

SERVICE DELIVERY STANDARD**ANNEXURE-III**

Sl No.	Services	Service /Performance standard	Contact details of officer concerned	Weightage (%)	Process	Documents required	Fee, if any
1.	Grant of (Central share) subsidy for developing New Plantations of Cashew and Cocoa	30 Days	Deputy Director(D) PH-0484-2377151 dccd@nic.in	10	1) Receipt of application in prescribed form 2) Field inspection 3)Scrutiny of applications and examination of inspection reports 4) According admn. approval and preparation of Bills for drawing funds. 5) Payment of subsidy amount through E Transfer/Cheque/DD	1) Duly filled and signed Application in prescribed Form 2) Land possession documents 3) ID Proof 4) Bank Account details 5) Recommendation by respective implementing agency/units.	--
2.	Grant of financial assistance for replacing senile cashew plantations with High Yielding Varieties	1 st instalment within 30 days 2 nd and final instalment within 20 Days after spot inspection	Deputy Director(D) PH-0484-2377151 dccd@nic.in	08	1) Receipt of proposals 2) Field inspections 3) Scrutiny of proposals and examination of inspection reports 4) According admn. Approval and preparation of Bills for drawing funds 5) Payment of subsidy amount through E Transfer/Cheque/DD	1) Duly filled and signed proposals 2) Inspection Reports 3) Progress Report 4) Bank Account details	--

3	Grant of financial assistance for rejuvenation of cashew plantations	1 st instalment within 30 days 2 nd and final instalment within 20 Days after spot inspection	Deputy Director(D) PH-0484-2377151 dccd@nic.in		<ol style="list-style-type: none"> 1) Receipt of proposals 2) Field inspections 3) Scrutiny of proposals and examination of inspection reports 4) According admn. Approval and preparation of Bills for drawing funds 5) Payment of subsidy amount through E Transfer/Cheque/DD 	<ol style="list-style-type: none"> 1) Duly filled and signed proposals 2) Inspection Reports 3) Progress Report 4) Bank Account details 	
4.	Grant of (Central share) subsidy for developing High density plantations of Cashew	30 Days	Deputy Director(D) PH-0484-2377151 dccd@nic.in	10	<ol style="list-style-type: none"> 1) Receipt of application in prescribed form 2) Field inspection 3)Scrutiny of applications and examination of inspection reports 4) According admn. approval and preparation of Bills for drawing funds. 5) Payment of subsidy amount through E Transfer/Cheque/DD 	<ol style="list-style-type: none"> 1) Duly filled and signed Application in prescribed Form 2) Land possession documents 3) ID Proof 4) Bank Account details 5) Recommendation by respective implementing agency/units. 	

5.	Grant of financial assistance for establishing Model Nurseries of Cashew and Cocoa	10 Days	Deputy Director(D) PH-0484-2377151 dccd@nic.in	06	1) Receipt of application in prescribed form 2) Scrutiny of application and Site inspection 3) Examination of inspection report and MOU 4) According admn. approval and preparation of Bills for drawing funds 5) Payment of subsidy amount through E Transfer/Cheque/DD	1) Duly filled and signed Application in prescribed Form through nationalized Banks with project proposal containing :- i) Sketch of area ii) land possession certificate iii) Loan sanction letter from bank. 2) Inspection Reports 3) Duly executed MOU	--
----	--	---------	---	----	--	--	----

6.	Financial assistance for training farmers	10 Days	Deputy Director(R) PH-0484-2377151 dccd@nic.in	05	1) Receipt of project proposal 2) Examination of project proposal 3) According admn. approval and preparation of Bills for drawing funds 4) Payment of subsidy amount through E Transfer/Cheque/DD	1) Project proposal complete in all respect	--
7.	Financial claims of DCCD officials for grant of TA/ CEA/ FA	10 Days	Admn. Officer PH0484-2377251 dccd@nic.in	05	1) Receipt of applications in prescribed format 2) Examination of	1) Duly completed applications in all respect along with necessary enclosures.	--

	/ Medical				applications 3) According admn. approval ,preparation of Bills and presentation to PAO for payment.		
8.	Settlement of pensionary benefits of retiring officials DCCD	20 Days from the Date of retirement	Admn. Officer PH0484-2377251 dccd@nic.in	08	1)Receipt of applications in prescribed format 2) Examination of applications 3) According admn. approval, preparation of Bills and presentation to PAO for payment.	1) Duly completed applications in all respect along with necessary enclosures as per rules. 2) Necessary payment authority/sanction from PAO,DOAC, Cochin	--
9.	Updation of DCCD Website	02 Days from trigger of events	Admn. Officer PH-0484-2377251 dccd@nic.in	05	1) Creation and packing of necessary web content 2) Obtaining approval 3) Uploading to Website	--	--

* Days indicated are actual working days