

# Citizen Charter

## FORM-I

(See Rule 6)

### FORM OF NOTICE BOARD

Name, Designation and Office of the Designated Officer :

**Shri Ravikiran D. Pawaskar, Principal, Margao Government Industrial Training Institute, Borda, Goa.**

Sr. No.	Notified public service		Documents to be annexed along with the application	Specified time limit	Designation and address of the Appellate Authority	Stipulated time limit for disposal of appeal
1.	Refund of Caution money		No dues certificate from the concerned official/ Instructor and original receipt of caution money deposit at the time of admission.	Seven days	The Director, Directorate of Skill Development and Entrepreneurship, Government of Goa, 3rd Floor, Shrama Shakti Bhavan, Patto Plaza, Panaji – Goa	30 days
2.	Issue of bonafide certificate to outgoing trainees after completion of training		Application from the eligible trainee	Seven days	The Director, Directorate of Skill Development and Entrepreneurship, Government of Goa, 3rd Floor, Shrama Shakti Bhavan, Patto Plaza, Panaji – Goa	30 days
3.	Return of all original certificates submitted by the trainees at the time of availing admissions		Nil	Fifteen days from the date of admission	The Director, Directorate of Skill Development and Entrepreneurship, Government of Goa, 3rd Floor, Shrama Shakti Bhavan, Patto Plaza, Panaji – Goa	30 days
4.	Issue of identity cards for the trainees		Nil	Forty Five days from the date of admission	The Director, Directorate of Skill Development and Entrepreneurship, Government of Goa, 3rd Floor, Shrama Shakti Bhavan, Patto Plaza, Panaji – Goa	30 days
5.	BPL Scholarships	Forwarding application to the Directorate	Form duly filled by the trainees with BPL certificate/Income certificate	Fifteen days	The Director, Directorate of Skill Development and Entrepreneurship, Government of Goa, 3rd Floor, Shrama Shakti Bhavan, Patto Plaza, Panaji – Goa	30 days
6.	Merit Scholarships	Forwarding application to the Directorate	Nil	Fifteen days from the date of publication of Merit list	The Director, Directorate of Skill Development and Entrepreneurship, Government of Goa, 3rd Floor, Shrama Shakti Bhavan, Patto Plaza, Panaji – Goa	30 days

1. Name of the person authorized to receive application in the office of Designated Officer:

**Shri Ravikiran D. Pawaskar, Principal Margao Government Industrial Training Institute.**

2. Time limit for filing appeal:

**within thirty days from the order passed by the Designated Officer**