<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Services</th>
<th>Service /Performance standard</th>
<th>Contact details of officer concerned</th>
<th>Weightage ( % )</th>
<th>Process</th>
<th>Documents required</th>
<th>Fee, if any</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Grant of (Central share) subsidy for developing New Plantations of Cashew and Cocoa</td>
<td>30 Days</td>
<td>Deputy Director(D) PH-0484-2377151 <a href="mailto:dccd@nic.in">dccd@nic.in</a></td>
<td>10</td>
<td>1) Receipt of application in prescribed form</td>
<td>1) Duly filled and signed Application in prescribed Form</td>
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<td></td>
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<td></td>
<td>2) Field inspection</td>
<td>2) Land possession documents</td>
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<td></td>
<td></td>
<td>3) Scrutiny of applications and examination of inspection reports</td>
<td>3) ID Proof</td>
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<td></td>
<td>4) According admn. approval and preparation of Bills for drawing funds.</td>
<td>4) Bank Account details</td>
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<td></td>
<td>5) Payment of subsidy amount through E Transfer/Cheque/DD</td>
<td>5) Recommendation by respective implementing agency/units.</td>
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<tr>
<td>2.</td>
<td>Grant of financial assistance for replacing senile cashew plantations with High Yielding Varieties</td>
<td>1st instalment within 30 days 2nd and final instalment within 20 Days after spot inspection and receipt of progress report</td>
<td>Deputy Director(D) PH-0484-2377151 <a href="mailto:dccd@nic.in">dccd@nic.in</a></td>
<td>08</td>
<td>1) Receipt of application in prescribed form</td>
<td>1) Duly filled and signed Application in prescribed Form</td>
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<td>2) Field inspections</td>
<td>2) Inspection Reports</td>
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<td></td>
<td></td>
<td></td>
<td>3) Scrutiny of applications and examination of inspection reports</td>
<td>3) Progress Report</td>
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<td>4) According admn. approval and preparation of Bills for drawing funds.</td>
<td>4) Bank Account details</td>
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<td>5) Payment of subsidy amount through E Transfer/Cheque/DD</td>
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</tbody>
</table>
| 3. | Grant of subsidy for establishing Demonstration Plots of Cashew | 30 Days | Deputy Director(D) PH-0484-2377151 dccd@nic.in | 10 Days | Deputy Director(D) PH-0484-2377151 dccd@nic.in | 1) Receipt of application in prescribed form  
2) Scrutiny of applications and examination of inspections reports/Progress Report/MOU  
4) According admn. Approval and preparation of Bills  
5) Payment of subsidy amount through E-Transfer/Cheque/DD | 1) Duly filled and signed Application in prescribed Form  
2) Inspection Reports/Progress Reports  
3) Duly executed MOU  
3) Recommendation of concerned Research Institute  
4) Bank Account details |
|---|---|---|---|---|---|---|
| 4. | Grant of financial assistance for establishing Model Nurseries of Cashew and Cocoa | 10 Days | Deputy Director(D) PH-0484-2377151 dccd@nic.in | 06 Days | Deputy Director(D) PH-0484-2377151 dccd@nic.in | 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 |
| 5. | Financial assistance for establishing Processing Unit of Cashew | 10 Days | Deputy Director(D)  
PH-0484-2377151  
dccd@nic.in | 04 | 1) Receipt of project proposal  
2) Scrutiny of project proposal and Site inspection  
3) According admin. 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  
2) Inspection Report | -- |
| 6. | Financial assistance for training farmers | 10 Days | Deputy Director(M)  
PH-0484-2377151  
dccd@nic.in | 05 | 1) Receipt of project proposal  
2) Examination of project proposal  
3) According admin. 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 assistance for creating water resources | 10 Days | Deputy Director(D)  
PH-0484-2377151  
dccd@nic.in | 04 | 1) Receipt of project proposal  
2) Examination of project proposal  
3) According admin. 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 | -- |
<table>
<thead>
<tr>
<th>No.</th>
<th>Task Description</th>
<th>Duration</th>
<th>Code</th>
<th>Responsibility</th>
<th>Notes</th>
</tr>
</thead>
</table>
| 8.  | Financial claims of DCCD officials for grant of TA/ CEA/ FA / Medical            | 10 Days  | 05   | Admn. Officer PH0484-2377251 dccd@nic.in            | 1) Receipt of applications in prescribed format  
2) Examination of applications  
3) According admin. approval, preparation of Bills and presentation to PAO for payment.  
1) Duly completed applications in all respect along with necessary enclosures. |
| 9.  | Settlement of pensionary benefits of retiring DCCD officials                      | 20 Days from the Date of retirement | 08   | Admn. Officer PH0484-2377251 dccd@nic.in            | 1) Receipt of applications in prescribed format  
2) Examination of applications  
3) According admin. 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 |
| 10. | Updation of DCCD Website                                                          | 02 Days from trigger of events      | 05   | Admn. Officer PH-0484-2377251 dccd@nic.in           | 1) Creation and packing of necessary web content  
2) Obtaining approval  
3) Uploading to Website  
--                                                                                                                                 |

* Days indicated are actual working days