

Procedure followed in Decision Making Process: The working of the organization is in accordance with the provisions laid down under Memorandum of Association & Articles of Association framed by the Corporation and as per the resolutions passed by the Board of Directors. Since the organization is registered as a Company under Companies Act 1956 with the Registrar of Companies, all procedures are also followed in decision making process as laid down under Companies Act. However a set of procedure to be followed as set out in the constitution of the Corporation and exercised of the powers has been elucidated as appearing here below:-

Sr. No.	Activity	Time frame/Norm for its Completion/disposal	Remarks
1.	Open Auction Sale of rights for collection of fruits and nuts during every fruiting season	Limited to fruiting season starting from January to May.	Sometimes the process is started in the month of November preceding the crop season
2.	Sale of Rubber/ Scrap rubber/ Smoked rubber	There is no time frame however the material is disposed off on the basis of the rates obtained from Kottayam Rubber Market every month.	
3.	Execution of plantation works	The plantation works are time bound because each operation has to be completed at a particular period which cannot be postponed to some other date, therefore to carry out each operation budgetary provision is made for each item of work and is approved under a respective estimate.	
4.	Execution of work through Self Help Group (SHG)	Plantations are allotted to the SHG's for a period of 3 years for collection of cashew produce as well as for carrying out all other maintenance work of plantation which include casualty replacement rejuvenation of plantation.	This Scheme is specially drafted for up-liftment of common people living in an around the radius of 5 kms of the plantation area to improve their Socio-economic status thereby

			providing work to the self help group to make them self reliant.
6	Creation of Nagar van at Chapoli- canacona	<p>This project is taken by the GFDC Ltd on behalf of Goa forest department at downstream and adjoining area of Chapoli dam in an area of 50 Ha. Out of this 20 ha area non forest land belongs to WRD and same is obtained from them.</p> <p>The activities proposed to be undertaken under this project are creation of nature trails, fencing, watch towers, walking path, meditation huts, open air gym, toilet and water facilities, landscaping and gardening etc under this to provide healthy environment to city dwellers. All these activities will be undertaken by Goa Forest Development Corporation Ltd on behalf of Forest Department and phase one work is expected to complete by May 2022.</p>	Forest department has submitted a detail proposal for creation of Nagar van vide no. CWLW/91/Nagar Van/FD/2020-21/3553 dated 25/11/2020 to the Inspector General of Forests (NAEB), Ministry of Environment, Forest and Climate Change, Govt. Of India for approval and release of fund .

Rules, regulations, instructions, manuals and records for discharging functions:-

The act, rules, regulations are followed as described under the Memorandum of Association & Article of Association as mentioned in the format which include instructions, manuals and records for discharging functions available with the public authority.

Sr. No.	Name of the act, rules, regulations etc.	Brief list of the contents	Ref No. if any	Price in case of priced publications
1.	Memorandum of Association & Article of Association	The rules and regulations for discharging functions of the Corporation are in line with those laid down for Govt. of Goa which have been adopted in the 1 st Meeting of the	----	Not priced publication. N.B- Copy of the constitution can be had from the

		Board of Directors held on 02.06.1997 at Ponda		office of the Corporation against payment of charges thereof
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