



**GOVERNMENT OF GOA**  
**DEPARTMENT OF PERSONNEL**  
Secretariat, Porvorim, Goa

# **Compendium of Instructions**

**VOLUME I**

## **COMPENDIUM OF INSTRUCTIONS**

### **Volume I**

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**DISCLAIMER**

Every effort has been made to make the Compendium free from any factual errors, but yet some errors could remain. Readers/Departments are requested and advised to refer the Circulars/Notifications/OMs, in its full context (and the original source of publication). If any error is noticed, Department of Personnel may be informed of the same for correction.

DR. PRAMOD SAWANT  
CHIEF MINISTER, GOA



### FOREWORD

It gives me immense pleasure to note that the Government is publishing a Compendium of Instructions in multiple volumes comprising of various standing instructions issued by the key departments. A herculean task has been completed, by compiling age old instructions which are relevant for the day today administration. I congratulate Shri Yetindra Maralkar, Secretary, Goa Public Service Commission who has completed this task in a comprehensive manner. His hard work, efforts and experience in Personnel Department has yielded dividends in the administration in the form of this compendium.

I sincerely hope that the administration will use this compendium for reference. This publication is intended to reduce the burden of the officials for search of instructions at many places. This will enable the Departments to prepare the proposals with references and clarity enabling an informed decision.

I once again compliment Shri Maralkar and extend best wishes for his career.

A handwritten signature of Dr. Pramod Sawant is shown, written in dark ink.

(Dr. Pramod Sawant)  
Chief Minister



PARIMAL RAI, IAS  
CHIEF SECRETARY



## FOREWORD

It gives me immense pleasure to know that the Government of Goa has decided to publish a Compendium of various Rules, Office Memoranda, Circulars and other important instructions issued by the Government of Goa from time to time, with the efforts of Shri Yetindra M. Maralkar, Secretary, Goa Public Service Commission along with the Department of Personnel, Government of Goa.

Shri Yetindra M. Maralkar has taken great pains to collect the vast tranche of various administrative rules, instruction, guidelines, office memoranda issued by Government of Goa since the liberation of Goa. The Compendium has meticulously arranged instructions, department wise, and also sub-categorized it subject wise for ease of reference. This Compendium personifies the hard work and methodical working of Shri Yetindra M. Maralkar and I am sure it will inspire and encourage other Departments to take up similar initiatives in sync with the motto of the Government of a transparent and rule based Governance.

This Compendium will help the Government officials across various departments and will act as a useful aid in performance of their day-to-day duties, to a greater efficiency. Through this Compendium, it is our endeavour to share and disseminate the knowledge of Government procedures and practices and it will be an important guide to empower the general public on understanding how Government functions.

I am sure that this Compendium will be a valuable reference for Government employees and public, and will encourage all of us to adopt speed with transparency in decision making. I earnestly hope this Compendium will be found useful by all concerned.

**PARIMAL RAI**  
Chief Secretary

## PREFACE



.....  
*"The essence of a happy life and a peaceful society lies in  
one sentence- What can I Give ?" – A.P.J. Abdul Kalam*  
.....

The Government issues numerous Circular(s)/OMs/Instructions to delineate the process of implementation of Rules and to simplify the procedures in the administration. The departments have to search for instructions at many places and sometimes in archival files for processing the proposals. A need was felt for codifying of all the instructions issued by various departments. With this thought and objective, the work of Compendium was initiated.

An attempt has been made, perhaps for the first time in the State administration to cover major departments and key subjects, under one index. This compendium is a compilation of instructions issued by key departments such as Personnel, Finance, Administrative Reforms, Vigilance, Public Health, Social Welfare *et al.* A comprehensive index of all the instructions will navigate the reader through the compendium. In spite of the best efforts, there could be some OMs/Orders/Instructions which may not have been available for inclusion in this edition.

This publication will enable departments to process the proposal in accordance with the extant instructions available as a ready reckoner. The bureaucracy as well as members of the public at large will benefit from this compendium to refer and use the instructions for the general good. This is a step towards comprehensive disclosure of all the Government instructions and memoranda at a single place for a more transparent and responsive governance and informed citizenry.

### Acknowledgments...

First and foremost, I would like to place on record my sincere thanks to our young and dynamic *Chief Minister Dr. Pramod Sawant* for his unconditional support in preparation of this Compendium. This publication would probably not have been possible without his encouragement.

I would like to thank our respected *Chief Secretary, Shri Parimal Rai, IAS* who backed this initiative whole heartedly and was instrumental in completing the compilation in the time frame. His unflagging enthusiasm has been the driver to shape the Compendium.

My profound thanks to *Shri Jose Manuel Noronha, Hon'ble Chairman, Goa Public Service Commission* for his co-operation and guidance.

My fond gratitude to, *Shri Sharad G. Marathe, Ombudsman (former Addl. Secy. (Law), Government of Goa)* and *Shri N. D. Agarwal, ex-Collector & District Magistrate (South Goa)*, both my colleagues for inspiration. They have been skilfully steering the completion of this work, all throughout with their valued interventions.

I remain grateful to *Shri Harish Adconkar, Joint Secretary (Personnel)*, *Shri. Umeshchandra Joshi, Director (Social Welfare)* and *Shri Shashank Thakur, Under Secretary (Personnel)* for their continued support and for putting in all efforts in publishing this Compendium.

My sincere thanks to the staff members of Secretariat and especially of Personnel Department, particularly, *Shri Anil Shirodkar, Section Officer (Personnel)*, *Shri Sushant Sinari, Assistant, Smt. Sabina Beig, Stenographer, Shri Puneet Akarkar, Multi Tasking Staff* who have worked vigorously in their association with the work of compilation.

I thank the *Officers & staff members of GPSC* who have rendered their assistance to the publication of this Compendium. I also thank *Shri Mahesh Vengurlekar, Principal* and *Shri Wilfred Goes, Asst. Professor of Goa College of Art* for their contribution in designing the Cover page.

Thanks to my family members *Mrs. Sejal, Yukta and Saanvi* for giving me the liberty and luxury of extended timings at workplace for completing the task.

I express my gratitude towards my colleague, late *Shri Damodar Shanke, ex-Director, Shri Rajendra Mirajkar, Director of Printing and Stationery, Shri Andre T. Pereira, Dy. Director (Tech.)* and his team specially *Shri Adam A. Khan (Overseer Composing)* and *Smt. Neeta Lourenco (Typesetter)*, for completing this arduous process of printing within the limits of time. They can never be acknowledged adequately.



**(Yetindra M. Maralkar, IAS)**  
Secretary,  
Goa Public Service Commission

**ADHOC COMMITTEE**

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Personnel (GOG)	10/1/77-PER(Part-II)	19/10/2009		Instruction reg. action based on Adhoc Committee Report should be with the approval of the Govt.	2

**ALLOWANCES**

<b>I. Washing Allowances</b>						
1.	Finance (R&C) (GOG)	8/5/2007-Fin (R&C) (1)	05/05/2008		Grant of washing allowance to Drivers and Group "D" staff as recommended by V <sup>th</sup> Pay Commission Corrigendum to O.M. dated 01/04/2008	4
2.	Finance (R&C) (GOG)	8/5/2007-Fin (R&C) (1)	01/04/2008		Grant of washing allowance to Drivers and Group "D" staff as recommended by V <sup>th</sup> Pay Commission-in continuation to O.M. dated 03/04/2007	4
3.	Finance (R&C) (GOG)	8/5/2007-Fin (R&C) (1)	03/04/2007		Grant of washing allowance to Drivers and Group "D" staff as recommended by V <sup>th</sup> Pay Commission	4
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2.	Ministry of Finance (GOI) Finance R&C (GOG)	21/5/2017-E.II(B) 8/1/2016-Fin(R&C)	02/08/2017 Read order dated 10/08/2017 issued by Finance (R&C)	10/08/2017 Adopted by the State Govt. for its implementation prospectively w.e.f. 01/08/2017	Implementation of the recommendation of the 7 <sup>th</sup> Central Pay Commission relating to grant of Transport Allowance to Central Govt. Employees.- Partial modification	5
3.	Ministry of Finance (GOI) Finance R&C (GOG)	19030/1/2017-E.IV 19030/1/2017E.IV 19030/1/2017E.IV 8/1/2016-Fin(R&C)	13/07/2017 18/08/2017 04/09/2017	25/10/2017	Travelling Allowance Rules-implementation of the Seventh Central Pay Commission	6
4.	Ministry of Finance (GOI) Finance R&C (GOG)	21/5/2017-E.II(B) 8/1/2016-Fin(R&C)	07/07/2017	25/07/2017 Adopted by the State Govt. for its implementation prospectively w. e. f. 01/08/2017	Implementation of the recommendation of the 7 <sup>th</sup> Central Pay Commission relating to grant of Transport Allowance to Central Govt. Employees.	8
5.	Ministry of Finance (GOI) Finance R&C (GOG)	21(2)/2016-E.II(B) 8/7/2008-Fin(R&C)	19/08/2016	03/01/2017	Admissibility of Transport allowance in the cases of office - the officers who are not entitled for the official car are not entitled to opt for Transport allowance@ Rs. 7000/-	12
6.	Ministry of Finance (GOI) Finance R&C (GOG)	19030/3/2008-E.IV 8/7/2008-Fin(R&C)/Part 1	08/06/2010	12/07/2010	Travelling Allowance Rules – Implementation of the Sixth Central Pay Commission	13

7.	Ministry of Finance (GOI) Finance R&C (GOG)	21(2)/2008-E.II(B) 8/8/2006-Fin(R&C)	05/03/2009	30/06/2009	Rate of Transport Allowance in the case of officers of All India /Group "A" services appointed at the Centre on deputation basis as Directors/equivalent	14
8.	Ministry of Finance (GOI) Finance R&C (GOG)	19030/3/2008-E.IV 8/9/2008-Fin(R&C)/Part File	18/02/2009	20/05/2009	Travelling Allowance Rules – Implementation of the Sixth Central Pay Commission – Corrigendum to O.M. no. 19030/3/2008-E.V dated 23/09/2008	14
9.	Ministry of Finance (GOI) Finance R&C (GOG)	19030/3/2008-E.IV 8/9/2008-Fin(R&C)	22/01/2009	30/04/2009	Travelling Allowance Rules – implementation Of 6th Pay Commission	15
10.	Ministry of Finance (GOI) Finance R&C (GOG)	19030/3/2008-E.IV 8/7/2008-Fin(R&C)	23/09/2008	29/10/2008	Travelling Allowance Rules – implementation of the 6 <sup>th</sup> Central Pay Commission	16
11.	Finance (Rev. & Cont.) (GOG)	8/5/2007-Fin (R&C) (I)	05/05/2008		Enhancement of rate of uniforms to all Group “C” employees-Corrigendum	18
12.	Finance (Rev. & Cont.) (GOG)	8/5/2007-Fin (R&C) (I)	01/04/2008		Enhancement of rate of uniforms to all Group “C” employees.	19
13.	Finance (Rev. & Cont.) (GOG)	8/5/2007-Fin (R&C)	05/11/2007		Grant of Transport Allowance-conveyance allowance to the blind or orthopedically handicapped with disability of lower extremities stands abolished vide O.M. dated 05/11/2007	19
14.	Finance (Rev. & Cont.) (GOG)	8/5/2007-Fin (R&C)	03/04/2007		Grant of Transport Allowance – conveyance allowance to the blind or orthopedically handicapped with disability of lower extremities stands abolished vide O.M. dated 05/11/2007	19
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2.	Ministry of Personnel, Public Grievances & Pension (GOI) Finance R&C (GOG)	12011/04/2008-Estt (Allowance) 8/7/2003-Fin. (R&C)	11/09/2008 (with a copy of extract of Notification dated 01-06-2001)	07/05/2012	Recommendation of the Sixth Central Pay Commission – implementation of decisions relating to Special Allowance for Child Care for women with disabilities and Education Allowance for disabled children of Govt. Employees.	21
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3.	Ministry of Personnel, Public Grievances & Pension (GOI)  Finance R&C (GOG)	27012/02/2017-Estt (AL)  8/1/2016-Fin(R&C)	16/08/2017	25/10/2017 Adopted by the State Govt. for its implementation prospectively w. e. f. 01/10/2017	Recommendation of the Seventh Central Pay Commission – Implementation of decision relating to the grant of Children Education Allowance	24
4.	Ministry of Personnel, Public Grievances & Pension (GOI)  Finance R&C (GOG)	27012/01/2015-Estt (AL)  8/7/2008-Fin(R&C)	22/08/2016	03/01/2017	Children Education allowance (CIA)-Clarification	25
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6.	Ministry of Personnel, Public Grievances & Pension (GOI)  Finance R&C (GOG)	12011/03/2008-Estt (Allowances)  8/7/2008-Fin(R&C)	23/11/2009	10/10/2011	Clarification regarding Children Education Allowance	27
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4.	Personnel (GOG)	2/38/75-PER (Vol.III)	09/06/2004		Drawing of charge allowance in case of additional charge	30
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2.	Directorate of Accounts (GOG)	DA/Control/7-9/2017-18/TR-329/244	13/11/2017		Timely presentation of monthly pay and allowances bill	33
3.	Ministry of Personnel, Public Grievances & Pension (GOI)  Finance R&C (GOG)	19030/1/2017-EIV 17014/2/2014-TRG A-27012/02/2017 19030/1/2017-EIV 19030/1/2017-EIV 31011/8/2017-EST  8/1/2016-Fin(R&C)	13/07/2017 25/07/2017 16/08/2017 18/08/2017 04/09/2017 19/09/2017 (Refer to Ministry website)	25/10/2017	Recommendation of the 7 <sup>th</sup> Central Pay Commission implementation of decision relating to the grant of Children Education Allowance, abolishment of Sumptuary Allowance, Travelling allowance, LTC, etc	34
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#### ANNUAL CONFIDENTIAL/ANNUAL PERFORMANCE APPRAISAL REPORT/ANNUAL ASSESSMENT REPORT

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
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3.	Personnel (GOG)	23/6/89- PER- IAS	26/3/2014		Online APAR of IAS	43
4.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	21011/1/2005-Estt. (A) (Part. III)  23/1/2008-PER	31/01/2014	02/05/2014	Entries in ACRs/APARs and proper disposal of representation in a quasi judicial manner by the competent authority against remarks in ACRs/APARs or for up gradation/down gradation of the final grading	44
5.	Personnel (GOG)	6/2/92-PER	27/11/2013		Instr. Reg. writing of APAR - Authorities for Reporting /Reviewing /Countersigning	45

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9.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	11059/13/ /2010- -AIS-III  23/7/87-PER	09/09/2010	22/12/2010	Providing copies of Annual Confidential Report / Annual Performance Report to retired members of All India Services after the normal period of retention	51
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11.	Personnel (GOG)	23/7/87-PER	28/10/2009		Addendum to Circular dated 16/09/93 Confidential Reports – Preparation and maintenance	53
12.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	11059/23/ 2008-AIS-III  23/7/87-PER	04/06/2009	21/07/2009	The All India Services (Performance Appraisal Report) Rules, 2007 - Instructions regarding numerical grading	53
13.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	21011/1/2005-Estt (A) (Pt. II)  23/1/2008-PER	14/05/2009	01/07/2009	Maintenance and preparation of Annual Performance Appraisal Report- Communication of entries for fairness and transparency in public administration	54
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15.	Personnel (GOG)	6/2/92-PER	26/02/2004		Writing of Annual Confidential Report – <b>Addendum</b> to O.M. dated 24/12/2003	57
16.	Personnel (GOG)	6/2/92-PER	24/12/2003		Writing of Annual Confidential Report – Circular dated 18/01/2001 stands modified	57



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18.	Personnel (GOG)	6/2/92-PER	18/01/2001		Writing of Annual Confidential Report – Circular dated 23/9/1999 stands modified	58
19.	Personnel (GOG)	6/2/92-PER	23/09/1999		Confidential Reports – Circulars dated 02.05.1994, 28.02.1997 and 23.08.1999 stands withdrawn	61
20.	Personnel (GOG)	6/2/92-PER	23/08/1999		Confidential Reports – Partial modification of O.M. dated 04/08/1999 (Withdrawn vide circular dated 23/09/1999)	62
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23.	Personnel (GOG)	6/2/92-PER	03/04/1995		Adverse entries in the Confidential Report	64
24.	Personnel (GOG)	6/2/92-PER	02/05/1994		Confidential Reports – Amendment (Withdrawn vide circular dated 23/09/1999)	64
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#### ANNUAL PROPERTY RETURNS

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Personnel (GOG)	15/11/2010- -PER(PF)/384	07/03/2019		Intimation under Rule 18 (2) and 18 (3) in respect of Immovable and Movable property	79
2.	Vigilance (GOG)	1/3/2004-VIG/ /MISC/282	28/01/2019		Withholding of Vigilance clearance - No vigilance clearance in case of non submission of annual property returns by 31st January	79
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4.	Personnel (GOG)	3/1/89-PER(Part I)	24/02/2012		Adherence of Rule 18(1)(i) of CCC (Conduct) Rules, 1964 reg. submission of return of his assets and liabilities.	81
5.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	28034/6/2007- -Estt(A)  2/2/2001-PER	06/03/2007	18/04/2007	Report and Returns on Movable, immovable and valuable property	81

**APPOINTING/DISCIPLINARY/APPELLATE AUTHORITIES**

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Personnel (GOG)	7/12/2014-PER	18/03/2014		Appointment of Disciplinary Authority for AIS Officers of AGMU cadre serving in Goa - Assuming powers under Disciplinary and Appeal Rules, 1969	87
2.	Personnel (GOG)	1/1/96-VIG	18/12/2003		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965 - Amendment	87
3.	Vigilance (GOG)	1/1/96-VIG	03/05/2000		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965 - Amendment	89
4.	Vigilance (GOG)	1/1/96-VIG	07/07/1999		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965 - Amendment	89
5.	Personnel (GOG)	5/3/74--PER (Vol.-II)	08/01/1999		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965	90
6.	Personnel (GOG)	5/3/74--PER (Part)	12/09/1997		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965	91
7.	Vigilance (GOG)	1/1/96-VIG	07/02/1997		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965	91
8.	Ministry of Personnel, Public Grievances and Pensions (GOI)	2172/95-Estt(A)	20/11/1995		In cases where the disciplinary/appellate/reviewing authority is President such cases are disposed of at the level of the Minister concerned.	92
9.	Personnel (GOG)	5/3/74--PER (Vol.-II)	09/03/1995		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965 – in supersession	93
10.	Personnel (GOG)	5/3/74--PER (Part)	10/02/1995		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965	93
11.	Personnel (GOG)	5/3/74--PER (Vol.-II)	30/12/1985		Appointing, Disciplinary and appellate authorities under Central Civil Services (Classification, Central and Appeal Rules), 1965	94

**BUSINESS OF THE GOVERNMENT OF GOA (ALLOCATION) RULES, 1987**

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
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**CABINET**

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### Filling up of Posts

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46.	Finance (Rev & Control) (GOG)	9-2-88-Fin(R&C)	13/11/1997		Filling up of vacant post within the period of two years	284
47.	Personnel (GOG)	2/7/76-PER (Vol.III)/Part	18/09/1997		Departmental Selection Committee and Departmental Promotion committee for the Group "C" and "D" posts	324
48.	Personnel (GOG)	2/7/76-PER (Vol.III)/Part	25/10/1996		Departmental Selection Committee and Departmental Promotion committee for the Group "C" posts	326
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51.	Finance (Rev & Control) (GOG)	9-2-88-Fin(R&C)	18/09/1995		Extension of time limit for filling up the post - for a period of two years	286
52.	Personnel	2/7/76-PER(Vol.II)	04/02/1993		Validity period of list of selected candidates prepared on the basis of	286

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53.	Labour (GOG)	21-32/90-LAB	08/07/1992		Registration in the Employment Exchange – New guidelines for domicile certificates – Addendum	287
54.	Labour (GOG)	21-32/90-LAB	20/09/1991		Registration in the Employment Exchange – New guidelines for domicile certificates - Addendum	287
55.	Labour (GOG)	21-32/90-LAB	09/07/1991		Registration in the Employment Exchange – New guidelines for domicile certificates.	287
56.	Personnel (GOG)	2/7/76-PER(Vol.II)	19/07/1988		Validity period of list of selected candidates prepared on the basis of direct recruitment/ Departmental Competitive Examination	288
57.	Ministry of Home Affairs (GOI) Personnel (GOG)	22011/2/79-ESTT(D) 2/7/76-PER (Vol. II)	08/02/1982	01/03/1985	Validity period of list of selected candidates prepared on the basis of direct recruitment/ Departmental Competitive Examination	288
58.	Personnel (GOG)	2-38-75-SPL	04/11/1975		The crucial date for determining the age limit will in each case be the closing date for receipt of application	289
59.	Special Department (Goa, Daman & Diu)	SPL-Est.2065	31/12/1973		VIIth Standard to be treated as equivalent to pass the middle class	290

#### B. PROMOTION/CONFIRMATION/PROBATION/DEPARTMENTAL PROMOTION COMMITTEE

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1.	Personnel (GOG)	10/2/2006-PETS	03/09/2018		Considering the cases of confirmation of Drivers due to the disposal of Hon'ble High Court case – Action taken report	291
2.	Personnel (GOG)	10/2/2006-PETS/1387	27/04/2018		Considering the cases of confirmation of Drivers due to the disposal of Hon'ble High Court case	291
3.	Personnel (GOG)	2/38/75-PER (Vol.IV)/PF	06/10/2017		Extension of timeline of adhoc promotion upto 31.12.2017	292
4.	Personnel (GOG)	2/38/75-PER (Vol. IV) (1)	15/05/2017		Ban on adhoc promotion	292
5.	Personnel (GOG)	12/14/89-PER (Part)	03/05/2017		Seeking information reg. delay in lifting of probation	293
6.	Personnel (GOG)	2/38/75-PER (Vol. IV) (1)	18/11/2016		The Department shall resort adhoc only in exceptional cases	293
7.	Department of Exp. & Impl. (GOI)	13/02/2017-Estt(Pay I) 1-6/2016-IC(Pt)	27/07/2017 29/07/2016	29/09/2017	Fixation of pay and grant of increment in the revised pay	294

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8.	Personnel (GOG)	2/38/75-PER (Vol. IV)(1)	16/03/2016		Not to resort adhoc promotion	298
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12.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	28020/1/2010-Esstt©  12/14/89-PER(Part)	21/07/2014	12/08/2014	Consolidated instructions on probation / confirmation	300
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14.	Personnel (GOG)	2/38/75- PER(Vol.IV)(1)	21/08/2013		Incomplete proposals sent to Goa Public Service Commission (GPSC) will be rejected	305
15.	Social Welfare (GOG)	61-2-2002-BC/11/Part- I/8693	11/01/2013		Panel of officers on DPC/DSC for filling up the posts by Direct Recruitment reserved for SC, ST, OBC and appointment of Lady officer	306
16.	Ministry of Finance (GOI) Ministry of Personnel, Public Grievances and Pension (GOI) Finance (R&C) (GOG)	10/02/2011-E-III/A 18011/1/86-Est. (D) 8/7/2008-Fin(R&C)	07/01/2013 28/03/1988	14/02/2013	1. Fixation of pay on promotion to a post carrying higher duties but carrying same Grade Pay 2. Simplification of confirmation procedure- Delinking of confirmation from availability of permanent posts	307
17.	Personnel (GOG)	12/14/89-PER	27/06/2012		Restoration of O.M. dated 14/12/1995 reg. Supersession in selection by Promotion (Refer O.M. dated 14/12/1995 and O.M. dated 08/02/2002 adopted on 31/05/2011)	310
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	Grievances and Pension (GOI) Personnel (GOG)	2/33/75-PER				
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20.	Ministry of Finance (GOI) Finance (R&C) (GOG)	1/1/2008-IC 8/8/2006-Fin.(R&C)	13/03/2009	18/05/2009	Date of next increment in cases where Govt. Servants are not able to join posts in a particular grade pay on promotion / appointment on 1st of January of a year due to Sunday or Gazetted holiday clarification	313
21.	Social Welfare (GOG)	61-2-2002-BC/11/10534	25/03/2008		Panel of officers on DPC/DSC for filling up the posts by Direct Recruitment reserved for SC, ST, OBC and appointment of Lady officer	314
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25.	Personnel (GOG)	12/14/89-PER	02/05/2003		Lifting of probation and confirmation to be submitted together of Group "A" and "B"	315
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33.	Personnel (GOG)	2/38/75-(A)PER/Vol.II	07/04/1998		Confirmation of the employees	322
34.	Personnel (GOG)	12/14/89-PER(Part)	29/01/1998		Option of date for fixation of pay on promotion	323
35.	Personnel (GOG)	2/7/76-PER (Vol.III)/Part	11/12/1997		Departmental Selection Committee and Departmental Promotion committee for the Group “C” and “D” posts in Government Colleges	323
36.	Personnel (GOG)	2/7/76-PER (Vol.III)/Part	18/09/1997		Departmental Selection Committee and Departmental Promotion committee for the Group “C” and “D” posts	324
37.	Personnel (GOG)	1/6/83-PER(Vol.II)	01/08/1997		Recruitment to the Grade of Lower Division Clerk – Clarification reg. typing test	324
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39.	Personnel (GOG)	1/6/83-PER(Vol.II)	26/11/1996		Recruitment to the Grade of Lower Division Clerk – Clarification reg. typing test	325
40.	Personnel (GOG)	2/7/76-PER (Vol.III)/Part	25/10/1996		Departmental Selection Committee and Departmental Promotion committee for the Group “C” posts	326
41.	Personnel (GOG)	12/14/89-PER	21/08/1996		Partial modification to Departmental Promotion Committee instructions.	326
42.	Personnel (GOG)	1/6/83-PER(Vol.II)	21/08/1996		Recruitment to the Grade of Lower Division Clerk – Clarification reg. typing test	327
43.	Personnel (GOG)	2/4/96-PER	26/03/1996		No retrospective promotion nor to refer the proposal to GPSC	327
44.	Personnel (GOG)	2/7/76-PER (Vol.III)/Part	21/12/1995		Departmental Selection Committee and Departmental Promotion committee for the Group “C” posts in respects of Departments (Outside Secretariat)	327
45.	Personnel (GOG)	12/14/89-PER	14/12/1995		Departmental Promotion Committee and related matters	328
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47.	Ministry of Personnel, Public Grievance	20011/5/90-Estt(D) 9/11/55-RPS 35014/2/80-Estt.(D)	04/11/1992 22/12/1959 07/02/1986	24/02/1993	1. Delinking Seniority from confirmation 2. General principles for determining the seniority of	329

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50.	Personnel (GOG)	12/14/89-PER	23/01/1991		No need to refer cases of Completion of Probation period to Goa Public Service Commission - To be placed before the committee constituted for Crossing Efficiency Bar	337
51.	Personnel (GOG)	12/14/89-PER	26/09/1990		Departmental Promotion Committee and related matters	338
52.	Personnel & A.R. (GD&D)	2-38-75-PER(VOL.II)	26/08/1986		Termination of temporary Govt. servant under Rule 5(1)(a)	353
53.	Special Department (GD&D)	SPL-EST-2866	08/02/1967		Composition of Departmental Promotion Committee for Class “D” Posts	354

## FINANCIAL UPGRADATION

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1.	Personnel (GOG)	2/7/2017-PER	05/04/2021		Re-constitution of Departmental Screening Committee/Departmental Promotion Committee to consider cases of Financial Upgradation under Assured Career Progression Scheme (ACPs) and Modified Assured Career Progression Scheme (MACPs)	356
2.	Ministry of Personnel Public Grievances & Pension (GOI) Personnel (GOG)	35034/3/2015-Estt.  1/1/82-PER (Part IV)/525	22-10-2019	13/02/2020	Consolidated guidelines regarding modified assured career progression scheme	356
3.	Personnel (GOG)	2/7/2017-PER/746	12-03-2018		Constitution of Committee to consider the cases of financial up gradation under Assured Career Progression Scheme (ACPS)	363

4.	Personnel (GOG)	2/7/2017-PER/3701	07-12-2017		Departmental Promotion Committee to consider the cases of financial upgradation under ACP and MACP	363
5.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	35034/3/2015-Estt (D)  1/1/82-PER (Part IV)	28-09-2016	04-04-2017	MACP - Modified Assured Career progression.-implementation of 7 <sup>th</sup> Pay Commission - The benchmark would be VERY GOOD for all posts	364
6.	Personnel (GOG)	1/1/82-PER(Part IV)	17-03-2016		Timely granting of MACP	365
7.	Personnel (GOG)	1/1/82-PER (Vol. IV)	28-01-2014		Circular for submission service details while referring the proposal of MACP /ACP cases	366
8.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	35034/3/2008-Estt(D) (Vol. II)  1/1/82-PER (Part IV)	04-10-2012	12-06-2013	Modified Assured Career Progression Scheme-Clarification	367
9.	Personnel (GOG)	1/1/82-PER (Vol. V)	21-06-2011		MACP clarification regarding	368
10.	Directorate of Accounts (GOI)	DA/Control/3-2/2010-11/363	02-12-2010		Benefit under Para 6.1 to be extended to Head clerk on functional basis and not to those who draw scales by virtue of non-functional up gradation	371
11.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	35034/3/2008-Estt (D) (Vol. II)  1/1/82-PER (Part IV)	01-11-2010	12-06-2013	Modified Assured Career Progression Scheme -Clarification	372
12.	Personnel (GOG)	2/7/76-PER (Vol. III) Part	19-10-2010		Constitution of Committee to consider the cases under Modified Assured Career Progression Scheme	373
13.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	35034/3/2008-Estt(D)  1/1/82-PER (Part IV)	09-09-2010	02-12-2010	Modified Assured Career Progression Scheme (MACP)	373
14.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel	35034/3/2008-Estt (D)	19-05-2009	06-08-2009	Modified Assured Career Progression Scheme (MACP)	376

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17.	Personnel (GOG)	1-1-82-PER (Part III)	01-01-2003		Assured Career Progression Scheme-Clarification.	383
18.	Ministry of Personnel, Public Grievances & Pensions Personnel (GOG)	35034/1/2000-Estt(D)  1/1/82-PER (Part III)	19-09-2002	14-02-2003	Assured Career Progression Scheme-Clarification.	391
19.	Personnel (GOG)	1-1-82-PER (Part III)	20-12-2001		Constitution of Committee to consider the cases under the Assured Career Progression Scheme-Clarification.	392
20.	Personnel (GOG)	1-1-82-PER (Part III)	28-06-2001		Assured Career Progression Scheme-Clarification.	393
21.	Personnel (GOG)	1-1-82-PER (Part II)	29-05-2000		Implementation of Assured Career Progression Scheme	402
22.	Personnel (GOG)	1-1-82-PER (Part I)	29-12-1999		Removal of anomaly of drivers due to grant of Time-Bound Promotional Scales	406
23.	Personnel (GOG)	1-1-82-PER (Part-II)	22-11-1999		Second Time-Bound Promotional Scales to Group "B" "C" and "D" - clarification.	406
24.	Personnel (GOG)	1-1-82-PER(Part-I)	16-09-1999		Removal of anomaly in pay as a result of senior promoted before completing 12 years and junior drawing higher pay in view of grant of Time-Bound Promotional Scale	407
25.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	35034/1/97 Estt. (D)  1-1-82-PER (Part II)	09-08-1999	22-02-2001	Implementation of Assured Career Progression Scheme.	408
26.	Personnel (GOG)	1-1-82-PER (Part)	03-06-1999		Time-Bound Promotional Scales to Group "C" and "D" - implementation	413
27.	Personnel (GOG)	1-1-82-PER (Part I)	19-02-1998		Time-Bound Promotional Scales to Group "C" and "D" - clarification.	414
28.	Finance (R&C) (GOG)	8/1/93-FIN (R&C)/PC	13-09-1996		Clarification reg. revision of pay scales to those who have been granted TBPS	414
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30.	Personnel	1-1-82-PER (Part)	22-12-1992		Time-Bound Promotional Scales to	416

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34.	Personnel (GOG)	1-1-82-PER (Part)	22-12-1989		Time-Bound Promotional Scales to Group "C" and "D".	418
35.	Personnel (GOG)	1-1-82-PER (Part)	05-07-1989		Time-Bound Promotional Scales to Group "C" and "D".	421

#### FUEL QUOTA/PURCHASE AND USE OF VEHICLE

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1.	Finance (R&C) (GOG)	23/1/2012-Fin(R&C)	13/03/2020		Guidelines reg. vehicles to be purchased for the use of Hon'ble C.M., Hon'ble Speaker etc.	424
2.	General Administration (GOG)	35/2/2013-GAD-III/1586	27/05/2019		No vehicle / Furniture to be purchased unless condemned articles/vehicles are disposed off. – Withdrawn vide circular dated 27/05/2019	425
3.	Vigilance (GOG)	ACB/VIG/Com-30/2011/4816	17/10/2018		Non admissibility of Transport Allowance those who have been provided with the facility of Govt. /hired vehicle	425
4.	General Administration (GOG)	4/32/2013-GAD-II/	20/06/2017		Filling of petrol from automated billing system incase of shortage of petrol in Govt. petrol pump	425
5.	Finance (R&C) (GOG)	23/1/2012-Fin(R&C)	01/06/2017		Guidelines reg. purchase of vehicle for CM / Speaker / Secretaries / HOD etc.	426
6.	General Administration (GOG)	11/171(57)/2011-GAD	25/11/2016		Fuel quota for official vehicles of Addl. Secretary / Jt. Secretary / Common pool	427
7.	General Administration (GOG)	4/32/2013-GAD-II /212/1421	02/09/2016		Filling of petrol from automated billing system incase of shortage of petrol in Govt. petrol pump	428
8.	General Administration (GOG)	4/82/2016-GAD-II/1523	27/09/2016		Entry of repair in the log book of the vehicle	428
9.	Ministry of Finance (GOI) Finance R&C (GOG)	21(2)/2016-E.II(B)  8/7/2008-Fin. (R&C)	19/08/2016	03/01/2017	Admissibility of Transport allowance in the cases of office - the officers who are not entitled for the official car are not entitled to opt for Transport allowance@ Rs. 7000/-	429
10.	General Administration	4/82/2016-GAD-II	18/02/2016		Maintenance expenditure for vehicles of Ministers /Secretaries	430

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11.	General Administration (GOG)	4/32/2013-GAD-II/212	09/02/2016		Filling of petrol from PWD pump for official vehicles	430
12.	General Administration (GOG)	35/2/2013-GAD-III	24/07/2014		No vehicle / Furniture to be purchased unless condemned articles/vehicles are disposed off. – Withdrawn vide circular dated 27/05/2019	431
13.	Finance (R&C) (GOG)	23/1/2012-Fin(R&C)	21/07/2014		Guidelines reg. the vehicle to be purchased for the use of Hon'ble Chief Minister/ Ministers/ Secretaries/HOD/Jt. Secretaries, Corp., Autonomous bodies under the control of State Govt.	431
14.	Finance (Expenditure) (GOG)	7-4-2013/Fin(Exp)	08/07/2013		Procedure for disposal of condemned articles (Vehicles, Machinery, Furniture)	432
15.	Finance (R&C) (GOG)	23/1/2012-Fin(R&C)	28/05/2013		Guidelines for purchase of Vehicle for the use of Chief Minister / Ministers / Secretaries to Govt. / Heads of Department / Jt. Secretaries/Govt. Dept's / Corporations/autonomous bodies under the control of State Govt.	437
16.	General Administration (GOG)	JS-GA/Petrol/Misc/2013/243	06/02/2013		Permission to purchase Diesel from retail outlet	437
17.	General Administration (GOG)	4/22/2012-GAD-II	03/01/2013		Use of Govt. vehicle for private purpose - Rs. 500/-	441
18.	General Administration (GOG)	4/22/2012-GAD-II	15/02/2013		Corrigendum to Order dated 03-01-2013.	441
19.	Finance (R&C) (GOG)	23/1/2012-Fin	25/06/2012		guidelines reg. vehicles to be purchased for the use of CM / Ministers/HOD/ Jt. Secretaries etc	441
20.	General Administration (GOG)	11/165/2010-GAD	24/11/2011		Prior approval to make use of vehicle outside state	443
21.	General Administration (GOG)	15-27-2004-GAD	12/06/2008		Instruction to use Govt. vehicles judiciously	443
22.	Finance (R&C) (GOG)	23/1/2007-Fin(R&C)	23/07/2007		Instruction for purchase of new vehicle.	444
23.	Finance (Exp) (GOG)	7/4/98-Fin(Exp)	14/09/2005		Guidelines regarding the type/model of vehicles to be purchased by Govt. Departments/Corporation/Autonomous bodies	445
24.	Finance (Exp) (GOG)	7/4/98-Fin(Exp)	26/07/2001		Guidelines regarding the type/model of vehicles to be purchased by Govt. Departments/Corporation/Autonomous bodies	446
25.	Finance (Budget) (GOG)	1-27-98/Fin(Bud)	16/06/1998		Delegation of Financial Powers Rules, 1997- Powers to purchase stereo and speakers for motor vehicles	447
26.	General	11-13-90-GA&C	30/10/1990		Fixation of petrol quota for use of	448

	Administration and Co-ordination (GOG)				vehicle of Government / autonomous bodies etc.	
27.	General Administration and Co-ordination (GOG)	15-3-80-GA&C(PF)	18/09/1990		Restriction on use of official vehicle on Sunday - Reduction in Petroleum and other related products	448
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#### GOA CIVIL SERVICE

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2.	Personnel (GOG)	3/1/2012-PER	16/08/2016		The Goa Civil Service Rules, 2016	458
3.	Personnel (GOG)	6/9/2008-PER(Part-I)	01/06/2016		Training and Departmental examination for Junior scale officer	472
4.	Personnel (GOG)	3/4/2012-PER	01/04/2014		Letter to Directorate of Accounts – Posts included in the Schedule I of the GCS Rules & GPS Rules cannot be treated as lapsed	476
5.	Personnel (GOG)	15/7/2003-PER	17/02/2011		Goa Departmental Examination syllabus for the officers in the cadre of Mamlatdars /Jt. Mamlatdars /Assistant Director Civil Supplies.	477
6.	Personnel (GOG)	6/4/2001-PER	03/01/2002		Syllabus for the Competitive Examination for direct recruitment to the service	478
7.	Personnel (GOG)	15/50/87-PER-Part I	12/12/1997		Goa Departmental Examination for the officers in the cadre of Mamlatdar/Jt. Mamlatdar/Asst. Director of Civil Supplies	482
8.	Personnel (GOG)	3/5/89-PER (Part)	26/11/1997		Goa Civil Service Rules, 1997 with all amendments	484

#### GOA GOVERNMENT EMPLOYEES (REDRESSAL OF GRIEVANCES FORUM) SCHEME/ REDRESSAL OF GRIEVANCES

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Public Grievances (GOG)	11/10/2019/PG-MISC/606	11/07/2019		Procedure to be adopted for redressal of Grievances	493
2.	Personnel (GOG)	2/2/2001-PER	09/10/2012		No grievances can put up directly to the Ministers/political functionaries. - violations of provisions of Rule 20 of the CCS (conduct) Rules	493

3.	Personnel (GOG)	2/1/2001-PER (Part file)	17/02/2003		The Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001 – Clarification	494
4.	Personnel (GOG)	2/1/2001-PER	01/10/2001		Instructions related to the Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001	494
5.	Personnel (GOG)	2/1/2001-PER	04/06/2001		The Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001 ( <i>with all amendments</i> )	495
6.	Personnel (GOG)	3/149/85-ARD	10/10/1986		Appointment of Staff Welfare Officer to deal with the representation of the employees.	499
7.	Personnel (GOG)	22/2/80-PER	25/07/1980		Representation reg. service matter to be submitted through proper channel - instructions	500

#### GOA POLICE SERVICE RULES

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Personnel (GOG)	22/6/2018-PER/1063	20-04-2021		Syllabus for Training and Departmental Examination of Junior Scale Officers of Goa Police Service (on probation)	502
2.	Personnel (GOG)	22/15/2017-PER/987	12-04-2021		Syllabus for Competitive examination for direct recruitment to the post of Junior Scale Officer (Deputy Superintendent of Police) of Goa Police Service	507s ss
3.	Home Department (GOG)	1/23/2021-HD(G)/Notif./Dy.S.P./SP/2729	30-07-2021		Change in nomenclature of Senior Scale of Superintendent of Police	509
4.	Personnel (GOG)	24/5/79-PER(Part)	26/11/1997		Goa Police Service Rules, 1997 with all amendments.	510

GOI – Government of India

GOG – Government of Goa



## ADHOC COMMITTEE

**Department of Personnel**

No. 10/1/77-Per (Part-II)

Date:- 19-10-2009

**CIRCULAR**

Instances have come to the notice of the Government that various Departments take actions or issues unilaterally on basis of certain suggestions reflected in the Report of the Adhoc Committee without the matter being examined and decided by the Government.

The provisions of sub-rule (3) of Rule 188 of the Rules of Procedure and Conduct of Business of Goa Legislative Assembly, 1992 allows the Government to explain its point of view and the action which the Government proposes to take, on recommendation contained in the Report of the Committee constituted by the House.

Thus, it is imperative on all the Government Departments/Offices that action taken to be always after Government's decision thereon.

Now, therefore, it is hereby enjoined upon all the Government Departments/Offices that all actions to be taken or any circular/instructions to be issued, including upon recommendations of any Committee constituted by the House or nominated by the Hon'ble Speaker, shall be always taken or issued after the Government's approval thereon.

Above instructions shall be followed scrupulously henceforth.

Sd/-  
V. K. Jha  
Special Secretary (Personnel)

## ALLOWANCES

PERSONNEL DEPARTMENT

**I. WASHING ALLOWANCES****Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin.(R&amp;C) Part File

Dated: 05-05-2008

Read:- (1) O.M. No. 8/5/2007-Fin. (R &amp; C) (1) dated 01/04/2008.

**CORRIGENDUM**

In the last line of the aforesaid Office Memorandum the expression “1<sup>st</sup> April 2008” may be read as “1<sup>st</sup> April 2007”.

Sd/-

(Vasanti H. Parvatkar)  
Under Secretary Fin. (R&C)

**Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin.(R&amp;C) Part File

Dated: 01-04-2008

Read:- Office Memorandum No. 8/5/2007-Fin. (R &amp; C) (1) dated 03/04/2007.

**OFFICE MEMORANDUM**

In continuation of the aforesaid O.M. Government is pleased to extend the enhanced rate of Rs. 70/- per month to all Group ‘C’ employees provided with uniforms and are presently drawing washing allowances at the lower rate w. e. f. 1<sup>st</sup> April, 2008.

Sd/-

(Vasanti H. Parvatkar)  
Under Secretary Fin. (R&C)

**Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin.(R&amp;C) Part File

Dated: 03-04-2007

**OFFICE MEMORANDUM**

Grant of washing allowance to Drivers and Group ‘D’ staff as recommended by the V<sup>th</sup> Pay Commission was under consideration of the Government for quite some time. However due to various reasons it could not be sanctioned earlier.

Recently the Hon. Finance Minister, in his Budget Speech 2007-08, announced to increase the washing allowances to Drivers from Rs. 15/- per month to Rs. 30/- per month as recommended by the Fifth Pay Commission from next financial year i.e. w. e. f. 1<sup>st</sup> April, 2007. In the mean time, the Goa Government Employees Association GGEA demanded to sanction Rs. 70/- p.m. as washing allowances to all Group ‘D’ Staff who are issued uniforms while on duty as sanctioned to the Staff of Electricity Department in the year 2004. This issue was examined by High Level Committee (HLC) appointed by Government to study various demands of the GGEA. The HLC recommended Rs. 70/- p.m. only to Group ‘D’ Staff and this recommendation was accepted by the Cabinet.

By sanctioning Rs. 70/- p.m. only to Gr. ‘D’ staff, and sanctioning lower rate to the Drivers will create disparity. Government is, therefore, pleased to grant washing allowance at the rate of Rs. 70/- p.m. to all Group “D” Staff and Drivers who are issued uniforms w. e. f. 1<sup>st</sup> April, 2007.

Sd/-

(Vasanti H. Parvatkar)  
Under Secretary Fin. (Budget-I)

## II. TRANSPORT/TRAVELLING ALLOWANCE

### Directorate of Vigilance

No. ACB/VIG/Com-30/2011/21816

Dated: 17/10/2018

#### CIRCULAR

1. It has come to the notice of the Government, that the Officers who are using official/hired vehicles for their transportation from the residence to the office and vice versa are claiming Transport Allowance though they are not entitled for the same.
2. The Transport Allowance is not admissible to those officers who have been provided with the facility of Government/Hired vehicle.
3. Those officers who are entitled to the use of official car in terms of Department of Expenditure O.M. No. 20(5)-E II (A)/93 dated 28. 01. 1994 shall be given option to avail the official car facility or to draw transport allowances.
4. Hence forth, such complaints of non entitled for drawal of transport allowances should be immediately investigated by the concerned Department itself as they are related to misuse of vehicle and also misuse of public fund for which a subordinate authority for incurring the expenditure shall be held responsible under Rule 64 of GFR.

Failure to comply above instructions shall be viewed seriously.

Sd/-  
Dharmendra Sharma, (I.A.S)  
Chief Secretary/C.V.O.

### Department of Finance (Revenue & Control)

No. 8/1/2016-Fin.(R&C)

Dated: 10-08-2017

Read: Order No. 8/1/2016-Fin(R&C) dated 25-07-2017

#### ORDER

In partial modification of this Department's order of even number dated 25-07-2017 (read above), the Office Memorandum No. 21/5/2017-E.II (B) dated 2<sup>nd</sup> August, 2017 issued by the Department of Expenditure, Ministry of Finance, Government of India regarding grant of Transport Allowance (rectification to earlier O.M. No.21/5/2017-E.II (B) dated 07.07.2017) has been adopted by the State Government for its implementation w. e. f. 01-08-2017.

The O.M. referred above is available on the website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in).

Sd/-  
(Michael M D' Souza)  
Additional Secretary (Finance)

### Ministry of Finance (Department of Expenditure)

No. 21/5/2017-E.II(B)

New Delhi, 2<sup>nd</sup> August, 2017

#### OFFICE MEMORANDUM

Subject:- Implementation of the recommendations of the 7<sup>th</sup> Pay Commission relating to grants to Transport Allowance to Central Government employees.

\*\*\*

1. In partial modification of this Department's O.M. of even number dated 07.07.2017 regarding implementation of the recommendation of the Seventh Central Pay Commission relating to grant of Transport Allowances to Central Government employees, the President is pleased to decide that Central Government employees who are drawing pay of Rs. 24,200/- & above in Pay Level 1 & 2 of the Pay Matrix shall be eligible for grant of Transport Allowances @ Rs. 3600/- plus D.A. thereon at the Cities mentioned in the Annexure to the above cited O.M. and @Rs. 1800/- plus D.A. thereon at all Other Places.

2. All other contents of the above cited O.M. dated 07.07.2017 shall remain unchanged.

3. **These orders shall be effective from 1<sup>st</sup> July, 2017.**

4. These orders will apply to all civilian employees of the Central Government. The orders will also apply to the civilian employees paid from the Defence Service Estimates. In respect of Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defence and Ministry of Railways, respectively.

5. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with Comptroller & Auditor General of India.

Hindi version is attached.

Sd/-

(Annie George Mathew)

Joint Secretary to the Government  
of India

### **Department of Finance (Revenue & Control)**

No. 8/1/2016-Fin (R & C)

Dated 25-10-2017

Read: Order No. 8/1/2016-Fin (R & C) /(A) dated 30-11-2016.

Order No. 8/1/2016-Fin (R & C) dated 25-07-2017.

Order No. 8/1/2016-Fin (R & C) dated 10-08-2017

### **ORDER**

In pursuance to the order's read above the following guidelines/office memoranda issued by the Government of India has been adopted by the State Government for its implementation prospectively w. e. f. 01-10-2017.

1. Letter No. A-27012/02/2017-Estt. (AL) dated 16<sup>th</sup> August, 2017, regarding grant of Children Education Allowance.
2. O.M. No. 17014/2/2014-Trg. (7<sup>th</sup> Pay CPC) dated 25<sup>th</sup> July, 2017 regarding abolishment of Sumptuary Allowances.
3. O. M. No. 19030/1/2017-E.IV dated 13<sup>th</sup> July, 2017 regarding Travelling Allowances Rules.
4. O. M. No.19030/1/2017-E.IV dated 18<sup>th</sup> August, 2017 regarding Travelling Allowances Rules (Clarification regarding admissibility of Composite Transfer Grants (CTG) and TA/Daily Allowances (DA)).
5. O. M. No. 19030/1/2017-E.IV dated 04<sup>th</sup> September, 2017 regarding Travelling Allowances Rules (Clarification of TA/DA entitlements of Officers in Level 13A).
6. O. M. No. 31011/8/2017-Estt.A-IV dated 19<sup>th</sup> September, 2017 clarification regarding travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission.

All the guidelines/OMs, referred to above is available on the website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in)

Sd/-

(Michael D'Souza)

Additional Secretary (Finance)

**Ministry of Finance (Department of Expenditure)**

No. 19030/1/2017-E.IV

New Delhi, the 13<sup>th</sup> July, 2017**OFFICE MEMORANDUM**

**Subject: Travelling Allowance Rules** – Implementation of the Seventh Central Pay Commission.

Consequent upon the decision taken by the Government on the recommendation of the Seventh Central Pay Commission relating to Travelling Allowance entitlement to civilian employees of Central Government, President is pleased to decide the revision in the rates of Travelling Allowance as set out in the Annexure to this Office Memorandum.

2. The 'Pay Level' for determining the TA/DA entitlement is as indicated in Central Civil Service (Revised Pay) Rules 2016.

3. The term 'Pay in the Level' for the purpose of these orders refer to Basic Pay drawn in appropriate Pay Level in Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non practicing Allowances (NPA), Military Services Pay (MSP) or any other type of pay like special pay, etc.

4. However, if the Travelling Allowance entitlement in terms revised entitlement now prescribed result in a lowering of the existing entitlements in case of any individual, groups or classes of employees, the entitlements particularly in respect of mode of travel, class of accommodation, etc., shall not be lowered. They will instead continue to be governed by the earlier orders to the subject till such time as they become eligible, in the normal course, for the higher entitlements.

5. The claims submitted in respect of journey made on or after 1<sup>st</sup> July, 2017, may be regulated in accordance with these orders. In respect of journeys performed prior to 1<sup>st</sup> July, 2017, the claims may be regulated in accordance to previous orders dated 23.09.2008.

6. It may be noted that no additional funds will be provided on account of revision of TA/DA entitlement. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirement

**7. These orders shall take effect from 01<sup>st</sup> July, 2017.**

8. Separate orders will be issued by Ministry of Defense and Ministry of Railways in respect of Armed Forces Personnel and Railway employees, respectively.

9. In so far as the person serving in the Indian Audit & Accounts Department are concerned these orders issue in consultation with Comptroller & Auditor General of India.

Sd/-

(Nirmala Dev)

Deputy Secretary to the Government of India

**Ministry of Finance (Department of Expenditure)**

F. No. 19030/1/2017-E.IV

New Delhi, the 18<sup>th</sup> August, 2017**OFFICE MEMORANDUM**

**Subject:- Travelling Allowances Rules** – Implementation of the Recommendations of the Seventh Central pay Commission.

Consequent upon the issuance of this Department's O.M. of even number dated 13-07-2017 regarding implementation of 7<sup>th</sup> CPC on Travelling Allowance (TA), various references are being received in this Department seeking clarifications regarding admissibility of Composite Transfer Grant (CTG) and TA/Daily Allowances (DA).

2. The matter has been considered in this Department and with the approval of Competent Authority, It has been decided that admissibility of CTG and Transportation of personal effects on Transfer and Retirement will be regulated as under:-

- i. In case, the employee has been transferred to 01-07-2017 and has assumed charge prior to 01-07-2017, the employee will be eligible for CTG at pre-revised scale of pay. If the personal effects have been shifted after 01-07-2017, revised rates for transportation of personal effects will be admissible.
- ii. In case, the employee has been transferred prior to 01-07-2017 and has resumed charge on/after 01-07-2017, the employee will be eligible for CTG at revised scale of pay. As the personal effects would be shifted after 01-07-2017, revised rates for transportation of personal effects will be admissible.
- iii. In case of retirement, If any employee has retired prior to 01-07-2017, the employee will be eligible for CTG at pre-revised scale of pay. If the personal effects have shifted after 01-07-2017, revised rates for transportation of personal effects will be admissible.

Sd/-

(Nirmala Dev)

Deputy Secretary to the Government of India

**Department of Finance (Revenue & Control)**

F. No. 19030/1/2017-E.IV

New Delhi, the 04<sup>th</sup> September, 2017**OFFICE MEMORANDUM**

**Subject:-** Travelling Allowances Rules – Implementation of the Recommendations of the Seventh Central pay Commission.

Consequent upon the issuance of this Department's O.M. of even number dated 13-07-2017 regarding implementation of recommendation of 7<sup>th</sup> CPC on Travelling Allowance (TA), various references are being received in this Department seeking clarifications regarding TA/Daily Allowances (DA) entitlement of Officers in Level 13A. Level 13A (pre-revised Grade pay or Rs. 8,900/-) has been included in the Pay Matrix vide Notification No. GSR 592(E) dated 15-06-2017.

2. The matter has been considered in this Department and with the approval of Competent Authority, It has been decided that TA/DA entitlements of Officers in Pay Level 13A (pre-revised Grade Pay of Rs. 8,900/-) shall be equivalent to TA/DA entitlement of Officers in Pay Level 13 (pre-revised Grad Pay of Rs. 8,700/-) as, mentioned in this Department's O.M. of even number dated 13-07-2017.

Sd/-

(Nirmala Dev)

Deputy Secretary to the Government of India

**Department of Finance (Revenue & Control)**

No.8/1/2016-Fin (R &amp; C)

Dated 25-07-2017

Read: Order No. 8/1/2016-Fin (R&amp;C)/(A) dated 30-11-2016.

**ORDER**

In pursuance to the Order read above, the following Office Memoranda issued by the Department of Expenditure, Ministry of Finance, Government of India has been adopted by the State Government for its implementation prospectively w. e. f. 01-08-2017.

1. O. M. No. 21/5/2017-E.II (B) dated 7<sup>th</sup> July, 2017 regarding grants of Transport Allowance.
2. O. M. 2/5/2017-E.II(B) dated 7<sup>th</sup> July, 2017 regarding grants of House Rent Allowance (HRA)
3. O. M. No.12-2/2016-E.III A dated 7<sup>th</sup> July, regarding Revision of Rates of Non-Practicing Allowances (NPA) in respect of medical posts.
4. O. M. No. 12/2/2016-E.III A dated 7<sup>th</sup> July, 2017 regarding the Revision of Rates of Non-Practicing Allowances (NPA) in respect of veterinary posts.



5. O. M. No. 12(4)/2016-EIII A dated 7<sup>th</sup> July, 2017 regarding discontinuance of Family Planning Allowances for adoption of small family norms.

All the OMs referred to above is available on website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in).

Sd/-  
(Sushama D. Kamat)  
Under Secretary Finance (R&C)

## Ministry of Finance (Department of Expenditure)

Ministry of Finance

No. 21/5/2017-E.II (B)

New Delhi, dated the 7<sup>th</sup> July, 2017

### OFFICE MEMORANDUM

**Subject:-** Implementation of the recommendation of the 7<sup>th</sup> Central Pay Commission relating to grant of Transport Allowances to Central Government employees.

Consequent upon the decision taken by the Government on the recommendation of the Seventh Central Pay commission, the President is pleased to decide that Transport Allowance shall be admissible to Central Government employees at the following rates:-

Employees drawing pay in Pay Level	Rates of Transport Allowances per month	
	Employees posted in the Cities as per Annexure	Employees posted at all other places
9 and above	Rs. 7,200 + DA thereon	Rs. 3,600 + DA thereon
3 to 8	Rs. 3,600 + DA thereon	Rs. 1,800 + DA thereon
1 and 2	Rs. 1,350 + DA thereon	Rs. 900 + DA thereon

2. The grant of Transport Allowances shall be subject to the following conditions:-

- The allowances shall not be admissible to those employees who have been provided with facility of Government transport.
- In respect of those employees who opt to continue in their pre-revised Pay Structure/Pay Scale, the corresponding Level in the Pay matrix of the post occupied on 01-01-2016 as indicated in CCS (Revised Pay) Rules, 2016 would determine the allowances under these orders.
- Physically disabled employees as mentioned in DoE, O. M. 19029/1/78-E.IV(B) dated 31-08-1978 and subsequent orders in respect of the categories viz. visually impaired, orthopedically handicapped, deaf and dumb/hearing impaired, spinal deformity, shall continue to be paid Transport Allowances at double the normal rates, subject to fulfillment of the stipulated conditions, which shall, in no case, be less than Rs. 2,250/- p.m. plus applicable rates of Dearness Allowances.
- Officer drawing pay in Level 14 and above in the Pay Matrix, who are entitled to the use of official car in terms of Departmental Expenditure's O.M. No. 20(5)-E.II(A)/93 dated 28-01-1994, shall be given the option to avail the official car or to draw Transport Allowances @ Rs. 15,750 p.m. plus Dearness Allowances thereon. Before allowing Transport Allowance @ Rs. 15,750/- plus DA thereon, the option exercised by an officer will be examined by the Administrative Ministry and his/her entitlement to the use of official car in terms of the O.M. dated 28-01-1994 ibid will require to be certified by the Competent Authority. In case, an officer opts to draw Transport Allowance @ Rs. 15,750/-

p.m. plus D.A. thereon, he/she will not be allowed to change his/her option during the remaining period of his/her current assignment.

**3. Admissibility of Transport Allowance during the following circumstances:-**

- (a) **During leave:** The allowance will not be admissible for the calendar month(s) wholly covered by leave.
- (b) **During deputation abroad:** The allowance will not be admissible during the period of deputation abroad.
- (c) **During Tour:** If any employee is absent from the Headquarters/Place of posting for full calendar months due to tour, he/she will not be entitled to Transport Allowance during that/those calendar month(s). However, if the absence does not cover any calendar month(s) in full, Transport Allowances will be admissible for full month.
- (d) **During training treated as duty:** The allowances may be granted during such training, if no Transport Facility/Travelling Allowances/Daily Allowances is provided for attending the training institute. During official tour in the training course, the allowances will not be admissible when the period of the tour covers the whole calendar month. Also, during training abroad, no Transport Allowances will be admissible when the period of such training cover full calendar month.
- (e) **During Inspection/Survey duty by Members of Special Parties within the city but exceeding 8 kms. from the Headquarters or during continuous field duty either in or outside the Headquarters:** Transport Allowance is given to compensate for the expenditure incurred for commuting for both to and from between the place of duty and residency. In case when one gets Road Mileage/Daily Allowance or free transportation for field/inspection/survey duty or tour for a period covering the whole calendar month, he/she will not be entitled to Transport Allowances during calendar month(s).
- (f) **To vacation staff:** vacation staff is entitled to Transport Allowances provided no free transport facility is given to such staff, However, the allowances shall not be admissible when such vacation spell, including all kinds of leave, cover the whole calendar month(s).
- (g) **During suspension:** As a Government employee under suspension is not required to attend office he/she is not entitled to Transport Allowances during suspension where suspension covers full calendar month(s). This position will hold good even if the suspension period is finally treated as duty. Where suspension period covers a calendar month partially, Transport Allowances payable for that month shall be reduced proportionality.

**4. These orders shall be effective from 1<sup>st</sup> July, 2017.**

5. These orders will apply to all civilian employees of the Central Government. The order will also apply to the civilian employees paid from the Defense Service Estimates. In respect to Armed Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Defense and Ministry of railways, respectively.

6. In so far as the person serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with Comptroller & Auditor General of India.

Sd/-

(Annie George Mathew)

Joint Secretary to the Government of India

**ANNEXURE**

List of Cities/Towns eligible for higher rates of Transport Allowance on re-classification of Cities/Towns as per Census-2011 (w. e. f. 01-04-2015).

S. No.	Name of the States/Union Territories	Name of the city/ town
1	2	3
1.	Andaman & Nicobar Islands	—
2.	Andhra Pradesh/Telangana	Hyderabad (UA)
3.	Arunachal Pradesh	—
4.	Assam	—
5.	Bihar	Patna (UA)
6.	Chandigarh	—
7.	Chhattisgarh	—
8.	Dadra & Nagar Haveli	—
9.	Daman & Diu	—
10.	Delhi	Delhi (UA)
11.	Goa	—
12.	Gujarat	Ahmadabad (UA), Surat (UA)
13.	Haryana	—
14.	Himachal Pradesh	—
15.	Jammu & Kashmir	—
16.	Jharkhand	—
17.	Karnataka	Bengalore/Bengaluru (UA)
18.	Kerala	Kochi (UA) , Kozikhode (UA)
19.	Lakshadweep	—
20.	Madhya Pradesh	Indore (UA)
21.	Maharastra	Greater Mumbai (UA), Nagpur (UA), Pune (UA)
22.	Manipur	—
23.	Meghalaya	—
24.	Mizoram	—
25.	Nagaland	—
26.	Odisha	—
27.	Pudducherry/Pondicherry	—
28.	Punjab	—
29.	Rajasthan	Jaipur
30.	Sikkim	—
31.	Tamil Nadu	Chennai (UA), Coimbatore (UA)
32.	Tripura	—
33.	Uttar Pradesh	Ghaziabad (UA), Kanpur (UA), Lucknow (UA)
34.	Uttarakhand	—
35.	West Bengal	Kolkata (UA)

**Department of Finance (Revenue & Control)**

No. 8/7/2008-Fin (R&amp;C)

Dated: 03-01-2017

**OFFICE MEMORANDUM**

The Office Memorandum No. 21(2)/2016-E.II(B) dated 19<sup>th</sup> August, 2016 issued by the Government of India, Ministry of Finance, Department of Expenditure, New Delhi which is transcribed below is here by adopted by the Government of Goa.

Sd/-

(Ajit S. Parwatkar)

Under Secretary Fin (R &amp; C)

**Ministry of Finance (Department of Expenditure)**

No. 21(2)/2016-E.II (B)

New Delhi, 19<sup>th</sup> August, 2016**OFFICE MEMORANDUM**

Subject: Clarification on admissibility of Transport Allowance in the cases where the officers are drawing Grade Pay of Rs.10,000/- in PB-4 regarding.

Reference is invited to this Department's Office Memorandum No. 21(2)/20008-E.II (B) dated 29-08-2008. Para '3' of the O.M. stipulates that Officers drawing Grade Pay of Rs. 10,000/- & above and those in the HAG+ Scale, who are entitled to the use of official car in terms of Department of Expenditure (DoE) O.M. No. 20(5)/E.II(A)/93 dated 28-01-1994, shall be given the option to avail themselves of the existing facility to draw the Transport Allowance at the rate of Rs. 7,000/- p.m. plus Dearness Allowance thereon.

2. Several references have been received in this department seeking clarification on the admissibility of Transport Allowance to Officers drawing Grade pay of Rs. 10,000/- under Dynamic ACP Scheme or NFU Scheme. A few cases have also been filed in the Courts in this regard. Hon'ble Central Administrative Tribunal (CAT), Principal Bench, New Delhi, in Order dated 13-05-2014 in O.A. No.4062/2013, filed by Shri Rahdacharan Shakiya & Others V/S Union of India & Others, held that the Applicants were not entitled to draw Transport Allowances @ RS. 7,000/- p.m. plus DA there on. The said order of the Tribunal has also been upheld by Hon'ble High Court of Delhi in their Order date 03-09-2014 passed in Writ Petition(Civil) No. 3445/2014, filed by Shri Radhacharan Shakiya & others.

3. Accordingly, it is clarified that the Officers, who are not entitled for the use of official car for commuting between residence to office and back, in terms of DOE's OM 20(5)/E-II(A)/93 dated 28-01-1994 are not eligible to opt for drawal of Transport Allowances @ Rs.7,000/- p.m. + DA thereon, in terms of D. O. E. O.M. No. 21(2)/2008-E-II(B) dated 29.08.2008, even though they are drawing Grade Pay of Rs. 10,000/- in PB-4 under Dynamic ACP Scheme or under the Scheme of Non-Functional Up gradation (NFU).

Sd./-

(Nirmala Dev)

Deputy Secretary to the Government of India

**Department of Finance (Revenue & Control)**

No. 8/7/2008–Fin(R&amp;C)/Part I

Dated: 12-07-2010

**OFFICE MEMORANDUM**

The Office Memorandum No. 19030/3/2008-E.IV dated 8th June, 2010 issued by Ministry of Finance, Department of Expenditure, Government of India, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd/-

(Rajendra Gawandalkar)  
Under Secretary Fin. (R &C)

**Ministry of Finance (Department of Expenditure)**

No. 19030/3/2008-E.IV

New Delhi, dated 8<sup>th</sup> June 2010**OFFICE MEMORANDUM**

**Subject:- Travelling Allowance Rules — Implementation of the recommendation of the Sixth CPC.**

The undersigned is directed to refer to this Department's O.M. of even number dated 23.09.08 on the subject cited above and to say that it has been brought to Government's notice of this O.M. has led to lowering of the per km. rate for transportation of personal effects by road on transfer in case of A-I/A/B-1 class cities. The provision under Para 4C of the said O.M. has been reviewed and it has now been decided to replace the existing provisions contained in Para 4.C of the said O.M. dated 23.09.2008 with the following.

“C” Transportation of Personal Effects.

Grade Pay (1)	By Train/Steamer (2)	Rate per Km. for transport by road (Rs. per Km.) (3)	
Officers drawing Grade Pay of Rs. 7,600 and above and those in Pay scale HAG+ and above	6000 kgs By Goods Train/ /4 wheeler wagon/ 1double container	X & Y Class Cities* 30.00 (Rs. 0.005 per kg per km)	Z Class cities* 18.00 (Rs. 0.003 per kg per km)
Officers drawing Grade Pay of Rs. 4,200/-, Rs. 4,600/-, Rs. 4,800, Rs. 5,400/- and Rs. 6,600	6000 kgs By Goods Train/ 4wheeler wagon/1 single container	30.00 (Rs. 0.005 per kg per km)	18.00 (Rs. 0.003 per kg per km)
Officers drawing Grade Pay of Rs. 2,800/-, Officers drawing Grade Pay below Rs. 2,800/-	3,000 kg, 1500 kg	15.00 (Rs. 0.005 per kg per Km) 07.50 (Rs. 0.005 per kg per km)	9 (Rs. 0.003 per kg per km) 4.60 (Rs. 0.0031per kg per km)

The rates for transporting the entitled weight by steamer will be equal to prevailing rates prescribed by such transport in ships operated by “Shipping Company of India”.

\*As per classification of cities for the purposes of admissibility of House Rent Allowances.

2. Attention is also invited to Para 4.B of the O.M. dated 23-09-2008, which regulates the payment of Composite Transfer Grant. In this connection, it is reiterated that the components and incidentals which are merged/subsumed with the Composite Transfer Grant, as per Para 4.B of this Ministry's O.M. No. 19300/2/97/-E-IV dated 17.04.1998 remain unchanged.

3. The revised provisions as under Para 1 above, shall be applicable w. e. f. 01-09-2008 i.e. the date from which the revised T. A. rules are applicable.

Sd./-

(V.P. Sehgal)

Deputy Secretary to the Government of India

**Finance (Rev. & Cont.) Department**

No. 8/8/2006-Fin (R &amp;C)

Date: 30/06/2009

**OFFICE MEMORANDUM**

A copy of the under mentioned Office Memorandum is forwarded for information and necessary action to:-

Sd./-

(Vasanti H. Parvatkar)  
Under Secretary Fin (R&C)

**Ministry of Finance (Department of Expenditure)**

F. No. 21(2)/2008-E-II (B)

New Delhi, dated the 5<sup>th</sup> March, 2009**OFFICE MEMORANDUM**

**Subject: Rate of Transport Allowance in the case of Officers of All-India/Group 'A' services appointed at the Centre on deputation basis as Directors/equivalent.**

Officers belonging to All-Indi/Group 'A' Services appointed on deputation basis as Directors/equivalent at the Center under Central Staffing Scheme or on deputation to the Centre outside the scheme are entitled for Transport Allowance @Rs. 3,200/- p.m. + DA thereon. It is clarified that such officer will continue to be entitled for Transport Allowance of Rs. 3,200/- p.m. +DA thereon as long as they continue as Director/equivalent at the centre, notwithstanding the fact that they may have been granted non-functional up gradation to the next higher Grade Pay of Rs. 10,000/- under the scheme of grant of non-functional up gradation to officer of All-India Services/Organized Group 'A' Services in PB-3 and PB-4 linked to the posting of IAS Officers at the Centre introduced as a result of Sixth CPC's recommendations.

Sd./-

(R. Prem Anand)

Under Secretary to the Government of India

**Finance (Rev. & Cont.) Department**

No. 8/9/2008/Fin(R&amp;C) Part File

Dated: 20/05/2009

**CORRIGENDUM**

A copy of the under mentioned Corrigendum is forwarded for information and necessary action to:-

Sd./-

(Vasanti H. Parvatkar)  
Under Secretary Fin. (R&C)

**Ministry of Finance (Department of Expenditure)**

No. 19030/3/2008-E.IV

New Delhi, 18<sup>th</sup> February, 2009**CORRIGENDUM**

**Subject: Travelling Allowance Rules-Implementation of the Sixth Central Pay commission**

In Para 4(C) Column (3) of O. M. No. 19030/3/2008-E.V dated 23-09-2008 on the above subject, the following may be corrected:-

Rate per km for transport by road (Rs. Per km.)	Read
18.00 (Rs. 0.30 per kg in per km.)	18.00 (Rs. 0.003per kg/per km.)
18.00 (Rs. 0.30 per kg per km.)	18.00 (Rs. 0.003 per kg/per km.)

9.00 (Rs. 0.31 per kg per km.)	9.00 (Rs. 0.0031 per kg/per km.)
4.60 (Rs. 0.31 per kg per km.)	4.60 (Rs. 0.0031 per kg/per km.)

Sd./-

(Y. P. Sehgal)

Deputy Secretary (EG)

**Finance (Rev. & Cont.) Department**

No. 8/9/2008-Fin (R &amp; C)

Dated: 30/04/2009

**OFFICE MEMORANDUM**

A copy of the under mentioned Office Memorandum is forwarded for information and necessary action to:-

Sd./-

(Vasanti H. Parvatkar)

Under Secretary Fin. (R&amp;C)

**Ministry of Finance (Department of Expenditure)**

No. 19030/3/2008-E.IV

New Delhi, 22<sup>nd</sup> January, 2009**OFFICE MEMORANDUM**

**Subject: Travelling Allowances Rules-Implementation of the Sixth Central Pay Commission.**

Consequent upon the issue of this Department's Om of even number dated 23-09-2008 and 19.11.2008 and on subject cited above, reference have been received regarding Para 3 of OM dated 23.9.2008 on daily allowance on tour.

2. Keeping in view the references received, it is advised that the "Rates of Daily Allowance on Tours" may be regulated either in accordance with the provisions of this Department's OM dated 23.9.2008, or as per the old rates prevalent prior to the issue of the said OM, whichever is claimed by the employee. The opinion to claim will be available as complete package for a particular tour and not by taking part of either orders. In other words Officers may choose to be governed either by orders dated 23.9.2008 or dated 17<sup>th</sup> April, 1998, in regard to daily allowance on tour.

3. In case the rate of Daily Allowance on tour is regulated as per old rate prevalent prior to issue of the said OM, dated 23.9.2008, (a) the revised pay range, i.e. pay in the pay band for the purpose of regulation of Daily Allowances only would be as under:

<b>Pay range (as per OM)</b>	<b>Revised pay in Pay Band</b>
Rs. 16,400/- and above	Rs. 30,500 and above
Rs. 8,000/- and above but less than Rs. 16,400/-	Rs. 15,000/- and above but less than Rs. 30,500/-
Rs. 6,500/- and above but less than Rs. 8,000/-	Rs. 12,500/- but less than Rs. 15,000/-
Rs. 4,100/- but less than Rs. 6,500/-	Rs. 8,000/- and above but less than Rs.12,500/-
Below Rs. 4,100/-	Below Rs. 8,000/-

In respect of the Officers in HAG+ and the apex scale, the basic pay as defined in CCS (RP) Rules will be considered for determination of entitlement of Daily Allowance.

(b) The classification of cities/towns as per orders prevalent with the old rates as precluded vide OM dated 17-04-1998 will continue to apply.

4. T. A. claims already settled as on the date of issue of these orders may not be re-opened.

Sd./-

(Karan Singh)

Under Secretary to the Govt. of India

**Finance (Rev. & Con.) Department**

No. 8/7/2008-Fin(R&amp;C)

Dated: 29/10/2008

**ORDER**

Read:- Order No. 8/7/2008 dated 10/10/2008.

**Subject:-** Implementation of Government's decision on the recommendation of the Sixth Pay Commission.

In Pursuance of Government decision on the implementation of recommendations of the Sixth Central Pay Commission as adopted by the State Government vide order referred above, Government of Goa is pleased to accord sanction, to adopt the following Office Memorandum/Resolution issued by the Government of India.

1. Resolution dated 29-08-2008 published in the Extra-ordinary the Gazette of India No. 304.
2. Office Memorandum No. 1/1/2008-IC dated 13/09/2008-regarding clarification on CCS (Revised Pay) Rules, 2008.
3. Office Memorandum F. No. 19030/3/2008-FE.IV dated 23/09/2008- regarding Travelling Allowance Rules.
4. Office Memorandum F. No. 31011/4/2008-Estt. (A) dated 23/09/2008-regarding recommendations relating to LTC Acceptance.
5. Office Memorandum No. F. No. 7(20)/2008-E.II (A) dated 24/09/2008 regarding revision in the rates of Family Planning Allowance for adoption of small family norms.
6. Office Memorandum No. 12(i)/E.II (A)/2008 dated 07/10/2008 regarding amendments to Rule 31, 35, 38, 53, 58, 66 of Compendium of Rules on advance to Government servants.

Copies of above Resolution/Office Memorandum are enclosed.

By and in the name of the Governor of Goa.

Sd/-

(S. Shanbogue)

Joint Secretary Budget)

**Ministry of Finance (Department of Expenditure)**

F. No. 19030/3/2008-E.IV

New Delhi, the 23<sup>rd</sup> September, 2008**OFFICE MEMORANDUM**

**Subject:- Travelling Allowances Rules-Implementation of the Sixth Central Pay Commission**

The undersigned is directed to say that in pursuance of the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to Travelling Allowances entitlements, sanction of the President is conveyed to the modification in the Travelling Allowance Rules as set out in the Annexure to this Office Memorandum in so far as they apply to civilian employees of the Central Government. Separate orders will be issued by the ministry of Defense and railways in respect of their Personnel.

2. The "Grade Pay" for determining the TA/DA entitlement is as indicated in Central Civil Services (Revised Pay) Rules 2008.
3. The term "Pay" for the purpose of these orders refer to basic pay as define in Rules 3(8) of the Central Civil Services (Revised Pay) Rules, 2008 and includes the revised non-practicing allowance, if any, admissible in addition.
4. In respect of those employees who opt to continue in their pre-revised scale of pay, the corresponding Grade Pay of the Pay of the pay scales of the post occupied 1/1/2006 would determine the TA/DA entitlement under these orders. However, for determining the Composite Transfer Grants for such employees, the term pay shall also include, in addition to the basic in the pre-revised scales, stagnation increments, Dearness Pay and NPA as per orders in force on 1/1/2006.



5. **These orders shall take effect from 1<sup>st</sup> September, 2008.** However, if the travelling Allowances entitlements in terms of the revise entitlements now prescribed result in a lowering of the existing entitlements in the case of any individual, groups or classes of employees, the entitlements, particularly in respect of mode or travel, class of accommodation, etc, shall not be lowered. They will instead continue to be governed by the earlier orders on the subject till such time as they become eligible, in the normal course, for the higher entitlements.
6. The claims submitted in respect of journey made on or after 1<sup>st</sup> September, 2008, may be regulated in accordance with these orders.
7. **It may be noted that no additional funds will be provided on account of revision in TA/DA entitlements. It may therefore be ensured that permission to official travel is given judiciously and restricted only to absolutely essential official requirements.**
8. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders issue in consultation with the Comptroller General of India.

Sd/-

(Madhulika P. Sukul)

Joint Secretary to the Government of India

**ANNEXURE****Annexure to Ministry of Finance, Department of Expenditure O.M. No. 19030/3/2008-E-IV dated: 23<sup>rd</sup> September 2008**

In supersession of S. R.17 and G. O. I., M. F. No. 10/2/98-IC & 19030/2/97-E.IV dated 17/4/1998, the following provisions will be applicable with effect from 1-9-2008.

**2. Entitlements for Journeys on Tour.****A. Travel Entitlements within the country**

<b>Grade Pay (1)</b>	<b>Travel Entitlement</b>
Officer drawing Grade Pay of Rs. 10,000/- and above and those in Pay Scale of HAG+ and above	Business/Club Class by air/AC First class by train
Officers drawing Grade Pay of Rs. 7,600/-, Rs. 8,700/- and Rs. 8,900/-	Economy Class by air/AC First class by train
Officers drawing Grade pay of Rs. 5,400/- and Rs. 6,600/-	Economy Class by air/AC II Tier class by train
Officers drawing Grade Pay of Rs. 4,200/-, 4,600/- and Rs. 4,800/-	AC II Tier Class by train
Officers drawing grade Pay below Rs. 4,200/-	First Class/AC III Tier/AC Chair car by train

The revised travel entitlements are subject to following:-

- (i) In case of places not connected by rail, travel by AC bus for all those entitled to travel by AC II Tier and above by train and by Deluxe/ordinary bus for others is allowed.
- (ii) In case of road travel between places connected by rail, travel by any means of public transport is allowed provided the total fare does not exceed the train fare by the entitled class.
- (iii) Henceforth, all mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned Department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel, which is funded by the Government, should accrue to the Government.
- (iv) All Government servants are allowed to travel below their entitled class of travel.

**3. International Travel Entitlement.**

- (i) Cabinet Secretary/Secretary to G.O.I. and Equivalent— First Class
- (ii) Officers drawing grade pay of Rs 10,000/- and above and those in Pay Scale of HAG+ — Business/Club Class
- (iii) Others — Economy Class

**C. Entitlement for journeys by Sea or by River Steamer (SR. 40):-**

Grade Pay	Entitlement
1	2
Officer drawing Grade Pay of Rs. 5,400/- and above and those in Pay Scales of HAG+ and above	Highest class
Officers drawing Grade Pay of Rs. 4,200/- Rs. 4600 and Rs. 4,800/-	If there be two classes only on the steamer, the lower class
Officers drawing Grade Pay of Rs. 2,400/- and Rs. 2,800/-	If there be two classes only on the steamer, the lower class If there be three classes, the middle, or the Second class If there be four classes, the third class
Officers drawing Grade Pay less than Rs. 2,400/-	The lowest class
(ii) Accommodation entitlement for travel between the main-land and the A&N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India limited will be as follows.	
Grade Pay (1)	Entitlement (2)
Officers drawing Grade Pay of Rs. 5,400/- and above and those in Pay scale of HAG+ and above	Deluxe Class
Officers drawing Grade Pay of Rs. 4,200/-, Rs. 4,600/- and Rs. 4,800/-	First/A Cabin Class
Officers drawing Grade Pay of Rs 2,400 and Rs 2,800/-	Second/B Cabin Class
Officers drawing Grade Pay less than Rs. 2400/-	Bunk Class

Sd/  
(Mahendra Kumar)  
Director (EG)  
Ministry of Finance  
Department of Expenditure

**Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin. (R&amp;C) Part File

Dated:- 05/05/2008

**CORRIGENDUM**

Read:- (1) O.M. No. 8/5/2007-Fin(R&amp;C)(1) dated 01/04/2008

In the last line of the aforesaid Office Memorandum the expression “1<sup>st</sup> April 2008” may be read as “1<sup>st</sup> April 2007”

Sd./-  
(Vasnati H. Parvatkar)  
Under Secretary Fin(R&C)

**Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin. (R&amp;C) (I)

Dated: 01/04/2008

**OFFICE MEMORANDUM**

Read:- Office Memorandum No 8/5/2007-Fin(R&amp;C)(1) dated 03/04/2007

In continuation of aforesaid O.M. the Government is pleased to extend the enhanced rate of Rs. 70/- per month to all 'C' Group employees provided with uniform and are presently drawing washing allowances at the lower rate w. e. f 1<sup>st</sup> April 2008.

Sd./-

(Vasnati H. Parvatkar)

Under Secretary Fin(R&amp;C)

**Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin. (R&amp;C)

Date:- 05/11/2007

Read:- O.M. No.8/5/2007-Fin(R&amp;C) dated 3/4/2007

**OFFICE MEMORANDUM****Sub:- Grant of Transport Allowances**

With reference to O.M. of even number dated 3/4/2007 cited above, all Office Memorandums /instruction issue regarding Conveyance Allowances/Transport Allowance to the blind or orthopedically handicapped with disability of lower extremities stand abolished. These employees will be entitled to the Transport Allowances stated in the O.M. dated 3/4/2007 referred to above.

Sd./-

(Vasnati H. Parvatkar)

Under Secretary Fin(R&amp;C)

**Finance (Rev. & Cont.) Department**

No. 8/5/2007-Fin. (R&amp;C)

Dated: 03/04/2007

**OFFICE MEMORANDUM****Subject: Grant of Transport Allowance**

The grant of transport allowances as recommended by the Vth Pay Commission was under consideration of the Government for quite some time. However due to financial crunch it was not granted.

Now, in view of the demand of the Goa Government Employees Association, Government has constituted a High Level Committee to study the various demands made by the Goa Government Employees Association. One of them was for grant of Transport Allowances. After giving personal hearing to the representatives of the Goa Government Employees Association, It was agreed to grant transport allowance as recommended by the Fifth Pay commission only to Group 'C' and 'D' employees with effect from 1/4/2007.

All the Group 'C' and 'D' employees drawing the pay below the Scale of Rs. 6,500/-, 6,900/- shall be sanctioned Transport Allowances at the rate of Rs 75/- per month w. e. f. 1/4/2007, as per recommendations of V<sup>th</sup> Pay Commission. The Grant of transport allowances shall be subject to the following conditions:-

The allowances shall not be admissible to those employees who are provided with the Government accommodation within a distance of one kilometer or within a campus, housing the place or work and residence.

*Note:-* The grant of allowance under these orders would be subject to furnishing of a certificate by the employee that the Government accommodation is not allocated within one kilometer from the place of work of the concerned employees or within a campus housing the place of work and residence.

2) The allowances will not be admissible during absence from duty exceeding 30 days due to leave, training, tour, etc.

As regards these employees who are blind or orthopedically handicapped with disability of lower extremities will be entitled to double the rate subject to the condition stipulated above. In case, however such handicapped employees have been provided with Government accommodation within a distance of one kilometer from the place of work or within a campus housing the place of work and residence, the allowances shall be admissible at normal rate as applicable under these orders.

Sd/-

(Vasanti H. Parvatkar)

Under Secretary Fin. (Budget-I)

### **III. SPECIAL ALLOWANCES FOR CHILD CARE FOR WOMEN WITH DISABILITIES AND EDUCATION ALLOWANCE FOR DISABLED CHILDREN**

#### **Finance (Rev. & Cont.) Department**

No. 8/7/2008—Fin (R&C)

Dated:- 15-06-2011

#### **OFFICE MEMORANDUM**

The Office Memorandum No. 12011/01/2011-Estt. (Allowance) dated 4<sup>th</sup> May, 2011 issued by the Government of India, Ministry of Personnel, Public Grievances and Pension, department of Personnel & Training, New Delhi which is transcribed and adopted by the Government of Goa.

Sd./-

(Surendra F. Naik)

Under Secretary Fin (R&C)

#### **Ministry of Personnel, Public Grievances and Pension (Department of Personnel & Training)**

No. 12011/01/2011-Estt. (Allowance)

Dated: 4<sup>th</sup> May, 2011

#### **OFFICE MEMORANDUM**

**Subject: Clarification on increase in certain allowances by 25% as a result of enhancement of Dearness Allowance w. e. f. 1.1.2011.**

On the above mentioned subject, it is stated that consequent upon enhancement of Dearness Allowances payable to Central Government employees @ 51% w.e.f. 1<sup>st</sup> January, 2011 vide Ministry of Finance, Department of Expenditure O.M. No. 1(2)2011-E-II (B) dated 24<sup>th</sup> March, 2011, the following points are clarified:

- a) The annual ceiling limit for reimbursement of Children Education Allowance shall be Rs. 15,000/- per child. Accordingly, the quarterly claim could be more than Rs. 3,750/- in one quarter and less than Rs. 3,750/- in another quarter subject to annual ceiling of Rs. 15,000/- per child and Hotel Subsidy shall be Rs. 3,750/- per month per child;

- b) The rates of Special Allowances for Child Care to women with disabilities stands revised to Rs. 1,250/- per month, and
- c) The annual ceiling for reimbursement of education allowances for disabled children of Government employees shall be treated as revised to Rs. 30,000/- per annum per child and the rates of Hostel Subsidy for disabled children of Government employees shall be treated as revised from Rs. 6,00/- to Rs. 7,500/- per month per child:

2. These revisions are applicable with effect from 1<sup>st</sup> January, 2011.

3. These revisions shall be subject to other terms and conditions mentioned in this Department's O.M. No. 12011/03/2008-Estt. Allowances dated 2.9.2008 and O.M. No. 12011/04/2008 dated 11-9-2008.

Sd./-  
(Vibha Govil Mishra)  
Deputy Secretary

### Finance (Rev. & Cont.) Department

No. 8/7/2008—Fin (R&C)

Dated: 07-05-2012

### OFFICE MEMORANDUM

The Office Memorandum No. 12011/04/2008- Estt. (Allowances) dated 11<sup>th</sup> September, 2008 issued by Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd./-  
(Ajit Pawaskar)  
Under Secretary Fin. (R & C)

### Ministry of Personnel, Public Grievances & Pensions (Department of Personnel & Training)

No. 12011/04/2008- Estt. (Allowances)

New Delhi, 11<sup>th</sup> September, 2008

### OFFICE MEMORANDUM

**Subject:- Recommendations of Sixth Central Pay commission -Implementation of the decisions relating to Special Allowance for child care for women with disabilities and Education Allowance for disabled children of Government employees.**

Consequent upon the decision taken by the Government on the recommendations made by the Sixth Central Pay Commission for providing extra benefits to women employees with disabilities especially when they are young children and children with disability, the President is pleased to issue the following instructions:-

- (i) Women with disability shall be paid Rs. 1,000/- per month as Special Allowance for Child Care. The allowance shall be payable from the time of child's birth till the child is two years old.
- (ii) It shall be payable for a maximum of two children.
- (iii) Disabilities means a person having a minimum disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-N.I.I dated 1.6.2001 (Annexure).
- (iv) The above limit would automatically raised by 25% every time the Dearness Allowance on revised pay structure goes up by 50%.

2. Reimbursement of Education Allowance for disabled children of Government shall be payable at double the normal rates prescribed. The annual ceiling fixed for the reimbursement of Children Education Allowance for disabled children of Government Employees is Rs. 2,400/-. The rest of the conditions will be the same as stipulated vide O.M. No. 12011/03/2008-Estt. (Allowance) dated 2<sup>nd</sup> September, 2008 on the subject.

3. Disability means a person having a minimum disability of 40% as elaborated in Ministry of Welfare's Notification No. 16-18/97-N.I.I dated 1.6.2001 (Annexure).

4. These orders shall be effective from 1<sup>st</sup> September, 2008.

5. In so far as persons serving in the India Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller General and Audit General of India.

Sd./-

(Simmi R. Nakara)  
Director (P & A)

**ANNEXURE**  
**Extracts of the Notification**  
**Ministry of Social Welfare Justice and Empowerment**

New Delhi, the 1<sup>st</sup> June, 2001

**NOTIFICATION**

**Subject:** Guidelines for evaluation of various disabilities and procedure for certification.

No. 16-18/97-N.I.I In order to review the guidelines for evaluation of various disabilities and procedures for certification as given in the Ministry of Welfare's O.M. No. 4-2/83-HW.III, dated the 6<sup>th</sup> August, 1986 and to recommend appropriate modifications/alterations keeping in view the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, Government of India in Ministry of Social Justice and Empowerment, vide Order No. 16-18/97-N.I.I, dated 28.8.98, set up four committees under the Chairmanship of Director General of Health Services one each in the area of Mental Retardation, Locomotor/Orthopaedic disability, Visual disability, Speech & Hearing disability. Subsequently, another Committee was constituted on 21.7.1999 for evaluation, assessment of multiple disabilities and categorization and extent of disability and procedure for certification.

2. After having considered the reports of these committees the undersigned is directed to convey the approval of the President to notify the guidelines for evaluation of the following disabilities and procedures for certification:-

Visual Impairment.

Locomotor/Orthopaedic Disability.

Speech and hearing disability.

Mental Retardation.

Copy of the report is enclosed herewith as Annexure.

3. The minimum degree of disability should be 40% in order to be eligible for any concession/benefits.

4. According to the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Rules, 1996 notified by the Central Government in exercise and powers conferred by Sub section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and State Government. The State Government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/visual impairment including lower vision/hearing and speech disability, mental retardation and leprosy cured as the case may be.

5. Specified test as indicated in the **Annexure\*** should be conducted by the medical Board and recorded before a certificate is given.

6. The certificate would be valid for a period of five years for those whose disability is temporary and are below the age of 18 years. For those who acquire permanent disability the validity can be shown as 'Permanent'.

7. The State Govts./UT Admn. may constitute the medical boards indicated in Para 4 above immediately, if not done so far.

8. The Director General of Health Services, Ministry of Health and family Welfare will be the final authority, should there arise any controversy/doubt regarding the interpretation of the definitions/classifications/evaluations tests etc.,

Sd./-

(Gauri Chatterji)

Joint Secretary to the Government of India

Note:- The Annexure mentioned above may please be seen from Ministry of Social Justice and Empowerment Notification.

## IV. CHILDREN EDUCATION ALLOWANCES

### Finance (Rev. & Cont.) Department

No.8/1/2016-Fin (R&C)

Dated: 12/07/2019.

### ORDER

**Sub :** Implementation of decisions relating to grant of Children Education Allowance (CEA)

The Government of Goa is pleased to adopt the OM No. A-27012/02/2017-Estt(AL) dated 17/07/2018 with the following modifications:

1. The amount of Rs. 2250/- per month per child shall be claimed as reimbursement on production of self attested fee receipts confirming/indicating that the fee deposited for the entire academic year/term/month as the case maybe, in lieu, a certificate from the Head of Institution in which the child studies, can be given by the Government servant, detailing the school fees, tuition fees, admission fee, laboratory fee, Vidyalaya Vikas Nidhi charged by Kendriya Vidyalayas, library fee/games/sports fee, examination fee and fee for extra curricular activities and expenses incurred on other items if supplied by the school viz 2 sets of uniform, one set of textbooks and notebooks, one pair of shoes and socks. If any of the items are procured from private vendors, original receipt of purchase/vouchers, self attested by the Government servant maybe enclosed.
2. The condition of hostel subsidy applicable in respect of children studying in residential education institution located at least 50 km from the residence of the Government servant stands relaxed.
3. The CEA and hostel subsidy is admissible for children studying two classes before Class I and upto XII and also for the initial two years of a diploma certificate course from Polytechnic/ITI/Engineering College, if the child pursues the course after passing 10<sup>th</sup> Standard and Government servant has not been granted CEA/Hostel Subsidy in respect of the child for studies in 11<sup>th</sup> and 12<sup>th</sup> standards.
4. In respect of school/institutions ie. two Classes before Class I, primary and middle level not affiliated to any Board of Education, the reimbursement under the scheme maybe allowed for the children studying in a recognized school/ institution. Recognized school/institution in this regard means a Government school or any educational institution whether in receipt of Government aid or not, recognized by the Central or State Government or Union Territory Administration or by University or a recognized educational authority having jurisdiction

over the area where the institution/school is situated.

5. The reimbursement will be done once a year, after completion of the academic year.
6. The above instructions would come into effect from the academic year 2018-19.

By order and in the name of the  
Governor of Goa  
Sd/-  
( **Pranab G. Bhat** )  
Under Secretary (Finance [R&C])

### Department of Finance (Revenue & Control)

No. 8/1/2016-Fin (R&C)

Dated 14-06-2018

#### ORDER

Read: Order No. 8/1/2016-Fin. (R&C) dated 25-10-2017.

In partial modification to the order read above, Government is pleased to make applicable Letter No. A-27012/02/2017-Estt. (AL) dated 16<sup>th</sup> August, 2017 issued by the Government of India, Ministry of P.G. and Pensions, Department of Personnel and Training, New Delhi regarding grants of Children Education Allowance applicable from Academic Year 2017-2018 and payable after completion of the Academic Year.

Sd./-  
(Sushama D. Kamat)  
Under Secretary (Finance)

### Department of Finance (Revenue & Control)

No. 8/1/2016-Fin (R&C)

Dated 25-10-2017

#### ORDER

Read: Order No. 8/1/2016-Fin (R & C) / (A) dated 30/11/2016.

Order No. 8/1/2016-Fin (R&C) dated 25.07.2017.

Order No. 8/1/2016-Fin (R & C) dated 10.08.2017.

In pursuance to the Order's read above, the following guidelines/Office Memoranda issued by the Government of India has been adopted by the same Government for its implementation prospectively w. e. f. 01.10.2017.

1. Letter No. A-27012/02/2017-Estt. (AL) dated 16<sup>th</sup> August, 2017 regarding grant of Children Education Allowance.
2. O.M. No. 17014/2/2014-Trg.(7<sup>th</sup> CPC) dated 25<sup>th</sup> July, 2017 regarding Abolishment of Sumptuary Allowances.
3. O.M. No. 19030/1/2017-E.IV dated 13<sup>th</sup> July, 2017 regarding Travelling Allowance Rules
4. O.M. No. 19030/1/2017-E.IV dated 18<sup>th</sup> August, 2017 regarding Travelling Allowance Rules (Clarification regarding admissibility of Composite Transfer Grants (CTG) and TA/Daily Allowances (DA)).
5. O.M. No. 19030/1/2017-E.IV dated 04<sup>th</sup> September 2017, regarding Travelling Allowances Rules (Clarification regarding TA/DA entitlement to Officers in level 13A).
6. O.M. No. 31011/8/2017-Estt.A-IV dated 19<sup>th</sup> September, 2017 clarification regarding travel entitlements of Government employees for the purpose of LTC Post Seventh Central Pay Commission.



All the guidelines/OM's, referred to above is available on the website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in)

Sd./-  
(Michael M. D' Souza)  
Additional Secretary (Finance)

## Ministry of Personnel P. G. and Pensions

### Department of Personnel & Training

No. 27012/02/2017-Estt. (AL)

16<sup>th</sup> August, 2017

**Subject: Recommendations of the Seventh Central Pay Commission — Implementation of decision relating to the Grants of Children Education Allowance.**

Consequent upon the decision taken by the Government on the recommendations made by the Seventh Central Pay Commission on the subject of Children Education Allowance Scheme, the following instructions are being issued in supersession of this Department's O. M. dated 28-4-2014.

(a) The amount fixed for reimbursement of Children Education Allowance will be Rs. 2,250/- p.m.

(b) The amount fixed for reimbursement of Hostel Subsidy will be Rs. 6,750/- p.m.

(c) In case both the spouses are Government servants, only one of them can avail reimbursement under Children Education Allowance.

(d) The above limits would be automatically raised by 25% every time the Dearness Allowances on the revised pay structure goes upto 50%. The allowances will be double for differently abled Children.

2. Further, reimbursement will done just once a year after completion of the financial year. For reimbursement of CEA a certificate from Head on institution, where the ward of Government employee studies, will be sufficient for the purpose. The certificate should confirm that the child studied in the school during the previous academic year. For Hostel Subsidy, a similar certificate from the head of institution will suffice, with the additional requirement that the certificate should mention the amount of expenditure incurred by the Government servant towards lodging and boarding in the residential complex. The amount expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.

3. These orders shall be effective from 1<sup>st</sup> July, 2017.

4. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor General of India.

Sd./-  
(Navneet Misra)  
Under Secretary to the Govt. of India

### Department of Finance (Revenue. & Control)

No. 8/7/2008-Fin (R & C)

Date 03-01-2017.

#### OFFICE MEMORANDUM

The Office Memorandum No. A-27012//01/2015-Estt.(AL) dated 22<sup>nd</sup> August 2016 issued by the Government of India Ministry of Personnel & Training, New Delhi, is now transcribed below and is hereby adopted by the Government of Goa.

Sd./-  
(Ajit S. Pawar)  
Under Sec. Fin. (R & C)

**Ministry Personnel Public Grievances  
(Department of Personnel & Training)**

No.A-27012/01/2015-Estt. (AL)

New Delhi, Dated 22<sup>nd</sup> August 2016

**OFFICE MEMORANDUM**

**Subject:** Children Education Allowance (CEA) — Clarification

The undersigned is directed to refer to Department of Personnel & Training's O.M. No.12011/03/2008-Estt. (Allowance) dated 2<sup>nd</sup> September, 2008 and subsequent clarifications issued from time to time on the subject mentioned above and at say that E-Receipts produced by Central Govt. employees as a proof of fee, etc., may be treated as original and hence be allowed for claiming reimbursement of CEA.

2. This issue with the approval of Joint Secretary (Establishment).
3. Hindi version will follow.

Sd./-  
Mukul Ratra  
Director

**Finance (Rev. & Cont.) Department**

No. 8/7/2008-- Fin (R&amp;C)

Dated: 15-06-2011

**OFFICE MEMORANDUM**

The Office Memorandum No.: 12011/01/2011- Estt. (Allowances) dated 04<sup>th</sup> May, 2011 issued by Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd./-  
(Surendra F. Naik)  
Under Secretary Fin. (R & C)

**Ministry of Personnel P.G. and Pensions  
Department of Personnel & Training**

No. 12011/01/2011-Estt. (Allowances)

New Delhi, May 4, 2011

**Subject: Clarification on increase in certain allowances by 25% as a result of enhancement of Dearness Allowances w. e. f. 1.1.2011:-**

On the above mentioned subject, it is stated that the consequent upon enhancement of Dearness Allowance payable to Central Government employees @ 51% w. e. f. 1<sup>st</sup> January, 2011 vide Ministry of Finance, Department of Expenditure O.M. No. 1 (2) 20011-E-II (B) dated 24<sup>th</sup> March, 2011 the following points are clarified:

- a) The annual ceiling limit for reimbursement of Children Education Allowances shall be Rs. 15,000/- per child. Accordingly, the quarterly claim could be more than Rs. 3,750/- in one quarter and less than Rs. 3,750/- in another quarter subject to the annual ceiling of Rs. 15,000/- per child and Hostel subsidy shall be rs.3,750/-per month per child.
- b) The rates of Special Allowances for Child Care to women with disabilities stands revised to Rs 1,250 per month, and
- c) The annual ceiling for reimbursement of education allowance for disabled children of Government employees shall be treated as revised to Rs. 30,000/- per annum per child and the rates of hostel subsidy for disabled children of Government employees shall be treated as revised from Rs. 6,000/- per child per month to Rs. 7,500/- per child per month.

2. These revisions are applicable with effect from 1<sup>st</sup> January, 2011.

3. These revisions shall be subject other terms and conditions mentioned in this Departments O.M. No. 12011/03/2008-Estt.(Allowance) dated 2.9.2008 and O.M. No. 12011/04/2008 dated 11.9.2008

Sd./-  
(Vibha Govil Mishra)  
Deputy Secretary

### **Finance (Rev. & Cont.) Department**

No. 8/7/2008-- Fin (R&C)

Dated: 10/10/2011

#### **OFFICE MEMORANDUM**

The Office Memorandum No.: 12011/03/2008- Estt. (Allowances) dated 23<sup>rd</sup> November, 2009 issued by Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd./-  
(Ajit Pawaskar)  
Under Secretary Fin. (R & C)

### **Ministry of Personnel Public Grievances and Pensions (Department of Personnel & Training)**

No. 12011/03/2008-Estt. (Allowances)

New Delhi, the 23<sup>rd</sup> November, 2009

#### **OFFICE MEMORANDUM**

Subject: Clarification on Children Education Allowance.

The undersigned is directed to refer to DOP&T O. M. of even No. dated 2.9.2008 on the above subject, Para I(c) of the said O.M. says:

“Reimbursement will be applicable for expenditure on the education of school going children only i.e. for children from classes nursery to twelfth including classes eleventh and twelfth held by Junior Colleges or schools affiliated to Universities or Board of Education”.

Various clarifications are being sought with regard to the definition of ‘nursery’ as the same is being called by different names in different institutions. This matter was considered in consultation with Ministry of Finance. It is clarified that ‘classes nursery to twelfth’ will include classes I to XII + 2 classes prior to class I irrespective of the nomenclature.

It is further clarified that in respect of schools/institutions at nursery, primary and middle level not affiliated to any Board of Education, the reimbursement under the Scheme may be allowed for the children studying in a recognized school/institution. Recognized school/institution in this regard means a Govt. school or any educational institution whether in receipt of Govt. aid or not, recognized by the Central or State Govt. or Union Territory Administration or by University or a recognized educational authority having jurisdiction over the area where the institute is situated.

Sd./-  
(Simmi R. Nakra)  
Director

## V. DRESS ALLOWANCES

### Department of Finance (Revenue & Control)

No.8/1/2016/Fin(R &amp;C)

Dated: 05/03/2019

#### ORDER

Sub: Implementation of the recommendations of the Seventh Central Pay Commission. — Dress Allowances.

The Government of Goa is pleased to adopt the Office Memorandum No. 19051/1/2017-E.IV dated 02/08/2017 issued by the Department of Expenditure, Ministry of Finance, Government of India, with the following modifications:-

(a)

Sr. No.	Category of employees	Rate per annum
1.	Officers of IPS & Goa Police Service of the rank of Superintendent of Police & above/Director of Fire Services	Rs. 20,000/-
2.	Officers of IPS & Goa Police Service of the rank of Dy. Superintendent of Police & Police Inspectors/Officers of Fire & Emergency Services (Dy. Director, Divisional Officer, Assistant Divisional Officer)/Executive Staff in Group 'A' & 'B' category of other Departments who are required to wear uniform	Rs. 15,000/-
3.	Other Executive staff in Uniform relating to the Department of Excise, Commercial Taxes, Transport, Police (Police Constable to Police Sub-Inspector), Forest, Fire & Emergency services (Fire Fighter to Station Fire Officer), Prisons, etc.,	Rs. 10,000/-
4.	All other categories of staff who are provided with Uniforms and are required to wear them regularly	Rs. 5,000/-

(b) The rates of Dress Allowances for Nurses will be Rs. 1,800/- per month.

(c) The amount of Dress Allowance shall be drawn and paid in the month of April to June.

(d) These orders shall take effective from 01<sup>st</sup> March, 2019.

(e) Other condition contained in the O.M. dated 02/08/2017 shall remain the same.

The O.M. referred to above is available on the website of the directorate of Accounts, [www.accountsgoagov.in](http://www.accountsgoagov.in)

Sd/-.

(Sushama D. Kamat)  
Under Secretary Fin. (R&C)

## VI. CHARGE ALLOWANCES

### Department of Personnel

No. 2/38/75-Per Vol.III

Dated:-09/06/2008

#### OFFICE MEMORANDUM

Read:- 1) O.M. No. 2/38/75-PER (Vol. III) dated 25/08/2004.

2) O.M. No. 2/38/75-PER (Vol. III) dated 07/03/2008.

Attention of all Heads of Departments is invited to this Department's O.M. of even number dated 25/08/2004 read in preamble (1), wherein the ceiling limit for the Charge Allowance to be sanctioned under F.R. 49 was laid as under;

- a) Rs. 1,500/- for the first 3 months.
- b) Rs.750/- for the next 3 months.
- c) Rs. 500/- for the next 3 months.

It has come to the notice of the Government that the pay fixation of the officer in the line of promotion who is asked to hold the charge of the higher/promotional post on officiating basis is often being done under F.R. 49, which is not correct. The Heads of Department are also seeking clarification whether pay fixation can be allowed under F.R. 49 when the official is in the line of promotion and is holding charge of higher/promotional post on officiating basis.

The matter has been examined in consultation with Finance Department and it has been decided as follows:

1. That in the case of an officer in line of promotion who is appointed to hold the charge of a higher post on officiating basis by a duly constituted D.P.C. as per the criteria laid down by Recruitment Rules, the pay fixation of such cases shall be done under F.R. 49.
2. All other officers who are asked to hold the post either on officiating basis or as an additional charge and in all such cases, where the selection has not been done through a duly constituted D.P.C., the officer concerned shall be eligible for charge allowances in terms of O.M. No. 2/38/75-PER (Vol. III) dated 25/08/2004.
3. All such cases shall be reviewed by the Directorate of Accounts in the light of the aforementioned instructions.

All Heads of Departments are advised to settle charge allowance related cases accordingly.

This O.M. is issued in suppression of the O.M. dated 07/03/2008 cited at Serial No. 2 above.

Sd./-  
(Vassudev N. Shetye)  
Under Secretary (Personnel – II)

### Department of Personnel

No. 2/38/75-Per Vol.III

Dated:-07/03/2008

### OFFICE MEMORANDUM

Read:- 1) O.M. No. 2/38/75-PER (Vol. III) dated 25/08/2004.

Attention of all Heads of Departments is invited to this Department's O.M. of even number dated 25/08/2004, wherein the ceiling limit for the Charge Allowance to be sanctioned under F.R. 49 was laid as under;

- a) Rs. 1,500/- for the first 3 months.
- b) Rs.750/- for the next 3 months.
- c) Rs. 500/- for the next 3 months.

Heads of Department are seeking clarification whether pay fixation can be allowed under F.R. 49 when the official is holding charge of higher post in line of promotion.

The matter has been examined in consultation with Finance Department and it has been clarified that the charge allowance may be sanctioned at the rate of 10% of the existing basic pay subject to maximum limits prescribed in O.M. 25/08/2004. No pay fixation under F.R. 49 shall be allowed.

All Heads of Departments are advised to settle charge allowance related cases accordingly.

Sd./-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel-I)

**Department of Personnel**

No. 2/38/75-PER Vol. III)

Dated: 25/08/2004

**OFFICE MEMORANDUM**

In partial modification of O.M. dated 2/12/2002, Government has decided to sanction Charge Allowance under F.R. 49 only for nine months subject to a maximum of:

- a) Rs. 1,500/- for the first 3 months.
- b) Rs. 750/- for the next 3 months.
- c) Rs. 500/- for the next 3 months.

It is further clarified that:

- 1) All additional charges which qualify for such payment and which existed as on 1/1/2004 will be covered.
- 2) If payment at the previously approved rates have already been received and the charge still persists as on 1/1/2004, then claim for the remaining period of the first three months shall be settled as per the above limits and in case of extension of 3 + 3 months more, the Officer will be entitled to draw the remuneration within the limit of Rs. 750/- and Rs. 500/- respectively.
- 3) No arrears for previously held charge not persisting on 1/1/2004 will be admissible.
- 4) At least 2 years must lapse for an Officer to claim a charge allowance in a fresh cycle.
- 5) Extension to current cases beyond 3 months shall require approval of the Government.
- 6) No Charge allowances shall be admissible for a period of 9 months.

All the pending cases of sanctioning Charge Allowances may be settled on the above lines.

All Heads of Departments are further advised to take steps to fill up all the vacant post immediately in order to avoid such cases.

Office Memorandum of even number dated 9/6/2004 stands withdrawn from the date of its issue.

Sd./-

(Vikas Mardolkar)

Under Secretary (Personnel)

**Department of Personnel**

No. 2/38/75-PER Vol. III)

Dated: 09/06/2004

**OFFICE MEMORANDUM**

According to O.M. of even number dated 2-12-2002, when an Officer is asked to hold the charge of another post on Officiating basis, he is entitled to charge allowance only for three months and no charge allowance is admissible beyond 3 months.

In partial modification of O.M. dated 2-12-2002, Government has decided that charge allowance shall to sanction in terms of F.R. 49 subject to a maximum additional benefit of Rs. 3000/- per month.

Sd./-

(Vikas Mardolkar)

Under Secretary (Personnel)

**Department of Personnel**

No. 2/38/75-PER Vol. III)

Dated: 02/12/2002

**OFFICE MEMORANDUM**

According to F.R. 49, the Government may appoint a Government servant already holding a post in a substantive or officiating capacity to officiate as a temporary measure, in one or more of other independent posts at one time under the Government. In such cases, charge allowance i.e. admissible under F.R. 49.

It has been noticed by the Government that some Officers are holding charge of another post for more than two years and drawing pay of the higher post in addition to 10% presumptive pay. This amounts to double benefits to an Officer who is given the benefits of promotion without selection and also additional remuneration for holding the charge of the substantive post. It is also observed that in many cases, the Officers are not meeting requirements laid down under the Recruitment Rules for the post.

It is also seen that Departments are not initiating any action for filling up of vacant posts. When any Officer is holding charge of another post in addition to his own duties for more than one/two years, it gives an impression that need for the second post in respect of which additional pay is drawn does not exist.

Government has therefore, decided as follows:-

- 1) Henceforth when an Officer is asked to hold the charge of another post on officiating basis, he shall draw charge allowance only for three months. No charge allowance shall be allowed beyond three months.
- 2) As and when any post falls vacant, which is to be filled by direct recruitment, Department shall initiate immediate action to fill up the said post on ad-hoc basis as per the Recruitment Rules/draft Recruitment Rules, if not possible to fill up on regular basis making clear that ad-hoc appointment is for limited period and ad-hoc appointee will have to compete with other candidates when the post is advertised for filling up the same on regular basis.

All Secretaries to Government/heads of Departments Autonomous Bodies/Corporations/Boards shall comply with above decisions.

Sd./-

(Vikas Mardolkar)

Under Secretary (Personnel)

**VII. OTHER ALLOWANCES & INSTRUCTIONS****Department of Finance (Revenue & Control)**

No. 8/1/2016-Fin (R&amp;C)

Dated 28-11-2018

Read: Order No. 8/1/2016-Fin (R&amp;C)/ (A) dated 30-11-2016.

Order No. 8/1/2016-Fin (R&amp;C) dated 25-07-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 10-08-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 04-09-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 29-09-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 25-10-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 14-06-2018.

**ORDER**

In pursuance to the Order's read above, the following guidelines/Office memoranda issued by he Government of India has been adopted by the State Government for its implementation.

1. O.M. No. 2/11/2017-Estt. (Pay-II) dated 24-11-2017 regarding grant of Deputation (Duty) Allowance.
2. O.M. F. No. 42/14/2017-P& PW (G) dated 08-03-2018 regarding Dearness relief to re-employed pensioners consequent on revision of ignorable part of pension for fixation of pay in the re-employment post.
3. O.M. No. 38/37/16-P&PW (A) (iv) dated 08-11-2017 regarding fixation of pension of Medical Officers retired during 01-01-2016 to 30-06-2017.
4. O.M. No. 4-21/2017-IC/E. III(A) dated 31-07-2018 regarding date of next increment under Rule 10 of CCS (RP) Rules, 2016.
5. O.M. No. 1-6/2016-IC dated 03-08-2017 regarding bunching of stages in the revised pay structure under Centre Civil Services (Revised Pay) Rules, 2016.

All the guidelines/OMs, referred to above is available on the website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in).

Sd/-  
(Michael M. D'Souza)  
Additional Secretary (Finance)

### **Ministry of Personnel, Public Grievances & Pensions**

(Department of Personnel & Training)

No.2/11/2017-Estt.(Pay-II)

Dated the 24th November, 2017

### **OFFICE MEMORANDUM**

**Subject:- Grant of Deputation (Duty) Allowance - Recommendations of the Seventh Central Pay Commission-Regarding**

This Department's OM No. 6/8/2009-Estt.(Pay-II) dated 17.6.2010 inter-alia provides for rates of Deputation (Duty) Allowance admissible to Central Government employees.

2. As provided in para 7 of Ministry of Finance, Department of Expenditure's Resolution No.I-2/20 16-IC dated 25<sup>th</sup> July, 2016, the matter regarding allowances (except Dearness Allowance) based on the recommendations of the 7th Central Pay Commission (CPC) was referred to a Committee under the Chairmanship of Finance Secretary and until a final decision thereon, all Allowances have been paid at the existing rates in the existing pay structure.

3. The decision of the Government on various allowances based on the recommendations of the 7<sup>th</sup> CPC and in the light of the recommendations of the Committee under the Chairmanship of the Finance Secretary has since been issued as per the Resolution No.II-1/2016-IC dated 6<sup>th</sup> July 2017 of Department of Expenditure.

4. As mentioned at Sl.No.46 of the Appendix-II of the said Resolution dated 6<sup>th</sup> July 2017, the recommendation of the 7th CPC for enhancement of ceiling of Deputation (Duty) Allowance for civilians by 2.25 times has been accepted and this decision is effective from 1<sup>st</sup> July, 2017. Accordingly, the President is pleased to decide that the rates of Deputation (Duty) Allowance and certain other conditions relating to grant of Deputation (Duty) Allowance shall be as under:-

The Deputation (Duty) Allowance admissible shall be at the following Rates:-

- (a) In case of deputation within the same station the Deputation (Duty) Allowance will be payable at the rate of 5% of basic pay subject to a maximum of Rs.4500 p.m.
- (b) In case of deputation involving change of station, the Deputation (Duty) Allowance will be payable at the rate of 10% of the basic pay subject to a maximum of Rs.9000 p.m.
- (c) The ceilings will further rise by 25 percent each time Dearness Allowance increases by 50 percent.
- (d) Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the basic pay in the apex level i.e. Rs.2,25,000/-. In the case of Government servants receiving Non



Practising Allowance, their basic pay plus Non-Practising Allowance plus Deputation (Duty) Allowance shall not exceed the average of basic pay of the revised scale applicable to the Apex Level and the Level of the Cabinet Secretary i.e. Rs.2,37,500/-.

- Note: 1** 'Basic pay' in the revised pay structure (the pay structure based on 7<sup>th</sup> Central Pay Commission recommendations) means the pay drawn by the deputationist, from time to time, in the prescribed Level, in Pay Matrix, of the post held by him substantively in the parent cadre, but does not include any other type of pay like personal pay, etc.
- Note: 2** In cases where the basic pay in parent cadre has been upgraded on account of non-functional upgradation (NFU), Modified Assured Career Progression Scheme (MACP), Non Functional Selection Grade (NFSG), etc., the upgraded basic pay under such upgradations shall not be taken in to account for the purpose of Deputation (Duty) Allowance.
- Note: 3** *In the case of a Proforma Promotion under Next Below Rule (NBR):* If such a Proforma Promotion is in a Level of the Pay Matrix which is higher than that of the ex-cadre post, the basic pay under such Proforma Promotion shall not be taken into account for the purpose of Deputation (Duty) Allowance. However, if such a Proforma Promotion under NBR is in a Level of the pay matrix which is equal to or below that of the ex-cadre post, Deputation (Duty) Allowance shall be admissible on the basic pay of the parent cadre post allowed under the proforma promotion, if opted by the deputationist.
- Note: 4** In case of Reverse Foreign Service, if the appointment is made to post whose pay structure and/ or Dearness Allowance (DA) pattern is dissimilar to that in the parent organisation, the option for electing to draw the basic pay in the parent cadre [alongwith the Deputation (Duty) Allowance thereon and the personal pay, if any] will not be available to such employee.
- Note: 5** The term 'same station' for the purpose will be determined with reference to the station where the person was on duty before proceeding on deputation.
- Note: 6** Where there is no change in the headquarters with reference to the last post held, the transfer should be treated as within the same station and when there is change in headquarters it would be treated as not in the same station. So far as places falling within the same urban agglomeration of the old headquarters are concerned, they would be treated as transfer within the same station.
5. Para 6.1 of this Department's OM No.6/8/2009-Estt(Pay-II)dated 17.6.2010 stands amended to the above effect.
  6. In so far as persons serving in the Indian Audit & Accounts Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.
  7. These orders shall take effect from 1st July, 2017.

Sd/-

(Rajeev Bahree)

Under Secretary to the Government of India

### Directorate of Accounts

No. DA/Control/7-9/2017-18/TR-329/244

Dated:-13<sup>th</sup> November, 2017

### OFFICE MEMORANDUM

Sub:- **Timely presentation of monthly pay and allowances bills.**

Reference is invited to this Department's Circular No. DA/Control/7-2/2012-13/253/TR-220 dated 09-11-2012 whereby instructions were clearly given, to present the monthly pay and allowances bills of the Gazetted as well as non-Gazetted Government employees on or before the 15<sup>th</sup> of every month (instead of 20<sup>th</sup> of the month) in order to ensure timely credit of the salary of all Government

employees. It was also stated that Directorate of Accounts shall not be responsible for delay in crediting the salary, due to presentation of bills after 15<sup>th</sup> of the month.

In spite of the above instructions, it has been noted that a large number of Drawing & Disbursing Officers (both Gazetted & Non-Gazetted) do not submit their monthly pay and allowances bills in time, resulting in late credit of salary to the bank account of the employees.

It is therefore once again enjoined upon all the Departments to ensure that the monthly pay and allowances bills are presented, on or before the 15<sup>th</sup> of the month, and further to take note that the Directorate of Accounts shall not be responsible for crediting the salary in time due to delay in presentation of bills by the concerned Departments.

All Heads of Departments are requested to bring the contents of this O.M. to the notice of all the Heads of Offices as well as Drawing & Disbursing Officers functioning under them.

Sd./-  
(P. R. Pereira)  
Director of Accounts

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### Department of Personnel

No. 8/1/2016-Fin (R&C)

Dated: 25/10/2017

#### ORDER

- Read:- 1) Order No. 8/1/2016-Fin (R&C)/(A) dated 30/11/2016.  
2) Order No. 8/1/2016-Fin (R&C) dated 25/07/2017.  
3) Order No. 8/1/2016-Fin (R&C) dated 10/08/2017.

In pursuance to the Order's read above, the following guidelines/Office Memoranda issued by the Government of India has been adopted by the State Government for its implementation prospectively w.e.f. 01-10-2017.

1. Letter No. A-27012/02/2017-Estt.(AI) dated 16<sup>th</sup> August, 2017 regarding grant of Children Education Allowance.
2. O.M. No. 17014/2/2014-Trg. (7<sup>th</sup> CPC) dated 25<sup>th</sup> July, 2017 regarding abolishment of Sumptuary Allowance.
3. O.M. No. 19030/1/2017-E.IV dated 13<sup>th</sup> July, 2017 regarding Travelling Allowance Rules.
4. O.M. No. 19030/1/2017-E.IV dated 18<sup>th</sup> August, 2017 regarding Travelling Allowance Rules (clarification regarding admissibility of Composite Transfer Grant (CTG) and TA/Daily Allowance (DA)).
5. O.M. No. 19030/1/2017-E.IV dated 04<sup>th</sup> September, 2017 regarding Travelling Allowance Rules (clarification regarding TA/DA entitlements of Officers in Level 13A).
6. O.M. No. 31011/8/2017-Estt.A-IV dated 19<sup>th</sup> September, 2017 clarification regarding travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission.

All the guidelines/OMs, referred to above is available the website of the Directorate of Accounts, [www.accounts.goa.gov.in](http://www.accounts.goa.gov.in).

Sd./-  
(Michael M. D'Souza)  
Additional Secretary (Finance)

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**Department of Finance (Revenue & Control)**

No. 8/7/2008-Fin (R&amp;C)

Dated: 29-08-2011

**OFFICE MEMORANDUM**

The Office Memorandum No. 14/1/2010-JCA2 dated 18<sup>th</sup> April, 2011 issued by Government of India, Ministry of Personnel, Public Grievances and Pension (Department of Personnel) & Training New Delhi which is transcribed below is hereby adopted by the Government of Goa. w.e.f. 01-04-2011.

Sd/

(Ajit S. Parwatkar)

Under Secretary Fin (R &amp; C)

**Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)**

No14/1/2010-JCA2

Dated:- 18<sup>th</sup> April, 2011**OFFICE MEMORANDUM**Subject: **Revision of Stitching Charges.**

The undersigned is directed to say that based on a demand raised by the Staff Side, in National Council (JCM), the question of revising the Stitching Charges of Uniforms, supplied to Common Categories of employees (Multi-Tasking Staff- erstwhile Group 'D' posts of Peon, Daftry, Jamadar, Junior Gestetner Operator, Frash, Chowkidar, Safaiwala, Mali etc. and Staff card Drivers, Dispatch Riders- etc.) in the Central Secretariat and its Attached and Subordinate Offices, has been examined in consultation with the Ministry of Finance. Consequently, it has been decided to enhance the rates of stitching charges, with effect from 1<sup>st</sup> April, 2011 thereby modifying the earlier instructions issued vide this Ministry's O.M. No. 14/3/2006-JCA dated 28<sup>th</sup> September, 2006.

2. The revised rates of stitching charges, with effect from 1<sup>st</sup> April, 2011, will be as under:-

**Winter**

- |                                      |   |           |
|--------------------------------------|---|-----------|
| (1) Buttoned-up-coat and pant        | — | Rs. 750/- |
| (2) Over. Coat for Staff Car Drivers | — | Rs. 600/- |
| (3) Ladies half-coat                 | — | Rs. 600/- |

**Summer**

- |                             |   |           |
|-----------------------------|---|-----------|
| (4) Pant (Terricot)         | — | Rs. 135/- |
| (5) Bush Shirt (Polyvastra) | — | Rs. 60/-  |
| (6) Blouse                  | — | Rs. 45/-  |
| (7) Petticoat               | — | Rs. 30/-  |
| (8) Salwar Kameez           | — | Rs. 90/-  |

**Protective clothing (for Malia/Bhisties)**

- |                       |   |          |
|-----------------------|---|----------|
| (1) Pyjama            | — | Rs. 24/- |
| (2) Short (Half-Pant) | — | Rs. 60/- |
| (3) Shirt (Cotton)    | — | Rs. 45/- |

3. It may please be noted that the reimbursement of Stitching Charges at the prescribed rates should be done only after the stitched uniforms are produced and are duly stamped, with indelible ink, at an appropriate place on the wrong side of the stitched dress, for identification. A proper record and procedure should be evolved to ensure that the employees produce the stitched uniforms within a reasonable period (say one month) after the cloth is supplied to them.

4. This issues with the concurrence of Department of Expenditure vide ID No. 5(1)/E.II(A)/2009 dated 08-04-2011.

Sd./-

(Dinesh Kapila)

Director (JCA)

**Annual Confidential Report / Performance  
Appraisal Report / Annual Assessment Report**

**Grih Mantralaya/Ministry of Home Affairs**

No. 17048/01/2015/IPS ACR Cell

Dated, the 2<sup>nd</sup> June, 2016

To,

1. The Chief Secretary of all State Governments/Uts
2. The Director General of Police of all State Government (as per mailing list)

*Subject:* APAR writing in SPARROW in the case of more than one Reporting/ Reviewing/  
Accepting Authorities for Indian Police Service Officer-Reg.

Sir/Madam,

I am directed to refer to the above mentioned subject and to say that SPARROW application has been developed in accordance with the All India Service (Performance Appraisal Report) Rules, 2007 where there is single authority for Reporting, Reviewing and Accepting Authority for any officer reported upon, for same assessment period in a year.

2. It has been brought to the notice of this Ministry that in many State Government there are multiple Reporting/Reviewing Authorities who are assessing the officer reported upon for the same period. This is causing difficulty in implementing SPARROW.

3. The matter has been examined in consultation with NIC SPARROW Support team.

4. APAR is normally having 5 sections out of which Section III is to be filled by Reporting Authority Section-IV to be filled by Reviewing Authority. In case multiple Reporting/Reviewing Authorities exist for same period, the following can be done:

**4.1 Case of Multiple Reporting Authorities:**

In case of multiple Reporting Authorities, Custodian can choose the Reporting Authority manually and submit the self-appraisal by officer to these multiple Authorities manually. After all the Reporting Authorities assess the PAR, the same can be uploaded against Section-III of the officer. The steps for manual can be found at user's manual of SPARROW (copy of relevant portion is enclosed at Annexure-I for ready reference).

**4.2 Case of Multiple Reporting and Reviewing Authorities:**

In case of multiple Reviewing Authorities, Custodian can choose the Reviewing Authority manually and submit the self-appraisal by officer and Section-III of PAR to these multiple Reviewing Authorities manually, After all the Reviewing Authorities assess the PAR the same can be uploaded against Section-IV of PAR of the officer. The steps for manual can be found at user manual of SPARROW (copy of relevant portion is enclosed at Annexure-I for ready reference).

**4.3 Case of Multiple Reporting and Reviewing Authorities:**

In case of multiple Reporting and Reviewing Authorities, custodian can choose the both Reporting and Reviewing Authority manually and submit the self-appraisal by officer to all Reporting Authorities and after that to multiple Reviewing authorities manually. After all the Reviewing Authorities assess the PAR the same may be uploaded against Section-III and Section-IV of PAR of the officer. The steps for manual can be found at user manual of SPARROW (copy of relevant portion is enclosed at Annexure-I for ready reference).

5. It is requested that above points may be brought to the notice of all concerned.

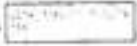
Yours faithfully,

Sd/-

(Arun Kumar Singh)

Under Secretary to the Government of India

### 13.1.4 Manual Process (Inbox)

- Click PAR ID( ) to open the PAR as shown in Fig.SPARROW.92:





Fig.SPARROW.92

- A page appears, click Send To Accepting Authority( ) as shown in Fig.SPARROW.93:



Fig.SPARROW.93

#### Note:

- Download the Sections ( ) , update PAR to process PAR Manually.
- Manual Process is performed by Custodian only.

**Department of Personnel**

File No. 6/2/92-PER

Dated: 09-09-2015

**CIRCULAR**

Read: Circular no. 6/292/-PER dated 27-11-2013

In partial modification to the circular referred to in preamble writing of APARs in accordance with the circular no. 6/2/92-per dated 27-11-2013 is hereby amended w.e.f. 01-04-2015 with following amendment.

1. The APARs of IAS Officers are being processed online however, the scheduled for cut-off-dates for writing of their APARs shall be as prescribed in the Annexure II. The APARs in respect of IFS/IPS, after self appraisal, should be submitted to the Personnel Department. Thereafter it is the responsibility of Personnel Department to do the needful. No officer is allowed/permitted to send their PARs to the Ministry of Home Affairs or Ministry of Environment & Forests directly.
2. All APARs should be Reported/Reviewed/Countersigned strictly as per the Annexure -1 appended to the Circular with immediate effect and they should adhere to the time limit as prescribed in the Annexure-II & III.
3. These instructions will take effect from 01-04-2015.

All the concerned officers are requested to follow up the instructions scrupulously.

Any deviation to these instructions will be viewed seriously.

Sd/-

(R. Aga)

Under Secretary (Personnel II)

**ANNEXURE-I**

**Authorities for Reporting/Reviewing/Countersigning of Performance Appraisal  
Report/Annual Performance Assessment Report of the Officers**

Sr. No.	Designation of Officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Officer
1	2	3	4	5
1	Chief Secretary	Chief Minister	Chief Minister	Chief Minister
2	Principal Secretary	Chief Secretary	Chief Minister	Chief Minister
3	Secretaries to the Government	Chief Secretary	Chief Minister	Chief Minister
4	Secretary to Governor	Governor	Governor	Governor
5	Secretary to Chief Minister	Chief Minister	Chief Minister	Chief Minister
6	Additional Secretary	Secretary to Government/Chief Secretary	Chief Minister/Chief Secretary	Chief Minister
7	Joint Secretary to Chief Minister	Secretary to Chief Minister	Chief Minister	Chief Minister
8	Joint Secretaries	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
9	Under Secretary to Chief Minister	Secretary to Chief Minister	Chief Minister	Chief Minister

1	2	3	4	5
10	Under Secretaries in Secretariat	Joint Secretary/ Secretary/Chief Secretary	Secretary/Chief Secretary/Chief Minister	Chief Minister
11	Section Officers/Technical Officers	Under Secretary/ Joint Secretary	Joint Secretary/ Secretary/ Chief Secretary	Chief Secretary/ Chief Minister
12	Sr. Assistants/Assistants/Jr. Assistants and equivalent Group “C” employees working under any Under Secretary/ Joint Secretary	Section Officer/Under Secretary	Under Secretary/Joint Secretary	Secretary/Chief Secretary
13	P.S. to Chief Secretary	Chief Secretary		
14	Jr. Assistant/Assistants/Sr. Assistants in Chief Secretary’s Office	P.S. to Chief Secretary	Chief Secretary	
15	Sr. Assistant/Assistant/Jr. Assistant and other Group ‘C’ staff in Chief Minister’s Office	Under Secretary/Joint Secretary to Chief Minister	Joint Secretary/Secretary to Chief Minister	Secretary to Chief Minister/ Chief Minister
16	Stenographer Grade-I & II and Drivers attached to Officers of Secretariat/Chief Minister’s Office	Officer to whom attached		
17	Other Drivers under General Pool of Secretariat	Section Officer GAD Department	Under Secretary GAD	Joint Secretary GAD
18	Officers on Spl. Duty/P.S. to Minister	Minister concerned		
19	Other Group ‘C’ employees on deputation from Govt. Deptts./Government undertakings	Officer on Spl. Duty/P.S.	Minister	
20	Group ‘D’ staff in Minister’s office on deputation from Govt./Govt. undertaking	Officer on Spl. Duty/P.S.		

**B. IAS Officers Posted in the Departments outside Secretariat**

21	Collectors	Secretary (Rev.)	Chief Secretary	Chief Minister
22	IAS Officers posted as Head of the Department	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
23	Jr. Scale, IAS Officers posted as Dy. Collectors	Head of the Department	Secretary/Chief Secretary	Chief Secretary/ Chief Minister

**C. IPS Officers**

24	Director General of Police	Chief Secretary	Chief Minister	Chief Minister
25	Inspector General of Police	Director General of Police	Chief Secretary	Chief Minister
25 A	Dy. Inspector General of Police	Inspector General of Police	Director General of Police	Chief Secretary
26	IPS Officers posted as S. Ps. or Equivalent post	Dy. Inspector General of Police	Inspector General of Police	Director General of Police
27	Jr. Scale IPS Officers posted as Dy. Superintendent of Police	Supt. of Police	Dy. Inspector General of Police	Director General of Police



1	2	3	4	5
<b>C. IFS Officers</b>				
28	Pr. Chief Conservator of Forests	Secretary (Forest)*/ Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
28 A	Chief Conservator of Forests	Pr. Chief Conservator of Forests	Secretary (Forests)*/Chief Secretary	Chief Minister
28 B	Conservator of Forests	Chief Conservator of Forests	Pr. Chief Conservator of Forests	Secretary Forests*/Chief Secretary
29	Sr. Higher scale IFS Officers other than conservator of forests in the Forests Deptt.	Conservator of Forests	Chief Conservator of Forests	Pr. Chief Conservator of Forests
30	Jr. Scale IFS Officers posted in Forest Department	Dy. Conservator of Forests (IFS/ Conservator of Forest)	Conservator of Forests/Chief Conservator of Forest	Chief Conservator of Forests/PCCF

[\*Provided Secretary Forests is higher in rank and pay to the officer reported upon.

\*\*When an Officer reports directly and works under an officer senior to the reporting Officer shown in the above table, then the ACR shall be written directly by the senior officer under whom the officer reported upon is working. Accordingly the Reviewing and Accepting authority shall also change.)

**E. Goa Civil Service Officers – Senior Grade or Higher**

31	Goa Civil Service officers posted as Head of the Department	Secretary concerned/ /Chief Secretary	Chief Secretary, Chief Minister	Chief Minister
32	Goa Civil Service Sr. Grade or higher officers posted in Govt. Deptts . outside Secretariat not being Head of Department	Head of the Deptt./ Secretary if Head of the Deptt. is not sufficiently senior*	Secretary/Chief Secretary	Chief Secretary/ Chief Minister
33	Goa Civil Service Jr. Grade officers posted Govt. Deptt. outside Secretariat	Senior or Higher Grade Goa Civil Service Officer above him/Head of the Department	Head of Department/Secretary/C hief Secretary	Chief Secretary/ Chief Minister

**F. Goa Police Service Officers**

34	Goa Police Service Officers posted as Suptd. of Police or equivalent	Dy. Inspector General of Police	Inspector General of Police	Director General of Police
35	Jr. Grade Goa Police Service officers posted as Dy. Suptd. of Police or equivalent	Superintendent of Police	Dy. Inspector General of Police	Inspector General of Police/Director General of Police
36	Head of Department/Offices organized service	Secretary Outside the Secretariat	Chief Secretary	Chief Minister

**G. Officers of Organized Service Posted on Deputation**

37	Officers posted as MD/CEO in Govt. Companies/Statutory Bodies/Coop. Societies/Govt. Societies other Semi Govt. bodies except Municipal Councils	Secretary	Chief Secretary	Chief Minister
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1	2	3	4	5
38	Officers posted in Govt. Corporations, Statutory body, etc. under the MD/CEO	MD/Secretary, if MD is not sufficiently senior*	Secretary/Chief Secretary/ Chief Minister	Chief Minister

**H. Municipal Council**

39	Chief Officers of 'A' Class Municipal Council	D.M.A./Secretary, if D.M.A. is not sufficiently senior*	Secretary/Chief Secretary/ Chief Minister	Chief Minister
40	Chief Officers of 'B' Class Municipal Councils	D.M.A.	Secretary/Chief Secretary	Secretary (UD)
41	Chief Officers of 'C' Class Municipal Councils	A.D.M.A.	D.M.A.	
42	Chief Electoral Officers/Joint Chief Electoral Officer	Chief Election Commissioner and the two Election Commissioners jointly		
43	Heads of Department/Officers outside the Secretariat (Group "A")	Secretary/Special Secretary	Chief Secretary	Chief Minister
44	Officers Outside Secretariat (Group "B")	Special Secretary/ Additional Secretary	Chief Secretary/Secretary	Chief Minister

\* "Sufficiently Senior means the Reporting Officer should be at least three years senior in the service the officer Reported upon, if both belong to same service and same grade.

\*\* Organized service includes IAS, IPS, Goa Civil Service, Goa Police Service and State Forest Officers of ACF/DCF grade.

Note: All APAR's for IAS/IPS/IFS/IES shall be written strictly as per above annexure irrespective of the scale drawn by the Officer

**ANNEXURE-II****For IAS/IPS/IFS Officers Only**

Activity	Cut off dates	
	Below Super Time Scale	Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> April	1 <sup>st</sup> May
Self appraisal for current year	30 <sup>th</sup> April	31 <sup>st</sup> May
Appraisal by reporting authority	31 <sup>st</sup> May	30 <sup>th</sup> June
Appraisal by reviewing authority	30 <sup>th</sup> June	31 <sup>st</sup> July
Appraisal by accepting authority	31 <sup>st</sup> July	31 <sup>st</sup> August
Disclosure to the officer reported upon	15 <sup>th</sup> August	15 <sup>th</sup> September
Comments of the officer reported upon, if any (if not transmission of the PAR to the PAR to the DOPT)	31 <sup>st</sup> August	30 <sup>th</sup> September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> September	15 <sup>th</sup> October
Comments of reporting authority	30 <sup>th</sup> September	31 <sup>st</sup> October
Comments of Reviewing authority	15 <sup>th</sup> October	15 <sup>th</sup> November

Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon	31 <sup>st</sup> October	30 <sup>th</sup> November
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November	31 <sup>st</sup> December
Forwarding of representation to the Referral Board alongwith the comments of reporting authority/reviewing authority and accepting authority	15 <sup>th</sup> December	15 <sup>th</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting authority	15 <sup>th</sup> January	15 <sup>th</sup> February
Disclosure to the officer reported upon	31 <sup>st</sup> January	28 <sup>th</sup> February
End of entire PAR Process	31 <sup>st</sup> March	31 <sup>st</sup> March

**ANNEXURE-III****For Goa Civil Services Officer/H.O.D.**

Sr. No.	Activity	Cut off dates
1	Date upto which the blank APARs form to be given to the employees by the authority maintaining the APARs	1 <sup>st</sup> week of April
2	Date upto which the APARs duly filled in by the employees to be submitted to Reporting Authority by the concerned employees	2 <sup>nd</sup> week of April
3	Date upto which the APARs duly reported upon by the reporting officer to be submitted to the Reviewing Authority	4 <sup>th</sup> week of April
4	Date upto which the APARs duly reviewed by the Reviewing Authority to be submitted to the Countersigning Authority	2 <sup>nd</sup> week of May
5	Date upto which the APARs duly countersigned by the Countersigning authority to be submitted to the authority maintaining the APARs	31 <sup>st</sup> May

**Department of Personnel**

File No. 23/6/89-PER-IAS

Dated 26-03-2014

**CIRCULAR**

The Government of India, Department of Personnel & Training has introduced on online system of e-filing of APAR in respect of IAS officers known as SPARROW i.e. Smart Performance Appraisal Report Recording Online Window. This software will be operational w.e.f. 01-04-2014. In this connection a demonstration of software has been scheduled by the NIC to all IAS officers on 27-03-2014 at 3.00 p.m. in the conference hall. All are requested to attend the demonstration without fail to make themselves familiar with the software.

The main features of the software are as follows:

- The above software would be linked to the Executive Records available on DoPT's website indicating the name of the officer, the State where attached, present posting etc.
- Thus, the form would be pre-populated with existing information already available in the ER Sheet and only details like reporting, reviewing and accepting authorities, based on the work flow for each officer would have to filled up by the Custodian before sending it to each officer online.
- After receipt of the PAR form, the officer reported upon would fill up the self appraisal and other columns within prescribed time limit and send it online to reporting authority after digital signature.
- The software would also have an in-built system of generating auto-alerts which would go to the concerned officer with whom the PARs would be pending for more than twenty days or so.

- Each officer would have to digitally sign the report before forwarding it to appropriate authority.
- In case of representation, the same would be submitted by the Custodian online to the accepting authority through reporting and reviewing authorities.
- In case the officer reported upon chooses to represent against the final assessment, he may represent on-line to Referral Board through custodian.
- Decision of the Referral Board shall be communicated online to the officer concerned by the Custodian at the centre.
- The officer concerned can submit a memorial on line to the President through custodian on the PAR, as provided under Rule 25 of AIS (Discipline and Appeal) Rules, 1969.
- After the PAR is complete, one copy of each PAR is to be forwarded to the O/o Establishment Officer for record. Similarly, a copy of all the PAR's received by the O/o E.O. from the Nodal Authorities nominated in various Central Ministries/Departments will be forwarded online to the respective cadres of the IAS officers for their record.
- The system would have the facility of uploading summary of medical report, certificates of training, academic courses, appreciation letters, etc.

It is to bring to the notice of all IAS officers that the details of workflow like reporting, reviewing and accepting authorities shall be filled by the Custodian as per the Annexure-I indicated in the Circular dated 27-11-2013 issued by the Personnel Department (copy enclosed). The DoPT will accept only the online APAR w.e.f. 01-04-2014. The hard copy of APAR will not be accepted from this date. To make the e-filing system successful all IAS officers are requested to provide the e-mail account created by NIC/IAS to the Custodian immediately.

The above instructions should be followed strictly and any deviation thereof will be viewed seriously.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel-I)

### Department of Personnel

No. 23/1/2008-PER

Dated 02-05-2014

### CIRCULAR

A copy of the below mentioned Office Memorandum is circulated for information and necessary action to:-

1. All AIS Officer
2. All Heads of Departments/Officers
3. All Secretariat Department

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel-I)

### Ministry of Personnel, Public Grievances & Pensions

(Department of Personnel & Training)

No. 21011/1/2005-Estt.(A)(Part. III)

31<sup>st</sup> January, 2014

### OFFICE MEMORANDUM

**Subject:** Entries in ACR's/APARs and proper disposal of representation in a quasi-judicial Manner by the competent authority against remarks in ACRs/APARs or for upgradation/down gradation of the final grading.

This Department has issued OM dated 14<sup>th</sup> May, 2009 wherein the new system of communicating the entries in APAR is made applicable with effect from the reporting period 2008-09. This Department's OM dated 13<sup>th</sup> April, 2010 Ministries and Departments have been further asked to provide a copy of the reckonable below bench mark ACRs for the period prior to the reporting period 2008-09 to the concerned employee for his representation, before such ACRs are placed before future DPCs. This OM also lays down that the representations against the remarks or for up gradation of final grading in the APAR be considered by the competent authority objectively in a quasi-judicial manner on the basis of material placed before it. It provides that the competent authority shall take into account the contentions of the officer who has represented against the particular remarks/grading in the APAR and also take the views from the reporting and reviewing officer and in case of up gradation of the final grading given in the APAR, gives specific reasons in the order.

2. The UPSC has brought to the notice of this Department that in the DPCs being held in the aegis of the Commission, orders of the competent authority do not contain specific reasons for such up gradation in a number of cases. In this regard this Department has already issued OM No. 2011/1/2005-Estt.A(Pt.II) dated 19<sup>th</sup> May, 2011 which, inter alia, states that such orders cannot be termed as disposed off in a quasi-judicial manner as laid down in the aforesaid OM dated 13-04-2010. Grading an officer below the bench mark by the DPC in such cases on the ground of up gradation being without giving sufficient reasons is prone to avoidable representations.

3. It is reiterated that proper disposal of representation in a quasi-judicial manner as outlined in this Department's OM dated 13-04-2010 is mandatory before the under consideration ACR/APAR may be placed/considered before/by the DPC.

4. All the Cadre Controlling Authorities, Ministries/Departments are advised to ensure compliance of this before sending proposals for consideration of DPCs.

Sd/-

Sanjiv Shankar

### **Department of Personnel**

File No. 6/2/92-PER

Dated 27-11-2013

### **CIRCULAR**

Read: Circular No. 6/2/92-PER dated 16-09-1993

The Annual Confidential Report (now Annual Performance Assessment Report) is written in accordance with the Circular dated 16-09-1993 and as amended from time to time. On further examination, the Government has now decided to come out with following amendments.

1. All the APARs of IAS/IFS/IPS, after self appraisal, should be submitted to the Personnel Department. Thereafter it is the responsibility of Personnel Department to do the needful. No officer is allowed/permitted to send their PARs to the Ministry of Home Affairs or Ministry of Environment & Forests directly.

2. All APARs should be Reported/Reviewed/Countersigned strictly as per the Annexure-I appended to the Circular with immediate effect and they should adhere to the time limit as prescribed in the Annexure-II & III.

3. These instructions will take effect from 01-04-2013

All the concerned officers are requested to follow up the instructions scrupulously

Any deviation to this instruction will be viewed seriously.

Sd./-

(R. Aga)

Under Secretary (Personnel-II)

**ANNEXURE-I****Authorities for Reporting/Reviewing/Countersigning of Performance Appraisal  
Report/Annual Performance Assessment Report of the Officers**

Sr. No.	Designation of Officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Officer
1	2	3	4	5

**A. Secretariat, Chief Minister's Office and Governor's Office**

1	Chief Secretary	Chief Minister	Chief Minister	Chief Minister
2	Principal Secretary	Chief Secretary	Chief Minister	Chief Minister
3	Secretaries to the Government	Chief Secretary	Chief Minister	Chief Minister
4	Secretary to Governor	Governor	Governor	Governor
5	Secretary to Chief Minister	Chief Minister	Chief Minister	Chief Minister
6	Additional Secretary	Secretary to Government/Chief Secretary	Chief Minister/Chief Secretary	Chief Minister
7	Joint Secretary to Chief Minister	Secretary to Chief Minister	Chief Minister	Chief Minister
8	Joint Secretaries	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
9	Under Secretary to Chief Minister	Secretary to Chief Minister	Chief Minister	Chief Minister
10	Under Secretaries in Secretariat	Joint Secretary/Secretary/Chief Secretary	Secretary/Chief Secretary/Chief Minister	Chief Minister
11	Section Officers/Technical Officers	Under Secretary/Joint Secretary	Joint Secretary/Secretary/Chief Secretary	Chief Secretary/Chief Minister
12	Sr. Assistants/Assistants/Jr. Assistants and equivalent Group 'C' employees working under any Under Secretary/ Joint Secretary	Section Officer/Under Secretary	Under Secretary/Joint Secretary	Secretary/Chief Secretary
13	P.S. to Chief Secretary	Chief Secretary		
14	Jr. Assistant/Assistants/Sr. Assistants in Chief Secretary's Office	P.S. to Chief Secretary	Chief Secretary	
15	Sr. Assistant/Assistant/Jr. Assistant and other Group 'C' staff in Chief Minister's Office	Under Secretary/Joint Secretary to Chief Minister	Joint Secretary/Secretary to Chief Minister	Secretary to Chief Minister/ Chief Minister
16	Stenographer Grade-I & II and Drivers attached to Officers of Secretariat/Chief Minister's Officer	Officer to whom attached		
17	Other Drivers under General Pool of Secretariat	Section Officer GAD Department	Under Secretary GAD	Joint Secretary GAD
18	Officers on Spl. Duty/P.S. to Minister	Minister concerned		
19	Other Group 'C' employees on deputation from govt. Deptts./Government undertakings	Officer on Spl. Duty/P.S.	Minister	

1	2	3	4	5
20	Group 'D' staff in Minister's office on deputation from Govt./Govt. undertaking	Officer on Spl. Duty/P.S.		

**B. IAS Officers Posted in the Departments outside Secretariat**

21	Collectors	Secretary (Rev.)	Chief Secretary	Chief Minister
22	IAS Officers posted as Head of the Department	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
23	Jr. Scale, IAS officers posted as Dy. Collectors etc.	Head of the Department	Secretary/Chief Secretary	Chief Secretary/Chief Minister

**C. IPS Officers**

24	Director General of Police	Chief Secretary	Chief Minister	Chief Minister
25	Inspector General of Police	Director General of Police	Chief Secretary	Chief Minister
25 A	Dy. Inspector General of Police	Director General of Police	Chief Secretary	Chief Minister
26	IPS Officers posted as S. Ps. or equivalent post	Inspector General of Police/ Director General of Police	Director General of Police/ Chief Secretary	Chief Secretary/Chief Minister
27	J. Scale IPS Officers posted as Dy. Superintendent of Police	Supt. of Police	Dy. Inspector General of Police	Director General of Police

**D. IFS Officers**

28	Pr. Chief Conservator of Forests	Secretary (Forest)/ Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
28 A	Chief Conservator of Forests	Pr. Chief Conservator of Forests/Addl. Chief Conservator of Forests	Secretary (Forests)/Chief Secretary	Chief Minister/Chief Secretary
28 B	Conservator of Forests	Pr. Chief Conservator of Forests	Secretary Forests/Chief Secretary	Chief Minister/Chief Secretary
29	Sr. Higher scale IFS Officers other than conservator of Forests in the Forest Deptt.	Conservator of Forests	Secretary Forests/Chief Secretary	Chief Minister/Chief Secretary
30	Jr. Scale IFS Officers posted in Forest Department	Dy. Conservator of Forests	Conservator of Forests	Secretary Forest

**Note: All APAR's for IAS/IPS/IFS/IES shall be written strictly as per above annexure irrespective of the scale drawn by the Officer.**

**E. Goa Civil Service Officers - Senior Grade or Higher**

31	Goa Civil Service officers posted as Head of the Department	Secretary concerned/ Chief Secretary	Chief Secretary, Chief Minister	Chief Minister
32	Goa Civil Service Sr. Grade or higher officers posted in Govt. Deptts. outside Secretariat not being Head of Department	Head of the Deptt./ Secretary if Head of the Deptt. is not sufficiently senior*	Secretary/Chief Secretary	Chief Secretary/Chief Minister

1	2	3	4	5
33	Goa Civil Service Jr. Grade officers posted Govt. Deptt. outside Secretariat	Senior or Higher Grade Goa Civil Service Officer above him/Head of the Department	Head of Department/Secretary/Chief Secretary	Chief Secretary/Chief Minister

**F. Goa Police Service Officers**

34	Goa Police Service Officers posted as Suptd. of Police or equivalent	Dy. Inspector General of Police	Director General of Police	Chief Secretary
35	Jr. Grade Goa Police Service officers posted as Dy. Suptd. of Police or equivalent	Superintendent of Police	Dy. Inspector General of Police	Director General of Police
36	Head of Department/Office organized service	Secretary Outside the Secretariat	Chief Secretary	Chief Minister

**G. Officers of Organized Service Posted on Deputation**

37	Officers posted as MD/CEO in Govt. Companies/Statutory Bodies/Coop. Societies/Govt./Societies/other Semi Govt. bodies except Municipal Council	Secretary	Chief Secretary	Chief Minister
38	Officers posted in Govt. corporations, Statutory body, etc. under the MD/CEO	MD/Secretary, if MD is not sufficiently senior*	Secretary/Chief Secretary/ Chief Minister	Chief Minister

**H. Municipal Council**

39	Chief Officers of 'A' Class Municipal Council	D.M.A./Secretary, if D.M.A. is not sufficiently senior*	Secretary/Chief Secretary/ Chief Minister	Chief Minister
40	Chief Officers of 'B' Class Municipal Councils	D.M.A.	Secretary/Chief Secretary	Secretary (UD)
41	Chief Officers of 'C' Class Municipal Councils	A.D.M.A.	D.M.A.	
42	Chief Electoral Officers/Joint Chief Electoral Officer	Chief Election Commissioner and the two Election Commissioners jointly		
43	Heads of Department/Officers outside the Secretariat (Group "A")	Secretary/Special Secretary	Chief Secretary	Chief Minister
44	Officers Outside Secretariat (Group "B")	Special Secretary/ Additional Secretary	Chief Secretary/Secretary	Chief Minister

\* "Sufficiently Senior means the Reporting Officer should be at least three years senior in the service the officer Reported upon, if both belong to same service and same grade.

\*\* Organized service includes IAS, IPS, IFS, Goa Civil Service, Goa Police Service and State Forest Officers of ACF/DFC grade.

**ANNEXURE-II****For IAS/IPS/IFS Officers Only**

Activity	Cut off dates	
	Below Super Time Scale	Super Time Scale
Blank PAR form to be given to the officer reported upon by the Administration Division/Personnel Department, specifying the reporting officer and reviewing authority	1 <sup>st</sup> April	1 <sup>st</sup> May



Self appraisal for current year	30 <sup>th</sup> April	31 <sup>st</sup> May
Appraisal by reporting authority	31 <sup>st</sup> May	30 <sup>th</sup> June
Appraisal by reviewing authority	30 <sup>th</sup> June	31 <sup>st</sup> July
Appraisal by accepting authority	31 <sup>st</sup> July	31 <sup>st</sup> August
Disclosure to the officer reported upon	15 <sup>th</sup> August	15 <sup>th</sup> September
Comments of the officer reported upon, if any (if not transmission of the PAR to the PAR to the DOPT)	31 <sup>st</sup> August	30 <sup>th</sup> September
Forwarding of comments of the officer reported upon to the reviewing and the reporting authority by the accepting authority, in case the officer reported upon makes comments	15 <sup>th</sup> September	15 <sup>th</sup> October
Comments of reporting authority	30 <sup>th</sup> September	31 <sup>st</sup> October
Comments of Reviewing authority	15 <sup>th</sup> October	15 <sup>th</sup> November
Comments of accepting authority/PAR to be finalized and disclosed to the officer reported upon	31 <sup>st</sup> October	30 <sup>th</sup> November
Representation to the Referral Board by the officer reported upon	30 <sup>th</sup> November	31 <sup>st</sup> December
Forwarding of representation to the Referral Board alongwith the comments of reporting authority/reviewing authority and accepting authority	15 <sup>th</sup> December	15 <sup>th</sup> January
Finalization by Referral Board if the officer reported upon represents against the decision of the Accepting Authority	15 <sup>th</sup> January	15 <sup>th</sup> February
Disclosure to the officer reported upon	31 <sup>st</sup> January	28 <sup>th</sup> February
End of entire PAR Process	31 <sup>st</sup> March	31 <sup>st</sup> March

**ANNEXURE-III****For Goa Civil Services Officer/H.O.D.**

Sr. No.	Activity	Cut off dates
1	Date upto which the blank APARs form to be given to the employees by the authority maintaining the APARs	1 <sup>st</sup> week of April
2	Date upto which the APARs duly filled in by the employees to be submitted to Reporting Authority by the concerned employees	2 <sup>nd</sup> week of April
3	Date upto which the APARs duly reported upon by the reporting officer to be submitted to the Reviewing Authority	4 <sup>th</sup> week of April
4	Date upto which the APARs duly reviewed by the Reviewing Authority to be submitted to the Countersigning Authority	2 <sup>nd</sup> week of May
5	Date upto which the APARs duly countersigned by the Countersigning authority to be submitted to the authority maintaining the APARs	31 <sup>st</sup> May

**Department of Personnel**

File No. 23/1/2008-PER

Dated 31-08-2012

**CIRCULAR**

Copy of the below mentioned Office Memorandum is circulated for information and necessary action to:-

1. All India Service Officer.
2. All Heads of Departments/Offices.
3. All Secretariat Department.

Sd/-

**(Umeshchandra L. Joshi)**  
Under Secretary (Personnel-I)

**Ministry of Personnel PG and Pension**

F. No. 4/8/2008-EO (PR)

5<sup>th</sup> June, 2012**OFFICE MEMORANDUM****Subject: Instructions regarding undated recording of the PAR by the Reporting Authorities.**

It has been noticed that in number of PARs neither the officer being reported upon nor the Reporting Authorities are recording the date while making entries in the PARs even though a space has been provided in the form specifically for that purpose.

2. The AIS (PAR) Rules 2007 has prescribed a fixed time schedule for completion of the PARs of the IAS officers at different stages by the Reporting authorities in order to ensure the timely completion of the assessment reports of the officers. In order to implement the said rule, the PAR Rules also provides that "if the Performance Appraisal Report for a financial year is not recorded by 31<sup>st</sup> December of the year in which the year of the report ended, no remarks may be recorded thereafter. Accordingly, the comments recorded after this crucial date by any of the Reporting/Authorities, are treated as "Time barred".

3. Hence, the importance of mentioning the date in the PAR is self evident. It is, therefore, requested that all concerned officers may be advised to make it a point to mention the date as well while recording their comments or it shall be construed as a lapse on their part. Besides, undated self-appraisal form or remarks by the Reporting/Reviewing/Accepting authority would clearly run the risk of not being recognized by the DPC/Committee constituted for empanelment purpose; or being kept in the dossier of the officer.

Sd/-

B. P. Sharma

Establishment Officer &amp; Addl. Secretary

**Department of Personnel**

No. 23/7/87-PER

24-10-2011

Read: 1) Circular No. 6/2/92-PER dated 16/09/1993.

2) Addendum No. 6/2/92-PER dated 28/10/2009

**CIRCULAR**

In this Department's Circular referred to at Sr. No. 2 above, the entry at Serial No. 13 of the Annexure-I, appended thereto, shall be substituted as follows:-

Sr. No.	Designation of the Officers to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Accepting Officer
13	Heads of Department/Officers & outside the Secretariat (Group "A")	Secretary/Special Secretary	Chief Secretary/Secretary	Chief Minister

The following entry shall be added below Sr. No. 14 of the Annexure-I appended to the Circular dated 16-09-1993 read at Sr. No. 1 above and Addendum dated 28-10-2009 read at Sr. No. 2 above, to be read as Serial No. 15.

Sr. No.	Designation of the Officers to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Accepting Officer
15	Officers outside the Secretariat (Group "B")	Special Secretary/Additional Secretary	Chief Secretary/Secretary	Chief Minister

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

**Department of Personnel**

No. 23/5/86-PER

Dated : 05-01-2011

**CIRCULAR**

It has been brought to the notice of the Government that adverse entries recorded in ACR of the public servants are often not communicated to the concerned officials to enable them to file appeal, if so desired by the public servant, for expunction of such remarks in his ACR, before the Appropriate Authority. Non-communication of entries in the ACR of a public servant has adverse consequences as it may affect his/her chances for promotion or get other benefits. Hence, such non-communication would be arbitrary and as such violative of Article 14 of the Constitution. The Supreme court of India has also held the same view which disposing the Civil Appeal no. 7631/2002 (Dev Dutt v/s Union of India & others).

It has also been noticed that sometimes DPC had to be postponed due to non-communication of such entries.

It is, therefore, enjoined upon all HODs that in the interest of fairness and transparency in public administration, the adverse entries recorded in the ACR of the public servant are immediately communicated to the officials concerned to enable them to file appeal if so desired by such officials, for expunction of the adverse entries in the ACRs.

Sd/-

**(Yetindra M. Maralkar)**

Joint Secretary (Personnel)

**Department of Personnel**

File No. 23/7/87-PER

Dated 22-12-2010

**CIRCULAR**

Copy of the below mentioned letter is circulated for information and necessary action to:-

1. All India Service Officer.

Sd/-

**(Umeshchandra L. Joshi)**

Under Secretary (Personnel-I)

**Ministry of Personnel, Public Grievances and Pensions****Department of Personnel & Training**

F. No. 11059/13/2010-AIS-III

9<sup>th</sup> September, 2010

**Subject: Providing copies of ACR/PARs to retired Members of All India Services after the normal period of retention-regarding.**

Sir/Madam,

I am directed to say that the Government of India instructions issued in letter No. 11059/16/76-AIS (III) dated 26<sup>th</sup> February, 1977 provide that Confidential Rolls of the members of All India Services may be destroyed after a period of two years after their death or retirement. The Confidential Rolls are important documents for the career development of the members of the Services. However, these were confidential documents under the All India Services (Confidential Roll) Rules, 1970 till the adoption of the All India Services (Performance Appraisal Report) Rules, 2007. The new rules, adopted from the assessment year 2007-08 provide that the whole content of the PAR, including the overall grading shall be communicated to the officer concerned for making representation at appropriate authority. Therefore, the confidentiality of the ACR/PAR has no relevance now.

2. The AIS (PAR) Rules, 2007 envisages for maintenance of a personal dossier containing, inter-alia, the PARs earned throughout the career certificates of training or study, details of books or articles published, appreciation letters and other documented achievements made by the officer throughout his career. Some of the members of All India Services have shown their keenness that after retirement this record be handed over to them.

3. It has, therefore, been decided that after the normal period of retention of two years and on the request of the officer, the CR dossiers of the retired members of the Services may be provided to them. Each interested member of the Service may indicate his/her intention in this regard to the concerned authority in the Central Government or the State Government at the time of retirement with the complete postal address. The Concerned authority in the Central Government as well as in the State Government shall maintain a list in this regard and send the CR dossiers to the concerned retired Member of the Service after the period of normal retention is over.

Yours faithfully,

Sd/-

(R. K. Gupta)

Under Secretary to the Government of India

### Department of Personnel

File No. 23/7/87-PER

Dated 25-02-2010

### CIRCULAR

A copy of the below mentioned letter is circulated for information and necessary action to:-

1. All India Service Officer.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

### Ministry of Personnel, Public Grievances and Pensions (Department of Personnel & Training)

F. No. 11059/06/2009-AIS-III

Date, 04<sup>th</sup> December, 2009

**Subject: The All India Services (Confidential Rolls) Rules, 1970–  
Instructions under Rule 8(2) of AIS (CR) Rules, 1970.**

Sir/Madam,

I am directed to refer to the instructions issued in this Department's letter No. 11059/18/2002-AIS-III dated the 19<sup>th</sup> April 2005 and 30<sup>th</sup> November, 2005, regarding communication of adverse remarks, which, inter alia, provide that while communicating adverse entries to a member of the Service the 'overall grading' should not be communicated; the overall grading should remain unchanged even after expunction of the entire adverse remarks and it should be left to the Department Promotion Committee/Empanelment/Committee to determine the 'overall grading' if it considers that the expunction of the adverse remarks has so altered the quality of the ACR as to merit regarding.

2. The Central Administrative Tribunal, Hyderabad bench in its order dated 4-12-2008 in O.A No. 665 of 2006 filed by Tejdeep Kaur Menon v/s UOI and others has observed that after expunction of adverse entries, it is not going to make any difference if the column against overall grading is also left blank. The DPCs/Empanelment Committee can take a view on the basis of the remaining remarks and the overall grading of previous years. On the other hand, if the column against 'overall grading' is allowed to remain, it is likely to prejudice the DPC/Empanelment Committee against the officer. The Tribunal has, therefore set aside the relevant portions of the instructions.

3. The directions of the Hon'ble Tribunal have been accepted and in supersession of the instructions contained in the letters referred to in para I above, it has been decided to lay down the following criteria in regard to upgradation/down gradation of ACRs after expunction of adverse remarks.

- (i) Where an entry is adverse it should be communicated to the member of the Service along with the overall grading.
  - (ii) If the adverse remarks of Reporting/Reviewing/Accepting Authorities are expunged by the Government, the “overall Grading” be kept blank for appropriate re-grading by Empanelment Committee/DPCs.
  - (iii) In any case where an entry is downgraded or upgraded, the authority downgrading or upgrading the remark and overall grading should state, as part of the entry, the reasons for downgrading or upgrading with adequate justification in accordance with the instructions on the writing of the ACRs.
  - (iv) Where the authority has upgraded/downgraded the overall grading without giving sufficient reasons, the Government shall treat such an exercise as non-est/invalid. General terms, such as “I agree or disagree with the Reporting Officer/Reviewing Officer” used by the Reviewing/Accepting Authority shall not be construed as sufficient reason for upgrading/downgrading the overall grading given by the Reporting Authority/Reviewing Authority.
4. These instructions will be applicable to those cases, which are covered under the erstwhile AIS Rules, 1970, and still to be decided. Those cases already decided may not be re-opened.
5. The above instructions may please be brought to the notice of all concerned.

**Yours faithfully,**

**Sd/-**

**(Shaukat Ali)**

**Under Secretary to the Government of India**

**Department of Personnel**

No. 23/7/87-PER

Dated: 28/10/2009

Read: Circular No. 6/2/92-PER dated 16/09/1993.

**ADDENDUM**

In pursuance to the office order No. 193/2/III dated 17-07-2009 issued by the Election Commission of India, the following entry shall be added below Sr. No. 13 of Annexure I appended to the Circular dated 16-09-1993 read in preamble:

Sr. No.	Designation of the Offices to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Accepting Officer
14	“Chief Electoral Officers/Joint Chief Electoral Officer”	Chief Election Commissioner and the two Election Commissioners jointly	—	—

**Sd/-**

**(S. K. Srivastava)**

**Chief Secretary**

**Department of Personnel**

File No. 23/7/87-PER

Dated 21-07-2009

**Circular**

A copy of the below mentioned letter is circulated for information and necessary action to:-

2. All India Service Officer.

**Sd/-**

**(Umeshchandra L. Joshi)**

**Under Secretary (Personnel-I)**

**Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)**

F. No. 11059/23/2008-AIS-III

04<sup>th</sup> June, 2009**Subject: The All India Services (Performance Appraisal Report)  
Rule, 2007—Instructions regarding numerical grading.**

Sir/Madam,

With the implementation of the All India Services (Performance Appraisal Report) Rules, 2007, the conventional grading awarded to the members of the All India Services in the old All India Services (Confidential Roll) Rules, 1970 has been changed to numerical gradings in a scale of 1 to 10, where 1 refer to the lowest grade and 10 to the highest. The Government of India instructions issued on 18th July, 2008 envisages that high credit should not be given to the members of the Service in a routine manner by the Reporting/Reviewing Authorities and this should be restricted to 20% of the Officers under their supervision. Further, the Government of India instruction issued on 3rd December, 2008 provides that any grading of more than 8 for each attribute must be justified by giving reasons in writing in a separate sheet.

2. For the adoption of the new system of Performance Appraisal, it has been observed that in the absence of commonly understood benchmark, there is wide disparity in awarding numerical grading amongst Reporting Authorities. In order to bring about uniformity in the interpretation of numerical grades, the following guidelines are issued which reporting authorities may keep in mind while awarding numerical gradings.

- I. Members of the service graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- II. Members of the Service graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- III. Members of the Service graded between 4 and 5 short of 6 will be rated as 'good' and given a score of 5.
- IV. Members of the Service graded below 4 will be given a score of zero.

3. Assessment of numerical grading in the above manner will be done for the purpose of promotion/empanelment and for utilizing PAR document for any purpose pertaining to personnel management.

4. These instructions may be brought to the notice of all the All India Service working under your charge.

Sd/-

**(G. C. Pandey)**

Under Secretary to the Government of India

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**Department of Personnel**

File No. 23/1/2008-PER

Dated: 01-07-2009

**CIRCULAR**

A copy of the below mentioned Office Memorandum is circulated for information and necessary action to:-

1. All AIS Officers.
2. All Heads of Departments/Offices.
3. All secretariat Departments.

Sd/-

**(Umeshchandra L. Joshi)**

Under Secretary (Personnel-I)

**Ministry of Personnel, Public Grievances and Pensions  
(Department of Personnel & Training)**

F. No. 21011/1/2005-Estt (A) (Pt-II)

14<sup>th</sup> May, 2009

**OFFICE MEMORANDUM**

**Subject: Maintenance and preparation of Annual Performance Appraisal Reports-communication of all entries for fairness and transparency in public administration.**

The undersigned is directed to invite the attention of the Ministries/Department to the existing provisions in regard to preparation and maintenance of Annual confidential Reports which inter-alia provide that only adverse remarks should be communicated to the officer reported upon for representation, if any. The Supreme Court has held in their judgment dated 12-5-2008 in the case of Dev Dutt vs Union of India (Civil Appeal No. 7631 of 2002) that the object of writing the confidential report and making entries is to give an opportunity to the public servant to improve the performance. The 2<sup>nd</sup> Administrative Reforms Commission in their 10<sup>th</sup> Report has also recommended that the performance appraisal system for all services be made more consultative and transparent on the lines of the PAR of the All India Service.

2. Keeping in view the above position, the matter regarding communication of entries in the ACRs in the case of civil services under the Government of India has been further reviewed and the undersigned is directed to convey the following decisions of the Government:—

- (i) The existing nomenclature of the Annual Confidential Report will be modified as Annual Performance Assessment Report (APAR).
  - (ii) The full APAR including the overall grade and assessment of integrity shall be communicated to the concerned officer after the Report is complete with the remarks of the Reviewing Officer and the Accepting Authority wherever such system is in vogue. Where Government servant has only one supervisory level above him as in the case of personal staff attached to officers, such communication shall be made after the reporting officer has completed the performance assessment.
  - (iii) The Section entrusted with the maintenance of APARs after its receipt shall disclose the same to the officer reported upon.
  - (iv) The concerned officer shall be given the opportunity to make any representation against the entries and the final grading given in the Report within a period of fifteen days from the date of receipt of the entries in the APAR. The representation shall be restricted to the specific factual observations contained in the report leading to assessment of the officer in terms of attributes, work output etc. While communicating the entries, it shall be made clear that he/she has no representation to make. If the concerned APAR Section does not receive any information from the concerned officer on or before fifteen days from the date of disclosure, the APAR will be treated as final.
  - (v) The new System of communicating the entries in the APAR shall be made applicable prospectively only with effect from the reporting period 2008-09 which is to be initiated after 1<sup>st</sup> April 2009.
  - (vi) The competent authority for considering adverse remarks under the existing instructions may consider the representation, if necessary, in consultation with the reporting and/or reviewing officer and shall decide the matter objectively based on the material placed before him within a period of thirty days from the date of receipt of the representation.
  - (vii) The competent authority after due consideration may reject the representation or may accept and modify the APAR accordingly. The decision of the competent authority and the final grading shall be communicated to the officer reported upon within fifteen days of receipt of the decision of the competent authority by the concerned APAR Section.
2. All Ministries/Departments are requested to bring to the notice of all the offices under them for strict implementation of the above instructions.

Sd/-  
C. A. Subramaniam  
Director

**Department of Personnel**

No. 23/7/87-PER

Dated 29-09-2008

**CIRCULAR**

A copy of the below mentioned Office Memorandum is circulated for information and necessary action .

1. All AIS Officers..

Sd/-

**(Umeshchandra L. Joshi)**

Under Secretary (Personnel-I)

**Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training**

F. No. 11059/09/2008-AIS(III)

18<sup>th</sup> July, 2008**OFFICE MEMORANDUM**

**Subject:** The All India Services (Performance Appraisal Report) Rules, 2007-Clarification regarding.

The undersigned is directed to say that All India Services (Confidential Rolls) Rules 1970 have been replaced by the All India Services (Performance Appraisal Report) Rules, 2007 and have been implemented from the assessment year 2007-2008 onwards.

2. The relevant instructions given in the General guidelines for filling the PAR form are reiterated below:

- (i) The Performance Appraisal Report is an important document. It provides the basic and vital inputs for further development of an officer. The officer reported upon, the Reporting Authority Reviewing Authority and the Accepting Authority should therefore; undertake the duty of filling up the form with a high sense of responsibility.
- (ii) Performance appraisal should be used as a tool for career planning and training, rather than a mere judgmental exercise. Reporting Authorities should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a faultfinding process by a development tool. The Reporting Authority, the Reviewing Authority and the Accepting Authority should not shy away from reporting shortcomings in performance, attitudes or overall personality of the Officer reported upon.
- (iii) The Columns should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in a casual or superficial manner will be easily discernible to the higher authorities.
- (iv) At several places, numerical grades are to be awarded by reporting and reviewing authorities. These should be on a scale of 1-10, where 1 refer to the lowest grade and 10 to the highest authorities. It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade of 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and, hence, the need to justify them. In awarding a numerical grade the reporting, reviewing and accepting authority should rate the officer against a larger population of his/her peers that may be currently working under them or would have worked under them in the past.

3. It has come to the notice of the Government that some officers have been awarded a perfect 'ten' in respect of all segments of the Assessment Report, which is in contradiction of the instructions. Such assessments would be considered to be casual and without application of mind by the reporting officer. This would obviously detract from the credibility of the report and would also reflect on the reporting officer himself.



4. The Reporting/Reviewing/Accepting authorities are, therefore, advised that very high credits should not be given in all the cases in a routine manner and it is expected that very high marks can normally be obtained in not more than 20% of the cases reported.

5. This O.M. May be brought to the notice of all reporting, reviewing and accepting authorities.

Sd/-

**(Harjot Kaur)**  
Director (Services)

### Department of Personnel

No. 6/2/92-PER

Dated 26-02-2004

#### ADDENDUM

Read: Circular No. 6/2/92-PER dated 18/01/2001.

Addendum No. 6/292-PER dated 15/10/2001.

Circular No. 6/2-PER dated 24/12/2003.

The following entry shall be inserted below Sr. No. 34-A, in the Annexure attached to the Circular cited above.

34-B	Principals of Government Colleges	Director of Higher Education	Secretary (Higher Education)	Chief Secretary
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Sd/-

**(Vikas Mardolkar)**  
Under Secretary (Personnel)

### Department of Personnel

No. 6/2/92-PER

Dated 24-12-2003

#### CIRCULAR

Read: Circular No. 6/2/92-PER dated 18/01/2001.

Circular No. 6/12/92-PER dated 28/08/2003.

In partial modification of the circular of even number dated 18-1-2001, the Reporting/Reviewing/Countersigning authorities for the Annual Confidential Reports for the Indian Forest Service Officers are prescribed as follows:

Renumbered Sr. No.	Designation of the Officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Authority
27	Chief Conservator of Forests	Secretary (Forests)	Chief Secretary	Chief minister
28	Conservator of Forests (Wild life and Eco-Tourism)	Chief Conservator of Forests	Secretary (Forests)	Chief Secretary
29	Dy. Conservator of Forests (Wild life and Eco-Tourism)	Conservator Forests	Chief Conservator of Forests	Secretary (Forest)
29(A)	Dy. Conservator of Forests, other than Serial No. 29	Chief Conservator of Forests	Secretary (Forests)	Chief Secretary

29(B)	Assistant Conservator of Forests	Dy. Conservator of Forests	Conservator of Forests	Chief Conservator of Forests
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3. Accordingly the entries in Annexure to the above Circular from Sr. No. 27 to 29 are substituted and re-numbered as indicated above, the Circular cited above shall stand modified to the above extent.

4. This issue in supersession of Circular of even number dated 28-8-2003.

Sd/-  
(**S. V. Naik**)  
Joint Secretary (Personnel)

### Department of Personnel

No. 6/2/92-PER

Dated 15-10-2001

#### ADDENDUM

Read: Circular No. 6/2/92-PER dated 18/01/2001.

The following entry shall be inserted below Sr. No. 34, in the Annexure attached to the Circular cited above.

"34-A	Heads of Deptts/Offices (other than organized services) outside the secretariat	Secretary	Chief Secretary	Chief Minister
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Sd/-  
(**D. M. Borkar**)  
Under Secretary (Personnel)

### Department of Personnel

No. 6/2/92-PER

Dated 18-01-2001

#### CIRCULAR

Read: Circular No. 6/2/92-PER dated 23-0-1999

The issue of writing of Annual Confidential Reports has been further examined carefully and Government has decided that the C. Rs. should be written, reviewed and countersigned as per the Annexure appended to the Circular with effect from the year 2000-2001. .

The above mentioned circular of even number dated 23-09-1999 and all other existing circulars shall stand modified accordingly.

Sd/-  
(**Ashoke Nath**)  
Chief Secretary

#### ANNEXURE

Authorities for Reporting/Reviewing/Countersigning of Confidential Reports of the Officers

Sr. No.	Designation of the officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Authority
1	2	3	4	5
<b>A. Secretariat, Chief Minister's Office and Governor's Officer</b>				
1.	Chief Secretary	Chief Minister	—	—
2.	Secretaries to the Government	Chief Secretary	Chief Minister	—

1	2	3	4	5
3.	Secretary to Governor	Governor	—	—
4.	Secretary to Chief Minister	Chief Minister	—	—
5.	Joint Secretary to Chief Minister	Chief Minister	—	—
6.	Joint Secretary/Director of Estate	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
7.	Under Secretary to Chief Minister	Chief Minister	—	—
8.	Under Secretaries in Secretariat	Joint Secretary/Secretary/Chief Secretary	Secretary/Chief Secretary/ Chief Minister	Chief Minister
9.	Section Officers/Technical Officers	Under Secretary/Joint Secretary	Joint Secretary/Secretary/Chief Secretary	Chief Secretary/Chief Minister
10.	Sr. Assistants/Assistants/Jr. Assistants and equivalent Group 'C' employees working under any under Secretary/Joint Secretary	Section Officer/Under Secretary	Under Secretary/Joint Secretary	Secretary/Chief Secretary
11.	Group 'C' Employees of Secretariat deployed to various Head of Departments under single file system	Head of Department as ex-officio Jt. Secretary/Addl. Secretary	Secretary/Chief Secretary	—
12.	P.S. to Chief Secretary	Chief Secretary	—	—
13.	Jr. Asstts/Asstts/Sr. Asstts. in Chief Secretary's Office	P.S.to Chief Secretary	Chief Secretary	—
14.	Sr. Asstt/Asstt. Jr. Asstt. and other Gr. 'C' staff in Chief Minister's office	Joint Secretary to Chief Minister	Secretary to Chief Minister	Chief Minister
15.	Stenographer Gr. I & II and Drivers attached to officers of Secretariat/Chief Minister's office	Officer to whom attached	—	—
16.	Other Drivers under General Pool of Secretariat	Section Officer GA & C Department	—	—
17.	Officer on Spl. Duty/P.S. to Ministers	Minister concerned	—	—
18.	Other Group 'C' employees on deputation from Govt. Deptts./Govt. undertakings	Officer on Spl. Duty/P.S.	Minister	—
19.	Group 'D' staff in Minister's office on deputation from Govt. Govt. undertaking	Officer on Spl. Duty/P.S.	—	—

**B. IAS Officers Posted in the Departments outside Secretariat**

20.	Collectors	Chief Secretary	Chief Minister	—
21.	IAS officers posted as Head of the Department	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
22.	Jr. Scale, IAS officers posted as Dy. Collectors etc.	Head of the Department	Secretary/Chief Secretary	Chief Secretary/Chief Minister

1	2	3	4	5
<b>C. IPS Officers</b>				
23.	Director General of Police	Chief Secretary	Chief Minister	
24.	Dy. Inspector General of Police	Director General of Police	Chief Secretary	Chief Minister
25.	IPS Officers posted as S. Ps. or equivalent post.	Director Gen. of Police	Chief Secy.	Chief Minister
26.	Jr. Scale IPS officers posted as Asstt. Supdt. of Police	Supdt. of Police	Dy. Inspector General of Police	Director General of Police

<b>D. IFS Officers</b>				
27.	Conservator of Forests	Secretary (Forest)/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
28.	Sr. Higher Scale IFS officers other than Conservator of Forests in the Forest Department	Conservator of Forests	Secretary (For) Chief Secretary	Chief Secretary/Chief Minister
29.	Jr. Scale IFS Officers posted in Forest Deptt.	Dy. Conservator of Forests	Conservator of Forests	Secretary (Forests)

<b>E. Goa Civil Service Officer–Senior Grade or Higher</b>				
30.	Goa Civil Service Officers posted as Head of the Department	Secretary concerned/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
31.	Goa Civil Service Sr. Grade or higher officers posted in Govt. Deptts. outside Secretariat not being Head of Department	Head of the Deptt./Secretary if Head of the Deptt. is not sufficiently senior*	Secretary/Chief Secretary	Chief Secretary/Chief Minister
32.	Goa Civil Service Jr. Grade officers posted in Govt. Deptt. outside Secretariat	Senior or Higher Grade Goa Civil Service Officer above him/Head of the Department	Head of Department/Secretary/Chief Secretary	Chief Secretary/Chief Minister

<b>F. Goa Police Service Officers</b>				
33.	Goa Police Service Officers posted as Supdt. of Police or equivalent	Dy. Inspector General of Police	Director General of Police	Chief Secretary
34.	Jr. Grade Goa Police Service officers posted as Dy. Supdt. of Police or equivalent	Supdt. of Police	Dy. Inspector General	Director General of Police

<b>G. Officers of Organised Service Posted on Deputation</b>				
35.	Officers posted as MD/CEO in Govt. Companies/Statutory Bodies/ Coop. Societies/Govt. Societies/other Semi Govt. bodies except Municipal Council	Secretary/Chief Secretary	Chief Secretary/Chief Minister	Chief Minister
36.	Officers posted in Govt. Corporations, statutory body, etc. under the MD/CEO	MD/Secretary if MD is not sufficiently senior*	Secretary/Chief Secretary/ Chief Minister	Chief Minister
37.	Secretary, Goa Public Men's corruption (I&I) Commission/Goa Public Service Commission	Chairman of Commission	Chief Minister	

1	2	3	4	5
	<b>H. Municipal Council</b>			
38.	Chief Officers of 'A' Class Municipal Council	D.M.A./Secretary, if D.M. A. is not sufficiently senior*	Secretary/Chief Secretary/ Chief Minister	Chief Minister
39.	Chief Officers of 'B' Class Municipal Councils	D.M.A.	Secretary/Chief Secretary	Chief Secretary/ Chief Minister
40.	Chief Officers of 'C' Class Municipal Councils	A.D.M.A.	D.M.A.	Secretary (UD)

\* "sufficiently senior" means the Reporting officers should be at least three years senior in the service to the officer Reported upon, if both belong to same service and same grade.

\*\* Organised service includes IAS, IPS, IFS, Goa Civil Service, Goa Police Service and State Forest Officers of ACF/DCF grade.

### Department of Personnel

No. 6/2/92-PER

Dated 23-09-1999

#### CIRCULAR

- Read: 1) Circular No. 6/2/92-PER dated 16-9-1993  
2) Circular No. 6/2/92-PER dated 2-5-1994  
3) Circular No. 6/2/92-PER dated 28-2-1997  
4) Circular No. 6/2/92-PER dated 23-8-1999

The issue of writing of Annual Confidential Reports has been examined carefully and Government has decided that ACRs. should be written and countersigned/reviewed as per the appended Annexure-I of this circular.

The circulars of even number dated 2-5-1994, 28-2-1997 and 23-8-1999 stand withdrawn

Sd/-

**(G. J. Prabhudesai)**  
Joint Secretary (Personnel)

#### ANNEXURE-I

Sr. No.	Designation of the officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning Authority
1	2	3	4	5
1.	Chief Secretary	Chief Minister	—	—
2.	Secretaries to the Govt. D.G.P. and Collectors	Chief Secretary	Chief Minister	—
3.	Secretary to Governor	Governor	—	—
4.	Secretary/Spl. Secretary/Jt. Secretary/Under Secretary to CM	Chief Minister	—	—
5.	All India Services Officers and Group A Officers posted to public Sector Undertakings or Autonomous Bodies	Secretary	Chief Secretary	Chief Minister
6.	D. I. G.	D. G. P.	Chief Secretary	Chief Minister
7.	S. P.	D. G. P.	Chief Secretary	Chief Minister
8.	Heads of Depts./Offices outside the Secretariat	Secretary	Chief Secretary	Chief Minister

1	2	3	4	5
9.	Jt. Secretary	Secretary	Chief Secretary	Chief Minister
10.	Under Secretary	Jt. Secretary or Secretary concerned as the case may be	Secretary/Chief Secretary	Chief Secretary/Chief Minister
11.	Section Officer	Under Secretary	Joint Secretary/Secretary	Secretary/Chief Secretary
12.	Sr. Asstt., Asstt., Jr. Asstt and other Group C Employees in the Secretariat	Section Officer	Under Secretary	Joint Secretary/Secretary.
13.	Stenographer G. I and Gr. II Drivers attached to Officers	Section Officer GA & C Deptt.	—	
14.	Other Drivers under Gen. Pool	Section Officer GA & C Deptt.		

### Department of Personnel

No. 6/2/92-PER

Dated 23-08-1999

#### CIRCULAR

Read: 1) Circular No. 6/2/92-PER dated 4-8-1999

In partial modification of circular cited above dated 4-8-1999, Government is pleased to decide that the Annual Confidential Reports of Director General of Police and his subordinate Officers, Collectors North and South and their subordinate Officers will continue to be written in accordance with the previous instructions on the subject, till further orders.

Sd/-

**(G. J. Prabhudesai)**  
Joint Secretary (Personnel)

### Department of Personnel

No. 6/2/92-PER

Dated 04-08-1999

#### CIRCULAR

Read: 1) Circular No. 6/2/92-PER dated 16-9-1993

2) Circular No. 6/2/92-PER dated 2-5-1994

3) Circular No. 6/2/92-PER dated 28-2-1997

The present system of writing of confidential Reports with two levels i.e. Reporting officer and Reviewing Officer shall be discontinued and the system of writing confidential Reports of all the officials/officers shall be as per the appended Annexure-I. This system shall come into force w.e.f. 9<sup>th</sup> June 1999, till further orders.

The circulars of even number dated 2-5-1994 and 28-2-1997 stand withdrawn.

Sd/-

**(G. J. Prabhudesai)**  
Joint Secretary (Personnel)

#### Annexure-I

[Please see para 14(i)]

Sr. No.	Designation of the officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning/ Accepting Authority
1	2	3	4	5
1.	a Chief Secretary & Secretaries to the Government	Chief Minister	—	—

1	2	3	4	5
	b Director General of Police, Resident Commissioner & Collectors	Chief Minister	—	—
2.	All India Service Officers & Group A Officers posted to Public Sector Under-taking or Autonomous Bodies	Secretary	Chief Minister	—
3.	Dy. Inspector General of Police	Director General of Police	Secretary	Chief Minister
4.	Heads of Departments/Offices outside the Secretariat	Secretary	Chief Minister	—
5.	Superintendent of Police	Director General of Police	Secretary	Chief Minister
6.	Joint Secretary	Secretary	Chief Minister	—
7.	Under Secretary	Jt. Secretary or Secretary concerned as the case may be	Secretary	Chief Minister
8.	Section Officer	Under Secretary	Jt. Secretary/Secretary	Secretary
9.	Sr. Assistant, Jr. Assistant and other Group 'C' employees in the Secretariat	Section Officer	Under Secretary	Jt. Secretary/Secretary
10.	Stenographer Grade I Stenographer Grade II Drivers attached to officers	Officer to whom attached	—	—
11.	Other Drivers under General Pool	Section Officer Gen. Admn. Deptt.	Under Secretary	Secretary
12.	Class IV employees (in the Secretariat)	Officer to whom attached/Section Officer, Gen. Admn. Deptt.	—	—

### Department of Personnel

No. 6/2/92-PER

Dated 28-02-1997

#### CIRCULAR

Read: 1) Circular No. 6/2/92-PER dated 16-9-1993

2) Circular No. 6/2/92-PER dated 2-5-1994

In this Department's Circular referred to at 2) above, the contents of para (1) shall be substituted as follows:—

“The present system of writing of Confidential Reports with 3 level i.e. Reporting Officer, Reviewing Officer and Countersigning Officer shall be discontinued and henceforth, the system of writing Confidential Reports of all the officials/officers with 2 levels i.e. Reporting Officer and Reviewing Officer shall be followed”.

As a result, the contents of para 8.1 of this Department's circular referred to at 1) above, shall remain in force and the circular referred to at 2) above, stands withdrawn.

Sd/-

(S. S. Keshkamat)

Joint Secretary (Personnel)

**Department of Personnel**

No. 6/2/92-PER

Dated 3<sup>rd</sup> April, 1995**CIRCULAR****Subject: Adverse entries in the Confidential Report.**

Attention of all the Reporting and Reviewing Officers is drawn to Circular of even number dated 16-9-1993 wherein detailed guidelines were issued as to how to write and review the Annual Confidential Reports and to deal with and dispose off the adverse entries recorded in the Annual Confidential Reports of the Officers/Official concerned.

2. As regards to communication of adverse entries in the Confidential Reports, Attention is drawn to paras 17 to 21 of the said circular

3. In spite of clear guidelines in dealing with and disposal of adverse entries in the confidential reports, instances of undue delay in communication and disposal of adverse entries recorded in the Annual confidential Reports of officials/officers have come to the notice of the Government which, to say the least, is highly objectionable.

4. It is, therefore, enjoined on all Reporting/Reviewing Officers to take prompt action in such cases, as per the guidelines issued in this respect.

Sd/-

**(D. C. Misra)**

Chief Secretary

**Department of Personnel**

No. 6/2/92-PER

Dated 2<sup>nd</sup> May, 1994**CIRCULAR**

Read: 1) Circular No. 6/2/92-PER dated 16-9-1993

In this Department Circular referred to above

(1) For para 8.1; the following para shall be substituted:—

“The present system of writing of Confidential Reports with 3 levels i.e. Reporting Officer, Reviewing Officer and Countersigning Officer shall continue”.

(2) For Sl. No. 13 of Annexure I the following shall be substituted:—

“Heads of Department/  
/Offices outside Secretariat

Secretary

Chief  
Secretary

Chief Minister”

Sd/-

**(S. S. Keshkamat)**

Under Secretary (Personnel)

**Department of Personnel**

No. 6/2/92-PER

Dated: 16/09/1993

**CIRCULAR**

Subject: Confidential Reports—Preparation and maintenance of ...

In supersession of Circular No. 6/2/69-CVD dated 24-1-1977 the following revised instructions are issued:—

1. Importance of annual Confidential Reports.

1.1 Since Government has accepted the principle that confirmation, crossing of efficiency bar, promotion, grant of pensionary benefit etc. should be based on the assessment of performance of the



employee on the basis of the Confidential Report, this matter is of greatest importance for the efficiency and the morale in the services. It is in the interest of the Government, no less than that of the employee that the value of a proper system of maintaining Confidential Reports is recognized by all concerned. It is very important both in the interest of efficiency of the service and also of the officers that reports are written with the greatest possible care so that the work, conduct, character and capabilities of the officers reported upon can be accurately judged from the recorded opinion. Officers recording the remarks must keep in mind the importance of these entries, as their own competency will be judged partly from the confidential remarks they record about officers working under them.

## 2. Responsibility for the maintenance of confidential reports.

2.1 The Head of every department/office should regard it as his personal and special responsibility to ensure that annual confidential reports are properly maintained in respect of all persons working under his direct or ultimate control. In order to minimize the operation of the subjective human element and of conscious or unconscious bias, the confidential report of every employee should contain the assessments of more than one officer except in cases where there is only one supervisory level above the officer reported upon. The confidential report should be written by the immediate superior and should be submitted by the reporting officer to his own superior.

2.2 While it might be difficult for the higher officer to get to know a large number of employees two grades below him, his overall assessment of the character, performance and ability of the reported officer is vitally necessary as a built-in corrective. The judgement of the immediate superior even though completely fair in its intent, might sometimes be too narrow and subjective to do justice to the officer reported upon. The officer superior to the reporting officer should, therefore, consider it his duty to personally know and form his own judgement of the work and conduct of the officer reported upon. He should accordingly exercise positive and independent judgement on the remarks of the reporting officer under the various detailed heading in the form of the report as well as on the general assessment and express clearly his agreement or disagreement with those remarks. This is particularly necessary in regard to adverse remarks (if any) where the opinion of the higher officer shall be construed as the correct assessment.

2.3 The reviewing officer is free to make his remarks on points not even mentioned by the reporting officer. Such additional remarks would in fact, be necessary where the report is too brief, vague or cryptic.

2.4 Where the Reviewing officer is not sufficiently familiar with the work of the Government servant reported upon, so as to be able to arrive at a proper and independent judgement of his own, it should be his responsibility to verify the correctness of the remarks of the Reporting officer after making such enquiries as he may consider necessary. Where necessary, he should also give a hearing to the Government servant reported upon before recording his remarks.

## 3. Period of Reporting.

3.1 In every Department confidential reports should be recorded annually preferably for the period from 1<sup>st</sup> April to 31<sup>st</sup> March.

## 4. Frequency of reporting and eligibility to write a report—

4.1 While normally there should be only one report covering the year of report, there can be situations in which it becomes necessary to write more than one report during a year. There is no objection to two or more independent reports being written for the same year by different reporting officers in the event of a change in reporting officer during the course of a year provided that no report should be written unless a reporting officer has observed the performance of the officer reported upon for a minimum period of three months. In such cases, each report should indicate precisely the period to which it relates and the reports for the earlier part or parts of the year should be written at the time of the transfer or immediately thereafter and not deferred till the end of the year. The responsibility for obtaining confidential reports in such cases should be that of the Head of the Department or the office.

4.2 In respect of each of these officers, a report should (in the first week of April of each year) be written in the appropriate form by the prescribed reporting officer giving a brief opinion regarding the general work and conduct of the officer concerned. When the reporting officer or the officer to be reported upon, is transferred or deputed elsewhere for a period of more than three months, the reporting officer should write a report indicating the period covered by it. The reporting officer should have a least three months experience of the work and conduct of the officer reported upon before writing or attempting to write an assessment of the work of an officer. A report must, however, be written at the end of the year. If the period of observation happens to be less than three months, this fact only need to be indicated in the report.

4.3 Where an officer reported upon is working under more than one supervisory Officer, his C.R. may be initiated by the one Supervisory Officer exercising larger Control (Budgetary allocation could be one criteria to decide the volume of control). There is however no objection if in such cases C.Rs are written by more than one Supervisory officer.

5. Transfer of Reporting and/or Reviewing Officer in the middle of the reporting year:-

5.1 If an officer is transferred during the middle of the reporting year, he should immediately write the CRs of his subordinates in respect of the year for the period up to the date of his transfer, provided that the period not less than three months, and the reports should be submitted to the reviewing authority who will retain them in his custody and record his remarks in the reviewing portions in the last of the reports for the year, taking into account the reports for the previous portions of the year also, submitted to him by the transferred officers, at the time of their transfer. If the reviewing authority is transferred simultaneously with reporting officer, but after some time, he will hand over such reports to his successor and the successor will review the reports if he happens to have not less than three months period of observing the performance. Otherwise, the previous reviewing authority will review the reports at the end of the year. If, however, a reviewing authority retires while there is no change in the reporting officer and the subsequent reviewing authority does not get a period of three months to observe the work and conduct of the reportee, the reviewing portion will be left blank with a suitable note recorded therein. This note can be recorded by the succeeding reviewing authority who could not review the report because he did not get even three month's period or by the reporting officer himself.

6. Reasons for gap in the report to be indicated.

6.1 When a confidential report does not cover an earlier period during the year, the reporting officer should at the top of the report, mention the period of gap indicating the reasons for which a report for that period has not been written.

7. Report to be written within one month of the expiry of report period.

7.1 The annual report should be recorded within one month of the expiry of the report period and delay in this regard on the part of the reporting officer should be adversely commented upon; if the officer to be reported upon delays submission of self-appraisal, this should be adversely commented upon by the reporting officer.

8. Authority other than Reporting/Reviewing Authority precluded from making entries in C.R.

8.1 Under the present scheme of writing of confidential reports there are only two levels for writing reports, namely, the reporting officer and the reviewing officer. There is no provision for any other authority for writing his remarks/comments about the work and conduct of an officer in his confidential reports.

9. Writing of confidential reports by officers under suspension.

9.1 A question has been raised whether an officer who is under suspension can write/review confidential reports of his subordinates. The matter has been carefully considered and it has been decided that if the reporting/reviewing officer is under suspension when the confidential report has become due to be written/ reviewed, it may be got written/reviewed by the officer concerned within **two months from the date of his having been placed under suspension or within one month from**

**the date on which the report was due, whichever is later.** As officer under suspension shall not be asked to write/review confidential reports after the time limit specified above.

10. Whether a relative of Government employee can write the report of the latter.

10.1 An instance had come to the notice of the Government in which a reporting officer wrote confidential reports of his subordinate who happened to be his close relative. In this connection, a question had arisen whether a reporting officer could write reports on his close relative who may happen to be his subordinate officially. The matter has been examined carefully and the following decision taken:-

(i) The administrative authority may take care that, to the extent possible, a close relative of an official is not placed under the direct charge of that official where the latter has to write the C.R. of the former.

(ii) Should such a situation become inescapable, it should not be allowed to continue beyond the barest minimum time possible.

(iii) In such a situation, the employee should abstain from writing the annual confidential report of the employee who is his close relative and instead, the reviewing officer should take on the role of the reporting officer.

(iv) If a similar relationship exists between the reviewing officer on the one hand and the officer reported upon on the other, the same would apply in respect of the reviewing officer and the role of the reviewing officer would be transferred to the authority next higher up.

(v) In cases of this nature, where there is any doubt, it would be incumbent upon the reporting officer to consult the next higher authority before he writes the confidential report.

11. A reporting officer can write C.R. of his subordinates within one month of his retirement-

When the reporting officer retires or otherwise demits office, he may be allowed to give the report on his subordinates within a month of his retirement or demission of office. However, a reviewing authority cannot review the C.R. after his retirement. Thus, while the grace period of one month is available to the reporting officer no such period is prescribed for the reviewing officer.

12. Contents and manner of writing of confidential reports.

12.1 Officers writing the confidential reports should have carefully observed the work and conduct of those under their control, and have provided the required training and guidance where necessary. The annual confidential reports should be based upon the results of such observation as well as the periodical inspections.

12.2 The form in which the confidential reports are recorded might vary from Department to Department and as between different levels of responsibility within a departmental hierarchy, depending upon the nature of work and duties attached to various posts. However an assessment of certain qualities of general importance such as integrity, intelligence, keenness, industry, tact, attitude to superiors and subordinates, relations with fellow-employees, etc. should invariably find place in the report, in addition to the detailed assessment of specific attributes, every confidential report should carry a general appreciation of the character, conduct and aptitudes and shortcomings of the officer reported upon.

12.3 A confidential report should give full particulars of the official reported upon such as his designation and the office in which he works. Below the signature of the reporting and countersigning officers, either their names and designations should be written in capital letters or their rubber stamps affixed. C.R. files should be maintained in book form, the reports being placed one after the other in chronological order and pages being serially numbered from top onwards. Relevant entries in the index of a C.R. file should be filled in immediately after a report is written up.

12.4 Confidential reports should as a rule, give general appreciation of the character, conduct and qualities of an officer reported upon and a reference to a specific incident should be made, if at all. Only by way of illustration to support adverse comments of a general nature, as for example,

inefficiency, delay, lack of initiative, judgement, etc. Specific incidents on the basis of which penalties have been awarded in the course of departmental proceedings must, however, be indicated. An entry relating to a penalty should be recorded in the report for the year in which the punishment order is issued. In this entry, an indication may, however, be given about the period to which the incidents leading to the disciplinary case relate. Warning even though not a statutory penalty should be mentioned in the report if issued as a result of disciplinary proceedings. If the reporting officer feels that although specific incident is not important enough to call for disciplinary proceedings, it is important to be specifically mentioned in the confidential report. He should, before making such an entry, satisfy himself that his own conclusion has been arrived at only after a reasonable opportunity has been given to the official reported upon to present his case relating to that incident. The authority issuing a warning should not normally be one lower than the reporting officer. Further, once investigation are started into specific allegations, the case should not be closed by the issue of a warning without the knowledge of the competent disciplinary authority. Unless so ordered by any higher authority it would be in the discretion of the reporting officer either to record or not to record such a warning.

12.5 Apart from the remarks in regard to work and conduct, in appropriate cases, suitable entries may also be made on the following points.

- i) the fact that an officer has attended an approved course of study or training;
- ii) the report received from the head of such institution or its substance;
- iii) comments on the quality of the report submitted by an officer on return from deputation or training abroad and whether he has made good use of his period of study or training;
- iv) outstanding performances in the field of sports, athletics and art;
- v) suggestions which have been accepted and considered useful for achieving economy and high standard of efficiency in administration.
- vi) whether there is any physical defect, such as bad eye-sight.

12.6 C. R. file should not contain any extraneous paper other than punishment and appellate orders and letters communicating the adverse remarks.

### 13. Principles to be observed by reporting officers in writing reports.—

13.1 The general principles which are required to be observed by the reporting officers for writing annual reports are indicated below.

1) Remarks like “Doubtful character”, “complaints received about his taking illegal gratification” are not permissible. Entries should be based on established facts and not on mere suspicion.

2) No employee should be adversely affected by prejudicial reports recorded without fullest consideration. At the same time, none should be rewarded by excessively flattering reports which are not based on facts. With a view to checking up such possibilities, the following procedure is prescribed:-

- a) The memo of services should invariably be consulted at the time of writing the annual report though the report itself should necessarily be based on the employee's performance during the year as a whole;
- b) Where an adverse remark is recorded in respect of an official having consistently good record, some details regarding the same should invariably be given;
- c) The report should give a clear opinion on the main points like character, integrity, industry, etc.;
- d) There should be no hesitation on the part of the reporting officers to record adverse remarks in justified cases;
- e) Reporting officers should not be in a hurry to write all the reports on one day.

14. Duties of reviewing/endorsing officer.— By way of amplification or partial modification of earlier instructions, the following instructions are brought to the notice of the Department for information, guidance and compliance:—

i) Each office should prescribe specifically the Reporting officer and the Reviewing officer for different categories of employees and this fact should be intimated to all the concerned. In respect of the Secretariat, the level of initiating/reviewing of ACRs shall be as shown in Annexure I.

ii) Reporting and reviewing officers should have been acquainted with the work of the official reported upon for at least three months during the period covered by the Confidential Report.

iii) With a view to enabling the reviewing authority to discharge his responsibility in ensuring the objectivity of the Confidential Reports it has been decided that where he is not sufficiently familiar with the work of the officer reported upon so as to be able to arrive at a proper and independent judgement of his own, it should be his responsibility to verify the correctness of the remarks of the reporting officer after making such enquiries as he may consider necessary.

15. Procedure for filling up the column relating to integrity. The procedure for filling up the column relating to integrity is as follows:

(a) Supervisory officers should maintain a confidential diary in which instances which create suspicion about the integrity of a subordinate should be noted from time to time and action to verify the truth of such suspicious should be taken expeditiously by making confidential enquiries departmentally or by referring the matter to the Police Department. At the time of recording the annual confidential report, this diary should be consulted and the material in it utilized for filling the column about integrity. If the column is not filled on account of the unconfirmed nature of the suspicious, further action should be taken in accordance with the following sub-paragraph.

(b) The column pertaining to integrity in the character roll should be left blank and a separate secret note about the doubts and suspicious regarding the officer's integrity should be recorded simultaneously and followed up.

I A copy of the secret note should be sent together with the character roll to the next superior officer who should ensure that the follow-up action is taken with due expedition.

(d) If, as result of the follow-up action, an officer is exonerated, his integrity should be certified and entry made in the character roll. If suspicious regarding his integrity are confirmed, this fact can also be recorded and duly communicated to the officer concerned.

(e) There are occasions when a reporting officer cannot in fairness to himself and to the officer reported upon, either certify integrity or make an adverse entry, or even be in possession of any information which would enable him to make a secret report to the Head of the Department. Such instances can occur when an officer is serving in a remote station and the reporting officer has not had occasion to watch his work closely or when an officer has worked under the reporting officer only for a brief period or has been on long leave, etc. In all such cases, the reporting officer should make an entry in the integrity column to the effect that he has not watched the officer's work for sufficient time to be able to make any definite remark or that he has heard nothing against the officer's integrity, as the case may be. This would be a factual statement to which there can be no objection. But, it is necessary that a superior officer should make every effort to form a definite judgement about the integrity of those working under him, as early as possible, so that he may be able to make factual statement.

(f) There may be cases in which after a secret report/note has been recorded expressing suspicion about an officer's integrity, the enquiries that follow do not disclose sufficient material to remove the suspicion or to confirm it. In a case where the officer's conduct continues to be suspicious he should be watched for a further period, and in the meantime, he should, as far as practicable, be kept away from positions in which there are opportunities for indulging in corrupt practices

Specific mention should be made in the confidential reports of officers working in or holding charge of Top Secret/Secret Sections about their trustworthiness especially in matters affecting

departmental security. Mention of warnings/reprimands in C.Rs. – Questions have been raised from time to time regarding the stage at which a mention about warnings, admonitions, reprimands, etc. administered in the course of normal day-to-day work by superior officers should be mentioned in the confidential report of the official to whom the warning, reprimand, etc. has been administered. As there seems to be some doubt in this regard the position is clarified in the following paragraph.

(i) There may be occasions when a superior officer may find it necessary to criticize adversely the work of an officer working under him or he may call for an explanation for some act of omission or commission and taking all circumstances into consideration, it may be felt that while the matter is not serious enough to justify the imposition of the formal punishment of “censure”, it calls for some formal action such as the communication of a written warning/displeasure/reprimand. Where such a warning/displeasure/reprimand is issued, it should be placed in the personal file (not in ACR dossier) of the officer concerned. (ii) At the end of the year (or period of report) the reporting authority, while writing the confidential report of the officer, may decide not to make a reference in the confidential report to the warning/displeasure/reprimand, if, in the opinion of that Authority, the performance of the officer reported upon, after the issue of the warning or displeasure as reprimand, as the case may be, has improved and has been found satisfactory. If, however, the reporting authority comes to the conclusion that despite such warning/displeasure/reprimand, the officer has not improved, it may make appropriate mention of such warning/displeasure/reprimand, as the case may be, in the relevant column in Part III of the form of confidential report relating to assessment by the reporting officer and, in that case, a copy of the warning/displeasure/reprimand referred to in the confidential report should be placed in the confidential Report dossier as an annexure to the confidential Report for the relevant period. The adverse remark should also be conveyed to the officer and his representation, if any, against the same disposed of, in accordance with the procedure laid down in the instruction issued in this regard.

(ii) Representation against “warnings” or “communication of the displeasure of the Government” or “reprimand” which are recorded in the confidential report of the Government servant should be dealt with in accordance with the procedure laid down for dealing with representations against adverse entries in confidential reports, unless an opportunity had already been given to the officer concerned to make a representation in the matter relating to the relevant incident or faults and such representation had been duly considered and a decision taken before the “warning” or “reprimand” was administered or the “displeasure of the Government” communicated to him.

17. Communication of adverse entries.– All adverse entries in the confidential report of Government servant, both on performance as well as on basic qualities and potential should be communicated along with a mention of good points within one month of their being recorded in the manner discussed below.

(i) The communication should be in writing and a record to that effect should be kept in the confidential report dossier of the Government servant concerned.

(ii) Only such of the adverse entries as are accepted by the Reviewing/Accepting authority, if any, need be communicated. The Reviewing/Accepting authority should, therefore, normally indicate whether it agrees or disagrees with the remarks of the reporting officer. It should also record, additional remarks, where necessary, if the report is too brief, cryptic or vague along with the adverse entry, the substance of the entire report including what has been stated in praise of the officer should also be communicated. The improvements made in respect of the defects mentioned in the earlier report should also be communicated to the officer in a suitable form. A copy of the letter communicating the adverse remarks duly acknowledged by the official concerned should be kept in the confidential Report file and the fact of communication of the entries should be recorded in the report itself by the authority communicating them.

- (I. Great attention should be paid to the manner and method of communication of adverse remarks in order to ensure that the advice given and warning or censure administered whether orally or in writing shall, having regard to the temperament of the officer

concerned, be most beneficial to him. The memo, forwarding the adverse remarks to the officer reported upon should be couched in such a language that it does not produce a sense of resentment in the officer reported upon and that it makes it clear to him that the intention of communicating these defects to him is that he should try to improve himself in respect of these defects.

(iv) Remarks about the physical defects of the officers noted in the confidential reports need not be communicated. The grading of officers being done on the basis of the general remarks in the report should not be communicated, even if it is adverse.

18. Representations against adverse remarks.— Only one representation against adverse remarks (including reference to “warning” or communication of displeasure of the Government or “reprimand” which are recorded in the confidential report of the Government servant) should be allowed within one month of their communication. While communicating the adverse remarks to the Government servant this time limit should be brought to his notice. However, the competent authority may, in its discretion, entertain a representation made beyond this time if there is satisfactory explanation for the delay.

19. To who representation lies.— Representation against adverse remarks recorded by the Reporting Officer will lie to the Reviewing Authority where the adverse entries are recorded by the Reviewing Authority the representation should, in that event lie to the next higher authority.

20. Time limit for disposal of representation against adverse remarks and when not to be taken of such remarks. All representations against adverse remarks should be decided expeditiously by the competent authority and in any case, within three months from the date of submission of the representation. Adverse remarks should not be deemed to be operative if any representation filed within the prescribed time, or once this has been finally disposed of, there would be no further bar to take notice of the adverse remarks.

21. Manner of disposal of representation.— The following procedure should be adopted in dealing with representation from the employees against the adverse remarks communicated to them:—

(1) Representations against adverse remarks should be examined by the competent authority in consultation, if necessary, with the Reporting Officer/Reviewing Authority.

(2) If it is found that the remarks were justified and that the representation is frivolous, a note may be made in the confidential report of the petitioner that he did not take the correction in good spirit.

(3) If the competent authority feels that there is no sufficient ground for interference, the representation should be rejected and the petitioner informed accordingly.

(4) If, however, it feels that the remarks should be toned down, it should make necessary entry separately with proper attestation at the appropriate place in the report. No correction should be made in the earlier entries themselves.

(5) In the rare event of the competent authority coming to the conclusion that the adverse remark was inspired by malice or was entire, incorrect or unfounded, and therefore deserve expunction it should order accordingly. (b) when a representation against adverse remarks is wholly or partially upheld, the particulars of the orders based thereon should be recorded in the report itself. If it is decided to tone down the remarks, the competent authority may make the necessary entries at the appropriate place, of the report under proper attestation, but the past entries should not be corrected. If the remarks are ordered to be expunged, they should be effectively obliterated both in the confidential report as well as in the copy of the letter communicating those remarks. A copy of the order based on such a representation should not be kept in the confidential Report file. Where a penalty is set aside on an appeal or review, the copy of the punishment order should be removed from the Confidential Report File as well as the adverse remarks recorded on the basis of the penalty expunged. In a case where the penalty is modified by the appellate or revising authority, the entry in the confidential report originally made on the basis of the penalty awarded should also be immediately modified accordingly.

22. Column of report should not be kept blank after expunction of adverse remarks. It has been observed that in a few cases, after the expunction of the adverse remarks, the relevant column(s) was/were left blank, i.e. without any remarks, thus making the report incomplete.

It may be appreciated that an incomplete report cannot be relied upon for a fair and objective assessment of the officer concerned for his confirmation, promotion, etc. It is therefore essential that the annual confidential reports are complete in all respects. In the circumstances, where on consideration of a representation against adverse remarks, the competent authority comes to the conclusion that the remarks deserve to be expunged, it should see whether total expunction of the remarks will leave the relevant column(s) blank; and if it finds the position to be so, it should order modification of the relevant remarks in a suitable manner so that the column(s) in question does/do not remain blank.

23. Memorial or appeal against rejection of representation— No memorial or appeal against the rejection of the representation against adverse entries should be allowed six months after such rejection.

23. Procedure of dealing with Memorial addressed to the Chief Minister.— In case of the Gazetted Group 'A' or Group B Officers working in different Departments, where representation against adverse remarks had been rejected at a level lower than that of Minister-in-charge of the Department where the Official is posted during the period of the report, such memorials should be disposed of by the Minister of the concerned Department. However, where representation has been rejected by the Minister-in-charge of the concerned Department, then such memorial would be decided by the Chief Minister.

2. In respect of officers belonging to other cadres who are working in the Departments/Organisations other than their own, on deputation, any memorial following the rejection of their representation against adverse remarks in the A.C.R., will be disposed of by the Minister-in-charge of the Department in case the representation has been rejected at a level lower than that of Minister-in-charge. In case where the representation has been rejected at the level of Minister-in-charge, the memorial would be disposed of by the Chief Minister.

24. Self-appraisal not necessary for a period less than three months.— The reporting/reviewing authority can write/review the confidential report of an officer if it has at least an experience of three months of work and conduct of the officer reported upon. The officer reported upon need not submit his self-appraisal if the period of observation of his work and conduct by the reporting/reviewing authority is less than three months.

25. Guidelines for self-appraisal and report thereon by the reporting authority.— (i) With the introduction of the confidential report form providing for self-appraisal by the officer reported upon, about his performance during the period of the report, numerous instances have come to notice wherein in the column meant for the purpose, the Reporting Officer has recorded his disagreement with self-appraisal of the officer, for one reason or other.

(ii) The question whether such disagreement be deemed as an adverse remark about the conduct and performance of the officer reported upon was examined. It is reiterated for the guidance of all concerned that the self-appraisal should be precise to the point and refer only to the areas of responsibility of the officer reported upon and should be strictly within the prescribed limit of 300 words. While human nature is to indulge in a little bit of self praise, one should be careful in making the self appraisal so that one does not unduly prejudice the senior officers who have to record their observation on the work and conduct of the officers. The self-appraisal should reflect only important achievements during the period so that the scope for disagreement with it is reduced to the absolute minimum. While writing the self appraisal, it would be best if the officer were to write about his performance in a way as what his best and sincere friend would frankly say to him about his performance in case he were asked to express his opinion.

(I. While it is not possible to make any generalization on the question which of the remarks of the reporting officer in relation to the self-appraisal of the officer in relation to the self-



appraisal of the officer reported upon should be treated as adverse or otherwise the following may be taken as general guidelines.

(iv) If the reporting officer records along with reasons against the column provided that the self-appraisal contains too much of self-appraisal, such disagreement will not be considered as adverse remarks. Therefore, while recording reason for disagreement with the self-appraisal, the reporting officer may make it clear, whether or not his observations on the self-appraisal are to be taken as adverse remarks. If the reporting officer disagrees with the self appraisal and intimates such disagreement to be taken as adverse, they may back it up with factual details and put them on record. Nothing prevents the reporting officer to point out the inadequacies or exaggeration in the self-appraisal and ask the officer if he would like to reconsider it. Such an approach may rule out the possibility of disagreement in a large number of cases.

(v) Adverse remarks in regard to the performance and conduct of the officer, recorded on the basis of sufficient material, against any other column should as usual be communicated to the officer reported upon. The Reporting officer's observation have necessarily to be with reference to the actual performance of the officer during the period and that too on the basis of established facts and other relevant materials contained in the memorandum of services, etc.

#### 26. Writing of C.Rs of Group 'D' staff only if it serves public interest—

It has been decided that the annual confidential reports on Group 'D' employees need not be maintained unless the concerned Departments find it absolutely necessary to maintain the same to serve the public interest. Where such A.C.Rs are not maintained, following entries may be made in the Service book of Group 'D' employees every year not later than 15<sup>th</sup> April of the Reporting year; and duly completed and signed by Reporting officers:—

##### i) Intelligence

(I.Amenability to discipline

(I.Honesty and integrity

##### iv) Punctually

##### v) Devotion to duty

The practice of writing of Annual Confidential Reports on Group 'D' staff should not be continued only on the ground that these reports are required for consideration of their cases for crossing the Efficiency Bars. As already stated above, the practices of writing Confidential reports on Group 'D' employees should be continued only if it serves public interest, e.g. where the staff is employed in sensitive work.

27. Need for maintenance of up-to-date character rolls— In their 27<sup>th</sup> Report for the year 1976-77, the Union Public Service Commission had observed as under.

It is the considered view of the Commission that the question of systematic recording and maintenance of character rolls should receive the urgent and careful attention of the Government, so that Government servants are not denied their legitimate promotions on account of administrative lapses. It will be appreciated that the character rolls form the basis of selection for promotion and would, therefore, have a significant effect on career management. It is also necessary to take steps to ensure the utmost objectivity in the writing of character rolls, so that uniform standards could be applied in assessing the officers and selecting them for promotion. The Commission suggests that in order to attend to these matters and to ensure that no Departmental Promotion Committee meeting is delayed due to the absence and incompleteness of character rolls, a Special Cell should be set up in each Ministry/Department, entrusted with the task of maintaining up-to-date seniority lists and character rolls of all officers. This cell should not only ensure that the character rolls are written in time but also see that adverse remarks, if any, are communicated to the officers in each Department from within the existing strength of staff, This cell should monitor upto date maintenance of the ACRs of the employees working in the Department.

**28 Custody and handling of confidential reports shall be as follows:-**

<b><u>Reports in respect of</u></b>	<b><u>Custody &amp; handling by</u></b>
(1) Secretaries to the Govt., Head of Departments, Officers belonging to All India Service, Goa Civil Service, & Goa Police Service, IFS, IES, Head Clerks, Superintendents, Mamlatdar/Jt. Mamlatdar/ /B.D.O.s Extension Officers.	Personnel Department (ACRS in respect of All India Service Officers shall be forwarded to the Cadre controlling authority)
(2) All other Group 'A' and 'B' Officers	Secretary concerned
(3) All the employees in Group 'C' & 'D' belonging to Secretariat Cadre	General Admn. & Coordn. Department
(4) All other employees in Group 'C' & 'D' categories	Appointing Authority concerned

CR. Files should be handled like confidential documents. The officer concerned should ensure that no room is given for complaints about any leakage of information. These files will be kept in the personal custody of the officers required to maintain them, viz. either the reporting or the countersigning authority, if any, unless some special arrangements have been made for their maintenance centrally with one particular officer. The officer responsible for maintaining the C.R. files should hand over them to his successor in the office when he is transferred. Whenever it is necessary to send them by post, they must be closed in a confidential cover and registered. When an officer is transferred for more than three months, the file containing the confidential reports on him should be forwarded direct to the officer by whom it has to be maintained.

29. In the case of officer on deputation.— In the case of the State Government Officers who are deputed to other Departments of State/Central Government or to Public Sector Undertakings/Autonomous Institutions, the confidential rolls should be maintained by their parent Departments and the periodicity of such confidential reports should be the same as in the parent Department. It will be the responsibility of the parent Department to obtain the reports of their officers on deputation and maintain them.

30. C.R. dossiers of candidates called for interview on direct recruitment to be made available to GPSC.— It has been decided that whenever officers already working in the Government apply for appointment by direct recruitment against vacancies advertised by the GPSC, the CR dossiers of such candidates should be made available for the perusal of the Commission for the purpose of finalizing selection of candidates. In this connection the following procedure will be followed:-

The Goa Public Service Commission will forward to the requisitioning Department a list of candidates and their employer as soon as the names of the candidates to be called for interview are finalized by the Commission. On receipt of the list, the requisitioning department will expeditiously collect the C.R. dossiers from the employers and make them available to the Commission before the interview takes place. It will not, however, be possible for the GPSC to hold up interviews for any recruitment in the event of the requisitioning department not sending the C.R. dossier in time. The GPSC will consider the C.R. dossier (to the extent they are available before making their final recommendations.

31. Reports of retired and deceased officers.— Confidential reports or copies thereof should not be given to a retired officer or anybody who was otherwise relinquished Government service. However, on request from such a person there should be no objection to the issue of an objective testimonial on his work and conduct.

Confidential reports relating to a deceased officer may be destroyed after a period of two years from the date of his death and that of a retired Government servant five years after his date of retirement.

32. Writing of C.Rs on officers appointed on contract.— Confidential report is an annual assessment of the work and conduct of every officer serving under the Government and there is no reasons for dispensing with the writing of C.Rs. in the case of officers appointed on contract. Further, the C.R. written on the officer appointed on contract will enable the authorities to keep a watch on his performance and decide whether to terminate the contract or renew it, according to the circumstances of each individual case. In the circumstances, C.Rs may be written even in respect of an officer appointed on contract by his immediate superior, i.e. the officer under whose supervision he is placed and it should also be got reviewed by the officer superior to the reporting officer, where applicable.

33. Preparation of confidential Reports.— Time-Schedule for (1) In spite of the instruction issued from time to time, confidential Reports are not written expeditiously with the result that complete C.R. dossiers are not available when employees are to be considered for confirmation, promotion, deputation to ex-cadre posts. This often results in delay in the issue of orders of promotion, etc. and thereby causes hardship to the employees whose cases are due for consideration. To improve this situation and further streamline the procedures for writing the annual C.Rs it has been decided that the time-schedule to be followed as given in Annexure-II enclosed should be strictly complied with. Any failure on the part of the reporting/reviewing officers to comply with the time schedule should be viewed seriously and in the absence of proper justification for such delay, the officers superior to the reporting/reviewing officers can issue a written warning for the delay in completing the ACR and place the warning in the ACR folder of the reporting/reviewing officer concerned. Clarifications in regard to some of the items in the enclosed statement are also given in the succeeding paragraphs for avoidance of doubts.

(2) In regard to Item 2 in the time-schedule, it is clarified that a reporting officer should not wait till the expiry of the time-limit for self-appraisal of the officer to be reported upon. After the expiry of the first week, if self-appraisal is not received by that time, the reporting officer should take it upon himself to remind the officer to be reported upon in writing, asking him to submit the self-appraisal by the stipulated date. It should also be made clear in the reminder that if the officer to be reported upon fails to submit the self-appraisal by the stipulated date, the report will be written without self appraisal. If no self-appraisal is received by the stipulated date, the reporting officer can obtain another blank C.R. form and proceed to write the report on the basis of his observation of the work and conduct of the officer reported upon. While doing so, he can also point out the failure of the officer reported upon to submit his self-appraisal within the stipulated time.

(3) When the reporting officer completes his part of the report and submits the report to the reviewing officer for review, he shall do so under intimation to the custody authority. Thereafter, it shall be the duty of the custody authority to keep in touch with the reviewing officer to secure the timely completion of the C.R.

(4) The Custody Authority should not wait till the expiry of the time allotted to the reviewing officer for the completion of his part of the report. It should remind the reviewing officer at least 5 days before the expiry of the stipulated date for completing the C.Rs if the completed C.Rs. are not received by that time. If inspite of such reminders, the complete C.R. is not received by the stipulated time, the fact may be brought to the notice of the officer superior to the reviewing officer for taking appropriate action.

(5) It shall be the duty of the reviewing officer to forward the complete C.R. to the Custody authority so as to reach them on or before the stipulated date. If, for unavoidable reasons, some delay is expected to occur in forwarding the complete C.R., the custody authority should be informed suitably and every effort should be made to send the complete C.R. within one week after the stipulated date.

It may be noted that in Item 3 of the Time-schedule attached to this O. M. there is a third set of dates. This has been prescribed with a view to giving sufficient time to Reporting Officers who may also be Reviewing Officers for officers two levels below them so that they may have time to keep a watch on the completion of reports by Reporting Officers under them by the due dates prescribed for Reporting Officers. Correspondingly there is a third set of time-limit in Item 4 also.

(6) Where the stipulated dates happen to be holidays or closed days, the working day immediately following the closed day or holiday should be deemed to be stipulated date.

(7) It shall be the duty of the custody authority to keep a regular watch on the progress in the completion of C.R., at different stages. If no intimation is received from the reporting officer regarding the submission of the C.Rs by him to the reviewing officer within 5 days after the expiry of the stipulated date for completion of his part of C.R., the matter should be taken up immediately with the reporting officer so that the report is submitted by him to reviewing officer without any further delay. Similar action should be taken if the complete report is not received from the reviewing officer. Any delay on the part of the reporting/reviewing officer, inspite of their being reminded as above, should be brought to the notice of the reviewing officer/office superior to the reviewing officer, as the case may be.

(8) Whenever there is a change in the reporting office, it shall be the duty of the custody authority to get the report written by the earlier reporting officer within 3 weeks of such change, if no self-appraisal by the officer reported upon is required to be given. The reports so written by the earlier reporting officer may be got reviewing immediately (without waiting till the end of the calendar year of financial year, as the case may be) within two weeks after the receipt of the report from the earlier reporting officer. The successor reporting officer writing to the report upto the end of the year should adhere to the time-limit specified in the attached statement, provided he has the requisite experience of three months or more of the work and conduct of the officer reported upon.

Sd/-

**(P. S. Bhatnagar)**  
CHIEF SECRETARY

### ANNEXURE – I

[Please See para 14 (i)]

Sr. No.	Designation of the officer to be reported upon	Reporting Officer	Reviewing Officer	Countersigning/ Accepting Authority
1	Chief Secretary	Chief Minister	—	—
2	Secretaries to the Govt. I.G.P. and Collectors	Chief Secretary	Chief Minister	—
3	All India Service Officers and Group A Officers posted to Public Sector Undertakings or Autonomous Bodies	Secretary	Chief Secretary	Chief Minister
4	D.I.G.	I.G.P.	Chief Secretary	Chief Minister
5	S.P.	D.I.G.	I.G.P.	Chief Secretary
6	Jt. Secretary	Secretary	Chief Secretary	Chief Minister
7	Under Secretary	Jt. Secretary or Secretary concerned as the case may be	Secretary/Chief Secretary	Chief Secretary/ Chief Minister
8	Section Officer	Under Secretary	Jt. Secretary, Secretary	Secretary/Chief Secretary
9	Sr. Asstt., Jr. Asstt and other Group C employees in the Secretariat	Section Officer	Under Secretary	Jt. Secretary/Secretary
10	Stenographer Gr. I Stenographer Gr. II Drivers attached to Officers	Officer to whom attached	—	—
11	Other Drivers under General Pool	Section Officer GA & C Deptt.	—	—

12	Class IV employees (in the Secretariat)	Officer to whom attached/Section Officer GA & C Deptt.	—	—
13	Heads of Deptts./Officers outside the Secretariat	Secretary	Chief Secretary	Chief Minister

**ANNEXURE – II**  
[Please See para 33 (i)]

Nature of action	Date by which to be completed
1. Distribution of blank C.R. forms to all concerned (i.e., to officer to be reported upon where self-appraisal has to be given and to reporting officers where self-appraisal is not to be given).	31 <sup>st</sup> March (This may be completed even a week earlier)
2. Submission of self-appraisal to reporting officer by officer to be reported upon (where applicable).	15 <sup>th</sup> April
3. Submission of report by reporting officer to reviewing officer	
— Where self-appraisal by officer reported upon is prescribed	7 <sup>th</sup> May
— Where self-appraisal by officer reported upon is not prescribed	21 <sup>st</sup> April
— Where officer reported upon is himself a reporting officer for subordinates under him	22 <sup>nd</sup> May
— 4. Report to be completed by Reviewing Officer and sent to Administration or C.R. Section/Cell.	23 <sup>rd</sup> May where the due date for the reporting officer is 7 <sup>th</sup> May.
	7 <sup>th</sup> May where the due date for the reporting officer is 21 <sup>st</sup> April.
	5 <sup>th</sup> June where the due date for the reporting officer is 22 <sup>nd</sup> May.

## Annual Property Returns

PERSONNEL DEPARTMENT

**Department of Personnel**

File No. 15/11/2010-PER(PF)/384

Dated: 07-03-2019

**OFFICE MEMORANDUM**

Sub.: Intimation under Rule 18 (2) and 18 (3) in respect of Immovable and Movable property reg.

The Competent Authority is pleased to specify the following authorities to accept the intimation under Rule 18 (2) and 18 (3) in respect of Immovable and Movable property in terms of Central Civil Service (Conduct) Rules, 1964, as below:-

Group	Authority Competent to accept intimations
Group 'A' Officers under administrative control of Department of Personnel	Chief Secretary
Group "B" Officers under administrative control of Department of Personnel	Additional Secretary (Personnel)

Provided further the power to accept intimation in respect of transaction with a person having official dealings with the officer, shall continue to vest in Government.

By order and in the name of  
the Governor of Goa

Sd/-

**(Harish N. Adconkar)**

Under Secretary (Personnel-I)

**Directorate of Vigilance**

No. 1/3/2004-VIG/MISC/282

Dated: 28-01-2019

**CIRCULAR**

The issue pertaining to withholding of vigilance clearance was placed before the Government and Circular no. 1/3/2004-VIG/MISC/3415 and Circular no. 1/3/2004-VIG/MISC/3416 both dated 28-12-2017 were issued.

It has been now decided by the Government that in all cases, no vigilance clearance will be issued if an officer fails to submit his annual immovable property return of the previous year by 31<sup>st</sup> January of the following year, as required under Government of India decision under rule 18 of the Central Civil Services (Conduct) Rule, 1964.

Hence, it is enjoined upon all the HoD's that henceforth, whenever any Vigilance Clearance is made with respect to any officer, the date of submission of his annual immovable property return for the year ending 31-12-2018, shall be simultaneously specified in the request for vigilance clearance itself, failing which the request will not be considered.

Sd/-

**(Sanjeev C. Gauns Dessai)**

Director (Vigilance)

**Department of Personnel**

File No. 24/1/2018-MISC/PER(APR)/3454

Dated: 28-12-2018

**OFFICE MEMORANDUM**

In accordance with the provisions of Rule 18(1)(ii) of the Central Civil Service (conduct) Rules, 1964, every Government Servant belonging to any service or holding any post include in "Group A and Group B" shall submit annual returns in the prescribed form giving full particulars regarding the

immovable properties inherited by him/her or owned or a acquired by him/her or held by him/her on lease or mortgage either in his/her own name or in the name of any member of his/her family or in the name of any other person.

**2. Directorate of Vigilance, vide Circular No. 1/3/2004-VIG/MISC/3416 dated 28-12-2017 has issued instructions that Vigilance Clearance for promotion will be with held in case of non submission of Annual immovable property returns by 31<sup>st</sup> January for the following year.**

3. In order to facilitate, timely submission of the return, the Government has made provision for online filing of the Annual Property Return from the year, 2018 onwards.

4. All the officers, who are under the purview of the Goa Sparrow portal of the Personnel Department, are mandated to submit the annual immovable property Returns, only through, the link available on the [www.goa.sparrow.gov.in](http://www.goa.sparrow.gov.in) portal; on or before 31-01-2019.

5. The officers of Goa Police Service i.e. Senior Scale Officers and above, shall submit the IPR in the physical format, as per the annexure, attached to this O.M.

6. All the Head of departments, shall continue to maintain annual immovable property Returns of the Group 'A' and Group 'B' officers working under them and who are not part of the Goa sparrow portal. These returns shall be retained by the Head of the Departments in their custody.

7. Officers may note that the failure to submit the annual property returns shall lead to violation of Rule 18(1)(ii) of the Central Civil Service (conduct) Rules, 1964 and strict action deem fit shall be initiated.

Sd/-

**(Harish N. Adconkar)**

Under Secretary (Personnel-I)

### Annexure

Statement of Immovable property for the year ending 31-12-2018.

1. Name of Officers (in full) and Service to which the officer belongs: \_\_\_\_\_

2. Present post held: \_\_\_\_\_

Name of the District, Sub-Division, Taluka and village in which property is situated	Name and details of property Housing and lands other buildings	*Present value	If not in own name State in whose name held and his/her relationship to the Government Servant	How acquired-Whether by purchase, lease**, Mortgage, inheritance, gift or otherwise, with date of acquisition and name with details of person/persons from whom acquired	Annual income from the property	Remarks
1	2	3	4	5	6	7

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

1. \*In case where it is not possible to assess the value accurately the approximately values in relation to present conditions may be indicated.

2. \*\*Includes short terms lease also.



**Department of Personnel**

No. 3/1/89-PER(Part-I)

Dated: 24-02-2012

**CIRCULAR**

A reference is invited to Rule 18(1)(i) of Central Civil Services (Conduct) Rules, 1964 wherein every Government servant shall on his first appointment to any service or post submit a return of his assets and liabilities, in such form as may be prescribed by the Government, giving the full particulars.

**Rule 18(2)** No Government servant shall, except with the previous knowledge of the prescribed authority, acquire or dispose of any immovable property by lease, mortgage, purchase, sale, gift or otherwise either in his own name or in the name of any member of his family;

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

**Rule 18(3)** Where a Government servant enters into a transaction in respect of movable property either in his own name or in the name of the member of his family, he shall, within one month from the date of such transaction, report the same to the prescribed authority, if the value of such property exceeds twenty thousand rupees in the case of a Government servant holding any Class I or Class II post or Rupees fifteen thousand in the case of Government servant holding any Class III or Class IV post.

Provided that the previous sanction of the prescribed authority shall be obtained by the Government servant if any such transaction is with a person having official dealings with him.

In the above connection, it is envisaged that while submitting the intimation with respect to sale or purchase of immovable property under Rule 18(2) of CCS (Conduct) Rules, 1964 or sale or purchase of movable property under Rule 18(3) of CCS (Conduct) Rules, 1964, every Government Servant shall give the full details relating to the transaction which will invariably cover the following points:-

1. Equated Monthly Installment if the amount is raised through a Bank Loan.
2. Bank statement
3. Bank sanction letter in case of loan
4. Personal savings
  - (a) Details of Personal savings
  - (b) In case of loan from relatives, letter in this regard indicating whether loan is interest free or otherwise. The loan received should indicate details of cheques etc (if amount is more than Rs. 10,000)
5. Copy of the Annual Property Returns filed for last financial year.

In the absence of above information, the intimation shall be treated as incomplete.

It is, thereof, enjoined upon all the Officers/Officials to kindly comply with above detailed while submitting intimations to the Government.

This issues with the approval of Chief Secretary.

Sd/-

**(Umeshchandra L. Joshi)**  
Under Secretary (Personnel-I)

**Department of Personnel**

No. 2/2/2001-PER

Dated: 18-04-2007

**CIRCULAR**

Copy of the Office Memorandum is forwarded herewith for information and necessary action.

Sd/-

**(Shivaji B. Dessai)**  
Under Secretary (Personnel-I)

**Ministry of Personnel, Public Grievances and pensions  
(Department of Personnel and Training)**

No. 28034/6/2007-Estt(A)

Dated the 6<sup>th</sup> March, 2007

**OFFICE MEMORANDUM**

Subject: Report and Returns on Movable, Immovable and valuable property

The undersigned is directed to say that under the provisions of Rule-18(1)(i) of CCS (Conduct) Rules 1964, every Government servant is required on his first appointment to any service or post, to submit a return of his assets and liabilities in the five forms prescribed in the Schedule to this Rule. Under clause-(ii) of Rule-18(1) ibid, every Government servant belonging to any service or holding any post included in Group A and B is also required to submit an Annual Return of immovable Property in the form prescribed.

2. The purpose of the above provision is to ensure that the immovable/movable properties acquired by the Government servant after joining the Government service are within the means of his income known to the Government and that the acquisition of properties after his/her joining the Government service is not only after the due intimation/permission as required under the Conduct Rules, but also that the information of such acquisition is held and properly monitored by the respective office.

3. It has been observed that the Annual Immovable Property Returns submitted by the employees are neither verified nor kept track of to know whether the properties acquired are disproportionate to known sources of income and whether the return reflects the true nature of the items as held in the records of the respective office. Ministries/Departments are accordingly requested to impress on all cadre controlling authorities to take prompt action in ensuring that conduct Rules are strictly followed in receiving and procuring of property returns and action as appropriate under the relevant rules is taken promptly for punishing those found violating the conduct Rules or holding assets disproportionate to their known sources of income.

**THE SCHEDULE**

[See Rule 18 (1)]

Return of Assets and Liabilities on First Appointment on the 31<sup>st</sup> December, 19

1. Name of the Government servant in full \_\_\_\_\_  
(in block letters)
2. Service to which he belongs \_\_\_\_\_
3. Total length of service upto date \_\_\_\_\_  
(i) in non-gazetted rank.  
(ii) in gazetted rank
4. Present post held and place of posting \_\_\_\_\_
5. Total annual income from all sources during the Calendar year immediately proceeding the 1<sup>st</sup> day of January 19.
6. Declaration

I hereby declare that the return enclosed namely, Forms I to V are complete, true and correct as on \_\_\_\_\_ to the best of my knowledge and belief, in respect of information due to be furnished by me under the provisions of sub-rule (1) or rule 18 of the Central Services (Conduct) Rules, 1964.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Note 1: This return shall contain particulars of all assets and liabilities of the Government servant either in his own name or in the name of any other person.

Note 2: If a Government servant is a member of Hindu undivided Family with coparcenary rights in the properties of the family either as a 'Karta' or as a member he should indicate in the return in Form No. 1 the value of his share in such property and where it is not possible to indicate the exact value of such share, its approximate value. Suitable explanatory notes may be added wherever necessary.

## Form No. 1

**Statement of immovable property on first appointment as on the 31<sup>st</sup> December, 19**

(e.g. Lands, House, Shops, other Buildings, etc.)

Sl. No.	Description of property	Precise location (Name of District, division, Taluka and village in which the property is situated and also its distinctive number, etc)	Area of land (in case of land and buildings)	Nature of land in case of landed property	Extent of interest	If not in own name, state in whose name held and his/her relationship if any to the Government Servant
1	2	3	4	5	6	7

Date of acquisition	How acquired (whether by purchase, mortgage, lease inheritance, gift or otherwise) and name with details of person/persons from whom acquired (address and connection of the Government servant, if any, with the person/persons concerned) please see note 1 below)	Value of the property (see Note 2 below)	Particulars of sanction of prescribed authority if any	Total annual income from the property	Remarks
8	9	10	11	12	13

Date \_\_\_\_\_ Signature \_\_\_\_\_

Note (1) For purpose of Column 9, the term "lease" would mean a lease of immovable property from year to year or for any term exceeding one year of reserving a yearly rent. Where, however, the lease of immovable property is obtained from a person having official dealings with the Government servant such a lease should be shown in this Column irrespective of the term of the lease, whether it is short term or long term, and the periodicity of the payment of rent.

Note (2) In column 10 should be shown-

- (a) Where the property has been acquired by purchase, mortgage or lease, the price of premium paid for such acquisition;
- (b) Where it has been acquired by lease, the total annual rent thereof also; and
- (c) Where the acquisition is by inheritance, gift or exchange the approximate value of the property so acquired.

**FORM No. II****Statement of liquid assets on first appointment as on the 31<sup>st</sup> December, 19**

- (1) Cash and Bank balance exceeding 3 months emoluments.
- (2) Deposits loans, advances and investments (such as shares, securities, debentures, etc.)

Sl. No.	Description	Name & Address of Company, Bank etc.	Amount	If not in own name and address of person in whose name held and his/her relationship with the Government servant	Annual Income derived	Remarks
1	2	3	4	5	6	7

Date .....

Signature .....

Note 1. In column 7, particulars regarding sanctions obtained or report made in respect of the various transactions may be given.

Note 2. The term “emoluments” means the pay and allowances received by the Government servant.

### FORM No. III

#### Statement of movable property on first appointment as on the 31<sup>st</sup> December, 19

Sl. No.	Description of items	Price or value at the time of acquisition and/or the total payments made upto the date of return, as the case may be, in case of articles purchased on hire purchase or instalment basis	If not in own name, name and address of the person in whose name and his/her relationship with the Government servant	How acquired with approximate date of acquisition	Remarks
1	2	3	4	5	6

Date.....

Signature.....

Note 1: In this Form information may be given regarding items like (a) jewellery owned by him (total value); (b) silver and other precious metals and precious stones owned by him not forming part of jewellery (total value), (c) (i) Motor Cars (ii) Scooters/Motor Cycles; (iii) refrigerators/air-conditioners, (iv) radios/radiograms/television sets and any other articles, the value of which individually exceeds Rs. 1,000 (d) value of items of movable property individually worth less than Rs. 1,000 other than articles of daily use such as cloths, utensils, books, crockery, etc., added together as lump sum.

Note 2: In column 5, may be indicated whether the property was acquired by purchase, inheritance, gift or otherwise.

Note 3: In column 6, particulars regarding sanction obtained or report made in respect of various transactions may be given.

### FORM No. IV

#### Statement of Provident Fund and Life Insurance Policy on First Appointment as on the 31<sup>st</sup> December, 19

Sl. No.	Policy No. and date of policy	Name of Insurance Company	Sum insured date of maturity	Amount of annual premium	Type of Provident Funds/GPF/CPF, (Insurance Policies) account No.	Closing balance as last reported by the Audit/Accounts Office alongwith date of such balance	Contribution made subsequently	Total	Remarks (if there is dispute regarding closing balance the figures according to the Government servant should also be mentioned in this column)
1	2	3	4	5	6	7	8	9	10

Date.....

Signature .....

**FORM No. V****Statement of Debts and Other Liabilities on First Appointment as on 31<sup>st</sup> December, 19**

Sl. No.	Amount	Name and address of Creditor	Date of incurring Liability	Details of Transaction	Remarks
1	2	3	4	5	6

Date: \_\_\_\_\_

Note 1. Individual items of loans not exceeding three months emoluments or Rs. 1000 whichever is less, need not be included.

Note 2. In column 6, information regarding permission, if any, obtained from or report made to the competent authority may also be given.

Note 3. The term “emoluments” means pay and allowances received by the Government servant.

Note 4. The statement should also include various loans and advances available to Government servants like advance for purchase of conveyance, house building advance etc. (other than advances of pay and travelling allowance), advance from the GP Fund and loans on Life Insurance Policies and fixed deposits.

[Cab. Sectt. DP & AR O.M. No. 25/7/65-Ests. (A) dated 6<sup>th</sup> January, 1973]

PERSONNEL DEPARTMENT

**Appointing/Disciplinary/  
/Appellate Authorities**

PERSONNEL DEPARTMENT

**Department of Personnel**

File No. 7/12/2014-PER

Dated: 18-03-2014

- Read: 1. Notification No. 11031/35/88-AIS(II)-A dated 28-12-1988  
2. Notification No. 13013/1/89-AIS(I) dated 11-01-1989  
3. Notification No. F. No. 11026/2/94-AIS(II) dated 25-04-1995  
4. Minutes of the meeting of the JCA (AGMU cadre) – approved by circulation in October, 1989  
5. Order of the Hon. Central Administrative Tribunal, Principal Bench, New Delhi in OA No. 2602/2012 dated 13-12-2013

**OFFICE MEMORANDUM**

**Subject: Appointment of Disciplinary Authority for AIS Officers of AGMU cadre – serving in Goa – reg.**

Vide notifications No. 1 and 2 read above, the UT cadre of the AIS was abolished and a Joint Cadre of AGMU was formed. Vide notification No. 3 read above, a Joint Cadre Authority was constituted for the management of the AGMU cadre in accordance with the rule 4 of the AIS (Joint Cadre) Rules, 1972. Vide minutes of the JCA read above, the power of the disciplinary authority of the State Government was redelegated to UT Division of the Ministry of Home Affairs. Vide the Order of the Principal Bench of the Hon. Central Administrative Tribunal, New Delhi in OA No. 2602/2012 dated 13-12-2013, the Union of India, Ministry of Home Affairs and Others Vs Shankarsan Das, IPS read above, it was held that such redelegation of already delegated powers was ultra vires.

2. Therefore, the State Government of Goa, by virtue of the powers vested in it, under various rules especially rules 2(b), 2(c), 2(e), 7(1)(b) and the proviso to rule 7(1) (b) of the AIS (Disciplinary and Appeal) Rules, 1969, assumes with immediate effect, the powers of disciplinary authority for all the AIS officers posted to Goa which were hitherto exercised by the UT Division of the Ministry of Home Affairs by virtue of the delegation referred to above.

3. This may be brought to the notice of all AIS Officers presently posted in Goa for their information.

Sd/-

**(Yetindra M. Maralkar)**

Additional Secretary (Personnel)

**Department of Personnel**

No. 1/1/96-VIG

Dated: 18/12/2003

**NOTIFICATION**

In exercise of the powers conferred by sub-rule (2) of rule 9, sub-rule (2) of rule 12 and rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, read with Schedule thereto, the Governor of Goa hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said Rules in respect of services/posts mentioned in the Schedule hereunder:

**SCHEDULE**

Sr. No.	Description of Services/posts	Appointing Authority	Authority competent to impose penalties specified in rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965.		Appellate Authority
			Penalties specified in clauses (I) to (IV)	Penalties specified in clauses (V) to (IX)	
1.	2.	3.	4.	5.	6.
1.	Goa Civil Service	Governor	Chief Secretary	---	Minister in charge of the concerned Department
			---	Minister in charge of the concerned Department	Chief Minister. If Chief Minister happens to be the Minister-in-Charge of the Department where the penalties are imposed by Chief Minister, Governor.
2.	Goa Police Service	Governor	Chief Secretary	---	Minister in charge of the concerned Department
			---	Minister in charge of the concerned Department	Chief Minister. If Chief Minister happens to be the Minister-in-Charge of the Department where the penalties are imposed by Chief Minister, Governor.
3.	Goa General Service	Governor	Chief Secretary	---	Minister in charge of the concerned Department
			---	Minister in charge of the concerned Department	Chief Minister. If Chief Minister happens to be the Minister-in-Charge of the Department where the penalties are imposed by Chief Minister, Governor.
	Group 'A'	Governor	Chief Secretary	---	Minister in charge of the concerned Department
			---	Minister in charge of the concerned Department	Chief Minister. If Chief Minister happens to be the Minister-in-Charge of the Department where the penalties are imposed by Chief Minister, Governor.
	Group 'B'	Governor	Chief Secretary	---	Minister in charge of the concerned Department
			---	Minister in charge of the concerned Department	Chief Minister. If Chief Minister happens to be the Minister-in-Charge of the Department where the penalties are imposed by Chief Minister, Governor.



4.	All Group 'C' and 'D' posts except Group 'C' & 'D' posts in Secretariat and Superintendent (outside Secretariat)	Head of Department	...	Head of Department	Secretary of the Department. If Head of Department is the Secretary of the Department, the Chief Secretary, where the penalties are imposed by the Secretary of the concerned Department
----	--	--------------------	-----	--------------------	--

This issues in supercession of Notification No. 1/196-VIG dated 7-7-99 published in the Official Gazette, Series I, No. 36 dated 2-12-1999.

By Order and in the name of the Governor of Goa,

Sd/-

(S. V. Naik)

Joint Secretary (Personnel)

### Directorate of Vigilance

No. 1/1/96-VIG

Dated: 03/05/2000.

#### NOTIFICATION

In exercise of the powers conferred by sub-rule (2) of rule 9, sub-rule (2) of rule 12 and rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, read with Schedule thereto, the Governor of Goa hereby specifies, with immediate effect, the following Authorities regarding Appointing, Disciplinary and Appellate Authorities under the said Rules in respect of services/posts mentioned in the Schedule hereunder:

#### SCHEDULE

Sr. No.	Description of Services/posts	Appointing Authority	Authority competent to impose penalties prescribed in rule 11 of the Central Civil Services (CCA) Rules, 1965.	Appellate Authority
1.	2.	3.	4.	5.
1.	Personal, House hold and Secretariat staff of the Governor			
	(i) Group 'A'	Governor	Governor	Governor
	(ii) Group 'B'	Governor	Governor	Governor

By Order and in the name of the Governor of Goa,

Sd/-

(Arun L. Desai)

Deputy Director (Vigilance)

### Directorate of Vigilance

No. 1/1/96-VIG

Dated: 07/07/1999.

#### NOTIFICATION

In exercise of the powers conferred by sub-rule (2) of rule 9, sub-rule (2) of rule 12 and rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, read with Schedule thereto, the Governor of Goa hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said Rules in respect of services/posts mentioned in the Schedule hereunder:

**SCHEDULE**

Sr. No.	Description of Services/posts	Appointing Authority	Authority competent to impose penalties prescribed in rule 11 of the CCS (CCA) rules, 1965.	Appellate Authority
1.	2.	3.	4.	5.
1.	Goa Civil Service	Governor	Governor	Governor
2.	Goa Police Service	Governor	Governor	Governor
3.	Goa Police Service			
	(i) Group 'A'	Governor	Governor	Governor
	(ii) Group 'B'	Governor	Governor	Governor
4.	All Group 'C' and 'D' Posts except Group 'C' and 'D' posts in Secretariat and Super-intendents outside Secretariat.	Head of Department	Head of Department	Secretary of the Department. If Head of Department is the Secretary of the Department, the Chief Secretary, where the penalties are imposed by the Chief Secretary, the Governor.

This issues in supercession of Notification No. 1/1/96-VIG dated 7-2-1997 published in the Official Gazette, Series I, No. 2 dated 10-4-1997.

By Order and in the name of the Governor of Goa,

Sd/-

**(U. D. Kamat)**

Director of Vigilance

Ex-Officio Jt. Secretary to Government

**Department of Personnel**

No. 5/3/74-PER (Vol. II)

Dated: 08/01/1999.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of section 9, sub-section (2) of section 12 and section 24 of the Central Civil Services (Classification, Control and Appeal Rules), 1965, read with item (iii) of the Serial No. 4 of part III and item (iii) of Serial No. 1 of Part IV of the Schedule thereto, the Governor of Goa hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said Rules for Group 'C' and 'D' posts in the Secretariat.

**SCHEDULE**

Sr. No.	Description of post	Appointing Authority	Authority competent to impose penalties and which it may impose (with reference to item number in Rule 11)		Appellate Authority
			Authority	Penalties	
1.	2.	3.	4.	5.	6.
1.	Group 'C' and 'D' posts in the Secretariat	Secretary (GA)	Secretary (GA)	All	Chief Secretary

By Order and in the name of the Governor of Goa,

Sd/-

**(Armando Mascarenhas)**

Joint Secretary (Personnel)

**Department of Personnel**

No. 5/3/74-PER (Part)

Dated: 12/09/1997

**NOTIFICATION**

In exercise of the powers conferred by sub-rule (2) of rule 9, sub-rule (2) of rule 12 and rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, read with Schedule thereto, the Governor of Goa in partial modification of Notification No. 1-1-96-VIG dated 7-2-1997 issued by the Department of Vigilance, hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said rules in respect of services/posts mentioned in the Schedule.

**SCHEDULE**

Sr. No.	Designation of the post	Appointing Authority	Authority competent to impose penalties prescribed in Rule 11 of CCS (CCA) Rules, 1965.		Appellate Authority
			All penalties except penalty of removal/ /dismissal	Penalty of dismissal/ /removal	
1.	2.	3.	4.	5.	6.
1.	Principals of Government Colleges/ /Polytechnics (including Professional Colleges under AICTE)	Governor	Chief Secretary	Governor	Governor
2.	Professors in Professional Colleges under AICTE	Governor	Secretary (Education)	Governor	Governor
3.	Head of Department in Government Polytechnics	Governor	Secretary (Education)	Governor	Governor
4.	Assistant Professors in Professional Colleges under AICTE	Governor	Principal of the College	Governor	Governor
5.	Lecturers in Government Colleges/ /Polytechnics (including Professional Colleges under AICTE)	Governor	Principal of the College	Governor	Governor

By Order and in the name of the Governor of Goa,  
Sd/-

(S. S. Keshkamat)

Joint Secretary (Personnel)

**Department of Vigilance**

No. 1/1/96-VIG

Dated: 07/02/1997.

**NOTIFICATION**

In exercise of the powers conferred by sub-rule (2) of rule 9, sub-rule (2) of rule 12 and rule 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, read with Schedule thereto, the Governor of Goa hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said Rules in respect of services/posts mentioned in the Schedule.

**SCHEDULE**

Sr. No.	Designation of the services/posts	Appointing Authority	Authority competent to impose penalties prescribed in Rule 11 of CCS (CCA) Rules, 1965.		Appellate Authority
			All penalties except penalty of removal/dismissal	Penalty of dismissal/removal	
1.	2.	3.	4.	5.	6.
1.	Goa Civil Service	Governor	Chief Secretary	Governor	Governor
2.	Goa Police Service	Governor	Chief Secretary	Governor	Governor
3.	Goa General Service				
	(i) Group 'A'	Governor	Chief Secretary	Governor	Governor
	(ii) Group 'B'	Chief Secretary	Chief Secretary (All penalties)	Chief Secretary	Governor
4.	All Group "C" and "D" posts except Group "C" and "D" posts in Secretariat and Superintendent outside Secretariat	Head of Department	Head of Department	Head of Department (All penalties)	Secretary of the Department. If Head of Department is the Secretary of the Department, the Chief Secretary, where the penalties are imposed by Chief Secretary, the Governor

By Order and in the name of the Governor of Goa,

Sd/-

**(Ashok N. P. Dessai)**Dy. Director (Vigilance) &  
Ex-Officio Under Secretary (Vigilance)**Department of Personnel & Training**

Ministry of Personnel Public Grievances &amp; Pensions

D. O. Dy. No. 2172/95-Estt. (A)

Dated: 20/11/1995.

Dear Sir,

Kindly refer to your letter No. 15-2-89-VIG dated 10<sup>th</sup> October, 1995 regarding Rule 29A of the CCS (CCA) Rules, 1965.

2. Under the CCS (CCA) Rules, having regard to the Government of India (Transaction of Business) Rules, it is necessary that in cases where the disciplinary/appellate/reviewing authority is the President, such cases are disposed of at the level of the Minister concerned. On the same analogy, in cases where the Governor is the disciplinary/appellate/reviewing authority, these cases may be disposed of by the Minister-in-charge subject to the provisions of the relevant rules made in this regard.

Yours,

Sd/-

**(Krishna Menon)**

Dy. Secretary

With regards

**Dr. G. C. Srivastava**Chief Secretary  
Govt. of Goa

**Department of Personnel**

No. 5/3/74-PER (Vol. II)

Dated: 09-03-1995.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of section 9, sub-section (2) of section 12 and section 24 of the Central Civil Services (Classification, Control and Appeal Rules), 1965, read with item (iii) of the Serial No. 4 of part III and item (iii) of Serial No. 1 of Part IV of the Schedule thereto, the Governor of Goa hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said Rules for Group 'C' and 'D' posts in the Secretariat Superintendent outside the Secretariat.

**SCHEDULE**

Sr. No.	Description of post	Appointing Authority	Authority competent to impose penalties and which it may impose (with reference to item number in Rule 11)		Appellate Authority
			Authority	Penalties	
1.	2.	3.	4.	5.	6.
1.	Group 'C' and 'D' posts in the Secretariat and Superintendent outside the Secretariat	Joint Secretary (Personnel)	Joint Secretary (Personnel)	All	Chief Secretary

This issues in supersession of Government Notification of even number dated 30-12-1985.

By Order and in the name of the Governor of Goa,  
Sd/-

**(B. N. Bhat)**  
Under Secretary (Personnel)

**Department of Personnel**

No. 5/3/74-PER (Part)

Dated: 10-02-1995.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of section 9, sub-section (2) of section 12 and section 24 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965, read with item (iii) of the Serial No. 4 of Part III and item (iii) of Serial No. 1 of Part IV of the Schedule thereto, the Governor of Goa hereby specifies, in relation to the posts mentioned in Column 2 of the Schedule appended hereto, the following appointing authority, the disciplinary authority and penalties with the said disciplinary authority may impose and the appellate authority, in the corresponding entries in columns 3, 4, 5 and 6 respectively of the said schedule, with immediate effect.

**SCHEDULE**

Sr. No.	Description of post	Appointing Authority	Authority competent to impose penalties and which it may impose (with reference to item numbers in Rule 11)		Appellate Authority
			Authority	Penalties	
1.	2.	3.	4.	5.	6.
1.	Extension Officer (Village Panchayats)	Director of Panchayats	Director of Panchayats	All	Secretary to the Government in charge of Panchayat Department.
2.	Village Panchayat Secretaries and Gram Sevaks	Director of Panchayats	Director of Panchayats	All	Secretary to the Government in charge of Panchayat Department.

By Order and in the name of the Governor of Goa,  
Sd/-

**(T. J. Faloiro)**  
Under Secretary (Personnel)

**Department of Personnel & A. R.**

No. 5/3/74-PER (Vol. II)

Dated: 30-12-1985.

**NOTIFICATION**

In exercise of the powers conferred by sub-section (2) of section 9, sub-section (2) of section 12 and section 24 of the Central Civil Services (Classification, Central and Appeal Rules), 1965, read with item (iii) of the Serial No. 4 of part III and item (iii) of Serial No. I of Part IV of the Schedule thereto, the Administrator of Goa, Daman and Diu in partial modification of the modification issued in this respect from time to time, hereby specifies, with immediate effect, the following Authorities in place of Authorities specified earlier regarding Appointing, Disciplinary and Appellate Authorities under the said Rules for Group 'C' and 'D' posts in the Secretariat and Superintendent outside the Secretariat:-

**SCHEDULE**

Sr. No.	Description of post	Appointing Authority	Authority competent to impose penalties and which it may impose (with reference to item number in Rule 11)		Appellate Authority
			Authority	Penalties	
1.	2.	3.	4.	5.	6.
1.	Group 'C' and 'D' posts in the Secretariat and Superintendent outside the Secretariat	Secretary General Administration	Secretary General Administration	All	Chief Secretary

By Order and in the name of the Governor of Goa,

Sd/-

**(N. P. Gaunekar)**

Under Secretary (Personnel)

\_\_\_\_\_

**Business of the Govt. of Goa  
(Allocation) Rules, 1987**

PERSONNEL DEPARTMENT

## General Administration and Co-ordination (GOG)

*Rules under:—*

### Article 166 of Constitution of India

1. **The Business of the Government of Goa (Allocation) Rules, 1987;** [Published in the Official Gazette, Series I No. 20 dated 13-8-1987].
2. **The Business of the Government of Goa (Allocation) (First Amendment) Rules 1995;** [Published in the Official Gazette, Series I No. 29 (Extraordinary) dated 19-10-1995].
3. **The Business of the Government of Goa (Allocation) (Second Amendment) Rules; 1996.** [Published in the Official Gazette, Series I No. 3 (Extraordinary) dated 18-4-1996].
4. **The Business of the Government of Goa (Allocation) (Third Amendment) Rules; 1996.** [Published in the Official Gazette, Series I No. 33 dated 14-11-1996].
5. **The Business of the Government of Goa (Allocation) (Fourth Amendment) Rules, 1996;** [Published in the Official Gazette, Series I No. 40 (Extraordinary No. 3) dated 6-1-1997].
6. **The Business of the Government of Goa (Allocation) (Fifth Amendment) Rules, 1997;** [Published in the Official Gazette, Series I No. 5 (Extraordinary No. 2) dated 2-5-1997].
7. **The Business of the Government of Goa (Allocation) (Sixth Amendment) Rules, 1999;** [Published in the Official Gazette, Series I No 1 dated 1-4-1999].
8. **The Business of the Government of Goa (Allocation) (Seventh Amendment) Rules, 1999;** [Published in the Official Gazette, Series I No. 2 (Extraordinary) dated 8-4-1999].
9. **The Business of the Government of Goa (Allocation) (Eighth Amendment) Rules, 1999;** [Published in the Official Gazette, Series I No. 8 (Extraordinary) dated 20-5-1999].
10. **The Business of the Government of Goa (Allocation) (Ninth Amendment) Rules, 1999;** [Published in the Official Gazette, Series I No. 12 (Extraordinary) dated 17-6-1999 and also in the Official Gazette, Series I No. 15 (Extraordinary) dated 8-7-1999].
11. **The Business of the Government of Goa (Allocation) (Tenth Amendment) Rules, 1999;** [Published in the Official Gazette, Series I No. 37 (Extraordinary No. 2) dated 13-12-1999 and also Series I No. 39 dated 23-12-1999].
12. **The Business of the Government of Goa (Allocation) (Eleventh Amendment) Rules, 2000;** [Published in the Official Gazette, Series I No. 44 (Extraordinary) dated 27-1-2000].
13. **The Business of the Government of Goa (Allocation) (Twelve Amendment) Rules, 2000;** (Notified vide 23/1/87-GA&C dated 29-2-2000).
14. **The Business of the Government of Goa (Allocation) (Thirteen Amendment) Rules, 2000;** (Notified vide 23/1/87-GA&C dated 26-9-2000).
15. **The Business of the Government of Goa (Allocation) (Fourteen Amendment) Rules, 2000;** [Published in the Official Gazette, Series I No. 36 (Extraordinary No. 3) dated 13-12-2000].
16. **The Business of the Government of Goa (Allocation) (Fifteenth Amendment) Rules, 2001;** [Published in the Official Gazette, Series I No. 19 (Extraordinary) dated 9-8-2001].
17. **The Business of the Government of Goa (Allocation) (Sixteenth Amendment) Rules, 2002;** [Published in the Official Gazette, Series I No. 24 (Extraordinary) dated 16-9-2002].
18. **The Business of the Government of Goa (Allocation) (Seventeenth Amendment) Rules, 2002;** [Published in the Official Gazette, Series I No. 37 (Extraordinary No. 2) dated 16-12-2002].
19. **The Business of the Government of Goa (Allocation) (Eighteenth Amendment) Rules, 2004;** [Published in the Official Gazette, Series I No. 12 dated 17-6-2004].
20. **The Business of the Government of Goa (Allocation) (Nineteenth Amendment) Rules, 2004;** (Published in the Official Gazette, Series I No. 19 dated 5-8-2004].
21. **The Business of the Government of Goa (Allocation) (Twentieth Amendment) Rules, 2005;** [Published in the Official Gazette, Series I No. 50 dated 10-3-2005].
22. **The Business of the Government of Goa (Allocation) (Twenty-first Amendment) Rules, 2005;** [Published in the Official Gazette, Series I No. 5 dated 5-5-2005].
23. **The Business of the Government of Goa (Allocation) (Twenty-Second Amendment) Rules, 2005;** (Notified vide 23/1/87-GA&C dated 13-2-2006].



24. **The Business of the Government of Goa (Allocation) (Twenty-Third Amendment) Rules, 2006;** [Published in the Official Gazette, Series I No. 10 dated 8-6-2006].
25. **The Business of the Government of Goa (Allocation) (Twenty-Fourth Amendment) Rules, 2007;** (Notified vide 23/1/87-GA&C dated 12-3-2007).
26. **The Business of the Government of Goa (Allocation) (Twenty-Fifth Amendment) Rules, 2009;** [Published in the Official Gazette, Series I No. 38 dated 17-12-2009].
27. **The Business of the Government of Goa (Allocation) (Twenty-Sixth Amendment) Rules, 2010;** [Published in the Official Gazette, Series I No. 45 dated 4-2-2010].
28. **The Business of the Government of Goa (Allocation) (Twenty -Seventh Amendment) Rules, 2013;** [Published in the Official Gazette, Series I No. 7 dated -16-5-2013].
29. **The Business of the Government of Goa (Allocation) (Twenty-Eighth Amendment) Rules, 2013;** [Published in the Official Gazette, Series I No. 21 dated 22-8-2013].
30. **The Business of the Government of Goa (Allocation) (Twenty-Ninth Amendment) Rules, 2018;** [Published in the Official Gazette, Series I No. 45 (Extraordinary) dated 07-02-2019].
31. **The Business of the Government of Goa (Allocation) (Thirtieth Amendment) Rules, 2019;** [Published in the Official Gazette, Series I No. 43 dated 23-01-2020].
32. **The Business of the Government of Goa (Allocation) (Thirty-First Amendment) Rules, 2019;** [Published in the Official Gazette, Series I No. 46 dated 13-02-2020].
33. **The Business of the Government of Goa (Allocation) (Thirty-Second Amendment) Rules, 2019;** [Published in the Official Gazette, Series I No. 48 dated 27-02-2020].
34. **The Business of the Government of Goa (Allocation) (Thirty-Third Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 50 dated 12-03-2020].
35. **The Business of the Government of Goa (Allocation) (Thirty-Fourth Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 21 dated 20-08-2020].
36. **The Business of the Government of Goa (Allocation) (Thirty-Fifth Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 29 dated 15-10-2020].
37. **The Business of the Government of Goa (Allocation) (Thirty-Sixth Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 29 dated 15-10-2020].
38. **The Business of the Government of Goa (Allocation) (Thirty-Seventh Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 38 dated 17-12-2020].
39. **The Business of the Government of Goa (Allocation) (Thirty-Eighth Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 42 dated 14-01-2021].
40. **The Business of the Government of Goa (Allocation) (Thirty-Ninth Amendment) Rules, 2020;** [Published in the Official Gazette, Series I No. 48 dated 25-02-2021].
41. **The Business of the Government of Goa (Allocation) (Fortieth Amendment) Rules, 2021;** [Published in the Official Gazette, Series I No. 16 dated 15-07-2021].

### **General Administration and Coordination Department**

No. 23/1/87-GAC (i)

30/05/1987

#### **NOTIFICATION**

In exercise of the powers conferred by Article 166 of the Constitution and all other powers enabling him in this behalf, and in supersession of the existing rules and orders on the subject, the Governor of Goa is pleased to make the following Rules, namely.—

**1. Short title.**— These Rules may be called the Business of the Government of Goa (Allocation) Rules, 1987.

**2. Definitions.**— In these Rules, unless the context otherwise requires:—

- (a) “*Article*” means the article of the Constitution;
- (b) “*Governor*” means the Governor of the State of Goa;
- (c) “*Councils*” means the Council of the Ministers appointed under Article 163;
- (d) “*Government*” means the Government of the State of Goa;
- (e) “*Secretary*” means a Secretary in a department and includes Secretary to the Governor; and the Chief Secretary; and
- (f) “*Schedule*” means a Schedule appended to these rules.

**3. Allocation of subjects to departments.**— The entire business of the Government shall be transacted in the Departments and offices (all of which are hereinafter referred to as “Departments”)

specified in the Schedule and shall be classified and distributed between those Departments and office as laid down therein:

Provided that the Governor may, from time to time, make such additions to, or modifications in the list of business allotted to a Department as he thinks fit.

**4. Allocation of Departments among Ministers.**— The Governor shall, in the consultation with the Chief Minister, allocate to the Ministers so much of business of the Government as relates to matters with respect to which the Council is required under Article 163 to aid and advise the Governor in the exercise of his functions and for that purpose assign one or more Departments to the charge of a Minister:

Provided that nothing in these rules shall prevent the assignment of one Department to the charge of more than one Minister.

**5. Official head of departments.**— There shall be a Secretary for each Department who shall be the official head of that Department;

Provided that —

- (a) more than one Department may be placed in charge of the same Secretary;
- (b) the work of a Department may be divided between two or more Secretaries.

By order and in the name of the Governor of Goa.

*G. G. Kambli*, Under Secretary (GA).

Panaji, 30<sup>th</sup> May, 1987.

#### <sup>1</sup>[SCHEDULE

### 1. Department of Administrative Reforms:

- (a) Organisation studies—Organisational Analysis and Method Study.
- (b) Works Study—Works measurement, norms setting, etc.
- (c) Records and office management.
- (d) Form Design.
- (e) Office lay-out.
- (f) Delegation of powers-Agency to oversee the actual exercise of delegated powers.
- (g) Inspection of field offices for O & M purposes.
- (h) Modernisation of office management, introduction of modern gadgets and other mechanical aids/equipments.
- (i) Manualisation/codification and simplification of rules and regulations.
- (j) Management Information System.
- (k) Organisation and Methods Training.
- (l) Specific consultancy studies.
- (m) Submission and rationalisation of returns.
- (n) Liaison with Government of India (Administrative Reforms Wing).
- (o) Preparation of Annual Administrative Report.
- (p) Secretariat Standing Orders, Government Records, Memorials, Rules regarding the disposal of complaints and representations, etc. from the members of public.

### 2. Department of Agriculture:

- (a) Agriculture including agricultural extension, agricultural engineering, agricultural (Statistics) Crops protection and agricultural research etc.
- (b) Soil Conservation.
- (c) Manure and fertilizers.
- (d) Horticulture.
- (e) Goa Horticulture and Crops Plantation Development Corporation.

<sup>2</sup>[(f) Western Ghats Development Programme]

<sup>3</sup>[(g) Agriculture education research and related activities]

<sup>1</sup> Schedule substituted by the (Amendment) Rules, 1995; published in the Official Gazette, Series I No. 29 (Extraordinary) dated 19-10-1995.

<sup>2</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>3</sup> Inserted vide Thirty-third Amendment Rules, 2020; published in the Official Gazette Series I No. 50 dt. 12-3-2020. Shall come into force on the date of their publication in the Official Gazette.

<sup>4</sup>[(h) Agriculture Marketing]

<sup>5</sup>[(i) Sanjivani Sakhar Karkhana and other similar factories by whichever name]

### 3. Department of Animal Husbandry:

- (a) Dairy Development and the matters connected therewith.
- (b) Animal Husbandry—
  - (i) Cattle Development:
  - (ii) Sheep and Goat Development.
  - (iii) Piggery Development.
  - (vi) Poultry Development.
- (c) Animal diseases—Investigations and Control.
- (d) Veterinary aid and Animal feed.
- (e) Fitness of animals tendered for slaughter and maintenance of statistics regarding animals slaughtered and slaughter houses.
- (f) Prevention of Cruelty to animals.
- (g) Goa Meat Complex.

### <sup>6</sup>[3A. Department of Archaeology:

- (a) Conservation, maintenance, restoration, documentation and grading of protected monuments/sites
- (b) Survey and exploration of monuments/sites having archaeological/heritage importance
- (c) Villagewise survey and listing of antiquities

### 3B. Department of Archives:

- (a) Acquisition of records of historical importance
- (b) Scrutinizing public records and documents of historical significance and enduring value for acquisition
- (c) Publications on historical, archaeological records, transcribing old Portuguese and Modi documents, preparation of finding aids and reference media.
- (d) Preservation of records by using scientific and digital methods
- (e) Servicing and issue of historical and public records.”;]

### <sup>7</sup>[3C]. Department of Civil Aviation:

- (a) All the matters pertaining to Dabolim Airport.
- (b) All the matters pertaining to Mopa Airport.
- (c) Matter pertaining to Civil Aviation.
- (d) Co-ordination with Government of India pertaining to Dabolim Airport and Mopa Airport.];

### 4. Department of Cooperation:

- (a) Cooperation.
- (b) <sup>8</sup>[omitted].
- <sup>9</sup>(b) Cooperative Societies Act.
- <sup>10</sup>(c) Cooperative Societies <sup>11</sup>[Omitted].
- <sup>12</sup>(d) Cooperative Dairy Development.

### 5. Department of Education, Art & Culture:

- (a) General Education, including Primary, Secondary, Higher Secondary and College Education.
- (b) University Education.

<sup>4</sup> Inserted vide Thirty-Fifth Amendment Rules, 2020; published in the Official Gazette Series I No. 29 (Official Gazette) dated 15-10-2020.

<sup>5</sup> Inserted vide Thirty-Sixth Amendment Rules, 2020; published in the Official Gazette Series I No. 29 (Official Gazette) dated 15-10-2020.

<sup>6</sup> Inserted vide Twenty-Ninth Amendment Rules, 2018; published in the Official Gazette Series I No. 45 (Extraordinary) dated 7-02-2019

<sup>7</sup> Inserted by the (28<sup>th</sup> Amendment) Rules, 2013; published in the O.G., Series I No. 21 dated 22-8-2013 and renumbered from 3-A to 3-C vide Twenty-ninth Amendment Rules, 2018 published in the Official Gazette Series-I No. 45 (Extraordinary) dated 7-2-2019.

<sup>8</sup> Clause (b) omitted vide (35<sup>th</sup> Amendment) Rules, 2020; published in the O.G., Series I No. 29 dated 15-10-2020.

<sup>9</sup> Clause (c) re-numbered as Clause (b) vide (35<sup>th</sup> Amendment) Rules, 2020; published in the O.G., Series I No. 29 dated 15-10-2020.

<sup>10</sup> Clause (d) re-numbered as Clause (c) vide (35<sup>th</sup> Amendment) Rules, 2020; published in the O.G., Series I No. 29 dated 15-10-2020.

<sup>11</sup> Omitted vide (36<sup>th</sup> Amendment) Rules, 2020; published in the Official Gazette Series I No. 29 dated 15-10-2020;

<sup>12</sup> Clause (e) re-numbered as Clause (d) vide (35<sup>th</sup> Amendment) Rules, 2020; published in the O.G., Series I No. 29 dated 15-10-2020.

- (c) Language, Other Institutions and Academics.
- (d) Technical and Vocational Education including teaching and training institutions for Diploma, Degree, Post Graduate and Higher courses.
- (e) <sup>13</sup>[\*\*\*] Museum and Gazetteers.
- (f) Copyright.
- (g) Libraries including Central, District, Taluka and Village Libraries.
- (h) Arts including Kala Academy.
- (i) Bal Bhavan.
- (j) Cultural affairs.

<sup>14</sup>**[5A. Department of Elections.**

- (a) Elections conducted by Election Commission of India.]
- (b) <sup>15</sup>[Omitted]

**6.** <sup>16</sup>[ ]

**7.** <sup>17</sup>**[Department of Environment and climate change]:**

- (a) Environment.
- (b) Pollution Control.
- (c) Goa State Pollution Control Board.

**8. Department of Finance:**

<sup>18</sup>**[I. Finance (Budget) Division**

- (a) Budget.
- (b) Revenue Resources.
- (c) Contingency Fund.
- (d) Business Advisory Committee.
- (e) GFR/PLA/Permanent advances.
- (f) Cash Management.
- (g) Performance Budget.
- (h) All financial Rules/Goa Delegation of Financial Powers Rules (GDFPRs).
- (i) Centrally Sponsored Schemes.
- (j) All matters related to Central Planning Commission.
- (k) Financial concurrence in service matters, MOU and contracts.
- (l) <sup>19</sup>[Public Accounts Committee
- (m) Committee on Public undertakings
- (n) CAG Reports
- (o) Finance Accounts
- (p) Appropriation Accounts
- (q) Inspection/Audit Reports on accounting procedures for PAC/COPU
- (r) Vetting of ATNs on audit paras of all departments
- (s) Monitoring of audit/inspection paras]
- (t) follow up on the matter of audit with O/o Account General of Goa
- (u) All matters/correspondence pertaining to Accountant General, Goa

<sup>20</sup>[Omitted]

<sup>13</sup> Entry "Archives Archaeology" omitted vide Twenty-Ninth Amendment Rules, 2018; published in the Official Gazette Series I No. 45 (Extraordinary) dated 07-02-2019;

<sup>14</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>15</sup> The words "State Election Commission" Inserted by the (Seventh Amendment) Rules, 1999; published in the O.G., Series I No. 2 (Extraordinary) dated 8-4-1999. And the same has been omitted by the (28<sup>th</sup> Amendment) Rules, 2013; published in the Official Gazette, Series I No. 21 dated 22-8-2013.

<sup>16</sup> The entry related to "Department of Employment" omitted by the (Fifteenth Amendment) Rules, 2001; published in the Official Gazette, Series I No. 19 (Extraordinary) dated 9-8-2001.

<sup>17</sup> Substituted vide Thirty-Second Amendment Rules, 2020; published in the Official Gazette Series I, No. 48, dt. 27-2-2020 and the original expression read as "Department of Environment".

<sup>18</sup> Existing entries of Finance Department were substituted by the (Twenty-fifth Amendment) Rules, 2009; published in the Official Gazette, Series I No. 38 dated 17-12-2009.

<sup>19</sup> Omitted vide Thirty-Fourth amendment Rules, 2020; published in the Official Gazette Series I No. 21 dated 20-8-2020; the original expression read as (l) convention centre".

<sup>20</sup> Omitted vide (40<sup>th</sup> Amendment Rules), 2020; published in the Official Gazette Series I No. 16 dated 15-7-2021;

**<sup>21</sup>[II.] Finance (Debt Management/Institutional Finance) Division**

- (a) Debt Management.
- (b) R.B.I. Matters/Institutional Finance.
- (c) SLR Borrowings.
- (d) Central Finance Commission.
- (e) Guarantee Redemption Fund.
- (f) External Assistance/Externally Aided Projects.
- (g) Bond Issues/Negotiated Loans.
- (h) Consolidated Sinking Fund.
- (i) Investment in PSUs, Co-op. Societies, etc.
- (j) Voluntary Retirement Scheme (VRS)
- (k) Credit Ratings.
- (l) Economic Development Corporation Ltd. and its Subsidiaries.
- (m) Goa State Infrastructure Development Corporation Ltd.
- (n) Pension Fund.
- (o) Government Guarantees.
- (p) Fiscal Responsibility and Budget Management Act, 2006.
- (q) HBA to Government employees.
- (r) Money Lenders Act and Rules.
- (s) Bureau of Public Sector Enterprises.
  - (i) Matters relating to issue of directives guidelines to Public Sector Enterprises.
  - (ii) Formulation of Policy guidelines pertaining to Public Sector Enterprises in areas like performance improvement and evaluation, financial management, personnel management, board structures, wage settlement, training, industrial relation, vigilance performance appraisal.
  - (iii) Matters relating to reservation of posts in Public Sector Enterprises for certain classes of citizens.
  - (iv) All matters relating to Memorandum of Understanding between the Public Sector Enterprises and the Administrative Departments.
  - (v) Matters relating to delegation of powers of the Board of Directors.
  - (vi) Studies in respect of significant areas of functioning of Central Public Sector Enterprises.
  - (vii) Matters relating to Standing Conference of Public Enterprise (SCOPE).
  - (viii) To monitor and evaluate the performance of Public Enterprises and to act as a repository and to bring out an Annual Survey for the Legislative Assembly.
  - (ix) Permanent machinery of Arbitrators for settlement of disputes among Public Sector Enterprises and Government Departments, except disputes relating to tax matters.
  - (x) Appraisal of proposal from different administrative Departments pertaining to re-structuring, revival, joint ventures, etc.

**<sup>22</sup>[III.] Finance (Revenue and Control) Division**

- (a) Pay Commission.
- (b) Pension matters.
- (c) All matters relating to counting of past service.
- (d) Commercial Tax.
- (e) Entertainment Tax/Luxury Tax.
- (f) VAT related issues.
- (g) Excise.
- (h) Directorate of Small Savings and State Lotteries.
- (i) Creation/revival of posts.
- (j) All matters relating to equation of posts and revision of pay scales, daily wages, etc.
- (k) Purchase of vehicles.

<sup>21</sup> Clauses (III, IV, V & VI) re-numbered as (II, III, IV, V respectively) vide (40<sup>th</sup> Amendment), Rules 2021, published in the Official Gazette, Series I No. 16 dated 15-7-2021.

<sup>22</sup> Clauses (III, IV, V & VI) re-numbered as (II, III, IV, V respectively) vide (40<sup>th</sup> Amendment), Rules 2021, published in the Official Gazette, Series I No. 16 dated 15-7-2021.

- (l) Chit Fund.

<sup>23</sup>**[IV.] Finance (Expenditure) Division**

- (a) Goa State Works Advisory Board (GSWB).
- (b) Expenditure Finance Committee (EFC).
- (c) Financial scrutiny (original and revised), concurrence to schemes/proposals pertaining to Public Works, Electricity, Water Resources and other Departments.
- (d) Drawal of A. C. Bills.
- (e) Guidelines for purchase of vehicles for official use.
- (f) Receipts and Payments Rules, 1997.
- (g) Concurrence to pattern of assistance for grant-in-aid.

<sup>24</sup>**[(h) All matters related to Travelling Allowance Rules, General Financial Rules, etc.]**

- (i) Group Insurance Scheme/GPF/CPF, TA/DA, ADA, Bonus, etc.]

<sup>25</sup>**[V. Public Private Partnership (PPP Division):-**

- (a) Convention Centre.
- (b) Any other PPP projects as may be decided by the Government.
- (c) Policy related matters in respect of PPP]

**9. Department of Fisheries:**

- (a) Development of marine and inland fishing.
- (b) Training of fisher-youth.
- (c) Improved fishing practices.
- (d) Schemes for financial assistance towards modernisation and mechanisation of fishing.
- (e) Brackish water fishing culture.
- (f) Assessment of marine and inland fishing stock and regulation of conservation and regulation of fishing.
- (g) All other allied matters.

**10. <sup>26</sup>[Department of Civil Supplies and Consumer Affairs]:**

- (a) Civil Supplies.
- (b) Price Control.
- (c) Food, Supplies to Districts, Good-grain prices and price supports.
- (d) Supply and distribution of Cement.
- (e) Essential Commodities Act, 1955 including the distribution through Fair Price Shops.

**11. Department of Forest:**

- <sup>27</sup>[(a) Social Forestry including Parks and Garden/Farm Forestry. ];
- (b) Regulation of trade in Forest Produce.
- (c) National parks and gardens other than maintained by local bodies.
- (d) Protection of wild birds and wild animals.
- (e) Indian Forest Act.
- (f) Vanamahotsava.
- (g) Afforestation of wastelands.
- (h) Protection and conservation of forest wealth and management of forest on scientific lines.

**12. Department of General Administration:**

- (a) Appointment and leave of the Governor.
- (b) Governor's allowances and privileges.
- (c) Raj Bhavan.
- (d) Council of Ministers.
- (e) Discretionary grants of the Chief Minister.

<sup>23</sup> Clauses (III, IV, V & VI) re-numbered as (II, III, IV, V respectively) vide (40<sup>th</sup> Amendment), Rules 2021, published in the Official Gazette, Series I No. 16 dated 15-7-2021.

<sup>24</sup> Substituted by the (39<sup>th</sup> Amendment) Rules, 2020; published in the Official Gazette Series I, No. 48 dated 25-2-2021.

<sup>25</sup> Inserted vide Thirty-Fourth amendment, Rules, 2020; published in the Official Gazette Series I, No. 2 dated 20-8-2020.

<sup>26</sup> The heading substituted by (Seventeenth Amendment) Rules, 2002; published in the Official Gazette, Series I No. 37 (Extraordinary) dated 16-12-2002.

<sup>27</sup> Substituted by the (Twelfth Amendment) Rules, 2000; notified under No. 23/1/87-GA&C(I) dated 29-2-2000.

- (f) Matters pertaining to the establishment of the Chief Minister, Ministers, Ministers of State and Deputy Ministers.
- (g) Governor's address.
- (h) Secretariat Building, Library and Records Room.
- (i) Secretariat Accounts.
- (j) House keeping functions of Secretariat.
- (k) Telephones.
- (l) Rules of Business of the Government.
- (m) Western Zonal Council and Inter-State Council.
- (n) Allocation of Business Rules.
- (o) Cabinet meetings/affairs.
- (p) Accommodation (both for office and residential) Rules.
- (q) Public Holidays.
- (r) Rules for authentication of orders of the Government.
- (s) Staff Cars.
- (t) Posts & Telegraphs, including telephones, but not including village telephones system, wireless and other like forms of Communications.
- (u) Establishment of the Secretariat Staff.
- (v) Residual matters.
- (w) Chief Estate Officer.
- (x) Issue of Multipurpose Identity cards for citizens of Goa.
- <sup>28</sup>[(y) Administrative Department for Goa Sadan, New Delhi]

### 13. Department of Home:

#### I. Home-General Division:

- (a) Establishment and allied matters of Police, Home Guards and Civil Defence and Fire Services.
- (b) Law and order and security, including administration of National Security Act, Essential Services Maintenance Act, and COFEPOSA and matters connected therewith, Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act.
- (c) National Integration and Inter-State Migration.
- (d) Amusement, Betting and Gambling, Cinematography but excluding lotteries.
- (e) Repatriates/Rehabilitation/National Calamities.
- (f) Ex-servicemen/Soldiers/Sailors and Airmen Board.
- (g) Prisons and Jails; Remission/Commutation of sentences.
- (h) Freedom Fighters and matters relating thereto.
- (i) Appointment of Executive Magistrates and Special Executive Magistrates
- (j) Preventive detentions for any or all purposes.
- (k) Railways and Village Police.
- (l) Directorate of Prosecution.
- (m) Explosives, poisons and inflammable substances, control, transport, storage, production, refining and blending of petroleum and other inflammable substances under the Petroleum Act, 1954, Carbide Calcium Rules.
- (n) Exhumations, missing persons, estate of deceased persons.
- (o) Administration of borstal schools and institutions.
- (p) Arms, firearms and ammunitions.
- (q) Naval, Military and Air Forces and any other armed forces of the union, Intelligence Bureau and other similar Central Organisations.
  - (i) Internal security and Defence of India (Naval, Military or Air), matters bearing of Internal security (including the use of Naval, Military or Air Forces in aid of Civil Powers).
  - (ii) Auxiliary and Territorial Forces.
- (r) The Emblems and Names (Prevention of Improper Use) Act, 1950.
- (s) Confidential and Secret Codes.
- (t) Human Rights.

<sup>28</sup> Inserted by the (Twenty-fifth Amendment) Rules, 2009; published in the Official Gazette, Series I No. 38 dated 17-12-2009.

**II. Foreigners and Citizenship Division:**

- (a) Citizenship, Foreigners, Passport of Extradition and Visa.
- (b) Foreign missions and all matters connected therewith; foreign missionaries.
- (c) Pilgrimage to places outside India.
- (d) International bodies, gifts received from CARE etc. and from foreign countries.
- (e) Ecclesiastical Affairs, including European Countries.
- (f) Evacuee property.

**14. Department of Housing.**

- (a) Urban Housing Schemes, Middle and Low-Income Group Housing.
- (b) Goa Construction, Housing & Finance Corporation Ltd.

**15. Department of Housing Board.**

- (a) Establishment of Goa Housing Board.
- (b) Conduct of Business of Board and Committee.
- (c) Housing/improvement of building schemes.

**16.<sup>29</sup>[Department of Industries, Trade and Commerce]:**

- <sup>30</sup>[(a) Industries, except Information Technology Industry.]
- (b) Monopolies and Restrictive Trade Practices Act, 1969.
- (c) Inventions, Patents, Design, Trade Marks and Merchandise Marks.
- (d) Trade and Commerce, Production, Supply and Distribution of goods and products of Industries.
- (e) Supply of steel and iron for industrial development.
- (f) Control of building materials and buildings construction for industrial undertakings.
- (g) Manufacture and use of Alcohol for industrial purposes.
- (h) Industrial Development Corporation.
- (i) <sup>31</sup>[Omitted]
- (j) Goa Handicrafts Rural Small Scale Industrial Development Corporation.
- (k) Khadi and Village Industries Board.

**<sup>32</sup>[16A. Department of Handicraft, Textile and Coir:**

- (a) Training-cum-Production Centers.];

**17. Department of Information:**

- (a) Information and Publicity.
- (b) Public Relation and Broadcasting.
- (c) Newspapers, books and Printing Process including the Press and Registration of Books Act, 1867 and other legislations dealing with printed matter.

**<sup>33</sup>[17A. Department of Information Technology]**

- <sup>34</sup>[(a) Information Technology Industry.
- (b) Info Tech Corporation of Goa.
- (c) Promotion of infrastructure for internet connectivity and computerization
- (d) Co-ordination for e-governance.];

**18. Department of Inland Waterways:**

- (a) Inland Waterways.
- (b) Navigation and navigational aids.
- (c) Ferries.
- (d) Matters relating to Ports.
- (e) Light-houses including lightships, beacons and other provisions for the safety of shipping.

<sup>29</sup> Heading substituted by the (16<sup>th</sup> Amendment) Rules, 2002; published in the Official Gazette, Series I No. 24 dated 16-9-2002.

<sup>30</sup> Entry substituted by the (24<sup>th</sup> Amendment) Rules, 2007; notified under vide No. 23/1/87-GA&C (Vol.-I) dated 12-3-2007.

<sup>31</sup> The entry "*Economic Development Corporation and its subsidiaries.*" omitted by the (9<sup>th</sup> Amendment) Rules, 1999; published in the O.G., Series I No. 12 (Extraordinary) dated 17-6-99 and thereafter the same has been re-inserted by the (Tenth Amendment) Rules, 1999; published in the O.G., Series I No. 37 (Extraordinary) dated 13-12-99 and again it has been omitted by the (13<sup>th</sup> Amendment) Rules, 2000; notified under No. 23/1/87-GA&C (i) dated 26-9-2000

<sup>32</sup> Inserted by the (Twenty seventh Amendment) Rules, 2013; published in the Official Gazette, Series I No. 7 dated 16-5-2013.

<sup>33</sup> Inserted by the (Sixth Amendment) Rules, 1999; published in the Official Gazette, Series I No. 1 dated 1-4-1999.

<sup>34</sup> Inserted by the (Nineteenth Amendment) Rules, 2004; published in the Official Gazette, Series I No. 19 dated 5-8-2004. Thereafter the same has been substituted by the Twenty Fourth Amendment Rules, 2007; notified under number 23/1/87-GA&C (Vol.-I) dated 12-3-2007.



- (f) Passengers and goods carried on inland waterways.
- (g) Maritime shipping and navigation, including shipping and navigation on tidal water; provision of education and training for the mercantile marine and regulation of such education and training provided by the State Inland Steam Vessels Act.
- (h) Maritime School.

**19.<sup>35</sup> [Department of Water Resources]:**

- (a) Irrigation and Canals, drainage and embankments, water storage and water power.
- (b) Tube wells for irrigation purposes.
- (c) Lift Irrigation.
- (d) Planning, investigation, preparation and execution of Irrigation, Hydro Power and multipurpose projects.
- (e) Budgets and Accounts under Irrigation heads.
- (f) Management of completed Irrigation Projects.
- (g) Administration of Irrigation Acts.
- (h) Flood Control Works.
- (i) Preparation and execution of drainage schemes for improvement of water logged areas.
- (j) Rehabilitation of persons displaced by Irrigation.
- (k) Multi-purpose irrigation projects including water supply and hydro-electric components.

- <sup>36</sup>[(l) The disputes of Madei/Mandovi with the Government of Karnataka and Government of Maharashtra.
- (m) The Hydro projects in the Madei Basin.
  - (n) All the 61 projects identified as per the Master Plan for Madei/Mandovi River Basin.
  - (o) Advising Public Works Department to take up the various schemes, which could have better impact towards the cause of the State in the disputes.];

**20. Department of Labour:**

- (a) Labour.
- (b) Technical Training Scheme i.e. I.T.I.
- (c) Boilers and Factories.
- (d) Trade Unions.
- (e) Industrial and Labour Disputes, including reconciliation, adjudication and arbitration, strikes and lock-outs.
- (f) Welfare and Labour including conditions of Labour.
- (g) Workmen's Compensation, employees liability, invalidity and old-aged pension.
- (h) Registration of Trade Unions.
- (i) Payment of Wages.
- (j) Conditions of Service, etc. in shops and Commercial establishments.
- (k) Industrial and Labour Courts.

- <sup>37</sup>[(l) Registration and renewal of job seekers of general, as well as, special categories;
- (m) Employment marketing information;
  - (n) Implementation of the provisions of employment Exchanges (compulsory notification of vacancies) Act, 1959 and Rules thereunder;
  - (o) Vocational Guidance Programme;
  - (p) Summery Industries Units to access Employment market and for release of Government assistance to the units].

**21. Department of Law & Judiciary:**

**I. Legal Affairs Division:**

- (a) Advice on legal matters.
- (b) Statutory rules, order and notifications.
- (c) Drafting and vetting of Bills.

<sup>35</sup> Heading substituted by the (Fourteenth Amendment) Rules, 2000; published in the Official Gazette, Series I No. 36 (Extraordinary No. 3) dated 13-12-2000.

<sup>36</sup> Inserted by the (Twenty seventh Amendment) Rules, 2013; published in the Official Gazette, Series I No. 7 dated 16-5-2013.

<sup>37</sup> Inserted by the (Fifteenth Amendment) Rules, 2001; published in the Official Gazette, Series I No. 19 (Extraordinary) dated 9-8-2001.

- (d) Supervision of Government litigation and arbitration.
- (e) Conveyancing including agreement and deeds, etc.
- (f) Appeal against acquittals.
- (g) <sup>38</sup> [Omitted].
- (h) Law Library.
- (i) Personal Laws and other laws of general nature.

## **II. Law (Establishment) Division:**

- (a) Notaries.
- (b) Official receivers, legal practitioners and Government Counsel/Government pleaders.
- (c) Administration of justice.
- (d) Registration of documents and Societies.
- (e) Administrative Tribunal.
- (f) Goa Judicial Service Cadre.
- <sup>39</sup>[(g) Omitted].
- (h) Legal Aid.
- (i) Advocate General.

## **22. Department of Legislative Affairs:**

- (a) Summoning and prorogation of Legislative Assembly.
- (b) Salaries and allowances etc. of M.L.As.
- (c) Parliamentary and Legislative Affairs.

## **23. <sup>40</sup>[Department of Mines and Geology]:**

- (a) Geological Surveys.
- (b) Regulation of mines mineral development.

## **24. <sup>41</sup>[Department of New and Renewable Energy]:**

- (a) Solar Energy including photo-voltaic devices, their development and production, installation and application.
- (b) Tidal, Geothermal and Wind Energy including their use for generation of power and applications.
- (c) Hydel Power projects below 25MW capacity.
- (d) Bio-gas, its production units and related schemes.
- (e) Biomass, production of Biomass briquettes, energy and ethanol.
- (f) Implementation of all Centrally funded Schemes of Ministry of New and Renewable Energy, Government of India including those under Public Private Partnership mode.
- (g) Implementation of all State funded Schemes related to New and Renewable energy including those under Public Private Partnership mode.
- (h) Electric/Hybrid vehicles, promotion of their production, sales and use in public and private sector including charging stations and related infrastructure.
- (i) Research and development activity in the field of new and renewable energy sources.
- (j) Goa Energy Development Agency.
- (k) Any other scheme, programme or proposal allotted to the Department by the State/Central Government or any other agency.]

## **25. <sup>42</sup>[Department of Official Language]:**

- (a) Implementation of the Official Language Act, 1987.
- (b) Matters regarding training to Government Employees in Official Languages.
- (c) Setting up of machinery for redressal of public grievances.
- (d) Translation of documents in official languages including Legislative Assembly Questions.

<sup>38</sup> Entry omitted by the (Seventh Amendment) Rules, 1999; published in the Official Gazette, Series I No. 2 (Extraordinary) dated 8-4-1999.

<sup>39</sup> The entry "*State Election Commission*" substituted by the Second Amendment Rules, 1996; published in the Official Gazette, Series I No. 3 (Extraordinary) dated 18-4-1996. And the same has been omitted by the (seventh Amendment) Rules, 1999; published in the Official Gazette, Series I No. 2 (Extraordinary) dated 8-4-1999.

<sup>40</sup> Heading substituted vide (Twenty Second Amendment) Rules, 2005; notified under No. 23/1/87-GA&C (Vol.-I) dated 13-2-2006.

<sup>41</sup> Inserted by the (37<sup>th</sup> Amendment) Rules, 2020; published in the Official Gazette, Series I No. 38 dated 17-12-2020.

<sup>42</sup> Heading substituted by the (Fifteenth Amendment) Rules, 2001; published in the Official Gazette, Series I No. 19 (Extraordinary) dated 9-8-2001.

**26. Department of Panchayat Raj and Community Development:**

- (a) Community Development.
- (b) Panchayati Raj.
- (c) Goa Panchayat Raj Act, 1994
- <sup>43</sup>[(d) State Election Commission.];

27. <sup>44</sup>[Omitted]

**28. Department of Personnel:**

- (a) Cadre Planning and management of various state services, not otherwise provided for under any other department.
- (b) Services:
  - (i) All India Services.
  - (ii) State Civil Services.
  - <sup>45</sup>[(iia) Omitted]
  - (iii) Other Services, not otherwise provided for under any other department.
  - <sup>46</sup>[(iv) Board of Public Sector Enterprises.]
- (c) Policy regarding appointments, placements, etc,
- (d) Career planning/development/management.
- (e) Training and coordination (including Hindi training schemes).
- (f) Talent hunting.
- (g) Promotion Systems, Institutionalising arrangements for selection at senior/management levels.
- (h) Performance Appraisal systems.
  - (i) Recruitment and conditions of service and framing of rules and regulations in matters thereto.
  - (j) Staff Welfare—General conditions of service.
  - (k) Joint Consultative Machinery.
  - (l) Rewards and punishments systems.
- (m) Motivation morale.
- (n) Review/evaluation and feedback of policy implementation.
- (o) Liaison with Central Government (Department of Personnel and the Union Public Service Commission).
- (p) Research in Personnel Administration.
- (q) <sup>47</sup>[Omitted]
- (r) State Public Service Commission.
- (s) Government Servants Association.
- (t) Advice in service matters.
- <sup>48</sup>[(u) All matters related to Fundamental Rules, Supplementary Rules, Leave Rules, General Provident Fund, Leave Travel Concession, etc.]

**29. Department of Planning:**

- (a) Five Year Plans.
- (b) Plan Co-ordination, review and monitoring.
- (c) Vital Statistics including Registration of births and deaths.
- (d) Manpower planning.
- (e) Establishment of the department of Economics, Statistics and Evaluation.

<sup>43</sup> Inserted by the (28<sup>th</sup> Amendment) Rules, 2013; published in the Official Gazette, Series I No. 21 dated 22-8-2013.

<sup>44</sup> Entry "Department of Parks and Gardens" omitted by the (Twelfth Amendment) Rules, 2000; notified under No. 23/1/87-GA&C(I) dated 29-2-2000.

<sup>45</sup> Sub item (iia) Omitted vide (Thirty-eighth Amendment) Rules, 2020; published in the Official Gazette, Series I No. 42 dated 14-01-2021. The original expression read as follows.— (iia) Appointment for 'Group A' Gazetted posts under Goa General Service Cadre.

<sup>46</sup> Inserted by the (Twenty Fourth Amendment) Rules, 2007; notified under No. 23/1/87-GA&C ( Vol.-I ) dated 12-3-2007.

<sup>47</sup> Item (q) Omitted vide (38<sup>th</sup> Amendment) Rules, 2020; published in the O.G., Series I No. 42 dated 14-1-2021. The original expression read as follows.— (q) establishment of Collectorates in Goa.

<sup>48</sup> Inserted by the Fifteenth Amendment Rules, 2001; published in the Official Gazette, Series I No. 19 (Extraordinary) dated 9-8-2001. The same has been omitted by the (Twenty fifth Amendment) Rules, 2009; published in Official Gazette, Series I No. 38 dated 17-12-2009. Thereafter inserted vide (39<sup>th</sup> Amendment) Rules 2020; published in the O.G., Series I No. 48 dated 25-2-2021.

- (f) Census.
- (g) All matters pertaining to principles and policies regarding socio-economic planning.
- (h) All correspondence and dealings with the Planning Commission.
- (i) Preparation of the Plan for the State, keeping watch on implementation of the Plans and review thereof from time to time.
- (j) Development programmes and periodic progress reports of schemes included in the plan.
- (k) <sup>49</sup>[Omitted]
- (l) 20 point programme— functions, coordination and monitoring (individual schemes will be dealt with by the concerned Departments).

### 30. Department of Power:

- (a) Power Generation.
- (b) Distribution of Power.
- (c) Rural Energy Programme.
- (d) Administration of Indian Electricity Act;
- (e) Construction of Power Stations and Distribution of Power.

### 31. Department of Printing & Stationery:

- (a) Official Gazette.
- (b) Procurement of Government Stationery and Stores.
- (c) Printing of Government publications and other matters.
- (d) Setting up of Procurement Agency for Government Stores.

### 32. Department of Protocol:

- <sup>50</sup>[(a) Arrangements for lodging, boarding and transportation for visiting dignitaries and other State Guests]
- (b) Warrant of Precedence and Table of Precedence.
- (c) Ceremonials and Protocol.
- (d) <sup>51</sup>[Omitted].
- (e) <sup>52</sup>[Omitted]
- (f) <sup>53</sup>[Government Circuit House, Panaji].
- (g) Hospitality Organisations.
- (h) Ceremonials including receptions etc. for illustrious personagers, national dress, official mourning etc.

### 33. Department of Public Assistance (Provedoria):

- (a) Financial Assistance for purchase of Aid & Appliances.
- (b) Assistance under light of poor schemes.
- (c) Maintaining old Age Homes.
- (d) Implementation of Dayananda S. N. M., Yojana Scheme.
- (e) Conducting lotteries.

### 34. Department of Public Health:

- (a) Public Health and Sanitation.
- (b) Family Welfare, Universal Immunisation Programme, Malaria Control, Filariasis Control, Leprosy Control, T.B. Control, Control Blindness, Mental Health. Nutrition, Early detection and control of Cancer and Public Health Programmes as required for the population from time to time.
- (c) Medical Education, Medical Colleges, Attached hospitals and Dispensaries.
- (d) Nursing, Dental and Pharmaceutical Profession and Education excluding Pharmacy College.
- (e) Hospitals and Health Centres.
- (f) Drugs Control and Implementation of Drugs and Psychotropic Substances Act.
- (g) <sup>54</sup>[Food Adulteration].
- (h) Poisons Act, 1919.
- (i) <sup>55</sup>[Public Health].

<sup>49</sup> The entry "Computer Centre; Computerisation in Government Departments." Omitted by the (Nineteenth Amendment) Rules 2004; published in the Official Gazette, Series I No. 19 dated 5-8-2004.

<sup>50</sup> Substituted by the (Second Amendment) Rules, 1996; published in the Official Gazette, Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>51</sup> Omitted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>52</sup> Omitted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>53</sup> Substituted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-96.

<sup>54</sup> Substituted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-96.

<sup>55</sup> Substituted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-96.

- (j) Lunacy and Mental Deficiency including places for the reception or treatment of lunatics and mentally deficient persons (except criminal lunatics).
- (k) Prevention to the extension from one unit or another of infection and contagious diseases affecting men.
- (l) Drug de-addiction.
- (m) Acquired Immune Deficiency Syndrome (AIDS).
- (n) Goa Special Medical Insurance Scheme.
- <sup>56</sup>[(o) Directorate of Health Services & Food & Drugs Administration.
- (p) The Central/State Mental Health.
- (q) Human Organs.
- (r) The Pre-natal Diagnostic Techniques.
- (s) The Infant Milk Substitutes, Feeding Bottles and Infant Foods.]

### 35. Department of Public Works:

- (a) Public Works.
- (b) Water Supply.
- (c) Works, lands and buildings vested in or in the possession of Government for the purpose of the State other than of those assigned to any other department.
- (d) Works in Raj Bhavan Complex.
- (e) Execution and maintenance, on behalf of the Central Government, of such works debitable partly or wholly to Central Revenue as may be entrusted to the Government.
- (f) Construction and maintenance of electrical installations in Government building.
- (g) Roads and bridges.
- (h) Any other works specifically entrusted by or with the approval of State Government.
- <sup>57</sup>[(i) Rural Water Supply Scheme, Rural Sanitation, Rural Roads.];

### 36. Department of Revenue:

- (a) Land Revenue including land records and survey and consolidation of holdings.
- (b) <sup>58</sup>[Land including land tenures, land ceiling, land reforms]
- (c) Relation of landlords, tenants and mundkars.
- <sup>59</sup>[(c1) Agriculture Tenancy]
- (d) Comunidades.
- (e) Religious endowments and institutions.
- <sup>60</sup>[(f) Agricultural indebtedness].
- (g) Mamlatdars' Court Act.
- (h) Requisitioning and acquisition of immovable property.
- (i) Stamps.
- (j) Land acquisition.
- <sup>61</sup>[(k) Public premises (Eviction of Unauthorised Occupants)].
- (i) Maps and State Boundaries.
- (m) Territorial changes within the State.
- (n) Land of the Central Government.
- (o) Relief on account of fire, flood and other natural or general calamities, etc.
- (p) Revenue section of Collector's office.
- <sup>62</sup>[(q) Devasthan Regulation.
- (r) Rent Control.
- (s) Public Moneys, Land Use and Land Prohibition on Construction.
- (t) State Names Authority.]
- <sup>63</sup>[(u) Establishment of Collectorates in Goa]

<sup>56</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>57</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>58</sup> Substituted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-96.

<sup>59</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>60</sup> Substituted by the (Second Amendment) Rules, 1996 published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-96.

<sup>61</sup> Substituted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-96.

<sup>62</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>63</sup> Inserted by the (Thirty Eight Amendment) Rules, 2020; published in the O.G., Series I No. 42 dated 14-1-2021.

**<sup>64</sup>[37. Department of Rural Development:**

- (a) District Rural Development Agency (North) and District Rural Development Agency (South) and all Centrally sponsored Schemes, namely, National Rural Livelihood Mission (NRLM), Pradhan Mantri Awaas Yojana-Gramin (PMAY-G), Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS), Pradhan Mantri Gram Sadak Yojana (PMGSY), National Social Assistance Programme (NSAP), Rurban Mission etc. and State sponsored Schemes namely, Goa Grameen Urja Yojana (GGUY) and Goa Gram Samrudhi Yojana (GGSY) administered by District Rural Development Agency (North) and District Rural Development Agency (South).
- (b) Rural Water Supply Scheme, rural sanitation, rural roads and other rural development work not dealt with by other specific Departments.
- (c) Any other scheme/programme/proposal allotted by the Central and State Governments or any other agency of the Government.
- (d) Land Army".]

**38. <sup>65</sup>[Department of Science and Technology and Waste Management):**

- (a) All matters/correspondence pertaining to:
  - (i) Atomic Energy.
  - (ii) Electronics.
  - (iii) Ocean Development.
  - (iv) Science & Technology.
  - (v) Futureology.
  - (vi) Space.
- (b) Application of Science and Technology.
- (c) Circulation of the latest known-how, data information etc. in the fields of Science, Technology etc. as applicable to industries, trade, development of agriculture, animal husbandry, education etc.
- <sup>66</sup>(d) Solid Waste Management and all matters related thereof.
- (e) Formulation of guidelines for setting of mobile tower in the State of Goa and coordinating with various Departments of the State of Goa as well as of the Central Government, on issues regarding telecommunication.]

**39. <sup>67</sup>[Department of Social Welfare]**

- (a) Social Welfare:
- (b) Welfare of Scheduled Caste <sup>68</sup>[ ] & Other Backward Classes:
- (c) Special Component Plan;
- (d) Protection of Civil Rights Act, 1955;
- (e) Training for and research in social work including socio-economic surveys;
- (f) Coordination of a social activities;
- (g) Beggars and all matters connected with them including institutions set up for them;
- (h) Maintenance and cases of displaced/unattached aged;
- (i) Problems relating to the blind, the deaf and the dumb and the mentally retarded;
- (j) All matters connected with the activities of the Central and State Social Welfare Boards;
- (k) Goa State Backward Class Development Corporation;
- (l) Goa State Commission for Backward Classes;

<sup>64</sup> Substituted vide Thirty-first Amendment Rules, 2019; published in the Official Gazette Series I No. 46 dated 13-02-2020; the original expression read as- "37. Department of Rural Development and R.D.A.: [(a) Rural Development Agency and all schemes administered by it e.g. Rural Poverty allevation programmes like Integrated Rural Development Programme (IRDP), Jawahar Rojgar Yojna (JRY), Development of Women and Children in Rural Areas (DWCRA), Indira Awas Yojna (IAY) for Schedules Castes and Schedules Tribes, etc.] (b) Rural Development work not dealt with by other specific departments.] (c) [Omitted] (d) [Omitted] (e) Land Army.

<sup>65</sup> Substituted vide Thirtieth Amendment Rules, 2019; published in the O.G., Sr. I No. 43 dated 23-1-2020 the original read as follows "Department of Science and Technology".

<sup>66</sup> Inserted by the (28<sup>th</sup> Amendment) Rules, 2013; published in the O.G., Series I No. 3 (Extraordinary) dated 22-8-2013.

<sup>67</sup> Present entry is substituted by the (Twentieth Amendment) Rules, 2005; published in the Official Gazette, Series I No. 50 dated 10-3-2005, formerly the same entry was amended by the (fifth) & (fifteenth Amendments) Rules.

<sup>68</sup> Omitted by the (Twenty-sixth Amendment) Rules, 2010; published in the Official Gazette, Series I No. 45 dated 4-2-2010.

(m) Wakf Act, 1954].

<sup>69</sup>[**39A. Department of Women & Child Development:**

- (a) Maintenance and Care of displaced/unattached women and children, and infirm;
- (b) The Immoral Traffic (Prevention) Act, 1956 (Central Act 104 of 1956);
- (c) The Dowry Prohibition Act, 1961 (Central Act 28 of 1961);
- (d) Construction and maintenance of working women's Hostels;
- (e) Implementation of schemes for young widows, divorced women and those women abandoned by their husbands;
- (f) The Goa State Commission for Women Act, 1996 (Goa Act 10 of 1996);
- (g) Intergrated Child Development Services and related matters;
- (h) Implementation of Indira Mahila Yojana and Mahila Samridhi Yojana;
- (i) Rashtriya Mahila Kosh;
- (j) Scheme for widow's pension by State Government;
- (k) the juvenile Justice Act, 1986 (Central Act 53 of 1986);
- (l) The Orphanages and other Charitable Home (Supervision and Control) Act, 1960 (Central Act 10 of 1960);
- (m) State Programme of Action for Children in Goa (SPAC);
- (n) Special Nutrition Programme;
- (o) The Goa Children's Act, 2003].

**40.** <sup>70</sup>[**Department of Sports and Youth Affairs]:**

- <sup>71</sup>(a) Promotion of physical education at Primary/Middle/Secondary and Higher Secondary level;
- (b) Conduct of Sports and Games at Primary/Middle/Secondary and Higher Secondary level;
- (c) Development of play ground at school, village Panchayat level and Taluka level;
- (d) Coaching scheme for imparting scientific coaching in the State of Goa;
- (e) Establishment of centre of excellence;
- (f) Conduct of refresher courses for physical education teachers/coaches, etc.;
- (g) Supply of sports equipment to Government and non-government schools;
- (h) Bhartiam Training Programme;
- (i) Promotion of Yoga Education;
- (j) Establishment and maintenance of Vyayamshalas (Gymnasiums);
- (k) Celebration of days of State and National importance;
- (l) Conduct of Civil Service Sports for Government employees;
- (m) Release of grants to the Sports Authority of Goa;
- (n) Financial assistance to sports persons in indigent circumstances;
- (o) Conferring of State Sports Award;
- (p) Conduct of Water Sports;
- (q) Grants to non-Government Secondary schools and colleges, for development of play ground;
- (r) Promotion of literature on sports and physical education;
- (s) Establishment of Sports Hostel]
- <sup>72</sup>[(t) Promotion of National Cadet Corps (N.C.C.) at Schools, Higher Secondary Schools and Colleges;
- (u) Promotion of National Service Scheme (N.S.S.) at Higher Secondary Schools and Colleges;
- (v) Promotion of Junior Red Cross at School level and Youth Red Cross at Higher Secondary Education Level;
- (w) Promotion of Scouts and Guides activities at Secondary School level;
- (x) Promotion of Youth Welfare programmes for students and non-students;
- (y) Celebration of National Youth Week at State and taluka level;
- (z) Establishment of camp site for promotion of youth activities;
- (aa) Promotion of adventure activities for youths;
- (bb) Conduct of seminars/workshops for youth so as to bring them in the National mainstream;

<sup>69</sup> Inserted by the (Twentieth Amendment) Rules, 2005; published in the Official Gazette, Series I No. 50 dated 10-3-2005.

<sup>70</sup> Name of the department was amended by the (Fifteenth Amendment) Rules and thereafter the same has been substituted by (Twenty First Amendment) Rules, 2005; published in the Official Gazette, Series I No. 5 dated 5-5-2005.

<sup>71</sup> Substituted by the (Fifteenth Amendment) Rules, 2001; published in the Official Gazette, Series I No. 19 (Extraordinary) dated 9-8-2001.

<sup>72</sup> Inserted by the (Twenty-first Amendment) Rules, 2005; published in the Official Gazette, Series I No. 5 dated 5-5-2005.

- (cc) Establishment of Youth Hostels and its maintenance (Mapusa and Panaji Youth Hostels);
- (dd) Conferring of State Youth Awards;
- (ee) Recommendation for National Youth Awards;
- (ff) Establishment of Youth Centres in Goa for promotion of youth activities;
- (gg) Promotion of literature on youth activities;
- (hh) Conduct of Youth festivals at taluka and State level];

**41. Department of Tourism:**

- (a) Tourism.
- (b) Development of Tourist Homes & Resorts.
- (c) Tourism Development Corporation.

**42. Department of Town and Country Planning:**

- (a) Town & Country Planning.
- (b) Slum Clearance and Slum Improvement.
- (c) New Township Planning and execution of Urban growth centres as may be specified:
- (d) Planning and Development Authorities.
- <sup>73</sup>[(e) National Land use and conservation.
- (f) State Land use Board.
- (g) Conversion of the use of land classified as paddy/rice from Agricultural to Non-Agricultural purpose]

**43. Department of Transport:**

- (a) Public and Private Transport.
- (b) Taxes on Vehicles.
- (c) Kadamba Transport Corporation and any other Corporation/Body for public Transport.
- (d) Airways, aircraft and air navigation provision of aerodrome, regulation and organisation of air traffic and of aerodrome, provisions for aeronautical education and training and regulation of such education and training provided by the State and other agencies.
- (e) Taxes on goods and passengers carried by road.
- (f) The Requisition of Motor Vehicles.
- (g) Railway and allied matters.
- (h) <sup>74</sup>[Omitted ]

**44. Department of Urban Development:**

- (a) Municipal Administration.
- <sup>75</sup>[(b) Urban Development Agency and schemes administered by it, namely, Nehru Rojgar Yojana (NRY), Urban Basic Services for the Poor (UBSP), Integrated Development of Small and Medium Towns (IDSMT) and Prime Minister's Integrated Urban Poverty Eradication Programme (PMIUPEP).]
- <sup>76</sup>[(c) Implementation of the Real Estate (Regulation and Development) Act, 2016 (Central Act No. 16 of 2016)]

**45. Department of Vigilance:**

- (a) Investigation into complaints against Government employees.
- (b) Disciplinary Proceedings against Gazetted, (Non-Gazetted Officers).
- (c) Technical Examination of Public Works.
- (d) Matters of CCS & CCA Rules.
- (e) Matters of CCS (Conduct Rules).
- (f) Vetting of charge sheets.
- (g) Advice to different authorities in Vigilance cases.
- (h) Appointment of Vigilance Officers in different Departments.
- (i) Holding of training for Gazetted/Non-Gazetted Officers in Vigilance matters.
- <sup>77</sup>[(j) Establishment matter and investigation of cases by Anti Corruption Branch].

<sup>73</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>74</sup> The entry "*Airport*" inserted by the (Eleventh Amendment) Rules, 2000; published in the O.G., Series I No. 44 (Extraordinary) dated 27-1-2000 and thereafter by the (28<sup>th</sup> Amendment) Rules, 2013; published in the O.G., Series I No. 21 dated 22-8-2013 the same has been omitted.

<sup>75</sup> Inserted by the (Second Amendment) Rules, 1996; published in the O.G., Series I No. 3 (Extraordinary) dated 18-4-1996.

<sup>76</sup> Inserted vide Twenty-Ninth Amendment Rules, 2019; published in the Official Gazette Series I No. 45 (Extraordinary) dated 7-02-2019.



**46.<sup>78</sup> [Department of Legal Metrology]:**

- (a) Implementation of Weights & Measures Act, 1976 and Rules made thereunder.
- (b) Implementation of Weights & Measures (Enforcement) Act, 1985 and Rules made thereunder].

**<sup>79</sup>[47.<sup>80</sup> [Department of Skill Development and Entrepreneurship]:**

- (a) Craftsmen Training Scheme and its implementation through Government and Private Industrial Training Institutes.
- (b) State Council for Vocational Training and its functions.
- (c) <sup>81</sup>[Omitted ].
- (d) Apprenticeship Act, 1961 Apprenticeship Training Scheme and its implementation through Industries and Establishments.
- (e) State Apprenticeship Council
- (f) Manpower Development Cell
- (g) Human Resource Development Foundation Society.

**<sup>82</sup>48. (Omitted)]****<sup>83</sup>[49. Department of Public Grievances:**

- (a) Setting up of machinery for redressal of Public Grievances].
- (v) after serial number 49, the following shall be inserted, namely:—

**<sup>84</sup>[50. State Electrical Inspectorate:**

- (a) powers, duties and functions of a Chief Electrical Inspector, Electrical Inspector under the Electricity Act, 2003 and the Rules as framed thereunder.
- (b) All statutory functions under the Electricity Act, 2003 and Rules framed thereunder and under the Indian Electricity Rules, 1956, etc.]

**<sup>85</sup>[51. Department of Tribal Welfare:**

- (a) Statutory and administrative functions relating to protection and empowerment of Scheduled Tribes in the State;
- (b) Preparation of Tribal Sub Plan and monitoring of implementation;
- (c) Implementation and monitoring of Welfare Schemes for Tribals framed by Government of Goa;
- (d) Protecting interest of Tribals in matters pertaining to employment in Government service;
- (e) Establishment and monitoring function of statutory bodies pertaining to growth and protection of Tribals;
- (f) Carrying out census and survey of Scheduled Tribes Community for facilitating preparation of data base on key social and economic indicators;
- (g) Training and capacity building among tribals;
- (h) Scheduled Tribes and Other Traditional Forest Dwellers (Recognition of Forest Right) Act, 2006.]

<sup>77</sup> Inserted by the (Eighteenth Amendment) Rules, 2004; published in Series I No. 12 dated 17-6-2004.

<sup>78</sup> Substituted by the Twenty-Third Amendment Rules, 2006; published in Official Gazette Series I No. 10 dated 8-6-2006.

<sup>79</sup> Inserted by the (Twenty-Fourth Amendment) Rules, 2007; notified under No. 23/1/87-GA&C (Vol-I) dated 12-3-2007.

<sup>80</sup> Name of Department “*State Directorate of Craftsmen Training*” substituted vide twenty-Ninth Amendment Rules, 2019; published in the Official Gazette Series I No. 45 (Extraordinary) dated 7-02-2019;

<sup>81</sup> Entry “*Training cum Production Centres*” omitted by the (Twenty seventh Amendment) Rules, 2013; published in the Official Gazette, Series I No. 7 dated 16-5-2013.

<sup>82</sup> Entry “*Department of Chief Engineer (Mandovi Basin)*” was inserted vide (24<sup>th</sup> Amendment) Rules, 2007 and the same has been omitted by the (Amendment) Rules, 2013; published in the Official Gazette, Series I No. 7 dated 16-5-2013.

<sup>83</sup> Inserted by the (Twenty-fifth Amendment) Rules, 2009; published in the Official Gazette, Series I No. 38 dated 17-12-2009.

<sup>84</sup> Inserted by the (Twenty-fifth Amendment) Rules, 2009; published in the Official Gazette, Series I No. 38 dated 17-12-2009.

<sup>85</sup> Inserted by the (Twenty Sixth Amendment) Rules, 2010; published in the Official Gazette, Series I No. 45 dated 4-2-2010.

**Cabinet**

PERSONNEL DEPARTMENT

**General Administration Department**

No. 17/1/2000-GAD-II/5085

Dated:- 03-03-2020

**CIRCULAR**

Read :- 1. Circular No.17/1/2000-GAD dated : 25.07.2008  
2. Circular No. 17/1/2000-GAD dated : 30.09.2008

**Sub:- Procedure for submission of Note for Cabinet and file for approval by Circulation.**

It is reiterated that inspite of several instructions issued in respect of the procedure for submission of Note for Cabinet, HODs do not follow the procedure laid down in this Department's Circulars read in preamble.

All the Secretaries/HOD's are therefore, once again requested to strictly adhere to the instructions issued in the checklist while preparing and submitting the Cabinet Notes through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned administrative Minister and Hon'ble Chief Minister (checklist enclosed).

This issue with the approval of the Government for strict compliance.

Sd/-  
(Shripad Arlekar)  
Under Secretary (GA)

**CHECKLIST FOR SUBMISSION OF NOTE FOR CABINET AND FILES**  
**CONTAINING THE MEMORANDUM FOR CIRCULATION.**

1. The Memorandum should be submitted to General Administration Department, Section II as required under Rule 9 of the transaction of Business Rules, 1991.
2. The Memorandum should mention the subject, name of the Minister and Secretary in charge. Similarly "SECRET" should be inscribed on the Memorandum on the left had side. The date should be inscribed on the left hand side of the Memorandum, below the address of the Department on the first page. The subject matter shall give a brief gist of the proposal contained in the Cabinet Note.
3. The proposal involving financial implications should be shown to the Finance Department and the opinion and concurrence of the Finance Department should be incorporated in the Cabinet Notes.
4. If the proposal involves any financial implications on the plan side "advice" of the Planning Department should be obtained and incorporated in the Memorandum.
5. Proposals involving legal issues should be put up in consultation with the Law Department (Legal) and their opinion recorded in the Note.
6. Proposals involving creation/revival/up-gradation/abolition of post/posts should be referred to Administrative Reforms Department and their opinion/recommendation should be incorporated in the Cabinet Note.
7. Like-wise proposals involving matters related to framing/amendment of service Recruitment Rules should be shown to the Personnel Department and their opinion recorded.

8. If the subject of the Cabinet Note has been discussed in the Cabinet meeting on an earlier occasion, the memorandum should clearly indicate the decision taken earlier and the date of such decisions.

9. The approval of the Minister in charge and the Chief Minister should be obtained for placing any matter before the Council of Ministers & shall also be incorporated in the Note for Cabinet.

10. All Cabinet Notes should route through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned Administrative Minister and the Chief Minister.

11. The Cabinet Note should contain a draft Resolution for consideration of the Council of Ministers.

12. The Cabinet Notes which needs to be placed among the Council of Ministers for their consideration in the Cabinet meeting should be submitted to the General Administration Departments, Section (II), atleast 48 hours in advance of the ensuing Meeting (excluding Saturdays and Sundays) as required under the Rules of Business, 1991.

13. All Cabinet Notes containing 20 copies should be submitted to the General Administration Department (Section II) in sealed cover with a covering letter and soft copy addressed to Under Secretary (GA-II) and shall also forward the extract of the Noting wherein approval has been conveyed by Hon'ble Chief Minister.

14. In respect of files to be submitted for approval by circulation, only the files which have been directed by the Hon'ble Chief Minister for circulation will have to be circulated. However the Memorandum placed in the file for circulation should be in accordance with the instructions issued from serial No. 2 to 11.

### Department of Industries

No. 3/24/90-IND

Dated: 25<sup>th</sup> June , 2012

#### CIRCULAR

The Government has received a Representation/Compliant dated 14-10-2011 from Shri T. Nagarajan who has contended that the procedure as specified in rule 14 of the Rules of Business of the Government of Goa, 1991 (hereafter referred to as the "said Rules"), was not followed before placing the case of Industrial Policy, 1991 before the Council of Ministers, as per the provisions contained in rule 20 (1) of the said rules and he has requested to declare the Industrial Policy, 1991 as illegal, invalid, non-est and ab-initio null and void. He has also requested to declare all the schemes included in the said policy as illegal and invalid and recover the financial benefits given to the industrial based on the said policy.

This matter was referred for advice to the Ld. Advocate General. The advice as tendered by the Ld. Advocate General is enclosed herewith for **strict compliance**.

Sd/-

(D. S. Morajkar)

Under Secretary (Industries)

### CHAMBER OF THE ADVOCATE GENERAL

#### CONFIDENTIAL

(Immune from disclosure under Section 126 of the Indian Evidence Act 1872)

This file has been referred to me by the Hon'ble Chief Minister, which pertains to a representation made by one Shri T. Nagarjan pertaining to the Industrial Policy of the Government of Goa, framed in the year 1991. The Complaint of Mr. T. Nagarjan is that Rule 14 of the Rules of Business of the

Government of Goa, 1991, have not been followed whilst framing the said Policy of 1991. Although the Complaint pertains to the Mining Policy of 1991 and non-observance of Rule 14 of the Rules of Business of the Government of Goa, I would like to present the overall picture as regards the observance of Rules of Business vis-a-vis the policy decisions of the State having financial implications.

This I find to be imperative inasmuch as of late, while arguing several cases as the Lawyer for the Petitioner, I came across cases in which gross violation of the Rules of Business were noted by me. For instance, the matter relating to the Shalby Hospital Case wherein the Hon'ble High Court found that in the Judicial Order there was a complete violation of the Rules of Business in having issued the letter of Intent. One other matter i.e. the so called the 'Medium of Instruction' matter which is pending Judgement before the Hon'ble High Court wherein also, I have pointed out at the time of hearing, how the Rules of Business have been violated. The Rules of Business have been held to be mandatory and it is in fact the Bluebook Governance has to be carried out in accordance with the Rules of Business. In our Democratic Polity under the Constitution, we are governed by Law and not by men and therefore the Government being a Government of Laws and not of men, compliance with the Rules of Business is mandatory.

It is therefore in the interest of the State that the Rules of Business are followed in their entirety. The cases which have come to my notice are, although cases of the past, it is essential that it is not repeated in the present Government and hence it is essential that this Note is circulated to all the Ministers as well as to the Chief Secretary and other Secretaries and to all the Head of the Departments at least.

Unfortunately I have noticed that the files have unfortunately been moved by the Head of the Department at his own level and have not even been marked to the Secretary concerned for vetting; and instead of referring the same to the Finance Department first which is a mandatory requirement under the Rules of Business, the same were taken directly to the Hon'ble Chief Minister and the decisions were taken thus. This practice of the past needs to be stopped completely as we require a proper system to be put in place for good governance in accordance with the Rules of Business of the Government of Goa 1991.

Under Article 154 of the Constitution the executive power of the State shall be vested in the Governor and shall be exercised by him either directly or through Officers who are subordinate to him in accordance with the Constitution. Article 162 states that subject to the Provisions of the Constitution, the executive power of the State shall extend to the matters with respect to which the Legislature of the State has power to make laws. Under Article 160, the President may make such Provision as he thinks fit for the discharge of the functions of the Governor or a State in any contingency not provided for in Chapter II, Part VI. As per Article 163, there shall be a Council of Ministers with the Chief Minister at the head to aid and advise the Governor in the exercise of his functions, except insofar as he is by or under the Constitution required to exercise the functions or any of them in his discretion. As per Article 164, the Chief Minister shall be appointed by the Governor and the other Ministers shall be appointed by the Governor on the 'advice of the Chief Minister and the Ministers shall hold office during the pleasure of the Governor. The Council of Ministers shall be collectively responsible to the Legislative Assembly of the State. Article 166 sets out the procedure for conduct of business of the Government of a State and states that all executive action of the Government of a State shall be expressed to be taken in the name of the Governor and Clause (2) of the said Article states that Orders and other instruments made and executed in the name of the Governor shall be authenticated in such manner as may be specified in the rules to be made by the Governor, and the validity of an order or instrument which is so authenticated shall not be called in question on the ground that it is not an order or instrument made or executed by the Governor. Under Clause (3), the Governor is required to frame Rules for the more convenient transaction of the business of the Government of the State, and for the allocation among Ministers of the said business insofar as it is not business with respect to which the Governor is by, or under the Constitution required to act in his discretion. Article 167 casts duty on the Chief Minister for furnishing information and it reads that it shall be the duty of the Chief Minister to communicate to the Governor of the State all the decisions of the Council of Ministers relating to the administration of

the affairs of the State and proposals for legislation as the Governor may call for and if the Governor so requires, to submit for the consideration of the Council of Ministers, any matter on which a decision has been taken by a Minister but which has not been considered by the Council.

The State Government has framed the Rules of Authentication as required under Article 166(2) and the Governor has framed Business Rules under Article 166(3). As per the Rules of Authentication, the Under Secretary in any department of the State Government is a competent Officer to sign in the name of the "Governor". These Rules have been issued in exercise of the powers conferred by Clauses (2) and (3) of Article 166 of the Constitution of India and in supercession of all the previous Rules made in that behalf.

Rule 2(c) of the Business Rules defines the term 'Council' and it means 'the Council of Ministers constituted under Article 163'. For the purpose of ready reference it would be appropriate to reproduce the relevant Business rules and they are as under:-

**"...3. The business of the Government shall be transacted in accordance with these Rules.**

**4. The Businesses of the Government in relation to matters with respect to which the Council is required under Article 163 shall be transacted and disposed off in accordance with the Provisions of Chapter-III.**

**6. (1) The council shall be collectively responsible for all executive orders issued from any Department in the name of the Governor or Contracts made in exercise of the powers conferred on the Governor or any Officer subordinate to him in accordance with these Rules, whether such Orders or Contracts are authorized by an individual Minister on a matter pertaining to the department under his charge or as the result of discussion at a meeting of the Council or howsoever otherwise.**

**(2) Without prejudice to the Provisions of Sub-rule (1), the Minister in charge of a Department shall be primarily responsible for the disposal of the business pertaining to that Department.**

**7. (1) Unless the case is fully covered by the power to sanction expenditure or to appropriate or re-appropriate funds conferred by any general or special orders made by the Finance Department, no Department shall, without the previous concurrence of the Finance Department, issue any Order, which may-**

**(a) involve any abandonment of revenue or involve any expenditure for which no Provision has been made in the Appropriation Act;**

**(b) involve any grant of land or assignment of revenue or concession, grant, lease or licence in respect of mineral or forest rights or rights to water, power or any easement or privilege;**

**(c) relate to the creation or abolition of posts, fixation of strength of service; or**

**(d) otherwise have a financial bearing whether involving expenditure or not.**

**(2) No proposal which requires previous concurrence of the Finance Department under this Rule, but in which the Finance Department has not concurred, may be proceeded with unless a decision to that effect has been taken by the Council.**

**9. Subject to the orders of the Chief Minister under Rule 10, all cases referred to in the Schedule shall be brought before the Council in accordance with the Provisions contained in this Chapter.**

Provided that no case in regard to which the concurrence of the Finance Department is required under Rule 7 shall, save in exceptional circumstances and under the Direction of the Chief Minister, be discussed by the Council unless the Finance Minister had the opportunity of considering it.

**10. All cases referred to in the Schedule shall be submitted to the Chief Minister in charge, with a view to obtaining his Orders for the circulation of the case under Rule 11 or for bringing it up for consideration at a Meeting of the Council.**

**11. (1)** The Chief Minister may direct that any case submitted to him under Rule 10 may, instead of being brought for discussion at a Meeting of the Council, be circulated to the Ministers for opinion, and if all the Ministers are unanimous and the Chief Minister thinks that a discussion at a Meeting of the Council is unnecessary, the case shall be decided without such discussion. If the Ministers are not unanimous or if the Chief Minister thinks that discussion at a Meeting is necessary, the case shall be discussed at a Meeting of the Council.

**13.** When it has been decided to bring a case before the Council, the Department to which the case belongs shall, unless the Chief Minister otherwise directs, prepare a Memorandum indicating with sufficient precision, the salient facts of the case and the points for decision. Copies of the Memorandum and such other papers as are necessary to enable the case to be disposed off shall be forwarded to the secretary to the Council who shall arrange to circulate the Memorandum to the Ministers and simultaneously send a copy thereof to the Governor.

**14.** In cases which concerns more than one Department, the Ministers shall attempt by previous discussion to arrive at an agreement. If an agreement is reached, the memorandum referred to in Rule 11 or Rule 13 shall contain the joint recommendations of the Ministers; and if no agreement is reached, the Memorandum shall state the points of difference and commendations of each of the Ministers concerned.

**16.** The decision of the Council relating to each case shall be separately recorded and after approval by the Chief Minister or the Minister presiding, shall be placed with the records of the case. Extract of the decision shall be sent to the Secretary of the Department who will then take necessary action thereon.

**17.** Except as otherwise provided by or under these Rules, cases may be disposed off or under the authority of the Minister-in-charge who may, by means of standing Orders, give such direction as he thinks fit for the disposal of cases in the Department. Copies of such standing Orders shall be sent to the Chief Minister and the Governor.

**19.** Every Monday (or if it is a holiday, on the next working day), the Secretary shall submit to the Minister-in-charge, a statement showing the particulars of the important case if any, disposed off in the Department by the Minister and the Secretary and other Officers during the preceding week. A copy of the said statement shall be simultaneously submitted also the Chief Minister and the Governor.

**20(1).** When the subject of a case concerns more than one Department, no Order shall be issued, (nor shall the case be laid before the Council) until it has been considered by all the Departments concerned, unless the case is one of extreme urgency.

**27.** The Finance Department shall be consulted in all cases in which its previous concurrence is necessary under these Rules.

**28.** When the Finance Department is consulted under these Rules, the views of that Department shall be brought on to the permanent record of the Department to which the case belongs and shall form part of the case.

**43.** Whenever it is proposed in any Department (other than the Law department)-

(i) to issue a Statutory Rules, Notification or Order;

(ii) to sanction under a statutory power the issue of any rule, bye-law, notification or order by a subordinate authority; or

(iii) to submit to the Central Government any draft Statutory Rule, Notification or Order for issue by them, the draft shall be referred to the Law Department for opinion and for revision where necessary.

**44.(1)** All administrative Departments shall consult the Law Department on-

(a) the construction of Statutes, Acts, Regulations, and Statutory Rules, Orders and Notifications;

- (b) any general legal Principles arising out of any case;
- (c) the institution or withdrawal or any prosecution at the instance of any Administrative Department; and
- (d) the preparation of important Contracts to be entered into by the Government.

**46.** The Chief Secretary and the Secretary of the department concerned are severally responsible for the careful observance of these Rules and when either of them considers that there has been any material departure from them, he shall personally bring it to the notice of the Minister-in-charge, the Chief Minister and the Governor. ...”

As required under Rules 9 and 10, there is Schedule annexed to the Rules listing out various items and Item No.9 which is relevant for the present purpose, reads as under:-

“...9. Proposals involving any important change in Policy or Practice. ...”

Article 154 mandates that the executive power of the State shall be vested in the Governor and it has to be exercised by him either directly or through Officers subordinate to him in accordance with the Provisions of the Constitution. The Council of Ministers with the Chief Minister at its head is required to advise the Governor in exercise of his functions except those specifically stated, in discharge of his functions as the Head of the State and the Council of Ministers is collectively responsible to the Legislative Assembly of the State. The Rules framed under Article 166(3) are for the more convenient business of the Government and for allocation amongst the Ministers of the said business. The decision of the State is required to be authenticated as per the Rules framed under Article 166(2). The scheme of the Constitution therefore, envisages that any decision taken by the State Government reflects the collective responsibility of the Council of Ministers, which impliedly means the participation of the Council of Ministers in such decision-making process. The Chief Minister as the Head of the Council of Ministers is answerable to not only the State Legislature, but also to the Governor; and the Council of Ministers also function under his tutelage. The Governor being the Head of the State is required to act on the advice of the Council of Ministers headed by the Chief Minister. The Rules framed under Article 166(3) of the Constitution are in aid to fulfil the Constitutional mandate as embodied in Chapter II of Part VI. It would be therefore, imperative that the decisions taken by the State Government meet the requirements of these Rules as well.

If the decision of the Government is not in conformity with the mandate of Article 154 and 166 of the Constitution as well as the Business Rules framed there under, such decision would not have the form of a Government decision and it will be a nullity in the eyes of laws. If it is taken otherwise, the implication would be disastrous. The word ‘convenient’ as used under Article 166(3) carries a large meaning and it has to be read in the context of the Government Business. As per Black’s Law Dictionary, the term ‘convenient’ means ‘proportionate’. The convenient transaction of the business of the Government would therefore imply that the Business is transacted in a just and apt manner in keeping with the Business Rules framed and as per the requirements of Article 154. If a decision is taken by an individual Minister and the Council of Ministers or the Chief Minister has not been a party to such decision, there is no doubt that the decision of the individual Minister cannot be a decision of the State Government. The decisions which do not comply with the requirements of Business Rules would be non est and void ab initio. The aforesaid issue as regards the Rules of Business came up for consideration before the Hon’ble High Court in the case of **Mr. Manohar Parrikar v/s State of Goa reported in 2002(5) MLJ 48**. The issue in this case was as to whether an individual Minister can take a decision at his level without the matter being referred to the Council of Ministers; and the second issue was as to whether the Rules of Business of the Government of Goa 1991 are mandatory or directory in nature. The Hon’ble High Court whilst dealing with the said issue, has held as under:

“... **25.** If the decision of the Government is not in conformity with the mandate of Articles 154 and 166 of the Constitution as well as the Business Rules framed there under, such decision would not have the form of a Government decision and it will be a nullity in the eyes of laws. If it is held otherwise, the implication would be disastrous. The word ‘convenient’ as used under Article 166(3) carries a large meaning and it has to be read in the context of the Government Business. As per



Black's Law Dictionary, the term 'convenient' means 'proportionate'. The convenient transaction of the business of the Government would therefore imply that the business is transacted in a just and fit manner in keeping with the Business Rules framed and as per the requirements of Article 154. If a decision is taken by an individual Minister and the Council of Ministers or the Chief Minister has not been a party to such a decision, there is no doubt that the decision of the individual Minister cannot be a decision of the State Government. The decision which do not comply with the requirements of Business Rules could not be valid and void ab initio. ..."

The said Judgement was carried over to the Honourable Supreme Court of India in Special Leave Petitions filed by various aggrieved persons. The Honourable Supreme Court of India in the said case which is *MRF Ltd. v Manohar Parrikar & Ors. Reported in 2010 11 SCC 374* whilst upholding the Judgement of the Hon'ble High Court, has held as under:

"...90. Before the High Court as also before us, it was contended by the appellants herein, that the Rules framed under Article 166(3) are only directory in character and failure to comply with them does not vitiate the decision taken by the State Government. The High Court after considering the various Judgements cited before it, has repelled the said contention to hold that the said Rules are mandatory and non-compliance thereof would, be disastrous. The reasoning adopted by the High Court to arrive at such a conclusion is sound and in accordance with the constitutional mandate. The decisions of the State Government have to be in conformity with the mandate of Articles 154 and 166 of the Constitution as also, the Rules framed there under as otherwise, such decision would not have the form of a government decision and will be a nullity.

92. As observed by us earlier, these observations apply equally to the case on hand and in light of this view, we have no difficulty in holding that the Business Rules framed under the provisions of Article 166(3) of the Constitution are mandatory and must be strictly adhered to. Any decision by the Government in breach of these unless will be a nullity in the eye of the law. It is in this legal background that the issues raised before us have to be dealt with. ..."

From the aforesaid position it is amply clear that the Rules of Business are mandatory in nature and non-compliance thereof would vitiate the decision itself and that the decision would be void ab initio and a nullity in the eyes of Law.

Rule 7 of the Rules of Business of the Government of Goa 1991 specifically provide that unless the case is fully covered by the power to sanction expenditure or to appropriate or re-appropriate the funds conferred by any general or special Orders made by the Finance Department, no Department shall without the previous concurrence of the Finance Department, issue any Orders mentioned therein. The wordings of Rule 7 are mandatory in nature. Rule 9 of the Rules of Business specifically provides that subject to the Orders of the Hon'ble Chief Minister under Rule 10, all cases referred to in the Schedule shall be brought before the Council of Ministers in accordance with the Provisions contained in this Chapter. Proviso to Rule 9 reads as under:

"... Provided that no case in regard to which the concurrence of the Finance Department is required under Rule 7 shall, save in exceptional circumstances and under the Direction of the Chief Minister, be discussed by the Council unless the Finance Minister had the opportunity of considering it. ..."

The proviso therefore provides, that only in exceptional circumstances and that too, under the Directions of the Hon'ble Chief Minister, that the issue can be discussed at the Council of Ministers, in regard to which, the concurrence of the Finance Department is required unless the Finance Minister has had the opportunity of considering it.

Rule 27 of the Rules of Business contemplate that the Finance Department shall be consulted in all cases in which its previous concurrence is necessary under these Rules. Rule 28 thereof contemplates that when the Finance Department is consulted under the Rules, the views of that Department shall be brought on to the permanent record of the Department to which the case belongs and shall form a part of the case. It is pertinent to mention here that Rules 27 and 28 form a part of Chapter III containing Rule 9 as well, the relevant portion of which has been underlined hereinabove.

### **FINANCIAL CONSULTATION MANDATORY**

In the case of *Haridwar Singh v. Bagun Sumbrui and others*, [(1973) 3 SCC 889] the Honourable Supreme Court of India had an occasion to deal with such issues and more particularly, the implications of non-compliance of Business Rules as regards consultations with the Finance Department. In paragraphs 14 and 15 of the said Judgement, the Apex Court observed:-

“... 14. Where a prescription relates to performance of a public duty and invalidates acts done in neglect of them would work serious general inconvenience or injustice to persons who have no control over those entrusted with the duty, such prescription is generally understood as mere instruction for the guidance of those upon whom the duty is imposed.

15. Where however, a power or authority is conferred with a direction that certain regulation or formality shall be complied with, it seems neither unjust nor incorrect to exact a rigorous observance of it as essential to the acquisition of the Right of Authority.”

The apex Court further went to observe in Paragraph 16 thus:-

“Further, Rule 10(2) makes it clear that where prior consultation with the Finance Department is required for a proposal, and the Department on consultation does not agree to the proposal, the Department originating the proposal can take no further action on the proposal. The cabinet alone would be competent to take a decision.

When we see that the disagreement of the Finance Department with a proposal on consultation deprives the Department originating the proposal of the power to take further action on it, the only conclusion possible is that prior consultation is an essential pre-requisite to the exercise of the power”.

These observations were made while examining the Business Rules framed by the State of Bihar under Article 166(3) of the Constitution and they must equally apply in the instant case as well. The aforesaid decision in no equivocal terms, makes it clear that only when the Finance Department upon consultation, does not concur, it is only in that event that the matter can be placed before the Cabinet with respect to the cases mentioned in the Schedule. In the case of *Shalby Ltd., v/s State of Goa reported in 2011 6 BCR 866*, it has been held as that the Rules of Business of the Government of Goa 1991 are mandatory in nature and the Hon’ble High Court at paras 27 and 28 has held as under:

“... 27. After considering that the Respondents have accepted the terms of the Letter of Intent reproduced above, there is a little doubt that a concluded contract can be said to have come into existence even though the formal execution of the Concession Agreement remained. It was fairly accepted by the Learned Advocate General that Respondent No.2 could not have backed out after issuing the Letter of Intent to the Respondent No.3 so that the contract may be given to any other bidder without incurring any liability. In any case, there is no doubt whatsoever that whether the Letter of Intent is treated as a concluded contract or not, it is certainly a proposal within the meaning of Rule 7(2) of the Business Rules. As far as the Business Rules are concerned, vide Rule 7, no Department is entitled to issue any Order which may have financial bearing, whether involving expenditure or not without previous concurrence of the Finance Department. Thus the decision of the PAC dated 7/6/2011, to award the work to the Respondent No. 3, is clearly an order which has a financial bearing within the meaning of section 7(1)(d) of the Business Rules above. Therefore it was necessary for the Respondents to have obtained the previous concurrence of the Finance Department before the issue of the Order and the Letter of Intent in pursuance of the Order. In any event, assuming that the issuance of the Letter of intent and its acceptance is not a concluded contract, it is undoubtedly a proposal, which has a financial bearing.

28. It is well settled in a recent Judgement of the Supreme Court in *M/s. M.R.F. Ltd. & Anr. Vs. Manohar Parrikar & Ors.* 2010(4) Bom. C.R. 1(S.C.) 2010 DGLS (soft) 261 2010 AIR S.C.W. 5742 that Rule 7(2) of the Business Rules, requires the concurrence of the Finance Department as a condition precedent. The Supreme Court has observed as follows:

53. ...*From a combined reading of the Provisions of Rules 7,3 and 6 of the Business Rules of the Government of Goa, the conclusion would be irresistible that any proposal which is likely to be converted into a decision of the State Government involving expenditure or abandonment of revenue for which there is no provision made in the Appropriation Act or an issue which involves concession or otherwise has a financial implication on the State is required to be processed only after the concurrence of the Finance Department and cannot be finalized merely at the level of the Minister in charge. ...*

Recently however, it has been noticed more particularly before the Hon'ble High Court in the cases that the then Advocate General appearing on behalf of the State, has made submissions on behalf of the State that consultation with the Finance Department, is not required with respect to the cases mentioned in the Schedule and the said case can be brought directly before the Cabinet for its decision. However, this proposition of Law does not appear to be the correct position. However, this proposition of Law does not appear to be the correct position in Law if Rules 7,9,10, 27 and 28 are read together. A reading of all the aforesaid Rules makes it abundantly clear that in all cases, the Finance Department is required to be consulted. The issue can however, be brought before the Cabinet only if the Finance Department does not concur. The import is that consultation with the Finance Department is mandatory and which has been so held by the Honourable Supreme Court of India in the above referred Judgement in the case of Harinder Singh. However, in the recent Judgement in the case of **Mr. Prakash B. Sardesai v. Secretary, Ministry of Health, Government of Goa reported in Manu/MH/1062/2011** it was argued by the then Advocate General appearing on behalf of the State of Goa, that the consultation with the Finance Department is not mandatory and the Council of Ministers can directly take up the issue without consultation with the Finance Department. From a reading of the said case, it appears that all the Provisions of the Rules of Business of the Government of Goa 1991, were not cited before the Hon'ble High Court by the Advocate appearing for the Petitioners and it appears that the case was not properly argued by the Advocate appearing for the Petitioners. In this Judgement, it has been held as under:

“... There is no doubt that this matter involves a proposal involving an important change in the Policy of Practice and shall thus squarely cover under Clause (9) above. There is thus, no merit in the contention that the matter was not brought properly before the Cabinet i.e. through the Finance Department. It is therefore clear that the Chief Minister who is also the Finance Minister, was empowered to bring up this matter before the Council of Ministers. ...”

However, on a combined reading of all the Provisions of the Rules of Business of the Government of Goa 1991, and the Judgement of the Hon'ble Supreme Court of India in the case of Harinder Singh, the contentions raised by the State before the Hon'ble High Court in the case of Prakash Sardesai do not appear to be well founded. The Law laid down by the Hon'ble High Court in the case of Prakash Sardesai, with utmost respect, does not lay down the correct position of law as all the Provisions of Law more particularly, the relevant Rules of the Rules of Business of the Government of Goa 1991, appear to have been not cited before the Hon'ble High Court.

These Rules of Business of the Government of Goa 1991 are mandatory in nature and have been framed under Article 166 of the Constitution of India. These Rules are required to be followed; and a Decision or Order taken in breach of these Rules is null and void. What is more relevant to be mentioned here in Rules 46 of the Rules of Business of the Government of Goa 1991, which casts the responsibility on the Chief Secretary and the Secretary of the concerned department for careful observations of these Rules; and when there is any material departure from these Rules, it is in fact, the duty of the Chief Secretary and the Secretary of the department concerned, to personally bring it to the notice of the Minister in charge, the Chief Minister and the Governor.

In the light of the aforesaid, the Industrial Policy earlier decided, may be reviewed now when the new Policy is to be taken up for determination and finalization.

The aforesaid is the legal position as regards the mandatory observance of the Rules of Business of the Government of Goa 1991 and this legal position should be brought to the notice of all the persons concerned including the Ministers, Chief Secretary and other Secretaries so that the Rules of Business of the Government of Goa 1991 are observed in letter and spirit. In a society governed by

the Rule of Law, it is the Law that should prevail and all the conduct of the business of the Government should be in accordance with Law.

This note may therefore be circulated to all the concerned persons so that they are abreast with the legal position as regards the mandatory nature of the Rules of Business of the Government of Goa 1991 and the way the Government should conduct its business in accordance with the Rules of Business of the Government of Goa 1991.

**forwarded with Compliments  
this 7<sup>th</sup> day of April 2012**

Sd/-  
**ATMARAM N.S. NADKARNI**  
**ADVOCATE GENERAL**

### **General Administration Department**

File No.17/1/2000-GAD-II/7548

Dated: 10/05/2012

#### **CIRCULAR**

In spite of repeated instructions issued in the past it has been noticed that the Cabinet Notes are not submitted to General Administration Department in time for placing before the Council of Ministers for consideration. As per Rule 15 (3) read with Rule 13 of the Rules of Business of the Government of Goa, 1991, the proposals to be discussed in the meeting of the Council of Ministers have to be circulated to the Ministers at least two (02) days before the date of the Cabinet meeting.

It has been observed that in the recent past Cabinet notes from departments are not received in time in the G.A.D. At times the G.A.D. had to circulate the Agenda Notes on the day of the Cabinet Meeting.

Further, Rule 11 deals with the procedure for consideration of an item by circulation. Detailed instructions in this regard have been issued vide Circular No.23/1/91-GA&C dated 22<sup>nd</sup> March, 1993, a copy of which is enclosed herewith for strict compliance.

It is also decided that the Meeting of the Council of Ministers shall be held on every Wednesday at 12.00 noon of the week and if for any reasons not held on Wednesday then the same shall be held on the next day i.e. on Thursday at 11.30 a.m.

In view of above, all Secretaries/HOD's should ensure that Cabinet notes to be placed before the Council of Ministers are sent to G.A.D. latest by every Friday by 3.00 p.m. so that the same can be circulated by Monday afternoon after completing the due procedure. If the same is not received by the stipulated time, the said item will not be placed before the Council of Ministers in the meeting of that week. Similarly, all Secretaries shall personally ensure compliance of the provisions of Rule 11 when any item is to be considered by the Council by circulation.

Encl. As above

Sd/-  
(S.K. Srivastava)  
Chief Secretary

#### **CHECKLIST FOR SUBMISSION OF NOTE FOR CABINET AND FILES CONTAINING THE MEMORANDUM FOR CIRCULATION.**

1. The Memorandum should be submitted to General Administration Department, Section II as required under Rule 9 of the transaction of Business Rules, 1991.
2. The Memorandum should mention the subject, name of the Minister and Secretary in charge. Similarly "SECRET" should be inscribed on the Memorandum on the left hand side. The date should be inscribed on the left hand side of the Memorandum, below the address of the Department on the first page. The subject matter shall give a brief gist of the proposal contained in the Cabinet Note.

3. The proposal involving financial implications should be shown to the Finance Department and the opinion and concurrence of the Finance Department should be incorporated in the Cabinet Note.
4. If the proposal involves any financial implications on the plan side “advice” of the Planning Department should be obtained and incorporated in the Memorandum.
5. Proposals involving legal issues should be put up in consultation with the Law Department (Legal) and their opinion recorded in the Note.
6. Proposals involving creation/revival/up-gradation/abolition of post/posts should be referred to Administrative Reforms Department and their opinion /recommendation should be incorporated in the Cabinet Note.
7. Like – wise proposals involving matters related to framing/amendment of service Recruitment Rules should be shown to the Personnel Department and their opinion recorded.
8. If the subject of the Cabinet Note has been discussed in the Cabinet meeting on an earlier occasion, the memorandum should clearly indicate the decision taken earlier and the date of such decision.
9. The approval of the Minister in charge and the Chief Minister should be obtained for placing any matter before the Council of Ministers.
10. All Cabinet Notes should route through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned Administrative Minister and the Chief Minister.
11. The Cabinet Note should contain a draft Resolution for consideration of the Council of Ministers.
12. The Cabinet Notes which needs to be placed among the Council of Ministers for their consideration in the Cabinet Meeting should be submitted to the General Administration Department , Section, (II), atleast 48 hours in advance of the ensuing Meeting (excluding Saturdays and Sundays) as required under the Rules of Business, 1991.
13. All Cabinet Notes containing 40 copies should be submitted to the General Administration Department (Section II) in sealed cover with a covering letter addressed to Under Secretary (GA-II).
14. In respect of files to be submitted for approval by Circulation, only the files which have been directed by the Hon’ble Chief Minister for circulation will have to be circulated. However the Memorandum placed in the file for circulation should be in accordance with the instructions issued from S.No.2 to 11.

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### **General Admn. Department**

No.17/1/2000-GAD

Dated: 30-09-2008

### **C I R C U L A R**

Sub.: Procedure for submission of Note for Cabinet and file for approval by Circulation.

It has been observed by Secretary to Council i.e. Chief Secretary, that inspite of several instructions issued in respect of the procedure for submission of Note for Cabinet, HODs do not follow the procedure laid down in this Department’s Circular of even number dated 25.07.2008.

All Secretaries/HODs are therefore, once again requested to strictly adhere to the instructions issued in the checklist while preparing and submitting the Cabinet Notes through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned Administrative Minister and the Hon’ble Chief Minister (checklist enclosed).

All Secretaries/HODs shall be held personally responsible for non-compliance of the instructions issued in the checklist.

This issues with the approval of the Government.

Sd/-  
(Hanumant T. Toraskar)  
Under Secretary (GA-II)

**General Administration Department**

No. 17/1/2000-GAD

Dated:- 25-07-2008

**C I R C U L A R**

**Sub:-** Procedure for submission of Note for Cabinet and file for approval by Circulation.

It has been observed by Secretary to Council i.e. Chief Secretary, that inspite of several instructions issued in respect of the procedure for submission of Note for Cabinet, HODs do not follow the procedure laid down in this Department's Circular of even number dated 09.03.2007.

All Secretaries/HODs are therefore, requested to strictly adhere to the instructions issued in the checklist while preparing and submitting the Cabinet Notes for approval of the Hon'ble Chief Minister (checklist enclosed).

All Secretaries/HODs shall be held personally responsible for non-compliance of the instructions issued in the checklist.

This issues with the approval of the Chief Secretary.

Sd/-  
(Hanumant T. Toraskar)  
Under Secretary (GA-II)

Encl:- Checklist

**CHECKLIST FOR SUBMISSION OF NOTE FOR CABINET AND FILES**  
**CONTAINING THE MEMORANDUM FOR CIRCULATION.**

1. The Memorandum should be submitted to General Administration Department, Section II as required under Rule 9 of the transaction of Business Rules, 1991.

2. The Memorandum should mention the subject, name of the Minister and Secretary in charge. Similarly "SECRET" should be inscribed on the Memorandum on the left hand side. The date should be inscribed on the left hand side of the Memorandum, below the address of the Department on the first page. The subject matter shall give a brief gist of the proposal contained in the Cabinet Note.

3. The proposal involving financial implications should be shown to the Finance Department and the opinion and concurrence of the Finance Department should be incorporated in the Cabinet Note.

4. If the proposal involves any financial implications on the plan side "advice" of the Planning Department should be obtained and incorporated in the Memorandum.

5. Proposals involving legal issues should be put up in consultation with the Law Department (Legal) and their opinion recorded in the Note.

6. Like-wise proposals involving matters related to framing/amendment of service Recruitment Rules should be shown to the Personnel Department and their opinion recorded.

7. If the subject of the Cabinet Note has been discussed in the Cabinet meeting on an earlier occasion, the memorandum should clearly indicate the decision taken earlier and the date of such decision.

8. The approval of the Minister in charge and the Chief Minister should be obtained for placing any matter before the Council of Ministers.

9. All Cabinet Notes should route through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned Administrative Minister and the Chief Minister.

10. The Cabinet Note should contain a draft Resolution for consideration of the Council of Ministers.

11. The Cabinet Notes which needs to be placed among the Council of Ministers for their consideration in the Cabinet meeting should be submitted to the General Administration Departments, Section (II), atleast 48 hours in advance of the ensuing Meeting (excluding Saturdays and Sundays) as required under the Rules of Business, 1991.

12. All Cabinet Notes containing 40 copies should be submitted to the General Administration Department (Section II) in sealed cover with a covering letter addressed to Under Secretary (GA-II).

13. In respect of files to be submitted for approval by Circulation, only the files which have been directed by the Hon'ble Chief Minister for circulation will have to be circulated. However the Memorandum placed in the file for circulation should be in accordance with the instructions issued from S. No. 2 to 10.

### **General Administration Department**

No. 17/1/2000-GAD

Dated:- 28-01-2004

### **C I R C U L A R**

#### **Sub:- Procedure for submission of Note for Cabinet**

It has been observed by Government that most of the Departments do not adhere to the Rules of the Transaction of Business 1991 while routing the cabinet notes for approval of the Chief Minister.

Therefore a fresh checklist for submitting cabinet notes is prepare, which is enclosed for compliance.

All Departments are therefore, requested to strictly adhere to the instructions issued in the checklist while preparing and submitting the Cabinet Notes for approval of the Hon'ble Chief Minister.

All Secretaries/HODs shall be held personally responsible for non-compliance of the instructions issued in the checklist.

This issues with the approval of the Chief Secretary.

Sd/-

(B. S. Kudalkar)

Under Secretary (GA-II)

Encl:- Checklist

#### **CHECKLIST FOR SUBMISSION OF NOTE FOR CABINET AND FILES CONTAINING THE MEMORANDUM FOR CIRCULATION.**

1. The Memorandum should be submitted to General Administration Department, Section II as required under Rule 9 of the transaction of Business Rules, 1991.

2. The Memorandum should mention the subject, name of the Minister and Secretary in charge. Similarly "SECRET" should be inscribed on the Memorandum on the left hand side. The date should be inscribed on the left hand side of the Memorandum, below the address of the Department on the first page. The subject matter shall give a brief gist of the proposal contained in the Cabinet Note.

3. The proposal involving financial implications should be shown to the Finance Department and the opinion and concurrence of the Finance Department should be incorporated in the Cabinet Note.

4. If the proposal involves any financial implications on the plan side "advice" of the Planning Department should be obtained and incorporated in the Memorandum.

5. Proposals involving legal issues should be put up in consultation with the Law Department (Legal) and their opinion recorded in the Note.

6. Proposals involving creation/revival/upgradation/abolition of post/posts should be referred to Administrative Reforms Department and their opinion/recommendation should be incorporated in the cabinet note.

7. Like-wise proposals involving matters related to framing/amendment of service Recruitment Rules should be shown to the Personnel Department and their opinion recorded.

8. If the subject of the Cabinet Note has been discussed in the Cabinet meeting on an earlier occasion, the memorandum should clearly indicate the decision taken earlier and the date of such decision.

9. The approval of the Minister in charge and the Chief Minister should be obtained for placing any matter before the Council of Ministers.

10. All Cabinet Notes should route through the Secretary to the Council i.e. the Chief Secretary for its approval of the concerned Administrative Minister and the Chief Minister.

11. The Cabinet Note should contain a draft Resolution for consideration of the Council of Ministers.

12. The Cabinet Notes which needs to be placed among the Council of Ministers for their consideration in the Cabinet meeting should be submitted to the General Administration Departments, Section (II), atleast 48 hours in advance of the ensuing Meeting (excluding Saturdays and Sundays) as required under the Rules of Business, 1991.

13. All Cabinet Notes containing 40 copies should be submitted to the General Administration Department (Section II) in sealed cover with a covering letter addressed to Under Secretary (GA-II).

14. In respect of files to be submitted for approval by Circulation, only the files which have been directed by the Hon'ble Chief Minister for circulation will have to be circulated. However the Memorandum placed in the file for circulation should be in accordance with the instructions issued from S. No. 2 to 11.

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**General Admn. & Coordin. Deptt.**

No. 23/1/91-GA/C

Dated: 22<sup>nd</sup> March, 1993.

### **CIRCULAR**

Attention of the Departments is invited to the detailed instructions contained in the circular of even number dated 6-8-1992 emphasizing that the procedure laid down in rule 11 of the Rules of Business relating to the approval of the Cabinet by circulation should be strictly followed. It is still observed that inspite of these instructions, the prescribed procedure relating to approval of Cabinet by Circulation of Cabinet Notes is not being followed. The provisions of the Rule are therefore discussed below:

- (i) Once a decision is taken by the Department that the case is so urgent that it cannot wait for the meeting of the Cabinet, a memorandum containing brief facts of the case, the points for decision and the recommendations of the Minister in charge is to be prepared by the Department concerned and should be submitted to the Chief Minister through the Chief Secretary with a view to obtain his orders for circulation of the item in the Council of the Ministers.



- (ii) While directing that the case shall be circulated, the Chief Minister may also direct that the Ministers shall communicate their opinion to the Chief Secretary by a particular date.
- (iii) If the case is approved by the Chief Minister, the Department to which the case belongs shall prepare a Memorandum in accordance with rule 11(2) and submit it to the Chief Secretary who will circulate it to the concerned Ministers. The Memorandum shall also contain the date before which the Ministers may communicate their opinion.
- (iv) If the Minister fails to communicate his opinion to the Chief Secretary by the specified date, it shall be assumed that he has accepted the recommendations contained therein.
- (v) Thereafter, the Chief Secretary shall submit the case to the Chief Minister who may accept the recommendations and return the case to the Chief Secretary with his orders.
- (vi) The Chief Secretary shall thereafter pass on the case to the Secretary concerned for issue of necessary orders.

All the Secretaries to Government, Heads of Departments and P.S. to Ministers should ensure that the procedure discussed above is strictly adhered to by all the concerned.

Sd/-  
(P.S. Bhatnagar)  
Chief Secretary

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PERSONNEL DEPARTMENT

## CAR/SCOOTER ADVANCE

**Finance Department**  
**Finance (Debt Management) Division**

No. 2/5/2010-Fin (DMU)

Dated: 16/03/2011

**ORDER**

**Sub.: Detailed procedure regarding forwarding of applications and sanction of Motor Car Advance (MCA).**

(1) Government employees desirous of availing Motor Car Advance facility Scheme should submit their applications in the prescribed form to their respective Head of Department. Employees on deputation or Foreign Service should apply for the advance to the Head of their parent Department through the District Head of the Office.

(2) Along with the application form, they should also furnish full information in the form prescribed for MCA under Government rules in Form VI appended to the compendium of Rules on Advances (herein after referred to as the "Compendium" along with quotation from the authorized Motor Car Dealer or the company of their choice. Agreement and Mortgage Bond in Form III and IV appended to the Compendium (with other documents as required under MCA Rules)

(3) The Head of Department, after exercising the necessary checks under the Government MCA Rules, shall accord sanction for payment of MCA to the Government servant concerned subject to maximum limit. The head of Department shall ensure that the vehicle purchased is as per brand and model indicated in the quotation.

(4) The Head of Department shall also ensure that surety Bond in Prescribed form is obtained in the case of Temporary Government servants.

(5) Head of Department shall forward the sanction order in duplicate along with copy of quotation from authorized dealer to the Director of Accounts for verification and countersignature of the Director of Accounts.

(6) After receipt of sanction order duly countersigned by the Director of Accounts, the Head of Department shall forward the same to the Bank of India for release of advance.

(7) On receipt of the sanction orders alongwith relevant documents and after execution of documents by the concerned employee the Bank of India shall release the loan amount recommended by the Head of Department by drawing a cheque in favour of the dealer as mentioned in the sanction order and send it to the Head of the office concerned.

(8) After release of advance, the Government Servant shall submit the cash receipt/sale letter alongwith attested photocopy of Registration Certificate of Motor Car with endorsement of hypothecation to the Bank of India within thirty days from the date of drawal of advance.

(9) The Bank of India shall send intimation to the Director of Accounts regarding pre-equated monthly installment to be paid and the recovery of equal monthly installments in respect of all loanees concerned.

By order and in the name of  
The Governor of Goa  
Sd/-  
Anupam Kishore, Addl. Secretary (DMU)  
Government of Goa

**Finance Department**  
**Finance (Debt Management) Division**

No. 2/5/2010-Fin (DMU)

Dated: 16/03/2011

**ORDER**

**Sub:- Procedure for effecting recoveries towards Motor Car Advances (MCA) provided to Government employees.**

Government has introduced the scheme of loan facility for purchase of motor car to State Government employees through the Bank of India.

The following procedure for watching and effecting recoveries towards the loan:-

(1) The Dy. Director of Accounts (Loans & Advances Section) (DDA) (L&A) in the Directorate of Accounts, Panaji, has been nominated as the Authority for watching and accounting recoveries from Government employees towards Motor Car Advance availed by them through the Bank of India, Panaji and arranging repayments of the dues to the Bank regularly.

(2) Whenever a sanction is accorded by the Head of the Department for release of the MCA through BOI, a copy of the sanction order is to be invariably endorsed to the Dy. Director of Accounts (L&A section) in all cases, including Gazetted Officers. Head of Department shall be fully responsible for scrutiny of applications from the employees for availing of loan from the Bank of India.

(3) As and when the BOI releases the loan amounts to the individual loanees based on the sanction orders, the Dy. Director of Accounts (L&A) will open individual ledger accounts indicating the sanction of the Department, the particulars of the loan released by the BOI viz, total amount of the loan sanctioned, month from which recovery will start, monthly installment of principal and interest recoverable under MCA Rules, monthly interest/installment.

(4) The BOI may furnish to the Dy. Director of Accounts (L&A), a monthly statement of payments such as pre EMI due in respect of the loans granted by them under the scheme by fifteenth day of the month preceding the month in which the repayment is to be credited to the BOI.

(5) The Drawing and disbursing Officers should, after the loan has become due for repayment in accordance with the provisions laid down in the sanction order, the recoveries towards principal from the monthly salary of concerned loanees working under them. They may indicate these recoveries alongwith Treasury deductions like Income Tax, Professional Tax, etc., under the Head "Bank of India Advance" in the pay bills and enclose separate recovery schedules distinctly named "Schedule of recovery of principal of BOI MCA advance and shall be classified under the recovery Head of Account '8443 – Civil Deposits – 03 – BOI (MCA) – 106 – Personal Deposits – 01 – Personal Deposits of Deputy Director of Accounts / Loans and Advances'. The same procedure may be followed in case of recoveries of installment towards interest later.

(6) In respect of Gazetted Officers who are self drawing Officers, necessary recoveries may be effected in their pay bills and shown distinctly under the head indicated above. Such pay bills should be accompanied by the relevant schedules invariably. The DDO concerned should ensure that recoveries are started according to prescribed schedule.

In respect of Government employees working on deputation on Foreign Service terms and conditions, the foreign employers may send a local cheque/DD in favour of the Director of Accounts/Dy. Director (L&A) not later than 5<sup>th</sup> of the following month in settlement of amount recovered towards MCA alongwith the necessary recovery schedules who will in turn deposit the said amount in the BOI.

(7) In respect of other Government employees, the Director of Accounts will compile the amount as is being done at present in HBA Cases and he shall arrange to deposit the recoveries of MCA in the PDA/ (Personal Deposit Account) to be opened in the name of Deputy Director of Accounts/Loans and Advances.

(8) The Director of Accounts shall open a Personal Deposit Account in the name of the Deputy Director of Accounts/Loans and Advances in the accredited bank, State Bank of India, Panaji, and

operate it through Treasury Office, Panaji, as per the set procedure. The cheques/D.D.'s received from foreign employer shall also be credited immediately on receipt in the said account. The accretion in the P.D.A shall be utilized only for the purpose of making payments to BOI towards repayment of loan sanctioned towards MCA to Government employees.

(9) (a) As soon as cheque's/DD's Recovery Schedules are received in this office of the Director of Accounts from all the Treasuries and Foreign Employer, it shall be verified that the total of all the Schedules tally with the amount of all the cheque's/DD's Recovery Schedule received. In case of any discrepancy between totals of cheque's/DD's and recovery schedule, immediate action may be taken by the concerned Head of Dept./Head of Office/Director of Accounts for correcting the schedule or for rectification of discrepancies. With reference to the recovery schedules received with the cheques/DD's recovery schedule, the Director of Accounts will arrange for posting of the individual accounts of all the loanees and work out the total of such difference. He may also arrange to verify whether there are any cases of non-recovery of the loan installments.

(b) For the first month of the repayment of loan to BOI, the Director of Accounts may draw a cheque for the entire amount demanded by BOI by debiting to Budget Head '2075 – Miscellaneous General Services – 800 – Other Expenditure – 02 – Subsidy/MCA to Govt Servants – 33 – subsidies under Demand No.08'. The total amount so credited to bank account may be arranged to be transferred to the account of BOI by not later than 10<sup>th</sup> of the following month.

(c) For the subsequent months he may draw a cheque for the amount representing the difference between the total dues demanded by BOI for the month and the amount already recovered and available the bank account, credit the difference amount to his Bank account. The total amount available thereafter may be arranged to be transferred to the account of BOI by the due date with a schedule of repayment indicating the loan repayment credited to BOI as against each loanee.

(10) In addition to the Director of Accounts, the Head of Department shall also maintain individual accounts of loan sanctioned by them and released by the BOI and the amounts recovered from the employees under the Government MCA Rules, in respect of the loanees working in their Departments. The Head of Offices shall furnish every month to their Head of Departments the statements of loan amount drawn and of recoveries towards BOI advance effected under MCA Rules and in respect of the staff working in their office and other Gazetted Officers. In respect of employees on Foreign Service, the Head of Department may obtain such particulars from the foreign employer. The Head of Department may arrange for periodical reconciliation of the figures in their records with those in the books of the Director of Accounts and furnish a Certificate of Reconciliation to the Finance Department Half yearly/yearly by 10<sup>th</sup> April of the year.

(11) Procedure to be followed in case of transfer etc.

If a State Government Employee (non-Gazetted or Gazetted) who has obtained a loan under BOI this Scheme is transferred from one office to another or on deputation, the Head of the Office shall send full particulars of the amount of the loan sanctioned; amount recovered; amount outstanding alongwith particulars of sanction order and the release order of the BOI, to the Head of Offices under whom the employee is transferred. The information may be furnished in the form prescribed by the Director of Accounts and copies thereof may be endorsed to the DDA (L&D), BOI and the Head of new Department concerned. In respect of Gazetted Officers who are self drawing Officers, the particulars are to be furnished on the L.P.Cs issued by DDA (gazette section and copy sent to respective DDA (Gazetted Section) under whose jurisdiction the Government employee is transferred.

(12) Cases of cessation from service due to death or otherwise:-

In case of a Government servant who has availed a Motor Car Advance under this Scheme and who ceases to be in Government service due to death while in service or any other reason, the fact may be intimated to the DDA (L&D), Head of Department and to the Bank of India, so that necessary action can be taken to recover the outstanding amount due towards the principal amount and interest thereon. Before recommending/sanctioning loans for Motor car advances to the Government employees under Bank of India, the Head of Department shall scrutinize the applications with utmost care to ensure that the repayment schedule is correctly fixed, taking into consideration the number of years of service left for the employees, their repaying capacity. In case any excess amount is sanctioned to the employees,

the Head of Department shall be solely responsible including the responsibility of recovery of excess advance sanctioned to the Government employee.

(13) Communication of balances to the individual loanees:-

The D.D.A (L&A) shall, at the end of each financial year, furnish to every loanee, a statement of balances in the form indicated below:

- (i) Name of the Government Employee
- (ii) Designation
- (iii) Amount of loan sanctioned by the Bank of India
- (iv) Total amount recovered under Government MCA Rules
- (v) Balance amount on 31<sup>st</sup> March.

Lower portion of the form may be perforate so that, it may be returned to the Dy. Director of Accounts (L&A) with the acceptance or otherwise recorded by the employee concerned.

(14) The DDA (L&A) may review every quarterly all the cases and ensure that in respect of all loanees where the amounts due to the Bank of India, have been settled, recoveries from pay and allowances of the loanees under MCA Rules, are not omitted to be made or unduly delayed. Persistent correspondence may be resorted to in cases of defaults unduly carried forward.

By order and in the name of

The Governor of Goa

Sd/-

(Anupam Kishore), Addl. Secretary (DMU)  
Government of Goa

No.

Office address

Dated:-

Read :- Notification No. \_\_\_\_\_ dated \_\_\_\_\_

Sub: Sanction of Motor Car Advance to Shri/Smt \_\_\_\_\_

Office address \_\_\_\_\_

### **ORDER**

Sanction is hereby accorded to grant an advance of Rs. \_\_\_\_\_  
(Rupees \_\_\_\_\_) to Shri/Smt. \_\_\_\_\_ office address  
\_\_\_\_\_ subject to the conditions specified below:

1.	Name of the loanee and address	
2.	Basic pay of the loanee (PB+GP)	
3.	Date of Superannuation	
4.	Amount of Advance	
5.	Actual cost of vehicle	
6.	Name of the Financial Institution	Bank of India, Panaji
7.	Preliminaries to be fulfilled before drawing loan amount	The original documents in respect of sanction of loan has been obtained and kept in this office
8.	Office to get the necessary documents	The HOD
9.	Rate of Interest	11.50% p.a.
10.	No. of installments in which principal amount to be repaid (maximum 200 monthly installment)	
11.	No. of installments in which interest amount to be paid	
12.	Commencement of 1 <sup>st</sup> recovery	

13.	Officer responsible to maintain detailed accounts and watch the recovery	
14.	GPF Account No.	
15.	Head of Account to which recoveries to be classified	8443 – Civil Deposits 03 – Bank of India (M.C.A) 106 – Personal Ledger Account 01 – Personal Ledger Account / L&A
16.	Name of the dealer in whose favour cheque to be issued	
17.	Other details recovery	1. The loanee has executed an Agreement in Form III 2. The Loanee should submit the cash receipt alongwith attested photocopy of Registration Certificate of Motor Car to the Head of Department within one month from the date of drawal of advance
18.	Process charges/prepayment penalty	As per MOU with the Bank of India

HEAD OF DEPARTMENT

To,

Name of Loanee &amp; Office Address

Copy to:

1. The Director of Accounts, Panaji, Goa
2. The Bank of India, Panaji-Goa
3. The Sr. Dy. Accountant General (Audit), Alto, Porvorim, Goa
4. Office file
5. Grand file

**Finance Department**

Finance (Debt Management) Division

No. 2/5/2010-Fin (DMU)

Dated:- 16/03/2011

**NOTIFICATION**

**Sub.: Extension of facilities for Motor Car Advance to State Government Employees through Bank of India.**

Preamble

Motor Car Advance (MCA) to the State Government Employee is at present met from State Budget Allocation. However, due to constraint on resources, it has not been possible to provide adequate allocation to satisfy the demands of Government employees towards MCA. The State Government, therefore, negotiated with the Bank of India for advancing loans to the interested Government Employees for purchase of Motor Car. In this regard, the Bank of India has agreed for giving loans to the Government Employees for the purpose.

(1) Effective from 1<sup>st</sup> March, 2011, the advances for purchase of Motor Car to Government Employees will be disbursed by the Bank of India, upto an aggregate amount/limit of Rs.40.00 crores (Rupees Forty Crores only). The loans will be disbursed on applications by the individual Government employees to their respective Head of Department. The loan will be sanctioned by the Head of Department as per Rules of Government. The loans will be secured by hypothecation of the Motor Car duly endorsed on the registration certificate of the Motor Car. The State Government will hold the hypothecation in the name of the Bank of India.

(2) The rate of interest payable on MCA shall be @11.50% p.a. The maximum MCA admissible will be Rs.5.00 lakhs or the cost price of the Motor Car, whichever is less. The advance for purchase of motor car shall be repaid in full in monthly installment by way of salary deduction within a period not exceeding 200 equal monthly installments. The recovery of the advance will commence from the month succeeding the month of disbursement of loan by the Bank.

(3) Subject to the above, the advances will be regulated by the MCA Rules.

(4) Detailed procedure regarding forwarding of application and sanction of loan, etc. is given in the Order.

Sd/-  
Anupam Kishore,  
Addl. Secretary (DMU)

**Finance Department**  
**Finance (Exp.) Department**

No.7/1/2007-FIN(EXP)(1)

Dated : 10/08/2007

Read: Notification No. 7/1/2007-FIN(EXP)(1) dated 29-03-2007

**CORRIGENDUM**

In the Government Notification No.7/1/2007-FIN(EXP)(1) dated 29/03/2007, Sr. No.1 may be substituted to read as follows:

- 1) The Car Loan/Advance eligibility will be maximum to the extent of Rs.5.00 lakhs or 55 times the Basic Pay + Dearness Allowance whichever is lower.
- 2) All other conditions remain unaltered.

By order and in the name of  
Governor of Goa  
Sd/-  
Shrikant M. Polle,  
Under Secretary (Fin-Exp.)

**Finance Department**  
**Finance (Exp.) Department**

No. 7/1/2007-FIN(EXP)(1)

Dated : 29/03/2007

**Read: O. M. No. 12/(1)/E. II(A)/2004 dated 8/10/2004 Circulated vide even number dated 22/12/2004**

**NOTIFICATION**

The Government of Goa is pleased to amend G.F.R. 193 and G.F.R. 199(1) under which the advance for purchase of Motor car is granted to the Government Employee as given below:-

- 1) The Car Loan/Advance eligibility will be Rs.5.00 lakhs or 25 times the basic pay + Dearness pay whichever is lower.

2) There will be no limit on the basic pay.

3) This will apply for purchase of new car only.

4) Payment will be made directly to authorized dealer/supplier and not to the employee. Difference amount, if any, has to be borne by the employee concerned.

5) The vehicle purchased has to be mortgaged to the Government.  
This will come into force w.e.f 1<sup>st</sup> April, 2007.

By order and in the name of  
Governor of Goa  
Sd/-  
Shrikant M. Polle,  
Under Secretary (Fin-Exp.)



**Finance (Expenditure)**

3/3/79-Fin(Exp)(Part File)

Dated: 22/12/2004

A copy of the under mentioned paper is forwarded for information and necessary action to:

- 1) All Heads of Department
- 2) All Secretariat Department

Government is pleased to make it applicable to the employees of this State Government

Sd/-  
Shrikant M. Polle,  
Under Secretary (Fin-Exp.)

**Ministry of Finance  
Department of Expenditure**

F. No. 12(1)/EII(A)/2004

Dated : 08/10/2004

**OFFICE MEMORANDUM**

**Subject:- Revision in eligibility limits and quantum of various advances following merger of Dearness Allowances (DA) with Basic Pay.**

The undersigned is directed to say that following the merger of 50% of Dearness Allowance with Basic Pay vide this Department's O.M. No.105/1/2004-IC, dated 1-3-2004, it has been decided to amend the existing provision of Rule 193, Rule 199, Rule 211, Rule 212, Rule 236 and Rule 263 of General Financial Rules (GFRs), 1963 – relating to advances for purchase of Motor Car, Personal Computer, Motor cycle/Scooter/Moped/Bicycle and advances for festival and for providing immediate financial relief to the families of Government servants who die in service, as per the amendments enclosed.

2. These orders will take effect from the date of issue. The cases where the advances have been sanctioned under the provisions of earlier rules or in terms of this Department's O.M. dated 1-3-2004 mentioned above, need not be re-opened.

3. In so far as persons serving in Indian Audit and Accounts Department are concerned, these orders issue in consultation with the Comptroller and Auditor – General of India.

4. All the Ministries/Departments are requested to bring the amendments to the notice of all its attached and subordinate offices for their information.

Sd/-  
(R. K. Arora), Director

**AMENDMENTS TO GENERAL FINANCIAL RULES, 1963****CHAPTER 14 – ADVANCES TO GOVERNMENT SERVANTS**

Motor Car and Motor Cycle/Scooter/Moped Advance

Rule 193

In Rule 193-

(a) In Clause (ii) relating to the condition of eligibility for Motor Car Advance, for the words and figure 'Basic Pay is Rs.10,500 (Rupees ten thousand five hundred) per month or more,' the words and figure "Basic Pay and Dearness Pay taken together is Rs.15,750 (Rupees fifteen thousand seven hundred fifty) per month or more", shall be substituted.

(b) In Clause (iii) relating to the conditions of eligibility for Motor Cycle/Scooter/Moped Advance, for the words and figure "Basic Pay is Rs.4,600 (Rupees four thousand six hundred) per month or more, the words and figures "Basic Pay and Dearness Pay taken together is Rs.6,900 (Rupees six thousand nine hundred) per month or more", shall be *substituted*.

RULE 199 (1) &amp; (2)

In Rule 199-

(a) In sub-rule (1) relating to the amount of advance for purchase of Motor Car for the first occasion for the words “ or eleven months’ Basic Pay of the Government servant” the words “or eight months’ Basic Pay and Dearness Pay of the Government servant taken together”, shall be *substituted*.

(b) In sub-rule (2) relating to quantum of advance admissible on second or subsequent occasions for purchase of Motor Car, for the words, “or eleven months’ Basic Pay of the Government servant” the words” or eight months’ Basic Pay and Dearness Pay of the Government servant taken together”, shall be *substituted*.

#### RULE 211

In Rule 211 relating to conditions and quantum of advance admissible for purchase of Motor Cycle/Scooter/Moped:-

a) In first proviso relating to amount of advance admissible for the first occasion, for the words “or six months ‘ Basic Pay” the words “ or four months’ Basic Pay and Dearness Pay taken together”, shall be *substituted*.

b) In the provision relating to quantum of advance that may be granted on second or subsequent occasions for purchase of Motor Cycle/Scooter/Moped for the words” or five months’ Basic Pay”, the words “or three months’ Basic Pay and Dearness Pay taken together’, shall be *substituted*.

### BICYCLE ADVANCE

#### RULE 212

In Rule 212, in the opening clause relating to eligibility for Bicycle Advance, for the words and figures “who is in receipt of Basic Pay not exceeding Rs.5,000 (Rupees five thousand) per month”, the words “whose Basic Pay and Dearness Pay taken together does not exceed Rs.7,500 (Rupees seven thousand five hundred) per month”, shall be *substituted*.

### FESTIVAL ADVANCE

#### RULE 236

In Rule 236, in the opening clause relating to eligibility for Festival Advance, for the words and figures “who is the receipt of Basic Pay not exceeding Rs.8300 (Rupees eight thousand three hundred) per month” the words “whose Basic pay and Dearness Pay taken together does not exceed Rs.12,450 (Rupees twelve thousand four hundred fifty) per month”, shall be *substituted*.

### PART I – LUMP SUM ADVANCE TO PROVIDE FOR IMMEDIATE FINANCIAL RELIEF

#### RULE 263

In Rule 263, for the words “equal to three months’ pay as defined in FR 9 (21) (a) (i) of the deceased Government servant, subject to a maximum of Rs.8,000 (Rupees eight thousand only)”, the words, “equal to two months’ Basic Pay and Dearness Pay taken together of the deceased Government servant, subject to a maximum of Rs.8,000 (Rupees eight thousand only),” shall be *substituted*.

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## Compassionate Appointment

PERSONNEL DEPARTMENT

**Department of Personnel**

No. 10/1/86-PER(Part File)

Dated:- 01/12/2015

**OFFICE MEMORANDUM**

- Read:-** (1) O.M. No. 10/1/86-PER(Part) dated 26/08/2005.  
(2) O.M. No.10/1/86-PER(Part-I) dated 16/03/2007.  
(3) Corrigendum No.10/1/86-PER(Part) dated 29/09/2008.  
(4) O.M. No.10/1/86-PER(Part File) dated 28/01/2010.  
(5) O.M. No.10/1/86-PER(Part File) dated 13/04/2012.

Attention is invited to the above referred Office Memorandum of this Department regarding Guidelines for appointment on Compassionate grounds.

Government has now decided to enhance the annual ceiling limit prescribed in the said Guidelines from existing Rs.2,00,000/- to Rs.3,50,000/-

The above instruction shall be effective with immediate effect. The cases already time barred shall not be re-opened.

Sd/-

(Yetindra M. Maralkar)

Addl. Secretary (Personnel)

**Department of Personnel**

No. 10/1/86-PER (Part File)

Dated:- 11-02-2013

- Read: (1) O.M. No. 10/1/86-PER (Part) dated 26-08-2005.  
(2) O.M. No. 10/1/86-PER (Part-I) dated 16-03-2007.  
(3) Corrigendum No 10/1/86-PER (Part) dated 29-09-2008.  
(4) O.M. No. 10/1/86-PER (Part File) dated 28-01-2010.  
(5) O.M. No. 10/1/86-PER (Part File) dated 13-04-2012.

**OFFICE MEMORANDUM**

It is been observed that the Departments are submitting the proposal for appointment on Compassionate ground after lapse of considerable time, and also without proper scrutiny of the application, even though there are clear guidelines issued in this regard, due to which it causes undue hardship to the applicants.

In the above circumstances, all Heads of Departments are hereby directed that henceforth, in the first instance they should scrutinize the case in accordance with the guidelines issued in this regard from time to time at their level and only if the applicant fulfills the conditions indicated at points No. 1 to 7 here below, to be examined further and only in case found to be fit for consideration in all respect including financial criteria, then be referred to the Government (Personnel Department) for further necessary action within reasonable time period or in case of delay in submitting the proposal, department should give proper justifications:-

1. That in accordance with Scheme the Heads of Department is hereby directed to meet the member of the family of the Government servant in question immediately after his/her death to advise and assist them in getting appointment on compassionate grounds and (if required) the applicant should be called in person at the very first stage and advised in person, about the

requirement and formalities to be completed by him/her and on receipt of the application the Department should invariably scrutinize the case.

2. That whether the case fall under any of below mentioned criteria:-

(i) a Government servant who dies while in service (including death by suicide);

**or**

(ii) a Government servant who is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 before attaining the age of 55 years (57 years for Group "D" Government servants); **or**

(iii) a Government servant who is retired on medical ground under Rule 38 of the CCS (Pension) Rules, 1972 before attaining the age of 55 years (57 years for Group "D" Government servants); **or**

(iv) whether a missing Government servant is missing for more than at least 2 years. If yes, whether the following procedure has been followed:-

a) whether FIR has been lodged with the Police, if yes a copy of the same;

b) whether a copy of report from Police stating that the person is no traceable in enclosed;

c) whether a copy of the Certificate from the competent authority stating the case in genuine is enclosed;

d) whether Certificate to the effect that he/she was less than 55 years of age on the date from which he/she has been missing is enclosed;

e) whether Certificate to the effect missing person is not suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad is enclosed.

3. That whether applicant belongs to any of the following family members of deceased or retired or medically boarding out of the Government servant/missing Government servant:-

(a) spouse; **or**

(b) son (including adopted son) provided he is legally adopted before the date of death or retirement or missing or medically boarding out, of the Government servant; **or**

(c) daughter (including adopted daughter) provided she is legally adopted before the date of death or retirement or missing or medically boarding out, of the Government servant; **or**

(d) Unmarried brother or sister in the case of unmarried Government servant.

4. That whether the date of application for job on Compassionate ground is within two years from the date of death or retirement or medically boarding out of the Government servant (in case of Orphans the date of application is within one year of attaining the age of majority).

5. That the applicant is possessing last 15 years Residence Certificate in the State of Goa issued by the Competent Authority.

6. That whether the indigent applicant annual income from all sources does not exceeds ₹ 2,00,000/- in accordance to below mentioned criteria, (relaxation extent of 10% on the ceiling limit of ₹ 2,00,000/- be considered to the family consist of two or more unmarried daughters):-

**The criteria for assessment of Annual income ceiling of the applicant.**

Initial Basic Pension and Dearness Allowance/Dearness Relief sanction plus Medical Allowance multiply by 12 months plus prevailing rate of interest of SBI Saving Bank Accounts on 50% of Death-cum-Retirement Gratuity plus any other income thereof mentioned on the report of Dy. Collector and SDO concerned. i.e. **Annual Family Income= ((Basic Pension + DA + Medical Allowance) x 12) + (Prevailing rate of interest on SBI Saving Bank Account x (50% on**

**D.C.R.G.)) + (Any other income thereof mentioned on the report of Dy. Collector and SDO concerned).**

7. That whether the deceased or retired or medically boarding out of the Government servant/missing Government servant is initially appointed in Government service falls under New Pension Scheme (yes/No)? If yes, enclose income certificate of the family of the applicant from the Competent Authority.

Only if the applicant fulfills the above conditions and fit for consideration including the financial criteria, then the Heads of Department should refer his/her case for appointment on Compassionate ground to the Government (Personnel Department) for taking further necessary action along with Checklist appended duly signed by the Head of Department alongwith the certified copies of all the required documents mentioned in the said Checklist thereby placing the documents in the file. An update copy of Guidelines for Compassionate Appointment is enclosed herewith for ready reference.

This is issued with the approval of Hon'ble Chief Minister.

Sd/-  
(N. P. Singnapurker)  
Under Secretary (Personnel-II)

### COMPASSIONATE APPOINTMENT Checklist

Sr. No.	Conditions	Case details	Page No.
1.	Name of the deceased or retired or medically boarding out of the Government servant/missing government servant.		
2.	Whether the condition No. 11 (b) of O.M. No. 10/1/86-PER (Part) dated 26-08-2005 has complied with, if not reasons thereof.	Yes/No	
3.	Whether Annexure Part-A and B prescribed in the Guidelines are duly filled in all respect and enclosed.	Yes/No	
4.	Indicate the initial date of application with evidence.	Yes/No	
5.	Whether Financial report of the applicant from the Dy. Collector & SDO concerned has been enclosed.	Yes/No	
6.	Whether a certified copy of Death certificate of the deceased Government Servant and in case of retirement on Medical ground then certified copy of Medical certificate from Goa Medical College declaring unfit for Government job, copy of Retirement Order, Birth certificate of the Govt. Servant and Category of the Government Servant at the time of retirement (i.e. Group-A,B,C or D). Incase of Missing Government Servant, Certificate copy of FIR report of Police & Birth Certificate of Missing Government Servant has been enclosed.	Yes/No	
7.	Whether the following certified copies of the applicant has been enclosed.		
(a)	Birth certificate	Yes/No	
(b)	Educational certificate	Yes/No	
(c)	Caste certificate if applicable	Yes/No	
(d)	Ration Card	Yes/No	
(e)	Last 15 years Residence certificate of the applicant in the state of Goa	Yes/No	
(f)	Marriage Certificate of the deceased or retired or missing or medically boarding out of the Government servant	Yes/No	
8.	Whether a certified copy of Pension Payment Order Book has been enclosed in case of Pensioner?	Yes/No	
(a)			
(b)	If no, whether the deceased or retired or medically boarding out of the Government servant/missing Government servant is initially appointed in Government service falls under New Pension Scheme? If yes, enclose income certificate of the family of the applicant from the Competent Authority.	Yes/No	
9.	Whether Affidavit duly notarized stating that the applicant is ready to maintain	Yes/No	

	the family of the deceased/retired on medical ground/missing Government Servant and ready to serve in any Government Department/Corporation/Autonomous Body if the job on Compassionate ground is given to him/her has been enclosed.		
10.	Whether Affidavit duly notarized from all the family members who have attained the age of majority at the time of application giving NOC to the applicant for job on compassionate ground has been enclosed.	Yes/No	
11.	In case of NMR deceased or retired or medically boarding out of the Government servant/missing Government servant whether he/she has given Temporary status. If yes enclose copy of Order.	Yes/No	
12.	Whether applicant income is within the prescribed ceiling, if yes enclosed income calculation sheet (Annexure-C).	Yes/No	

All the documents required under the existing Guidelines of the Compassionate Appointment have been verified and found correct.

(Signature of the Head of Department)

Seal

### **ANNEXURE - C**

#### **Income Calculation sheet for Compassionate Appointment**

Date of Application:

Date of Death/Medically Boarding out/Missing Government Servant:

Name of the deceased/Medically Boarding out/Missing Government Servant:

Name of the Applicant: Shri/Smt./Kum.

#### **PENSION**

Basic Pension on enhanced rate	...	Rs. _____	
Dearness Allowance/D. Relief @ _____%	...	Rs. _____	
Medical Allowance	...	Rs. _____	
Total	...	Rs. _____	x 12 ... Rs. _____
Death-cum-Ret. Gratuity	...	Rs. _____	
50% of Death-cum-Ret. Gratuity	...	Rs. _____	
Prevailing rate of interest (%) of 50% of D.C.R.G. (SBI saving Bank A/C)	...	Rs. _____	... Rs. _____
<b>INCOME FROM HOUSE PROPERTY</b>			... Rs. _____
<b>ANY OTHER INCOME</b>			... Rs. _____
Grand Total	...	Rs. _____	

### **Department of Personnel**

No. 10/1/86-PER (Part File)

Dated:- 13-04-2012

- Read
- (1) O.M. No. 10/1/86-PER (Part) dated 26-08-2005.
  - (2) O.M. No. 10/1/86-PER (Part-I) dated 16-03-2007.
  - (3) Corrigendum No 10/1/86-PER (Part) dated 29-09-2008.
  - (4) O.M. No. 10/1/86-PER (Part File) dated 28-01-2010.

### **OFFICE MEMORANDUM**

Attention is invited to the above referred Office Memoranda of this Department regarding Guidelines for appointment on Compassionate grounds.

Government has now decided to enhance the annual ceiling limit prescribed in the said Guidelines from ₹ 1,00,000/- to ₹ 2,00,000/-

The above instructions shall be effective from 26-03-2012. The cases already decided prior to above date shall not be re-opened.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/86-PER (Part File)

Dated:- 28-01-2010

Read: (1) O.M. No. 10/1/86-PER (Part) dated 26-08-2005.

(2) O.M. No. 10/1/86-PER (Part-I) dated 16-03-2007.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memoranda issued from time to time regarding Guidelines for appointment on Compassionate grounds.

Government has now decided to enhance the annual ceiling limit prescribed in the Guidelines from Rs. 75,000/- to Rs. 1,00,000/-. This annual income includes amount of annual pension received, income from house property, if any and prevailing rate of interest of 50% of Death-Cum-Retirement Gratuity for being eligible for appointment under Compassionate grounds.

The maximum time limit of three years for making appointment on Compassionate ground prescribed in the Guidelines has been increased to five years. After five years, if Compassionate appointment is not possible to be offered to the applicant, his/her case will be finally closed and will not be considered again.

The above instructions shall be effective from 04-12-2018. The cases already decided shall not be re-opened.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/86-PER (Part)

Dated:- 29-09-2008.

**Read:** Office Memorandum No. 10/1/86-PER (Part) dated 26-08-2005.

**CORRIGENDUM**

The words viz. 'brother or sister in the case of unmarried Government servant or member of the Armed Forces referred to in (A) and (B) of this Para' appearing at Sr. No. (d) of NOTE-I to Para 2 of the O.M. dated 26-08-2005 read in preamble shall be substituted to read as follows:-

'(d) Unmarried brother or sister in the case of unmarried Government servant or member of the armed Forces referred to in (A) and (B) of this Para.'

The words viz. '6% interest on 50% of the death or terminal benefits' appearing at Sr. No. (iii) of NOTE-I to Para 5 of the O.M. dated 26-08-2005 read in preamble shall be substituted to read as follows:

'Prevailing rate of interest on 50% of Death Cum Retirement Gratuity.'

This issues in supersession of earlier Corrigendum No. 10/1/86-PER(Part) dated 25-09-2008.

Sd/-  
(Vassudev N. Shetye)  
Under Secretary (Personnel-II)



**Department of Personnel**

No. 17/Comp.Apptn/2008-PER

Dated:- 29-05-2008.

**Read: O.M. No. 10/1/86-PER (Part) dated 05-12-2007.****ORDER**

Consequent upon centralization of the scheme of compassionate appointment in Personnel Department, vide O.M. read above, the Government is pleased to constitute a Screening Committee comprising of the following members to deal effectively with the cases of the compassionate appointments against Group 'C' & 'D' posts:-

Development Commissioner/Special Secretary (Personnel)	---	Chairman.
Joint Secretary (Personnel)	---	Member,
Joint Secretary (GA)	---	Member.

By order and in the name of the  
Governor of Goa

Sd/-  
(Vassudev N. Shetye)  
Under Secretary (Personnel-II)

**Department of Personnel**

No. 10/1/86-PER (Part-File)

Dated:- 05-12-2007.

**Read :** (1) 10/1/86-PER (Part) dated 26-08-2005.  
(2) 10/1/86-PER (Part-I) dated 16-03-2007.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memorandum No. 10/1/86-PER (Part) dated 26-08-2005, wherein Heads of Department were authorized to make Compassionate Appointment at their level.

Now, the Government has decided to centralize the scheme of employment on Compassionate Ground in the Personnel Department, as was existing prior to the issue of the O.M. read at (1) and (2) above.

Accordingly, all Heads of Departments are requested to forward the proposals of Compassionate Appointment to this Department complete in all respects for taking further necessary action at our end.

Incomplete proposals will not be entertained.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel-I)

**Department of Personnel**

No. 10/1/86-PER (Part-I)

Dated:- 16-03-2007.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memorandum of even number dated 26-08-2005, wherein the instructions have been issued for making compassionate appointments of spouse, son or daughter of a Government Servant, brother or sister in case of unmarried Government servant who dies in harness while in service/retiring on medical grounds.

At Present, as per O.M. No. 9/4/2005-PER dated 25-01-2006, only 10% vacancies are available for making compassionate appointment. No time limit has been prescribed for making compassionate appointments. Various representation have been received by the Government from the various departments not prescribing time limit for making appointment on compassionate grounds. This matter has been examined in the light of these representations.

It has therefore, been decided that if Compassionate Appointment to genuine and deserving cases, as per the guidelines contained in the above Office Memorandum is not possible in the first year, due to non-availability of regular vacancy, the department may review such cases to evaluate the financial conditions of the family to arrive at a decision as to whether a particular case warrants extension by one more year, for consideration for Compassionate Appointment by the Committee, subject to availability of a clear vacancy within the prescribed 10% quota. If on scrutiny by the Committee, a case is considered to be deserving, the name of such a person can be continued for consideration for one more year.

The maximum time a person's name can be kept under consideration for offering Compassionate Appointment will be three years, subject to the condition that the prescribed Committee has reviewed and certified the penurious condition of the applicant at the end of the first and the second year. After three years, if Compassionate Appointment is not possible to be offered to the Applicant, his case will be finally closed, and will not be considered again.

The instruction contained in the above mentioned Office Memorandum stand modified to the extent mentioned above, and the same are applicable to cases which are already approved for appointment under compassionate ground and are pending for want of vacancy.

The above decision may be brought to the notice of all concerned for information, guidance and necessary action.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/86-PER (Part-II)

Dated:- 09-10-2006.

**OFFICE MEMORANDUM**

Attention is invited to this Department's O.M. of even number dated 26-08-2005, which lays down the guidelines for compassionate appointment of spouse, son or daughter/near relative of the Government servant, who dies in harness while in service/retiring on medical grounds.

As per the proforma regarding Compassionate Appointment, the application has to be verified by the Welfare Officer. The Department has been receiving reference from Head of the Departments seeking clarifications as to who should sign as welfare Officer. In this respect, it is clarified that all Group 'A' and 'B' Gazetted Officers are authorized by the Government to sign as Welfare officer so as to avoid hardship caused to the family members of the deceased Government servant.

All Head of Departments are requested to bring the contents of this Office Memorandum to the notice of all Group 'A' and 'B' Officer under his control.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 9/4/2005-PER

Dated:- 25-01-2006.

**CIRCULAR**

1. In supersession of Circular No. 3/1/89-PER dated 29-11-2005 and all earlier circulars regarding the filling up of posts including Government Office Memorandum No. 9/10/92-PER (Part-IX) dated 22-09-1999 where by the Departments were required to obtain the specific approval of Honorable Chief Minister, for filling up the posts by direct recruitment as well as promotion and Circular No. 9/10/92-PER (IX) dated 10-08-2005 relaxing the instructions, thereby permitting the department to fill up the posts by promotion, and following a review of vacancies which has shown that a large number of group 'C' & 'D' posts are lying vacant, in detriment to the effective and smooth functioning of departments/offices.
2. The Government has decided to relax further the conditions contained in the above Office Memoranda.
3. Government now makes it unnecessary for Departments to seek specific approval of chief Minister for filling up posts by direct recruitment or by promotion. Heads of Department may with immediate effect fill up posts when a vacancy arises subject to the following conditions:-
  - (i) 10% of the Vacancies meant for direct recruitment shall be filled by appointment of compassionate cases in accordance with the guidelines issued by the Government from time to time.
  - (ii) 10% of the direct recruitment vacancies will be filled by NMR/Daily wagers who are eligible for regularization as per the guidelines issued on the subject and possess the required qualifications as per the R.Rs.  
  
However, in case officials fulfilling the Recruitment Rules in respect of post required to be filled by direct recruitment, are available with the surplus pool the same shall be filled up from those available in the surplus pool in the first instance.
  - (iii) The intimation of vacancies and the method adopted for filling them up must be made to Personnel, Administrative Reforms and Finance Department and the details of the selected/promoted candidates must be posted on the internet in the Software developed for this purpose by NIC.
4. However, in respect of the following vacancies, HODs shall have to continue to seek No Objection Certificate from the Personnel Department prior to filling up.
  - (a) Posts that are deemed abolished or have lapsed consequent to Finance Department's Circular No. 9/2/88-FIN(R&C) dated 13-11-1997 more than 5 years age (i.e. before 01-01-2001)
  - (b) Posts for which no recruitment rules have been notified.
  - (c) Vacancies, which have arisen because of Voluntary retirement given to the incumbents under a VR Scheme.

The Instructions contained shall mutates mutandis apply to all the Government undertaking Corporations and Autonomous bodies, Semi-Government organizations and local bodies etc. The Managing Directors/the Chief Executive Officers, Chief Officers and Heads of such organization shall be responsible for the strict compliance of these instructions.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

**Department of Personnel**

No. 10/1/86-PER (Part)

Dated:- 26-08-2005

**OFFICE MEMORANDUM****SUB:- Guidelines For Compassionate Appointment****1. OBJECT**

The object of the Scheme is to grant appointment on compassionate grounds to a dependent family member of a Government servant dying in harness or who is retired on medical grounds, thereby leaving his family in penury and without any means of livelihood, to relieve the family of the Government servant concerned from financial destitution and to help it get over the emergency.

**2. TO WHOM APPLICABLE**

To a dependent family member—

(A) of a Government servant who—

- (a) dies while in service (including death by suicide); or
- (b) is retired on medical grounds under Rule 2 of the CCS (Medical Examination) Rules, 1957 before attaining the age of 55 years (57 years for Group “D” Government servants);
- or
- (c) is retired on medical ground under Rule 38 of the CCS (Pension) Rules, 1972 before attaining the age of 55 years (57 years for Group “D” Government servants) or

(B) of a member of the Armed Forces who—

- (a) dies during service; or
- (b) is killed in action; or
- (c) is medically boarded out and is unfit for Civil employment.

NOTE I.—“Dependent Family Member” means:

- (a) spouse; or
- (b) son (including adopted son); or
- (c) daughter (including adopted daughter); or
- (d) brother or sister in the case of unmarried Government servant or member of the Armed Forces referred to in (A) or (B) of this Para, who was wholly dependent on the Government servant/member of the Armed Forces at the time of his death in harness or retirement on medical grounds, as the case may be.

NOTE II.— “Government servant” for the purpose of these instructions means a government servant appointed on regular basis and not one working on daily wage or casual or apprentice or ad hoc or contract or re-employment basis.

NOTE-III.— “Confirmed work-charged staff” will also be covered by the term “Government servant” mentioned in Note II above.

NOTE IV.— “Service” includes extension in service but not re-employment after attaining the normal age of retirement in a Civil post.

NOTE V.—“Re-employment” does not include employment of Ex-Servicemen before the normal age of retirement in a civil post.

**3. AUTHORITY COMPETENT TO MAKE COMPASSIONATE APPOINTMENT**

- (a) Secretary, General Administration Department in cases of Secretariat.
- (b) Head of the Department in case of offices other than Secretariat

#### 4. POSTS TO WHICH SUCH APPOINTMENTS CAN BE MADE

Group “C” or Group “D” posts against the direct recruitment quota.

#### 5. ELIGIBILITY

(A) The family is indigent and deserves immediate assistance for relief from financial destitution;

NOTE-I:-The family may be considered indigent when its annual income from all sources is Rs. 75,000/- or less. The annual income shall be inclusive of the following

- (i) Amount of annual pension received.
- (ii) Income from house property, if any, and
- (iii) 6% interest on 50% of the death or terminal benefits:

Provided the relaxation to the extent of 10% on the ceiling limit of Rs. 75,000/- may be granted where the family consists of two or more unmarried daughters.

NOTE-II:-The fact whether a family is really indigent should be verified by HOD/Appointing authority with due regard to number of dependents, income of earning member in the family, assets and liability left by the Government Servant. For the purpose of verification, report of Dy. Collector of the concerned area may also be taken by HOD.

- (B) Applicant for compassionate should be eligible and suitable for the post in all respects under the relevant Recruitment Rules.

#### 6. (A) EXEMPTION

Compassionate appointments are exempted from observance of the following requirements:-

- (a) Selection procedure for recruitment
- (b) Clearance from the Personnel Department and Administrative Reforms Department providing vacant post against which compassionate appointment is proposed to be given is on sanctioned strength and alive and falls under direct recruitment quota.

#### (B) RELAXATIONS

- (a) Upper age-limit could be relaxed whenever found to be necessary. The lower age-limits should, however, in no case be relaxed below 18 years of age.

NOTE I.- Age eligibility shall be determined with reference to the date of application and not the date of appointment;

NOTE II.- Authority competent to take a final decision for making compassionate appointment in a case shall be competent to grant relaxation of upper age-limit also for making such appointment. Age limit for dependents other than spouse can be relaxed only upto five years for both group ‘C’ and ‘D’. However, there would be no such limit for relaxation for the spouse.

- (b) Secretary of the concerned administrative Department is competent to relax temporarily educational qualifications as prescribed in the relevant Recruitment Rules in the case of appointment at the lowest level, e.g. group “D” or Lower Division Clerk post, in exceptional circumstances where the condition of the family is very hard, provided there is no vacancy meant for compassionate appointment in a post for which the dependent family member in question is educationally qualified. Such relaxation will be permitted up to a period of two years beyond which no relaxation of educational qualification will be admissible and the services of the person concerned, if still unqualified, are liable to be terminated.
- (c) Secretary of the concerned administrative Department is competent to relax standards of proficiency test in typing for the post of LDC for a period of one year provided the

candidate fulfills the requirements of other educational qualification as prescribed under the relevant Recruitment Rules for the post of Lower Division Clerk. However, the candidate shall be required to pass the proficiency test in typing within one year from the date of his appointment failing which his appointment shall be terminated. In such an event of termination his candidature could be considered for Group 'D' post on request.

- (d) Where a widow is appointed on compassionate ground to a Group "D" post, she will be exempted from the requirement of possessing the educational qualification prescribed in the relevant rules, provided the duties of the post can be satisfactorily performed by her without possessing such educational qualifications.

## **7. DETERMINATION/AVAILABILITY OF VACANCIES**

- (a) Appointment on compassionate grounds should be made only on regular basis and that too only, if regular vacancies meant for that purpose are available.
- (b) Compassionate appointments shall be made only against direct recruitment vacancy in the Department/Office, which employed the Government servant whose dependents are being considered for compassionate appointment. Further, Compassionate appointments can be made only upto a maximum of 25% of vacancies falling under direct recruitment quota in any group 'C' or 'D' post in a year. Not more than 25% of vacancies in the aforesaid categories to be filled by direct recruitment in a year would be utilized by Appointing Authority for making appointments on compassionate grounds. However, applications of compassionate appointment relating to Armed Forces shall be received centrally by Personnel Department and allocated by it to various Departments where vacancy (ies) exist for consideration and decision on appointment as per this scheme.
- (c) A person selected for appointment on compassionate grounds should be adjusted in the recruitment roster against the appropriate category, viz, SC/ST/OBC/General depending upon the category to which he belongs. For examples, if he belongs to SC category, he will be adjusted against the SC reservation point and, if he belongs to General category, he will be adjusted against the vacancy point meant for General category.
- (d) Ordinarily, cases of compassionate appointments shall be considered in the order of seniority i.e. case of compassionate appointment of the dependent of a Government servant who applied earlier would be processed and decided first and so on. Further, compassionate appointment shall be made as per seniority in the approved list, list being arranged in the ascending order with respect to the date for application i.e. those who applied earlier shall figure up in the list. Any violation of seniority without credible justification shall be viewed seriously.

## **8. TIME LIMIT FOR APPLYING FOR COMPASSIONATE APPOINTMENT**

The time limit to apply for job under the scheme will be one year from the date of death or retirement or medically boarding out of the Government servant. However, application received after a period of one year shall be examined with greater circumspection. This is because of the fact that the family has been able to manage somehow for such a long time should normally be taken as proof that family has a dependable means of subsistence. Applications made after two years will be rejected as time barred. Orphans should apply for job within one year of attaining the age of majority, wherein the two years age limit as above will not be applicable. In the case of orphans the date of seniority in the approved list will be the date attaining the age of majority.

## **9. WIDOW APPOINTED ON COMPASSIONATE GROUND GETTING REMARRIED**

A widow appointed on compassionate grounds will be allowed to continue in service even after remarriage.

## **10. MISSING GOVERNMENT SERVANT**

Cases of missing Government servants are also covered under the scheme for compassionate appointment, subject to the following conditions.

- (a) A request to grant the benefit of compassionate appointment can be considered only after a lapse of at least 2 years from the date from which the Government servant has been missing, provided that;
  - (i) an FIR to this effect has been lodged with the police;
  - (ii) the missing person is not traceable, and
  - (iii) the competent authority feels that the case is genuine;
- (b) This benefit will not be applicable to the case of a Government servant:-
  - (i) who was 55 years of age on the date from which he has been missing; or
  - (ii) who is suspected to have committed fraud, or suspected to have joined any terrorist organization or suspected to have gone abroad.
- (c) Compassionate appointment in the case of a missing Government servant would also subject to fulfillment of all the conditions, including the availability of vacancy, laid down for such appointment under the scheme;
- (d) While considering such a request, the reports of the Police Investigation should also be taken into account; and
- (e) A decision on any such request for compassionate appointment should be taken only at the level of the Secretary of the Department concerned.

#### 11. PROCEDURE

- (a) The pro forma as in Annexure may be used by Departments/Offices for ascertaining necessary information and processing the cases of compassionate appointment.
- (b) The Head Department should meet the member of the family of the Government servant in question immediately after his death to advise and assist them in getting appointment on compassionate grounds. The applicant should be called in person at the very first stage and advised in person about the requirement and formalities to be completed by him.
- (c) An application for appointment on compassionate grounds should be considered by the Head of Department in the light of the instructions issued from time to time by the Departments of Personnel on the subject. The Committee may meet during the second week of every month to consider cases received during the previous month. The applicant may also be granted personal hearing by the Committee, if necessary, for better appreciation of the facts of the case.

#### 12. UNDERTAKING

A person appointed on compassionate grounds under the scheme should give an undertaking in writing (as in Annexure) that he/she will maintain properly the other family members who were dependent on the Government servant/member of the Armed Forces in question and in case it is proved subsequently (at any time) that the family members are being neglected or, are not being maintained properly by him/her, his/her appointment may be terminated forthwith.

#### 13. REQUEST FOR CHANGE IN POST/PERSON

When a person has been appointed on compassionate grounds to a particular post, the set of circumstances, which led to such appointment, should be deemed to have ceased to exist. Therefore,-

- (a) He/she should strive in his/her career like his/her colleagues for future advancement and any request for appointment to any higher post on considerations of compassion should invariably be rejected.
- (b) An appointment made on compassionate grounds cannot be transferred to any other person and any request for the same on considerations of compassion should invariably be rejected.

#### 14. SENIORITY

- (a) The inter seniority of persons appointed on compassionate grounds may be fixed with reference to their date of appointment. Their interpolation with the direct recruits/promotees may also be made with reference to their dates of appointment without disturbing the inter se seniority of direct recruits/promotees.
- (b) Date of joining by a person appointed on compassionate grounds shall be treated as the date of his/her regular appointment.

#### 15. GENERAL

- (a) Appointments made on grounds of compassion should be done in such a way that person appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirement of maintenance of efficiency of administration.
- (b) It is not the intention to restrict employment of a family member of the deceased or medically retired Group "D" Government servant to a Group "D" post only. As such, a family member of such Group "D" Government servant can be appointed to a Group "C" post for which he/she is educationally qualified, provided a vacancy in Group "C" post exists for this purpose.
- (c) Compassionate appointment should not be denied or delayed merely on the ground that there is reorganization in the Department/Office. It should be made available to the person concerned, if there is a vacancy meant for compassionate appointment and he or she is found eligible and suitable under the scheme.
- (d) Request for compassionate appointment consequent on death or retirement on medical grounds of Group "D" staff may be considered with greater sympathy by applying relaxed standards depending on the facts and circumstances of the case.
- (e) Compassionate appointment will have precedence over absorption of surplus employees and regularization of daily wage/casual workers with/without temporary status.

These instructions are in supersession of all earlier instructions and come into force with immediate effect.

Sd/-  
(Gurudas P. Pilarnekar)  
Joint Secretary (Personnel)

### COMPASSIONATE APPOINTMENTS

#### ANNEXURE

#### PRO FORMA REGARDING EMPLOYMENT OF DEPENDANTS OF GOVERNMENT SERVANTS DYING WHILE IN SERVICE/RETIRED ON INVALID PENSION.

#### PART-A

- |  |  |
|--|--|
| I (a) Name of the Government servant<br>(Deceased/retired on medical grounds). |  |
| (b) Designation of the Government servant.                                     |  |
| (c) Whether it is Group 'D' or not?  |  |
| (d) Date of birth of the Government servant.                                   |  |
| (e) date of death/retirement on medical grounds.                               |  |
| (f) Total length of service rendered.  |  |
| (g) Whether permanent or temporary?  |  |
| (h) Whether belonging to SC/ST/OBC?  |  |
| II (a) Name of the candidate for appointment.                                  |  |



- (b) His/Her relationship with the Government servant. \_\_\_\_\_  
 (c) Date of birth. \_\_\_\_\_  
 (d) Education Qualification. \_\_\_\_\_  
 (e) Whether any other dependent family member has been appointed on compassionate grounds? \_\_\_\_\_

III Particulars of total assets left including amount of:-

- (a) Family pension. \_\_\_\_\_  
 (b) DCR Gratuity. \_\_\_\_\_  
 (c) GPF Balance. \_\_\_\_\_  
 (d) Life Insurance Policies (including Postal Life Insurance). \_\_\_\_\_  
 (e) Moveable and immoveable properties and annual income earned there from by the family. \_\_\_\_\_  
 (f) CEG Insurance amount. \_\_\_\_\_  
 (g) Encashment of leave. \_\_\_\_\_  
 (h) Any other assets. \_\_\_\_\_

Total \_\_\_\_\_

IV Brief particulars of liabilities, if any.

V Particulars of all dependents family members of the Government servant (if some are employed, their income and whether they are living together or separately)

Sr. No.	Name (s)	Relationship with the Government servant	Age	Address	Employed or not (if employed particular of employment and emoluments)
(1)	(2)	(3)	(4)	(5)	(6)
1.					
2.					
3.					
4.					
5.					

**DECLARATION/UNDERTAKING**

1. I hereby declared that the facts given by me above are, to the best of my knowledge, correct. If any of the facts herein mentioned are found to be incorrect or false at a future date, my service may be terminated.

2. I hereby also declared that I shall maintain properly the other family members who were dependents on the Government servant/member of the Armed Forces mentioned against I (a) of Part-A of this form and in case it is proved at any time that the said family members are being neglected or not being properly maintained by me, my appointment may be terminated.

Date: \_\_\_\_\_

Signature of the candidate

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Shri/Smt./Kum ..... is known to me and the facts mentioned by him/her are correct.

Date: \_\_\_\_\_

Signature of permanent Government servant

Name: \_\_\_\_\_

Address: \_\_\_\_\_

I have verified that the facts mentioned about by the candidate are correct.

Date: \_\_\_\_\_

Signature of the Welfare Officer

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## COMPASSIONATE APPOINTMENT

### Part-B

(To be filled in by office in which employment is proposed)

- I (a) Name of the candidate for appointment \_\_\_\_\_  
 (b) His/Her relationship with the Government servant. \_\_\_\_\_  
 (c) Age (date of birth), educational qualification and experience, if any. \_\_\_\_\_  
 (d) Post for which employment is proposed and whether it is Group 'C' or 'D' \_\_\_\_\_  
 (e) Whether there is vacancy in that post within the ceiling of 5% prescribed under the scheme of compassionate appointment? \_\_\_\_\_  
 (f) Whether the post to be filled is included in the Central Secretariat Clerical Service or not? \_\_\_\_\_  
 (g) Whether the relevant Recruitment Rules provide for direct recruitment? \_\_\_\_\_  
 (h) Whether the candidate fulfils the requirements of the Recruitment Rules for the post? \_\_\_\_\_  
 (i) Apart from waiver of Employment Exchange/Staff Selection Commission procedure what other relaxation are to be given. \_\_\_\_\_
- II Whether the facts mentioned in Part-A haven been verified by the office and if so, indicate the records? \_\_\_\_\_
- III If the Government servant died/retired on medical grounds more than 5 years back, why the case was not sponsored earlier? \_\_\_\_\_
- IV Personnel recommendation of Head of Department in the Ministry/Department/Office. (With his signature and office stamp/seal). \_\_\_\_\_
- (3) Compassionate appointment, only in really deserving case and only if vacancy meant for it will be available within a year. --- The question** \_\_\_\_\_

### Department of Personnel

No. 10/1/86-PER (Part file)

Dated:- 07-01-2004

### OFFICE MEMORANDUM

Attention is invited to the guidelines issued by the Government from time to time for appointment on compassionate grounds to son/daughter/near relative of the Government Servant who dies in harness while in service as well as Government Servant retiring on medical grounds or missing.

The Government has now prescribed the following criteria while dealing with such cases.

1. To calculate the rate of interest on deposits on the terminal benefits from 10% per annum to 6% per annum.
2. To grant relaxation at the rate of 10% on the ceiling limit of Rs. 75,000/- per annum, if the family of the deceased is having 2 or more unmarried daughters.
3. To grant relaxation @ 10% on the ceiling limit of Rs. 75,00/- provided annual pension does not exceed Rs. 50,000/-.

These instruction will apply to the cases received from 1-11-2003. The cases already decided shall not be re-opened.

The instructions issued earlier shall stand modified to the above extent.

Sd/-  
 (S. V. Naik)  
 Joint Secretary (Personnel)

**Department of Personnel**

No. 10/1/86-PER (Part file)

Dated:- 27-09-2001.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memorandum/Circulars issued from time to time regarding guidelines for appointment on compassionate grounds to son/daughter/near relative of Government servant who dies in harness while in service as well as Government servant retiring on medical grounds.

The Government has now prescribed the following criteria while dealing with such cases:-

- 1) The family may be considered indigent when its annual income after taking into account only the pension, income from house property and interest on deposits with banks, falls below Rs. 75,000/- per annum and no other member of the family should be working to be eligible for appointment under the Scheme.
- 2) The children who are minor at the time of death of the Government servant the widow/widower should make a request immediately through the concerned Department to allow her/his child to make up the job on attaining the age of majority. The date of seniority will be the date of attaining the majority by the child.
- 3) The time limit to apply for job under the Scheme will be 5 years from the date of death of the Government servant. Application made after 5 years will be rejected as time barred.
- 4) Minor orphans should apply for job within one year of attaining the age of majority.
- 5) Relaxation of typing for the post of L.D.C. for a period of one year provided the candidate fulfils the requirement of other educational qualifications prescribed for the post of L.D.C. under the Recruitment Rules. They will be required to pass the proficiency test in typing within one year from the date of their appointment failing which their appointment is liable for termination.

These instructions shall come into effect from the date of issue of this Office Memorandum. The cases already shall not re-opened.

The instructions issued earlier, shall stand modified to the above extent.

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

**Department of Personnel**

No. 10/1/86-PER (Part file)

Dated:- 18-12-1996.

**OFFICE MEMORANDUM**

**Subject:**— Compassionate appointment of son/daughter/near relative of deceased Govt. Servant- Consolidated Instructions.

- Ref:— 1. Circular No. 17/82-PER dated 3-8-1987.  
2. Office Memorandum No. 10/1/86-PER dated 31-5-1990.  
3. Office Memorandum No. 10/1/86-PER dated 27-3-1995.  
4. Corrigendum No. 10/1/86-PER (Part file) dated 13-10-1995

The undersigned is directed to say that instructions have been issued by this Department from time to time laying down the principles to be followed in making compassionate appointments of sons/daughters/near relatives of deceased Government servants.

It has been observed that inspite of these instructions and clear cut guidelines on the subject, even the cases which do not fall within the ambit of compassionate appointments are forwarded by the departments for approval.

All Heads of Departments/Offices are hereby once again requested not to forward such cases which do not fall within the guidelines laid down.

Sd/-  
(S. S. Keshkamat)  
Joint Secretary (Personnel)

**Department of Personnel**

No. 10/1/86-PER

Dated:- 27th March, 1995.

Read:- 1) Circular No. 17/8/82-PER dated 3-8-1987.

2) O.M. No. 10/1/86-PER dated 31-5-1990.

**OFFICE MEMORANDUM**

Attention is invited to this Departments' Office Memorandums/Circulars issued from time to time regarding guidelines for appointment on compassionate grounds to son/daughter/near relative Government servant who dies in harness while in service as well Government servant retiring on medical grounds.

In supplement to the above instructions, the Government has prescribed the following criteria while dealing with such cases:-

- 1) Only the following dependants may be entitled to the benefits, viz.
  - (a) Where the Government servant was married, surviving spouse, unmarried son/daughter.
  - (b) Where the Government servant was not married, unmarried brother/sister.
- 2) No age limit be applicable for the widow/widower but for other relative relaxation upto five years in upper age limit may be granted for both Group 'C' and 'D' posts. Relaxation of educational qualifications may be prescribed for Group 'D' posts.
- 3) The family may be considered indigent when its annual income after taking into account the pensionary and other terminal benefits, falls below Rs. 25,000/- per annum.
- 4) The cases should be processed within a period of six months.
- 5) The children of the deceased Government servant who are minor at the time of his death, the widow/widower may avail of the benefit, and the case need not wait for the children to attain the age of majority. However, in case of orphan there will be no time limit in application. He should apply for appointment on compassionate ground as soon as he attains the age of majority.
- 6) To become eligible for the benefit, there need not be any minimum period for the service in Government.
- 7) The benefits may lapse in case offer of appointment is declined.

Sd/-

(B. N. Bhat)

Under Secretary (Personnel)

**Department of Personnel**

No. 10/1/86-PER

Dated:- 25th January, 1993.

**OFFICE MEMORANDUM**

Attention is invited to this Departments' O.M. of even number dated 31-5-90 which lays down the guidelines for compassionate appointment of son/daughter/near relative of a Government servant who dies in harness while in service/retiring on medical ground. The above benefits was extended to the daily wage employee who have put in a minimum of 15 years of services. Now, the Government has decided that the benefit of appointment on compassionate grounds be extended to the daily wage employees who have put in regular service of five years and eligible for regularisation.

For giving effect to the concession extended above, the Government departments/Offices may forward the cases of eligible dependents of the Government servant who died in harness or retired on medical grounds and who were on daily wages and put in regular five years of service and who dies while in service.

It may please be ensured that the requisite information is furnished by 5th February 1993. If no information is received by the said date it will be presumed that there are no cases of the above type.

Sd/-

(G. J. Prabhudessai)

Under Secretary Personnel

**Department of Personnel**

No. 10/1/86-PER

Dated:- 31st May, 1990.

**OFFICE MEMORANDUM**

Attention is invited to the Government of India, Ministry of Personnel, Public Grievances and Pensions O.M. No. 14014/6/86-Estt (D) dated 30-6-87 circulated vide this Department's letter of even number dated 3-8-87 which lays down the guidelines for compassionate appointment of son/daughter/near relative of Government servant who dies in harness while in service as well Government servant retiring on medical grounds.

2. In supplement to the above instructions, this Government has now prescribed the following criteria while dealing with such cases:-
  - (1) The financial background of the family should be given due regard followed by number of dependents in the family. The fact whether a family is really in indigent circumstances, the same should be verified at the level of the Deputy Collector.
  - (2) In case of there being already an earning member in the family, the request for employment of another person in the family should not be entertained if it is found that the family can be sustained by earning member already in the family.
  - (3) The request for compassionate appointment received after a period of 5 years from the death/retirement on medical ground of the Government servant should not be entertained unless the delay is on account of the minor children attaining the minimum age required for employment.
3. The Government has further decided that the appointment on compassionate ground will be also be extended to the daily wage employee who have put in a minimum of 15 years of service. However, in such cases the employment of the candidates on compassionate ground will be restricted to muster roll employment.

With a view to avoid delay in accommodating the candidates recommended on compassionate grounds for want of vacancies in the respective departments and with a view to provide immediate assistance to the family on passing of the Government servant in harness, it has been decided that the Department while conveying the approval of the competent Authority for compassionate appointment may endorse a copy of the same to the office of the Employment Exchange in order to enable them to recommend the candidate against a suitable vacancy in any departments for which requisition has been received by them.

Sd/-  
(Smt. Prabha Chandran)  
Under Secretary (Personnel)

**Department of Personnel**

No. 17/8/82-PER

Dated:- 10-03-1988.

A copy of the below mentioned O.M. is forwarded herewith for information and guidance to:-

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-  
(Smt. Prabha Chandran)  
Under Secretary (Personnel)

**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

F. No. 14014/23/87-Estt.(D)

Dated the 17th February, 1988.

**OFFICE MEMORANDUM**

**Subject:** Compassionate appointment of son/daughter/near relative of deceased Government servant/Government servant retired on medical grounds prescribing the minimum age.

The undersigned is directed to refer to this Department O.M. No. 14014/6/86-Estt (D) dated the 30th June, 1987, circulating the consolidated instructions on compassionate appointments. It has been provided, inter alia that the age limit, wherever necessary, may be relaxed but the relaxation of lower age limit should not be below 14 years of age. The question of laying down the minimum age for entry into Government Service for those appointed on compassionate grounds has been reconsidered. The minimum age of 18 years for entry into Government Service has been fixed keeping in view the health requirement, mental development, etc. The appointment of persons in public services below the minimum age of 18 years is, therefore, not in tune with the general policy. It has, therefore, been decided that if an employee dies while in Service or is retired on invalid pension and there is a ward below 18 years of age and who alone is available for employment, he should apply for a job as soon as he attains the age of 18 years. The persons below the age of 18 years should not be considered for appointment on compassionate grounds. The general instructions referred to above may be treated as amended to this extent. The upper age limit may, however, be relaxed as hitherto as per the orders already existing on his subject.

Sd/-  
(A. Jayaraman)  
Director (E)

**Department of Personnel & A. R.**

No. 17/8/82-PER

Dated:- 3rd August, 1987.

A copy of the below mentioned O.M. is forwarded herewith for information and guidance to:-

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat, Panaji.

Sd/-  
(N. P. Gaunekar)  
Under Secretary (Personnel)

**Ministry of Personnel, Public Grievances and Pensions  
Department of Personnel & Training**

No. 14014/6/86-Estt.(D)

Dated the 30th June, 1987.

**OFFICE MEMORANDUM**

**Subject:** Compassionate appointment of son/daughter/near relative of deceased Government servant Consolidated Instructions.

The undersigned is directed to say that instructions have been issued by this Department from time to time laying down the principles to be followed in making compassionate appointments of sons/daughters/near relatives of deceased Government servants. For facility of reference, the orders issued on the subject have been simplified and consolidated in this Office Memorandum.

**1. To whom applicable.-**

- (a) To a son or daughter or near relative of a Government servant who dies in harness including death by suicide, leaving his family in immediate need of assistance, when there is no other earning member in the family.
- (b) In exceptional cases when a Department is satisfied that the condition of the family is indigent and is in great distress, the benefit of compassionate appointment may be extended to a son/daughter/near relative of a Government Servant retired on medical grounds under Rule 38 of Central Civil Services (Pension) Rules, 1972, or corresponding provisions in the Central Civil Service regulations before attaining the age of 55 years. In case of Group 'D' employees whose normal age of superannuation is 60 years, compassionate appointment

may be considered where they are retired on medical grounds before attaining the age of 57 years.

- (c) To a son or daughter or near relative of a Government servant who dies during the period of extension in service but not re-employment.

**2. Authority competent to make compassionate appointment.-**

- (a) Joint Secretary Incharge of Administration or Secretary or Secretary in the Ministry/Department concerned.
- (b) In the case of Attached and Subordinated Offices, such powers may be exercised by the Head of the Department under Supplementary Rule 2(10).

**3. Posts to which such appointment can be made.-**

Group 'C' post or a Group 'D' post

**4. Eligibility.-**

- (a) Compassionate appointment can be made only against direct recruitment quota.
- (b) Applicants for compassionate appointment should be appointed only if they are eligible and suitable for the post in all respects under the provisions of the relevant Recruitment Rules.
- (c) Departments are, however, competent to relax temporarily educational qualifications in the case of appointment at the lowest level i.e. Group 'D' or LDC post, in exceptional circumstances where the condition of the family is very hard. Such relaxation will be permitted upto a period of two years beyond which no relaxation of educational qualifications will be admissible and the services of the persons concerned if still unqualified, are liable to be terminated.
- (d) Where a widow is appointed on compassionate ground to a Group 'D' post, she will be exempted from the requirements of educational qualifications, provided the duties of the post can be satisfactorily performed without having the educational qualification of Middle Standard prescribed in the Recruitment Rules.
- (e) In deserving cases even where there is an earning member in the family, a son/daughter/near relative of the deceased Government servant, leaving his family in distress may be considered for appointment with the prior approval of the Secretary of the Department concerned who, before approving the appointment, will satisfy himself that the grant of concession is justified having regard to the number of dependents, the assets and liabilities left by the deceased Government servant, the income of the earning member as also his liabilities including the fact that the earning member is residing with the family of the deceased Government servant and whether he should not be a source of support to the other members of the family.

**5. Extend to which compassionate appointment can be made.-**

The appointing authorities may ensure that total reservation for Scheduled Castes, Scheduled Tribes, Physically Handicapped persons and Ex-servicemen, the details of which are given below, together with carry forward reservation (which at present is applicable only in respect SC/ST and Physically handicapped persons) should not exceeds 50% of the vacancies available on any particular occasion:

\*(ii) Scheduled Castes ----- 15%

\*(ii) Scheduled Tribes ----- 7½%

(iii) Ex-servicemen ----- 10%

In Group 'C' posts and 20% in Group 'D' posts subject to provisio 1 of rule 4 of this Department's Notification No. 39016/10/70-Estt.(C) dated 15-12-1979.

(iv) Physically Handicapped persons – 3%

\* The percentages of reservation for SC/ST are different in case of Offices using 100-pint roster at appendix 3 of the Brochure on Reservation for SCs and STs in Services.

6. **Relaxation.**- Compassionate appointment are made in relaxation of the following:

- (a) Recruitment procedure i.e. without the agency of the Staff Selection Commission or Employment Exchange.
- (b) Age limit wherever necessary. The relaxation of lower age limit should not be below 14 years of age.
- (c) Educational qualifications to the extent stated in para 4 above.
- (d) Clearance from Surplus Cell of this Department/Directorate General of Employment and Training.

7. **Belated requests for compassionate appointments.**-

Ministries/Departments can also consider the requests for compassionate appointment even where the death took place long ago, say five years or so, while considering such belated requests it should be kept in view that the concept of compassionate appointment is largely related to the need for immediate assistance to the family on the passing away of the Government Servant in harness.

The very fact that the family has been able to manage somehow all these years should normally be adequate proof to show that the family had some dependable means of subsistence. Therefore, examination of such cases call for a great deal of circumspection. The decision in those cases may be taken at the level of Secretary only.

8. **Widow appointed on compassionate grounds getting remarried.**-

A widow appointed on compassionate ground will be allowed to continue in service even after re-marriage.

9. **Selective approach.**-

- (a) The appointments made on grounds of compassion should be done in such a way that persons appointed to the post do have the essential educational and technical qualifications and experience required for the post consistent with the requirements of maintenance of efficiency of administration.

- (b) It is not the intention to restrict employment of son/daughter/near relative of the deceased Group 'D' employee to a Group 'D' post only.

As such, a son/daughter/near relative of deceased employee can be appointed to a Group 'C' post for which he is educationally qualified, provided a vacancy in Group 'C' exists.

- (c) As the appointments have to be cleared at the level of the Head of Department and as all the vacancies are to be pooled for compassionate appointment, it may be ensured that subordinate and field offices get an equitable share in the compassionate appointments.

- (d) The scheme of compassionate appointments was conceived as far back as 1958.

Since then a number of welfare measures have been introduced by the Government such as the following made which have made a significant difference in the financial position of the families of government servants dying in harness.

The benefits received by the family under these scheme may be kept in view while considering cases of compassionate appointment.

1. Under the Central Government Employees Insurance Scheme financial assistance to the family of the deceased Government servant is as under:-

Group 'D' Employees – Rs. 10,000/-.

Group 'C' Employees – Rs. 20,000/-.



Group 'B' Employees – Rs. 40,000/-.

Group 'A' Employees – Rs. 80,000/-.

In addition nearly 2/3rd Rs. of the amount contributed by the Government servant to the fund is also payable alongwith the above amount.

2. Benefit of encashment of leave to the credit of the deceased Government servant at the time of his death subject to a maximum of 240 days.
3. Entitlement of additional amount equal to the average balance in the GPF of the deceased Government servant during the three years immediately preceding the death of the subscriber subject to certain conditions under the Deposit-Linked Insurance Scheme.
4. Improved family pension.
5. Assistance from Compassionate Fund, wherever necessary.

10. **Request for change in post.-**

When a person has accepted a compassionate appointment to a particular post, the set of circumstances which led to his initial appointment, should be deemed to have ceased to exist and thereafter the person who has accepted compassionate appointment in a particular post should strive in his career like his colleagues for future advancement and claims for appointment to higher post on consideration of compassionate should invariably be rejected.

11. **General.-**

The proforma as in Annexure may be used by Ministries/Departments for ascertaining necessary information and processing the cases of compassionate appointments.

Sd/-  
(K.S.R. Krishna Rao)  
Deputy Secretary to the Government  
of India

**Contract Appointment/Engagement of Consultants/  
Extn. beyond Superannuation/Re-employed Pensioners**

PERSONNEL DEPARTMENT

**Department of Personnel**

No. 1/1/2017-Addl. Secy(PER)/1910

Dated:- 05-08-2021

**OFFICE MEMORANDUM**

**Read:** (1) O.M. No. 1/1/2017-Addl.Secy(PER)/2941 dated 25/10/2019  
(2) O.M. No. 1/1/2017-Addl.Secy(PER)/1598 dated 15/07/2020

The Government has decided to permit extension of the existing contract appointment beyond 31/10/2021; for a further period of one year upto 31/10/2022, or for such period of time, as per the requirement of the Department/PSUs concerned, whichever is earlier.

2. This has been concurred by the Finance(Rev. & Contl.) Department vide its U.O. No. 1400073412 dated 31/07/2021.

3. All the Head of Departments/PSUs etc, shall therefore assess the requirement of such contract appointment and if required, extend the same for a period of one year or until regular appointment is made or till 31/10/2022, whichever is earlier, with the approval of the Minister of Administrative Department concerned.

Sd/-  
Maya Pednekar  
Under Secretary (Personnel-II)

**Department of Personnel**

No. 1/49/76-Per (Pt-II)/398

Dated:- 08-02-2021

**CIRCULAR**

**Read:** Circular No.1/49/76-PER (Pt.II) dated 27/08/2013

In continuation to the Circular read in the preamble, regarding grant of relaxation in age limit to the contract employees working in Government Departments, it is to clarify that the said Circular is not applicable to Group "A" and "B" posts falling under purview of the Goa Public Service Commission.

Sd/-  
Vishal C. Kundaikar  
Under Secretary (Personnel-I)

**Personnel Department**

No. 1/1/2017-Addl. Secy(PER) 1598

Dated : 15/07/2020

Read : O.M. No. 1/1/2017-Addl.Secy(PER)/2941 dated 25/10/2019

**OFFICE MEMORANDUM**

In partial modification of the Office Memorandum read in the preamble, para 2 (c) and 2 (e) shall stand amended to the extend as under :-

2 (c) The proposal for revival of the lapsed posts of all the Departments whose assessment of strength by High Level Empowered Committee is complete and all other lapsed posts of which assessment is not done by IDCO/HLEC shall be referred to Department of Personnel and thereafter to Finance Department for concurrence. All the posts which remain vacant for 7 (seven) years and above shall deemed to be abolished.

2 (e) The proposals towards outsourcing of activities such as house-keeping, Security services and other personnel through GHRDC for the first time shall be referred to the Department of Personnel and thereafter to Finance Department for concurrence. However, subsequent extension of existing agreement of outsourcing activities may not be referred to the Department of Personnel or Finance Department. The Department concerned may extend the said agreement of outsourcing with

the approval of the Minister of Administrative Department concerned. The proposal of extension shall be referred to Department of Personnel and Finance Department in case there are changes in the existing contract in terms of number of personnel or change in the rates.

2. The council of Ministers in the XXIXth Cabinet meeting held on 01/07/2020 has approved the above proposal.

3. The Government has also decided to permit extension of the existing contract appointment beyond 31/10/2020; for a further period of one year upto 31/10/2021, or for such period of time, as per the requirement of the Department /PSUs concerned, whichever is earlier.

4. This has been concurred by the Finance (Rev. & Contl.) Department vide its U.O. No. 1400073412 dated 11/07/2020.

5. All the Head of Departments /PSUs etc, shall therefore assess the requirement of such contract appointment and if required, extend the same for a period of one year or until regular appointment is made or till 31/10/2021, whichever is earlier, with the approval of the Minister of Administrative Department concerned.

Sd/-

(Maya Pednekar )

Under Secretary (Personnel II)

### Department of Personnel

File No. 1/1/2017-Addl. Secy. (PER)/2941

Dated:- 25/10/2019

- Read:** 1. O.M. No. 10/1/77-PER (Part) dated 21/08/2013.  
2. O.M. No. 10/1/77-PER dated 24/06/2015.  
3. Order No. 1/1/2017-Addl. Secy. (PER) dated 22/11/2017.  
4. Circular No. 1/1/2017-Addl. Secy. (PER) dated 24/11/2017.  
5. Order No. 1/1/2017-Addl. Secy. (PER) dated 08/01/2019.  
6. O.M. No. 1/1/2017-Addl. Secy. (PER) dated 23/10/2018.  
7. Corrigendum No. 1/1/2017-Addl. Secy. (PER) dated 26/10/2018.  
8. Order No. 1/1/2017-Addl. Secy. (PER)/2940 dated 25/10/2019.

### OFFICE MEMORANDUM

The Government of Goa vide Order dated 22/11/2017 read in the preamble had constituted a special mechanism, initially for a period of one year, to assess the sanctioned strength of various Government Departments, PSUs etc. The validity of the said special mechanism was extended for another year till 31<sup>st</sup> October, 2019.

2. The Government reviewed the special mechanism and decided the following in partial modification to instructions issued earlier as referred to in the preamble;

- (a) The Special Mechanism viz. Inter-Departmental Committee of Officers (IDCO) and High Level Empowered Committee (HLEC) constituted vide order No. 1/1/2017-Addl. Secy(Per) dated 22/11/2017 stands discontinued, vide Order referred at Sr. No. 8 in the preamble.
- (b) The proposals for creation and abolition of posts shall be referred to the Administrative Reforms Department. The Administrative Reforms Department shall thereafter in consultation with Department of Personnel and concurrence of Finance Department, finalize the proposal and refer the same to the concerned Department for approval of the Council of Ministers.
- (c) The proposal for revival of the lapsed posts of all the Departments whose assessment of strength by High Level Empowered Committee is complete shall be referred to Department of Personnel and to Finance Department for concurrence.
- (d) The proposal for new contract appointments shall be referred to the Department of Personnel and to the Finance Department for concurrence in adherence to the guidelines as contained in the O.M.s dated 21/08/2013 and 24/06/2015 read at (1) and (2) in the preamble.
- (e) The proposals for outsourcing of activities such as house-keeping, Security etc. shall be referred to

the Department of Personnel and to the Finance Department for concurrence.

- (f) The proposals for purchase or outsourcing of vehicles shall be referred to the Finance Department.
- (g) All the proposals pertaining to the amendment of orders or review of any decision of the High Level Empowered Committee (HLEC) constituted vide Order dated 22/11/2017 shall be dealt by the Administrative Reforms Department in consultation with the Department of Personnel and Finance Department.
3. The Council of Ministers in the XII<sup>th</sup> meeting held on 23/10/2019 has approved the above proposal.
4. The Government has also decided to permit extension of the existing contract appointment beyond 31/10/2019; for a further period of one year upto 31/10/2020, or for such period of time, as per the requirement of the Departments/PSUs concerned, whichever is earlier.
5. This has been concurred by the Finance (Rev. & Contl.) Department vide its U.O. No. 1400068849 dated 24/10/2019.
6. All the Head of Departments/PSUs etc, shall therefore assess the requirement of such contract appointment and if required, extend the same for a period of one year or until regular appointment is made or till 31/10/2020, whichever is earlier, with the approval of the Minister of Administrative Department concerned.

Sd/-  
(**Shashank V. Thakur**)  
Under Secretary (Personnel-I)

### Department of Personnel

File No. 1/1/2017-Addl. Secy (PER)

Dated:- 26-10-2018.

**Read:-** 1. O.M. 1/1/2017-Addl. Secy. (PER) dated 23-10-2018.

### CORRIGENDUM

The Para 5 of the O.M. dated 23-10-2018, shall be substituted to be read as below:-

5. All the Heads of Departments/PSUs etc, shall assess the requirement of such contract basis and decide on the extension of such contract basis appointment for the period of the requirement or until regular appointment is made or till 31-10-2019 whichever is earlier. This extension in contract basis appointment will be done with the approval of the Minister of the Administrative Department concerned, without further referral to the Department of Personnel and Department of Finance (Rev & Contl).

In cases, where fresh contract basis appointment need to be carried out based on the exigencies of the work load, the proposal shall be referred to IDCO, as per Circular No. 1/1/2017-Addl. Secy. (PER), dated 24-11-2017. For newly created posts etc; on assessment by IDCO, the Department shall be required to adhere to the guidelines as contained in the O.M.s dated 21-08-2013 and 24-06-2015 (read at (1) and (2) above) and obtain prior approval of the Department of Personnel and Department of Finance (Rev & Contl) however, such proposal need not be placed before Cabinet.

Sd/-  
(**Yetindra Maralkar**)  
Additional Secretary (Personnel)

### Department of Personnel

File No. 1/1/2017-Addl. Secy (PER)/2625

Dated:- 23-10-2018.

- Read:-** 1. O.M. 10/1/77- PER (Part) dated 21-08-2013.  
2. O.M. 10/1/77- PER dated 24-06-2015.  
3. Order No. O.M. 1/1/2017-Addl. Secy (PER) dated 22-11-2017.  
4. Circular No. 1/1/2017-Addl. Secy (PER) dated 24-11-2017.

### OFFICE MEMORANDUM

Government of Goa vide Order dated 22-11-2017 (read at (3) above) constituted a special mechanism, for a period of one year, to assess the sanctioned strength of various Government Departments, PSUs etc. Accordingly, vide Circular dated 24-11-2017 (read at (4) above), it was decided that the period of contract appointments, made in accordance with the instructions issued vide Office Memoranda dated 21-08-2013 and 24-06-2015 (read at (1) and (2) above) shall not be extended beyond 31-10-2018.

2. This process of assessment by the Inter Departmental Committee of Officers (IDCO) and the High Level Empowered Committee (HELCO), is presently ongoing and is expected to take some more time.

3. (a) In the meanwhile, in order, that the functioning of the Departments are not affected; Government has decided to permit extension of contract basis appointment beyond 31-10-2018; for a further period of one year, or for such period of time, as per the requirement of the Department concerned, whichever is earlier.

(b) In cases of Departments, where the assessment has been completed and orders to this effect, have been issued by the competent authority, then in such cases, the extensions of contract basis appointments may be done, for the period not exceeding one year, beyond 31-10-2018 or until the post is filled on regular basis, whichever is earlier.

(c) In cases of Departments, where the process of assessment is ongoing, then in such cases, the extensions of contract basis appointments shall be done with the condition, that in the event the said post is not sanctioned or is declared redundant, then the contract basis appointment will stand discontinued forthwith from the date of issue of orders by the competent authority, or until 31-10-2019, whichever is earlier.

(d) In cases of Departments, who desire to discontinue the contract basis appointment, for any reason, Department may do so at their end.

4. Accordingly, para (6) of the Circular dated 24-11-2017 (read at (4) above) stands modified to this extent as above.

5. All the Heads of Departments/PSUs etc, shall assess the requirement of such contract basis and decide on the extension of such contract basis appointment for the period of the requirement or until regular appointment is made or till 31-10-2019 whichever is earlier: This extension in contract basis appointment, will be done with the approval of the Minister of the Administrative department concerned, without further referral to the Department of Personnel and Department of Finance (Rev & Contl).

In cases, where fresh contract basis appointment need to be carried out based on the exigencies of the work load or for newly created posts etc; than the Department would require to adhere to the guidelines as contained in the O.M.s dated 21-08-2013 and 24-06-2015 (read at (1) and (2) above) and obtain prior approval of the Department of Personnel and Department of Finance (Rev & Contl).

6. This issues with the approval of the Finance (Rev & Contl) Department vide U.O. No. 1400043948 dated 23-10-2018.

Sd/-  
(Yetindra Maralkar)  
Additional Secretary (Personnel)

**Department of Finance (Revenue & Control)**

No. 8/1/2016-Fin (R&amp;C)

Dated 28-11-2018

**Read:** Order No. 8/1/2016-Fin (R&C)/ (A) dated 30-11-2016.

Order No. 8/1/2016-Fin (R&amp;C) dated 25-07-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 10-08-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 04-09-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 29-09-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 25-10-2017.

Order No. 8/1/2016-Fin (R&amp;C) dated 14-06-2018.

**ORDER**

In pursuance to the Order's read above, the following guidelines/Office memoranda issued by the Government of India has been adopted by the State Government for its implementation.

1. O.M. No. 2/11/2017-Estt. (Pay-II) dated 24-11-2017 regarding grant of Deputation (Duty) Allowance.
2. O.M. F. No. 42/14/2017-P& PW (G) dated 08-03-2018 regarding Dearness relief to re-employed pensioners consequent on revision of ignorable part of pension for fixation of pay in the re-employment post.
3. O.M. No. 38/37/16-P&PW (A) (iv) dated 08-11-2017 regarding fixation of pension of Medical Officers retired during 01-01-2016 to 30-06-2017.
4. O.M. No. 4-21/2017-IC/E. III(A) dated 31-07-2018 regarding date of next increment under Rule 10 of CCS (RP) Rules, 2016.
5. O.M. No. 1-6/2016-IC dated 03-08-2017 regarding bunching of stages in the revised pay structure under Centre Civil Services (Revised Pay) Rules, 2016.

All the guidelines/OMs, referred to above is available on the website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in).

Sd/-

(Michael M. D'Souza)  
Additional Secretary (Finance)

**Ministry of Personnel, Public Grievances & Pensions**

(Department of Pension &amp; Pensioners Welfare)

No. 42/14/2017-P&amp;PW(G)

Dated: 08-03-2018

**OFFICE MEMORANDUM**

**Sub:- Amendment of instructions regarding dearness relief to re-employed pensioners consequent on revision of ignorable part of pension for fixation of pay in the re-employment post-reg**

The undersigned is directed to refer to subject cited above and to say that the grant of dearness relief to re-employed pensioners/family pensioners is presently regulated in accordance with the instructions contained in this Department's OM No. 45/73/97-P&PW(G) dated 02.07.1999 and subsequently amended vide this Department's dated 38/88/2008-P&PW(G) dated 09.07.2009.

2. DoPT, vide their OM No. 3/3/2016-Estt.(Pay II) dated 01.05.2017 have issued instructions for revision of ignorable amount of pension from Rs. 4000/- to Rs. 15000/- (Rupees Fifteen Thousand) for the purpose of fixation of pay in the re-employment post. Accordingly, the amount of Rs. 4000/- appearing in this Department's OM dated 09.07.2009 is revised as Rs. 15000/-(Rupees Thousand). The other conditions for grant of dearness relief in OM dated 02.07.1999 remain the same.

3. In their application to Indian Audit Accounts Department, these orders are being issued after consultation with the Comptroller & Auditor General of India.

4. This issues with the concurrence of Ministry of Finance, Department of Expenditure ID Note No. 181/E-V/2017 dated 17.11.2017 and Department of Personnel & Training ID Note No.1265923/17-Estt(Pay-II) dated 18.09.2017.

Sd/-

(Charanjit Taneja)

Under Secretary to the Government of India

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### Department of Personnel

File No. 10/1/77- PER (Part)/3928

Dated:- 28-12-2017.

**Read:-** 1. Circular No. 10/1/77- PER (Part)/3816 dated 18-12-2017.

### CIRCULAR

In continuation to above referred Circular, the details of contractual staff presently working with the Departments irrespective of their tenure shall be furnished, in the same proforma as per Circular cited in preamble.

The Departments shall ensure that, the information should reach this Office **on or before 5th January, 2018**. The information received thereafter shall not be considered.

Sd/-

(Harish N. Adconkar)

Under Secretary (Per-I)

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### Department of Personnel

File No. 10/1/77- PER (Part)/3816

Dated:- 18-12-2017.

### CIRCULAR

It is observed that, the staffs appointed on Contract basis in Government Departments are sometimes engaged for a long duration. The Government is considering to formulate policy guidelines for such contractual staff working for more than **5-10 years and above**.

The Government intends to collate the data of such contract staff (Group 'C') who are engaged as on 30-09-2017 in order to frame policy guidelines for such employees.

It is therefore, all the Government Departments are instructed to submit the data of contractual staff (Group 'C') engaged directly by them to this Department in the prescribed proforma (Overleaf) alongwith Soft copy (MS EXCEL FORMAT ONLY).

The Departments shall ensure that, the information should reach this Office **on or before 5th January, 2018**. The information received thereafter shall not be considered.

Sd/-

(Shashank V. Thakur)

Under Secretary Personnel



**PROFROMA**

Name of the Department:- \_\_\_\_\_

**DETAILS OF EXISTING CONTRACT STAFF IN THE DEPARTMENT**

Sr. No.	Name	Designation	Nature of the post	Date of Initial Appointment and subsequent period of extension with format DD/MM/YY to DD/MM/YY	Number of years completed		Age as on date of contract	Whether initial appointment is made in accordance with RR's? If so, provide copy of selection committee minutes administrative approval for initial appointment	Whether approval of Cabinet/finance department concurrence for initial appointment is obtained? If so, provide details such as extract of cabinet decision and nothings of F.D		Pay attached to the post	Whether the initial appointment through GHRDC, GRES or any other recruitment agency? If so, furnish details.
					With Break	Without Break			Cabinet Approval YES/NO	Finance concurrence YES/NO		
A	B	C	D	E	F		G	H	I	J	K	L

**Department of Personnel**

File No. 2/38/75-PER (Vol.IV)/2928

Dated:- 26-09-2017.

**OFFICE MEMORANDUM**

It has been decided by the Government that the vacancy arising due to Earned Leave, EOL, Study Leave, Maternity Leave, Child Care Leave or any other such kind of leave exceeding sixty days, in respect of regular employees shall be filled through advertisement on contractual basis through a Walk-in-Interview module.

2. The leave vacancy in the above respect will be specifically against the individual who has proceeded on leave and shall be co-terminus with the leave period and the same can be extended or curtailed, to match the tenure of the leave period.

Provided that, under no circumstances such contract appointment against the leave vacancy shall exceed the period of one year duration. In case the period exceeds one year, the process as indicated above shall be initiated de-novo.

3. The person appointed on contract shall be permitted one day casual leave on completion of every 15 days in office. No other leave shall be admissible to contract employee, under the leave vacancy.

4. The Selection Committee for the above cases shall be chaired by the Head of Department concerned comprising two other Members in the rank of Gazetted Officers of the Department concerned, to be nominated by the Head of Department (in absence of Gazetted Officer, senior most Group 'C' Official to be nominated by the Head of the Department).

5. No separate Government approval is required to fill up such vacancies arising out of above reasons.

6. Retired Government employees can be engaged without Walk-in-Interview subject to the payment being fixed as per rules and subject to maximum period of one year & age limit of 65 years.

7. These instructions shall supersede or modify any similar instructions issued in this regard to the extent as above.

Sd/-

(Yetindra Maralkar)

Additional Secretary (Personnel)

**Department of Finance (R&C)**

No. 8/1/2016-Fin (R&amp;C)

Dated:- 04-09-2017.

**Read:** Order No. 8/1/2016-Fin (R&C) dated 30-11-2016.**OFFICE MEMORANDUM**

In pursuance to the Order read above, the Office Memorandum No. 3/3/2016-Estt. (Pay II) dated 01-05-2017 issued by the Government of India, Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training, regarding applicability of Central Civil Services (Revised Pay) Rules, 2016 to persons re-employed in Government Service after retirement and whose pay is debitable to Civil Estimates is hereby adopted by the State Government.

The OM referred above is available on the website of the Directorate of Accounts, [www.accountsgoa.gov.in](http://www.accountsgoa.gov.in).

Sd/-  
(Sushama D. Kamat)  
Under Secretary Fin. (R&C)

**Ministry of Personnel, Grievances & Pension  
Department of Personnel & Training**

No. 3/3/2016-Estt. (Pay II)

Dated : 01-05-2017

**OFFICE MEMORANDUM**

**Subject:** Applicability of Central Civil Services (Revised Pay) Rules, 2016 to persons re-employed in Government Service after retirement and whose pay is debitable to Civil Estimates.

The pay fixation of re-employed pensioners on re-employment in Central Government, including that of Defence Forces personnel/officers, is being done in accordance with Central Civil Service (Fixation of Pay of Re-employed Pensioners) Orders, 1986, issued vide this Department's O.M. No. 3/1/85-Estt. (Pay II) dated 31st July, 1986 (as revised from time to time). Persons re-employed in Government service after retirement have been excluded from the purview of the Central Civil Services (Revised Pay) Rules, 2016 vide Rule 2 (2)(vii) thereof. The question of extension of the benefit of the revised pay rules to these persons and the procedure to be followed for fixing their pay in the revised pay structure has been considered by the Government. The President is pleased to decide that, in partial modification of the Rule 2 (2)(vii) of the Central Civil Services (Revised Pay) Rules, 2016, the provisions of these rules shall apply to such persons also who were in/came into re-employment on or after 1st January, 2016, subject to the orders hereinafter contained. This decision will cover all Government servant re-employed in Central Civil Departments other than those employed on contract except where the contract provide otherwise, whether they have retired with or without a pension and/or gratuity or any other retirement benefits, e.g. contributory fund etc. from a civil post or from the Armed Forces.

2. Re-employed persons who become eligible to elect revised pay structure in accordance with these orders should exercise their option in the manner laid down in Rule 5 and 6 of the Central Civil Services (Revised Pay) Rules, 2016, within three months of the date of issue of these orders or in cases where the existing scales of pay of the posts held by them are revised subsequent to the issue of these orders, within three months of the date of such order.

**Fixation/drawal of pay of Personnel/Officers re-employed prior to 01-01-2016 and who were in re-employment as on 01-01-2016:**

3(a) The initial pay of a re-employed Government servant who elects or is deemed to have elected to be governed by the revised pay structure from the 1st day of January, 2016 shall be fixed according to the provisions of Rule 7 of the C.C.S. (R.P.) Rules, 2016, if he/she is-

- (i) a Government servant who retired without receiving a pension, gratuity or any other retirement

benefit and

- (ii) a retired Government servant who received pension or any other retirement benefits but which were ignored while fixing pay on re-employment.

3(b) The initial pay of a re-employed Government servant who retired with a pension or any other retirement benefit and whose pay on re-employment was fixed with reference to these benefits or ignoring a part thereof, and who elects or is deemed to have elected to be governed by the revised structure from the 1st day of January, 2016 shall be fixed in accordance with the provisions contained in Rule 7 of the Central Civil Services (Revised pay) Rules, 2016. Pension (excluding the ignorable portion of pension, if any), as defined in para 3(1) of CCS (Fixation of Pay Re-employed Pensioners) Orders, 1986 admissible on relevant date, i.e. date of coming over to the revised pay structure, effective from 1-1-2016 or later, shall be deducted from his/her pay in accordance with the general policy of the Government on fixation and subsequent drawal of pay of re-employed pensioners.

3(c) In addition to the pay so fixed, the re-employed Government servant would continue to draw the retirement benefits he/she was permitted to draw in the pre-revised scales, as modified based on the recommendations of the Seventh Central Pay Commission, orders in respect of which have been issued separately by the Department of Pension & Pensioners' Welfare.

3(d) Where a re-employed Government servant elects to draw his/her pay in the existing pay structure and is brought over to revised pay structure from a date later than the 1st day of January, 2016, his/her pay from the later date in the revised scale shall be fixed in accordance with the provisions of Rule 11 of the Central Civil Services (Revised Pay) Rules, 2016.

4. Further, the existing ceiling of Rs. 80,000/- for drawal of pay plus gross pension on re-employment is enhanced to Rs. 2,25,000/-, the maximum basic pay prescribed for Secretary to the Government of India under Central Civil Services (Revised Pay), Rules, 2016.

#### **Ignorable part of Pension**

5. The President is also pleased to enhance the ignorable part of pension from Rs. 4000/- to Rs. 15,000/- (Rupees Fifteen Thousand) in the case of Commissioned Service Officers and Civil Officers holding Group 'A' posts who retire before attaining the age of 55 years. The existing limits of civil and military pensions to be ignored in fixing the pay of re-employed pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after 1-1-2016.

6. In the case of persons who were already on re-employment as on 01-01-2016, the pay may be fixed on the basis of these orders, with effect from the date of coming over to the new pay structure, i.e. 01-01-2016 or later, as per the option exercised by them in terms of para 2 above. In such case, their terms would be determined afresh as if they have been re-employed for the first time from such date of coming over to the new pay structure.

#### **Fixation/drawal of pay of employees appointed on re-employment basis on or after 1st day of January, 2016**

7. Pursuant to the introduction of the system of Pay Matrix vide the Central Civil Service (Revised Pay), Rules, 2016, the President is further pleased to amend the relevant provisions of CCS (Fixation of Pay of re-employed Pensioners) Orders, 1986 in the manner indicated below:-

<b>Existing provision</b> (1986 Orders read with OM dated 5th April 2010)	<b>Revised provision</b>
Para 4(a): Re-employed pensioners shall be allowed to draw pay only in the prescribed pay scale/pay structure of the post in which they are re-employed. No protection of the scales of pay/pay structure of the post held by them prior to retirement shall be given. Note: Under the provisions of CCS (RP)	Order 4(a): Re-employed pensioners shall be allowed to draw pay only in the Level in the revised pay structure applicable to the post in which they are re-employed. No protection of the scales of pay/pay structure of the post held by them prior to retirement shall be given. Note: Revised pay structure in relation to a post will

Rules, 2008, revised pay structure comprises the grade pay attached to the post and the applicable pay band.	be as defined in Rule 3(ix) of the Central Civil Services (Revised Pay) Rules, 2016.
Para 4(b)(i): In all cases where the pension is fully ignored, the initial pay on re-employment shall be fixed as per entry pay in the revised pay structure of the re-employed post applicable in the case of direct recruits appointed on or after 1-1-2006 as notified vide Section II, Part A of First Schedule to CCS (RP) Rules, 2008.	Order 4(b)(i): In all cases where the pension is fully ignored, the initial pay on re-employment shall be fixed as per Rule 8 of the Central Civil Service (Revised Pay) Rules, 2016. Note1: The case where pension is fully ignored is given in Order 4(d) below. Note 2: Pension is fully ignored means that pension is not deducted from pay.
Para 4(b)(ii): In cases where the entire pension and pensionary benefits are not ignored for pay fixation, the initial basic pay on re-employment shall be fixed at the same stage as the last basic pay drawn before retirement. However, he shall be granted the grade pay of the re-employed post. The maximum basic pay cannot exceed the grade pay of the employed post plus pay in the pay band of Rs. 67000 i.e. the maximum of the pay band PB-4. In all these cases, the non-ignorable part of the pension shall be reduced from the pay so fixed. Illustration A colonel who retired with basic pay of Rs. 61700 (grade pay Rs. 8700; pay in the pay band Rs. 53000) is re-employed as a Deputy Secretary in an organization with grade pay of Rs. 7600. In this case, on re-employment, his basic pay will continue to be Rs. 61700. However, his grade pay on re-employment will be Rs. 7600 and the pay in the pay band Rs. 54100. Thereafter, the non-ignorable part of the pension will be reduced from the pay so fixed. Note: In the revised pay structure, basic pay is pay in the pay band plus the grade pay attached to the post.	Order 4(b)(ii): In all cases where the entire pension and pensionary benefits are not ignored for pay fixation, the initial basic pay on re-employment shall be fixed at the same stage as the last basic pay drawn before retirement. If there is no such stage in the re-employed post, the pay shall be fixed at the stage next above that pay. If the maximum pay in the Level applicable to the post in which a pensioner is re-employed is less than the last basic pay drawn by him before retirement, his initial basic pay shall be fixed at such maximum pay of the re-employed post. Similarly, if the minimum pay in the Level applicable to the post in which a pensioner is re-employed is more than the last basic pay drawn by him before retirement, his initial basic pay shall be fixed at such minimum pay of the re-employed post. However, in all these cases, the non-ignorable part of the pension shall be reduced from the pay so fixed. Note 1: Revised pay structure in relation to a post will be as defined in Rule 3(ix) of the Central Civil Services (Revised Pay) Rules, 2016. Note 2: "Basic Pay" in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix. Note 3: Last pay drawn shall be as per definition of pre-retirement pay in terms of Order 3 of the CCS (Fixation of Pay of re-employed Pensioners) Orders, 1986, read with DoPT OM No. 3/19/2009-Estt.(Pay-II) dated 8th November 2010.
Para 4(c): The re-employed pensioner will, in addition to pay as fixed under Para (b) above shall be permitted to draw separately any pension sanctioned to him and to retain any other form of retirement benefits.	Order 4(c): No change
Para 4(d): In the case of persons retiring before attaining the age of 55 years and who are re-employed, pension (including PEG and other forms of retirement benefits) shall be ignored for initial pay fixation in the following extent:- (i) In the case of ex-servicemen who held	Order 4(d): In the case of person retiring before attaining the age of 55 years and who are re-employed, pension (including PEG and other forms of retirement benefits) shall be ignored for pay fixation to the following extent:- (i) No change

posts below Commissioned Officer rank in the Defence Forces and in the case of civilians who held posts below Group 'A' posts at the time of their retirement, the entire pension and pension equivalent of retirement benefits shall be ignored. (ii) In the case of Commissioned Service officers belonging to the Defence Forces and Civilian pensioners who held Group 'A' posts at the time of their retirement, the first Rs. 4000/- of the pension and pension equivalent retirement benefits shall be ignored.	(ii) In the case of Commissioned Service officers belonging to the Defence Forces and Civilian pensioners who held Group 'A' posts at the time of their retirement, the first Rs. 15,000/- of the pension and pension equivalent retirement benefits shall be ignored.
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8. Apart from the above, it is also clarified as under:-

- (i) **Drawal of increments:** Once the initial pay of the re-employed pensioner has been fixed in the manner indicated above, he will be allowed to draw normal increments as per the provisions of Rule 9 and 10 of CCS (RP) Rules, 2016 read with Order 5 of the CCS (Fixation of Pay of re-employed Pensioners) Orders, 1986.
- (ii) **Treatment of Military Service Pay (MSP):** MSP is granted to Defence Forces officers/personnel while they are serving in the Defence Forces. Accordingly, on their re-employment in civilian organizations, including secret organizations under the Cabinet secretariat umbrella, the question of grant of MSP to such officers/personnel does not arise. However, the benefit of MSP in the pension should not be withdrawn. **Accordingly, while the pension of such re-employment pensioners will include the element of MSP, they will not be granted MSP as part of pay while working in civilian organizations.** Also, in respect of all those Defence Officers/personnel, whose pension contains an element of MSP and whose pay on re-employment is subject to deduction of pension (excluding the ignorable portion, if any), the element of MSP as contained in the pension shall be ignored while deducting the pension at the time of pay fixation. In other words, the MSP portion of the pension need not be deducted from the pay fixed on re-employment.
- (iii) **Fixation/drawal of pay of re-employed persons who retired prior to 1-1-2016 and who have been re-employed after 1-1-2016, and whose entire pension and pensionary benefits are not ignored for pay fixation:** The pay on re-employment will be fixed in terms of Order 4(b)(ii) of the CCS (Fixation of Pay of Re-employed Pensioners) Orders, 1986, as amended above, after notionally arriving at their revised basic pay at the time of retirement as if they had retired under the revised pay structure, in terms of Rule 7 of the Central Civil Service (Revised Pay) Rules, 2016. In all these cases, the non-ignorable part of the pension shall be reduced from the pay so fixed. Regulation of MSP, however, shall be as per clarification in para 8(ii) above.
- (iv) **Fixation/drawal of pay in all other cases:** Pay fixation in cases not covered in Order 4(d) will be as per the general principle of 'pay minus pension', i.e. while the last pay drawn shall be reckoned for pay fixation, the entire pension shall be deducted from the pay so fixed. Regulation of MSP, however, shall be as per clarification in para 8(ii) above.

9. An undertaking may be obtained from re-employed pensioners who opt/are deemed to have opted for the revised pay structure to the effect that, they understand and agree that the special dispensation provided through this O.M. is subject to the condition of deduction of pension as admissible to them from time to time, wherever required as per extant instructions.

10. These instructions shall apply in respect of those re-employed pensioners who are re-employed

against civil posts carrying pay upto Level 17 of the Pay Matrix of CCS(RP) Rules, 2016.

11. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders are being issued after consultation with the Comptroller & Auditor General of India.

12. These orders shall take effect from 1-1-2016.

Sd/-

(Pushpender Kumar)

Under Secretary to the Government of India.

### UNDERTAKING

(To be given by persons who are on re-employment on or after 01-01-2016 and who have chosen/are deemed to have chosen to be governed by the CCS (Revised Pay Rules), 2016, in terms of Department of Personnel and Training Office Memorandum No. 3/3/2016-Estt.(Pay-II) dated 1-5-2017)

(Para 9 of the OM No. 3/3/2016-Estt.(Pay-II) dated 1-5-2017 refers)

I, \_\_\_\_\_, S/o/ w/o D/o \_\_\_\_\_, hereby undertake that I understand and agree that the special dispensation of pay fixation under the Central Civil Services (Revised Pay) Rules, 2016 provided to me through the O.M. No. 3/3/2016-Estt.(Pay-II) dated 1-5-2017 is subject to the specific condition of deduction of pension as admissible to me from time to time, wherever required as per extant instructions.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Date:

Place:

### Department of Personnel

No. 13/18/2014-PER

Dated:- 10-03-2016.

**Read:** 1) O.M. No. 13/4/93-PER dated 2-9-1993.

2) O.M. No. 13/18/2014-PER dated 30-12-2014.

### OFFICE MEMORANDUM

It is observed that, the Personnel Department is receiving many applications for grant of extension in service beyond the age of superannuation without satisfying the merit of the case.

In this connection, it has been decided by the Government not to grant any extension in service beyond the age of superannuation to any Government Servant, in future except some cases which are under specialized categories and which are technically defined with the prior approval of the Cabinet and Finance Department.

Keeping in view the above decision, it is decided that, services of the Government Servant on extension basis after the age of superannuation will not be entertained in future, so as to ensure that, the promotional avenues of the Officers who are eligible for the post are not blocked.

In view of above, all the Heads of Departments/Offices are hereby advised to follow the conditions laid down in O.M. No. 13/18/2014-PER dated 30-12-2014 for granting extension of service beyond the age of superannuation and refer the proposal of only such cases under specialized categories and which are technically defined for the approval of the Government and Cabinet at least six month in advance with proper justification.

The above instructions as regards to extension in service will come into force with immediate effect.

This is issued with the approval of the Government.

Sd/-  
(Surendra F. Naik)  
Under Secretary (Personnel)

**Department of Law (Legal Affairs)**

No. 5/2/2015-LA

Dated: 31<sup>st</sup> July, 2015

**CIRCULAR**

**Sub: Standard Agreement to be executed by Government with Contractors/Service Providers in respect of Tenders and Standard Agreement to be signed with employees appointed on contract**

1. It has been observed that various Government Departments/Organizations refer, for vetting to this Department, Agreement to be executed with the successful bidder in respect of bids invited by them for execution of various works/projects or for procurement of supplies. However, it has been noted that the contents of such Agreement vary quite widely, from one tender case to other, even within the same Department/Organisation. Further, many-a-times these Agreements attempt to selectively include some clauses of tender/documents tender notice, which is not required at all. In fact such selective reproduction may lead to inconsistencies with the text in tender documents and also give a higher priority to certain clauses over others. All this is prone to creating avoidable contractual disputes that may be difficult for the Government to defend later. Therefore, to facilitate the Departments, a standard Agreement (Annexure-I) to be executed by the Government with the successful bidders, is hereby circulated.

2. It is also seen that whenever employees are appointed on contract basis in various Departments, each Department executes its own type of Agreement with such employees and in process often misses out on important clauses. Hence, to maintain uniformity, a standard Agreement (Annexure II) for appointment of employees of contract basis is hereby circulated for use by all Departments.

3. The Departments shall accordingly use, after filing the blank spaces, the attached standards drafts for the aforementioned purposes. Any change felt necessary shall then be communicated, in track change mode, to the Law Department, for vetting. This would facilitate expeditious legal vetting and guard against any inadvertent omission.

4. This issues with the approval of Government.

Sd/-  
(Prashant Goyal)  
Law Secretary

**Annexure I**

**AGREEMENT WITH CONTRACTOR/SERVICE PROVIDER**

This agreement is made at [Name of Place], Goa, on this \_\_\_\_\_ day of [Month], 2015,

**BETWEEN**

**The Governor of Goa (hereinafter referred to as the “Government”) of the ONE PART**

**AND**

M/s. [Name of Organisation], a [Status of Organisation-Company/ Proprietary Concern/ Partnership Firm/ Cooperative Society, etc.], incorporated under the [Name of Act under which registered], having its registered office at [Name of Place], and represented in this act by its

[Designation], Shri [Name of Signatory on behalf of Organisation], by virtue of Authority letter/ Power of Attorney/ Company Resolution, etc. [choose whichever is appropriate] No. \_\_\_\_\_ dated \_\_\_\_\_ (hereinafter referred to as the “Contractor”/“Service Provider” [use only the appropriate one] which expression unless repugnant to the context or meaning thereof shall mean and include its successors, executors, administrators, legal representatives and assignees) of the **OTHER PART.**

Whereas, vide Tender Notice No. \_\_\_\_\_ dated \_\_\_\_\_, published in [Name of all Newspaper, Magazines and E-tendering portal], the Government, invited Bids from eligible Contractors/Service Providers for carrying out the work of [Exact name of work as per Tender Notice] (hereinafter referred to as the said “Tender Notice”);

And whereas in response to the said Tender Notice, the contractor vide its offer No. \_\_\_\_\_ dated \_\_\_\_\_ submitted its bid to the Government (hereinafter referred to as the “said bid”);

And whereas, the Government vide work order No. \_\_\_\_\_ dated \_\_\_\_\_, has conveyed its acceptance of the said Bid to the Contractor/Service Provider and has agreed to award the work of [Exact name of work as per Tender Notice] (hereinafter referred to as the “said work”) to the Contractor/Service Provider;

And whereas the Contractor/Service Provider has vide its letter No. \_\_\_\_\_ dated \_\_\_\_\_ furnished the performance security in the form of [Bank Guarantee/ Demand Draft/ Cash, etc.] in terms of the said Work Order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Government;

And whereas, the parties hereto have decided to reduce the terms and conditions of their agreement into writing.

Now, therefore, this Agreement witnesses and the parties hereto hereby mutually agree as follows:

(1) That in consideration of the payment to be made by the Government to the Contractor/ Service Provider in accordance with the financial bid submitted by the latter and as accepted by the Government, and as per the terms and conditions of the Tender Documents, the Contractor/Service Provider shall carry out the said work strictly as per the provisions of the Tender.

(2) The date of commencement of the said work shall be reckoned from \_\_\_\_\_ and the time period for completion of the said work, as indicated in the tender document, shall be counted from this date.

(3) The parties hereto shall be bound by the provisions of the following documents, which shall, in the following order of precedence, form part and parcel of this Agreement, namely:-

- (i) This Agreement (on non-judicial stamp paper)
- (ii) Work order No. \_\_\_\_\_ dated \_\_\_\_\_ issued by the Government to the Contractor/Service Provider.
- (iii) Financial bid submitted by the Contractor/Service Provider strictly in terms of provisions of the tender documents
- (iv) Addendum/ Corrigendum and Clarifications/ replies [No. and date be mentioned for each] issued by the Government to the bidders]
- (v) Special Conditions of Contract in the Tender document
- (vi) General Conditions of Contract in Tender document
- (vii) Technical Specification as laid down by the tender document
- (viii) Accepted technical bid submitted by the Contractor/ Service Provider
- (ix) Drawings, if any, supplied by the Government before accepting bids
- (x) Tender Notice

In Witness Whereof, the parties hereto have signed this Agreement on the day, month and year first hereinabove mentioned.



**SIGNED, SEALED AND DELIVERED BY**

Shri \_\_\_\_\_

Secretary/ Director/ Executive Engineer ( ) to the Government of Goa,

For and on behalf of the Governor of Goa.

**SIGNED AND DELIVERED BY**

Shri \_\_\_\_\_ (Designation)

For and on behalf of the Contractor/ Service Provider

\_\_\_\_\_ ,

By virtue of \_\_\_\_\_ dated \_\_\_\_\_ ,

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Annexure II: Agreement with Contractual Employee**

This Agreement is made at [Name of Place], Goa, on this \_\_\_\_\_ day of [month], 2015,

**BETWEEN****The Governor of Goa (hereinafter referred to as the “Government”) of the ONE PART****AND**Shri/Smt./Kum. \_\_\_\_\_, aged \_\_\_\_\_ years, son/daughter of \_\_\_\_\_, Indian National, resident of [give complete address] (hereinafter referred to as the “Official”) of the **OTHER PART.**

Whereas, the Government desires to appoint [designation of posts] on contract basis in the Departments of \_\_\_\_\_/ name of Organisation [hereinafter referred to as the “said post”];

And whereas, accordingly, the Government vide advertisement No. \_\_\_\_\_ dated \_\_\_\_\_ published in the Newspaper, e-portal and Magazines, namely, \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ dated \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ respectively invited applications from eligible candidates for making appointment to the said post on contract basis (hereinafter referred to as the “said advertisement”);

And whereas, in response to the said advertisement, the official vide his/ her application dated \_\_\_\_\_, applied for being appointed to the said post, and has subsequently been selected for said appointment by the Government;

And whereas, accordingly, the Government vide Order No. \_\_\_\_\_ dated \_\_\_\_\_ appointed the official to the said post on contract basis for a period of \_\_\_\_\_ with effect from the date the official takes charge of the said post (hereinafter referred to as the “said Order”);

And whereas, the official vide his/her letter dated \_\_\_\_\_ has accepted the appointment to the said post;

And whereas, in terms of the said Order, the appointment to the said post shall be governed by an Agreement specifying the terms and conditions of appointment.

Now, therefore, this Agreement witnesses and the parties hereto hereby mutually agree as follows:

- (1) The official shall serve the Government as [designation] for a period of \_\_\_\_\_ in the Department of \_\_\_\_\_/ Name of Organisation on contract basis in consideration of payment of a consolidated monthly salary of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) only to be made by the Government to the Official.

- (2) The appointment of the Official on contract basis as aforesaid shall not bestow on the Official any right or claim to be appointed in the regular service of the Government.
- (3) The Official shall submit himself to the orders of the Government or such Officer under whom he may be placed by the Government and shall at all times observe the rules and regulations for the time being in force and shall carry out the duties as assigned to him from time to time.
- (4) The Official shall employ himself/ herself efficiently and diligently and to the best of his/ her ability to the service of the Government and that he/ she shall devote his/her whole time to the duties assigned to him/her and shall not engage, directly or indirectly, in any trade or business on his/her own account. Further, the official shall not (except in case of accident or sickness certified by the competent medical authority) absent himself/herself from his/ her duties without obtaining prior permission from the Head of the Department.
- (5) The Official may terminate this Agreement at any time by giving one calendar month's notice in writing to the Government and on the expiry of such notice, this Agreement shall stand terminated.
- (6) The Government may terminate this Agreement at any time by giving to the Official one month's advance notice in writing and on the expiry of such notice, this Agreement shall stand terminated. In the absence of such notice to the Official, the Government shall refund to the Official an amount equivalent to the pay of one month in lieu of such notice.
- (7) The Government shall pay to the Official so long as he/ she remains in Office and actually performs his/ her duties, a consolidated monthly salary of ₹ \_\_\_\_\_ (Rupees \_\_\_\_\_) only.
- (8) The Official shall be entitled for the following types of leave only, namely:
  - (a)
  - (b)
  - (c)
- (9) The contract appointment of the Official shall be strictly on the basis of "No work no wages" and hence for any absence beyond the admissible leave permitted under clause (8) above, and if so specially permitted by the supervising officer under special circumstances, a proportionate reduction in the payment of admissible salary to the official shall be effected.
- (10) The official shall be entitled to draw TA/DA, as admissible to similarly placed Government officials, when required to go out of headquarters on official duties.
- (11) The Official shall not be entitled to the benefits of Contributory Provident Fund (CPF) unless the period of contract is extended beyond one year. In case of such extension, the Official shall be allowed to contribute to the CPF as applicable and the Government contribution with interest as applicable shall be payable to the official at the end of the Agreement or the extended period of the Agreement, as the case may be.
- (12) The Official shall not be entitled for any other additional benefits which are applicable/admissible to the Government servants.
- (13) In the event of any question, disputes or differences arising under or out of or in connection with the conditions herein contained or touching or concerning the meaning or operation of as to the rights, liabilities of the parties hereto, the same shall be referred to the sole arbitration of a person appointed by the Secretary \_\_\_\_\_ to the Government of Goa. There shall be no objection to any such appointment on the ground that the Arbitration so appointed is a Government employee and that he/she has expressed his/her views in all or any of the matters in dispute and difference. The award of the Arbitrator so appointed shall be final and binding

on the parties to these presents. Save as aforesaid, the Arbitration and Conciliation Act, 1996 (Central Act 26 of 1996) and the rules framed thereunder shall apply to the arbitration proceedings under this clause.

(14) The stamp duty payable on these presents shall be borne by the Government.

**In Witness Whereof**, the parties hereto have signed this Agreement in token of acceptance of the terms and conditions of these presents on the day, month and year first hereinabove mentioned.

**SIGNED, SEALED AND DELIVERED BY**

Shri \_\_\_\_\_

Secretary ( ) to the Government of Goa,

For and on behalf of the Governor of Goa.

**SIGNED AND DELIVERED BY**

Shri/Smt./Kum. \_\_\_\_\_

The Official

**WITNESSES:**

1. \_\_\_\_\_

2. \_\_\_\_\_

**Department of Personnel**

No. 10/1/77-PER

Dated:- 24-06-2015.

**Read:** Order No. 10/1/77-PER(Part) dated 21-08-2013.

**OFFICE MEMORANDUM**

In partial modification to the above referred O.M. dated 21-08-2013, Governor of Goa is pleased to issue following guidelines for contractual appointments in Government departments/offices /Corporation/semi Government and autonomous bodies:-

- i. Approval of the Cabinet shall be obtained for initial appointment of any post on contract basis, giving proper justification.
- ii. The period of contractual appointment including extensions shall not exceed a period of three years. If the posts are required on regular/long term basis the department shall initiate the process for creation of regular posts before the expiry of the period of three years.
- iii. In all cases where initial contractual appointment has been made with the approval of the Cabinet, subsequent extension upto a total period of three years may be granted by the concerned Department after seeking the approval of the Hon'ble Chief Minister in Personnel Department and the concurrence of Finance Department before the expiry of the period of contract.
- iv. In case of already existing contractual appointments, the period of extension shall not exceed two years from the time new guidelines come into force.

(2) The above instructions shall not apply to the temporary vacancy which occurred due to the employee proceeding on Extra Ordinary Leave, Child Care Leave, Maternity Leave etc; the minimum duration of which is two months. In such cases, the Department may continue to fill up the temporary post on contract basis, co-terminus with the period of Extra Ordinary Leave, Child Care Leave, Maternity Leave etc. granted to the Government employee, with approval of the Government.

(3) The contractual appointment should be within the sanctioned strength of the Department except in specialised categories.

(4) Further, it has come to the notice of the Government that the various Departments are making contractual appointment with different emoluments for the same post creating irrationality in pay structure in the State Administration.

In order to have uniformity in pay structure in all the Departments, it is decided to issue a fresh instructions as given below for fixation of remuneration who are employed on contract basis:-

- (a) The pay of the re-employed pensioners shall be invariably fixed in terms of Central Civil Services (Fixation of pay of Re-employed Pensioners) Orders, 1986.
- (b) The pay of the other contractual employees other than the categories at (a) above, shall be fixed taking into consideration the respective pay band of the corresponding post as per the VIth pay Commission. In such, cases, pay shall be fixed as follows:-

**Total emoluments = Initial pay in the pay band + Grade Pay + Dearness allowances (rounded to the nearest hundred on lower side).**

(initial pay in the Pay Band means initial Pay in the Pay Band specified in the column 5 of the first schedule Part-A of the recommendation of the VIth pay commission and not the entry pay in the Pay Band for direct recruits corresponding to the Grade Pay.

e.g. For the post of **LDC** who is in the Pay Band of **Rs. 5200-20200+GP 1900/-**, his initial Pay in the Pay Band will be Rs. 5200+GP 1900/-.

**Note:-**

- (i) The emoluments shall be fixed as per (b) above, if the contractual appointment has been done by following due procedure of recruitment and the candidates so appointed fulfilling the essential qualification prescribed in the relevant Recruitment Rules.
- (ii) If the contractual appointment has not been done by following due procedure due to urgent requirement or any other exigencies, or the contract employee do not meet the requirement of essential qualification, then the emoluments shall be fixed at 80% of the amount arrived as at (b) above. The above provision (ii) shall come into force w.e.f. the date of cabinet decision.
- (iii) These instructions relating to emoluments shall not apply to contract basis teachers/faculty/consultants, etc., under Directorate of Higher Education, Directorate of Technical Education, Directorate of Health Services and Public Health Department.
- (c) The increment and the Dearness Allowance shall be calculated as applicable to regular Government Servant holding corresponding post.
- (d) In cases where the post is not in existence or there is no clarity on pay scale, the pay scales shall be fixed as applicable to the employees of equivalent Grade/ Rank in the Department in consultation with Finance Department.
- (e) When it is difficult to obtain services of highly qualified experts/ consultant etc., for certain positions, the Department concerned may relax any of the provisions mentioned above by recording the reasons in writing provided that no such order shall be made except with the prior concurrence of the Finance Department and approval of the Government.
- (f) The above revision of pay of all contract employees i.e. existing as well as new contract employee shall come into force with effect from the date of cabinet decision.
- (g) The above said procedure shall invariably apply to all Government Departments as well as Public Sector Undertaking, Corporations, Autonomous Bodies which are aided by the Government etc.

- (h) The above guidelines shall not be applicable to those whose services are engaged through Goa Human Resource Development Corporation and Goa Recruitment and Employment Society who have framed their own set of Pay scales for contract employees, under their respective control.
- (i) The fixation of the pay will be done once in a year by calculating the dearness allowance as on 1st April of the year in which the contract is being executed/renewed. No midway corrections due to changes in DA etc., will be considered.

By order and in the name of the Governor of Goa

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

File No. 11/2/2014-PER

Dated: 30-01-2015

**OFFICE MEMORANDUM**

**Sub: Deployment of Security Guards and other Personnel by Goa Human Resources Development Corporation (GHRDC).**

The Goa Human Resource Development Corporation Act, 2012, has been passed by the Legislative Assembly of Goa.

1. The Object of the Corporation is as under:-

- (a) Developing human resources in the State of Goa by imparting required training to the unemployed persons and to the work force in the State of Goa, so as to make available the trained and skilled personnel to the Government Departments, Institutions, Undertakings, autonomous bodies, social institutions, Business establishments, individuals etc., and also with a view to assist the unemployed youth, to get gainful employment.
- (b) To provide job security to the unemployed and weaker section who are efficient to work so as to avoid exploitation by private traders/contractors.
- (c) To provide adequate, proper service and trained manpower to Government Departments and other agencies and individuals.

2. The main functions of GHRDC are as follows:-

- a) Provide trained and skilled personnel for all types of services like housekeeping, security, maintenance and operations, gardening, etc, to various Government bodies, private firms, individuals etc, in the State of Goa, with the aim to generate employment among the unemployed youth, work for their welfare and upliftment.
- b) GHRDC will-
  - i) Provide personnel to render adequate and proper service to the Government Departments and other agencies and individuals;
  - ii) Provide employment opportunities to the unemployed persons and persons belonging to the weaker section of society who are efficient to work so that they are not exploited by the middleman or contractors;
  - iii) Provide regular training to, and conduct refresher courses for, the existing employees of the Government bodies at various levels, to upgrade their knowledge and skill;
  - iv) Design training modules keeping in view the requirement of personnel in various Government Departments or as per clients requirements, from time to time;
  - v) Undertake the work of housekeeping, security service, maintenance and operation, gardening etc;
  - vi) Hold conferences, workshops, panel discussions etc., in the field of Human Resources

Development.

- vii) Tie up with educational institutions/university for getting knowhow about the development of Human Resources;
  - viii) Undertakes scheme or works either jointly or on an agency basis, with other corporate bodies or institutions, or with the Government, in furtherance of the purposes for which the Corporation is established;
  - ix) Survey and identify training gaps/training needs in Government bodies private firms, etc. whenever required; and provide solutions to meet the requirement and bridge the gaps.
- 3) The Corporation shall provide a clean contract system and pay reasonable and timely services thereby reducing exploitation of unemployed people.
  - 4) It is enjoined upon Departments/Government Organizations not to engage any person/labour on contract basis other than those not supplied by the Government.
  - 5) The Department concerned shall give precise requirements with reference to the Recruitments Rules etc. prescribed for the posts to the Corporation so that persons fulfilling all conditions laid down in Recruitments Rules are supplied to the Departments. The persons whose services are requisitioned by the Department shall not be in any way entitled to any Government facilities available to the Government servants who are appointed on regular or temporary basis. These conditions shall be stipulated in the terms of conditions to be drawn by the Department with GHRDC.
  - 6) Once the requisitions for service are received by the Corporation, they shall advertise vacancies to be filled in newspaper inviting applications in order to give wide publicity.
  - 7) The salary and other details applicable to the employees recruited through GHRDC will be decided separately in consultation with Finance Department.
  - 8) The employees so engaged by GHRDC and supplied to the Departments shall be on the rolls of GHRDC and they will not be in any way Government employees. The service matter of such employees will be maintained by the GHRDC. Terms and conditions with the concerned employee will be responsibility of GHRDC. The detail terms and conditions for employment will be contained in the Appointment letter issued to each employee of GHRDC.
  - 9) The departments must forward their proposals well in time, keeping in view the planning required to recruit/select and train the various categories of manpower to be supplied by GHRDC.
  - 10) The user department has to enter into proper written contract with GHRDC in terms of various clauses applicable-GHRDC will arrange to produce the necessary contractual documents.

Sd/-  
(Yetindra M. Maralkar)  
Additional Secretary Personnel

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**Department of Personnel**

File No. 13/18/2014-PER

Dated: 30-12-2014

**OFFICE MEMORANDUM**

In pursuance to this Department's earlier O.M. No. 13/4/93-PER dated 2-9-1993 it is observed that most of the departments/applications from the Government Servants for grant of extension of service beyond the age of superannuation received by the office of C.M./Personnel Department at the fag end of the month without satisfying the merit of the cases.

Further, it is stated that the Cabinet in its meeting held on 06-01-1992 decided not to grant any extension in service beyond the age of superannuation to any Government Servant, in future and also it is decided that cases for grant of extension of service in any particular case shall be brought before the Cabinet for its consideration and approval.

Therefore, keeping in view the proposals for extension of service beyond the age of superannuation

requires Government approval and F.Ds concurrence, it is felt necessary to lay down certain criteria for granting extension of service beyond the age of superannuation.

The following conditions are made applicable for granting extension of service beyond the age of superannuation:-

1. That the officer is ripe enough to continue the job efficiently.
2. The retiring officer is of outstanding merit.
3. The proposal should be submitted 90 days in advance to the Government.
4. He/She should have a clean background and no Vigilance cases/disciplinary proceedings pending against the person.
5. The Proposal for extension in service shall contain proper justification as to why the post cannot be filled by promotion or direct recruitment.

In view of the above, all the Heads of Departments/offices are hereby advised to examine such cases properly at their level and only cases where extension is necessary shall be recommended to Government through Personnel Department by giving detailed justification in support of the proposal for grant of extension of service.

The above instructions will come into force **w.e.f. 1st January, 2015.**

Sd/-  
(R. Aga.)  
Under Secretary (Per-II)

### Department of Personnel

File No. 2/38/75-PER(Vol.IV)

Dated: 28-08-2013.

### CIRCULAR

In terms of the Government of India's, Ministry of Personnel Public Grievances, New Delhi Office Memorandum No. F. 13018/4 2011-Estt(L) dated 11-09-2008 as adopted by the State Government and circulated vide Circular No. 2/38/75 PER(Vol.IV) dated 11-02-2009, the women Government employees having minor children below the age of 18 years can be granted Child Care Leave for a maximum period of 2 years (i.e. 730 days) during the entire service for taking care upto two children for rearing or to look after any of their needs like examination, sickness etc.

It has been noticed by the Government that due to the Child Care Leave availed by women Government employees the working of particularly the public service oriented Departments like Goa Medical Collage, Directorate of Health Services, Goa Dental Collage & Hospital, IPHB, Educational institutions etc besides other Departments gets disrupted.

All the Heads of Department/offices concerned are hereby informed that Government has decided to fill up the vacancies arising out of permanent women Government employees availing of Child Care Leave on contract basis as per prescribed remuneration for the period co-terminus with the period of Child Care Leave sanctioned to a women employee. It is further resolved that if the Child Care Leave sanctioned to permanent employee is less than six months, the Head of Department may fill up the vacancy by following the prescribed procedure with the prior approval of the Secretary to the Government. If the Child Care Leave is more than six months the same may be filled up with prior approval of the Minister concerned.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel-I)

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**Department of Personnel**

File No. 1/49/76-PER (Pt.II)

Dated: 27-08-2013.

**CIRCULAR**

It has come to the notice of the Government that the persons working on contract basis on different categories of posts in various Government departments appointed by following proper recruitment procedure as laid down by the Government from time to time are denied the facility of age relaxation while applying for regular posts.

Since the appointment of such contract employees is done by following proper recruitment procedure such as advertisement, interview, etc., the Cabinet has resolved to relax age limit of contract employees working in various Government Departments to the extent of their total contractual service subject to a maximum of five years to enable them to apply for the posts advertised for direct recruitment subject to the condition that their initial contractual appointment is done through a process of advertisement, adhering to conditions of the Recruitment rules, etc.

It is enjoined upon all the Head of Departments/Officers to grant relaxation in age limit to the contract employees working in their Department, to enable them to apply for regular posts in various Government departments, in pursuance of above Cabinet decision.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

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**Department of Personnel**

File No. 10/1/77- PER (Part)

Dated:- 21-08-2013.

- Read:-** 1. Order No. 10/1/77- PER (Part) dated 20-04-2006.  
2. Order No. 10/1/77- PER (Part) dated 17-01-2006.

**OFFICE MEMORANDUM**

Attention of Heads of Government Department/Offices, Corporations, Semi-Government and autonomous bodies is invited to the instructions issued by the Personnel Department vide O. M. No. 10/1/77- PER (Part) dated 17-01-2006 and 20-04-2006 (copy enclosed), wherein it was enjoined upon Heads of department to make contractual appointment for a period not exceeding one year to retiring officers of the Government of Goa, whose services are needed to continue, in public interest. It was further emphasized that only cases where contractual appointment of retired Government servants upto one year, is strongly recommended and should be processed for the approval of Hon'ble Chief Minister and there is no need to place the matter before Cabinet. As regards to other cases of contractual appointment, the Department has to obtain concurrence of the Finance Department and the Cabinet, without referring the matter to the Personnel Department.

(2) Now, the Government is of the view that all contractual appointment of retiring officials/officers of the Government of Goa, whose services are needed by the Government to continue in public interest, including the other cases of contractual appointment and further extension of contract appointment, shall invariably be placed by the concerned Minister-in-charge with the approval of the Hon'ble Chief Minister and the concurrence of the Finance Department before the Council of Ministers with proper justification through the concerned Minister-in-charge with the approval of the Hon'ble Chief Minister and the concurrence of Finance Department.

(3) Further, it has come to the notice of the Government that the various Departments are making contractual appointment with different emoluments for the same post creating irrationality in pay structure in the state Administration.

In order to have uniformity in pay structure in all the Departments, it is decided to issue fresh instructions as given below for fixation of remuneration who are employed on contract basis:-



**Fixation of pay**

- (a) The pay of the re-employed pensioners shall be invariably fixed in terms of Central Civil Services (Fixation of pay of re-employed Pensioners) Orders, 1986.
- (b) The pay of the other contractual employees other than the categories at (a) above, shall be fixed taking into consideration the respective pay band of the corresponding post as per the VIth Pay Commission. In such cases, pay shall be fixed as follows:

**Total emoluments = Initial pay in the pay band + Grade Pay + Dearness allowances**

**Note:**

- (i) **The emoluments shall be fixed as per (b) above, if the contractual appointment has been done by following due procedure of recruitment and the candidate so appointed fulfilling the essential qualification prescribed in the relevant Recruitment Rules.**
- (ii) **If the contractual appointment has not been done by following due procedure due to urgent requirement or any other exigencies, or the contract employee do not meet the requirement of essential qualification, or if such employees are sourced from agencies like Contract Labour Society, etc., than the emoluments shall be fixed at 80% of the amounts arrived as at (b) above.**
- (c) The increment and the Dearness Allowance shall be calculated as applicable to a regular Government Servant holding corresponding post.
- (d) In cases where the post is not in existence or there is no clarity on pay scale, the pay scales shall be fixed as applicable to the employees of equivalent Grade/Rank in the Department in consultation with Finance Department.
- (e) When it is difficult to obtain services of highly qualified experts/doctors/scientists in Goa Medical College, etc. Department concerned may relax any of the provisions mentioned above by recording the reasons in writing provided that no such order shall be made except with the prior concurrence of the Finance Department and approval of the Government.
- (f) The above revision of pay of all contract employees i.e existing as well as new contract employee shall come into force with effect 01-09-2013 or on the date of renewal of contract of the employee by the Department whichever is earlier.
- (g) The above said procedure shall invariably apply to all Government Departments as well as Public sector Undertakings, Corporations, Autonomous Bodies, etc.
- (h) However, the above conditions are not applicable to those who are employed by Agencies to whom a particular work in outsourced.
- (i) The fixation of the pay will be once a year for calculations for all purposes to be done on the figures of 1st April of the year each year. No midway corrections due to changes in DA etc. will be considered.

The above instructions should be adhered to strictly.

This issues with the approval of the Finance Department vide U.O. No. 1477/13 dated 27-07-2013.

By order and in the name of the  
Governor of Goa

Sd/-  
(Y. M. Maralkar)  
Addl. Secretary (Personnel)

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**Department of Personnel**

File No. 19/1/2001- PER

Dated:- 16-11-2012.

- Read:-** (1) Office Memorandum No. 19/1/2001-PER dated 17-04-2001.  
(2) Office Memorandum No. 19/1/2001-PER dated 13-10-2006.  
(3) Office Memorandum No. 19/1/2001-PER dated 16-11-2006  
(4) Office Memorandum No. 19/1/2001-PER dated 16-10-2007.

**OFFICE MEMORANDUM****Sub: Engagement of Personnel from Goa Labour Recruitment Society reg.**

By virtue of Cabinet decision taken in the meeting held on 17-10-2012, the Government is pleased to withdraw the Office Memorandum of even number dated 13-10-2006 and 16-10-2007 with immediate effect. Consequently, the office Memorandum of even number dated 17-04-2001 is restored with immediate effect. A copy of the O.M. dated 17-04-2001 is enclosed for reference and strict compliance.

Sd/-  
(Yetindra M. Maralkar)  
Additional Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER (Part)

Dated:- 21-09-2011.

- Read:-** 1) O. M. No. 13/4/93-PER dated 02-09-1993  
2) O. M. No. 10/1/77-PER dated 04-04-2007.  
3) O. M. No. 10/1/77-PER dated 15-01-2008.  
4) O. M. No. 10/1/77-PER dated 30-10-2009.  
5) O. M. No. 10/1/77-PER dated 20-01-2010.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memorandas dated 30-10-2009 and 20-01-2010 referred to above, wherein, instructions were issued to follow the direction of the Hon'ble High Court of Bombay at Goa scrupulously passed in its interim orders dated 16-07-2009 & 21-11-2009 in the Writ. Petition No. 438/2009 that extensions/re-appointments/appointments on contract will not be made by the Government without consultation of Goa Public Services Commission, wherever necessary, and without the leave of the Hon'ble High Court of Bombay at Goa.

The above Writ Petition has been finally disposed of by the Hon'ble High Court of Bombay at Goa on 14-06-2010, with the following observations:-

"The Government has power to make contractual appointments as well as to extend the service of the persons, who were superannuated from the service of respondent No. 1. This is an inherent power. The power is circumscribed and limited by the policy of the State Government as contained in and evidenced inter-alia by the said Office Memoranda dated 12-07-2001, 04-04-2007, 15-01-2008 and 17-08-2009 and any other such directions given or policy decisions that may have been taken/adopted. It is not necessary that this power is exercised only upon exhausting the modes of recruitment stipulated in the recruitment rules. The legality of such appointments and contracts would depend upon the facts of each case. In the present case, the appointments of respondent Nos. 2 to 5 cannot be said to be illegal being contrary to any Statute, Rules or Regulations or instructions. It is, therefore, not possible to issue a writ of quo-warranto. The Office Memoranda established that the extensions have been granted and contracts have been issued in breach and violation of the law and of the policy

of the State Government. It is unnecessary, however, to pass any orders directing the State Government to comply with the law as well as the policy of the State Government for that, it is bound to do in any event. Any act contrary thereto, must be challenged independently”.

Pursuant to the said final judgments of the Hon'ble High Court in the above Writ. Petition, Government is pleased to withdraw the Office Memoranda No. 10/1/77-PER dated 30-10-2009 and 20-01-2010 read at 4 and 5 above and the instructions issued in this regard prior to issue of these Office Memorandas, shall continue to operate.

Sd/-  
(N. P. Singnapurker)  
Under Secretary (Personnel-II)

**Department of Finance  
(Revenue and Control Division)**

No. 8/2/2010-Fin(R&C)

Dated:- 27-03-2010.

**OFFICE MEMORANDUM**

**Sub: Guidelines for engaging watch and ward services on contract basis departmentally.**

Government in the year 2006 had ordered economy measures to achieve the targets set under the Goa Fiscal Responsibility and Budget Management Act, 2006 vide Office Memorandum No. 8/3/2006-Fin(R&C) dated 20-11-2006.

Various measures were enforced including outsourcing of services of Group 'D' posts of Sweepers and Watchman in order to curtail the expenditure on salaries and future pension liabilities and also to get efficient services of Sweepers and Watchman against the sanctioned strength.

Government in order to streamline the services of watch and ward being engaged on contract basis in Government Departments/Offices is pleased to order following uniform guidelines for watch and ward services to be engaged on contract basis by Government Departments/Offices individually:-

1. The candidate should possess a minimum educational qualification of middle School (Std VIIth pass);
2. Fixed consolidated remuneration should be Rs. 4480/- p.m;
3. Being watch and ward services, a separate uniform set should be given once in two years;
4. Initial contract period should be for a minimum period of two years;
5. Duty hours should be 8:8:12;
6. Only One weekly off be sanctioned. These contract employees shall not be entitled to any other kinds of leave viz, Casual Leave, Earned Leave, Commuted Leave, etc.

These guidelines be scrupulously and strictly adhered to by the Heads of Departments/Offices who engage watch services departmentally.

This is issued with the approval of Hon. Chief Minister/Finance Minister.

Sd/-  
(Vasanti H. Parvatkar)  
Under Secretary Finance(R&C)

**Department of Personnel**

No. 10/1/77- PER

Dated:- 20-01-2010.

- Read:-** 1) O. M. No. 13/4/93-PER dated 02-09-1993  
2) O. M. No. 10/1/77-PER dated 04-04-2007.  
3) O. M. No. 10/1/77-PER dated 15-01-2008.

4) O. M. No. 10/1/77-PER dated 30-10-2009.

### OFFICE MEMORANDUM

Attention is invited to this Department's Office Memorandum dated 02-09-1993, 04-04-2007, 15-01-2008 and 30-10-2009 read in preamble (copies enclosed), about the manner in which the proposal for engaging the service of the retired Government servants on extension and on contract basis respectively beyond the age of superannuation is to be dealt with.

2. The Hon'ble High Court of Bombay in its Order dated 21-11-2009 passed in Writ Petition No. 438 of 2009 has observed that inspite of the instructions and policy decision of the Government, extension of service is being granted and appointment of retired officers on contract basis is going on without going into merits of the case.

3. The Hon'ble High Court of Bombay at Goa in its Order dated 21-11-2009 passed in Writ Petition No. 438 of 2009 has given direction to the Government that extensions/ re-appointments/ appointments on contract will not be made without consultation of the Goa Public Service Commission, whenever necessary, and without the leave of the Hon'ble High Court of Bombay at Goa.

4. All Heads of Departments/Offices and the respective Appointing Authorities are hereby directed to scrupulously follow the above directions of the Hon'ble High Court of Bombay at Goa.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel)

### Department of Personnel

No. 10/1/77- PER

Dated:- 30-10-2009.

**Read:-** 1) 13/4/93-PER dated 02-09-1993  
2) 10/1/77-PER dated 04-04-2007.  
3) 10/1/77-PER dated 15-01-2008.

### OFFICE MEMORANDUM

Attention is invited to this Department's Office Memoranda dated 02-09-1993, 04-04-2007 and 15-01-2008 read in preamble about the manner in which the proposal for engaging the service of the retired Government Servants on extension and on contract basis respectively beyond the age of superannuation is to be dealt with.

Inspite of these instructions various departments continued to submit the proposal for extension in service and appointment of retired Officers on contract basis without going into the merits of the case.

During the last Assembly Session summoned in March 2009, the Hon'ble Chief Minister has given assurance on the floor of the House that, as far as possible, no extension of retired Government Servants on attaining the age of 60 years will be given nor they will be appointed on contract basis. Referring to this assurance given by the Hon'ble Chief Minister and the Writ Petition No. 438 of 2009, the Hon'ble High Court has passed an interim order dated 16-07-2009 which is reproduced as under:

**"Learned Advocate General states that there is no occasion for the court to consider interim relief at this stage in as much as a statement has been made on the Floor of the House by the competent authority that no such appointment will be made, except in exceptional cases, in which it will be more appropriate to take leave of the Court before issuing such appointment orders"**

This supercedes the Office Memorandum of even number dated 17-08-2009.

All Heads of departments/ Offices and the respective Appointing Authorities are hereby directed to scrupulously follow the above instructions i.e. there shall be no extension in service given or on appointment made by way of re-employment, **without previous permission** from Hon'ble High Court of Bombay.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER

Dated:- 17-08-2009.

Read:- (1) 13/4/93-PER dated 02-09-1993  
(2) 10/1/77-PER dated 04-04-2007.  
(3) 10/1/77-PER dated 15-01-2008.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memoranda dated 02-09-1993, 04-04-2007 and 15-01-2008 read in preamble about the manner in which the proposal for engaging the service of the retired Government Servants on extension and on contract basis respectively beyond the age of superannuation is to be dealt with.

Inspite on these instructions various Departments continued to submit the proposal for extension in service and appointment of retired Officers on contract basis without going into the merits of the case.

During the last Assembly Session summoned in March 2009, the Hon'ble Chief Minister has given assurance on the floor of the House that, as far as possible, no extension of retired Government Servants on attaining the age of 60 years will be given nor they will be appointed on contract basis.

All Heads of departments/ Offices and the respective Appointing Authorities are hereby directed to scrupulously follow the above instructions.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER

Dated:- 7th August, 2009.

Read:- (1) 13/4/93-PER dated 02-09-1993  
(2) 10/1/77-PER dated 04-04-2007.

**OFFICE MEMORANDUM**

Attention is invited to this Department's Office Memoranda dated 02-09-1993 and 04-04-2007 read in preamble about the manner in which the proposal for engaging the services of the retired Government Servants on extension and on contract basis respectively beyond the age of superannuation is to be dealt with.

Inspite of these instructions various departments continued to submit the proposal for extension in service and appointment of retired Officers on contract basis without going into the merits of the case.

During the last Assembly Session summoned in March 2009, the Hon'ble Chief Minister has given assurance on the floor of the House that, as far as possible, no extension of retired Government Servants on attaining the age of 60 years will be given nor they will be appointed on contract basis.

All Heads of departments/ Offices and the respective Appointing Authorities are hereby directed to scrupulously follow the above instructions.

Sd/-  
(Umeshchandra L. Joshi)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 2/2/2001-PER(Part-I)

Dated:- 15-05- 2009.

**OFFICE MEMORANDUM**

Copy of the undermentioned paper is forwarded for information and necessary action to:-

- 1) All Heads of Departments/Offices.
- 2) All Secretariat Departments.

Sd/-

(Umeshchandra L. Joshi)  
Under Secretary (Personnel-I)

**Ministry of Personnel, Public Grievances & Pension  
Department of Personnel & Training**

No. 3/13/2008-Estt. (Pay II)

Dated: 11th November, 2008.

**OFFICE MEMORANDUM**

**Subject:** Applicability of CCS (RP) Rules, 2008 to persons re-employed in Government Service after retirement and whose pay is debitable to Civil Estimate.

Person re-employed in Government service after retirement have been excluded from the purview of the Central Civil Services (Revised Pay) Rules, 2008 vide rule 2 (2) (vii) thereof. The question of extension of the benefit of the revised pay rules to these persons and the procedure to be followed for fixing their pay in the revised scales has been considered by the Government. The President is pleased to decide that, in partial modification of the Rule 2 (2)(vii) of the Central Civil Services (Revised Pay) Rules, 2008, the provisions of these rules shall apply to such persons also who were in re-employment on 1st January, 2006, subject to the orders hereinafter contained. This decision will cover all Government servants re-employed in Central Civil Departments other than those employed on contract whether they have retired with or without a pension and/or gratuity or any other retirement benefits, e.g. contributory fund etc. from a civil post or from the Armed Forces.

2(I). The initial pay of a re-employed Government servant who elects or is deemed to have elected to be governed by the revised pay scale from the 1st day of January, 2006 shall be fixed in the following manner namely.

According to the provisions of Rule 7 of the C.C.S. (R.P.) Rules, 2008, if he is—

- (i) a Government servant who retired without receiving a pension, gratuity or any other retirement benefit and
- (ii) a retired Government servant who received pension or any other retirement benefits but which were ignored while fixing pay on re-employment”.

2(II) The initial pay of a re-employed Government servant who retired with a pension or any other retirement benefit and whose pay on re-employment was fixed with reference to these benefits or ignoring apart thereof, and who elects or is deemed to have elected to be governed by the revised scales from the 1st day of January, 2006 shall be fixed in accordance with the provisions contained in Rule 7 of the Central Civil Services (Revised Pay) Rules, 2008. In addition to the pay so fixed, the re-employed Government servant would continue to draw the retirement benefits he was permitted to draw in the pre-revised scales, as modified based on the recommendations of the Sixth Central Pay Commission, orders in respect of which have been issued separately by the Department of Pension & Pensioners Welfare. However, an amount equivalent to the revised pension (excluding the ignorable portion of pension, wherever permissible), effective from 1-1-2006 or after, shall be deducted for on his pay in accordance with the general policy of the Government on fixation of pay of re-employed pensioners. Annual increments will be allowed in the manner laid down in Rule 10 of Central Civil Services (Revised Pay) Rules, 2008, on the entire amount of pay as if pension had not been deducted.

3. Re-employed persons who become eligible to elect revised scales in accordance with these orders should exercise their option in the manner laid down in Rule 6 of the Central Civil Services (Revised Pay) Rules, 2008, within three months of the date of issue of these orders or in cases where the existing scales of pay of the posts held by them are revised subsequent to the issue of these orders, within three months of the date of orders/ notification revising the scales.

4. Where a re-employed Government servant elects to draw his pay in the existing scale and is brought over to revised scale from a date later than the 1st day of January, 2006, his pay from the later date in the revised scale shall be fixed in accordance with the provisions of Rule 11 of the Central Civil Services (Revised Pay) Rules, 2008.

5. Further, the existing ceiling of Rs. 26000/- for drawal of pay plus gross pension on re-employment is enhanced to Rs. 80,000/- the maximum salary payable to the Secretary to the Government of India under Central Civil Services (revised Pay), Rules, 2008.

6. The President is also pleased to enhance the ignorable part of pension from Rs. 1500/- to Rs. 4000/- (rupees four thousand) in the case of commissioned service officers and Civil officers holding Group 'A' posts who retire before attaining the age of 55 years. The existing limits of Civil and Military pensions to be ignored in fixing the pay of re-employed pensioners will, therefore, cease to be applicable to cases of such pensioners as are re-employed on or after 1-1-2006. In the case of persons who are already on re-employment, the pay may be fixed on the basis of these orders with effect from 1-1-2006, provided they opt to come under these orders. If they so opt, their terms would be determined afresh as if they have been re-employed for the first time from 1-1-2006. The option should be exercised in writing within three months from the date of issue of these orders. The option once exercised is final.

7. In so far as the persons serving in the Indian Audit & Accounts Department are concerned, these orders are being issued after consultation with the Comptroller & Auditor General of India.

8. These orders shall take effect from 1-1-2006.

Sd/-  
(Roli Singh)  
Director to the Government of India

**Department of Personnel**

No. 10/1/77- PER

Dated:- 15-01- 2008.

**Read:-** O. M. No. 13/4/93-PER dated 02-09-1993.

**OFFICE MEMORANDUM**

Attention is invited to this Department's O. M. read in preamble wherein it has been decided not to grant any extension in service beyond the age of superannuation. In spite of the instructions contained therein, it has been observed that the Heads of Departments forward/recommend the proposal for grant of extension in service.

It is once again reiterated that, in accordance with Government policy, no proposal for grant of extension in service beyond superannuation shall be forwarded/recommended by the Heads of Departments, except in respect of technical posts and those rare cases where there is no other alternative, subject to fulfillment of the conditions for grant of extension laid down under the O. M. read in preamble.

It is, therefore, enjoined upon all the Heads of Departments to strictly adhere to the instructions/guidelines issued by the Government from time to time in this behalf.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

**Department of Personnel**

No. 19/1/2001- PER

Dated:- 16-10- 2007.

**Read:-** (1) Office Memorandum No. 19/1/2001- PER dated 13-10-2006.  
(2) Office Memorandum No. 19/1/2001- PER dated 16-11-2006.

**OFFICE MEMORANDUM**

Vide Office Memorandum read in preamble (1), the procedure for recruiting staff through Goa Labour Recruitment and Employment Society was dispensed with by directing the Head Department to review the cases of existing employees recruited through the Society. Further vide Office Memorandum read in preamble (2) it was also clarified that in case the existing workload justifies continuation of the staff recruited through the Society, the same staff should be re-employed afresh on contract basis by the concerned departments/organizations till the posts are created and regular recruitment done as per Law and in case the workload does not justify continuation of these staff, their contract should be terminated.

Now, the Cabinet in its meeting held on 13-09-2007 has decided that the earlier decision of the Government regarding non-engagement of personnel from Goa Labour Recruitment and Employment Society may be strictly followed in future and to withdraw with immediate effect, the clarification issued vide Office Memorandum read in preamble (2). It has been further decided that the Departments who have continued the service of the staff from the Goa Labour Recruitment and Employment Society by entering into a fresh contract with them by virtue of the Office Memorandum read in preamble (2) should arrange to terminate their contractual employment after recruiting the persons on contract from the open market by following due procedure of law.

All Heads of Departments/Offices/Organizations and the respective appointing Authorities are hereby requested to ensure implementation of the above decision. Any officers found violating the above Government decision would be liable for strict disciplinary action.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

**Department of Personnel**

No. 10/1/77- PER

Dated:-04-04- 2007.

**OFFICE MEMORANDUM**

Attention of All Heads of Department/Office is invited to the instructions issued by the Government for appointment of retired Government servants on contract basis vide Office Memorandums of even number dated 17-01-2006 and 20-04-2006.

In this connection, the Goa Government Employees Association in one of their Demands has strongly objected to the re-engaging of retired Government officials/officers on contract basis, as it hampers the promotional avenues and also a number of Government servants are stagnating without promotion.

The Government had constituted a High Level Committee to discuss the various Demands of the association. The High Level Committee has examined the Demand of the Association and recommended not to resort to engage any retired Government servants on contract basis, as far as possible.

Now, Government has accepted the said recommendation and has decided not to engage retired Government officials/officers on contract appointment. However, department may consider only those cases where proper justifications are given by the respective department and whose services are essentially required for continuation of the work at hand as per prevailing guidelines. The Committee also stressed that the Government departments should follow strictly the guidelines in force.



All Heads of Departments/Offices and the respective appointing authorities are hereby directed to comply with the above instructions strictly.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER

Dated:- 27-11-2006.

**OFFICE MEMORANDUM**

**Sub:** Fixing of emoluments in case of re-employment of Government servants on Contract or as a Consultant.

Ref: 1. O.M. of even number dated 28-04-2006.

2. Corrigendum of even number dated 22-06-2006.

The pay of the re-employed Pensioners, re-employed on Contract basis, is to be fixed in terms of C.S.S. (Fixation of Pay of Re-employed Pensioners) Order, 1986.

As regards Consultation, pay is to fixed as per Government of India's O.M. No. 16012/7/97-Estt. (Allowances) dated 13-02-1998, circulated vide letter No. 10/1/77-PER dated 28-04-2006.

It is observed that the pay of the re-employed Pensioners appointed on Contract basis or as Consultants, is not fixed as per above instructions. Limits prescribed are not applied while fixing pay and allowances. There is no uniformity in pay fixation.

Therefore, the following guidelines are issued for strict compliance.

- i) In case of appointment already made, which are in force and their emoluments is higher than the amount admissible under rules then the concerned Administrative Department may take ex-post facto approval of Finance Department and Cabinet on case to case basis giving full justification.
- ii) In case of future appointments, the Departments have to take approval of Finance Department and Cabinet on case to case basis.
- iii) Pay shall be fixed strictly as per Rules: 1) The pay of the re-employed Pensioners, re-employed on Contract basis, is to be fixed in terms of of C.S.S. (Fixation of Pay of Re-employed Pensioners) Order, 1986. 2) As regards Consultants, pay is to fixed as per Government of India's O.M. No. 16012/97-Estt. (Allowances) dated 13-02-1998, circulated vide letter No. 10/1/77-PER dated 28-04-2006 and 3) Fixation of emoluments for such appointment should not be done in an arbitrary manner.
- iv) Such appointments should be restricted for one year with an option for renewal on year to year basis based on requirement and should be tied for specific duties with proper exist clause.
- v) No appointments on Contract basis or as Consultant shall be made of the person who are above 65 years of age.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 19/1/2001-PER

Dated: 16-11-2006.

**OFFICE MEMORANDUM**

Attention of all Heads of Departments are invited to O.M. No. 19/ 1/2001/PER dated 13-10-2006, wherein it has been stated that henceforth, no person shall be taken from the Goa Labour Recruitment and Employment Society and Department should review the cases of existing employees sponsored by Goa Labour Recruitment and Employment society.

It is further clarified that in case the existing workload justifies the continuation of the staff then the same staff should be reemployed on contract directly by the Department/organization and the contractual appointment be continued till posts are created and regular recruitment done as per law. In case, the workload does not justify their continuation, then the contractual staff may be terminated. The Department will not be allowed to fill up the consequent vacancy on contract by recruiting another incumbent.

In other words, wherever workload justifies continuation, the same persons must be reemployed on contract by the concerned Department/Organization and there should be no attempt to remove the existing staff and replace them with fresh staff on contract.

All Heads of Department/Offices and the respective appointing authorities are hereby requested to comply with the above instructions.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 19/1/2001-PER

Dated: 13-10-2006.

**OFFICE MEMORANDUM**

Vide Office Memorandum No. 19/ 1/2001-PER dated 17-04-2001 Non-Government Organization viz. Goa Labour Recruitment & Employment Society was registered under Societies Registration Act, 1860, with the following objects:-

- (i) Providing employment to the unemployed weaker sections and work for their welfare and upliftment. To attain this objective or aim, the Society will engage unemployed people on daily wages/contract basis or regular basis to render services to various Government Departments, Government Undertakings, Social Institutions, Business Establishments, needy individuals for providing services for purpose of sweeping, cleaning, security services, driving vehicles and for other types of services as may be deemed necessary.
- (ii) To provide job security to the unemployed and weaker section who are efficient to work so as to avoid exploitation by private traders/contractors.
- (iii) To provide adequate and proper services to Government Departments and other agencies and individuals.

It has been decided by Government that henceforth no person shall be taken from the Goa Labour Recruitment & Employment Society for filling up the vacancies. For further requirement, persons should be taken on contract basis from the open market by following the due procedure. The departments should review the case of existing employees sponsored by the Society. Whenever required, persons may be appointed directly on contract with immediate effect.

All Heads of Departments/Offices and the respective appointing Authorities are hereby requested to ensure implementation of the above decision. Any official found violating the above Government decision would be liable for strict disciplinary action.

Sd/-  
(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER

Dated:- 22-06- 2006.

- Read:** 1) This department's letter No. 10/1/77- PER dated 28-4-2006  
2) O. M. No. 16012/97-Estt. (Allowances), dated 13-2-2006 issued by Government of India, Ministry of Personnel New Delhi.

**CORRIGENDUM**

In the fifth line of the first para of the above-referred Office Memorandum in the words “part-time consultant” should be read as “full-time consultant”

By order and in the name of the Government of Goa.

Sd/-

(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER(Part)

Dated:- 20-04-2006.

**OFFICE MEMORANDUM**

The Government vide Office Memorandum dated 17-1-2006, had issued instructions delegating powers to Heads of Department to make contractual appointment for a period not exceeding one year to retiring offices of the Government of Goa, whose services the department needed to continue in public interest. It is further stated that only cases where contract appointment of retired Government servants upto one year, is strongly recommended, it may be processed for the approval of Hon'ble Chief Minister at their end. There is no need to place the matter before Cabinet. As regards, other cases of contract appointment, Department has to obtain concurrence of Finance Department and the Cabinet, without referring the matter to Personnel Department.

Now, the Cabinet in its XVIth meeting held on 17-3-2006 has further decided that whenever employees have been appointed on contract basis with approval of Cabinet, extension in period of contract appointment will henceafter be done by the concerned Minister-in-Charge of the Department with the prior approval of Hon'ble Chief Minister.

All Heads of Departments/Offices are hereby advised to take note of above decision for compliance.

Sd/-

(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77- PER

Dated:- 17-01- 2006.

**OFFICE MEMORANDUM**

Cabinet in its XIIth meeting held on 27-12-2005, had delegated powers to Chief Minister under Item 12 of the Schedule to Rule 9 and 10 of the Rules of Business of the Government of Goa, 1991, with the right to give contractual appointment for a period not exceeding one year to retiring Officers of the Government of Goa, whose services the department needed to continue in public interest.

In view of above, All HODs/Officers are hereby advised to examine such cases properly at their level with the extant rules on the subject and only cases where contract appointment of retired Government servants upto one year, is strongly recommended, it may be processed for the approval of Hon. Chief Minister at their end. As regards, other cases of Contract appointment, Department may obtain concurrence of Finance Department and the Cabinet without referring the matter to Personnel Department.

Sd/-

(Yetindra M. Maralkar)  
Joint Secretary (Personnel)

**Department of Personnel**

No. 19/1/2001-PER

Dated: 21-10-2004.

**OFFICE MEMORANDUM**

Attention of all Heads of Department's/Offices are invited to this Department's O.M. of even number dated 17-4-2001, according to which the services required for the work of sweeping, security, driving vehicle, malis etc. are to be availed from the Goa Labour Recruitment and Employment Society on contract basis.

In this connection, it is noted that such employees are engaged by the Goa Labour Recruitment and Employment Society as per requirement of the Government Department. The employees so engaged by the Society and supplied to the Government Departments shall be responsible to the Society and they will not in any way be Government employees. There is no provision to regularize such employees in Government services.

In spite of clear instructions, it is observed that some Heads of Department have proposed to regularize employees of the Goa Labour Recruitment and Employment Society in the Government service. Government has taken serious view of such proposals and the concerned HOD/Office shall be answerable for such cases.

All Heads of Departments/Offices are advised not to refer such proposal to Government to regularize contract employees.

Sd/-  
(Vikas Mardolkar)  
Under Secretary (Personnel)

**Department of Personnel**

No.--

Dated: 30-10-2001.

**CIRCULAR**

It has come to the notice of the Government that some Departments have spared the services of Officers to corporations/Public Sector undertakings/Autonomous Bodies, etc. on deputation to man the senior posts in these organisations, knowing full well that the concerned officers were/are due to retire on superannuation within a few months. On joining these organisations, the concerned officers endeavour to influence the organisation that their services are indispensable to the organisation, thereby persuading the Board of Directors to pass resolutions that they be appointed on contract basis beyond the age of superannuation, for which proposals for their re-employment on contract basis are sent to the Government, which is in contravention of the policy of the Government to re-employ the retired officers after superannuation. The Government has taken very serious note of this sparing of the services of officers to organisations outside the Government Departments who are/were due to retire on superannuation in a few months.

2. All Heads of Departments/Offices are hereby instructed not to spare the services of officers/officials who are due to retire on superannuation within 12 to 18 months, and they should be re-employed beyond their age of superannuation i.e. 58 yrs.

3. All Departments/Offices should furnish by 9-11-2001 positively, the details of the officers/officials on deputation in the following proforma:

Sr. No	Name of the Officer with designation prior to their re-employment after retirement with pay scale & Group of post.	Re-employed as, with pay in the pay scale.	Since when re-employed.	Period of contract/ re-employment.	Remarks.
1	2	3	4	5	6

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 12/14/89-PER (Part)

Dated: 03-09-2001.

**OFFICE MEMORANDUM**

According to guidelines issued vide O.M. No. 12/14/89-PER dated 26-9-1990 (Para 3.1), the D.P.Cs. should be convened at regular annual intervals to draw panels which could be utilized for making promotions against the vacancies occurring during the course of year. For this purpose, it is essential for the concerned appointing authorities to initiate action to fill up the existing as well as anticipated vacancies well in advance.

2. However, it is observed that appointing authorities are not following the above guidelines and regular vacancies are filled by way of extension in service, ad-hoc/contract appointment which is against the Government policy.

3. All the appointing authorities are, therefore, requested to initiate action 3 months in advance to fill up the post by promotion/direct appointment as per the Recruitment Rules and submit the proposal to Goa Public Service Commission well in advance in respect of posts which comes under its purview.

4. It is once again reiterated that it is the policy of the Government not to make appointment on contract basis unless it is provided under the Recruitment Rules or to give extension of service beyond the age of superannuation of the Government Employees.

5. Please acknowledge receipt of this O.M.

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 19/1/2001-PER

Dated: 17-04-2001.

**OFFICE MEMORANDUM****Sub: Goa Contract Labour Supply Society**

A Non-Government Organization viz. the Goa Contract Labour Supply Society has been registered under Societies Registration Act, 1860.

The object of the Society is as under:-

- (i) Providing employment of the unemployed weaker sections and work for their welfare and upliftment. To attain this objective or aim, the Society will engage unemployed people on daily wages/contract basis or regular basis to render services to various Government Departments, Government Undertaking, Social Institutions, Business, Establishment, needy individuals for providing services for purpose of sweeping, cleaning, security services, driving vehicles and for other types of services as may be deemed necessary.
- (ii) To provide job security to the unemployed and weaker section who are efficient to work so as to avoid exploitation by private traders/contractors.
- (iii) To provide adequate and proper services to Government Department and other agencies and individuals.

The Society shall provide a clean contract system and pay reasonable and timely services thereby reducing exploitation of unemployed people.

In view of the above, the Government has agreed in principle to avail the services of essential nature in Government Departments like sweeping, watchman, drivers, malis, etc. on contract basis as

may be needed by the Government Departments. It is enjoined upon all Departments/Government Organizations not to engage any person/Labourer on contract basis other than those supplied by this Society.

Once the requisitions for services on contract basis are received by the Society, the Society shall advertise vacancies to be filled on contract basis in newspapers inviting applications in order to give wide publicity.

The rates of wages for various of jobs shall be fixed to the Department prescribed by Labour Commission from time to time.

The employees so engaged by the Society and supplied to the Departments shall be responsible to the Society and they will not be in any way Government employees. On termination of the contract employees shall revert to the Society for future deployment. They shall not be paid any leave and other facilities available to Government employees during their engagement by the Government Department/Organization. The service matters of such employees will be maintained by the Society.

The Government will have every right to refuse the contract labourer supplied by the Society in case he/she is found unfit or not suitable for the job for which his/her service are requisitioned and the Society shall give the replacement at once.

The Departments concerned shall give precise requirements with reference to the Recruitment Rules etc. prescribed for the posts to the Society so that persons fulfilling all conditions laid down in Recruitment Rules are supplied to the Department. The persons whose services are requisitioned by the Department shall not be in any way entitled to any Government facilities as available to the Government servants who are appointed on regular or temporary basis. This condition shall be stipulated in the terms of conditions to be drawn by the Department with the Contract Labour Supply Society.

It has been decided by the Government that the Departments may pay an advance of not exceeding two months wages tentatively to the Society to be adjusted against future wages to be paid to the Society.

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

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### Department of Personnel

No. 10/1/77-PER

Dated: 31st January, 2001.

### OFFICE MEMORANDUM

Attention of Heads of Departments is invited to O.M. No. 10/1/77-PER dated 8-11-2000 conveying policy decision of the Government not to grant any extension in service and not to make any appointment on contract basis unless it is provided under the Recruitment Rules for the post.

2. In spite of repeated instructions, it has come to the notice of the Government that proposals for extension in service beyond superannuation and for appointment on contract basis are being recommended by the Departments. It is once again reiterated that it is a policy of the Government that no extension in service nor utilising services of retired Government employees will be agreed to by the Government except in larger public interest or in the case of personal staff of the Ministers. Keeping in view this policy decision of the Government, the Departments henceforth should not send proposals for extension in service of the Government employees or proposals to utilise their services on contract basis beyond the age of superannuation.

3. The receipt of this O.M. may be acknowledged.

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77-PER

Dated: 08-11-2000.

**OFFICE MEMORANDUM**

Attention is invited to this Department's O.M. No. 13/4/93-PER dated 2-9-1993 and O.M. No. 10/1/77-PER dated 28-6-2000, wherein it has been decided not to grant any extension in service and not to make any contract appointments unless it is provided in the Recruitment Rules for the post.

2. In spite of the instructions contained therein, it has been observed that Heads of Departments just forward/recommend the proposals for grant of extension in service/appointment on contract basis.

3. It is, reiterated that the Heads of Departments should not forward/recommend any proposals for grant of extension in service beyond superannuation and not to resort to appointment on contract basis unless it is provided for under Recruitment Rules for the post.

4. Receipt of this O.M. should be acknowledged.

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77-PER

Dated: 28-06-2000.

**OFFICE MEMORANDUM**

Of late, instances have come to the notice of the Government that some posts have been filled on contract basis when such mode of appointment has not been provided under the Recruitment Rules of the posts. It is, therefore, enjoined upon all concerned not to resort to appointment on contract basis unless it is provided under the Recruitment Rules of the post. If any such appointments have been made they may be taken up for regular appointment as per Rules.

Receipt of this O.M. may be acknowledged.

Sd/-  
(D. M. Borkar)  
Under Secretary (Personnel)

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**Department of Personnel**

No. 10/1/77-PER

Dated: 28-04-2006.

**Sub: Engagement of Consultants.**

Sir/Madam

I am directed to transcribed here below Government of India's Guidelines for engagement of Consultants for information and Guidance.

Sd/-  
(Shivaji B. Dessai)  
Under Secretary (Personnel)

**Ministry of Personnel & Training,**

O.M. No. 16012/7/97-Estt.(allowance)

Dated: 13-02-1998

**OFFICE MEMORANDUM****Subject: Revised guidelines for engagement of Consultants.**

Normally, appointments are made in the Government against sanctioned posts. However, occasions may arise where for undertaking specific jobs of a specialized nature, specialist have to be appointed as Consultants. Such Consultants may be appointed either on a full time or a part-time basis. In this

case of a part-time consultant, he is not allowed to take up any other assignment during the period of consultancy. In the case of a part time Consultant, since the services are not availed of on a whole time basis, there is no objection to his undertaking other jobs. Further the Officers engaged as consultants could be the non-officials (outside experts) or retired Government servants.

2. The question of further streamlining the guidelines on the scheme of engagement of Consultant including the revision of fee payable to Consultants has been under consideration of the Government in the context of the revision of pay scales of Central Government employees on the recommendations of the Fifth Central Pay Commission and it has now been decided that henceforth engagement of Consultants (retired Government servants as well as outside experts) should be limited to skills which are not available within the cadre or in respect of specific and time bound jobs like preparation of Projects Reports, etc., and no Consultant should be engaged for routine day to day work, for which regular staff is available, or to work as Personal staff of Senior Officers and Ministers, if the job can be performed by a serving cadre officer. Accordingly, in modification of the existing guidelines issued as per this Departments O.M. No. 16011/6/93-Estt.(Allow), dated the 21st December, 1993, (not printed) the different aspects of the Scheme of engagement of Consultants, including the payment of fee to them, will henceforth be regulated as under:-

**(a) Criteria and Number of Consultants**

Consultants should be engaged only to undertake specific jobs for a specialized nature and should not be appointed for the regular work of the Ministers/Departments. Engagement of any Consultant (whether outside experts, i.e., those who have not been in Government service, or retired Government servants) should henceforth be limited to tapping of skills which are not available within the cadre or attending the specific and time-bound jobs like preparation of Project Reports, etc., and engagement of Consultants should not at all be allowed for routine day-to-day work for which the Ministers/Departments have regular staff support.

The strength of Consultants should not be restricted to 10% of the total number of posts at the level of Joint Secretary and above within the Ministry/Department, including Attached/Subordinate Offices, except in case of the Planning Commission, where the maximum number of Consultant can be up to 25. When retiring/retired Government servants are engaged as Consultant, the number of such Government servants shall not exceed two at any time. In exceptional cases, where a Consultant is engaged for performing regular work, the post earmarked for such work should be kept vacant till he completes the work as Consultants.

In respect of Ministers/Departments having special problems, where appointment of retired/retiring employees in large number is unavoidable, proposals may be made separately for such appointment beyond the permissible limit to the Department of Personnel and Training and Ministry of Finance.

**(b) Period of engagement**

Consultant may be engaged for the minimum period required. The maximum period of engagement should not exceed two years in case of outside experts (An outside experts is one who has not been in Government service). However, in case of retired/retiring Government servants, the period of engagement as Consultants should not exceed six months. To ensure this, Consultants should not be engaged for jobs which cannot be completed within a period of two years or six months, as the case may be.

**(c) Age-limit**

No retired Government servant should be engaged as a Consultant beyond the age of 62 years. No relaxation of age-limit shall henceforth be allowed by the Department of Personnel and Training.

**(d) Fee**

The consolidated fee payable may be decided in each case by Ministries/Departments in consultation with their Financial Advisers after taking into account all the relevant factors including the level of the post which the individual held on the date of his retirement.

In the case of non-officials (outside experts), the fee will henceforth be subject to a ceiling of Rs. 26,000 p.m. (with no DA, HRA, CCA or any other relief) if the engagement as Consultant is on a whole-time basis and of Rs. 13,000 p.m. (with no DA, HRA, CCA or any other relief) if



the engagement is on a part-time basis. In the case of retiring/retired Government servants engaged as full-time Consultants, the fee will be fixed, subject to a ceiling of Rs. 13,000 p.m. They will also draw their pension and relief thereon in addition. If the retiring/retired Government servant is engaged as part-time Consultant, the fee will be subject to a ceiling of Rs. 6,500 p.m. (without any adjustment of the pension drawn by him). In case any Ministry/Department wishes to appoint any retired Government servant as a Consultant at a fee higher than the limit prescribed, it should obtain the approval of the Appointments Committee of the Cabinet by following the procedure prescribed in this regard.

Special care should be taken to ensure that henceforth the fee is fixed at an appropriate amount and is not fixed at the maximum, as has been the tendency hitherto, when the fee was routinely fixed at Rs. 4,000/8,000. Further, in the case of a retired Government servant engaged as a full-time Consultant, it should be ensured that the fee plus pension drawn by him should not exceed the last pay drawn, provided that in the case of a pre-1-1-1996 retiree, the notional pay he would have drawn as on 1-1-1996 in the revised pay scale on the basis of the last pay drawn by him before retirement in the pre-revised pay scale shall be treated as the last pay drawn. In the case of a retired government servant engaged as a part-time Consultant, the fee should not exceed half the amount of last pay drawn, or deemed to have been drawn, as the case may be. Whenever it is considered appropriate, Ministries/Departments could consider the payment of fee on a lumpsum basis in two or three installments, keeping in view the quantum of work handled by the Consultant.

3. The provisions regarding payment of T.A, D.A. and the facility of Telephone and Accommodation will continue to be the same as prescribed under this Department's O.M. No. 16011/6/93-Estt. (Allow), dated 21-12-1993.

4. The Financial Advisers of the Ministries/Departments should ensure that no Consultant (outside experts or retired Government servant) is engaged/continued to be engaged in violation of these instructions, so that there is no case for seeking ex post fact approval for regularizing any infringement thereof. No extension of consultancy should be allowed without the prior approval of the Department of Personnel & Training. Proposals for extension of consultancy, if at all required in any case in public interest, as also for any other relaxation of the conditions, should be forwarded through the Financial Adviser of the concerned Ministry/Department. To facilitate proper/timely scrutiny of the proposal for extension of consultancy in any genuine case, up-to-date information regarding the Consultants in position in the Ministry/Department as a whole (as per prescribed proforma) should be forwarded, on file. However, no relaxation of the period of the consultancy of retired Government servants beyond a total period of one year and the age-limit of 62 years in their case shall henceforth be considered/allowed in any case.

5. Ministries/Departments are also requested to ensure that to facilitate Central monitoring of the scheme of engagement of Consultants, the information about the Consultant employed in the Ministries/Departments including subordinate offices, as on 1st January and 1st July of every year should be forwarded to this Department in the prescribed proforma (see Annexure below) well in time. The Financial Advisers may also adopt appropriate procedure for the requisite monitoring of the scheme within the Ministry/Department.

6. These orders take effect from 1st December, 1997. The fee of the Consultant who are engaged on or after 1-12-1997 as also of those engaged earlier but whose consultancy is continued beyond that date, with proper approval, may be refixed with effect from 1-12-1997, keeping in view the provisions of Para 2(d) above.

Extract of G.I. Department of Personnel & Training, O.M. No. 16011/6/93-Estt (Allowance), dated the 21st December, 1993.

(a) to (d) \*\*\*

(e) T.A./D.A.:

T.A./D.A. may be allowed to Consultants as per normal rules applicable to any serving to any serving officer of an equivalent rank in the Ministries/Departments.

(f) Telephone

Consultant will not be entitled to telephone facilities.

(g) Transport:

Consultants will not be entitled to transport facilities. However, they will be allowed reimbursement of conveyance charges on the same terms and conditions as admissible to serving Officers of equivalent rank under the Delegation of Financial Powers Rules. They will also not be allowed use of Staff Car for private purposes and also for journeys between residence and office as is admissible to officers of the rank of Joint Secretary and above.

Any relaxation of the conditions at (f) & (g) above will be with the concurrence of Ministry of Finance.

(h) Accommodation:

Consultants will not be allowed residential accommodation from Central Government pool. However, there is no objection if a Department has its own pool and desires to allot accommodation from that pool of Consultants. Power to allot such accommodation will vest within the Administrative Ministry/Department.

### ANNEXURE INFORMATION OF CONSULTANTS

Information for the half-year ending.....

1. Name of Ministry/Department
2. Total strength of J.S. & above level Officers (For the Ministry/Department including Attached and Subordinate offices.
3. Number of Consultants

Name of the Consultants and Date of Birth	Status (Official or non-Official)	Period of engagement	Fee	Provision, if any, relaxed (with details)	Whether approval of DoP & T taken (if necessary)

### Department of Personnel

No. 13/4/93-PER

Dated: 02-09-1993.

### OFFICE MEMORANDUM

It is observed that most of the Departments merely forward the applications of the Government servants for grant of extension of service beyond the age of superannuation, to this Department, without themselves satisfying the merits of the cases.

2. In this connection, attention of all Heads of Departments/offices is invited to Government of India's O.M. No. 260011/1/77-EST(B) dated 18-5-1977 contained in Appendix 8 of Swamy's Compilation FR & SR Part I (General Rules) laying down criteria for grant of extension of service beyond the age of superannuation, inter-alia, the following are two conditions:-

- (i) that other officers are not ripe enough to take over the job; or
- (ii) that the retiring officers is of outstanding merit.

3. Further, it is stated that the Cabinet in its meeting held on 6-1-92 decided not to grant any extension in service beyond the age of superannuation to any Government servant, in future and also it is decided that cases of grant of extension of service in any particular case shall be brought before

the Cabinet for its consideration and approval.

4. In view of the above, all Heads of Departments/Offices are hereby advised to examine such cases properly at their level and only cases where extension is recommended may be submitted to this Department giving detail justification in support of the proposal for grant of extension of service.

Sd/-

(S. S. Keshkamat)

Under Secretary (Personnel)

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PERSONNEL DEPARTMENT

**Date of Birth for the purpose  
of Employment**

PERSONNEL DEPARTMENT

**Department of Personnel**

File No: 2/2/2016-PER/1030

Dated: 01-04-2019

**OFFICE MEMORANDUM**

In terms of Note 4 of the Government Notification No. 2/6/94-PER(Vol.I) dated 29/08/2000, an alteration of date of birth of a Government servant can be made, with the sanction of the appropriate authority if:-

(i) a request in this regard is made within five years of his entry into Government service;

(ii) it is clearly established that genuine bonafide mistake has occurred; and

(iii) the date of birth so altered would not make him ineligible to appear in any School or University or Goa Public Service Commission examination in which he has appeared, or for entry into Government service on the date on which he first appeared at such examination or on the date on which he entered Government service.

It has come to the notice of the Government that a content of the above Notification is not being followed by the concerned authorities in letter and spirit and number of cases of alteration of date of birth are being agreed in contravention of the above Rule.

It is, therefore, reiterated that, all the Heads of Department/Offices shall ensure that no request for alteration of date of birth beyond five years on joining Government service is entertained.

In case it is found that the alteration of date of birth has been approved by the Head of Department/Head of Office after five years on joining Government service, the concerned Head of Department/Office shall be held personally liable, and action shall be initiated for this lapse.

Sd/-

(Shashank Thakur)

Under Secretary (Per-II)

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**Special Department**

No. SPL/RRVS/MISC-7-73

4th December 1973

**CIRCULAR**

According to the instruction laid down in Government Circular No. SPL/RRVS/Misc-7/72 dated 6-9-1972 issued by this Department the date of birth shown in the birth certificate issued by the Registrar of Births and should be considered for calculating the age of a person for purpose of employment.

A question has been raised as to whether the date of birth given in the S.S.C.E. certificate/School leaving certificate could be considered for calculating the age of a person for purpose of employment where no agency (i.e. Registrar of Births and Deaths) exists.

This question has been carefully examined taking all aspects into consideration in consultation with the Law Department and in addition to para one above, it has been decided that if the Department/Office is not in a position to obtain birth registration certificate from the Registrar of Births and Deaths, then the date of birth given in the S.S.C.E. Certificate should be considered as genuine one for the purpose of calculating the age of a person for employment.

Sd/-

(G. M. Sardessai)

Deputy Secretary (Appointments)

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**Special Department**

No. SPL/RRVS/MISC-7-72

6th September, 1972

**CIRCULAR****Subject: Calculation of date of birth for purpose of employment-Instruction regarding**

A question has been raised as to whether the date of birth given in the certificate issued by the Educational Institutions or that indicated in the birth certificate issued by the Registrar of Births and Deaths should be considered for calculating the age of a person for purpose of employment.

This question has been carefully considered in consultation with the Law Department and it has been decided that the date of birth shown in the birth certificate issued by the Registrar of Births and Deaths should be considered for calculating the age of a person for purpose of employment.

Sd/-

(M. K. Bhandare)

Deputy Secretary (Appointments)

PERSONNEL DEPARTMENT

## Departmental Disposal of Business

PERSONNEL DEPARTMENT

## Administrative Reforms Department

No. 3/7/2017-ARD/348

Dated: 01-11-2018

### OFFICE MEMORANDUM

#### Sub: Departmental disposal of Business-Standing Orders

Read: 1) Office Memorandum No. 3/7/2017-ARD/930 dated 02-11-2017

2) Addendum No. 3/7/2017-ARD/017 dated 10-01-2018

Rule 17 of the Rules of Business of Government of Goa, 1991 lays down that standing order shall be issued regarding disposal of cases. Accordingly, a statement showing the level of disposal of cases in the Departments is enclosed herewith. It is further decided that if under existing rules/instructions, power to decide the matter already stands delegated to a lower authority then the one mentioned in the statement, such lower authority would continue to be competent to decide the case as per extent/rules/instructions.

This issues with the approval of Hon'ble Chief Minister and is in supersession of previous standing orders.

By order and in the name of  
the Governor of Goa.

Sd/-

V. M. Paranjape,  
Additional Secretary (AR).

### I-SERVICE MATTERS

#### Appointments and Connected Matters

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	1. Appointment, promotion, confirmation, transfer, extension of service and re-employment, etc. of Group "A" Officers	Chief Minister	---
	2. a. Appointment, promotion, extension of service and re-employment, etc. of Group "B" Officers.	Chief Minister	---
	b. Confirmation, transfer of Group "B" Officers.	Secretary	---
2	All matters related to Seniority of Group "A" and "B" Officers	Secretary	As per Rule
3	Financial Up-gradation under ACP of Group "A" and "B" Officers	Secretary	As per Rule
4	Mutual Transfer	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
5	Transfer under FR 15	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
6	Power to give additional/officiating charge when Gazetted Officers (other than Secretaries) are on leave/tour transfer	Authority Competent to dispose the case of leave/tour/transfer as per this statement	---



1	2	3	4
7	Power to issue orders of link Officers in case of Gazetted Officers of the Administrative Departments	Minister	---
8	Powers to issue sanction/certificate under FR 26 except in case of deputation out of State	Secretary	---
9	Powers to issue sanction under FR 26 in case of deputation out of State	Chief Minister	---
10	Crossing of EB by Group "A" Officers	Secretary	As per Rules/ guidelines
11	Crossing of EB by Group "A" Officers	Secretary	As per Rules/ guidelines
12	Acceptance of Resignation of Group "A" & "B" Officers	Chief Minister	---
13	Honorarium to Group "A" & "B" Officers	Minister	As per Rules
14	Pension and gratuity of Group "A" & "B" Officers	Secretary	As per Rules
15	Condonation of break in service beyond one year for Group "A" & "B" Officers	Chief Minister	Up to one year by Minister
16	Representation and appeal relating to the service condition covered under the rules/instructions	By the Competent Authority prescribed under the rules	---
17	Institution of disciplinary proceeding and passing of final orders thereon petitions for appeal/revision/review in case of Group "A" & "B" Officers	The Competent Authority as per CCS (CCA) Rules	---
18	Matters other then included at Sr. No. 14 at pre-page	Secretary	---
19	Training of Officers other then Officers borne on AIS, GCS, GPS within and outside State for a period upto one month	Secretary	---
20	Training of Officers other then AIS, GCS, GPS within and outside State for a period beyond one month	Minister	---
21	Training of Officers borne on AIS, GCS, GPS within and outside State	Chief Minister	---
22	Training of Officers abroad	Chief Minister	Subject to availability of Foreign Exchange
23	Deputation of Group "A" and "B" Officers	Chief Minister	---
24	Matters relating to de-reservation of vacancies of Group "A" and "B" Officers	Chief Minister	In consultation with Governor as per Rule 25 (ii) of Rules of Business of GoG, 1991 where necessary
25	Charge allowance under FR 49 (iii) in respect of Gazette Officers	Secretary	As per prevalent Rules/Instruction

**II-LEAVE**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Jr. Scale GCS, GPS, GFS, Mamlatdar, Jt. Mamlatdar, Asstt. Director of Civil Supply, B.D.O., Chief Officers	Immediate Controlling Authority	---
2	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Sr. Scale GCS, GPS, GFS, Head of Department	Concerned HoD/Secretary	---
3	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Officers in Grant in Aid Institution	Concerned HoD	---
4	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to AIS Officers (HoD/Secretaries)	Chief Minister	---
5	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Chief Secretary, DGP & PCCF	Chief Minister	---
6	Earned Leave, Commuted Leave for 30 days, Paternity Leave for 15 days to all Officers in the rank of Jr. Scale GCS, GPS, GFS, and AIS (Other than HoD's)	Concerned HoD	---
7	Earned Leave, Commuted Leave upto 15 days, to all Officers in the rank of Sr. Scale GCS, GPS, GFS, and AIS (HoD's/Secretaries)	Chief Minister	Under Intimation to the concerned Ministers and CMO
8	All type of Leave as shown above for less then 15 days for Officers in Grant in aid Institution	Concerned HoD	---
9	All type of Leave exceeding 15 days of AIS Officers, HoD's and Senior Scale Officer of GCS, GPS, Extra-Ordinary Leave and Study Leave	Chief Minister	---
10	Permission to leave Station/Headquarters	Leave Sanctioning Authority	---

**III-TOUR**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Official Tour proposal of AIS Officers, HoD's within the Country	Chief Minister	---
2	Official Tour proposal of Group "A" (other than HoD's) Group "B" Officers and Officers in Grant in Aid Institution within the Country	Minister	---
3	Official Tour proposal of other than (1) and (2) above	Secretary	---
4	Permission to leave Country on private visit where expenditure is incurred by Officers/Official of Group "C" and "D" employees	Administrative Secretary	---
5	Permission to leave Country on private visit where expenditure is incurred by Officers/Official of Grant-in-Aid Institution	HoD	---
6	Permission to leave Country for cadre "A" and "B" Officers/Officials other then HoD,	Chief Secretary	---

1	2	3	4
	Officers of Grant in Aid Institution on private visit where expenditure is incurred by Officer concerned		
7	Permission to leave Country for Officers of AIS, HoD's where expenditure incurred by Officer concerned	Chief Minister	
8	Permission for taking staff car outside the state on duty	Chief Secretary	---
9	Travell by Air by Non-entitled Officers	Finance Minister or Chief Minister	---

#### IV-Education/Higher Education/Technical Education

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	On duty Tour as per UGC guidelines	HoD	---
2	Granting Earned Leave for Government Teachers in lieu of their duty on vacation as per Rule	HoD	---
3	Any service matter of Teacher as per UGC guidelines and University Statues for Government Teachers	Secretary	---
4	Study Leave for Government Teachers as per UGC guidelines and University Statues	Secretary	---
5	Granting regular teacher positions as per UGC guidelines and University Statues	HoD	---
6	Approval for Non Teaching Staff as per staffing pattern	HoD	---
7	Granting honour programmes, elective subjects as per Goa University Statues already approved by Government	HoD	---

#### V-Advances

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Advance and withdrawals of GPF to Group "A" and "B" Officers	Secretary	As per Rules
2	Advance and withdrawals of GPF to Secretaries	Chief Secretary	As per Rules
3	Various advances under GFR, HBA Rules, FR SR, etc. to Head of Department	Secretary	As per Rules
4	Various advances under GFR, HBA Rules, FR SR, etc to Secretaries	Chief Secretary	As per Rules
5	Sanction of proposal within the competence of HOD under GFR, FRSR and other rules	Secretary	As per Rules
6	Execution of Mortgage, Deed for drawal of HBA, conveyances, etc.	Under Secretary/ /Head of Office/Head of Department	---

**VI-Finance Matter**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Drawal of Money on AC Bill when previous AC Bill are outstanding	Secretary	---
2	Creation/revival/abolition of posts of all kinds-permanent/temporary/tenure etc.	Chief Secretary	Through Finance/ /Personnel Administrative Reforms Department Public Office carrying maximum remuneration upto Rs. 250/-
		Cabinet	Through Finance/ /Personnel Administrative Reforms Department Public Office carrying maximum remuneration upto Rs. 250/-
			(as per Rules of Business)
3	Approval for Counting of Past Service including Grant-in-Aids Institutions	Secretary and Finance Secretary	---
4	Pay Protection including Grant-in-Aids Institutions	Secretary and Finance Secretary	---

**VII-Legal Matters**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Matters relating to suits, writs petitions etc. before the High Court/District Court/Administrative Tribunal	Secretary	In consultation with Law Department wherever necessary

**VIII-Miscellaneous Matters**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	LAQs	Minister	---
2	Government Assurance	Minister	---
3	Lok Sabha/Rajya Sabha Question	Secretary	---
4	Constitution, nomination and composition of Statutory committees	Chief Minister	---
5	Nomination of Government Servants on Non-Statutory Committees	Chief Secretary	---
6	Approval of Annual Administration Report	Chief Minister	---
7	Issue of Press Notes, Communiques, statements on policy matter	Secretary	---
8	Correspondence with Government of India and other State Governments on important Questions of policies	Chief Minister	---
9	Amendments of Rules	Governor	---
10	Important decisions conveyed by the Government of India	Chief Minister	---

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
11	NOC to apply for Indian Passport of Group "A" and Group "B" Officers and Officers in Grant in Aid Institution	Secretary	---
12	NOC to apply for India Passport of Group "C" & "D" Officer/Official including Grant-in-Aids Institutions	HoD	---
13	NOC to apply for any position through proper channel of Group "A" and Group "B" Officers and Officers/Officials in Grant-in-Aid institution	Secretary	---
14	NOC to apply for any position through proper channel of Group "C" and "D" Officers and Officers/Official in Grant-in-Aid institution	HoD	---
15	Intimation of moveable/immovable property of Group "A" and "B" Officers/Officials including Grant-in-Aids institutions	Secretary	---
16	Intimation of moveable/immovable property of Group "C" and "D" Officers/Officials including Grant-in-Aids institutions	HoD	---
17	Residuary matters	Secretary	Excluding the cases where framing of rules/policy guidelines and the relaxation /amendment of existing rules guidelines is required

**O/o. Joint Secretary (ARD)**

No. 3/7/2017-ARD/930

Dated: 02-11-2017

**OFFICE MEMORANDUM**

- Read:**
- 1) Office Memorandum of even number dated 23-03-2005.
  - 2) Office Memorandum No. 3/63/78-ARD dated 23-06-2005.
  - 3) Office Memorandum No. 3/7/2017-ARD dated 07-04-2017.

It is observed by the Government that the Officers encounters with various problems in getting leave sanctioned due to requirement of various levels of approvals.

Now, in order to streamline the procedure of sanctioning the leave, it has been decided to partially modify the powers of sanctioning following types of leave as per the Statement annexed in respect of AIS, GCS, GPS, GFS, Mamlatdar/Jt. Mamlatdar, Asst., Director of Civil Supply, Block Development Officer, Chief Officer and Head of Office to the concerned HoD and HoD to concerned Secretaries of the Department and the Autonomous Bodies (grant in-aid-Institutions) where the Officer is posted.

This issued in supersession of the Office Memorandum referred in preamble.

By order and in the name of  
the Governor of Goa.

Sd/-

*Sneha S. Morajkar,*  
Joint Secretary (AR).

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
	<b>Leave</b>		
1	Intimation of Casual Leave, Restricted Holiday, Special Holiday, Special casual Leave by Jt. Scale GCS, GPS, GFS, Mamlatdar, Jt. Mamlatdar, Asst. Director of Civil Supply, B.D.O., Chief Officers	Immediate Controlling Authority	---
2	Intimation of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave by Sr. Scale GCS, GPS, GFS, Heads of Department	Concerned HoD/Secretary	---
3	Intimation of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave by Officers in Grant in Aid Institution	Concerned HoD	---
4.	Intimation of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave by AIS or equivalent	Chief Secretary	---
5.	Intimation of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave by Chief Secretary, DGP & PCCF	Chief Minister	---
6.	Earned Leave, Commuted leave for less than 15 days, Paternity leave for 15 days to all Officers in the rank of Jr. Scale GCS, GPS and GFS or equivalent	Concerned HoD	---
7.	Earned Leave, Commuted leave for less than 3 days to all Officers in the rank of AIS, Sr. Scale GCS, GPS and GFS or equivalent	Chief Secretary	---
8	All type of Leave as shown above for less than 15 days for Officers in Grant in Aid Institution	Concerned HoD	---
9	Earned Leave, Commuted Leave for less than 15 day, paternity leave for 15 days to all HoD's, M.D.'s of the Corporation or equivalent	Concerned Minister	---
10.	All types of leave exceeding 3 days of All India Officer, HoD's and Sr. Scale Officers of GCS, GPS, Extraordinary Leave and Study Leave	Chief Minister	---
11.	Permission to leave Station/Headquarters	Leave Sanctioning Authority	---

**Tour**

Sr. No.	Name of the Case	Authority	Remark
1	2	3	4
1.	(a) Tour Proposal of AIS, HOD to Govt. Sr. Scale Officers (GCS), (GPS)	Chief Minister	---
2.	(b) Tour Proposal of Group "A" & "B" Officers and Officers in Grant in Aid Institution	Concerned Minister	---
3.	(c) Tour Proposal of other than (a) and (b)	Concerned Secretary	
4.	Permission for taking staff car outside the State on duty by HoO/HoD	Administrative Secretary	
5.	Permission for taking staff car outside the State on duty by AIS or equivalent	Chief Secretary	
6.	Travel by air by non-entitled Officers	Finance Minister	

1	2	3	4
7.	Permission to leave country on private visit where expenditure is incurred by Officers concerned for Group 'C' and 'D' employees	Administrative Secretary	
8.	Permission to leave country for 'A' and 'B' Officers other than HoD, Officers of Grant in Aid Institution on private visit where expenditure is incurred by Officer concerned	Concerned Ministers of the department in which the Officer is posted	
9.	Permission to leave country for AIS, HoD, Senior Scale GCS, GPS and GFS or equivalent where expenditure is incurred by Officer concerned	Chief Minister	

### Administrative Reforms Department

3/7/2017-ARD

Dated: 07-04-2017

#### OFFICE MEMORANDUM

Sub: Departmental disposal of Business-Standing Orders

- 1) Ref. Office Memorandum of even number dated 23-3-2005 and 9-6-1995.
- 2) Office Memorandum No. 3/63/78-ARD dated 23-06-2005

In partial modification to the above referred Office Memorandum dated 23<sup>rd</sup> June, 2005, the Governor of Goa is pleased to issue the level of disposal of cases in various departments as per the statement annexed.

By order and in the name of  
the Governor of Goa.

Sd/-

*Sneha S. Morajkar,*  
Joint Secretary (AR).

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
	<b>Leave</b>		
1.	Intimation of Casual Leave, by HODs with or without permission to leave station/Headquarters	Concerned Secretary	
2.	Intimation of Casual Leave, of CCF, DGP, Secretaries (other than Chief Secretary)	Chief Secretary	
3.	Leave (excluding study leaves) to Gazetted Officer other than HOD, AIS, Senior Scale GCS and GPS and above, Additional Collectors which HOD is not Competent to sanction as per rules (exceeding 15 days)	Chief Secretary	As per rules instructions
4.	Leave (exceeding study leave) of HOD, APCCF, CCF, DGP, DIG, IGP, Secretary to Govt., Senior Scale GCS and GPS and above, Add. Collectors	Chief Minister	
5.	a. Study leave of Group 'A' and 'B' Officer	Chief Minister	
	b. Study leave of Officers other than Group 'A' and 'B' Officers		
6.	Permission to leave station headquarters	Leave Sanctioning authority	

1	2	3	4
<b>Tour</b>			
1.	a.	Tour proposal of AIS/Officers, Secretaries, HOD to the Govt., Senior Scale GCS and GPS Officer and above and Addl. Collectors	Chief Minister
	b.	Tour Proposal of Group 'A' and 'B' Officers other than (a)	Minister
	c.	Tour proposal of other than (a) & (b)	Secretary
2.	Permission for taking staff car outside the State on duty other than Secretary		Administrative Secretary
3.	Travel by air by non-entitled Officers		Finance Minister
4.	Permission to leave country on private visit where expenditure is borne by Officer concerned for Group 'C' and 'D' employees		Additional Secretary or in absence Secretary
5.	Permission to leave country for 'A' and 'B' Officer other than HOD, Addl. Collectors, AIS Officers, Senior Scale GCS and GPS and above on private visit where expenditure is borne by Officer concerned		Concerned Ministers
6.	Permission to leave country for AIS Officers/ /HOD, Senior Scale GCS and GPS and above & Addl. Collectors where expenditure is incurred by Officer concerned		Chief Minister
7.	In all cases other than 4, 5 & above		Chief Minister

### Department of Administrative Reforms

No. 3/63/78-ARD

Dated: 23<sup>rd</sup> June, 2005

#### OFFICE MEMORANDUM

#### Sub: Departmental disposal of Business-Standing Orders

Ref.: Office Memorandum of even number dated 23-03-2005 and 09-06-1995

Rule 17 of the Rules of Business of Government of Goa, 1991 lays down that standing order shall be issued regarding disposal of cases. Accordingly, a statement showing the level of disposal of cases in the Personnel Department, Administrative Reforms Department and Vigilance Department is enclosed herewith. It is further decided that if under existing rules/instructions, power to decide the matter already stands delegated to a lower authority than the one mentioned in the statement, such lower authority would continue to be competent to decide the case as per extent/rules/instructions.

2. This Issues with the approval of Chief Minister/Minister for Personnel/AR/Vigilance and is in supersession of previous standing order(s).

By order and in the name of  
the Governor of Goa.

Sd/-

*Gurudas P. Pilarnekar,*  
Joint Secretary (Per./ARD).



**Statement showing the level of disposal of cases of common nature at Secretariat**

**I-SERVICE MATTERS**

**(i) Appointments & Connected Matters**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	1. Appointment, promotion, confirmation, transfer, extension of service and re-employment, etc. Of Group "A" Officers	Chief Minister	
	2. a. Appointment, promotion, extension of service & re-employment of Group "B" Officers.	Chief Minister	
	b. Confirmation, transfer of Group "B" Officers.	Secretary	
2	All matters related to Seniority of Group "A" and "B" Officers	Secretary	As per Rule
3	Financial Up-gradation under ACP of Group "A" and "B" Officers	Secretary	As per Rule
4	Mutual Transfer	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
5	Transfer under FR 15	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
6	Power to give additional/officiating charge when Gazetted Officers (other than Secretaries) are on leave/tour transfer	Authority Competent to dispose the case of leave/tour/transfer as per this statement	
7	Power to issue orders of link Officers in case of Gazetted Officer of the Administrative Departments	Minister	
8	Powers to issue sanction/certificate under FR 26 except in case of deputation out of State	Secretary	
9	Powers to issue sanction under FR 26 in cases of deputation out of State	Chief Minister	
10	Crossing of EB by Group "A" Officers	Secretary	As per Rules/ guidelines
11	Crossing of EB by Group "A" Officers	Secretary	As per Rules/ guidelines
12	Acceptance of Resignation of Group "A" & "B" Officers	Chief Minister	
13	Honorarium to Group "A" & "B" Officers	Minister	As per Rules
14	Pension and gratuity of Group "A" & "B" Officers	Secretary	As per Rules
15	Condonation of break in service beyond one year for Group "A" & "B" Officers	Chief Minister	Up to one year by Minister
16	Representation and appeal relating to the service conditions covered under the Rules/instructions	By the Competent Authority prescribed under the rules	

1	2	3	4
17	Institution of disciplinary proceeding and passing of final orders thereon petitions for appeal/revision/review in case of Group "A" & "B" Officers	The Competent Authority as per CCS (CCA) Rules	
18	Matters other than included at Sl. No. 14 above	Secretary	
19	Training of Officers other than Officers borne on AIS, GCS, GPS within and outside State for a period upto one month	Secretary	
20	Training of Officers other than AIS, GCS, GPS within and outside State for a period beyond one month	Minister	
21	Training of Officers borne on AIS, GCS, GPS within and outside State	Chief Minister	
22	Training of Officers abroad	Chief Minister	Subject to availability of Foreign Exchange
23	Deputation of Group "A" and "B" Officers	Chief Minister	
24	Matters relating to de-reservation of vacancies of Group "A" and "B" Officers	Chief Minister	In consultation with Governor as per Rule 25 (ii) of Rules of Business of GoG, 1991 where necessary
25	Charge allowance under FR 49 (iii) in respect of Gazette Officers	Secretary	As per prevalent Rules/Instruction
<b>II-LEAVE</b>			
26.	Intimation of Casual Leave, by HODs	Secretary	
27.	Intimation of Casual Leave, of CCF, DGP, Secretaries (other than Chief Secretary)	Chief Secretary	
28.	Leave (excluding study leaves) to Gazetted Officer (other than CCF, DGP, Secretary to Government) which HOD is not competent to sanction as per rules	Secretary	As per rules instructions
29.	Leave (exceeding study leave) of CCF, DGP, Secretary to Government	Chief Minister	
30.	a. Study leave of Group 'A' and 'B' Officer	Chief Minister	
	b. Study leave of Officers other than Group 'A' and 'B' Officers	Secretary	As per rules instructions
<b>iii) Tour</b>			
31.	a. Tour Proposal of AIS/DGP, Collectors & Secretaries to the Government	Chief Minister	
	b. Tour Proposal of Group "A" & "B" Officer other than (a) above	Minister	
	c. Tour Proposal of other than (a) and (b) above	Secretary	
32.	Permission for taking staff car outside the State on only	Minister	
33.	Travel by Air by non-entitled officers	Finance Minister or Chief Minister	

1	2	3	4
<b>iv) Advance</b>			
34.	Advance and withdrawals of GPF to Group "A" and "B" Officers	Secretary	As per rules
35.	Advances and withdrawals of GPF to Secretaries	Chief Secretary	As per rules
36.	Various Advances under GFR, HBA Rules, FR SR, etc. to Head of Department	Secretary	As per rules
37.	Various Advances under GFR, HBA Rules, FR SR, etc. to Head of Secretaries	Chief Minister	As per rules
38.	Sanction of proposal within the competence of HOD under GFR, FRSR and other rules	Secretary	As per rules
39.	Execution of Mortgage Deed for drawal of HBA, conveyance advance, etc.	Under Secretary/Head of Office/HOD	
<b>II. FINANCIAL MATTERS</b>			
1.	Drawal of money on AC Bill when previous AC Bills are outstanding	Secretary	
2	Creation/revival/abolition of post of all kinds permanent/temporary/tenure etc.	Chief Minister	Through Finance/Personne I ARD Department Public Officer carrying maximum remuneration upto Rs. 250/-
		Cabinet	Through Finance/Personne I ARD Department
			Public Office carrying maximum remuneration beyond Rs. 250/- (as per Rules of Business)
<b>III. LEGAL MATTERS</b>			
1	Matters relating to suits, writs, petitions etc. before the High Court/District Court/Administrative Tribunal.	Secretary	In consultation with Law Department wherever necessary
<b>i) Miscellaneous Matters</b>			
1.	LAQs	Minister	
2.	Government Assurance	Minister	
3.	Lok Sabha/Rajya Sabha Questions	Secretary	
4.	Constitution, nomination & composition of Statutory Committees	Chief Minister	

1	2	3	4
5.	Nomination of Govt. Servants on non-statutory Committees	Chief Secretary	
6.	Approval of Annual Administration Reports	Chief Minister	
7.	Issue of Press Notes, Communiques, statements on policy matters	Secretary	
8.	Correspondence with Govt. of India & other State Governments on important questions of policies	Chief Minister	
9.	Amendments to Rules	Governor	
10.	Important decisions conveyed by the Government of India	Chief Minister	
11.	Residuary matters	Secretary	Excluding the cases where framing of rules/policy guidelines and the relaxation/amendment of existing rules/guidelines is required

### Department of Administrative Reforms

No. 3/63/78-ARD

Dated: 23-3-2005

#### OFFICE MEMORANDUM

##### Sub: Authorities empowered to dispose off general cases in the Secretariat

Ref: Office Memorandum of even number dated 09-6-1995

Consequent upon imposition of President's Rule in the State of Goa, the statement indicating the level of disposal of cases of common nature at the Secretariat, circulated vide Office Memorandum referred to above has been modified and accordingly the revised statement showing disposal of cases/proposal is circulated herewith.

By order and in the name of  
the Governor of Goa.

Sd/-

V. M. Paranjape,

Under Secretary (Admn. Reforms).

#### Statement showing the level of disposal of cases of common nature at the Secretariat

##### I-SERVICE MATTERS

##### (i) Appointments & Connected Matters

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
*1.	1. Appointments, promotions, confirmations, transfer, appeals revision, extension of services and re-employment, etc. of Group 'A' & 'B' Officers	Governor	
*2.	Mutual Transfer	Secretary	
*3.	Transfer under F.R. 15	Secretary	
*4.	Crossing of EB by Group 'B' Officers	Secretary	

1	2	3	4
*5.	Crossing of EB by Group 'A' Officers	Governor	
*6.	Acceptance of Resignation of Group 'A' and 'B' Officers	—do—	
*7.	Honorarium to Group 'A' & 'B' Officer	—do—	
*8.	Pension and gratuity cases of Group 'A' and 'B' Officers	—do—	
*9.	Condonation of break in service upto one for Group 'A' & 'B' Officers	—do—	
*10.	Representation and appeal relating to the service conditions covered under the Rules.		By the competent authority prescribed under the Rules
*11.	Representation against adverse remarks in CR when the remark is by the reviewing authority		By the accepting authority
*12.	Institution of disciplinary actions against Group 'B' Officers	Chief Secretary/Advisor	
*13.	Institution of disciplinary actions against Group 'A' Officers	Governor	
*14.	Training of officers of other than AIS/GCS within and outside State upto one year	Chief Secretary	
*15.	Training of Officers borne on AIS/GCS Cadre, within and Outside State upto one year	Governor	
*16.	Training of Officers abroad	Governor	Subject to availability of Foreign Exchange
*17.	Deputation of:		
	(a) Group 'A' Officers/	Governor	
	(b) Group 'B' Officer		
18.	Matters relating to dereservation of vacancies of Group 'A' and 'B' Officers	Governor	
19.	Charge allowance under FR 49(3) in respect of Gazetted Officers		
	(a) Upto three months	Chief Secretary/Advisor	
	(b) Exceeding three months	Governor	
20.	Intimation of Casual Leave by Gazetted Officer other than Secretaries to Government	Secretary	
21.	Intimation of Casual Leave of Secretaries to Govt. Other than Chief Secretary	Chief Secretary	
*22.	Intimation of Casual Leave to Gazetted Officers (excluding study leave)	Secretary	
*23.	Study leave of Gazetted Officer and Non-Gazetted Officers	Governor	
*24.	Leave other than casual leave of Secretary to Government	Governor	
<b>(III) Tour</b>			
25.	Tour proposal of Group 'A' and Group 'B' Officers including Head of Department other than I.G.P., Collector and Secretaries to the Government	Advisor/CS	
26.	Tour proposal of Collector of Goa, I.G.P. & Secretaries to Govt.	Governor	
27.	Permission for taking staff car outside the State on duty	Chief Secretary	
28.	Travel by Air by non-entitled Officers	Chief Secretary	

1	2	3	4
<b>(IV) Advances</b>			
*29.	Advances of GPF under Rule 12 (3)	Secretary	
*30.	Withdrawal of GPF of Group 'B' Officers	Secretary	
31.	Withdrawal of GPF of Group 'A' Officer	CS/Advisor	
*32.	Sanction of proposals within the competence of Head of Department under GFR, S. Rs. F. Rs. and other Rules	Secretary	
*33.	(a) Conveyance advance	Secretary	
	(b) Other Special Advance	—do—	
	(c) i) TA advances counter signature of TA Bills/Medical Advance Bills of Gazetted Officers	Secretary	
	ii) In respect of Secretaries to Govt. Other than Chief Secretary	Secretary(GA)	
	(d) House Building Advance	Secretary	
34.	Execution of Mortgage Deed for drawal of H.B.A. Conveyance advance, etc.	Under Secretary	
<b>II Financial Matters</b>			
*1.	Drawal of money on A.C. Bill when no previous A.C. Bills are outstanding	Secretary	
*2.	Creation/revival/review of posts on temporary basis		
	(a) Group 'A' )		Through Finance
		Governor	Department.
	(b) Group 'B' )		
*3.	Creation of posts on permanent basis		
	(a) Group 'A' )		Through Finance
		Governor	Department.
	(b) Group 'B' )		
<b>III Legal Matters</b>			
1.	Matters relating to suits, writs, petitions to Administrative Tribunal	Secretary (in consultation with Law and Personnel Department)	
	(a) of administrative nature		
	(b) Other than service matters	Chief Secretary/ /Advisor (in Consultation with Law Department)	

**(I)-Miscellaneous Matters**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	LAQs	Chief Secretary/Advisor	
2	Government Assurance	Chief Secretary/Advisor	

3	Lok Sabha/Rajya Sabha Question	Secretary	
4	Constitution, nomination and composition of Statutory committees	Governor	
5	Nomination of Government Servants on Non-Statutory Committees	Chief Secretary	
6	Approval of Annual Administration Reports	Governor	
7	Issue of Press Notes, Communiques, statements on policy matters	Chief Secretary	
8	Correspondence with Government of India and other State Governments on important Questions of policies etc.	Governor	
*9	Amendments to Rules	Governor	
10	Important decisions conveyed by the Government of India to be submitted for information	Governor	
11	Residuary matters	Chief Secretary/Advisory	

\* Statutory provisions.

**Entitlement to Secretaries/HOD's etc.**

PERSONNEL DEPARTMENT



**General Administration Department****CIRCULAR**

No. 13/1/2011-GAD-III (Part II)/1260

Dated 30-04-2019 (10,Vaisakha, 1941)

This department has been receiving proposals for ex-post facto appointment of Muster Roll peons from the officers who are entitled for the said facility, seeking appointments of muster Roll Peon from previous dates.

In order to streamline the procedure, all officers entitled for Muster Roll Peons in terms of Order No.7/3/90-Fin (Exp.) dated 24-09-2003 are hereby directed to submit their request for appointment of Muster Roll Peon within a period of three months from the date of engaging their services.

Proposals received for retrospective appointment for a period beyond three months shall not be considered or restricted upto three months in extra ordinary conditions.

This issues with the approval of the Secretary (GA).

Sd/-

(Manuel Barreto)

Under Secretary (GA-I)

**General Administration Department-II**

No. 7/27/2001-GAD-II (P.F)/1114

Dated 15-04-2019 (25 Chaitra 1941)

**Read:** 1) O.M. No. 7/27/2001-GAD-II (P.F) dated 13-11-2009

2) Addendum No. 7/27/2001-GAD-II (P.F) dated 16-02-2010

**OFFICE MEMORANDUM**

**Sub:** Facility of Telephone (Landline) at the residence and/or mobile connection allotted to the categorized Government officers in respect of their entitlement.

The Government has been issuing instructions/guidelines in respect of usage of mobile phones by Secretaries/Officers & other officials from to time.

Since the issue of the earlier instructions, there have been many changes in field of telecommunications and also major technological advancement has taken place. This has brought the internet, mobile facilities within the domain of the common people. Many service providers with various schemes have also entered the market. Further, usage of telecommunication service has proliferated. Keeping this in view and the technology available in the field of communication, the existing instructions on the subject have been reviewed.

The existing entitlement regarding reimbursement of the telephone charges of residential telephones provided to the officers as also on the mobile phones to the entitled officers of the Government of Goa and broadband facility at home, has been converged into a single package.

Accordingly, in supersession of all the earlier instructions/guidelines in respect of mobile/landline/broadband etc., the following decision has been taken and the maximum amount reimbursable to a category of officers is now regulated as mentioned in the table below:

Sr. No.	Rank/Designation	Ceiling Amount
1.	Chief Secretary	Rs. 5,000/- per month
2.	Secretaries with Super time Scale/D.G.P.	Rs. 3,500/- per month
3.	I.G.P./D.I.G./Secretaries/Special Secretaries to Government	Rs. 3,000/- per month
4.	Additional/Joint Secretaries/H.O.D's/O.S.D.'s O.S.D.'s to the Hon'ble Ministers	Rs. 2,500/- per month
5.	Other officers entitled as per the discretion of the Government	Rs. 1,500/- per month

Further, OSD's so appointed in the office of the Hon'ble Chief Minister and offices of the Cabinet Ministers will be entitled for reimbursement upto the ceiling amount as prescribed in the table on pre-page from date of their initial appointment subject to the following:

1. The amount will be reimbursed within the prescribed ceiling on submission of bill/receipt by the concerned officer. There will not be any separate ceiling for landline/mobile/broadband.
2. The amount reimbursable will over landline and/or mobile connection.
3. Officers are at liberty to choose the service provider and avail any options for payment within the maximum monetary ceiling.
4. It will also include broadband facility or such facility through which data, voice or image is transferred.
5. STD facility may be provided to the residential telephones. However, there would be no enhancement of ceiling as prescribed above.
6. No instruments should be provided by the Government, except to the Ministers and Secretaries to the Government, for which the cost of the handset for mobile phone would be limited to Rs. 5,000/- in each case.
7. The amount reimbursable will be reduced by Rs. 400/- if the officer of the rank of Secretary, D.G.P., D.I.G/I.G.P., Joint Secretary and above does not have broadband facility at his residence.
8. Other officers who have been permitted to avail the mobile facility by the Government as a special shall be liable for reimbursement up to the limit of Rs. 500/- only and the mobile handset would be borne by the concerned Officer/Official.
9. All the heads of office are instructed to defray the extra cost from their "Office Expenses" and no additional fund will be provided in this regard.

This supersedes the earlier Office memorandum dated 13-11-2009 and Addendum dated 16-02-2010 read in the preamble.

Sd/-  
(Varsha S. Naik)  
(Joint Secretary (GA))

### **Finance (Exp) Department**

No. 7/1/2007-FIN (EXP) (2)

Dated 15<sup>th</sup> July, 2010

- Read: 1) O.M. No. 8/48/97-Fin (R&C) F.P.C. dated 1<sup>st</sup> April, 1998  
2) Notification No. 7/1/2007-Fin (Exp) (2) dated 29<sup>th</sup> March, 2007

### **NOTIFICATION**

In partial modification of the Notification of even number dated 29-03-2007, read above the Govt. of Goa is pleased to fix the rate of interest on advance for purchase of Computers (i.e laptop/desktop) to the Government Employees, at the rate of 5% per annum, subject to the following terms and condition, w.e.f. 15-07-2010.

- 1) Maximum loan admissible shall be Rs. 30,000/-
- 2) There shall be no ceiling limit on the basic pay of the Government employee,
- 3) Cheques will be issued directly to the Supplier of the computer.
- 4) The amount will have to be refunded alongwith interest within a maximum period of 60 months or less.

By order and in the name of Governor of Goa.

Sd/-  
(Surendra F. Naik)  
(Under Secretary (Fin-Exp))

**Finance (Exp) Department**

No. Fin-EXP/4204/79

Dated 1<sup>st</sup> November, 2007

Read: 1) Circular No. Fin/Exp/4204/79-part dated 14-02-2001  
2) Circular No. Fin/Exp/4204/79-part dated 27-05-2004

**ORDER**

In supersession of Circulars read above, Government has now decided that each Secretary to Government shall be entitled to subscribe 3 newspapers and any 3 magazines (including foreign magazines) per month, as per their choice.

By order and in the name of Governor of Goa.

Sd/-  
(Shrikant M. Polle)  
(Under Secretary (Fin-Exp))

**Directorate of Information Technology**

No. 7(87)/DOIT/Comp to Sec.&amp; H.O.D.s/2007/809

Dated: 30/08/2007

**ORDER**

Government has accorded highest priority to the computerization of Government Departments with a view to promote services to the citizens and business on a real time basis. It was felt necessary that the usage of computers by the Heads of Departments needs to be increased. The proposal to provide computers at the residences of the Heads of Departments initiated by the Department of IT was approved by the Government.

In view of above approval of the Government is hereby conveyed for purchase of computer with 17" TFT Monitor, UPS & Printer alongwith the Computer Table & Chair to the Heads of Departments and Joint Secretaries in the Secretariat at their residences.

The Computers, Printers & UPS are required to be purchased as per specifications and from the listed vendors in the Rate Contract in force. Table & Chair may be purchased through GHRSSIDC, Panaji.

The expenditure is debitable to the Budget Head of the concerned Department.

This is issued with the approval of the Government vide No. CM. 6111 dated 16/08/2007 and concurrence of Finance vide No. FS1731 dated 22/08/2007, and in supersession of earlier order No. 7(87)/DOIT/Comp to Sec. & H.O.D.s/2006/714 Dated 20/09/2006.

By order and in the name of  
Governor of Goa.  
Sd/-  
(M.N. Rao)  
**Director (IT) & Ex-Officio**  
**Jt. Secretary to Government of Goa**

**Finance (Exp) Department**

No. 7/1/2007-FIN (EXP) (2)

Dated 29<sup>th</sup> March, 2007

Read: O.M. 8/48/97-Fin (R&C) F.P.C dated 1<sup>st</sup> April, 1998 Circulated by Finance (R&C) Department, Secretariat.

**NOTIFICATION**

The Government Goa is pleased to fix the rate of interest amount under G.F.R. 198 on advance for purchase of Computers (i.e laptop/desktop) to the Government Employees, at the rate of 2% per annum, subject to the following terms and condition.

1) Maximum loan admissible shall be Rs. 50,000/-

- 2) There will be no ceiling limit on the basic pay.  
3) Cheques will be issued directly to the Supplier of the computer.

This will come into force w.e.f 1<sup>st</sup> April, 2007

By order and in the name of Governor of Goa.

Sd/-

(Shrikant M. Polle.)

(Under Secretary (Fin-Exp))

### Finance (Exp) Department

No. Fin-EXP/4204/79

Dated 27<sup>th</sup> May, 2004

Read: 1) Circular No. Fin/Exp/4204/79-part dated 14-02-2001  
Regarding Subscription of Newspaper and periodicals by Secretaries to Government.

#### ORDER

In supersession of Circulars read above, Government has now decided that each Secretary to Government shall be entitled to maximum amount of Rs. 750/- (Rupees seven hundred fifty only) per month for subscribing Educational/Current Affairs/Computers/Technology Magazines and Newspapers, as per their choice.

By order and in the name of  
Governor of Goa.

Sd/-

(D.G Sardessai)

(Under Secretary (Fin-Exp))

### Finance (Exp) Department

No. 7/3/90- Fin(EXP)

Dated 24<sup>th</sup> September, 2003

Read: Government order No. 7/3/90-Fin (Exp) dated 7-6-1990

#### ORDER

#### Sub: Appointment of Muster Roll Peon.

In partial modifications of the Government order cited above, the Government is pleased to fix the entitlement of various categories of Officers to Muster Roll Peons at their residence as shown below:

Sr. No.	Designation	No. of Group "D" staff entitlement at residence
<b>1</b>	<b>2</b>	<b>3</b>
i)	Chief Secretary	3
ii)	Secretaries in the super time scale	2
iii)	Secretaries/Special Secretaries/Addl. Secretaries/Jt. Secretaries/Addl. Joint Secretaries to Government	1
iv)	IAS Officers of Senior Time scale JAG/S.G.	1

The Muster Roll Peon engaged by the Officers will continue so long as the officers continue to work in his own capacity. No Officers shall be allowed to keep Peons in excess of the yardstick show above and Peon on regular appointment should not be kept in addition to the Muster Roll Peon as indicated in the above table Each individual Officers shall have the right to select his/her own choice of Muster Roll Peon..

By order and in the name of  
the Governor of Goa.

Sd/-

(G.P Chimulkar)

(Special Secretary (Finance))

**Finance (Expenditure) Department**

No. Fin/Exp/4204/79-Part

Dated 14-02-2001

Read: Circular No. Fin/Exp/4204/79 dated 29-09-1992

**CIRCULAR**

In partial modification of circular read above in connection with the subscription of news papers, periodical etc, it has now been decided by Government that each Secretary to Government shall subscribe 5 (five) newspapers, National/local of their choice only.

Expenditure on this account shall be borne by the respective Departments.

This shall come into force with immediate effect.

This issues in supersession of circular No. Fin/Exp/4204/79-part dated 22-12-2000.

Sd/-  
(J.E.A. Rodriguos)  
(Under Secretary (Finance-Exp))

**Finance (Expenditure) Department**

No. Fin/Exp/4204/79-part

Dated 22-12-2000

Read: Circular No. Fin/Exp/4204/79 dated 29-09-1992

**CIRCULAR****Sub: Subscription of newspaper by Secretaries to Government/Heads of Departments.**

In Supersession of circular read above, in connection with the subscription of newspapers/periodicals etc., it has new been decided by Government that each Secretary to Government shall subscribe 5 (five) newspapers, National/Local of their choice only.

Expenditure on this account shall be borne by the respective Departments.

This shall come into force with immediate effect.

Sd/-  
(Yvonne Cunha)  
(Under Secretary (Finance-Exp))

**Finance (Expenditure) Department**

No. Fin(Exp)/4204/79

Dated 2<sup>nd</sup> December, 1992**CIRCULAR**Read: Circular No. Fin(Exp)/4204/79 dated 29<sup>th</sup> Sept. 1992**Sub: Subscription of newspaper by Secretaries to Government/Head of Departments.**

Further to the circular cited above, it has also been decided that henceforth the Heads of Offices shall subscribe 2 local news papers only of their choice, as was earlier instructed vide Cir. No. Fin/Exp/4204/79 dated 24-06-1980.

The receipt of this circular may be acknowledged.

Sd/-  
(Smt. Prabha Chandran)  
(Under Secretary (Finance-Exp))

**Finance (Expenditure) Department**

No. Fin(Exp)/4204/79

Dated 29<sup>th</sup> September, 1992

Read: 1) Circular No. Fin (Exp)/4204/79 dated 24/6/80

2) Circular No. Fin (Exp)/4204/79 dated 13-01-84

**CIRCULAR****Sub: Subscription of newspaper by Secretaries to Govt./Heads of Department.**

The Government on review of the guidelines issued vide circulars cited above, now decided that each Secretary to Government and also Heads of Departments shall subscribe four local newspapers, three all India newspapers and three Indian magazines of individual choice.

The expenditure on this account shall be borne by the respective Department within funds sanctioned.

The receipt of this Circular may be acknowledged.

Sd/-

(Smt. Prabha Chandran)

(Under Secretary (Finance-Exp))

PERSONNEL DEPARTMENT

## **FILLING UP OF POSTS**

PERSONNEL DEPARTMENT

**A– RECRUITMENT / APPOINTMENT PROCEDURE / RELATED INSTRUCTIONS  
FOR DIRECT RECRUITMENT****Personnel Department**

No. 6/14/2016-PER /2771

Dated: 15/10/2019

**OFFICE MEMORANDUM**

In order to streamline the process of verification of Caste Certificate in respect of OBC candidates and standardize the practice and instruments of order etc following instructions are issued :

2. Directorate of Social Welfare shall complete the verification of Caste Certificate in respect of candidates selected for Government jobs under Reserved Category, in a time bound manner and not later than 90 days from the date of receipt of application from the candidates.

3. A model “memorandum of offer of appointment” and “appointment order” to be issued to OBC candidates incorporating the clause of submission of caste verification certificate in a time bound manner is appended to this Officer Memorandum for the use of all the Departments. Necessary modifications may be done to model Memorandum and Order, as per the requirement of the concerned Departments.

Sd/-

**(Shashank Thakur)**

Under Secretary Personnel-I)

**DRAFT OFFER OF APPOINTMENT****File No:****Dated:**\_\_\_\_\_**By REGD. A/D.****MEMORANDUM**

On the recommendation of the Goa Public Service Commission/Departmental Selection Committee/Goa Staff Selection Commission, vide their minutes/Letter No. \_\_\_\_\_ dated \_\_\_\_\_, <name of the candidate> is offered a temporary post of <name of the post>, (Group ‘\_\_\_\_’ Gazetted/Non Gazetted) under the Government of Goa, in the Level \_\_\_\_\_ of the Pay Matrix. His/her pay will be fixed in accordance with the Central Civil Service (Revised pay) Rules, 2016.

2. The appointee will also be entitled to draw Dearness Allowance and other allowances at the rates admissible under the Rules, subject to the conditions laid down in the Rules and orders governing the grant of such allowances in force from time to time.

3. The terms of appointment are as follows:-

- (i) The appointment is on temporary basis and will not confer any title to permanent appointment.
- (ii) The appointment may be terminated at any time by a months’ notice given by either side viz. the appointee or the appointing authority, however the appointing authority reserves the right of termination of the services of the appointee forthwith and on such termination, the appointee shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he/she was drawing then immediately before the termination of his/her services, or as the case may be, for the period by which such notice falls short of one month.
- (iii) The appointment carries with it the liability to serve in any part of the State of Goa.
- (iv) The appointee will be on probation for a period of two years/or period specified in RR’s during which time he/she will have to undergo such training as may be prescribed and pass the Departmental Examination as provided under Rules.
- (v) Other conditions of service will be governed by the relevant rules and orders in force from time to time.



## 4. The appointment will be further subject to:-

- (i) Production of a certificate of fitness from the Medical Board, Goa Medical College, Bambolim/ or authorized medical officer as the case may be.
  - (ii) Submission of a declaration in the form **enclosed (Annexure-I)** and, in the event of the candidates having more than one spouse living or being married to a person having more than one spouse living, the appointment will be subject to his/her being exempted from the enforcement of the requirement in this behalf.
  - (iii) Taking of an **oath of allegiance**/faithfulness to the Constitution of India (or making a solemn affirmation to that effect) in the prescribed form **enclosed**.
  - (iv) Production of the following certificates in original:-
    - (a) Discharge Certificate of the previous employment, if any.
    - (b) Certificate of qualification possessed and certificate of age.
    - (c) Certificate of verification of Character and Antecedents.
5. It may please be stated whether the candidate is serving or is under obligation to serve, another Central Government Department, State Government or a public authority.
6. If any declaration given or information furnished by the candidate proves to be false or if the candidate is found to have willfully suppressed any material information, the candidate will be liable for removal from services and/or for other action as the Government may deem necessary.
7. If <name of the candidate> accepts the offer on the above terms he/she should communicate his/her acceptance to the undersigned on or before \_\_\_\_\_. If no reply is received by the prescribed date, the offer will be treated as cancelled.
7. No traveling allowance will be allowed for joining the appointment.
8. <name of the candidate> is requested to produce his/her qualification, Birth certificate, Caste certificate (if applicable) in original to the undersigned for verification.
9. <name of the candidate> shall produce the Caste verification certificate (if applicable) within three months from the date of joining the service failing which the department/Appointing Authority may take deem fit action.

( \_\_\_\_\_ )  
**Appointing Authority**

**Encl.:** As above.

To,

<name of the candidate>.

<address>

**Copy to:-**

1. The
2. Guard file.
3. O/c.

**Note:- The Appointment orders in respect of Group 'A' & 'B' (Gazetted) officers shall be issued by order and in the name of Governor of Goa**

**ANNEXURE (Appendix I Para 3 (iii))****DECLARATION**

I Shri / Smt./ Kumari \_\_\_\_\_ declare as under:-

- + (a) That I am unmarried / a widower/ a widow \_\_\_\_\_
- + (b) That I am married and have only one spouse living.
- + (c) That I am married and my spouse has no other living spouse to the best of my knowledge.
- + (d) That I am married and have more than one spouse living
- + (e) That I am married to a person who has already one spouse or more living.

2. x I solemnly affirm that the above declaration is true and I understand that in the event of the declaration being found to be incorrect after my appointment, I shall be liable to be dismissed from service.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

+ Delete clauses not applicable.

x Applicable in the case of Clauses (a), (b) and (c) only.

**UNDERTAKING**

With reference to your Memorandum No. \_\_\_\_\_ dated \_\_\_\_\_, I hereby state that I will serve in rural areas of Goa, whenever I am posted and that I will not bring forward any personal reasons for being posted in such areas.

Date: \_\_\_\_\_

\_\_\_\_\_  
(Name and Signature of Candidate)



**Government of Goa**

**OATH OF ALLEGIANCE****FORM I**

I, \_\_\_\_\_, do swear/solemnly affirm that I will be faithful and bear true allegiance to India and to the Constitution of India, as by Law established, that I will uphold the sovereignty and integrity of India, and that I will carry out the duties of my office loyally, honestly and with impartiality.

(Signature of the candidate)

**Before me,**

(Appointing Authority)

**Place: -Goa**

**Date:**

**DRAFT APPOINTMENT ORDER****File No:****Dated:** \_\_\_\_\_**Read:-Memorandum No.****O R D E R**

On the recommendation of the Goa Public Service Commission/ Departmental Selection Committee/Goa Staff Selection Commission as conveyed vide their minutes/letter No. \_\_\_\_\_ dated \_\_\_\_\_, the Governor of Goa/Appointing Authority is pleased to appoint <name of the candidate> as probationer to the <name of the post>, (Group '\_\_\_\_' Gazetted/Non Gazetted) under the Government of Goa, in the Level \_\_\_\_\_ of the Pay Matrix. His/her pay will be fixed in accordance with the Central Civil Service (Revised Pay) Rules, 2016 with immediate effect.

2. The above candidate has been declared medically fit by the Medical Board/ authorized medical officer as the case may be. His/her character and antecedent has been verified.

3. The above candidate shall be on probation for a period of two years with effect from the date of joining, during which he/she shall undergo a departmental training and shall have to pass the Departmental Examination prescribed under the rules.

4. The pay and allowances of the above candidate shall be debited to the Budget Head controlled by the concerned Department wherever he/she is posted from time to time, or as per specific orders issued by Personnel Department.

5. The above candidate shall join the duties in the Personnel Department, within a period of fifteen days from the date of receipt of this order.

6. The appointment of the above candidate shall be subject to the verification of the genuineness of his/her educational qualification certificates & caste certificates (if applicable) which will have to be produced by him/her within 03 months from the date of joining the service.

(\_\_\_\_\_)

**Appointing Authority****Copy to:-**

- 1) Name of the candidate, address.
- 2)
- 3) The Director of Accounts, Panaji-Goa.
- 4) The Sr. Dy. Accountant General, Audit, Porvorim-Goa.
- 5) The Personal files.
- 6) The Guard file.
- 7) O/C.

**Note:- The Appointment orders in respect of Group 'A' and 'B' (Gazetted) officers shall be issued by order and in the name of Governor of Goa**

\_\_\_\_\_

**Department of Personnel**

No. 2/6/2017-PER

Date:- 18-06-2019

**ORDER**

The Government is pleased to decide that for all advertisement being issued for notifying vacancies in respect of Group 'C' posts in Government Departments, PSUs and Autonomous Bodies, there shall be a clause making it mandatory that the candidates applying to the post must possess 15 years Residence Certificate issued by the Mamlatdar, except for the following categories:-

1. The State Government employees who are working outside the State shall be exempted from producing 15 years residence certificate for their children.
2. A person whose marriage is registered in Goa, with the person having fifteen years residence in Goa, and both are residing in the State of Goa continuously for a period of 5 years.
3. Ex-service men/women and their spouse and children, who are residing in Goa for last two years after discharge/release/retirement from the armed forces.

These instructions shall be applicable to all the Government Departments/Autonomous Bodies/Corporations and Grant-in-Aid Institutions of the Government of Goa.

Sd/-

Yetindra M. Maralkar  
Additional Secretary (Personnel)**Department of Labour**

No. 25/2/2019/LAB/77

Date: 22nd January, 2019

**NOTIFICATION**

*Sub.:* Online service offered for Jobseekers/Career aspirants by Regional Employment Exchange.

The Government of Goa is transforming the manual service rendered by Employment Exchange on Online Portal ([www.goa-online.gov.in](http://www.goa-online.gov.in)) and is committed to ensure that the services rendered under Employment Exchange service manual related to Registration/Renewal/Additional/Submission/Placement are offered online, thereby eliminating the manual process in interest of Jobseekers/Career aspirants.

Henceforth, the Employment Card issued by Department of Labour and Employment, generated through Online Portal ([www.goa-online.gov.in](http://www.goa-online.gov.in)) shall be treated as Jobseekers/Employment Registration Card. This Card shall be compulsorily obtained in order to secure placement in the Government as well as Quasi-Government Institutions, Statutory Bodies like Municipal Corporation, Municipalities, Panchayats, Boards, etc.

The ongoing manual registration of Jobseekers/Employments Card shall stand discontinued with effect from the date of publication of the Notification in Official Gazette. Meanwhile existing valid Employment Card will remain in force till 28th February, 2019.

Data of all the registrants of Employment Exchange Goa have been migrated on the portal and the same needs to be activated by the registrants with valid Employment Card number by 28th February, 2019.

To avoid duplicity and to maintain the authenticity of data, Aadhar Card number shall be mandatory to get enrolled on the Portal.

By order and in the name of the  
Governor of Goa.

Sd/-

A. S. Mahatme, Under Secretary (Labour).

**Department of Personnel**

No. 1/6/83-PER (Vol.II) Pt. (a)/143

Date:- 14-01-2019

- Read:**
- (1) O.M. No. 1/6/83-PER(Vol.II) Pt. (a)/100 dated 08-01-2016.
  - (2) O.M. No. 9/4/2005-PER/2829 dated 05-11-2018.
  - (3) O. M. No. 9/4/2005-PER dated 22-11-2016.

**OFFICE MEMORANDUM**

**Sub:** Guidelines on Recruitment Procedure for filling up of Group 'C' posts.

1. The Government vide office memorandum referred in the preamble at i) dispensed with the requirement of interviews for recruitment in all Group "C" posts until further orders.
2. The Government vide office memorandum referred in the preamble at ii) had laid down instructions for seeking No Objection Certificate from Department of Personnel for filling up of post by direct recruitment.
3. References are being received, seeking clarification vis a vis selection procedure sans oral interview and No Objection Certificate for filling up of posts. The matter has been considered and the following procedure is laid down:
  - (i) Once the vacancies are determined, the department may initiate the process of filling up the posts by keeping aside the required number of posts in terms of Office Memorandum No. 10/1/86- PER (Part) dated 26-08-2005 and subsequent amendments thereto and Notification No. 11/13/91-HD (G) dated 20/08/2013, published in the Official Gazette Series I No. 22 dated 29-08-2013, providing reservation for compassionate appointment and reservation for children of freedom fighters, respectively.
  - (ii) The posts so reserved shall immediately be informed to the Personnel Department, so as to enable them to fill up the posts from the schemes of compassionate appointment/children of freedom fighters. The Concerned Head of Department and Secretary to the Department shall be personally responsible for its compliance.
  - (iii) Now therefore, in supersession of all the instructions with respect to seeking of NOCs for filling up of post by direct recruitment including the Office Memorandum referred in the preamble at ii), there shall be no requirement of No Objection Certificate from this Department, for filling up of posts by direct recruitment. However, the Departments shall scrupulously follow the instructions as stated at Para 3(i) & (ii) above.
  - (iv) The ban on recruitment imposed vide office memorandum referred in preamble at iii), shall not be applicable to those departments where the competent authority has issued order conveying the final sanctioned strength as per the approval of High Level Empowered Committee (HLEC).
  - (v) The Departments shall accordingly proceed to advertise the post for filling up by direct recruitment
  - (vi) A Detailed advertisement of all the posts/vacancies containing the terms and conditions along with the Proforma of application, documents required and the instructions shall be published on the Government of Goa Portal, [www.goa.gov.in](http://www.goa.gov.in) at least one day prior to publication of advertisement in the newspaper.
  - (vii) A short advertisement shall be published in the two widely circulated local daily newspapers, one in English and other in vernacular language. Advertisement shall also be published in "National Career Centre" Portal through Labour Department.
  - (viii) The short advertisement published in local daily must include a reference that: the candidate

shall refer to the detailed advertisement uploaded on the portal [www.goa.gov.in](http://www.goa.gov.in).

- (ix) Candidate must be given at least 15 clear days to apply from the date of Publication of advertisement in the newspaper.
- (x) In order to simplify the procedure, a clause shall be inserted in the advertisement that "only the eligible candidates fulfilling the criteria as per recruitment rules/advertisement shall apply and the candidates need not furnish any documents at the time of applying for the post. However, the candidature of shortlisted candidate shall not be considered, if he/she is found ineligible at the time of verification of essential documents, even though has passed the examination" The Departments shall also provide for verification clause in the application as follows: "I ..... s/d/w of ..... hereby state that the contents of the application are true to my own knowledge and I possess the requisite qualification and other mandatory documents for the post."
- (xi) A written examination shall be held for recruitment of all group 'C' posts. The examination may be conducted departmentally, wherever the department possesses the requisite expertise and capacity to conduct the examination.
- (xii) Alternatively, the Departments may conduct examination through the following institutions/entities:
  - (i) Goa Education Development Corporation.
  - (ii) Goa University.
  - (iii) Goa Board of Secondary and Higher Secondary Education.
  - (iv) Directorate of Higher Education.
  - (v) Directorate of Technical Education.
  - (vi) Government Polytechnic.
  - (vii) Any other recognized Institution with prior approval of Personnel Department.
- (xiii) The Head of Department may also approach Department of Information Technology for conducting online test.
- (xiv) Wherever the Department decides to conduct examination through aforesaid institutions, the concerned Head of Department shall finalize the Institution with its consent before conducting examination.
- (xv) Syllabus and scheme of examination shall be designed by considering the nature of duties assigned to the posts and published in the notice inviting applications on the web portal [www.goa.gov.in](http://www.goa.gov.in). The syllabus may encompass questions based on essential qualification, general knowledge, reasoning ability, quantitative aptitude, etc, commensurate with the degree/level of understanding required for the post.
- (xvi) The total marks of written examinations shall be 100 marks and duration of examination shall be decided by the concerned Department according to the nature of examination i.e. subjective or objective or combination of both.
- (xvii) Physical endurance test shall be conducted for the posts which require physical standards in terms of recruitment rules and only the successful candidates shall be shortlisted for written examination. Such test shall be conducted prior to written examination.
- (xviii) Physical endurance test or skill/aptitude test being qualifying in nature shall not be considered for drawing merit list.
- (xix) Skill test/aptitude test, wherever necessary, may be considered for screening eligible candidates to be called for written examination and only qualified candidates shall be called for written examination.
- (xx) Selection of the candidates shall be determined in accordance with the marks obtained by each candidate in the written examination as per merit. The Head of Department/ Appointing

Authority shall publish the entire result on the notice board of the Department, as well as on the portal [www.goa.gov.in](http://www.goa.gov.in).

- (xxi) If two or more candidates secure equal marks in the written examination then order of merit shall be as per their date of birth and if in case the date of birth is also same, then the candidate possessing higher educational qualifications will be placed higher in the merit list.
  - (xxii) There shall be no allocation of marks for educational qualifications and the selection of the candidates shall be done strictly as per the marks scored in written/online examination and as per procedure laid down in this Office Memorandum.
4. The Head of the Department/Appointing Authority shall based on the results declared on the web portal [www.goa.gov.in](http://www.goa.gov.in) proceed to verify the documents of equal number of candidates as number of post advertised plus 10% wait list candidates.

The verification process shall be conducted on the same date/s when the Department selection committee shall meet for finalizing the select list.

5. Role of Departmental Selection Committee (DSC):

- (i) The members of Departmental Selection Committee shall ensure that, the Departmental Selection Committee is constituted in terms of standing instructions/guidelines issued from time to time. The Head of Department/Appointing Authority/Chairman of Departmental Selection Committee shall furnish a copy of Notification in this regard, at the request of the member.
- (ii) In the event, the expert members from OBC/ST /SC/Ex-serviceman does not attend the selection committee meeting, after being duly served at least three clear days in advance, the Chairman of the Departmental Selection Committee/Head of Department, if the Chairman is other than Head of Department, shall intimate the fact to the controlling Officer/Department or Institution for further action against such Officer, unless the officer justifies the non-attendance.  
  
Further, absence of expert shall not invalidate the selection proceedings and the Departmental Selection Committee shall proceed with the selection process. The role of the expert members shall be limited to ensuring that the roster/reservation register is verified by the Competent Authority and that the candidate possesses valid caste/discharge certificate issued by the competent Authority.
- (iii) The Departmental Selection Committee shall check the copy of the advertisement published in local dailies and ascertain the number of posts advertised along with details of reservation of vacancies so advertised.
- (iv) The Departmental Selection Committee shall first proceed to shortlist candidates belonging to person with disability category and ex-servicemen category based on merit. The candidates so shortlisted shall be adjusted against the category to which they belong i.e. unreserved, scheduled tribes, scheduled castes, and other backward classes. The vacancies in these categories shall be reduced to that extent. In case, persons under these categories are not available, the number of such advertised vacancies shall be deducted from the unreserved category. For instance, the posts advertised are say 10 viz. 05 UR, 02 ST, 01 SC and 02 OBC, out of which 01 post to be filled from person with disability category and 01 post under ex-servicemen category and if the candidate under person with disability category is unavailable, it shall be deducted from unreserved category. i.e.  $5-1=4$ . i.e. the Departmental Selection Committee shall proceed to select only 04 candidates belonging to unreserved category.
- (v) The Departmental Selection Committee shall then proceed to select candidates of unreserved category as per the descending order of marks scored in written/online examination.
- (vi) In case of candidates belonging to reserved category, who by virtue of their merit in written examination are eligible for selection against unreserved category, they shall be adjusted

against unreserved category, only if they have not availed age relaxation or any other concession/relaxation other than payment of fees.

- (vii) Once the Departmental Selection Committee finalizes the list of Unreserved Category candidates, it shall proceed to prepare selection list of reserved category candidates.
- (viii) The Department shall, once the final selection list is prepared, arrange to verify the essential qualification of the candidates and ensure that the candidate is eligible vis-a-vis essential qualification/criteria for the post as per the recruitment rules.
- (ix) The Departmental Selection Committee shall, in addition to the select list also prepare a separate wait list upto 10% of the vacancies based on merit of the candidates in their respective category:

Provided further that the candidate from the wait list may be considered, only if the candidate from the select list does not accept the offer of appointment.

- (x) The process of selection comes to an end once the vacancies advertised are filled up. The wait list shall not be used as a reservoir to fill up the vacancies which comes into existence after the issuance of the advertisement.
- (xi) The wait list shall lapse on the declaration of the date of a subsequent examination for the same category or after a period of one year from the date of preparation of such wait list, whichever is earlier.
- (xii) The quorum:-

Non-attendance/non availability of any member of the Departmental Selection Committee other than Chairman shall not invalidate the proceeding of such committee provided minimum 2 members were present.

- (xiii) Final Selection List:-

Once the Departmental Selection Committee prepares the final selection list and wait list, which shall be subject to verification of documents, the Head of Department/Appointing Authority shall publish these lists on notice board and on the web portal [www.goa.gov.in](http://www.goa.gov.in) preferably on the same day, but not later than three days from the date of meeting of selection committee. In case the selection committee meeting was held on more than one day, then the period of three days shall be counted from the last day of such meeting.

Sd/-

Harish N. Adconkar  
Under Secretary (Personnel-I)

### Department of Personnel

No. 9/4/2005-PER/2829

Date:- 05-11-2018

**Read:** (1) Office Memorandum No. 9/4/2005-PER dated 22-11-2016.  
(2) Order No. 1/1/2017-Addl. Secy. (PER) dated 22-11-2017.

### CIRCULAR

1. The Government had, vide Office Memorandum referred in the preamble at (1), imposed a ban on direct recruitment for reasons stipulated therein.
2. Thereafter, the Government vide Order read in the preamble at (2), set up a special mechanism to assess the strength of all the Government departments and PSUs consisting of two tier Committees namely, Inter Departmental Committee of Officers (IDCO) and High Level Empowered Committee (HLEC).
3. Consequent to the above Order, the departments were asked to submit the information in the



prescribed formats for assessment of the strength.

4. The Government had also decided that the posts through direct recruitment shall not be filled prior to assessment by these committees.
5. The IDCO has already conveyed the approval of HLEC of the assessment of strength of some departments and the assessment of other departments is in progress.
6. Now therefore, the Government in supersession of all the instructions with respect to seeking or NOCs for filling of post by direct recruitment including the O.M. of even number dated 2-11-2018 has decided as under:
  - 6.1 The Departments shall seek NOC from Personnel Department for filling up direct recruitment posts of only non-technical nature carrying Pay Level 1 and 2 of CCS Revised Pay Rules, 2016. (Pre-revised G.P. of Rs. 1800/- and Rs. 1900/-)
  - 6.2 The Departments may initiate the recruitment process for all the other Group 'C' posts without referring the proposals to Personnel department.
  - 6.3 These instructions are applicable only to those departments where the competent authority has issued order conveying the final sanctioned strength as per the approval of HLEC.
7. The NOC shall be applied in the format appended to this O.M. duly signed by the Head of Department with date and under the seal of the Department concerned.

Sd/-

Shashank V. Thakur  
Under Secretary (Personnel-II)

### Department of Personnel

No. 1/6/83-PER(Vol.II) Pt. (a)

Date:- 15-12-2017

### OFFICE MEMORANDUM

1. The Government vide O. M. No. 1/6/83-PER(Vol.II) Pt.(a)/100 dated 08-01-2016 in line with the announcement made by the Hon. Prime Minister, dispensed with the requirement of holding interviews for all Group C and Group B non gazetted post, so as to make the appointment process more transparent.
2. This therefore requires merit based written examination to assess the knowledge and intellectual ability of the candidates entering into public service. Thus, Professional standards, expertise in conducting such examinations, and transparency are essence of fair and transparent recruitment process.
3. Apart from above, the relative competence of a person vis-a-vis other competing candidates is required to be examined by a neutral disinterested party.
4. In this regard, it is seen that the Goa Education Development Corporation has emerged as a reputed agency in the field of education and has gained expertise in conducting competitive examinations for various Government Departments.
5. It is therefore enjoined upon the Heads of following Departments/Offices to approach the Goa Education Development Corporation for conducting written examination for filling up of Group C and Group B (Non-Gazetted) posts not coming within the purview of Goa Public Service Commission.
  - 1) Department of Home
  - 2) Department of Finance
  - 3) Department of Personnel
  - 4) Department of General Administration

- 5) Department of Vigilance
  - 6) Department of Mines and Geology
  - 7) Department of Industries, Trade and Commerce
  - 8) Department of Handicrafts, Textile and Coir
  - 9) Department of Cooperation
  - 10) Department of Official Language
  - 11) NRI Affairs
  - 12) Department of Science and Technology
  - 13) Department of Forest
  - 14) Department of Environment
  - 15) Department of Information and Publicity
  - 16) Department of Education
  - 17) Department of Administrative Reforms
  - 18) Department of Planning, Statistics and Evaluation
  - 19) Department of Elections
  - 20) Goa Gazetteer Department
  - 21) Department of Public Grievances
  - 22) Department of Civil Aviation
6. This Office Memorandum shall come into force with immediate effect.

Sd/-  
Harish N. Adconkar  
Under Secretary (Personnel-I)

### Department of Personnel

No. 9/4/2005-PER-Part-I

Date:- 06-11-2017

- Read:** (1) O. M. No. 9/4/2005-PER-Part-I dated 11-07-2017.  
(2) O. M. No. 9/4/2005-PER-Part-I dated 18-08-2017.

### ADDENDUM

After second Para of the Office Memorandum of even number dated 18-08-2017 read above, following Para shall be added.

“This O.M. will also be applicable for recruitment of Personnel of Inspectorate General of Prison and not for Ministerial/supporting/administrative staff like Dhobi, Clerks, etc.”

Sd/-  
Yetindra M. Maralkar  
Additional Secretary (Personnel)

### Department of Social Welfare

No. 13/19/89-SWD/3269

Date:- 28-08-2017

**Read:** Notification No. 13/19/89-SWD/722 dated 26-04-2001

### CIRCULAR

In pursuance to the Supreme Court Judgment in the case of Kum. Madhuri Patil V/s Additional Commissioner, Tribal Development, the Caste Certificate (Social Status Certificate) for Scheduled castes/Scheduled Tribes/Other Backward Classes is to be issued by Deputy Collector and Sub-Divisional Magistrate. Before issuing the Caste Certificate, an affidavit is to be filed by the Parent/Guardian or candidate as the case may be before the Competent authority to obtain the Caste

Certificate.

The Government has already constituted a Scrutiny Committee (i) for Scheduled Caste (ii) for Other Backward Classes to verify the Caste Certificates. Any applicant seeking benefit through the Caste Certificate should apply to the Scrutiny Committee for the verification of Caste Certificate. The application for verification of the Caste Certificate by the Scrutiny Committee shall be filed at least six months in advance before seeking admission into Educational Institution or an appointment to a post. However, pending the verification by the Committee, the candidate shall not be denied the admission to the Educational Institutions, employment etc. as the case may be and the applicant be directed to approach the Scrutiny Committee for verification of the Provisional Caste Certificate issued by the Dy. Collector concerned under intimation to this Department.

It is observed that some of the Government Departments/PSUs and Educational Institutions are insisting on Social Status Certificate (Verification Certificate) issued by this Department from the candidates seeking employment and admission In Education Institutions and do not accept the Provisional Certificates issued by the Deputy Collectors.

It is therefore enjoined upon all the Government Departments, Educational Institutions etc. to accept the Caste Certificate (Social Status Certificate) as a Provisional Certificate till the final decision is given by the Caste Scrutiny Committee. If after inquiry, the Caste Scrutiny Committee finds the claim to be false or spurious, the Scrutiny Committee will pass an Order cancelling the Certificate issued and confiscate the same. The result of the enquiry will be communicated to the parent/guardian and the applicant as well as the concerned institution/Department (employer) within one month from the date of the conclusion.

The Order passed by the Scrutiny Committee shall be final and conclusive only subject to the proceeding under article 226 of the Constitution.

Sd/-

S. V. Naik

Directorate of Social Welfare &  
Ex-Officio Addl. Secretary(S.W.)

### Department of Personnel

No. 9/4/2005-PER Part-I

Date:- 18-08-2017

### OFFICE MEMORANDUM

In continuation to Office Memorandum dated 11-07-2017 read above, it has now been decided to allow the Office of Director General of Police and Inspector general of Prisons to fill up the existing and new vacancies as per rules in force, in order to comply with the observation of the Hon'ble Supreme Court of India in W.P. (C) No. 183 of 2013 in case of Manish Kumar Vs. Union of India & Ors.

This O.M. will be applicable only for recruitment of Police Personnel and not for Ministerial/ supporting/administrative/civilian staff like Dhobi, Clerks, etc.

Sd/-

Yetindra M. Maralkar  
Additional Secretary (Personnel)

### Department of Home (General)

No. 11/13/91-HD (G)/2050

Date:- 18-07-2017

- Read:** (1) Notification No. 11/13/91-HD(G) dated 20-08-2013 published in the Official Gazette Series I No. 22 dated 29-08-2013.  
(2) Notification No. 11/13/91HD (G) dated 18-05-2015.  
(3) Notification No. 11/13/91HD (G) dated 15-06-2016.  
(4) Notification No. 11/13/91HD (G) dated 02-05-2017.

**ADDENDUM**

After 6 (c) following may be added to the Notification dated 20-08-2013 referred above:-.

“6 (d) A person selected for appointment in Government under the Scheme for providing Employment in Government to the Children of Freedom Fighters shall be adjusted in the recruitment roster against the appropriate category, viz, SC/ST/OBC/General depending upon the category to which he/she belongs. For example if he/she belongs to SC category, he will be adjusted against the SC reservation point and, if he/she belongs to General Category, he/she will be adjusted against the vacancy point meant for General category.”

The above instruction shall be effective from the date of issue of this Addendum.

By order and in the name of the Governor of Goa

Sd/-

Neetal P. Amonkar

Under Secretary (Home-I)

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**Department of Personnel**

No. 9/4/2005-PER-Part-I

Date:- 11-07-2017

- Read:** i. O. M. No. 9/4/2005-PER dated 22-11-2016.  
ii. O. M. No. 9/4/2005-PER-Part-I dated 01-12-2016.  
iii. O.M. No. 9/4/2005-PER-Part-I dated 21-04-2017  
iv. O. M. No. 9/4/2005-PER-Part-I dated 15-05-2017

**OFFICE MEMORANDUM**

In supersession of all the instructions in regards filling up of vacancies under various categories, on which a specific ban was imposed, it has now been decided that,-

(1) All the vacancies which were advertised, but where further process of conduct of written examination and/or computer test/proficiency tests and/or viva-voce/interview as applicable has not been undertaken, in such cases the process shall be treated as cancelled.

(2) In all other cases, where the process of conduct of written examination and/or computer test/proficiency tests and/or viva-voce/interview as applicable has been carried out; the vacancies as notified in the advertisement, shall be permitted to be filled, by following procedure.

Provided that, in a case of faculty recruitment procedure the de-novo process as per current vacancies available and with revised instructions be followed.

For filling up new vacancies as well as vacancies as indicated at (1) above shall be processed in terms of the revised instructions to be issued by this Department separately.

Sd/-

Yetindra M. Maralkar

Additional Secretary (Personnel)

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**Department of Personnel**

No. 2/38/75-PER(Vol. IV) (1)

Date:- 15-05-2017

- Read:** (1) O. M. No. 2/38/75-PER(Vol. II) dated 25-06-1992.  
(2) O. M. No. 2/38/75-PER(Vol. IV) (1) dated 25-07-2014.  
(3) O. M. No. 2/38/75-PER(Vol. IV) (1) dated 18-11-2016.

**OFFICE MEMORANDUM**

This Department has issued various instructions for appointment/promotion to be made on ad-hoc basis where there is a clear vacancy and Recruitment Rules are notified. In spite of these instructions, Departments still resort to ad-hoc promotion/appointment and thereafter no attempts are made to

regularize their service. This has resulted in many cases the stoppage of salary due to non timely granting of extension to ad-hoc services.

Now in order to avoid any hardship to the employees, who have been promoted on ad-hoc basis, it has been decided that as a onetime measure such promotion beyond a period of one year will be considered for extension upto the period ending 30-09-2017, in consultation with Goa Public Service Commission.

All Heads of Departments are, therefore, requested to refer the proposal for such extension to the Goa Public Service Commission not later than 30-05-2017 for consideration. Similarly, the proposal for regular promotion may also be forwarded to GPSC for processing, where clear vacancies exist and recruitment rules are notified. Wherever, it is not possible to fill up the post on regular basis after 30-09-2017, in all such cases the Department may take immediate steps to revert the officer/officials who are on ad-hoc to their substantive post.

Further, it has been observed by the Government that in many cases the Department has considered the filing up post on ad-hoc basis against clear direct recruitment post. **In such cases the appointment is required to be made on temporary basis and not on ad-hoc basis.**

This O.M. is issued in pursuance to the letter No.COM/5/3/55(33)/89/92 dated 25-04-2017 received from Goa Public Service Commission.

Sd/-  
Shashank V. Thakur  
Under Secretary (Personnel-II)

### Department of Personnel

No. 9/4/2005-PER-Part-I

Date:- 15-05-2017

- Read:** i. O. M. No. 9/4/2005-PER dated 22-11-2016.  
ii. Corrigendum No. 9/4/2005-PER-Part-I dated 01-12-2016.  
iii. O.M. No. 9/4/2005-PER-Part-I dated 21-04-2017

### OFFICE MEMORANDUM

In continuation of office Memorandum even number dated 21/04/2017, it has been decided that following categories of Posts/recruitment are exempted from the provision of the Office Memorandum read above, viz.

- (1) Except the Posts under category of Work charged establishment all posts wherein offer of appointment -has been issued on or before 22-11-2016 subject to any vigilance complaint pending.
- (2) All the posts for which written exams were conducted and results were either declared or awaited, such' cases shall be referred to Personnel Department for decision on case to case basis.

Sd/-  
Yetindra M. Maralkar  
Additional Secretary (Personnel)

### Department of Personnel

No. 9/4/2005-PER-Part-I

Date:- 21-04-2017

- Read:** i. O. M. No. 9/4/2005-PER dated 22-11-2016 and  
ii. Corrigendum No. 9/4/2005-PER-Part-I dated 01-12-2016.

### OFFICE MEMORANDUM

Vide the O. M. read above, the Government had imposed a ban on further recruitment including ongoing recruitment process in all its Departments as well as Grant-in-Aid institutions w.e.f 22-11-2016. Now, the position has been reviewed and it has been decided to lift' the ban in a phased manner,

while carrying out a work study and requirement analysis of the Departments concerned, so as to defining standards for a single recruitment process for common position in Government.

Therefore, in the first phase to eliminate delay in the recruitment process concerning academic institutions and essential medical services in health related institutions it is decided that in partial modification of the instructions contained in the O.M. dated 22-11-2016 and corrigendum dated 01-12-2016, read above; the following categories, posts and Departments are hereby exempted from the provision of the O.M read. above, viz:-

Sr. No.	Department/Institution/Category	Posts/Category of posts
01.	All Grant-in-aid Educational Institutions.	All posts (teaching and non-teaching) as per sanctioned strength in terms of the individual guidelines/instructions issued by the Directorate of Education, Directorate of Higher Education & Directorate of Technical Education.
02.	Educational Institutions of the Government.	Only teaching posts as sanctioned by the Directorate of Education, Directorate of Higher Education & Directorate of Technical Education.
03.	Goa Medical College, Goa Dental College, Institute of Psychiatric & Human Behaviour and Directorate of Health Services.	Posts of Doctors (teaching and non-teaching), Teaching posts, Medical Officers, Nurses and Technical Staff required in the laboratories, operation theatres, etc. as per sanctioned strength by the Public Health Department.
04.	Compassionate appointment under Department of Personnel and children of Freedom Fighters Category under the scheme of Home Department.	All levels of posts.

Further, all contractual appointments for a period not exceeding one year, within the sanctioned strength, shall be exempted from the provisions of the O.M. read above.

Sd/-  
Yetindra M. Maralkar  
Additional Secretary (Personnel)

### Department of Revenue

No. 38/1/2006-RD(Part)/3858

Date:- 22-12-2016

### CIRCULAR

Revenue Department through its sub-ordinate offices namely the offices of Mamlatdars are being entrusted with the function of issuing Residence Certificate to the citizens of Goa. The Residence Certificate is issued by the Mamlatdars of the Taluka as per the requests of the applicant in order to produce the same before various Authorities and Departments for availing certain benefits, services and also for obtaining certain documents. The duration mentioned in the Residence Certificate varies as per the requirement of the applicant for the respective purpose where the certificate is sought to be submitted.

Now, the Government is of the view that instead of issuing instructions for exemptions of fifteen years residence for the purpose and registration in employment for spouse married to the Goan and settled in Goa for a period of one year after marriage, the said exemption can be made applicable to the benefits extended by the Government, wherever, 15 years residence is compulsory.

The Government has now decided to exempt requirement of 15 years of residence to those persons who are not of Goa origin but are married to a person of Goan origin residing in Goa for at least 15 years provided they are settled in Goa for a period of one year and above after the marriage, to avail

benefits under various schemes/policies of the State Government.

Therefore, all the Departments of Government of Goa and Public Sector Undertaking of Government of Goa are hereby requested that they may consider giving relaxation in terms of duration of residence to such category of persons who fulfil the condition mentioned hereinabove.

This issues with the approval of Government.

Sd/-  
Ashutosh Apte  
Under Secretary (Revenue-I)

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### Department of Personnel

No. 9/4/2005-PER-Part-I

Date:- 01-12-2016

**Read:** i. O. M. No. 9/4/2005-PER dated 22-11-2016

#### CORRIGENDUM

The third sub-Para of Para (5) of the O. M. Of even number dated 22-11-2016 read above, shall be replaced to read as follows:

“This shall not however apply to those officers belonging to Goa Civil Service, officials of the Common Accounts cadre, Officers whose appointment has been done as Head of Department by the Department of Personnel, Engineering staff from the Department of Public Works, Water Resources & Electricity who are on deputation against sanctioned posts to other Government Agencies/Corporations etc. staff who are on deputation/working arrangement basis against sanctioned posts in Statutory Bodies/Commissions and staff who are on deputation/working arrangement basis functioning on co-terminus basis in the Offices of Ministers, Leader of Opposition, MLA's etc.”

Sd/-  
Yetindra M. Maralkar  
Additional Secretary (Personnel)

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### Department of Personnel

No. 9/4/2005-PER

Date:- 22-11-2016

**Subject:** Ban on all recruitment processes in Government Departments/Grant-in-Aid Institutions.

#### OFFICE MEMORANDUM

Government is in process of finalizing the instructions related to the implementation of the recommendation of the seventh Central Pay Commission, in respect of pay and allowances to the employees of the Government and Government aided institutions. While doing so, it is required that an adequate balance is maintained considering the additional enhanced liabilities on account of increase in salary and pension vis-a-vis the existing strength of the Government and Government aided employees.

2. In order to ensure that there is sufficient adequacy fund for payment of enhanced salaries and pension, so that implementation of the recommendations of the Seventh Central Pay Commission is carried out in a recommendations of the Seventh Central Pay Commission is carried out in a smooth manner; it is required to put a halt to all recruitment processes in the Government Departments as well as Government aided institutions.
3. Therefore, as a measure to rationalize the expenditure on account of new appointments/recruitments, it has been decided that,-
  - i) There shall be ban on the recruitment process in the Government and Government aided institutions with effect from 23-11-2016.

- ii) The recruitment process currently in progress shall be kept on hold forthwith by the Department concerned and they shall not proceed to,-
    - a) conduct written test/viva voce/oral interview where applications have been invited.
    - b) issue offer of appointments/appointment orders where selections of the candidates have been done.
  - iii) These instructions shall apply to all types of recruitment including those on regular/temporary establishment, work charged establishment, NMR, daily wages, contract basis, etc.
  - iv) These instructions shall cover all Grant-in-Aid institutions/Government autonomous bodies/Corporations/Agencies/PSU's etc., where Government funding involved is more than 50%.
  - v) These instructions shall not apply to, --
    - a) recruitment processes initiated and on-going by Goa Public Service Commission.
    - b) contractual basis appointments of short tenure of six months and for further extension of contract.
4. In the event, the Department concerned requires the services of the staff/employees or requires that the ongoing recruitment process be completed, on account of certain exigencies of work and specific Departmental requirement; then relaxation of the above mentioned condition should be obtained and specific approval of the Department of Personnel with prior concurrence of the Finance (R & C) Department, shall have to be taken.
- In case of Govt. aided educational institutions (including the Goa University), the Directorate of Education, Directorate of Higher Education and the Directorate of Technical Education (as the case may be) shall first assess the request made by the Institution concerned and thereafter recommend the case for obtaining specific approval of the Department of Personnel and concurrence of the Finance (R & C) Department.
5. Further, it is directed that all Departments should individually assess their staffing requirement vis-a-vis the schemes and programmes being implemented and carry out a proper restructuring of the Department. For this purpose they shall avail the assistance of the Administrative Reforms Department to carry out the detail work study in this regard.
- As such the staff in all categories who are on deputation/work arrangements basis functioning in various Departments /Corporations/Agencies, etc., shall forthwith be withdrawn w.e.f 30/11/2016 and this staff shall stand repatriated to the parent Department.
- This shall not however apply to those belonging to Goa Civil Service, Common Accounts cadre and whose appointment has been done as Head of Department by the Department of Personnel.
- In case of any exigencies of work which require the services of particular employee(s), then a specific request with proper justification shall be made to the Department of Personnel who will in turn examine the matter and convey specific approval with prior concurrence of the Finance (R & C) Department.
6. The aforementioned instructions shall be come into effect from 23-11-2016 and shall be further reviewed after a period of six months.
7. All Secretaries to the Government shall submit a compliance report on the above instructions being implemented in their respective Departments & Institutions to the Department of Personnel by 25-11-2016, with a copy endorsed to the Finance (R & C) Department.

Sd/-  
Yetindra Maralkar  
Additional Secretary (Personnel)



**Department of Personnel**

No. 9/4/2005-PER

Date:- 04-04-2016

**CIRCULAR**

It has been observed by the Government that it makes unnecessary for the Government Department's to seek NOC from the Personnel Department in cases of posts of Technical Nature which requires specialized qualification. Such posts of Technical Nature cannot be reserved for Compassionate Appointment etc.

In view of above, the Government has now decided to exempted the following Department wise posts of Technical Nature from seeking NOC from the personnel Department.

**Annexure**

Name of the Department:-

1) Directorate of Technical Education, Porvorim

Sr. No.	Name of the post	Category of the post
1	Laboratory Assistant	C
2	Graphic Assistant	C
3	Reprographic Assistant	C
4	Electrician	C
5	Technical Assistant	C
6	Computer Programmer	C
7	Computer Technician	C
8	Computer Operator	C
9	Project Operator	C
10	MRA Photographer	C
11	Workshop Instructor	C
12	Technician	C
13	Technician Electronic	C
14	Technician Audio-Visual	C
15	Technician in Garment Technology	C
16	Assistant Electrician	C
17	Machine Operator	C
18	Mechanic	C
19	Electro Mechanic	C
20	Mechanic R & AC	C
21	Mechanic Grade-II	C
22	Mechanic Grade-III	C
23	Welder	C
24	Carpenter	C
25	Moulder	C
26	Plumber	D

27	Mason	D
28	Wireman	D
29	Fireman	D
30	Charge Man	D
31	Gestetner Operator	D
32	Machine Attendant	D
33	Boiler Attendant	D
<b>(2) Department of handicraft, Coir, Textile &amp; Coir Panaji-Goa</b>		
1	Technical Officer	B
2	Sr. Technical Specialist	B
3	Technical Assistant	C
4	Handicraft Inspector	C
5	Artist cum Photographer	C
6	Master Craftsmen	C
7	Designer	C
8	Jr. Designer	C
9	Assistant Craftsmen	C
10	Junior Craftsmen	C
11	Mechanic	C
<b>(3) Director General of Police, Panaji-Goa</b>		
1	Police Sub-Inspector (MT-Technical)	C
2	Sub-Inspector (Master)	C
3	Sub-Inspector (Engine Driver)	C
4	Police Photographer (PSI)	C
5	Searcher	C
6	Assistant Sub-Inspector (Wireless Operator)	C
7	Assistant Sub-Inspector (Radio Mechanic)	C
8	Assistant Sub-Inspector (Engine Mechanic)	C
9	Police Constable Driver (Grade-III)	C
10	Photographer	C
11	Pharmacist	C
12	Laboratory Assistant	C
13	Welder	C
14	Barber	C
15	Carpenter	C
16	Upholster	C
17	Dhobi	C
18	Tailor	C

19	Assistant Electrician	C
20	Cobbler Mochi	C
21	Police Constable (Band)	C
22	Police Constable (Mast/Luskar)	C
23	Constable (Greaser)	C
24	Constable (Electrician)	C
25	Laboratory Technician	C
26	Driver (FSL)	C
27	Painter	D
<b>(4) Directorate of Official Language, Panaji-Goa</b>		
1	Jr. Translator (Konkani)	C
2	Jr. Translator (Marathi)	C
3	Jr. Translator (Hindi)	C
<b>(5) State Directorate of Craftsman Training, Panaji-Goa</b>		
1	Group Instructor	C
2	Group Instructor (COPA)	C
3	Surveyor	C
4	Millwright Foreman	C
5	Maintenance Supervisor (Electrical)	C
6	Maintenance Supervisor (Mechanical)	C
7	Vocational Instructors (Theory & Practical)	C
8	Maintenance Mechanic	C
<b>(6) River Navigation Department, Betim, Bardez-Goa</b>		
1	Supervisor	C
2	Job-Rec-cum-Evaluator	C
3	Sr. Storekeeper	C
4	Storekeeper	C
5	Asst. Storekeeper	C
6	Charge hand	C
7	Time Keeper	C
8	Machinist (W/Shop)	C
9	Sr. Mechanic	C
10	Mechanic	C
11	Slipway In-Charge	C
12	Sr. Fitter	C
13	Fitter	C
14	Sr. Welder	C
15	Welder	C

16	Winch Operator	C
17	Sr. Turner	C
18	Turner	C
19	Sr. Electrician	C
20	Electrician	C
21	Sr. Carpenter	C
22	Machinist (carpentry)	C
23	Carpenter	C
24	Sr. Platter	C
25	Platter	C
26	Jamadar	C
27	Painter	C
<b>(7) Institute of Psychiatry &amp; Human Behaviour, Bamolom-Goa</b>		
1	Dietician	C
2	Staff Nurse	C
3	Occupational Therapist	C
4	Female Handicraft Instructor	C
5	Librarian	C
6	Laboratory Assistant Psychology	C
7	Artist-Cum-Photography	C
8	Junior Technician	C
9	Pharmacist	C
10	Steward	C
11	E.C.G. Technician	C
12	Investigator	C
13	Technician for Occupational Therapist	C
14	Recreational Therapist	C
15	Recreational Therapist	C
16	Carpenter	C
17	Tailor	C
18	Painter	C
19	Kitchen Supervisor	D
20	Cook	D
<b>(8) Department of Information and Publicity, Panaji-Goa</b>		
1	T.V. Technician	C
2	Radio Cum T.V. Mechanic	C
3	Cinema Operator cum Record Keeper	C
4	Photographer	C

5	Videographer	C
<b>(9) Department of Printing &amp; Stationary, Panaji-Goa</b>		
1	Overseer (Composing)	C
2	Composing Analyst	C
3	Desktop Publishing	C
4	Image Editor	C
5	Scam Specialist	C
6	Web Page Designer	C
7	Data Converter	C
8	Graphic Designer	C
9	Typesetter	C
10	Compositor Grade I	C
11	Compositor	C
12	Overseer (Printing)	C
13	Foreman (Printing)	C
14	Offset Machine Man	C
15	Offset Machine Assistant	C
16	Machine Man	C
17	Overseer (Binding)	C
18	Foreman (Binding)	C
19	Binder	C
20	Artist-Retoucher-Cum-Compose Matter Paster & Designer	C
21	Chemical Engraver	C
22	Asst. Artist Retoucher-Cum-Compose Matter Paster & Designer	C
23	Half tone Etcher	C
24	Block Fitter	C
25	Offset Plate Maker	C
26	Assistant Offset Plate Maker	C
27	Graining Machine Operator	C
28	Overseer (Maintenance)	C
29	Foreman (Mechanical)	C
30	Mechanic	C
31	Asst. Mechanic	C
32	Electrician	C
33	Asst. Mechanic	C
34	Carpenter	C
35	Head Reader	C

36	Reader Gr. I	C
37	Reader Gr. II	C
<b>(10) Inspectorate of Factories &amp; Boilers, Althino, Panaji-Goa</b>		
1	Craft Instructor (Boiler)	C
2	Male Nurse	C
3	Labour Inspector (Chemical)	C
4	Ophthalmic Assistant	C
5	Audiometry Technician	C
6	Technician Assistant	C
7	Labour Inspector (Engg.)	C
8	ECG Technician	C
9	Laboratory Technician	C
10	Laboratory Assistant	C
11	Laboratory Librarian	C
12	Curator	C
13	Audiovisual Operator	C
14	X-Ray Technician	C
15	Boiler Attendant	D
<b>(11) Directorate of Fire &amp; Emergency Services, St. Inez, Panai-Goa</b>		
1	Station Fire Officer	C
2	Sub-Officer	C
3	Leading Fire Fighter	C
4	Driver Operator	C
5	Watch Room Operator	C
6	Fire Fighter	C
7	Asst. Electrician	C
8	Auto Electrician	C
9	Mechanic Grade	C
<b>(12) Directorate of Food &amp; Drugs Administration, Bambolim-Goa</b>		
1	Food Safety Officer	C
2	Assistant Chemist (Food)	C
3	Assistant Chemist (Drugs)	C
4	Laboratory Assistant/Technician	C
5	Assistant Programmer	C
6	Pharmacist	C
7	Store Attendant	D
8	Sampling Attendant	D
9	Laboratory Attendant	D

<b>(13) Directorate of Agriculture, Tonca, Caranzalem</b>		
1	Demonstrator (Female)	C
2	Junior Engineer (Civil)	C
3	Technician Assistant	C
4	Foreman Supervisor (Fab.)	C
5	Sample Collector	C
6	Analytical Assistant	C
7	Jr. Research Assistant	C
8	Laboratory Assistant	C
9	Agriculture Assistant	C
10	Tractor Driver	C
11	Welder	C
12	Auto Electrician	C
13	Turner	C
14	Carpenter	C
15	Junior Mechanic	C
16	Power Tiller Driver	C
17	Blacksmith	C
18	Filed Assistant	C
19	Draftsman Grade III	C
20	Supervisor	C
21	Blacksmith Helper	D
<b>(14) Directorate of Transport, Panaji-Goa</b>		
1	Assistant Motor, Vehicle Inspector	C
2	Network Engineer	C
<b>(15) Directorate of Archives and Archaeology, Panaji-Goa</b>		
1	Transcriber of Records	C
2	Asst. Prog. Officer	C
3	Assistant Archivist Gr. II	C
4	Assistant Photographer	C
5	Photographer	C
6	Preservation Assistant	C
7	Assistant Librarian	C
8	Sorter	C
9	Sr. Binder	C
10	Binder	C
11	Horticulture Asstt.	C

12	Archaeology Att.	C
<b>(16) Directorate of Museums, Patto, Panaji-Goa</b>		
1	Guide Lecturer	C
2	Conservation Assistant	C
3	Sr. Museum Guide	C
4	Modellar	C
5	Carpenter	C
<b>(17) Directorate of Settlement &amp; Land Records, Panaji-Goa</b>		
1	Field Surveyor	C
2	Draughtsman Grade II	C
3	Machine Operator	C
<b>(18) General Admn. Department, Secretariate, Porvorim-Goa</b>		
1	Mechanic Gr. II	C
2	Electrician	C
<b>(19) O/o Chief Engineer Water Resources Department, Panaji-Goa</b>		
1	Asstt. Hydrogeologist	A
2	Asstt. Hydrologist	B
3	Technical Assistant	C
4	Junior Engineer/E.O.R.E	C
5	D'man Gr. III	C
6	Field Surveyor	C
7	Forman (Agriculture)	D
8	Mechanic Gr. II	C
9	Ferro Printer	C
<b>(20) Department of Animal Husb. &amp; Vert. Services, Patto, Panaji-Goa</b>		
1	Laboratory Assistant	C
2	Farm Manager	C
3	Marketing Supervisor	C
4	Veterinary Assistant	C
5	Agriculture Assistant	C
6	Poultry Assistant	C
7	Farm Supervisor	C
8	Electrician	C
9	Tractor Driver	C
10	Mechanic	C
11	Milkman	D
<b>(21) Directorate of Fisheries, Panaji-Goa</b>		



1	Assistant Superintendent of Fisheries	C
2	Fisheries Officer	C
3	Junior Technician	C
4	Laboratory Assistant	C
5	Mechanical Instructor	C
6	Wireless Operator	C
7	Engine Driver	C
8	Fisheries Surveyor	C
9	Bosun	C
10	Navigation Instructor	C
11	Net Mending Instructor	C
12	Mechanic Grade I (Diesel)	C
13	Mechanic Grade II (Refrigeration)	C
14	Carpenter	C
15	Assistant Electrician	C
16	Field man	D
<b>(22) Directorate of Art and Culture, Patto, Panaji-Goa</b>		
1	Theatre Manager	C
2	Theatre Manager (Jr. Scale)	C
3	Sound Operator	C
4	Light Operator	C
5	A.C. Operator	C
6	Generator Operator	C
7	Asstt. Sound Operator	C
8	Asstt. A.C. Operator	C
9	Asstt. Light Operator	C
10	Asstt. Generator Operator	C
<b>(23) O/o Controller, Legal Metrology, Porvorim Bardez</b>		
1	Inspector Legal Metrology	C
2	Heavy Vehicle Driver cum Crane Operator	C
<b>(24) Department of Urban Development, Panaji-Goa</b>		
1	Municipal Engineer (Gr. III/Junior Engineer (Civil)	C
<b>(25) Goa Dental College and Hospital, Bambolim</b>		
1	Electrician	C
2	Asstt. Electrician	C
3	Plumber	C
4	Artist-cum-photography	C
5	X-ray Technician	C

6	Radiographic Technician	C
7	Dental Hygienist	C
8	Staff Nurse	C
9	Dental Technician	C
<b>(26) Captain of Ports, Panaji-Goa</b>		
1	Supervisor	C
2	Supervisor (L.H.K.)	C
3	Sr. Instructor (Deck)	C
4	Sr. Instructor (Engine Room)	C
5	Jr. Instructor (Deck)	C
6	Jr. Instructor (Engine Room)	C
7	Master	C
8	Engine Driver	C
9	Dredger Mechanic	C
10	Lighthouse Keeper	C
11	Draughtsman Grade II	C
12	Storekeeper cum Tool Room Operator	C
13	Draughtsman Gr. III	C
14	Driver (Light Vehicle)	C
15	Field Assistant	C
16	Oilman	C
17	Helmsman	C
18	Electrician	C
19	Ferro Printer	C
<b>(27) Directorate of Women &amp; Child Development, Panaji</b>		
1	Network Engineer	C
2	Craft Instructor	C
<b>(28) O/o Chief Electrical Engineer, Panaji-Goa</b>		
1	Junior Engineer (Civil)	C
2	Junior Engineer (Elec.)	C
3	Forman	C
4	Sr. Wireless Mechanic	C
5	Wireless Mechanic	C
6	Meter Mechanic	C
7	Cable Jointer	C
8	Mason Mistry	C
9	Plumber	C

10	Carpenter	C
11	Turner/Fitter	C
12	Welder	C
13	Meter Tester	C
14	Station Operator	C
15	Station Operator	C
16	Lineman/Wireman	C
17	Assistant Lineman/Wireman	C
<b>(29) O/o Principal Chief Conservator of Forest, Panaji-Goa</b>		
1	Forest Surveyor	C
2	Veterinary Assistant	C
3	Electrician	C
4	Carpenter	C
5	Mechanic	C
6	Welder	C
7	Plumber	C
<b>(30) Directorate of Health Services, Campal, Panaji-Goa</b>		
1	Extension Educator	C
2	Steward	C
3	Electrician	C
4	Pharmacist	C
5	Social Worker	C
6	Sampler	C
7	X-Ray Technician	C
8	Generator Operator	C
9	Laboratory Technician	C
10	Tailor	C
11	Sanitary Inspector	C
12	Health Inspector	C
13	Asst. Biochemist	C
14	Telephone Operator	C
15	Jr. Stenographer	C
16	Health Assistant	C
17	Filaria Assistant	C
18	ECG Technician	C
19	Ophthalmic Assistant	C
20	Library Assistant	C

21	Plumber	C
22	Scientific Assistant	C
23	Refrigerator Mechanic	C
24	Staff Nurse	C
25	MPHW (F)	C
26	MPHW (M)	C
<b>(31) Goa Medical College, Bambolim, Goa</b>		
1	Bio chemist	C
2	Dietician	C
3	Prosthetic and Orthotic Technician	C
4	Orthotic Technician	C
5	Occupational Therapist	C
6	Physiotherapist	C
7	Prosthetic Technician	C
8	Audio Metric Technician	C
9	Speech Therapist	C
10	Statistical Assistant	C
11	Medico Social Worker	C
12	Senior Technician	C
13	Anaesthetic Assistant	C
14	Foreman Electrical	C
15	Laundry Supervisor	C
16	Treatment Organiser	C
17	Warden Artist	C
18	Refrigeration Mechanic	C
19	Orthopaedics Assistant	C
20	Metal Worker	C
21	Craft Instructor	C
22	Electrician	C
23	Weaving Instructor	C
24	Intradermal Testing Technician	C
25	Leather Technician	C
26	Mechanic	C
27	Junior Technician	C
28	Radiographic Technician	C
29	Sanitary Inspector	C
30	Pharmacist	C
31	E.E.G. Technician	C

32	Lady Health Visitor	C
33	Health Visitor	C
34	Draftsman	C
35	Investigator	C
36	Asstt. Security Officer	C
37	P.F.T. Technician	C
38	Museum Curator Artist	C
39	Photographer	C
40	Laboratory Assistant	C
41	Asstt. Laundry Supervisor	C
42	Dark Room Asstt.	C
43	Injection Room Asstt.	C
44	Laboratory Technician	C
45	Modellor	C
46	Basic Health Worker	C
47	Dress Maker	C
48	Media Maker	C
49	Electrician Auto	C
50	Painter	C
51	Plumber	C
52	Carpenter	C
53	Blacksmith	C
54	Tailor	C
55	Cinemar Projectionist	C
56	Shoe Maker	C
57	Bench Fitter	C
58	Barber	C
59	Assistant Mechanic	C
60	Assistant Electrician	C
61	Extension Educator	C
62	Tuberculin Technician	C
63	Senior Plaster Tech	C
64	Cyto Technician	C
65	Radiotherapy Tech	C
66	Sr. Radiotherapy Tech	C
67	Sr. Radiotherapeutic Tech	C
68	Dialysis Technician	C
69	Counsellor (HIV/AIDS)	C
70	Technician Supervisor	C
71	E.C.G. Technician	C
72	E.M.G. Technician	C
73	Public Relation Officer	C
74	Refractionist	C
75	Biomedical	C

76	Assistant Projectionist/Technical Assistant	C
77	Telephone Operator	C
78	ANM	C
79	Cook	C
80	Jr. Library Assistant	C
81	Heavy Vehicle Driver	C
82	Staff Nurse	C

Sd/-

Surendra F. Naik  
Under Secretary (Personnel-II)**Department of Personnel**

No. 1/6/83-(Vol.II)Pt.(a)

Date:- 08-01-2016

**Read:** O. M. No. 1/6/83-PER(Vol.II)Pt.(a) dated 05-03-2007.**OFFICE MEMORANDUM**

This Department has issued various instructions/recruitment guidelines highlighting the criteria for selection of candidates based on written examination and oral interview.

The Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training) vide letter No.39020/09/20 15/Estt.(B) dated 23<sup>rd</sup> October, 2015, addressed to Chief Secretaries of all State Government has brought to the notice that Hon'ble Prime Minister in his address to the nation delivered on 15<sup>th</sup> August, 2015 on the occasion of Independence Day, announced that the Government should discontinue holding interviews for recruitment for such junior level posts where personality assessment is not an absolutely necessary requirement. The Ministry has called upon the Government Organisations to end this practice at the earliest as it will help in curbing corruption, more objective selection in transparent manner and substantially easing the problems of poor people. The Ministry has also stressed that the recruitment should be made on merit basis through transparent, online processes leading to less Government and more Governance. The Prime Minister also impressed upon the State Governments to discontinue the stage of interview for junior level posts as soon as possible.

By virtue of above announcement by the Hon'ble Prime Minister, the Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), Government of India has advised all State Governments to follow the recommendation made by their Committee of Secretaries (CoS) which are as below:

- (i) Interview will be dispensed with for all Group 'C' and Group 'D' (which are now reclassified as Group 'C') posts. Interview should also be discontinued for non-gazetted posts of Group 'B' category.
- (ii) The process of doing away with interview for these posts will be completed by 31-12-2015.
- (iii) Specific and isolated Group 'B' non-gazetted posts for which any particular department considers interview absolutely essential, clearance of Department of Personnel & Training would need to be obtained. It has been clarified that since the skill test and physical test are different from interview such tests may continue.
- (iv) In those cases pertaining to non-gazetted Group 'B' posts and Group 'C' & 'D' posts, where Recruitment Rules specify the process of selection which includes conduct of interview, the Ministries/authorities concerned will take necessary steps to carry out the requisite amendment to the Recruitment Rules immediately.
- (v) For advertisements already done for selection with interview as a component, the posts could either be re-advertised, or if urgency or any other reason requires so, the ongoing process may be completed.

- (vi) It was also suggested that a periodic review of the progress made in the implementation of 'No Interview Requirement for junior level posts by the authorities/Secretaries concerned. DOPT will monitor the overall progress and bring up status report by the first fortnight of January, 2016.

Now, with the approval of the Competent Authority all HODs/Heads of Offices/ Corporations/ Autonomous Bodies are hereby directed to dispense with the process of interview for all Group 'C', and Group 'D' posts w.e.f. 01-01-2016.

This is for strict compliance and necessary action.

Receipt of this communication shall be acknowledged.

Sd/-  
Yetindra M. Maralkar  
Additional Secretary (Personnel)

### Department of Personnel

No. 10/12/2-PER(A)

Date:- 03-09-2015

### CIRCULAR

It has been observed that many Departments have kept the various positions vacant due to various administrative reasons. This has affected the smooth functioning of the Department and the performance of the Government. No doubt the Department is facing shortage of staff but in many a cases, posts are also lapsed. Further, it has been observed that there is no uniformity in selection criteria due to which many of the Departments have to face criticism from the public.

In order to do away with this, it is proposed to identify all the existing as well as anticipated vacancy in Group "C" meant for filling up by Direct Recruitment upto 31<sup>st</sup> March, 2017 and to entrust the job of selection of Group "C" posts to one single agency who will carry out the recruitment for all the Government Departments by holding common entrance examination wherever the qualification prescribed for the posts are XIIth Std. and Graduation.

It is therefore, enjoined upon all the HODs and Offices to submit a detailed information of Group "C" posts i.e. technical as well non-technical posts in the prescribed proforma appended to this circular along with the copy of RRs of the respective posts to this Department on priority so as to reach this office latest by 07-09-2015 by a special messenger.

Sd/-  
Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

### Annexure 'A'

Name of Department: \_\_\_\_\_

Group 'C' Non-Technical Post

Sr. No.	Name of the Post	Number of Post	Scale of Pay	Date wise Vacancy including the anticipated vacancy upto March 2017	Category of post as per post Based Roster	Whether Permanent/ Temporary	Qualification as per the RRs	Remarks

**Annexure 'B'**

Name of Department: \_\_\_\_\_

Group 'C' Technical Post

Sr. No.	Name of the Post	Number of Post	Scale of Pay	Date wise Vacancy including the anticipated vacancy upto March 2017	Category of post as per post Based Roster	Whether Permanent/ Temporary	Qualification as per the RRs	Remarks

**Department of Personnel**

No. 6/5/2015-PER

Date:- 27-04-2015

**CIRCULAR**

It has been cited by the Goa Public Service Commission from past experiences that proposals for regular promotions and/or direct recruitment to Group 'A' and 'B' posts received by the Commission are found to be incomplete. Such shortfall/lacunae, big or small cause delay at the scrutiny level itself resulting in increasing correspondence between the Commission and Departments.

In order to curb this unnecessary delay and to facilitate speedy disposal of the proposals following procedure is prescribed to be followed invariably, by the departments while referring proposals for regular promotions and/or direct recruitment to GPSC.

**1. For Direct Recruitment:**

The proposal shall be submitted to the Commission in Form 1, prescribed by the Commission and not altered, duly filled and authenticated by the Secretary of the concerned Department.

The following information/documents shall be furnished along with the proposal:-

- Recruitment Rules to the posts to be advertised.
- The total number of posts sanctioned should be entered correctly in the Form 1 and should match with the posts sanctioned in the Recruitment Rules and newly created posts.
- Proposal for each post should be in separate form.
- The category wise reservation shall be clearly indicated.



- (v) The category of PH also be indicated.
- (vi) The age limit for the post shall be indicated correctly.
- (vii) The total number of posts and designation shown in Form NO. 1 should match with the covering letter.
- (viii) Date and reason for occurrence of clear vacancies to be indicated.
- (ix) The number and date of Notification notifying the RRs for the concerned posts shall be clearly indicated in Column No. 7 of the proposal.
- (x) If the RRs provide for other methods being tried before resorting to direct recruitment, the same shall be indicated clearly.
- (xi) Correct educational qualification as prescribed in the RR's shall be indicated.

## **2. For Promotion:-**

The proposal shall be submitted to the Commission in the Form 2 prescribed by the Commission and not altered, duly filled and authenticated by the Secretary of the concerned Department.

The following information/documents shall be furnished alongwith the proposal:-

- (i) Recruitment Rules to the post against which promotions are to be made:-
  - (a) Whether already notified.
  - (b) Whether upto date, complete and legible copy enclosed.
  - (c) Whether rules are applicable on the date of Occurrence of Vacancy.
  - (d) Does it provide for promotion on selection basis.
  - (e) Method of Recruitment prescribed.
  - (f) Upto-date running account of vacancies when posts are to be filled as per ratio prescribed in Recruitment Rules.
- (ii) **Relaxation:-**
  - (a) Whether any relaxation involved.
  - (b) If so, whether Personnel Department is consulted.
  - (c) Whether concurrence of GPSC is obtained.
  - (d) Whether relaxation Order is issued, copy to be attached.
- (iii) **Seniority List:-**
  - (a) Whether the final seniority was circulated.
  - (b) Whether complete and upto-date seniority list of Officers/officials in the feeder grade is attached.
  - (c) Whether separate Seniority list/combined/inter-se Seniority list of all feeder grades is furnished (in case more than one feeder grades exists.)
  - (d) Whether all the officers who were in position as on the crucial date (including those who have retired/expired) have been included in the Seniority list.
  - (e) Whether the date of birth of officers are shown.
- (iv) **Eligibility List:-**
  - (a) Whether educational qualifications prescribed for direct recruitment are applicable to promotes or otherwise specifically prescribed.
  - (b) If so, whether details of educational qualifications of officers given.

- (c) Whether educational qualification possessed by the officers in the zone of consideration match with those prescribed in the RR's.
- (d) Whether the date of regular appointment to the feeder grade is shown in the eligibility list in case eligibility criteria for promotion inter-alia contemplates counting of such service in next below grade.
- (e) Whether the required numbers of officers in Zone of consideration (including SC/ST in the extended zone) are available.
- (f) Whether date of birth, date of lifting of probation in feeder grade and date of confirmation is shown in the eligibility list.

**(v) Occurrence of vacancies:-**

- (a) Total Strength in the grade.
- (b) Breakup of filled/unfilled posts.
- (c) Year wise breakup of vacancies
- (d) Whether date and manner of occurrence of vacancies given.
- (e) Whether details of anticipated vacancies, if any, given.
- (f) Whether copy or order furnished in case of new creation of posts/revival of posts/proceeding of the incumbent on deputation for more than one year.
- (g) Whether copy of order furnished in case of change of designation, if any, from that given in the RR's.
- (h) Whether reservation position given.
- (i) Whether Roster is verified by Social Welfare Department.
- (j) Whether NOC from Social Welfare Department, if de-reserved.
- (k) Whether the vacancy was shown in the earlier proposal (filled/not filled/refusal)

**(vi) Self Contained Note for DPC:-**

- (a) Whether a Self Contained Note for DPC duly signed by the Competent Authority (Concerned Secretary).
- (b) Whether date and manner of occurrence of vacancies is given.
- (c) The names of officers who have retired/promoted/expired/absconding/on Extra Ordinary Leave in the order Seniority should be clearly mentioned.
- (d) Zone of consideration.
- (e) Doubtful integrity of officer coming in zone of consideration should be reflected.
- (f) In case of adverse remarks in APARs, whether the same have been communicated and action taken thereof.
- (g) In case disciplinary proceedings are held against officers in zone of consideration, then whether they are falling under any of the 3 categories for sealed cover.
- (h) In case if any officer in the eligibility list was earlier considered for promotion and the DPC findings in respect of him has been kept in sealed cover by that DPC, the same should be indicated clearly in the DPC Note.

**(vii) Annual Performance Appraisal Report (APAR) earlier known as Annual Confidential Report (ACR)**

- (a) Any incomplete APAR?
- (b) Is there any APAR which has not been reviewed/accepted by the Reviewing Officer/Accepting Officer? If so, whether details of such APAR's and reasons for non-

review etc. have been given and whether non-recording of APAR Certificate is placed.

(c) In case APAR not available, certified non-availability Certificate should be furnished.

(d) Required number of APAR's of 5 preceding years or as per the required years of service in feeder grade.

(viii) Integrity Certificate:-

(a) Whether integrity certificate in the prescribed form given in respect of eligible officers.

(b) Whether details regarding officers, if any, whose integrity certificate is withheld are enclosed.

(ix) Vigilance Clearance:-

(a) Whether Vigilance Clearance in respect of all eligible officers are given.

(b) Whether names of officers, if any, not clear from vigilance angle given.

(c) Whether charge-sheet served/prosecution sanction issued on all the officers not clear from vigilance angle.

(d) When officers are promoted on ad-hoc basis from Group 'C' to 'B' and they are to be regularized, then the Vigilance clearance certificate is to be issued by the Vigilance Department.

(x) Penalties

(a) Whether a statement showing major/minor penalties, if any, imposed upon the eligible officers during the last 5 preceding years has been attached.

This issues with the approval of the Goa Public Service Commission vide their letter No.COM/III/21(3)/2001/33 dated 08-04-2015.

Sd/-

Yetindra M. Maralkar  
Additional Secretary (Personnel)

### Document Checklist

For Direct Recruitment Proposal in Form-1

- Form-1 duly authenticated with Department seal.
- Notified up-to-date Recruitment Rules (legible copy) to the post to be advertised.
- Duties and responsibilities attached with the post.
- Chart showing date and reason for occurrence of vacancies (year wise) duly authenticated. Promotion/Post Creation/Post revival/Superannuation Orders etc. to be enclosed according to the occurrence of vacancies, refer 1(viii).
- Certificate signed by the concerned Secretary as attached to the Form No.1.

For Promotion Proposal in Form-2

- Form-2 duly authenticated with Department Seal.
- Notified up-to-date Recruitment Rules (legible copy) to the post against which promotions are proposed.
- Copy of Relaxation Order (if any), refer 2(ii)
- Latest finalized Seniority list/combined/inter-se seniority of all feeder grades, refer 2(iii)
- Eligibility list duly approved by the competent authority, refer 2(iv)
- Chart showing date and reason for occurrence of vacancies (year wise), duly authenticated along with copies of Orders, refer 2(v).

- Self contained Note for DPC duly authenticated.
- Dossiers of Annual Performance Appraisal Reports, complete in all respect, refer 2(vii)
- Integrity Certificate of officers in the normal and extended zone of consideration issued by the Secretary concerned.
- Vigilance report of Officers in the normal and extended zone of consideration alongwith copies of penalty orders in case of officers whose vigilance is withheld, refer 2(ix)
- Major/Minor Penalty statement duly authenticated, refer 2(x).

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### Department of Home (General)

No. 17/49/2012-HD(G)

Date:- 30th June, 2014

#### CIRCULAR

As per the Ex-Servicemen (Re-deployment III Goa General Services & Posts) Rules, 1997, Ex-servicemen are eligible for appointment in Government service. The Ex-servicemen include retired person from Army, Navy and Air Force. However, the said rules were modified, vide Notification No. 01/49/95-PER dated 30-05-2013 whereby following Central Armed Police Force namely, Central Reserve Police Force (CRPF), Border Security Force (BSF), Central Industrial Security Force (CISF), Indo- Tibetan Border Police (ITBP) and Sahastra Seema Bal (SSB) were included as Ex-servicemen for the purpose of reservation in Government job.

In view of the above, all the Government Departments are required to advertise and consider the filling of posts, reserved for Ex-servicemen from the Army, Navy and Air Force, including Central Armed Police Force.

However, it has been observed that some of the Departments do not consider applications from the Central Armed Police Force for the vacancies reserved for Ex-servicemen.

In this regard, it is once again reiterated that vacancies reserved for Ex-servicemen should also include personnel of Central Armed Police Force such as, CRPF, BSF, CISF, ITBP and SSB, which should clearly mention in the advertisement while calling for applications.

This shall be applicable from the date of Notification dated 30-05-2013.

This is for strict compliance by all concerned.

Sd/-  
Neetal P. Amonkar  
Under Secretary (Home)

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### Department of Home (General)

No. 17/5/2002-HD(G)/3916

Date:- 25-11-2013

#### CIRCULAR

Attention is invited to the Government Circular No. 17/5/2002-HD(G) dated 12-04-2002 and 20-04-2012 wherein Government has decided to relax continuous residence period of 15 years to 5 years only for employment purpose in respect of **Ex Servicemen** who have spend any period outside Goa on account of posting leave/training deputation, where their service period outside Goa are counted towards continuous residence period for the purpose of admission of their wards in professional degree courses.

Similarly, the Government has now decided that the period spent by the Ex Servicemen outside Goa serving the nation may be considered for continuous residence period in the State for availing various benefits/concession/facilities implemented by the State Government.

By order and in the name of the  
Governor of Goa

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**Department of Social Welfare**

No. 61-2-2002-BC/11/(Part-I)/8693

Date:- 11<sup>th</sup> January, 2013

Read: (i) Circular No. 61-2-2002-Bc/(II)/7302 dt. 10/12/12

**CIRCULAR**

In continuation vide Circular referred above, Government is pleased to nominate the following Officers on the Panel of Departmental Selection Committee/Departmental Promotion Committee while filling up the posts reserved by direct recruitment and promotion for Scheduled castes, Scheduled Tribes and other Backward Classes in the Government departments/Governments Undertakings etc:-

1. Shri B. S. Kudalkar (SC)
2. Shri R. K. Satardekar (SC)
3. Shri Rajendra D. Mirajkar (SC)
4. Shri P. K. Velip Kankar (ST)
5. Shri Devidas Gaonkar (ST)
6. Ms. Florina Colaco (ST)
7. Shri Anthony D'Souza (ST)
8. Shri Shambhu S. Ghadi (ST)
9. Shri Gurudas Pilarnekar (OBC)
10. Shri S. V. Naik (OBC)
11. Shri Mahesh Corjuenkar (OBC)
12. Shri Meghanath Porob (OBC)
13. Shri Srinet N. Kotwale (OBC)
14. Shri Jayant G. Tari (OBC)

Smt. Pushpalata Arlekar, will be a Lady Officer on the said Panel.

It is, therefore enjoined upon all the Departments/Public Undertakings that whenever any interview for direct recruitment and Departmental promotion is proposed to be held then any of the Officers envisaged on the Panel from respective category shall be called for the purpose as per the suitability. This Circular comes into force with immediate effect.

This Circular supersedes the Circular cited above.

Sd/-  
Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

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**Department of Home (General)**

No. 1/6/83-(Vol.II) (Pt.II)

Date:- 16-11-2012

**CIRCULAR**

Instances have come to the notice of the Government whereby the departments intending to fill various categories of posts lying vacant under direct recruitment quota, advertise the number of

vacancies less than the actual requirement quoting in the advertisement that there is likelihood of increase in the number of posts of all the categories in the near future due to creation of posts or promotion. Accordingly, the acts of Department deprive the candidates, who become eligible after issue of the advertisement, of the opportunity of being considered for appointment on the additional posts.

Referring to the various Court Rulings laid down by the Apex Court and the High Court in the Country, the Law Department has opined that any appointments made beyond the number of vacancies advertised is without jurisdiction, being a violation of Article 14 and 16(1) of the Constitution of India and thus, a nullity and unenforceable in law. In case the clear vacancies as notified in the advertisement stand filled up, the process of selection comes to an end and the waiting list cannot be used as a Reservoir to fill up the vacancies which come into existence after the issuance of the advertisement. The un-exhausted select list/waiting list becomes meaningless and cannot be pressed in services anymore.

Government, while taking cognizance of the above Court Rulings, is now pleased to direct that the departments intending to fill the vacant posts by direct recruitment shall advertise only clear vacancies available for the calendar year and no clause shall be inserted in the advertisements about the likely future vacancies keeping room for operating the select list/waiting list which is contrary to the Court Rulings cited above. However, the waiting list can be used for vacancies created if the selected candidates do not accept the offer of appointment.

It is enjoined upon all HOD/offices to observe the above instructions in letter and spirit, failing which it would amount to violation of Court Rulings thereby attracting disciplinary action.

Sd/-

Yetindra M. Maralkar  
Additional Secretary (Personnel)

### **Department of Home (General)**

No. 17/5/2002-HD(G)

Date:- 20-04-2012

#### **CIRCULAR**

Attention is invited to the Government Circular No. 17/5/2002-HD(G) dated 12-4-2002 wherein the reservation of 2% posts in Group 'C' & 'D' categories for Ex-servicemen in various Departments/Offices was made. The points at which the posts are reserved for Ex-Servicemen have also been intimated to the Departments/Offices.

As the E-Servicemen during their service are posted to different parts of the Country the Government has decided that relaxation in the matter of requirement of 15 years continuous residence in the State can be granted on case to case basis at the time of applying for Government job.

Taking into consideration the continuous residence period of five years for the issue of Domicile Certificate to Ex-servicemen, Government has now decided to relax continuous residence period of 15 years to 5 years only for employment purpose. However, preference in employment may be given to Ex-Servicemen of Goan Origin and those who are having 15 years continuous residence period in the State.

By order and in the name of the  
Governor of Goa

Sd/-

Sneha S. Morajkar  
Under Secretary (Home)

### **Department of Finance (Rev. & Cont.)**

No. 8/1/2006-Fin(R&C)

Date:- 08-08-2008

**Read:** O. M. No. 8/1/2006-Fin(R&C) dated 07-03-2008.

**OFFICE MEMORANDUM**

Finance Department has issued instructions pertaining to revival of posts vide above referred Office Memorandum dated 07-03-2008. In view of certain difficulties being faced by the Departments it is proposed to further rationalize the process; specially in respect of the below mentioned cases.

Accordingly, it is now decided that where:

- a) For administrative reasons the vacant post is filled up through contractual appointment within the stated 2 years period from the date of the arising of the vacancy and the salary of the incumbent is booked against the said post;
- b) A reference has been made to G.P.S.C. for the filling up of any vacant post within the period of 2 years of its vacancy, leading to selection of a candidate for regular appointment;
- c) The department has advertised the post within a period of 2 years of the arising of the vacancy, leading to selection of a candidate for regular appointment.

The concerned Department is permitted to revive the said post with the concurrence of Finance (Rev. & Cont.) Department and approval of Finance Minister/Chief Minister before making the regular appointment.

In the above cases, Finance Department shall examine the proposal thoroughly by obtaining all the necessary evidence from the concerned department. The revival of posts in such cases would not require recommendation of Administrative Reforms Department and approval of Cabinet.

Sd/-  
S. Shanbhogue  
Joint Secretary (Budget)

**Department of Social Welfare**

No. 61-2-2002-BC/(11)/10534

Date:- 25-03-2008

**CIRCULAR**

**Read:-** Circular No. 61-2-2002-BC/(11)/311 dated 24-04-2006.  
Circular No. 61-2-2002-BC/(11)/5168 dated 2-11-2006.

Government is pleased to nominate the following officers on the Panel of Department Selection Committee/Departmental Promotion Committee while filling up the posts reserved by direct recruitment and promotion for Scheduled Castes, Scheduled Tribes and Other Backward Classes in the Government Department/Government Undertakings etc.:-

1. Shri B. S. Kudalkar (SC)
2. Shri Vasant Bodnekar (SC)
3. Shri Yatindra M. Maralkar (SC)
4. Shri P. K. Velip Kankar (ST)
5. Shri C. D. Gaude (ST)
6. Shri Anthony D'Souza (ST)
7. Shri Gurudas Pilankar (OBC)
8. Shri S. V. Naik (OBC)
9. Shri Mahesh Corjuenkar (OBC)

Smt. Pushpalata Arlekar will be a Lady Officer on the said Panel.

It is, therefore enjoined upon all the Departments/Public Undertakings that whenever any interview for direct recruitment and Departmental promotion is proposed to be held then any of the Officer envisaged on the Panel from respective category should be called for the purpose as per the suitability. This Circular comes into force with immediate effect.

This Circular supersedes the earlier Circulars cited above.

Sd/-  
P. K. Velip Kankar  
Director of Social Welfare &  
Ex-Officio Joint Secretary

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**Department of Finance (Rev. & Cont.)**

No. 8/1/2006-Fin(R&C)

Date:- 07-03-2008

- Read:** (1) O. M. No. 9-2-88-Fin (R & C) dated 21-7-88  
(2) Circular No. 9-2-88-Fin (R&C) dated 13-11-97  
(3) O. M. No. 8/1/2006-Fin (R&C) dated 3-2-2006.  
(4) O. M. No. 8/1/2006-Fin (R&C) dated 22-6-2007

**OFFICE MEMORANDUM**

Finance Department has observed that, Heads of the Departments/Offices are filling up vacant posts without ascertaining whether they are live or lapsed and thereafter the proposals are referred to ARD and Finance Department for post facto approval taking shelter that Directorate of Accounts is not honouring the salary bills thereby creating compelling grounds for consideration.

Therefore, in supersession of the above referred O.M./Circulars on the subjects, the following instructions pertaining to revival of posts are hereafter to be followed by all Heads of Departments/Offices:

- 1) All posts that remain vacant for 2 years and above are deemed to be abolished. Since revival of such lapsed posts amount to recreation of these posts, the necessary procedure for creation of the posts is required to be undertaken.
- 2) For the posts remaining vacant for 2 years and above but less than 5 years; if the Department feels the necessity of revival, the same will have to be got revived with the recommendation of ARD and concurrence of Finance (Rev. & Cont.) Department with the approval of Hon'ble Chief Minister. The Departments in such cases, however, need not obtain the approval of the Cabinet for revival of these posts.
- 3) Posts remaining vacant for 5 years and above, in case, the post requires revival then the post has to be revived with the recommendation of ARD, concurrence of Finance (Rev. & Cont) Department and approval of the Cabinet.

In future, after issue of this O.M. strict action will be taken against Departments for filling up of lapsed posts without proper revival and the Heads of Departments/Offices will be held responsible for such irregularity. Even if the lapsed post is filled on promotion, the promotion will be treated as null and void and the Department will have to re-do the promotion process after getting the post revived.

Directorate of Accounts will not honour the Pay Bills in absence of the concurrence of Finance (Rev. & Cont.) Department in respect of lapsed/revived posts.

Sd/-  
Uddipta Ray  
Secretary (Finance)

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**Department of Finance (Rev. & Cont.)**

No. 8/1/2006-Fin(R&C)

Date:- 22-06-2007

- Read:** (1) O. M. No. 9-2-88-Fin (R & C) dated 21-7-1988  
(2) Circular No. 3-19-92-ARD dated 16-4-1996



(3) O. M. No. 9/2/88-Fin(R&C) dated 13-11-1997

(4) O. M. No. 8/1/2006-Fin(R&C) dated 3-2-2006

### OFFICE MEMORANDUM

Various instructions for revival of lapsed posts contained in the aforesaid references have been circulated to all Heads of Departments/Offices from time to time for strict compliance. However, it is observed that these instructions are not being adhered to strictly by the Government Departments. Heads of Departments/Offices are filling up vacant posts without ascertaining whether they are live or lapsed and thereafter the proposals are referred to ARD and Finance Department for post facto approval taking shelter that Directorate of Accounts is not honouring the salary bills thereby creating compelling ground for consideration. There are instances where selection against lapsed posts is done through Goa Public Service Commission and thereafter proposal is sent to Finance Department for revival of posts.

In future strict action will be taken against those Departments for filling up lapsed posts without revival and the Heads of Departments/offices will be held responsible for such lapses. Even if the lapsed post is filled on promotion they said promotion will be treated as null and void and the Department will have re-do the promotion process after the post revived.

Further it is also observed that various Departments are obtaining the approval of the Government of the Government for revival of posts without referring the matter to Finance Department. This will be viewed seriously and the said revival will not be honoured by the Directorate of Accounts in absence of the U.O No. of Finance Department.

The decision indicated above shall be complied with strictly by all Appointing Authority/Heads of Departments.

Sd/-  
S. Shanbhogue  
Joint Secretary (Budget)

### Department of Personnel

No. 1/6/83-PER(Vol.II) Pt.(a)

Date:- 05-03-2007

### OFFICE MEMORANDUM

Whereas, Recruitment Rules prescribe qualification, method of recruitment, age, etc. for filling up of various posts by direct recruitment, there are no modalities prescribed for direct recruitment. It is observed that different Departments follow different methods. This has resulted in litigations and delays in selection. Hon. Supreme Court in number of cases, issued directions in certain cases regarding criteria to be followed. Based on judgments of Hon'ble Supreme Court, the following guidelines shall be followed by all Competent Authorities while making direct recruitment as per Recruitment Rules:-

- a) Any process of selection for entry into a public service must strive to secure the best and the suitable person for the job, avoiding patronage and favouritism. For this, impartial and objectives selection based on merit is the essential foundation of any useful and efficient public service. Hence open competitive examination is the ideal mode of recruitment.
- b) The competitive examination may be based exclusively on written examination or it may be exclusively on interview or it may be a mixture of both. It is entirely for the Government to decide what kind of competitive examination would be appropriate in a given case. While a written examination assesses a candidate's knowledge and intellectual ability, an interview test is valuable to assess a candidate's overall intellectual and personal qualities. While a written test can be conducted objectively, oral interview is a subjective test.
- c) However, there is undetectable manipulation of results through remote control tactics, which are masked as viva voce test, resulting in the sabotage of the purity of proceedings. Hence oral

interviews as such are not bad, but polluting them by assigning undue weightage to attain illegitimate ends is bad. The marks for oral interviews must be minimal so as to avoid charges of arbitrariness.

- d) The Government while designing competitive examination must decide on pattern of the examination (oral, written, marking scheme etc.) based on the requirements of the service, the minimum qualifications prescribed, the age group from which the selection is to be made, the body to which the task of holding the interview test is proposed to be entrusted and a host of other factors. It must be decided by experts in the field. Further, weightage to oral interview as also to be decided based on these factors.
- e) However, broadly any selection for public employment may fall in two categories:
  - (i) Recruitment to posts requiring raw graduates or persons with lower qualifications and without and experience as per RRs, e.g. Non Gazetted Group C and D posts;
  - (ii) Recruitment to posts requiring much higher educational qualifications than mere graduation and with any sufficient experience in the particular field as per RRs, e.g. posts like Medical Surgeon, Vice Chancellor, Assistant Professor.
- f) In the first category, where the mind of candidates is not fully developed and their personalities are not mature, competitive examination must invariably rely heavily on written examination. In such cases, greater weight has, per force, to be given to performance in the written examination and importance to be attached to the interview test must be minimal. In such cases, weightage for oral interview should be to the extent of 15%. In all cases, the Department should notify and bring to knowledge of all candidates regarding selection procedure to be adopted.
- g) In the second category, where candidates are persons of mature personality and/or of known expertise achieved through dint of experience, interview test may be given more weight age or may even be the only way, subject to basic and essential academic and professional requirements being satisfied. To subject such persons to a written examination may yield unfruitful and negative results; apart from it being an act of cruelty to those persons.
- h) There cannot be any thumb rule regarding the precise weight to be given to oral interviews. It must vary from service to service according to minimum educational qualifications, prescribed experience, age group, etc. However oral interview must not be given exaggerated weight for proven or obvious oblique motives or for making it arbitrary. Further a higher weight age for oral interviews may be considered, if it is a long standing practice from the past, which must be well notified and documented practice. For such higher weight age, the marking scheme must be a part of R.Rs of Advertisement for recruitment and should be in public domain for long.
- i) In either category of recruitment, it is not right and advisable to call all candidates for interviews. There is no obligation on the Government, to call for the viva voce test all candidates who satisfy the minimum eligibility requirement. It is better to advertise this fact that candidates will be shortlisted based on merit for calling them for interview.
- j) Shortlisting is necessary as very large number of candidates appear for government jobs (almost 100 for every single post). If thousands of candidates are to be interviewed, it will be a time consuming and arduous exercise for the DSC which has senior officials of various departments and mostly headed by Heads of Department. This will have crippling effect on administration as vital time of senior officials will be consumed in interviews on unmanageable number of candidates. Secondly, the ability of the DSC to properly judge the competitive merit through thousands of oral responses will also break down and the recruitment procedure will be arbitrary. Thirdly, it is practically impossible to select from thousands candidates merely on oral interviews and without written tests. Fourthly, there is likelihood of bias vitiating the selection process if disproportionately high numbers of candidates are called for interviews.
- k) Hence it is essential and desirable to shortlist candidates based on merit. This can be done through a common screening test (written test with objective or subjective question as decided and as notified by the DSC)
- i) In order to have proper balance between the objective assessment of a written examination and the subjective assessment of personality by a viva voce test, the number of candidates to be called for interview-in order of the marks obtained in the written examination-should not exceed

twice or at the highest, thrice the number of vacancies to be filled.

- m) As regard division of marks under different heads (personality, knowledge, composure, etc), it is for the interviewing body to take a general decision whether to allocate marks under different heads or to award marks in a single lot.
- n) Oral interviews alone should not be the exclusive basis for any recruitment, unless preceded by short listing based on merit. If the interview is to be the sole criterion, the written test must be treated as qualifying test and the Government must have this clearly stated that upon completion of the elimination test, selection would be made on the basis of the viva voce test only (preferably in RRs). Moreover, interview ought not to be the sole guiding factor since reliance thereon only may lead to a "Sabotage of the purity of the proceedings".

Shortlisting is permissible for determining the number of candidates to be called for selection. For example, if for 10 vacancies there are 1000 applicants, then on a ratio of 5:1, it is legally permissible to shortlist 50 applicants. If written examination is held for this purpose there is no question of setting a benchmark. The first 50 applicants in written examination will be the candidates for selection. The highest marks may be 80 and one who is 50<sup>th</sup> may get only 50. However, these marks cannot be considered for selection since the written test was only for the purpose of short listing and not for selection. The selection will have thereafter to be done by the prescribed procedure. If however, the prescribed procedure entails a written test, then another written test will have to be held. This can be avoided by declaring to all the candidates that the examination marks secured in the written test for short listing will be considered as marks in the written test for selection.

- o) If the recruitment rules or Government Guidelines are silent on any particular point, the Government/DSC can fill up the gap and supplement the rules and issue instructions not inconsistent with the rules already framed or not inconsistent with various Court rulings. Any such supplementary rules/scheme/instructions must be well documented and notified.

All the Heads of Departments/Competent Authorities shall follow the above guidelines while making direct recruitment as per Recruitment Rules.

Sd/-  
Yetindra M. Maralkar  
Joint Secretary (Personnel)

### Department of Personnel

No. 1/49/76-PER(Pt.I)

Date:- 30-10-2006

### OFFICE MEMORANDUM

According to Notifications No. 1/49/76-PER dated 7-3-1996, Knowledge of Konkani is one of the essential qualification for direct recruitment to A,B,C, and 'D' posts. However, in the case of Group 'A' & 'B' posts knowledge of Konkani can be relaxed in case of non-availability of suitable candidate with the knowledge of Konkani.

There is no need to produce certificate issued by Goa Konkani Academy in support to prove that particular candidate is having knowledge of Konkani. However, it is observed that some of the Heads of Departments are insisting for Certificate from Goa Konkani Academy to the effect that particular candidate is having knowledge of Konkani. This action of Heads of Departments is not as per Recruitment Rules.

All Heads of Department are therefore, advised not to insist for certificate from Goa Konkani Academy as such certificate is not required. Just knowledge of Konkani is sufficient.

Any deviation of above instruction shall be liable for disciplinary action as deemed fit.

Receipt of this O.M. shall be acknowledged.

Sd/-  
Yetindra M. Maralkar  
Joint Secretary (Personnel)

**Department of Personnel**

No. 10/2/2006-PETS

Date:- 11-09-2006

- Read:**
- i) Circular No. 10/2/2006-PETS dated 12-05-2006
  - ii) Writ Petition No. 318 of 2006, before the Honourable High Court, filed by Trainee drivers
  - iii) Misc. Civil Application No. 514 of 2006, before the Honourable High Court, filed by Trainee Drivers.

**CIRCULAR**

In the Writ Petition No. 318/06 and Misc. Civil Application No. 514 of 2006, filed by the trainee Drivers appointed under the Pre-Employment Trainees Scheme, the Honourable High Court of Bombay at Goa was pleased to allow the Misc. Civil application No. 514 of 2006 in the Writ Petition No. 318 of 2006 and directed correction of the order dated 31-07-2006 by substituting the word 'LDC' in the said order with the word 'Driver'.

In view of the directives of the Honourable High Court in above petition appointments if any, made by the State Government to the post of Diver shall be subject to further orders that may be passed in the petition and if any candidates is given an offer of appointment, it shall be specifically stated in the offer that the offer is subject to further orders that may be passed by the Court.

All the terms & conditions issued vide Circular of even number dated 12-05-2006 stands.

All the Head of Departments/Offices are hereby directed to comply the above instructions given by the Honourable High Court. In case any offer of appointments were issued by any of the Department after coming into effect the above directives of Honourable High Court than necessary corrigendum be issued incorporating above clause.

Receipt of this may please be acknowledged.

Sd/-  
Yetindra M. Maralkar  
Joint Secretary (Personnel)

**Department of Finance (Budget)**

No. 1/33/2006-Fin (Bud)

Date:- 01-08-2006

**CIRCULAR**

This has reference to the Circular No. 9/4/2005-PER dated 25-01-2006 issued by the Personnel Department, Secretariat, Porvorim.

It has been brought to the notice of this department that Heads of Departments/Offices are filling up vacant posts without budget provision and approach the Finance (Budget) Department for additional funds at a later stage to affect their salaries. Hence, all the Heads of Departments/Offices may kindly note that this Department will not be able to provide additional funds if savings are not available in the budget.

Further, All the Heads of Departments/Offices may also note that they have to certify, in the first instance, that they have sufficient funds in the budget for the posts that are being filled-in and if there is no provision they have to obtain prior concurrence of Finance (Budget) Department before advertising/filling of the posts.

Above instructions may be followed strictly failing which no additional funds will be provided through Contingency Fund or at the time of finalizations of Revised Estimates/Budget Estimates. The sole responsibility shall lie on Heads of Departments/Offices as the State Government has already enacted the "Fiscal Responsibility and Management Bill, 2006", and the targets set therein are also required to be met.

Sd/-

Siddhivinayak S. Naik  
Under Secretary Finance (Bud-II)

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**Department of Personnel**

No. 9/4/2005-PER

Date:- 25-01-2006

**CIRCULAR**

1. In supersession of Circular No. 3/1/89-PER dated 29-11-2005 and all earlier circulars regarding the filling up of posts including Government Office Memorandum No. 9/10/92-PER (Part-IX) dated 22-09-1999 where by the Departments were required to obtain the specific approval of Honourable Chief Minister, for filling up the posts by direct recruitment as well as promotion and Circular NO. 9/10/92-PER (IX) dated 10-08-2005 relaxing the instructions, thereby permitting the department to fill up the posts by promotion, and following a review of vacancies which has shown that a large number of Group 'C' & 'D' posts are lying vacant, in detriment to the effective and smooth functioning of departments/offices.

2. The Government has decided to relax further the conditions contained in the above Office Memoranda.

3. Government now makes it unnecessary for Departments to seek specific approval of Chief Minister for filling up posts by direct recruitment or by promotion. Heads of Departments may with immediate effect fill up posts when a vacancy arises subject to the following conditions:-

- (i) 10% of the Vacancies meant for direct recruitment shall be filled by appointment of compassionate cases in accordance with the guidelines issued by the Government from time to time.
- (ii) 10% of the direct recruitment vacancies will be filled by NMR/Daily wagers who are eligible for regularization as per the guidelines issued on the subject and possess the required qualifications as per the R.Rs.

However, in case officials fulfilling the Recruitment Rules in respect of post required to be filled by direct recruitment, are available with the surplus pool the same shall be filled up from those available in file surplus pool in the first instance.

- (iii) The intimation of vacancies and the method adopted for filling them up must be made to Personnel, Administrative Reforms and Finance Department and the details of the selected/promoted candidates must be posted on the internet in the Software developed for this purpose by NIC.

4. However, in respect of the following vacancies, HODs shall have to continue to seek NO Objective Certificate from the Personnel Department prior to filling up.

- (a) Posts that are deemed abolished or have lapsed consequent to Finance Department's Circular No. 9/2/88-FIN(R&C) dated 13-11-1997 more than 5 years ago (i.e. before 01-01-2001)
- (b) Posts for which no recruitment rules have been notified.
- (c) Vacancies, which have arisen because of Voluntary retirement given to the incumbents under a VR Scheme.

The instructions contained shall mutates mutandis apply to all the Government undertaking Corporations and Autonomous bodies, Semi-Government organizations and local bodies etc. The Managing Directors/the Chief Executive Officers and Heads of such organisation shall be responsible for the strict compliance of these instructions.

Sd/-

Yetindra M. Maralkar  
Joint Secretary (Personnel)

**Department of Personnel**

No. 2/7/76-PER (Vol.III)

Date:- 14-12-2005

**ORDER**

In supersession of Government Order No. 10/39/2005-PETS dated 3-5-2005, the Governor of Goa is pleased to order that henceforth for Group 'C' and 'D' posts, the selection shall be done by the Departmental Selection Committee as stipulated by the Order NO. 2-7-76-PER (Vol.III) (Part) dated 6<sup>th</sup> October, 2000 and the Departmental Selection Committee shall not have as a member an Officer who is on Contract or re-employed after retirement and if there happens to be such a Member he would be replaced by another regular Government Officer of requirement with the approved of the Government.

The Member of Departmental Selection Committee who is due for retirement within a period of one year should be clear from Vigilance record.

By order and in name of the Governor of Goa

Sd/-  
Gurudas P. Pilarnekar  
Joint Secretary (Personnel)

**Department of Employment**

No. 17/5/2002

Date:- 12/04/2002

**CIRCULAR**

Attention is invited to the Government Office Memorandum No. 15/5/89-HD(G) dated 27-11-1997 wherein the reservation of 2% posts in Group 'C' & 'D' categories for ex-servicemen in various Departments/Offices, was made. The points at which the posts are reserved for ex-servicemen have also been intimated to the Departments/Offices.

The ex-servicemen during their services are posted in any part of India and due to this reason they are not able to fulfil the requirement of 15 years domicile in Goa. Due to non-fulfilling of this requirement, the ex-servicemen are not able to secure Government job.

Government has, thereafter, decided that the relaxation can be granted from case to basis. The advertisements which are released for employment of ex-servicemen should indicate that in case suitable person from ex-servicemen category is not available with 15 years residence, the condition may be relaxed for ex-servicemen of Goan origin.

All the Heads of Departments/Offices are hereby informed to comply with the above decision of the Government.

By order and in the name of the  
Governor of Goa

Sd/-  
Swapnil Naik  
Joint Secretary (Home)

**Department of Personnel**

No. 2/7/76-PER (Vol.III)(Part)

Date:- 28<sup>th</sup> February, 2002**OFFICE MEMORANDUM**

**Read:-** Order of even number dated 6-10-2000 regarding re-constitution of Departmental Selection Committee and Departmental Promotion Committee.

At serial number 3 of Part-II of Order referred to above, for the "Joint Secretary (Personnel)/under Secretary (Personnel)" the following shall be substituted:-

"Next senior most officer who is looking after administration to be nominated by the Head of Department".

By order and in name of the Governor of Goa

Sd/-  
D. M. Borkar  
Under Secretary (Personnel)

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### Department of Vigilance

No. 5/46/01-VIG

Date:- 05-02-2002

### CIRCULAR

**Subject: Regarding verification of genuineness of certificate with reference to qualification.**

Investigations conducted recently into certain complaint received by the Directorate of Vigilance have revealed that some Candidates have secured jobs in a Government by producing fake certificates/documents at the time of recruitment.

In order to ensure that such cases are not prevalent elsewhere in other departments, it is considered necessary that the Heads of Departments and Appointing Authorities should carry out verification of the genuineness of Certificates showing the essential qualifications of candidates appointed in Government departments recently i.e. appointed after January 1990.

All the Heads of Departments are therefore requested to carry out such an exercise and take appropriate action in consultation with Director (Vigilance)- in case, where malpractices have been noticed and persons have been appointed on the basis of forged/false documents.

The action taken in this regard be intimated to the Director of Vigilance, at an early date.

Sd/-  
R. Raghuraman  
Secretary (Vigilance)

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### Department of Personnel

No. 2/38/75-PER (Vol.III)

Date:- 29-01-2002

### OFFICE MEMORANDUM

As per standing instructions every new recruit to a service or a post under Government at the time of his initial appointment shall declare his date of birth with documentary evidence such as matriculation certificate/birth certificate and shall submit other educational certificates etc., as required under the Recruitment Rules for the concerned post. Appointing Authorities are required to verify the certificates produced by the new recruits before issue of their appointment orders.

It has come to the notice of the Government that in the past, certain direct recruits had submitted fake certificates at the time of their initial appointment under the Government and on verification of the same, their services had been termination. In some cases, it is also observed that employees, after years of service claimed that the date of birth recorded in the Service Book/record at the time initial appointment is factually not correct by producing documentary evidence.

In order to avoid cases in future, all the Heads of Departments/Appointing Authorities are instructed to ensure that certificates produced by the direct recruits are verified invariably before issue of appointment letters. In case of any doubt Appointing Authority may send the certificates produced by the new recruits to the concerned Board/University for verification prior to their appointment or at

least immediately after their appointment, if appointment cannot be delayed Certificate copies of such Certificate may also be sent to the Personnel Department for records.

Sd/-  
D. M. Borkar  
Under Secretary (Personnel)

## Department of Personnel

No. 2/7/76-PER(Vol.II)(Part)

Date:- 6<sup>th</sup> Oct., 2000

### OFFICE MEMORANDUM

**Read:-** Order of even number dated 21-9-1995 and Addendum of even number dated 25-10-1996.

In supersession of Orders cited above, the Departmental Selection Committee and Departmental Promotion Committee for the Group 'C' posts in respect of Departments (outside Secretariat) indicated below is reconstituted as shown against them with immediate effect.

#### I For Group 'C' posts of Superintendent (Outside Sectt.)

- |  |     |          |
|--|-----|----------|
| 1. Secretary (GA)/<br>Special Secretary (GA)                 | ... | Chairman |
| 2. Joint Secretary (Per.)/<br>Under Secretary (Per.)         | ... | Member   |
| 3. Head of the Department to be<br>Nominated by the Chairman | ... | Member   |

#### II Group 'C' posts in the Departments Outside Secretariat where Head of Department has been declared as ex-officio Additional Secretary/Joint Secretary to Government.

- |  |     |          |
|--|-----|----------|
| 1. Head of Department who has been declared as<br>ex-officio Joint Secretary/Addl. Secy. to Government.  | ... | Chairman |
| 2. Senior Officer of the Department preferably dealing<br>with establishment/administrative matters not below<br>rank of Group 'A' Officer as may be selected by the<br>Head of the Department. If no Group 'A' Officer is<br>available in the Department, a Group 'B' Officer as<br>selected by the Head of the Department. | ... | Member   |
| 3. Joint Secretary (Per.)/<br>Under Secretary (Per.)   | ... | Member   |

#### III For all Group 'C' posts (Outside Secretariat) with exception of Governor's Secretariat, Raj Bhawan Dona Paula, Office of the Resident Commissioner and Goa Sadan, New Delhi where Head of the Department is not an ex-officio Addl. Secretary/Joint Secretary.

- |   |     |          |
|---|-----|----------|
| 1. Head of Department   | ... | Chairman |
| 2. Senior Officer of the Deptt. preferably dealing<br>with establishment/administrative matters not below<br>rank of Group 'A' Officer as may be selected by the<br>Head of the Deptt. If no Group 'A' Officer is<br>available in the Department, a Group 'B' Officer as<br>selected by the Head of the Department. | ... | Member   |



3. Joint Secretary/Under Secretary of Administrative ... Member  
Department.

By order and in the name of the Governor of Goa

Sd/-  
D. C. Sahoo  
Joint Secretary (Personnel)

### Department of Personnel

No. 2/7/76-PER(Vol.III) (Part)

Date:- 13<sup>th</sup> June, 2000

### OFFICE MEMORANDUM

**Subject: Validity period of list of selection candidates prepared on the basis of direct recruitment/Departmental Competitive Examination/Promotion.**

A reference is invited to the O.M. No. 2/7/76-PER (Vol. II) dated 1-3-1985 cited in O.M. No. 2/7/76-PER(Vol. II) (Part file) dated 1-3-1993, on the subject mentioned above.

2. It has been observed that in many cases Departmental Selection Committees have not prepared the list of selected candidates on the basis of number of actual vacancies available in the Department and vacancies likely to occur in the year in which they meet. In some cases it was noticed that the D.S.Cs prepared a lengthy list of selected candidates i.e. more than the number of vacancies available in the Department.

3. In view of the above, the Government has decided that D.S.Cs. while drawing up the list of selected candidates, hereafter, should restrict the select list of candidates to the extent of declared number of vacancies in a particular year and the vacancies likely to occur during the year in which it meets. The select list so drawn will be valid for a period of one year. Consequently, all the lists of selected candidates which are one year old will be invalid.

4. As regards select list drawn by the Departmental Promotion Committee, it is stated that the D.P.C. meets every year to consider officers for promotion, against the available vacancies and the vacancies likely to occur in the said year. Therefore, it is decided that the validity of the select list drawn by D.P.C. henceforth will be valid for a period of six months. Its validity can be extended beyond the period of six months with the approval of the Competent Authority

5. Instructions issued earlier in this regard, shall stand modified to the extent indicated in the this O.M.

6. Receipt of this O.M. may be acknowledged.

Sd/-  
D.M. Borkar  
Under Secretary (Personnel)

### Department of Employment

No. 2/296/EST/EE/98/P.F

Date:- 18<sup>th</sup> August, 1998

### CIRCULAR

In terms of the Government Circular No. 1/16/72-LAB dated 24-8-1972, recruitment to all posts in the Government as well as Quasi-Government Institutions, statutory bodies like Municipalities, Panchayats, Boards, etc., irrespective of the duration and nature of the vacancies, including the daily wages, casual, work charged, NMR and the like staff, etc., was required to be carried out through the Employment Exchange.

The issue of recruiting staff in the Government as well as Quasi-Government Institutions, statutory bodies like Municipalities, Panchayats, Boards, etc., through the Employment Exchanges only, has been carefully examined in the light of the judgement passed by the Hon'ble Supreme Court of India, Civil Appellate Jurisdiction, in Civil Appeal No. 8598/8676 of 1993, in the case of Excise

Superintendent, Malkapatnam, Krishna District, Andhra Pradesh V/s K.B.N. Vishveshwara Rao and others.

It has now been decided that the existing procedure of calling names from the Employment Exchange, to recruit all the staff, irrespective of their nature and duration, in the Government as well as Quasi-Government Institutions, statutory bodies like Municipalities, Panchayats, etc., should be followed. However, in addition, vacancies may be advertised through the newspaper having wide circulation, Government Gazette, Doordarshan, Akshwani, employment news bulletins and through display on the office Notice Boards, by elaborating the requirements, i.e. qualifications, experience, 15 years residential certificate, age, etc., required for filling the required posts. The candidates who apply for the post in response to such advertisement should also be considered along with the candidates sponsored by the Employment Exchange.

Once the selection is made and a candidate is appointed against a post, the name of the candidate, along with his address and employment exchange registration number, should be communicated to the Employment Exchange. The instructions issued under Circular No. 1/16/72-LAB dated 24-8-1972 as referred to above, therefore stand modified accordingly.

All Heads of Departments/Offices and Officials responsible for the management of Quasi-Government Institutions and statutory bodies, i.e. Municipalities, Panchayats, etc., should strictly comply with these instructions.

Receipt of this Circular may please be acknowledge.

By order and in the name of the Governor of Goa

Sd/-  
Rakesh Mehta  
Secretary (Labour)

### Department of Personnel

No. 12/11/87-PER

Date:- 30-08-2002

A copy of Government of India, Ministry of Personnel, Public Grievances and Pension Department of Personnel & Training New Delhi letter No. 14021/1/97-Estt(D) dated 17/06/1998 reproduced below for information of

1. All Department/Offices in Secretariat.
2. All Heads of Departments/Offices.

Sd/-  
D. M. Borkar  
Joint Secretary (Personnel)

### Department of Personnel & Training Ministry of Personnel, Public Grievances and Pensions

No. 14021/1/97-Estt(D)

Date:- 17<sup>th</sup> June, 1998

To,

Shri S. S. Keshkamat,  
Joint Secretary (Personnel)  
Government of Goa  
D/o Personnel & Training,  
Secretariate, Panaji,

**Subject: Recognition of Secondary School Certificate of National Open School, Delhi.**

Sir,

I am directed to refer to your letter No. 12/11/87-PER dated 27<sup>th</sup> April, 1998 on the above noted subject & to say that National Open School, New Delhi is a registered Society and the Secondary

School Examination Certificate issued by National Open School is equivalent to Matriculation/Class X Examination conducted by other recognized Boards in India. Hence the said certificate is valid for recruiting the staff to the post of L.D.C. or other posts in Government Departments.

Yours Faithfully,  
Sd/-  
K. Mathu Kumar  
Desk Officer

### Department of Personnel

No. 2/7/76-PER (Vol. III)/(Part)

Date:- 11<sup>th</sup> December, 1997

#### ORDER

**Read:-** Order No. 2/7/76-PER (Vol. III) (Part) dated 18-9-1997.

In partial modification of the above, Government order the Departmental Selection Committee and Departmental promotion Committee for Group 'C' & 'D' posts in Government Colleges shall be as follows:-

- |   |     |   |
|---|-----|---|
| (i) Principal   | ... | Chairman  |
| (ii) Senior Faculty Member to be nominated by the Principal | ... | Member  |
| (iii) Joint Secretary (Personnel)                           | ... | Member  |
|   |     | By order and in the name of the Governor of Goa |
|   |     | Sd/-  |
|   |     | D. M. Borkar                                    |
|   |     | Joint Secretary (Personnel)                     |

### Department of Personnel

No. 2/7/76-PER (Vol. III) (Part)

Date:- 18/09/1997

#### ORDER

The Departmental Selection Committee and Departmental Promotion Committee for Group 'C' & 'D' posts in respect of Department indicated below is constituted as shown against them with immediate effect.

#### A - Government Colleges:-

- 1) Goa College of Architecture, Miramar.
- 2) Government College, Sankhelim, Goa.
- 3) Government College, Pernem, Goa.
- 4) Government College, Quepem, Goa.
- 5) Government College, Khandola, Marcela, Goa.
- 6) Goa College of Home Science, Panaji.
- 7) Goa College of Art, Panaji.
- 8) Goa College of Music, Panaji.

- |                                  |   |          |
|----------------------------------|---|----------|
| i) Principal                     | — | Chairman |
| ii) Senior most Faculty Member   | — | Member   |
| iii) Joint Secretary (Personnel) | — | Member   |

#### B - Directorate of Vigilance

- |                                  |   |          |
|----------------------------------|---|----------|
| i) Director of Vigilance         | — | Chairman |
| ii) Deputy Director (Vigilance)  | — | Member   |
| iii) Joint Secretary (Personnel) | — | Member   |

By order and in the name of the  
Governor of Goa

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

### Department of Finance (Rev. & Cont.)

No. 9/2/88-Fin(R&C)

Date:- 13<sup>th</sup> November, 1997

#### OFFICE MEMORANDUM

##### Subject: Filling up of vacant posts.

Government is pleased to decide that in supersession of all previous orders on this subject, all existing and newly created vacant post shall be filled up within a period of two years by the concerned Appointing Authorities/Heads of Departments. Posts remaining vacant for a period exceeding two years shall lapse automatically unless formally revived in accordance with the procedure laid down in Government Circular No. 3/19/92-ARD dated 16-4-1996.

2. The decision and procedure indicated above shall be implemented strictly by all Appointing Authorities/Heads of Departments.

Sd/-  
S. V. Madkaikar  
Under Secretary (Fin-Exp)

### Department of Personnel

No. 2/7/76-PER (Vol. III) (Part)

Date:- 25-10-1996

#### ADDENDUM

**Read:-** Order No. 2/7/76-PER(Vol.III) (Part) dated 21-12-1995.

The sub-title of Departmental Selection Committee/Department Promotion Committee at serial No. II of Order dated cited above may be read as follows:-

“II- Group ‘C’ posts in the Office of Registrar of Co-operative Societies, Office of the Director of Panchayats and all other offices where Head of Department has been declared as ex-officio Additional Secretary/Joint Secretary/Under Secretary to Government”..

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

### Department of Administrative Reforms

No. 3/19/92-ARD

Date:- 16-04-1996

#### CIRCULAR

In supersession of Circular No. 3/101/96-ARD dated 24-1-1996 and in view of the instructions contained in Finance Department O.M. No. 9-2-88-Fin(R&C) dated 18-9-1995, all concerned are hereby informed that, a newly created post which could not be filled up within a period of 2 years from the date of its creation, but thereafter needs to be filled up, may be got revived for filling up

within a period of one year with the approval may be Finance Department for the above purpose. Requisite proposal may be submitted to the Finance Department directly through the Administrative Department in the Secretariat.

In case for any reason, if a newly created post could not be filled up within a total period of 3 years from the date of initial creation in the manner stated above, such post shall be deemed to have been abolished.

If however, filling up of such post is considered absolutely essential, proposal for revival may be submitted to the Department of Administrative Reforms for examination and recommendation by the work Study Unit, through the Administrative Department. The Department of Administrative Reforms will make necessary recommendation for revival of such post after due examination and assessment, as if the proposal is for creation of new post. Thereafter the post may be revived with the approval of Finance Department.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

### Department of Personnel

No. 2/7/76-PER(Vol. III) (Part)

Date:- 21<sup>st</sup> December, 1995

#### ORDER

In supersession of all orders issued, the Departmental Selection Committee and Departmental Promotion Committee for the Group 'C' posts in respect of Departments (outside Secretariat) indicated below is reconstituted as shown against them with immediate effect.

#### **I For Group 'C' posts of Superintendent (Outside Secretariate)**

- |  |     |          |
|--|-----|----------|
| 1. Secretary (GA)/<br>Special Secretary (GA)                 | ... | Chairman |
| 2. Joint Secretary (Per.)/<br>Under Secretary (Per.)         | ... | Member   |
| 3. Head of the Department to be<br>Nominated by the Chairman | ... | Member   |

#### **II For Group 'C' posts in the Office Registrar of Co-operative Societies, Officer of Director of Panchayats and all other offices where Head of Department has been declared as ex-officio Joint Secretary to Government.**

- |   |     |          |
|---|-----|----------|
| 1. Head of Department who has been declared as<br>ex-officio Joint Secretary to Government. | ... | Chairman |
| 2. Next Senior most Officer in the Department   | ... | Member   |
| 3. Joint Secretary (Per.)/<br>Under Secretary (Per.)  | ... | Member   |

#### **III For all Group 'C' posts (Outside Secretariat) with exception of Governor's Secretariat, Raj Bhawan Dona Paula, Office of the Resident Commissioner and Goa Sadan, New Delhi.**

- |   |     |          |
|---|-----|----------|
| 1. Head of Department   | ... | Chairman |
| 2. Seniormost Officer in the Department                             | ... | Member   |
| 3. Joint Secretary/Under Secretary of Administration<br>Department. | ... | Member   |

By order and in the name of the  
Governor of Goa  
Sd/-

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**Department of Finance (Rev. & Cont.)**

No. 9/2/88-Fin(R&amp;C)

Date:- 18<sup>th</sup> September, 1995**OFFICE MEMORANDUM**

The matter regarding extension of time-limit for filling up of newly created posts beyond six months was under consideration of Government for quit sometime as this Department was receiving proposals from various Departments for revival of posts which could not be filled up within six months due to various administrative and technical difficulties and also due to framing of Recruitment Rules. In the areas where such newly created posts could not be filled up within the stipulated period the posts lapse and needs to be revived by following the proper procedure.

2. In the light of position indicated above, the matter is examined by Finance Department taking into consideration the difficulties encountered by various Departments in filling up of posts within the prescribed period and it is now decided by the Government to extent the time limit for filling up of newly created posts for a period of two years.

3. All the appointing authorities should take steps for filling up newly created posts within the above period of two years so that the posts are not lapsed.

Sd/-  
S. V. Madkaikar  
Under Secretary (Finance-Exp)

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**Department of Personnel**

No. 2/7/76-PER (Vol.II) (Part File)

Date:- 4<sup>th</sup> February, 1993**Read: i)** O. M. No. 2/7/76-PER(Vol.II) dated 1-3-1985**OFFICE MEMORANDUM**

Attention is invited to the Government of India, Ministry of Home Affairs O.M. No. 22011/2/79-Estt(D) dated 8-2-1982 which was circulated under this Department's O.M. No. 2/7/76-PER(Vol.II) dated 1-3-1985. The O.M. contained guidelines on the validity of panel of selected candidates for direct recruitment, prepared on the basis of recommendation of the Departmental Selection Committee.

2. According to the above guidelines there is no limit on the period of validity of the list of selected candidates, it is however desired that list of selected candidates should correspond to the number of existing vacancies, or at the most, vacancies likely to occur during the year.

3. Recently, it has been observed that same departments are proposing to make fresh panel by cancelling the earlier panel which is not correct.

4. All concerned, are, therefore, requested to again take note of the instructions contained in the aforesaid O.M. for strict compliance.

Sd/-  
G. J. Prabhudessai  
Under Secretary (Personnel)

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**Department of Labour**

No. 21/32/90-LAB

Date:- 08-07-1992

**NOTIFICATION**

The Government of Goa is pleased to almond the Government Notification of even number dated 9-7-1991 (hereinafter called the said Notification) as follows:-

In the first proviso to the said Notification, after clause (c), the following clause shall be inserted, namely:-

“(f) Spouse of Defence personnel residing in Goa as a result of transfer of their husband and spouses of persons of Goa origin who are born/brought up outside can but settled in Goa after their marriage and there persons who have settled in Goa subsequent to marrying a girl of goan origin.

By order and in the name of the  
Governor of Goa  
Sd/-  
V. G. Manerkar  
Under Secretary (Labour)

**Department of Labour**

No. 21/32/90-LAB

Date:- 20-09-1991

**Read:** Government Notification of even number dated 9-7-91

**ADDENDUM**

**Sub: Registration in the Employment Exchange-New Guidelines for domiciles Certificates.**

After the clause (d) of the 6<sup>th</sup> Para of the Government Notification quoted above the following Para shall be added.

(e) “Children of Central Government Servants of Goa origin who after retirement have settled down in Goa”.

Sd/-  
V. G. Manerkar  
Under Secretary (Labour)

**Department of Labour**

No. 21/32/90-LAB

Date:- 09-07-1991

**NOTIFICATION**

**Subject: Registration in the Employment Exchange-New Guidelines for domiciles Certificates.**

Whereas the unemployment problem in the State of Goa has become so acute that even inspite of best efforts in this direction by the Government the problem remains unsolved.

And whereas even the vacancies created are being consumed largely by the persons coming from outside the State of Goa by producing residential certificate issued by the Mamlatdar on the basis of report of the Talathis certifying that they had been residing in the State of Goa for the last six months and on the strength of ration cards and that they are residing within the jurisdiction of the Employment Exchange.

And whereas it has been found that some of the registrants stand on the Live Register of their own States including in the State of Goa, thus enjoining the benefits of Employment Assistance as available in this State as well as the neighbouring States and thereby depriving the job opportunities to the local people.

Now therefore, in order to ensure that the people of the State of Goa get a fair deal in this State in the matter of job opportunities and to do away with the practice of dual registration in respect of registrants from other States for employment assistance in this State, the Government hereby directs that no application of any person shall be registered in any Employment Exchange in the State of Goa

unless the person has resided in the State of Goa for not less than fifteen years at any time prior to making of such application. It is further decided that children of people of Goan origin who are residing outside the State shall be exempted from this restriction. The term Goa origin would imply that at least either the mother or the father should be Goan.

The certificate of residence of fifteen years in the State of Goa issued by the Mamlatdar of respective Taluka shall only be accepted for the purpose of registration in the Employment Exchange.

Provided that nothing in this Notification shall be applicable to:-

- (a) Ex-Servicemen/Spouse and to their children who are residing in the State of Goa;
- (b) The Children of Central Government Servants;
- (c) The children of State Government servants working outside the State;
- (d) Children of persons employed in Public Sector Undertakings.

Provided further that the Government may for reasons to be recorded in writing and subject to the provisions of National Employment Service Manual direct the registration of any application in any Employment Exchange in the State of Goa.

By order and in the name of the  
Governor of Goa

Sd/-

Subhash V. Elekar  
Joint Secretary (Labour)

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### Department of Personnel

No. 2/7/76-PER(Vol.II)

Date:- 19<sup>th</sup> July, 1988

### CIRCULAR

**Subject: Validity period of list of selected candidates prepared on the basis of direct recruitment/Departmental Competitive Examination.**

A reference is invited to the Office Memorandum of even number dated 1-3-85 forwarding therewith a copy of the O.M. No. 22011/2/79-Estt(D) dated 8-2-82 of the Department of Personnel & Administrative Reforms, Government of India, on the subject mentioned above.

2. It has been observed that various Departments do not base the list of selected candidates on the number of actual vacancies available in the Department and vacancies likely to arise in future during a particular year. In some cases it was noticed that the Departments had prepared list of selected candidates much more than the extent of number of vacancies available in the Department.

3. The undersigned is directed to state that the Government has decided that while drawing up the list of selected candidates by the various Departments hereafter they should restrict the list of candidates to the extent of declared number of vacancies in a particular year and the vacancies likely to occur during the said year.

4. There will be no other waiting list.

Sd/-

Smt. Prabha Chandran  
Under Secretary (Personnel)

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### Department of Personnel

No. 2/7/76-PER(Vol.II)

Date:- 01-03-1985

### OFFICE MEMORANDUM

A copy of the Government of India's Ministry of Home Affairs O.M. No. 22011/2/79-Estt(D) dated 8-2-1982 is forwarded herewith for information and necessary action to:-



**Department of Personnel & A.R  
Ministry of Home Affairs**

No. 22011/2/79-Estt(D)

Date:- 8<sup>th</sup> Feb, 1982

**OFFICE MEMORANDUM**

**Subject: Validity period of list of selected candidates prepared on the basis of direct recruitment/ Departmental Competitive Examination.**

The undersigned is directed to say that references are being received from time to time from Ministries/Departments enquiring as to what should be the validity period of a list of selected candidates prepared on the basis of direct recruitment of Departmental Competitive Examination.

2. Normally, in the case of direct recruitment a list of selected candidates is prepared to the extent of the number of vacancies (other persons found suitable being put on a reserve list, in case some of the persons on the list of selected candidates do not become available for appointment). Similarly, in the case of Departmental competitive Examination, the list of selected candidates has to be based on the number of vacancies on the date of declaration of results, as the examination is competitive and selection is based on merit. A problem may arise when selected candidates is announced.

3. The matter has been carefully considered. Normally recruitment whether from the open market or through a Departmental Competitive Examination should take place only when there are no candidates available from an earlier list of selected candidates? However, there is a likelihood of vacancies arising in future in case, names of selected candidates are already available, there should either be no further recruitment till the available selected candidates are absorbed or the declared vacancies for the next examination should take into account the number of persons already on the list of selected candidates awaiting appointment. This, there would be no limit on the period of validity of the list of selected candidates proposed to the extent of declared vacancies, either by the method of direct recruitment or through a Departmental Competitive examination.

4. Once person is declared successful according to merit list of selected candidates which is based on the declared number appoint him even if the number of vacancies undergoes a change after his name has been included in the list of selected candidates. Thus, where selected candidates till all the selected candidates are should either be postponed till all the selected candidates are accommodated or alternatively intake for the next recruitment reduced by the number of candidates already awaiting, appointment should be given appointments first before starting appointments from a fresh list from a subsequent recruitment or examination.

5. Ministry of Finance etc. are requested to bring the above instructions to the notice of all the appointing authorities under them for information and guidance.

Sd/-  
J. K. Sarma  
Director

**Department of Social**

No. 2/38/75-SPL

Date:- 4<sup>th</sup> November, 1975

**CIRCULAR**

In the circular No. OSD/RRVS/Misc. B/89 dated 3<sup>rd</sup> October, 1969 issued by this Department, it was laid down that candidates who were within the upper age limit prescribed for a post at the time of interview/selection should be deemed to satisfy the age condition at the time of appointment to the same post in on the date of appointment the candidate has crossed the upper age limit.

The Government of India Cabinet Secretariat has since issued the office memorandum No. 2/66/71/EST (D) dated 10<sup>th</sup> September, 1975. According to this O.M. the crucial date for determining the age limit will in each case be the closing date for receipt of application in India (other than Andaman Nicobar Island and Lakshadweep). In respect of posts the appointment to which are made through the Employment Exchange, the crucial date determining the age limit will in each case be last upto which the Employment Exchange are asked to submit the names.

The provisions of this Department's aforesaid dated 3<sup>rd</sup> October, 1969 stand therefore superseded.

Sd/-  
T. Kipgen  
Chief Secretary

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### Special Department

No. SPL-Est-2065

Dated 31/12/1973

### CIRCULAR

All Heads of Department/Offices are aware that the educational qualifications prescribed in the Recruitment Rules for various class IV posts in "Middle Class".

A question has been raised as to which standard "Middle Class" is equivalent where S.S.C.E. is 11<sup>th</sup> Standard and also where S.S.C.E. is 10<sup>th</sup> Standard for purpose of employment in Government service.

On a reference made to the Government of India, Ministry of Education and Social Welfare, New Delhi, it has been clarified that the middle stage is the stage the passing of which entitles one to be admitted to the Secondary stage and its duration, which is normally 7 to 8 years, is not dependent on the total duration of the School course. Since the middle stage in this Union Territory extends over seven years of schooling within 11 years of Secondary education, it has been decided that a pass in 7<sup>th</sup> standard be treated as equivalent to pass in "Middle Class" for purpose of employment in Government service.

Sd/-  
(M.K. Bhandare)  
Deputy Secretary (Appointment)

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**B. PROMOTION / CONFIRMATION /  
DEPARTMENTAL PROMOTION COMMITTEE****Department of Personnel**

No. 10/2/2006-PETS

Date:- 03-09-2018

**CIRCULAR**

The Government vide circular No. 10/2/2006-PETS/1387 dated 27-04-2018 issued instructions to consider the cases of confirmation of the PETS Drivers who were given the offer of appointment by HOD's, incorporating clause in all offer of appointment to the post of Drivers stipulating the condition that these appointment shall be "subject to further orders that may be passed by the Hon'ble High Court in Writ Petition No. 318 of 2006 (MCA No. 514 of 2006)".

All the Departments/Officers are hereby requested to furnish the action taken report on the instructions issued in the aforesaid Circular within a week's time, so as to examine the issue further.

Sd/-

Harish N. Adconkar  
Under Secretary (Personnel-I)**Department of Personnel**

No. 10/2/2006-PETS/1387

Date:- 27-04-2018

**CIRCULAR****Read:-** Circular No. 10/2/2006-PETS dated 11-09-2006

Vide circular cited in preamble, directions were issued to all Heads of Departments/Offices to incorporate a clause in all offer of appointments to the post of Drivers, that these appointment shall be "subject to further orders that may be passed by the Hon'ble High Court in Writ Petition No. 318 of 2006 (MCA No. 514 of 2006)".

In this regard, the Hon'ble High Court pleased to dispose the above referred Writ Petition as the grievance of the petitioners therein no more survives.

This office has received representations from various Departments regarding difficulties in confirmation of these Drivers due to incorporation of the condition that their services are subject to outcome/order that may be passed in the above mentioned Writ Petition.

Now, since the above referred Writ Petition has been disposed off by the Hon'ble High Court as the grievance of the petitioners therein no more survives, the restrictions imposed by above referred circular ceases to exist.

In view of this, all the Head of Departments/Offices are hereby directed to consider the cases of confirmation of the concerned Drivers who were given the offer of appointment by mentioning above referred restrictions, as per prevailing Rules in force.

Sd/-

Harish N. Adconkar  
Under Secretary (Per-I)

**Department of Personnel**

No. 2/38/75—PER(Vol. IV) (1)/PF

Date:-06-10-2017

**OFFICE MEMORANDUM**

- Read:-** 1) O.M. No. 2/38/75-PER(Vol. II) Part dated 25-06-1992  
2) O.M. No. 2/38/75-PER(Vol. IV) (1) dated 25-07-2014  
3) O.M. No. 2/38/75-PER(Vol. IV) (1) dated 18-11-2016  
4) O.M. No. 2/38/75-PER(Vol. IV) (1) dated 15-05-2017

The timeline to extend ad-hoc promotion stipulated in para 2 of the O.M. dated 15-05-2017 stands extended upto 31-12-2017.

These issues with concurrence of Goa Public Service Commission conveyed vide their letter No. COM/5/3/55(3)/89/861 dated 05-10-2017.

Sd/-  
Shashank V. Thakur  
Under Secretary (Personnel-II)

**Department of Personnel**

No. 2/38/75—PER(Vol.IV) (1)

Date:-15-05-2017

**OFFICE MEMORANDUM**

- Read:-** 1) O.M. No. 2/38/75-PER(Vol.II) Part dated 25-06-1992  
2) O.M. No. 2/38/75-PER(Vol.IV) (1) dated 25-07-2014  
3) O.M. No. 2/38/75-PER(Vol.IV) (1) dated 18-11-2016

This Department has issued various instructions for appointment/promotion to be made on ad-hoc basis where there is a clear vacancy and Recruitment Rules are notified. In spite of these instructions, Departments still resort to ad-hoc promotion/appointment and thereafter no attempts are made to regularize their service. This has resulted in many cases the stoppage of salary due to non timely granting of extension to ad-hoc services.

Now in order to avoid any hardship to the employees, who have been promoted on ad-hoc basis, it has been decided that as a onetime measure such promotion beyond a period of one year will be considered for extension upto the period ending 30-09-2017, in consultation with Goa Public Service Commission.

All Heads of Departments are, therefore, requested to refer the proposal for such extension to the Goa Public Service Commission not later than 30-05-2017 for consideration. Similarly, the proposal for regular promotion may also be forwarded to GPSC for processing, where clear vacancies exist and recruitment rules are notified. Wherever, it is not possible to fill up the post on regular basis after 30-09-2017, in all such cases the Department may take immediate steps to revert the officer/officials who are on ad-hoc to their substantive post.

Further, it has been observed by the Government that in many cases the Department has considered the filling up post on ad-hoc basis against clear direct recruitment post. In such cases the appointment is required to be made on temporary basis and not on ad-hoc basis.

This O.M. is issued in pursuance to the letter No. COM/5/3/55(33)/89/92 dated 25-04-2017 received from Goa Public Service Commission.

Sd/-  
Shashank V. Thakur  
Under Secretary (Personnel-II)

**Department of Personnel**

No. 12/14/89-PER(Part)

Date:- 03-05-2017

**CIRCULAR**

This Department has been issuing instructions/guidelines from time to time laying down the principles to be followed in cases of lifting of probation/confirmation of persons appointed to Government service.

However, it is observed that some of the appointing authorities are not complying the above instructions/guidelines which has resulted in delay in lifting of probation/confirmation. Such tendency of Department not only delays the entire process but also harms the future prospects of the employees.

All Head of Departments/Officers are therefore, requested to furnish details of non lifting of probation/confirmation which are delayed for more than one year in the proforma appended herewith on or before 26-05-2017.

Sd/-  
Shashank Thakur  
Under Secretary (Personnel-II)

**Proforma****Name of the Department:-**

Number of non-lifting of probation/confirmation cases for more than 1 year				
Sr. No.	Group			Reasons for delay and the steps the Department has taken in this regard
	A	B	C	
1	2	3	4	5

**Department of Personnel**

No. 2/38/75-PER(Vol.IV)(1)

Date:- 18-11-2016

**OFFICE MEMORANDUM**

Attention of all Heads of Departments is invited to this Department's Office Memorandum No. 2/38/75-PER(Vol.IV) dated 15-12-2003, 20-05-2004, 17-03-2005, 15-04-2009 and Office Memorandum No. 2/38/75-PER(Vol.IV)(1) dated 25-07-2014 and 16-03-2016 wherein, instructions have been issued regarding ad-hoc appointments/promotions.

It is made crystal clear vide O.M. No. 2/38/75-Per(Vol.II) Part dated 25-06-1992 that no ad-hoc appointment/promotion should be made where there is a clear vacancy and Recruitment Rules are notified. In spite of this, Departments still resort to ad-hoc promotion/appointment in violation of instructions contained in above O.M., and the Government has taken a serious view of such actions on the part of the Departments.

Although such ad-hoc appointment do not entitle the incumbents for a regular appointment, continuous officiating in the post evidently creates a sort of claim over the post held by the employee thereby may make it difficult to terminate such appointments.

All Head of Departments/Officers are therefore, requested to initiate immediate action to regularize appointments/promotions where clear vacancies are available. The Departments shall resort to adhoc appointments/promotions and extension thereof only in exceptional circumstances, with reasons to be recorded in writing.

This O.M. is issued in supersession of the O.M. dated 16-03-2016.

Sd/-  
Shashank Thakur  
Under Secretary (Personnel-II)

**Department of Finance (Revenue & Control)**

No. 8/1/2016-Fin (R&amp;C)

Date:- 29-09-2017

**OFFICE MEMORANDUM****Read:-** Order No. 8/1/2016-Fin (R & C) dated 30-11-2016

In pursuance to the Order read above, the following Office Memoranda are adopted by the State Government:

1. Office Memorandum No. 13/02/2017-Esstt.(Pay-I) dated 27th July, 2017 issued by the DOPT, Ministry of Personnel, Public Grievances and Pensions, Government of India regarding availability of option for fixation of pay on promotion from the Date of Next Increment (DNI) in the lower post and method of fixation of pay from DNI, if opted for, in context of CCS(RP) Rules, 2016.
2. Office Memorandum No. I-6/2016-IC (Pt.) dated 29th September, 2016 issued by the Government of India, Department of Expenditure, Implementation Cell, clarifications regarding fixation of pay and grant of increment in the revised pay structure.

The Office Memoranda referred above are available on the website of the Directorate of Accounts, [www.accounts.goa.gov.in](http://www.accounts.goa.gov.in).

Sd/-

Sushama D. Kamat  
Under Secretary Fin (R & C)**Department of Personnel & Training**

No. 13/02/2017 Estt.(Pay I)

Date:-27<sup>th</sup> July, 2017**OFFICE MEMORANDUM**

**Subject:- Availability of option for fixation of pay on promotion from the Date of Next Increment (DNI) in the lower post and method of fixation of pay from DNI, if opted for, in context of CCS (RP) Rules, 2016-regarding.**

Prior to implementation of 6<sup>th</sup> CPC Report, the pay fixation on promotion was governed by provisions of FR22(I)(a)(1). In 6<sup>th</sup> CPC context, the first part of FR 22(I)(a)(1) was replaced by Rule 13 of CCS (RP) Rules, 2008. Similarly, consequent upon implementation of CCS (RP) Rules, 2016 in 7<sup>th</sup> CPC context, the pay fixation on promotion is regulated by the provisions of Rule 13 of CCS (RP) Rules, 2016. This rule regulates pay fixation on promotion if the same is opted by the employee from the date of promotion itself. The issue of relevancy of provisions of FR 22(I)(a)(1) as well as the methodology of fixation of pay on promotion to a post carrying duties and responsibilities of greater importance, of a Government Servant in case he opts for pay fixation from the Date of Next Increment (DNI) has been considered in this Department.

2. In this context, proviso under FR 22(I)(a)(1) inter-alia provides that the Government Servant (other than those appointed on deputation basis to ex-cadre post or on ad-hoc basis or on direct recruitment basis) shall have the option, to be exercised within one month from the date of promotion, to have the pay fixed under this rule from the date of such promotion or to have the pay fixed from the date of accrual of next increment in the scale of the pay in lower grade.
3. After due consideration in this matter, the President is pleased to decide as follows:
  - (i) FR 22(I)(a)(1) holds good with regard to availability of option clause for pay fixation, to a Government Servant holding a post, other than a tenure post, in a substantive or temporary or officiating capacity, who is promoted or appointed in a substantive, temporary or officiating capacity, as the case may be, subject to the fulfillment of the eligibility conditions as prescribed in the relevant Recruitment Rules, to another post carrying duties or responsibilities of greater importance than those attaching to the post held by him/her.

Such Government Servant may opt to have his/her pay fixed from the Date of his/her Next Increment (either 1<sup>st</sup> July or 1<sup>st</sup> January, as the case may be) accruing in the Level of the post from which he/she is promoted, except in cases of appointment on deputation basis to an ex-cadre post or on direct recruitment basis or appointment/promotion on ad-hoc basis.

- (ii) In case consequent upon his/her promotion, the Government Servant opts to have his/her pay fixed from the date of his/her next increment (either 1<sup>st</sup> July or 1<sup>st</sup> January, as the case may be) in the Level of the post from which Government Servant is promoted then, from the date of promotion till his/her DNI, the Government Servant shall be placed at the next higher cell in the level of the post to which he/she is promoted.

**Illustration:**

1	Level in the revised pay structure: Level 4	Pay Band	5200-20200				
2	Basic Pay in the revised pay structure: 29600	Grade Pay	1800	1900	2000	2400	2800
3	Granted promotion in Level 5	Levels	1	2	3	4	5
		1	18000	19900	21700	25500	29200
		2	18500	20500	22400	26300	30100
		3	19100	21100	23100	27100	31000
		4	19700	21700	23800	27900	31900
		5	20300	22400	24500	28700	32900
		6	20900	23100	25200	29600	33900
		7	21500	23800	26000	30500	34900
		8	22100	24500	26800	31400	35900
		9	22800	25200	27600	32300	37000
		10	23500	26000	28400	33300	38100

- (iii) Subsequently, on DNI in the level of the post to which Government Servant is promoted, his/her Pay will be re-fixed and two increments (one accrued on account of annual increment and the second accrued on account of promotion) may be granted in the Level from which the Government Servant is promoted and he/she shall be placed, at a Cell equal to the figure so arrived, in the Level of the post to which he/she is promoted; and if no such Cell is available in the Level to which he/she is promoted, he/she shall be placed at the next higher Cell in that Level.

**Illustration:**

1	Level in the revised pay structure: Level 4	Pay Band	5200-20200				
2	Basic Pay in the revised pay structure: 29600	Grade Pay	1800	1900	2000	2400	2800
3	Granted promotion in Level 5	Levels	1	2	3	4	5
		1	18000	19900	21700	25500	29200
		2	18500	20500	22400	26300	30100
		3	19100	21100	23100	27100	31000
		4	19700	21700	23800	27900	31900
		5	20300	22400	24500	28700	32900
		6	20900	23100	25200	29600	33900
		7	21500	23800	26000	30500	34900
		8	22100	24500	26800	31400	35900
		9	22800	25200	27600	32300	37000
		10	23500	26000	28400	33300	38100

- (iii) In such cases where Government Servant opts to have his/her pay fixed from the date of his/her next increment in the Level of the post from which he/she is promoted, the next increment as well as Date of Next increment (DNI) will be regulated accordingly.
4. It is further reiterated that in order to enable the officials to exercise the option within the time limit prescribed, the option clause for pay fixation on promotion with effect from date of promotion/DNI shall invariably be incorporated in the promotion/appointment order so that there are no cases of delay in exercising the options due to administrative lapse.
5. In so far as their application to the employees belonging to the Indian Audit and Accounts Department is concerned, these orders issue in consultation with the Comptroller & Auditor General of India.

Sd/-  
Shashank V. Thakur  
Under Secretary (Personnel-II)

### Department of Expenditure Implementation Cell

No. 1-6/2016-IC(Pt)

Date:- 29<sup>th</sup> September, 2016

### OFFICE MEMORANDUM

**Subject:- Fixation of pay and grant of increment in the revised pay structure clarification-regarding.**

Following the notification of Central Civil Services (Revised Pay) Rules, 2016, this Department has received references seeking clarifications regarding various aspects of fixation of pay in the revised pay structure as also pay fixation and grant of increment in future under revised pay structure. The matter has been considered in this Department and the points of doubts are clarified as under.

Sl. No.	Point of doubt	Clarification
1.	<p>As per the provisions of FR 22 (I) (a) (1), the Government servants (other than those appointed on deputation to ex-cadre post or ad-hoc basis or on direct recruitment basis) have the option, to be exercised within one month from the date of promotion, to have the pay fixed under this rule from the date of such promotion/appointment or from the date of next increment.</p> <p>Some of the employees, promoted between 01-01-2016 and the date of notification of CCS (RP) Rules, 2016 had opted for their pay fixation on promotion/financial up-gradation under MACPS from the date of their next increment in the lower grade. Consequent upon notification of CCS (RP) Rules, 2016 i.e. 25<sup>th</sup> July, 2016, the option submitted by such employees has now turned out to be disadvantageous.</p> <p>Whether such employees may be allowed to reverse their option under FR 22 (I) (a) (1) at this stage.</p>	<p>Under the changed circumstances after notification of CCS (RP) Rules, 2016, the employees may be, 2016, the employee may be allowed to exercise revised option for fixation of pay under FR 22(I)(a)(1). Such revised option shall be exercised within one month of issue of this OM. Option so revised, shall be final</p>
2.	<p>Whether employees appointed/promoted/granted financial up-gradation during 02-01-2015 and 01-07-2015 will be entitled to grant of one increment on 01-01-2016.</p>	<p>Since the provisions of CCS (RP) Rules, 2016 are effective from 01-01-2016, no increment shall be allowed on 01-01-2016 at the time of fixation of pay in the revised pay structure.</p>

Sd/-  
R. K. Chaturvedi  
Joint Secretary



**Department of Finance (Revenue & Control)**

No. 8/1/2016-Fin(R &amp; C)/(B)

Date:- 30<sup>th</sup> November, 2016**ORDER**

The Government of India (GOI) has issued Notification/Office Memorandum/Orders/Resolution regarding implementation of the recommendation of the Seventh Central Pay Commission to regulate payment of revised pension/gratuity/commutation of pension/family pension/disability pension and other benefits to the pensioners/family pensioners of the Central Government and the same was under consideration of the Government of Goa.

2. The Government of Goa pleased to accord its sanction to regulate Pension/Gratuity/Commutation of Pension/Family Pension/Disability Pension/Ex-gratia lump-sum-compensation etc. under the

- (i) CCS (Pension) Rules, 1972;
- (ii) CCS (Commutation of Pension) Rules 1981; and
- (iii) CCS (Extraordinary Pension) Rules 1939; etc.;

In terms of the following Resolution/OM's

- (i) GOI, Ministry of Personnel, Public Grievances and Pensions Department of Pension & Pensioners Welfare, Resolution NO. 38/37/2016-P&PW (A) dated 4<sup>th</sup> August, 2016.
  - (ii) GOI, Ministry of Personnel, Public Grievances and Pensions, Department of Pensions & Pensioners Welfare, Office Memorandum F. NO. 38/37/2016-P&PW(A)(i) dated 4<sup>th</sup> August, 2016 regulating the Pension, Retirement/Death/Service Gratuity, Commutation of pension, Family pension, Disability pension, Ex-gratia lump-sum compensation etc. applicable to the government servants who retired/died on or after 01-01-2016
  - (iii) GOI, Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioners Welfare, Office Memorandum F. No. 38/37/2016-P&PW(A)(ii) dated 4<sup>th</sup> August, 2016 regulating the Pension/Family pension of all the pre-2016 pensioners/family pensioners.
  - (iv) GOI Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners Welfare, OM No. 42/15/2016-P&PW(G) dated 16-11-2016 regarding grant of Department Relief @ 2% w.e.f. 01-07-2016.
3. The above Resolution & Office Memorandums shall apply only to the Goa Government Pensioners/Family pensioners w.e.f. 01-01-2016.
4. Pension/Family pension at the revised rates shall be disbursed by the respective Pension Disbursing Authorities from the month of December, 2016 onwards, i.e. Pension/Family pension for, December, 2016 shall be disbursed at the rates, including Dearness Relief of 2%.
5. In case of existing pensioners (all pre-2016 pensioners) who have retired/died before 01-01-2016, the revised pension/family pension with effect from 01-01-2016 shall be determined by multiplying the pension/family pension, as had been fixed at the time of implementation of the 6<sup>th</sup> Central Pay Commission (CPC) recommendations, by a fitment factor of 2.57.
6. In case of pensioners who have retired/died on or after 01-01-2016, the revised pension/family/pension with effect from the date of sanction of such pension/family pension shall also initially be determined by multiplying the pension/family pension, as had been fixed at the time of implementation of the 6<sup>th</sup> Central Pay Commission (CPC) recommendations, by a fitment factor of 2.57 till the revised pensioner benefits orders are issued by the Directorate of Accounts, based upon fixation of the pay as per the recommendations of the Seventh Central Pay Commission, as accepted by the Government of Goa.
7. In case of Pensioners who have retired on 01-01-2016 (FN), shall, invariably be treated as pre-2016 pensioners and their pension shall be fixed as per para (5) above.

8. The Revised pension/family pension in respect of the pensioners as per para (5) & (6) above shall be consolidated in the prescribed proforma appended to this Order. One copy of the consolidated proforma shall be submitted to the Pension Section of the Directorate of Accounts by the respective pension Disbursing Authority (i.e. the Bank or the Sub-treasury Office concerned).
9. The Head of Office shall invariably submit the revised pension/family pension cases based on the recommendations of the Seventh Central Pay Commission as adopted by the State Government to the Directorate of Accounts in respect of the pensioners/family pensioners who have retired/died on or after 01-01-2016 alongwith the duly approved pay fixation statement and the revised pensionary benefits forms for authorizing the revised pension/family pension under the 7<sup>th</sup> Pay Commission recommendations, on or before 30-06-2017.
10. The Income Tax to be deducted at source (TDS) shall invariably be deducted as applicable.
11. The disbursement of the arrears of pension/family pension w.e.f. 01-01-2016 to 30-11-2016 (including Dearness relief @ 2% w.e.f. 01-07-2016 upto 30-11-2016) shall be paid as follows:

Sr. No	Type of Pension	Disbursement of arrears of pension
1.	Family pension	100% of the arrears in one installment on or before 28-02-2017
2.	Pensioners whose age is 75 years and above	100% of the arrears in one installment on or before 28-02-2017
3.	Pensioners below 75 years	Arrears shall be paid in three installments in February-March 2017, April-May 2017 and June-July 2017

11. With effect from 01-04-2017, pension shall be paid through banks only and not through treasury office. Pensioners who at present are drawing their pension through Treasury Office/Sub-Treasury Office shall invariably draw their pension through Banks only w.e.f. 01-04-2017. They shall accordingly furnish their mandate for drawal of pension through Banks on or before 31-01-2017.

This issues with the approval of the Council of Ministers in its XXXXIIIrd Cabinet Meeting held on 25-11-2016.

By order and in the name of the Governor  
Sd/-  
Daulat A. Hawaldar, IAS  
Secretary Finance

### Department of Personnel

No. 2/38/75-PER(Vol.IV)(1)

Date:- 16-03-2016

### OFFICE MEMORANDUM

Attention of all Heads of Departments is invited to this Department's Office Memorandum No. 2/38/75-PER(Vol.IV) dated 15-12-2003, 20-05-2004, 17-03-2005, 15-04-2009 and Office Memorandum No. 2/38/75-PER(Vol.IV)(1) dated 25-07-2014 wherein, instructions have been issued regarding ad-hoc appointments/promotions.

It is made crystal clear vide O.M. No. 2/38/75-Per(Vol.II) Part dated 25-06-1992 that no ad-hoc appointment/promotion should be made where there is a clear vacancy and Recruitment Rules are notified. Inspite of this, Departments still resort to ad-hoc promotion/appointment in violation of instructions contained in above O.M., as a result of which the Government has taken a serious view of such action on the part of the Departments.

Although such ad-hoc appointment do not entitle the incumbent for a regular appointment, yet continuous officiating in the post evidently creates a sort of claim over the post held by the employee thereby making it difficult to terminate such appointments.

All Head of Departments/Officers are therefore, requested to initiate immediate action to fill up the posts on regular basis as per Recruitment Rules where clear vacancies are available. It is further reiterated not to resort to any ad-hoc appointment/promotion, where there is a clear vacancy and Recruitment Rules are notified.

This O.M. is issued for strict compliance.

Sd/-  
Surendra F. Naik  
Under Secretary (Personnel-II)

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### Department of Personnel

No. 12/14/89-PER(Part file)

Date:- 14-03-2016

#### OFFICE MEMORANDUM

Attention of all Heads of Departments is invited to this Department's Office Memorandum No. 12/14/89-PER dated 26-09-1990, wherein, guidelines have been issued at Para 3.1, that the Department Promotion Committees should be convened at regular intervals to draw panels which could be utilized for making promotions against the vacancies occurring during the course of the year. For this purpose, it is essential for the concerned appointing authorities to initiate action to fill up the existing as well as anticipated vacancies well in advance.

However, it is observed that appointing authorities are not following the above guidelines and regular vacancies are filled by way of extension in service, ad-hoc/contract appointment which is against the Government policy.

All the appointing authorities are, therefore, requested to initiate action 3 months in advance to fill up the post by promotion/direct appointment as per the Recruitment Rules and also submit the proposal to Goa Public Services Commission well in advance in respect of posts, which comes under its purview.

This O.M. is issued for strict compliance in a time bound manner.

Sd/-  
Surendra F. Naik  
Under Secretary (Personnel-II)

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### Department of Personnel

No. 12/14/89-PER(Part)

Date:- 09-03-2016

#### OFFICE MEMORANDUM

Attention of all Heads of Departments is invited to the Government of India's Office Memorandum No. 28020/1/2010-Esstt.(C) dated 21-07-2014, circulated vide this Department's Office Memorandum No. 12/14/89-PER(Part) dated 12-08-2014, wherein, instructions/guidelines have been issued laying down principles to be followed in lifting of probation/confirmation of persons appointed to Government services.

However, it is observed that appointing authorities are not following the above instructions/guidelines and are not issuing confirmation orders in respect of the permanent employees who have completed probation period. In the absence of such confirmation order, it becomes difficult to consider promotion, to extend the benefits available in respect of the permanent employees to such employees in the matter of advances, etc.

It is, therefore, impressed upon all the appointing authorities that they should strictly adhere to the procedure laid down in the above mentioned O.M. and take up the lifting of probation/confirmation cases of all the employees in a time bound manner. Any lapse on the part of Heads of Department will be viewed seriously.

Sd/-  
Surendra F. Naik  
Under Secretary (Personnel-II)

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**Department of Personnel**

No. 10/7/2013-PER/PETS(B)

Date:- 04-01-2016

Read: Circular No. 10/2/2006-PETS dated 12/05/2006

**CIRCULAR**

Vide above circular read in preamble, directions were issued to all Heads of Departments/Officers to incorporate a clause in all offer of appointments to the post of LDC/Stenographers that these appointments shall be "subject to further orders that may be passed by the Hon'ble High Court in Writ Petition No. 131/06 and No. 140/06".

The Hon'ble High Court was pleased to dispose both the above referred Writ Petitions as dismissed as withdrawn vide their order dated 21-04-2014 and 30-06-2014, respectively.

This office have received representations from various Departments regarding non granting of confirmation/regularization/promotion to employees appointed to the post of LDC/Stenographers due to incorporation of the condition that their services are subject to outcome/order that may be passed in the above mentioned Writ Petitions.

Now, since both the above referred Writ Petitions are disposed off by the Hon'ble High Court as dismissed as withdrawn, the restrictions imposed by above referred circulars ceases to exist.

All the Heads of Departments/Officers are hereby directed to consider the cases of confirmation/regularization/promotions of concerned LDC's/Stenographer's, who were given offer of appointment by mentioning above referred restrictions as per prevailing Rules as in force.

Sd/-

Yetindra M. Maralkar  
Addl. Secretary (Personnel-I)**Department of Personnel**

No. 12/14/89-PER(Part)

Date:-12/08/2014

**OFFICE MEMORANDUM**

Copy of the under mentioned O.M. is forwarded for information & necessary action to:-

1. All Heads of Department/Offices.
2. All Departments in the Secretariat.

Sd/-

Umeshchandra L. Joshi  
Under Secretary (Personnel-I)**Ministry of Personnel, Public Grievance & Pensions**

No. 28020/1/2010-Estt. (C)

Date:- 21<sup>st</sup> July, 2014**OFFICE MEMORANDUM**

**Subject:-** Consolidated Instructions on Probation/Confirmation in Central Services regarding.

The undersigned is directed to say that this Department has been issuing instructions/guidelines from time to time laying down principles to be followed in probation/confirmation of person appointed to service and posts in Central Government. All such instructions issued till date have been consolidated under easily comprehensible headings for the facility of reference and placed as Annexure to this O.M. The number and date of the original O.M's has been referred in the relevant instructions for easy reference in the context. All Ministries/Departments are requested to bring the above guidelines to the notice of all concerned.

There may be posts in various Ministries/Departments/Organizations where the norms specified in the Recruitment Rules are different from those prescribed in the Annexure. In such cases, the norms specified in those Recruitment Rules shall prevail.

Sd/-

J. A. Vaidyanathan  
Director (Establishment)

Annexure to DOPT O.M. No. 28020/1/2010-Esstt(C)

Date:- 21-07-2014

**PROBATION AND CONFIRMATION**

A person is appointed on probation in order to assess his suitability for absorption in the service to which he has been appointed. Probation should not, therefore, be treated as a mere formality. No formal declaration shall be necessary in respect of appointment on probation. The appointing authority may declare successful completion, extend the period of probation or terminate the services of a temporary employee on probation, on the basis of evaluation of performance.

2. Probation is prescribed when there is direct recruitment, promotion from one Group to another or for officers re-employed before the age of superannuation. The probation shall stand successfully completed on issue of orders in writing. It is, however, not desirable that a Government servant should be kept on probation for long periods.

**PERIOD OF PROBATION**

3. The period of probation is prescribed for different posts/services in Central Government on the following lines:

S. No.	Method of appointment	Period of probation
<b>PROMOTION</b>		
1	Promotion from one grade to another but within the same group of posts e.g. from Group 'C' to Group 'C'	No probation.
2	Promotion from one Group to another e.g. Group 'B' to Group 'A'	2 years or the period of probation prescribed for the direct recruitment to the post, if any.
<b>DIRECT RECRUITMENT</b>		
3	(i) For direct recruitment to posts except clause (ii) below (ii) For direct recruitment to posts carrying a Grade Pay of Rs. 7600 or above or to the posts to which the maximum age limit is 35 years or above and where no training is involved; Note: Training includes 'on the job' or 'Institution training'	2 years 1 year
4	Officers re-employed before the age of superannuation.	2 years
5	Appointment on contract basis, tenure basis, re-employment after superannuation and absorption	No probation.

[DoPT OM No. 21011/2/80-Esstt.(C) dated 19-05-1983 and OM No. AB.14017/5/83-Esstt.(RR) dated 07-05-1984]

As per revised pay scale of CCS(Revised Pay) Rules, 2008.

**(A) DIRECT RECRUITMENT**

If a Government servant is appointed to another post by direct recruitment either in the same department or a different department, it may be necessary to consider him for confirmation in the new post in which he has been appointed by direct recruitment irrespective of the fact that the officer was holding the earlier post on a substantive basis. Further confirmation in the new entry grade becomes necessary because the new post may not be in the same line or discipline as the old post in which he has been confirmed and the fact that he was considered suitable for continuance in the old post (which was the basis for his confirmation in that post) would not automatically make him suitable for continuance or confirmation in the new post the job recruitments of which be quite different from those of the old post.

[OM No. 18011/3/88-Esstt(D) dated 24-09-1992]

**(B) PROMOTION**

- (i) Persons who are inducted into a new service through promotion shall also be placed on probation but there shall be no probation on promotion from one grade to another but within the same group of posts, except when the promotion involves a change in the Group of posts in the same service, e.g., promotion from Group 'B' to Group 'A' in which case the probation would be for the prescribed period.

[OM No. 21011/2/80-Estt.(C) dated 19-05-1983]

- (ii) If the recruitment rules do not prescribe any probation, an officer appointed on regular basis (after following the prescribed DPC procedure, etc.) will have all the benefits that a person confirmed in that grade would have.

[OM No. 18011/1/86-Estt.(D) dated 28-03-1988]

- (iii) There shall be no probation in the cases for appointment on contract basis, tenure basis, re-employment after superannuation and absorption.

[OM No. 21011/2/80-Estt.(C) dated 19-05-1983]

**PROGRESS DURING PROBATION**

4. Instead of treating probation as a formality, the existing powers to discharge probationers should be systematically and vigorously used so that the necessity of dispensing with the services of employees at later stages may arise only rarely.

5. Concentration of attention on the probationer's ability to pass the probationary or the department examination, if applicable, should be an essential part of the qualification for confirmation but there should be a very careful assessment of the outlook, character and aptitude for the kind of work that has to be done in the service before a probationer is confirmed.

6. A probationer should be given an opportunity to work under more than one officer during this period and reports of his work obtained from each one of those officers. The probation reports for the whole period may then be considered by a Board of senior officials for determining whether the probationer concerned is fit to be confirmed in service. For this purpose, separate forms of report on the probationers should be used, which are distinct from the usual Annual Performance Appraisal Report (APAR) forms. The probation reports, unlike APAR, are written to help the supervising officer to concentrate on the special needs of the probation and to decide whether the work and conduct of the officer during the period of probation or the extended period of probation are satisfactory enough to warrant his further retention in service or post. The probation reports thus do not serve the purpose for which the APARs are written and vice versa. Therefore, in the case of all probationers or officers on probation, separate probation reports should be written in addition to the usual APARs for the period of probation.

7. Save for exceptional reasons, probation should not be extended for more than a year and in no circumstance an employee should be kept on probation for more than double the normal period.

8. A probationer, who is not making satisfactory progress, should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement. This can be done by giving him a written warning to the effect that his general performance has not been such as to justify his confirmation and that, unless he showed substantial improvement within a specified period, the question of discharge him would have to be considered. Even though this is not required by the rules, discharge from the service being a severe, final and irrevocable step, the probationer should be given an opportunity before taking the drastic step of discharge.

[OM No. F.44/1/59-Ests.(A) dated 15-04-1959]

9. During the period of probation, or any extension thereof, candidates may be required by Government to undergo such courses of training and instructions and to pass examinations, and tests

(including examination in Hindi) as Government may deem fit, as a condition to satisfactory completion of the probation.

#### TERMINATION OF PROBATION

10. The decision whether an employee should be confirmed or his probation extended should be taken soon after the expiry of the initial probationary period, that is within six to eight weeks, and communicated to the employee together with the reasons in case of extension. A probationer who is not making satisfactory progress or who shows himself to be inadequate for the service in any way should be informed of his shortcomings well before the expiry of the original probationary period so that he can make special efforts at self-improvement.

[OM No. F.44/1/59-Ests.(A) dated 15-04-1959]

11. On the expiry of the period of probation, steps should be taken to obtain the assessment reports on the probationer to:-

- (i) Confirm the probationer/issue orders regarding satisfactory termination of probation, as the case may be, if the probation has been completed to the satisfaction of the competent authority: or
- (ii) Extend the period of probation or discharge the probationer or terminate the services of the probationer as the case may be, in accordance with the relevant rules and orders, if the probationer has not completed the period of probation satisfactorily.

[OM No. 21011/2/80-Estt.(C) dated 19-05-1983]

12. In order to ensure that delays do not occur in confirmation, timely action must be initiated in advance so that the time limit is adhered to.

[OM No. 18011/2/98-Estt.(C) dated 28-08-1998]

13. If it appears to the Appointing Authority, at any time, during or at the end of the period of probation that a Government servant has not made sufficient use of his opportunities or is not making satisfactory progress, the Appointing Authority may revert him to the post held substantively by him immediately preceding his appointment, provided he holds a lien thereon or in other cases may discharge or terminate him from service.

14. A Probationer reverted or discharged from service during or at the end of the period of probation shall not be entitled to any compensation.

#### EXTENSION OF PROBATION PERIOD

15. If during the period of probation, a probationer has not undergone the requisite training course or passed the requisite departmental examinations prescribed (proficiency in Hindi, etc.), if any, the period of probation may be extended by such period or periods as may be necessary, subject to the condition that the total period of probation does not exceed double the prescribed period of probation.

16. The Appointing Authority may, if it so thinks fit, extend the period of probation of a Government servant by a specified period but the total period of probation does not exceed double the normal period. In such cases, periodic reviews should be done and extension should not be done for a long period at one time.

17. Where a probationer who has completed the period of probation to the satisfaction of the Central Government is required to be confirmed, he shall be confirmed in the Service/Post at the end of his period of probation, having been completed satisfactorily.

#### LEAVE TO PROBATIONER, A PERSON ON PROBATION

18. A person appointed to a post on probation shall be entitled to leave under the rules as a temporary or a permanent Government servant according as his appointment is against a temporary or

a permanent post. Where such person already holds a lien on a permanent post before such appointment, he shall be entitled to leave as a permanent Government servant.

19. The period of joining time availed of by a probationer on return from leave should be counted towards the prescribed period of probation if but for the leave, he would have continued to officiate in the post to which he was appointed.

20. If, for any reason, it is proposed to terminate the services of a probationer, any leave which may be granted to him shall not extend—

- (i) beyond the date on which the probation period as already sanctioned or extended expires, or
- (ii) beyond any earlier date on which his services are terminated by the orders of an authority competent to appoint him.

[Rules 33 CCS(Leave) Rules 1972]

### CONFIRMATION

21. If, during the period of probation or any extension thereof, as the case may be Government is of the opinion that an officer is not fit for permanent appointment, Government may discharge or revert the officer to the post held by him prior to his appointment in the service, as the case may be.

22. Confirmation will be made only once in the service of an official which will be in the entry grade post/service/cadre provided further confirmation shall be necessary when there is fresh entry subsequently in any other post/service/cadre by way of direct recruitment or otherwise. Confirmation is de linked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation, as prescribed under relevant rules, may be considered for confirmation. A specific order of confirmation will be issued when the case is cleared from all angles.

[OM No. 18011/1/86-Estt.(D) dated 28-03-1988]

23. On satisfactory completion of the period of probation or extension thereof, the Government may confirm a temporary Government servant to his appointment from the date of completion of the period of his probation or extension thereof.

[OM No. 18011/1/86-Estt.(D) dated 28-03-1988]

24. The date from which confirmation should be given effect to is the date following the date of satisfactory completion of the prescribed period of probation or the extended period of probation, as the case may be. The decision to confirm the probationer or to extend the period of probation as the case may be should be communicated to the probationer normally within 6 to 8 weeks. Confirmation of the probationer after completion of the period of probation is not automatic but is to be followed by formal orders. As long as no specific orders of confirmation or satisfactory completion of probation are issued to a probationer, such a probationer shall be deemed to have continued on probation.

[OM No. 21011/2/80-Estt.(C) dated 19-05-1983]

25. Where probation on promotion is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and incase the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time he may revert him to the post/service/cadre from which he was promoted, or extend the period of probation, as the case may be.

[OM No. 18011/1/86-Estt.(D) dated 28-03-1988]

26. Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactory, a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if the work of the officer during probation has not been satisfactory.

[OM No. 18011/1/86-Estt.(D) dated 28-03-1988]



27. A Government servant appointed by transfer would duly have been confirmed in the earlier post. In such a case further confirmation in the new post would not be necessary and he could be treated as permanent in the new post. Where, however, a Government servant who has not already been confirmed in the old post is appointed by transfer, it would be necessary to confirm him in the new post. In such cases, he may be considered for confirmation after watching him for two years. Within that period of two years, the officer would earn two reports in the new grade and the DPC may consider his case for confirmation on the basis of these APARs.

[OM No. 18011/3/88-Estt.(D) dated 24-09-1992]

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### Department of Personnel

No. 12/14/89-PER (Part file)

Date:- 02-07-2014

### OFFICE MEMORANDUM

**Subject:-** Department Promotion Committees and related matters consolidated instructions on.

The Government is pleased to withdraw the Office Memorandum of even number dated 27-06-2012 with immediate effect. Consequently the Office memorandum of even number dated 31-05-2011 is restored with immediate effect. A copy of Office Memorandum dated 31-05-2011 is enclosed for ready reference.

Sd/-  
(R. Aga)  
Under Secretary (Personnel-II)

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### Department of Personnel

No. 2/38/75-PER (Vol.IV)(1)

DATE:- 21-08-2013

### CIRCULAR

It is brought to the notice of this Department by Goa Public Service Commission that the proposals received/sent to them by the Government Departments for promotions, confirmation, lifting of probation period etc are found incomplete for the reasons mentioned here below:-

- (i) AARs are not furnished
- (ii) APARs are not furnished
- (iii) Adverse entries not communicated and decision taken thereof.
- (iv) Final Seniority List not produced
- (v) Vigilance Certificate not furnished
- (vi) Eligibility Certificate not furnished
- (vii) Integrity Certificate not furnished
- (viii) Proposals are furnished for regular promotion without lifting the Probation Period.
- (ix) Prescribed Form is not signed by the Competent Authority i.e. concerned Secretaries.
- (x) APARs are not Reviewed/Countersigned
- (xi) NOC from Social Welfare Department not furnished when officers of reserved category are not available.
- (xii) Clear Regular Vacancies are not shown in the Form.
- (xiii) Total cadre strength of the posts are not shown correctly.

Such proposals are returned to the Department concerned for compliance of the observations raised by the Commission. This involves loss of time and man power thereby delaying the process causing injustice to the officials due for promotions etc.

All the Heads of Departments/Offices are therefore requested to ensure that while submitting the proposals to the Commission for promotion, confirmation, lifting of probation period etc. same is duly completed in all respects. The proposals which are incomplete with respect to the above points will be rejected and considered as closed by the Commission.

Sd/-  
Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

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### Department of Social Welfare

No. 61-2-2002-BC/11/(Part-I)/8693

Date:- 11<sup>th</sup> January, 2013

Read: (i) Circular No. 61-2-2002-Bc/(II)/7302 dt. 10/12/12

### CIRCULAR

In continuation vide Circular referred above, Government is pleased to nominate the following Officers on the Panel of Departmental Selection Committee/Departmental Promotion Committee while filling up the posts reserved by direct recruitment and promotion for Scheduled castes, Scheduled Tribes and other Backward Classes in the Government departments/Governments Undertakings etc:-

1. Shri B. S. Kudalkar (SC)
2. Shri R. K. Satardekar (SC)
3. Shri Rajendra D. Mirajkar (SC)
4. Shri P. K. Velip Kankar (ST)
5. Shri Devidas Gaonkar (ST)
6. Ms. Florina Colaco (ST)
7. Shri Anthony D'Souza (ST)
8. Shri Shambhu S. Ghadi (ST)
9. Shri Gurudas Pilarnekar (OBC)
10. Shri S. V. Naik (OBC)
11. Shri Mahesh Corjuenkar (OBC)
12. Shri Meghanath Porob (OBC)
13. Shri Srinet N. Kotwale (OBC)
14. Shri Jayant G. Tari (OBC)

Smt. Pushpalata Arlekar, will be a Lady Officer on the said Panel.

It is, therefore enjoined upon all the Departments/Public Undertakings that whenever any interview for direct recruitment and Departmental promotion is proposed to be held then any of the Officers envisaged on the Panel from respective category shall be called for the purpose as per the suitability. This Circular comes into force with immediate effect.

This Circular supersedes the Circular cited above.

Sd/-  
Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

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**Department of Finance (Rev. & Cont.)**

No. 8-7-2008-Fin(R&amp;C)

Date:- 14-02-2013

**OFFICE MEMORANDUM**

The Office Memorandum No. 10/02/2011-E.III/A dated 7<sup>th</sup> January, 2013 issued by Government of India, Ministry of Finance, Department of Expenditure, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd/-  
Ajit Pawaskar  
Under Secretary Fin(R&C)

**Ministry of Finance  
Department of Expenditure**

No. 10/02/2011-E.III/A

Date:- 7<sup>th</sup> January, 2013**OFFICE MEMORANDUM**

**Subject:- Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay.**

The undersigned is directed to invite an attention to the provisions contained in Rule 13 of the CCS(RP) Rules, 2008, which provides for the method of fixation of pay on promotion on or after 1-1-2006 in case, inter-alia, of promotion from one grade pay to another. The Rule provides for fixation of pay by way of addition of one increment equal to 3% of the sum of the pay in the pay band and the existing grade pay (rounded off to the next multiple of 10) to the existing pay in the pay band and then fixing the pay in the promotional post as per the procedure prescribed therein.

2. In terms of this Ministry's OM No. 169/2/2000-IC dated 24-11-2000, dealing with the situation whereby both the feeder and the promotional grades were placed in the identical revised pay scales based on the recommendations of the 5<sup>th</sup> Central Pay Commission, it was provided, inter-alia, that only in cases where it was not found feasible to appropriately restructure cadres in question on functional, operational and administrative considerations, extension of the benefits of fixation of pay under FR 22(I)(a)(1) could be considered on the merits of each case, provided all the conditions precedent for grant of this benefit were finally satisfied and promotion to the post in question actually involved assumption of higher responsibilities.
3. In view of the provisions which existed prior to 1-1-2006, the matter has been considered and the President is pleased to decide that in cases of promotion from one post to another where the promotional post carries the same Grade Pay as the feeder post, the fixation of pay in such cases will be done in the manner as prescribed in Rule 13(i) of the CCS(RP) Rules, 2008, provided fixation of pay in such cases was done prior to 1-1-2006 in terms of this Ministry's aforesaid OM NO. 169/2/2000-IC dated 24-11-2000.
4. In so far as the persons serving the Indian Audit and Account Department are concerned, these orders are issued in consultation with the Comptroller & Audit General of India.
5. The Hindi version of this Om will follow.

Sd/-  
Amar Nath Singh  
Deputy Secretary to the Govt. of India

**Ministry of Personnel, Public Grievances & Pensions****Department of Personnel & Training**

No. 18011/1/86-Estt. (D)

Date:- 28<sup>th</sup> March, 1988**OFFICE MEMORANDUM**

**Subject:-** Simplification of confirmation procedure-Delinking of confirmation from the availability of permanent posts.

The undersigned is directed to say that the existing system, the prerequisite for confirmation is the availability of a permanent post on which no other Government servant holds a lien. With a view to finding a permanent post to confirm a Government employee, a periodic exercise is taken up to identify vacant permanent posts along with exact date from which these are available. The availability of a permanent post depends upon the factors such as retirement/resignation of a permanent Government employee, confirmation of a Government servant in a higher post, conversion of temporary posts into permanent ones, etc. Further, according to the present procedure, confirmation is not a one-time event in the career of a Government employee. He has to be successively confirmed in each and every post or grade to which he is promoted subject to the availability of a permanent post in each grade.

2. Thus, the exercise of identification of permanent vacant posts as well as convening of meetings of DPCs to consider the confirmation of employees against them has become a time-consuming and complicated procedure which has to be gone through under the existing rules before permanent status is conferred upon a Government employees. The delays and complexities involved in complying with the procedural requirements of confirmation often result in a situation where an employee's continues to officiate in successive higher grades for years together while he is confirmed only in the grade he entered the service.
3. A Task Force (set up in 1976 vide Ministry of Finance Order No. F.I(5)/75-Spl. Cell dated 5-1-1976) went into the entire question of confirmation with a view to bring about some simplifications. Their main recommendations were.
  - (i) Confirmation of Government employees should be delinked from the availability of permanent vacant posts; and
  - (ii) There should be only confirmation in the career of a Government servant instead of multiple confirmations against successive posts/grades.

These recommendations were then considered in consultation with UPSC etc. but the case was not pursued as in the meantime orders were issued allowing pension to temporary employees superannuating after 20 years of service. In the context of the drive for simplification of rules and procedures, undertaking sometimes back, the proposal was revived. It has now decided to delink confirmation from the availability of a permanent vacant post and to have confirmation as one-time event in the career of a Government servant.

4. Pursuant to the above decision, a review of all the existing rules and instructions has been made and the revised procedure to be followed in respect of various matters such as probation, confirmation, seniority, lien, temporary service rules, etc. is indicated below:

**4.1 Confirmation:****(A) General**

- (i) Confirmation will be made only in the service of an official which will be in the entry grade.
- (ii) Confirmation is delinked from the availability of permanent vacancy in the grade. In other words, an officer who has successfully completed the probation may be considered for confirmation.

(B) Confirmation in the grade to which initially recruited:

- (i) As at present, the appointee should satisfactorily complete the probation.
- (ii) The case will be placed before the DPC (for confirmation).
- (iii) A specific Order of confirmation will be issued when the case is cleared from all angles.

(C) On Promotion:

- (i) If the recruitment rules do not prescribe any probation, an offer promoted on regular basis (after following the prescribed DPC etc. procedure) will have all the benefits that a person confirmed in that grade would have.
- (ii) Where probation is prescribed, the appointing authority will on completion of the prescribed period of probation assess the work and conduct of the officer himself and in case the conclusion is that the officer is fit to hold the higher grade, he will pass an order declaring that the person concerned has successfully completed the probation. If the appointing authority considers that the work of the officer has not been satisfactory or needs to be watched for some more time, he may revert him to the post or grade from which he was promoted, or extend the period of probation as the case may be.

Since there will be no confirmation on promotion before an official is declared to have completed the probation satisfactory, a rigorous screening of his performance should be made and there should be no hesitation to revert a person to the post or grade from which he was promoted if his work of the officer during has not been satisfactory.

4.2 CCS (Temporary Service) Rules:

- (i) As no officer otherwise eligible will have to wait for confirmation pending availability of a permanent vacancy, the need for following the existing procedure for declaring a person quasi-permanent ceases to exist. Accordingly, the provisions relating to the quasi-permanency in the CCS (Temporary service) Rules will be deleted.
- (ii) As there will still be situations where appointments are made against posts/establishments which are created for definite and purely temporary periods e.g. Committees/Commissions of Enquiry, organizations created for meeting a particular emergency which is not expected to last for more than a few years, posts created for projects for specified periods, the remaining provisions of the Temporary service Rules will continue to be in force.

4.3 Lien

The concept of lien as the title of a Govt. servant to hold substantively a permanent post will undergo a change. Lien will now represent only the right/title of a Govt. servant to hold a regular post, whether permanent or temporary, either immediately or on the termination of the periods of absence. The benefits of having a lien in a grade will thus be enjoyed by all officers who are confirmed in the grade of entry or who have been promoted to a higher post declared as having completed the probation where it is prescribed, or those who have been promoted on regular basis to a higher post where no probation is prescribed under Rules, as the case may be.

The above right/title will, however, be subject to the condition that the junior most person in the grade will be liable to be reverted to the lower grade if at any time the number of persons so entitled is more than the posts available in that grade. For example, if a person who is confirmed or whose probation in a higher post been declared as having been completed or one who is holding a higher post for which there is no probation on a regular basis, reverts from deputation or foreign service and if there is no vacancy in that grade to accommodate him, the junior most person will be reverted. If, however, this officer himself is the junior most, he will be reverted to the next lower grade from which he was earlier promoted.

#### 4.4 Pension

Since all the persons who complete probation in the first appointment will be declared as permanent, the present distinction between permanent and temporary employees for grant of pension and other pensionarys benefits will cease to exist.

#### 4.5 Reservation for SC/ST

As a result of introduction of confirmation only at the entry stage and the delinking of confirmation from the availability of permanent posts, the need for reservation at the time of confirmation in posts and services filled by Direct Recruitment as per the existing instructions will cease to exist as everyone who is eligible for confirmation will be confirmed.

#### 4.6 Seniority

According to para 2.3 of the consolidated orders of seniority issued vide this Department's OM No. 22011/7/86-Estt (D) dated 3-7-86 where persons are confirmed in an order different from the order of merit indicated at the time of their recruitment or promotion, seniority shall follow the order of confirmation and not the original order of merit. Since there is confirmation in the entry grade, seniority will continue to be determined on the basis of confirmation in that grade.

5. The existing instructions/Rules in respect of the aspects mentioned above stand modified to the extent indicated in the preceding paragraphs. As regards rules relating to pensions, Temporary Service, Lien, etc. suitable amendments will be notified separately.
- 6.1 The revised procedures relating to confirmation outlined above will not apply to the cases of appointments made on adhoc basis, i.e., it is only the appointments made on regular basis which will come within the purview of these instructions.
- 6.2 Sometimes Establishments are created for a specific objective for a limited period, as in the case of Committees or Commissions to study or investigate a specific problem. Normally, posts in such Establishments are filled by deputation or contract basis, which would not result in regular incumbency. Even in a few cases where regular appointments are made by framing the recruitment rules, appointments are made according to those rules, these instructions about confirmation would not apply. In other words, persons appointed against the posts in purely temporary organizations are outside the purview of the revised procedure outlined in this Office Memorandum.
7. These instructions will come into force with effect from 1<sup>st</sup> April 1988.
8. When the new procedure detailed in this OM comes into effect the administrative work involved in confirmation of officials in all Government offices every year will be eliminated. This would result in reduction of work load of various Ministries and Departments. All the Ministries and Departments are requested to review the position and intimate by 31<sup>st</sup> October, 1988 details of reduction of staff effected as a result of the rationalization for reporting the matter to the Cabinet.
9. All the Ministries/Departments are requested to bring the above position to the notice of all concerned, including those in the Attached and Subordinate Offices for guidance.

Sd/-  
S. K. Parthasarathy  
Joint Secretary

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### Department of Personnel

No. 12/14/89-PER

Date:- 27-06-2012

### OFFICE MEMORANDUM

**Subject:-** Departmental Promotion Committees and related matters consolidated instructions on.

The Governments is pleased to withdraw the Office Memorandum of even number dated 31-05-2011 with immediate effect. Consequently the Office Memorandum of even number dated

14-12-1995 is restored with immediate effect. A copy of O.M. dated 14-12-1995 & 31-05-2011 are enclosed for ready reference.

Sd/-  
Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

**Department of Personnel**

No. 2/33/75-PER

Date:- 11-11-2010

**OFFICE MEMORANDUM**

Copy of the undermentioned paper is forwarded for information and necessary action to:-

1. All Head of Department/Offices
2. All Secretariat Departments.

Sd/-  
Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

**Ministry of Personnel, Public Grievance & Pensions**  
**(Department of Personnel & Training)**

No. 18011/1/2010-Estt. (C)

Date:- 30<sup>th</sup> August, 2010

**OFFICE MEMORANDUM**

**Subject:-** Timely confirmation in various Central Civil Services issue of guidelines.

The undersigned is directed to say that the Supreme Court in its judgment on 8-7-2010 in civil appeal No. 596 of 2007 (appeal of Khazia Mohameed Muzammil v/s State of Karnataka & Anr.) examined the contention of automatic/deemed confirmation after the expiry of the probation period. After examining the various judgments, the Apex Court were of the considered opinion as to what view has to be taken would depend upon the facts of a given case and the relevant ruler in force.

2. In Para 22 of the judgment, the Apex Court observed as follows:-

“Before we part with this file, it is required of this Court to notice and declare that the concerned authorities have failed to act expeditiously and in accordance with the spirit of the relevant rules. Rule 5(2) of 1977 Rules has used the expression ‘as soon as possible’ which clearly shows the intent of the rule framers explicitly implying urgency and in any case applicability of the concept of reasonable time which would help in minimizing the litigation arising from such similar cases. May be, strictly speaking, this may not be true in the case of the appellant but generally every step should be taken which would avoid bias or arbitrariness in administrative matters, no matter, which is the authority concerned including the High Court itself. Long back in the case of Shiv Kumar Sharma v/s Haryana State Electricity Board(1988) Supp. SCC 669) this Court had the occasion to notice that due to delay in recording satisfactory completion of probation period where juniors were promoted, the action of the authority was arbitrary and it resulted in infliction of even double punishment. The Court held as under:

While there is some necessity for appointing a person in government service on probation for a particular period, there may not be any need for confirmation of that officer after the completion of the probation period. If during the period a government servant is found to be unsuitable, his services may be terminated. On the other hand, if he is found to be suitable, he would be allowed to continue in service. The archaic rule of confirmation, still in force, gives a scope to the executive authorities to act arbitrarily or malafide giving rise to unnecessary litigations. It is high time that the Government and other authorities should think over the matter and relieve the government servants of becoming victims of arbitrary actions.

We reiterate this principle with respect and approval and hope that all the authorities concerned should take care that timely actions are taken in comity to the Rules governing the service and every attempt is made to avoid prejudicial results against the employee/probationer. It is expected of the Courts to pass orders which would help in minimizing the litigation arising from such similar cases. Timely action by the authority concerned would ensure implementation of rule of fair play on the one hand and serve greater ends of justice on the other. It would also boost the element of greater understanding and improving the employer employee relationship in all branches of the States and its instrumentalities.”

3. In this Ministry's O.M. No. 18011/1/186-Estt (D) dated 28-3-1988 (copy enclosed), instructions have already been issued to the effect that confirmation will be made only once in service in the entry grade, but for some exceptions specified therein. Instructions on timely action to confirm or extend the probation have been issued vide O.M. No. 18011/2/98-Estt. (C) dated 28-8-1998. Seniority has also been delinked from confirmation in the O.M. No. 20011/5/90-Estt. (D) dated 4-11-92.
4. The above directions of the Apex Court are brought to the notice of all Ministries/Departments for ensuring compliance of the above instructions.

Sd/-  
Mamta Kundra  
Joint Secretary to the Govt. of India

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### Personnel Department

No. 2/38/75-PER(Vol.IV)

Dated: 15/04/2009

### OFFICE MEMORANDUM

Attention of all Head of Departments is invited to this Department's Office Memorandum No. 2/38/75-PER(Vol. IV) dated 15/12/2003, 20/05/2004 and 17/03/2005 wherein instructions have been issued regarding ad-hoc appointments/promotions.

It is made crystal clear vide O.M. No. 2/38/75-PER(Vol.II) Part dated 25/06/1992 that no ad-hoc appointment/promotion should be made where there is a clear vacancy and Recruitment Rules are notified. Inspite of this Departments still resort to ad-hoc promotion/appointment in violation of instructions contained in above O.M. as a result of which the Government has taken serious view of such actions on the part of the Departments.

The Goa Public Service Commission has now observed that inspite of the clear instructions of the Government, most of the Departments are promoting officers on ad-hoc basis and the same is being extended for indefinite period without making any efforts to fill up such posts on regular basis.

Although such ad-hoc appointment do not entitle the incumbents for a regular appointment, continuous officiating in the post evidently creates a sort of claim over the post held by the employee thereby may make it difficult to terminate such appointments.

All Heads of Departments /offices are, therefore, requested to initiate immediate action to regularize ad-hoc appointment/promotion where clear vacancies are available . It is further reiterated that not to make any ad-hoc appointments / promotion, where there is a clear vacancy and Recruitment Rules are notified.

Sd/-  
(Umeshchandra Joshi)  
Under Secretary (Per-I)

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**Department of Finance (Rev. & Cont.)**

No. 8/8/2006-Fin(R&amp;C)

Date:- 18-05-2009

**OFFICE MEMORANDUM**

A copy of the under mentioned Office Memorandum is forwarded for information and necessary action to:-

1. All Secretaries to the Government.
2. All Secretariat Departments.
3. All Head of Departments/Offices
4. All OSD/PS to Ministers
5. The Accountant General (Goa), Audit Bhavan, Porvorim
6. The DDirector, Directorate of Accounts, Panaji.
7. Guard File.
8. Office Copy.

Sd/-  
(Vasanti H. Parvatkar)  
Under Secretary Fin (R&C)

**Ministry of Finance**  
**Department of Expenditure**  
**Implementation Cell**

No. 1/1/2008-IC

Date:- 13<sup>th</sup> March, 2009**OFFICE MEMORANDUM**

**Subject:-** Date of next increment in cases where Government servants are not able to join posts in a particular grade pay on promotion/appointment on 1<sup>st</sup> of January of a year due to Sunday or Gazette holiday clarification regarding.

As per the provisions of Rule 10 of CCS (RP) Rules, 2008, w.e.f. 1-1-2006, in the case of all Central Government employees there is a uniform date of increment, i.e. 1<sup>st</sup> of July of every year. Government servants completing six months and above in the revised pay structure as on 1<sup>st</sup> of July are eligible to be granted the increment. From the above provision of CCS (RP) Rules it flows that Government servants who have rendered less than 6 months of service as on 1<sup>st</sup> of July of a year will not be eligible to draw increment on that day and their date of increment will fall 12 months later on the next 1<sup>st</sup> of July. Accordingly, all the Government servants who join posts in a particular grade on account of promotion/appointment etc., on 1<sup>st</sup> of January of a year will be eligible to draw their annual increment on the 1<sup>st</sup> of July of that year. However, those who join the posts between 2<sup>nd</sup> January and 30<sup>th</sup> June will not be eligible for the same.

2. In the light of above position, some administrative departments have sought clarification from this Department regarding date of next increment in cases where Government servants are not able to join posts in a particular grade pay on promotion/appointment on 1<sup>st</sup> of January of a year due to 1<sup>st</sup> of January falling on a Sunday or Gazette holiday. In this connection, it is clarified that in the normal course, if a Government servant was to join post in a grade pay on appointment/promotion on 1<sup>st</sup> of January of a year, but he could not join the post only because 1<sup>st</sup> of January of the year happened to be a Sunday or gazetted holiday, the Government servants who join posts on the 1<sup>st</sup> working day of the year will be treated to have completed 6 months of service on 1<sup>st</sup> of July that year for the purpose of granting them annual increment on that day.

Sd/-  
Alok Saxena  
Director

**Department of Social Welfare**

No. 61-2-2002-BC/(11)/10534

Date:- 25-03-2008

**CIRCULAR****Read:-** Circular No. 61-2-2002-BC/(11)/311 dated 24-04-2006.

Circular No. 61-2-2002-BC/(11)/5168 dated 2-11-2006.

Government is pleased to nominate the following officers on the Panel of Department Selection Committee/Departmental Promotion Committee while filling up the posts reserved by direct recruitment and promotion for Scheduled Castes, Scheduled Tribes and Other Backward Classes in the Government Department/Government Undertakings etc.:-

1. Shri B. S. Kudalkar (SC)
2. Shri Vasant Bodnekar (SC)
3. Shri Yatindra M. Maralkar (SC)
4. Shri P. K. Velip Kankar (ST)
5. Shri C. D. Gaude (ST)
6. Shri Anthony D'Souza (ST)
7. Shri Gurudas Pilankar (OBC)
8. Shri S. V. Naik (OBC)
9. Shri Mahesh Corjuenkar (OBC)

Smt. Pushpalata Arlekar will be a Lady Officer on the said Panel.

It is, therefore enjoined upon all the Departments/Public Undertakings that whenever any interview for direct recruitment and Departmental promotion is proposed to be held then any of the Officer envisaged on the Panel from respective category should be called for the purpose as per the suitability. This Circular comes into force with immediate effect.

This Circular supersedes the earlier Circulars cited above.

Sd/-

P. K. Velip Kankar  
Director of Social Welfare &  
Ex-Officio Joint Secretary

**Department of Personnel**

No. 2/7/76-PER (Vol.III)

Date:- 14-12-2005

**ORDER**

In supersession of Government Order No. 10/39/2005-PETS dated 3-5-2005, the Governor of Goa is pleased to order that henceforth for Group 'C' and 'D' posts, the selection shall be done by the Departmental Selection Committee as stipulated by the Order NO. 2-7-76-PER (Vol.III) (Part) dated 6<sup>th</sup> October, 2000 and the Departmental Selection Committee shall not have as a member an Officer who is on Contract or re-employed after retirement and if there happens to be such a Member he would be replaced by another regular Government Officer of requirement with the approved of the Government.

The Member of Departmental Selection Committee who is due for retirement within a period of one year should be clear from Vigilance record.

By order and in name of the Governor of Goa

Sd/-

Gurudas P. Pilarnekar  
Joint Secretary (Personnel)

**Department of Personnel**

No. 10/39/2005-PETS

Date:- 03-05-2005

**ORDER**

The Governor of Goa is pleased to discontinue the Pre-employment Scheme for all categories of posts to which it was extended from time to time, except for the posts of Drivers, Steno-typists, Govt. Primary Teachers and L.D.C.s. Further, for the posts of Drivers, steno-Typists, Govt. Primary teachers and LDC.s, Pre-employment Training scheme would be in operation only till the existing trainees are absorbed/discharged.

It is also ordered that no further recruitments shall be held in future under the Pre-employment Training Scheme for any post (s) including the post (s) of Drivers, Steno-typist, Govt. Primary Teachers and L.D.C.s. Any recruitment process under Pre-employment Training Scheme, which has not been completed, shall stand discharged.

Departments will revert to the method of recruitment and selection that prevailed before the Pre-employment Training Scheme. Further, this Department shall also amend the Recruitment Rules accordingly. The Recruitment Rules for the post of Drivers, Steno-typist, Govt. Primary Teachers and L.D.C's would be amended once the trainees selected for these posts are absorbed/discharged.

This Order comes into force with immediate effect.

By order and in name of the Governor of Goa

Sd/-

Gurudas P. Pilarnekar  
Joint Secretary (Personnel)

**Personnel Department**

No. 2/38/75-PER(Vol.IV)

Dated: 17/03/2005

**ORDER**

Attention of all Heads of Departments is invited to this Department's Office Memorandum No. 2/38/75-PER(Vol.IV) dated 15/12/2003 and 20/05/2004 wherein instructions have been issued regarding ad-hoc appointments / promotions.

It is made crystal clear vide O.M. No. 2/38/75-PER(Vol.II) Part dated 25/06/1992 that no ad-hoc appointment promotion should be made where there is clear vacancy and RR are notified. In spite of this, Departments still resort to ad-hoc promotion appointment in violation of instructions contained in above O.M. Government has taken serious view of such actions.

All Heads of Departments Offices are therefore requested to initiate immediate action to regularize ad-hoc appointments promotions where clear vacancies are available and send compliance report. They are also requested to submit the list of appointments done on ad-hoc basis and reasons therefor.

Sd/-

(Prasanna Acharya )

Under Secretary (Personnel-II)

**Department of Personnel**

No. 12/14/89-PER

Date:- 02-05-2003

**OFFICE MEMORANDUM**

**Read:-** Circular No. 12-14-89-PER dated 03-03-2003.

According to Office Memorandum of even number dated 03-03-2003, Heads of Departments should invariably consult GPSC before declaring probation period of Group 'A' and 'B' officers as satisfactory. Besides, as per standing instructions, cases of confirmation in respect of Group 'A' and 'B' Officers are also required to be submitted to G.P.S.C. for concurrence.

A person appointed against a permanent post/service as a direct recruit with definite conditions of probation is to be confirmed in the grade with effect from the date on which he successfully completes the probation period. Therefore, cases of satisfactory completion of probation period as well as confirmation are required to be considered simultaneously.

In order to avoid duplication of work, all Heads of Departments should submit proposal for declaring satisfactory completion of probation, period as well as confirmation at a time to GPSC for concurrence.

Sd/-  
Vikas Mardolkar  
Under Secretary (Personnel)

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**Department of Personnel**

No. 12/14/89-PER

Date:- 03-03-2003

**OFFICE MEMORANDUM**

According to Office Memorandum of even number dated 23-01-1991, there was no need to refer cases of completion on probation period in respect of Group 'A' and 'B' officers to Goa Public service Commission. In this connection, Goa Public Service commission has observed that as per the provision of Sub-clause (a) of clause (3) of article 320 of the Constitution of India, it is mandatory to consult the Commission in respect of any matters connected with the recruitment of the Civil Service and for Civil posts and hence, order regarding satisfactory completion of probation period has to be issued in consultation with the Commission. The Commission has further observed that while recommending the candidates, it indicates that concerned Department should maintain Annual Assessment Report about the performance of the candidates in addition to Annual Confidential Reports and submit the same to the Goa Public Service Commission for considering their probation period.

Government has therefore, decided that henceforth, all Heads of Departments should invariably consult Goa Public Service Commission before declaring probation period of Group 'A' and 'B' officer as satisfactory. Accordingly, the O.M. of even number dated 23-1-1991 stands withdrawn with immediate effect.

Sd/-  
Vikas Mardolkar  
Under Secretary (Personnel)

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**Department of Personnel**

No. 2/7/76-PER (Vol.III)(Part)

Date:- 28<sup>th</sup> February, 2002

**OFFICE MEMORANDUM**

**Read:-** Order of even number dated 6-10-2000 regarding re-constitution of Departmental Selection Committee and Departmental Promotion Committee.

At serial number 3 of Part-II of Order referred to above, for the "Joint Secretary (Personnel)/under Secretary (Personnel)" the following shall be substituted:-

"Next senior most officer who is looking after administration to be nominated by the Head of Department".

By order and in name of the Governor of Goa

Sd/-  
D. M. Borkar  
Under Secretary (Personnel)

**Department of Personnel**

No. 12/14/89-PER

Date:- 31-05-2011

The Government of India, Ministry of Personnel, Public Grievance & Pension, Department of Personnel & training, Office Memorandum No. F. 35034/7/97-Estt (D) dated 08-02-2002 is reproduced here below and circulated for information and necessary action to:-

1. All Heads of Department/Offices.
2. All Secretariat Departments.

This Office Memorandum is effective from immediate effect.

Sd/-  
N. P. Signapurkar  
Under Secretary (Personnel-II)

**Ministry of Personnel, Public Grievance & Pensions**  
(Department of Personnel & Training)

F. No. 35034/7/97-Estt (D)

Date:- 8<sup>th</sup> February, 2002**OFFICE MEMORANDUM**

**Subject:- procedure to be observed by Departmental Promotion Committees (DPCs)- No supersession in 'selection' promotion Revised Guidelines regarding.**

The undersigned is directed to invite reference to the Department of Personnel and Training (DoP&T) Office Memorandum (O.M.) No. 22011/5/86-Estt (D) dated March 10, 1989 and O.M. of even number dated April 10, 1989 [as amended by O.M. No. 22011/5/91-Estt (D) dated March 27, 1997] which contain the instructions on the Departmental Promotion Committees (DPCs) and related matters. In regard to the 'selection' mode of promotion ('selection-cum-seniority' and 'selection by merit'), the aforesaid instructions prescribe the guidelines (as briefly discussed in paragraph 2 below) for overall 'grading' to be given by the DPC, 'bench-mark' for assessment of performance and the manner in which the 'select panel' has to be arranged for promotions to various levels of post/grade.

**2. Existing Guidelines**

- 2.1 As per the existing (aforementioned) instruction, in promotion up to and excluding the level in the pay-scale of Rs. 12,000-16,500 (excepting promotions to Group 'A' posts/services from the lower group), if the mode happens to be 'selection-cum-seniority' then the bench-mark prescribed is 'good' and officers obtaining the said bench-mark are arranged in the select panel in the order on the their seniority in the lower (feeder) grade. Thus there is no supersession among those who meet the said bench-mark. Officers getting a grading lower than the prescribed bench-mark ('good') are not empanelled for promotion.
- 2.2 In the case of promotions from lower Groups to Group 'A', while the mode of promotion happens to be 'selection by merit', the bench-mark prescribed is 'good' and only those officers who obtain the said bench-mark are promoted in the order of merit as per grading obtained. Thus, officers getting as superior grading supersede those getting lower grading. In other words, an officer graded as 'outstanding' supersedes those graded as 'very good' and an officer graded as 'very good' supersedes officers graded as 'good'. Officers obtaining the same grading are arranged in the select panel in the order of their seniority in the lower grade. Those who get a grading lower than the prescribed bench-mark (good') are not empanelled for promotion.
- 2.3 In promotions to the level in the pay-scale of Rs. 12,000-16,500/- and above, while the mode of promotion is 'selection by merit', the bench-mark prescribed is 'very good' and only those officers who obtain the said benchmark are promoted in the order of merit as per the grading obtained, officers getting superior grading supersedes those getting lower grading as explained in paragraph 2.2 above. Officers obtaining the same grading are arranged in the

select panel in the order of their seniority in the lower grade. Those who get a grading lower than the prescribed bench-mark (very good) are not empanelled for promotion.

### 3. Revised Guidelines

The aforementioned guidelines which permit supersession in 'selection promotion (selection by merit)' have been reviewed by the Government and after comprehensive/extensive examination of relevant issues it has been decided that there should be no supersession in matter of 'selection' (merit) promotion at any level. In keeping with the said decision, the following revised promotion norms/guidelines, in partial modification (to the extent relevant for the purpose of these instructions) of all existing instructions on the subject (as referred to in paragraph 1 above) are prescribed in the succeeding paragraphs for providing guidance to the Departmental Promotion Committees (DPCs).

#### 3.1 Mode of Promotion

In the case of 'selection' (merit) promotion, the hitherto existing distinction in the nomenclature ('selection by merit' and 'selection-cum-seniority') is dispensed with and the mode of promotion to all such cases is rechristened as 'selection' only. The element of selectivity (higher or lower) shall be determined with reference to the relevant bench-mark ('very Good' or 'Good') prescribed for promotion.

#### 3.2 'Bench-mark' for promotion

The DPC shall determine the merit of those being assessed for promotion with reference to the prescribed bench-mark and accordingly grade the officers as 'fit' or 'unfit' only. Only those who are graded 'fit' (i.e) who meet the prescribed bench-mark) by the DPC shall be included and arranged in the select panel in order to their inter-se seniority in the feeder grade. Those officers who are graded 'unfit' (in terms of the prescribed bench-mark) by the DPC shall not be included in the select panel. Thus, there shall be no supersession in promotion among those who are graded 'fit' (in terms of the prescribed bench-mark) by the DPC

3.2.1 Although among those who meet the prescribed bench-mark, inter-se seniority of the feeder grade shall remain intact, eligibility for promotion will no doubt be subject to fulfillment of all the conditions laid down in the relevant Recruitment/Service Rules, including the conditions that one should be the holder of the relevant feeder post on regular basis and that he should have rendered the prescribed eligibility service in the feeder post.

#### 3.2 Promotion to the revised pay-scale (grade) of Rs. 12,000-16,500 and above

- (i) The mode of promotion, as indicated in paragraph 3.1 above, shall be 'selection'.
- (ii) The bench-mark for promotion, as it is now, shall continue to be 'very good'. This will ensure element of higher selectivity in comparison to selection promotions to the grades lower than the aforesaid level where the bench-mark, as indicated in the following paragraphs, shall be 'good' only.
- (iii) The DPC shall for promotions to said pay-scale (grade) and above, grade officers as 'fit' or 'unfit' only with reference to the bench-mark of 'very good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, as already explained in paragraph 3.2 above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed bench-mark of 'very good'.

#### 3.4 Promotion to the grades below the revised pay-scale (grade) of Rs. 12,000-16,500 (including promotions from lower Groups to Group 'A' posts/grades/services)

- (i) The mode of promotion, as indicated in paragraph 3.1 above, shall be 'selection'.
- (ii) The bench-mark for promotion, as it is now, shall continue to be 'good'.
- (iii) The DPC shall for promotions to posts/grades/services in the aforesaid categories, grade officers as 'fit' or 'unfit' only with reference to the bench-mark of 'good'. Only those who are graded as 'fit' shall be included in the select panel prepared by the DPC in order of their inter-se seniority in the feeder grade. Thus, as already explained in paragraph 3.2

above, there shall be no supersession in promotion among those who are found 'fit' by the DPC in terms of the aforesaid prescribed bench-mark of 'good'.

### 3.4 Zone of consideration

The guidelines relating to the 'zone of consideration' in its existing form (twice the number of vacancies plus four) shall continue to have general application. However, in view of the modifications in promotion norms indicated in paragraph 3.3 above, the following stipulation [as is already applicable in the case of promotions below the revised pay-scale (grade) of Rs. 12,000-16,500/- vide DoP&T O.M. No. 22011/8/98-Estt(D) dated November, 6, 1998] is also made in the regard to the zone of consideration for promotion to the revised pay-scale (grade) of Rs. 12,000-16,500/- and above:

*"While the zone of consideration would remain as already prescribed. The DPC, in the aforesaid category of cases, may assess the suitability of eligible employees in the zone of consideration (in the descending order) for inclusion in the panel for promotion up to a number which is considered sufficient against the number of vacancies. With regard to the number of employees to be included in the panel, the DPC may also be required to keep in view the instructions issued vide Department of Personnel and Training Office Memorandum No. 22011/18/87-Estt(D) dated April 9, 1996 relating to norms for preparing extended panel for promotion. In respect of the remaining employees, the DPC may put a note in the minutes that "the assessment of the remaining employees in the zone of consideration is considered not necessary as sufficient number of employees with prescribed bench-mark have become available."*

4. Provisions of the paragraph 1 (vii) of the DoP & O.M. No. AB-14017/2/97-Estt(RR) dated May 25, 1998 stand modified in accordance with these revised instructions. In addition to this, if the guidelines contained in this office Memorandum come in conflict with the provisions of any other executive instructions (O.M.) issued by DoP&T on this subject, the same shall be taken to be modified to the extent provided herein.
5. The instructions contained in this Office Memorandum shall come into force from the date of its issue.
6. Ministries/Departments are requested to give wide circulation to these revised instructions for general guidance in the matter so that immediate steps are taken to amend the Service Rules/Recruitment Rules of various services/posts/grades so as to appropriately incorporate the mode of promotion as 'selection' (in accordance with these instructions) in place of 'selection by merit' and 'selection-cum-seniority' (as was hitherto prescribed by the aforementioned O.M. dated March 27, 1997) as the case may be. The powers to amend Service Rules/Recruitment Rules in this regard are delegated to the Ministries/Departments. DoP&T need not be consulted to carry out the required amendments.

Sd/-

Alok Saxena

Deputy Secretary to the Govt. of India

### Department of Personnel

No. 12/14/89-PER

Date:- 20-12-2001

### OFFICE MEMORANDUM

**Subject:- Departmental Promotion Committee and related matters-consolidated instruction on.**

Office Memorandum of even number dated 26-5-1999, stands withdrawn with immediate effect. Consequent upon withdrawal of O.M. dated 26-5-1999, O. M. of even number dated 14-12-1995 is restored with immediate effect. A copy of the O.M. dated 14-12-1995 is enclosed for ready reference.

Sd/-

D. M. Borkar

Under Secretary (Personnel)

**Department of Personnel**

No. 2/7/76-PER(Vol.II)(Part)

Date:- 6<sup>th</sup> Oct., 2000**OFFICE MEMORANDUM**

**Read:-** Order of even number dated 21-9-1995 and Addendum of even number dated 25-10-1996.

In supersession of Orders cited above, the Departmental Selection Committee and Departmental Promotion Committee for the Group 'C' posts in respect of Departments (outside Secretariat) indicated below is reconstituted as shown against them with immediate effect.

**I For Group 'C' posts of Superintendent (Outside Sectt.)**

- |  |     |          |
|--|-----|----------|
| 1. Secretary (GA)/<br>Special Secretary (GA)                 | ... | Chairman |
| 2. Joint Secretary (Per.)/<br>Under Secretary (Per.)         | ... | Member   |
| 3. Head of the Department to be<br>Nominated by the Chairman | ... | Member   |

**II Group 'C' posts in the Departments Outside Secretariat where Head of Department has been declared as ex-officio Additional Secretary/Joint Secretary to Government.**

- |  |     |          |
|--|-----|----------|
| 1. Head of Department who has been declared as<br>ex-officio Joint Secretary/Addl. Secy. to Government.  | ... | Chairman |
| 2. Senior Officer of the Department preferably dealing<br>with establishment/administrative matters not below<br>rank of Group 'A' Officer as may be selected by the<br>Head of the Department. If no Group 'A' Officer is<br>available in the Department, a Group 'B' Officer as<br>selected by the Head of the Department. | ... | Member   |
| 3. Joint Secretary (Per.)/<br>Under Secretary (Per.)   | ... | Member   |

**III For all Group 'C' posts (Outside Secretariat) with exception of Governor's Secretariat, Raj Bhawan Dona Paula, Office of the Resident Commissioner and Goa Sadan, New Delhi where Head of the Department is not an ex-officio Addl. Secretary/Joint Secretary.**

- |   |     |          |
|---|-----|----------|
| 1. Head of Department   | ... | Chairman |
| 2. Senior Officer of the Deptt. preferably dealing<br>with establishment/administrative matters not below<br>rank of Group 'A' Officer as may be selected by the<br>Head of the Deptt. If no Group 'A' Officer is<br>available in the Department, a Group 'B' Officer as<br>selected by the Head of the Department. | ... | Member   |
| 3. Joint Secretary/Under Secretary of Administrative<br>Department.   | ... | Member   |

By order and in the name of the Governor of Goa

Sd/-  
D. C. Sahoo  
Joint Secretary (Personnel)



**Department of Personnel**

No. 1/6/83-PER (Vol. II)

Date:- 30-11-1999

**CIRCULAR****Subject:- Recruitment to the post of L.D.C.- Clarification regarding typing test.**

Ref.: Circular No. 1/6/83-PER(Vol. II) dt. 1/8/97

Attention is invited to the instructions contained in the circular referred to above wherein Government had decided to hold typing test twice in a year in the second week of January and July for the L.D.C. appointed within and Outside Secretariat without qualifying in the typing test held by the Government.

The matter has been reviewed and after careful consideration and in supersession of the existing instructions on the subject, it has been decided to allow the Departments to hold the typing test to enable the L.D.C.'s to draw their annual increment.

The L.D.C.s shall be able to draw their first annual increment only on passing the typing test. No exemption from appearing at the typing test shall be granted and L.D.C.s not passing the typing test shall not be allowed to draw their annual increments.

The Departments are requested to take note of the above instructions for necessary action.

Sd/-

G. J. Prabhudesai  
Joint Secretary (Personnel)**Department of Personnel**

No. 12/14/89-PER

Date:- 26-05-1999

**CIRCULAR****Subject:-** Departmental Promotion Committees and related matters-consolidated instruction.

Following instructions are hereby issued in partial modification of para 6.3.1. of the existing instructions issued under Office Memorandum of even number dated 14-12-1995 for guidance and compliance.

**6.3.1 I- Selection-cum-seniority and Selection by merit**

- (i) Having regard to the levels of the posts to which promotions are to be made, the nature and importance of duties attached to the posts, a bench-mark grade would be determined for each category of posts.

For all Group 'C', Group 'B' and Group 'A' posts (up to and excluding the level of Rs. 3,700-5,000)\* the bench-mark would be 'Good' and will be filled by the method of selection-cum-seniority as indicated in sub-para (iii):

- (ii) In respect of posts which are in the level of Rs. 3,700-5,000\* and above, the bench-mark grade should be 'Very Good' and will be filled by the method of Selection by Merit as indicated in sub-para (V).
- (iii) Each Departmental Promotion Committee while considering the suitability of officers for promotion to posts for which the bench-mark has been determined as 'Good' would grade the Officers as 'Good', 'Average' and 'Unfit' only. Only those officers who obtain the grading of 'Good' will be included in the panel in the order of their seniority in the lower grade subject to availability of vacancies.
- (iv) Notwithstanding the provisions mentioned above in the case of promotion made for induction to Group 'A' posts/services from lower groups, while the bench-mark would continue to be 'Good' the Departmental Promotion Committee shall grade the officers as 'Outstanding', 'Very Good', 'Average' and 'unfit' as the case may be and the officers will be arranged according to the grading obtained placing the 'Outstanding' Officers on

top followed by those graded as 'Very Good' and so on in the select panel up to the number of vacancies, with the officers having the same grading maintaining their inter se-seniority in the feeder grade.

### SELECTION BY MERIT

- (v) In respect of services/posts for which the bench-mark has been determined to be 'Very good' each D.P.C., would grade the officers as 'Outstanding', 'Very Good', 'Good' 'Average' and 'Unfit' as the case may be. However, only those officers who are graded as 'Very Good' and above will be included in the select panel, by placing the Officers graded as 'Outstanding' on top followed by those graded as 'Very good' subject to availability of vacancies, with the officers with the same grading maintaining their inter se-seniority in the feeder grade.
  - (vi) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.
  - (vii) Where sufficient number of officers with the required bench-mark grade are not available within the zone of consideration, officers with the required bench-mark will be placed on the panel and for the unfilled vacancies, the appointing authority should hold a fresh D.P.C. by considering the required number of officers beyond the original zone of consideration.
2. Further, following modification are made in the provision of this Department's O.M. of even number dated 26-9-1990.
- 1. Para I (a): the word 'Selection' may be replaced by the word 'Selection-cum-Seniority' and 'Selection by Merit'.
  - 2. Para 2.2: the word 'Selection' wherever appearing may be substituted by the word 'Selection-cum-Seniority' and 'Selection by Merit'.
  - 3. Para 5: the word 'Selection' appearing in line 7 of this para may be substituted by the word 'Selection-cum-Seniority' and 'Selection by Merit'.
  - 4. Para 6.1.1: the word 'Selection' appearing in line 1, may be substituted by the words 'Selection-cum-Seniority' and 'Selection by Merit'.
  - 5. Para 6.3.2(i): the word 'Selection' appearing in line 1 of the above paragraph may be substituted by the words 'Selection-cum-Seniority' and 'Selection by Merit'.
  - 6. Para 6.3.2(ii) 6.3.2(iii): the word 'Selection' appearing in line 1 of the above two paragraphs may be substituted by the words 'Selection-cum-Seniority'.
3. These instructions will take effect from the date of issue of this Office Memorandum.
- (\*Pre-revised)

Sd/-  
G. J. Prabhudesai  
Joint Secretary (Personnel)

### **Department of Personnel**

No. 2/38/75-(A) PER/Vol. II

Date:- 07-04-1998

### **OFFICE MEMORANDUM**

The scheme of confirmation has been extended to the employees of this Government with effect from 1-1-1989, vide O.M. of even number dated 15-12-1988 (copy attached). In the said O.M. it has been contemplated that confirmation will be done only once in the service of an official and it will be in the entry grade. Confirmation is also delinked from the availability of permanent vacancy in the grade. As per procedure laid down therein, the appointee to a post should satisfactorily complete the

probation. The case will then be placed before Departmental Promotion Committee for confirmation. Thereafter, specific order of confirmation is required to be issued when the case is clear from all angles.

It is noticed that appointing authorities have not issued such orders of confirmation in respect of recruitment made after 1-1-1989. In some cases mere orders are issued regarding satisfactory completion of period of probation. In the absence of such orders, Directorate of Accounts will not be in a position to extend the benefits available in respect of permanent employees to such employees in the matter of advance etc.

It is, therefore, impressed upon all the appointing authorities that they should strictly adhere to the procedure laid down in the O.M. dated 15-12-1988 and take up the confirmation cases of all the employees recruited after 1-1-1989.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 12/14/89-PER(Part)

Date:- 29-01-1998

**OFFICE MEMORANDUM**

In terms of F.R. 22(I)(a)(i), in all cases except in cases of appointment on deputation to an ex-cadre post or to a post on ad-hoc basis, the Government servant subject to the fulfillment of the eligibility conditions as prescribed in the relevant recruitment rules, on his appointment to another post carrying duties and responsibilities of greater importance than those attaching to the post held by him, has an option from the date of promotion or appointment as the case may be, to have the pay fixed under this rule from the date of such promotion or appointment or to have the pay fixed initially at the stage on a time scale of the new post above the pay in the lower grade or post from which he is promoted on regular basis, which may be re-fixed in accordance with this rule on the date of accrual of next increment in the scale of lower grade or post. In the order of promotion or appointment a clause to this effect is required to be incorporated. Instances have, however, come to the notice of this Department where the Heads of Departments etc., have failed to incorporate such a clause in the promotion or appointment order resulting in the request from the promoted officials, at a subsequent stage for condonation of delay in exercise of option for fixation of pay.

2. It is, therefore, reiterated that in the order of promotion/appointment covered by F.R. 22(I)(a)(i) a clause should invariably be incorporated to this effect with a view to avoiding undue hardship to the officials as well as unnecessary references to this Department.
3. All Heads of Departments are requested to bring these instruction to the notice of all concerned for guidance and strict compliance.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 2/7/76-PER (Vol. III)/(Part)

Date:- 11<sup>th</sup> December, 1997

**ORDER**

**Read:-** Order No. 2/7/76-PER (Vol. III) (Part) dated 18-9-1997.

In partial modification of the above, Government order the Departmental Selection Committee and Departmental promotion Committee for Group 'C' & 'D' posts in Government Colleges shall be as follows:-

- (i) Principal
- (ii) Senior Faculty Member to be nominated by the Principal
- (iii) Joint Secretary (Personnel)

... Chairman

... Member

... Member

By order and in the name of the  
Governor of Goa

Sd/-

D. M. Borkar

Joint Secretary (Personnel)

### Department of Personnel

No. 2/7/76-PER (Vol. III) (Part)

Date:- 18/09/1997

#### ORDER

The Departmental Selection Committee and Departmental Promotion Committee for Group 'C' & 'D' posts in respect of Department indicated below is constituted as shown against them with immediate effect.

#### A - Government Colleges:-

- 1) Goa College of Architecture, Miramar.
- 2) Government College, Sankhelim, Goa.
- 3) Government College, Pernem, Goa.
- 4) Government College, Quepem, Goa.
- 5) Government College, Khandola, Marcela, Goa.
- 6) Goa College of Home Science, Panaji.
- 7) Goa College of Art, Panaji.
- 8) Goa College of Music, Panaji.

i) Principal — Chairman

ii) Senior most Faculty Member — Member

iii) Joint Secretary (Personnel) — Member

#### B - Directorate of Vigilance

i) Director of Vigilance — Chairman

ii) Deputy Director (Vigilance) — Member

iii) Joint Secretary (Personnel) — Member

By order and in the name of the  
Governor of Goa

Sd/-

S. S. Keshkamat

Joint Secretary (Personnel)

### Department of Personnel

No. 1/6/83-PER (Vol. II)

Date:- 01-08-1997

#### CIRCULAR

**Subject:- Recruitment to the post of Lower Division Clerk.**

Vide circular of even number dated 2-7-1997, instructions have been issued that passing the typing test need not be a pre-requisite for appointment to the post of Lower Division. However, the

candidates sponsored by the Employment Exchange was required to be subjected to a written test to assess their suitability for appointment to the post of Lower Division Clerk. A model test paper appended to the circular may be used to devise the question paper for such a test. Hence immediately on getting names from the Employment Exchange, Heads of Department are required to arrange a screening test for the candidates and selection has to be made on the basis of the performance in the test. Further, since Lower Division Clerks who have not qualified in the typing test at the time of the recruitment, can earn their increments only after passing the typing test. Government has decided to hold typing tests twice in a year in the second week of January and July for the Lower Division Clerks appointed within or outside Secretariat without qualifying in a typing test held by the Government. The typing tests for such Lower Division Clerks will be held by Personnel Department, Secretariat. Applications from all the Lower Division Clerks desiring to appear for the typing test should reach the Personnel Department by November/May end every year. The Lower Division Clerks shall be able to draw their first annual increment only on passing the typing test. No exemption from appearing at the typing test will be granted and Lower Division Clerks not passing the typing test will not be allowed to draw their increments.

The above instructions should be followed scrupulously.

Sd/-  
G. J. Prabhudesai  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 1/6/83-PER (Vol. II)

Date:- 02-07-1997

**CIRCULAR**

**Subject:- Recruitment to the post of Lower Division Clerk Clarification on regarding typing test.**

**Ref:-** Circular No. i) 1-6-83-PER(Vol. II) dated 21-8-1996 and (ii) dated 26-11-1996.

Attention is invited to the Recruitment Rules for the post of Lower Division Clerk published in the Official Gazette as amended from time to time wherein the requirements of passing of typing test is essential for appointment of candidates to the post of Lower Division Clerk by direct recruitment.

The matter has been reviewed and after careful consideration and in supersession of the existing instructions on the subject it has been decided that the passing of the typing test should not be a pre-requisite for appointment as Lower Division Clerk. Instead, an objective type of screening test should be held to assess the merit of the candidates.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

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**Department of Personnel**

No. 1/6/83-PER (Vol. II)

Date:- 26<sup>th</sup> November, 1996

**CIRCULAR**

Attention is invited to this Department's circular of even number dated 21-8-1996 wherein it was clarified that the typing test is a pre-requisite based on essential qualifications..

2. It has come to the notice of the Government that strict enforcement of this condition may keep away candidates from rural parts of the State as they may not be well exposed to the facilities for practice of typing.

3. It is therefore felt that if sufficient number of candidates do not qualify the typing test, candidates securing lower marks in typing can be considered for appointment, provided they give an undertaking that they would appear, at the typing test within one year of their appointment as Lower Division Clerk and if they fail to qualify in the test their services will stand terminated forthwith.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

### Department of Personnel

No. 2/7/76-PER (Vol. III) (Part)

Date:- 25-10-1996

#### ADDENDUM

**Read:-** Order No. 2/7/76-PER(Vol.III) (Part) dated 21-12-1995.

The sub-title of Departmental Selection Committee/Department Promotion Committee at serial No. II of Order dated cited above may be read as follows:-

“II- Group ‘C’ posts in the Office of Registrar of Co-operative Societies, Office of the Director of Panchayats and all other offices where Head of Department has been declared as ex-officio Additional Secretary/Joint Secretary/Under Secretary to Government”..

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

### Department of Personnel

No.12/14/89-PER

Dated: 21/08/1996

#### OFFICE MEMORANDUM

**Sub : Departmental Promotion Committee and related matters –  
Consolidated instructions on -**

Following instructions are hereby issued in partial modifications of para 6.1.1 of the existing instructions issued under Office Memorandum No. 12/14/89-PER dated 26<sup>th</sup> September, 1990 for guidance and compliance.

6.1.1 Where promotions are to be made by selection method as prescribed in the Recruitment Rules, the Departmental Promotion Committee shall for the purpose of determining the number of officers who will be considered from out of those eligible officers in the feeder grade(s), restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year:

<u>No. of Vacancies</u>	<u>No. of officers to be considered</u>
1	5
2	8
3	10
4	12
5 and above	Twice the number of vacancies + 4

Sd/-  
(S.S. Keshkamat)  
Jt. Secretary (Personnel)

**Department of Personnel**

No. 1/6/83-PER (Vol. II)

Date:- 21-08-1996

**CIRCULAR****Subject:-** Recruitment to the grade of Lower Division Clerk-Clarification regarding typing test.

Attention is invited to the Recruitment Rules for the post of L.D.C. published in the Government Gazette No. 8 Series I dated 23-5-1996 wherein the requirement at (ii) in Col. 7 of the schedule appended thereto is stipulated as "Essential Qualifications" and to the Circular No. 2/8/74-PER(Vol.II) dated 28-10-80 wherein it is clarified that though typewriting is considered essential for appointment to the post of L.D.C., it should not be insisted upon but person appointed as L.D.C. should not be allowed to draw the increment in the pay scale nor they will be entitled for confirmation till they acquire the prescribed speed of 30 words per minute in typewriting.

2. After careful consideration of the matter and to be in conformity with the guidelines issued by the Government of India for recruitment of L.D.C.'s through the Staff Selection Commission, it has been decided that the typing test should be a pre-requisite based on Essential Qualifications. A Screening test should be conducted by every department making direct recruitment to the post of L.D.C. and only those who qualify with minimum speed stipulated in the Recruitment Rules should be subjected to oral interview. A Senior Stenographer from any department, other than the one which is recruiting the L.D.C.s could be entrusted with the task.
3. The above instructions should be noted for strict compliance.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

**Department of Personnel**

No. 2/4/96-PER

Date:- 26<sup>th</sup> March, 1996**OFFICE MEMORANDUM****Subject:-** Appointment on adhoc basis ..... Regularization of

It has been observed that some proposals have been sent to the Goa Public Service Commission for considering promotions with retrospective effect. This is against the general policy of the Government. Hence, all the Secretaries to the Government and Head of Departments are advised neither to consider any proposal for promotions with retrospective effect nor refer any such proposal to the Goa Public Service Commission.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

**Department of Personnel**

No. 2/7/76-PER(Vol. III) (Part)

Date:- 21<sup>st</sup> December, 1995**ORDER**

In supersession of all orders issued, the Departmental Selection Committee and Departmental Promotion Committee for the Group 'C' posts in respect of Departments (outside Secretariat) indicated below is reconstituted as shown against them with immediate effect.

**I For Group 'C' posts of Superintendent (Outside Secretariate)**

- |                            |     |          |
|----------------------------|-----|----------|
| 1. Secretary (GA)/         | ... | Chairman |
| Special Secretary (GA)     |     |          |
| 2. Joint Secretary (Per.)/ | ... | Member   |
| Under Secretary (Per.)     |     |          |

- |  |     |        |
|--|-----|--------|
| 3. Head of the Department to be<br>Nominated by the Chairman | ... | Member |
|--|-----|--------|

**II For Group 'C' posts in the Office Registrar of Co-operative Societies, Officer of Director of Panchayats and all other offices where Head of Department has been declared as ex-officio Joint Secretary to Government.**

- |   |     |          |
|---|-----|----------|
| 1. Head of Department who has been declared as<br>ex-officio Joint Secretary to Government. | ... | Chairman |
| 2. Next Senior most Officer in the Department   | ... | Member   |
| 3. Joint Secretary (Per.)/<br>Under Secretary (Per.)  | ... | Member   |

**III For all Group 'C' posts (Outside Secretariat) with exception of Governor's Secretariat, Raj Bhawan Dona Paula, Office of the Resident Commissioner and Goa Sadan, New Delhi.**

- |   |     |          |
|---|-----|----------|
| 1. Head of Department   | ... | Chairman |
| 2. Seniormost Officer in the Department                             | ... | Member   |
| 3. Joint Secretary/Under Secretary of Administration<br>Department. | ... | Member   |

By order and in the name of the  
Governor of Goa  
Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)

**Department of Personnel**

No. 12/14/89-PER

Date:- 14<sup>th</sup> December, 1995

**OFFICE MEMORANDUM**

**Subject:-** Department Promotion Committee and related matters- consolidated instructions on

Following instructions are hereby issued in partial modification of para 6.3.1 of the existing instructions issued under office memorandum No. 12/14/89-PER dated 26<sup>th</sup> September, 1990 for guidance and compliance.

6.3.1. The list of candidates considered by the DPC and the overall grading assigned to each candidate, would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed on the preparation of the panel.

- (i) For all Group 'C' Group 'B' and Group 'A' posts upto (and excluding) the level of Rs. 3700-5000, the bench mark would be "Good". All officers whose overall grading is equal to or better than the bench mark should be included in the panel for promotion to the extent of the number of vacancies. However, officers graded as "Outstanding" would rank enblock senior to those who are graded as "Very Good" and Officers graded as "Very Good" would rank, enblock senior to those who are graded as "Good" maintaining their inter-se seniority in the feeder grade.
- (ii) In respect of all posts which are in the level of Rs. 3700-5000 and above, the bench mark grade should be "Very Good". However, Officers who are graded as "Outstanding" would rank enblock senior to those who are graded as "Very Good" and placed in the select panel accordingly, upto the number of vacancies, officers with the same grading maintaining their inter-se seniority in the feeder post.

Sd/-  
S. S. Keshkamat  
Joint Secretary (Personnel)



**Department of Personnel**

No. 2/7/76-PER (Vol. III) (Part)

Date:- 30<sup>th</sup> September, 1993**NOTIFICATION**

Whereas under Government order No. 2/7/76-PER/Vol.III dated 2-12-1988, Government had constituted Department Promotion Committee for promotion to Group 'B' posts in various Departments under Government of Goa;

And Whereas under Government Notification No. 2/7/76-PER(Vol. III) (B) dated 24-4-1990 the Government in consultation with the Goa Public Service Commission amended the Recruitment Rules of all Group 'B' posts in various Departments under Government of Goa thereby substituting the Group 'B' D.P.C. for existing entry under Column 12 in the Scheduled annexed to the said Rules;

And whereas during the intervening period from 2-12-88 to 24-4-1990, on the recommendation of the D.P.C. constituted under Government order dated 2-12-1988, regular promotions to various Group 'B' posts in the Departments under Government of Goa, were made without consultation with the Commission.;

Now, therefore, the Government is pleased to order that all the promotions of Group 'B' Officers made in various Departments during the period from 2-12-1988 to 24-4-1990, on the recommendation of the D.P.C. as constituted vide order dated 2-12-1988 cited above, excepting those made on ad-hoc basis, shall be deemed to be regular for all purposes.

This issues in consultation with Goa Public Service Commission vide their letter No. COM/II/13/54(1)/88 dated 26<sup>th</sup> August, 1993.

By order and in the name of the  
Governor of Goa

Sd/-  
S. S. Keshkamat  
Under Secretary (Personnel)

**Department of Personnel**

No. 2-33-75-PER

Date:- 24<sup>th</sup> February, 1993**OFFICE MEMORANDUM**

The Government of India, Ministry of Personnel, Public Grievances & Pensions, (Department of Personnel & Training), New Delhi Office Memorandum No. 20011/5/90-Estt (D) dated 4-11-92 along with its enclosures is reproduced below and circulated for guidance and compliance to:-

1. All Heads of Departments/Officers.
2. All Departments in the Secretariat.

Sd/-  
G. J. Prabhudessai  
Under Secretary (Personnel)

**Ministry of Personnel, P. G. & Pensions,  
Department of Personnel & Training**

No. 20011/5/90-Estt (D)

Date:- 4<sup>th</sup> November, 1992**OFFICE MEMORANDUM****Subject:- Delinking seniority from confirmation.**

The seniority of Government servants is determined in accordance with the general principles of seniority contained in MHA O.M. No. 9/11/55-RPS dated 22-12-59 (copy enclosed). One of the basic principles enunciated in the said OM is that Seniority follows confirmation and consequently permanent officers in each grade shall rank senior to those who are officiating in that grade.

2. This principles has been coming under judicial scrutiny in a number of cases in the past; the last important judgment being the one delivered by the Supreme Court on 2-5-90 (JT-1990 (2) SC-246) in the case of class II Direct Recruits Engineering Officers Association v/s. State of Maharashtra. In para 47(A) of the said judgment the Supreme Court has held that once an incumbent is appointed to a post according to rule, his seniority has to be counted from the date of his appointment and not according to the date of his confirmation.
3. The general principle of seniority mentioned above has been examined in the light of the judicial pronouncement referred to above and it has been decided that seniority may be delinked from confirmation as per the directive of the Supreme Court in Para 47(A) of its judgment dated 2-5-90. Accordingly in modification of the general principle 5(i) contained MHA (now DOPT) O.M. No. 9/11p55-RPS dated 22-12-59 and Para 2.3. of this Department O.M. dt. 3-7-86 (copy enclosed) it has been decided that seniority of a person regularly appointed to a post according to rule would be determined by the order of merit indicated at the time of initial appointment and not according to the date of his confirmation.
4. These orders shall take effect from the date of issue of this Office Memorandum. Seniority already determined according to the existing principles on the date of issue of these orders will not be reopened even if in some cases seniority has already been challenged or is in dispute and it will continue to be determined on the basis of the principles already existing prior to the date of issue of these orders.
5. All Ministries/Departments etc. are requested to bring these instructions to the notice of all concerned for guidance and compliance.

Sd/-  
Y. G. Parande  
Director

**Department of Home Affairs**

No. 9/11/55-RPS

Date:- 22<sup>nd</sup> December, 1959

**OFFICE MEMORANDUM**

**Subject:- General Principles for Determining Seniority of various categories of Persons Employed in Central Services.**

As the Ministries of the Government are aware instructions have been from time to time regarding the principles to be observed in and the method of determining seniority vide office memorandum cited below:

- (i) Office Memorandum No. 30/44/48-Apptts., dated the 22<sup>nd</sup> June, 1949.
- (ii) Office Memorandum No. 65/28/49-DGS(Apptts.) office 3<sup>rd</sup> February, 1950 and other subsequent Office Memorandum regarding fixation of seniority of ex-employees of the Government of Burma.
- (iii) Office Memorandum No. 31/223/50-DGS dated the 27<sup>th</sup> April, 1951 and other subsequent Office displace Government servants.
- (iv) Office Memorandum No. 9/59/56-RPS dt. 4-8-1956.

The instructions contained in this Ministries Office Memorandum No. 30/44/43-Apptts., dated the 22<sup>nd</sup> June, 1949, were issued in order to safeguard the interests of displaced Govt. servants appointed to the Central Services after partition. As it was not possible to regulate the seniority of only displaced Government servants by giving them credit for previous service the instructions were made applicable to all categories of persons appointed to Central Services. The principles contained in the 22<sup>nd</sup> June, 1949 orders were extended to.

- (i) Ex-Government servants of Burma appointed to Central Service; and
- (ii) The employees of former part 'B' States taken over to the centre as a result of Federal Financial Integration.

The instructions contained in this Ministry's Office Memorandum No. 30/10/49-CS dated 31st March, 1950, and No. 32/49/CS© dated 20<sup>th</sup> September, 1952 similarly regulate Central Services.

2. The question has been raised whether it is necessary to continue to apply the instructions contained in the Office Memorandum cited above. Displaced Government servants have by and large been absorbed in the various Central Services and their seniority has been fixed with reference to the previous service rendered by them. Similarly, the seniority of ex-employees of the Government of Burma and Part 'B' States as well as of candidates with war service has already been determined in accordance with the instructions cited above. As the specific objects underlying the instructions cited above been achieved, there is no longer any reason to apply these instructions in preference to the normal principles for determination of seniority. It has therefore been decided in consultation with the UPSC that, hereafter the seniority of all persons appointed to the various Central Services after the date of these instructions should be determined in accordance with the General Principles annexed hereto.
3. The instructions contained in the various Memorandum cited in para 1 above are hereby cancelled except in regard to determination of seniority of persons appointed to the various Central Services prior to the date of this Office Memorandum. The revised General Principles embodied in the Annexure will not apply with retrospective effect, but will come into force with effect from the date of issue of these orders, unless a different date in respect of any particular service/grade from which these revised principles are to be adopted for purpose of determining seniority has already been of is hereafter agreed to by this Ministry.

Sd/-  
V. Viswanathan  
Special Secretary, Govt. of India

### Annexure

#### General Principles for Determination of Seniority in the Central Services.

1. (i) These principles shall apply to the determination of seniority in Central Civil Services and Civil posts except such services and posts for which separate principles have already been issued for may be issued hereafter by government.  
Ministries or Departments which have made separate rules or issued instructions on the basis of instructions contained in the Ministry of Home Affairs. O.M. No. 30-44-48-Appts. dated the 22<sup>nd</sup> June 1949 are requested to consider modification of those rules or instructions on the basis of those general principles. However, whenever, it is considered necessary to follow principles different from those laid down in this Memorandum, a specific reference should be made to the Ministry of Home Affairs will consult the UPSC. As regards individual cases, the Ministry of Home Affairs will decide the cases on which the advice of the Commission should be obtained.
- (ii) Notwithstanding anything contained in these General Principles, the seniority of persons belonging to the following categories will, on their appointment to a Central Civil Service, or a Civil Posts, continue to be determined by the instructions noted against each such category.
 

(a) Ex-Government servants penalized for their Patriotic activities	M.H.A. OM No. 6/4/52-S&NG dated 29-5-57
(b) Central Government employees discharged on Account of affliction with T.B. Pleurisy or Leprosy.	O.M. No. 37/1/52-DGS dated 10-7-54 (subsequently extended to Ex-Pleurisy/Leprosy patients vide OM. No. 13-4-56-RPS dated 29-9-56 and 13-4-57-RPS dated 14-7-58.
(c) Permanent displaced Government servants Nominated by the Transfer Bureau to purely temporary Organizations, who consequent on their retrenchment, were absorbed in other offices.	O.M. No. 30/44/48-Appts. Dated 22-6-49

2. Subject to the provision of para 3 below, persons appointed in a substantive or officiating capacity to a grade prior to the issue of these general principles shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall en-bloc be senior to all others in that grade.

Explanation:- For the purpose of these principles (a) persons who are confirmed retrospectively with effect from a date earlier than the issue of these general principles substantively vacant in a grade prior to the issue of these general principles, shall in a prior to the issue of these general principles, shall be considered to be permanent officers of the grade.

3. Subject to the provision of para 4 below, permanent officers of each grade shall be ranked senior to persons who are officiating in that grade.

4. Direct Recruits:

Notwithstanding the provisions of para 3 above, the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment on the recommendations of the U.P.S.C. or other selecting authority persons appointed as a result of subsequent selection.

- (i) Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.

5. Promotees:

- (i) The relative seniority of persons promoted to the various grades shall be determined on the order of their selection for such promotion.

Provide that where persons promoted initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their promotion, seniority shall follow the order of confirmation and not the original order of merit.

- (ii) Where promotions to a grade are made from more than one grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades . Hereafter, the Departmental Promotion Committee shall select persons for promotion from each list upto the prescribed quota and arrange all the candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.

Note:- Separate quotas for promotion have not already been prescribe in the relevant recruitment rules, the Ministries/Departments may do so now, in consultation with the Commission wherever necessary.

6. Relative Seniority of Direct Recruits and Promotees:

The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the quotas of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.

7. Transferees:

- (i) The relative seniority of persons appointed by transfer to a Central Service from the Subordinate offices of the Central Government or other Departments of the Central or State Governments shall be determined in accordance with the order of their selection for such transfer.
- (ii) Where such transfers are effected against specific quotas prescribed in the recruitment rules therefore, the relative seniority of such transferees vis-avis direct recruits and promotes shall be determined according to the rotation of vacancies which shall be based on the quotas reserved for transfer direct recruitment and promotion respectively in the recruitment rules.
- (iii) Where a person is appointed by transfer in accordance with a provision in the recruitment rules providing for such transfer in the event of non-availability of a suitable candidate by

direct recruitment or promotees, as the case may be, for the purpose of Para 6 above. He shall be ranked below all direct recruits or promotees, as the case may be, selected on the same occasion.

8. Persons appointed on ad-hoc basis to a grade without consultation with the UPSC under Regulation 4 of the U.P.S.C. (Exemption from Consultation) Regulations, 1958 are to be replaced by persons approved for regular appointment by direct recruitment, promotion or transfer, as the case may be. Until they are replaced, such persons will be shown in the order of their ad-hoc appointments and below all persons regularly appointed to the grade.

### Explanators Memorandum

**General Principle 4:** The Union Public Service Commission invariably indicate the order of preference at the time of selection and it will not, therefore, be difficult to determine the relative seniority of persons recruited through the Commission. In order to obviate difficulties in determining the relative seniority of direct recruits recruited otherwise through the U.P.S.C., the selecting authority should indicate the order of merit at the time of selection.

**General Principle 5(i):** Where promotions are made on the basis of selection by a D.P.C., the seniority of such promotees shall be in the order in which they are recommended for such promotion by the Committee. Where promotion are made on the basis of seniority subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such persons shall not if he is subsequently found suitable and promoted, take seniority in the higher grade over the junior persons who had superseded him.

**General Principle 5(ii):** Illustration: Where 75% of the vacancies in the grade of Head Clerk are reserved for promotion from the grade of Upper Division Clerk and 25% from the grade of store-keeper the eligible, upper division clerks and store-keepers shall be arranged in separate lists with reference to their relative seniority in those, grades. The D.P.C. will make selection of three candidates from the list of U.D.C. and from the list of store-keepers. Thereafter, the selected persons from each shall be arranged in a single list in a consolidated order of merit assessed by the D.P.C. which will determine the seniority of the persons on promotion to the higher grade.

**General Principles 6:** A roster should be maintained based on the reservation for direct recruitment and promotion in the recruitment rules. Where the reservation for each method is 50% the roster will run as follows:-

1) Promotion, (2) Direct recruitment, (3) Promotion, (4) Direct recruitment and so on. Appointment should be made in accordance with this roster and seniority determined accordingly.

**Illustration:** Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment, each direct recruit shall be ranked in seniority below 3 Promotees. Where the quotas are 50% each, every direct recruit shall be ranked below a promotee. If for any reason, a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be re-arranged merely for the purpose of ensuring the promotion referred to above.

**General Principle 7(i)** the Principles laid down in Para 7(i) will not present any difficulty where recruitment by transfer is made singly and at intervals but it will be found wanting in cases where two or more persons are selected, from different sources on the same occasion and the selection is spread over a number of days. It will, therefore, be necessary for the authorities responsible for approving appointments by transfer to indicate the inter se order of merit of the selected persons in such cases.

**General Principles:** While the seniority of persons appointed on ad-hoc basis will be determined as indicated in Para 'B' of the Annexure, the seniority list should clearly show that such persons are not eligible for promotion of confirmation.

**Ministry of Personnel, Public Grievances & Pensions,  
Department of Personnel & Training**

No. 35014/2/80-Estt (D)

Date:- 7<sup>th</sup> February, 1986

**OFFICE MEMORANDUM**

**Subject:-** General Principles for determining the seniority of various categories of persons employed in Central Services.

As the Ministry of Finance etc. are aware, the General Principles for determination of seniority in the Central Services are contained in the Annexure to Ministry of Home Affairs O.M. No. 9/11/55-RPS dated 22<sup>nd</sup> December, 1959. According to Paragraph-6 of the said Annexure, the relative seniority of direct recruits and promotees shall be determined according to rotation of vacancies between the direct recruits and the promotees, which will be based on the quota of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules. In the Explanatory Memorandum to these principles, it has been stated the roster is required to be maintained based on the reservation of vacancies for direct recruitment and promotion in the recruitment rules. Thus where appointment to a grade is to be made 50% by direct recruitment and 50% by promotion from a lower grade, the inter-se seniority of direct recruits and promotion is determined on 1:1 basis.

2. While the above mentioned principles was working satisfactory in cases where direct recruitment and promotion kept pace with each other and recruitment could also be made to the full extent of the quotas as prescribed, in cases where there was delay in direct recruitment or promotion, or where enough number of direct recruits or promotees did not become available, there was difficulty in determining seniority. In such cases, the practice followed at present is that the slots meant for direct recruits or promotees, which could not be filled up, were left vacant, and when direct recruits or promotees became available through later examinations or selections, such persons occupied the vacant slots, thereby became senior to persons who were already working in the grade on regular basis. In some cases, where there was short-fall direct recruitment in two or more consecutive years, this resulted in direct recruits of later years taking seniority over some of the promotees with fairly long years of regular service already to their credit. This matter had also come up for consideration in various Courts cases both before the High Courts and the Supreme Court and in several cases the relevant judgment had brought out the inappropriateness of direct recruits of later years becoming senior to promotes of later years becoming senior to promotees with long years of service.
3. This matter, which was also discussed in the National Council has been engaging the attention of the Government for quite some time and it has been decided that in future, while the principle of rotation of quotas will still be followed for determining the inter-se seniority of direct recruits and promotees the present practice of keeping vacant slots for being filled up by direct recruits of later years, thereby giving them unintended seniority over promotees who are already in position, would be dispensed with. Thus, if adequate number of direct recruits do not become available in any particular year, rotation of quotas for purpose of determining seniority would take place only to the extent of the available direct recruits and the promotees. In other words, to the extent direct recruits are not available, the promotees will be bunched together at the bottom of the seniority list, below the last position upto which it is possible to determine seniority, on the basis of rotation of quotas with reference to the actual number of direct recruits who become available. The unfilled direct recruitment quota vacancies would, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary) for taking action for direct recruitment for the total number according to the usual practice. Thereafter, in that year while seniority will be determined between direct recruits and promotees, to the extent of the number of vacancies for direct recruits and promotees as determined according to the quota for that year, the additional direct recruits selected against the carried forward vacancies of the previous year would be placed en-bloc below the last promotee (or direct recruits as the case may be) in the seniority list based on the rotation of vacancies for that year. The same principle holds good in determining seniority in the

event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be) in the subsequent years.

Illustration: Where the recruitment rules provide 50% of the vacancies in a grade to be filled by promotion and the remaining 50% by direct recruitment, and assuming there are 10 vacancies in the grade arising in each of the years 1986 and 1987 and that 2 vacancies intended for direct recruitment remained unfilled during 1986 and they would filled during 1987, the seniority position of the promotees and direct recruits of these two years will be as under:

1986		1987	
1.	P1	9.	P1
2.	D1	10.	D1
3.	P2	11.	P2
4.	D2	12.	D2
5.	P3	13.	P2
6.	D3	14.	D3
7.	P4	15.	P4
8.	P5	16.	P4
		17.	P5
		18.	D5
		19.	D6
		20.	D7

4. In order to help the appointing authorities in determining the number of vacancies to be filled during a year under each of the methods of recruitment prescribed, a vacancy Registrar giving a running account of the vacancies arising and being filled from year to year may be maintained in the proforma enclosed.
5. With a view to curbing any tendency of under reporting suppressing the vacancies to be notified to the concerned authorities for direct recruitment, it is clarified that promotees will be treated as regular only to the extent to which direct recruitment vacancies are reported to the recruiting authorities on the basis of the quotas prescribed in the relevant recruitment rules. Excess promotees, if any exceeding the share falling to the promotion quota based on the corresponding figure notified for direct recruitment would be treated only as ad-hoc promotees.
6. The General Principles of seniority issued on 22<sup>nd</sup> December, 1959 referred to above, may be deemed to have been modified to that extent.
7. These orders shall take effect from 1<sup>st</sup> March, 1986. Seniority already determined in accordance with the existing principles on the date of issue of these orders will not be re-opened. In respect of vacancies for which recruitment action has already been taken on the date of issue of these orders either by way of direct recruitment or promotion, seniority will continue to be determined in accordance with the principles in force prior to the issue of this O.M.
8. Ministry of Finance etc. are requested to bring these instructions to the notice of all the Attached/Subordinate Offices under them to whom the General Principles of Seniority contained in O.M. dated 22-12-1959 are applicable within 2 weeks as these orders will be effective from the next month.

Sd/-  
Aarti Khosla  
Joint Secretary, Govt. of India

**Vacancy Register**

	1986	1987	1988	ETC.
Total number of vacancies arising during the year .....				

**2. By Direct Recruitment**

- (i) No. of vacancies to be filled
  - (a) Vacancies of the year (as per quota prescribed) .....
  - (b) Vacancies of the previous year (s) brought forward ...
  - (c) Total .....
- (ii) No. of vacancies to be filled .....
- (iii) No. of vacancies carried forward .....

**3. By Promotion**

- (i) No. of vacancies to be filled .....
- (a) Vacancies of the year (as per quota prescribed) .....
- (b) Vacancies of the previous year (s) brought forward ...
- (c) Total .....
- (ii) No. of vacancies actually filled
- (iii) No. of vacancies carried forward .....

Note: 1. The methods of recruitment mentioned above are only illustrative; those prescribed in the relevant recruitment rules will be reflected in this Register.

Note: 2. In the cadres in which the yearly vacancies are sufficient in number to be amenable for division as per the prescribed quotas, it is considered that maintenance of this Register alone will be adequate. In smaller cadres, however where the number of vacancies arising is somewhat occasional and one or two in a year, the appointing authorities may have to maintain the recruitment roster at present, to be clear about the method under which a particular vacancy has been filled.

**Department of Finance (Rev. & Cont.)**

No. 9/1/91-Fin(R&amp;C)

Date:- 25<sup>th</sup> March, 1991**OFFICE MEMORANDUM****Subject:- Delinking of confirmation from the availability of permanent posts.**

The undersigned is directed to invite the attention of all Heads of Departments/Offices to the guidelines issued by the Personnel Department vide their O.M. No. 2/38/75(A) Per (Vol. II) dated 15-12-1988 regarding simplification of confirmation procedure by delinking of confirmation from the availability of permanent posts. Despite issuing the above orders, it has been observed that the departments are referring the cases of conversion of temporary posts into permanent ones to the Finance Department. It appears that proposal for conversions of temporary posts into permanent posts are being submitted in order to avoid their being continued every year. Temporary posts under plan and temporary posts under non-plan which have not been in existence continuously for three years are not eligible for conversion and, in any case, are to be continued every year. Therefore, continuation of temporary posts cannot altogether be eliminated.

It has accordingly been decided in consultation with Personnel Department that no temporary posts need be converted hereafter into permanent once in the light of the orders issued under the Personnel Department's O.M. dated 15-12-1988 referred to above. They may be continued on 'year to year' basis by the competent authority.

Sd/-  
K. M. Nambiar  
Under Secretary (Fin. Exp)



**Department of Personnel**

No. 2/38/75-PER (Vol. II)

Date:- 18<sup>th</sup> March, 1991**OFFICE MEMORANDUM**

In general ad-hoc appointments/promotions are resorted to only in exceptional circumstances and under exigencies of public service. Purely short term vacancies caused by leave, short term deputation, training etc. are filled by ad-hoc appointments if the posting of the persons next in the approved panel be administratively difficult or if he is not interested in such short term promotion. Such appointments are resorted to also when the panel is exhausted or expired and if there is no time to convene a D.P.C. meeting and prepare a fresh panel. In all other cases regular vacancies caused due to death, retirement, resignation, promotion, deputation for period exceeding one year shall be filled by regular method and not by ad-hoc appointments. However, in some cases it has been observed that the departments make ad-hoc promotions/appointments for one reason or the other, even though the following conditions in their cases were fulfilled:-

- (a) There were clear vacancies.
- (b) Promotions were made on the recommendations of duly constituted D.P.C. as per the notified Recruitment rules.
- (c) All the eligible candidates were considered by the D.P.C.
- (d) All the eligible candidates fulfilled the requirements of the Recruitment Rules.

In such cases it would have been advisable to make such appointments initially on officiating basis. The Departments may therefore take action to make the officiating appointment retrospectively, wherever ad-hoc promotion/appointments made satisfy the conditions mentioned above and they continued without break. The Departments may also ensure that hence forth whenever these conditions mentioned therein are satisfied officiating appointments are made.

2. It is clarified that for the purpose of this office Memorandum, a clear vacancy shall also include the vacancy which is caused due to the ad-hoc appointment/promotion of the incumbent to another post for a period exceeding one year.
3. Promotions to the next higher grade already effected on or before the date of issue of this Office Memorandum will not be reopened.
4. These instruction shall apply only in respect of appointments made to Group 'C' and 'D' posts.

Sd/-  
Smt. Prabha Chandran  
Under Secretary (Personnel)

**Department of Personnel**

No. 12/14/89-PER

Date:- 23<sup>rd</sup> January, 1991**OFFICE MEMORANDUM**

Various Department/Offices have been seeking clarifications whether the Goa Public Service Commission is to be consulted regarding satisfactory completion of probation period, in respect of Group 'A' & 'B' posts. The matter was examined in consultation with the Law Department and it is hereby clarified that there is no need to refer cases of completion of probation period to the Goa Public Service Commission in the light of the instructions issued by Government of India in the matter. Accordingly, the cases for satisfactory completion of probation period may be placed before the Committee constituted for considering cases for crossing Efficiency Bar vide Para 2.7 (Part I) of the guidelines for D.P.C. circulated vide this Department's O.M. of even number dated 26-9-90 for consideration and then recommendation to the Appointing Authority.

Sd/-  
Smt. Prabha Chandran  
Under Secretary (Personnel)

**Department of Personnel**

No. 12/14/89-PER

Date:- 26<sup>th</sup> September, 1990**OFFICE MEMORANDUM****Subject:- Departmental Promotion Committees and related matters Consolidated instructions on.**

The undersigned is directed to say that various instructions on the constitution and functioning of Departmental Promotion Committees and the procedure to be followed in processing and implementing the recommendations of D.P.C.s have been updated and consolidated in the form of "Guide Lines on Departmental Promotion Committees" and forwarded herewith for guidance and compliance by all concerned.

Sd/-  
Smt. Prabha Chandran  
Under Secretary (Personnel)

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### GUIDELINES ON DEPARTMENTAL PROMOTION COMMITTEES

#### PART-I

#### FUNCTIONS AND COMPOSITION OF DEPARTMENTAL PROMOTION COMMITTEES

**Functions of DPCs.**— A post is filled by promotion where the Recruitments Rules so provide. In making promotions, it should be ensured that suitability of the candidates for promotion is considered in an objective and impartial manner. For this purpose, Departmental Promotion Committee should be formed in each Department/office whenever an occasion arises for making promotions/confirmations etc. The DPCs so constituted shall judge the suitability of officers for:-

- (a) Promotions to 'selection' as well as 'non-selection' posts;
- (b) Confirmation in their respective grades/posts;
- (c) Assessment of the work and conduct of probationers for the purpose of determining their suitability for retention in service or their discharge from it or extending their probation; and
- (d) Consideration of cases of Government Servants for crossing the Efficiency Bar;

**2.1 Composition of DPCs.** The composition of the DPC for considering the cases of Government Servants for promotion to Group 'A' and 'B' posts is indicated below;

- |  |   |          |
|--|---|----------|
| 1. Chairman/Member, GPSC                           | — | Chairman |
| 2. Chief Secretary or his nominee                  | — | Member   |
| 3. Administrative Secretary/Head of the Department | — | Member   |

The above Departmental Promotion Committee shall also consider confirmation of Officers in Group 'A' and 'B' posts.

2.2 The Goa Public Service Commission (GPSC) should be associated with DPCs in respect of all Goa General Services/posts belonging to Group A and Group B where promotion is based on the principles of selection unless it has been decided by the Government, not to associate the GPSC with a Group A and Group B DPC. The GPSC need not be associated in respect of posts belonging to Group A if the promotion is based not on the principles of selection but on seniority-cum-fitness.

2.3 Whenever the GPSC is associated with a DPC, the Chairman or a Member of the Commission will preside at the meeting of the DPC.

2.4 In respect of a DPC for Group C & D posts the Chairman of the DPC should be an officer of a sufficiently high level and one of the members of the DPC should be an officer from a Department not connected with the one in which promotions are considered. The other member (s) should be an officer of the Department familiar with the work of the persons whose suitability is to be assessed. The officer of another Department appointed as a member of the DPC should also be of an appropriate level keeping in view the level of the other members of the DPC and the post to which promotion is to be made. In the case of a DPC constituted for promotions to a technical post it may also be ensured that the officer nominated by another Department has also the requisite technical competence to advice on the suitability of the candidates under consideration.

2.5 Endeavour should also be made to nominate an SC/ST officer on the DPC constituted for various posts/services particularly where a DPC has to make bulk selection for a large number of vacancies, say 30 or more at a time. Where an outside member has to be associated with the DPC for Group C or Group D posts, there would be no objection to nominate on such a DPC, a SC/ST officer from such other Department in the event of such officer not being available in the Department itself.

2.6 In Group A and Group B services/posts if none of the officers included in the DPC as per the composition given in the recruitment rules is a SC or ST officer, it would be in order to coopt a member belonging to the SC or ST if available within the Department. If no such officer is available within the Department, he may be taken from another Department.

2.7 The composition of the DPC for considering the cases for crossing Efficiency Bar in a time scale of pay in respect of officers belonging to Group 'A' & 'B' posts is mentioned below:

- |                                     |   |          |
|-------------------------------------|---|----------|
| 1. Administrative Secretary         | — | Chairman |
| 2. Head of the concerned Department | — | Member   |

## Part-II

### FREQUENCY OF DEPARTMENTAL PROMOTION COMMITTEE MEETINGS

3.1 **Frequency at which DPC should meet** The DPCs should be convened at regular annual intervals to draw panels which could be utilized on making promotions against the vacancies occurring during the course of a year. For this purpose it is essential for the concerned appointing authorities to initiate action to fill up the existing as well as anticipated vacancies well in advance of the expiry of the previous panel by collecting relevant documents like CRs, integrity certificates, Seniority list etc. for placing before the DPC. DPCs could be convened every year if necessary on a fixed date e.g., 1<sup>st</sup> April or May. The Departments should lay down a time schedule for holding DPCs under their control and after laying down such a schedule the same should be monitored by making one of their officers responsible for keeping a watch over the various cadre authorities to ensure that they are held regularly. Holding of DPC meetings need not be delayed or postponed on the ground that recruitment rules for a post are being reviewed/amended. A vacancy shall be filled in accordance with the recruitment rules in force on the date of vacancy, unless rules made subsequently have been expressly given retrospective effect. Since Amendments to recruitment rules normally have only prospective application, the existing vacancies should be filled as per the recruitment rules in force.

3.2 The requirement of convening annual meetings of the DPC should be dispensed with only after a certificate has been issued by the appointing authority that there are no vacancies to be filled by promotion or no officers are due for confirmation during the year in question.

### Part-III

#### PREPARATORY ACTION FOR HOLDING DEPARTMENTAL PROMOTION COMMITTEE

4.1 **Determination of regular vacancies.**— It is essential that the number of vacancies in of which a panel is to be prepared by a DPC should be estimated as accurately as possible. For this purpose the vacancies to be taken into account should be the clear vacancies arising in a post/grade/service due to death, retirement, resignation, regular long term promotion and deputation or from creation of additional posts on a long term. As regards vacancies arising out of deputation, only those cases of deputation for periods exceeding one year should be taken into account due note, however, being kept also of the number of the deputationists likely to return to the cadre and who have to be provided for. Purely short term vacancies created as a result of officers proceeding on leave, or on deputation for a shorter period, training etc., should not be taken into account for the purpose of preparation of a panel. In cases where there has been delay in holding DPCs for a year or more, vacancies should be indicated year-wise separately.

4.2.1 **Papers to be put up for consideration by DPCS.**— In the case of promotions to Group ‘A’ and ‘B’ posts the proposals should be placed before the DPC in the proforma given in Annexure-I. As regards cases of confirmation of Group ‘A’ & ‘B’ officers, the proposals should be put up before the DPC in the proforma given in Annexure-II.

4.2.2 Where a member of the GPSC has to attend a meeting of a DPC, the necessary documents should be sent to the Commission along with the references requesting the Commission to nominate one of their Members to preside over the DPC.

4.2.3 No proposal for holding a DPC or Selection Committee should be sent to GPSC until and unless all the ACRs complete and upto date are available. In certain cases involving collection of large number of ACRs the proposal can be sent only atleast 90% of the ACRs (upto date and complete) are available. Every effort should be made to keep the ACRs dossiers upto date, lest this aspect is advanced as the reason for not holding DPCs in time. The officer referred in para 3.1 should be responsible for monitoring the completion of the ACR dossiers.

4.2.4 The ACR folder should be checked to verify whether the ACRs for the individual years are available. If the ACR for a particular year is not available and for valid/justifiable reasons it cannot be made available, a certificate should be recorded to that effect and placed in the ACR folder.

4.2.5 The integrity certificate on the lines indicated below should be furnished to the DPCs constituted to consider cases for promotion or confirmation:

“The records of service of the following officers who are to be considered for promotion/confirmation in the grade have been carefully scrutinized and it is certified that there is no doubt about their integrity”.

If there are names of persons, in the list of eligible candidates, whose integrity is suspect or has been held in doubt at one stage or other, this fact should also be specifically recorded by the Department/Office concerned and brought to the notice of the DPC.

4.2.6 Where the GPSC is associated with the DPC the certificate will be recorded by an officer not below the rank of Secretary to the Government. Where GPSC is not associated the officer-in-charge of the Administration section in the Department/Office concerned who processes and submits names and particulars of eligible officers to the DPC should himself record the certificate.

4.2.7 It should be ensured that the information furnished to the GPSC/DPC is factually correct and complete in all respects. Cases where incorrect information has been furnished should be investigated and suitable action taken against the person responsible for it.

4.3.1 **Consideration of officers on deputation.**— The names of the officers who are on deputation either on their own volition or in public interest (including Foreign Service), should also be included

in the list submitted to the DPC for consideration for promotion in case they come within the field of choice for promotion and fulfill the prescribed eligibility conditions. Similarly, the names of the officers on deputation should also be included in the list of names to be considered by the DPC for confirmation, in case they are eligible for confirmation and come within the range of seniority.

4.3.2 Very often a certain number of years of service in the lower grade is prescribed as a condition for becoming eligible for consideration for promotion to a higher post/grade. In such cases, the period of service rendered by an officer on deputation/Foreign Service, should be treated as comparable service in his parent department for purposes of promotion as well as confirmation. This is subject to the condition that the deputation/foreign service is with the approval of the competent authority and it is certified by the competent authority that but for deputation/foreign service, the officer would have continued to hold the relevant post in his parent department. Such a certificate would not be necessary if he was holding the departmental post in a substantive capacity.

4.4 **Consideration of officers on Study leave.**— An officer proceeding on study leave should be treated on the same basis as an officer proceeding on deputation if the study leave was duly sanctioned by the competent authority and the competent authority certified that he would have continued to officiate but for his proceeding on study leave. Such a certificate would not be necessary if he was holding the said departmental post substantively. These instructions would also apply in the cases of Government servants who are granted special leave for training abroad under the various training schemes.

4.5 **Consideration of Direct Recruits.**— It may happen that a Government Servant who is recommended for appointment to a post as a direct recruits may also be among those eligible for consideration for promotion to the same post. An officer does not lose his right of consideration for such promotion merely because he has been recommended for appointment against the direct recruitment quota. Therefore, such officers, if they are within the field of eligibility, should be included in the list of officers for consideration by the DPC, excepting where an officer was holding the lower post in a temporary capacity and has been appointed to the higher post as a direct recruit before the date of the meeting of the DPC.

4.6 **Reservation for SCs/STs.**— Instructions have been issued from time to time by the Department of Personnel and Training regarding reservations and concessions to SCs and STs in the matter of promotions and confirmations. These instructions should be duly taken into account by the appointing authorities while formulating proposals for promotion/confirmation for consideration of the DPC.

## PART-IV

### PROCEDURE TO BE OBSERVED BY DEPARTMENTAL PROMOTION COMMITTEES

5. Each Departmental Committee should decide its own method and procedure for objective assessment of the suitability of the candidates. No interviews should be held unless it has been specifically provided for in the recruitment rules for the post/service. Whenever promotions are to be made by the method of 'Selection' by DPC and the Government desires that an interview should form part of the selection process, necessary provision should be made in the recruitment rules.

#### SELECTION METHOD

6.1.1 Where promotions are to be made by selection method as prescribed in the recruitment rules, the DPC shall, for the purpose of determining the number of officers who will be considered from out of those eligible officers in the feeder grade (s), restrict the field of choice as under with reference to the number of clear regular vacancies proposed to be filled in the year;

No. of Vacancies	No. of officers to be considered
1	5
2	8
3	10
4	3 times the number of vacancies

**6.1.2 Guidelines for DPCs.**— At present DPCs enjoy full discretion to devise their own methods and procedures for objective assessment of the suitability of candidates who are to be considered by them. In order to ensure greater selectivity in matters of promotions and for having uniform procedures for assessment by DPCs, fresh guidelines are being prescribed. The matter has been examined and the following broad guidelines are laid down to regulate the assessment of suitability of candidates by DPCs.

**6.1.3** While merit has to be recognized and rewarded, advancement in an officer's career should not be regarded as a matter of course, but should be earned by dint of hard work, good conduct and result oriented performance as reflected in the annual confidential reports and based on strict and rigorous selection process.

**6.1.4** Government also desires to clear the misconception about "Average" performance. While "Average" may not be taken as adverse remark in respect of an officer, at the same time, it cannot be regarded as complimentary to the officer, as "Average" performance should be regarded as routine and undistinguished. It is only performance that is above average and performance that is really noteworthy which should entitle an officer to recognition and suitable rewards in the matter of promotion.

**6.2.1 Confidential Reports.**— Confidential Rolls are the basic inputs on the basis of which assessment is to be made by each DPC. The evaluation of CRs should be fair, just and non-discriminatory. Hence-

- (a) The DPC should consider CRs for equal number of years in respect of all officers considered for promotion subject to (c) below.
- (b) The DPC should assess the suitability of the officers for promotion on the basis of their services record and with particular reference to the CRs for 5 preceding years. However, in cases where the required qualifying service is more than 5 years, the DPC should see the record with particular reference to the CRs for the years equal to the required qualifying service. (If more than one CR has been written for a particular year all the CRs for the relevant year shall be considered together as the CR for one year).
- (c) Where one or more CRs have not been written for any reason during the relevant period, the DPC should consider the CRs of the years preceding the period in question and if in any case even these are not available the DPC should take the CRs of the lower grade into account to complete the number of CRs required to be considered as per (b) above. If this is also not possible all the available CRs should be taken into account.
- (d) Where an officer is officiating in the next higher grade and has earned CRs in that grade, his CRs in that grade may be considered by the DPC in order to assess his work, conduct and performance, but no extra weightage may be given merely on the ground that he has been officiating in the higher grade.
- (e) The DPC should not be guided merely by the overall grading if any, that may be recorded in the CRs but should make its own assessment on the basis of the entries in the CRs, because it has been noticed that sometimes the overall grading in a CR may be inconsistent with the grading under various parameters or attributes.
- (f) If the Reviewing authority or the Accepting authority as the case may be has over-ruled the Reporting Officer or the Reviewing authority as the case may be, the remarks of the latter authority should be taken as the final remarks for the purpose of assessment provided it is apparent from the relevant entries that the higher authority has come to a different assessment consciously after due application of mind. If the remarks of the reporting Officer, Reviewing authority and Accepting authority are complementary to each other and one does not have the effect of over-ruling the other, then the remarks should be read together and final assessment made by the DPC.

**6.2.2** In the case of each officer an overall grading should be given. The grading shall be one among (i) Out-standing (ii) Very Good (iii) Good (iv) Average (v) Unfit.

6.2.3 Before making the overall grading after considering the CRs for the relevant years, the DPC should take into account whether the officer has been awarded any major or minor penalty or whether any displeasure of any superior officer or authority has been conveyed to him as reflected in the ACRs. The DPC should also have regard to the remarks against the column on integrity.

6.3.1 The list of candidates considered by the DPC and the overall grading assigned to each candidate, would form the basis for preparation of the panel for promotion by the DPC. The following principles should be observed in the preparation of the panel:

- (i) Having regard to the levels of the posts to which promotions are to be made, the nature and importance of duties attached to the posts a bench mark grade would be determined for each category of posts for which promotions are to be made by selection method. For all Group 'C', Group 'B' and Group 'A' posts upto (and excluding) the level of Rs. 3700-5000 excepting promotions for induction to Group 'A' posts or services from lower groups, the bench mark would be 'Good'. All officers whose overall grading is equal to or better than the bench mark should be included in the panel for promotion to the extent of the number of vacancies. They will be arranged in the order of their inter-se seniority in the lower category without reference to the overall grading obtained by each of them provided that each one of them has an overall grading equal to or better than the bench mark of 'Good'.

Wherever promotions are made for induction to Group 'A' posts or Services from lower groups, the bench mark would continue to be 'Good'. However, officers graded as 'outstanding' would rank en bloc senior to those who are graded as 'Very Good' and officers graded as 'Very Good' would rank on bloc senior to those who are graded as 'Good' and placed in the select panel accordingly up to the number of vacancies, officers with same grading maintaining their inter-se seniority in the feeder post.

- (ii) In respect of all posts which are in the level of Rs. 3700-5000 and above, the benchmark grade should be 'Very Good'. However, officers who are graded as 'Outstanding' would rank en block senior to those who are graded as 'Very Good' and placed in the select panel accordingly up to the number of vacancies, officers with same grading maintaining their inter-se seniority in the feeder post.
- (iii) Appointments from the panel shall be made in the order of names appearing in the panel for promotion.
- (iv) Where sufficient numbers of officers with the required benchmark grade are not available within the zone of consideration, officers with the required benchmark will be placed on the panel and for the unfilled vacancies, the appointing authority should hold a fresh D.P.C. by considering the required number of officers beyond the original zone of consideration.

6.3.2 (i) In promotions by selections to posts/services within Group 'A' which carry an ultimate salary of Rs. 5700/- p.m. in the revised scale, the SCs/STs officers, who are senior enough in the zone of consideration for promotion so as to be within the number of vacancies for which the select list has to be drawn up, would notwithstanding the prescription of benchmark be included in that list provided they are not considered unfit for promotion.

(ii) In promotion by selection to posts/services in Group 'B' within Group 'B' and from Group 'B' to the lowest rung in Group 'A' selection against vacancies reserved for SCs and STs will be made only from those SCs/STs officers, who are within normal zone of consideration prescribed vide the Department of Personnel and A.R. O.M. No. 22011/3/75-Estt. (D) dated 24<sup>th</sup> December, 1980. Where adequate number of SCs/STs candidates are not available within the normal field of choice, it may be extended to five times the number of vacancies and the SCs/STs candidates coming within the extended field of choice should also be considered against the vacancies reserved for them. If candidates from SCs/STs obtain on the basis of merit with due regard to seniority on the same basis as others, lesser number of vacancies than the number reserved for them, the difference should be made up by selecting candidates of these communities, who are in the zone of consideration irrespective of merit and 'bench mark' but who are considered fit for promotion.



(iii) As regards promotions made by selection in Group 'C' and Group 'D' posts/services, Select Lists of SCs/STs officers should be drawn up separately in addition to the general select list, to fill up the reserved vacancies. SCs/STs officers who are within the normal zone of consideration, should be considered for promotion along with and adjudged on the same basis as others and those SCs and STs amongst them, who are selected on that basis may be included in the general Select List in addition to their being considered for inclusion in the separate Select Lists for SCs and STs respectively. In the separate select lists drawn up respectively for SCs and STs, officers belonging to the SCs and STs will be adjudged separately amongst themselves and not along with other and, if selected they should be included in the concerned separate list, irrespective of their merit as compared to other officers and the 'bench mark' determined by the cadre authorities. If candidates from SCs/STs obtain on the basis of their position in the aforesaid general list, lesser number of vacancies than are reserved for them, the difference should be made up by selected candidates of these communities in the separate select Lists for SCs and STs respectively.

**6.4.1 Preparation of year wise panels by DPC where they have not met for a number of years.—** Where for reasons beyond control, the DPC could not be held in an year(s), even though the vacancies arose during that year (or years), the first DPC that meets thereafter should follow the following procedures:-

- (i) Determine the actual number of regular vacancies that arose in each of the previous years (s) immediately preceding and the actual number of regular vacancies proposed to be filled in the current year separately.
- (ii) Consider in respect of each of the years those officers only who would be within the field of choice with reference to the vacancies of each year starting with the earliest year onwards.
- (iii) Prepare a 'Select List' by placing the select list of the earlier year above the one for the next year and so on;

**6.4.2** Where a DPC has already been held in a year further vacancies arise during the same year due to death, resignation, voluntary retirement etc. or because the vacancies were not intimated to the DPC due to error or omission on the part of the Department concerned, the following procedure should be followed:-

- (i) Vacancies due to death, voluntary retirement, new creations, etc. clearly belonging to the category which could not be foreseen at the time of placing facts and material before the DPC. In such cases, another meeting of the DPC should be held for drawing up a panel for these vacancies as these vacancies could not be anticipated at the time of holding the earlier DDC. If, for any reason, the DPC cannot meet for the second time, the procedure of drawing up of year-wise panels may be followed when it meets next for preparing panels in respect of vacancies that arise in subsequent year(s).
- (ii) In the second type of cases of non-reporting on vacancies due to error or omission (i.e. though the vacancies were there at the time of holding of DPC meeting they were not reported to it) results in injustice to the officers concerned by artificially restricting the zone of consideration. The wrong done cannot be rectified by holding a second DPC of preparing an year-wise panel. In all such cases, a review DPC should be held keeping in mind the total vacancies of the year.

**6.4.3** For the purpose of evaluating the merit of the officers while preparing year-wise panels, the scrutiny of the record of service of the officers should be limited to the records that would have been available had the DPC met at the appropriate time. For instance for preparing a panel relating to the vacancies of 1978 the latest available records of service of the officers either up to December, 1977 or the period ending March, 1978 as the case may be, should be taken into account and not the subsequent ones. However, if on the date of the meeting of the DPC, departmental proceedings are in progress and under the existing instructions, sealed cover procedure is to be followed, such procedure should be observed even if departmental proceedings were not in existence in the year to which the vacancy related. The officer's name should be kept in the sealed cover till the proceedings are finalized.

6.4.4 While promotions will be made in the order of the consolidated select list, such promotions will have only prospective effect even in cases where the vacancies related to earlier year(s).

#### 7. Non-selection Method-

Where the promotions are to be made on 'non-selection' basis according to Recruitment Rules, the DPC need not make a comparative assessment of the records of officers and it should categorize the officers as 'fit' or 'not yet fit' for promotion on the basis of assessment of their record of service. While considering an officer 'fit', guidelines in Para 6.1.4. Should be borne in mind. The officers categorized as 'fit' should be placed in the panel in the order of their seniority in the grade from which promotions are to be made.

#### 8. Confirmation:

In the case of confirmation, the DPC should not determine the relative merit of officers but it should assess the officers as 'Fit' or 'Not yet fit' for confirmation in their turn on the basis of their performance in the post as assessed with reference to their record of service.

#### 9. Probation:

In the case of probation, the DPC should not determine the relative grading of officers but only decide whether they should be declared to have completed the probation satisfactorily. If the performance of any probationer is not satisfactory, the DPC may advise whether the period of probation should be extended or whether he should be discharged from service.

#### 10. Efficiency Bar:

The DPC constituted for considering cases of Government servants for crossing the EB need not sit in a meeting but may consider such cases by circulation of papers. The DPC may consider such cases on the basis of up-to-date records of performance, results of a written test and/or trade test, if any, prescribed by the Government. The DPC may recommend whether the officer concerned is 'Fit' or 'Not yet fit' to cross the Efficiency Bar. The review of the case of a Government servant who has been held up at the EB stage on the due date should also be done in accordance with the same procedure by the DPC.

**11.1 Procedure to be followed by DPC in respect of Government servant under cloud.—** At the time of consideration of the cases of Government servants for promotion, details of Government servants in the consideration zone for promotion falling under the following categories should be specifically brought to the notice of the Departmental Promotion Committee:-

- (i) Government servants under suspension;
- (ii) Government servants in respect of whom disciplinary proceedings are pending or a decision has been taken to initiate disciplinary proceedings; and
- (iii) Government servants in respect of whom prosecution for a criminal charge is pending or sanction for prosecution has been issued or a decision has been taken to accord sanction for prosecution; and
- (iv) Government servants against whom an investigation or serious allegations of corruption bribery or similar grave misconduct is in progress either by the C.B.I. or any other agency, departmental or otherwise.

**11.2** The DPC shall assess the suitability of the Government servants coming within the purview of the circumstances mentioned above along with other eligible candidate without taking into consideration the disciplinary case/criminal prosecution, pending or contemplated, against them or the investigation in progress. The assessment of the DPC, including "Unfit for promotion", and the grading awarded by it will be kept in a sealed cover. The cover will be superscribed 'Findings regarding suitability for promotion to the grade/post of \_\_\_\_\_ in respect of Shri \_\_\_\_\_ (name of the Government servant). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri \_\_\_\_\_'. The proceedings of the DPC need only contain the note "The

findings are contained in the attached sealed cover". The authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the DPC in respect of the suitability of a Government servant for his promotion are kept in a sealed cover.

11.3 The same procedure outlined in Para 11.2 above will be followed by the subsequent Departmental Promotion Committees convened till the disciplinary case/criminal prosecution pending or contemplated against the Government Servant concerned is concluded.

12.1 **Adverse remarks in a C.R.**— Where adverse remarks in a confidential Report of the officer concerned have not been communicated to him, this fact should be taken note of by the DPC while assessing the suitability of the officer for promotion/confirmation.

12.2 In a case where a decision on the representation of an officer against adverse remarks has not been taken or the time allowed for submission of representation is not over, the DPC may in their discretion defer the consideration of the case until a decision on the representation.

13. An officer whose increments have been withheld or who has been reduced to a lower stage in the time scale, cannot be considered on that account to be ineligible for promotion to the higher grade as the specific penalty of withholding promotion has not been imposed on him. The suitability of the officer for promotion should be assessed by the DPC as and when occasions arise for such assessment. In assessing the suitability, the DPC will take into account the circumstances leading to the imposition of the penalty and decide whether in the light of the general service record of the officer and the fact of the imposition of the penalty he should be considered suitable for promotion. However, even where the DPC considers that despite the penalty the officer is suitable for promotion the officer should not be actually promoted during the currency of the penalty.

14. The DPC should record in their minutes a certificate that the Department/Office concerned has rendered the requisite integrity certificate in respect of those recommended by the DPC for promotion/confirmation.

15. **Validity or the proceedings of DPCs when one member is absent.**— The proceedings of the Departmental Promotion Committee shall be legally valid and can be acted upon notwithstanding the absence of any of its members other than the Chairman provided that the member was duly invited but he absented himself for one reason or the other and there was no deliberate attempt to exclude him from the deliberation of the DPC and provided further that the majority of the members constituting the Departmental Promotion Committee are present in the meeting.

## Part-V

### PROCESSING AND IMPLEMENTATION OF THE RECOMMENDATIONS OF DEPARTMENTAL PROMOTION COMMITTEE

16.1. **Processing of recommendations of D.P.C.**— The recommendation of the DPC are advisory in nature and should be duly approved by the appointing authority. Before the recommendations are so approved the appointing authority shall consult all concerned as indicated below without undue delay.

16.2. **Consultation with G.P.S.C.**— The recommendations of the DPC whether it included a member of the GPSC or not should be referred to the Commission for approval, if-

- (i) Consultation with the Commission is mandatory under Article 320(3) of the Constitution, read with GPSC (Exemption from Consultation) Regulation 1988. However, a reference may be made to the Regulation, as and when necessary.
- (ii) The Member of the Commission who presides over the DPC specifically desires that the Commission should be consulted.

16.3.1. **Procedure to be followed when the Appointing Authority does not agree with recommendations of DPC.**— There may be certain occasions when the appointing authority may find it necessary to disagree with the recommendations of the DPC. The procedure to be followed in such cases is indicated below.

16.3.2. Where GPSC is associated with the DPC the recommendations of the DPC should be treated as recommendations of GPSC. If it is so considered necessary by the appointing authority to vary or disagree with the recommendations of the DPC the prescribed procedure for over-ruling the recommendations of GPSC (not incorporated in these guidelines) should be followed.

16.3.3. The recommendations of the DPC on which GPSC is not represented should be dealt with as under:-

- (a) Where the appointing authority, being lower than the Governor of Goa, does not agree with the recommendations of the DPC, such appointing authority should indicate the reasons for disagreeing and refer the entire matter to the DPC for reconsideration of its earlier recommendations. In case the DPC reiterates its earlier recommendations, giving also reasons in support thereof, the appointing authority may accept the recommendations, if the reasons adduced by the DPC are convincing, if that authority does not accept the recommendations of the DPC it shall submit the papers to the next higher authority with its own recommendation. The decision of the next higher authority shall be final.
- (b) Where the appointing authority is the Governor of Goa, the recommendations of the DPC should be submitted to the Chief Minister for acceptance or otherwise of the recommendations. In case the circumstances do necessitate, the Chief Minister may refer the matter again to the DPC for reconsideration of its earlier recommendations. If the DPC reiterates its earlier recommendations giving also reasons in support thereof, the matter should be placed before the Chief Minister for his decision. The decision taken by the Chief Minister either to accept or to vary recommendations of the DPC shall be final.

16.4.1. **Appointing Authority to take decision within 3 months.**— The appointing authority should take a decision either to accept or disagree with the recommendations of the DPC within a time-limit of three months (from the date of the DPC meeting or the date of communication of the GPSC's approval to the panel, where such approval is required). Where the appointing authority proposes to disagree with the recommendations, the relevant papers should be submitted by the appointing authority to the next higher authority with its own recommendations by the expiry of the period of three months. In those cases in which the GPSC is associated with the DPC and the appointing authority proposes to disagree with the recommendations of the DPC, the case should be forwarded to the Department of Personnel for placing the matter before the Cabinet as soon as possible and, in any case, not later than three months from the date on which the validity of the panel commences.

17.1 **Implementation of the recommendations of DPC Vigilance Clearance.**— A clearance from the Vigilance Section of the Office/Department should also be obtained before making actual promotion or confirmation of officer approved by DPC to ensure that no disciplinary proceedings are pending against the officer concerned.

17.2 **Order in which promotion to be made.**— Promotion of whatever duration should as far as possible be made in the order in which the names of the officers appear in the panel. Exception to this rule may be necessary where a large number of vacancies are to be filled within a comparatively short period or it is convenient and desirable to make posting with due regard to the location and experience of the officers concerned or where short term vacancies have to be filled on local and ad-hoc basis.

17.3 **Where eligible By direct Recruitment and promotion.**— If a person's name is included in the panel for promotion to the higher post(to which a appointment can be made by promotion as well as by direct recruitment) and also in the panel for direct recruitment to the said higher post, he should be appointed as a direct recruit or as a promotees, having regard to be fact whether his turn for appointment comes earlier from the direct recruitment list of from the promotion list, as the case may be.

17.4.1 **Promotion of Officers on deputation.**— If the panel contains the name of a person who has gone on deputation or on Foreign Service in the public interest including a person who has gone on Study deputation leave, provision should be made for his regaining the temporarily lost seniority in

the higher grade on his return to the cadre. Therefore, such an officer need not be reconsidered by a fresh DPC, if any, subsequently held, while he continues to be on deputation/foreign service/study leave so long as any officer junior to him in the panel is not required to be so considered by a fresh DPC irrespective of the fact whether he might or might not have got the benefit of proforma promotion under the NBR. The same treatment will be given to an officer included in the panel who could have been promoted within the currency of the panel but for his being away on deputation.

17.4.2. In case the officer is serving on an ex-cadre post on his own volition by applying in response to an advertisement, he should be required to revert to his parent cadre immediately when due for promotion, failing which his name shall be removed from the panel. On his reverting to the parent cadre after a period of two years he will have no claim for promotion to the higher grade on the basis of that panel. He should be considered in the normal course along with other eligible officer when the next panel is prepared and he should be promoted to the higher grade according to his position in the fresh panel. His seniority, in that event, shall be determined on the basis of the position assigned to him in the fresh-panel with reference to which he is promoted to the higher grade. (If the panel contains the name of an officer on study leave, he should be promoted to the higher post on return from the study leave. He should also be given seniority according to his position in the panel and not on the basis of the date of promotion.)

17.5 **EB Cases.**— The recommendations of the DPC in the case of Government servants for crossing the EB have to be considered by the authority competent to pass an order under FR 25. Where a Government servant who has been held up at the EB stage on the due date on account of unfitness to cross the EB is allowed to cross EB at a later date, as a result of subsequent review of his case by the DPC, the increment next above the EB shall be allowed to him from the date of such order to cross EB. Where it is proposed to fix his pay at a higher stage taking into account the length of service from the due date for crossing the EB, the case should be referred to the next higher authority for a decision. Instructions regarding overruling of recommendation of DPC for promotion/confirmation would apply in this case also.

17.6.1 **Scaled cover cases— Action after completion of disciplinary/criminal prosecution.**— If the proceedings of a DPC for promotion contain findings in a sealed cover, on the conclusion of the disciplinary case/criminal prosecution, the sealed cover or covers shall be opened. In case the Government servant is completely exonerated, the due date of his promotion will be determined, with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The Government servant may be promoted, if necessary, by reverting the junior most officiating person. He may be promoted notionally with reference to the date of promotion of his junior but he will not be allowed any arrears of pay for the period preceding the date of actual promotion.

17.6.2. If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

17.7.1. **Six monthly Review of Sealed cover Cases.**— It is necessary to ensure that the disciplinary case/criminal prosecution instituted against any Government servant is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of a Government servant in a sealed cover is limited to the barest minimum. The appointment authorities concerned should review comprehensively the case of a Government whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convening the first DPC which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review, should, inter-alia, cover the following aspects.

- (i) The progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite their completion.

- (ii) Scrutiny of the material/evidence collected in the investigations to take a decision as to whether there is a prima-facie case for initiating disciplinary action or sanctioning prosecution against the officer.

If, as a result of the review the appointing authority comes to a conclusion in respect of cases covered by item (ii) above that there is no case for taking action against the Government servant concerned the sealed cover may be opened and he may be given his due promotion with reference to the position assigned to him by the DPC.

**17.7.2 Sealed cover procedure for Confirmation.**— The procedure outlined in the preceding paras should also be followed in considering the claim for confirmation of an officer under suspension etc.

**17.8.2 Procedure for Ad-hoc promotion.**— In spite of the six monthly review referred to in para 17.7.1. Above, there may be some cases where the disciplinary case/criminal prosecutions against the Government servant are not concluded even after the expiry of two years from the date of the meeting of the first DPC, which kept its findings in respect of the Government servant in a sealed cover. In such a situation the appointing authority may review the case of the Government servant, provided he is not under suspension to consider the desirability of giving him ad-hoc provision keeping in view the following aspects:-

- (a) Whether the promotion of the officer will be against public interest;
- (b) Whether the charges are grave enough to warrant continued denial of promotion;
- (c) Whether there is no likelihood of the case coming to a conclusion in the near future;
- (d) Whether the delay in the finalization of proceedings, departmental or in court of law, is not directly or indirectly attributable to the Government servant and;
- (e) Whether there is any likelihood of misuse of official position which the Government servant may occupy after ad-hoc promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

The appointing authority should consult the Central Bureau of Investigation and take their views into account where the departmental proceedings or criminal prosecution arose out of the investigation conducted by the Bureau.

17.8.2. In case the appointing authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the Government servant, his case should be placed before the next DPC held in the normal course after the expiry of the two years period to decide whether the officer is suitable for promotion on ad-hoc basis. Where the Government servant is considered for ad-hoc promotion, the DPC should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case/criminal prosecution against him.

17.8.3. After a decision is taken to promote a Government servant on an ad-hoc basis, an order of promotion may be issued making it clear in the order itself that:-

- (i) The promotion is being made on purely ad-hoc basis and the ad-hoc promotion will not confer any right for regular promotion; and
- (ii) The promotion shall be "until further order". It should also be indicated in the orders that the Government reserve the right to cancel at any time the ad-hoc promotion and revert the Government servant to the post from which he was promoted.

17.8.4. If the Government servant concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the ad-hoc promotion with all attendant benefits. In case the Government servant could have normally got his regular promotion from a date prior to the date of this ad-hoc promotion with reference to his placement in the DPC proceedings kept in the sealed cover(s) and the actual date of promotion of the person ranked

immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of notional promotion as envisaged in para 17.6.1. above.

17.8.5. If the Government servant is not acquitted on merits in the criminal prosecution but purely on technical grounds and Government either proposes to take up the matter to a higher court or to proceed against him departmentally or if the Government servant is not fully exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

**17.9 Sealed cover procedure applicable to Officer coming under cloud before promotion.**— A Government servant, who is recommended for promotion by the Departmental Promotion Committee but in whose case any of the circumstances mentioned in para 11.1 above arise after the recommendations of the DPC are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in this part will be applicable in his case also.

**17.10 Date from which promotions are to be treated as regular.**— The general principle is that promotion of officers included in the panel would be regular from the date of validity of the panel or the date of their actual promotion whichever is later.

17.11 In cases where the recommendations for promotion are made by the DPC presided over by a member of the GPSC and such recommendations do not require to be approved by the Commission, the date of Commission's letter forwarding fair copies of the minutes duly signed by the Chairman of the DPC or the date of the actual promotion of the officers, whichever is later, should be reckoned as the date of regular promotion of the officer. In cases where the Commission's approval is also required the date of GPSC's letter communicating its approval or the date of actual promotion of the officer whichever is later will be the relevant date. In all other cases the date on which promotion will be effective will be the date on which the officer was actually promoted or the date of the meeting of the DPC whichever is later. Where the meeting of the DPC extends over more than one day the last date on which the DPC met shall be recorded as the date of meeting of the DPC.

**17.12 Refusal of Promotion.**— When a Government employee does not want to accept a promotion which is offered to him he may make a written request that he may not be promoted and the request will be considered by the appointing authority, taking relevant aspects into consideration. If the reasons adduced for refusal of promotion are acceptable to the appointing authority, the next person in the select list may be promoted. However, since it may not be administratively possible or desirable to offer appointment to the persons who initially refused promotion, on every occasion on which a vacancy arises, during the period of validity of the panel no fresh offer of appointment on promotion shall be made in such cases for a period of one year from the date of refusal of first promotion or till a next vacancy arises whichever is later. On the eventual promotion to the higher grade, such Government servant will lose seniority vis-a-vis his juniors promoted to the higher grade earlier irrespective of the fact whether the posts in question are filled by selection or otherwise. The above mentioned policy will not apply where ad-hoc promotions against short term vacancies are refused.

**17.13.1. Validity of a panel.**— The panel for promotion drawn up by DPC for 'selection' posts would normally be valid for one year. It should cease to be in force on the expiry of a period of one year and six months or when a fresh panel is prepared whichever is earlier.

17.13.2 The date of commencement of the validity of panel will be the date on which the DPC meets. In case the DPC meets on more than one day, the last date of the meeting would be the date of commencement of the validity of the panel. In case the panel requires partially or wholly the approval of the Commission, the date of validity of panel would be the date (of commission's letter) communication their approval to the panel. It is important to ensure that the Commission's approval to the panel is obtained where necessary, with the least possible delay.

**17.14. Review of Panels.**— The 'select list' should be periodically reviewed. The names of those officers who have already been promoted (otherwise than on a local or purely temporary basis) and continue to officiate should be removed from the list and rest of the names if they are still within the

consideration zone, alongwith others who may now be included in the field of choice should be considered for the 'select list' for the subsequent period.

## Part-VI

### Review D.P.C.s

**18.1. When review DPCs may be held.**— The proceedings of any DPC may be reviewed only if the DPC has not taken all material facts into consideration or if material facts have not been brought to the notice at the DPC or if there have been grave errors in the procedure followed by the DPC. Thus, it may be necessary to convene Review DPCs to rectify certain unintentional mistakes, e.g.

- a) Where eligible persons were omitted to be considered or
- b) Where ineligible person were considered by mistake; or
- c) Where the seniority of a person is revised with retrospective effect resulting in a variance of the seniority list placed before the DPC; or
- d) Where some procedural irregularity was committed by a DPC; or
- e) Where adverse remarks in the CRs were toned down or expunged after the DPC had considered the case of the officer.

These instances are not exhaustive but only illustrative.

**18.2 Scope and Procedure.**— A Review DPC should consider only those persons who were eligible as on the date of meeting of original DPC. That is, persons who became eligible on a subsequent date should not be considered. Such cases will, of course, come up for consideration by a subsequent regular DPC. Further the review DPC should restrict its scrutiny to the CRs for the period relevant to the first DPC. The CRs written for subsequent periods should not be considered. If any adverse remarks relating to the relevant period, were toned down or expunged, the modified CRs should be considered as if the original adverse remarks did not exist at all.

**18.3** A review DPC is required to consider the case again only with reference to the technical or factual mistakes that took place earlier and it should neither change the grading of an officer without any valid reason (which should be recorded) nor change the zone of consideration nor take into account any increase in the number of vacancies which might have occurred subsequently.

**18.4.1 Cases where averse remarks have been expunged or toned down.**— In cases where the adverse remarks were toned down or expunged subsequent to consideration by the DPC, the procedure set out herein may be followed. The appointing authority should scrutinise the case with a view to decide whether or not a review by the DPC is justified, taking into account the nature of the adverse remarks toned down or expunged. In cases where the GPSC have been associated with the DPC, approval of the commission would be necessary for a review of the case by the DPC.

**18.4.2.** While considering a deferred case, or review of the case of a superseded officer, if the DPC finds the officer fit for promotion/confirmation, it would place him at the appropriate place in the relevant select list/list of officers considered fit for confirmation or promotion after taking into account the toned down remarks of expunged remarks and his promotion and confirmation will be regulated in the manner indicated below.

**18.4.3** If the officers placed junior to the officer concerned have been promoted, he should be promoted immediately and if there is no vacancy the junior most person officiating in the higher grade should be reverted to accommodate him. On promotion, his pay should be fixed under F.R. 27 at the stage it would have reached, had he been promoted from the date the officer immediately below him was promoted but no arrears would be admissible. The seniority of the officer would be determined in the order in which his name, on review, has been placed in the select list by DPC. If in any such case a minimum period of qualifying service is prescribed for promotion to higher grade, the period from which an officer placed below the officer concerned in the select list was promoted to the higher grade, should be reckoned towards the qualifying period of service for the purpose of determining his eligibility for promotion to the next higher grade.



18.4.4. In the case of confirmation, if the officer concerned is recommended for confirmation on the basis of review by the DPC, he should be confirmed and the seniority already allotted to him on the basis of review should not be distributed by the delay in confirmation.

## Department of Personnel

No. 2-38-75-PER (Vol.II)

Date:- 26-08-1986

### CIRCULAR

Rule 5(1) (a) of the Central Civil Services (Temporary Services) Rules, 1995 provides as follows:-

- (a) The services of a temporary Government servant who is not in quasi-permanent service shall be liable to termination at any time by a notice in writing given either by the Government servant to the appointing authority or by the appointing authority to the Government servant;
- (b) the period of such notice shall be one month

Provided that the service of any such Government servant may be terminated forthwith and on such termination the Government servant shall be entitled to claim a sum equivalent to the amount of his pay plus allowances for the period of the notice at the same rates at which he was drawing them immediately before the termination of his services or, as the case may be; for the period by which such notice falls short of one month.

2. The matter regarding termination of services under above Rule has been examined in consultation with the Law Department and that Department has clarified that if the termination of services of a temporary Government servant is by way of punishment, then Article 311(2) of the Constitution will be attracted only. Therefore, the circumstances preceeding the order of termination is required to be examined in each case, the motive behind it being immaterial. The Law Department has further clarified that in case the misconduct is the very foundation of the order of termination and not mere motive, then the provision of Article 311(2) of the Constitution would be applied and that in case, the proposed termination of services is not by way of punishment but only a discharge simpliciter under Rule 5(1) (a) *ibid*, then there is no necessity to give show cause notice to a temporary Government servant.
3. All the appointing authorities are advised to follow the above procedure while dealing with the cases for termination of the services of a temporary Government servant under Rule 5(1) (a) of the C.C.S. Rules, 1965.

Sd/-

N. P. Gaunekar

Under Secretary (Personnel)

### Chapter 33

#### TERMINATION OF SERVICES

**1. During probation.**— Where persons are appointed with a specific condition that their service can be terminated without notice during the period of probation, including extended period of probation, if any, it would be desirable to terminate the services of such employees on probation in terms of the letter of appointment and not under the provisions of CCS (TS) Rules.

[G.I., M.H.A., O.M. No. 4/10/66-Estt., (c) dated the 26<sup>th</sup> August, 1967]

**2. Under CCS (TS) Rules.**— (i) Under Rule 5 of CCS (TS) Rules, the services of a temporary employee can be terminated by the Government at any time by giving a month's notice, or by payment of pay and allowances in lieu of notice as admissible on the date of termination. If the person is required to be relieved after giving notice but before the expiry of the period of notice, he will be paid pay and allowances for the unexpired period of notice.

(ii) A temporary employee also can give a month's notice for termination of his services. On expiry of the notice period, he will have his service terminated automatically and the question acceptance of

his notice by Appointing Authority does not arise. In this case, there is no provision for the employee's making payment of pay and allowances in lieu of notice.

(iii) The notice to the employee should be delivered or tendered to him in person, or sent to him by Registered Post Acknowledgment Due. If he registered letter is returned undelivered, it will be published in the official Gazette and will be deemed to have been delivered on the date of publication in the Gazette.

[Rule 5, CCS (TS) Rules, 1965]

Note.— Normally there would not be any difficulty in serving the notice in person to an official on duty. When it is apprehended the official is likely to evade receiving the notice, or is on , long leave, service should be terminated for with, with an offer to pay a month's salary in lieu of notice.

[G.I., M.H.A., O.M. No. 4/1/65-Estts., (C) dated the 30<sup>th</sup> March, 1967.]

(iv) When the services of a temporary employee are terminated under Rule 5 of CCS (TS) Rules, the order will be issued in Form I for termination with notice, or Form II for immediate termination on payment of pay and allowances in lieu of notice, or Form VI for termination of service during the period of notice already given by making payment of pay and allowances for the unexpired period of notice. Similar forms prescribed for termination of services where the Appointing Authority is the President of India, are Forms III, IV and V respectively. [For specimen forms see Swamy's "CCS (Temporary Service) Rules, 1965".]

[Rule 5, CS (TS) Rules, 1965.]

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### Special Department

No. SPL-EST-2866

Date:- 8<sup>th</sup> February, 1967

To  
The Commissioner of Revenue and Taxes,  
Panaji-Goa.

**Subject:- Composition of Departmental Promotion Committee for Class IV posts**

Sir,

I am directed to refer in your letter No. Rev/5<sup>th</sup>/425, dated 25<sup>th</sup> January, 1967 on the above subject and to say that for recruitment to Class IV post as well as promotion from one Class IV post to another in the same Class, Heads of Departments may nominate a Committee of three officers of their respective Departments to make the requirement and recommend names.

Yours faithfully

Sd/-  
D.V. Sawant  
Deputy Secretary (Appointments)

**Financial Upgradation**

**Department of Personnel**

No. 2/7/2017-PER/903

Dated : 05-04-2021

**OFFICE MEMORANDUM**

Read : O.M. No. 2/7/2017-PER/3701 dated 07/12/2017

In partial modification to Part I of the Office Memorandum read in the preamble, Departmental Screening Committee/Departmental Promotion Committee is re-constituted to consider cases of financial up-gradation under Assured Career Progression Scheme (ACPS) and Modified Assured Career Progression Scheme (MACPS) as follows :-

I-A For Group "A" posts Outside Secretariat which are under administrative control of Department of Personnel

- 1) Secretary of the Administrative Department .....Chairman
- 2) Addl. Secretary/Joint Secretary (Personnel)/Under Secretary (Personnel) .....Member
- 3) Director (Admin)/Dy. Director (Admin)/Senior most Officer next below the HOD.....Member

I-B For Group "A" posts Outside Secretariat other than I-A above

- 1) Secretary of the Administrative Department .....Chairman
- 2) Head of Department .....Member
- 3) Addl. Secretary/Joint Secretary (Personnel)/Under Secretary of Concerned Administrative Department .....Member

**OR**

- 3) Director (Admin)/Dy. Director (Admin)/Senior most Officer next below the HOD ...Member

Provided that, where, the Secretary of the Administrative Department is also designated as HOD, the 2<sup>nd</sup> Member at I-B above shall be the Senior most Officer of the Department next below HOD and the 3<sup>rd</sup> Member at I-B shall be the Joint Secretary (Personnel) in circumstances where the post of Director (Admin.)/Dy. Director (Admin) does not exist.

Sd/-  
(Maya Pednekar )  
Under Secretary (Personnel-II)

**Personnel Department**

No. 1/1/82-PER(Part-IV)/525

Dated: 13/02/2020

**OFFICE MEMORANDUM**

A copy of the under mentioned Office Memorandum No. 35034/3/2015-Estt.(D) dated 22/10/2019, issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi is hereby adopted by this Government.

This shall come into effect from 30.11.2016, being the date of issue of order relating to implementation of seventh pay recommendations to all employees of the State Administration and Grant-in-Aid Educational Institutions.

This issues with the concurrence of Finance (R&C) Department vide its U.O. No. 1440025 dated 21/01/2020.

Sd/-  
(Maya Pednekar)  
Under Secretary (Personnel-II)

1. All Heads of Departments.
2. All Departments in the Secretariat.

**Ministry of Personnel, Public Grievances and Pensions**

No.35034/3/2015-Estt.(D)

Dated the 22<sup>nd</sup> October, 2019**OFFICE MEMORANDUM**

**SUBJECT:- Consolidated Guidelines Regarding Modified Assured Career Progression Scheme for the Central Government Civilian Employees.**

The Seventh Central Pay Commission in Para 5.1.44 of its report, recommended that Modified Assured Career Progression Scheme (MACPS) will continue to be administered at 10, 20 and 30 years as before. In the new Pay matrix, the employees will move to the immediate next Level in the hierarchy. As per the recommendations, the Scheme will be available to all posts, including Group "A" posts, whether isolated or not. However, Organized Group "A" Services will not be covered under the Scheme. In other words, MACPS will continue to be applicable to all employees up to HAG level, except members of Organized Group 'A' Services.

2. The Government has considered the recommendations of the Seventh Central Pay Commission for continuation of MACPS and has accepted the same. The MACPS will continue to be administered at 10, 20 and 30 years as before. Under the Scheme, the employee will move to immediate next Pay Level in the new Pay Matrix.

3. The Scheme shall continue to be applicable to all regularly appointed Group "A" (except officers of the Organized Group "A" Services), "B", and "C" Central Government Civilian Employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government on ad-hoc or contract basis shall not qualify for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in **Annexure-I**.

4. A Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradations under the MACP Scheme. The Screening Committee shall consist of a Chairperson and two members. The members of the Committee shall comprise officers holding posts which are at least one level above the level in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a level above the members of the Committee.

5. In cases where the Appointing Authority is the President and the Screening Committee is constituted in the Secretariat of the Ministry/Department, then the power to approve the recommendations of the Screening Committee is delegated to the Secretary of such Ministry or Department. In cases where the Appointing Authority is the President and the Screening Committee is constituted in an organization (for e.g., field office, attached/subordinate office, etc), then the power to approve the recommendations of the Screening Committee is delegated to the Head of such organization. In all other cases, the power to approve the recommendations of the Screening Committee shall be with the Appointing Authority.

6. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year. Accordingly, cases maturing during the first-half of a particular financial year (April-September) shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July shall process the cases that would be maturing during the second-half of the financial year (October-March).


7. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

8. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The MACP Scheme continues to be effective from 01.09.2008.

9. No stepping up of pay in the level would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.

10. Hindi version will follow.

Deputy Secretary to Govt. of India

  
(A. B.hattacharya)

**Annexure-I****O.M. No.35034/3/2015-Estt. (D) dated 22.10.2019**

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years services, respectively, or 10 years of continuous service in the same Level in Pay Matrix, whichever is earlier.
2. The MACPS envisages merely placement in the immediate next higher level in the hierarchy of the Pay Matrix as given in PART A of Schedule of the CCS (Revised Pay) Rules, 2016. Thus, the level at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive Pay Levels, be lower than what is available at the time of regular promotion. In such cases, the higher level attached to the next promotion post in the hierarchy of the concerned cadre/organization will be given only at the time of regular promotion.
3. The financial upgradations under the MACPS would be admissible up-to level 15 in the Pay Matrix, corresponding to the Higher Administrative Grade (HAG).
4. (i) Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme [as prescribed in Para 13 of CCS(Revised Pay Rules), 2016].  
(ii) There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same pay level as granted under MACPS.  
(iii) However, at the time of actual promotion if it happens to be in a post carrying higher pay level than what is available under MACPS, then he shall be placed in the level to which he is promoted at a cell in the promoted level equal to the figure being drawn by him on account of MACP. If no such cell is available in the level to which promoted, he shall be placed at the next higher cell in that level. The employee may have an option to get this fixation done either on the date of promotion or w.e.f. the date of next increment as per the option to be exercised by him.
5. Promotions earned/upgradation granted under the MACP Scheme in the past to those grades which are in the same Level in the Pay Matrix due to merger of pay scales/upgradations of posts recommended by the Seventh Pay Commission shall be ignored for the propose of granting upgradations under Modified ACPS. The benefit of merger will accrue w.e.f. the date of notification of the Recruitment Rules for the relevant post.
6. Fixation of pay on grant of financial upgradation under MACPS on or after 01.01.2016 shall be made as per Rule 13 of CCS (RP) Rules, 2016 issued vide Department of Expenditure notification dated 25<sup>th</sup> July, 2016 and in terms of provisions contained in DoP&T OM No. 13/02/2017-Estt.(Pay-I) dated 27.07.2017.
- 6.1 In cases where financial upgradation had been granted to Government Servants in the next higher Grade Pay in the hierarchy of Grade Pays as per the provisions of the MACP Scheme of 19<sup>th</sup> May, 2009, but whereas as a result of the implementation of Seventh CPC's recommendations, substantive post held by him in the hierarchy of the cadre has been upgraded by granting a higher Pay Level, in such cases the MACP already granted to him prior to 7<sup>th</sup> CPC shall be refixed in the revised pay structure at the next higher level of Pay Matrix. To illustrate, in the case of Postal Inspector (GP 4200/-) in Department of Posts, who was granted 1<sup>st</sup> MACP in the Grade Pay of Rs. 4600/- in PB-2, he will now be granted (grade pay of Rs 4800 in the pay band PB-2) Level 8 of the Pay Matrix consequent upon upgradation of the post of Postal Inspector from GP of Rs. 4200 to GP of Rs. 4600/Level 7 in the Pay Matrix. However, all the financial

upgradations under the Scheme should be done strictly in accordance with the hierarchy of Levels in the Pay Matrix as notified vide CCS (Revised Pay) Rules, 2016.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme, a Government servant has an option under FR22 (1) (a) (1) to get his pay fixed in the higher post/ Pay Level either from the date of his promotion/upgradation or from the date of his next increment viz. 1<sup>st</sup> July or 1<sup>st</sup> January, subject to provisions in the Scheme.
8. Promotions earned in the post carrying same Pay Level in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.
9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on casual, adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in same/another Central Government Department in a post carrying same pay level in the Pay Matrix prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.
10. Past service rendered by a Central Government employee in a State Government/Statutory Body/Autonomous body/ Public Sector organization, before appointment in the Central Government shall not be counted towards Regular Service.
11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kinds of leave, duly sanctioned by the competent authority.
12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.
13. Existing time-bound promotion scheme, including in-situ promotion scheme, or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees, if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.
14. The MACPS is directly applicable only to Central Government Civilian employees. The Scheme may be extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department subject to fulfillment of conditions prescribed in DOPT's OM No. 35034/3/2010-Estt.(D) dated 03.08.2010.
15. If a financial upgradation under the MACPS is deferred and not allowed after 10 years in a level, due to the reason of the employees being unfit or due to departmental proceedings etc., this would have consequential effect on the subsequent financial upgradation which would also get deferred to the extent of delay in grant of first financial upgradation.
16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.
17. (i). For grant of financial upgradation under the MACP Scheme, the prescribed Benchmark shall be 'Very Good', for all levels. This shall be effective for upgradations under MACPS falling due on or after 25.07.2016 and the revised benchmark shall be applicable for the APARs for the year 2016-17 and subsequent years.

(ii). While assessing the suitability of an employee for grant of MACP, the Departmental Screening Committee (DSC) shall assess the APARs in the reckoning period. The benchmark for the APARs for the years 2016-17 and thereafter shall be 'Very Good'. The benchmark for the years 2015-16 and earlier years shall continue be as per the MACP guidelines issued vide DoPT O.M. dated 19.05.2009:

“The financial upgradation would be non-functional basis subject to fitness in the hierarchy of grade pay within the PB-I. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.”

For example, if a particular MACP falls due on or after 25.07.2016, the following benchmarks for APARs are applicable:

APAR for the year	Benchmark grading for MACP for Level 11 and below	Benchmark grading for MACP for Level 12 and above
2013-14 and earlier years	Good	Very Good
2014-15	Good	Very Good
2015-16	Good	Very Good
2016-17	Very Good	Very Good
2017-18 and subsequent years	Very Good	Very Good

18. In the matter of disciplinary/ penalty proceedings, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued there under.
19. The MACPS contemplates merely placement on personal basis in the immediate higher Pay Level /grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.
20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/ Level under the MACPS. However, in cases where a senior Government servant granted MACP to a higher Grade Pay before the 1<sup>st</sup> day of January, 2016 draws less pay in the revised pay structure than his junior who is granted MACP to the higher Level on or after the 1<sup>st</sup> day of January, 2016, the pay of senior Government servant in the revised pay structure shall be stepped up to an amount equal to the pay as fixed for his junior in that higher post and such stepping up shall be done with effect from the date of MACP of the junior Government servant subject to the fulfillment of the following conditions, namely:-
  - (a) both the junior and the senior Government servants belong to the same cadre and they are in the same pay Level on grant of MACP;
  - (b) the existing pay structure and the revised pay structure of the lower and higher posts in which they are entitled to draw pay are identical;
  - (c) the senior Government servants at the time of grant of MACP are drawing equal or more pay than the junior;



- (d) the anomaly is directly as a result of the application of the provisions of Fundamental Rule 22 or any other rule or order regulating pay fixation on such grant of MACP in the revised pay structure:

Provided that if the junior officer was drawing more pay in the existing pay structure than the senior by virtue of any advance increments granted to him, the provisions of this sub rule shall not be invoked to step up the pay of the senior officer.

21. Pay drawn in the level of Pay Matrix under the MACPS shall be taken as the basis for determining the terminal benefits in respect of the retiring employee.
22. In case an employee is declared surplus in his/her organization and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organization shall be counted towards the regular service in his/her new organization for the purpose of giving financial upgradation under the MACPS.
23. In case of transfer 'including unilateral transfer on request', regular service rendered in previous organization/office shall be counted along with the regular service in the new organization/office for the purpose of getting financial upgradations under the MACPS. However, financial upgradation under the MACPS shall be allowed in the immediate next higher Pay Level in the Pay Matrix as given in CCS (Revised Pay) Rules, 2016. Wherever an official, in accordance with terms and conditions of transfer on own volition to a lower post, is reverted to the lower Post/ Grade from the promoted Post/ Pay Level before being relieved for the new organization/office, such past promotion in the previous organization/ office will be ignored for the purpose of MACPS in the new organization/office.
24. If a regular promotion has been offered but was refused by the employee before becoming entitled to an upgradation under the scheme, no financial upgradation shall be allowed as the employee has not stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and in such case, the second or next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal of promotion.
25. Cases of persons holding higher posts purely on adhoc basis shall also be considered by the Screening Committee alongwith others. They may be allowed the benefit of financial upgradation on reversion to the lower post.
26. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to either draw pay in the level of Pay Matrix attached to the post held by them on deputation or the pay in the pay level admissible to them under the MACPS, whichever is beneficial. In case, the employee opts to draw pay in the pay level admissible to him/her under the MACPS, the deputation (duty) allowance shall be regulated in terms of the instructions issued by DoPT vide O.M. No.2/11/2017-Estt.(Pay II) dated 24.11.2017, as amended from time to time.
27. **Illustrations**
  - A. (i) If a Government servant in Level 2 gets his first regular promotion in the Level 4 on completion of 8 years of service and then continues in the Level for further 10 years without any promotion then he would be eligible for 2<sup>nd</sup> financial upgradation under the MACPS in the Level 5 after completion of 18 years (8+10 years).
  - (ii) (a) In case he does not get any promotion thereafter, then he would get 3<sup>rd</sup> financial upgradation in the Level 6 on completion of further 10 years of service i.e. after 28 years (8+10+10).
  - (ii) (b) However, if he gets 2<sup>nd</sup> promotion after 5 years of further service to the grade say in the Level 7 [i.e. on completion of 23 years (8+10+5years)], then he would get 3<sup>rd</sup> financial upgradation in Level 8 after completion of 30 years.

(iii)(a) If he gets 2<sup>nd</sup> promotion before 20<sup>th</sup> year (say 19<sup>th</sup> year), then he gets 3<sup>rd</sup> MACP, at the end of 29<sup>th</sup> year, (i.e. 10 years from 2<sup>nd</sup> promotion) provided he does not get 3<sup>rd</sup> promotion.

(iii)(b) If he gets 2<sup>nd</sup> promotion after 20<sup>th</sup> year (say in 23<sup>rd</sup> year), and there is no 3<sup>rd</sup> promotion before 30 years, then he may be allowed 3<sup>rd</sup> MACP at the end of 30 years.

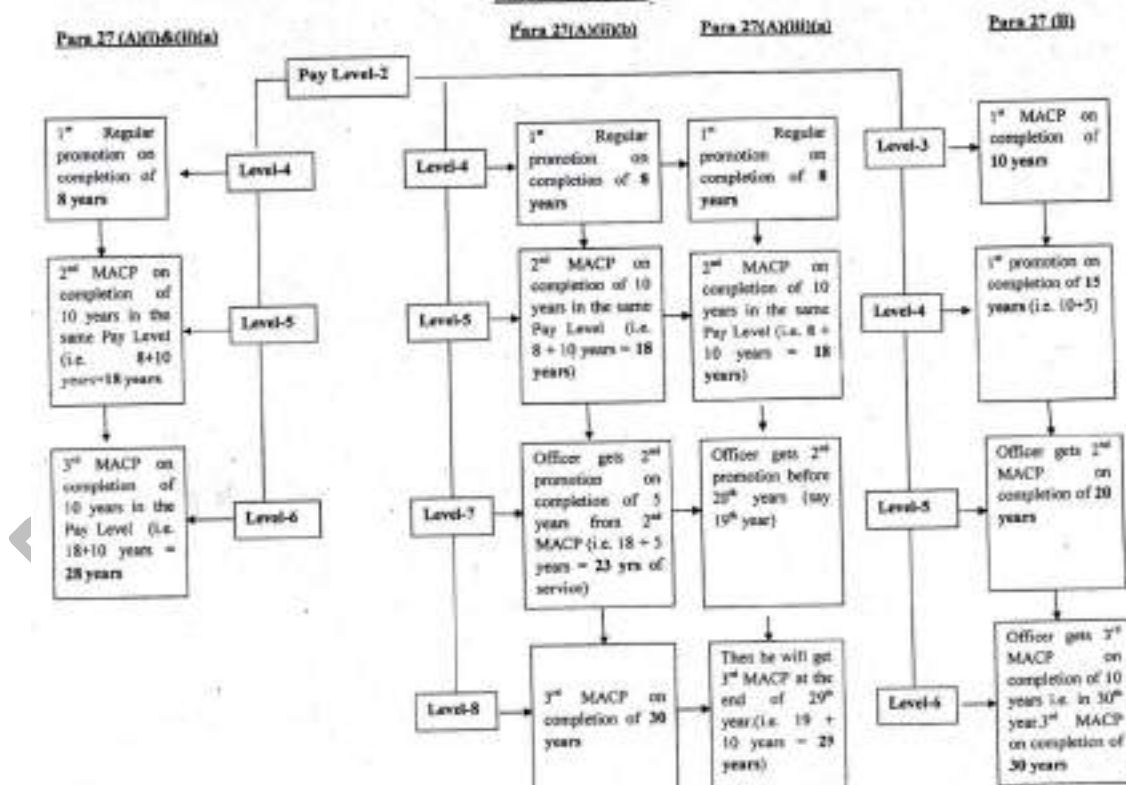
**B.** If a Government servant in Level 2 granted 1<sup>st</sup> financial upgradation under the MACPS on completion of 10 years of service in the Level 3 and 5 years later he gets 1<sup>st</sup> regular promotion in Level 4, the 2<sup>nd</sup> financial upgradation under MACPS (in the next level w.r.t. level held by Government servant) will be granted in Level 5 on completion of 20 years of service. On completion of 30 years of service, he will get 3<sup>rd</sup> MACP in the Level 6. However, if two promotions are earned before completion of 20 years, only 3<sup>rd</sup> financial upgradation would be admissible on completion of 10 years of service in the Level from the date of 2<sup>nd</sup> promotion or at 30<sup>th</sup> year of service, whichever is earlier.

**C.** If a Government servant has been granted either two regular promotions or 2<sup>nd</sup> financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3<sup>rd</sup> financial upgradation would be admissible to him under the MACPS on completion of 30 years of service provided that he has not earned third promotion in the hierarchy.

Deputy Secretary

*(Signature)*  
(A. B. Khatkharia)

#### ILLUSTRATIONS



## Department of Personnel

File No. 2/7/2017-PER/746

Dated: 12-03-2018

- Read: 1) O.M. No. 1/1/82-PER (Part-III) dated 20-12-2001.  
 2) O.M. No. 2/7/76-PER-(Vol.III) Part dated 18-03-2008.  
 3) O.M. No. 2/7/76-PER (Vol. III) Part dated 19-10-2010.  
 4) O.M. No. 2/7/2017-PER/3701 dated 07-12-2017.

### OFFICE MEMORANDUM

The Government is pleased to partially modify Part II & III of the Office Memorandum at Serial No. 4 read in the preamble constituting the Departmental Promotion Committees/Departmental Screening Committees cases of financial up-gradation under Assured Career Progression Scheme (ACPS) and Modified Assured Career Progression Scheme (MACPS) as follows:-

II. For Group 'B' posts outside Secretariat.

- |  |               |
|--|---------------|
| 1) Secretary of the Administrative Department              | ... Chairman. |
| 2) Head of the Department                                  | ... Member.   |
| 3) Director (Admn.)/Dy. Director (Admn.) in the Department |               |

OR

Senior most Officer next below the HOD	... Member.
--	-------------

III. For Group 'C' posts outside Secretariat.

- |   |               |
|---|---------------|
| 1) Head of the Department                               | ... Chairman. |
| 2) Senior most Officers next below the HOD              | ... Member.   |
| 3) An Officer to be nominated by Head of the Department | ... Member.   |

Sd/-

Shashank V. Thakur  
Under Secretary (Personnel-II).

## Department of Personnel

File No. 2/7/2017-PER/3701

Dated: 07-12-2017

- Read: 1) O.M. No. 1/1/82-PER (Part-III) dated 20-12-2001.  
 2) O.M. No. 2/7/76-PER-(Vol.III) Part dated 18-03-2008.  
 3) O.M. No. 2/7/76-PER (Vol. III) Part dated 19-10-2010.

### OFFICE MEMORANDUM

In supersession of the Office Memorandums read in the preamble, the Government is pleased to re-constitute with immediate effect, the Departmental Promotion Committees to consider cases of financial up-gradation under Assured Career Progression Scheme (ACPS) and Modified Assured Career Progression Scheme (MACPS) as follows:-

I. For Group 'A' posts outside Secretariat:-

- |   |               |
|---|---------------|
| 1) Secretary of the Administrative Department | ... Chairman. |
| 2) Head of the Department                     | ... Member.   |
| 3) Joint Secretary/Add. Secretary (Personnel) | ... Member.   |

II. For Group 'B' posts outside Secretariat.

- |   |               |
|---|---------------|
| 1) Secretary of the Administrative Department | ... Chairman. |
| 2) Head of the Department                     | ... Member.   |

- 3) Director (Admn.)/Dy. Director(Admn.) in the Department ... Member.
- III. For Group 'C' posts outside Secretariat.
- 1) Head of the Department ... Chairman.
- 2) Director (Admn.)/Dy. Director (Admn.) in the Dept. ... Member.
- 3) Senior most officer next below the HOD ... Member.
- IV. For all posts (Group A, B & C) in the Secretariat:-
- 1) Secretary (GA) ... Chairman.
- 2) Joint Secretary/Addl. Secretary (GA) ... Member.
- 3) Joint Secretary/Addl. Secretary (Personnel) ... Member.

Sd/-

Shashank V. Thakur  
Under Secretary  
(Personnel-II).

### Department of Personnel

No. 1/1/82-PER(Part IV)

Dated: 04-04-2017

### OFFICE MEMORANDUM

A copy of the undermentioned Office Memorandum No. 35034/3/2015-Estt.(D) dated 28-09-2016, issued by Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi is hereby adopted by this State Government.

This shall come into effect from 30-11-2016, being the date of issue of orders relating to implementation of Seventh Pay recommendations to all employees of the State Administration and Grant-in-Aid in Educational Institutions.

This issues with the concurrence of Finance (R&C) Department vide its U.O. No. 1440025 dated 30-03-2017.

Sd/-

Shashank V. Thakur  
Under Secretary  
(Personnel-II).

### Ministry of Personnel, Public Grievances and Pensions

File No. 35034/3/2015-Estt.(D)

Dated: 28-09-2016

### OFFICE MEMORANDUM

Subject: Modified Assured Career Progress Scheme (MACPS) for the Central Government Civilian Employees-Implementation of seventh CPC recommendations.

The Modified Assured Career Progression Scheme was introduced with the effect from 01-09-2008 in pursuance of the recommendations of the Sixth Pay Commission by this Department's OM No. 35034/3/2008-Estt(D) dated 19<sup>th</sup> May, 2009. Subsequently, clarifications/FAQs were issued vide OM dated 16-11-2009, 09-09-2010, 01-04-2011, 13-06-2012, 04-10-2012 and 10-12-2014. These instructions are in force with effect from 01-09-2008.

2. The 7<sup>th</sup> Central Pay Commission (CPC) in Para 5.1.44 of its report has recommended inter-alia as follows:

*"MACP will continue to be administered at 10, 20 and 30 years as before. In the new Pay Matrix, the employee will move to immediate next level in hierarchy. Fixation of pay will follow the same principle as that for a regular promotion in the Pay Matrix. MACPS will continue to be*

*applicable to all employees up to Higher Administrative Grade (HAG) level except members of Organized Group 'A' Services."*

3. The Government has considered the above recommendation and has accepted the same. In the light of the recommendations of the 7<sup>th</sup> CPC accepted by the Government, the Modified Assured Career Progression Scheme (MACPS) will continue to be administered at 10, 20 and 30 years as before. Further, Para 1 and 2 of the existing Scheme (Annexure to this Department's OM No. 35024/3/2008-Estt. D dated 19<sup>th</sup> May, 2009) will be substituted by the following words:-

"1. There shall be three financial upgradation under the MACPS as per 7<sup>th</sup> CPC recommendations, counted from the direct entry grade on completion of 10, 20 and 30 years services respectively or 10 years of continuous service in the same level in Pay Matrix, whichever is earlier.

2. The MACPS envisages merely placement in the immediate next higher level in the Pay Matrix as given in PART A of Schedule of the CCS (Revised Pay) Rules, 2016. Thus, the level in the Pay Matrix at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive levels in the Pay Matrix, be different than what is available at the time of regular promotion. In such cases, the higher level in the Pay Matrix attached to the next promotion post in the hierarchy of the concerned cadre/organization will be given only at the time of regular promotion."

4. The 7<sup>th</sup> Central Pay Commission (CPC) in Para 5.1.45 of its report has interalia recommended as follows:

*"Benchmark for performance appraisal for promotion and financial upgradation under MACPS to be enhanced from 'Good' to 'Very good'."*

5. The Government has considered the above recommendation and has accepted the same. In the light of the recommendations of the 7<sup>th</sup> CPC accepted by the Government, Para 17 of the Scheme (Annexure to OM No. 35024/3/2008-Estt. D dated 19<sup>th</sup> May, 2009) shall be substituted by the following words:-

"17. For grant of financial upgradation under the MACPS, the prescribed benchmark would be 'Very Good' for all the posts."

6. These changes will come into effect from 25<sup>th</sup> July, 2016, i.e. from the date of resolution notified by Department of Expenditure, Ministry of Finance regarding acceptance of the recommendations of the 7<sup>th</sup> CPC.

7. The comprehensive MACP Scheme on acceptance of Seventh Central Pay Commission recommendations will be issued separately.

Sd/-

Jayanthi G.  
Director (E.I)

### Department of Personnel

File No. 1/1/82-PER (Part-IV)

Dated: 17-03-2016

### CIRCULAR

Attention of all Heads of Department is invited to the circulars & instructions issued from time to time as regards to the implementation of TBPS, ACPS and MACPS to their employees. However, the Government has observed that there is enormous delay in granting career advancements under the above schemes. It is also observed that many a times the Department issues the orders of granting financial upgradation after a gap of 2 years or more. Such kind of delay defeats the very purpose of the scheme and also demoralizes the Government employees.

Since, the above three schemes being correlated and have replaced one after the other, it is necessary that all the concerned Administrative Department should implement the above schemes to give financial benefits/financial up-gradation to their employees and they should clear the backlog of such cases in a time bound manner.



**Department of Personnel**

File No. 1/1/82-PER (Part-IV)

Dated: 12-06-2013

**CIRCULAR**

A copy of the under mentioned Office Memorandum No. 35034/3/2008-Estt (D) (Vol. II) dated 04-10-2012 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi is forwarded for information and necessary action to:-

1. All Head of Department/Offices.
2. All Department in Secretariat.

*Sd/-*

Umeshchandra L. Joshi  
Under Secretary  
(Personnel-I).

**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

No. 35034/3/2008-Estt. (D)(Vol. II)

New Delhi, Dated the 4<sup>th</sup> October, 2012.**OFFICE MEMORANDUM**

**Subject: Modified Assured Career Progression Schemes for the Central Government Civilian Employees-Clarification regarding.**

Reference is invited to the Department of Personnel & Training OM No. 35034/3/2008-Estt. (D) dated 19-05-2009 with regard to Modified Assured Career Progression Scheme (MACPS). Pursuant to discussions in the meeting of National Advisory Committee held on 17-07-2012 and subsequent meeting on 27-07-2012 held with the Staff Side and in continuation to clarification issued vide this Department's O. M. No. 35034/3/2008-Estt (D) (Vol. II) dated 01-11-2010, it is further clarified as under:

**2(i) Financial up-gradation under MACPS in the case of staff who joined another unit/organization on request:**

This Department's O.M. No. 35034/3/2008-Estt(D) (Vol. II) dated 01-11-2010 provides that in case of transfer including unilateral transfer on request service rendered in previous organization/office shall be counted along with the regular service in the new organization/office for the purpose of getting financial upgradation under the MACPS. However, financial upgradation under the MACPS shall be allowed in the immediate next higher grade pay in the hierarchy of revised pay bands as given in CCS (Revised Pay) Rules, 2008. It is now further clarified that wherever an official, in accordance with terms and conditions of transfer on own volition to a lower post, is reverted to the lower post/Grade from the promoted post/grade before being relieved for the new organization/office, such past promotion in the previous organization/office will be ignored for the purpose of MACPS in the new organization/office.

**2. (ii) Benchmark for MACPS Scheme:**

Para 17 of Annexure-I of the MACPS Scheme provide that the financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-I. Thereafter for upgradation under the MACPS, the benchmark of 'good' would be applicable till the grade pay of Rs. 6,600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7,600 and above. This Department's OM No. 35034/2008-Estt.(D)(Vol. II) dated 01-11-2010 provides that where the financial upgradation under MACPS also happens to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefit under MACPS as mentioned in Para 17 *ibid*, the benchmark for promotion shall apply to MACP also. It is

now further clarified that wherever promotions are given on non-selection basis i.e. on seniority-cum-fitness basis), the prescribed benchmark as mentioned in para 17 of Annexure – I of MACP Scheme dated 19-05-2009 shall not apply for the purpose of grant of financial upgradation under MACP scheme.

Sd/-  
Mukta Goel,  
Director (Estt.)

### Department of Personnel

No. 1/1/82-PER (Part-VI)

Dated: 21-06-2011

### OFFICE MEMORANDUM

#### Sub.: Modified Assured Career Progression Scheme Clarifications regarding.

Subsequent to the implementation of the “Modified Assured Career Progression Scheme” recommended by the Sixth Pay Commission and adopted by the State of Goa vide this Department’s Office Memorandum No. 1/1/82-PER (Part-V) dated 06-08-2009 it has been observed that various queries are being raised by the State Departments, while examining the cases of financial upgradation under new scheme in their respective Departments and are being referred to the Personnel Department for clarification.

In order to facilitate examination of the cases of financial upgradation under the new MACP Scheme, clarifications given by the Department of Personnel and Training, Government of India, to the most frequent doubts raised in respect of the scheme are circulated herewith for assistance.

Department may also visit the website: [www.persmin.gov.in](http://www.persmin.gov.in) for any clarification in respect of the scheme.

Sd/-  
Umeshchandra L. Joshi,  
Under Secretary  
(Personnel-).

### Annexure

	Point of doubt	Clarification
1.	What is Modified Assured Career Progression Scheme (MACPS)?	The MACP Scheme for Central Civilian Government Employees is in supersession of earlier ACP Scheme. Under the MACP Scheme three financial Up-gradations are allowed on completion of 10, 20, 30 years of regular service, counted from the direct entry grade. The MACPS envisages merely placement in the immediate next higher grade pay as given in Section I, Part-A of the first schedule of the CCS (Revised Pay) Rules 2008, in case no promotion has been earned by the employee during this period.
2.	From which date the MACPS is effective?	The MACPS is effective w.e.f. 01-09-2008 or on completion of 10, 20 & 30 years of continuous regular service, whichever is later Financial upgradation will also be admissible whenever a person has spent 10 years continuously in the same grade pay. (Para 9 of OM dated 19-05-2009).
3.	Who are entitled for financial upgradation under the MACPS?	The MACPS is applicable to all Central Government Civilian Employees.
4.	What norms are required to be fulfilled while granting the benefits under MACPS	The financial upgradation would be on non-functional basis subject to fitness in the hierarchy of pay band and grade pay within PB-1. Thereafter, only the benchmark of ‘Good’ would be applicable till the grade pay of Rs. 6600 in PB-3. The benchmark will be ‘Very Good’ for financial upgradation to the grade pay of



		Rs. 7,600 and above. However, where financial upgradation under the MACPS also happen to be in promotional grade and benchmark for promotion is lower than the benchmark for granting the benefits under MACPS as mentioned in Para 17 of the Scheme, the benchmark for promotion shall apply to MACPS also. OM. No. 35034/3/2008-Estt(D) dated 01-11-2010.
5.	Whether Pay Band would be changed at the time of grant of financial upgradation under MACPS	Yes. OM. No. 35034/3/2008-Estt (D) dated 09-09-2010.
6.	Whether the promotions in same grade would be counted for the purpose MACPS?	The financial up-gradation under the MACPS is in the immediate next higher grade pay in the hierarchy of recommended revised pay bands and grade pay as given in CCS (Revised Pay) Rules, 2008. However if the promotional hierarchy as per recruitment rules is such that promotions are earned in the same grade pay, then same shall be counted for the purpose of MACPS.
7.	How will be benefits of ACP be granted if due between 01-01-2006 and 31-08-2008	The revised pay structure has been changed w.e.f. 01-01-2006 and the benefits of ACP have been allowed till 31-08-2008. Hence, the benefits of revised pay structure would be allowed for the purpose of ACP. (OM No. 35034/3/2008-Estt/dated 09-09-2010).
8.	Whether ad hoc appointment would be counted towards qualifying service for MACPS	No. Only continuous regular service is counted towards qualifying service for the purpose of MACPS. The regular service shall commence from the date of joining of a post in direct entry grade on a regular basis. (Para 9 of the MACPS).
9.	Where State Government service shall be reckoned for the purpose of MACPS	No. Only regular service rendered in the Central Government's Department/Office is to be counted for the purpose of MACPS, as the Scheme is applicable to the Central Government Civilian Employees only. (MACPS, Para 10).
10.	What are the periods included in the regular service?	All period spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority shall be included in the regular service (Para 11, MACPS).
11.	How is the MACPS to be extended to the employees of autonomous and Statutory Bodies	Procedure prescribed in OM No. 35034/3/2010-Estt (D), dated 03-08-2010 would be followed by the administrative Ministries/Departments concerned for extension of the MACPS to the employees of Autonomous and Statutory Bodies under their control.
12.	Whether the cases of grant of financial upgradation allowed under the ACP between 01-09-2008 and 19-05-2009, the date of issue of the Schedule are be reviewed?	Yes. Since the benefits of ACP have been discontinued w.e.f. 01-09-2008, the cases settled between 01-09-2008 and 19-05-2009, in terms of previous ACP Scheme shall be reviewed.
13.	Whether the past continuous regular service in another Govt. Deptt. in a post carrying same grade pay prior to regular appointment in a new Deptt. without a break shall be counted towards qualifying regular service for the purpose of MACPS	Yes. (Para 9, MACPS).
14.	Upto what grade pay the benefits under the MACPS is allowed?	The benefits of MACPS are being up-to HAG scale of Rs. 67000-79000/-.

		(DOPT's) O. M. No. 35034/3/2008-Estt. (D) dated 24-12-2010).
15.	How the cases of pre-revised pay scales (Rs. 5000-8000 & Rs. 5500-9000 and Rs. 6500-10500 & Rs. 7450-11500) merged w.e.f. 01-01-2006 are to be decided under MACPS?	The cases would be regulated in accordance with Para 5 of Annexure-I of MACPS. The Ministries/Departments are expected to re-organize cadres and frame common RRs of the post in merged scales.
16.	Whether 'Non-functional Scale' of Rs. 8000-13500 (revised to grade pay of Rs. 5400 in PB-3) would be viewed as one financial upgradation for the purpose of MACPS	Yes, in terms of Para 8.1 of Annexure-I of MACPS dated 19-05-2009.
17.	Whether 'time bound promotion' scheme including 'in-situ promotion' scheme can run concurrently with MACPS	No. (Para 13 of MACPS)
18.	Whether Staff Car Driver Scheme can run concurrently with MACPS	DOPT vide O.M. No. 35011/03/2008-Estt.(D), 30-07-2010 has extended the benefits of MACPS to Staff Car Driver as a fall back option.
19.	Whether the placement of erstwhile Gr. D employees as Staff Car Driver, ordinary grade, would count as a promotion?	No. The model RRs for Staff Car Driver provide deputation/absorption as a method of appointment for erstwhile Gr. D employees. The placement as staff Car Driver is not in the hierarchy hence the same would not be counted as promotion under MACPS. The regular basis for the MACPS would be from the date of appointment as Staff Car Driver.
20.	Whether designation, classification or higher status would change on account of financial upgradation under MACPS	There shall be no change in the designation, classification or higher status on grant of financial upgradation under MACPS, as the upgradation under the Scheme is purely personal and merely placement in the next higher grade pay. (Para 16 of Annexure-I of MACPS refers).
21.	If a financial upgradation under the MACPS is deferred due to the reason of the employees being 'unfit' or due to departmental proceedings, etc. whether this would have consequential effect on the subsequent financial upgradation	Yes, this would have consequential effect on the subsequent financial upgradation, which would also get deferred to the extent of delay in grant of financial upgradation,(MACPS, Para 15).
22.	Whether the stepping up of pay would be admissible if a junior is getting more pay than senior on account of grant of financial upgradation MACPS	No stepping up of pay in the band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACPS. (Para 10 of OM dated 19-05-2009).
23.	Whether the regular service rendered by an employee if declared surplus in his/her organization and appointed in the same grade pay or lower grade pay shall be counted towards the regular service in a new organization for the purpose of MACPS	Yes. (refer Para 23 of Annexure-I of MACPS).

24.	In case of transfer including unilateral transfer own request, whether regular service rendered in previous organization/office shall be counted along with the regular service in the new organization for the purpose of MACPS.	Yes. OM No. 35034/3/2008-Estt (D) dated 01-11-2010.
25.	If a regular promotion has been offered but was refused by the employees before becoming entitled to a financial upgradation under the MACPS, whether financial upgradation shall be allowed to such a Government servant.	If a regular promotion has been offered but was refused by the Government employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed and as such an employee has not been stagnated due to lack of opportunities. If, however, financial upgradation has been allowed due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal. (Para 25 of MACPS).

### Directorate of Accounts

#### Control Section

No. DA/Control/3-2/2010-12/363

Date: 02-12-2010

### CIRCULAR

Vide para 6.1 of the Government Order No. 8/7/2008-Fin (R&C) dated 11-11-2009 the Head Clerk who function in the Departments outside Secretariat, have been granted the pay scale equivalent to the Senior Assistants in the Secretariat i.e. Rs. 9300-34800+Rs. 4,200 (G.P.) in P.B.-2 pay scale, equivalent to Rs. 5500-9000/- (pre-revised), to be fixed notionally with effect from 01-01-2006 and the actual monetary benefit thereon with effect from 10-10-2009.

Subsequently this benefit in some cases was also extended to LDC's /UDC's who were in receipt of non-functional up gradation under TBPS/ACPS on the grounds that such up gradation during the window period from 01-01-2006 to 31-08-2008 were eligible for scale of the promotional post.

Finance Department has now, re-examined the issue and it has been advised that the benefit under para 6.1 is to be extended only to the Head Clerks strictly on functional basis only i.e. Head Clerks who function as such and not to those who draw scales by virtue of non-functional up gradation. That is to say that the LDC's/UDC's in ACP-I or ACP-II shall not be entitled of Rs. 9300-34800+Rs. 4200 (G.P.) in P.B. 2.

All the Heads of Departments/Offices are hereby requested to review all such cases and prepare fresh pay fixation statements and submit the same to this Directorate in duplicate along with photocopies of pay fixation statements approved earlier for verification. This Directorate shall return this statements to the departments duly approved/verified. Thereafter Pay bills with effect from January, 2011 shall be prepared as per approved statement only. Action may also be taken to assess the overpayment by preparing due/drawn statement and effect recovery appropriately commencing from the month of January, 2011.

This issue with the approval of Finance Department.

*Sd/-*

P. S. Gude  
Director of Accounts.

**Department of Personnel**

No. 1/1/82-PER(Part-IV)

Dated: 12<sup>th</sup> June, 2013**CIRCULAR**

A copy of the under mentioned Office Memorandum No. 35034/3/2008-Estt (D) (Vol. II) dated 1-11-2010 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi is forwarded for information and necessary action to:-

1. All Head of Departments/Offices.
2. All Departments in Secretariat.

*Sd/-*

Umeshchandra L. Joshi,  
Under Secretary  
(Personnel-I).

**Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel & Training**

No. 35034/3/2008-Estt. (D)(Vol. II)

Dated the 1<sup>st</sup> November, 2010.**OFFICE MEMORANDUM**

**Subject:** Modified Assured Career Progression Scheme for the Central Government Civilian Employees –Clarification regarding.

1. A Joint Committee is set up to examine the anomalies pertaining to the Modified Assured Career Progression Scheme (MACPS) vide Department of Personnel & Training O.M. No. 11/1/2010-JCA dated 03-05-2010.

2. During the Joint Committee meeting it was pointed out by the Staff Side that the word 'new organization of the last line of Para 24 of Annexure-I of MACPS dated 19-05-2009 was not in consonance with the spirit of the Scheme. The issue has been examined and it is clarified that in case of transfer 'including unilateral transfer on request, regular service rendered in previous organization/office shall be counted along with the regular service in the new organization/office for the purpose of getting financial upgradations under the MACPS. However, financial upgradation under MACPS shall be allowed in the immediate next higher grade pay in the hierarchy of revised pay bands as given in CCS (Revised Pay) Rules, 2008. Para 24 of MACPS stands amended to this extent.

3. The Staff Side also raised an issue on the 'benchmark' for MACP as given in Para 17 of Annexure-I of MACPS dated 19-05-2009, which provides that the financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-I. Thereafter for upgradation under the MACPS, the benchmark of 'good' would be applicable till the grade pay of Rs. 6,600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600/- and above. It was pointed out that in some cases the promotion to the next higher grade was made on the basis of 'fitness' as the method of promotion as specified in the relevant recruitment rules, was 'non-selection'. Therefore, in such cases benchmark should not be insisted upon under the MACPS. The issue has been examined and it is clarified that where the financial upgradation under MACPS also happen to be in the promotional grade and benchmark for promotion is lower than the benchmark for granting the benefits under MACPS as mentioned in Para 17 *ibid*, the benchmark for promotion shall apply to MACP also.

*Sd/-*

Sunita Kumar  
Director (Estt.).

**Department of Personnel**

No. 2/7/76-PER (Vol.III) Part

Dated: 19-10-2010

**OFFICE MEMORANDUM**

Read: O.M. No. 1/1/82-PER (Part-III) dated 20-12-2001.

The Government is pleased to decide that the panel of the following DPC already constituted vide Office Memorandum read above, to consider financial upgradation under ACP Scheme to Group 'A' & 'B' Officers and Group 'C' employees who are eligible for pay scale attached to Group 'B' posts, shall continue to operate for the cases under ACPS/MACPS with immediate effect.

- |  |       |           |
|--|-------|-----------|
| 1. Secretary of the Administrative Department              | ..... | Chairman. |
| 2. Head of Department                                      | ..... | Member.   |
| 3. Joint Secretary (Personnel)/Under Secretary (Personnel) | ..... | Member.   |

Consequently, the DPC, if any, already constituted by the respective Departments in terms of Circular No. 1/1/82-PER (Part-VI) dated 06-08-2009 shall cease to operate with immediate effect.

By order and in the name of  
the Governor of Goa

Sd/-

Umeshchandra L. Joshi  
Under Section (Per. I)

**Department of Personnel**

No. 1/1/82-PER (Part-IV)

Dated: 02-12-2010

**CIRCULAR**

A copy of the under mentioned Office Memorandum No. 35034/3/2008-Estt. (D) dated 09-09-2010 received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training New Delhi is forwarded for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Departments in Secretariat.

Sd/-

Umeshchandra L. Joshi  
Under Secretary  
(Personnel-I).

**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**

No. 35034/3/2008-Estt. (D)

New Delhi, Dated: 9<sup>th</sup> September, 2010..**OFFICE MEMORANDUM**

**Subject: Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees –Clarification regarding.**

The undersigned is directed to invite reference to the Department of Personnel and Training Office Memorandum of even number dated the 19<sup>th</sup> May, 2009 regarding the Modified Assured Career Progression Scheme (MACPS). Consequent upon introduction of the Scheme, clarifications have been sought by various Ministers/Departments about certain issues in connection with implementation of the MACPS. The doubts raised by various quarters have been duly examined and point-wise clarifications have accordingly been indicated in the Annexure.

2. The MACPS should strictly be implemented in keeping with the Department of Personnel and Training Office Memorandum of even number dated 19-05-2009 read with the aforesaid clarifications (Annexure).

3. All Ministers/Departments may give wide circulation to the contents of this O.M. for general guidance and appropriate action in the matter.

*Sd/-*  
Sunita Kumar  
Director (Estt.I).

### Annexure

**[Reference: Office Memorandum No. 35034/3/2008-Estt.(D) dated 07-09-2010]**

Sr. No.	Point of doubt	Clarification
1.	Whether the Pay Band would change in the hierarchy of Pay Bands & Grade Pay on grant of the benefits under MACPS?	<b>Yes.</b> The upgradation under MACPS is to be granted in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay as prescribed in the CCS (RP) Rules, 2008.
2.	Whether the benefits of MACPS would be allowed to the Government servants who have been later on inducted in the Organized Group "A" Service	<b>No.</b> The benefits under MACPS is not applicable to Group 'A' Services, as the officer under Organized Group 'A' Services have already been allowed parity of two years on non-functional basis with the officers of Indian Administrative Service (IAS).
3.	How will the benefits of ACP be granted if due between 01-01-2006 and 31-08-2008?	<p><b>The new MACPS has come into existence w.e.f. 01-09-2008. However, the pay structure has been changed w.e.f. 01-01-2006. Therefore the previous ACPs would be applicable in the new pay structure adopted w.e.f. 01-01-2006. Para 6.1 of Annexure-I of MACPS is only for, exercising option for coming over to the revised pay structure and not for grant of benefits under MACPS. The following illustrations would explain the position:</b></p> <p><b>(A) In the case of isolated posts:</b>  <b>Date of appointment in entry Grade in the pre-revised pay scale of Rs. 4000-6000: 01-10-1982.</b>  <b>1<sup>st</sup> ACP granted on 09-08-1999</b>  <b>: Rs. 4500-7000 (pre-revised)</b>  <b>2<sup>nd</sup> ACP due on 01-10-2006</b>  <b>: Rs. 5000-8000 (pre-revised)</b>  <b>[revised PB-2 Grade Pay of Rs. 4200]</b>  <b>3<sup>rd</sup> financial upgradation under the MACPS would be due on 01-10-2012 (on completion of 30 years of continuous regular service) in the immediate next higher grade pay in the hierarchy of recommended revised pay band and grade pay i.e. Grade Pay of Rs. 4600 in PB-2.</b></p> <p><b>(B) In the case of normal promotional hierarchy:</b>  <b>Date of appointment in entry Grade in the pre-revised pay scale of Rs. 5500-9000: 01-10-1982.</b>  <b>1<sup>st</sup> ACP granted on 09-08-1999:</b>  <b>Rs. 6500-10500 (pre-revised)</b>  <b>2<sup>nd</sup> ACP due on 01-10-2006 (as per the existing hierarchy):</b>  <b>Rs. 10000-15200 (pre-revised).</b>  <b>Therefore, 2<sup>nd</sup> ACP would be in PB-3 with Grade Pay of Rs. 6600 (in terms of hierarchy available):</b>  <b>3<sup>rd</sup> financial upgradation under MACPS would be due on 01-10-2012 in the immediate next higher grade pay in the</b></p>

		<b>hierarchy of recommended revised pay band and grade pay of Rs. 7600.</b>
4.	Whether the benefits of MACPS would be granted from the date of entry grade or from the date of their regular service/approved service counted under various service rules.	The benefits under MACPS would be available from the date of actual joining of the post in the entry grade.
5.	In a case where a person is appointed to an ex-cadre post in higher scale on deputation followed by absorption. Whether the period spent on deputation period would be counted as continuous service in the grade or not for the purpose of MACPS	(i) Where a person is appointed on direct recruitment/ deputation basis from another post in the same grade, then past regular service as well as past promotions/ACP in the earlier post, will be counted for computing regular service for the purpose of MACPS in the new hierarchy. (ii) However, where a person is appointment to an ex-cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale cannot be counted, there is no objection to the period spent initially on deputation in the ex-cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under MACPS, as it is in the same Pay band/grade pay of the post.
6.	Whether the pay scale/grade pay of substantive post would be taken into account for appointment/selection to a higher post on deputation basis or the pay scale/grade pay carrying by a Government servant on account of financial upgradation (s) under ACP/ MACP Scheme.	The pay scale/grade pay of substantive post would only be taken into account for deciding the eligibility for appointment/selection to a higher post on deputation basis.
7.	In a case where 1 <sup>st</sup> /2 <sup>nd</sup> financial upgradations are postponed on account of the employees not found fit or due to departmental proceedings, etc. whether this would have consequential effect on the 2 <sup>nd</sup> /3 <sup>rd</sup> financial upgradation or not.	<b>Yes. If a financial upgradation has been deferred/postponed on account of the employee not found fit or due to departmental proceedings, etc, the 2<sup>nd</sup>/3<sup>rd</sup> financial upgradation under MACPS would have consequential effect. (Para 18 of Annexure-I) of MACPS referred).</b>
8.	In a case where the Government servant have already earned three promotions and still stagnated in one grade for more than 10 years, whether he would be entitle for any further upgradation under MACPS	No. Since the Government servant has already earned three promotions, he would not be entitled for any further financial upgradation under MACPS.
9.	Whether the pre-revised pay scale of Rs. 2750-4400 in respect of Group 'D' non-matriculate employees, would also be taken as merged to grade pay of Rs. 1800 for the purpose of MACPS in view of merger of pre-revised pay scales of Rs. 2550-3200, Rs. 2610-3540, Rs. 2610-4000 and Rs. 2650-4000, which have been upgraded and replaced by the revised pay structure of grade pay of Rs. 1800 in the pay band PB-I.	Yes.
10	If a Govt. Servant on deputation earns upgradation under MACPS in	No. While eligibility of an employee for appointment against ex-cadre posts in terms of the provisions of the RRs of the ex-

	the parent cadre, whether he would be entitled for deputation (duty) allowance on the pay and emoluments granted under the MACPS or not?	cadre post will continue to be determined with reference to the post/pay scale of the post held in the parent cadre on regular basis (and not with reference to the higher scale granted under ACPS/MACPS), such an officer, in the event of his selection may be allowed to opt to draw the pay in the higher scale under ACP/MACP Scheme without deputation allowance, during the period of deputation, if it is more beneficial than the normal entitlements under the existing general order regulating pay on appointment on deputation basis.
11	Since the pay scales of Group "D" employees have been merged and placed in the Grade Pay of Rs. 1800, whether they are entitled for grant of increment @ 3% during pay fixation at every stage.	Yes. On the analogy of point 22 of Annexure-I of MACPS, the pay of such Group "D" employees who have been placed in the Grade Pay of Rs. 1800 w.e.f. 01-01-2006 shall be fixed successively in the next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage

### Department of Personnel

No. 1/1/82-PER (Part-VI)

Dated: 06-08-2009

### CIRCULAR

A copy of the under mentioned Office Memorandum No. 35034/3/2008-Estt. (D) dated 19-05-2009 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, New Delhi is forwarded for information and necessary action.

Sd/-

Umeshchandra L. Joshi  
Under Secretary  
Personnel-I).

### Ministry of Personnel, Public Grievances and Pensions Department of Personnel and Training

No. 35034/3/2008-Estt. (D)

19<sup>th</sup> May, 2009.

### OFFICE MEMORANDUM

**Subject: Modified Assured Career Progression Scheme (MACPS) for the Central Government Civilian Employees.**

The Sixth Central Pay Commission in Para 6.1.15 of its report has recommended Modified Assured Career Progression Scheme (MACPS). As per the recommendations, financial upgradation will be available in the next higher grade pay whenever an employee has completed 12 years continuous service in the same grade. However, not more than two financial upgradation shall be given in the entire career, as was provided in the provided in the previous Scheme. The Scheme will also be available to all posts belonging to Group "A" whether isolated or not. However, organized Group "A" services will not be covered under the Scheme.

2. The government has considered the recommendations of the Sixth Central Pay Commission for introduction of a MACPS and has accepted the same with further modification to grant three financial upgradation under the MACPS at intervals of 10, 20 and 30 years of continuous regular service.

3. The Scheme would be known as 'MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS) FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES. This Scheme is in supersession of previous ACP Scheme and clarifications issued there under and shall be applicable to all regularly appointed Group "A", "B", and "C" Central Government Civilian Employees except officers of the Organized Group "A" Service. The status of Group "D" employees would cease on their completion of prescribed training, as recommended by the Sixth Central Pay Commission and would be treated as Group "C" employees. Casual employees, including those granted 'temporary status' and employees appointed in the Government only on adhoc or contract basis shall not qualify



for benefits under the aforesaid Scheme. The details of the MACP Scheme and conditions for grant of the financial upgradation under the Scheme are given in **Annexure-I**.

4. An Screening Committee shall be constituted in each Department to consider the case for grant of financial upgradation under the MACP Scheme. The Screening committee shall consist of a **Chairperson and two members**. The members of the Committee shall comprise officers holding posts which are at least one level above the grade in which the MACP is to be considered and not below the rank of Under Secretary equivalent in the Government. The Chairperson should generally be a grade above the members of the Committee.

5. The recommendations of the Screening Committee shall be placed before the Secretary in cases where the Committee is constituted in the Ministry/Department or before the Head of the organization/competent authority in other cases for approval.

6. In order to prevent undue strain on the administrative machinery, the Screening Committee shall follow a **time-schedule** and meet twice in a financial year-preferably in the **first week** of January and first week of **July** of a year for **advance** processing of the cases maturing in that half... Accordingly, cases maturing during the first-half (April-September) of a particular financial year shall be taken up for consideration by the Screening Committee meeting in the first week of January. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year.

7. However, to make the MACP Scheme operational, the Cadre Controlling Authorities shall constitute the First Screening Committee within a month from the date of issue of these instructions to consider the cases maturing upto 30<sup>th</sup> June, 2009 for grant of benefits under the MACPS.

8. In so far as persons serving in The Indian Audit and Accounts Departments are concerned, these orders issue after consultation with the Comptroller and Auditor General of India.

9. Any interpretation/clarification of doubt as to the scope and meaning of the provisions of the MACP Scheme shall be given by the Department of Personnel and Training (Establishment-D). The scheme would be operational **w.e.f. 01-09-2008**. In other words, financial upgradation as per provisions of the earlier ACP Scheme (of August, 1999) would be granted till 31-08-2008.

10. No stepping up of pay in the pay band or grade pay would be admissible with regard to junior getting more pay than the senior on account of pay fixation under MACP Scheme.

11. It is clarified that no past cases would be re-opened. Further, while implementing the MACP Scheme, the differences in pay scales on account of grant of financial upgrading under the old ACP Scheme (of August 1999) and under the MACP Scheme within the same cadre shall not be construed as an anomaly.

Sd/-

S. Jainendra Kumar,  
Deputy Secretary to the  
Govt. of India

### **Annexure-I**

#### **MODIFIED ASSURED CAREER PROGRESSION SCHEME (MACPS)**

1. There shall be three financial upgradations under the MACPS, counted from the direct entry grade on completion of 10, 20 and 30 years service respectively. Financial upgradation under the Scheme will be admissible whenever a person has spent 10 years continuously in the same grade-pay.

2. The MACPS envisages merely placement in the immediate next higher grade pay in the hierarchy of the recommended revised pay bands and grade pay as given in Section 1, Part-A of the first schedule of the CCS (Revised Pay) Rules, 2008. Thus, the grade pay at the time of financial upgradation under the MACPS can, in certain cases where regular promotion is not between two successive grades, be different than what is available at the time of regular promotion. In such cases the higher grade pay attached to the next promotion post in the hierarchy of the concerned cadre, organizations will be given only at the time of regular promotion.

3. The financial upgradations under the MACPS would be admissible up-to the highest grade pay of Rs. 12000/ in the PB-4.

4. Benefit of pay fixation available at the time of regular promotion shall also be allowed at the time of financial upgradation under the Scheme. Therefore, the pay shall be raised by 3% of the total pay in the pay band and the grade pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same grade pay as granted under MACPS. However, at the time of actual promotion if it happens to be in a post carrying higher grade pay than what is available under MACPS, no pay fixation would be available and only difference of grade pay would be made available. To illustrate, in case a Government Servant joins as a direct recruit in the grade pay of Rs. 1900 in PB-1 and he gets no promotion till completion of 10 years of service, he will be granted financial upgradation under MACPS in the next higher grade pay of Rs. 2000 and his pay will be fixed by granting him one increment plus the difference of grade pay (i.e. Rs. 100). After availing financial upgradation under MACPS, if the Government servant gets his regular promotion in the hierarchy of his cadre, which is to the grade of Rs. 2400, on regular promotion, he will only be granted the difference of grade pay between Rs. 2000 and Rs. 2400. No additional increment will be granted at this stage.

5. Promotions earned/upgradation granted under the ACP Scheme in the past to those grades which now carry the same grade pay due to merger of pay scales/upgradation of posts recommended by the Sixth Pay Commission shall be ignored for the purpose of granting upgradation under Modified ACPS.

#### **Illustration-1**

The pre- revised hierarchy (in ascending order) in a particular organization was as under:-

Rs. 5000-8000, Rs. 5500-9000 & Rs. 6500-10500.

- (a) A Government servant who was recruited in the hierarchy in the pre-revised pay scale Rs. 5000-8000 and who did not get a promotion even after 25 years of service prior to 1-1-2006, in his case as on 1-1-2006 he would have got two financial upgradation under ACP to the next grades in the hierarchy of his organization, i.e., to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500.
- (b) Another Government servant recruited in the same hierarchy in the pre-revised scale of Rs. 5000-8000 has also completed about 25 years of service, but he got two promotions to the next higher grades of Rs. 5500-9000 & Rs. 6500-10500 during this period.

In the case of both (a) and (b) above, the promotions/financial upgradations granted under ACP to the pre-revised scales of Rs. 5500-9000 and Rs. 6500-10500 prior to 1-1-2006 will be ignored on account of merger of the pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 recommended by the Sixth CPC. As per CCS (RP) Rules, both of them will be granted grade pay of Rs. 4200 in the pay band PB-2. After the implementation of MACPS, two financial upgradation will be granted both in the case of (a) and (b) above to the next higher grade pays of Rs. 4600 and Rs. 4800 in the pay band PB-2.

6. In the case of all the employees granted financial upgradations under ACPS till 01-01-2006, their revised pay will be fixed with reference to the pay scale granted to them under the ACPS.

6.1 In the case of ACP upgradations granted between 01-01-2006 and 31-08-2008, the Government servant has the option under the CCS (RP) Rules, 2008 to have his pay fixed in the revised pay structure either (a) w.e.f. 01-01-2006 with reference to his pre revised scale as on 01-01-2006; or (b) w.e.f. the date of his financial upgradation under ACP with reference to the pre-revised scale granted under ACP. In case of option (b), he shall be entitled to draw his arrears of pay only from the date of his option i.e. the date of financial upgradation under ACP.

6.2 In cases where financial upgradation had been granted to Government servants in the next higher scale in the hierarchy of their cadre as per the provisions of the ACP Scheme of August, 1999, but whereas as a result of the implementation of Sixth CPC's recommendations, the next higher post

in the hierarchy of the cadre has been upgraded by granting a higher grade pay, the pay of such employees in the revised pay structure will be fixed with reference to the higher grade pay granted to the post. To illustration, in the case of Jr. Engineer in the CPWD, who was granted 1<sup>st</sup> ACP in his hierarchy to the grade of Asstt. Engineer in the pre-revised scale of Rs. 6500-10500 corresponding to the revised grade pay of Rs. 4200 in the pay band PB-2, he will now be granted grade pay of Rs-4600 in the pay band PB-2 consequent upon upgradation of the post of Asstt. Enggs. In CPWD by granting them the grade pay of Rs. 4600 in PB-2 as a result of Sixth CPC's recommendation. However, from the date of implementation of the MACPS, all the financial upgradation under the Scheme should be done strictly in accordance with the hierarchy of grade pays in pay bands as notified vide CCS (Revised Pay) Rules, 2008.

7. With regard to fixation of his pay on grant of promotion/financial upgradation under MACP Scheme a Government servant has an option under FR22 (1) (a) (1) to get his pay fixed in the higher post/grade pay either from the date of his promotion/upgradation or from the date of his next increment viz., 1<sup>st</sup> July of the year. The pay and the date of increment would be fixed in accordance with clarification no. 2 of Department of Expenditure's O.M. No. 1/1/2008-IC dated 13-09-2008.

8. Promotions earned in the post carrying same grade pay in the promotional hierarchy as per Recruitment Rules shall be counted for the purpose of MACPS.

8.1 Consequent upon the implementation of Sixth CPC's recommendations, grade pay of Rs. 5400 is now in two pay bands viz., PB-2 and PB-3. The grade pay of Rs. 5400 in PB-2 and Rs. 5400 in PB-3 shall be treated as separate grade pays for the purpose of grant of upgradations under MACP Scheme.

9. 'Regular service' for the purposes of the MACPS shall commence from the date of joining of a post in direct entry grade on a regular basis either on direct recruitment basis or on absorption/re-employment basis. Service rendered on adhoc/contract basis before regular appointment on pre-appointment training shall not be taken into reckoning. However, past continuous regular service in another Government Department in a post carrying same grade pay prior to regular appointment in a new Department, without a break, shall also be counted towards qualifying regular service for the purposes of MACPS only (and not for the regular promotions). However, benefits under the MACPS in such cases shall not be considered till the satisfactory completion of the probation period in the new post.

10. Past service rendered by a Government employee in a State Government/statutory body/Autonomous body/Public Sector organization, before appointment in the Government shall not be counted towards Regular Service.

11. 'Regular service' shall include all periods spent on deputation/foreign service, study leave and all other kind of leave, duly sanctioned by the competent authority.

12. The MACPS shall also be applicable to work charged employees, if their service conditions are comparable with the staff of regular establishment.

13. Existing time-bound promotion scheme, including in-situ promotion scheme, Staff Car Driver Scheme or any other kind of promotion scheme existing for a particular category of employees in a Ministry/Department or its offices, may continue to be operational for the concerned category of employees if it is decided by the concerned administrative authorities to retain such Schemes, after necessary consultations or they may switch-over to the MACPS. However, these Schemes shall not run concurrently with the MACPS.

14. The MACPS is directly applicable only to Central Government Civilian employees. It will not get automatically extended to employees of Central Autonomous/Statutory Bodies under the administrative control of a Ministry/Department. Keeping in view the financial implications involved, a conscious decision in this regard shall have to be taken by the respective Governing Body/Board of

Directors and the administrative Ministry concerned and where it is proposed to adopt the MACPS, prior concurrence of Ministry of Finance shall be obtained.

15. If a financial upgradations under the MACPS is deferred and not allowed after ten years in a grade pay, due to the reason of the employees being unfit or due to departmental proceeding, etc., this would have consequential effect on the subsequent financial upgradation, which would also get deferred to the extent of delay in grant of first financial upgradation.

16. On grant of financial upgradation under the Scheme, there shall be no change in the designation, classification or higher status. However, financial and certain other benefits which are linked to the pay drawn by an employee such as HBA, allotment of Government accommodation shall be permitted.

17. The financial upgradation would be on non-functional basis subject to fitness, in the hierarchy of grade pay within the PB-1. Thereafter for upgradation under the MACPS the benchmark of 'good' would be applicable till the grade pay of Rs. 6600/- in PB-3. The benchmark will be 'Very Good' for financial upgradation to the grade pay of Rs. 7600 and above.

18. In the matter of disciplinary/penalty proceeding, grant of benefit under the MACPS shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of the CCS (CCA) Rules, 1965 and instructions issued thereunder.

19. The MACPS contemplates merely placement on personal basis in the immediate higher Grade pay/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Therefore, no reservation orders/roster shall apply to the MACPS, which shall extend its benefits uniformly to all eligible SC/ST employees also. However, the rules of reservation in promotion shall be ensured at the time of regular promotion. For this reason, it shall not be mandatory to associate members of SC/ST in the Screening Committee meant to consider cases for grant of financial upgradation under the Scheme.

20. Financial upgradation under the MACPS shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employees on the ground that the junior employee in the grade has got higher pay/grade pay under the MACPS.

21. Pay drawn in the pay band and the grade pay allowed under the MACPS shall be taken as the basis determining the terminal benefits in respect of the retiring employee.

22. If Group "A" Government employee, who was not covered under the ACP Scheme has now become entitled to say third financial upgradation directly, having completed 30 year's regular service, his pay shall be fixed successively in next three immediate higher grade pays in the hierarchy of revised pay-bands and grade pays allowing the benefit of 3% pay fixation at every stage. Pay of persons becoming eligible for second financial upgradation may also be fixed accordingly.

23. In case an employee is declared surplus in his/her organization and appointed in the same pay-scale or lower scale of pay in the new organization, the regular service rendered by him/her in the previous organization shall be counted towards the regular service in his/her new organization for the purpose of giving financial upgradation under the MACPS.

24. In case of an employee after getting promotion/ACP seeks unilateral transfer on a lower post or lower scale, he will be entitled only for second and third financial upgradation on completion of 20/30 years of regular service under the MACPS, as the case may be, from the date of his initial appointment to the post in the new organization.

25. If a regular promotion has been offered but was refused by the employee before becoming entitled to a financial upgradation, no financial upgradation shall be allowed as such an employee has not been stagnated due to lack of opportunities. If however, financial upgradation has been allowed

due to stagnation and the employees subsequently refuse the promotion, it shall not be a ground to withdraw the financial upgradation. He shall, however, not be eligible to be considered for further financial upgradation till he agrees to be considered for promotion again and the second the next financial upgradation shall also be deferred to the extent of period of debarment due to the refusal.

26. Cases of persons holding higher post purely on adhoc basis shall also be considered by the Screening Committee along with others. They may be allowed the benefit of financial upgradation on reversion to the lower post or if it is beneficial vis-à-vis the pay drawn on adhoc basis.

27. Employees on deputation need not revert to the parent Department for availing the benefit of financial upgradation under the MACPS. They may exercise a fresh option to draw the pay in the pay band and the grade pay of the post held by them or the pay plus grade pay admissible to them under the MACPS, whichever is beneficial.

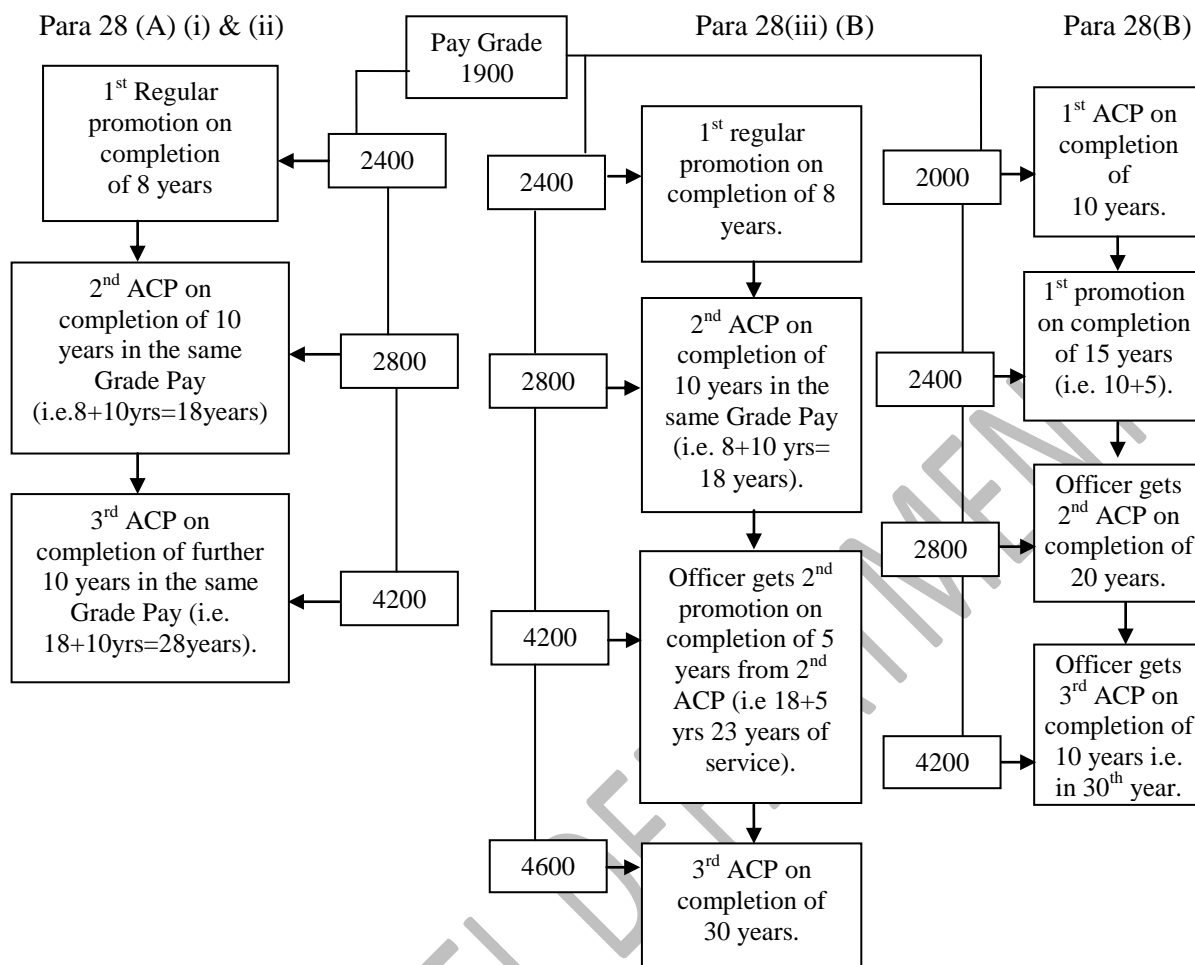
## 28. Illustrations

- A (i) If a Government servant (LDC) in PB-1 in the Grade Pay of Rs. 1900 gets his first regular promotion (UDC) in the PB-1 in the Grade Pay of Rs. 2400 on completion of 8 years of service and then continues in the same Grade Pay for further 10 years without any promotion then he would be eligible for 2<sup>nd</sup> financial upgradation under the MACPS in the PB-1 in the Grade Pay of Rs. 2800 after completion of 18 years (8+10 years).
- (ii) In case he does not get any promotion thereafter, then he would get 3<sup>rd</sup> financial upgradation in the PB-II in Grade Pay of Rs. 4200 on completion of further 10 years of service i.e. after 28 years (8+10+10).
- (iii) However, if he gets 2<sup>nd</sup> promotion after 5 years of further service in the pay PB-II in the Grade Pay of Rs. 4200 (Asstt. Grade/Grade "C") i.e. on completion of 23 years (8+10+5 years) then he would get 3<sup>rd</sup> financial upgradation after completion of 30 years i.e. 10 years after the 2<sup>nd</sup> ACP in the PB-II in the Grade Pay of Rs. 4600. In the above scenario, the pay shall be raised by 3% of the total pay in the Pay Band and Grade Pay drawn before such upgradation. There shall, however, be no further fixation of pay at the time of regular promotion if it is in the same Grade Pay or in the higher Grade Pay. Only the difference of grade pay would be admissible at the time of promotions.
- B. If a Government servant (LDC) in PB-I in the Grade Pay of Rs. 1900 is granted 1<sup>st</sup> financial upgradation under the MACPS on completion of 10 years of service in the PB-1 in the Grade Pay of Rs. 2000 and 5 years later he gets 1<sup>st</sup> regular promotion (UDC) in PB-I in the Grade Pay of Rs. 2400, the 2<sup>nd</sup> financial upgradation under MACPS (in the next Grade Pay w.r.t. Grade Pay held by Government servant) will be granted on completion of 20 years of service in PB-I in the Grade Pay of 2800. On completion of 30 years of service, he will get 3<sup>rd</sup> ACP in the Grade Pay of Rs. 4200. However, if two promotions are earned before completion of 20 years, only 3<sup>rd</sup> financial upgradation would be admissible on completion of 10 years of service in Grade Pay from the date 2<sup>nd</sup> promotion or at 30<sup>th</sup> year of service, whichever is earlier.
- C. If a Government servant has been granted either two regular promotions or 2<sup>nd</sup> financial upgradation under the ACP Scheme of August, 1999 after completion of 24 years of regular service then only 3<sup>rd</sup> financial upgradation would be admissible to him under the MACPS on completion of 30 years of service provided that he has not earned third promotion in the hierarchy.

Sd/-

S. Jainendra Kumar,  
Deputy Secretary to the  
Govt. of India

### Illustrations



### Department of Finance (Rev & Cont )

No. 8/13/2008-Fin (R &amp; C)

Dated:-22-12-2008

### OFFICE MEMORANDUM

Sub:- Clarification regarding fixation of pay at the time of financial upgradation under ACP Scheme.

The Finance Department is in receipt of representations wherein inquiries are made as regards to fixation of pay at the time of financial upgradation under ACP Scheme where regular promotion is not between the two successive grades.

In view of the ambiguity in the resolution dated 29-8-2008 and clarification on C.C.S. (Revised Pay) Rules, 2008 issued by Government of India vide Office Memorandum No. F. No. 1/1/2008-IC dated 13-09-2008, it is proposed to make reference to Government of India seeking clarification on the issue.

Pending the receipt of clarification from Government of India, the Government of Goa has decided to allow grade pay in fixation at the time of financial upgradation under ACPS where regular promotion is not between two successive grades on provisional basis subject to the condition that such employees will give an undertaking to refund the amount in case the clarification received from Government of India is not in consonance with the decision of Government of Goa.

Sd/-  
Vasanti H. Parvatkar  
Under Secretary Fin  
(R&C)

**Department of Personnel**

No. 2/7/76-PER (Vol.III) Part

Dated :-18-03-2008

Read: O.M. No. 1/1/82-PER (Part-III) dated 20-12-2001.

**OFFICE MEMORANDUM**

The Government is pleased to reconstitute the DPC constituted vide O. M. read above, to consider financial upgradations under ACP Scheme to Group 'A' & 'B' Officers and Group 'C' employees who are eligible for pay scale attached to Group 'B' posts, as under:-

- |  |       |           |
|--|-------|-----------|
| 1. Secretary of the Administrative Department              | ..... | Chairman. |
| 2. Head of Department                                      | ..... | Member.   |
| 3. Joint Secretary (Personnel)/Under Secretary (Personnel) | ..... | Member.   |

All the cases under ACP Scheme shall be placed before the D.P.C. as constituted above.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary  
(Personnel-I).**Department Personnel**

No. 1-1-82-PER(Part-III)

Dated : 01-01-2003

**OFFICE MEMORANDUM**

**Subject:- ASSURED CAREER PROGRESSION SCHEME-CLARIFICATIONS REGARDING.**

In continuation to this Department's O.M. of even number dated 28-6-2001, the following clarifications issued by Government of India, are hereby circulated for guidance and necessary action.

**ANNEXURE**

**Doubt 36**—An employee was promoted from Grade 'A' to Grade 'C', Grade 'B' was introduced in the hierarchy in between Grade 'A' and Grade 'C' subsequent to such promotion. Will he be entitled to any more financial upgradation under the ACP Scheme (ACPS) considering that he is already placed in the third level of the hierarchy?

**Clarification**—The reply is in the affirmative. The employee has got only one promotion in his career as per the hierarchy existing at the time of his promotion. The subsequent creation of the post in Grade 'B' will not, therefore, make any material difference in the situation in relation to the case of this employee for the purpose of grant of second financial upgradation under ACPS. The newly created Grade 'B' would, as such, need to be ignored in his case. However, persons in Grade 'A', who become entitled to financial upgradation only after introduction of Grade 'B' in the hierarchy, will be entitled for grant of financial upgradation only in Grade 'B' subject to fulfillment of the other stipulations and conditions specified in the ACP Scheme introduced on 9-8-1999.

**Doubt 37**— an employee has superannuated after 9-8-1999, i.e., the date from which ACPS was introduced. He had completed the required eligibility service as on 9-8-1999 for grant of financial upgradation but he retired on superannuation before the Screening Committee could meet to assess his suitability for grant of benefits under ACPS. Will he be entitled for financial upgradation under ACPS?

**Clarification**—In terms of condition No. 3 of the ACP Scheme introduced vide O.M., dated 9-8-1999, the financial benefit under the ACPS shall be granted from the date of completion of the eligibility period prescribed under the ACPS or from the date of issue of the instructions, whichever is later. Therefore, in respect of employees who had completed eligibility service as on 9-8-1999 but retired prior to meeting of the first Screening Committee meeting, if the assessment to decide grant of financial upgradation is based on ACRs and other service records, the employees who retired after 9-

8-1999 may also be considered by the screening committee and, if recommended for grant of financial upgradation, such employees may be allowed the benefit of ACPS from the due date. If, however, the assessment also includes [passing of a trade test/skill test/written examination (as prescribed for regular promotion) under ACPS and the employee had not qualified in such tests already, then it may not be possible to consider the retired persons, as assessment based on such tests is not possible after the date of superannuation.

**Doubt 38**—Whether placement/appointment in higher scales of pay based on the recommendations of the Pay Commissions or Committees set up to rationalize the cadres is to be reckoned as promotion/financial upgradation and offset against the two financial upgradation applicable under the ACP scheme?

Clarification—Where all the posts are placed in a higher scale of pay, with or without a change in the designation; without requirement of any new qualification for holding the post in the higher grade, not specified in the Recruitment Rules for the existing post, and without involving any change in responsibilities and duties, then placement of all the incumbents against such upgraded posts is not to be treated as promotion/upgradation. Where, however, rationalization/restructuring involves creation of a number of new hierarchical grades in the rationalized set-up and some of the incumbents in the pre-rationalized set-up are placed in the hierarchy of the restructured set-up in a grade higher than the normal corresponding level taking into consideration their length of service in existing pre-structured/pre-rationalized grade only after completion of specified length of service in the existing grade, then this will be taken as promotion/upgradation.

If the rationalized/restructured grades require possession of a specific nature of qualification and experience, not specified for the existing posts in pre-rationalized set-up, and existing incumbents in pre-rationalized scales/pre-structured grades, who are in possession of the required qualification/experience are placed directly in the rationalized upgraded post, such placement will also not be viewed as promotion/upgradation. However, if existing incumbents in the pre-rationalized grades who do not possess the said qualification/experience are considered for placement in the corresponding rationalized grade, only after completion of specified length of service in the existing grade, then such a placement will be taken as promotion/upgradation.

Where placement in a higher grade involves assumption of higher responsibilities and duties, then such upgradation will be viewed as promotion/upgradation.

Where only a part of the posts are placed in a higher scale and rest are retained in the existing grade, thereby involving redistribution of posts, then it involves creation of another grade in the hierarchy requiring framing of separate Recruitment Rules for the upgraded posts. Placement of existing incumbents to the extent of upgradation involved, in the upgraded post will also be treated as promotion/upgradation and offset against entitlements under the ACPS.

For any doubts in this regard, matter should be referred to the Department of Personnel and Training (Establishment 'D' Section) giving all relevant details.

**Doubt 39**.—An employee was initially appointed on deputation in a grade higher than the grade of the post held on regular basis and was subsequently absorbed against the ex cadre post. Will such initial period of deputation in the higher grade prior to date of absorption be counted towards residency period/'regular service' for purposes of ACPS?

Clarification.—In reply to points of Doubt Nos. 4 to 6 in DoP & T. O.M., dated 10-2-2000, it has been stated that where a person is appointed on direct recruitment/transfer basis from another post in the same grade, then past regular service as well as past promotions, in the earlier post, will be counted for computing, regular service for the purpose of ACPS in the new hierarchy. The reason being that, so long as service is in the same scale during the period in question, it is immaterial whether he has been holding different posts in the same scale. However, if the appointment is made to a post in a higher grade, then such appointment, whether by direct recruitment or by transfer or initially on deputation followed by absorption, will be treated as direct recruitment and past service/promotion (which was in a different scale) will not be counted.



In the case where a person is appointed to an ex cadre post in higher scale initially on deputation followed by absorption, while the service rendered in the earlier post, which was in a lower scale cannot be counted, there is no objection to the period spent initially on deputation in the ex cadre post prior to absorption being counted towards regular service for the purposes of grant of financial upgradation under ACPS as it is in the same scale of pay and same post.

**Doubt 40.**—whether it is necessary to have SC/ST members in the Screening Committees set up for grant of ACPS?

Clarification.—As clarified vide Condition No. 12 of ACP Scheme (vide DoP & T, O.M., dated 9-8-1999), reservation orders/roster shall not apply to the ACP Scheme. Consequently, it is not necessary to have an officer from SC/ST communities on the Screening Committee constituted for deciding the suitability of the employee for upgradation under ACPS.

**Doubt 41.**—a person has refused a vacancy-based promotion offered to him prior to his becoming eligible for financial upgradation under ACPS, on personal grounds. Will he be eligible for financial upgradation under ACPS?

A person had refused a regular promotion for personal reasons. He has since completed 24 years of service. Will he be entitled for 2<sup>nd</sup> financial upgradation?

Clarification.—The ACP Scheme has been introduced to provide relief in cases of acute stagnation where the employees, despite being eligible for promotion in all respects, are deprived of regular promotion for long periods due to non-availability of vacancies in the higher grade. Cases of holders of isolated posts have also been covered under ACPS, as they do not have any promotional avenues. However, where a promotion has been offered before the employee could be considered for grant of benefit under ACPS but he refuses to accept such promotion, then he cannot be said to be stagnating as he has opted to remain in the existing grade on his own volition. As such, there is no case for grant of ACPS in such cases. The official can be considered for regular promotion again after the necessary debarment period.

In the second case also, since in terms of Condition No. 10 of the ACPS, on grant of ACPS, the employee shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy, the officer will have to give in writing his acceptance of the regular promotion when offered again after the debarment period before he can be considered for grant of second financial upgradation under ACPS.

**Doubt 42.**—An employee is appointed to a lower grade as a result of unilateral transfer on personal request in terms of FR 15 (2). Will the period of service rendered in the higher post count for the purposes of ACPS?

Clarification.—Condition No. 14 of the ACPS (DoP&T, O.M., dated 9-8-1999), inter alia, states that in case of transfer including unilateral transfer on request, regular service rendered in previous organization shall be counted along with regular service in the new organization for the purposes of getting financial upgradation under the Scheme. This condition covers cases where a unilateral transfer is to a lower post. However, financial upgradations under the ACPS shall be allowed in the hierarchy of the new post.

**Doubt 43.**—An employee drawing pay in the scale of Rs. 800-1,150 (pre-revised) was declared surplus and was re-deployed as Peon in a Ministry through the Surplus Cell in the scale of Rs. 750-940 (pre-revised). However, he was allowed to draw pay in the scale of Rs. 800-1,150 as personal to him even after redeployment in the lower grade. What shall be his entitlements under ACPS?

Clarification.— As the employee has remained in the scale of Rs. 800-1,150 all along and has not availed any promotion, he is entitled to two financial upgradations in a scale higher than Rs. 800-1,150 (pre-revised). Irrespective of the post actually held after redeployment. Since in the Ministry, a Group 'D' employee is eligible for promotion to the grade of LDC, provided he is a matriculate and as a post in the scale of Rs. 825-1,200 (S-4) is not in the normal hierarchy in the secretariat, such an employee can be considered for two financial upgradations in the grades of LDC and UDC, provided he is a matriculate. Otherwise he will get only one financial upgradation in the revised scale of Rs.

825-1,200 (Rs. 2,750-4,400 revised). Cases of other persons re-deployed to lower posts through the surplus Cell may also be regulated accordingly.

**Doubt 44.**—A cadre consists of 4 Grades—A', 'B', 'C', and 'D' (in ascending order). Upon restructuring of a cadre, Grade 'B' is abolished from a date subsequent to 9-8-1999. Employees recruited in Grade 'A', who are eligible for financial upgradation on or after 9-8-1999 but before the date of effect of restructuring, get first/second Financial upgradation in Grade 'B' and Grade 'C' respectively but those who become eligible for financial upgradation after the restructuring has been effected are entitled to first financial upgradation Grade 'C' and second financial upgradation in Grade 'D' This is anomalous. The cases of earlier set of employees should be reviewed and they may be allowed financial upgradation as applicable to the latter category of employees.

**Clarification.**— The benefit of ACP scheme is to be allowed as per the hierarchy existing, as on the date the employees become eligible for financial upgradation under ACPS, Cadres/hierarchical structures are never static and are always subject to review based on recommendations of Pay commissions/Expert Committees or otherwise and it is not possible to review the entitlements under ACPS already earned every time a cadre is reviewed. ACPS is only a temporary solution to provide relief to stagnating employees and the lasting solution for stagnation lies in review of cadre structures, as regular promotions will be earned in such restructured grades. All the employees will benefit from such cadre restructuring.

**Doubt 45.**—An employee in Grade 'A' is eligible for promotion simultaneously to Grades 'B', 'C' and 'D' (in ascending order) with varying requirements of length of service in the present grade. In other words, he has multiple channels of promotion. What shall be his eligibility under the ACP?

**Clarification.**— Provisions in the existing Recruitment rules in various organizations providing for multiple channels for promotion are not consistent with the guidelines on framing of the Recruitment Rules. All such Rules should be reviewed immediately so as to provide only a single channel of promotion. However, till such a review is undertaken, the first financial upgradation in such cases shall be allowed with reference to the lowest promotional Grade which is Grade 'B'. If he does not earn any promotion in 24 years, his second financial upgradation will be as per hierarchy of Grade 'B'. However, if he has already earned one regular promotion, then his second financial upgradation shall be as per the hierarchy of the Grade to which he has promoted.

**Doubt 46.**—whether service rendered in an Autonomous Body/Statutory Body/State Government prior to appointment in Central government as a direct recruit prior to appointment in the Central Government will be counted while computing regular service for the purpose of grant of financial upgradation under the ACP Scheme.

**Clarification.**— ACP Scheme is applicable to Central Government Civilian employees and for purpose of financial upgradation under the ACP scheme, only the regular service rendered after regular appointment in a Central Government civilian post is to be counted. Therefore, service rendered in an autonomous Body/Statutory Body/State government is not be counted for the purpose. Correspondingly, promotions earned in these bodies prior to appointment in the Central Government are also to be ignored. The clarification in reply to point of doubt Nos. 3 to 5 in, O.M., dated 28-6-2001 providing for counting of past service in another organization in the same grade is only in relation to past service in a civilian post held in the Central government.

**Doubt 47.**—On the basis of recommendations of the Fifth Central Pay Commission, a uniform pay structure has been introduced for Stenographers in the non-Secretariat Organizations whereby the posts have been distributed in the ratio of 40:40:20 in the grades of Stenographer, Grade-III (Rs. 4,000-6,000), Stenographer, Grade-II (Rs. 5,000-8,000) and Stenographer, Grade-I (Rs. 5,500-9,000), However, in a particular non-Secretariat Organization, there is only an isolated post of Stenographer in the scale of Rs. 4,000-6,000. Will he be entitled to financial upgradation in the scale of Rs.4,500-7,000 and Rs. 5,000-8,000 as per Annexure-II to O.M., dated 9-8-1999 or can he be allowed financial upgradation in the grades of Stenographer Grade-II and Stenographer, Grade-I?

**Clarification.**— In reply to point of Doubt No. 9 O.M. dated 28-6-2001, it has been stated that the scales of pay for ACPS for isolated posts shall be same as those applicable for similar posts in the

same Ministry/Department/Cadre except where the pay Commission has recommended specific pay scales for mobility under ACPS. Such cases may be specifically examined by respective Ministries/Departments in consultation with the Department of Personnel and Training. In the case of remaining isolated posts, the pay scales contained in Annexure-II of O.M., dated 9-8-1999 shall apply. Thus, hierarchy in Annexure-II of O.M., dated 9-8-1999 applies where Pay Commission has not made any specific recommendation regarding scales to be allowed under the ACPS and where it is not possible to identify similar posts in same organization. In the case of Stenographers in non-Secretariat organizations, which is a common category post, the Pay Commission has recommended a uniform grade structure for which has been accepted by the Government. Since the isolated post of Stenographer in scale of Rs. 4,000-6,000 in a subordinate office is comparable to corresponding posts of Stenographer, Grade-III in other non-Secretariat organizations under the same Ministry, the uniform pay (grade) structure for Stenographers may be adopted for the purpose of allowing financial upgradation to the said isolated post. In the instant case of an isolated post of Stenographer (Rs.4,000-6,000) in a non-Secretariat organization, first and the second financial upgradation may be allowed in the scale of Rs. 5,000-8,000 (Steno Grade-II) and Rs. 5,500-9,000 (Stenographer, Grade-I), respectively, provided he is otherwise eligible.

A similar approach can be adopted in respect of all other isolated posts belonging to common categories for which Pay Commission has similarly recommended a uniform grade structure which has been accepted and notified in Part 'B' of the Ministry of Finance notification, dated 30-9-1997 or agreed to by the Government subsequently. If such an isolated post is in a Central Ministry/Department, then the structure as recommended and accepted for similar common category posts in the Central Ministry/Department may be adopted. If the isolated post is in a non-Secretariat organization, then the uniform hierarchy as recommended in similar posts in the non-Secretariat organization may be followed.

**Doubt 48.**—In certain organizations, and employee after his selection on direct recruitment basis or even on promotion is required to undergo an induction training before he is given a functional post. Whether such induction training shall count towards the eligibility service for ACPS?

Clarification.— If under the relevant Recruitment/Service Rules, the induction training counts towards eligibility service for regular promotion, the same will also be counted towards the 12 years/24 years residency period/regular service required for financial upgradation under ACP Scheme.

**Doubt 49.**—A person is working in the immediate promotional grade on ad hoc basis. Is he eligible for financial upgradation under the ACP scheme? Will his pay be refixed?

Clarification.— An ad hoc promotion is made only in an exigency of work where the post cannot be kept vacant and such appointment is to be discontinued as soon as a regular incumbent is appointed. In terms of existing guidelines, continuation of such arrangement beyond one year is also subject to prior concurrence of DoP & T. Thus, such an employee can be reverted to the original regular post at any moment. Therefore, case of an employee holding the higher promotional grade/any other post on ad hoc basis, for grant of financial upgradation under ACPS cannot be ignored. Upon being recommended for grant of financial upgradation in the higher grade, his pay may be refixed with reference to the pay drawn in the post held on regular basis under FR 22 (I) (a) (i) subject to a minimum benefit of Rs. 100 as per the provisions of the ACPS. If, on pay fixation under ACPS, the pay gets fixed at a stage higher than the pay already drawn on ad hoc basis, he may be allowed such higher pay.

**Doubt 50.**—An employee was allowed promotion in a higher grade in terms of Ministry of Finance O.M. No. 10(1)E. III/88, dated 13-9-1991 However, on introduction of ACPS, the benefit of the said O.M. is to be withdrawn so as to allow the benefits under the ACPS in terms of the stipulation that no time bound promotion/in situ promotion scheme can run concurrently with the ACPS. Will the benefit of higher grade drawn prior to 9-8-1999 will also be withdrawn.

Clarification.— No. It will only be a switchover from the existing scheme to the ACP Scheme as on 9-8-1999. While determining his entitlements under ACPS on or after 9-8-1999, pay benefits

already drawn up to 9-8-1999 in the higher grade allowed under the Scheme of 13-9-1991 are not to be recovered.

**Doubt 51.**—Whether sealed cover procedure as laid down vide DoP & T, O.M. No. 22011/4/91-Estt. (A), dated 14-9-1992 is to be followed in cases relating to ACP also?

Clarification.—Yes. Condition No. 11 of the ACP Scheme issued vide DoP & T, O.M., dated 9-8-1999 clearly states that in the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Therefore, when the employee is exonerated, the recommendations of the Screening Committee placed in a sealed cover will be opened and its recommendations acted upon. If he has recommended for grant of financial upgradation, the benefit of the same will be allowed from 9-8-1999 or from the date of completion of 12/24 years regular service, whichever is later. If however the employee is not exonerated and a formal penalty is imposed, sealed cover will not be opened and the case of employee will be considered only in the next meeting of the Screening Committee. If such Screening Committee, having regard to all relevant facts, recommends grant of financial upgradation, then such upgradation shall be allowed only on expiry of the period of penalty and not during the currency of the penalty. If penalty imposed in Censure or recovery of loss to the Government, then such upgradation shall be allowed from the date of meeting of the Screening Committee which met to consider this case subsequent to imposition of penalty. The next financial upgradation shall be allowed only on completion of 12 years regular service from the date from which the first upgradation under the ACP is allowed and not necessarily on completion of 24 years of service.

**Doubt 52.**—whether any period(s) of break-in-service under FR 17A declared during the career of an employee will have any adverse effect on his getting financial upgradation under the ACP Scheme?

Clarification.—Break in service under FR 17A incurs only 3 specific disabilities as specified in the relevant FR. It does not affect the normal regular promotions. Consequently, it will have no effect on financial upgradation under the ACP Scheme.

**Doubt 53.**—whether temporary service in respect of a person who was declared surplus and redeployed through the Surplus Cell will be counted with the subsequent regular service in the new organization for purposes of the ACP Scheme. What will be the position in respect of those temporary employees who at the time of retrenchment did not possess the required service to be taken on the rolls of Surplus Cell and were terminated but were offered fresh appointment in a new organization through the efforts of the parent Ministry/Department?

Clarification.— If the redeployment through the Surplus Cell is in the same/lower scale, such temporary service (and not an ad hoc service) rendered prior to retrenchment may count towards regular service for purposes of ACPS in the new organization. If the redeployment is in a higher grade, regular service will count only from the date of appointment in the new organization. However, this will not cover cases of those temporary employees who had put in less than the required length of service for being taken on the strength of the Surplus Cell and whose temporary service was terminated but were given preference in fresh appointment in the Government in terms of DoP & T, O.M., dated 27-31976/29-6-1978 read with DoP&T, O.M. dated 22-1-1993. In their case, the past temporary service before retrenchment shall not count towards residency period for grant of ACPS.

**Doubt 54.**—whether work-charged staff is eligible to be covered under the ACPS?

Clarification.— If, in the matter of service conditions, work-charged staff is comparable with the staff of regular establishment, there is not objection in extending the ACP Scheme to the work-charged staff.

**Doubt 55.**—following the recommendations, of the pay commission feeder and promotional posts have been placed in the same scale. Consequently, hierarchy of a post comprises of Grades 'A', 'A' and 'C', i.e., the entry level and the first promotional grade are in the same scale. What shall be his entitlements under ACPS?

**Clarification.**—normally, it is incorrect to have a feeder grade and a promotional grade in the same scale of pay. In such cases, appropriate course of action is to review the cadre structure. If as a restructuring, feeder and promotional posts are merged to constitute one single level in the hierarchy, then in such a case, next financial upgradation will be in the next hierarchical grade above the merged levels and if any promotion has been allowed in the past in grades which stand merged, it will have to be ignored as already clarified in reply to point of Doubt No. 1 of O.M., dated 28-6-2001. However, if for certain reasons, it is inescapable to retain both feeder and promotional grades as two distinct levels in the hierarchy though in the same scale of pay, thereby making a provision for allowing promotion to a higher post in the same grade, it is inevitable that benefit of financial upgradation under ACPS has also to be allowed in the same scale. This is for the reason that under the ACPS, financial upgradation has to be allowed as per the 'existing hierarchy'. Financial upgradation cannot be allowed in a scale higher than the next promotional grade. However, as specified in Condition No. 8 of the ACP Scheme O.M., dated 9-8-1999, pay in such cases shall be fixed under the provisions of FR 22(1) (a) (1) subject to a minimum benefit of Rs. 100.

**Doubt 56.**—If for promotion on regular basis, an employee has to possess a higher/additional qualification, will it be necessary to insist on possession of these qualification even while considering grant of financial upgradation under the ACPS?

**Clarification.**—In terms of Condition No. 6 of Annexure-I to DoP&T, O.M., dated 9-8-1999, only those employees who fulfill all promotional norms are eligible to be considered for benefit under ACPS. Therefore, various stipulations and conditions specified in the Recruitment Rules for promotion to the next higher grade, including the higher/additional educational qualification, if prescribed, would need to be met even for consideration under ACPS?

**Doubt 57.**—Whether EOL without medical certificate will count for computing regular service under ACPS?

**Clarification.**—Unless the counting of such leave or any other kind of leave is specifically excluded under relevant rules governing promotions for being counted towards regular service for promotion (e.g., in some cases of promotions under Flexible Complementing Scheme), all kinds of leave including EOL without medical grounds normally counts towards regular service for promotion. EOL without medical grounds will be similarly treated while computing regular service for purposes of grant of financial upgradation under ACPS.

**Doubt 58.**—A cadre has been restructured with proper sanction but the Recruitment Rules for the restructured grades are still to be framed. Whether the individuals be granted financial upgradation in the existing hierarchical order or in the revised hierarchical order introduced subsequently?

**Clarification.**—financial upgradation under ACP Scheme is to be allowed under the hierarchy existing as on 9-8-1999 or at the time one becomes eligible, whichever is later. Since a new hierarchy has come into being, financial upgradations may be allowed only in the restructured hierarchy. If model Recruitment Rules exist for such restructured grades, then Screening Committee may review cases on the basis of such model Rules. Otherwise, ACPs may be allowed after finalization of Recruitment Rules but the benefit may be allowed from the due date.

**Doubt 59.**—The Fifth Central Pay Commission has identified a number of common category posts spread across various Ministries/Departments as well as in Offices outside the Secretariat as discussed in chapter 55 of its report and also in other Chapters and has made recommendations for adoption of uniform grade/cadre structure subject to functional needs of an individual organization. In a large organization, all the hierarchical levels as per uniform cadre/grade structure may be created while in a smaller office, a few levels of the uniform hierarchical structure may not be introduced keeping in view the functional needs of the organization. Consequently, while in a larger organization/cadre, promotions are allowed in consecutive hierarchical grades, in a smaller cadre, promotions involve substantial jumps though in such cases, the requirement of period of regular

service in the feeder grade as specified in the Recruitment Rules may be longer. Since, under ACPS, the requirement of longer regular service in the feeder grade for promotion to such higher levels is not reckoned while considering financial upgradation; it results in a situation where persons belonging to common category and recruited at same time in same entry grades are entitled to financial upgradations in vastly different grades under ACPS. Is it not anomalous?

**Clarification.**—financial upgradations under ACPS are to be allowed in the ‘existing hierarchy’. However in reply to point of Doubt No. 2, it has already been clarified that existing hierarchy in relation to a cadre would mean the restructured grades recommended by the Fifth Central Pay Commission. Further, as an example, in reply to point of Doubt No. 18, it has been stated that in order to secure upward mobility of library staff under the ACPS, it has been decided to adopt the pay structure as notified by the Ministry of Finance vide O.M., dated 24-7-1990 subject to the terms and conditions specified by them. Therefore, the ACPS already envisages that in respect of common category posts, if the Government has accepted a uniform standard hierarchical structure, then ‘existing hierarchy’ in relation to such common categories shall be the standard hierarchy as approved by the Government and not the hierarchy in a particular office, which, for functional considerations may not have all the grades. If such financial upgradations are allowed keeping purely such local hierarchy in view, it will result in vast disparities in entitlements under ACPS for identical category of posts which cannot be justified. It has the potential of generating huge disquiet and unrest, which will not be in public interest.

If, however, the Fifth Central Pay Commission has recommended a specific pay structure/ACPS grades for a particular category in an organization, which may seemingly belong to a common category, then the mobility under ACPS in respect of such specific posts in that organization shall be through the grade structure/ACPS grades recommended for that organization, If the same has been approved by the Government, and not the standard grade/hierarchical structure recommended for such common category.

**Doubt 60.**—Whether an employee who has not been recommended for grant of financial upgradation under ACPS by a Screening Committee can be considered by the next Screening Committee to be held in the other half of the year or one held only on expiry of one year.

**Clarification.**—In Para. 6 of DoP&T, O.M. dated 9-8-1999, it has been provided that the Screening Committee shall meet twice in a financial year—preferably in the first week of January and July for advance processing of the cases maturing in the respective half of the financial year concerned. Normally, a case, once considered, should be reviewed only in the Screening Committee to be held after one year. However, if an additional ACR report has become available in respect of such an employee before cases are processed for placing the other cases before the Screening Committee to be held in the second half, or if there is any other development which makes a material change in the matter of assessment from the position obtaining when the case was considered earlier by the Screening Committee, there is no objection to the case of such employee being considered in the subsequent Screening Committee to be held in the other half of the year. As regards date of effect for grant of ACPS in such cases, it is clarified that ACPS is applicable on 9-8-1999 or from date of completion of 12/24 years of regular service only in those cases where the employee is found fit for grant of ACPS at the first opportunity. If, however, he is found suitable only by a subsequent Screening committee, the benefit of ACPS will be allowed to him only from the date of meeting of the Screening Committee in which he is recommended for grant of ACP. If the first financial upgradation is deferred in this manner, the second financial upgradation shall be allowed only after completion of 12 years of regular service from the date of first financial upgradation subject to fulfillment of the prescribed conditions. In this regard, Condition No. 4 of the Scheme is relevant.

**Doubt 61.**—(i) An Inspector in a CPO in the pay scale of Rs. 6,500-10,500 is entitled to benefits like Ration, Allowance, Washing Allowance, Leave Encashment for working on holidays, bonus, etc. some of these benefits are not admissible to incumbents of posts in the grade of Assistant

Commandant (Rs. 8,000-13,500). Will the Inspector continue to get these benefits upon grant of financial upgradation in the grade of Assistant Commandant?

(ii) Officers in the higher promotional grade are entitled to facilities like telephone at residence, reimbursement of cost of newspaper/magazines, which are not admissible to feeder grade post holder. Which such facilities are available when feeder grade holder is allowed financial upgradation under Caps in the grade of higher promotional post?

Clarification.—ACPS only allows financial upgradation and cannot be equated with regular promotion though normal promotion norms are insisted for grant of this financial upgradation. Even after grant of financial upgradation which is allowed as personal to the employee, he continues to hold the original post on regular basis, with same designation, classification, duties and responsibilities, etc. In other words, except being allowed to draw pay in a higher grade, the employee continues to be regular incumbent of the posts to which he has been selected on regular basis as per the Recruitment Rules.

Therefore, if there are certain perks and benefits, which are applicable to an employee as a result of his holding a particular post, the same will continue to be available to him, notwithstanding the fact that he may be placed in higher grade on personal basis under ACPS. On the same analogy in the second case, except the entitlements like higher advance, HBA, etc., which are linked to pay scale rather than status of the higher post, no privileges related to status of the higher post will be applicable in the event of grant of financial upgradation in the grade of the higher post. This has been clarified in Condition No. 6 of ACP Scheme introduced vide O.M. dated 9-8-1999 also.

**Doubt 62.**—Where the Strength of Staff Car Drivers is not sufficient to introduce the Staff Car Driver Scheme notified by Dop & T or where the organization consciously decides to opt for the ACPS, how is the ACPS, how is the ACP to regulate in case of such Staff Car Drivers?

Clarification.—As in the case of Stenographers discussed in point of Doubt No. 47 above, Staff Car Drivers in such organizations may be allowed financial upgradations in the scales as applicable under the Staff Car Driver Scheme on completion of 12/24 years of regular service subject to passing of the trade tests as specified in the Scheme. However, where the Staff Car Driver Scheme is applicable, ACPS is not applicable.

Sd/-  
Vikas Mardolkar.  
Under Secretary  
(Personnel)

### Department of Personnel

No. 1/1/82-PER (Part-III)

Dated :-14-02-2003.

### OFFICE MEMORANDUM

A copy of Government of India Ministry of Personnel, Public Grievances and Pensions (Department of Personnel and Training), New-Delhi, letter No. 35034/1/2000-Estt(D) dated 19-09-2002, is forwarded herewith for information and guidance to:-

1. All Head of Departments/Officers.
2. All Departments in the Secretariat.
3. All Autonomous/Bodies/Corporations/Boards etc.

Sd/-  
Vikas Mardolkar,  
Under Secretary  
(Personnel).

**Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel and Training**

No. 35034/1/2000-Estt(D)

Dated 19-09-2002

To,  
The Under Secretary (Personnel)  
Government of Goa,  
Department of Personnel, Secretariat, Panaji.

**Subject:- Assured Career Progression Scheme for the Central Government Civilian  
Employees—Clarification reg.**

Sir,

I am directed to refer to your letter No. 1/1/82-PER (Part-III) dated 19<sup>th</sup> September, 2002 on the subject cited above and to clarify as under:

1. In terms of Para 2.1 of the ACP Scheme, a holder of a Group-‘A’ Central Services(Technical/Non-Technical), post is not entitled to benefits under ACP Scheme. However in terms of para-3.1 of Office Memorandum No. 35034/1/97-Estt (D) dated 9-8-1999, a holder of an isolated post in Group ‘A’ ‘B’ ‘C’ & ‘D’, which has no promotional avenues shall also qualify for benefit under ACP Scheme.
2. There is no requirement of categorizing a post as technical or Non-Technical for the purposes of ACP Scheme. The idea behind mentioning Technical/Non-Technical in Para 2.1 of the O.M. dated 9-8-1999 is to impress upon that the Scheme is not applicable to directly recruited Group-A officers irrespective of whether they belong to Technical or Non-Technical stream, (except for holders of isolated posts) as they are required to earn their promotion.

2. In view of the above clarification, holders of isolated Group-A post of Landscape Architect, where there is no feeder and promotional grade, may also be considered for grant of ACP Scheme subject to fulfillment of other conditions and stipulations of ACP Scheme.

Yours faithfully,,  
Sd/-  
Vijay Kumar  
Under Secretary

—  
**Department of Personnel**

No. 1/1/82-PER (Part-III)

Dated : 20-12-2001

**OFFICE MEMORANDUM**

According to O.M. No. 1/1/82-PER (Part. II) dated 22-2-2001, Group ‘B’ officers and officers holding isolated Group ‘A’ & ‘B’ posts are entitled for 2 financial upgradation under Assured Career Progression Scheme (ACP) with effect from 22-2-2001. Their cases are required to be placed before Departmental Promotion Committee for consideration.

2. Since filling up of Group ‘A’ & ‘B’ posts comes under the purview of Goa Public Service Commission, various Heads of Departments have sought clarification whether the proposals for considering grant of financial upgradations to Group ‘A’ & ‘B’ Officers and Group ‘C’ employees who are eligible for the pay scale attached to Group ‘B’ post are to be referred to G.P.S.C.

3. After considering the matter the Government has constituted D.P.C. mentioned below to consider financial upgradation under ACP Scheme to Group ‘A’ & ‘B’ Officers and Group ‘C’ employees who are eligible for pay scale attached to Group ‘B’ posts.



**Departmental Promotion Committee constituted:**

1. Head of Department.....Chairman.
2. Dy. Director/Director (Admn.) or senior most Officers in the absence of Dy.....Member Director/Director Admn.)
3. Joint Secretary/Under Secretary of Administrative Department in the ..... Member Secretariat or Joint Secretary/Under Secretary (Personnel) where there is No Administrative Department in the Secretariat.
4. All the cases under ACP Scheme shall be placed before the D.P.C. as constituted above.

Sd/-  
D. M. Borkar  
Under Secretary  
(Personnel)

**Department of Personnel**

No. 1/1/82-PER (Part-III)

Dated :-28-06-2001

**OFFICE MEMORANDUM****SUBJECT:- ASSURED CAREER PROGRESSION SCHEME CLARIFICATIONS REGARDING.**

Attention of Heads of Departments is invited to this Department's Office Memorandum No. 1/1/82-PER(Part II) dated 22-02-2001 in which the State Government has adopted Government of India's O.M. No. 35034/1/97-Estt(D) dated 9th August, 1999. Regarding Assured Career Progression Scheme for its employees in place of Time Bound Promotional Scheme. The Government of India has issued certain clarifications on various points which are hereby circulated for guidance.

2. Some Heads of Departments in this Administration had also raised some queries which also stand clarified at Sr. Nos. 32 to 35.

3. It may be ensured that the Assured Career Progression Scheme is strictly implemented keeping in view this Department's Office Memorandum No. 1/1/82-PER(Part II) dated 22-02-2001 and clarifications contained in the attached Annexure. Cases where the ACP Scheme has already been implemented shall be rectified if the same are not found to be in accordance with the scheme/clarifications.

Sd/-  
D. M. Borkar  
Under Secretary sAEW  
(Personnel)

**ANNEXURE**

S. No.	Point of Doubt	Clarification
1	2	3
1.	Two posts carrying different pay scales constituting two rungs in a hierarchy have now been placed in the same pay scale as a result of rationalization of pay scales. This has resulted into change in the hierarchy in as much as two posts which constituted feeder and promotion grades in the pre-merged scenario have become one grade. The position may be clarified further by way of the following illustration: Prior to the implementation of the Fifth Central Pay Commission recommendation, two categories of posts were in the pay scales of Rs. 1,200-1,800 and Rs. 1,320-2,040 respectively; the latter being promotion post	Since the benefits of upgradation under ACP Scheme (ACPS) are to be allowed in the existing hierarchy, the mobility under ACPS shall be in the hierarchy existing after merger of pay scales by ignoring the promotion. An employee who got promoted from lower pay scale to higher pay scale as a result of promotion before merger of pay scales shall be entitled for upgradation under ACPS ignoring the said promotion as otherwise he would be placed in a disadvantageous position vis-à-vis the fresh entrant in the merged grade.

	for the former. Both the posts have now been placed in the pay scale of Rs. 4,000-6,000. How the benefits of the ACP Scheme is to be allowed in such cases?	
2.	Some employees have been allowed selection grade/in situ promotions though these grades are not a part of the defined hierarchy. Whether this is to be considered as promotion for the purpose of ACPS? Also, what will be the situation if selection grade has been allowed in lieu of higher pay scale?	Mobility under ACPS is to be allowed in the 'existing hierarchy'. As such, if any selection grade/in situ promotion has been allowed to an employee which is not a part of the hierarchy, it shall not be counted as promotion for the purpose of ACPS. For illustration sake, junior engineers of CPWD appointed in the grade of Rs. 5,000-8,000/-are allowed the scale of Rs. 5,500-9,000/-on completion of five years of regular service and the scale of Rs. 6,500-10,500/-on completion of fifteen years of regular service. The scale of Rs. 5,500-9,000/-is not a part of the defined hierarchy for them. In such cases, the pay scale which is not a part of the hierarchy may be treated to have been withdrawn. However, fall in pay/resulting out of this shall be protected by granting personal pay in the aforesaid direct entry grade to be adjusted against future increments. Moreover, as per condition No. 13 of ACPS, such existing (previous) schemes would be discontinued with the adoption of ACPS. However, in the case of common category of posts, the existing hierarchy in relation to a cadre would mean the restructured grades recommended by the Fifth central pay Commission.
3.	In a case where a person is appointed to a post on transfer (absorption) basis from another post, whether 12 years and 24 years of service for the purpose of ACPS will count from the initial appointment or otherwise.	The benefits under ACPS are limited to higher pay scale and do not confer designation, duties and responsibilities of the higher post. Hence, the basic criterion to allow the higher pay scale under ACPS should be whether a person is working in the same pay scale for the prescribed period of 12/24 years. Consequently, so long as a person is in the same pay scale during the period in question, it is immaterial whether he has been holding different posts in the same pay scale. As such, if a Government servant has been appointed to another post in the same pay scale either as a direct recruit or on absorption (transfer) basis or first on deputation basis and later on absorbed (on transfer basis); it should not make any difference for the purpose of ACPS so long as he is in the same pay scale.
4.	Whether a Government servant, who is direct recruit in one grade and subsequently joins another post again as direct recruit, is eligible for first financial upgradation under ACPS after completion of service counted from the first appointment or from the subsequent second appointment as direct recruit?	
5.	An employee appointed initially on deputation to a post gets absorbed subsequently, whether absorption may be termed as promotion or direct recruitment. What will be the case if an employee on deputation holds a post in the same pay scale as that of the post held by him in the present cadre? Also, what will be the situation if he was holding a post in the parent cadre carrying a lower pay scale?	In other words, past promotion as well as past regular service in the same pay scale, even if it was on different posts for which appointment was made by different methods like direct recruitment, absorption (transfer) /deputation or at different places should be taken into account for computing the prescribed period of service for the purpose of ACPS. Also, in case of absorption (transfer)/deputation in the aforesaid situations, promotions earned in the previous/present organizations, together with

		<p>the past regular service shall also count for the purpose of ACPS. However, if the appointment is made to higher pay scale either as on direct recruitment or on absorption (transfer) basis or first on deputation basis and later on absorbed (on transfer basis), such appointment shall be treated as direct recruitment and past service/promotion shall not count for benefits under ACPS.</p> <p>Needless to say, in cases of transfer on administrative ground, involving only change of station within the same Department, the service rendered in the same grade at two stations may count for ACPS, as such transfers are within the same organization, ordered generally for administrative/personal considerations and the service rendered in the earlier station counts as eligibility service for promotion.</p>
6.	Whether the instructions on ACPS are applicable to the employees working in the instrumentalities like autonomous/ judicial/ statutory bodies? Similarly, whether the orders are applicable to the employees working in industries governed by certified standing orders, Factories Act and Industrial Disputes Act, etc.?	ACPS is applicable only to Central Government Civilian employees and, as such does not get automatically extended to autonomous/statutory bodies. A conscious/decision in this regard shall have to be taken by the governing body/competent authority/organization concerned. In relation to others, specific cases shall be examined in consultation with the Department of Personnel and Training.
7.	Appointment on the basis of limited departmental examination by which an employee joined a new service should be treated as promotion or not. For example, in case of Group 'D' employees appointed as LDCs or Grade 'D' Stenographers appointed from amongst LDCs should be treated as direct recruits or not in the respective higher grades.	<p>If the relevant Recruitment Rules provide for filling up of vacancies of Stenographers, Grade 'D'/Junior Stenographers by direct recruitment, induction of LDCs to the aforesaid grade through limited Departmental Competitive Examination may be treated as direct recruitment for the purpose of benefit under ACPS. However, in such cases, service rendered in a lower pay scale shall not be counted for the purpose of benefit under ACPS. However, in such cases, service rendered in a lower pay scale shall not benefit under ACPS. The case of Grade 'D' employees who become LDCs on the basis of departmental examination stand on different footing. In their case, relevant Recruitment Rules prescribe a promotion quota to be filled up on the basis of departmental examination.</p> <p>Therefore, such appointments shall be counted as promotion for the purpose of ACPS. In such situations, past regular service shall also be counted for further benefits, if any, under the Scheme.</p>
8.	A merged pre-revised pay scale of Rs. 775-1,150 was allowed to Group 'D' employees as a result of an agreement with the Staff Side in the National Council of JCM. Those Group 'D' employees drawing Rs. 1,030/-(pre-revised) or above as basic pay have been allowed S-3 (revised) (Rs. 2,650-4,000/-) and those drawing less have been allowed	The issues of de-merger of the integrated pay scale of Rs. 775-1,150/-is already under consideration of the National Anomaly Committee. It has not, been agreed either to treat the promotion to S-2 and S-3 as one or for merging the pay scales. As the merger of the pay scales earlier was as a result of an

	S-2 (revised) (rs.2,610-3,540/-). The replacement scales of Rs. 2,610-3,540/-and Rs.2,650-4,000 should be treated as one. Since S-4 (revised) (Rs. 2,750-4,400/-) does not operate in the Central Secretariat, Group 'D' employees should be given second upgradation in S-5 i.e. Rs. 3,050-4,590/-.	agreement only with a view to provide certain relief to the stagnating employees, it cannot, in itself, be the ground for allowing additional benefits. As such, an employee inducted in S-1 and now placed in S-2 shall be allowed one more upgradation i.e. in S-3 under ACPS. An employee inducted in S-1 and now placed in S-3 shall not be allowed any further upgradation as he has already availed of two financial upgradation.
9.	For isolated posts, the scale of pay for ACPS as recommended by the pay commission may be implemented and not the standard/common pay scales indicated vide Annexure-II of the Office Memorandum, dated August 9, 1999.	For isolated posts, the scales of pay for ACPS shall be the same as those applicable for similar posts in the same Ministry/Department/Cadre except where the Pay Commission has recommended specific pay scales for mobility under ACPS. Such specific cases may be examined by respective Ministries/Departments in consultation with the Department of Personnel and Training. In the case of remaining isolated posts, the pay scales contained in Annexure-II of the Office Memorandum, dated August 9, 1999 (ACPS) shall apply.
10.	In the case of an employee appointed on ad-hoc basis and who is subsequently regularized, the ad-hoc service is counted towards increment. Whether the ad-hoc service may be counted for the ACPS also?	No. In terms of Para 3.2 of the Office Memorandum, dated August 9, 1999 (ACPS), only regular service which counts for the purpose of regular promotion in terms of relevant Recruitment/service Rules shall count for the purpose of upgradation under ACPS.
11.	When an employee in Group 'C' scale is given financial upgradation in Group 'B' scale, whether it shall have the approval of the authority competent to appoint persons in the upgraded scale.	While the Scheme provides for only financial upgradation to an individual and not the upgradation of the post held by him, the classification of the post held by the officer should be with reference to the scale of pay of the post held by Government servant on regular basis and not with reference to the higher scale of pay granted to the Government servant on upgradation under ACPS. However, upgradation under ACPS may be allowed with the approval of the authority competent to make an appointment in the upgraded scales/grades.
12.	Whether ex-servicemen who have been re-employed after giving relaxation in age and educational qualifications prescribed in relevant Recruitment/Service Rules for particular post as direct recruit are to be allowed ACPS benefits on completion of 12/24 years of service after re-employment in civilian post?	Yes. The ACPS is meant for the Central Government civilian employees. As such, ex-servicemen re-employed as civilian employee, shall be entitled for upgradation under the Scheme on completion of 12/24 years of service after direct recruitment in the civil employment. Also, such category of persons would already be drawing pension on the basis of their service in the armed forces.
13.	An employee gets first promotion after 20 years of regular service. In terms of relevant Recruitment/Service. Rules, required eligibility service is 8 years for the next promotion, whether upgradation under ACPS is to be allowed on completion of 24 years of service from direct	Upgradations under the scheme are to be allowed on completion of 12/24 years of service counted from direct entry in the Government employment. If an employee gets first regular promotion on completion of 20 years of service, he will be entitled to second financial

	recruitment i. e., four years after the first promotion or on completion of 8 years regular service after first promotion as per the Recruitment Rules.	upgradation under ACPS on completion of 4 years of service after such first regular promotion, though the Recruitment/Service Rules prescribe higher length of regular service in the grade for next promotion.
14.	An employee who may have completed 29 years of service shall be entitled for two upgradation directly along with other employee who may have completed 24 years of service. This would create an anomaly in as much as 5 years of services of the former would get neutralized. Therefore, the upgradation could be allowed notionally from the date of completion of 12/24 years of regular service and actual financial benefit could be given from the date of meeting of the screening committee.	Since the Assured Career Progression Scheme can have only prospective application, it is not permissible to allow notional benefit with retrospective effect. This would not lead to anomaly in as much as an employee having longer years of service may get his pay fixed at a higher/same stage vis-à-vis an employee having lesser length of service.
15.	The relevant Recruitment/Service Rules prescribe departmental examination/skill test for vacancy based promotion. However, for upgradation under ACPS.	As per the scheme (Condition No. 6), all promotion norms have to be fulfilled for upgradation under the Scheme. As such, no upgradation shall be allowed if an employee fails to qualify departmental/skill test prescribed for the purpose of regular promotion.
16.	An employee who has completed 24 years of service is to be allowed two upgradation directly. What will be the mode of fixation of pay of the employee?	The following illustration shall clarify the doubt; An incumbent in the pay-scale of Rs. 4000-6000/-(S-7) has put in 24 years of regular service without a regular promotion. The incumbent shall be allowed two upgradation i.e. to S-8 and S-9. His pay shall first be fixed in S-8 and then in S-9. Pay fixation directly from S-7 to S-9 shall not be allowed.
17.	If special pay has been allowed in lieu of separate pay-scale, whether this should be treated as promotion for the purpose of ACPS and also whether the special pay is to be taken into account while fixing the pay under ACPS?	<p>Special pay allowed shall not be counted as promotion for the purpose of ACPS. Also, the special pay drawn in the lower post, in lieu of a higher pay-scale shall be taken into account for fixation of pay under ACPS subject to the fulfillment of the following conditions as laid down vide Ministry of Finance office Memorandum No. 6(1)-E. III(B) (65) dated 25-2-1965, re-produced as Government's decision No. 32 under Appendix-8 of FR/SR(Part-I) (Thirteenth Edition):-</p> <p>(i) The special pay in the lower post should have been granted in lieu of separate higher scale (i.e. special pay granted to steno-typist, clerk-in charge etc.)</p> <p>(ii) If the special pay has been drawn in the lower post continuously for a minimum period of three years on the date of promotion, the pay in the higher post will be fixed under the normal rules, treating the special pay as part of the basic pay. In other cases, the pay in the time-scale of the higher post will be fixed under the normal rules, with reference to the basic pay drawn in the lower post (excluding the special pay); where this results in drop in emoluments the difference between the pay so fixed and the pay plus special pay drawn in the lower post will be</p>

		<p>allowed in the form of personal pay to be absorbed in future increases of pay.</p> <p>(iii) In both kinds of cases referred to in clause (ii) above, it should be certified that, but for the promotion, the Government servant would have continued to draw the special pay in the lower post.</p>
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### 18. Point of doubt

Based on the categorization of Libraries, Ministry of Finance vide Office Memorandum No. 19(1)/IC/86 dated 24<sup>th</sup> July, 1990 have prescribed the following pay scales for posts in libraries:-

Post	Pay-scales (pre-revised)	Pay-scales (revised)
Library and Information Assistant	1400-2600	5000-8000
Sr. Library and Information Assistant	1640-2900	5500-9000
Assistant Library and Information Officer	2000-3500	6500-10500
Library and Information Officer	3000-4500	10000-15200
Director (Library and Information)	4500-5700	14300-18300

In number of cases, depending on the work etc, there are only first two categories of posts in a Library. What should be the channel for upward mobility under ACPS of the library staff in such cases?

### Clarification

In order to secure uniformity in the upward mobility of the library staff under the ACPS, it has been decided to adopt the aforesaid pay-scales prescribed by the Ministry of Finance subject to the terms and conditions prescribed by them. Posts in the library, if held in different nomenclatures, may, as such, also be re-designated as per the said orders of the Ministry of Finance. However, grant of higher pay-scale under ACPS will, as per Condition No. 6, not result in change in the designation etc. of the beneficiary.

S. No.	Point of Doubt	Clarification
1	2	3
19.	On upgradation under ACPS, pay of an employee shall be fixed under the provisions of FR 22(I)a(1). Whether an option for fixation of pay in the higher grade based on the date of increment may also be allowed?	Yes. The financial benefit allowed under ACPS shall be final and no pay fixation benefit shall accrue at the time of regular promotion. In other words, upgradation under ACPS shall be treated on par with regular promotion in so far as pay-fixation is concerned. Therefore, the option of pay-fixation in the next higher grade based on the date of increment may be allowed.
20.	In terms of DoP & T Office Memorandum No. 6(2)/23/77-Welfare dated 11 <sup>th</sup> December, 1979, all posts in the canteen and Tiffin room being run departmentally by the Government of India were treated posts in connection with the affairs of the Union. Subsequently, vide Office Memorandum No. 12/3/92-Director [C] dated 16-9-92, canteen employees were declared as Central Government employees with effect from 1-10-1991. Whether canteen employees will be treated as Government employees with effect from 1-10-1979 (the date from which they were declared as holders of civil posts) or with effect from 1-10-1991 for the purpose of granting of upgradation under ACPS?	The matter has been examined in consultation with Director (Canteen) and it has been decided that the benefit of ACPS shall be extended to the canteen employees by reckoning from the date of initial appointment as direct recruit on regular basis as the crucial date for granting the 1 <sup>st</sup> /2 <sup>nd</sup> upgradation. Needless to say, upgradation shall be allowed only in those cases where promotions have not been made even after putting in 12/24 years of regular service counted in the manner indicated above.

21.	<p>(a) Annexure-I of ACPS stipulates that if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc, this would have consequential effect on the second upgradation which would also get differed accordingly. In other words, the employee who has been denied the first financial upgradation (meaning withholding of this benefit) would again be penalized even after having completed 24 years of regular service. This certainly is a case of double jeopardy and should not be inflicted.</p> <p>(b) Annexure-I of ACPS unnecessarily provides for deferment of second financial upgradation by the period for which an employee is <u>debarred from regular promotion</u> in the higher grade. In other words, it connects the second upgradation under ACPS with regular promotion to the first ACP grade. This is quite unwarranted as the scheme of ACP and regular promotions are to run concurrently and parallel to each other and should, therefore, not be connected in the manner it has been done. This condition may, therefore, be withdrawn.</p>	<p>In regard to deferment of grant of ACP benefits on account of disciplinary proceedings or refusal of promotion, it is mentioned that the ACPS in the matter has to follow the same pattern as that obtains in the case of regular promotion. The basic idea behind making this provision is that there shall be uniformity of treatment both in the case of ACPS and regular promotions. Moreover, the Government has already modified/moderated the Fifth central pay commission recommendations that in case of refusal to accept regular promotion subsequently, the employee concerned should be reverted from the higher grade granted under ACPS. The Scheme adopted by the Government, as such, guards against this adverse effect and thereby has already brought about an improvement upon the Pay Commission, recommendation in this regard.</p>
22.	<p>The administrative Ministry/Department, not the employees have been given option in the matter to choose between two schemes, i.e. Existing time-bound promotion scheme or the ACP scheme. It is suggested that the said option should be exercised by the administrative Ministry/Department after consulting the staff representatives in the forum of respective Departmental Councils.</p>	<p>The ACPS has been introduced after consulting all concerned including staff side in the National Council of JCM and with the approval of the cabinet. Hence, there is no need to associate the Staff side while exercising the said preference by the administrative Ministry/Department concerned. However, their view point could be taken into account while exercising such preference. The Administration will, however, not be bound by it.</p>
23.	<p>(a) Appointment in LDC grade from Group 'D' should not be treated as promotion because LDC is not in the direct line of promotion for Group 'D' employees. Two services are altogether different. No Group 'D' employee can be appointed/promoted to a Group 'C' post like LDC etc. who does not possess the educational qualifications prescribed in the Recruitment Rules. The Group 'D' employees have to satisfy certain minimum standards of selection and only then they are eligible for appointment to Group 'C' posts like LDC. Besides, Government have already agreed in the case of P&amp;T Department not to treat appointment/promotion of Postman as Postal Clerk etc. as promotion for the purpose of CTB. OTBP is given to such employees (Postman etc.) after completing period of residency as Postal Clerk. The same decision may be made applicable to ACP as well.</p> <p>(b) A number of Group 'D' employees are appointed as Dispatch Riders/Staff Car Drivers, Gestetner operators etc. Since these posts are not in the direct line of promotion for Group 'D' employees and are in the normal course meant to be filled by direct recruitment, such appointments should not be treated as promotion for ACPS.</p>	<p>(a) As already clarified in relation to item at S. No. 7, in the existing arrangement, specified quota of LDC vacancies are filled by Group 'D' staff on the basis of Limited Departmental Competitive Examination. As such, post of LDC may be treated as promotion post under ACPS for Group 'D' staff.</p> <p>(b) The appointment of Group 'D' employees as Dispatch Rider/Staff Car Driver is on transfer basis in a higher pay-scale. This point has already been clarified in relation to items at S. Nos. 3, 4 and 5 above.</p>

24.	An employee may be given second upgradation under ACPS as soon as he completes 12 years of regular service from the date of his earlier promotion or as soon as he completes 24 years of regular service, whichever is earlier.	The periodicity of 12/24 years of regular service for grant of upgradation under ACPS cannot be relaxed. Grant of the first regular promotion prior to completion of 12 years of regular service from the direct entry grade shall have no bearing on the periodicity of second upgradation under ACPS, which shall be granted only after completion of 24 years of regular service and only if the second regular promotion has not been earned in between.
25.	LDCS/UDCS in administrative offices of the Government of India are having over-lapping duties as well as over-lapping scales of pay. Both are interchangeable. In fact, division in the duties is more artificial than real. Therefore, promotion of LDC to the post of UDC should not be treated as promotion for the purpose of ACPS.	Both the posts constitute two rungs in a hierarchy and, as such, promotion of LDCs as UDCS shall be treated as promotion for the purpose of ACPS. Moreover, ACPS is not designed to interfere with the existing cadre structure.
26.	The condition 8 of the Annexure-I of the DoP & T O. M. dated 9 <sup>th</sup> August, 1999 operates very harshly against senior employees. It will give rise to serious anomalies in a situation where junior employee in a grade being direct recruit are given ACP upgradation on completing period of residency, claims of senior employees in the same grade and in the same Department are ignored merely on the ground that they have already been promoted twice earlier. It would, as such, be very unfair to ignore the claim of seniors as that would lead to heart-burning and demoralization.	The ACPS is to act as a 'safety net' to provide relief in cases of acute stagnation. The concept of "senior-junior" is quite alien to the idea behind the ACPS recommended by the Fifth Central Pay Commission which had also quite specifically recommended against it. Benefits granted under the Scheme are "personal" in nature and in recognition of long hardships faced by stagnating employees. Moreover, it does not grant any status related benefits-nor does it change the seniority position. Senior will continue to be senior even if his junior has earned upgradation under ACPS. Relief granted to Government servants facing stagnation/hardships, as visualized by ACPS, cannot provide a ground for claiming identical relief by others who are not similarly circumstanced.
27.	All retirement and other terminal benefits could be granted on the basis of actual pay drawn in the upgraded ACP Scale and condition No. 6 of Annexure-I to the effect that it would not confer any privileges related to higher status would not be invoked to deny the retirement/terminal benefits based on the actual pay drawn in 1 <sup>st</sup> /2 <sup>nd</sup> ACP grades at, the time of retirement.	Yes, the retirement/terminal benefits would be on the basis of upgraded pay-scale, if any, granted under ACPS.
28.	Whether the upgradation under ACPS are to be allowed to the employees who are on deputation in other organizations/on training/on study leave?	It has been clarified vide condition No. 6 of ACPS that such upgradation shall not entitle for deputation to higher posts. Therefore, as a corollary, upgradation under ACPS shall be allowed, in respect of employees who are on deputation, only on notional basis, as otherwise such upgradation in the cadre may have bearing on the deputation pay of the official. However, an employee will get the actual benefit on the basis of such notional pay



		fixation under ACPS with prospective effect only on repatriation. Similarly, since an employee draws leave salary while on leave, he will get similar treatment as allowed to a person on deputation. However, upgradation under ACPS may be allowed to an employee who is on training as he is on duty for all practical purposes.
29.	Whether the benefit of past service will be extended to temporary status employees after their regularization?	No, the benefit of past service shall not be extended to temporary status employees after their regularization for the purpose of ACPS.
30.	What is an isolated post for the purpose of ACP Scheme?	<u>Isolated post is a standalone post, having neither feeder grade nor promotional grade. As such a post having no promotional grade but having a feeder grade and vice versa shall not be treated as isolated post for the purpose of ACPS.</u>
31.	Where the cadres/hierarchy is limited to two grades only, what should be the pay-scale for grant of second upgradation under ACPS?	<p>Such a cadre/hierarchy shall not fall in the isolated category as defined at S. No.30 above. Hence, the standard/common pay-scales mentioned in Annexure-II of the Office Memorandum dated 9-8-1999 shall not be applicable in such cases. Action in such cases may, therefore, be taken as per following clarifications:-</p> <p>(i) If such cadre/hierarchy exists in the Ministry/Department concerned, the second upgradation may be allowed in keeping with the pay-scale of an analogous grade of a cadre/post in the same Ministry/Department. However, if no such grade exists in the Ministry/Department concerned, comparison may be made with an analogous grade available in other Ministries/Departments:</p> <p>(ii) In the case of attached/sub-ordinate offices, the second up-gradation under ACPS may be given in keeping with the pay-scale of an analogous grade of a cadre/post of the concerned office. However, if no such cadre/post exists in the concerned office, comparison may be made with an analogous grade available in other attached/subordinate offices of the Ministry/Department concerned.</p>
32.	Date from which ACP Scheme should be made applicable.	<p>It shall be applicable from the date of issue of Office Memorandum No.1/1/82-PER (Part II) dated 22-02-2001.</p> <p>All the cases prior to issue of O.M. dated 22-02-2001 will be regulated under the old Time Bound Promotional Scheme which was in existence at that time.</p>

33.	Whether ACP Scheme is applicable to those employees who got one promotion and T.B.P.S.	The employees, who got first T.B.P.S. and promotion thereafter, are entitled for second financial upgradation under ACP Scheme on completion of 24 years as the pay-scale granted under T.B.P.S. and promotion is one and the same. Whereas, in the cases of those employees who got first promotion and T.B.P.S. thereafter are not entitled for ACP Scheme as they already received two financial upgradation i.e. one in the promotion and second under T.B.P.S.
34.	Drivers and other similar cases in the pay-scale of Rs. 3050-4590 were given T.B.P.S. in the pay-scale of Rs. 4000-6000 and they are eligible for second financial upgradation on completion of 24 years in the pay-scale of Rs. 4500-7000. Whether same benefit is to be given to the Drivers and other similar categories under ACP Scheme?	In order to avoid anomaly in pay –scales of Drivers etc., Drivers and other similar cases in the pay-scale of Rs. 3050-4590 shall be given first financial upgradation in the pay-scale of Rs. 4000-6000 and second financial upgradation in the pay-scale of Rs. 4500-7000 under ACP scheme.
35.	Financial upgradation to those employees under ACP Scheme who do not possess requisite qualification prescribed for the next higher post.	Financial upgradations under ACP Scheme to those employees who do not possess, the requisite qualification prescribed for the next higher post shall be given in accordance with Annexure-II, attached to O.M. dated 22-02-2001.

### Department of Personnel

No. 1/1/82-PER (Part-II)

Dated :-29-05-2000.

### OFFICE MEMORANDUM

On the recommendations of the Fifth Central Pay Commission, Government of India has implemented Assured Career Progression (ACP) Scheme applicable to Group “B”, “C” and “D” employees on completion of 12 years and 24 years (subject to condition No. 4 in Annexure-I) of regular service respectively with effect from 09-08-1999. Isolated posts in “A”, “B”, “C” and “D” categories which have no promotional avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status), ad-hoc and contract employees shall not qualify for benefit under A.C.P. scheme. Grant of financial upgradations under the A.C.P. scheme shall, however, be subject to the conditions mentioned in Annexure-I.

### Annexure-I

#### CONDITIONS FOR GRANT OF BENEFITS UNDER THE ACP SCHEME

1. The ACP Scheme envisages merely placement in the higher Pay-scale/grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion or would require creation of new posts for the purpose;
2. The highest pay-scale upto which the financial upgradation under the Scheme shall be available will be Rs. 14,300-18,300. Beyond this level, there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotions.
3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the eligibility period prescribed under the ACP Scheme or from the date of issue of these instructions whichever is later;

4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation subject to fulfillment of prescribed conditions. In other words, if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceedings, etc., this would have consequential effect on the second upgradation which would also get deferred accordingly;

5. 1 Two financial upgradations under the ACP Scheme in the entire Government service career of an employee shall be counted against regular promotions (including in-situ promotion and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit. This shall mean that two financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme. In case two prior promotions on regular basis have already been received by an employee, no benefit under the ACP Scheme shall accrue to him;

5. 2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit;

6. Fulfillment of normal promotion norms (bench-mark, departmental examination, seniority-cum-fitness in the case of Group 'D' employees, etc.) for grant of financial upgradation, performance of such duties as are entrusted to the employees together with retention of old designations financial upgradations as personal to the incumbent for the stated purposes and restriction of the ACP Scheme for financial and certain other benefits (House Building Advance, allotment of Government accommodation, advances, etc.) only without conferring any privileges related to higher status (e.g. invitation to ceremonial functions, deputation to higher posts, etc.) shall be ensured for grant of benefits under the ACP Scheme;

7. Financial upgradation under the Scheme shall be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given by the Ministries/Departments concerned in the immediately next higher (standard/common) pay-scales as indicated in Annexure-II which is in keeping with part-A of the First Schedule annexed to the Notification dated September 30, 1997 of the Ministry of Finance (Department of Expenditure). For instance, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-II, will be eligible for the proposed two financial upgradations only to the pay scales S-5 and S-6. Financial upgradation on a dynamic basis (i.e. without having to create posts in the relevant scales of pay) has been recommended by the Fifth Central Pay Commission only for the incumbents of isolated posts which have no avenues of promotion at all. Since financial upgradations under the Scheme shall be personal to the incumbent of the isolated post, the same shall be filled at its original level (pay-scale) when vacated. Posts which are part of a well-defined cadre shall not qualify for the ACP Scheme on 'dynamic' basis. The ACP benefits in their case shall be granted conforming to the existing hierarchical structure only;

8. The financial upgradation under the ACP Scheme shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the grade has got higher pay-scale under the ACP Scheme;

9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of FR 22(I) a(1) subject to a minimum financial benefit of Rs. 100/-as per the Department of Personnel and Training Office Memorandum No. 1/6/97-Pay-I dated July 5, 1999. The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the higher grade;

10. Grant of higher pay-scale under the ACP Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance

for regular promotion on occurrence of vacancy subsequently. In case he refuses to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment for regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he completes the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example, if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years there from if he refuses regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12+2+1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2+10) in that higher grade i.e. after 25 years (12+2+1+10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular service in that higher grade;

11. In the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of relevant CCS (CCA) Rules, 1965 and instructions there under;

12. The proposed ACP Scheme contemplates merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, the cadre controlling Authorities shall ensure that all reservation orders are applied strictly;

13. Existing time-bound promotion schemes, including in-situ promotion scheme, in various Ministries/Departments may, as per choice, continue to be operational for the concerned categories of employees. However, these schemes shall not run concurrently with the ACP Scheme. The Administrative Ministry/Department-not the employees-shall have the option in the matter to choose between the two schemes, i.e. existing time-bound promotion scheme or the ACP scheme, for various categories of employees. However, in case of switchover from the existing time-bound promotion scheme to the ACP scheme, all stipulations (viz. for promotion, redistribution of posts, upgradation involving higher functional duties, etc.) made under the former (existing) scheme would cease to be operative. The ACP Scheme shall have to be adopted in its totality;

14. In case of an employee declared surplus in his/her organization and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organization shall be counted along with his/her regular service in his/her new organization for the purpose of giving financial upgradation under the Scheme; and

15. Subject to condition No. 4 above, in case where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalize unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the scheme) shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 12 years shall also be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.

**Annexure-II****STANDARD/Common PAY-SCALES**

As per Part-A of the First Schedule Annexed to the Ministry of Finance (Department of Expenditure)  
Gazette Notification dated September 30, 1997

**[REFERENCE PARA 7 OF ANNEXURE I OF THIS OFFICE MEMORANDUM]**

S. No.	Revised pay-scales (Rs)	
1.	S-1	2550-55-2660-60-3200
2.	S-2	2610-60-3150-65-3540
3.	S-3	2650-65-3300-70-4000
4.	S-4	2750-70-3800-75-4400
5.	S-5	3050-75-3950-80-4590
6.	S-6	3200-85-4900
7.	S-7	4000-100-6000
8.	S-8	4500-125-7000
9.	S-9	5000-150-8000
10.	S-10	5500-175-9000
11.	S-12	6500-200-10500
12.	S-13	7450-225-11500
13.	S-14	7500-250-12000
14.	S-15	8000-275-13500
15.	S-19	10000-325-15200
16.	S-21	12000-375-16500
17.	S-23	12000-375-18000
18.	S-24	14300-400-18300

Acceptance of above recommendations of Fifth Central Pay Commission is under consideration of the Government.

All the Heads of Departments are therefore requested to work out as to what will be the financial liability on the implementation of ACP Scheme as indicated above and furnish the same to this Department by 15-6-2000, in the enclosed proform.

Sd/-  
J. S. Monteiro  
Under Secretary (Personnel)

**PROFORMA**

Group	No. of eligible employees	Additional financial liability on account of assured career progression scheme (ACP) for the years			Remarks
		2000-2001	2001-2002	2002-2003	
1.	2.	3.	4.	5.	6.
"A" isolated posts					
"B"					
"C"					
"D"					
	Total				

## Department of Personnel

No. 1/1/82-PER (Part-I)

Dated :-29-12-1999.

Read : 1) O.M. No. 1/1/82-PER (Part) dated 22-12-1989.

2) O.M. No. 1/1/82-PER (Part-I) dated 19-2-1998.

### OFFICE MEMORANDUM

Annexure-I attached to the office Memorandum No. 1/1/82-PER (Part) dated 22-12-1989 was modified by indicating revised pay scales of Fifth Central Pay Commission vide O.M. of even number dated 19-2-1998. This revised Annexure-I has created an anomaly in the pay scales of Drivers etc.

The matter has been examined in consultation with the Finance Department and in order to remove anomaly, it has been decided to revise Annexure-I attached to O.M. of even number dated 19-2-1998 (Revised Annexure-I is enclosed).

Government employees who are due for Time Bound promotional scale after implementation of Fifth Central Pay Commission and if their cases are covered under S1. No. (1) of O.M. dated 22-12-89 referred to above, Time Bound Promotional Scale is to be granted to them as per enclosed Annexure-I.

Sd/-

J. S. Monteiro

Under Secretary (Personnel)

### Annexure-I

Statement indicating T.B.P.S. in respect of employees who do not possess the requisite qualification for the promotional post and posts which do not have promotional avenues.

Sr. No.	Scale of pay (Rs.)	Time Bound Promotional Scales
1.	2550-3200	2610-3540
2.	2610-3540	2650-4000
3.	2650-4000	3050-4590
4.	2750-4400	3050-4590
5.	3050-4590	4000-6000
6.	3200-4900	4000-6000
7.	4000-6000	4500-7000
8.	4500-7000	5000-8000
9.	5000-8000	5500-9000
10.	5500-9000	6500-10500
11.	6500-10500	6500-10500

## Department of Personnel

No. 1/1/82-PER (Part-II)

Dated :-22-11-1999.

### OFFICE MEMORANDUM

Subject :— Second Time Bound Promotional Scales to Group 'B' 'C' & 'D' employees—  
Implementation regarding.

Grant of Second Time Bound Promotional Scale is under consideration of Government subject to following terms and conditions:—

- (1) Second Bound Promotional Scale is proposed to be sanctioned after completion of 12 years of regular service from the date of grant of first Time Bound Promotional Scale
- (2) The employee should have put in at least 24 years of regular service in the existing post.

- (3) All the terms and conditions/clarifications issued by this Department from time to time in respect of grant of first Time Bound Promotional Scale shall be applicable for grant of Second Time Bound Promotional Scale.
- (4) Government is considering to extend the benefit of Time Bound Promotional Scale to all Group 'B' employees with effect from 9-8-1999 on the pattern indicated above. Second Time Bound Promotional Scale is also proposed to be extended to Group 'B' employees after completion of 12 years from the date of grant of First Time Bound Promotional Scale i.e. 9-8-1999.

All Heads of Departments are therefore requested to work out the additional financial liability on this account and communicate the same to this Department in the proforma enclosed by 15-12-1999 positively.

Sd/-  
J. S. Monteiro  
Under Secretary (Personnel)

# PROFORMA

Additional Financial Liability in Respect of Grant of First/Second Time Bound Promotional Scale.

Name of the Department:—		Additional liability for the year		
		2000-2001	2001-2002	2002-2003
(1)		(2)	(3)	(4)
(1)	No. of Group 'D' employees			
(2)	No. of Group 'C' employees			
(3)	No. of Group 'B' employees			

## Department of Personnel

No. 1/1/82-PER (Part-I)

Dated :-16-9-1999.

Read: O.M. No. 1/1/82-PER (Part) dated 16-5-1990.

# OFFICE MEMORANDUM

Vide para (1) of O.M. dated 16-5-1990 referred to above it has been clarified that the anomaly, in pay as a result of senior promoted before completing 12 years and juniors drawing higher pay in view of grant of T. B.P.S. and subsequent promotion need not be removed in view of the fact that senior has already got benefit of promotion before completion of 12 years. As a result, in a number of cases, the juniors are drawing higher pay than their seniors.

In order to remove the above anomaly in pay, Government has decided that anomaly in pay as a result of senior promoted before completing 12 years and junior drawing higher pay in view of grant of Time Bound Promotional Scale and subsequent promotion shall be removed by stepping up of pay of the senior official on par with his junior by invoking F.R. 27.

Sd/-  
J. S. Monteiro  
Under Secretary (Personnel)

**Department of Personnel**

No. 1/1/82-PER (Part-II)

Dated :-22-02-2001

**OFFICE MEMORANDUM****Subject:- Implementation of Assured Career, Progression Scheme.**

Government introduced Time Bound Promotional Scheme to Group 'C' and 'D' employees with effect from 01/06/1989. Under this Scheme, Group 'C' and 'D' employees are entitled for pay scale of the next higher post in the respective cadre/hierarchy on completion of 12 years in the post subject to the condition that the said employees should possess the requisite qualifications prescribed for the next higher post.

2. On the recommendation of the Fifth Central Pay Commission, Government of India has implemented Assured Career Progression Scheme (ACP) which is applicable to Group 'B' 'C' and 'D' employees and isolated posts in Group 'A', 'B', 'C' and 'D' (a copy of Government of India's O.M. No. 35034/1/97-Estt (D) dated 9<sup>th</sup> August, 1999 is enclosed for necessary action).

3. Government is pleased to adopt Assured Career Progression Scheme in toto and make it applicable to the employees of this State Government in place of Time Bound Promotional Scale. The existing Scheme of Time Bound Promotional Scale circulated vide O.M. No. 1-1-82-PER (Part) dated 05-07-1989 shall cease to be operative as both the schemes cannot run concurrently.

The expenditure on Assured Career Progression Scheme shall be met within the sanctioned budget.

Sd/-

D. M. Borkar

Under Secretary (Personnel)

**Ministry of Personnel, Public Grievances and Pensions,  
Department of Personnel and Training**

No. 35034/1/97-Estt(D)

Dated: August 09-1999

**OFFICE MEMORANDUM****Subject:- THE ASSURED CAREER, PROGRESSION SCHEME FOR THE CENTRAL GOVERNMENT CIVILIAN EMPLOYEES.**

The Fifth Central Pay Commission in its Report has made certain recommendations relating to the Assured Career, Progression (ACP) Scheme for the Central Government civilian employees in all Ministries/Departments. The ACP Scheme needs to be viewed as a 'Safety Net' to deal with the problem of genuine stagnation and hardship faced by the employees due to lack of adequate promotional avenues. Accordingly, after careful consideration it has been decided by the Government to introduce the ACP Scheme recommended by the Fifth Central Pay Commission with certain modifications as indicated hereunder:-

**2. GROUP 'A' CENTRAL SERVICES**

2.1 In respect of Group 'A' Central Services (Technical/Non-Technical), no financial upgradation under the Scheme is being proposed for the reason that promotion in their case must be earned. Hence, it has been decided that there shall be no benefits under the ACP Scheme for Group 'A' Central Services (Technical/Non-Technical). Cadre Controlling Authorities in their case would, however, continue to improve the promotion prospects in organizations/cadres on functional grounds by way of organizational study, cadre review, etc. as per prescribed norms.

**3. GROUP 'B', 'C' AND 'D' SERVICES/POSTS AND ISOLATED POSTS IN GROUP 'A', 'B', 'C', AND 'D' CATEGORIES**

3.1 While in respect of these categories also promotion shall continue to be duly earned, it is proposed to adopt the ACP Scheme in a modified form to mitigate hardship in cases of acute stagnation either in a cadre or in an isolated post. Keeping in view all relevant factors, it has therefore, been decided to grant two financial upgradations [as recommended by the Fifth Central Pay



Commission and also in accordance with the Agreed Settlement dated September 11, 1997 (in relation to Group 'C' and 'D' employees) entered into with the Staff Side of the National Council (JCM)] under the ACP Scheme to Group 'B', 'C' and 'D' employees on completion of 12 years and 24 years (subject to condition No. 4 in Annexure-I) of regular service respectively. Isolated posts in Group 'A', 'B', 'C' and 'D' categories which have no promotional avenues shall also qualify for similar benefits on the pattern indicated above. Certain categories of employees such as casual employees (including those with temporary status) ad-hoc and contract employees shall not qualify for benefits under the aforesaid scheme. Grant of financial upgradation under the ACP Scheme shall, however, be subject to the conditions mentioned in Annexure-I.

3.2 "Regular Service" for the purpose of the ACP Scheme shall be interpreted to mean the eligibility service counted for regular promotion in terms of relevant Recruitment/Service Rules.

4. Introduction of the ACP Scheme should, however in no case affect the normal (regular) promotional avenues available on the basis of vacancies. Attempts needed to improve promotion prospects in organizations/cadres on functional grounds by way of organizational study cadre reviews, etc., as per prescribed norms should not be given up on the ground that the ACP Scheme has been introduced.

5. Vacancy based regular promotion, as distinct from financial upgradation under the ACP Scheme shall continue to be granted after due screening by a regular Departmental Promotion Committee as per relevant rules/guidelines.

#### 6. SCREENING COMMITTEE

6.1 A departmental Screening Committee shall be constituted for the purpose of processing the case for grant of benefits under the ACP Scheme.

6.2 The composition of the Screening Committee shall be the same as that of the DPC prescribed under the relevant Recruitment/Service Rules for regular promotion to the higher grade to which financial upgradation is to be granted. However, in case where DPC as per the prescribed rules is headed by the Chairman/Member of the UPSC, the Screening Committee under the ACP Scheme shall, instead, be headed by the Secretary or an officer of equivalent rank of the concerned Ministry/Department. In respect of isolated posts, the composition of the Screening Committee (with modification as noted above, if required) shall be the same as that of the DPC for promotion to analogous grade in that Ministry/Department.

6.3 In order to prevent operation of the ACP Scheme from resulting into undue strain on the administrative machinery, the Screening Committee shall follow a time-schedule and meet twice in a financial year-preferably in the first week of January and July for advance processing of the cases. Accordingly, cases maturing during the first-half (April-September) of a particular financial year for grant of benefit under the ACP Scheme shall be taken up for consideration by the Screening Committee in the first week of January of the previous financial year. Similarly, the Screening Committee meeting in the first week of July of any financial year shall process the cases that would be maturing during the second-half (October-March) of the same financial year. For example, the screening committee meeting in the first week of January, 1999 would process the cases that would attain maturity during the period April 1, 1999 to September 30, 1999 and the Screening Committee meeting in the first week of July, 1999 would process the cases that would mature during the period October 1, 1999 to March 31, 2000.

6.4 To make the Scheme operational, the Cader Controlling Authorities shall constitute the first Screening Committee of the current financial year within a month from the date of issue of these instructions to consider the cases that have already matured or would be maturing upto March 31, 2000 for grant of benefit under the ACP Scheme. The next Screening Committee shall be constituted as per the time-schedule suggested above.

7. Ministries/Departments are advised to explore the possibility of effecting saving so as to minimise the additional financial commitment that introduction of the ACP Scheme may entail.

8. The ACP Scheme shall become operational from the of issue of this Office Memorandum.

9. In so far as persons serving in the Indian Audit and Accounts Departments are concerned these orders issue after consultation with the Comptroller and Auditor General of India.

10. The Fifth Central Pay Commission in paragraph 52.15 of its Report has also separately recommended a "Dynamic Assured Career Progression Mechanism" for different streams of doctors. It has been decided that the said recommendation may be considered separately by the administrative Ministry concerned in consultation with the Department of Personnel and Training and the Department of Expenditure.

11. Any interpretation clarification of doubt as to the scope and meaning of the provisions of the ACP Scheme shall be given by the Department of Personnel and Training (Establishment-D).

12. All Ministries/Departments may give wide circulation to these instructions for guidance of all concerned and also take immediate steps to implement the Scheme keeping in view the ground situation obtaining in services/cadres/posts within their administrative jurisdiction.

Sd/-  
K. K. JHA  
Director (Establishment)

### **Annexure-I**

#### **CONDITIONS FOR GRANT OF BENEFITS UNDER THE ACP SCHEME**

1. The ACP Scheme envisages merely placement in the higher Pay-scale/grant of financial benefits (through financial upgradation) only to the Government servant concerned on personal basis and shall, therefore, neither amount to functional/regular promotion nor would require creation of new posts for the purpose.

2. The highest pay-scale upto which the financial upgradation under the Scheme shall be available will be Rs. 14,300-18,300-18, 300. Beyond this level there shall be no financial upgradation and higher posts shall be filled strictly on vacancy based promotions.

3. The financial benefits under the ACP Scheme shall be granted from the date of completion of the eligibility period prescribed under the ACP Scheme or from the date of issue of these instructions whichever is later;

4. The first financial upgradation under the ACP Scheme shall be allowed after 12 years of regular service and the second upgradation after 12 years of regular service from the date of the first financial upgradation subject to fulfillment of prescribed conditions. In other word, if the first upgradation gets postponed on account of the employee not found fit or due to departmental proceeding etc., this would have consequential effect on the second upgradation which would also get deferred accordingly.

5. 1 Two financial upgradation under the ACP Scheme in the entire Government service career of an employee shall be counted against regular promotions (including in-situ promotion and fast-track promotion availed through limited departmental competitive examination) availed from the grade in which an employee was appointed as a direct recruit. This shall mean that two financial upgradations under the ACP Scheme shall be available only if no regular promotions during the prescribed periods (12 and 24 years) have been availed by an employee. If an employee has already got one regular promotion, he shall qualify for the second financial upgradation only on completion of 24 years of regular service under the ACP Scheme. In case two prior promotions on regular basis have already been received by an employee, no benefit under the ACP Scheme shall accrue to him;

5. 2 Residency periods (regular service) for grant of benefits under the ACP Scheme shall be counted from the grade in which an employee was appointed as a direct recruit;

6. Fulfillment of normal promotion norms (bench-mark, departmental examination seniority-cum-fitness in the case of Group 'D' employees, etc.) for grant of financial upgradations, performance of such duties as are entrusted to the employees together with retention of old designations, financial upgradations as personal to the incumbent for the stated purposes and restriction of the ACP Scheme for financial and certain other benefits (House Building Advance, allotment of Government accommodation, advances, etc.) only without conferring any privileges related to higher status (e.g.

invitation to ceremonial functions, deputation to higher posts, etc.) shall be ensured for grant of benefits under the ACP Scheme.

7. Financial upgradation under the Scheme shall be given to the next higher grade in accordance with the existing hierarchy in a cadre/category of posts without creating new posts for the purpose. However, in case of isolated posts, in the absence of defined hierarchical grades, financial upgradation shall be given by the Ministries/Departments concerned in the immediately next higher (standard/common) pay-scales as indicated in Annexure-II which is in keeping with part-A of the First Schedule annexed to the Notification dated September 30, 1997 of the Ministry of Finance (Department of Expenditure). For instance, incumbents of isolated posts in the pay-scale S-4, as indicated in Annexure-II, will be eligible for the proposed two financial upgradations only to the pay scales S-5 and S-6. Financial upgradation on a dynamic basis (i.e. without having to create posts in the relevant scales of pay) has been recommended by the Fifth Central Pay Commission only for the incumbents of isolated posts which have no avenues of promotion at all. Since financial upgradation under the Scheme shall be personal to the incumbent of the isolated post, the same shall be filled at its original level (pay-scale) when vacated. Posts which are part of a well-defined cadre shall not qualify for the ACP Scheme on 'dynamic' basis. The ACP benefits in their case shall be granted conforming to the existing hierarchical structure only;

8. The financial upgradation under the ACP Scheme shall be purely personal to the employee and shall have no relevance to his seniority position. As such, there shall be no additional financial upgradation for the senior employee on the ground that the junior employee in the grade has got higher pay-scale under the ACP Scheme;

9. On upgradation under the ACP Scheme, pay of an employee shall be fixed under the provisions of FR 22(I) a(1) subject to a minimum financial benefit of Rs. 100/- as per the Department of Personnel and Training Office Memorandum No. 1/6/97-Pay. I dated July 5, 1999. The financial benefit allowed under the ACP Scheme shall be final and no pay-fixation benefit shall accrue at the time of regular promotion i.e. posting against a functional post in the higher grade;

10. Grant of higher pay-scale under the ACP Scheme shall be conditional to the fact that an employee, while accepting the said benefit, shall be deemed to have given his unqualified acceptance for regular promotion on occurrence of vacancy subsequently. In case he refuses to accept the higher post on regular promotion subsequently, he shall be subject to normal debarment for regular promotion as prescribed in the general instructions in this regard. However, as and when he accepts regular promotion thereafter, he shall become eligible for the second upgradation under the ACP Scheme only after he completes the required eligibility service/period under the ACP Scheme in that higher grade subject to the condition that the period for which he was debarred for regular promotion shall not count for the purpose. For example, if a person has got one financial upgradation after rendering 12 years of regular service and after 2 years there from if he refuses regular promotion and is consequently debarred for one year and subsequently he is promoted to the higher grade on regular basis after completion of 15 years (12+2+1) of regular service, he shall be eligible for consideration for the second upgradation under the ACP Scheme only after rendering ten more years in addition to two years of service already rendered by him after the first financial upgradation (2+10) in that higher grade i.e. after 25 years (12+2+1+10) of regular service because the debarment period of one year cannot be taken into account towards the required 12 years of regular service in that higher grade;

11. In the matter of disciplinary/penalty proceedings, grant of benefits under the ACP Scheme shall be subject to rules governing normal promotion. Such cases shall, therefore, be regulated under the provisions of relevant CCS (CCA) Rules, 1965 and instructions there under;

12. The proposed ACP Scheme contemplates merely placement on personal basis in the higher pay-scale/grant of financial benefits only and shall not amount to actual/functional promotion of the employees concerned. Since orders regarding reservation in promotion are applicable only in the case of regular promotion, reservation orders/roster shall not apply to the ACP Scheme which shall extend its benefits uniformly to all eligible SC/ST employees also. However, at the time of regular/functional (actual) promotion, the cadre controlling Authorities shall ensure that all reservation orders are applied strictly;

13. Existing time-bound promotion schemes, including in-situ promotion scheme, in various Ministries/Departments may, as per choice, continue to be operational for the concerned categories of employees. However, these schemes, shall not run concurrently with the ACP Scheme. The Administrative Ministry/Department-not the employees-shall have the option in the matter to choose between the two schemes, i.e. existing time-bound promotion scheme or the ACP scheme, for various categories of employees. However, in case of switchover from the existing time-bound promotion scheme to the ACP scheme, all stipulations (viz. for promotion, redistribution of posts, upgradation involving higher functional duties, etc.) made under the former (existing) scheme would cease to be operative. The ACP Scheme shall have to be adopted in its totality;

14. In case of an employee declared surplus in his/her organization and in case of transfers including unilateral transfer on request, the regular service rendered by him/her in the previous organization shall be counted along with his/her regular service in his/her new organization for the purpose of giving financial upgradation under the Scheme; and

15. Subject to condition No. 4 above, in case where the employees have already completed 24 years of regular service, with or without a promotion, the second financial upgradation under the scheme shall be granted directly. Further, in order to rationalize unequal level of stagnation, benefit of surplus regular service (not taken into account for the first upgradation under the scheme) shall be given at the subsequent stage (second) of financial upgradation under the ACP Scheme as a one time measure. In other words, in respect of employees who have already rendered more than 12 years but less than 24 years of regular service, while the first financial upgradation shall be granted immediately, the surplus regular service beyond the first 12 years shall also be counted towards the next 12 years of regular service required for grant of the second financial upgradation and, consequently, they shall be considered for the second financial upgradation also as and when they complete 24 years of regular service without waiting for completion of 12 more years of regular service after the first financial upgradation already granted under the Scheme.

### **Annexure-II**

#### **STANDARD/ COMMON PAY-SCALES**

As per Part-A of the First Schedule Annexed to the Ministry of Finance (Department of Expenditure)  
Gazette Notification dated September 30, 1997

**[REFERENCE PARA 7 OF ANNEXURE I OF THIS OFFICE MEMORANDUM]**

<b>S. No.</b>	<b>Revised pay-scales (Rs)</b>	
1.	S-1	2550-55-2660-60-3200
2.	S-2	2610-60-3150-65-3540
3.	S-3	2650-65-3300-70-4000
4.	S-4	2750-70-3800-75-4400
5.	S-5	3050-75-3950-80-4590
6.	S-6	3200-85-4900
7.	S-7	4000-100-6000
8.	S-8	4500-125-7000
9.	S-9	5000-150-8000
10.	S-10	5500-175-9000
11.	S-12	6500-200-10500
12.	S-13	7450-225-11500
13.	S-14	7500-250-12000
14.	S-15	8000-275-13500
15.	S-19	10000-325-15200
16.	S-21	12000-375-16500
17.	S-23	12000-375-18000
18.	S-24	14300-400-18300

## Department of Personnel

No. 1/1/82-PER (Part)

Dated :-03-06-1999.

### OFFICE MEMORANDUM

**Sub:- Time Bound Promotional Scales to group 'C' and 'D' employees-Implementation regarding.**

Vide O.M. of even number dated 22-12-1989, it has been clarified at sr. No. 9 that in the case of Government employees transferred under F.R. 15 on their own request, the service rendered in the parent Department shall not be counted for the purpose of T.B.P.S. Further, at Sr. 17, it has been clarified that the Government employees who having been declared surplus are re-deployed against lower pay scales and are allowed to carry higher scale of pay of the previous post as personal to them, shall not be entitled to T.B.P.S.

The above matter has been reconsidered in the light of the directions issued by the Hon'ble High Court vide judgment dated 10-11-1998, in Writ Petition No. 65/1996, filled by the Surveyors from Irrigation Department and it has been decided that in respect of Government servants who having been declared surplus and are re-deployed against lower pay scale and are allowed to carry higher scale of pay of the previous post as personal to them, shall be entitled to T.B.P.S. in accordance with Annexure I, as amended vide O.M. No.1-1-82-PER(Part-I) dt. 19-2-98. Further, it has been decided that in respect of Government servants transferred under F.R. 15 on their own request, while computing 12 years period for the purpose of grant of T.B.P.S., the service rendered in the previous Department shall be counted.

50% of the arrears shall be deposited in the G.P.F. Account and the balance 50% shall be paid in cash.

These instructions will take effect from 1-6-1989 and accordingly clarifications given at Sr. 9 and 17 under O.M. of even number dated 22-12-1989, stands deleted w.e.f.1-6-1989.

Sd/-  
G. J. Prabhudesai  
Joint Secretary (Personnel)

### Annexure-I

Statement indicating T.B.P.S. in respect of employees who do not possess the requisite qualification for the promotional post and posts which do not have promotional avenues.

S. No.	Scale of pay (Rs.)	Time Bound Promotional Scales
1.	2550-3200	2610-3540
2.	2610-3540	2650-4000
3.	2650-4000	3050-4590
4.	2750-4400	3050-4590
5.	3050-4590	4000-6000
6.	3200-4900	4000-6000
7.	4000-6000	4500-7000
8.	4500-7000	5000-8000
9.	5000-8000	5500-9000
10.	5500-9000	6500-10500
11.	6500-10500	6500-10500

**Department of Personnel**

No. 1/1/82-PER (Part-I)

Dated: 19<sup>th</sup> February, 1998**OFFICE MEMORANDUM**

Read: O.M. No. 1-1-82 PER (part) dated 22-12-1989.

At Sl. No. (1) of O.M. dated 22-12-1989 referred to above, it was clarified that the Time Bound Promotion Scale in the cases in which promotional scales are not clearly known is to be granted as per Annexure I, attached to the O.M. dated 22-12-1989.

In view of the implementation of Fifth Pay Commission, the said Annexure I is modified by indicating revised pay scale of Fifth Pay Commission (Annexure).

Government employees who are due for Time Bound Promotional Scale after implementation of Fifth Pay Commission and if their cases are covered under Sl. No. (1) of O.M. dated 22-12-1989, Time Bound Promotional Scale is to be granted to them as per enclosed Annexure-I.

Sd/-

(S. S. Keshkamat)

Joint Secretary (Personnel).

**ANNEXURE-I**

Statement indication T.B.P.S. in respect of employees who do not possess the requisite qualification for the promotional post and posts which do not have promotional avenues.

Sl. No.	Scale of pay (Rs.)	T. B.P.S. Scale
1.	2550-3220	2610-3540
2.	2610-3540	2650-4000
3.	2650-4000	2750-4400
4.	2750-4400	3050-4590
5.	3050-4590	3200-4900
6.	3200-4900	4000-6000
7.	4000-6000	4500-7000
8.	4500-7000	5000-8000
9.	5000-8000	5500-9000
10.	5500-9000	6500-10500
11.	6500-6900	6500-10500

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**Department of Finance**  
**Revenue & Control**

No. 8/1/93-FIN (R &amp; C)/P.C.

Dated: 13<sup>th</sup> September, 1996**ORDER**

A question has been raised as to whether the revised scale granted to various categories of Government servants is to be implemented with reference to the scale of pay drawn by various categories of Government servants under the T.B.P.S. scheme in accordance with the O.M. No. 1-1-82-PER (Part) dated 5-7-1990 or with reference to the scale of pay of their original posts.

The matter has been examined in detail and it has been decided that the revision of pay scales shall be admissible to those who have already been granted T.B.P.S.

By order and in the name of Governor of Goa.

Sd/-

(B. S. S. Subbanna)

Commissioner &amp; Secretary (Finance).

**Department of Personnel**

No. 1/1/82-PER (Part-II)

Dated: 25-01-1994

**OFFICE MEMORANDUM**

Read: O.M. No. (1) 1-1-82-PER(Part) dated 5-7-89.  
O.M. No. (2) 1-1-82-PER(Part) dated 22-12-89.  
O.M. No. (3) 1-1-82-PER(Part-II) dated 30-9-92.

**Subject: Time Bound Promotional Scales to Group 'C' & 'D' employees—Implementation regarding.**

While implementing the scheme of Time Bound Promotional scale sanctioned vide C.M. dated 5-7-89 referred to at Sr. No. (1) above, some anomaly was noted mainly in case of Light Vehicle Drivers & Heavy Vehicle Drivers, viz the scale of the post of Light Vehicle Driver is Rs. 950-1400 and that of Heavy Vehicle Driver is Rs. 950-1500. In case of Light Vehicle Driver not possessing the requisite qualifications i.e. Heavy Vehicle driving licence, he would be eligible for Time Bound Promotional Scale of Rs. 1200-1800, whereas, his colleague in the same cadre who possess the requisite qualification i.e. Heavy Vehicle driving licence and is hereby eligible for promotion would be entitled for T.B.P.S. of Rs. 950-1500 as per para 5 of the main scheme. With a view to remove this anomaly, the Government, in relaxation of the relevant provisions of O.M. dated 5-7-89 referred at Sr. No. (1) above and further vide O.M. dated 22-12-89 referred to at Sr. No. (2), issued another O.M. dated 30-9-92 referred at Sr. No. (3) above laying down that all the Drivers "Light & Heavy Vehicles" shall be eligible for T.B.P.S. of Rs. 1200-1800 on completion of 12 years' period date from of their initial appointment to the Grade.

2. It is seen that in spite of the above relaxation, still some difficulties are experienced in fixation of pay to the Light Vehicle Drivers who were eligible for promotion after being granted T.B.P.S. (on completion of 12 years' service as Light Vehicle Drivers). In this connection it appears that following types of cases may arise:-

- (i) Light Vehicle Driver not possessing any qualification which makes him ineligible for promotion for the post of Heavy Vehicle Driver. Such Drivers could be granted T.B.P.S. of Rs. 1200-1800 as per Annexure-I to O.M. dated 22-12-89 referred to at Sr. No. 2 above.
- (ii) Light Vehicle Driver possessing the requisite qualification and thus being eligible for promotion to the post of Heavy Driver. Such drivers may be promoted before completing 12 years of service as Light Vehicle Driver. In this case, they will be promoted to higher post (Heavy Vehicle Driver) in the scale of Rs. 950-1500). Their pay fixation will be done in the normal course with benefit of F.R. 22(i) because of the higher duties and responsibilities of the promotional post. If these Heavy Vehicle Drivers completed later on 12 years of service from the initial appointment in the grade i.e. Light Vehicle Driver, they will be given, without any difficulties, T.B.P.S. of Rs. 1200-1800 as per O. M. dated 30-9-92 referred to at Sr. No. 3 above. Also, Light Vehicle Driver of the above category who has not been promoted upto the completion of 12 years' service and after being granted T.B.P.S. of Rs. 1200-1800, happens to be eligible for promotion and selected to the post of Heavy Vehicle Driver in the pay scale of Rs. 950-1500. In this case, the fixation of pay at the first site appears to be difficult due to the fact that T.B.P.S. of Rs. 1200-1800 is higher than that of the pay scale of Rs. 950-1500 which is the pay scale of Heavy Vehicle Driver's post to which the concerned person has been promoted.

3. In order to remove the above anomaly, the Government has approved the following course of action:-

- (a) Option may be given to the promotee either to forgo the promotion to the post of Heavy Vehicle Driver, or
- (b) To agree to the notional pay fixation in the scale of promoted post by observing normal rules, and, thereafter to put him at suitable stage in the T.B.P.S. to Heavy Vehicle Drivers which is one and the same of the Light Vehicle Driver.

This issues with concurrence of the Finance Department under their U.O. No. 997 dated 16-8-1993.

Sd/-

(S. S. Keshkamat)

Under Secretary (Personnel)

**Department of Personnel**

No. 1/1/82-PER (Part)

Dated: 22-12-1992

**OFFICE MEMORANDUM**

**Subject: Time Bound Promotional Scale to Group 'C' and 'D' employees – Implementation regarding.**

- Read: 1) O.M. No. 1-1-82-PER (Part) dated 5-7-89.  
2) O.M. No. 1-1-82-PER (Part) dated 22-12-89.

Vide serial No. 13 of the O.M. referred to at 2 above, it was clarified that the Scheme is not extended to work charged employees who are not borne on regular establishment.

2. Some Departments have now requested to extend the benefit of Time Bound Promotional Scale to the work charged employees brought on regular pay scale. The matter has been carefully examined and Government have decided to extend the benefit of Time Bound Promotional Scale to the work charged employees subject to the condition that the work charged employees should complete 12 years of service after they are brought on regular pay scale.

*Sd/-*

(G. J. Prabhudessai)

Under Secretary (Personnel)

**Department of Personnel**

No. 1/1/82-PER (Part II)

Dated: 30-09-1992

**OFFICE MEMORANDUM**

**Subject: Time Bound Promotional Scales to Group 'C' and 'D' employees –Implementation regarding.**

Clarification relating to the implementation of Time Bound Promotional Scale was issued vide O.M. No. 1-1-82-PER (Part) dated 22-12-89. According to this O.M. Light Vehicle Driver carries the pay scale of Rs. 950-1400 whereas the Heavy Vehicle Driver carries the pay scale of Rs. 950-1500. The Light Vehicle Drivers who do not possess the requisite qualification for promotion and who do not have promotional avenues are entitled to the Time Bound Promotional Scale of Rs. 1200-1800 as per Annexure I of O.M. referred to above. The Light Vehicle Drivers who possess the requisite qualification i.e. licence of heavy vehicle will be eligible for Time Bound Promotional scale of Rs. 950-1500.

In order to remove the above anomaly it has been decided by the Government that all the Drivers (Light & Heavy) shall be eligible for Time Bound Promotional scale of Rs. 1200-1800 on completion of 12 years period from the date of their initial appointment to the grade.

*Sd/-*

(G. J. Prabhudessai)

Under Secretary (Personnel)

**Department of Personnel**

No. 1/1/82-PER (Part)

Dated: 29<sup>th</sup> January, 1991.**OFFICE MEMORANDUM**

**Subject: Time Bound Promotional Scale to Group 'C' and 'D' employees –Implementation regarding.**

- Read: 1) O.M. No. 1-1-82-PER (Part) dated 5-7-89.  
2) O.M. No. 1-1-82-PER (Part) dated 22-12-89.

Vide serial No. 4 of the O.M. referred to at 2 above, it was clarified that the employees who declined promotions shall not be eligible for Time Bound Promotional Scale. Various



Departments/Offices have made reference to this Department to know correct interpretation of this clarification. With reference to the same, it is hereby made clear that the said clarification is applicable only to those who have declined promotions prior to the grant of Time Bound Promotional Scale i.e. prior to the completion of the 12 years service in the grade. Consequently, the Time Bound Promotional Scale granted to the officials after completion of 12 years period in the grade need not be revoked in case they decline promotion subsequently.

*Sd/-*

(Smt. Prabha Chandran)  
Under Secretary (Personnel)

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### Department of Personnel

No. 1/1/82-PER (Part)

Dated: 16<sup>th</sup> May, 1990

### OFFICE MEMORANDUM

**Subject: Time Bound Promotional Scale to Group 'C' and 'D' employees –Implementation regarding.**

- Read: 1) O.M. No. 1-1-82-PER (Part) dated 5-7-1989.  
2) O.M. No. 1-1-82-PER (Part) dated 22-12-1989.

1. Vide Sr. No. 21 of the O.M. dated 22-12-89 referred to above it was clarified that the grant of Time Bound Promotional Scale should be based on seniority. In this connection it is clarified that the anomaly in pay scale as a result of senior promoted before completing 12 years and junior drawing higher pay scale in view of grant of T.B.P.S. and subsequent promotion need not be removed in view of the fact that senior has already got benefit of promotion before completion of 12 years.

2. Besides subsequent to the issue of the O.M. referred to above, the Office of Chief Engineer, P.W.D. has referred case of clarification regarding implementation of T.B.P.S. case of Draughtsmen who have been extended the benefit of pay scale under Government of India, Ministry of Finance, Department of Expenditure O.M. No. F.5(59)-E-III/82 dated 15-3-84. Under the said O.M. the Draughts men, Grade I, II & III have been extended the benefit of higher scale of pay subject to acquisition of the recruitment qualifications prescribed in case of Draughtsmen in CPWD. The point raised for clarifications is whether the official in the respective grade of Draughtsmen, Grade I, II & III who have been extended the benefit of higher pay scale in accordance with the Government of India's O.M. referred to above are entitled for T.B.P.S. in the next higher scale i.e. whether Draughtsmen Grade III who have been extended the benefit of the scale of Rs. 1200-2040 under Government of India's O.M. dated 15-3-84 are entitled for the scale of Rs. 1400-2300 applicable for Draughtsmen Gr. II and, if so, the date from which the 12 years period is to be computed in their cases. With reference to the said query, it is hereby clarified that the Draughtsmen who have been extended the benefit of the revised scale under Government of India's O. M. dated 15-3-84 will be entitled for the next higher scale only on completion of 12 years period from the date of grant of the qualification-linked scale of pay in their respective grade and also subject to the condition that they acquire the recruitment qualifications prescribed for similar posts in CPWD in accordance with Government of India's O.M. The said clarifications will be applicable for all incumbents holding the posts of Draughtsmen who are entitled for the revised pay scale in accordance with the aforesaid Government of India, Ministry of Finance O.M. dated 15-3-84 as well as in all other cases where pay scale has been revised subsequent to recommendation of the IVth Pay Commission.

*Sd/-*

(Smt. Prabha Chandran)  
Under Secretary (Personnel)

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## Department of Personnel

No. 1/1/82-PER (Part)

Dated: 22<sup>nd</sup> December, 1989

### OFFICE MEMORANDUM

**Subject: Time Bound Promotional Scales to Group 'C' and 'D' employees –  
Implementation regarding.**

Read: O.M. No. 1-1-82-PER (Part) dated 5<sup>th</sup> July, 1989.

Various Departments/Offices have sought clarifications and raised points on implementation of the Time-Bound Promotional scales to Group 'C' and 'D' employees, enforced by O. M. referred to above.

2. The Government Employees Association and most of the Departments have apprehended that the benefit extended under the scheme would not be available to majority of the employees in view of condition No. 3 of the O.M. referred to above. Having considered the various factors governing pay fixation in consultation with Finance Department, the Government has decided to grant Time-Bound Promotional Scale as indicated in Annexure I in respect of those employees who do not possess the requisite qualifications prescribed for promotees to next higher post as well as in respect of those posts which do not have any promotional avenues. It is further clarified that the qualification referred to in item 3 of the O.M. relates to the qualifications as applicable under the relevant recruitment rules for the purpose of promotion.

The clarification in respect of other points of doubts are given as under:-

Sl. No.	Points raised	Clarification
1	2	3
1.	What will be the Time Bond Promotional Scale cases in which the promotional scales are not clearly known	T.B.P.S. may be granted as per Annexure I.
2.	(1) Whether T.B.P.S. is admissible to those officials who have been given selection grade as per the III Pay Commission's recommendation and if so how their pay is to be fixed, on grant of T.B.P.S.	Those employees who are granted selection grade shall also be eligible for T. B.P.S. and in their cases the 12 years period should be computed from the date of their appointment to the post irrespective of grant of selection grade and their pay on grant of T.B.P.S. shall be fixed taking into consideration the pay drawn by them in Selection Grade i.e. either at the same stage or next stage above.
	(2) Cases where Selection grade scale and scale of the next higher post is one and the same, what scale is to be given to those who have been granted selection grade.	If selection grade and scale of the next higher post is one and the same they will continue to draw the same scale and no benefit of pay fixation will accrue.
3.	Whether employee who have been granted stagnation increments are eligible for T.B.P.S.	Yes, and in their case the 12 years period is to be computed from the of appointment to the post.
4.	Whether T.B.P.S. can be granted to those officials who have declined promotion	The T.B.P.S. is intended to give the benefit to those employees who cannot get higher pay scales due to lack of promotional avenues. Apparently employees who have declined promotion shall not be eligible for T.B.P.S.
5.	What is the scale to be given in T.B.P.S. if there are more than one avenue of promotion	The scale which is highest amongst the promotional posts available may be granted as T.B.P.S. provided he satisfies the qualification prescribed for the said post and if he does not satisfy the qualification prescribed for the said post than he may be given the pay scale of the other promotional post of which he satisfies the qualification prescribed for promotees.

6.	Whether the period during which an employee officiates in higher post on purely temporary basis, such as during leave vacancy etc. will be counted in computing the 12 years period.	Yes.
7.	Which will be the D.P.C. to consider grant of T.B.P.S.	The D.P.C. for grant of T.B.P.S. will be the one which considers the cases for crossing the E.B. in the respective posts held by them and the cases can be considered by circulation.
8.	Whether the ad hoc service rendered against the post shall be counted in computing the 12 years period for grant of T.B.P.S.	The adhoc service rendered will be counted in computing the 12 years period subject to the condition laid down in Government Notification No. 2/38/75-PER (Vol. II) dated 11-4-1988.
9.	In respect of persons transferred under F.R. 15 on own request how to compute 12 years period for the purpose of T.B.P.S.	While requesting transfer under F.R. 15 the employee undertakes to forego the seniority in the department from which he applies for transfer. Since he foregoes his chances for promotion in the previous department, the service rendered by him in the previous department will not count for the purpose of T.B.P.S.
10.	In respect of re-designation of the post how the 12 years period is to be counted	The 12 years period shall be counted irrespective of the redesignation.
11.	Whether T.B.P.S. can be granted to the employees who have been imposed a penalty of reduction to a lower stage in the time scale of pay or reduced to lower time scale of pay	Wherever such penalty is imposed with a bar for further promotion, the employees will not be entitled for T.B.P.S. during the period for which it is so barred. In all other cases they will be entitled for T.B.P.S.
12.	Whether T.B.P.S. is to be granted in respect of those employees whose increments are withheld with cumulative effect as a penal measures.	As in the case of promotion, T.B.P.S. should not be given effect to during the currency of penalty.
13.	Whether work charged Group 'C' and 'D' employees eligible for T.B.P.S.	The Scheme is not extended to the work charged employees who are not borne on regular establishment.
14.	How to compute 12 years period in respect of Account Clerks who are promoted as Accountant on probation and reverted on failure to pass the Accountant's examination required under RRs.	Since the Account Clerk has got the benefit of promotion and reverted due to his own fault, the period prior to his reversion will not be counted in computing the 12 years period. Further on his appointment as Accountant on probation he foregoes his right for promotion to Head Clerk Hence the Accounts Clerk will be eligible for T.B.P.S. only after 12 years service in this post from the date of his reversion from the post of Accountant on probation.
15.	Whether retired Government servants who have completed 12 years of service in the last grade shall be entitled for T.B.P.S.	Only those Government servants retired on or after 1-6-1989 can be considered for T.B.P.S. subject to the fulfillment of the conditions.
16.	Whether unauthorized absence is counted in computing the 12 years period	Unauthorised absence which does not constitute interruption in service shall be counted in computing the 12 years period.
17.	Whether the T.B.P.S. is to be granted to the employees, who having declared surplus are re-deployed, against lower pay scale and allowed to carry higher scale of the previous post as person to him.	Since such employees are at present getting the benefit of higher pay scale while discharging the duties of lower post, granting of still higher scale is not advisable.
18.	The dates from which the one month period is to be counted with regard to exercise of option for fixation of pay on grant of T.B.P.S.	The period of one month mentioned in condition 8 is to be counted from the date of receipt of the order conveying the grant of T.B.P.S.
19.	A Govt. servant has been granted T.B.P.S. scale from 1-7-89 and his date of increment	When a Govt. servant is promoted to a higher post the loses the title of the lower post and hence he cannot be

	falls on 1-4-90. He has opted to fix his pay after accrual of increment i.e. 1-4-90. In December, 89 he gets the promotion to next higher grade. Will his pay be fixed after considering the option for refixation or whether his pay would be fixed by ignoring his option (i.e. without giving any benefits of T.B.P.S. scale).	given the benefit of option after his promotion. But in order not to deny him the benefits of T.B.P.S. scale his pay fixation may be done in T.B.P.S. scale on 1-7-89 by ignoring his option and his pay fixed under the normal rules in December, 1989.
20.	Whether an employee can decline to accept T.B.P.S. at a particular stage and claim the same subsequently.	The employee can be permitted to decline the T.B.P.S. if he so desires but he will not be entitled for T.B.P.S. on a subsequently stage in the same post. However on promotion to a higher post and after satisfying the conditions can be granted T.B.P.S.
21.	Whether the grant of T.B.P.S. should be based on seniority.	Yes.
22.	Whether on grant of T.B.P.S. the classification of posts changes based on the revised pay scale and consequently the age of superannuation will get reduced from '60' years to '58' years in respect of Group 'D' employees who on grant of T.B.P.S. gets pay scale attached to Group 'C' posts.	Attention is invited to condition No. 7 according to which, on grant of T.B.P.S. the employee will continue to hold the same post likewise on grant of T.B.P.S. the classification of the post also continues to be the same as before and consequently the superannuation age will remain unaffected even after grant of T.B.P.S. to Group 'D' employees.

Sd/-

(Smt. Prabha Chandran)

Under Secretary (Personnel)

ANNEXURE-I

Statement indicating T.B.P.S. scale in respect of employee who do not possess the requisite qualification for the promotional post and posts which do not have promotional avenue.

Sl. No.	Scale of pay (Rs.)	T.B.P.S. Scale
1.	750-940	775-1025
2.	775-1025	800-1150
3.	800-1150	950-1400
4.	825-1200	950-1400
5.	950-1400	1200-1800
6.	950-1500	1200-1800
7.	975-1540	1200-1800
8.	975-1660	1200-1800
9.	1150-1500	1200-2040
10.	1200-1800	1320-2040
11.	1200-2040	1350-2200
12.	1320-2040	1400-2300
13.	1350-2200	1400-2600
14.	1400-2300	1600-2660
15.	1400-2600	1640-2900
16.	1600-2660	1640-2900
17.	1640-2900	2000-3200
18.	2000-3200	2000-3500

**Department of Personnel**

No. 1-1-82-PER (Part)

Dated: 5<sup>th</sup> July, 1989**OFFICE MEMORANDUM**

**Subject: Time Bound Promotional Scales to Group “C” and “D” employees – Implementation regarding.**

The question of grant of Time Bound Promotional Scales to Goa Government Employee who are continuing in the same post for a number of years without promotion was under consideration of the Government for some time past. After careful consideration of the matter, the Government is pleased to sanction Time-bound Promotional Scales to Group “C” and “D” employees of the State Government with effect from 1-6-1989 on the following terms and conditions:

(1) The scheme shall be applicable only to Group “C” and “D” Government employees including those Group “C” employees who are eligible to be promoted to Group “B” posts. The Scheme shall not apply to the teaching staff for whom separate benefits under Chattopadhyaya Commission’s report etc. have been extended.

(2) The employees should have put in at least 12 years of service in the existing post;

(3) The employees should possess the requisite qualifications prescribed for the next higher post;

(4) The grant of Time-Bound Promotional Scale should be recommended by the Departmental Promotion Committee;

(5) The Time-bound Promotional Scale under the scheme shall be equal to the pay scale of the next higher post in the respective cadre/hierarchy and shall be given only once in the entire service;

(6) The grant of Time-bound Promotional Scale shall not be linked to the availability of higher posts since the benefit is not a promotion but only a grant of higher scale due to non-promotion for 12 years and above.

(7) The employees who are granted the benefit of Time-bound Promotional Scale will continue to hold the same post. For example a L.D.C. in the ordinary pay scale shall, on being granted Time-bound Promotional Scale, will be designated as L.D. C. (TBPS), since the new pay scale is personal to him. The grant of the benefit of higher scale shall not affect the prospects of regular promotion of the employees to the next higher post coming thereafter.

(8) The pay of the employees who are granted Time-bound Promotional Scale shall be fixed in the higher scale at the next higher stage to which the pay is drawn in the existing scale. The employees will have an option for fixation of their pay in the higher scale after the date of accrual of next increment in the existing scale. The option should be exercised within a period of one month. As and when the employees get their regular promotion to the next higher post their pay shall be fixed under normal rules.

(9) The next increment shall be granted after completion of normal incremental period of 12 months in the Time-bound Promotional Scale and will be payable from the first of the month in which the incremental period is complete

An illustration indicating the manner in which the Time-bound Promotional Pay Scale should be granted and pay fixed there under is given in the Annexure appended to this Office Memorandum.

Cases in which the promotional scales are not clearly known, so also doubts, if any, in the implementation of the scheme shall be referred to Personnel Department for clarifications.

*Sd/-*

(Smt. Prabha Chandran)  
Under Secretary (Personnel)

**ILLUSTRATION**

- i) Mr. X appointed as LDC..... 1-5-1977.
- ii) Period of service as on 31-5-1989.... 12 years 1 month.
- iii) Pay drawn as on 31-05-1989 in the existing pay scale Rs. 950-20-1150-EB-25-1500.... Rs. 1200/-
- iv) Date of grant of time bound promotional pay scale.... 01-06-1989.
- v) Pay to be fixed in the scale of Rs. 1200-30-1560-EB-40-2040 at next higher stage Rs. 1270/-.
- vi) Official to be re-designated.... LDC (TBPS).
- vii) Date of normal increment .... 1-6-1990.
- viii) Normal promotion to UDC as recommended by DPC..... 1-9-1990.
- ix) Pay to be fixed in the post of UDC on normal promotion in the scale attached to the post of UDC i.e. 1200-2040 in the terms of FR22C. .... 1320/-
- x) Designation of new post ....UDC

### **Fuel Quota/Purchase and use of vehicle**

PERSONNEL DEPARTMENT

**Finance (Revenue & Control)**

No. 23/1/2012-Fin(R&amp;C)

Dated: 13/03/2020

**OFFICE MEMORANDUM**

**Read :** 1. O.M. No. 23/1/2012-Fin(R&C)/ dated 25/06/2016  
 2. O.M. No. 23/1/2012-Fin(R&C)/ dated 28/05/2013  
 3. O.M. No. 23/1/2012-Fin(R&C)/ dated 21/07/2014  
 4. O.M. No. 23/1/2012-Fin(R&C)/ dated 01/06/2017

**Subject :** Guidelines regarding the vehicles to be purchased for the use of Hon'ble Chief Minister/Hon'ble Speaker (Goa Legislative Assembly/Ministers/Dy. Speaker (Goa Legislative Assembly)/Secretaries to Government/Heads of Departments/Joint Secretaries/and by the Department/Corporations/Autonomous Bodies under the Control of State Government.....reg

Government had issued standing instructions regarding the type/model of vehicles to be purchased by the Government Departments/Corporations/Autonomous bodies under the control of the State Government for the use as staff cars/operational vehicles vide O.M. referred at above.

2. In view of the economy and utility aspects of the vehicles and its day to day operational expenses which are mounting, as also rise in prices of the vehicles; it has been decided to review the guidelines.

3. Government is now therefore pleased to modify the guidelines vide O.M. referred to 4 above, for the purchase of vehicles to the dignitaries and other Officials to the extent as mentioned below in respect of staff cars/operational vehicles:-

Sr. No.	Authority	Total Price ceiling limit (inclusive of all taxes and any other charges)
1.	Hon'ble Chief Minister/Hon'ble Speaker (Goa Legislative Assembly)	Any car/vehicle with a price ceiling of Rs. 35.00 lakhs.
2.	Hon'ble Ministers/Dy. Speaker (Goa Legislative Assembly)/Leader of Opposition/Learned Advocate General/Chairperson's of Commissions and those with Cabinet rank status.	Any car/vehicle with a price ceiling of Rs. 30.00 lakhs.
3.	Chief Secretary/Chairperson of Government owned Corporation/Autonomous Bodies	Any car/vehicle with a price ceiling of Rs. 20.00 lakhs
4.	Secretaries to Government, Vice Chairpersons of Government owned Corporation/Autonomous Bodies.	Any car/vehicle with a price ceiling of Rs. 15.00 lakhs.
5.	Additional /Joint Secretaries /District Collectors/Heads of Departments, Managing Directors of Government owned Corporation/Autonomous Bodies.	Any car/vehicle with a price ceiling of Rs. 10.00 lakhs.
6.	Other Departmental Officers/Executive Officers/Field Duty Officers/ Inspection Team /Officer Staff etc.	Any vehicle (such as Multi Utility Vehicle/Jeep) with a price ceiling of Rs. 10.00 lakhs.

4. All other terms/conditions/norms circulated by Finance (R&C) Department from time to time shall remain the same.

5. The above instructions shall come into force with immediate effect.

6. This issues with the approval of the Government.

Sd/-

**(Pranab G. Bhat)**

Under Secretary Finance (R&C)



**General Administration Department**

No. 35/02/2013-GAD-III/1586

Dated: 27-05-2019 06-Jyaistha Saka 1941

**CIRCULAR**

Read: Circular No. 35/2/2013-GRD-III dated 24-07-2014

Circular dated 24-07-2014 read in preamble and appended herewith regarding instructions on purchase of furniture and cars stands withdrawn with immediate effect.

This issues with the approval of the Government.

Sd/-  
(A.S. Mahatme)  
Under Secretary (GA)

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**Vigilance Department**

No. ACB/VIG/Com-30/2011/4816

Dated:- 17/10/2018.

**CIRCULAR**

1. It has come to the notice of the Government, that the Officers who are using official /hired vehicles for their transportation from the resident to office and vice versa are claiming Transport Allowance though they are not entitled for the same.
2. The Transport Allowance is not admissible to those officers who have been provided with the facility of Government / Hired Vehicle.
3. Those officers who are entitled to the use of official car in terms of Department of Expenditure O.M. No. 20(5)-E.II(A)/93 dated 28.01.1994 shall be given option to avail the official car facility or to draw transport allowances.
4. Henceforth, such complaints of non-entitled for drawal of transport allowances should be immediately investigated by the concerned department itself as they are related to misuse of vehicle and also misuse of public fund for which a subordinate authority for incurring the expenditure shall be held responsible under rule 64 of GFR.

Failure to comply above instruction shall be viewed seriously.

Sd/-  
(Dharmendra Sharma, I.A.S. )  
**Chief Secretary/C.V.O**

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**General Administration Department**

No. 4/32/2013-GAD-II

Dated 20/06/2017

**CIRCULAR**

Vide Circular No. JS-GA/Petrol/Misc/2013 dated 06/02/2013 all Government offices were permitted to purchase the diesel requirement for their vehicles as well as Diesel Generating Sets from the retail outlets (petrol bunks) which have Automated Billing system w.e.f. 07/02/2013 by negotiating the credit facilities for 30 days with the nearest willing/available retails outlets as per the list of retail outlets enclosed. Further, in case search credit facilities are not extended, Heads of Offices, Departments were directed to make purchase of diesel by paying from imprest cash by obtaining automated bills which will indicate the quantum purchase as well as the amount paid, so as to keep a check on the permissible quantity.

Subsequently, vide Circular No. 4/32/2013-GAD-II/212 dated 09/02/2016 referring to the contents of the aforesaid Circular it was decided that PWD pump located in Panaji shall supply diesel to the official vehicles of Hon'ble Ministers and those of the Secretariat, Porvorim. However, in case of exigency the required diesel to the official vehicle of the Hon'ble Ministers on Sundays/Public Holidays, etc. or on account of non-availability of diesel on Government petrol pumps they were

permitted to approach any of the pumps as per the list enclosed to the aforesaid Circular dated 06/02/2013.

Further, vide Circular No. 4/32/2013-GAD-II/1421 dated 02/09/2016, in continuation to the aforesaid Circulars the Secretariat Departments were permitted to approach any of the automated billing system pumps as mentioned below for their petrol requirements only in the event of shortage of petrol in Government petrol pump in Panaji :-

1) **Bharat Petroleum Automated Retail outlet:-**

- (i) M/s. Oasis, Panaji.
- (ii) M/s. Sinari Auto Service, Panaji.

2) **Indian Oil Company Automated Retail outlet:-**

- (i) M/s. Heera Petroleum, Panaji.

3) **Hindustan Petroleum Corporation Limited Automated outlet:-**

- (i) M/s. Manguresh Service Centre, Panaji

In addition to the aforesaid arrangement, the Government has decided that in the event of shortage of petrol in the Government petrol pump at Panaji, all the Government Departments may approach any of the petrol pumps having Automated Billing system as detailed above for their requirement of petrol.

The Government has further decided to allow the Cabinet Ministers/Opposition Leader and Ld. Advocate General to fill the petrol/diesel to their official vehicles from aforementioned pumps only during exigencies on payment and seek reimbursement of the billed amount from the Accounts Sections of the General Administration Department for accounting purpose and settlement of bills.

It has also been decided that Ministers and Leader of Opposition can avail the facility to filling petrol/diesel to their Government vehicle from authorized petrol pumps viz. P.G. Virgencar & Co., Margao and P.S. Kavlekar, Margao on monthly credit basis.

The aforesaid instructions shall be in force as a stopgap arrangement until further instructions.

Sd/-  
(Varsha Naik )  
Under Secretary (GA-II)

**Department of Finance (Revenue & Control)**

No. 23/1/2012-Fin (R&C)

Dated: 01-06-2017

Read: (1) O.M. No. 23/1/2012-Fin (R&C)/dated 25-06 2012.  
(2) O.M. No. 23/1/2012-Fin (R&C)/dated 28-05 2013.  
(3) O.M. No. 23/1/2012-Fin (R&C)/dated 21-07 2014.

Subject: Guidelines regarding the vehicles to be purchased for the use of Hon'ble Chief Minister/ Hon'ble Speaker (Goa Legislative Assembly)/Ministers/Dy. Speaker Speaker (Goa Legislative Assembly)/Secretaries to Government/Heads of Departments/Joint Secretaries/ and by the Department/Corporations/Autonomous Bodies under the Control of State Government..... reg.

**OFFICE MEMORANDUM**

1. Government had issued standing instructions regarding the type/model of vehicles to be purchased by the Government Departments/Corporations/Autonomous bodies under the control of the State Government for the use as staff cars/operational vehicles vide O.M. referred at 3 above.

2. In view of the economy and utility aspects of the vehicles and its day to day operational expenses which are mounting, as also rise in prices of the vehicles; it has been decided to review the guidelines.

3. Government is now therefore pleased to modify the guidelines vide O.M. referred to 3, above, for the purchase of vehicles to the dignitaries and other Officials to the extent as mentioned below in respect of staff cars/operational vehicles:

Sr. No.	Authority	Price ceiling limit
1	Hon'ble Chief Minister/ Hon'ble Speaker (Goa Legislative Assembly).	Any car/ vehicle with a price ceiling of Rs. 21.00 lakhs.
2	Hon'ble Ministers/Dy. Speaker (Goa Legislative Assembly)/ Leader of Opposition/Learned Advocate General/ Chairperson's of Commissions and those with Cabinet rank status.	Any car/ vehicle with a price ceiling of Rs. 17.50 lakhs.
3	Chief Secretary/Chairperson of Government owned Corporation/Autonomous Bodies.	Any car/ vehicle with a price ceiling of Rs. 13.00 lakhs.
4	Secretaries to Government, Vice Chairpersons of Government owned Corporation/Autonomous Bodies.	Any car/ vehicle with a price ceiling of Rs. 11.50 lakhs.
5	Additional/Joint Secretaries/District Collectors/ Heads of Departments, Managing Directors of Government owned Corporation/Autonomous Bodies.	Any car/ vehicle with a price ceiling of Rs. 10.00 lakhs.
6	Other Departmental Officers/Executive Officers/Field Duty Officers/Inspection Team/Officer Staff etc.	Any vehicle (such as Multi Utility Vehicle/Jeep) with a price ceiling of Rs. 10.00 lakhs.

4. Further, it is stated that in case of variation of price of a particular model of vehicle sought to be purchased by the Authority concerned, whose price may be slightly varying from the ceiling limit prescribed, than the Chief Minister will consider administrative approval, for the purchase of vehicle, where there is variation in price not exceeding 15% of the price ceiling set out as above.

5. All other terms/conditions/norms circulated by Finance (R&C) Department from time to time shall remain the same.

6. The above instructions shall come into force with immediate effect.

7. This issues with the approval of the Government.

Sd/-

(Michale M. D'Souza)  
Additional Secretary (Finance)

### General Administration Department

No. 11/171(57)/2011-GAD

Dated: 25-11-2016

Read: (1) O.M. No. 11/13/90-GA&C dated 30-10-1990.  
(2) O.M. No. 15/27/2004-GAD (Part-I) dated 20-07-2009.

### OFFICE MEMORANDUM

Vide O.M. dated 30-10-1990 and 20-07-2009 read in preamble, the Competent Authority has fixed restricted fuel quota for official vehicles provided by the Government for various functionaries.

Government vehicles have been provided to Additional Secretaries & Joint Secretaries in Secretariat. GAD also provides vehicles to the Departments/Offices in Secretariat for general office work but have not been provided with specific fuel quota.

The Government has now approved to sanction fuel quota for such vehicles of GAD, Secretariat as follows:

Sr. No.	Vehicle attached to	Monthly fuel quota w.e.f. November, 2016.
1	Additional Secretary/Joint Secretary	100 liters/month
2	Other Office vehicles/vehicles under GAD common pool	150 liters/month

This issues with the approval of the Government.

Sd/-  
(Varsha S. Naik)  
Under Secretary (GA-II)

### General Administration Department

No. 4/32/2013-GAD-II /212/1421

Dated 02/09/2016

### CIRCULAR

- Read :** 1. Circular No. JS-GA/Petrol/Misc/2013/243 dated 06/02/2013  
2. Circular No. 4/32/2013-GAD-II/2012 dated 09/02/2016.

In continuation to Circulars read in preamble and on account of shortage of petrol in Government Garage for supply towards official vehicles of the Government, it has been decided that the Secretariat departments may approach any of the pumps having Automated Billing System as detailed below for their requirement of petrol.

- 4) Bharat Petroleum Automated Retail outlet:-
  - (iii) M/s. Oasis, Panaji.
  - (iv) M/s. Sinari Auto Service, Panaji.
- 5) Indian Oil Company Automated Retail outlet:-
  - (ii) M/s. Heera Petroleum, Panaji.
- 6) Hindustan Petroleum Corporation Limited Automated outlet:-
  - (ii) M/s. Manguiresh Service Centre, Panaji

This circular will be applicable only in the event there is shortage of petrol in Government Petrol Pump at Panaji.

The Automated bills so collected with or without credit facilities shall be maintained in the Accounts Section of the concerned offices for accounting purpose and settlement of bills.

This issues with the approval of the Secretary (GA)

Sd/-  
(Prashant Shirodkar )  
Under Secretary (GA-II)

### General Administration Department

No. 4/82/2016-GAD-II/1523

Dated: 27-09-2016

### OFFICE MEMORANDUM

It has been brought to the notice of this department by the Directorate of Accounts that the certificate on vehicle repair bills does not carry the entry on logbook of the respective vehicle which is required as per rules in force.

Further, it is also observed that vehicle Logbooks returned for records to GAD are incomplete in various aspects viz. page numbers not recorded, first page of the log book not filled, all columns in

log book like opening/closing km, time and signature of officials not obtained every day. These lapses are noticed by Audit and the department has to face embarrassing situation.

In view of above, it is enjoined upon all Secretariat Offices including those of Hon'ble Ministers, Secretaries to Government and others who have been allotted vehicle through the General Administration Department to ensure the following:

1. To issue certificate specifying that the item of expenditure in respect of which the bill is raised has been recorded on the Log Book No. and page No. of the Log book while submitting repair bills to GAD for processing their settlement.
2. The vehicle Logbook duly completed in all respects viz. pages numbered, first page of the log book duly filled, all columns in log book like opening/closing km, time and signature of officials obtained every day shall be returned to GAD periodically for records.

This issues with the approval of the Competent Authority.

Sd/-  
(Prashant P. Shiroadkar)  
Under Secretary (GA-II)

### **Finance (Revenue & Control)**

No. 8/7/2008-Fin(R&C)

Dated: 03/01/2017

#### **OFFICE MEMORANDUM**

The Office Memorandum No. 21(2)/2016-E.II(B) dated 19<sup>th</sup> August, 2016, issued by Government of India, Ministry of Finance, Department of Expenditure, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd/-  
(Ajit S. Pawaskar)  
Under Secretary Fin(R&C)

### **Ministry of Finance (Department of Expenditure)**

No. 21(2)/2016-E.II(B)

Dated : 19<sup>th</sup> August, 2016

#### **OFFICE MEMORANDUM**

**Subject:- Clarification on admissibility of Transport Allowance in the cases where the Officers are drawing Grade Pay of Rs. 10,000/- in PB-4- regarding**

Reference is invited to this Department's Office Memorandum No. 21(2)/2008-E.II(B) dated 29.08.2008. Para "3" of the O.M. stipulates that Officers drawing Grade of official car in terms of Department of Expenditure (DoE) O.M. No. 20(5)/E.II(A)/93 dated 28.01.1994, shall be given the option to avail themselves of the existing facility or to draw the Transport Allowance at the rate of Rs. 7000/- p.m. plus Dearness Allowance thereon.

2. Several references have been received in this Department seeking clarification on the admissibility of Transport Allowance to officers drawing Grade Pay Rs. 10,000/- under Dynamic ACP Scheme or NFU Scheme. A few cases have also been filed in the Courts in this regard. Hon'ble Central Administrative Tribunal (CAT), Principal Bench, New Delhi, in Order dated 13.05.2014 in O.A. No. 4062/2013 filed by Shri. Radhacharan Shakiya & Others V/s Union of India & Others, held that the Applicants were not entitled to draw Transport Allowance @ Rs. 7,000/- p.m. plus DA thereon. The said order of the Tribunal has also been upheld by Hon'ble High Court of Delhi in their Order dated 03.09.2014 passed in Writ Petition (Civil) No. 3445/2014, filed by Shri Radhacharan Shakiya & Others.

3. Accordingly, it is clarified that the officers, who are **not** entitled for the use of official car for commuting between residence to office and back, in terms of DoE's OM 20(5)/E-II(A)/93 dated 28.01.1994, are **not** eligible to opt for drawal of Transport Allowance @ Rs. 7000/- p.m. + DA

thereon, in terms of DoE O.M. No. 21(2)/2008-E.II(B) dated 29.08.2008, even though they are drawing Grade Pay of Rs. 10,000/- in PB-4 under Dynamic ACP Scheme or under the scheme of Non-Functional Upgradation (NFU).

4. Hindi version is attached.

Sd/-

(Nirmala Dev)

Deputy Secretary to the Govt. of India

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**General Administration Department**

No. 4/82/2016-GAD-II

Dated: 18-02-2016

**CIRCULAR**

Attention is invited to provisions of Annexure-VI (Rule-12) of the Delegation of Financial Power Rules, 2008 under 'Powers of incurring contingent expenditure' wherein the prescribed limit for maintenance, up-keep, and repairs of all types of vehicles is restricted to Rs. 50,000=00 per annum in each case.

However, it is observed that most of the vehicles allotted to Hon'ble Ministers and Secretaries to Government have incurred expenditure more than the prescribed limit during the current Financial Year i.e. 2015-16. This also exerts a stress on the public exchequer.

In view of above the O/o Hon'ble Chief Minister, Dy. Chief Minister, Ministers and Secretaries to Government are hereby requested to keep a close watch on the maintenance expenditure on their official vehicles as an austerity measure so as to avoid any wasteful expenditure.

This issues with the approval of the Competent Authority.

Sd/-

(Manoj Kumar Sahoo, IAS)  
Secretary (GA)

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**General Administration Department**

No. 4/32/2013-GAD-II /212

Dated 09/02/2016

**CIRCULAR**

**Read :** 1. Circular No. JS-GA/Petrol/Misc/2013/243 dated 06/02/2013

Vide circular referred to in preamble, it was pointed out that the Oil Companies were charging bulk rates for diesel purchased by the PWD whereas the retail rate of diesel was lower. Therefore it was decided to stop supply of diesel to the Government vehicles from the PWD diesel bunk located at Panaji & Margao. The Government offices were also permitted to purchase diesel for their vehicles from the retail outlets which have automated billing system.

Now, it has come to the notice of the Department that the rate charged by PWD for supply of diesel is similar to the retail rate charged by any other retail outlets. Therefore, it is decided that PWD pump located in Panaji shall supply diesel to the official vehicles of Hon'ble Ministers and those of the Secretariat, Porvorim.

In case of exigency where in diesel is required by the Hon'ble Ministers on Sundays/Public Holidays, etc or due to non availability of diesel in Government pump then they may approach any of the pumps mentioned in the circular dated 06/02/2013 read in preamble.

This issues with the approval of the Competent Authority.

Sd/-

(Prashant Shirodkar )  
Under Secretary (GA-II)

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**General Administration Department**

No. 35/02/2013-GAD-III

Dated: 24-07-2014

**CIRCULAR**

Read: 21/8/2011-Fin (R&amp;C) dated 19-06-2014

In the meeting convened of all the Heads of Departments on 21-07-2014, regarding time bound delivery of public services and other related issues of administration, the Hon'ble Chief Minister has expressed his concern over the condemned articles including vehicles of all the Government Departments lying around at various places.

Hon'ble Chief Minister, has therefore, directed that the task of the disposal of the condemned articles including vehicles of the Government Departments lying around should be started immediately. No Departments will be allowed to purchase furniture and cars until the entire articles to be condemned are disposed off as per the instructions issued vide Circular read in preamble.

It is therefore enjoined upon all the Heads of Departments/Offices to adhere to the instructions issued for strict compliance.

This issues with the approval of the Chief Secretary.

Sd/-  
(Vijay M. Paranjape)  
Joint Secretary (GA)

**Department of Finance (Revenue & Control)**

No. 23/1/2012-Fin (R&amp;C)

Dated: 21-07-2014

Read: (1) O.M. No. 23/1/2012-Fin (R&C)/dated 25-06 2012.  
(2) O.M. No. 23/1/2012-Fin (R&C)/dated 28-05 2013.

**Subject:** Guidelines regarding the vehicles to be purchased for the use of Hon'ble Chief Minister/ Secretaries to Government/ Heads of Departments/Joint Secretaries/ and by the Departments/Corporations/Autonomous Bodies under the Control of State Government..... reg.

**OFFICE MEMORANDUM**

1. Government had issued standing guidelines regarding the type/model of vehicles to be purchased by the Government Departments/Corporations/ Autonomous bodies under the control of the State Government for the use as staff cars/operational vehicles vide O.M. referred at 1 above.

2. Keeping in view the economy and utility aspects of the vehicles and its day to day operational expenses which are mounting, as also rise in prices of the vehicles; it has been decided to review these guidelines.

3. Government is now therefore pleased to modify the guidelines vide O.M. referred to 1, above for the purchase of vehicles to the dignitaries and other Officials to the extent as mentioned below in respect of staff cars/operational vehicles:

Sr. No.	Authority	New proposed Price ceiling limit
1	Hon'ble Chief Minister	Any car/ vehicle with a price ceiling of Rs. 16.00 lakhs
2	Hon'ble Ministers/ Leader of Opposition/Learned Advocate General/ Chairperson's of Commissions and those with Cabinet rank status	Any car/ vehicle with a price ceiling of Rs. 14.50 lakhs
3	Chief Secretary/Chairperson of Government owned Corporation/Autonomous Bodies	Any car/ vehicle with a price ceiling of Rs. 11.50 lakhs
4	Secretaries to Government, Vice Chairpersons of Government owned	Any car/ vehicle with a price ceiling of Rs. 10.00 lakhs

	Corporation/Autonomous Bodies	
5	Additional/Joint Secretaries/District Collectors/ Heads of Departments, Managing Directors of Government owned Corporation/Autonomous Bodies	Any car/ vehicle with a price ceiling of Rs. 08.50 lakhs
6	Other Departmental Officers/Executive Officers/Field Duty Officers/Inspection Team/Officer Staff etc.	Any vehicle (such as Multi Utility Vehicle/Jeep) with a price ceiling of Rs. 08.50 lakhs

4. Further, it is stated that in case of variation of price of a particular model of vehicle sought to be purchased by the Authority concerned, whose price may be slightly varying from the price ceiling limit prescribed, than the Chief Minister will consider administrative approval, for the purchase of vehicle, where there is variation in price not exceeding 10% of the price ceiling set out as above.

5. Further, it has been brought to the notice that in some cases the Authority concerned in case of Corporations/Autonomous bodies have procured vehicles whose price exceeds marginally the price limits set out vide O.M. dated 25-06-2012, as also approval of FD has not been obtained. These cases will have to be regularized with the prior approval of the Hon'ble Chief Minister in terms of the above conditions.

6. The above instructions shall come into force with immediate effect

7. All other norms stipulated in the above O.M. shall remain the same.

8. This issues with the approval of the Government.

Sd/-

(Ajit S. Pawaskar)

Additional Secretary (Finance)(R&C)

### Finance (Expenditure)

No. 7-4-2013/Fin(Exp)

Dated: 08/07/2013

### OFFICE MEMORANDUM

#### Sub : Procedure for disposal of condemned articles (vehicles, machinery & equipments, furniture & other items)

In supercession of earlier orders/instructions on the subject cited above, the disposal of condemned articles of all the Government Departments/ Grant-in-Aid Institutions/ Agencies/ Corporations etc.; shall take place in accordance with procedure outlined in the following paras;

#### 1. Constitution of Committees:

(i) All the Government Departments shall constitute two separate Committees for the disposal of the condemned articles belonging to their Departments:

(a) *A Committee for the disposal of vehicles and heavy machinery/equipments, etc. and;*

(b) *A Committee for the disposal of furniture and other items.*

(ii) The Constitution of these Committees will be as under :-

#### (a) **Constitution of the Committee for the disposal of vehicles and heavy machinery /equipments, etc.**

1. Head of Department : Chairman

2. Executive Engineer, Works Division IV, (Mech. : Member  
/Elect.) PWD, Panaji or his representative not below  
the rank of Assistant Engineer

3. Under Secretary (Finance) or a representative of : Member



Finance Department not below the rank of Section Officer

4. A representative of the Directorate of Accounts : Member  
not below the rank of Assistant Account Officer  
(but excluding the Accounts Officer of the Department concerned)

**(b) Constitution of the Committee for the disposal of furniture and other items.**

1. Head of Department : Chairman
  2. Accounts Officer of the Department : Member
  3. Executive Engineer (Bldg.), Works Division I/V/VIII : Member  
/XVI/XIX, of PWD or his representative not below  
the level of Assistant Engineer
  4. A Section Officer of the Finance Department : Member
- (iii) All the members of the Committee are required to be present at the auction. In case Head of Department is unable to attend the scheduled auction, his/her Link Officer/authorised representative shall be deputed. In case the Accounts Officer of the Department is unable to attend the auction or the post of Accounts Officer does not exist in the Department concerned, then the duly authorised representative of the Directorate of Accounts not below the rank of Assistant Accounts Officer shall be deputed for this purpose. The proceedings of the meeting of auction shall not be held to be void if one of the members is absent or has sought leave of absence.

**2. Procedural Guidelines :** The Committees shall adopt the following procedure in disposal of the condemned articles :-

- (i) **Prior approval :** Whenever condemned articles, viz. vehicles, heavy machinery, furniture, etc. are proposed to be disposed off, the proposal shall have the prior approval of the Competent Authority/Government, as the case may be in terms of the Goa Delegation of Financial Powers Rules, 2008. The Committees shall prior to the commencement of the auction proceedings verify for themselves, that prior approval for disposal of the articles has been obtained from the Competent Authority/Government.
- (ii) **Disposal by Auction (Sealed bids):** All the condemned articles shall be disposed off, by auction on sealed bids basis. All the condemned articles shall be kept in lots and the sealed bids shall be accepted lot-wise. In case of the offset value of the article (s) or the articles kept in lots is more than Rs. 5.00 lakhs, *e-tendering* mode shall be adopted.
- (iii) **Department wise auction on Wednesdays:** The concerned Executive Engineer (PWD) shall prepare a calendar indicating the dates on which the Government Departments will go for auction of their condemned articles. The larger Departments will be indicated first and auction will be held Department wise on *Wednesday only*. A Press Note in the newspaper to this effect shall be issued by the concerned Department. Auction is to be held in the premises of the concerned Department during the forenoon of the day of auction. The bidders shall be allowed to inspect the items starting from 07 (seven) working days prior to the date of auction and upto previous day of auction till 4.00 p.m.
- (iv) **Notice of auction:** The Notice of Auction containing all the relevant information about the items (articles) to be disposed off shall be clearly displayed on the Notice Board and uploaded on the website of the concerned Department, Government of Goa website and of the Goa Legislative Assembly ([www.goavidhansabha.gov.in](http://www.goavidhansabha.gov.in)) at least

10 days prior to the date of auction. A copy of the Notice of Auction shall be send to the Directorate of Printing and Stationery for favour of printing in its Tender Bulletin. The copies of the same shall also be endorsed to the Principal Chief Engineer/Chief Engineer-I/Chief Engineer-II (PWD), Additional/Joint Secretary (Finance) and Joint Secretary /O.S.D. to Chief Minister.

- (v) **Collection of EMD:** Earnest Money Deposit (EMD) in the form of Demand Draft at the rate of 25 % of the bid value, in sealed envelope, will be collected from all intending bidders at the time of submission of their sealed bids.
- (vi) **Powers of acceptance of bid:** The bids received shall be accepted or rejected on the basis of valuation made/upset value fixed:
- (a) The Committee constituted for the purpose can accept disposal of items/articles up to a maximum of 15 % below the upset value. However the decision of the Committee in this regard shall be unanimous;
  - (b) The Secretary of the concerned Department upon the recommendations of the Committee is permitted to accept the disposal of items / articles upto 25 % below the upset value;
  - (c) All proposals to accept bids exceeding 25 % below the upset value initially arrived at, shall be submitted for the approval of the Government;
  - (d) Whenever the bids received are more than 25 % below the upset value the concerned Department shall display the details of the lot or article concerned, the upset value and the amount of the highest bid received, on the notice board and their website;
  - (e) General public shall be given a time period of 15 (fifteen) days to quote against the same. In case anyone offers a minimum of 05 % more than highest bid received, the offer could be considered subject to approval of the Government. However, any such application will have to be accompanied by a Demand Draft for an amount equal to 25 % of the price quoted;
  - (f) All the above cases shall be referred to the Finance (Exp.) Department for its scrutiny and concurrence.
- (vii) **Refund of Earnest Money:** The EMD of all of those bidders, whose bids are not accepted (*except that of the second highest bidder*), shall be returned within 08 (eight) days after the date of auction. The EMD of the second highest bidder will be returned only after the finalization of sale with the highest bidder.
- (viii) **Mode of payment of Bid value:** The EMD of the successful bidders will be adjusted against their respective final bid value(s). The balance 75 % of the bid value will be deposited by the bidders within 07 (seven) days after getting intimation from the Auctioning Authority/Head of Department by way of demand draft in favour of the concerned department.
- (ix) **Forfeiture of Earnest Money:**
- (a) *Failure to effect balance payment:* In case the highest bidder fails to effect balance payment of 75 % of the bid value within the stipulated time period prescribed, the second highest bidder can be considered if he fulfills the required criteria. In such cases the EMD deposited by the first highest bidder shall be forfeited in favour of Government.
  - (b) *Failure to take delivery of items:* The successful bidder(s) shall take delivery of the items within **three weeks** of receiving the intimation from the Department.

Failure to take delivery within the stipulated time period or extended time period (if any), the amount deposited by them as per Clause 2(v) shall stand forfeited to Government. The auction notices issued under Clauses 2(iv) & 2(vi)(d) shall clearly spell out these conditions.

- (x) **Transfer of ownership of the vehicles:** The successful bidder of a vehicle shall upon receipt of the delivery order, get the vehicle transferred in his name from the concerned Regional Transport Authority Office, within a time limit of 45 days from the date of issue of delivery order, under intimation to the concerned Department.

3. **Procedure for Field Level Offices:** In respect of Department of Education which has a large number of schools and other Departments, viz. Health & Police, which have field level offices, the recommendation for disposal can be made by a Committee of two Departmental officials, which can then be placed for a decision before the Committee headed by the Head of Department. The Secretary of the Administrative Department with the prior approval of the Government shall decide the constitution of this Local Level Committee and Department Level Committee and a copy of the order shall be sent to the Principal Chief Engineer (PWD), Joint Secretary (Finance) and Joint Secretary to the Chief Minister.

4. **Procedure to be followed in case of antique articles, antique and old furniture:** All antique articles, antique and old wooden furniture and other items such as tables, chairs mirror frames, cupboards etc. will be kept aside by the Department. These items will be inspected by the Committee comprising of the Secretary of the Department concerned, Head of Department, Chief Architect (PWD) or his / her representative and Executive Engineer (PWD) concerned. Depending upon the type of antique articles/antiques and old furniture in the Department concerned, a subject expert shall be nominated on the Committee and the nomination shall be done with the previous approval of the Government. The Committee will give written clearance as to the items, which can be disposed off by the Department as per the procedure laid above. The antique article, antique and old wooden furniture and such other items so identified, shall be photographed and a record of the same will be prepared and thereafter the said articles will be handed over the Office of the Principal Chief Engineer, who will arrange to keep them in safe and secure location/store.

5. **Other Provisions:**

- (i) The revenue generated from the disposal of condemned articles shall be credited to the relevant Head of Account.
- (ii) VAT payable shall be collected from all the successful bidders at the prevailing rates on the amount quoted by the bidder on the bid articles at the time of final payment.
- (iii) The format in which the Committee has to submit its recommendations for the approval of the Secretary/Government shall be provided by the concerned Executive Engineer (PWD).
- (iv) Any recommendation(s) not received in the proper format and which does not follow the procedure detailed above will not be considered.
- (v) The Fixing of upset value of furniture/other wooden article shall be carried out as per instructions stipulated in the Order No. 6/4/PCE/PWD/Accts/27/2009-10/531 dated 11/11/2009 issued by Principal Chief Engineer (PWD) or any other guidelines /instructions which the Government may issue from time to time.
- (vi) In all cases, the details of disposed vehicles, furniture etc. shall be communicated to the Minister concerned and the Chief Minister for information.

6. **Instructions to Government Departments/Offices to clear all obsolete items/scrap material/unserviceable equipment, items, articles and furniture, etc. during this year 2013-14:**

- (i) Initially, during the period not exceeding six months from the date of issue of this Office Memorandum, the Head of Department and /or the Head of Office concerned, shall in respect of his Department / Office concerned, ensure that all obsolete items /scrap materials /unserviceable equipment, items, articles, furniture, etc. is identified and stocked /stored separately. This exercise of identification, removal from site and storage, should be done Office-wise on or before 30/09/2013.
- (ii) The Principal Chief Engineer (PWD) shall constitute two District Level Committees comprising of a Superintending Engineer of PWD or WRD, 03 Executive Engineers to be nominated from PWD, WRD & Electricity Department, along with requisite support staff/officials not exceeding 03 Officials comprising mainly Technical Assistants /Junior Engineers (Mechanical/Civil/Electrical).
- (iii) The Head of Department /Office after completing the exercise as at Clause (6)(i) above, shall intimate the Office of Principal Chief Engineer (PWD), who in turn will, provide the list to the Superintending Engineer concerned of the District Level Committee to enable conduct of inspections.
- (iv) These District Level Committees shall visit each Office /Department, inspect the unserviceable items, identified as per Clause (6) (i) above and work out the approximate upset /resale value of the lot. These visits shall commence w.e.f. 01/08/2013 and shall be conducted on every Wednesday of the week. The report of the inspection and upset value of the items shall be provided to the Head of Department/Office on the same day. The Superintending Engineer shall provide a copy of the report to the Secretary-in-charge of the concerned Department and the Principal Chief Engineer (PWD).
- (v) The Head of Department/Office concerned is required to provide all necessary support and assistance to ensure that the inspections are properly carried out.
- (vi) The Head of Department shall immediately proceed to dispose off these items as per procedural guidelines detailed at Clause (2) above within a period not exceeding 30 days from the date of conduct of inspection by the District Level Committee.
- (vii) The Head of Department shall be personally responsible to ensure compliance of the instructions contained in Clause (6) and the Secretary-in-Charge of the Departments concerned, is required to provide a report to the Chief Secretary with a copy to the Office of the Chief Minister/Minister of Finance, clearly indicating that the disposal of obsolete items/scrap material/unserviceable equipment, items, articles, furniture, etc., has been carried out as per the instructions issued with the details of the amount realized in this process, so also description of the space vacated in each Department/Office and the replacements done, in place of the obsolete and unserviceable items, should also be indicated.
- (viii) This entire exercise, as contained in Clause (6) above, shall be completed not later than 31/12/2013, and shall be monitored and implemented on mission mode under the direct control of Chief Secretary.

7. All Heads of Departments are directed to ensure strict compliance of the instructions contained herein above.

Sd/-

**(Sushma Kamat)**

Under Secretary Fin(Exp.)

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**Department of Finance (Revenue & Control)**

No. 23/1/2012-Fin (R&amp;C)

Dated: 28-05-2013

Read: (1) O.M. No. 23/1/2012-Fin (R&amp;C)/dated 25-06-2012.

Subject: Guidelines regarding the vehicles to be purchased for the use of Hon'ble Chief Minister/Secretaries to Government/Heads of Departments/Joint Secretaries and by Government Departments/Corporations, Autonomous Bodies under the Control of State Government..... reg.

**OFFICE MEMORANDUM**

In partial modification of Para 8 of the O. M. dated 25-06-2012, read in preamble the criteria for change/replacement of vehicles for the categories at Sr. No. 1 & 2 of para 3 of the aforesaid O.M. is now fixed at 1,00,000 kms. However, if the vehicle which has run more than 75,000 kms. and needs replacement, the same will be done with the prior concurrence of Finance Department and approval of the Chief Minister.

This issues with the concurrence of the Finance Department vide their U.O. No. 1456931/F dated 25-05-2013 and has the approval of XXXVIIth meeting of the Council of Minister held on 26-04-2013.

Further, following para may be added after para No. 12 in the O.M. read in the preamble dated 25-06-2012.

12 (A). It is mandatory for the departments to furnish the specific declaration on the status of all vehicles especially in case of condemned vehicles indicating the date of disposal while submitting the proposal for purchase of vehicles to the Finance Department.

By Order and in the name of  
the Governor of Goa

Sd/-

(Ajit S. Pawaskar)

Under Secretary (Finance)(R&amp;C)

**General Administration Department**

No. JS-GA/Petrol/Misc/2013/243

Dated: 06/02/2013

**CIRCULAR**

The Oil Companies are now charging bulk rates on the diesel purchased by the PWD w.e.f. 18/01/2013, whereas the retail rate of diesel is lower. Therefore, it has been decided to stop the supply of diesel to the Government vehicles and Diesel Generation Sets from the PWD diesel bunk which are located at Panaji and Margao w.e.f. 06-02-2013.

2. In view of this, all the Government offices are hereby permitted to purchase the diesel requirement for their vehicles as well as Diesel Generating Sets from the retail outlets (petrol bunks) which have Automated Billing System w.e.f. 07-02-2013. A copy of the list of retail outlets which have Automated Billing System is enclosed.

3. The Heads of Offices / Departments are directed to negotiate the credit facilities for 30 days with the nearest/willing/available retail outlets. In case such credit facilities are not extended, Heads of Offices/Departments are requested to make purchases of diesel by paying from imprest cash. They are further directed to instruct the drivers of the vehicles and those incharge of Diesel Generation Sets to obtain automated bills which will indicate the quantum purchased as well as the amount paid so as to keep a check on the quantity not exceeding the permissible quota prescribed for vehicles.

4. The automated bills so collected with or without credit facilities shall be maintained in the Accounts Section of the concerned offices for accounting purpose and settlement of bills.

5. This arrangement is made only for purchase of diesel and will not apply to purchase of petrol. The PWD petrol pumps will continue to supply petrol to the Government vehicles.

6. In case of any difficulties, the undersigned may be contacted.

Sd/-

(Gurudas Pilarnkar)

Joint Secretary (GA)

**I. LIST OF BHARAT PETROLEUM AUTOMATED RETAIL OUTLETS IN GOA**

<b>SR. NO.</b>	<b>NAME OF THE RO</b>	<b>LOCATION</b>	<b>DISTRICT</b>
1	115980 UTTAM SOIRABA ARAS (A/C BETIM)	BETIM	NORTH GOA
2	115985 BANDEKAR AUTO CENTRE	MAPUSA	NORTH GOA
3	115986 S.N. BURYE (A/C. ONDA)	ONDA	NORTH GOA
4	115996 V.B. NAIK & SONS	BICHOLIM	NORTH GOA
5	115997 OASIS	PANJIM	NORTH GOA
6	116000 S.N.BURYE FILLING STATION	MAPUSA	NORTH GOA
7	116003 SIDHARTH AGENCIES	BORIM	NORTH GOA
8	116005 MEGHASHYAM ANANT SWAR & SONS	MALPEM	NORTH GOA
9	116006 SINARI AUTO SERVICE	PANJIM	NORTH GOA
10	142781 SHREE SWAMI SAMARTH AGEN	AMMONA	NORTH GOA
11	149441 SIYA PETROLEUM	SANQUELIM	NORTH GOA
12	150265 SHRI KAMAKSHI FILLING STATION	SHIRODA	NORTH GOA
13	158034 REIRA PETROSERVICES PVT LTS	CALANGUTE	NORTH GOA
14	167713 SHREE SAIPRASAD PETROLEUM	THIVIM	NORTH GOA
15	176616 WEST COAST PETROLEUM	BAINGUINIM	NORTH GOA
16	103783 SANJIVANI SAH. SAKHAR KARKH. LTD.	DHARBANDORA	SOUTH GOA
17	115979 ABDUL RAZAK	CURCHOREM	SOUTH GOA
18	115982 ARASON GAS CENTRE (A/C MOLLEM)	MOLLEM	SOUTH GOA
19	115987 B.J.CAEIRO	CUNCHOLIM	SOUTH GOA
20	115991 FRIENDS AUTO CENTRE	ZUARINAGAR	SOUTH GOA
21	115994 MOHIDIN AUTO CARE CENTRE	MARGAO	SOUTH GOA
22	116010 P.G. VIRGINCAR & CO. (A/C FILLING S)	MARGAO	SOUTH GOA
23	144385 AMITH TRANSPORT	SANCAOLE	SOUTH GOA
24	144391 CLARINA PETROL PUMP	MARGAO	SOUTH GOA
25	US ARAS TISCAI	TISCAI	SOUTH GOA

**II. LIST OF INDIAN OIL COMPANY AUTOMATED RETAIL OUTLETS IN GOA**

<b>SR. NO.</b>	<b>NAME OF THE RO</b>	<b>LOCATION</b>	<b>DISTRICT</b>	<b>CONTACT NO.</b>
1.	GOA AUTO SERVICES	COLVALE, NH, 17	NORTH GOA	9422393288, 0832-2299882
2.	T & D PETRO SERVICES	SALIGAO, CHOGM ROAD	NORTH GOA	9422640521, 9370719020

3.	HEERA PETROLEUM	PANAJI	NORTH GOA	9422444930, 0832-2438504
4.	AJAY PETROLEUM	NANUS VALPOI, PONDA ROAD	NORTH GOA	9423888264
5.	SHREE BRAHMANAND PETROLEUM	PRIOL, NH-4A	NORTH GOA	9423056499, 0832-6532591
6.	SAIDATTA PETROLEUM	USGAON-SH4	NORTH GOA	9922948531, 9637380011
7.	C & M ENTERPRISES	AGASSAIM, GOA VELHA	NORTH GOA	9822102438, 9823121665
8.	RAJLAXMI PETROLEUM	SANGOD, NH-17	SOUTH GOA	9422395328, 9923749560
9.	CHAITANYA PETROLEUM	DHARBANDORA, NH4A	SOUTH GOA	9890460799, 0832-2614169
10.	LAXMI AUTO CARE CENTRE	PONDA, MARGAO ROAD	NORTH GOA	7350272224, 9850133062
11.	OUR LADY OF VAILANKANNI PETROL PUMP	MULEM, MARGAO- QUEPEM ROAD	SOUTH GOA	9822129971, 8975918677
12.	SHREE SHANTA DURGA PETROLEUM	CUNCOLIM, NH-17	SOUTH GOA	0832-2863685, 9823096513
13.	KUNAL AUTO SERVICE	MASHEM (NEAR KARWAR BORDER), NH-17	SOUTH GOA	9822485555
14.	SHARAYU PETROLEUM	CORTALIM, NH-17	SOUTH GOA	9822102342, 9822102348
15.	LAXMI PETROLEUM	VASCO	SOUTH GOA	9923475757
16.	GOVEKAR PETROLEUM	BICHOLIM SH-1	NORTH GOA	8888328822, 0832-2360092
17.	K.B. MANDURKAR	HONDA, SH-1	NORTH GOA	9960495542
18.	PRATHAM PETRO SERVICE	MARCEL	NORTH GOA	9822589851, 0832-2399408
19.	MALIK PETROLEUM	CORLIM, NH-17	NORTH GOA	9421246810, 9764003810
20.	MALIK PETRO-ADHOC VERNA	VERNA, NH-17	SOUTH GOA	9421246810, 9764003810
21.	ZIL EMP. CONS.CO-OP. SOCIETY	ZUARINAGAR	SOUTH GOA	0832-2556665, 9890283868
22.	KARMA AUTO PARK	CHICHALIM NH- 17A	SOUTH GOA	9823998325, 0832-6480228

### III. LIST OF HINDUSTAN PETROLEUM CORPORATION LIMITED AUTOMATED OUTLETS IN GOA

SR. NO.	Name of dealership	Dealership Address	District	Name(s) of Proprietor /Partner(s) /Operator	Outlet Telephone No.
1.	Manguresh Service Centre	Near Old Secretariat, Panaji	North Goa	Shri Gurudas Davi & Mrs. N. G. Dalvi	2435619, 9422446994, 2417739
2.	V.S.Ticlo & Sons	Near Taxi Stand Mapusa	North Goa	Shri. Glenn D'souza Ticlo	2262824, 2411516, 22663642, 9822130981
3.	Gregory Gomes	Old Goa	North Goa	Shri. Edwin Gomes	2285696, 9822102896, 2285765
4.	Shamsundar Petroleum	NH-17B, Dhawali, Ponda	North Goa	Shri. Shamsundar Mirajkar	2318946, 9822120997, 2318473
5.	Sahakari Petroleum	Curti, Ponda	North Goa	Shri. Bala Sahakari	3206053, 9326140053, 9823068599, 2315757
6.	Rane & Raut Udyog	Latabarcem, Dodamarg	North Goa	Shri. Sanjay Rane & Sh. Gurudatta Raut	9422444619, 9422642428, 6930005, 9423060668
7.	Quality Fuel Station	A-10, Kundaim Indl. Estate, NH4A Kundaim	North Goa	Shri. Anil Arlekar	3201079, 9822485285
8.	Chamundeshwari Petroleum	Nerul	North Goa	Ms Pournima Govekar	2402715, 9922484010
9.	P.S. Kavlekar	Opp. Municipal Garden Margao	South Goa	Smt. Pramila Kavlekar	2705380, 9823947419, 2759255
10.	Kunde Service Station	Padre Miranda Road, Margao	South Goa	Keshav Sinai Kunde	2715145, 9822121196, 2732309
11.	G.B. Mahajan	NH-17, Loliem, Polem	South Goa	Gopal B. Mahajan & Narayan Ramkrishna Anvekar	2640479, 9448145936
12.	Fuel Point	Mundvel, Vasco	South Goa	Shri. Sunil Morajkar	2500899, 9822127899
13.	Om Shree Vetobaa S/S	Vasco	South Goa	Shri. Rajendra Arlekar	2500488, 9822589189, 2513571
14.	Ashoka Petroleum	Arlem, Fatorda, Margao	South Goa	Shri. Ashok Korgaonkar	2749645, 9823619245



**General Administration Department**

No. 4/22/2012-GAD-II

Dated: 03-01-2013

**ORDER**

The Government is pleased to amend with immediate effect the 'Rules for the use of Government Motor vehicles of the Government of Goa' (hereinafter referred too as the "Principal Rules") as follows, namely:

In rule 26 of the Principal Rules for the use of Government Motor Vehicle of the Government of Goa, and its amendments issued vide Notification dated 15-11-1990 shall be substituted as under:

**"26-The Secretaries to Government, Heads of Department and other officers authorized under Rule 43 are permitted to use to use the vehicle for private purposes also, if they so desires, subject to the condition that an amount of Rs. 500/- per month is compulsorily deducted from their salary and fuel should not exceed quota allotted/ sanctioned. Further, the exhausting fuel quota should also not be an excuse for not performing official journeys."**

This is issued with the concurrence of Finance Department.

By Order and in the name of  
the Governor of Goa  
Sd/-

(Ajit S. Pawaskar)  
Under Secretary (GA-II)

**General Administration Department**

No. 4/22/2012-GAD-II

Dated: 15-02-2013.

Read: Rule No. 26 of "Rules for the use Government Motor Vehicles of the Government of Goa" as amended vide Order No. 4/22/2012-GAD-II/45 dated 03-01-2013 reg.

**CORRIGENDUM**

In the third line of third para of the order read in preamble, the words **"if they so desires,"** shall be omitted.

The order shall be effective from 01/03/2013.

By Order and in the name of  
the Governor of Goa  
Sd/-

(Ajit S. Pawaskar)  
Under Secretary (GA-II)

**Department of Finance (Revenue & Control)**

No. 23/1/2012-Fin (R&amp;C)

Dated: 25-06-2012

- Read:
- (1) O.M. No7/4/98-Fin (Exp) dated 1-6-1998.
  - (2) Addendum No. 7/4/98-Fin (Exp) dated 9-9-1998.
  - (3) O.M. No7/4/98-Fin (Exp) dated 11-8-1999.
  - (4) O.M. No7/4/98-Fin (Exp) dated 26-7-2001.
  - (5) O.M. No7/4/98-Fin (Exp) dated 14-9-2005.

Subject: Guidelines regarding the vehicles to be purchased for the use of Hon'ble Chief Minister/ Minister/Secretaries to Government/Heads of Departments/Joint Secretaries and by Government Departments. Corporations, Autonomous bodies under the control of State Government..... reg.

**OFFICE MEMORANDUM**

1. In the past, Government had issued standing guidelines regarding the type/model of vehicles to be purchased by the Government Departments/Corporations/Autonomous bodies under the control

of the State Government for the use as staff cars/operational vehicles as referred to in the subject matter above.

2. Keeping in view the economy and utility aspects of the vehicles and its day today operational expenses which are mounting, as also rise in prices of the vehicles; these guidelines referred to in the subject matter above have been reviewed.

3. Government is now pleased to lay down the following revised norms for purchase of vehicles to the dignitaries and other Officials as mentioned below in respect of staff cars/operational vehicles:

Sr. No.	Authority	Price ceiling limit
1	Hon'ble Chief Minister	Any car/ vehicle with a price ceiling of Rs. 13.50 lakhs
2	Hon'ble Ministers/ Leader of Opposition/Learned Advocate General/ Chairperson's of Commissions and those with Cabinet rank status	Any car/ vehicle with a price ceiling of Rs. 12.50 lakhs
3	Chief Secretary/Chairperson of Government owned Corporation/Autonomous Bodies	Any car/ vehicle with a price ceiling of Rs. 10.00 lakhs
4	Secretaries to Government, Vice Chairpersons of Government owned Corporation/Autonomous Bodies	Any car/ vehicle with a price ceiling of Rs. 8.50 lakhs
5	Additional/Joint Secretaries/District Collectors/ Heads of Departments, Managing Directors of Government owned Corporation/Autonomous Bodies	Any car/ vehicle with a price ceiling of Rs. 7.00 lakhs
6	Other Departmental Officers/Executive Officers/Field Duty Officers/Inspection Team/Officer Staff etc.	Any vehicle (such as Multi Utility Vehicle/Jeep) with a price ceiling of Rs. 7.00 lakhs

3. The colour of **all** vehicle must be white.

4. In addition to above any proposal for purchase of any special purpose vehicle other than the above or in relaxation of the above norms should be submitted to Government through Finance Department for relaxation.

5. Henceforth all purchases of vehicles shall be made in accordance with the norms specified above. It may also be noted that prior approval of Finance Department shall be necessarily obtained for purchase of vehicles (including 2 & 3 wheelers) for all Government Departments The above shall also apply to Corporations/Companies/Government Undertakings/Autonomous Bodies under the control of the State Government, including such bodies that receive maintenance grants from the Government.

6. Generally the Government discourages any net addition to the existing fleet of vehicles. Hence, proposals for purchase of new vehicles can be made only against vehicle that have been condemned and disposed off. The proposal for purchase of new vehicle shall contain a Certificate from the concerned HOD that there are no vehicles in off road condition that require condemnation and disposal.

7. Relaxation to norm at Sr. No. 6 (above) is permissible only if there is a very strong justification for the same.

8. The criteria for change/replacement of vehicles of categories at Sr. No 1 and 2 of para shall be 1,50,000 kms.

9. Before submitting the proposal to Finance Department for approval, the Department should compare the price of the proposed model/variant of vehicle with DGS&D rate (without addition of entry tax) with the local ex-showroom price (without addition of local VAT) and accordingly recommend the lower price for approval. In any case no relaxation/exemption from payment of entry tax will be considered.

10. It may also be noted that no additional accessories shall be commissioned to the entitled vehicle already purchased by the Department on the ground of the enhanced monetary limits indicated in the Circular.

11. The above instructions shall come into force with immediate effect.

12. These instruction contained in this O.M. should not be construed as permission/authorization to any Government Department/Corporation/Autonomous Bodies to purchase vehicles as above. In all prior approval of the Government and Finance Department is essential.

13. This issues with the approval of the Government and in supercession of the references quoted in preamble above.

Sd/-

(Ajit S. Pawaskar)

Under Secretary (Finance) (R&C)

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**General Administration Department**

No. 11/165/2010-GAD

Dated 24-11-2011

**OFFICE MEMORANDUM**

1. It has been noticed that Government Officials/Officers who are entitled /allotted Government vehicles make use of Government vehicles for travelling beyond the boundaries of the State of Goa without prior permission of the Competent Authority. Such acts are highly objectionable and against the established norms. The approval of the Competent Authority should in-variably be obtained in writing and record kept thereof, by the concerned Department.

2. Attention is therefore invited to clause 11 of the 'Rules for the use of Government Motor Vehicles of Government of Goa' wherein it is explicitly stated that whenever vehicle is required to be taken for official work beyond the boundaries of the State of Goa, prior approval of Chief Secretary shall be obtained.

3. It is therefore enjoined upon all concerned to avoid such lapses failing which action as deemed fit will be taken against the concerned officials/Officers.

This issue's with the approval of Chief Secretary.

Sd/-

(Ajit S. Pawaskar)

Under Secretary (Finance)(R&C)

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**General Administration Department**

No. 15-272004-GAD (Part-I)

Dated: 12-06-2008

**CIRCULAR**

Government vehicles have prescribed fuel quota and regulated as per O.M. No. 11-13-90-GA&C dated 30-10-1990 except in those cases wherein a specific quota has been allotted by the Government. However it is noticed that the Officials/departments are consuming fuel in excess of the prescribed/sanctioned quota.

With the recent hike in the petroleum product mainly petrol and diesel; conservation of fuel and judicious use of vehicles has become imperative. All the Secretaries/Joint Secretaries to Government & Heads of Department are requested to ensure that office vehicles are used judiciously and tours conducted on merit and need basis only.

In view of above Government Garage shall henceforth block fuel supply to vehicles of HOD's Joint Secretaries including those of Secretaries to Government beyond the prescribed limits for the given month.

This issues with the approval of the Chief Minister.

Sd/-

(H.T. Toraskar)

Under Secretary (GA-II)

**Finance (Rev. & Cont.) Department**

No. 23/1/2007-Fin(R&amp;C)

Dated 23-07-2007

**OFFICE MEMORANDUM**

Finance Department is receiving proposals from various Departments for purchase of new vehicles at regular intervals. Many a times it was observed that the proposals received are incomplete, as regards number of vehicles in working condition and not in working condition, strength of drivers and deployment of vehicles, etc.

In view of above, the Department invited information vide circular of even number dated 12.04.2007 from all the Departments, Offices and Corporation/Autonomous Bodies. On going through the information received, it is observed that in all there are 168 vehicles not in working condition.

All such, vehicles not in working condition, need to be either made road-worthy or to be condemned and disposed by following standard procedure. Otherwise the value of such vehicles will deteriorate day by day and returns to the Government will reduce substantially. Therefore, all the following Departments are hereby directed to take appropriate action either to make the vehicles road-worthy or to dispose them off within a period of three months of the issue of this Office Memorandum by following procedure as per standing guidelines:-

<b>SR. NO.</b>	<b>NAME OF THE DEPARTMENT</b>	<b>NO. OF VEHICLES</b>
1	Goa College of Pharmacy	1
2	Directorate of Prosecution	1
3	I.P.H.B.	1
4	Office of Chief Electrical Engg.	8
5	Registrar of Co-op Societies and Ex-Officio Jt. Secy. to Govt. of Goa	3
6	Directorate of Planning, Statistics and Evaluation	1
7	Directorate of Fisheries	1
8	Office of Controller, Legal Metrology	1
9	Goa Legislature Secretariat	1
10	North Goa Planning and Dev. Authority	4
11	Administrative Tribunal	1
12	Office of the Commissioner Labour and Employment	1
13	Goa Handicrafts Rural and Small Scale Ind. Dev. Corpn. Ltd.	1
14	Goa Public Service Commission	1
15	Directorate of Art and Culture	1
16	Kadamba Transport Corporation Ltd.	46
17	State Directorate of Craftsmen Training	1
18	Office of the Principal, Govt. Polytechnic, Altinho	1
19	District Rural Development Agency	1
20	Goa University	1
21	Goa Medical College	7
22	Electricity Department	2
23	Goa Meat Complex Limited	3

24	Office of the Director General of Police	14
25	Directorate of Animal Husbandry and Vet. Serv.	8
26	Town and Country Planning Department	4
27	District and Sessions Court, Margao	1
28	Goa College of Arts, Science and Commerce, Sanquelim	3
29	Directorate of Technical Education	1
30	Directorate of Transport	6
31	Goa Dental College & Hospital, Bambolim	1
23	Collectorate of South Goa	2
33	Govt. College of Arts Science & Commerce, Quepem	2
34	Directorate of Health Services	5
35	Directorate of Agriculture	5
36	Department of Tourism	1
37	Goa Naval Unit NCC	1
38	Office of the Chief Conservator of Forest	2
39	Office of the Commandant General Home Guards and Dir. Civil Defence	2
40	Office of Chief Engineer Water Resources Department	20
41	Directorate of Education	1

All Heads of Departments mentioned above are requested to comply with the instructions within the stipulated time. It may please be noted that non-compliance of the same will be viewed seriously and no further proposals for purchase of new vehicles of such Departments will be entertained.

Sd/-  
(Vasanti H. Parvatkar)  
Under Secretary Fin(R&C)

### Finance (Exp) Department

No. 7/4/98-Fin (Exp)

Dated: 14-09-2005.

Read: (1) O.M. No7/4/98-Fin (Exp) dated 1-6-1998.  
(2) Addendum No. 7/4/98-Fin (Exp) dated 9-9-1998.  
(3) O.M. No7/4/98-Fin (Exp) dated 11-8-1999.  
(4) O.M. No7/4/98-Fin (Exp) dated 26-7-2001.

Subject: Guidelines regarding the type/model of vehicles to be purchased by Government Departments/Corporations/Autonomous Bodies under the control of State Government.

### OFFICE MEMORANDUM

1. Government had issued standing guidelines regarding the type/model of vehicles to be purchased by the Government Departments/Corporations/Autonomous Bodies under the control of the State Government for the use as staff cars/operational vehicles as referred to in preamble above.

2. Keeping in view the economy and utility aspects of the vehicles and its day-today operational expenses, these guidelines referred to preamble above have been reviewed. Government is now pleased to lay down the following revised norms for purchase of vehicles to be used as staff cars/operational cars:

Sr. No.	Authority	Type of vehicle
1	Chief Minister/Ministers	Any vehicle whose price is less than or equal to that of Maruti baleno a/c car VXi (Euro III norms)
2	Secretaries to Government/Chairman/Vice Chairman of Government Corporation	Any vehicle whose price is less than or equal to that of Maruti Esteem a/c car VXi (Euro III norms)
3	Heads of Department/Joint Secretaries/Managing Directors of Government Corporation	Amended to any vehicle whose price is less than or equal to Maruti Zen a/c car VXi (Euro III norms)
4	Other Departmental staff	Maruti Gypsy/Mahindra Jeep/Tempo Trax/Tata Sumo (in case it is required by Survey Team/Inspection Team, Squad of Revenue Collecting Departments such as Sales Tax, police. R.T.O. etc.

3. Finance Department shall from time to time, identify exact models of Maruti cars and their price for determining the costs in para (2) above.

4. The colour of all vehicles must be white.

5. In addition to above, any proposal for purchase of other vehicles should be submitted to Government through Finance Department for relaxation.

6. Henceforth all purchases of vehicles shall be made in accordance with the norms specified above. It may also be noted that prior approval of Finance Department shall be obtained for purchase of vehicles for all Government Departments.

7. The above norms shall also apply to Corporations/Companies Government Undertakings under the control of State Government.

8. Normal condemnation Rules shall also apply to all vehicles including Corporations, Government Undertakings. In other words, if any vehicles is satisfied the requirements for condemnation contained in the Goa Delegation of Financial Power Rules, 1997 then new purchases can be taken place as per model stated in column No. 2 above.

9. It may also be noted that no additional accessories shall be commissioned to the entitled based model of Maruti already purchased by the Department.

10. No purchases shall be permitted solely on the ground of the change indicated in this circular. The purchases has to be justified as replacement of condemned vehicles only of the entitled category.

11. The above instructions shall come into force with prospective effect.

12. This issues in supersession of the references quoted in preamble above.

Sd/-

(Shrikant M. Polle)

Under Secretary (Fin-Exp)

### Finance (Expenditure) Department

No. 7/4/98-Fin (Exp)

Dated: 26<sup>th</sup> July, 2001.

Read: (1) O.M. No7/4/98-Fin (Exp) dated 1-6-1998.

(2) Addendum No. 7/4/98-Fin (Exp) dated 9-9-1998.

(3) O.M. No7/4/98-Fin (Exp) dated 11-8-1999.

Subject: Guidelines regarding the type/model of vehicles to be purchased by Government Departments/Corporations/Autonomous Bodies under the control of State Government.

### OFFICE MEMORANDUM

1. Government has issued standing guidelines regarding the type/model of vehicles to be purchased by the Government Departments/Corporations/Autonomous Bodies under the control of the State Government for the use of staff cars/operational vehicles as referred to in preamble above.

2. These guidelines referred to preamble above have been reviewed. Government is pleased to lay down the following revised norms for purchase of vehicles to be used as staff cars/operational cars:

Sr. No.	Authority	Type of vehicle
1	Chief Minister/Ministers	Any vehicle whose cost is equivalent to or less than the price of Maruti Baleno (A/C-car)
2	Secretaries to Government/Chairman/Vice Chairman of Government Corporations	Any vehicle whose cost is equivalent to or less than the price of Maruti Esteem (A/C-car)
3	Heads of Department / Joint Secretaries / Managing Directors of Government Corporations	Any vehicle whose cost is equivalent to or less than the price of Maruti Zen (A/C-car)
4	Other Departmental staff	Maruti Gypsy/Mahindra Jeep/Tempo Trax/Tata Sumo (in case it is required by Survey Team/Inspection Team, Squad of Revenue Collecting Departments such as Sales Tax, Police, R.T.O. etc.)

3. Finance Department shall from time to time, identify exact models of Maruti cars and their price for determining the costs under para (2) above.

4. The colour of all vehicles must be white.

5. Besides the above, proposal for purchase of other vehicles should be submitted to Government through Finance Department for relaxation.

6. Henceforth all purchases of vehicle shall be made in accordance with the norms specified above. Prior approval of Finance Department shall be obtained for purchase of vehicles for all Government Departments.

7. The above norms shall also apply to Corporations/Companies/Government Undertakings under the control of State Government. Normal condemnation Rules shall also apply to these Bodies.

8. The above instructions shall come into force with immediate effect.

9. This is issued in supersession of the references quoted in preamble above.

Sd/-  
(Yvonne Cunha)  
Under Secretary (Finance-Exp)

### Finance (Budget) Department

No. 1-27-98/Fin (Bud)

Dated: 16<sup>th</sup> June, 1998.

### OFFICE MEMORANDUM

**Sub: Delegation of Finance Powers Rules, 1997-Power to purchase stereo and speakers for motor vehicles.**

It is hereby clarified for the information of all concerned that proposals for purchase of vehicle music system require prior approval of Finance Department.

This may kindly be noted for strict compliance.

Sd/-  
(L.F. Correia)  
Under Secretary Finance (Budget)

**General Administration & Coordination Department**

No. 11-13-90-GA&amp;C

Dated 30<sup>th</sup> October, 1990.**OFFICE MEMORANDUM**

1. In supersession of Office Memorandum of even number dated 18<sup>th</sup> September, 1990, it has decided by the Government that the following instructions in respect to economy in use of petrol/diesel/petroleum product by the Government vehicles/Autonomous bodies etc. shall be followed w.e.f. 1-11-1990:

- 1) A quota of 200 liters per month has been fixed for the car allotted to Chairman of the Statutory bodies, Corporations/Autonomous bodies, Local bodies and the Chief Secretary.
- 2) A quota of 150 liters per month for the car allotted Secretaries to Government, Heads of Departments of Police, P.W.D., Irrigation and Electricity Department.
- 3) A quota of 100 liters per month for the car of the Heads of Department of Health Services, Education, Agriculture, Animal Husbandry & V.S., Fisheries, Excise, Transport and Fire Services. This will also include the car allotted to Collectors of North and South District and District Superintendents of police.
- 4) The quota of 75 liters per month has been fixed for the car of the remaining Heads of Departments.

2. A 25% cut shall be imposed on the consumption of Diesel/Petrol as compared to actual figures of consumption, during the preceding one year. This will not apply to Ambulances, buses of Educational Institutions, K.T.C. buses and Ferry-boats.

- 1) In case of Departments like Police where in emergent situations, petrol/diesel is used beyond allotted quota, then in such cases the Heads of Departments may immediately thereafter refer the matter to the Government for ex-post facto approval.
- 2) In the cases where additional consumption is anticipated in advance such as that required V.I.P. visit or special Conferences or Festival, etc. the proposal for enhanced consumption should be sent well in advance.
- 3) No additional funds will be made available to meet the expenditure on POL.
- 4) The ban on plying vehicles on Sundays is lifted.

Sd/-  
(Shakti Sinha)  
Secretary (GA)

**General Administration & Coordination Department**

No. 15-3-80-GA&amp;C (P.F)

Dated 18<sup>th</sup> September, 1990.**OFFICE MEMORANDUM**

Government of India has recently issued directions regarding overall reduction in petroleum and related products. In the context of the directions of Government of India, the following instructions are issued for strict compliance by all concerned:

(i) No Government vehicle will ply on Sundays. This restriction, however, will not apply to vehicle which are required to be used for any exigency. Under this category, vehicles belonging to the departments of Power, Water Supply, Medical River Navigation, Police and Fire Services are included. However, only those vehicles of these departments which are exclusively deployed for dealing with emergency situations shall be used.

(ii) There shall also be an across the board 10% reduction in the consumption of petrol from existing budget allocation. As there is a separate Budget Head for POL consumption, it has been decided that a monthly quota of petrol/diesel shall be fixed for departmental vehicles by each Head of the Department and this shall be intimated to Secretary (GA) by all Heads of Departments by 25<sup>th</sup> September, 1990, if not already done so, far. Fixation of monthly quota will take place after taking



into consideration 10% cut in the consumption of petrol/diesel from the existing budget. Moreover, re-appropriation for providing extra funds in the POL account shall not be permitted under any circumstances.

(iii) As regards system of issue of credit slips by the Government Garage it has been decided that henceforth no credit slips shall be issued unless it has the specific approval of the Head of the Department concerned who shall be responsible for ensuring that petrol/diesel consumption does not exceed the permitted limit as laid down for the Department.

(iv) The above instructions shall also be applicable to the vehicles of the state owned Corporations and autonomous statutory bodies including Municipalities.

(v) The monthly quota restrictions will not apply to staff cars of Ministers and Secretaries to the Government.

(vi) All Heads of Department are directed to follow the above instructions scrupulously. Any deviation or lapse in its implementation shall be viewed seriously.

(vii) These instructions will come into force with immediate effect.

Sd/-  
(M. M. Lal)  
Secretary (GA)

### **General Administration & Coordination Department**

No.-

Dated: 05-10-1987

#### **Rules for the use of Government Motor Vehicles of Government of Goa**

##### **PRELIMINARY:**

This Rule shall be called Rules for the use of Government Motor Vehicles of Government of Goa. These Rules shall apply to all Government vehicles under the Offices and Departments of the Government.

In the case of special purposes vehicles such as Ambulances, Fire Fighting Vehicles, etc., not designed for regular transport of personnel, the Controlling Office shall modify these rules subject to the following modifications:

- (i) No special purpose vehicle shall be used for any non-duty journey.
- (ii) Journey on official duties shall be governed by the principles prescribed in these Rules or other instructions on the subject approved by the Government.
- (iii) Records prescribed shall be maintained with appropriate modifications if need be.

##### **I. Control of vehicles and responsibilities of Controlling Officer:**

1 – Every Government vehicle or group of vehicles shall be placed in charge of a specified Controlling Officer designated as such by Government/Head of the Department, or any other authority authorized by the Head of the Department. The Controlling Officer shall be an officer of gazetted rank unless such an officer is not available where the control is located.

2 – The Controlling Officer will be responsible for the proper use, care and maintenance of the vehicle or regulating its journeys generally in accordance with these rules.

3 – He shall maintain –

- (a) Log book in prescribed form (Annexure I).
- (b) The record of repairs and replacement indicating the cost and the dates on which carried out and of spare parts.
- (c) A register showing cost of petrol, etc. consumed and all incidental receipts and expenditure.
- (d) An inventory of the equipments.

4 – The drawing and disbursing officer, where he is separate from the Controlling Officer, shall record the following certificate on the contingent bills in support of the expenditure on consumption of petrol –

- (a) Certified that quantity of petrol purchased has been entered in the log book of the respective vehicles.
- (b) Certified that the necessary recoveries under rules 25 have been made/or are being made from the parties concerned using the vehicles for non-duty journeys.

5 – The Controlling Officer, shall personally check the inventory of equipments every month and arrange to recover any loss arising out of negligence or fault from the persons concerned. He should also have the vehicle tested every six months for fitness for journeys and place a report on record.

6 – He should report in the month of January of every to his next superior officer the summary of expenditure incurred on the maintenance of each vehicle under his control and the receipts on its account under the following heads:

- (1) Expenditure (with reference to the bill concerned):
  - (a) For petrol, oil and lubricants.
  - (b) For the supply or replacement of tyres, batteries, parts and tolls.
  - (c) For repairs other than replacement.
  - (d) Servicing.
  - (e) Traveling allowance and daily allowance for Drivers.
  - (d) Other items, if any, with details.
- (2) Receipts (Hire charges):
  - a) Amount due for the month.
  - b) Amount recovered.
  - c) Amount pending recovery –
    - (i) For the month.
    - (ii) Previous arrears.
- d) Analysis of the amount pending recovery indicating -
  - (i) Name and designation of Officer from whom due.
  - (ii) Period of claim.
  - (iii) Amount due.
- e) Remarks including action taken for the recovery of pending dues.

7 – He will be personally responsible for the proper and prompt recovery of all charges recoverable for the use of vehicles and their credit of Government as miscellaneous receipt of the Department.

8 – On transfer from his post he will hand over the vehicle to his successor, complete with all spare wheels, tyres, tools etc. and mention the fact in his charge report.

## **II. Use of Vehicles for Official Purposes:**

9 – Unless otherwise permitted by these rules, the vehicles are intended to be used only for bonafide official purposes within the State, including tours of officers.

*Notes:* 1) Journeys performed with the prior sanction (general or special) of the Government/Head of the Department on the following occasions may also be treated as official:

- (i) Journeys performed by officers for attending parties, receptions, etc. for which invitations have been extended to them by virtue of their office and which, in their discretion, they decide to attend, subject to availability of vehicles.
- (ii) Journeys performed by non-officials who are asked to attend an official meeting in public interest and who after meeting is over, have to be dropped at their respective places of business/residence.
- (iii) Journeys performed when officers have be picked up from their residence or dropped back in cases, when they are required to attend meeting,
  - (a) during the normal working hours, if the meeting have been convened at places outside their normal places of work or
  - (b) outside the normal working hours.

- (iv) Journeys performed in case of emergency, when an officer on being suddenly taken seriously ill or on meeting either to a hospital or to his residence. The Officer concerned should place on record a certificate indicating the circumstance necessitating such journeys.

*Notes:* 2) The Controlling Officer or any authority to whom such officer is subordinate may issue orders imposing further restrictions on the use of the vehicles in order to keep expenditure within the limit of available funds.

*Notes:* 3) The use of vehicles on official duty for the conveyance of files or tappals between office and residence is not permitted except in case of emergencies and with the sanction of Head of Department/Secretary/Under Secretary.

10 – A Government servant in receipt of conveyance allowance should not normally use Government vehicle for journeys within his local jurisdiction.

11 – Whenever a vehicle is required to be taken for official work beyond the boundaries of the State, prior approval of the Chief Secretary shall be obtained.

12 – When vehicles are used for journeys on official duty exceeding eight kilometers from headquarters no charges will be made for their use, and the officers will be entitled to D.A. as per the Rules.

13 – In case of journeys performed by Private Secretaries/Personal Staff of a Minister in vehicle from their residence or the residence of their Minister, etc., to the Railway Station or Air Port and back in order to receive or see off the Minister, the journeys will be treated as official only if they are undertaken under the instructions of the Minister. An entry to this effect should be made in the log book by the Private Secretary.

14 – A journey performed in a vehicle by a member of the personal staff of a Minister, from his residence to the residence of the Minister and back, 'may be treated as official' if it is undertaken at the instance of the Minister in the interests of public service. Similar other journeys performed in a vehicle by a member of the personal staff of a Minister, at instance of the Minister in the interests of public service may also be treated as official.

In every such case also an entry should be made in the log book by the Private Secretary concerned to the effect that the journey was undertaken in the interest of public service and was authorized by the Minister.

### **III. Use of Vehicles by Touring Officers:**

15 – Touring Officers not under the administrative control of the Government who come to Panaji or any other place where Government has vehicle, may be allowed its use for the limited purpose of journeys, from Air Port/Railway Station to residence, office etc., and vice versa.

*Note:* The term 'touring officer' occurring in these rules denotes any officer on tour.

16 – Officer of Quasi-Government organization/Public sector undertaking on tour may, if so desired, be allowed, the use of Government vehicles provided:

- (i) The Officer concerned is on tour in connection with some assignment of the Office/Department whose vehicle he proposed to use and
- (ii) Necessary payment is made by him towards hire charges calculated as for non-duty journeys.

17 – A touring officer under the administrative control of the Government may also be allowed similar use of vehicles but the officers concerned should not be allowed to draw the mileage allowance, they should be required a certificate along with their T.A. Bill, as to whether or not the vehicle was used by them.

18 – The use of vehicles for journeys from residence/Officer to the Air Port/Railway Station and vice versa by touring officers in lieu of mileage allowance should be regarded as authorized.

19 – Touring Officers of the Government may be allowed at the halting station the free use of vehicle for official work within a radius of eight kilometers or the Municipal limits whichever is more

distant, subject to the condition that the touring officers will not be entitled to exchange daily allowance for road mileage even if the distance travelled exceeds 32 kilometers. As far as possible such touring officers will travel with officers serving at the station (as headquarters) where the vehicle is available.

20 – The use of vehicles may be permitted by touring officers of the Government at the halting stations for journeys between places of halt/residence and office when municipal limits, provided that

- a) no increase in the number of vehicles is allowed on the account;
- b) no vehicle is exclusively placed at the disposal of the touring officers;
- c) all journeys are properly logged.

*Notes:* Journeys undertaken by a touring officer between his place of halt/residence and office for non-duty purposes (e.g. for lunch/dinner, other than official lunch/dinner of the type mentioned in Note (1) (i) below Rule (9), should be treated as non-duty journeys and charged for in accordance with Rule 25.

#### **IV. Use of vehicles for Non-duty Purposes:**

21– The Government vehicles may be permitted to be used on non-duty journeys to a limited extent by the Secretaries and Head of Departments provided official requirements are not interfered with in any way. This concession may be extended to other Government servants also in special cases. The authority competent to permit non-duty journeys will be the Controlling Officers.

22 – The following classes of journeys on non-duty purposes are permissible –

- a) Occasional journeys performed by officers from their residence to office and vice versa.
- b) Urgent visits to hospitals for themselves.

23 – The use of vehicles is not permissible for journeys to places of entertainment, public amusements, parties and pleasures trips etc., provided that such use as a non-duty journey may be sanctioned on the specific sanction of the Controlling Officer for group of Government servants as a measure of collective amenity, in the case of vehicles with the carrying capacity of eight or more persons.

24 – Government or the head of the Department may decide whether a particular journey should be treated as private or official.

25 – Duty journeys shall have preference over no-duty journeys.

26 – 2[The Secretaries to Government, Heads of Department and other Officers authorized under Rule 43 are permitted to use the vehicle for private purposes also, 3[ ] subject to the condition that an amount of Rs. 500/- per month is compulsorily deducted from their salary and fuel should not exceed quota allotted/sanctioned. Further, the exhausting fuel quota should also not be excuse for not performing official journeys.]

27 – Detention charges at the rate of Rs. 2.00 per hour, if vehicle is detained for non-duty purpose irrespective of the detention of the vehicles being within or outside the normal hours of the vehicles. The period of detention will be noted by the Officer concerned in the log book and detention charges will be recoverable on the basis thereof.

28 – Officers should not normally use vehicle outside the normal hours of duty of the chauffeurs save on the exception at occasions, e.g. when officers are required to be dropped at their residences after attending a meeting or an essential official duty.

29 – Vehicles should not be used or allowed to be used by officer on leave.

## **V. Pay and Allowance of Vehicle Drivers:**

30 – The Chauffeurs of vehicles will be treated as members of the regular establishment.

31 – The normal working hours of the chauffeurs will be from 9.00 a.m. to 6.00 p.m. with a lunch break of half-an-hour.

*Note:* The Controlling Officer may, however so prescribe the working hours of the chauffeurs according to administrative convenience and requirements that the total number of hours of effective duty does not exceed 8 ½ hours per day.

32 – No special allowance is admissible to chauffeurs for cleaning and washing vehicles as such services form of normal part of their duties. No cleaner shall be separately appointed for keeping the vehicles clean and washed.

33 – Government vehicles shall be driven only by Drivers allotted for its driving and maintenance. They shall ensure –

- a) cleanliness of the vehicle
- b) maintain service card
- c) maintain availability of common spare parts like spanner set, extra plug, fan belt, etc and
- d) wear uniform

On emergencies or when the driver is not available, the vehicles may be driven in such exceptional circumstances by officers having valid driving licenses only.

## **VI. Log Book:**

34 – Log book shall be maintained in the prescribed form (Annexure I). Entries in the log books should be made in ink.

35 – Officers using staff cars should note in the book the mileage at the start and the completion of their trips after verifying the milometer and give sufficient particulars indicating that the journeys were on official business.

36 – It shall be open to an officer to have the entries in the log book made and signed on his behalf by his personal assistant. In such cases, however the officer concerned will be personally responsible for the accuracy of the information recorded in respect of the trip.

37 – Where it will not be in the public interest to give full details of the journeys in the log books the insertion of the word 'Secret' in the appropriate columns of the log book countersigned by a Superior Officer would suffice.

38 – Log book in respect of each vehicle should be closed at the end of the month and summary prepared in the log book showing the details of duty and non-duty journeys performed during the month in Annexure II.

39 – The log books may be preserved for a period of five years from the date of the entry in them or one year after their examination in Local Audit whichever is earlier, provided, however, that no log book becoming due for destruction after the stipulated period should be destroyed until the settlement of all audit objections relating to any entry therein.

## **VII. Testing, Servicing and Repairs:**

40 – (i) Every vehicle should be got tested by an officer of the Motor Vehicles Department or other technically competent authority as may be determined by the Government for its fitness once in a year.

(ii) Along with the testing of fitness, the rates of fuel consumption should also be fixed with reference to the kms. or miles. The rate of fuel consumed thus fixed should be noted with date in the log book, under the signature of the authority who has fixed it.

(iii) Every vehicle should be serviced properly at intervals. The previous orders of the Government regulating the execution of servicing and repairs to Government vehicles will be followed strictly. The Controlling Officer will be responsible for the correct implementation of the above instructions.

(iv) Old and unserviceable vehicles will be disposed of to the best advantage of the Government in accordance with the Financial Rules and instructions of the Government.

### **VIII. Miscellaneous:**

41– Government vehicles other than those specifically exempted by the Government to prevent the disclosure of their identity shall carry a suitable written board indicating the name of the department or office to which it belongs. Vehicles which do not display such boards shall pay toll fees at toll gates. If it is observed that the vehicles are not displaying such boards, the concerned Head of Department/Office may withdraw it from the using officer or cancel its allotment to the concerned officer.

42 – Complaints about misuse of vehicle received should be investigated by the concerned Head of Department/Offices. In each case of receipt of such complaint, findings of the enquiry should be reported to the Chief Vigilance Officer within 2 months.

43 – The Secretaries to Government and full-fledged Head of Departments under Delegation of Financial Power Rules are permitted to make use of the Government vehicle from residence to office and vice versa. They can also allow the vehicle to be parked at their residential garage. This will enable fuel saving by avoiding idle journeys. The concerned officers shall be fully responsible for the safety and care of the vehicle parked in their garages.

44 – Government vehicles for official journeys to Air Port, Railway Stations, bus stands, etc. and back in connection with official tours and to attend Government sponsored functions will be permissible. However, wherever possible, if more than one officer is going to the same place or function, they should travel together in order that there is economy in the consumption of fuel.

45 – The Government may add or modify these Rules or issue appropriate instructions/orders from time to time.

By Order and in the name of  
Governor of Goa

Sd/-  
(A.V. Pimenta)  
Under Secretary (GA-II)

- (1) Amendment vide notification dated 15/11/1990 substituted vide notification dated 03-01-2013.  
(2) Amendment vide notification dated 03-01-2013 published in the Official Gazette Series I no. 41 dated 10-01-2013.  
(3) Omitted vide notification dated 15-02-2013 published in the Official Gazette Series I no. 48 dated 28-02-2013

## Goa Civil Service

PERSONNEL DEPARTMENT

## Department of Personnel

File No.: 6/15/2013-PER

Dated: 01-11-2018

### OFFICE MEMORANDUM

**Subject:- Annual Medical Health check-up for the Goa Civil Service Officers**

The Government of Goa is pleased to frame the following policy for mandatory Annual Medical Health Check-up for the officers in the cadre of Goa Civil Service as under:

1. The annual health check-up will be mandatory for all Goa Civil Service officers above the age of 40 years, till the year of their superannuation/retirement.
2. The Government shall also have powers to refer any Goa Civil Service Officer irrespective of age for mandatory medical examination.
3. The annual check-up shall be done at Goa Medical College.
4. The tests as specified in the annexure appended hereto shall be conducted as per the form in a single day and as far as possible, the reports shall be furnished within a week's time by GMC.
5. The Government may, if necessary, empanel any other private hospital recognized by Public Health Department, for conducting annual check-up. In such cases, the expenditure for conducting health check-up shall be reimbursed by the Department, where the officer is working.
6. The Personnel department shall refer the eligible Goa Civil Service officer as per the descending order of their age.
7. The Departments shall spare the services of the concerned officer on the date earmarked for mandatory health check-up and treat the period as spent on duty.
8. The Medical Superintendent (GMC) shall be nodal officer to ensure that all the necessary arrangements are made & the medical report is furnished to the officer within the stipulated period.
9. The summary of the health check-up shall be attached to the Annual Performance Appraisal Report of the concerned officer.

This issues, in consultation with the Public Health Department.

By Order and in the name of  
Governor of Goa

Sd/-  
(Harish Adconkar)  
Under Secretary (Personnel-I)

### PROFORMA FOR HEALTH CHECK UP

**Date:**

**Name**

**Age**

**Sex:M/F**

**A. Investigations Reports**

1.	<b>Haemogram</b> (i) Haemoglobin (ii) TLC (iii) DLC a) Polymorphs b) Lymphocytes c) Eosinophils d) Basophils e) Manocytes (iv) Peropherral Smear
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2.	<b>Urine Examination</b> (i) Colour (ii) Albumin (iii) Sugar (iv) Microscopic Exam
3.	<b>Blood Sugar</b> (i) Fasting (ii) Post-Prandial
4.	<b>Lipid Profile</b> (i) Total Cholesterol (ii) HDL Cholesterol (iii) LDL Cholesterol (iv) VLDL Cholesterol (v) Triglycerides
5.	<b>Liver Function Tests</b> (i) S. Bilirubin (Total) (ii) S. Bilirubin (Direct) (iii) S.G.O.T. (iv) S.G.P.T.
6.	<b>Kidney Function Tests</b> (i) Blood Urea (ii) S. Creatinine (iii) S. Uric Acid
7.	<b>Cardiac Profile</b> (i) S.LDH (ii) CK-MB (iii) S.CRP (iv) SGOT <b>For Men</b> (v) PSA <b>For Women</b> (vi) PAP SMEAR
8.	X-Ray-Chest PA View Report
9.	ECG Report
10.	USG Abdomen Report
11.	TMT Report
12.	Mammography Report (Women)
13.	<b>Gynaecological Health Check up</b> (i) Pelvic Examination a) Local Examination b) Per Vaginum (P/V) c) Per Speculum (ii) Surgical Examination (iii) Breast Examination

14.	(i) Urological Examination (For Men Only) (ii) Rectal Examination (For Men Only)
15.	<b>Systemic Examination</b> (i) Resp System (ii) CVS (iii) Abdomen (iv) CNS (v) Locomotor System
16.	<b>Eye Examination</b> (i) Distant Vision (ii) Vision with Glasses (iii) Colour Vision (iv) Tonometry (v) Fundus Examination
17.	<b>ENT</b> (i) Oral Cavity (ii) Nose (iii) Throat (iv) Larynx

**B. Medical Report of the Officer**

1.	Haemoglobin level of the officer	Normal/Low
2.	Blood Sugar Level	Satisfactory/Normal/High/Low
3.	Cholesterol level of the officer	Normal/High/Low
4.	Liver functioning	Satisfactory/normal/dysfunctioning
5.	Kidney Status	Normal/Both-one kidney not functional optimally
6.	Cardiac Status	Normal/enlarged/blocked/not normal

**C. Summary of Medical Report (only copy of this part is to be attached to APAR)**

1.	Overall Health of the Officer	
2.	Any other remarks based on the health medical check up of the officer	
3.	Health profile grading	

**Date:**

**Signature of Medical Authority**  
**Designation**

**Department of Personnel**

No. 3/1/2012- PER

Dated: 16-08-2016

**NOTIFICATION**

In exercise of the powers conferred by the proviso to article 309 of the Constitution of India and all other powers enabling it in this behalf, and in supersession of the Goa Civil Service Rules, 1997, the Governor of Goa, in consultation with the Goa Public Service Commission conveyed vide their letter No. COM/II/13/42(1)/2013/766 dated 01-08-2016, hereby makes the following rules, namely:—

*1. Short title and Commencement.*— (1) These rules may be called the Goa Civil Service Rules, 2016.

(2) They shall come into force with effect from the date of their publication in the Official Gazette.

*2. Definitions.*— In these rules unless the context otherwise requires,—

- (a) "cadre post" means any post specified in Schedule I;
- (b) "Commission" means the Goa Public Service Commission;
- (c) "Departmental examination" means such examination as may be notified by the Government from time to time for Junior Scale probationers appointed under rule 8;
- (d) "duty post" means any post specified in Schedule I and III and includes a temporary post carrying the same designation as to that of the posts specified in that Schedule and the scale of pay which is identical to that attached to the post in the Junior Scale and Senior Scale of the Service and any other temporary post declared as duty post by the Government;
- (e) "ex-cadre post" means any post specified in Schedule III;
- (f) "Government" means the Government of Goa;
- (g) "member" means the member of the Service;
- (h) "non-functional upgradation" means upgradation in pay scale as per the hierarchy of the grades specified in these rules i.e. from Junior Administrative Grade to Senior Administrative Grade without relevance to a vacancy or post.
- (i) "Other Backward Class" means the community so notified by the Government, from time to time, as Other Backward Class;
- (j) "probationer" means a person appointed to the Service on probation as specified in rule 22;
- (k) "Schedule" means either Schedule I or Schedule II or Schedule III appended to these rules;
- (l) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25), respectively, of article 366 of the Constitution of India;
- (m) "Service" means the Goa Civil Service;
- (n) "temporary post" means a post carrying a definite rate of pay sanctioned for a limited time;
- (o) "Year" means the period commencing on the first day of April and ending on the thirty-first day of March of the subsequent year;

*3. Constitution of Service.*— (1) The Service shall have five grades, namely:-

- (i) Senior Administrative Grade;
- (ii) Selection Grade;
- (iii) Junior Administrative Grade;
- (iv) Senior Scale; and
- (v) Junior Scale.

(2) All the posts in the above grades shall be Goa Civil Service posts, Group 'A' Gazetted.

(3) The posts in Senior Administrative Grade, Selection Grade, Junior Administrative Grade and Senior Scale taken together shall generally not exceed 40% of the permanent strength of the Service.

*4. Strength of the Service.*— (1) The number of posts specified in Schedule I shall be the strength of the Service.

(2) The Government may, subject to such conditions and limitations as may be specified in this behalf, by order, create such other duty posts for such period as may be specified in such order.

(3) At a regular interval of every five years, the Government may, on the recommendation of

Committee re-examine the strength and composition of the Service in consultation with the Administrative Reforms Department and the Finance Department.

(4) The Committee referred in sub-rule (3) shall consist of the Chief Secretary or any senior officer to be nominated by the Chief Secretary as its Chairperson and the Secretary (Personnel) to the Government, or any other Senior level Secretary to the Government to be nominated by the Chief Secretary, if the Secretary (Personnel) to the Government happens to be the Chief Secretary and the Additional/Joint Secretary (Personnel) to the Government as its members.

5. *Deputation of cadre officers.*— (1) The Government may, by Order, depute any member of the Service to Central Government any other State Government, local authority, Government Corporation, Statutory body or other autonomous bodies etc., fully or partly funded by the Central Government or State Government or otherwise.

6. *Cadre and ex-cadre posts to be filled by cadre officers.*— A cadre and an ex-cadre post under the Government shall be filled from the members of the Service and such posts shall not be filled by a person who is not a member of the Service except in the following cases, namely:-

- (a) In case the officer has to be assigned specialized task as per need of the Department;
- (b) If there is no suitable cadre officer available for filling the vacancy:

Provided that when a member of the Service becomes available, the person who is not a member of the Service shall be replaced by the member of the Service.

7. *Holding of more than one post by a member of the Service.*— The Government may, direct a member of the Service to hold simultaneously more than one cadre or ex-cadre post in public interest.

8. *Method of recruitment.*— Appointment to the Service shall be made by the following method, namely:-

- (a) 40% of the vacancies of the Junior Scale which occur from time to time as per the strength of the Service shall be filled by direct recruitment
- (b) The remaining 60% of the vacancies of the Junior Scale shall be filled by promotion from amongst the officers who hold any of the posts specified in Schedule II on regular basis for a minimum period of five years under the Government.

9. *Conditions of eligibility for direct recruitment.*— In order to be eligible to compete at the competitive examination, a candidate must satisfy the following conditions, namely:-

- (i) *Nationality:* He must be a Citizen of India:
- (ii) *Age:* (a) He shall be at least 21 years of age on the last date of the receipt of application;
- (b) He shall not be more than 40 years of age on the last date of the receipt of application:

Provided that the upper age limit may be relaxed by the Government in respect of the Government servants and other categories of persons as may be notified by special order issued in this behalf by the Government from time to time, provided further that the age limit of the candidate shall not exceed the limit of 50 years.

(iii) *Essential Qualifications:* (a) Educational Qualification: He must hold a degree from an University established by an Act of Parliament or any State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed University, under section 3 of the University Grants Commission Act, 1956 (Central Act 3 of 1956) or a foreign University as may be approved by the Central Government from time to time, or possess a qualification which has been recognized by the State/Central Government for the purpose of admission to the examination.

- (b) He must have knowledge of Konkani.
- (c) Knowledge of Marathi, shall be desirable.
- (iv) *Fees:* He must pay the fees as specified by the Commission.

*10. Competitive examination for direct recruitment.*— (1) The Competitive Examination for direct recruitment shall comprise a written examination and an Oral interview. The Competitive Examination shall be conducted by the Commission, in the manner notified by the Government, from time to time:

Provided whenever the Goa Public Service Commission is of opinion of conducting screening test required for shortlisting of candidates, the same should be conducted by the Commission in a manner decided by the Commission from time to time.

(2) Whenever Competitive written examination for the direct recruitment to the Junior Scale post of Service is conducted by the Commission, the results of such written examination shall be declared by the Commission by displaying the same prominently on the notice board and website of the Commission.

(3) The minimum passing percentage for competitive written examination shall be 65 percent of the total marks, the passing percentage for candidates belonging to Scheduled Castes and Scheduled Tribes shall be minimum 55 percent of the total marks and Other Backward Class, Differently Abled Persons and for Children of Freedom Fighters, it shall be minimum 60 percent of the total marks.

(4) The Commission shall invite five times the number of candidates as against the number of vacancies advertised, for the oral interview purely on merit with due regard to the policy on reservation. In case there are more candidates securing the same number of marks as the last candidate, all such candidates shall also be called for the oral interview.

(5) Marks to be allotted for written examination and oral interview shall be notified in advance in the advertisement inviting applications by the Commission.

(6) Such oral interview shall be conducted under CCTV surveillance or videography and the proceedings thereof shall also be video-recorded and such recording shall form a permanent record of the Commission.

*11. Decision of the Commission to be final.*—The decision of the Commission as to the eligibility of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

*12. List of successful candidates.*— (1) The Commission shall forward to the Government a select list, arranged in the order of merit of the candidates which shall be determined in accordance with the aggregate marks obtained by each candidate at the competitive written examination and oral interview:

Provided that if two or more candidates have secured equal number of marks in the aggregate, their order of merit shall be in the order of the marks secured by the candidates in the written examination and if the candidates have secured equal marks in the written examination then order of merit shall be as per their date of birth and if in case the date of birth is also the same then the candidate possessing higher educational qualifications will be placed higher in the merit list.

(2) The Commission while drawing the list of selected candidates shall restrict the select list of candidates to the extent of declared number of vacancies.

(3) The select list drawn by the Commission shall be valid for a period of one year from the date of receipt of the same by the Government.

(4) The Commission shall, in addition to the select list, also prepare a separate wait list up to 10% of the vacancies based on the merit of the candidates in their respective category:

Provided further that the candidates from the wait list may be recommended to the Government only on requisition being made by the Government if the candidates recommended earlier are unable to accept the offer of appointment for any reason such wait list shall not be operative for any additional number of posts, other than those advertised. The wait list shall lapse on the declaration of the date of a subsequent examination for the same category or after a period of one year from the date of preparation of such wait list, whichever is earlier.

*13. Reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled Persons.*— The reservation for Scheduled Castes, Scheduled Tribes, Other Backward Classes and Physically Disabled Persons shall be subject to the orders regarding special representation to Scheduled Castes, Scheduled Tribes and Other Backward Classes as also Physically Disabled Persons issued by the Government from time to time.

*14. Penal action.*— A candidate who is or has been declared by the Commission to be guilty of—

(i) obtaining support for his candidature by the following means; namely:—

(a) offering illegal gratification to; or

(b) applying pressure on; or

(c) blackmailing, or threatening to blackmail any person connected with the conduct of the examination; or

(ii) impersonating; or

(iii) procuring impersonation by any person; or

(iv) submitting fabricated documents or documents which have been tempered with; or

(v) making statements which are incorrect or false, or suppression of material information; or

(vi) resorting to the following means in connection with his candidature for the examination; namely:—

(a) Obtaining copy of question paper through improper means;

(b) finding out the particulars of the persons connected with secret work relating to the examination;

(c) influencing the examiners; or

(vii) using unfair means during the examination; or

(viii) writing obscene matters or drawing obscene sketches in the script; or

(ix) misbehaving in the examination hall including tearing off the scripts, provoking fellow examinees to boycott examination, creating a disorderly scene and the like; or

(x) harassing or doing bodily harm to the staff employed by the Commission for the conduct of their examination; or

(xi) violating any of the instructions issued to candidates along with their admission certificates permitting them to answer the examination: or

(xii) attempting to commit or, as the case may be, abetting the commission of all or any of the acts specified in the foregoing clauses, may, in addition to rendering himself liable to criminal prosecution under Indian Penal Code, 1860, be liable—

(a) to be disqualified by the Commission from the examination for which he is a candidate; and/or

(b) to be debarred either permanently or for a specified period by the Commission, from any examination or selection held by them;

(c) to disciplinary action under the appropriate rules, if he is already in service under Government:

Provided that no penalty under clause (a) or clause (b) as the case may be, shall be imposed except after—

(i) giving the candidate an opportunity of making such representation in writing as he may wish to make in that behalf; and

(ii) taking the representation, if any, submitted by the candidate, within the period allowed to him, into consideration,

*15. Inclusion in select list/Issue of Offer of appointment confers no right to appointment.*— The inclusion of a candidate's name in the select list prepared by the Commission/issue of Offer of appointment to the candidate shall not confer any right to appointment unless the Government accepts the recommendation of the Commission/issues the Order of appointment.

*16. Disqualification for appointment on medical grounds/Character and antecedents.*— (1) No candidate shall be appointed to the Service who after such medical examination as the Government may prescribe, is found not to be in good mental or bodily health and free from any mental or physical defect likely to interfere with the discharge of the duties of the Service.

(2) No candidate shall be appointed to the service unless the Government is satisfied, after such enquiry as may be considered necessary, that the candidate having regard to his character and antecedents is suitable in all respects for appointment to the service.

*17. Promotion to Junior Scale of Goa Civil Service.*— (1) In the month of April of every year, the Government shall prepare a combined eligibility list of officers holding various posts specified in Schedule II for promotion to the Junior Scale of the Service. Such list shall be circulated to all the officers holding such posts.

(2) An officer shall be considered as eligible for promotion to the Junior Scale of the Service, if such officer has held a post specified in Schedule II on regular basis for a period of five years.

(3) The combined eligibility list so prepared shall be based upon the seniority list vis-a-viz date of appointment shown in their respective seniority list of the posts specified in the Schedule-II.

*18. The composition of the Departmental Promotion Committee for promotion under rule 8(b).*— The Departmental Promotion Committee (hereinafter referred to as the "D.P.C. "), shall consist of:—

(i) The Chairman or a Member of the Commission..... Chairperson

(ii) The Chief Secretary or any senior officer to be nominated by the Chief Secretary.... Member

(iii) The Secretary (Personnel) to the Government, and if the Secretary (Personnel) to the Government happens to be the Chief Secretary, then any other Senior Secretary to the Government to be nominated by the Chief Secretary ..... Member.

*19. Conditions of eligibility and procedure for selection.*— The D.P.C. shall consider in the month of April every year the cases of officers holding posts specified in Schedule II for not less than five years in regular service based on the combined eligibility list prepared in accordance with rule 17.

*20. Procedure for Selection.*— (1) The D.P.C. in accordance with the rule shall prepare a select list of officers taking into account the actual vacancies at the time of selection. The selection for inclusion in the select list shall be based on seniority cum fitness in all respect for appointments to the service.

(2) The select list so prepared shall be forwarded by the Commission to the Government.

*21. Appointment to the Service.*— (1) Appointment to the Service shall be made in the order of the select lists referred to in sub--rule (1) of rule 12 and rule 20, with due regard to the proportion specified in rule 8.

(2) All appointments shall be made to the Senior Administrative Grade, Selection Grade, Junior Administrative Grade, Senior Scale or Junior Scale of the Service and not against any specific post included in the Service.

(3) All appointments to the Senior Administrative Grade, Selection Grade and Junior Administrative Grade shall be treated as non-functional upgradation.

(4) No appointment to any post of the Service through direct recruitment shall be made unless the provisions/procedure as specified in these rules has been strictly complied with.

*22. Period of Probation.*— (1) Every person appointed to the Junior Scale of the service shall be on probation for a period of two years.

(2) The Government may, if it so thinks fit, in any case, extend the period of probation upto a period of two years by recording the reasons for doing so.

(3) Notwithstanding anything contained in sub-rule (2) if during the period of probation a probationer fails to clear the departmental examination specified under rule 23, the period of his probation may be further extended up to a maximum period of two years. The period of probation may also be extended for such period as the Government may think fit in the circumstances of the case in respect of a probationer who is,

- (a) under suspension;
- (b) against whom a charge sheet has been issued;
- (c) against whom disciplinary proceedings are pending; or
- (d) against whom prosecution for criminal charge is pending.

23. *Training and departmental examination.*— (1) Every probationer shall, during the course of probation, appear at departmental training and pass a departmental examination to be conducted by the Government either through the Goa Institute of Public Administration and Rural Development (GIPARD) or any institution entrusted by the Government for the said purpose, in the manner as notified by the Government in this regards, from time to time.

(2) The training module and syllabus for the departmental examination shall be as specified by the Government in consultation with the Commission.

(3) The Goa Institute of Public Administration and Rural Development or any institution entrusted by the Government, in the calendar year, normally in the month of January, shall hold the departmental training for minimum three months followed by departmental examination for the probationers of the Junior Scale post of Goa Civil Service. The Goa Institute of Public Administration and Rural Development or any institution entrusted by the Government, while drawing the training schedule of each year, shall reserve slots for training of probationers of the Junior Scale of Goa Civil Service irrespective of candidates available for training or otherwise.

(4) A probationer who has attained the age of fifty years and who is appointed under clause (b) of rule 8 shall be exempted from passing the departmental examinations. However, he shall compulsorily undergo the training programme during the probation period.

(5) A probationer, under training, shall attend such lectures and undergo such examinations, tests and exercises as the Head of the training institute or the Government, as the case may be, may, from time to time, direct.

24. *Special departmental examination in certain circumstances.*— Where a probationer is prevented, either through sickness or other cause over which he has no control, from appearing at the departmental examination, the Government may allow him to appear at a special examination which the Head of Institute may hold for the purpose, normally within a period of three months from the last date of the departmental examination for which the probationer could not appear.

25. *Failure to pass the departmental examination.*— Where a probationer fails to obtain the minimum number of marks in any subject, group of subjects or part of the examination as specified in rule 23, the Government may allow him to re-answer the exam in the subject or subjects in which he failed, in not more than three attempts:

Provided further that this rule shall also apply to a probationer who was permitted to take a special examination in the circumstances mentioned in rule 24.

26. *Discipline and Conduct.*— While at the Institute, a probationer shall be subjected by such discipline and control of the Head of the Institute and shall obey any such general and special orders as may be given to him from time to time.

27. *Discharge of a probationer.*— A probationer shall be liable to be discharged from service or, as the case may be, reverted to the permanent post on which he holds a lien or would hold a lien, had he not been suspended under the rules applicable to him, prior to his appointment to the service, if—

- (a) he fails to pass the departmental examination; or
- (b) the Government is satisfied that the probationer was ineligible for appointment to the service or is unsuitable for being a member of the service; or



(c) in the opinion of the Government he has willfully neglected his probationary studies or duties: or

(d) he is found lacking in qualities of mind and character needed for the service; or

(e) he fails to comply with any of the provisions of these rules:

Provided that except in a case falling under clause (a) above, the Government shall hold a summary enquiry before passing an order under these rules.

28. *Confirmation in the Service.*— Where a probationer has completed his period of probation to the satisfaction of the Government, as specified under rule 22, he/she shall, subject to the other provisions of these rules, be confirmed in the cadre.

29. *Seniority.*— The relative seniority of direct recruits and promotees shall be determined in accordance with the provisions of the Goa Government (Seniority) Rules, 1967 as amended from time to time.

30. *Pay and allowances.*— The scales of pay attached to the Service shall be as follows:-

(a) Senior Administrative Grade-Pay Band-4 Rs. 37,400-67,000+ Grade Pay Rs. 10,000/-.

(b) Selection Grade-Pay Band-4 Rs. 37,400-67,000+Grade Pay Rs. 8,700/-.

(c) Junior Administrative Grade-Pay Band-3 Rs. 15,600-39,100+ Grade Pay Rs. 7,600/-.

(d) Senior Scale-Pay Band-3 Rs. 15,600- -39,100+ Grade Pay Rs. 6,600/-.

(e) Junior Scale-Pay Band-3 Rs. 15,600- -39,100+ Grade Pay Rs. 5,400/-:

Provided the above pay scales are as per the recommendation of VIth Pay Commission adopted by the Government of Goa. In the event, the pay scale changes with the subsequent Pay Commissions, such pay scales adopted by the Government shall be made applicable.

31. *Promotion to the Senior Scale.*— (1) Promotion of the Junior Scale officers to the Senior scale shall be made in consultation with the Commission on the basis of seniority subject to fitness, on the recommendation of the committee as constituted under rule 18.

(2) A Junior Scale officer with a minimum of six years of regular service in the Junior Scale of the Service shall be eligible for being considered for promotion to the Senior Scale.

32. *Appointment to the Junior Administrative Grade.*— (1) The appointment to Junior Administrative Grade shall be by promotion made on the basis of seniority, subject to fitness, on the recommendation of the D.P.C.

(2) A Senior Scale Officer with minimum of ten years of regular service in the service or four years regular service in the grade of Senior Scale shall be eligible for being considered for promotion to the Junior Administrative Grade.

33. *Appointment to Selection Grade.*— (1) The appointment to Selection Grade shall be by promotion made on the basis of seniority, subject to fitness, on the recommendation of the D.P.C.

(2) A Junior Administrative Grade Officer with minimum of fourteen years of regular service in the Service or four years regular service in the Junior Administrative grade shall be eligible for being considered for promotion to the Selection Grade.

34. *Appointment to Senior Administrative Grade.*— (1) The appointment to Senior Administrative Grade shall be by promotion made on the basis of seniority, subject to fitness, on the recommendation of the D.P.C.

(2) A Selection Grade Officer with minimum of nineteen years of regular service in the Service or four years regular service in the Selection Grade shall be eligible for being considered for promotion to the Senior Administrative Grade.

35. *Next Below Rule.*— When an officer is considered for appointment by promotion to the Senior Scale, Junior Administrative Grade, Selection Grade and Senior Administrative Grade, all officers senior to him shall be considered, irrespective of the fact whether or not they fulfil the requirement as to the minimum service prescribed for the promotion by invoking the next below Rule.

**36. Benchmark, Grading and Preparation of Select List.**— The benchmark and grading for promotions under these rules shall be as follows:—

Category of Officers	Benchmark	Grading to be given by DPC	Preparation of Select list
PB-2 and PB-3 upto Grade Pay Rs. 6,600.	Good	Fit/Unfit	Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade subject to availability of vacancies.
For Grade Pay Rs. 7,600 to Rs. 8,700	Very Good	Fit/Unfit	Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade.
For Grade Pay Rs. 10,000	Outstanding or Very Good and above shall invariably be available in all APAR's of all the years considered by DPC	Fit/Unfit	Those who are graded as 'fit' shall be included in the select panel in order of their inter se seniority in the feeder grade.

**37. Disqualification.**— (i) No person shall be qualified for appointment to the service unless he is a citizen of India.

(ii) No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to, or continue in the service.

**38. The crucial date for eligibility of officers for promotion.**— The crucial date for determining the eligibility of the officers for promotion to any grade in the Service shall be the first day of April of the year in which the D.P.C. meets.

**39. Regulations.**— The Government may make regulations or issue instructions in consultation with the Commission, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

**40. Residuary matters.**— In regard to matters not specifically covered by these rules or by regulations, the members of the service shall be governed by the rules, regulations and orders applicable to corresponding officers serving in connection with the affairs of the State of Goa.

**41. Interpretation.**— If any question arises as to the interpretation of these rules, the same shall be decided by the Government in consultation with the Commission.

**42. Saving-** Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other Special categories of persons, in accordance with the orders issued by the Government from time to time in that regard.

**43. Power to relax.**— Where the Government is of the opinion that it is necessary or expedient so to do it may by order, for reasons to be recorded in writing and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

### **SCHEDULE-I**

(See rule 4)

The permanent strength of the Service and the nature of posts included therein are as follows.—

#### **Sanctioned Strength**

(1) Specific posts under the Government of Goa	176
(2) Deputation/Leave/Training Reserve	111
<b>Total</b>	<b>287</b>

Inclusive of posts added subsequent to the formation of the Service.

The above figures include the following posts:-

### Senior Posts

- |  |      |
|--|------|
| (1) Heads of Departments                                       | - 24 |
| (i) Registrar of Co-operative Societies                        |      |
| (ii) Director of Civil Supplies and Consumer Affairs           |      |
| (iii) Director of Transport                                    |      |
| (iv) Director of Social Welfare                                |      |
| (v) Director of Printing and Stationery                        |      |
| (vi) Director of Settlement and Land Records                   |      |
| (vii) Director of Urban Development                            |      |
| (viii) Director of Panchayats                                  |      |
| (ix) Director of Vigilance                                     |      |
| (x) Director of Women and Child Development                    |      |
| (xi) Director of State Lotteries                               |      |
| (xii) Director of Mines  |      |
| (xiii) Director of Official Language                           |      |
| (xiv) Director of Tribal Welfare                               |      |
| (xv) Joint Chief Electoral Officer                             |      |
| (xvi) Director of Handicrafts, Textile and Coir                |      |
| (xvii) Director, (NRI-Affairs)                                 |      |
| (xviii) Director, Public Grievances                            |      |
| (xix) Director, Civil Aviation                                 |      |
| (xx) Director of Information and Publicity                     |      |
| (xxi) Director of Archives                                     |      |
| (xxii) Director of Environment                                 |      |
| (xxiii) Director of Science and Technology                     |      |
| (xxiv) Director of Higher Education                            |      |
| (2) Joint Secretaries/Additional Secretaries to the Government | - 12 |
| (3) Additional Collectors of Districts/Talukas                 | - 6  |
| (i) Additional Collector-I (North)                             |      |
| (ii) Additional Collector-II (North)                           |      |
| (iii) Additional Collector-III (Mapusa)                        |      |
| (iv) Additional Collector-I (South)                            |      |
| (v) Additional Collector-II (South)                            |      |
| (vi) Additional Collector-III (Ponda)                          |      |
| (4) Directors of Administration in the following Departments   | - 6  |

(i) Directorate of Education	
(ii) Directorate of Health Services	
(iii) Goa Medical College	
(iv) Electricity Department	
(v) Public Works Department	
(vi) Water Resources Department	
(5) Additional Commissioner of Commercial Taxes	- 2
(6) Additional Commissioner of Excise	- 1
(7) (i) Additional Director of Vigilance-I	- 2
(ii) Additional Director of Vigilance-II	
(8) (i) Additional Director Panchayats-I	
(ii) Additional Director of Panchayats-II	- 2
(9) Superintendent of Jails	- 1
(10) Additional Inspector General of Prisons	- 1
(11) Deputy Controller (Civil Defence)	- 1
(12) General Manager (DIC), Directorate of Industries, Trade and Commerce	- 1
(13) Commissioner of Labour	- 1
(14) Commissioner of Departmental Inquiries	- 1
(15) Joint Director, ICDS, Directorate of Women and Child Development	- 1
(16) State Registrar and Notary Services	- 1
<b>Total</b>	<b>63</b>
<b>Reserves</b>	
(1) Deputation Reserve 60% of 63	- 38
(2) Leave Reserve 10% of 63	- 06
(3) Training Reserve 12.5% of 63	- 08
<b>Total</b>	<b>52</b>
<b>Junior Posts</b>	
(1) Deputy-Collectors/ Sub-Divisional Magistrates/Additional Deputy Collectors	- 22
(2) Special Land Acquisition Officer	- 03
(3) Deputy Director of Panchayats	- 02
(4) Assistant Commissioner, Excise	- 02
(5) Assistant Commissioner, Commercial Taxes	- 08
(6) Deputy Registrar of Co-operative Societies	- 01
(7) Deputy Registrar, Engineering College	- 01
(8) Deputy Registrar, Government Polytechnic	- 01
(9) Under Secretaries to the Government	- 24
(10) Deputy Director of Administration in the following Departments	- 25

- (i) Directorate of Agriculture
- (ii) Water Resource Department
- (iii) Forest Department
- (iv) Directorate of Animal Husbandry and Veterinary Services
- (v) Public Works Department
- (vi) Electricity Department
- (vii) Directorate of Fire and Emergency Services
- (viii) Institute of Psychiatry and Human Behaviour
- (ix) Goa Medical College
- (x) Goa Dental College and Hospital
- (xi) Directorate of Transport
- (xii) Directorate of Food and Drugs Administration
- (xiii) Directorate of Women and Child Development
- (xiv) Directorate of Sports and Youth Affairs
- (xv) Department of Information Technology
- (xvi) Directorate of Industries, Trade and Commerce
- (xvii) Directorate of Social Welfare
- (xviii) Department of Printing and Stationery
- (xix) Department of Fisheries
- (xx) Labour and Employment
- (xxi) Town and Country Planning
- (xxii) Department of Archaeology
- (xxiii) Directorate of Art and Culture
- (xxiv) Department of Planning and Statistics
- (xxv) State Registrar and Notary Services
- (11) (i) Forest Settlement Officer, North - 02
- (ii) Forest Settlement Officer, South
- (12) Additional Director of Urban Development - 01
- (13) Deputy Director, Industries, Trade and Commerce - 01
- (14) Deputy Director of State Craftsmen Training - 01
- (15) Assistant Chief Electoral Officer - 01
- (16) Administrative Officer in following Hospitals - 03
- (i) Hospicio Hospital, Margao
- (ii) New District Hospital, Mapusa
- (iii) New Hospital, Ponda
- (17) Deputy Registrar of Co-operative Societies (Administration) - 01
- (18) Deputy Director (Administration), Directorate of Technical Education - 01
- (19) Deputy Director (Administration-II), Directorate of Tourism - 01
- (20) Deputy Director of Mines - 03

(21) Estate Officer	- 01
(22) Administrator of Comunidades	- 03
(23) Administrative Officer, Goa State Commission for Protection of Child Rights	- 01
(24) Deputy Director (Apna Ghar), Directorate of Women and Child Development	-01
(25) Deputy Director (Child Welfare), Directorate of Women and Child Development	- 01
(26) Deputy Director (Tribal Welfare), Directorate of Tribal Welfare	- 01
(27) Deputy Director, Vigilance	- 01
<b>Total</b>	<b>113</b>

**Reserves**

(1) Deputation Reserve 30% of 113	- 34
(2) Leave Reserve 10% of 113	- 11
(3) Training Reserve 12.5% of 113	- 14
<b>Total</b>	<b>- 59</b>

**SCHEDULE-II**

- (1) Mamlatdar/Joint Mamlatdar/Assistant Director of Civil Supplies.
- (2) Block Development Officer.
- (3) Assistant Registrar of Co-operative Societies/ Assistant Registrar (Audit)/ Assistant Registrar (Marketing) under the office of the Registrar of Co-operative Societies.
- (4) Commercial Tax Officer.
- (5) Section Officers in the Secretariat and Superintendents outside the Secretariat excluding Superintendents in the Goa Legislature Secretariat.
- (6) Superintendent of Excise.
- (7) Technical Officer in the Secretariat.
- (8) Registrar, Administrative Tribunal.

**SCHEDULE-III****Ex-Cadre Senior level Posts**

- (1) Managing Director/Joint Secretary (Housing), Goa Housing Board.
- (2) Managing Director, Goa State Urban Development Agency.
- (3) Managing Director, Goa Industrial Development Corporation.
- (4) Managing Director, Goa State Infrastructure Development Corporation.
- (5) Commissioner, Corporation of the City of Panaji.
- (6) Managing Director, Goa Human Resource Development Corporation.
- (7) Chief Executive Officer, North Goa Zilla Panchayat.
- (8) Chief Executive Officer, South Goa Zilla Panchayat.
- (9) Member Secretary, Goa Kala Academy.
- (10) Chief Officer, Mormugao Municipal Council.
- (11) Chief Officer, Margao Municipal Council.
- (12) Secretary, Goa Konkani Academy.

- (13) Managing Director, Goa Tourism Development Corporation.
- (14) Special Land Acquisition Officer (SLAO), Goa Industrial Development Corporation.
- (15) Special Land Acquisition Officer (SLAO), Mopa Airport Project.
- (16) Special Land Acquisition Officer (SLAO), Goa State Infrastructure Development Corporation.
- (17) Special Land Acquisition Officer (SLAO), Garbage Treatment Plant.
- (18) Secretary, Goa Public Service Commission.
- (19) Project Director; District Rural Development Agency, South.
- (20) Project Director; District Rural Development Agency, North.
- (21) Member Secretary, State Commission for Women.
- (22) Managing Director, Kadamba Transport Corporation Ltd.
- (23) Member Secretary, Goa State Pollution Control Board.
- (24) Managing Director, Goa Handicrafts, Rural & Small Scale Industrial Development Corporation.
- (25) Chief Executive Officer, Khadi & Village Industries Board.
- (26) Managing Director, Goa State SC & OBC Finance Development Corporation.
- (27) Member Secretary, Ravindra Bhavan, Margao.
- (28) Secretary, Goa State Information Commission.
- (29) Chief Executive Officer, Entertainment Society.
- (30) Secretary, State Police Complaint Authority.
- (31) Special Land Acquisition & Recovery Officer in EDC.
- (32) Additional Secretary to Chief Minister.
- (33) Joint Secretary to Chief Minister.
- (34) OSD to Chief Minister.
- (35) Director of Provedoria.
- (36) Director (Training), GIPARD.
- (37) Director of Planning, Statistics and Evaluation.
- (38) Secretary, State Election Commission.

#### **Ex-Cadre Junior level Posts**

- (1) Project Officer (District Rural Development Agency), North.
- (2) Project Officer (District Rural Development Agency), South.
- (3) Chief Officer, Ponda Municipal Council.
- (4) Chief Officer, Curchorem-Cacora Municipal Council.
- (5) Chief Officer, Mapusa Municipal Council.
- (6) Chief Officer, Quepem Municipal Council.
- (7) Chief Officer, Cuncolim Municipal Council.
- (8) Chief Officer, Bicholim Municipal Council.
- (9) Chief Officer, Canacona Municipal Council.
- (10) Under Secretary to Chief Minister.

- (11) Under Secretary, Goa State Information Commission.
- (12) Under Secretary (Lokayukta).
- (13) Under Secretaries in the Office of the Cabinet Minister/Leader of Opposition (12 Nos).
- (14) Member Secretary, Ravindra Bhavan, Sankhali.
- (15) Member Secretary, Ravindra Bhavan, Curchorem.
- (16) Member Secretary, Ravindra Bhavan, Baina.
- (17) Member Secretary, Rajiv Gandhi Kala Mandir, Ponda.
- (18) Dy. Resident Commissioner, Goa Sadan, New Delhi.

By order and in the name of the Governor of Goa.

*Sd/-*

*Yetindra M. Maralkar,*  
Additional Secretary (Personnel).

### Department of Personnel

File No.: 6/9/2008-PER(Part-I)

Dated: 01-06-2016

### NOTIFICATION

In exercise of the powers conferred by rule 16 of the Goa Civil Service Rules, 1997 and in supersession of the Government Notification No. 6/4/91-PER dated 23-03-1998, published in the Official Gazette, Extraordinary Series I No. 52, dated 26-03-1998, the Governor of Goa, in consultation with the Goa Public Service Commission conveyed vide their letters numbered No. COM/I/5/42(2)/2013/2033 dated 02-02-2016 and No. COM/I/5/42 (2)/2013/2096 dated 11-02-2016, hereby prescribes the training and departmental examination for the Officers appointed to the Junior Scale of the Goa Civil Service under rule 5 of the said Rules, as follows, namely:-

#### **(1) Training and Departmental Examination**

##### **(A) For direct recruits on probation.-**

- (a) The candidates selected and appointed to the post of junior Scale Officers (hereinafter called as "Probationers"), shall attend training for a period of three months at the Goa Institute of Public Administration and Rural Development (hereinafter called as "GIPARD"). After that, for a period of eight months, they shall be posted in various Departments for the field work. After completion of such field training, the Probationers shall undergo training for a period of one month at YASHADA, Pune.
- (b) After completion of the above twelve months training, the Probationers shall answer a departmental examination conducted by the GIPARD before completion of the fifteenth month from the date of appointment of such Probationers. The Probationers who do not clear this examination shall again answer the examination which shall be conducted by GIPARD before completion of the eighteenth month from the date of appointment of such probationer, failing which, a last opportunity shall be given to such Probationer to answer the examination which shall be conducted by the GIPARD before completion of the twenty-third month from the date of appointment of such probationer. The Probationer who fails to clear the said examination even after the three attempts, shall be considered as being unable to complete the probation period successfully and his services shall be terminated forthwith.

##### **(B) For promotees on probation.-**

- (a) The Officers promoted to the post of Junior Scale Officers of the Goa Civil Service shall attend training for a period of forty-five days at GIPARD and after completion of the said training, they shall answer a departmental examination conducted by the GIPARD.



- (b) The Officers who fail to clear the departmental examination in a first attempt shall be given another opportunity to appear for the examination after a period of six months. The Officers who do not clear the examination even after two attempts shall be given a last opportunity to answer the departmental examination after a period of six months. The officer who fails to clear the said examination even after the three attempts shall be considered as being unable to complete the probation period successfully and he shall be reverted back to his original position from where he was promoted to the post of Junior Scale Officer.

**(2) Syllabus**

The syllabus for the training and departmental examination shall be as specified in the Annexure appended hereto.

**(3) Passing Percentage**

A candidate shall be declared as passed in the departmental examination, if he secures a minimum of 45% of the total marks in each paper.

This Notification shall come into force with immediate effect.

By order and in the name of the Governor of Goa.

Sd/-

*Meghana V. Shetgaonkar*, Under Secretary (Personnel-I)

**ANNEXURE**

**Syllabus for training and Departmental Examination of Junior Scale Officers of Goa-Civil Service (on probation)**

**1. Responsiveness to democratic needs through integration & public participation.**

(a) Bureaucracy, Democracy & Constitutional Law:- Definitions of Democracy, Evolution of Modern Democracy (British, American & French Model), Main hurdles in democratic functioning participation of citizens People's control on Government, Collective Responsibility, Role of bureaucrats in Democracy Responsive administration, changing role of Governance as a facilitator.

(b) Role of Administration and their expected behavior in the context of changing political, social & economic situation:- Public Administration Evolution of Public administration in India in context of changing Social, Political context Roles & responsibilities of Government servants, changing role of Public Administration, Development of right attitude, Values and Ethics in administration.

(c) Good Governance:- Principles of Good Governance, Modern Governance practices, Changing needs.

(d) Values in Administration & work Ethics:- Dedication, Discipline, Commitment towards work, people & the country as a whole Innovation, Forward Looking, Positive thinking, Commitment, Significance of morality, Integrity Character, Secularism, Fraternity, Equality.

(e) Organizational structure of Government: Organizational structure of a typical department in Mantralaya, Regulatory bodies & undertakings, Interdepartmental relationships, Departments, Commissioners, Directorates etc. working under Mantralaya.

(f) Rules of Business:- What are rules of business? Rules governing the various departments, Overlapping areas & functions & need to sort out and discriminate these.

(g) Role of watchdog bodies & necessary pro activeness to be observed by Government servants. What are watchdog bodies? Role of Judiciary, legislature, H.R, Commission, Auditor General, Lokayukta, Map of the administrative system & location of the watchdog bodies, various mandates under which Administration is functional.

(h) Role of NGO as a necessary agent in development & enforcement of Social legislation:- Definition, Functioning, Activities, Role of NGO's in Government sector, Coordinating agencies for proper implementation & monitoring of schemes.

(I) Role of pressure groups & interacting with them:- Regulatory role of pressure groups. Pressure groups as a tool for effective governance, Pro activeness & attitudinal disposition needed to deal with pressure groups.

(j) Politician & bureaucracy:- Role of politician in day to day administration, Collaborative & mutually supportive relationship for better public service & delivery.

(k) Legislative Assembly/Council procedures:- Different types of Assembly questions like starred questions, cut motion etc. Privileges, Responsibility, Accountability of Executive to Legislature.

(l) Salient features of the latest Administrative Reforms Commission:- Meaning of Administrative Reforms, Administrative Reforms Commissions, Latest recommendation of ARC.

(m) The Goa (Right of Citizens to Time-bound Delivery of Public Services) Act, 2013.

(n) Public - Private Partnership:- Public private partnership, Its importance SETU corporate Social Responsibility, BPOs for State PSUs, Concept of outsourcing BOT, BOOT etc. Public Private Partnership in relation financial management.

(o) Development of proper attitude-a pre-requisite to on the job training:- Training Need analysis requirement of "On the job training". Predisposing attitudes towards "On the job training".

## **2. Finance Management/Economics**

(a) General Principles and Methods of finance management - General Financial Rules - Government Budget - Role of audit - Performance Audit and Performance indicators - Personal Financial Management - e - Procurement - Basic Economic Principles - Indian Planning Process - Basic Economic Principles- Indian Planning Process.

## **3. Human Resource Development**

(a) Understanding of Self:- Self Awareness Benefits of being self aware, Emotional Intelligence, Transactional Analysis, Johari Window.

(b) Personality Development:- Definition personality traits & types internal aspects characters habits, personality disorders, techniques of personality development.

(c) Administrators as change Agents:- Need for change. Key position of Administrators as change agents, change yourself to change the system, facing new challenges and keeping pace with changing needs.

(d) Motivation & Term Synergy:- Conceptual framework of motivation process & method. Theories of motivation, common goal, complimentary contribution, controlling clarity, communication, commitment & celebration.

(e) Leadership:- Development of others. Initiative, credibility, leading legacy and other attributes of leadership approach for leadership development.

(f) Inter-personnel relationship:- Relevance of interpersonal relationship in Govt- administration, key principles.

(g) Human Rights & Development Administration:- Human Rights - various agencies under Human rights.

(h) Conflict Resolution & Negotiation:- Conflict - causes of conflict- types of conflict (Social, criminal, organizational, electoral, trade union conflicts).

(i) Process of decision making:- Definition- Steps in decision making. Factors influencing decision making, evaluating alternatives, feedback & correction case studies.

(j) Communication Skills- Written & Oral:- Overall communication in a good system. Paper Communication. Decision Making, Consensus making, Administrative vocabulary, Administrative phrases.

(k) Briefing & Persuasive skills & consensus building:- Briefing skills. Persuasive skills, Consensus building.

(l) Event Management:- Definition of event management. How to plan an event. Discipline Planning & Coordination & monitoring. Acquire skills of analytical thinking, problem solving, service orientation, teamwork, facilitation & Cooperation, planning Coordination & organisation,

networking skills required for event management.

(m) Conduct of Meetings:- Holding meetings - Notes and minutes - Attending meetings - Efficient handling, Proper review of data & information & focusing on key areas, Exhort participants towards desired performance.

(n) Project Management:- Project formulation, Analysis Implementation Program - Planning & Implementation, Monitoring.

#### **4. Co-ordination**

Coordination with press & media:- Government order on media management Press conference & briefing & press release.

Co-ordination with other Departments:- Areas of Co-ordination Integration & Convergence amongst the departments with elements of synchronization & synergy methods to achieve coordination- Hurdles-Key principles.

#### **5. Meeting Challenges.**

(a) Disaster Management:- Listing probable disasters- Effects of Disasters- Preparedness . Relief work, GIS.

(b) Stress Management:- Causes and kinds of stress, Effects of stress- positive and negative Relaxation Techniques- some tips.

(c) Time Management:- Need for time management, Time as money, Identity time wasters- Tips for time management.

#### **6. Administrative Action and Quasi judicial functions.**

(a) Salient features of Constitution & Rule of Law. Constitution Preamble- Fundamental rights Directive - Principles of State Policy- Fundamental duties, Difference of powers, Subject under State list, Judicial remedies, Difference between administrative and quasi judicial functions use of discretionary powers Principle Natural Justice Writing of Judgments and speaking orders.

(b) Right to information Act, 2005 (Central Act 22 of 2005):- Background Provisions - Effective implementation.

(c) Right of children to Free and Compulsory Education Act, 2009 (35 of 2009):- Background Provisions- Effective implementation.

(d) Judicial Procedures:- Judicial Procedure, Procedure of filling of a suit Provision of Law – CPC Orders & Rules – Procedures filling of FIR.

(e) Suits by or against the Government:- Section 80 of the Code of Civil Procedure, 1908- Suits by or against the Government How to file the suits – Procedures to be followed. Alternative systems of dispute redress. Bombay High Court Rules. Filing of affidavits.

(f) Prevention of Corruption Act. 1988 (49 of 1988):- Definition of Corruption. Provision of the Act corrupt practices in the Administration, Image of the Government in public- Duties of the Government Official- Prevention of Corruption.

#### **7. Office Procedure.**

(a) Modes of correspondence:- Display formats- Explain details when to use.

(b) Noting and drafting:- Qualities of good noting and drafting Purpose of noting- Time for constant improvement.

(c) O and M & Record Keeping:- Explain procedures – six bundle system, different registers, Method of maintenance of Registers etc. Movements of files, classification of Records, storing of records, Destruction of records, work flow automation, Person office organisation.

(d) Inspections:- Who, when, how of inspection. Checking compliances.

(e) MIS

(f) E- governance:- Concept Theoretical framework Areas of E- Governance mode benefits today's challenge.

(g) CCSR:- General conditions of service, Leave Rules, Conduct Rules, Provisions movable & immovable property, Association & Organisation participation, sexual harassment of working women & draft rules on sexual harassment at work place maintenance of Service books, service etc. F.R/S.R.

(h) Discipline & Appeal Rules:- Supervisory Role of officers – Drafting show cause notices, charge sheets, statement of allegation, recording of evidence, Preparation of Report etc. Appraisal of evidence & quashing of enquiry reports, Re-enquiry & Demo – Enquiry, Appeals, review & revisions.

### **8. Protocol.**

What is protocol, its importance, Protocol duty camp officers for VIPs/VIPs, arrangements of visits of VIPs-VVIPs.

### **9. Financial Management.**

General Financial Rules, 2005 – Provisions, Duties of Drawing and disbursing officers, Maintenance of cash Book, GPF Rules, Financial Resources of State, Roles of AG, Finance Department & treasury in financial management of the State, Outcome Budget Contingency Expenditure rules Delegation of financial power – purchases.

### **10. Issues in equity and Social Justice.**

(a) Policy of Reservation:- Standing orders of Government in the matters, vertical & horizontal reservations.

(b) Issues in equity and social justice:- Meaning of weaker sections, problems of weaker sections, disability & Government help to disable – Schemes, incentives & social support, Special provisions with respect to women & Children, Child labour, gender issues etc. Welfare of BPL families – Schemes of poverty alleviation.

### **11. Field Visits**

Visit to PPP Project – Visit to Social Audit site – Visit to E- Governance project.

**12. To draw guidelines and conduct a suitable examination of 200 marks for the official undergoing training and declare results/assessment thereof.**

## **Department of Personnel**

File No.: 3/4/2012-PER

Dated: 01-04-2014

To,

1) The Director,  
Directorate of Accounts,  
P.A. VII, Panaji-Goa.

2) The Joint Director of Accounts,  
South Branch, Margao-Goa.

**Sub: Posts included in the Schedule I of the Goa Civil Service Rules & Goa Police Service Rules cannot be treated as lapsed.**

Sir,

I am directed to inform you that it has been observed by this department for a quite long time that the Directorate of Accounts is dishonouring the salary bills of the Officers posted against the vacant post which remained vacant for two or more years although reflected in the Schedule I of the Goa Civil Service Rules considering that these posts stands lapsed consequent upon remaining vacant for two or more years.

In this connection it is stated that the above issue has been examined in consultation with the Finance Department where it has been opined that the 'Goa Civil Service Cadre is an organized cadre

and the posts included in Schedule-I of the Goa Civil Service Rules, 1997 forms the authorized permanent strength of the said service and therefore, the said posts cannot be treated as lapsed even if they are vacant for more than two years. The same is also applicable to the Goa Police Service Rules.

In view of above, you are requested to honour the salary bills of the officers posted against any post included in the Schedule I of Goa Civil Service Rules and Goa Police Service Rules irrespective of the period for which the posts have remained vacant as advised by the Finance Department. A copy of Schedule I of Goa Civil Service Rules and Goa Police Service Rules is enclosed herewith.

This issues with the approval of the Finance Department vide their U.O. No. 1463316 dated 20/03/2014.

Yours faithfully,

Sd/-

Umeshchandra L. Joshi  
Under Secretary (Personnel-I)

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### Department of Personnel

No. 15/7 /2003-PER

Dated: 17-02-2011

### NOTIFICATION

Read: Notification No. 15/50/87-PER-Part I dated 12-12-1997, published in the Official Gazette, Series I No. 44 dated 29-1-1998.

The Government of Goa hereby makes the following rules so as to amend the Goa Departmental Examination for the Officers in the Cadre of Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies Rules, 1997, namely:-

1. *Short title and commencement.*- (1) These rules may be called the Goa Departmental Examination for the Officers in the Cadre of Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies (First Amendment) Rules, 2011.

(2) They, shall come into force at once.

2. *Amendment of Annexure.*- For Annexure appended to the Goa Departmental Examination for the Officers in the Cadre of Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies Rules, 1997, the following Annexure shall be substituted, namely:-

### ANNEXURE

Syllabus for examination shall be as under:

#### Paper-I 100 marks

Judicial questions on the Indian Penal Code, 1860 (Act 45 of 1860), the Indian Evidence Act, 1872 (Act 1 of 1872) and the Code of Criminal Procedure, 1973 (Central Act 2 of 1974), (Chapters 1 to XV, XVIII to XXI, XXVI, XXX, XXXIII, XXXV to XXXVII of the Code of Criminal Procedure, 1973 (Central Act 2 of 1974) (with books).

#### Paper-II 100 marks

Questions on the Goa Land Revenue Code, 1968 (Act 9 of 1969), and the rules made thereunder, the Goa, Daman and Diu (Protection from Eviction of Mundkars Agricultural Labourers and Village Artisans) Act, 1971 (Act 12 of 1971). the Goa, Daman and Diu Mundkars (Protection from Eviction) Act, 1976 (Act No, 1 of 1976) and the Rules made thereunder, the Goa, Daman and Diu Agricultural Tenancy Act, 1964 (Act No, 7 of 1964) and the rules made thereunder, the Goa, Daman and Diu Mamlatdar's Court Act, 1966 (Act No, 9 of 1966), and the rules made thereunder, the Land

Acquisition Act, 1894 (Central Act 1 of 1894) and the rules made thereunder (with books),

**Paper-III 100 marks**

Questions on the Goa Municipalities Act, 1968 (Act No. 7 of 1969), the Goa Panchayati Raj Act, 1994 (Act 14 of 1994), Regulamento de Mazanias das Devalais do Estado da India, the Essential Commodities Act, 1955 (Central Act 10 of 1955), the Disaster Management Act, 2005 (Central Act No, 53 of 2005), the Right to Information Act, 2005 (Central Act 22 of 2005) and the rules made thereunder (with books),

**Paper-IV 100 marks**

Questions on the Constitution of India, the Manual of Elections Law, 1967, the Representation of the People Act, 1950 (Central Act 43 of 1950), the Representation of the People Act, 1951 (Central Act 43 of 1951), Registration of Electors Rules, 1960, Conduct of Elections Rules, 1961 and Hand Book for Returning Officers (with books),

**Paper-V 100 marks**

Questions on:-

(a) General Financial Rules, 2005 and the Goa Delegation of Financial Power Rules, 2008 (with books)

(b) Compilation of Central Treasury Rules, Volume I (with books),

(c) Fundamental Rules and Supplementary Rules (Part I and II) Civil Service Regulations, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, Central Civil Services (Leave) Rules, 1972, Central Civil Services (Pension) Rules, 1972, Establishment and Administration (with books)

**Paper-VI 100 marks**

Questions on:-

(a) General Knowledge;

(b) Elementary English;

(c) Simple Arithmetic/Reasoning; and

(d) General Ability

By order and in the name of the Governor of Goa

Sd/-

*N. P. Singnapurker,*

Under Secretary (Personnel-II)

**Department of Personnel**

No. 6/4/2001-PER

Dated: 03-01-2002

**NOTIFICATION**

In exercise of the powers conferred by rule 7 of Goa Civil Service Rules, 1997, the Governor of Goa is pleased to prescribe the Syllabus for the Competitive Examination for direct recruitment to the Service, as indicated in the Annexure to this Notification.

By order and in the name of the Governor of Goa.

Sd/-

D. M. Borker, Under Secretary (Personnel)

**ANNEXURE****SYLLABUS****Paper I - English**

Letter writing, Precis writing, Essay writing, etc.

**Paper 2 - General studies**

General studies will cover the following fields of knowledge:-

- (i) General Science
- (ii) History of India
- (iii) History of Goa
- (iv) World Geography
- (v) Indian Polity & Economy
- (vi) Indian National Movement
- (vii) Law & Order and Local Revenue Laws
- (viii) Current events of National and International importance
- (ix) Questions on general mental ability.

Questions on General Science will cover general appreciation and understanding of science including matters of every day observation and experience as may be expected of a well educated person who has not made a special study of any scientific discipline. In History emphasis will be on broad general understanding of the subject in its social, economic and political aspects. Questions on the Geography of India will relate to physical, social and economic geography of the country including main features of Indian agricultural resource. Questions on Indian polity and economy will test knowledge on the country's political system, panchayati raj, community development and planning in India. Questions on the National Movement will relate to the nature and character of the nineteenth century resurgence, growth of nationalism and attainment of Independence. Questions in law and order will cover provisions of the Indian Penal Code, 1860, relating to offences against tranquillity, offences against property, etc., provision of the Code of Criminal Procedure, 1973, relating to constitution of Criminal Courts and Offices, arrest of persons, process to compel appearances (Summons and warrants of arrest), maintenance of public order and tranquillity, complaints to Magistrate etc., basic knowledge of the Indian Evidence Act and Explanation of common legal terms.

Revenue matters will cover important provisions of the Goa Agricultural Tenancy Act, 1964, Goa, Daman & Diu Mundkar's (Protection from Eviction) Act, 1975, Goa Land Revenue Code, Mamlatdar's Court Act, the Goa Panchayat Raj Act, Goa, Daman & Diu Municipalities Act, etc.

**History of India**

- 1. Ancient India
- 2. Medieval India
- 3. Modern India
  - a) British Rule in India
    - The East India Company – Clive
  - b) Governors-General of India
  - c) The First War of Independence causes; Results
  - d) Viceroys of India
  - e) Post-Independence India
  - f) Post-Independence Politics in India
  - g) Presidents and Prime Ministers.

## **History of Goa**

### **Chapter I – Hindu Period**

1. Pre-historic Period
2. Early inhabitants of Goa
3. Imperial Mauryas
4. Andhras
5. Sythains
6. Bhojas
7. Kokan Mauryas
8. West Coast Silaharas
9. Silahara Administration in Goa
10. Goa Kadamba Rule, its genesis and early Rule
11. Golden age of the Kadamba
12. Decline and fall of the Kadambas
13. Rise and fall of the Vijayanagar Rule in Goa
14. Administration under Vijayanagar Rulers in Goa.

### **Chapter II – Mashi Period**

1. Early Munshi Invasion of Goa
2. Bahamani Rulers of Goa
3. Bijapur Rulers of Goa
4. Administration under Bahamani & Bijapur Rulers in Goa.

### **Chapter III – Portuguese Regime**

1. Discovery of the sea route to India and further expeditions
2. Rise of the Portuguese Power in the East
3. Splendour that arose in Goa in 1600
4. Causes of the decline of the Portuguese Power in the East
5. Decline of the Portuguese Power in the East
6. External enemies and internal trouble in Goa
7. Last days of the Portuguese Rule in Goa
8. Liberation of Goa from the Portuguese Colonial rule and important events from their.

## **World Geography**

### **I. Physical Geography of India**

1. Position
2. Boundaries
3. Natural Regions  
The Peninsular India; The Himalayan Ranges,  
The Indo-Gangetic Plain; The Desert Region
4. Mountain Systems
5. River Systems  
The Himalayan Rivers; The Deccan Rivers;  
India's Cities; Rivers and States
6. Climate & Seasons
7. Rainfall
8. Soils  
Soil Erosion
9. Flora and Fauna.



## II. Physical Geography of the World

1. Galaxy – The Milky Way
2. Stars
3. The Solar System
4. The Earth
5. Latitudes, Longitudes and Time
6. The Atmosphere
7. Winds
8. The Hydrosphere

## Indian Polity and Economy

1. The Constitution of India
2. Union Government; Union Executive
3. Union Legislature
4. Union Judiciary: Supreme Court
5. State Government: State Executive
6. State Legislature
7. Centre State Relations
  - a) Legislature Relations – The Three Lists
  - b) Administrative
  - c) Financial
  - d) Union Territories; Their Administration
  - e) Zonal Councils – Five Councils, Composition, Function
  - f) Finance Commission
  - g) Election Commission
  - h) Commission for Backward Classes
  - i) Secularism in India
  - j) President's Rule
  - k) State Autonomy
8. Panchayati Raj
  - a) History
  - b) Structure and Functioning
  - c) Gram Sabha – Organisation, Functions
  - d) Gram Sabha – Organisation, Functions
9. Indian Economy: An Introduction
10. Planning
  1. A Historical Review
  2. Plans
    - First Five-Year Plan
    - Second Five-Year Plan
    - Third Five-Year Plan
    - Annual Plans (1966-67 to 1968-69)
    - Fourth Five-Year Plan
    - Fifth to Ninth Five-Year Plan
11. National Income
12. Indian Fiscal System
  - a) Financial Relations under the Constitution
  - b) Division of Resources
  - c) Centre-State Conflict on Finances
  - d) Revenues of the Central Government
  - e) Expenditure of Central Government
  - f) Deficit Financing in India
    - The Extent of Deficit Financing; The Purpose of Deficit Financing.
13. Foreign Trade
14. Money Supply, Currency and Banking
15. Industrial Development

- a) Historical background
- b) Industrial Development after Independence
- c) Industries Policy
- d) Public Sector
- e) Development of Industries and Five-year Plans progress through Plans.

#### **Indian National Movement**

1. The Establishment of East India Company
2. The 1857 War of Independence.

#### **Administrative Changes after 1857**

3. The Rise of National Movement
4. The Indian National Congress  
The First Two Decades; Militant nationalism;  
Terrorist Wing of the Extremists; The Lucknow Pact
5. Gandhi appears on the National Scene  
The Rowlatt act; Jallianwallah Bagh; The Khilafat Movement
6. The Non-Cooperation Movement  
The Swarajya Party; Another Phase of Terrorism; Simon Commission; Poorna Swaraj
7. The Second Civil Disobedience Movement  
The Round Table Conference; The Communal Award
8. The Congress Ministries  
Cripps Mission; Quit India Movement; Cabinet Mission Plan; Mountbatten Plan.

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### **Department of Personnel**

No. 15/50/87-PER-Part I

Dated: 12/12/1997

#### **NOTIFICATION**

Whereas the Recruitment Rules for the posts in the Cadre of Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies (hereinafter called "the said Cadre") provides a period of two years as probation period for the officer in the Cadre.

And whereas the said Recruitment Rules provide that the officers in the said Cadre whether promotees or direct recruits shall be required to pass the Departmental examination conducted by the Goa Public Service Commission during the said probation period so as to ensure that they have basic knowledge of certain subjects for efficient discharge of their official duties.

2. Now, therefore, the Government of Goa in supersession of all earlier Government Notifications in this regard is pleased to make the following rules, namely:-

I. *Short title, applicability and commencement*:- (1) These rules may be called Goa Departmental Examination for the Officers in the Cadre of Mamlatdars/Joint Mamlatdars/ Assistant Director of Civil Supplies Rules, 1997.

(2) They shall apply to all officers on probation, whether promotees or direct recruits in the Cadre of Mamlatdars/Joint Mamlatdars/ Assistant Director of Civil Supplies.

(3) They shall come into force at once.

2. *Examination programme*:- (1) The examination shall be held every six months.

(2) The date of examination shall be notified in the Official Gazette at least one month in advance.

(3) The syllabus for the examination shall be as per Annexure appended to these rules.

(4) Text books of the Acts and the Rules shall be allowed at the examination.

3. *Eligibility for examination:-* Every officer on probation in the said Cadre, whether promotees or direct recruits, shall be eligible to appear in examination.

4. *Procedure for holding examination:-* The Goa Public Service Commission shall conduct the examination.

5. *Qualifying marks for examination:-* A candidate shall be declared passed in the examination, if he secures a minimum of 45% of the maximum marks in each paper as prescribed under rule 2.

"Provided that if a candidate passes in one or more papers prescribed under rule 2 by securing the minimum marks prescribed in this rule for such paper or papers but fails in one or more papers, he shall be exempted from further appearing for the examination in the paper in which he has so passed."

6. *Exemption from examination:-* The Government of Goa, subject to such conditions which he may impose, exempt any person, who has already passed a similar Departmental Examination conducted by other State Governments from appearing in all or any of the papers included in the Annexure to these rules.

7. *Interpretation:-* If any difficulty arises in interpretation of any of the provisions of these rules, the decision of the Government of Goa shall be final.

## ANNEXURE

### SYLLABUS FOR EXAMINATION SHALL BE AS UNDER:

#### Paper 1 -100 marks

Judicial questions on Indian Penal Code, Indian Evidence Act and Cr. Procedure Code (Chapters I to XV, XVIII, XIX, XX, XXI, XXVI, XXX, XXXIII, XXXV to XXXIX, XLIII and XLVI (with books).

#### Paper II -100 marks

Question on Police Act 1961, Madras District Police Act, 1859, Indian Arms Act and Rules framed thereunder, Indian Stamp Act, Court Fees Act, Essential Commodities Act, The Madhya Pradesh Control of Music and Noises Act, Cinematograph Act, 1952 and the Goa, Daman and Diu Cinematograph Rules, 1965, The Protection of Civil Rights Act, 1955 (Act No. 22 of 1955) (with books).

#### Paper III -100 marks

Questions on the Goa Land Revenue Code 1968, and the Rules made thereunder. Agriculture Labourers and Village Artisans Act, 1971, Goa, Daman and Diu Mundkars (Protection from Eviction) Act 1975, and the Rules made thereunder, Goa, Daman Diu Agricultural Tenancy Act, 1964, and the Rules made thereunder, Goa, Daman and Diu Mamlatdars Court Act, 1966 (Act No.9 of 1966), and the Rules made thereunder, Land Acquisition Act of 1894 and the Rules made thereunder and Indian Forest Act (with books).

#### Paper IV-100 marks

Questions on the Goa Municipalities Act, 1968 as amended from time to time, Goa Village Panchayati Raj Act, 1994 and Regulamento de Mazanias das Devalais do Estado da India (with books).

#### Paper V -100 marks

Questions on the Entertainment Tax Act, Sales Tax Act, Goa, Daman and Diu Excise Duty Act, 1964, and the Rules made thereunder, Introduction to India Government Accounts and the Audit Second Edition 1956 Chapters 1,7,8,12,13,14,16,20, 24,27 and 28 (with books).

Paper VI -100 marks

Questions on the Constitution of India, the Manual of Elections Law 1967. Representation of the People Act 1950, and 1951. Registration of Election Rules and the Conduct of Election Rules and Hand Book for Returning Officers (with books).

Paper VII -100 marks

Questions on :-

- (a) General Financial Rules and Goa Delegation of Financial Power Rules, 1978 (with books).
- (b) Compilation of Treasury Rules Vol. I (with books).
- (c) Fundamental Rules and Supplementary Rules (Part I and II). Civil Service Regulations, Central Civil Services (Conduct) Rules, 1964, Central Civil Services (Classification, Control and Appeal) Rules, 1965, Central Civil Services (Leave) Rules, 1972, Central Civil Services (Pension) Rules, 1972 (with books).

By order and in the name of  
the Governor of Goa.  
Sd/-  
(S. S. Keshkamat)  
Joint Secretary (Personnel).

### Department of Personnel

No. 3/5/89-PER (Part)

Dated: 26-11-1997

### NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and all other powers enabling it in this behalf, and in supersession of the Goa Civil Service Rules, 1967, the Governor of Goa, in consultation with the Goa Public Service Commission, conveyed vide their letter No. COM/1/24/88 dated 12-8-1997 and 16-9-1997 hereby makes the following rules, namely:-

1. *Short title and commencement.*— (1) These rules may be called the Goa Civil Service Rules, 1997.
- (2) They shall come into force with effect from the date of their publication in the Official Gazette.
2. *Definitions.*— In these rules, unless the context otherwise requires.-
  - (a) "Commission" means the Goa Public Service Commission;
  - (b) "Duty Post" means any post specified in Schedule I and includes a temporary post carrying the same designation as any of the posts specified in that Schedule and the scale of pay which is identical to that attached to Junior Grade of the Service and any other temporary post declared as duty post by the Government.
  - (c) "Government" means the Government of Goa;
  - (d) "Member of the Service" means a person appointed on regular basis in anyone of the 4 grades of the Service and includes a person appointed on probation to the junior scale of the service;
  - (e) "Schedule" means the Schedules I and II appended in these rules;
  - (f) "Service" means the Goa Civil Service;

- (g) "Probationer" for the purpose of these Rules, means a person appointed to the Service, on probation by direct recruitment;
- (h) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India;
- (i) "Year" means the period commencing on the first day of April and ending on the 31st day of March of the subsequent year.

3. *Constitution of Service.*— (1) The Service shall have grades namely:-

- (1) Selection Grade;
- (2) Junior Administrative Grade;
- (3) Senior Scale;
- (4) Junior Scale;

(2) All the posts in the above grades shall be Goa Civil Service posts, Group 'A' Gazetted. Provided that the posts in Selection Grade, Junior Administrative Grade and Senior Scale taken together shall generally not exceed  $\frac{1}{4}$  [40%] of the authorized permanent strength of the Service.

4. *Strength of the Service.*— (i) The authorized permanent strength of the service and posts included therein shall be as specified in the Schedule I of the rules.

(ii) The Government, subject to such conditions and limitations as may be prescribed in this behalf, may, by order, create duty posts for such period as may be specified therein.

5. *Method of recruitment.*— Appointment to the Service shall be made by the following method, namely :-

- (a)  $\frac{1}{3}$  [33  $\frac{1}{3}$  %] of the vacancies of the Junior Scale which occur from time to time as per the strength of the Service shall be filled by direct recruitment;
- (b) The remaining  $\frac{2}{3}$  [66  $\frac{2}{3}$  %] of the vacancies shall be filled by promotion from amongst the officers who hold any of the posts specified in the Schedule II to these rules on regular basis for a minimum period of five years under the Government of Goa.

6. *Eligibility.*— The candidate to be eligible for appointment to the Service through direct recruitment should be a degree holder of a recognized University and should be less than  $\frac{1}{2}$  [40] years of age, relaxable for Government servants as per the orders issued by the Government from time to time. The candidate should have adequate knowledge of Konkani.

7. *Competitive examination.*— (1) A competitive examination for direct recruitment to the Service shall be conducted by the Commission, in the manner notified by the Government, from time to time. The dates on which and the places at which the examination will be held, shall be fixed by the Commission.

(2) Whenever written examination for any post in the service is conducted by the Commission, the results of such written examination shall be communicated by the Commission to the Government and displayed prominently on the Notice Board in the Commission's office.

(3) The pass percentage for any such written examination shall be 65 percent marks.

(4) There shall be no short-listing of candidates for the oral interview and all candidates who secure pass percentage at the written examination, shall be called for the oral interview:

Provided that if adequate number of candidates from reserved categories securing pass percentage at the written examination are not available to be called for the interview in respect of vacancies reserved for them, then, to the extent of such shortfall, the pass percentage for candidates belonging to Scheduled Castes and Scheduled Tribes shall be minimum 55 percent of marks and for Other Backward Class, Physically Handicapped and for Children of Freedom Fighters, it shall be minimum 60 percent of marks.

(5) Marks allotted for interview shall be clearly notified in advance.

(6) All such oral interviews shall be conducted under CCTV surveillance or videography and the proceedings thereof shall also be video-recorded and such recording shall form Permanent Record of the Commission".]

8. *Decision of the Commission to be final.*— The decision of Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

9. *List of successful candidates.*— The Commission shall forward to the Government a select list, arranged in the order of merit of the candidates, who have qualified by such standards as the Commission may determine;

10. *Preparation of eligibility list.*— (1) Every year, with reference to the 1<sup>st</sup> of April of that year, the Government shall prepare an eligibility list of officers holding various posts referred to as feeder posts in the Schedule II for the purpose of promotion to the Junior Scale of the Service. Such list shall be circulated to all the officers holding such posts;

(2) For the purpose of sub-rule (i) an officer shall be considered as eligible for promotion to the Junior Scale of the Service, if such officer has held a post specified in the Schedule II on regular basis for a period of 5 years.

(3) The selection of the candidates shall be made on the basis of merit, with due regard to seniority.

11. *The composition of the Selection Committee.*— Recruitment under rule 5 shall be made on the recommendation of a Selection Committee (hereinafter referred to as the Committee" consisting of :-

Chairman:

(i) The Chairman or a Member of the Commission;

Members:

(ii) The Chief Secretary or some other equivalent senior officer to be nominated by the Chief Secretary ;

(iii) The Secretary (Personnel), and if the Secretary (Personnel) happens to be the Chief Secretary, then any other senior Secretary to be nominated by the Chief Secretary;

12. *Conditions of eligibility and procedure for selection.*— (1) The Committee shall consider from time to time the cases of officers eligible under clause (b) of rule 5, who have served in the posts specified in the Schedule II for not less than 5 years in regular service and prepare a select list of officers recommended, taking into account the actual vacancies at the time of selection. The selection for inclusion in the list shall be based on merit and availability in all respects for appointments to the service with regard to seniority.

(2) The names of persons included in the select list shall be arranged in the order of merit;

(3) The select list so prepared shall be forwarded by the Committee to the Government.

(4) The select list forwarded by the Committee, shall ordinarily be in force during the year in which it is prepared or until a fresh select list is prepared for the purpose in accordance with these rules, whichever is earlier.

13. *Initial appointment of persons to the Service.*— The Officers holding any of the post either in officiating or in substantive capacity, under the Goa Civil Service rules, 1967 and included in the Schedule, at the commencement of these rules, shall be deemed to have been appointed to the Service.

14. *Appointment to the Service.*— (1) Appointment to the Service shall be made in the order of merit from the select list referred to in the sub-rule (3) of rule 12 with due regard to the proportion specified in rule 5.

(2) All appointments to the Service shall be made to the Selection Grade, Junior Administrative Grade, Senior Scale or Junior Scale of the Service and not against any specific post included in the Service.

(3) All appointments to the Selection Grade and Junior Administrative Grade shall be treated as non-functional.

<sup>1</sup>[(4) No appointment to any post of the Goa Civil Service through direct recruitment shall be made unless the provisions/procedure as prescribed in these Rules have been strictly complied with".]

*15. Period of Probation.*— Every person appointed to the Junior Scale of the service under rule 5 shall be on probation for a period of 2 years.

*16. Training and Departmental examination.*— A person appointed in the Service under rule 5, shall undergo such training and pass during the period of probation, such departmental examination as may be laid down by the Government in consultation with the Commission:

Provided that the officers who have attained 50 years of age and above and who are appointed under clause (b) of rule 5, may be exempted from passing the departmental examinations.

*17. Confirmation in the Service.*— The Commission in consultation with the Commission, confirm in the Service, any person who has been appointed under clause (a) of rule 5 and declare to have satisfactorily completed his period of probation.

*18. Appointment to duty posts of the Service.*— Every duty post shall be held by a member of the Service;

*19. Seniority.*— The relative seniority of direct recruits and promotees shall be determined in accordance with the provisions of the Goa Government (Seniority) Rules, 1967, as in force.

*20. Pay and allowances.* — The scales of pay attached to the Service shall be as follows:—

(i) Selection Grade - <sup>1</sup>[Pay Band - 4 ₹ 37,400-67,000 + Grade Pay ₹ 8,700.]

(ii) Junior Administrative Grade - <sup>1</sup>[Pay Band - 3 ₹ 15,600-39,100 + Grade Pay ₹ 7600]

(iii) Senior Scale - <sup>1</sup>[Pay Band-3 ₹ 15,600-39,100 + Grade Pay ₹ 6,600

(iv) Junior Scale - <sup>1</sup>[Pay Band-3 ₹15,600-39,100+ Grade Pay ₹ 5,400]

*21. Promotion to the Senior Scale.* - (1) Promotion of the members of the service to the Senior scale shall be made in consultation with the Commission on the basis of merit with due regard to seniority.

(2) An officer with a minimum of <sup>2</sup>[6] years of regular service in the Junior Scale of the Service shall be eligible for being considered for appointment to the Senior Scale:

Provided that where a person is considered for such appointment all persons senior to him in the Junior Scale shall be considered irrespective of the fact whether or not they fulfill the requirements as to the minimum of <sup>2</sup>[6] years of regular service in the Junior Scale.

*22. Appointment to the Junior Administrative Grade.*— (1) appointment of members to the Junior Administrative Grade shall be made by promotion on the basis of seniority, subject to fitness, on the recommendation of the Committee as constituted under rule 11.

(2) A Senior Scale Officer with the minimum of <sup>1</sup>[10] years of regular service in the Service including <sup>1</sup>[minimum one year] regular service in Senior Scale shall be eligible for being considered for promotion in the Junior Administrative Grade:

Provided that where a person is considered for such appointment all persons senior to him in the Senior Scale shall also be considered irrespective of the fact whether or not they fulfill the requirement as to the minimum of <sup>1</sup>[10] years of regular service in the scale.

*23. Appointment to Selection Grade.*— (1) Appointment of members to the Selection Grade shall be made by promotion, on the basis of seniority, subject to fitness, on the recommendation of the Committee as constituted under rule 11.

(2) A Junior Administrative Grade Officer with minimum of <sup>1</sup>[14] years of regular service in the Service including <sup>1</sup> [minimum 1 year] regular service in Junior Administrative Grade shall be eligible

for being considered for promotion to the Selection Grade

Provided that where a person is considered for such appointment all persons senior to him in the Junior Administrative Grade shall also be considered irrespective of the fact whether or not they fulfill the requirement as to the minimum of 14 years regular service in the cadre.

24. *Disqualification.*— (a) No person who has more than one wife living or who having spouse living, marries in any case in which case such marriage is void by reason of its taking place during the life time of such spouse shall be eligible for appointment to the service, and

(b) no woman whose marriage is void by reason of the husband having a wife living at a time of such marriage or who has married a person who has a wife living at a time of said marriage, shall be eligible for appointment to the Service:

Provided that the Government may, if satisfied that there are special grounds, for so ordering, exempt any person from the operation of this rule.

25. *The crucial date for eligibility of officers for promotion.*— The crucial date for determining the eligibility of the officers for promotion to any Grade in the Service shall be the 1st of April of the year in which the D.P.C. meets.

26. *Regulations.*— The Government may make regulations or issue instructions in consultation with the Commission inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

27. *Residuary matters.*— In regard to matters not specifically covered by these rules or by regulations or orders issued there under governed by the rules, regulations and orders applicable to corresponding officers serving in connection with the affairs of the State.

28. *Interpretation.*— If any question arises as to the interpretation of these rules, the same shall be decided by the Government in consultation with the Commission.

29. *Saving.*— Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other Special categories of persons, in accordance with the orders issued by the Central Government from time to time in this matter.

30. *Power to relax.*— Where the Government is of the opinion that it is necessary to expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

### **SCHEDULE-I**

(See rule 4)

The authorised permanent strength of the Service and the nature of posts included therein are as follows:-

#### **1[Sanctioned Strength]**

1 Specific posts under the Government of Goa	- 128
2 Deputation/Leave/Training Reserve	- 93
<b>Total</b>	<b>- 221</b>

Inclusive of posts added subsequent to the formation of the service.

The above figures include the following posts:-]

#### **1[Senior Posts]**

(1) Heads of Departments	- 15
(i) Registrar of Co-operative Societies	
(ii) Director of Civil Supplies & Consumer Affairs	
(iii) Director of Transport	



(iv) Director of Social Welfare	
(v) Director of Printing & Stationery	
(vi) Director of Settlement & Land Records	
(viii) Director of Urban Development	
(viii) Director of Panchayats	
(ix) Director of Vigilance	
(xi) Director of Women & Child Development	
(xi) Director of State Lotteries	
(xii) Director of Mines	
(xiii) Director of Official Language	
(xiv) Director of Tribal Welfare	
(xv) Joint Chief Electoral Officer	
(2) Joint Secretaries/Additional Secretaries to the Government	- 9
(3) Additional Collector of Districts	- 4
(4) Directors of Administration in the following Departments	- 3
(i) Directorate of Education	
(ii) Directorate of Health Services	
(iii) Goa Medical College	
(5) Additional Commissioner of Commercial Taxes	- 1
(6) Additional Director Vigilance	- 1
(7) Superintendent of Jails	- 1
(8) Additional Director Panchayats-I	- 1
(9) Additional Inspector General of Prisons	- 1
(10) Deputy Controller (Civil Defence)	- 1
(11) General Manager (DIC), Directorate of Industries, Trade and Commerce	- 1
Total	<b>- 38</b>
1[(1) Deputation Reserve 60 % of 38 ..... 23	
(2) Leave Reserve 10% of 38 ..... 04	
(3) Training Reserve 12.5 % of 38 ..... 05	
Total	<u>32</u>

**Junior Posts**

(1) Deputy Collectors/Sub- Divisional Magistrates/Additional Deputy Collectors	- 22
(2) Special Land Acquisition Officer	- 3
(3) Deputy Director of Panchayats	- 2
(4) Assistant Commissioner, Excise	- 2
(5) Assistant Commissioner, Commercial Taxes	- 6
(6) Deputy Registrar of Co-operative Societies	- 1
(7) Deputy Registrar, Engineering College	- 1
(8) Deputy Registrar, Government Polytechnic	- 1
(9) Under Secretaries to the Government	- 24
(10) Deputy Director of Administration in the following Departments	- 12

(i) Directorate of Agriculture	
(ii) Water Resource Department	
(iii) Forest Department	
(iv) Directorate of Animal Husbandry and Veterinary Services	
(v) Public Works Department	
(vi) Electricity Department	
(vii) Directorate of Fire and Emergency Services	
(viii) Institute of Psychiatry & Human Behaviour	
(ix) Goa Medical College	
(x) Goa Dental College & Hospital	
(xi) Directorate of Transport	
(xii) Directorate of Food & Drugs Administration	
(11) Forest Settlement Officer	- 1
(12) Additional Director of Urban Development	- 1
(13) Assistant Director, Industries, Trade and Commerce	- 1
(14) Assistant Director (Administration), Directorate of Industries, Trade and Commerce	- 1
(15) Assistant Director of State Craftsmen Training	- 1
(16) Assistant Chief Electoral Officer	- 1
(17) Administrative Officer, Hospicio Hospital, Margao	- 1
(18) Deputy Registrar of Co-operative Societies (Administration)	- 1
(19) Assistant Director (Administration), Directorate of Women and Child Development	- 1
(20) Project Officer, Directorate of Technical Education	- 1
(21) Deputy Director (Administration - II) Directorate of Tourism	- 1
(22) Assistant Director of Mines	- 1
(23) Estate Officer	- 1
(24) Administrator of Comunidades	- 3
<b>Total</b>	<b>- 90</b>

**3[Junior Posts**

1 Deputation Reserve 45% of 90	- 41
2 Leave Reserve 10% of 90	- 09
3 Training Reserve 12.5% of 90	- 11
<b>Total</b>	<b>- 61]</b>

**SCHEDULE-II**

1[

1. Mamlatdar/Joint Mamlatdar/Assistant Director of Civil Supplies.
2. Block Development Officer
3. Assistant Registrar of Co-operative Societies/Assistant Registrar (Audit)/ Assistant Registrar (Marketing) under the office of the Registrar of Co-operative Societies.
4. Commercial Tax Officer
5. Section Officers in the Secretariat and Superintendents outside the Secretariat excluding Superintendents in the Goa Legislature Secretariat.
6. Superintendent of Excise

7. Technical Officer in the Secretariat
8. Assistant Superintendent of Jail
9. Registrar, Administrative Tribunal]

By order and in the name  
of the Governor of Goa

Sd/-

S. S. Keshkamat  
Joint Secretary (Personnel)

1. Substituted vide Notification dated 18-08-2004 published in the Official Gazette Series I No. 23 dated 02-09-2004.
2. Substituted vide Notification dated 03-09-2004 published in the Official Gazette Series I No. 24 dated 09-09-2004.
3. Substituted vide Notification dated 08-03-2007 published in the Extra-ordinary Gazette Series I No. 49 dated 08-03-2007.
4. Substituted vide Notification dated 17-12-2009 published in the Official Gazette Series I No. 39 dated 24-12-2009.
5. Substituted vide Notification dated 02-11-2010 published in the Official Gazette Series I No. 33 dated 11-11-2010.
6. Substituted Schedule 11 vide Notification dated 06-12-2011 published in the Official Gazette Series I No. 37 dated 15th December, 2011.
7. Substituted vide Notification dated 18-10-2012 published in the Extra-Ordinary Series I No. 29 dated 18th October, 2012.
8. Added vide Notification dated 28-11-2012 published in the Official Gazette Series I No. 36 dated 6th December, 2012.
9. Substituted vide Notification dated 10-06-2015 published in the Official Gazette Series I No. 11 dated 11th June, 2015.

**Goa Govt. Employees (Redressal of Grievances Forum)  
Scheme/Redressal of Grievances**

**Department of Public Grievances**

No.11/10/2019/PG-Misc/606

Dated:- 11-07-2019

**CIRCULAR**

In order to have citizen friendly and efficient administration, the public grievances should be attended in a timely, effective and efficient manner. The Directorate Department of Public Grievances, Government of Goa, Secretariat is receiving the grievances pertaining to various departments. In order to ensure timely and effective redressal of grievances in an efficient way, the following procedure shall be followed henceforth with immediate effect:-

1. As soon as any public grievance is received, either through Email or hard copy, the same shall be sent to the concerned department on their official Email ID and a copy shall be marked to the complainant. The concerned department shall send Action Taken Report (ATR) to the concerned through Email ID within 15 days, as far as possible, and the concerned department shall endorse a copy to the Directorate Department of Public Grievances.
2. The Action Taken Report (ATR) should also be uploaded by the concerned department on their Portal. Henceforth, all the HODs shall personally check the emails, regularly, for taking prompt action.
3. All the HODs shall ensure to upload on their Website the details of Public Grievance Officer and his/her contract details for the convenience of the public. In case no officer is designated as Public Grievance Officer, the same should be done immediately.

The above instructions shall be followed strictly, with immediate effect, including Autonomous Bodies and Corporations.

Sd/-  
**(P. S. Reddy)**  
Secretary (PG)

**Department of Personnel**

No. 2/2/2001-PER

Dated:- 09-10-2012

**CIRCULAR**

It has come to the notice of the Government that the employees of the Government are directly approaching the Minister/Political Functionaries with their grievances on service matters, thereby using influence of these dignitaries to get their work done. Such act of the Government servants is in violation of provisions of Rule 20 of the CCS (Conduct) Rules 1964.

Further as per Rule 3-C (26) of Central Civil Service (Conduct) Rules 1964 which provides the proper course to be adopted by a Government servant for preferring a claim or to seek redress of a grievance in any matter connected with his/her serving rights or conditions.

It is therefore, enjoined upon all the Heads of Departments to issue instructions to all the staff under their control and the staff in subordinate offices including Autonomous Bodies/Societies/Corporations to refrain themselves from such act as mentioned in Para 1 and that failing to abide by the provisions of Conduct Rules and the instructions issued by the Government from time to time will render themselves for disciplinary action.

Sd/-  
**(Umeshchandra L. Joshi)**  
Under Secretary (Personnel-I)

**Department of Personnel**

No. 2/1/2001-PER(Part file)

Date:- 17-02-2003

**Read:** The Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001.**CIRCULAR**

The Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001, has been introduced with a objective to provide for the appointment of an Ombudsman for inquiring into petitions/complaints/grievances by/of Government employees in respect of their service and for matters connected therewith. According to Clause (8) of this Scheme, as amended, subject to the directions of the Government, the Ombudsman may entertain hear and dispose off with recommendation any grievances, petitions, or complaints pertaining to any service matters of a Government employee or Government employees, including promotion.

When any complaint/application is made by any Government employee addressed to the Ombudsman it is mandatory for the Head of the Department/Offices, to forward the complaint/application to Personnel Department to enable Personnel Department to obtain approval of the Government for referring it to Ombudsman.

It is observed by the Government that in many cases the applications/petitions addressed to Ombudsman by aggrieved employees are not received in the Personnel Department within a reasonable time for referring them to the office of the Ombudsman and the Government has taken serious note of it. It is, therefore, enjoined upon all Heads of Departments/Offices to submit the complaints/applications to Personnel Department within 8 days from the date of their receipt for onward submission to be Ombudsman after obtaining Government approval.

Sd/-

Vikas Mardolkar  
Under Secretary (Personnel)**Department of Personnel**

No. 2/1/2001-PER

Date:- 01-10-2001

**CIRCULAR**

Attention of all Heads of Departments/Offices is invited to the Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001, circulated vide Notification of even number dated 4-6-2001.

2. In terms of Clause 3(3) of the aforesaid Scheme, Shri D. M. Katkar has been appointed as Ombudsman.

3. In order to dispose of the grievances received from the Government Servants, the Ombudsman will require reports/information from the various Departments. The expeditious functioning of the office of Ombudsman depends upon the receipt of the said reports/information.

4. It is therefore, enjoined upon all the Heads of Departments/Offices to ensure that the requisite report/information details called for by the office of Ombudsman are furnished to his office on priority basis. The responsibility for not furnishing information timely and furnishing wrong information shall rest with the Head of Department/Head of Office.

5. It is brought to the notice that serving Government servants submit their representations directly to Ombudsman without routing it through their Department. As per Conduct Rules, it is not permissible to submit the grievances directly to Ombudsman and also it is not permissible to submit advance copy of the representation. Therefore, Government servants should submit their representation to Head of Department/Head of Office who should in turn refer the same to Ombudsman within seven days from the receipt of representation with their comments on the

complaints/representation with the requisite supporting documents, etc. and also obtain directions if any from the Government under clause 8 of the Goa Government Employees (Redressal of Grievances Forum) Scheme 2001. Circular No. OMBD/6/2001-02/48 dated 31-8-2001 issued by the office of Ombudsman refers.

6. The contents of Para (5) should be brought to the notices of all Government servants.

Sd/-  
D. M. Borkar  
Under Secretary (Personnel)

### Department of Personnel

No. 2/1/2001-PER

Date:- 04-06-2001

#### NOTIFICATION

#### THE GOA GOVERNMENT EMPLOYEES (REDRESSAL OF GRIEVANCES FORUM) SCHEME, 2001

#### A SCHEME

to Provide for the appointment of an Ombudsman for inquiring into petitions/complaints/grievances by/of Government employees in respect of their service and for matters connected therewith.

1. **Short title and commencement:-** (1) This Scheme may be called the Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001.

(2) It shall apply to all Government employees.

(3) It shall come into force at once.

2. **Definitions.**— In this Scheme, unless the context otherwise requires,—

(a) “Government employees” means and includes all employees appointed by the Government of Goa, or paid salary out of the State funds or under the control of the Government and includes the employees of Government companies, aided schools, Corporations or Government bodies including statutory, local self Government bodies and institutions;

(b) “Government” means the Government of Goa;

(c) “Ombudsman” means a person appointed under clause 3 of this Scheme to hear grievances or complaints of the Government employees.

3. **Appointment of an Ombudsman.**— (1) For the purpose of hearing the grievances or complaints concerning service matters of the Government employees and for the redressal of such grievances and complaints, the Government shall appoint an Ombudsman in terms of this Scheme, who shall be under the administrative control of the Government.

(2) The Government shall appoint an Ombudsman, any person.—

(a) who holds or has held the office of a District Judge or is eligible to be appointed as District Judge and who has not attained the age of sixty five years; or

(b) who is a serving or retired member of the Indian Administrative Service and who has attained the age of sixty five years; 4[or

(c) who is a serving or retired member of the Goa General Service, with a degree in Law and who has worked in Level 13 of the Central Civil Services Revised Pay Rules, 2016 atleast for a period of two years and has not attained age of sixty five years.]

- (3) A person so appointed as Ombudsman shall, before entering upon office, make and subscribe before the Chief Minister or some person authorized and appointed in that behalf by him oath or affirmation as follows:-

“I, ....., having been appointed as Ombudsman under the Goa Government Employees (Redressal of Grievances Forum) Scheme, 2001, do swear in the name of God/solemnly affirm that I will bear true faith and allegiance to the constitution of India as by law established and that I will duly and faithfully and to the best of my ability, knowledge and judgment perform the duties of my office without fear or favour, affection or ill-will;” and

“I, ....., do swear in the name of God/solemnly affirm that I will not directly/or indirectly, communicate or reveal to any person or persons any matter which shall be brought under my consideration or shall become known to me as an Ombudsman under this Scheme, except as may be required for the due discharge of my duties as such”.

4. **Ombudsman not to hold any other office.**— (1) An Ombudsman appointed under this scheme shall not hold any office of trust, profit or carry on any business, trade occupation, practice any profession except as a sitting District Judge, or service of the State in case of serving officer) and shall:-

- (a) If he is a member of Parliament or of the Legislature of any State resign such membership; or
- (b) If he holds any office of trust or profit, resign from such office; or
- (c) If he is carrying on any business resign from the management and conduct of such business (short of divesting himself of ownership); or
- (d) If he is practicing any profession, suspend practice of such profession;

(2) A person who has been a member of a political party at any time during the period of five years immediately preceding.—

- (a) the commencement of this Scheme, in the case of first appointment after such commencement; or
- (b) the date on which the vacancy has arisen, in the case of any subsequent appointment; shall not be eligible to be appointed as Ombudsman.

5. **Term of office and other conditions of services of Ombudsman.**— (1) a person appointed as an Ombudsman shall hold office for a 3[term as decided by the Government] or till he attains the age of sixty five years whichever is earlier:

Provided that:-

- (a) the Ombudsman may by writing under his hand addressed to the Chief Minister, resign his office.
- (b) the Ombudsman may be removed from office in the manner provided hereinafter in this Scheme.

(2) On ceasing to hold office the Ombudsman shall be ineligible for re-appointment as such or for further employment to any office of profit under the Government or in any Authority, Corporation Company Society or University in the State of Goa for a period of 1[1] year thereafter.

(3) An Ombudsman shall be paid last drawn salary alongwith fixed Travelling allowance of Rs. 3000/- per month.

(4) The expenditure in respect of the salary and allowances of the Ombudsman, in accordance with this Scheme, shall be the provided for by the General Administration Department of the Government, Secretariat, Panaji.

6. **Removal of Ombudsman.**— The Ombudsman shall be liable to be removed from his office by the Council of Ministers on the advice of the Chief Minister, for grounds which, in the opinion of the Chief Minister, are fit enough to discontinue the services of such person as Ombudsman.



7. **Staff.**— The staff of the Ombudsman shall be provided by the General administration department, with the prior approval of the Government.

8. **Matters to be dealt with by Ombudsman.**— (1) Subject to the directions of the Government, the Ombudsman may entertain hear and dispose of with recommendations any grievances, petitions, or complaints pertaining to any service matters of a Government employee or Government employees, 2 [including promotion].

2 [Provided that the Ombudsman shall not deal with matter of pay anomaly and implementation or non implementation of any part of the State or Central Pay Commission's reports.

*Explanation:* For the purpose of this clause, Government means "Minister for Personnel".

8A. **Bar on engaging the services of Legal Practitioner.**— A Government employee who files petition of complaint before the Ombudsman, may take assistance of any other Government servant, retired or in service but shall not engage the services of a legal practitioner, to present the case on his behalf.]

4[9. **Matters to be referred by the Government to the Ombudsman.**— (1) Notwithstanding anything contained in this Scheme, where any allegation of corruption or misconduct under the Central Civil Services (Conduct) Rules, 1964, against any Government employee covered by this Scheme, comes to the knowledge of or is brought to the notice of the Government, the Government may, refer such matter by order in writing; to the Ombudsman for inquiry and for suitable recommendation as to whether the matter needs to be investigated and proceeded further.

(2) The Government may also refer any other matter to the Ombudsman for advice/opinion.]

10. **Matters not subject to investigation by Ombudsman.**— Except as hereinafter provided, the Ombudsman shall not investigate.

- (a) any matter in respect of which a formal and public inquiry has been ordered with the prior concurrence of the Government.
- (b) any matter which has been referred for inquiry, under the Commissions of Inquiry Act, 1952 (Central Act 60 of 1952);
- (c) any grievance or complaint made after the expiry of three years from the date on which the matter complained against is alleged to have taken place;
- (d) any matter which the Government by an Order has kept or may keep out of purview of the Ombudsman.

11. **Evidence.**— (1) Subject to the provisions of this Scheme, for the purpose of any inquiry or investigation (including preliminary hearing) under this Scheme, the Ombudsman may require any public servant or any other person, who in his opinion, is able to furnish information or produce documents relevant to the investigation, to furnish any such information or produce any such document.

(2) For the purpose of any such investigation, the Ombudsman shall have all the powers of a Civil Court while trying a suit under the code of Civil Procedure, 1908 (Central Act 5 of 1908), in respect of the following matters only, namely:-

- (a) summoning and enforcing the attendance of any person and examining him on oath;
- (b) requiring the discovery and production of any document;
- (c) receiving evidence on affidavits;
- (d) subject to any Orders of the Government requisitioning any public record or copy thereof from any court or office;
- (e) issuing commissions for the examination of witnesses or documents;
- (f) such other matters as may be specified by the Government;

(2) Any proceeding before the Ombudsman shall be deemed to be a judicial proceeding within the meaning of section 193 of the Indian Penal Code, 1860 (Central Act 45 of 1860);

(4) No person shall be required or authorized by virtue of this Scheme to furnish any such information or answer any such question or procedure so much of any document,—

- (a) as might prejudice the interests of the State of Goa or the security or defence or internal relations of India (including India's relations with the Government of any other country or with any international organization);
- (b) as might involve the disclosure of proceedings of the Cabinet of the State Government or any Committee of that Cabinet;
- (c) as might form a confidential document.

For the purpose of this sub-clause, a certificate issued by the Chief Secretary of the State Certifying that any information, answer, portion of a document is of the nature specified in clauses (a) or clause (b) or clause (c), shall be binding and conclusive.

(5) For the purpose of investigation under this Scheme, no person shall be compelled to give any evidence or produce any document which he could not be compelled to give or produce in proceedings before a court.

12. **Recommendations of Ombudsman how far binding.**— The recommendations made by the Ombudsman shall ordinarily bind the Government unless otherwise directed by the Chief Minister, on the advice tendered by the Council of Ministers, supported by reasons for not giving effect to such recommendations.

13. **Costs.**— (1) The Ombudsman may, in case the complaint/petition is found to be false or vexatious to the knowledge of the Petitioner, order the Petitioner to pay cost/compensation of not more than Rupees ten thousand, to the Government or to any Respondent against whom the allegation has been made.

(2) The Ombudsman may, if he is satisfied that all or any of the allegations, made in the petition against the Government have not or has not been substantiated, either wholly or partly order the petitioner to pay such amount of costs, as may be specified in the order, to the Government and issue a certificate of recovery in respect of the amount so specified, and such amount may be recovered through the concerned Administrative Department from the salary of such petitioner of petitioners.

14. **Powers to make rules.**— (1) The Government may, by notification in the Government Gazette, make rules for carrying out the objectives of this Scheme.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for,—

- (a) the form in which petitions may be made under this Scheme;
- (b) the conditions of service of the Ombudsman;
- (c) the powers of Civil Court which may be vested in the Ombudsman;
- (d) the deposit, forfeiture, refund or disposal of sums referred to in this Scheme;
- (e) any other matter which has to be, or may be, prescribed under this Scheme.

15. **Powers to add, modify vary this Scheme.**— If any difficult arises in giving effect to the provisions of this Scheme the Government may by order, add, modify, vary the provisions of this Scheme for the purpose of removing the difficulty.

By order and in the name of the Governor of Goa.

Sd/-

D. M. Borkar

Under Secretary (Personnel)

- 1. Substituted vide Notification No. 2/1/2001-PER(Part file) dated 21-09-2001.
- 2. Substituted vide Notification No. 2/1/2001-PER(Part file) dated 04-03-2002.
- 3. Substituted vide Notification No. 2/1/2001-PER(Part file) dated 30-07-2002.
- 4. Substituted vide Notification No. 2/1/2001-PER(Part IV)/3421 dated 27-12-2018.

**Department of Administration Reforms Division**

No. 3/149/85-ARD(Part-IX)

Date:- 10<sup>th</sup> October, 1986**CIRCULAR**

Reference is invited to Government Circular No. 22/2/80-PER dated 25-7-1980 regarding redressal of grievances of Government servants, in which it was emphasized that all Government servants should address their representations to their immediate superior officer or Head of Office and only after all avenues of redressing their grievances are exhausted, should they approach the higher authorities. Even in these cases, representations were required to be submitted through proper channel.

2. The matter regarding quick redressal of grievances of Government employees has been re-examined in detail and in the light of the recently formulated 20-Point Program, so that a healthy in-house atmosphere is created for the functioning of the Government machinery. Whereas, it may be difficult to satisfy all the aspirations of Government employees in various fields, there is no reason why genuine grievances of specified nature cannot be solved expeditiously and satisfactorily if adequate attention is given to them and proper procedure is adopted.

3. The Government have, therefore, decided that the following procedure shall henceforth be adopted by all departments offices under the Government of Goa. Daman and Diu for redressal of grievances of Government employees:

(i) Each department will designate the Head of Office/unit as STAFF WELFARE OFFICER who will act as the Nodal Authority for dealing with representations from employees coming within his purview. SWO would maintain a register (proforma at Annexure-I) and representations, written or verbal, would be recorded for processing and monitoring. SWO would also designate first and third Tuesday of every month to meet members of the staff between 12 noon and 1.00 p.m. without prior appointment to submit their grievances.

(ii) The representations will be acknowledged within 7 days, processed with the concerned authorities and a final reply should be sent within two months. However, attempt should be made to complete the disposal earlier and as quickly as possible. In case, where for some reason, it is not possible to take a decision within 60 days, a further reply should be sent within 60 days.

(iii) Heads of Department and Secretaries to the Government may also set aside first Tuesday of each calendar month (from 12 noon to 1.00 p.m.) during which the staff working under them should be able to meet them without prior appointment to represent their grievances, if any.

(iv) It would be obligatory for the Government Employees to first give their representation to the SWO and wait for disposal of their grievances by him before approaching anyone further up. In this context, attention is invited to the provisions of the conduct Rules and the policy of the Government of India, to take serious note of employees bringing in extraneous pressures.

4. It is to be realized that the instance of grievances on the part of Government employees would be considerably reduced if routine matters like, regularization of appointment preparation of seniority lists, forecasting of vacancies, holding of DPC meetings, sanctioning of leave, etc., are kept upto date and reviewed periodically. Instructions have already been issued on these matters. Special attention may therefore please be given to them.

5. The aforementioned procedure would come into effect immediately and the prescribed register/return may be sent regularly and timely.

Sd/-

P. P. Shrivastav  
Chief Secretary

### Annexure-I Proforma

Register for keeping watch of representation received from the Government servants for redressal of their grievances.

Sr. No.	No. and date of representation received	Name & designation of the applicant	To whom addressed	Brief subject	Date of acknowledgement	File No.
1.	2.	3.	4.	5.	6.	7.
						Signature of
Date of referring to the Officer concerned	Date of Interim reply	Reasons for delay in disposal of the case	Date of final reply to the applicant concerned	Staff Welfare Officer	Head of Department	
8.	9.	10.	11.	12.	13.	

### Department of Personnel and A.R.

No. 22/2/80-PER

Date:- 25<sup>th</sup> July, 1980

### CIRCULAR

It has brought to the notice of the Government that some Government servants submit their representations regarding their service matters to higher authorities directly without submitted the same through proper channel. It is also observed that in some cases advance copies of the representations are sent directly to the higher authorities. This is not a healthy practice.

2. It is therefore emphasized that all Govt. servants who wish to press a claim to seek redress of a grievance should address his immediate official superior or the Head of the office. An appeal or representation to a higher authority (e.g. one address to the Lt. Governor, or the Ministers) must not be made unless all means of securing attention or redressed from lower authorities have been exhausted. Even in such cases the representation must be submitted through the proper channel.

3. The representations submitted by the Govt. servants in the manner prescribed above to the concerned Departments/ Offices should receive the fullest and most sympathetic consideration and their genuine grievances should be redress without any loss of time and in no case not later than 15 days from receipt of petitions/representations. In case such grievances cannot be redressed within 15 days, reason thereof should be communicated to the person concerned. If the appropriate authority fails to communicate such a reason or does not dispose of the application/representation latest by the 30<sup>th</sup> day from its receipt, the applicant is free to take up the respective issue directly to the higher authorities.

4. The above instructions may be brought to the notice of all members of staff in the Departments/Offices.

Sd/-  
Dr. J. C. Almeida  
Chief Secretary

## Goa Police Service Rules

PERSONNEL DEPARTMENT

**Personnel Department**

No. 22/6/2018-PER/1063

Dated:- 20-04-2021

**NOTIFICATION**

In exercise of the powers conferred by rule 16 of the Goa Police Service Rules, 1997, the Government of Goa, in consultation with the Goa Public Service Commission conveyed vide their letter number No. COM/I/25/88/59 dated 15/04/2021, hereby specifies the training and departmental examination for the candidates appointed to the post of Junior Scale officer in the Goa Police Service under rule 5 of the said Rules, as follows, namely:—

**1. Training and Departmental Examination.-****(A) For direct recruits on probation:-**

(i) Every candidate selected and appointed to the post of Junior Scale Officer in the Goa Police Service (hereinafter called as “Probationer”) shall attend training for a period of twelve months at such Police Academy/Training College as may be decided by the Government. The training shall be conducted as per the syllabus of such Police Academy/Training College.

(ii) After completion of the above twelve months training, the Probationer shall attend forty-five days departmental training at GIPARD. The Probationer shall answer a departmental examination conducted by the GIPARD before completion of the fifteenth month from the date of his/her appointment. The Probationer who do not clear this examination shall again answer the examination which shall be conducted by GIPARD before completion of the eighteenth month from the date of appointment of such Probationer, failing which, a last opportunity shall be given to such Probationer to answer the examination which shall be conducted by the GIPARD before completion of the twenty-third month from the date of appointment of such Probationer. The Probationer, who fails to clear the said examination even after the three attempts, shall be considered as being unable to complete the probation period successfully and his services shall be terminated forthwith.

**(B) For promotees on probation:—**

(i) Every Officer promoted to the post of Junior Scale Officer of the Goa Police Service shall attend training for a period of forty-five days at GIPARD and after completion of the said training, he/she shall answer a departmental examination conducted by the GIPARD.

(ii) The Officer who fails to clear the departmental examination in a first attempt shall be given another opportunity to appear for the examination after a period of six months. The Officer who does not clear the examination even after two attempts shall be given a last opportunity to answer the departmental examination after a period of six months. The Officer who fails to clear the said examination even after the three attempts shall be considered as being unable to complete the

probation period successfully and he shall be reverted back to his original position from where he was promoted to the post of Junior Scale Officer.

2. Syllabus.— The syllabus for forty five days departmental training and departmental examination conducted by GIPARD shall be as specified in the Annexure appended hereto.

3. Passing Percentage.— A candidate shall be declared as passed in the departmental examination if he secures a minimum of 45% of the total marks in each paper.

This Notification shall come into force on the date of its publication in the Official Gazette.

By Order and in the name of  
the Governor of Goa.

Sd/-

(Maya Pednekar)

Under Secretary(Personnel-II)

#### ANNEXURE

#### **A. Syllabus for Training and Departmental Examination of Junior Scale Officers of Goa Police Service (on probation)**

##### **I. The Goan ethos, basic principles of Goa and General Studies.-**

- (i) **The Ethos of Goa** - Its geography, ecology, society, social relations, policy, economy, cultural, heritage, both historical and current, its relationship with the Indian mainstream, current political, socio – economic developments.
- (ii) **Concepts of Governance in Constitutional democracy** - The legislature, executive, judiciary, checks and balances, broad constitutional mandates in a democracy, organizational structure of Government, essentials of public administration, features of bureaucracy, human rights, the relationship between bureaucracy and democracy, value in administration and work ethics, practice of integrity, ethics, administrative reforms and values, relationship and attitudes with political leaders and elected representatives, local bodies, civil society, Non Governmental Organisations (NGOs), pressure groups, media, judiciary, legislature, regulatory and watchdog bodies, business and industry, private sector and public sector, public sector undertakings, public private partnership (PPPs), special purpose undertaking (SPU), outsourcing, good governance and its principles and practices.

**(iii) Basic Management Concepts** - Organisational behavior and culture, leadership styles and attitudes, communication, interpersonal skills and techniques, conflict resolution, consensus building, personality development and needs, change management.

**(iv) Contemporary management practices in Government** - In organization behavior, time management, planning and implementation, data management, innovation, project management, income tax.

## **II. The Legal Structures and Police Administration (Part A).-**

**(i) The Constitution of India-** Preamble, Part I, Part II, III, IV, V, VI, IX, IXA, distribution of legislative powers ( Part XI) taxation provisions (Part XII), XIV, XVIII amendments to the Constitution and Special provisions.

**(ii) Law and Order-** The Code of Criminal Procedure, 1973, Evidence Act, 1973, Code of Civil Procedure 1908, Police Act 1861, relevant provisions of the Indian Penal Code, 1860.

**(iii) Other Acts related to Police functioning-** The Police Act, 1861, The Unlawful Activities (Prevention) Act, 1967, The Prevention of Damage to Public Property Act, 1984, The Public Gambling Act, 1967, Immoral Traffic (Prevention) Act, 1988, The Scheduled Castes and Scheduled Tribes (Prevention of Atrocities) Act, 1989, The Arms Act, 1959, The Narcotics Drugs and Psychotropic Substances Act, 1985, The Probation of Offenders Act, 1958, The Prevention of Corruption Act, 1988, The Official Secrets Act, 1923, Law relating to Human Rights Act, 1993.

**(iv) Crime prevention, Police records Registers and maintenance of public peace and order** - Criminology, concepts of criminological psychology, concepts of prevention of crime methods and strategies, beat system in urban and rural areas, crime beats planning deployment, patrols and pickets, beat checking and supervision, supervision over crime prevention measures and optimisation of resources, prevention of dacoits and robberies and prevention of organized crime.

## **III. The Legal Structures and Police Administration (Part B).-**

**(i) Police organization-** Police service matters and conduct rules.

**(ii) Investigation and Trial methods and Skills-** Registration of First Information Report (FIR) and its importance, scene of crime and its preservation, plan drawing, collection of evidences and



securing help of experts, search and seizure and recovery of property, general principles of investigation, multi disciplinary approach, role of intelligence in investigation, examination of witnesses and recording of statements, writing of case diaries, interrogation of suspects and accused, arrest of accused, remand and bail provisions, identification parade and its importance, enquiries and co-ordination with other police stations, investigation of offences against body and property, investigation of Offences relating to documents and coins.

**(iii) Investigation supervisions** – Monitoring and reporting status of investigation, Management Information System.

**(iv) Forensics and use of technology, economic offences, Information Technology Act, 2000, Cybercrime, etc.**

#### **IV. Special Legislations.-**

**(i) Anti- Corruption Laws-** The Prevention of Corruption Act, 1988, The Lokayukta Act, 2013, and any other relevant current legislation.

**(ii) Accountability legislations-** The Right to Information Act, 2005, The Right of Citizens to Time Bound Delivery of Public Services Act, 2013.

**(iii) Local self – government / local bodies laws** – The 73<sup>rd</sup> & 74<sup>th</sup> Constitutional Amendments, the Goa Panchayati Raj Act, 1994 and Rules thereunder, the Goa Municipalities Act, 1968 and the Corporation of City of Panjim Act, 2002 and Elections, Solid Waste Management Rule, 2016, the Goa Non-Biodegradable Garbage (Control) Act, 1997 and amended from time to time.

**(iv) Legislations relating to Women, Children and Senior Citizen-** the Right to Education Act, 2009, the Protection of Children from Sexual Offences Act 2012, the Goa Children Act, 2003, the Domestic Violence Act, 2005 and any other relevant current legislation, the Persons with Disability Act, 2016, Maintenance and Welfare of Parents and Senior Citizens Act, 2007, Mental Health Care Act, 2017 and any other relevant current legislations.

**(v) Environmental & Forest Laws** – Environment Protection Act, 1986, Air Act, 1981, Water Act, 1974, Forest Conservation Act, 1980, wildlife Protection Act, 1972 and related legislations.

**(vi) Election Laws-** The Representation of People of India Act, 1950/1951 and Rules framed thereunder, Election Commission of India (ECI), election procedures, processes and guidelines.

## **V. Administrative and Financial skills in Government.-**

- (i) **The Mechanisms of Government-** Rules of Business in Government of Goa, 1991, Rules of Legislative Assembly and procedures, Manual of Office procedure.
- (ii) **Human Resource Management-** Recruitment Rules, and Establishment, Probation, Confirmation, Maintenance of rosters, Central Civil Service (Conduct) Rules, 1964, Central Civil Service (Classification Control and Appeals) Rules, 1965, Disciplinary and Appeal Rules, service records, seniority, promotions and Departmental Promotional Committee (DPCs), leave rules, superannuation and pension benefits including National Pension Scheme (NPS).
- (iii) **Practices and procedures-** Record Management and disposal of records, noting and drafting, cabinet notes, presentation skills and computer applications, conduct of meetings and protocol.
- (iv) **Sources of revenue** – Working of Finance Department and Treasury in Financial management of the State.
- (v) **Financial Rules-** The General Financial Rules, 2017 (as amended from time to time), Fundamental Rules and Supplementary Rules, the Goa Delegation of Financial Power Rules, 2008, different types of bills, duties and powers of Drawing and Disbursing Officers.
- (vi) **Tendering procedures and e – procurement.**
- (vii) **Audit process in government-** Role of performance audit and performance indicators, Comptroller and Auditor General of India (CAG), Public Accounts Committee, Public Undertaking Committee and Legislative audits.

## **VI. Contemporary issues in Governance.-**

**Part – I:-** Project work, Surveys, Department Studies, Assignments, Reports, Book Reviews, compulsory online course on COMMIT (a DOPT, GOI programme).

**Part-II:- Topics in contemporary issues of Governance in Goa, viz-**

- i. Sustainable Development Goals
- ii. Environmental issues of land and water
- iii. Tourism related issues
- iv. Sustainable investment and industrial development
- v. Waste management in Goa
- vi. Coastal Zone Management

- vii. Regional plans and land use
- viii. Governance problems in Local Self Government bodies - Panchayats and Municipalities.
- ix. Health and hygiene issues in Goa
- x. Demographics and population, migration issues
- xi. Employment generation and the need for skilling
- xii. Any other topic(s) of current interest.

**Part – III:- Computer Skills in Government:** Excel, Power Point, Word, Email, Database application, Smartphone as a management tool, utilization of e-governance application, MIS Application like PFMS, e-DDO, Goa SPARROW, e-Assembly, etc.

**B] Examination Pattern:**

<b>Paper</b>	<b>Subject</b>	<b>Marks</b>	<b>Duration</b>
Paper – I	The Goan Ethos, basic principles of Goa and General Studies	100 marks (without books)	03 hrs
Paper – II	Legal Structures and Police Administration (Part A)	100 marks (with books)	03 hrs
Paper – III	Legal Structures and Police Administration (Part B)	100 marks (without books)	03 hrs
Paper – IV	Special Legislations	100 marks (withbooks)	03 hrs
Paper – V	Administrative and Financial Skills in Government	100 marks (with books)	03 hrs
Paper – VI	Contemporary issues in Governance	100 marks (without books)	03hrs

**Personnel Department**

No. 22/15/2017-PER/987

Dated:- 12-04-2021

**NOTIFICATION**

In pursuance of rule 7 of the Goa Police Service Rules, 1997, and all other powers enabling it in this behalf, the Government of Goa hereby notifies the Syllabus for the Competitive Examination for direct recruitment to the Goa Police Service, as stated in the Schedule hereto.

These Rules are issued in consultation with the Goa Public Service Commission vide its letter No. COM/I/25/88/30 dated 07/04/2021

By order and in the name of  
the Governor of Goa.

Sd/-  
(Maya Pednekar)  
Under Secretary (Personnel-II)

## SCHEDULE

### **Syllabus for Competitive examination for direct recruitment to the post of Junior Scale Officer (Deputy Superintendent of Police) of Goa Police Service.**

Part A: General Intelligence, Reasoning and Numerical Aptitude

Part B: Basics of Indian Constitution, Governance and Administration

This component is aimed at testing the candidate's knowledge and aptitude on issues and themes relating to Indian Constitution, Governance and Administration. On the Constitution, the candidate must be familiar with the key provisions of the Constitution having a direct linkage to the functioning of the Indian Democracy and also the debates surrounding Constitutional Reform/ Amendment. With reference to Governance and administration, he/she must be familiar with the role of bureaucracy, central, state and local level governance mechanisms (with reference to India and the State of Goa), fundamentals of good governance and emerging issues in society-bureaucracy interface. The select themes shall include:

- Indian Constitution: Preamble, Fundamental Rights, Fundamental Duties, Directive Principles of State Policy.
- Indian Constitution and the State: Legislature, Executive, Judiciary.
- Centre State Relations, Union, State and Concurrent Lists, Budgetary Allocations, Role of Finance and Planning Commissions.
- Elections and Electoral Process, Central and State Election Commissions, Representation of People's Act.
- Role of Bureaucracy in nation building, Civil Services Training, C.C.S. Rules, Integrity in Administration, Public Private Partnership.
- Good Governance: Efficiency, Transparency, Accountability in Governance, Right to Information, Role of Lokayukta and Lokpal.

Part C: General Knowledge and Current Affairs

This component is intended to test the candidate's awareness and knowledge on general issues of both historical and contemporary nature relating to India and the State of Goa. The questions aim at testing both the factual as well as the analytical grasp of the candidate on such issues without actually testing deeper knowledge on the subject. It may contain questions on history, geography, culture, scientific developments and current affairs. The select themes shall include:

- Current Events of State, National and International Importance.
- India's Freedom struggle, Goa's Freedom struggle.

- Physical, Economic and Social Geography of India and State of Goa.
- Religion, Customs and Festivals: India and State of Goa.
- Information and Communication Technology, Biodiversity, Environment and Climate Change.
- Social Movements: Corruption, Environment, Women's issues.

## Part D: English Comprehension

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**Home Department**

No. 1/23/2021-HD(G)/Notif./Dy.S.P./SP/2729

Dated:- 30-07-2021

**NOTIFICATION**

Government of Goa is please to notify the nomenclature of following 03 posts of Senior Scale (Superintendent of Police) and 10 Junior Scale (Dy. Superintendent of Police) of Goa Police Service created vide Order No. 1/32/2018-HD(G)/HLEC/Goa Police/3389 dated 27-11-2018 as approved by High Level Empowered Committee:—

**Senior Scale (Superintendent of Police)**

Sr. No.	Name of Post	No. of Post
1.	Superintendent of Police (Anti-Terrorist Squad)	01
2.	Superintendent of Police (Legal and Vigilance)	01
3.	Superintendent of Police (EOC)	01
	<b>Total</b>	<b>03</b>

**Junior Scale (Deputy Superintendent of Police)**

1.	Deputy Superintendent of Police (Legal and Vigilance)	01
2.	Deputy Superintendent of Police (Crime Branch-II)	01
3.	Deputy Superintendent of Police (Cyber Crime)	01
4.	Deputy Superintendent of Police (Anti Human Trafficking)	01
5.	Deputy Superintendent of Police (Welfare)	01
6.	Deputy Superintendent of Police (Tourist Police)	01
7.	Deputy Superintendent of Police (Goa Reserve Police 'B' Coy)	01
8.	Deputy Superintendent of Police (Goa Reserve Police 'D' Coy)	01
9.	Deputy Superintendent of Police (Motor Transport)	01
10.	Deputy Superintendent of Police (SPCR)	01
	<b>Total</b>	<b>10</b>

By order and in the name of  
the Governor of Goa.

Sd/-

Pritidas U. Gaonkar  
Under Secretary (Home-I).

## Department of Personnel

No. 24/5/79-PER(Part)

Dated: 26-11-1997

### NOTIFICATION

*3/5/89-PER (Part) dated 26/11/1997 published in the Extra-ordinary  
Gazette Series I No. 35 dated 27/11/1997*

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and all other powers enabling it in this behalf, and in supersession of the Goa Police Service Rules, 1997, the Governor of Goa, in consultation with the Goa Public Service Commission, conveyed vide their letter No. COM/1/25/88 dated 12/08/1997 and 07/10/1997 hereby makes the following rules, namely:-

*1. Short title and commencement.* - (1) These rules may be called the Goa Police Service Rules, 1997.

(2) They shall come into force with effect from the date of their publication in the Official Gazette.

*2. Definitions.* - In these rules, unless the context otherwise requires.—

- (a) "Commission" means the Goa Public Service Commission;
- (b) "Duty Post" means any post specified in the Schedule and includes a temporary post carrying the same designation as any of the posts specified in that Schedule, and the scale of pay which is identical to that attached to Grade II of the Service and any other temporary post declared as duty post by the Government.
- (c) "Government" means the Government of Goa;
- (d) "Member of the Service" means a person appointed on regular basis in anyone of the 4 grades of the Service and includes a person appointed on probation to the Junior scale of the service;
- (e) "Schedule" means the Schedule appended to these rules;
- (f) "Service" means the Goa Police Service;
- (g) "Probationer" for the purpose of these Rules, means a person appointed to the Service on probation by direct recruitment;
- (h) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India;
- (i) "Year" means the period commencing on the first day of April and ending on the 31st day of March of the subsequent year.

*3. Constitution of Service.* - (1) The Service shall have 4 grades namely:-

- 1. Selection Grade;
- 2. Junior Administrative Grade;
- 3. Senior Scale;
- 4. Junior Scale;

(2) All the 4 grades shall be classified as Group 'A' posts (Gazetted) ;

Provided that the posts in Selection Grade, Junior Administrative Grade and Senior Scale taken together shall generally not exceed 20 % of the authorized permanent strength of the Service.

*4. Strength of the Service.*— (i) The authorized permanent strength of the Service and posts included therein shall be as specified in the Schedule.

(ii) The Government, subject to such conditions and limitations as may be prescribed in this behalf, may, by order, create duty posts for such period as may be specified therein.

*5. Method of recruitment.*— Appointment to the Service shall be made by the following methods,

namely:—

- (a) <sup>3</sup>[50 % ] of the vacancies of the Junior Scale which occur from time to time as per the strength of the Service shall be filled by direct recruitment;
- (b) The remaining <sup>3</sup>[50%] of the vacancies shall be filled by promotion from amongst the officers who substantively hold the posts of Inspector of Police, excluding the post of Inspector of Police (Motor Transport) and Inspector of Police (Wireless), on regular basis for a minimum period of 5 years under the Government of Goa.

6. *Eligibility.*- (1) The candidate to be eligible for appointment to the Service through direct recruitment should be a degree holder of a recognized University and should be less than 35 years of age, relaxable by 5 years for Government servants as per the orders issued by the Government from time to time. The candidate should have adequate knowledge of Konkani.

<sup>1</sup>[(2) the candidate should also fulfill the following physical requirements, namely:-

- (i) Minimum height of <sup>2</sup>[168 cms. for males and 165 cms. for females];
- (ii) Chest unexpanded 80 cms;
- (iii) Expanded 85 cms;
- (iv) Should undergo efficiency test on model of one star National Physical Efficiency Test.]

7. *Competitive examination.*— (1) A competitive examination for direct recruitment to the Service shall be conducted by the Commission, in the manner notified by the Government, from time to time. The dates on which and the places at which the examination will be held, shall be fixed by the Commission.

8. *Decision of the Commission to be final.*— The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

9. *List of successful candidates.*— The Commission shall forward to the Government a select list, arranged in the order of merit of the candidates, who have qualified by such standards as the Commission may determine.

10. *Preparation of eligibility list.*— (1) Every year, with reference to the 1st of April of that year, the Government shall prepare an eligibility list of officers holding the posts of Inspector of Police for the purpose of promotion to the Junior Scale of the Service. Such list shall be circulated to all the officers holding such posts;

(2) For the purpose of sub-rule (1) an officer shall be considered as eligible for promotion to the Junior Scale of the Service, if he/she has held the said posts on regular basis for a minimum period of five years.

(3) The selection of the candidates shall be made on the basis of merit, with due regard to seniority.

11. *The constitution of the Selection Committee.*— Recruitment under rule 5 shall be made on the recommendation of a Selection Committee (hereinafter referred to as the Committee), consisting of:—

Chairman:

- (i) The Chairman or a Member of the Commission;

Members:

- (ii) The Chief Secretary or some other equivalent senior officer to be nominated by the Chief Secretary;
- (iii) The Secretary (Personnel), and if the Secretary (Personnel) happens to be the Chief Secretary, then any other senior Secretary to be nominated by the Chief Secretary;
- (iv) Inspector General of Police.

*12. Conditions of eligibility and procedure for selection.*— (1) The Committee shall consider, from time to time the cases of officers eligible under clause (b) of rule 5, who have served in the posts of Inspector of Police for not less than 5 years in regular service and prepare a select list of officers recommended, taking into account the actual vacancies at the time of selection. The selection for inclusion in the list shall be based on merit and suitability in all respects for appointments to the service with due regard to seniority.

(2) The names of persons included in the select list shall be arranged in the order of merit;

(3) The select list so prepared shall be forwarded by the Committee to the Government.

(4) The select list forwarded by the Committee, shall ordinarily be in force during the year in which it is prepared or until a fresh select list is prepared for the purpose in accordance with these rules, whichever is earlier.

*13. Initial appointment of persons to the Service.*—The Officers holding any of the posts either in officiating or in substantive capacity, under the Goa Police Service Rules, 1973 and included in the Schedule, at the commencement of these Rules, shall be deemed to have been appointed to the Service.

*14. Appointment to the Service.*— (1) Appointment to the Service shall be made in the order of merit from the select list referred to in the sub-rule (3) of rule 12 with due regard to the proportion specified in rule 5.

(2) All appointments to the Service shall be made to the Selection Grade, Junior Administrative Grade, Senior Scale or Junior Scale of the Service and not against any specific post included in the Service.

(3) All appointments to the Selection Grade and Junior Administrative Grade shall be treated as non- functional.

*15. Period of Probation.*— Every person appointed to the Junior Scale of the service under rule 5 shall be on probation for a period of 2 years.

*16. Training and Departmental examination.*— A person appointed to the Service under rule 5, shall undergo such training and pass, during the period of probation, such departmental examination as may be specified by the Government in consultation with the Commission:

Provided that the officers who have attained 50 years of age and above and who are appointed under clause (b) of rule 5, may be exempted from passing the departmental examinations.

*17. Confirmation in the Service.*— The Government may, in consultation with the Commission, confirm in the Service, any person who has been appointed under clause (a) of rule 5 and declare to have satisfactorily completed his period of probation.

*18. Appointment to duty posts of the Service.*— Every duty post shall be held by a member of the Service.

*19. Seniority.*— The relative seniority of direct recruits and promotes shall be determined in accordance with the provisions of the Goa Government (Seniority) Rules, 1967, as in force.

*20. [Pay and allowances.*— The scales of pay attached to the service shall be as follows:-

(i) Selection Grade: Rs. 37,400-67,000 + Grade Pay Rs. 8,700 (Revised PB-4);

(ii) Junior Administrative Grade - Rs. 15,600-39,100 + Grade Pay Rs. 7,600 (Revised PB-3);

(iii) Senior Scale - Rs. 15,600-39,100 + Grade Pay Rs. 6,600 (Revised PB-3);

(iv) Junior Scale - Rs.15,600-39,100 + Grade Pay Rs. 5,400 (Revised PB-3).]

*21. Promotion to the Senior Scale.*— (1) Promotion of the members of the service to the Senior scale shall be made in consultation with the Commission on the basis of merit with due regard to seniority.

(2) An officer with a minimum of 3[6] years of regular service in the Junior Scale of the Service



shall be eligible for being considered for appointment to the Senior Scale :

Provided that where a person is considered for such appointment, all persons senior to him in the Junior Scale shall be considered irrespective of the fact whether or not they fulfill the requirements as to the minimum of 3[6] years of regular service in the Junior Scale.

22. *Appointment to the Junior Administrative Grade.*— (1) Appointment of members to the Junior Administrative Grade shall be made by promotion on the basis of seniority, subject to fitness, on the recommendation of the Committee as laid down under rule 11.

(2) A Senior Scale Officer with the minimum of 3[10] years of regular service in the cadre including 3[minimum one year] regular service in Senior Scale shall be eligible for being considered for promotion to the Junior Administrative Grade:

Provided that where a person is considered for such appointment all persons senior to him in the Senior Scale shall also be considered irrespective of the fact whether or not they fulfill the requirement as to the minimum of 3[10] years of service in the scale.

23. *Appointment to Selection Grade.*— (1) Appointment of members to the Selection Grade shall be made by promotion, on the basis of seniority, subject to fitness, on the recommendation of the Committee as laid down under rule 11.

(2) A Junior Administrative Grade Officer with minimum of 3[14] years of regular service in the cadre including 3[minimum one year] regular service in Junior Administrative Grade shall be eligible for being considered for promotion to the Selection Grade :

Provided that where a person is considered for such appointment all persons senior to him in the Junior Administrative Grade shall also be considered irrespective of the fact whether or not they fulfill the requirement as to the minimum of 3[14] years regular service in the cadre.

24. *Disqualification.*— No person –

- (a) who has entered into or contracted marriage with a person having a spouse living, or
- (b) who, having a spouse living has entered into or contracted a marriage with any person,

Shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation this rule.

25. *The crucial date for eligibility of officers for promotion.*— The crucial date for determining the eligibility of the officers for promotion to any Grade in the Service shall be the 1st of April of the year in which the D.P.C. meets.

26. *Regulations.*— The Government may make regulations or issue instructions in consultation with the Commission, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

27. *Residuary matters.*— In regard to matters not specifically covered by these rules or by regulations or orders issued there under or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to corresponding officers serving in connection with the affairs of the State.

28. *Interpretation.*— If any question arises as to the interpretation of these rules, the same shall be decided by the Government in consultation with the Commission.

29. *Saving.*— Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other Special categories of persons, in accordance with the orders issued by the Central Government from time to time in this matter.

30. *Power to relax.*— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing and in consultation with the Commission,

relax any of the provisions of these rules with respect to any class or category of persons or posts.

### **SCHEDULE**

(See rule 4)

The authorised permanent strength of the Service and the nature of posts included therein are as follows.-

#### **<sup>3</sup>[Sanctioned Strength]**

1 Specific posts under the Government of Goa	—	38
2 Deputation/Leave/Training Reserve	—	13
<b>Total</b>	—	<b>51</b>

inclusive of posts added subsequent to the formation of the service.

The above figures include the following posts:-

#### **Senior Posts**

(1) Superintendent of Police (Special Branch)	—	1
(2) Superintendent of Police (Headquarters)	—	1
(3) Superintendent of Police (Anti Narcotic Cell)	—	1
(4) Principal, Police Training School, Valpoi	—	1
(5) Superintendent of Police (Crime Branch)	—	1
(6) Superintendent of Police (Security)	—	1
(7) Deputy Commandant General Home Guards and Deputy Director Civil Defence	—	1
(8) Superintendent of Police (Anti-Corruption Branch)	—	1
(9) Superintendent of Police (Coastal)	—	1
(10) Superintendent of Police (State Police Control Room)	—	1
<b>Total</b>		<b>10</b>

#### **Junior Posts :-**

(1) Sub-Divisional Police Officer (Panaji)	—	1
(2) Sub-Divisional Police Officer (Ponda)	—	1
(3) Sub-Divisional Police Officer (Mapusa)	—	1
(4) Sub-Divisional Police Officer (Bicholim)	—	1
(5) Sub-Divisional Police Officer (Margao)	—	1
(6) Sub-Divisional Police Officer (Quepem)	—	1
(7) Sub-Divisional Police Officer (Vasco)	—	1
(8) Deputy Superintendent of Police (Konkan Railway)	—	1
(9) Deputy Superintendent of Police (Criminal Investigation Department Crime Branch)	—	1
(10) Deputy Superintendent of Police (Anti-Narcotic Cell)	—	1
(11) Deputy Superintendent of Police (Security)	—	1

(12) Sub-Divisional Police Officer (Porvorim)	—	1
(13) Deputy Superintendent of Police (Special Branch North)	—	1
(14) Deputy Superintendent of Police (Police Headquarters)	—	1
(15) Deputy Superintendent of Police (Traffic North)	—	1
(16) Deputy Superintendent of Police (Police Training Valpoi)	—	1
(17) Deputy Superintendent of Police (Coastal Security)	—	1
(18) Deputy Superintendent of Police/Sub-Divisional Police Officer (Canacona)	—	1
(19) Deputy Superintendent of Police (Human Rights Commission)	—	1
(20) Deputy Superintendent of Police (Pernem)	—	1
(21) Deputy Superintendent of Police (Economic Offences Cell)	—	1
(22) Deputy Superintendent of Police (Foreigners Branch, Panaji)	—	1
(23) Deputy Superintendent of Police (Immigration Airport)	—	1
(24) Deputy Superintendent of Police (Traffic, South)	—	1
(25) Deputy Superintendent of Police (Goa Reserve Police "A" & "B" Coy)	—	1
(26) Deputy Superintendent of Police (Goa Reserve Police "C" & "D" Coy)	—	1
(27) Deputy Superintendent of Police (Goa Reserve Police "E" Coy)	—	1
(28) Deputy Superintendent of Police (Special Branch South)	—	1
		<hr/>
	Total	28
<b>Reserves:</b>		
(1) Deputation Reserve at 10 % of 38	—	4
(2) Leave Reserve at 12 ½ % of 38	—	5
(3) Training Reserves at 10 % of 38	—	4
		<hr/>
	Total	13]

By order and in the name of the Governor of Goa.

sd/-

S. S. Keshkamat  
Joint Secretary (Personnel)

1. Substituted by Notification No. 3/5/89-PER (Part) dated 09-09-1998 published in the Official Gazette Sr. I No. 30 dated 22-10-1998.  
2. Substituted by Notification No. 24/5/79-PER (Part) dated 08-02-2001 published in the Official Gazette Sr. I No. 48 dated 01-03-2001.  
3. Substituted by Notification No. 22/7/2006-PER dated 05-12-2011 published in the Official Gazette Sr. I No. 36 dated 08-12-2011.

PERSONNEL DEPARTMENT