
241	Medicclaim	Director of Health Services	two days	Secretary (Health)
242	Disability Certificate	Medical Officer/ medical Board	Same day	Director of Health Services.
243	Fitness Certificate for the purpose of Employment	Medical Officer/ medical Board	Two days	Director of Health Services.
W. Department of Sport and Youth Affairs				
Director of Sport				
244	Providing Sports persons Certificate	Director of Sport	Three days	Secretary((Sport)
245	Recommendations to the Government to provide Financial Assistance to "Indigent Circumstances to Sportspersons	Director of Sport	Thirty days	Secretary(Sport)
246	Recommendations to the Government the grant in aid	Director of Sport	Thirty days	Secretary (Sport)
Sport Authority of Goa				
247	Application for Sportsperson Certificate	Executive Director, SAG	Three days	Secretary (Sport)
248	Membership for availing Sports Facilities	Executive Director, SAG	Three days	Secretary (Sport)
249	Tribal Sport Scholarship	Executive Director, SAG	Fifteen days	Secretary (Sport)
X. Department of Tourism				
Director of Tourism				
250	Registration of Dealers (Sec 3)	Deputy Director	Three days	Director
251	Registration of Hotels (sec 7)	Deputy Director	Thirty days	Director
252	Classification of Hotels (sec 11)	Deputy Director	Same day	Director
253	Licensing of Beach shacks (Sec 13 A)	Deputy Director	Ten day	Director
254	Licenses for Deck Beds, Umbrellas and chairs. (Sec 13B)	Deputy Director	Ten day	Director
255	Registration for Travel Agent (Sec 14)	Deputy Director	Three days	Director
256	Registration of Tour operators, water sports and adventure Sports operators, etc. (Sec 19A)	Deputy Director	Three days	Director
257	Renewal of certificate of registration (Sec 19 - C)	Deputy Director	Same day	Director
258	Duplicate Certificate (Sec 33)	Deputy Director	Same day	Director
259	Classification of Travel Agents (Rule - 9)	Deputy Director	Same day	Director
260	Reservation and allotment of mooring sites (Rule 13)	Deputy Director	Three days	Director



261	Registration of persons carrying on business of plying boats, etc. (Rule 14)		Deputy Director	Same day	Director
Y. Department of Urban Development					
Director of Municipal Administration					
262	New Construction License	Examination, site inspection and submission of the papers to Chief Officer	Municipal Engineer	twenty days	Chief Officer
		Decision on the application	Chief Officer / Commissioner	Seven days	D.M.A.
		Convey the Decision to applicant	Municipal Engineer	Three days	Chief Officer / Commissioner
		Issue of license	Chief Officer / Commissioner	Three days from the date of deposit of license fees	D.M.A.
	Renewal of Construction License	Decision	Chief Officer / Commissioner	Five days	Chief Officer
263	Occupancy Certificate	Inspection & Report	Municipal Engineer	Ten days	Chief Officer / Commissioner
		Decision on the application	Chief Officer / Commissioner	Five days	D.M.A.
		Convey the Decision to applicant	Municipal Engineer	two days	Chief Officer / Commissioner
		Issue of license	Chief Officer / Commissioner	two days from the date of deposit of fees	D.M.A.
264	Miner repair	Inspection & Report	Municipal Engineer	ten days	Chief Officer / Commissioner
		Decision on the application	Chief Officer / Commissioner	three days	D.M.A.
		Convey the Decision to applicant	Municipal Engineer	two days	Chief Officer / Commissioner
		Issue of license	Commissioner	two days from the date of deposit of fees	D.M.A.
265	NOC for Electric and Water Connection	Inspection & Report	Municipal Engineer	Eight days	Chief Officer / Commissioner
		Decision on the application	Chief Officer / Commissioner	two days	D.M.A.
		Convey the Decision to applicant	Municipal Engineer	two days	Chief Officer / Commissioner

		Issue of license	Chief Officer / Commissioner	two days	D.M.A.
266	Transfer of house/property tax		Chief Officer / Commissioner	Thirty days	D.M.A.
267	Income Certificate		I/C of Taxation Division	Three days	Chief Officer / Commissioner
268	Advertisement Permission For Sign Board & Hoarding	Examination of Papers and report	I/C of Taxation Division	Three days	Chief Officer / Commissioner
		Decision	Chief Officer / Commissioner	Three days	D.M.A.
269	Forwarding the proposal of transfer of Lease		Chief Officer / Commissioner	Ten days after the Council meeting	D.M.A.
270	Trade License/ Renewal		Chief Officer / Commissioner	Seven Days	D.M.A.
271	Public Service (Garbage compliant)		Municipal Engineer	two day	Chief Officer / Commissioner
Goa State Urban Development Agency					
National Urban Livelihoods Mission					
272	Sanction of funds for formation of SHG		M.S.	Four days	Secretary (U.D)
273	Sanction of Revolving Funds		M.S.	Four days	Secretary (U.D)
274	Release of Grant for Training		M.S.	Four days	Secretary (U.D)
Goa University					
275	Duplicate certificates/Mark sheets		I)Assistant Registrar Examinations (Professional) II)Assistant Registrar Examinations(P G) II) Assistant Registrar Examinations(UG)	Ten days	Registrar
276	Correction in name and such other documents		I)Assistant Registrar Examinations (Professional) II)Assistant Registrar Examinations(P G) II) Assistant Registrar Examinations(Fifteen days	Registrar

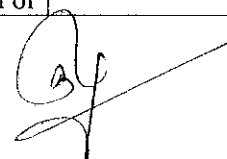


		UG)		
277	Authentication/verification of documents	I)Assistant Registrar Examinations(P rofessional) II)Assistant Registrar Examinations(P G) II) Assistant Registrar Examinations(UG)	Ten days	Registrar
278	Provisional degree certificate	I)Assistant Registrar Examinations(P rofessional) II)Assistant Registrar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

		G) II) Assistant Registrar Examinations(UG)		
282	Revaluation and declaration of results	I)Assistant Registrar Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Sixty days	Registrar
283	Convocation/degree certificate (eligible candidates who have been conferred degrees)	I)Assistant Registrar Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Twenty days	Registrar
284	Passing Certificate	I)Assistant Registrar Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Seven days	Registrar
285	Payment of remuneration to paper setters and the examiners	I)Assistant Registrar Examinations(Professional) II)Assistant Registrar Examinations(PG) II) Assistant Registrar Examinations(UG)	Forty five days after declaration of result	Registrar
286	Issue of provisional eligibility certificate	Assistant Registrar-Academic(College)	Five days from the date of	Registrar



		ges)	receipt of application		
287	Issue of migration certificate	Assistant Registrar-Academic(Colleges)	Ten days from the date of receipt of application	Registrar	
288	Scholarship disbursement	Assistant Registrar-Academic(P.G.)	Sixty days from the receipt of the application	Registrar	
289	Refund of deposits	Assistant Registrar-Academic(P.G.)	Fifteen days from the date of the receipt of complete documents from respective department	Registrar	
Department of Women and Child Development					
290	Registration of institution under Rule 71 of The Goa Juvenile Justice (Care and Protection of Children) Rules, 2013	Submission of Application to Director of Women and Child	Child and Development Project Officer of the Block	Three days	Director of Women and Child
		Forwarding the application to the S. P, Collector and Calling the report from the Project Officer	Probation Officer	two days	Director of Women and Child
		Submission of Report to Director of Women and Child	S. P of the District	Fifteen days	Inspector General of Police
		Submission of Report to Director of Women and Child	Additional Collector of the District	Fifteen days	Collector of the District
		Submission of Report to Director of Women and Child	Probation Officer	Fifteen days	Director of women and Child
		Submission of proposal to the Government	Director of Women and Child	Seven days	Secretary of Women and Child
291	Completion of Enquiry by J. J. B.	Chairman J.J. B	four months (as provided under section 14 of Juvenile Justice (care and Protection of	Secretary of Women and Child	



			Children) Act, 2000)	
292	Completion of Enquiry by Child Welfare Committee	Chairman C. W. C committee	four months (as provided under section 33 of Juvenile Justice (care and Protection of Children) Act, 2000)	Secretary of Women and Child
293	Submission of charge sheet against the Juvenile	Investigation officer of the Respective Police Station	Three months*	S. P. of the District

By order and in the name of
Governor of Goa

(Neela S. Dharwadkar)

Under Secretary (Public Grievances)

Place: Secretariat, Porvorim - Goa;
Dated: 21st December, 2015

To,

The Director (Printing and Stationery), Government Printing Press, Panaji - Goa with request to publish the above Notification in the next issue of Official Gazette. It is further requested to provide five copies of the Official Gazette in which the said Notification is published.

Copy to:

1. The Departments concerned.
- ✓ 2. The Director, Department of Information Technology, above Alcon Hyundai Showroom Building, Porvorim - Goa with a request to publish on the official Portal.
3. The Director of Public Grievances, Directorate of Public Grievances, Udyog Bhavan, Panaji- Goa.
4. The Chairman, Committee on Simplification of Procedures for Effective Delivery of Public Services, Secretariat, Porvorim - Goa.
5. Guard File.
6. Office Copy.