

# Citizen Charter

## CITIZENS RIGHT TO TIME-BOUND SERVICES ACT 2013

### FORM-I

(See Rule 6)

#### FORM OF NOTICE BOARD

Name, Designation and Office of the Designated Officer :

**Shri J. J. Caldeira, Principal, Vasco Government Industrial Training Institute, Bogda, Goa.**

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

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

**Shri J. J. Caldeira, Principal**

2. Time limit for filing appeal :

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