



GOVERNMENT OF GOA
DEPARTMENT OF PERSONNEL
Secretariat, Porvorim, Goa

Compendium of Instructions

VOLUME II

COMPENDIUM OF INSTRUCTIONS

Volume II

TOPICS COVERED

- GOA PUBLIC SERVICE COMMISSION
- GOA STAFF SELECTION COMMISSION
- GOA STATE CIVIL SERVICE (GRANT OF LEAVE TO SEEK PRIVATE EMPLOYMENT IN INDIA OR ABROAD) RULES, 2002
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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 in black ink, written in a cursive style.

(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

GOA PUBLIC SERVICE COMMISSION

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57.	Ministry of Personnel & Training (GOI) Finance (R&C) (GOG)	1/6/98-P&PW(E) 8/27/99- (Fin)(R&C)/FPC	05/07/1999	30/11/1999	Admissibility of family pension to the judicially separated spouse under the CCS (Pension) Rules, 1972	229
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59.	Finance (R&C) (GOG)	12-7-87- Fin(H&C)Part I	23/04/1999		Timely payment of retirement benefits – Instruction to follow time table issued in this regard.	230
60.	Personnel (GOG)	2/6/94-PER	30/10/1998		Govt. servant whose date of birth is 1 st of the month shall retire on the afternoon of the last day of preceding month on attaining the age of 60 years.	233
61.	Ministry of Personnel, Public	25012/2/97-Estt	13/05/1998	12/01/1999	Fundamental Rules relating to age of retirement	233

	Grievances & Pension (GOI) Personnel (GOG)	2/6/94-PER				
62.	Finance (R&C) (GOG)	12-1-89-Fin(R&C)	29/11/1989		Voluntary Retirement after 15 years qualifying service	235
63.	Finance (R&C) (GOG)	12-7-87-Fin(R&C)	08/01/1988		Sanction and payment of pension and gratuity	236

HOUSE BUILDING ADVANCE

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.	Department of Law (GOG)	8/10/2020/LA	17/09/2020 (along with the copy of the Goa (Regulation of HBA Ordinance 2020 dated 12-09-2020)		Ordinance on cancellation/abolition of HBA	246
2.	Directorate of Accounts	DA/Control/7-10/2020-2021/TR-145/146	15/09/2020		Instructions regarding deduction of HBA at source from salary of the concerned Govt. Employee and be paid to the bank.	248
3.	Finance (Debt Management) (GOG)	7/26/2020-Fin(DMU)/1158	03/06/2020		HBA	248
4.	Finance (Debt Management) (GOG)	7/26/2020-Fin(DMU)1127	15/05/2020		HBA	249
5.	Finance (Debt Management) (GOG)	1/33/2009-Fin(DMU)/PT/1053	11/03/2020		Instruction to stop forwarding the application to Bank of India until new scheme is formulated.	250
6.	Finance (Debt Management) (GOG)	1/12/2007-Fin(DMU)/287	05/07/2018		O.M. reg. House Building Advance.- Corrigendum to O.M dated 26/08/2014	250
7.	Directorate of Accounts	DA/Control/7-10/2014-2015/TR-541/433	19/02/2015		Calculation of House Building Advance interest and timely credit of subscription	250
8.	Finance (R&C) (GOG)	8/3/2013-Fin(R&C)(Part-I)	28/11/2014		O.M. reg. House Building Advance.- Reduction of interest rate from 5 % to 2 % shall also be applicable for existing advances already taken by the Govt.	251

					employees	
9.	Finance (R&C) (GOG)	8/3/2013- Fin(R&C)(Part-I)	26/08/2014		O.M. reg. House Building Advance.- Reduction of interest rate from 5 % to 2 %	251
10.	Finance (Debt Managemen t (GOG)	1/12/2007-Fin(BUD)	18/04/2009		House Building Advance – Revision of rate of interest.	252
11.	Finance (Debt Managemen t (GOG)	1/12/2007-Fin(BUD)	16/04/2010		House Building Advance – enhancement of existing limit from 30 lakhs to 36 lakhs	253
12.	Finance (Debt Managemen t (GOG)	1/12/2007-Fin(BUD)	02/11/2009		House Building Advance – prescribe rates as repaying capacity	253
13.	Finance (Debt Managemen t (GOG)	1/12/2007-Fin(BUD)	29/10/2009		House Building Advance – enhancement of existing limit from 15 lakhs to 30 lakhs	254
14.	Finance (Debt Managemen t (GOG)	1/12/2007-FCC	05/12/2008		House Building Advance – clarification to Directorate of Accounts	254
15.	Finance (Debt Managemen t (GOG)	1/12/2007-Fin(BUD)	13/10/2008		House Building Advance - Guidelines	254
16.	Finance (Budget) (GOG)	1/12/2007-Fin(Bud)	10/08/2007		HBA–corrigendum to Circular dated 25/09/2006	255
17.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)	24/10/2006		Corrigendum to Addendum dated 17/10/2001	255
18.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)	06/10/2006		Addendum to order dated 17/10/2001	256
19.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)	25/09/2006		HBA – clarification	263
20.	Finance (Exp) (GOG)	3/7/2001- Fin(Exp)(A)/Part	06/06/2005		Extension of Loan facilities for House Building to State Govt. Employees through Housing Dev. Finance Corp. (HDFC)	263
21.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)	10/11/2004		Grant of HBA through HDFC	264
22.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)	27/05/2002		HBA–clarification reg. signing authority	266
23.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)(A)	17/10/2001		3. Extension of Loan facilities for House Building to State Govt. Employees through Housing Development Finance Corporation (HDFC)	266
24.	Finance	3/7/2001-Fin(Exp)(A)	17/10/2001		2. Procedure for effecting recoveries towards HBA sanction	268

	(Exp) (GOG)				to Govt. employees and released by the Housing Development Finance Corp. Ltd. Under the HDFC Scheme and repayment to HDFC	
25.	Finance (Exp) (GOG)	3/7/2001-Fin(Exp)(B)	17/10/2001		1. Detailed procedure regarding forwarding of application and sanction of loans etc. under the HDFC Scheme	270
26.	Finance (Exp) (GOG)	3/7/79-Fin(Exp)	16/03/1998		HBA – Partial modification	272
27.	Finance (Exp) (GOG)	06/8/90-Fin(Exp)	28/01/1993		HBA – Clarification	273
28.	Finance (Exp) (GOG)	3/7/79-Fin(Exp)- Vol.II	16/03/1992		Recovery of HBA– Clarification	274
29.	Finance (Exp) (GOG)	3/7/79- Fin(Exp)Vol.II	06/03/1992		G Recovery of HBA–Advance with interest to be recovered in 240 installments.	274
30.	Finance (Exp) (GOG)	3/7/79-Fin(Exp)- Vol.II	17/02/1989		Grant of HBA	276

**HIGH LEVEL EMPOWERED COMMITTEE AND INTER DEPARTMENTAL COMMITTEE OFFICERS /
CREATION REVIVAL AND RE-DESIGNATION OF POSTS**

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.	Administrative Reforms (GOG)	2/3/2021- Review/ARD	13/07/2021		Assessment of manpower requirements of Departments which was not conducted by IDCO/HLEC.	278
2.	Personnel (GOG)	1/1/2017- Addl.Secy(PER)/1552	25/06/2021		Instruction for revival of posts – In partial modification to OM dated 15/07/2020	280
3.	Personnel (GOG)	1/1/2017-Addl. Secy(PER)/1598	15/07/2020		All the posts remained vacant for seven years and above shall be deemed to be abolished	280
4.	Personnel (GOG)	1/1/2017-Addl. Secy(PER)/2940	25-10-2019		Discontinuation of the special mechanism viz. High Level Empowered Committee and Inter-Departmental Committee of Officers	281
5.	Personnel (GOG)	1/1/2017-Addl. Secy(PER)/2941	25/10/2019		The proposal for creation and abolition of posts shall be referred to ARD for assessment	282
6.	Personnel (GOG)	1/1/2017-Addl. Secy(PER)/3288	10-12-2018		Extension of validity of Inter Departmental Committee of Officers (IDCO) and High Level Empowered Committee (HLC)	283
7.	Personnel (GOG)	1/1/2017-Addl. Secy(PER)	24-11-2017		Assessment of manpower requirements, outsourcing of services and vehicle... reg	283
8.	Personnel (GOG)	1/1/2017-Addl. Secy(PER)	22-11-2017		Constitution of HLEC and IDCO for carrying out the assessment of sanctioned strength - creation/revival of posts	286

9.	Administrative Reforms (GOG)	3/6/2010-ARD	18/04/2013		Guidelines for receiving proposals for creation of new posts/revival of lapsed posts etc.	287
10.	Administrative Reforms (GOG)	3/6/2010-ARD	26/03/2010		Proposal for creation/Revival of posts be made available in soft copies.	309
11.	Administrative Reforms Department (GOG)	5/1/2007-ARD	20/02/2007		All proposals for creation/revival/up-gradation/Re-designation to be routed through ARD/FD	309
12.	Finance (R&C) (GOG)	8/1/2006-Fin(R&C)	03/02/2006		Hon'ble Chief Minister is authorized to revive the posts which are lapsed	310
13.	Administrative Reforms Department (GOG)	3/13/99-ARD	13/01/2000		Conversion of 90 % posts into permanent	310
14.	Finance (Rev. & Cont.) (GOG)	9/1/86-Fin(R&C)	05/08/1999		Conversion of 90 % posts into permanent	311
15.	Finance (Rev. & Cont.) (GOG)	9-2-88-Fin(R&C)	13/11/1997		Newly created posts to be filled within a period of 02 years	312
16.	Administrative Reforms Department (GOG)	3/19/92-ARD	16/04/1996		Newly created posts not filled for 03 years stands abolished.	312
17.	Personnel & A.R. (GOG)	3/101/96-ARD	24/01/1996		Revival of posts	312
18.	Finance (R&C) (GOG)	9-2-88-Fin(R&C)	03/10/1988		Revised guidelines for creation of posts	313
19.	Finance (Rev. & Control) (GOG)	9-2-88-Fin(R&C)	21/07/1988		Guidelines for creation of posts	314

INTERNAL INSPECTION/AUDIT AND OTHER RELATED MATTERS

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.	Finance (Budget)	12/2/2018-Fin (Bud)Misc/42	24-11-2020		Conversion of current account into interest bearing account to avail interest.	317
2.	Finance (Audit) (GOG)	1-32-2013/Fin (Audit)	16-05-2019		Monthly lists of all contracts above Rs. 5 lakhs entered into by Civil Departments.	317
3.	Finance (Audit) (GOG)	1-4-2018/Fin (Audit)/HOD/170	27-08-2018		Reports prepared by the Comptroller and Auditor General (CAG)-Action taken report reg.	318
4.	Finance (Audit) (GOG)	1-4-2018/Fin (Audit)/C/71	27-08-2018		Reports prepared by the Comptroller and Auditor General (CAG) reg.	319
5.	Finance (Exp)	12-1-97/Fin (Exp)	13-08-2018		Drawal of funds on A.C. Bills reg.- Addendum Circular dated 25-07-	320

	(GOG)				2012	
6.	Finance (Audit) (GOG)	1-17-2009/Fin (Audit)-Part-1/ 205	31-10-2017		Finalization of yearly accounts by PSE/Corporations/Autonomous bodies.	321
7.	Directorate of Accounts (GOG)	DA/Control/7-9 (viii)/2017-18/TR-214/150	17-08-2017		Use of GAR Forms for submission of bills.	322
8.	Finance (Audit) (GOG)	1-1-2017/Fin (Audit)/C/ 149	14-08-2017		Finalization of yearly accounts by PSE/Corporations/Autos.	322
9.	Finance (Audit) (GOA)	1-32-2013/Fin (Audit)	31-12-2015		Monthly lists of all contracts above Rs. 5 lakh entered into by Civil Departments.	323
10.	Finance (Audit) (GOG)	1-32-2013/Fin (Audit)	21-07-2015		Monthly lists of all contracts above Rs. 5 lakhs entered into by Civil Departments.	324
11.	Finance (Audit) (GOG)	1-32-2013/Fin (Audit)	17-12-2013		Monthly lists of all contracts above Rs. 5 lakh entered into by Civil Departments.	324
12.	Finance (Audit) (GOG)	1-17-2013-Fin (Aud)	26-09-2013		Calling for the information from bodies/authorities reg. Grant of loan from the consolidated fund from the Goa State.	325
13.	Finance (Audit) (GOG)	1-9-2011/Fin (Aud) 3	04-07-2013		Timely submission of A/C. Bills	325
14.	Finance (Exp) (GOG)	12-1-97/ Fin(Exp)	25-07-2012		Drawal of funds on A.C. Bills reg.	326
15.	Directorate of Accounts (GOG)	DA/Control/2-3-2011-12/TR 174/193	10-08-2011		Streamlining the procedure for budget allotment to the Drawing and Disbursing Officers in order to ensure that no expenditure is incurred in excess of the budget allotment.	328
16.	Finance Audit (GOG)	1-21-2011/Fin (Aud)	18-07-2011		Instructions on Receipt Audit Objections	329
17.	Finance (Audit) (GOG)	1-14-2008/Fin (Audit)	30-04-2008		Instructions on Receipt Audit Objections	330
18.	Finance (Audit) (GOG)	1-13-2007/Fin (Aud)	25-09-2007		Internal Inspection and Store Certificate	330
19.	Finance (Exp) (GOG)	12-1-97-Fin (Exp)	01-06-1999		Drawal of funds on A.C. Bills	331
20.	Finance (Budget) (GOG)	30/7/75-Fin (Bud)	05-11-1975		Internal Inspection Cell reg.	333

ISSUANCE OF ORDINARY PASSPORT

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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1.	Ministry of External Affairs (GOI) Personnel (GOG)	VI/401/01/05/2014 6/18/92-PER-Vol. I	26/05/2015	09/09/2015	Issuance of Ordinary Passport to Govt. Servants, PSU/ Autonomous Body Employees et. Al	337
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LEAVE RULES /ENCASHMENT OF LEAVE

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.
I. Goa State Civil Services (Encashment of Earned Leave) Rules, 1989/Encashment of Half Pay Rules						
1.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13026/1/2010-Estt (Leave) 6/5/87-PER	07/02/2011	11/05/2011	Rate of Calculating entitlement Earned Leave (E.L) and Half Pay Leave (HPL)	344
2.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	14028/3/2008-Estt.(L) 2/2/2001-PER(Part I)	16/11/2009	25/02/2010	Recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Govt. employees.	345
3.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	14028/4/2009-Estt.(L) 6/5/87-PER	03/06/2009	28/10/2009	Encashment of Earned leave along with Leave Travel Concession while in service.	346
4.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	14028/3/2008-Estt(L) 2/2/2001-PER (Part I)	25/09/2008	14/01/2009	Recommendation of sixth Central Pay Commission relating to encashment of leave in respect of Central Govt. Civilian employees.	346
5.	Personnel (GOG)	6/5/87-PER	30/03/2007		Goa State Civil Services (Encashment of Earned leave) Rules, 2007	347
6.	Personnel (GOG)	6/51/87-PER	22/03/2001		Goa State Civil Services (Encashment of Earned leave) Rules – stand rescinded	349
7.	Personnel (GOG)	2/38/75-PER (Vol.II)	11/12/1997		Recommendations of the Fifth Central pay commission – decision relating to enhancement of the ceiling on accumulation and encashment of Earned leave in respect of Central Govt. employees	350

8.	Personnel (GOG)	6/51/82-PER	25/05/1995		Goa State Civil Services (Encashment of Earned leave) Rules - Corrigendum	351
9.	Ministry of Personnel, Public Grievance& Pensions (GOI) Personnel (GOG)	14020/2/93-Estt 6/51/82-PER	29/03/1995	07/08/1995	Encashment of Half Pay Leave to the Central Govt. Employees on superannuation-	351
10.	Ministry of Personnel, Public Grievance& Pensions (GOI) Personnel (GOG)	14028/6/93-Estt(L) 6/51/82-PER	24/10/1994	12/01/1995	Encashment of Half Pay Leave to the Central Govt. Employees on superannuation-	352
11.	Ministry of Personnel, Public Grievance& Pensions (GOI) Personnel (GOG)	14020/1/90-Estt(L) 6/51/82-PER	13/04/1994	26/05/1994	Encashment of Half Pay Leave to the Central Govt. Employees on superannuation-Consideration and implementation of the Award of Board of Arbitration	352
12.	Ministry of Personnel, Public Grievance& Pensions (GOI) Personnel (GOG)	14020/1/90-Estt(L) 6/51/82-PER	06/04/1993	12/07/1993	Encashment of Half Pay Leave to the Central Govt. Employees on superannuation	353
13.	Personnel (GOG)	6/51/87-PER	16/10/1992		Goa State Civil Services (Encashment of Earned leave) Rules – Amendment	354
14.	Personnel (GOG)	6/51/87-PER	18/02/1991		Goa State Civil Services (Encashment of Earned leave) Rules – Clarification	355
15.	Personnel (GOG)	6/51/87-PER	05/09/1990		Goa State Civil Services (Encashment of Earned leave) (Second Amendment) Rules, 1990- Amendment	355
16.	Personnel (GOG)	6/51/87-PER	05/09/1990		Goa State Civil Services (Encashment of Earned leave) Rules- Recovery of house rent allowance	356
17.	Personnel (GOG)	6/51/87-PER	01/02/1990		Goa State Civil Services (Encashment of Earned leave) (First Amendment) Rules, 1990 Amendment	356
18.	Personnel (GOG)	6/51/87-PER	05/01/1990		Goa State Civil Services (Encashment of Earned leave) Rules, 1989-Clarification	356
19.	Personnel (GOG)	6/51/87-PER	16/08/1989		Goa State Civil Services (Encashment of Earned leave) Rules, 1989 – Stand rescinded vide	357

					Notification dated 22/03/2001	
II. CHILD CARE LEAVE						
1.	Ministry of Personnel, Public Grievance & Pensions (GOI) Finance (Exp.) (GOG)	13018/6/2013-Estt(L) 11020/01/2017 Estt. (Leave) 17/01/2019-Fin. Exp.	06/06/2018 11/12/2018	12/02/2019	Grant of Child care leave - 100 % for first 365 days and 80 % for next 365 days	360
2.	General Administration (GOG)	37/2/2015-GAD-III/CCL	29/09/2015		Not to proceed on child care leave without prior approval	366
3.	Personnel (GOG)	2/5/92-PER	29/06/2015		Restoration of O. M dt. 21/10/10 reg. Child care leave except for the services oriented institutions such as GMC, Directorate of Health, IPHB, Primary Schools, Higher secondary schools & Colleges	366
4.	Personnel (GOG)	2/5/92-PER	25/02/2015		Child care leave of minimum six months	366
5.	Personnel (GOG)	2/5/92-PER	27/06/2014		Minimum six months of grant of Child Care leave	367
6.	Personnel (GOG)	2/38/75-PER (Vol. IV)	20/02/2013		Child care leave instr. Reg. - child care leave to be disposed off within 30 days. In case of rejection needs approval of Personnel.	367
7.	Personnel (GOG)	2/38/75-PER (Vol. IV)	10/08/2012		Instr. Reg. Child Care Leave. - framing of guidelines	368
8.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/4/2011-Estt (L) 2/38/75-PER (Vol. IV)	27/08/2011	13/02/2012	Grant of Child Care leave to the Woman employees instruction reg.	368
9.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/1/2010-Estt (Leave) 2/5/92-PER	30/12/2010	19/05/2011	Child Care Leave to Central Govt. Employees	370
10.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/1/2010-Estt (Leave) 2/38/75-PER (Vol. IV)	07/09/2010	21/10/2010	Child Care Leave clarification regarding- To delete condition that CCL can be availed only if no earned leave at her credit	371
11.	Ministry of Personnel & Training (GOI) Personnel	13018/2/2010-Estt(L)	12/02/2010	23/06/2010	Clarification reg. grant of Child Care Leave	372

	(GOG)	2/38/75-PER (Vol. IV)				
12.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/1/2009-Estt.(L) 2/38/75-PER (Vol. IV)	22/07/2009	29/09/2009	Enhancement of Child Adoption Leave from 135 days to 180 days and extension of the facility of Paternity leave to adoptive father	372
13.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/2/2008-Estt(L) 2/38/75-PER (Vol. IV)	02/12/2008	11/02/2009	Child Care Leave in respect of Central Govt. Employees as a result of Sixth Central Pay Recommendation	373
14.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/2/2008-Estt(L) 2/38/75-PER (Vol. IV)	18/11/2008	11/02/2009	Child Care Leave in respect of Central Govt. Employees as a result of Sixth Central Pay Commission - Clarification.	373
15.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13018/2/2008-Estt(L) 13018/2/2008-Estt.(L) 2/38/75-PER Vol.IV	11/09/2008 29/09/2008	11/02/2009	Recommendation of sixth Central Pay Commission relating to enhancement of the quantum of Maternity leave and introduction of Child Care Leave	374
III. MATERNITY LEAVE/PATERNITY LEAVE						
1.	Personnel (GOG)	2/38/75-PER(Vol. IV)	01/03/2006		Goa State Civil Services (Maternity Leave) Rules, 2005-Amendment	377
2.	Personnel (GOG)	2/38/75-PER (Vol. IV)	24/01/2005		Goa State Civil Services (Maternity Leave) Rules, 2005	377
3.	Personnel (GOG)	2/38/75-PER (Vol. II)	06/08/1999		Recommendations of the Fifth Central pay commission – Paternity leave can be availed anytime within 135 days of the date of delivery of child	378
4.	Personnel (GOG)	2/38/75-PER (Vol. II)	11/12/1997		Recommendations of the Fifth Central pay commission – Relating to enhancement of quantum of maternity leave and to allow paternity leave	378
IV. Delegation Of Powers–Leave Sanctioning Authorities For Goa Civil Service, Goa Police Service, Mamlatdars/Jt. Mamlatdars/Asst. Director Civil Supplies/BDO/Chief Officer and Heads of Dept						
1.	Administrative Reforms (GOG)	3/7/2017-ARD/017	10/01/2018		Powers of sanction of various leave - Departmental disposal of Business - Addendum	380
2.	Administrative Reforms (GOG)	3/7/2017- ARD/930	02/11/2017		Powers of sanction of various leave - Departmental disposal of Business	380

3.	Personnel (GOG)	6/2/2008-PER(Part)	04/05/2016		Delegation of Powers reg sanctioning of leave	382
4.	Personnel (GOG)	6/02/2008-PER(Part)	05/01/2016		Delegation of Powers reg sanctioning of leave	382
5.	Personnel (GOG)	6/02/2008-PER(Part)	10/10/2014		Leave less than 07 days to be sanctioned by HOD – Extension of validity of circular dated 19/09/2013 upto 31/03/2015	383
6.	Personnel (GOG)	6/02/2008-PER	19/09/2013		Instr. Reg. Sanction of leave for less than 7 days in respect of officers of Goa Civil Service, Goa Police Service, Mamlatdars/Jt. Mamlatdars/ Asst. Director Civil Supplies/BDO/ Chief Officer and Heads of Dept.	383
7.	Personnel (GOG)	06/02/2008-PER(Part)	08/02/2013		Junior Scale, Senior Scale, Mamlatdars, BDO to route the file of leave through Personnel Department	385
V. OTHER LEAVES AND INSTRUCTIONS						
1.	Ministry of Personnel, Public Grievances & Pensions (GOI) General Administration Department (GOG)	13020/1/2019/Estt.(L) 2/1/2021-PER /1380	07-06-2021	09-06-2021	Treatment /regularization of hospitalization/quarantine period during COVID-19 Pandemic reg.	386
2.	General Administration Department (GOG)	37/2/2020-GAD-III/806	15/07/2020		Employees whose family member staying with them have been subjected for swab test for Corona Virus shall refrain from attending office until the test report is declared by the concerned Medical Authority	387
3.	General Administration Department (GOG)	37/2/2020-GAD-III/514	19/06/2020		Employees whose family member staying with them detected COVID-19 positive shall refrain from attending office	388
4.	Ministry of Personnel, Public Grievance & Pensions (GOI) Finance Exp. (GOG)	13026/2/2016-Estt(L) 7/8/2017-Fin (Exp.)	15/03/2017	11/07/2017	Grant of leave of 90 days to the aggrieved female Govt. Servant - during pendency of inquiry under Sexual harassment	389
5.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13026/4/2012-Estt(L) 2/8/92-PER Part	18/02/2014	05/05/2014	Execution of Bond for availing Study leave under rule 53(4) of the CCS (Leave) Rules, 1972	389

6.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13015/1/2011-Estt(Leave) 2/2/2001-PER (Part I)	19/10/2011	27/12/2011	Commuted leave to a Govt. Servant who has opted out of CGHS facilities and is availing the medical facility provided by the employer of his / her spouse clarification reg.	395
7.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	13026/3/2010-Estt(Leave) 2/2/2001-PER (Part I)	22/06/2010	01/09/2010	Instruction on regularization of unauthorized absence	396
8.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	11020/12/2005-AIS-III 2/2/2001-PER (Part I)	30/04/2009	19/06/2009	The All India Services (Study Leave) Regulation, 1960 - Obtaining of prior approval of the Central Govt. for grant of / extension of Ex-India Study Leave /leave in continuation of ex-India study leave	397
9.	Ministry of Personnel, Public Grievance & Pensions (GOI) Personnel (GOG)	25011/1/2008-Estt(A) 2/38/75-PER-Vol VI	19/11/2008	20/10/2009	Sixth Central Pay Recommendation – Special dispensation in the form of Special Casual Leave to Central Govt. Employees with disabilities	398
10.	Ministry of Personnel, P.G & Pensions (GOI) Personnel (GOG)	13015/3/2002-Estt.(L) 2/5/92-PER	17/01/2004	12/05/2004	Central Civil Services (Leave) Rules, 1972- Non invalidation of a Govt. Servant who has been permanently incapacitate from Govt. service on account of mental or physical disability	399
11.	Ministry of Personnel, P.G & Pensions (GOI) Ministry of Home Affairs (GOI) Personnel (GOG)	11014/1/2002-Estt.(L) 18011/3/80-Est 2/38/75-PER(Vol. IV)	11/02/2004 12/07/1984	07/05/2004	Central Civil Services (Leave) Second Amendment Rules, 1984	400
12.	Ministry of Personnel, P.G & Pensions (GOI) Personnel	13026/1/2002-Estt.(L)	15/01/2004	12/05/2004	Central Civil Services (Leave) Amendment Rules, 2004	402

	(GOG)	2/5/92-PER				
13	Personnel (GOG)	2/5/92-PER	08/05/2002		Grant of Earned Leave	404
14.	Ministry of Personnel, Public Grievance& Pensions (GOI) Personnel (GOG)	13016/3/2001-Estt(L) 2/5/92-PER	17/08/2001	25/09/2001	Recommendation of Fifth Central Pay Commission relating to grant of Commuted Leave/ Leave on Medical Certificate to Gazetted/ Non-Gazetted Govt. Servants. - Corrigendum	405
15.	Ministry of Personnel, Public Grievance& Pensions (GOI) Personnel (GOG)	13016/3/2001-Estt(L) 2/5/92-PER	15/06/2001	19/07/2001	Recommendation of Fifth Central Pay Commission relating to grant of Commuted Leave/Leave on Medical Certificate to Gazetted/Non-Gazetted Govt. Servants.-Refer Corrigendum dated 17-08-2001 circulated vide O.M. dated 25/09/2001	405
16.	Personnel (GOG)	2/5/92-PER	27/04/1998		Prior approval to be taken before proceeding on earned leave	406
17.	Personnel (GOG)	2/5/92-PER	04/02/1998		Number of casual leave reduced to 08 days w.e.f 1/1/1998	406

LEAVE TRAVEL CONCESSION 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.	Ministry of Personnel, Public Grievances and Pensions (GOI) Finance Exp. (GOG)	31011/3/2018- Estt(A-IV) 7/2/2017 Fin. (Exp.)	20-09-2018	16-10-2018	Central Civil Services (Leave Travel Concession) Rules, 1988 – Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar – extension beyond 25-09-2018	408
2.	Ministry of Personnel, Public Grievances and Pensions (GOI) Finance R&C (GOG)	31011/8/20174- Estt(A-IV) 8/1/2016 Fin. (R&C)	19-09-2017	25-10-2017	Travel entitlement of Govt. Employees for the purpose of LTC post Seventh Central Pay Commission –Clarification	409
3.	Ministry of Personnel, Public Grievances and Pensions (GOI)	31011/3/2014- Estt(A-IV) 31011/3/2014-Estt. 31011/3/2014-Estt. 31011/3/2014 Estt.	26-09-2014 28-11-2014 09-09-2016 19-09-2016	03-04-2017	Central Civil service (Leave Travel Concession) Rules, 1988 Relaxation to travel by Air to Visit NER, Jammu & Kashmir and A & N	411

	Finance Exp. (GOG)					
4.	Personnel (GOG)	6/5/87-PER	31-03-2011		Guidelines on Air Travel on Tours/LTC – O.M. dated 16/09/2010 stands withdrawn vide Order dated 31-03-2011	414
5.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	31011/2/2003-Estt(A) 6/5/57-PER(ii)	05-08-2010	03-01-2011	Regulation of journeys by private airlines while availing Leave Travel Concession to Jammu and Kashmir	415
6.	Ministry of Finance (GOI) Personnel (GOG)	19024/1/2009-E.IV 6/5/57-PER(iii)	16-09-2010	03-01-2011	Guidelines on Air Travel on Tours/LTC – Stands withdrawn vide Order dated 31-03-2011	415
7.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	31011/2/2003-Estt(A-IV) 6/5/57-PER(i)	18-06-2010	03-01-2011	CCS (LTC) Rules, 1988-Relaxation for travel by air to visit J&K	416
8.	Ministry of Public Grievances & Pensions (GOI) Personnel (GOG)	14028/4/2009-Estt(L) 6/5/57-PER	03-06-2009	28-10-2009	Encashment of Earned Leave along with Leave Travel Concession while in service	417
9.	Personnel (GOG)	22/1/2004-PER	20-09-2005		Travel by private airlines policy regarding	418

MATTER RELATED TO LEGAL AFFAIRS

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.	Department of Law & Judiciary (GOG)	1-24-84/LD(Estt.) Vol.II(B)/767	16/06/2021		Revised terms and conditions for Govt. Counsels before the District and Sessions Court and all its subordinate courts and Quasi Judicial Authorities.	420
2.	Department of Law & Judiciary (GOG)	1-24-84/LD(Estt.) Vol.II(B)/886	22-04-2021		Revised terms and conditions for Govt. Counsels before the District and Sessions Court and its all subordinate Courts and quasi Judicial Authorities.- Addendum	421
3	Law	10/12/2017-LA	16/06/2020		India Code Portal-Completion	422

	Department (Legal Affairs) (GOG)				Certificate of Uploading of Acts.	
4.	Law & Judiciary (GOG)	2-2-2013/ LD(Estt)/410	25/02/2020		Appointment of Nodal officer to deal the cases in Supreme Court	422
5.	Law and Judiciary (GOG)	2-2-2013/ LD/Estt/2267	29/11/2019		No original files to be handed over to the Govt. advocate instructions	423
6.	Law & Judiciary (GOG)	3/26/84/LD(Estt)/PA RT/663	01/04/2019		The list of officers who can verify the complaints and written statements in terms	423
7.	Law Department (Legal Affairs) (GOG)	10/12/2017-L.A	12-03-2019		Uploading of State Acts on India Code Portal	426
8.	Law Department (Legal Affairs) (GOG)	10/12/2017-L.A	24/01/2019		Uploading of State Acts on India Code Portal	428
9.	Law & Judiciary (GOG)	2-2-2013/ LD(Estt)/849	09/05/2018		Submission of para-wise comments to Govt. Advocate	428
10.	Law (Legal Affairs) (GOG)	10/12/2017-LA	04/05/2018		Uploading of state acts on India code Portal	429
11.	Law and Judiciary Law (Establishment) (GOG)	2-2- 2013/LD(Estt.)/887	05/07/2017		Follow up of cases before human rights and police complaint Authority – file for appointment of advocate to be routed through Ld. A.G.	430
12.	Department of Law & Judiciary (GOG)	1-24-84/LD(Estt.) Vol.II(B)/767	16-06-2017		Revised terms and conditions for Govt. Counsels before the District and Sessions Court and its all subordinate Courts and quasi Judicial Authorities.	430
13.	Law Department (Legal) (GOG)	10/6/2015-LA	18/08/2015		Submission of amendment proposals for legal vetting	432
14.	Law Department (Legal) (GOG)	5/2/2015-LA	05/08/2015		Draft Memorandum of Understanding (MoU)	433
15.	Law Department (Legal Affairs) (GOG)	5/2/2015-LA	23/06/2015		Standard Deed of Lease and agreement of Leave and License	435
16.	Department of Law & Judiciary Law (Establishment) (GOG)	2/2/2013-LD- Estt/1295	19/06/2015		Appointment Of Nodal officer to co-ordinate with Govt. advocates in cases of briefing and providing parawise comments.	442
17.	Department of Law & Judiciary Law (Establishment) (GOG)	2/2/2013-LD- Estt/1501	15/07/2014		Directions/orders issued by Judicial/ affidavits shall be put up immediately for Government approval..	442
18.	Law Secretary	9/2/2014/LA	02/07/2014		Placing photocopy of draft vetted	443

	(GOG)				by Law Dept. for the record of Law Department	
19.	Department of Law & Judiciary (GOG)	2/2/2013-LD-Estt/420	25/02/014		Appointment of Government Advocate	443
20.	Law & Judiciary Law (Establishment) (GOG)	12-12-2013/LD/Estt/420	24/05/2013			444
21.	Office of Chief Secretary (GOG)	4-5-98/LD(1)/263	24/05/2012		Instructions reg. Filing of Affidavit before Hon'ble High Court/Supreme Court	445
22.	Law Department (GOG)	LS/NOTE/09/2009	14/01/2009		All matters for opinion of Ld. AG be referred through Law Department	446
23.	Personnel (GOG)	2/2/2001-PER	06/10/2005		In case of any judgment passed by the court it is mandatory to consult Law Dept. to see whether order can be challenged.	446
24.	Law Department (GOG)	4-43-09/LD	19/05/2003		Consultation of Ld. A.G. in the matter before Apex Court.	447
25.	Law Department (Legal Affairs) (GOG)	10-7/85/LA	29/11/2001		Instructions for vetting	448

MEDICAL BOARD

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 Health Department (GOG)	7/2/2004-III/PHD (MISC) 4066	31/10/2018		Constitution of Board Medical Board for issuing of certificate to the persons with disabilities such as Autism Spectrum Disorder (ASD), Spectrum Learning Disabilities (SLD), Slow Learners and Mental Retardation	450
2	Public Health Department (GOG)	5/122/2017-II/PHD/3166	02-08-2018		Medical Board for Goa Medical College	450
3.	Public Health Department (GOG)	7/2/2004-III/PHD (MISC)	23/09/2013		Constitution of Board Medical Board for Institute of Psychiatry and Human Behavior - for issuing of certificate to the persons suffering from "Autism"	451
4.	Public Health Department (GOG)	7/2/2004-III/PHD (MISC)	28/08/2013		Medical Board for issuing Mental Illness Disability Certificate to the mentally ill persons and Neurological problems.	451

5.	Public Health Department (GOG)	7/2/2004-III/PHD	04/02/2004		Medical Board for issuing Mental Illness Disability Certificate	452
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MEDICAL REIMBURSEMENT

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 Health (GOG)	7/5/2013-II/PHD	30/12/2014		Not to refer cases of Medical reimbursement bill of patients who have taken treatment in GMC and availed the facility of private room to certify reasonability	454
2	Ministry of Personnel, Public Grievances and Pensions (GOI) Finance (R&C) (GOG)	4/25/2008-P&PW(D) 8/6/99-Fin. (R&C)/FPC-Part File	19/11/2014	22/05/2015	Grant of Fixed Medical Allowance (FMA) to the Central Govt. Pensioners residing in areas not covered under CGHS	454
3.	Public Health (GOG)	8/874/2008-IV/PHD/P.F	08/04/2013		Rejected cases for reconsideration be sent only for once - instructions	455
4.	Public Health (GOG)	8/874/2008-IV/PHD/P.F	08/04/2013		Enclosure of medical case paper for claiming for Medical Reimbursement - instructions	455
5.	Public Health (GOG)	8/874/2007-IV/PHD/(MISC)	07/02/2013		Delegation of financial powers in respect of Medical Reimbursement Claims	456
6.	Public Health (GOG)	8/565/2012-I/PHD/Part	22/01/2013		Checklist for obtaining financial relief through Medical Reimbursement	456
7.	Public Health (GOG)	8/565/2012-II/PHD	04/01/2013		All claims reg. Medical Reimbursement be routed through their administrative Dept. - instructions	460
8.	Public Health (GOG)	8/599/2010-IV/PHD	03/11/2010		Fresh instruction reg. medical reimbursement claim	460
9.	Public Health (GOG)	13/94/92-I/PHD/Part	10/04/2008		The Goa Mediclaim Scheme for the residents of Goa-Amendment	461
10.	Public Health (GOG)	13/94/92-I/PHD/Part	03/01/2008		The Goa Mediclaim Scheme for the residents of Goa-Addendum	461
11.	Ministry of Health and Family Welfare	S. 14025/40/2007-MS	27/12/2007	12/03/2008	Treatment in All India Institute of Medical Science (AIMS) in respect of CS (MA) beneficiaries without any permission/approval	462

	(GOI) Public Health Dept. (GOG)	8/874/2007-IV/PHD(Part file)			from Dept.	
12.	Public Health (GOG)	13/106/87-I/PHD (Part-I)	12/10/2007		Appointment of MS-cum-Dy. Director of the District Hospitals viz. Asilo Hospital, Mapusa and Hospicio Hospital, Margao as an authorities for the purpose of certifying non-availability of particular type of treatment in Govt. hospitals and claim of reasonability	462
13.	Public Health (GOG)	13/94/92-I/PHD/(Part)	23/02/2007		The Goa Mediclaim Scheme for the residents of Goa-Addendum	463
14.	Public Health (GOG)	13/94/92-I/PHD/(Part)	29/01/2007		The Goa Mediclaim Scheme for the residents of Goa-Corrigendum	463
15.	Public Health (GOG)	13/94/92-I/PHD/Part-I	11/01/2007		The Goa Mediclaim Scheme for the residents of Goa-Amendment	463
16.	Public Health (GOG)	13/94/92-I/PHD/Part-II	20/11/2006		The Goa Mediclaim Scheme for the residents of Goa-Addendum	464
18.	Public Health (GOG)	13/94/92-I/PHD/Part II	26/09/2006		The Goa Mediclaim Scheme for the residents of Goa-Amendment	464
19.	Public Health (GOG)	13/94/92-I/PHD/Part	12/09/2006		The Goa Mediclaim Scheme for the residents of Goa-Amendment	466
20.	Public Health (GOG)	13/94/92-I/PHD/Part	10/04/2006		The Goa Mediclaim Scheme for the residents of Goa-Amendment	467
21.	Public Health (GOG)	13/94/92-I/PHD/Part	18/04/2005		The Goa Mediclaim Scheme for the residents of Goa-Amendment	467
22.	Public Health (GOG)	13/94/92-I/PHD/Part-I	17/12/2004		The Goa Mediclaim Scheme for the residents of Goa-Amendment	468
23.	Public Health (GOG)	13/106/87-I/PHD(MR)	21/04/2004		Relaxation claim for medical treatment be routed through GMC –Corrigendum to O.M. dated 12/12/2003	469
24.	Public Health (GOG)	13/106/87-I/PHD(MR)	12/12/2003		Relaxation claim for medical treatment be routed through GMC – instructions	469
25.	Public Health (GOG)	13/94-92/I/PHD(Part)	08/01/2002		The Goa Mediclaim Scheme for the residents of Goa-Amendment	470
26.	Public Health (GOG)	24/9/99-I/PHD	08/01/2001		Air travel by Govt. Servants & their relatives for medical treatment	471
27.	Finance (R&C) (GOG)	8/6/99-Fin(R&C)FPC	05/10/2000		Implementation of Govt.'s decision on the recommendation of the 5 th Central Pay	471

					Commission –Grant of Fixed Medical Allowance @ Rs. 100/- p.m. to Central Govt. Pensioners residing in area not covered under CGHS	
28.	Public Health (GOG)	13/94/92-I/PHD/Part	26/09/2000		The Goa Mediclaim Scheme for the residents of Goa-Amendment	472
29.	Public Health (GOG)	13/94/92-I/PHD/Part	05/09/2000		The Goa Mediclaim Scheme for the residents of Goa-Corrigendum	473
30.	Public Health (GOG)	13/94-92/I/PHD	18/01/2000		The Goa Mediclaim Scheme for the residents of Goa	473
31.	Public Health (GOG)	13/106/89-I/PHD	13/01/2000		Appointment of MS, GMC as Chief Administrative Officer for the purpose of certifying the reasonableness of the claims for medical reimbursement	478
32.	Public Health (GOG)	13/106/89-I/PHD	26/07/1994		Reimbursement of Medical expenses incurred on medical treatment received in private recognized Hospital in and outside State of Goa- Additional guidelines in continuation to OM dated 28/04/1992 and 15/02/1994	478
33.	Ministry of Health and Family Welfare (GOI)	S. 14025/46/92-MS	04/02/1993	15/02/1994	CS(MA) Rules, 1944- Reimbursement of expenditure involved on emergent cases for the treatment taken at private nursing home/clinic – delegation of power	479
	Public Health Dept. (GOG)	13/106/87-1-I/PHD				
34.	Public Health (GOG)	13/106/89-I/PHD	28/04/1992		Reimbursement of Medical expenses incurred on medical treatment received in private recognized Hospital in and outside State of Goa	480
35.	Public Health (GOG)	13/104/87-I/PHD	25/03/1991		Advance to the Govt. servants towards specialized treatment undertaken outside the State of Goa under the Medical Attendance Rules	482

MISCELLANEOUS

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.	Department of Information and Publicity (GOG)	DI/INF/60/E—Tel-Dir/2021/1535	16/07/2021		E-Telephone Directory of Government of Goa	485

2.	Department of Information and Publicity (GOG)	DI/INF/Advt. Konkani/2021/3986	10-02-2021		Release of advt. in one newspaper in each language i.e. English, Marathi and Konkani.	489
3.	Finance (Revenue & Control) (GOG)	18/1/2020-Fin(R&C)/Mis	10/06/2020		Rationalisation of Expenditure due to the current COVID - 19 crisis in the State	489
4.	Forest Department (GOG)	7/5/2005-FOR	24/04/2020		Scheme for grant of compensation on account of loss of human life, permanent disability or injury and/or damage to cattle/property caused by wild animals.	490
5.	Ministry of Personnel, Public Grievances & Pensions (GOI) Finance (R&C) (GOG)	2/11/2017-Estt. (Part II) (Part II) 42/14/2017-P&PW(G) 38/37/16 P&PW(A) (iv) 4-21/2017-IC/E IIIA 1-6/2016-IC 8/1/2016-Fin(R&C)	24/11/2017 08/03/2018 08/11/2017 31/07/2018 03/08/2017	28/11/2018	Adoption of Office Memoranda/Guidelines reg. grant of Deputation (Duty) Allowance, Re-employed Pensioners consequent on revision of ignorable part of pension for fixation of pay in the re-employment post, fixation of pension of Medical officers, date of increment, bunching of revised pay structure etc.	493
6.	Directorate of Accounts (GOG)	DA/Control/7-9(xi)/2018-19/TR-296/201	01/10/2018		Switching over from the present mode of payment being made to the "third parties"	499
7.	Finance Exp. (GOG)	7/13/2011/Fin (Exp)	20/09/2018		e-payment through ECS mode to all payments	499
8.	Finance (R&C) (GOG)	38/5/2018-Fin(R&C)/1493	11/09/2018		Measures to be taken by various State Govt. Authorities for ensuring compliance to GST by taxpayers/contractors/Suppliers etc	501
9.	Revenue Department (GOG)	16/1/1/2018-RD	16/08/2018		Mutation and Partition of Govt. acquired land on the basis of declaration by HoD	503
10.	General Administration (GOG)	1/56/2017-GAD-IV	06/04/2018		Guidelines for tendering canteen services	503
11.	Finance (Exp) (GOG)	7/22/2011(Fin Exp)	20/02/2018		Ceiling on expenditure in respect of serving of refreshment	505
12.	Finance (DMU) (GOG)	7/11/2012(Fin) DMU	11/12/2017		Guidelines regarding expenditure to be incurred by Chairman/Vice Chairman of Corporations /Autonomous Bodies etc.	506
13.	GAD (GOG)	35/4/2007-GAD-III/Part File/3304	06/11/2017		Use of speed post instead of private courier for official dispatch	508
14.	Ministry of Personnel, PG & Pensions (GOI) Ministry of Finance	A-27012/02/2017 Estt.(AL) 17014/2/2014-Trg. (7 th CPC) 19030/1/2017-E 19030/1/2017-E-IV	16/08/2017 25/07/2017 13/07/2017 18/08/2017 04/09/2017	25/10/2017	Adoption of Office Memoranda/Guidelines reg. Children Education allowance, abolishment of Sumptuary Allowance, Travelling allowance Rules, Travelling entitlement for the purpose of LTC etc.	509

	(GOI)	19030/1/2017-E-IV 31011/8/2017-Estt. A-IV 8/1/2016-Fin(R&C)	19/09/2017			
15.	Finance (R&C) (GOG) Ministry of Finance (GOI)	21/5/2017.EII(B) 2/5/2017.EII(B) 12-2/2016.EIII(A) 12(4)/2016.EIII(A) 8/1/2016-Fin(R&C)	07/07/2017 07/07/2017 07/07/2017 07/07/2017	25/07/2017	Adoption of Office Memoranda/Guidelines reg. Transport allowance, House Rent Allowance, Rates of non-practicing Allowance, discontinuation of Family planning Allowance for adoption of small family norms etc.	510
16.	Office of Chief Minister (GOG)	1-6-2017/CM	14/03/2017		Entitlements and procedure for appointment of personal staff to the Ministers	524
17.	Directorate of Accounts (GOG)	DA/Control/3- 2/2016-17/TR- 463/434	10/03/2017		Withdrawal of 6th Pay arrears of staff under New Pension Scheme	525
18.	Ministry of Personnel, Public Grievances & Pension (GOI) Finance Exp. (GOG)	3/2/2017- P&PW(F)(i) 3/2/2017- P&PW(F)(ii) 3/2/92-Fin.(Exp.)	07/03/2017 07/03/2017	04/04/2017	Amendment to the provision of General Provident Fund (Central Civil Services) Rules, 1960 - liberalization of provision for drawal of advances from the Fund by subscribers.	525
19.	Finance (R&C) (GOG)	8/1/2016- Fin(R&C)/(A)	30/11/2016		Implementation of the recommendation of 7 Central Pay Commission like DA/HRA/Transport Allowance etc.	528
20.	Finance (R&C) (GOG)	8/3/2016- Fin(R&C)(Part I) (A)	30/11/2016		Economy Measures	534
21.	Finance (R&C) (GOG)	8/3/2016- Fin(R&C)(Part I)(B)	30/11/2016		Economy Measures	535
22.	General Administrai on (GOG)	24/1/2012/GA&C(X VII)	23/02/2016		Instruction regarding certification of bills on refreshment of Ministers/ Leader of opposition /CM	537
23.	General Administration (GOG)	35/2/2013-GAD-III	05/11/2015		Special preference to senior citizens when approaching to Govt. Departments.	537
24.	NRI Commission (GOG)	Comm/NRI/120/13- 14/1143	14/01/2014		Procedure for authenticating of educational certificates for the benefit of persons going abroad for higher studies / employment	538
25.	Finance (Exp) (GOG)	7/22/2011-(Fin-Exp)	11/06/2013		Ceiling on expenditure in respect of (a) serving light refreshment at formal /informal meetings (b) Expenditure on lunch/dinner	539
26.	General Administrai	32/1/2012-GAD-III	08/05/2013		Mailing list of All HOD /Corporation/Autonomous	540

	on (GOG)				Bodies/Boards/Secretaries /Ministers	
27.	General Administrati on (GOG)	16/1/2013-GAD-III	01/03/2013		Use of word Hon'ble instead His Excellency while addressing to Governor	545
28.	Personnel (GOG)	10/9/2012-PER	21/08/2012		Personnel Dept. as Nodal Agency for Requisition of staff	546
29.	Finance (R&C) (GOG)	8/7/2008-Fin(R&C)	29/10/2008		Adoption of Office Memoranda/Guidelines reg. Clarification on CCS (Revised Pay) Rules, 2005, Traveling allowance Rules, LTC, Revision in the rates of Family Planning Allowance for adoption of small family norms, etc.	546
30.	Department of Information and Publicity (GOG)	DI/INF/Release of Advt./08/16570	20-03-2008		Release of advt. in one newspaper in each language i.e. English, Marathi and Konkani.	547
31.	Personnel & A.R (GOG)	3/63/78-ARD	09/06/1995		Authorities empowered to dispose off general cases in the secretariat.	547
32.	General Administration and Co- ordination Dept. (GOG)	23/1/87-GA&C(i)	30/05/1987		The Authentication (Orders and Other Instruments) Goa Rules, 1987	550

NMR / DAILY WAGE

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)	9/58/2001-PER-Part-I	11/05/2015		Filling up the post by direct recruitment through NMR/ daily wages – calling of details from the Dept.	552
2.	Personnel (GOG)	9/58/2001-PER-Part	10/02/2014		Filling up the post by direct recruitment through NMR/ daily wages – calling of details from the Dept.	553
3.	Personnel (GOG)	9/58/2001-PER-Part	31/03/2008		Protection of pay of daily wages employees with temporary status on their regularisation	553
4.	Personnel (GOG)	9/4/2005-PER	25/01/2006		Filling up the post by direct recruitment-10 % vacancies meant for direct recruitment be filled from NMR/ Daily wagers.	554
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6.	Personnel (GOG)	3/1/89-PER	29/11/2005		Filling up the post by direct recruitment through NMR/ daily wages instructions	556
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19.	Finance (R&C) (GOG)	9/1/90-Fin(R&C)	28/01/1992		Ban on recruitment of daily wages in Govt. Depts, Municipalities, etc	564
20.	Finance (R&C) (GOG)	9/1/90-Fin(R&C)	29/10/1990		Regularization of NMR's /Daily Wagers and work charged staff	565
21.	Personnel & A.R (GOG)	2/38/75-PER(Vol. II)	12/07/1985		Appointment and regularization of Daily wage workers	565

PAY FIXATION AND RELATED MATTERS

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.	Ministry of Finance (GOI) Finance (R&C) (GOG)	4-21/2017-IC/EIII(A) 8/1/2016-Fin (R&C)	31/7/2018	28/11/2018	Date of next increment under Rule 10 of CCS (RP) Rules 2016	568
2.	Ministry of Finance	1-6/2016-IC	03/08/2017 13/06/2017	28/11/2018	Bunching of stages in the revised pay structure under Central Civil	569

	(GOI) Finance (R&C) (GOG)	1-6/2016-IC(Pt.) 1-6/2016-IC(Pt.) 8/1/2016-Fin (R&C)	07/09/2016		Services (Revised Pay) Rules, 2016	
3.	Ministry of Personnel, Public Grievances and Pensions (GOI) Finance (R&C) (GOG)	13/02/2017-Estt.(Pay-I) 1-6/2016-IC(Pt.) 8/1/2016 Fin. R&C	27/07/2017 29/09/2016	29/09-2017	Fixation of Pay and grant of increment in the revised pay structure clarification. 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	573
4.	Finance (R&C) (GOG)	8/1/2016- Fin(R&C)(B)	04-04-2017		Extension of benefits of the 6 th Central Pay Comm.. – granting pay band 1 Rs. 5200-20200 + GP 1800 to Group D	576
5.	Finance (R&C) (GOG)	8/1/2016-Fin (R&C)/(A)	30/11/2016		Adoption of various recommendation of the Seventh Central Pay Commission on pay and other allowances like Dearness allowance, House Rent Allowance, Transport Allowance etc. and fixation of pay and grant of increment.	577
6.	Personnel (GOG) Ministry of PPPG (GOI) Finance (R&C) (GOG)	1/2/2012-PER AB-14017-6/2009- Estt. (RR) 8/7/2008-Fin. (R&C)	21/11/2016 30/04/2010 10/10/2008		1) Extension of benefits of the 6th Central pay commission - Granting of pay band -I Rs. 5200-20200 with GP Rs. 1800 to Group D employees 2) Model RRs for Gr C posts in pay band I with GP Rs. 1800 (Pre-revised Group D Posts) 3) Granting of revised pay scale	579
7.	Ministry of Personnel, PG and Pension (GOI) Finance (R&C) (GOG)	18/03/2015- Estt(Pay-I) 8/7/2008-Fin. (R&C)	02-03-2016	07-03-2017	Recovery of wrongful/ excess payments made to Govt. Servants.	586
8.	Directorate of Accounts (GOG) Ministry of Finance (GOI)	DA/Control/3- 2/2015-16/TR- 93/106 1/1/2008-IC	01-07-2015	29-01-2009	Methodology of rounding off of increment <i>Fixation of pay and grant of increments in the revised pay structure-clarification regarding</i>	588
9.	Ministry of Personnel, PG and Pension (GOI) Finance (R&C) (GOG)	18/26/2011-Estt(Pay-I) 8/7/2008 Fin. (R&C)	06-02-2014	18-02-2014	Recovery of wrongful/excess payments made to Govt. Servants.	590

10.	Ministry of Finance (GOI) Finance (R&C) (GOG)	1/1/2008-IC 8/7/2008-Fin(R&C)	22-05-2013	06-06-2013	Grant of one increment in pre-revised pay scale –OM dated 19/03/2012 clarification reg.	592
11.	Ministry of Finance (GOI) Finance (R&C) (GOG)	10/2/2011-E.III/A 8/7/2008-Fin(R&C)	07-01-2013	14-02-2013	Fixation of pay on promotion to a post carrying higher duties and responsibilities but carrying the same grade pay	593
12.	Ministry of Finance (GOI) Finance (R&C) (GOG)	10/2/2011-E.III/A 8/7/2008-Fin (R&C)	03-01-2013	24-01-2013	Central Civil Services (Revised Pay) Rules, 2008-the re-exercise of option under Rule 6 of the Central Services (Revised Pay) Rules, 2008 in case of employees covered under the OM dated 19/03/2012	594
12.	Ministry of Finance (GOI) Finance (R&C) (GOG)	10/2/2011-E.III/A 8/7/2008-Fin (R&C)	19-03-2012	15-05-2012	Central Civil Services (Revised Pay) Rules, 2008 – Date of next increment in the revised pay structure under Rule 10 of the CCS(RP) Rules, 2008	595
13.	Directorate of Accounts (GOG)	DA/Control/3-2/2010-11/363	02-12-2010		Pay equivalent to the senior assistant to be granted to the Head Clerk on functional basis only	596
14.	Ministry of Finance (GOI) Finance (R&C) (GOG)	1/1/2008-IC 8/7/2008-Fin(R&C)	13-11-2009	26-11-2009	Grant of the revised pay structure of grade pay of Rs. 4600 in the pay band PB-2 to posts that existed in the pre-revised scale of Rs. 6500-10500 as on 1.1.2006 and which were granted the normal replacement pay structure of grade pay of Rs. 4200 in the pay band PB-2	597
15.	Finance (R&C) (GOG)	8/21/2008/Fin (R&C)-Part I	15-04-2009		Implementation of the Sixth Pay Commission – Decision relating to the benefits of Pay Band – I to group “D” employees.	599
16.	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 1 st of January of a year due to Sunday or Gazetted holiday clarification reg.	599
17.	Ministry of Finance of Expenditure (GOI)	1/1/2008-IC	29-01-2009		Fixation of pay and grant of increments in the revised pay structure - clarifications regarding.	600
18.	Finance (R&C) (GOG)	8/13/2008-Fin(R&C)	22-12-2008		Clarification reg. fixation of pay at the time of financial up gradation under ACP Scheme.	603
19.	Directorate of Accounts	DA/Control/2-3/408/TR-365	04-11-2008		Benefit of revised pay scale as per the recommendations of VIth	603

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20.	Finance (R&C) (GOG)	8/8/2004/Fin(R&C)	29-10-2004		Existing Pay Scale - protected clarification	604
21.	Ministry of Finance (GOI) Finance (R&C) (GOG)	169/2/2000-IC 8/10/2001-Fin R&C	24-11-2000	01-08-2001	Recommendations of Fifth Central Pay Commission – Upward revision of pay scales as a result of feeder and promotion posts being placed in an identical revised pay scale.	605
22.	Finance (R&C) (GOG)	8/1/99/Fin(R&C)/FPC	11-10-2000		Clarification on fixation of pay on merger of two or more pay scales into one pay scale.	606
23.	Finance (R&C) (GOG)	8/5/96-FIN(R&C)	07-04-1999		Fixation of pay in the revised pay scale instructions.	606
24.	Ministry of Finance (GOI) Finance (R&C) (GOG)	7(73)/F.III.A/88 8/62/98-Fin.(R&C)	14-12-1998	05-04-1999	Central Civil Services (Revised Pay) Rules, 1997- Efficiency Bar-Clarification	607
25.	Ministry of Public Grievances & Pension (GOI) Personnel (GOG)	13/24/92-Estt.(Pay-I) 2/1/93-PER	22-01-1993	18/05/1993	Condonation of resignation for purpose of pay fixation	608
26.	Ministry of Finance (GOI) Finance (Goa, Daman & Diu)	7(21)-E.III/87 8/18/86-Fin.(FPCC)	04-05-1987	25-05-1987	Central Civil Services (Revised Pay) Rules, 1986-Grant of next increment in the revised scale to Group “A” officers drawing pay in pre-revised scales having biennial increments	609
27.	Ministry of Finance (GOI) Finance (Goa, Daman & Diu)	5(12)-E.III/87 8/18/86-Fin(FPCC)	23-04-1987	25-05-1987	Central Civil Services (Revised Pay) Rules, 1986	611
28.	Ministry of Personnel & Training (GOI) Finance (Budget) (Goa, Daman & Diu)	7/1/85-Estt(Pay-I) Fin.(BUD)/11-24/86/Vol. XX	18-11-1985	21-07-1986	Provisional Payment of Pay to officers reg.	612

PROCEDURE FOR DISPOSAL OF CONDEMNED ARTICLES

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1.	Finance (R&C) (GOG)	21/8/2011-Fin(R&C)	19/06/2014		No purchase of vehicle unless condemned articles/old vehicles are disposed off.	616
2.	Finance (Exp) (GOG)	7-4-2013-(Fin-Exp)	08/07/2013		Procedure for disposal of condemned articles (Vehicles, Machinery & equipment, furniture and other items.)	616
3.	Finance (R&C) (GOG)	21/8/2011-Fin(R&C)	27/06/2012		Disposal of Condemned Vehicle	620
4.	Office of Chief Secretary (GOG)	CE/PWD/736/2000	21/02/2002		Procedure for disposal of condemned vehicle/ articles	621



Goa Public Service Commission

Department of Personnel

No. 7/24/2016-PER/5067

Dated 09/11/2020

NOTIFICATION**Goa Public Service Commission (Members and Staff) (Conditions of Service) Regulations, 2020.**

In exercise of the powers conferred by article 318 of the Constitution of India the Governor of Goa is hereby pleased to make the following Regulations, namely:-

Part I - Preliminary

1. (1) These Regulations may be called *the Goa Public Service Commission (Members and Staff) (Conditions of Service) Regulations, 2020*.
- (2) They shall come into force on the date of their publication in the official Gazette.
2. (1) In these Regulations, unless the context otherwise requires, –
 - (a) “Chairman” means the Chairman of the Commission appointed by the Governor under article 316 of the Constitution of India;
 - (b) “Commission” means the Goa Public Service Commission;
 - (c) “compensatory allowance” means an allowance granted to meet personal expenditure necessitated by the special circumstances in which duty is performed;
 - (d) “Governor” means the Governor of Goa;
 - (e) “Government service” means any service under the Government of India or the Government of any State in India and includes service rendered in a Government Aided Institution where Central Civil Service (Pension) Rules, 1972 are applicable;
 - (f) “member” means a member of the Commission and includes the Chairman thereof;
 - (g) “Secretariat” means the Secretariat of the Government of Goa;
 - (h) “Secretary” means the Secretary of the Commission;
 - (i) “State Service” means the Goa Civil Service;
 - (j) “Schedule” means the Schedule appended to the said Regulations;
 - (k) “Service for pension” means the service as provided under Regulation 9.

Part II - Composition and Pay

3. The Commission shall consist of a Chairman and such other members as may be appointed from time to time.

4. (1) Subject to the provisions of these Regulations, there shall be paid to the Chairman a pay in Level 17 as per Central Civil Services (Revised Pay) Rules, 2016 and a pay in Level 16 as per said Rules to each of the other members which pay may be revised from such date as may be decided by the Government on the recommendation of Pay Commission.

Provided that if a member is appointed by Government under clause (1-A) of Article 316 of the Constitution of India to perform the duties of the Chairman, he shall be entitled to Rs.800/- in addition to his pay as member.

Provided further that the performance by the member, the duties of Chairman shall not make him ineligible for appointment as Chairman.

(2) The Chairman or a member who at the time of his appointment as such is a retired Government servant and is in receipt of pension in respect of Government service rendered by him, his pay as Chairman or as the case may be member, shall be fixed by reducing the gross amount of pension received by him as Government servant. For this purpose, the expression “pension” includes basic pension sanctioned for the post held by Government servant under the Government.

Part III - Leave

5. A member who at the time of his appointment to the Commission is in Government service in a permanent capacity, may, even after such appointment, be granted leave under the rules applicable to him immediately before the date of such appointment and his service as member shall be counted for such leave and leave at the credit in his leave account shall not lapse but shall be carried forward, and may be availed of during his tenure as member.

6. (1) A member, may be granted leave as follows, namely:-

(a) earned leave of 15 days for half year to be credited to his leave account in advance as on 1st January and 1st July of the year. If the member has taken charge in the midst of half year, then leave shall be calculated proportionately @ 2.5 days per month.

(b) half pay leave at the rate of twenty days in respect of each completed year of service.

(2) A member may be sanctioned, –

(a) earned leave as per the norms specified in Central Civil Services (Leave) Rules, 1972;

(b) commuted leave on full pay, if the leave is taken on medical certificate and the authority competent to sanction such leave has reason to believe that the member will return to duty on its expiry. His half pay leave account shall be debited by double the amount of commuted leave on full pay availed by him.

(c) extraordinary leave without allowances subject to a maximum of 90 days at any one time.

Explanation.- All or any two of the above kinds of leave may be granted in combination at one time:

Provided that a member who vacates office on account of resignation or on completion of his tenure, may be paid an amount equivalent to his leave salary in one lump-sum, as a onetime settlement, in respect of the unutilized earned leave standing at his credit on the date on which he vacates office, subject to the condition that such compensation shall be limited to leave salary for 300 days of such leave and shall be equal to the leave salary that the member would have drawn had he availed of the leave immediately before the date of vacation of office plus the dearness allowance admissible on such leave salary, but no compensatory local allowance or house rent allowance shall be payable in respect of such leave.

7. The Governor shall sanction such leave as may be due and admissible to the Chairman.

8. The Chairman shall sanction such leave as may be due and admissible to the members and Secretary.

Part IV - Pension and Provident Fund

9. (1) Subject to the provisions of these Regulations, a member shall, on ceasing to hold office as member, be paid pension in accordance with the provisions of these Regulations:

Provided that, no pension shall, save as provided in clause (2) of Regulation 4, be payable to a member, if,–

(a) he has completed less than three years of service as member; or

(b) he has resigned or has been removed from office under the provisions of clause (1), or sub-clause (a) or sub-clause (b) of clause (3), of article 317 of the Constitution; or

(c) at the date of his appointment being a retired Government servant, is in receipt of pension or being in Government service is entitled to receive pension under the rules applicable to the service to which he belonged or being a retired Government servant, has received or is entitled to receive, the benefits of a Contributory Provident Fund.

(2) A member, who, at the time of his appointment as such is in Government service, shall, if he elects so to do within a period of six months from the date of his appointment as member or within six months from the commencement of these Regulations whichever is later, be eligible to draw his pension and other retirement benefits under the rules applicable to the service to which he belongs with effect from the date of his appointment as member:

Provided that a member, may elect to draw his pension and other retirement benefits with effect from any date between the date of his appointment as member and the date on which he attains the age of 60 years, or completes six years term as member whichever is earlier to be specified by him while making such election, and if he does so, his service under the Commission shall be counted upto the date so specified as qualifying service for the purpose of pension under clause (4) of this Regulation.

(3) If the pay of Chairman/member is fixed by reducing the gross amount of pension as provided in clause (2) of Regulation 4, he shall not be entitled for any other pension for the service as Chairman or member.

(4) A person who on the date of his appointment as a member or Chairman of the Commission, was in Government Service, shall be deemed to have retired from such service with effect from the date on which he joins duty as Member or Chairman of Commission.

Provided that a member or a Chairman who on the date of assuming the office in the Commission as such, may, opt within a period of six months, from the date of appointment to the Commission or from the date of publication of these Regulations in the Official Gazette, whichever is later, to count the service rendered in the Government prior to the appointment as member or Chairman in the Commission, for the purpose of pension and retirement benefits as applicable to the Government employees who are governed under Central Civil Services (Pension) Rules, 1972. The option once exercised shall be final.

Provided further that in the event of such an option being exercised, the member or Chairman, as the case may be, will be entitled to get his pension and retirement benefits as aforesaid only when he finally lays down his office in the Commission with minimum 20 years of service as specified above.

(5) Service for pension includes,—

- (i) time spent by a member on duty as a member,
- (ii) any period of absence on leave / on leave salary equivalent to full pay.

10. The Governor may, for special reasons, make an addition of a period which shall not exceed three months to the period of service performed by any member which under the provisions of these Regulations may be treated as service counted for pension.

11. A pension payable to a member who was not in Government service prior to his appointment as such, shall be calculated as per the following formula, namely:—

$$\frac{A}{2} \times \frac{N}{20} = \text{Monthly Pension}$$

Note: “A” is the amount of monthly salary drawn by a member at the time of retirement and “N” is the number of years of service rendered at the time of retirement.

Explanation I: Where a member, resigns from his post or is removed/dismissed, no pension shall be payable to such member in accordance with these Regulations.

Explanation II: When the total service for pension as rendered by a person partly as a member and partly as a Chairman without any break, the pension admissible shall be calculated by considering combined service as member and Chairman and on the salary drawn in the last post held before cessation of service consequent upon attainment of the age of 62 years or completion of full term of six years:

Provided that the Governor may in exceptional circumstances, condone the break in service for a period not exceeding six months.

12. (1) A pension granted under these Regulations shall, subject to the provisions of these Regulations, be payable to a member during his life time and on his death, pension shall be payable to his spouse during her lifetime:

Provided that no pension shall be payable to spouse on the death of member if spouse is in receipt of pension being a retired Government Servant or being in Government Service is entitled to pension under the rules applicable to the service to which he/she belonged or being a retired Government Servant has received or is entitled to receive the benefits of a Contributory Provident Fund.

(2) A pension granted under these Regulations to a member who is later appointed to the office of the Chairman shall be held in abeyance with effect from the date on which he enters upon that office, and shall be merged in the pension payable to him on his ceasing to hold that office.

(3) A pension granted under these Regulations to a member shall be held in abeyance during the period he holds office as Chairman or member of the Union Public Service Commission or as Chairman of any other State Public Service Commission.

13. The authority competent to sanction a pension under these Regulations shall be the Governor.

14. Save as otherwise expressly provided in these Regulations, the provisions of the rules applicable to the payment of retiring or superannuation pension to Group "A" Officer, subject to formulae for calculation of pension as specified under Regulation 11, shall, so far as may be, apply to the grant and payment of pensions to members.

15. A member, who, at the date of his appointment was in Government service either under a contract or otherwise, and prior to that date he had been admitted to the benefits of any provident fund maintained by the Government, he shall be eligible, after appointment on the Commission, to continue to subscribe to such fund upon the same terms and conditions and subject to the same rules that were applicable to him:

Provided that, on attaining the age of sixty years or on the expiry of the term of his appointment specified in the contract, as the case may be, the amount standing to the credit of such member in the said fund or the balance thereof after such deductions have been made as are authorized under the rules applicable to him shall, notwithstanding anything contained in such rules, become payable to him, and shall be paid in the manner provided in section 4 of the Provident Fund Act, 1925 (XIX of 1925).

16. A member who is not eligible under Regulation 15 to continue to subscribe to a provident fund maintained by the Government or who being so eligible has been paid the amount standing to his credit in provident fund in accordance with the provision, of these Regulations, shall be eligible to subscribe to the General Provident Fund. On such subscription, the provisions of the General Provident Fund Rules shall as far as possible apply to him:

Provided that where the term of re-employment is initially for a period of one year or less but is later extended so as to exceed one year, the Government contribution with interest will be credited only after completion of one year's re-employed service. The Government contribution with interest shall be payable for the entire period for which the re-employed officer is allowed to contribute to the Contributory Provident Fund if such period exceeds one year.

Part V – Travelling Allowances

17. The Chairman and members of the Commission shall be entitled to the benefits contained in the rules/orders issued by the Government from time to time in respect of,—

- (i) Dearness Allowance/House Rent Allowance/ other compensatory allowances;
- (ii) Leave Travel Concession;
- (iii) Travelling Allowance;
- (iv) Medical Allowance;
- (v) Computer Advance;

Provided that for availing the benefits of the above rules/orders the status of Chairman/member shall be considered equivalent to that of Chief Secretary or with those of members of State Service:

Provided further that the Chairman and members of the Commission when travelling on duty, shall be allowed to draw travelling allowance calculated on the route actually taken, without sanction from Government.

18. While considering claims of the Chairman or member for any advance, entitlement or reimbursement in respect of travelling allowance, house rent allowance, compensatory allowance, dearness allowance, medical facilities and any other allowance, entitlement or facility, no rule or Office Memorandum applicable to the Heads of Departments or to the Members of the State Service shall be applicable to such claims of the Chairman or of the member, but the extent of such allowances, entitlements or facilities admissible to the Heads of Departments or to the Members of the State Service, as the case may be, shall be considered before finalization of the claims.

Part VI – Composition

19. The staff of the Commission shall be such, as the Government may, from time to time, determine:

Provided that, the Commission may, for special reasons, employ temporary staff not higher than those carrying salary of a Section Officer in the Government.

Part VII - The Secretary, Deputy Secretaries, Under Secretaries and other Gazetted Officers

20. The Secretary shall be appointed by the Governor after consultation with Commission.

21. (1) The Secretary shall hold office for such period as may be fixed at the time of his appointment:

Provided that the period of the Secretary's tenure may be extended by such further period or periods as the Governor may decide.

(2) Notwithstanding anything contained in clause (1), a person appointed as Secretary shall, unless he is granted re-employment or extension of service by the Governor, retire on attaining the age of superannuation as prescribed for members of the service to which he belongs or where he is not a member of any organized service, on attaining the age of sixty years.

22. (1) The Secretary shall receive pay in the senior scale of IAS and in addition shall receive such allowance as the Governor may determine.

(2) Notwithstanding anything contained in clause (1), the Governor may, in any particular case, fix such pay and allowances as he may, in the special circumstances of the case, thinks, proper.

23. The Deputy Secretary shall receive the pay in the scale attached to the post in Senior Scale of Goa Civil Service and the Under Secretary shall receive the pay in the scale attached to the post in Junior Scale of Goa Civil Service and in addition, shall receive such allowances, as the Government may, from time to time, determine for said posts.

24. In respect of all other matters, the conditions of service of the Secretary, Deputy Secretary and Under Secretaries shall be such as are applicable to Members of I.A.S./State Service, except that when they are not members of I.A.S./State Service, the authority who may impose any of the penalties prescribed in rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be the Commission, and the appellate authority shall be the Governor.

25. (1) Promotion and confirmation to the post of Deputy Secretary shall be made on the basis of seniority subject to fitness on the recommendation of the Departmental Promotion Committee as constituted under Regulation 26.

(2) The officer of Commission with minimum six years of regular service in the post of Under Secretary shall be eligible for being considered for promotion to the post of Deputy Secretary.

26. The Departmental Promotion Committee referred in the Regulation 25 shall consist of, –

- | | | |
|-------|---|----------|
| (i) | Chairman, Goa Public Service Commission | Chairman |
| (ii) | Member, Goa Public Service Commission | Member |
| (iii) | Secretary to the Government of Goa | Member |

27. The Gazetted Officers below the rank of Secretary shall be appointed by the Commission with the approval of the Governor:

Provided that where an appointment of a Gazetted Officer in the office of the Commission is for a period not exceeding three months, it shall not be necessary for the Commission to obtain the prior approval of the Governor, but the Governor shall be informed of such appointment as soon as it is made, and in any case before expiry of the period of such an appointment, subject to the condition that the same person shall not be appointed again without the specific prior approval of the Governor:

Provided further that, where the Governor has already approved the appointment of an officer for a specified period, it shall ordinarily not be necessary to seek his approval again if the appointment of that officer is to be continued in the same post, without any break for another specified period, subject to the condition that the same person shall not continue in the same post for a total period exceeding six months without the specific prior approval of the Governor under this proviso.

28. Every other Gazetted Officer shall receive such pay and allowances as the Governor may, by general or special order, from time to time determine.

29. In respect of all other matters, the conditions of service of other Gazetted Officers, if any, shall be such as are applicable to a member of a Group "A" or a Group "B" Officers of the Government as the case may be except that, –

- (i) the authority who may grant leave and sanction pension and gratuity to other Gazetted Officers, if any, shall be the Commission; and
- (ii) the authority who may impose any of the penalties prescribed in rule 11 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 shall be the Commission and the appellate authority shall be the Governor.

Part VIII – Ministerial Establishment

30. (1) The Senior Assistants, Stenographers Grade I and Grade II, Accountants, Assistants, Junior Assistants, Private Secretary to Chairman, Drivers and other Group 'C' staff shall be appointed by the Secretary:

Provided that the previous approval of the Commission shall be required to any appointment to a post carrying salary not less than that of Group "C" post in the Government.

(2) The staff referred to in clause (1) shall receive pay and allowances as follows:-

- (a) those recruited after the commencement of these Regulations, according to the rates and on the conditions prescribed from time to time for new entrants to corresponding grades in the Secretariat:

Provided that in the case of holders of posts of a special character for which there are no corresponding grades in the Secretariat, the Governor may fix such pay and allowances as he may in the special circumstances of the case think proper.

31. The ministerial establishment shall be subject to the same conditions of service as the personnel of the corresponding grades in the Secretariat who were recruited at the same time, save that the authority who may impose any of the penalties prescribed in rule 11 of the Central Civil Services (Clarification, Control and Appeal) Rules, 1965 be the Secretary and the appellate authority shall be the Commission.

Part IX – Rules to regulate recruitment

32. Notwithstanding anything contained elsewhere in these Regulations, the recruitment for the posts in the Commission as mentioned in column (2) of the Schedule hereto shall be governed by the conditions of service as specified in the corresponding entries in columns (3) to (13) of the said Schedule.

Part X - Miscellaneous

33. In respect of any matters for which special provision is not made in these Regulations, the conditions of service of a person serving as a member of the Commission or of its staff shall be governed by the rules and orders for the time being applicable to such class of Government servants as shall be specified by the Governor.

34. Interpretation.- If any question arises as to the interpretation of these Regulations, the same shall be decided by the Governor.

35. Power to Relax.- Where Governor is satisfied that the operation of any of these Regulations causes or is likely to cause undue hardship in the case of the Chairman or any member who at the date of his appointment on the Commission was in Government service, he may by an order in writing exempt any such Chairman or member from any provision of these Regulations or may direct that such provision shall apply to such Chairman or member with such modifications as may be specified in such order.

36. Repeal and Savings.- (1) The Goa Public Service Commission (Members and Staff) (Conditions of Service) Regulations, 1988 are hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken under the Regulations so repealed shall, unless such thing or action is inconsistent with the provisions with these Regulations, be deemed to have been done or taken under the corresponding provisions of these Regulations.

By Order and in the name of the
Governor of Goa.

Sd/-

(Maya Pednekar)

Under Secretary (Personnel-II)

SCHEDULE

Serial No.	Name/Designation of post	Number of posts	Classification	Scale of pay	Whether selection of post or non-selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rules 30 of CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age & educational qualifications provided for the direct recruit will apply in the case of promotion	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion/deputation/transfer/contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transfer, from which grades promotion/deputation/transfer is to be made	If a D.P.C. exists, what is its composition
1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
1.	Secretary	01 (2020)	Group 'A', Gazetted,	Level 11	Not Applicable	Not Applicable	No	Not Applicable	Not Applicable	Not Applicable	By transfer on deputation.	Transfer on deputation: Senior Scale Officer of the Goa Civil Service (Period of deputation shall ordinarily not exceed 3 years).	To be appointed by the Governor Under Regulation 20 of the G.P.S.C. (Members & Staff) (Conditions of Service)
2.	Deputy Secretary	01 (2020) (Subject to variation dependent on workload)	Group 'A', Gazetted,	Level 11	Selection.	Not Applicable	No	Not Applicable	Not Applicable	Not Applicable	By promotion, failing which, by transfer on deputation.	Promotion: Under Secretary in Goa Public Service Commission with at least 8 years regular	Group 'A' DFO consisting of: (1) Chairman, G.P.S.C.—Chairman, Commission (2) Secretary G.P.S.C.—Member

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
												service in the Grade.	(3) Any other Member of Goa Public Service Commission—Member.
												Transfer on deputation: Senior Scale/Junior Scale Officer of the Goa Civil Service.	
												(Period of deputation shall ordinarily not exceed three years).	
3.	Under Secretary	02 (Subject to variation dependent on workload)	Group 'A', Level 10 (Gazetted)	10	Selection.	Not Applicable	No	Not Applicable	Not Applicable	Two years	By promotion, failing which, by transfer on deputation.	Promotion: Section Officer in Goa Public Service Commission with 5 years regular service in the Grade. Transfer on deputation: Junior Scale Officer of the Goa Civil Service.	Group 'A' DPC consisting of— (1) Chairman, G.P.S.C.—Chairman. (2) Secretary G.P.S.C.—Member. (3) Any other Member of Goa Public Service Commission—Member.
4.	Section Officer	02 (Subject to variation dependent on workload)	Group 'B', Level 7 (Gazetted)	7	Selection.	Not Applicable	No	Not Applicable	Not Applicable	Two years	By promotion, failing which, by transfer on deputation.	Promotion: Senior Assistant/Stereographer Grade I in the Goa Public Service Commission	Group 'B' DPC consisting of— (1) Chairman, G.P.S.C.—Chairman.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
5, Private Secretary to Chief-min.	01 (2020)	Group 'C' (Non Gazetted, Ministerial).	Level 7	N.A.	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No	Essential: (i) Degree of a recognized University or equivalent. (ii) Shorthand speed of 110 words per minute and typing speed of 50 words per minute. (iii) Should be Computer literate. (v) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi (2) 5 years	Not Applicable	Not Applicable	By transfer or deputation.	Transfer of person from amongst the staff of the Secretariat or other State Government Departments holding analogous post. <i>Deputation:</i> Any official holding analogous post in the State Government Department or Central	with 5 years regular service in their respective Grades. Transfer on deputation: Any official holding analogous post in the State Government Department. (The period of deputation shall ordinarily not exceed three years).	(2) Secretary G.P.S.C. - Member. (3) Any other Member of Goa Public Service Commission - Member.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
								experience as					
								Personal Assistant/ Private Secretary in Government Office.				Government Department or General Government Department. (The period of deputation shall ordinarily not exceed three years).	
6.	Senior Assistant.	04 (2020) (Subject to variation dependent on workload)	Group 'C' (Non Gazetted, Ministerial).	Level 6	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No	Essential: (i) Degree of a recognized University or equivalent. (ii) Knowledge of Konkani. Desirable: (i) Knowledge of Marathi. (ii) 3 years office experience.	Age: No. Educational Qualification: N.A.	Two years	60% by promotion, failing which, by transfer on deputation and 40% by direct recruitment.	Promotion: Assistant in the Goa Public Service Commission with 3 years regular service in the Grade. Transfer on deputation: Any official holding analogous post in State Government Department. (Period of deputation shall ordinarily not exceed three years.)	Group 'C' DPC/DSC consisting of- (1) Secretary, G.P.S.C.—Chairman, (2) Deputy Secretary, G.P.S.C.—Member, (3) Under Secretary, G.P.S.C.—Member
7.	Senior-rapbar Grade-I.	04 (2020) (Subject to variation dependent on workload)	Group 'C', Level 6 (Non Gazetted, Ministerial).	Level 6	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government)	No	Essential: (i) Higher Secondary School Certificate or equivalent qualification from a	Age: No Educational Qualification: Yes.	Two years	75% by promotion, failing which, by transfer on deputation and 25% by direct recruitment.	Promotion: Steno Grade-II in the Goa Public Service Commission with 5 years regular service in the Grade.	Group 'C' DPC/DSC consisting of- (1) Secretary, G.P.S.C.—Chairman,

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
						Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).		recognized institution. (ii) Should be Computer literate. (iii) Speed of 120 words per minute in shorthand and 40 words per minute in typewriting. (iv) Knowledge of Konkani, Desirable; Knowledge of Marathi.				Transfer on deputation: Any official holding analogous post in the State Government, Department, (Period of deputation shall ordinarily not exceed three years).	(2) Deputy Secretary, G.P.S.C.—Member. (3) Under Secretary, G.P.S.C.—Member.
8.	Legal Assistant	01 (2025) (Subject to variation dependent on workload)	Group 'C', Level 5 (Non Gazetted, Non-Ministerial)	5	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No	Essential: (i) Degree in Law of a recognized University or equivalent. (ii) Knowledge of Konkani, Desirable; (i) Experience of Legal work in any Legal Department or practice of two years as an Advocate. (ii) Knowledge of Marathi.	N.A.	Two years	By direct recruitment	N.A.	Group 'C' DSG/DPC consisting of:- (1) Secretary, G.P.S.C.—Chairman. (2) Deputy Secretary, G.P.S.C.—Member. (3) Under Secretary, G.P.S.C.—Member.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
9. Technical Officer (Computer)	01 (2020) (Subject variation dependent on workload)	Group 'C', Level 8 (Non-Gazetted, Non-Ministerial)	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No	Essential: (i) Bachelor's degree in the discipline of Computer/Computer Application/Information Technology/Electronic and Telecommunication from a recognized institution. (ii) Two years experience in relevant field (iii) Knowledge of Konkani. Desirable: (i) Knowledge of Marathi. (ii) Experience in Programming/Testing/Networking	N.A.	Two years	By direct recruitment.	N.A.	Group 'C' DPC consisting of:- (1) Secretary, G.P.S.C.—Chairman. (2) Deputy Secretary, G.P.S.C.—Member. (3) Under Secretary, G.P.S.C.—Member.		
10. Stenographer Grade-II.	03 (2020) (Subject variation dependent on workload)	Group 'C', Level 4 (Non-Gazetted, Ministerial)	N.A.	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5	No	Essential: (i) Higher Secondary Certificate or equivalent qualification from a recognized institution.	Not applicable.	Two years	By direct recruitment, failing which by transfer on deputation.	Transfer on holding analogous post in the State Government Department. (Period of	Group 'C' DPC consisting of: (1) Secretary, G.P.S.C.—Chairman. (2) Deputy Secretary, G.P.S.C.—Member.		

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
						years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).		(ii) Should be Computer literate. (iii) Speed of 100 words per minute in short hand and 35 words per minute in typewriting. (iv) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.				deputation shall ordinarily not exceed three years.)	(3) Under Secretary, G.P.S.C.—Member.
11.	Asstt. Ltl.	03 (2020) (Subject variation dependent on workload)	Group 'C' (Non Gazetted, Ministerial)	Level 4	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No	Essential: (i) Higher Secondary School Certificate or equivalent qualification from a recognised institution. (ii) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	Age: No Educational Qualification: No	Two years	By promotion, which, by direct recruitment, falling both, by transfer on deputation.	Promotion: Junior Assistant in the Goa Public Service Commission with 5 years regular service in the Grade. <i>Transfer on deputation:</i> Any official holding analogous post in the State Government Department. (Period of deputation shall ordinarily not exceed three years).	Group 'C' DPC/DSC consisting of: (1) Secretary, G.P.S.C. — Chairman. (2) Deputy Secretary, G.P.S.C. — Member. (3) Under Secretary, G.P.S.C.—Member.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
12.	Junior Assistant.	05 (2020) (Subject to variation dependent on workload)	Group 'C' (Non-Gazetted, Ministerial).	Level 2	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No	Essential: (i) Higher Secondary School Certificate or equivalent from a recognized institution. (ii) Should be Computer literate. (iii) Knowledge of Konkani, Desirable: Knowledge of Marathi.	Educational Qualifications: As prescribed in Column No. 12	Two years	12 ½ % by Promotion, failing which by direct recruitment and 87 ½ % by direct recruitment.	Promotion: Group 'C' employees of the Goa Public Service Commission possessing following qualifications: (i) Secondary School Certificate or equivalent from a recognized institution. (ii) Computer literacy. Note: The entry level pay scale of all the feeder category employees for promotion must be lower than the entry level pay scale of Junior Assistant.	Group 'C' DSC/DPC consisting of: (1) Secretary, G.P.S.C. – Chairman. (2) Deputy Secretary, G.P.S.C. – Member. (2) Under Secretary, G.P.S.C. – Member.
13.	Data Entry Operator.	01 (2020) (Subject to variation dependent on workload)	Group 'C' (Non-Gazetted, Ministerial).	Level 2	N.A.	Not exceeding 45 years (Relaxable for employees of Goa Public Service Commission and Government Servants)	No	Essential: (1) Higher Secondary School Certificate from a recognized Board or All India Council for Technical Education approved diploma awarded by a	N.A.	Two years	By direct recruitment.	N.A.	Group 'C' DSC/DPC consisting of: (1) Secretary, G.P.S.C. – Chairman. (2) Deputy Secretary, G.P.S.C. – Member. (2) Under Secretary, G.P.S.C. – Member.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
14.	Light Vehicle Driver	OS (2020) (Subject to variation dependent on workload)	Group 'C' (Non Gazetted, Non-Ministerial)	Level 2	Selection	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in service with the instructions or orders issued by the G.P.S.C. and/or Government).	No	<p>Essential:</p> <p>(i) Passed the Secondary School Certificate Examination from a recognized Board/Institution.</p> <p>OR</p> <p>Successfully completed the course conducted by a recognized Industrial Training Institute.</p> <p>(ii) Driving license to drive light vehicle.</p>	Age: No Educational Qualifications: Yes	Two years	50% by promotion, failing which, by direct recruitment and 50% by direct recruitment.	Promotion: Group 'C' employees of the G.P.S.C. possessing driving license for light vehicle.	Group 'C' DSC/DFC consisting of: - (1) Secretary, G.P.S.C. - Chairman. (2) Deputy Secretary, G.P.S.C. - Member. (3) Under Secretary, G.P.S.C. - Member. Invited/Experts:- (1) Director of Transport or his nominee not below the rank of Assistant

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
	of Transport will be associated to the DPC/ DSC as an "expert".							(iii) Experience of light vehicle repairing. (iv) Unblemished experience of at least 2 years in the line. (v) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.					Director of Transport. (2) Assistant Engineer (Mechanical) from Government Garage, Public Works Department.
15. Multi Tasking Staff.	08 (2020) (Subject to variation dependent on workload)	Group 'C'.	Level 1	Not applicable.	Not exceeding 45 years (Relaxable for employees of G.P.S.C. and Government Servants upto 5 years in accordance with the instructions or orders issued by the G.P.S.C. and/or Government).	No.	<i>Essential:</i> (i) Passed the Secondary School Certificate Examination from a recognised Board/ Institution. OR Successfully completed the course conducted by a recognized Industrial Training Institute. (ii) Knowledge of Konkani. <i>Desirable:</i> Knowledge of Marathi.	Not applicable.	Two years	By direct recruitment.	Not applicable.	Group 'C' DSC consisting of:- (1) Deputy Secretary, G.P.S.C.—Chairman. (2) Under Secretary, G.P.S.C.—Member. (3) Section Officer, G.P.S.C.—Member.	

Department of Personnel

File No. 7/19/2008-PER)/31

Dated:- 30/12/2019

CIRCULAR

The Goa Public Service Commission, Panaji Goa, has brought to the notice of the Government that, some of the Government Officers visit the Commission's Office, for inquiring about matters concerning their promotions, service matters, etc., inspite of instructions issued on the subject matter.

The following instructions are therefore issued for strict compliance:

1. The officers shall not visit the office of Goa Public Service Commission, except on account of official work.
2. The officers shall not take up their personal service matters directly with the Commission, and neither communicate directly with the Commission.
3. In cases, where personal visit to the Commission is absolutely necessary, the concerned officer shall attend the office of the Commission with prior appointment of the Secretary.
4. Non adherence or violation of these instructions shall be viewed seriously and deem fit action shall be initiated against the erring officials.

This issues with the approval of the Government.

Sd/-

(Maya Pednekar)

Under Secretary (Personnel II)

Department of Personnel

File No.6/5/2015-PER

Dated : 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 increasing correspondence between the Commission and Departments.

In order to curb down 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:-

- (i) The Recruitment Rules to the posts to be advertised.
- (ii) 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.
- (iii) Proposal for each post should be in separate form.
- (iv) 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.

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 (incase 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 promotees or otherwise specifically prescribed.
- (b) if so, whether details of educational qualifications of officers given.
- (c) whether educational qualifications 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 number 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 dated 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) yearwise 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 of order furnished incase 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 incase 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 of Seniority should be clearly mentioned
- (d) zone of consideration
- (e) doubtful integrity of officer coming in zone of consideration should be reflected
- (f) incase of adverse remarks in APARs, whether the same have been communicated and action taken thereof.
- (g) incase 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) incase 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) Incase APAR not available, certified non-availability Certificate should be furnished.
- (d) Required number of APAR's of 5 preceedings 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 preceeding 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)

Encl:- Checklist

**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 incase of officers whose vigilance is withheld, refer 2 [ix]
- [] Major/Minor Penalty statement duly authenticated, refer 2 [x]

Department of Personnel

No. 7/7/2000-PER(PF)

Date:- 22/11/2013

CIRCULAR

It has been brought to the notice of this Department by the Goa Public Service Commission that the recommendations made by them for the appointment of officers for different categories of posts are not taken seriously and in various cases wherein the Departments/offices have not issued necessary orders on the recommendations of the Commission.

It is the prerogative of the respective Departments to accept or decline the Commission's recommendations, reasons for decline must invariably be conveyed to the Commission in accordance with Article 323(2) of the Constitution of India.

Therefore, all the Heads of Departments/offices are hereby directed to submit the compliance report on the recommendations of the Commission directly to the Commission under intimation to this Department within the prescribed time limit.

Sd/-

R. Aga

Under Secretary (Personnel-I)

Department of Personnel

No. 2/38/75-PER(Vol.IV)

Dated : 15/12/2003.

OFFICE MEMORANDUM

According to Regulation 6 of the Goa Public Service Commission (Exemption from Consultation) Regulations, 1988, which reads as under :-

“It shall not be necessary to consult the Commission in regard to the selection for a temporary or officiating appointment to a post, if –

- (a) the person appointed is not likely to hold the post for a period of more than one year and
- (b) it is necessary in the public interest to make the appointment immediately and a reference to the Commission will cause undue delay”.

Attention is also invited to O.M. No. 2/38/75-PER(Vol II) Part dated 25/6/1992, (copy enclosed) wherein instructions have been issued regarding ad-hoc appointments.

In spite of clear instructions, Commission has observed that some of the ad-hoc appointments are continued for a long period without making any reference to the Commission to fill up the same on regular basis. It is also observed that the concurrence of the Commission is sought for the continuation of ad-hoc promotions beyond the period of one year even in cases where the Officers so promoted on ad-hoc basis are not eligible and not fulfilling the Recruitment rules. It is also noticed that the concurrence of the Commission is sought for the extension of ad-hoc promotion beyond the period of one year in cases where the ad-hoc promotion is made without framing the Recruitment Rules. Hence, the Commission has decided not to agree with such continuation of ad-hoc promotions in the absence of the Recruitment Rules because the eligibility cannot be determined and in cases where the Officers are not eligible for promotion, as per the Recruitment Rules.

All Heads of Department/Officers are requested to follow Regulation 6 of the Goa Public Service Commission (Exemption from Consultation) Regulations, 1988, and O. M. dated 25th June, 1992 while making ad-hoc appointments and submit quarterly information regarding ad-hoc appointments directly to the Commission in the enclosed statement by 20th of January, April, July and October of every year.

Sd/-
(S.V.Naik)

Joint Secretary (Personnel)

Personnel Department

No. 2/38/75-PER(Vol.II)/Part

Dated:- 25/06/1992

OFFICE MEMORANDUM

Subject:- Appointments on ad-hoc basis.

It is observed that appointments on ad-hoc basis are made by the departments from time to time and once such appointments are made, action to make regular appointments is not taken for a considerable period. Although such ad-hoc appointments do not entitle the incumbents for a regular appointment, continuous officiating in the post evidently creates a sort of vested interest thereby making it difficult to terminate such appointments. Such termination also affects the morale of the incumbents where such incumbents had rendered continuous service for a substantial period in the same post without any interruption in service. In the interest of better personnel administration and also in the interest of smooth and efficient discharge of functions of the Department, it is hereby directed that:-

i) No ad-hoc appointment should be made where there is a clear vacancy, recruitment rules have been notified and seniority of the feeder posts (where the posts is to be filled by promotion) has been finalized.

Non-availability of A.C.Rs. for any particular year or years is no justification to make ad-hoc appointment.

ii) Where the recruitment rules have not been notified or the seniority has not been finalized in the case of appointment by promotion ad-hoc appointment may be resorted to. In such cases however the duration of ad-hoc appointments should not exceed 6 months.

iii) Where appointment to a post has been stayed by the Court (in a writ petition or otherwise) efforts should be made to get the stay vacated as early as possible or atleast seek permission of the Court to make officiating appointments subject to the outcome of the case, failing which appointment may be made on ad-hoc basis.

iv) Where the period of ad-hoc appointment is likely to exceed six months specific reference may be made to Goa Public Service Commission, atleast one month in advance of such expiry, seeking approval of G.P.S.C. for extension of the ad-hoc appointment beyond six months.

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

Sd/-

(P.S. BHATNAGAR)
CHIEF SECRETARY

Department of Personnel

No.7/6/95-PER

Dated:- 18-08-1999

CIRCULAR

Attention of all Heads of Department/Offices is invited to the Notification No. 7/6/95-PER dated 15/7/1999 whereby Government has effected amendment to Goa Public Service Commission (Exemption from Consultation) Regulation, 1988, by way of Tenth amendment published in the Extraordinary issue of the Official Gazette Series I No. 16 dated 16th July, 1999.

In view of above amendment, all Heads of Departments/ Offices are informed that filling up of all Group "C" posts and services have been withdrawn from the purview of Goa Public Service Commission for recruitment/promotion purposes, etc.

All Departments/Offices are, therefore, directed to withdraw the requisition, if any, placed in this regard with the Goa Public Service Commission.

Sd/-

(J. S. Monteiro)
Under Secretary (Personnel)

FORMS 1 TO 8**Form No. 1****GOA PUBLIC SERVICE COMMISSION**Requisition Form for Filling up posts by **DIRECT RECRUITMENT TO BE FURNISHED IN DUPLICATE**

1. Name of the Department:

2. Requisition for recruitment

to the post(s) of :

3. Brief particulars of the posts :

Designation	Pay scale & the total emoluments (excluding CCA & HRA) to be drawn at the time of initial appointment*	Group & Service/Cadre /Department	Total Number of posts sanctioned		
			Permanent	temporary but likely to be made permanent	Temporary
1.	2.	3.	4.	5.	6.

(* Higher initial pay may be recommended by the Commission for specially qualified and experienced candidates)

4. No of posts already filled with the concurrence of GPSC

: Permanent :

: Temporary likely to be made permanent :
Temporary :

5) Number of posts to be filled in :

(a) Number of vacancy for which this requisition is being sent	Permanent	Temporary but likely to be made permanent	Temporary	Total
1.	2.	3.	4.	5.
(b) How the vacancy(s) arisen?				
(c) If a vacancy(s) is /are permanent, whether it is to be filled on a permanent or temporary basis :				
(d) if vacancy(s) is /are temporary, how long it is / are expected to last irrespective of the period for which it has been sanctioned:				

6. Break up of vacancies in Item 5 above :

	Permanent	Temporary but likely to be made permanent	Purely Temporary	Total
(a) i) Reserved for SC				
ii) Reserved for ST				
iii) Reserved for OBC				
iv) Reserved for PwD				
v) Reserved for CFF				
vi) Reserved for Ex-Serviceman				

	vii) Reserved for EWS				
	viii) Reserved for other categories				
(b)	Unreserved vacancies				
	Total of (a) and (b) above (should tally with 5 above)				

7. Recruitment Rules :

a)	Have Recruitment Rules for the posts been approved by the GPSC:	
b)	If so, please enclose a copy of the Commission's letter:	
c)	The notification promulgating the Recruitment Rules (enclosed copy) :	

8. Percentage of vacancies to be filled in by direct recruitment :

(a)	If according to the Recruitment Rules, some percentage of vacancies have to be filled in by direct recruitment, please state clearly :	
	i) Whether the present vacancy or vacancies fall in direct recruitment quota:	
	ii) Whether all vacancies falling in the direct recruitment quota have been included in this requisition:	
	iii) If the answer to (ii) above is in the negative, please state clearly the number of vacancies not being reported and the reason thereof.:	
(b)	If the recruitment rules provides for other methods being tried before resorting to direct recruitment, please indicate clearly the action taken in this behalf.:	

9. If the post is to be filled on contract basis, please indicate :

a) The period of contract :	
b) If it is as per the Recruitment Rules :	
c) Copy of the terms and conditions of the contract.	

10. Details of the vacancy:

Particulars of the persons who last held the post(s) regularly against the vacancies in Item 5 (a) above	
(a) Name :	
(b) Reference number and date of the Commission's letter (copy enclosed)	

11. Details of interim arrangement

If any ad-hoc interim arrangement were or have been made to fill the vacancies mentioned in item 5(a) above, pending selection by the GPSC, please state :	
(a) The name/s of the person/s so appointed, the dates and duration of their appointments and their age, qualifications, experience etc.:	
(b) Whether the Commission was consulted in making the ad-hoc arrangements mentioned in (a) above, if so, the number & date of the Commission's letter:	
(c) If the answer to (b) is in the negative, please state reasons for which reference to the Commission was not made	

12. Details about pension benefits and other benefits. :

(a) Is the post pensionable or non pensionable:	
(b) Are there any Provident Fund or other benefits, if so, please specify:	
(c) Any special concessions, such as free quarter, light, water etc. :	

13. Period of Probation:

(a) What is the probation period prescribed in the Recruitment Rules for this post :	
(b) Details of training/departmental examination if any, required to be undertaken, during the period of probation :	

14. Duties, Responsibilities of the post :-

(a) Details of duties and responsibilities of the post:	
(b) Place/s where the officer/s will be required to serve :	

15. Prospects :

(a) Prospects of promotion to higher posts or time scale as provided in the approved Recruitment Rules :	
(b) Please indicate if it is desirable to bring this information to the notice of the candidates :	

16. Reporting period:

When is /are the selected candidates(s) required to join :	
--	--

17. Educational qualification and experience as per Recruitment Rules for the post under requisition:

(a) Essential	
(b) Desirable	
(c) Are the qualification at (a) and (b) above in accordance with the approved Recruitment Rules? if not, please state reasons for the deviation :	
(d) Whether qualification and experience is relaxable in the case of SC/ST candidates, furnish copies of Govt. order if any in the subject :	

18. Age limit:

(a) Age Limit(s) if any : (i) Incase of SC (ii) Incase of ST (iii) Incase of PwD (iv) Incase of PwD belonging to SC/ST/OBC (v) Incase of CFF	
(b) Are the age limit relaxable for Government servants:	
(c) Are the limits and the relaxations under (a) & (b) above in accordance, with the prescribed Recruitment Rules? If not, please state reason for the deviation:	
(d) Whether the benefits of added years of service admissible under Rules 30 of the CCS (Pension) Rules is applicable to the post.?	
(e) If the answer to (d) above is in the affirmative, please give the Commission's reference under which approval of the Commission was conveyed :	

19. Nationality and Domiciles:

(a) Nationality :	
(b) Conditions of Domicile fixed, if any :	
(c) Any other requirements of condition not covered by the above columns :	

20. Previous reference:

If this requisition is being sent in response to any reference from the GPSC, please quote their latest reference :	
---	--

21. Other references:

If direct recruitment was made previously for identical posts, please quote :	
i) Your latest reference No. and date ;	
ii) The Commission's latest reference No. and Date;	

22. Nomination of the Government

Particulars of the Representative of the Department who will be deputed to assist the GPSC at the interview	
(a) Name	
(b) Address:	
(c) Telephone No.	

List of the documents enclosed:

Sr. No.	Enclosure description	File Name

CERTIFICATE

It is certified that all vacancies on date which fall within the direct recruitment quota have been included in this requisition.

It is also certified that the number of vacancies reserved for Scheduled Caste and Scheduled Tribes as mentioned in item IV above is in accordance with the reservation quota fixed by Government for these communities.

It is also certified that the particulars supplied in this requisition are strictly in accordance with the relevant service Rules of the Government.

Name of the Secretary : _____

Signature _____

Place : _____

Date: _____

Office
Seal

Form No. 2**GOA PUBLIC SERVICE COMMISSION**Form for referring proposals for **Promotion****Check-list for sending proposals for convening the Departmental Promotion Committee Meeting for promotion to the post of**(Check list and the Annexure are available on www.gpsc.gov.in)

- **Name of Post :**
- **Name of Department:**
- **Proposal for promotion to:**
- **Year(s) for which Select List(s) to be prepared:**
- **Whether proposal for preparation of fresh/review of DPC:**
- **In case of Review DPC, the reason for review to be clearly indicated :**

The proposal shall be treated as complete if the information furnished to the Commission in the Annexure/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/APARs sent along with the proposals. The page number of the documents attached with the proposal may also be indicated.

2. Composition:

Constitution of the Departmental Promotion Committee (enclosed copy)	Name	Designation
	1) Chairman, G.P.S.C.	Chairman
	2) ---	Member
	3) ---	Member
	4) ---	Member

3. Grade :

Grade or post to which promotion is to be made	Designation	Classification	Scale of pay				
	1	2	3				
	Sanctioned Strength in the Grade :						
	Filled		Unfilled				
	Permanent	Temporary	Permanent	Temporary			
	4	5	6	7			
Rota-Quota/Ratio (Percentage) as per RR's (This column be filled only if applicable)	Name of the Department				Ratio	Present Position	
						Filled	Unfilled
	1. Public Works Department						
	2. Water Resources Department						
	3. Electricity Department						
	4. Section Officers in the Secretariat						

	5. Assistant Geologist in the Directorate of Mines			
	6. Junior Scale Officer			
	7. Mamlatdar/Block Development Officer			
	8. Commercial Tax Officer			
	9.-----			
	10. -----			

4. VACANCIES:

- a. No. of vacancies determined by Department (Year-wise)

Year wise break –up

Year wise breakup of the number of regular vacancies Permanent / Temporary indicated in column 6 and 7 of item 3 :					
Year	General	SC	ST	PwD	Total
1.	2.	3.	4.	5.	6.

- b. Whether a copy of the order determining the vacancies is enclosed ? (Only in respect of GCS, GPS, GFS)

5. Recruitment Rules for the Grade / Post :

a) Date on which the recruitment rule/ amendment to Recruitment Rules were notified in the Gazette and GPSC reference under which they were approved (enclosed copy)	
b) Method of recruitment prescribed	
i) Direct recruitment :	%
ii) Promotion :	%
iii) Deputation / Transfer :	%
c) Whether an up to date copy of the Recruitment Rules is attached	

6. Field of Choice :

Grade or posts from which promotion is to be made	Designation	Classification	Scale of Pay	Educational qualification
	1.	2.	3.	4.

7. IMPLEMENTATION OF RECOMMENDATIONS OF PREVIOUS DPC:

a.	G.P.S.C. reference No. and date under which promotion to the grade /post was last considered :	
b.	Whether copy(ies) of promotion order(s) of the immediately preceeding DPC have been enclosed?	YES/NO

8. Seniority list :-

- I. It should be ensured to comply the following points (a) to (d) in respect of Seniority List. In case it is complied indicate the same with (✓) sign alongwith page number.

a) Whether the seniority of officers for which the Select List is to be prepared has been duly circulated & finalised as per (Annexure-I)	() Pg. No. -----
b) The date of birth, status of SC/ST/PwD/EWS date of continuous appointment in the qualifying grade of officers, date of confirmation / Lifting of Probation period is indicated in the Seniority list	() Pg. No. -----
c) The Final Seniority List duly circulated as in the prescribed proforma) has been enclosed. If there are more than one feeder grade, enclose separate Final Seniority Lists duly circulated for each grade, together with combined Inter-se-Seniority List :	() Pg. No. -----
d) All eligible officers including those belonging to SC/ST/PwD and those on deputation etc. are included and whether those belonging to SC/ST/PwD and those who are on deputation are clearly indicated in the Seniority List :	() Pg. No. -----

II.

a) If the seniority list not finalised, whether a certificate is furnished to the effect that the Seniority list furnished to the Commission is complete, final and the latest seniority list in use?	YES/NO
b) Whether there are any officers whose seniority has not been finalized if so, give details :	YES/NO
c) Whether the Seniority List has been duly authenticated by an Officer not below the rank of Secretary to the Government.	YES/NO
d) i. Whether necessary required updation on account of voluntary retirement/death/ dismissal/removal etc. which occurred after the issue of Seniority List referred above have been made and duly signed? ii. If not, then details of all such subsequent developments including date of their occurrence need to be furnished indicating the respective serial number in Seniority List.	YES/NO
e) Whether the list has undergone any changes since it was last placed before the D.P.C. If so, give details.	YES/NO

9. Eligibility List :

a) An eligibility list showing separately Officers who are eligible for different years for which the Select List is to be prepared should be drawn up and enclosed (Annexure-II). The eligibility list for past years should be drawn up as on the 1 st April of the year for which the panel is drawn. In cases where there are more than one feeder grade for which no specific quotas have been earmarked, a common eligibility list should be forwarded.	
b) Whether the eligibility list (year-wise eligibility lists where applicable) furnished in the Annexure-II.	YES/NO
c) i. Whether there is any variation in the inter- se-seniority of the officers included in the eligibility list visa-vis their inter-se seniority in the seniority list? ii. Whether reasons therefore have been indicated against the officers name in remarks column of Annexure-II, as the case may be and also whether copies of orders of the Department in that regard have been furnished?	YES/NO YES/NO
d) i. Whether the names of all the officers who are eligible as on 1 st of April of vacancy year are included in the eligibility List? ii. Whether spelling of the names of all officers in the eligibility list is same as the spelling given in the Seniority List?	YES/NO YES/NO
e) Whether the number of officers included in the Eligibility List for the vacancies to be filled is as per zone of consideration/extended zone of consideration.	YES/NO
f) Whether the name and date of birth of officers included in the eligibility list have been tallied with the seniority list and in case of any variation, reasons therefore be indicated?	YES/NO
g) Whether any officer in the seniority list who fulfils the eligibility criteria of age and qualifying service has been left out in the eligibility list? If so, whether specific reasons therefore indicated?	YES/NO
h) Relaxation Order No. & Date, if any	

10. Lifting of Probation /Confirmation

(a) Whether the confirmation at entry grade is done.	YES/NO
(b) Whether the probation period has been lifted in the feeder grade.	YES/NO
(c) Whether Joining Report, Appointment Order, Confirmation Order has been enclosed	YES/NO

11. Integrity Certificate :

(a) Whether an Integrity Certificate prescribed by the Government has been enclosed (Annexure-III) :	YES/NO
(b) Whether there are any officers against whom vigilance proceedings are either pending or contemplated; if so please indicate their names ;	
(c) Whether the integrity certificate/ withholding the integrity certificate of eligible officers with reasons have been duly signed by concerned Secretary .	YES/NO

12. VIGILANCE CLEARANCE CERTIFICATE:

A) Whether the eligible Officers are falling under the following categories :-

(i)	Under Suspension	
(ii)	In respect of whom disciplinary proceedings are pending or a decision has been taken to initiate disciplinary proceedings	
(iii)	In respect of whom prosecution for a criminal charge is pending or sanctioned for prosecution has been issued or a decision has been taken to accord sanction for prosecution	
(iv)	Against whom an investigation of serious allegations of corruption, bribery or similar grave mis-conduct is in progress either by the CBI or any other agency, departmental or otherwise.	

B) Disciplinary Criminal Proceedings :-

STATUS OF DISCIPLINARY/CRIMINAL PROCEEDINGS: Whether the statement of disciplinary proceedings & criminal proceedings in Annexure -IV is furnished?	YES/NO
---	---------------

1. COURT DIRECTIONS:

a) Whether a statement of Court cases having a bearing on the Select List furnished in Annexure -V?	YES/NO
b) Whether any Court directions are pending to be implemented in respect of eligible officers?	YES/NO

14. ANNUAL PERFORMANCE APPRAISAL REPORT DOSSIERS:

a) Whether a statement of availability of APAR's of eligible officers is furnished in Annexure-VI ?	YES/NO
b) Whether complete APAR dossiers including APAR's/part APAR's, if any, of the preceding 5 years up to the year of Select List or as applicable in the RRs if qualifying service is more than 05 years have been furnished? [For example for Select List of 2019, APAR's up to March 2019 and for Select List of 2018 APAR's up to march 2018 are to be furnished]	YES/NO
c) Whether details of missing APAR's are given in Annexure-VI ? If so, certificate is to this effect attached?	YES/NO
d) Whether No Report/ No Review/ No Acceptance certificate indicating valid reasons added in APAR's dossiers?	YES/NO
e) Whether the APAR's dossiers are neatly arranged in the chronological order?	YES/NO

f) Whether the APAR's of the preceding 5 years of the year of Select List or as applicable in the RRs if qualifying service is more than 05 years have been duly flagged?	YES/NO
g) Whether a certificate furnished to the effect that the APAR's forwarded to the Commission are valid as per State Government APAR's Rules/Guidelines?	YES/NO
h) Whether a certificate that all the orders/communications issued by the State Govt. in respect of APAR's of eligible officers in pursuance of Court directions or otherwise have been incorporated in the relevant APAR's / placed in the APAR dossiers?	YES/NO
ADVERSE REMARKS IN APAR's: Whether a statement of communication of adverse remarks in the APAR's of eligible officers and consideration of representations against such remarks are furnished in Annexure-VI?	YES/NO

15. IMPLEMENTATION OF RECOMMENDATIONS OF PREVIOUS DPC:

a) G.P.S.C. reference No. and date under which promotion to the grade /post was last considered:	No..... dated
b) Whether copy(ies) of promotion order(s) of the Immediately preceding DPC have been enclosed?	YES/NO

16. Self-contained note for the D.P.C.

Whether a Self-Contained note for the D.P.C. explaining the proposals for promotion, has been enclosed.	YES/NO
---	---------------

CONTACT DETAILS OF THE OFFICER IN CASE OF DISCREPANCY IN THE PROPOSAL:	Name:- Designation:- Phone Number:-
---	--

17. List of the documents enclosed.	1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
--	---

CERTIFICATE

It is certified that the information furnished above is complete. In the event of any incomplete information/deficiencies in the documents enclosed with the proposal are found whether at the time of submission of proposal or subsequently, it is understood that the Commission will not entertain the proposal and return the same to the concerned Department.

Name of the Secretary_____

Signature_____

Place : _____

Date : _____

Office
Seal

PERSONNEL DEPARTMENT

ANNEXURE- I

Final Seniority List which is finalized after circulating tentative Seniority List vide Memorandum No. ----- and dated -----

Sl. No.	Name of the Officer	Category (SC/ST/PwD/EWS)	Date of Birth	Date of Appointment	Date of Probation Period/ Confirmation	Remarks
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Note: (Latest finalized Seniority List circulated and duly authenticated by an officer not below the rank of Secretary to the Government to be enclosed)

(Name and Signature of Secretary)

ANNEXURE- II**ELIGIBILITY LIST****Particulars of Officers who are eligible for consideration for promotion in their order of Seniority**

Sr. No.	Sr. No. as per Seniority	Name of the Officer	Date of regular appointment in the feeder grade	Date of completion of years of regular service in the feeder grade as per the crucial date of eligibility as on 1 st of April	Fulfillment of Educational qualification as per the Recruitment rules		Relaxation in qualifying service has been concurred by the Commission. If yes, indicate the Order No. & Date	Whether SC/ST/EWS/PwD	Date of Birth	Remarks
					YES	NO				
1	2	3	4	5	6	7	8	9	10	11
1.										
2.										
3.										

Note: 1. If any officer is being excluded in the Eligibility List but his name figures in the Seniority List, the reasons for his exclusion may be indicated.

2. Similarly, in case any officer is being included in the eligibility list but his name does not figure in the Seniority List, the reasons for his inclusion may also be indicated.

(Name and Signature of Secretary)

ANNEXURE -III**INTEGRITY CERTIFICATE**

The records of service of the following Officer(s) who are to be considered for promotion in the grade have been carefully scrutinized and it is certified that there is no doubt of his/ their integrity.

Name(s) of officers under consideration.

- 1.
- 2.
- 3.
- 4.
- 5.

(Name and Signature of Secretary)

(Note : In case doubtful integrity of any officer it may be noted).

ANNEXURE -IV

(A) Details of Suspension against eligible Officers.

S. No.	Name of the officers	Date of issue of Suspension Order to the officers	Brief facts	Present status	Remarks
1.					
2.					
3.					

(B) Details of disciplinary proceedings pending against eligible Officers.

S. No.	Name of the officers	Date of issue of charge sheet to the officers	Brief facts and nature of charges	Present status	Remarks
1.					
2.					
3.					

(C) Details of criminal proceedings pending against eligible Officers.

S.No.	Name of the officers	Date of filing of charge sheet before the Court	Brief facts and nature of charges	Present status	Remarks
1					
2					
3					

(Name and Signature of Secretary)

ANNEXURE -V

A STATEMENT SHOWING COURT CASES AND COURT ORDERS HAVING BEARING ON THE DPC

Sr. No.	Name of Applicants (S/Shri)	Case No.	Name of Court	Date of Orders & Compliance Date	Directions (in brief)	Whether appeals have been filed and if so whether stay orders have been obtained.	Implications on the current Select List	Whether a copy of the orders has been enclosed	Remarks

(Name and Signature of Secretary)

ANNEXURE -VI

(A) STATEMENT OF APAR's FURNISHED TO THE COMMISSION

Sl. No.	Name of Officer (S/Sh.)	Period of APAR preceding 5 years OR 5 years up to the year of Select List or as applicable in the RRs if qualifying service is more than 05 years (Separate row for each part APAR) e.g. 2007-08, 2008-09, 2009-10, 2010-11, 2011-12	Whether available?			Whether APAR is duly reported/ reviewed/ accepted?		Whether adverse entries communicated to the officer concerned and whether representation if any finally disposed off.		Remarks
			If yes, mark (✓)	If no, whether No Report Certificate (NRC) with valid reasons added?		If yes mark (✓)	If no, indicate the deficiency with reasons e.g. not reviewed etc.	If yes, mark (✓)	If no, indicate reasons	
				If yes, mark (✓)	If no, indicate reasons					
1.	2	3	4	5	6	7	8	9	10	11
1.										

(B) Non-Recordable Certificate (NRC), if applicable

Sl. No.	Name	Period	Reasons	Whether no report certificate indicating valid reasons added in the APAR dossier?
1.				

(Name and Signature of Secretary)

Form No. 3**GOA PUBLIC SERVICE COMMISSION**Form for referring proposals for **LIFTING OF PROBATION PERIOD / CONFIRMATION****Check-list for sending proposals for convening the Departmental Promotion Committee Meeting for Lifting of Probation Period / Confirmation to the post of***(Check list and the Annexures are available on www.gpsc.gov.in)*

- **Name of Post :**
- **Name of Department:**
- **Whether proposal is for Confirmation/Lifting of Probation Period/ Extension of Probation Period or Termination of Probation Period:**
- **In case of Extension of Probation Period, the reason for extension be clearly indicated:**
- **In case of Termination during Probation Period, the reason for termination to be clearly indicated:**

The proposal shall be treated as complete if the information furnished to the Commission in the Annexures/documents, as per check-list, is complete in all respects with all columns duly filled with requisite documents/APARs/AARs sent along with the proposals. The page number of the documents attached with the proposal may also be indicated.

2. Composition:

Constitution of the Departmental Promotion Committee (enclosed copy)	Name	Designation
	1) Chairman, G.P.S.C.	Chairman
	2) -----	Member
	3) -----	Member
	4) -----	Member

3. Grade of post on which Confirmation/Lifting of Probation Period is to be made:-

(a) Designation :	
(b) Classification :	
(c) Scale of Pay :	
(d) Total number of permanent posts in the Grade :	
(e) Total number of vacancies available for confirmation.	

4. Vacancies:

(a) No. of vacancies falling in the direct recruitment quota with dates on which they occurred.	
(b) No. of vacancies falling in the promotion quota with dates on which they occurred.	

5. Reference Number :

(a) GPSC reference number under which Confirmation /Lifting of Probation Period to the grade/ post was last considered.	No..... dated.....
(b) Whether copy (ies) of Confirmation/Lifting of Probation Period to the grade/ post was last considered.	YES/NO

6. Recruitment Rules :

(a) Date on which the Recruitment Rules/ Amendment to Recruitment Rules were notified in the Gazette and GPSC reference under which they were approved (attach copy)	
(b) Method of recruitment prescribed	
i) Direct recruitment	%
ii) Promotion	%
iii) Deputation / Transfer	%
(c) Whether an up to date copy of the Recruitment Rules is attached	YES/NO

7. Seniority Lists:

a) Whether a seniority list as in the prescribed proforma (Annexure-I) has been enclosed :	YES/NO
b) Whether all eligible officers including those on deputation etc., are included:	YES/NO
c) Whether the list before finalization was circulated to all concerned:	YES/NO
d) Whether there are any officers whose seniority has not been finalized. If so, give details.	
e) Whether the seniority list (Annexure I) has been duly authenticated by an officer not below the rank of Secretary to the Government:	
f) Whether the list has undergone any changes since it was last placed before the DPC. If so, give necessary details.	
g) In case of confirmation of officers appointed by different methods e.g. promotion/direct recruitment or transfer on deputation please enclose separate seniority list also in addition to a combined seniority list:	

8. Character Rolls (AARs/APARs):

a) Whether a statement of availability of APARs/AARs of eligible officers is furnished in (Annexure-II)?	YES/NO
b) Whether complete APAR /AAR dossiers including APARs /part APARs, if any, during the probation period as applicable in the RRs.	YES/NO
c) Whether details of missing AARs/APARs are given in (Annexure-II) .	YES/NO
d) Whether No Report/ No Review/No Acceptance certificate indicating valid reasons added in AARs/APARs dossiers?	YES/NO

e) Whether the APARs dossiers are neatly arranged in the chronological order?	YES/NO
f) Whether the AARs/APARs during the probation period as applicable in the RRs have been duly flagged?	YES/NO
g) Whether a certificate furnished to the effect that the APARs/AARs forwarded to the Commission are valid as per State Government AARs/APARs Rules/Guidelines ?	YES/NO
h) Whether a certificate that all the orders/communications issued by the State Govt. in respect of AARs/APARs of the officers in pursuance of Court directions or otherwise have been incorporated in the relevant AARs/APARs placed in the APAR dossiers?	YES/NO
(i) ADVERSE REMARKS IN APARs/AARs: Whether a statement of communication of adverse remarks in the APARs of eligible officers and the action taken against the Adverse remarks and consideration of representations against such remarks are furnished in Annexure-III?	YES/NO
RELAXATION ORDER OF GOVERNMENT/COMMISSION if any.	

9. Probation

(a) Whether the officers have completed satisfactorily the period of probation? The date of regular appointment and the date of completion of probation should also be given	
(b) Whether the Probation Period has to be Extended, if so reason for extending the Probation Period	
(c) Whether the proposal for confirmation has been submitted in time? if not state the reason thereof:	
(d) Whether the officer has passed/attended the Basic Management Service Course / Training / Departmental Exam/ NET/SET etc as applicable and as prescribed in Recruitment Rules. (This column to be filled only if applicable)	

10. Integrity Certificate :

(a) Whether an Integrity Certificate prescribed by the Government has been enclosed (Annexure-III) :	YES/NO
(b) Whether there are any officers against whom Vigilance proceedings are either pending or contemplated; if so please indicate their names ;	YES/NO
(c) Whether the integrity certificate/ withholding the integrity certificate of eligible officers with reasons duly signed by Secretary .	YES/NO

11. Self-contained Note for the D.P.C.

Whether a self contained note for the DPC explaining the proposals has been enclosed?	YES/NO
---	--------

CONTACT DETAILS OF THE OFFICER IN CASE OF DISCREPANCY IN THE PROPOSAL:	Name:- Designation:- Phone Number:-
---	--

12. List of the documents enclosed.	<ol style="list-style-type: none"> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
--	---

Certificate

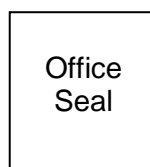
It is certified that the information furnished above is complete. In the event of any incomplete information/deficiencies in the documents enclosed with the proposal are found whether at the time of submission of proposal or subsequently, it is understood that the Commission will not entertain the proposal and return the same to the concerned Department.

Name of the Secretary_____

Signature_____

Place : _____

Date : _____



ANNEXURE –I

Final Seniority List which is finalized after circulating tentative Seniority List vide Memorandum No.----- and dated -----

Sl. No	Name of the Officer	Category (SC/ST/PwD/ EWS)	Date of Birth	Date of Appointment	Date of Lifting of Probation /Confirmation	Remarks
1	2	3	4	5	6	7
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						

Note: (Latest finalized Seniority List circulated and duly authenticated by an officer not below the rank of Secretary to the Government to be enclosed)

ANNEXURE -II

(A) STATEMENT OF APARs FURNISHED TO THE COMMISSION

Sl. No.	Name of Officer (S/Sh.)	Period of APARs of 2 years/1 year as applicable in the RRs (Separate row for each part APAR)	Whether available?			Whether APAR is duly reported/reviewed/ accepted?		Whether adverse entries communicated to the officer concerned and whether representation if any finally disposed off.		Remarks
			If yes, mark (√)	If no, whether No Report Certificate (NRC) with valid reasons added?		If yes mark (√)	If no, indicate the deficiency with reasons e.g. not reviewed etc.	If yes, mark (√)	If no, indicate reasons	
				If yes, mark (√)	If no, indicate reasons					
1.	2	3	4	5	6	7	8	9	10	11
1.										

(B) Non-Recordable Certificate (NRC)

Sl. No.	Name	Period	Reasons	Whether no report certificate indicating valid reasons added in the APAR dossier?
1.				

(C) STATEMENT OF AARs FURNISHED TO THE COMMISSION

Sl. No.	Name of Officer (S/Sh.)	Period of AARs of 2 years/1 year as applicable in the RRs (Separate row for each part AARs)	Whether available?			Whether AARs is duly reported/reviewed/ accepted?		Remarks
			If yes, mark (✓)	If no, whether No Report Certificate (NRC) with valid reasons added?		If yes mark (✓)	If no, indicate the deficiency with reasons e.g. not reviewed etc.	
				If yes, mark (✓)	If no, indicate reasons			
1.	2	3	4	5	6	7	8	9
1.								

(Name and Signature of Secretary)

ANNEXURE -III

INTEGRITY CERTIFICATE

The records of service of the following Officer(s) who are to be considered Confirmation/Lifting of probation period in the grade have been carefully scrutinized and it is certified that there is no doubt of his/ their integrity.

Name(s) of officers under consideration.

- 1.
- 2.
- 3.
- 4.
- 5.

(Name and Signature of Secretary)

(Note : in case doubtful integrity of any officer it may be noted).

Form No. 4
GOA PUBLIC SERVICE COMMISSION

Form for referring proposals for framing **RECRUITMENT RULES** for posts.

1. Name of the referring

Department

--

2. Details of Posts:

a) Name /Designation of the Post(s)	
b) Name of the Department in which posts exists:	
c) Number of posts as on	
d) Scale of pay:	
e) Group / Service /Department to which the posts belong:	
f) Ministerial or non-Ministerial (as defined under F.R.9 (17):	

3. Appointing authority :

Who is the appointing authority:	
----------------------------------	--

4. Duties attached:

Duties and responsibilities of the post in detail:	
--	--

5. Method adopted:

Describe briefly the method(s) adopted for filling the posts either to :	
--	--

6. Methods proposed :

Method(s) of recruitment proposed:	
------------------------------------	--

7. If promotions is proposed as a method of recruitment:

a) Designation and number of the posts proposed to be included in the field of promotion:	
b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion:	
c) Percentage of vacancies in the grade proposed to be filled by promotion:	
d) Reasons for proposing the percentage in (c) above:	
e) Have recruitment rules been framed for the post proposed in the field of promotion? If framed in consultation with the Commission, please quote Commission's reference No. If consultation with the Commission was not required please attach a copy of rules framed:	
f) If recruitment rules were not framed for the post in the field of promotion:	
i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the methods:	
ii) Please state briefly the educational qualifications possessed by the persons in the field of promotion:	
iii) In case the feeder posts are filled by promotion, the recruitment rules for the still lower posts (including the lowest post to which direct recruitment is one of the method of recruitment) may be furnished	
g) i) Is the promotion to be made on Selection or non	

Selection basis? ii) Reasons for the proposal in (i) above:	
h) If a D.P.C. exists, what is its compositions :	
i) Indicate if the feeder posts are having promotion channels other than the one under consideration:	

8.

If promotion is not proposed as a method, please state why it is not considered desirable /possible/ necessary.	
---	--

9. If direct recruitment is proposed as a method of recruitment, please state:

a) The percentage of vacancies proposed to be filled by direct recruitment:	
b) Indicate if there are any promotional avenues for the direct recruits:	
c) i) age for direct recruits ii) Is age relaxable for Government servant?	

10. Qualifications:

a) Educational and other qualification required for direct recruit. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified):	Essential Desirable
b) Whether Essential, qualification to be prescribed are in accordance with any act(s)? If so please quote the relevant Act(s) under which it is necessary and also supply relevant extract from the Act(s)	

11. Earlier Advertisement:

Has the post been advertised by the Commission in the past? If so, please quote Commission's reference number:	
---	--

12. Other Methods:

If direct recruitment is not proposed as a method, please state why it is not considered desirable / possible / necessary :	
---	--

13. Educational qualification for promotion:

i) If promotion and direct recruitment are both proposed as methods of recruitment, will educational qualifications proposed for direct recruits apply in case of promotions?	
ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotions:	

14. Transfer on Deputation.:

a) Is deputation / transfer proposed as a method of recruitment? Is so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed.	
b) The percentage of vacancies proposed to be filled by this method	
c) The period to which deputation will be limited:	
d) The names of the posts of grades or services etc. from which deputation / transfer is proposed.	

15. General :

a) If any of the methods proposed fails, by what methods are such vacancies proposed to be filled.	
b) Whether the recruitment rules related to a post which has been upgraded from Group 'C' to Group 'B' or Group 'B' to Group 'A' or within the same group? If so, whether the necessary provision for initial constitution has been proposed.:	
c) Whether the recruitment rules relate to a post which is, proposed to be downgraded. If so, whether necessary safeguards have been suggested in respect of the existing incumbents of that post?	
d) If the post is to be filled on contract basis, please indicate the period of contract and its terms and conditions:	

16. Consultation:

a) Special circumstances, if any, other than those covered by the rules, in which the Commission may be required to be consulted:	
d) Whether the Department of Personnel have concurred in the proposal?	
c) Whether the Department of Personnel and Finance Department have concurred in for the grant of benefits of added years of service under the Pension Rules ?	

17. Reference:

If these proposals are being sent in response to any reference from the Commission, please quote Commission's reference No.:	
--	--

18. Discussion authority:

Particulars of Department's Representative with whom these proposal may be discussed if necessary, for clarification / early decision:	
a) Name :	
b) Address :	
c) Telephone No. :	

Name of the Secretary : _____

Joint Secretary (Per): _____

Signature.: _____

Place : _____

Date : _____

Office
Seal

Enclosed –Schedule

SCHEDULE

Serial No	Name/ designation of post	Number of posts	Classification	Level In the Pay Matrix	Whether selection post or non- selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rules 30 of CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	7(a)	8

Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probati on, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer/ contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ /transfer, grades from which promotion/ /deputation/transfer is to be made	If a D.P.C.\D.S.C exists, what is its composition	Circumstances in Which Goa Public Service Commission is to be Consulted in Making recruitment
9	10	11	12	13	14

(Signature of Secretary to the Government)
Joint Secretary (Personnel)

Form No. 5

GOA PUBLIC SERVICE COMMISSION

Form for referring proposals for **AMENDEMENTS OF RECRUITMENT RULES.**

1. Designation of the post :	
2. Name of the referring Department :	
3. Name of the Department in which posts is located :	
4. Reference Number and date of the Commission's letter approving existing Recruitment Rules (copy enclosed).	

5. Proposed amendment: (As follows)

Sr. No.	Col. No. in the R/Rules Schedule	Existing provision	Proposed Amendment
1.	2.	3.	4.

6. Furnish reasons for changing the existing provisions serial number wise as shown in Item 5:

Note. : (For each designation use separate form)

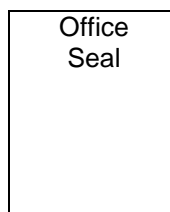
Name of the Secretary:_____

Joint Secretary (Per):_____

Signature:_____

Place : _____

Date : _____



Enclosed – Schedule

SCHEDULE

Serial No	Name/ designation of post	Number of posts	Classification	Level In the Pay Matrix	Whether selection post or non-selection post	Age limit for direct recruits	Whether the benefit of added years of service is admissible under Rules 30 of CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7	7(a)	8

Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion or by deputation/transfer/ contract and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/deputation/ /transfer, grades from which promotion/ /deputation/transfer is to be made	If a D.P.C.\D.S.C exists, what is its composition	Circumstances in Which Goa Public Service Commission is to be Consulted in Making recruitment
9	10	11	12	13	14

(Signature of Secretary to the Government)
Joint Secretary (Personnel)

Form No. 6**GOA PUBLIC SERVICE COMMISSION**

Form for referring proposals for **GRANT OF EXTENSION** to the Temporary/Ad-hoc appointment/Promotion made without consulting the Commission.

1. a) Designation of the post :	
b) Scale of pay	
2. Service Rules, if any, under which the post is covered :	
3. a) Whether the post is permanent or temporary:	
b) Duration of the post if temporary :	
c) Whether the post is likely to be made permanent :	
4. a) How and from which date the vacancy has arisen, and by whom the post was last held :	
b) Whether the Commission were consulted on his transfer/Promotion appointment, etc.:	
5. Qualifications required :	1. Essential :- 2. Desirable :-
6. Age limit prescribed for the post, relaxation if any, to be granted :	
7. No. and date of the communication under which the requisition for advertising the post has been sent. If not sent, the reasons thereof :	
8. Whether none from those last selected by the Commission including those on the reserve list is available to fill the post.:	
9. Particulars of the incumbent for whom extension is required:	
a) Name :	
b) Age :	
c) Qualification possessed ----- ----- -----	i) Essential ii) Desirable iii) Experience
d) Date of appointment to the present post :	
e) Substantive post held and substantive pay with scale :	
10. No. and date of communication under which a copy of the appointment order regarding his initial appointment on this post has been sent : (enclose a copy of the order.)	

11. Period upto which last concurrence for extension is asked for :	
12. Period upto which concurrence was accorded and the No. and date of this office communication :	
13. a) Whether the present incumbent is the senior-most person already serving in the next lower cadre and has been appointed by temporary promotion according to the Govt. instructions/service rules, if any. If not, why not?	
b) The reasons for Supersession, if any, involved along with full particulars of service with complete service records, namely confidential rolls, copy of service card duly authenticated of the persons superseded.	
14.a) If he has been directly recruited what was the emergency necessitating the appointment in question in anticipation of selection by the Commission :	
b) Whether an advertisement was issued for the above post, and the official in question was selected as a result, if not, why Not?	
c) Whether the incumbent has been selected by personal contract, if any?	
d) Whether the incumbent has appeared at an interview for the same or similar post and whether he was rejected by the P.S.C. for the same?	

Name of the Secretary : _____

Signature: _____

Place : _____

Date : _____

Office
Seal

Form No. 7**GOA PUBLIC SERVICE COMMISSION**Form for referring **DISCIPLINARY CASES** for advice of the Commission

1. Name of the Delinquent Officer :	
2. Whether a) Permanent b) Temporary c) Deputation d) On Contract service	
3. Post held : a) Designation : b) Scale of pay :	
4. Date of Birth :	
5. Date of joining Government service :	
6. Date when due to retire :	
7. Amount of monthly pension admissible/ sanctioned : (This information is required only in respect of cases of recovery from or withholding of pension)	
8. a) Appointing Authority :	
b) Punishing Authority :	
c) Appellate Authority :	
9. Whether the Departmental Enquiry, if required under the Rules has been held :	
10. Name and designation of the Enquiry officer :	
1. Whether all the relevant documents, in original particularly the following are made available in the record sent to the Commission :	
(A) In the case of original enquiries the following documents	
a) Report of the preliminary enquiry, If any conducted against the delinquent officer :	
b) Suspension order, if any :	
c) Charge-sheet alongwith the statement of imputation of mis-conduct & mis-behaviour.	
d) Reply of the delinquent officer to the charge sheet.	
e) Record of the departmental Enquiry if/any	
f) Report of the Enquiry officer	
g) Show cause notice for inflicting a major penalty	
h) Reply of the delinquent officer to the show cause notice:	
i) Documents exhibited during the course of enquiry;	
j) Statement of defence and prosecution witness recorded during the course of enquiry:	

k) Any other documents relevant to the enquiry:	
B) IN CASE OF APPEAL / REVISION / REVIEW in addition to the documents specified under (A), the following :	
a) Order of the punishing authority	
b) Appeal /Revision /Review , if any of the delinquent officer:	
C) Comments on the appeal / review / Revision as required under the Civil Service (C.C.A.) Rules	

Name of the Secretary : _____

Signature: _____

Place : _____

Date : _____



Form No. 8**GOA PUBLIC SERVICE COMMISSION**Requisition Form for Filling up posts by **TRANSFER ON DEPUTATION/SHORT TERM CONTRACT**

1. Name of the Department:
2. Requisition for recruitment to the post(s) of :
3. Brief particulars of the posts :

Designation	Pay scale & the total emoluments (excluding CCA & HRA) to be drawn at the time of initial appointment*	Group & Service/Cadre /Department	Total Number of posts sanctioned		
			Permanent	temporary but likely to be made permanent	Temporary
1.	2.	3.	4.	5.	6.

(* Higher initial pay may be recommended by the Commission for specially qualified and experienced candidates)

4. No of posts already filled with the concurrence of GPSC : Permanent :
- : Temporary likely to be made Permanent :
- : Temporary :

5. Number of posts to be filled in :

(a) Number of vacancy for which this requisition is being sent	Permanent	Temporary but likely to be made permanent	Temporary	Total
1.	2.	3.	4.	5.
(b) How the vacancy(s) arisen?				
(c) If a vacancy(s) is /are permanent, whether it is to be filled on a permanent or temporary basis :				
(d) if vacancy(s) is /are temporary, how long it is / are expected to last irrespective of the period for which it has been sanctioned:				

6. Break up of vacancies in Item 5 above :

		Permanent	Temporary but likely to be made permanent	Purely Temporary	Total
(a)	i) Reserved for SC				
	ii) Reserved for ST				
	iii) Reserved for OBC				

	iv) Reserved for PwD				
	v) Reserved for CFF				
	vi) Reserved for Ex-Serviceman but not to be treated as unreserved.				
	vii) Reserved for other categories				
(b)	Unreserved vacancies				
	Total of (a) and (b) above (should tally with 5 above)				

7. Recruitment Rules :

a)	Have Recruitment Rules for the posts been approved by the GPSC:	
b)	If so, please enclose a copy of the Commission's letter:	
c)	The notification promulgating the Recruitment Rules (enclosed copy) :	

8. Percentage of vacancies to be filled in by transfer on deputation :

(a)	If according to the Recruitment Rules, some percentage of vacancies have to be filled in by transfer on deputation, please state clearly :	
	i) Whether the present vacancy or vacancies fall in transfer on deputation quota:	
	ii) Whether all vacancies falling in the transfer on deputation quota have been included in this requisition:	
	iii) If the answer to (ii) above is in the negative, please state clearly the number of vacancies not being reported and the reason thereof.:	
(b)	If the recruitment rules provided for other methods being tried before resorting to transfer on deputation, please indicate clearly the action taken in this behalf.:	

9. If the post is to be filled on short term contract basis, please indicate :

a) The period of contract :	
b) If it is as per the Recruitment Rules :	
c) Copy of the terms and conditions of the contract.	

10. Details of the vacancy:

Particulars of the persons who last held the post(s) regularly against the vacancies in Item 5 (a) above	
(a) Name :	
(b) Reference number and date of the Commission's letter (copy enclosed)	

11. Details of interim arrangement

If any ad-hoc interim arrangement were or have been made to fill the vacancies mentioned in item 5(a) above, pending selection by the GPSC, please state :	
(a) The name/s of the person/s so appointed, the dates and duration of their appointments and their age, qualifications, experience etc. :	

(b) Whether the Commission were consulted in making the ad-hoc arrangements mentioned in (a) above, if so, the number & date of the Commission's letter:	
(c) If the answer to (b) is in the negative, please state reasons for which reference to the Commission was not made	

12. Details about pension benefits and other benefits. :

(a) Is the post pensionable or non pensionable:	
(b) Are there any Provident Fund or other benefits, if so, please specify:	
(c) Any special concessions, such as free quarter, light, water etc:	

13. Period of Probation:

(a) What is the probation period prescribed in the Recruitment Rules for this post :	
(b) Details of training/departmental examination if any, required to be undertaken, during the period of probation :	

14. Duties, Responsibilities of the post :-

(a) Details of duties and responsibilities of the post :	
(b) Place /s where the officer/s will be required to serve :	

15. Prospects :-

(a) Prospects of promotion to higher posts or time scale as provided in the approved Recruitment Rules :	
(b) Please indicate if it is desirable to bring this information to the notice of the candidates :	

16. Reporting period:

When is /are the selected candidates(s) required to join :	
--	--

17. Educational qualification and experience as per Recruitment Rules for the post under requisition:

(a) Essential	
(b) Desirable	
(c) Are the qualification at (a) and (b) above in accordance with the approved Recruitment Rules? if not, please state reasons for the deviation:	
(d) Whether qualification and experience is relaxable in the case of SC /ST candidates, furnish copies of Govt. order if any in the subject:	

18. Age limit:

(a) Age Limit(s) if any: (These will be strictly adhered to by the GPSC, save in exceptional circumstances, but will in no case be relaxed beyond a limit of three years) (General relaxation of age Limit by 5 years will be made in the case of SC/ST Candidates)	
(b) Are the age limit relaxable for Government servants:	
(c) Are the limits and the relaxations under (a) & (b) above in accordance, with the prescribed Recruitment Rules? If not, please state reason for the deviation:	

(d) Whether the benefits of added years of service admissible under Rules 30 of the CCS (Pension) Rules is applicable to the post.?	
(e) If the answer to (d) above is in the affirmative, please give the Commission's reference under which approval of the Commission was conveyed:	

19. Nationality and Domiciles:

(a) Nationality:	
(b) Conditions of Domicile fixed, if any :	
(c) Any other requirements of condition not covered by the above columns:	

20. Previous reference:

If this requisition is being sent in response to any reference from the GPSC, please quote their latest reference :	
---	--

21. Other references:

If transfer on deputation was made previously for identical posts, please quote :	
i) Your latest reference No. and date ;	
ii) The Commission's latest reference No. and Date;	

22. Nomination of the Government

Particulars of the Representative of the Department who will be deputed to assist the GPSC at the interview	
(a) Name	
(b) Address:	
(c) Telephone No.	

List of the documents enclosed:

Sr. No.	Enclosure description	File Name

CERTIFICATE

It is certified that all vacancies on date which fall within the transfer on deputation quota have been included in this requisition.

It is also certified that the number of vacancies reserved for Scheduled Caste and Scheduled Tribes as mentioned in item IV above is in accordance with the reservation quota fixed by Government for these communities.

It is also certified that the particulars supplied in this requisition are strictly in accordance with the relevant service Rules of the Government.

Name of the Secretary: _____

Signature _____

Place : _____

Date: _____

Office
Seal

Personnel Department

18/11/87 – PER

Dated: 26-05-1988

NOTIFICATION

In exercise of the powers conferred by the proviso to clause (3) of Article 320 of the Constitution of India, the Governor of Goa hereby makes the following regulations, namely:-

1. These regulations may be called the Goa Public Service Commission (Exemption and Consultation) Regulations, 1988.
2. These regulations shall come into with effect from 30th May, 1988.
3. In these regulations, unless the context otherwise requires, –
 - (a) “Constitution” means the Constitution of India;
 - (b) “Commission” means the Goa Public Service Commission;
 - (c) “Government “ means the Government of Goa;
 - (d) “Governor” means the Governor of Goa;
 - (e) “Schedule” means the Schedule appended to these regulations:
4. It shall not be necessary to consult the Commission in regard to any of the matters mentioned in sub-clauses (a) and (b) of clause (3) of Article 320 of the Constitution in the case of the services and posts specified in the Schedule to these Regulations.
5. Save as otherwise expressly provided in the rules governing recruitment to the civil service or civil post concerned, it shall not be necessary to consult the Commission in regard to the selection for appointment –
 - (a) to a post included in All India Service, of any Officer who is already a member of an All India Service;
 - (b) to a post included in a State Service Group “A”, of any Officer who is already a member of an All India Service or a State Service, Group “A”; and
 - (c) to a State Service, Group “B” or to a post included in a State Service, Group ‘B’, of any officer who is already a member of a State Service, Group “B”, or State Service, Group “C”.

Note: In this regulation, the terms “State Service” means Goa State Service, “Officer” means a person holding the post in the concerned service in accordance with the relevant Recruitment Rules;

6. (1) It shall not be necessary to consult the Commission in regard to the selection for a temporary or officiating appointment to a post, if –
 - (a) the person appointed is not likely to hold the post for a period of more than one year; and
 - (b) it is necessary in the public interest to make the appointment immediately and a reference to the Commission will cause undue delay

Provided that -

- (i) such appointment shall be reported to the Commission as soon as it is made;
 - (ii) if the appointment continues beyond a period of six months, a fresh estimate as to the period for which the person appointed is likely to hold the post shall be made and reported to the Commission ; and
 - (iii) if such estimate indicates that the person appointed is likely to hold the post for a period of more than one year from the date of appointment, the Commission shall immediately be consulted in regard to the filling of the post.
7. (1) It shall not be necessary to consult the Commission in regard to the making of any order in any disciplinary case other than –
 - (a) an original order by the Governor imposing any of the following penalties :-
 - (i) censure;
 - (ii) withholding of increments or promotion;

- (iii) recovery from pay of the whole or part of any pecuniary loss caused to the Government by negligence or breach of orders;
 - (iv) reduction to a lower stage in the timescale of pay for a specified period, with further directions as to whether or not the Government servant will earn increments of pay during the period of such reduction and whether or not the Government servant will earn increments of pay during the period of such reduction and whether on the expiry of such period the reduction will or will not have the effect of postponing the future increments of his pay;
 - (v) reduction to a lower time-scale of pay, grade, post or service with or without further directions regarding conditions of restoration to the grade or post or service from which the Government servant was reduced and his seniority and pay on such restoration to that grade, post or service;
 - (vi) compulsory retirement;
 - (vii) removal from service;
 - (viii) dismissal from service;
 - (b) an order by the Governor on an appeal against an order imposing any of the said penalties made by a subordinate authority;
 - (c) an order by the Governor over-ruling or modifying, after consideration of any petition or memorial, or otherwise, an order imposing any of the said penalties made by the Governor or by a subordinate authority;
 - (d) an order by the Governor imposing any of the said penalties in exercise of his powers of review and in modification of an order under which none of the said penalties have been imposed.
- (2) It shall not be necessary for the Governor to consult the Commission in any case where the Governor proposes to make an order of dismissal, removal, or reduction in rank after being satisfied that such action is necessary in the interest of the security of the State.
- 8.** It shall not be necessary to consult the Commission in regard to any matter mentioned in sub-clause (d) of clause (3) of Article 320 of the Constitution-
- (a) in the case of a person belonging to the State Service Group "C" or State Service Group "D";
 - (b) in any other case, where the Government has accepted the claim of the Government servant.
- 9.** It shall not be necessary to consult the Commission in regard to any of the matters mentioned in sub-clause (e) of clause (3) of Article 320 of the Constitution in the case of a person belonging to a State Service Group "C" or State Service Group "D".

SCHEDULE

- (1) Posts in respect of which the authority to appoint is specifically conferred on the Governor by the Constitution.
- (2) Posts of Chairman or Member of any Board, Tribunal, Commission, Committee or other similar authority created by or under the provisions of a Statute.
- (3) Posts of Chairman or Members of any Board, Tribunal, Commission, Committee or other similar body appointed by or under the authority of a resolution of the State Legislature or by a resolution of the Government for the purpose of conducting any investigation or enquiry into or for advising the Government on specified matters.
- (4) Posts on the personal staff attached to holders of posts mentioned in items (1) to (3) above.
- (5) 1[All posts in the Goa Legislature Secretariat].

- (6) District Judges, Sessions Judges, Additional District Judges and Additional Sessions Judges in the State.
- (7) 8[All posts in Grade II- Senior Branch- Civil Judge, Senior Division].
- (7A) 7[Posts of Registrar in the District Courts Goa].
- (8) 11[All class Group “C” and Class Group “D” Service and posts save as otherwise expressly provided in the relevant rules or orders governing recruitment thereto].
- (9) All posts on the personal, secretariat and household establishments of the Governor.
- (10) Any service or post or class of posts in respect of which the Commission has agreed that it shall not be necessary for it to be consulted.
- (11) 9[omitted].

By Order and in the name of the Governor of Goa.

Sd/-

N. P. Gaunekar, Jt. Secretary (Personnel)

Panaji, 26th May, 1988

(Published in the Official Gazette Series I No.50 dated 16-3-1989)

1. Substituted vide notification no. 18/11/87-PER dt. 3/8/1988 published in Official Gazette dt. 01/09/1988
2. By the second amendment the entry “ All teaching posts in Government Colleges where approval of the University of Goa is required for the appointment to such posts and all teaching posts in Polytechnic where approval of the Board of Technical Education is required for the appointment to such posts” was inserted and thereafter by the third amendment dated 13-11-1994 same has been omitted. Thereafter, vide amendment dated 19-02-1996 the following entry was inserted.
“All Group “A” and “B” posts created under World Bank Aided projects for strengthening Technical Education on Goa” and same was omitted vide notification dated 29-09-1998.
3. Substituted vide notification no. 7/6/95-PER dt. 05/09/1995 published in Official Gazette dt. 05/09/1995-deleted
4. Substituted vide notification no. 18/11/87-PER dt.13/08/1990 published in Official Gazette dt. 23/08/1990-deleted.
5. Substituted vide notification no. 7-6-95/PER dt. 26/12/1995 published in Official Gazette dt. 26/12/1995 -deleted
6. Inserted vide notification no. 7-6-95/PER(Part) dt. 19/02/1996 published in Official Gazette dt. 22/02/1996-deleted
7. Inserted vide notification no. 7-6-95/PER dt. 06/03/1996 published in Official Gazette dt. 08/03/1996
8. Substituted vide notification no. 7-6-95/PER dt. 14/02/1997 published in Official Gazette dt. 20/02/1997
9. Deleted vide notification no. 7-6-95-PER dt. 29/09/1998 published in the Official Gazette dt. 22/10/1998
10. Substituted vide notification no. 7-6-95/PER dt. 05/05/1999 published in Official Gazette dt. 05/05/1999-deleted
11. Substituted vide notification no. 7-6-95/PER dt. 15/07/1999 published in Official Gazette dt. 16/07/1999

Department of Personnel

No. 13/54/88-PER

26th May, 1988.

NOTIFICATION

The Government of Goa is pleased to set up the Public Service Commission for the State of Goa with effect from the 30th May, 1988.

By order and in the name of the
Governor of Goa.

Sd/-

N.P. Gaunekar,
Jt. Secretary (Personnel)

PERSONNEL DEPARTMENT

Goa Staff Selection Commission

PERSONNEL DEPARTMENT

Department of Law (Legal Affairs)

No. 7/4/2021-LA

Dated :17-02-2021

NOTIFICATION

The Goa Staff Selection Commission (Amendment) Act, 2021 (Goa Act 4 of 2021), which has been passed by the Legislative Assembly of Goa on 28-01-2021 and assented to by the Governor of Goa on 15-02-2021, is hereby published for the general information of the public.

Sd/-

Dnyaneshwar Raut Dessai
Joint Secretary (Law).

The Goa Staff Selection Commission (Amendment) Act, 2021*(Goa Act 4 of 2021) [15-02-2021]*

An

Act

further to amend the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019).

BE it enacted by the Legislative Assembly of Goa in the Seventy-second Year of the Republic of India as follows:—

1. Short title and commencement.— (1) This Act may be called the Goa Staff Selection Commission (Amendment) Act, 2021.

(2) It shall come into force at once. 2. Amendment of section 7.— In section 7 of the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019) after sub-section (7), the following sub-section shall be inserted, namely:—

“(8) Notwithstanding anything contained in this section, the Government Departments may, after obtaining prior approval from the Department of Personnel of the Government, conduct examinations for selecting candidates for appointment to sub-ordinate services/posts for a period of one year from the date of commencement of the Goa Staff Selection Commission (Amendment) Act, 2021.”

Sd/-

CHOKHA RAM GARG

Secretary

Law Department (Legal Affairs).

Department of Personnel

No. 24/1/2019-PER/352

Dated: 30/01/2020

NOTIFICATION

In exercise of the powers conferred by sub-sections (1) and (2) of section 17 read with sections 4(7), 6(2), 10(2) and 11 of the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), the Government of Goa hereby makes the following rules, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Goa Staff Selection Commission Rules, 2020.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. *Definitions.*— (1) In these Rules, unless the context otherwise requires, -

- (a) “Act” means the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019);
- (b) “form” means a form appended to these rules;
- (c) “Government officer” means the officers of the Government;
- (d) “Schedule” means Schedule appended to these rules;

(e) “section” means a section of the Act.

(2) Words and expressions used and not defined in these rules, but defined in the Act shall have the same meanings respectively assigned to them in the Act. 3. *Salaries and allowances payable to the Chairperson and member.*— (1) The Chairperson shall receive salary in level 16 of the Central Civil Services Revised Pay Rules, 2016, or such corresponding pay as amended from time to time, and other allowances as admissible to the Government officer drawing equivalent pay scale.

(2) The member shall receive salary in level 15 of the Central Civil Services Revised Pay Rules, 2016, or such corresponding pay as amended from time to time, and other allowances as admissible to the Government officer drawing equivalent pay scale.

(3) In case a serving Government officer is appointed as a Chairperson or as a member, as the case may be, he may exercise option within a period of one month from the date of entering upon his office, to draw pay and allowances from the post held in the Commission.

(4) In case the Chairperson or the member, as the case may be, at the time of his appointment, is in receipt of any pension either from the State Government, Central Government or Government Aided Institution or Semi-Government Organization, the pay of such Chairperson or member, as the case may be, shall be reduced by the amount of pension before commutation, if he has/had opted for such commutation.

4. *Leave.*— (1) The Chairperson and member shall be entitled to such leave, as admissible to the Government officer drawing equivalent pay as to that of the Chairperson and the member, as the case may be.

(2) The Governor shall be the Competent Authority to sanction leave to the Chairperson and in case of a member, the Chairperson shall be the Competent Authority.

5. *Cash payment in lieu of unutilised Earned Leave.*— The Chairperson or a member, as the case may be, shall be entitled for leave encashment for such number of days of earned leave at his credit at the time of completion of tenure subject to upper limit of 300 days, inclusive of encashment of earned leave if any availed at the time of superannuation.

6. *Medical facilities.*— The Chairperson and members shall be entitled for medical facilities/reimbursement of medical expenses in terms of Central Service (Medical Attendance) Rules, 1944, as is applicable to Government officer drawing equivalent pay as to that of the Chairperson or member, as the case may be.

7. *Accommodation.*— The Chairperson and a member shall be eligible, subject to availability, to the use of official residence accommodation, as admissible to the Government officer drawing equivalent pay as to that of the Chairperson or member, as the case may be, on payment of license fee and other charges as applicable to such Government officer.

8. *Leave travel concession, travelling allowance and daily allowance.*— The Chairperson and a member, shall be entitled for leave travel concession, travelling allowance and daily allowance as admissible to the Government officer drawing equivalent pay as to that of the Chairperson or the member, as the case may be.

9. *The Personal staff.*— The Chairperson and members, shall be entitled for staff as specified in Schedule- I, hereto during the term of their office.

10. *Oath of office.*— Every person appointed as a Chairperson or a member, shall be administered an oath or affirmation in Form- I hereto.

11. *Tenure of office.*— (1) The tenure of a Chairperson or a member, as a case may be shall be reckoned from the date he enters upon his office.

(2) The Chairperson or a member, as the case may be, shall, subject to section 5, demit office upon completion of term of five years or one day before he attains age of 65 years, whichever is earlier.

12. *Salaries and other terms and conditions of the Secretary, other officers and employees of the Commission.*— Subject to provisions contained in rule 9, the Government may provide Secretary, other officers and employees to the Commission as specified in Schedule-II hereto by transfer or on

deputation of the officers and staff from the Government Departments and they shall be paid salary in the pay scale as specified in Schedule-II hereto.

13. *Furnishing of annual report etc.*— The annual report referred in sub-section (2) of section 10, for the financial year ending on 31st of March, shall be submitted by the Commission within six months from the end of the financial year in Form II hereto:

Provided that the Government may, at the request of the Commission extend the said time limit by another three months.

14. *Fees.*— (1) The fees leviable by the Commission shall be as specified in Schedule -III hereto. (2) The fees referred in sub-rule (1) shall be paid only through online mode. The Commission may, however, permit payment of fees by demand draft/pay order/postal order till such time, the Commission's website or the Government portal that may be used, is linked to payment gateway to facilitate online payment of fees.

By order and in the name of the
Governor of Goa.

Sd/-

(Maya Pednekar)

Under Secretary (Per-II)

SCHEDULE – I

(See rule 9)

The personal staff of the Chairperson and members.

Sr. No.	Authority	Designations of the Co-terminus staff	No. of staff	Pay Level
1	2	3	4	5
1	Chairperson	Stenographer	1	Level – 4
		Driver	1	Level – 2
2	Member (1)	Driver	1	Level – 2
3	Member (2)	Driver	1	Level - 2

The Chairperson shall be entitled to appoint three Muster roll peons and member shall be entitled to appoint two Muster roll peons respectively. The appointment of staff shall be on the recommendation of the respective authority. The wages of Muster Roll Peon shall be as per the minimum rates of wages for daily rated staff laid down by Labour Department, Government of Goa, from time to time. The appointment of staff specified in this Schedule being co-terminus with the tenure of Chairperson or member of the Commission, they shall stand relieved upon demitting office by the Chairperson or a member as the case may be, or on removal of Chairperson or officer from office, whichever is earlier.

SCHEDULE – II

(See rule 12)

Sr. No.	Designation of the post	No. of posts	Pay scale	Remarks
1	2	3	4	5
1.	Secretary to Commission	1	Level -11	Deputation from Goa Civil Services
2.	Under Secretary to Commission	2	Level -10	Deputation from Goa Civil Services
3.	Controller of Examination	1	Level - 10	On Deputation from Government Department
4.	Deputy Director of Accounts	1	Level - 10	
5.	Deputy Manager	1	Level - 10	
6.	Section Office	1	Level - 7	
7.	Accountant	1	Level - 6	
8.	Stenographer	1	Level - 4	

9.	Head Clerk	1	Level - 6	
10.	UDC/Assistant	2	Level - 4	
11.	LDC/Jr. Assistant	6	Level - 2	
12.	MTS	6	Level - 1	

SCHEDULE – III

(See rule 14)

LIST OF FEES

Sr. No.	Level of pay of the post in respect of which examination is proposed to be conducted	Fees in rupees for			
		UR	SC/ST	OBC	PwD
1.	Level 1 to 3 of CCS Revised Pay Rules, 2016	200	50	100	50
2.	Level 4 and above of CCS Revised Pay Rules, 2016	400	100	200	100

FORM – I

(See rule 10)



Form of Oath or affirmation to be made by the Chairperson / member of the Goa Staff Selection Commission

“I, having been appointed Chairperson/member of the Goa Staff Selection Commission do swear in the name of God that I will bear true faith and allegiance to the Constitution of India as by law established, that I will uphold the sovereignty and integrity of India, that I will duly and faithfully and to the best of my ability, knowledge and judgement perform the duties of my office without fear or favour, affection or ill will and that I will uphold the Constitution and the laws and conscientiously discharge my duties as a Chairperson/Member of Goa Staff Selection Commission.

I, as Chairperson/Member of Goa Staff Selection Commission 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 a Chairperson/Member of Goa Staff Selection Commission except as may be required for the due discharge of my duties as such Chairperson/Member.

FORM – II

(See rule 13)

The Annual Report referred under sub-section (2) of the section 10 of the Act, shall be as under and contain the following details:—

Report for the year ending :
 Total numbers and details of
 requisition received from
 Departments to conduct
 recruitment process. :
 No. of posts advertised and
 pay scale of each post. :

Reservation Details :
 Date of Advertisement :
 Details of News papers in
 which advertisement published :
 Cost of advertisement :
 Total amount of fees received
 from candidates. :
 No. of applications received
 from various categories :
 No. of candidates who appeared
 for examination (Category wise) :
 Postwise details of No. of
 candidates selected/shortlisted. :
 Details of total expenditure
 incurred for conduct of examination. :
 No. of centres used for conduct
 of examination alongwith Taluka
 wise details. :
 Any other information as may
 be deemed necessary by Commission.:

Department of Personnel

No. 24/1/2019-PER/354

Dated: 30/01/2020

ORDER

Whereas, clause (a) of sub-section (2) of section 3 of the Goa Staff Selection Commission Act, 2019 (Goa Act No.11 of 2019) (hereafter in this order referred to as the “said Act”) provides for appointment of either serving or a retired officer from the Indian Administrative Service or a retired officer from the Goa Civil Service, Government aided institution or Semi Government Organization as a Chairperson of the Goa Staff Selection Commission;

And whereas, clause (b) of sub-section (2) of said section 3 provides for appointment of either serving or retired officers of the Government, Government aided institution or Semi-Government Organization as members of said Commission;

And whereas, the Hon’ble Governor of Goa in exercise of the powers conferred by sub-section (1) of section 4 of the said Act, has appointed serving Government officers as Chairperson and as members of the said Commission;

And whereas, clause (e) of sub-section (1) of section 5 of the said Act provides that the Governor may, by Order, remove from office the Chairperson or any member, if the Chairperson or such member, as the case may be, engages during his term of office in any paid employment outside the duties of his office and because of that, certain difficulties have arisen in giving effect to the provisions of the said clauses (a) and (b) of sub-section (2) of section 3.

Now, therefore, in exercise of the powers conferred by sub-section (1) of section 19 of the Goa Staff Selection Commission Act, 2019 (Goa Act No.11 of 2019), the Government hereby makes the following Order to remove the above difficulty, namely:—

1. *Short title and commencement.*— (1) This order may be called the Goa Staff Selection Commission (Removal of Difficulties) Order, 2020.

(2) It shall come into force on the date of its publication in the Official Gazette.

2. In clause (e) of sub-section (1) of section 5 of the Goa Staff Selection Commission Act, 2019 (Goa Act No. 11 of 2019) for the expression “engages during his term of office in any paid

employment outside the duties of his office”, the expression “engages during his term of office in any paid employment outside the duties of his office other than the serving officers appointed as Chairperson or members in terms of clause (a) and (b) of sub-section (2) of section 3” shall be substituted.

By order and in the name of the
Governor of Goa.

Sd/-

(**Maya Pednekar**)
Under Secretary (Per-II)

Department of Personnel

No. 24/1/2019-PER/2301

Dated: 01-11-2019

NOTIFICATION

In exercise of the powers conferred by sub- -section (1) and (2) of Section 3 of the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), the Government of Goa hereby constitutes the Goa Staff Selection Commission consisting of the Chairperson and two members.

By order and in the name of the Governor of Goa.

Sd/-

Harish N. Adconkar,
Joint Secretary (Personnel).

Department of Personnel

No. 24/1/2019-PER/2302

Dated: 01-11-2019

NOTIFICATION

In exercise of the powers conferred by sub- -section (1) of Section 4 of the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), the Governor of Goa hereby appoints the following persons as the Chairperson and Members of the Goa Staff Selection Commission constituted vide the Government Notification No. 24/1/2019-PER/2301 dated 01-11-2019, namely:-

1. Shri Punnet Kumar Goel, IAS — Chairperson.
2. Shri Daulat A. Hawaldar, IAS — Member.
3. Shri Menino D'Souza, GCS — Member.

By order and in the name of the Governor of Goa.

Sd/-

Harish N. Adconkar,
Joint Secretary (Personnel).

Department of Personnel

No. 24/1/2019-PER/3044

Dated: 05-11-2019

CORRIGENDUM

In the Government Notification No. 24/1/2019- -PER/2302 dated 01-11-2019, the expression “Shri Punnet Kumar Goel, IAS” shall be read as “Shri Puneet Kumar Goel, IAS”.

By order and in the name of the Governor of Goa.

Sd/-

Harish N. Adconkar,
Joint Secretary (Personnel).

Department of Personnel

No. Misc/1/2009-Per (Part-I)/2744

Dated: 15/10/2019

CIRCULAR

Subject :- Recruitment through Goa Staff Selection Commission.

The Goa Staff Selection Commission Act, 2019, (Goa Act 11 of 2019) has been passed by the Legislative Assembly of Goa on 09/08/2019 and assented to by the Hon'ble Governor of Goa on 10/09/2019.

The Act has come into force with effect from 18/09/2019, as per the Notification published in the Official Gazette Extraordinary No.5 series I No.24 dated 18/09/2019.

Pursuant to this Act, all the recruitments to Group 'C' post in the Departments under the State administration shall be carried out only through the Goa Staff Selection Commission.

All the Head of Departments shall ensure that no advertisements are issued inviting applications for filling up of the post/s which are hereto required to be done through the Commission.

Advertisement issued consequent to the passing of the Bill by the Legislative Assembly of Goa; i.e. 09/08/2019, shall be withdrawn forthwith by issuing suitable notice/communiqué in newspapers and on the Government of Goa portal, www.goa.gov.in

Further, in partial modification to O.M. No.1/6/83-Per(Vol.II) Pt.(a)/143 dated 14/01/2019, all the HODs/Appointing Authorities shall seek prior clearance from the Department of Personnel for filling up of posts created/revived by High Level Empowered Committee.

The prior clearance conveyed by the Department of Personnel, shall be invariably quoted while referring the proposal for filling up of these posts to the Goa Staff Selection Commission or the Goa Public Service Commission as the case may be.

Secretaries to the Government and Heads of Departments shall ensure strict compliance and submit the action taken report by 25/10/2019 vis-à-vis Departments under their administrative control. Failure to adhere to these instructions shall be viewed seriously and action as deem fit will be initiated by fixing responsibility for any lapse.

Sd/-
(**Harish N. Adconkar**)
Joint Secretary (Personnel)

Department of Personnel

File No. Misc/1/2009-Per (Pt.)/2504

Dated: 18/09/2019

CIRCULAR

In exercise of the powers conferred by sub-section (3) of section 1 of the Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), the Government of Goa hereby appoints the 18th day of September, 2019 as the date on which the provisions of the said Act shall come into force.

By order and in the name of the
Governor of Goa.

Sd/-

(**Maya Pednekar**)
Under Secretary (Per-II)

Department of Personnel

No. 7/14/2019-LA

Dated: 12/09/2019

NOTIFICATION

The Goa Staff Selection Commission Act, 2019 (Goa Act 11 of 2019), which has been passed by the Legislative Assembly of Goa on 09-08-2019 and assented to by the Governor of Goa on 10-09-2019, is hereby published for the general information of the public.

Sd/-

(**D.S. Raut Dessai**)
Joint Secretary (Law)

The Goa Staff Selection Commission Act, 2019

(Goa Act 11 of 2019) [10-9-2019]

AN

ACT

to provide for the constitution of Goa Staff Selection Commission for the purpose of conducting examinations and selection of candidates for appointments to the subordinate services/posts in the Government Departments, and also to provide the procedure to be followed by the Goa Staff Selection Commission, its functions and for matters connected therewith or incidental thereto.

Be it enacted by the Legislative Assembly of Goa in the Seventieth Year of the Republic of India as follows:—

1. *Short title, extent and commencement.*— (1) This Act may be called the Goa Staff Selection Commission Act, 2019.

(2) It shall extend to the whole of the State of Goa.

(3) It shall come into force on such date, as the Government may, by notification in the Official Gazette, appoint.

2. *Definitions.*— In this Act, unless the context otherwise requires,—

(a) “Commission” means the Goa Staff Selection Commission constituted under section 3;

(b) “Chairperson” means the Chairperson of the Commission;

(c) “direct recruitment” means the method of recruitment as provided under the rules regulating the recruitment to the sub-ordinate services/posts;

(d) “Governor” means the Governor of the State of Goa; (e) “Government” means the Government of Goa;

(f) “member” means a member of the Commission;

(g) “notification” means a notification published in the Official Gazette of the Government;

(h) “Official Gazette” means the Official Gazette of the Government of Goa;

(i) “prescribed” means prescribed by rules made under this Act;

(j) “regulations” means regulations made by the Commission under section 18 of this Act;

(k) “Secretary” means the Secretary of the Commission;

(l) “State” means the State of Goa;

(m) “sub-ordinate services/posts” means all Group “C” posts in the Government Departments and includes such other services/posts as may be notified by the Government to be sub-ordinate services/posts, but shall not include the tenure posts which are created for the Office of the Chief Minister/Minister, Leader of Opposition, Advocate General and all other tenure posts wherein the Government makes appointments.

3. Constitution of the Commission.— (1) The Government shall, by notification in the Official Gazette, constitute a Commission to be called the Goa Staff Selection Commission to exercise the powers conferred on and to perform the functions assigned to, it under this Act.

(2) The Commission shall consist of,—

(a) a Chairperson, who shall be either a serving or a retired officer from the Indian Administrative Service drawing the pay scale or has drawn the last pay scale, not below that of Super-time Scale, as the case may be, or a retired Officer from the Goa Civil Service, Government aided institution or Semi-Government Organization who has drawn the last pay scale not below that of Selection Grade officer; and

(b) two members, who shall be either serving or retired officers of the Government, Government aided institution or Semi-Government Organization, drawing the pay scale or has drawn the last pay scale, not below that of a Senior Scale officer.

4. Appointment, term of office and conditions of service of the Chairperson and members.—

(1) The Chairperson and other members shall be appointed by the Governor:

Provided that no person who is chargesheeted or against whom criminal proceedings is pending shall be appointed as a Chairperson or a member unless he is free from vigilance angle.

(2) The Chairperson and every member shall hold office for a term of five years from the date on which he enters upon his office or till he attains the age of sixty-five years, whichever is earlier and shall not be eligible for re-appointment.

(3) In the event of occurrence of any vacancy in the office of the Chairperson by reason of his death, resignation or otherwise, the Governor may, by notification, authorise one of the members to act as the Chairperson until the appointment of a new Chairperson to fill such vacancy.

(4) When the Chairperson is unable to discharge his functions owing to absence on leave or otherwise, such one of the members as the Governor may, by notification, authorise in this behalf, shall discharge the functions of the Chairperson until the date on which the Chairperson resumes his duties.

(5) The Chairperson or a member may, at any time, by writing under his hand addressed to the Governor, resign his office, but he shall continue in office till his resignation is accepted by the Governor.

(6) The salaries and allowances payable to, and the other terms and conditions of service of, the Chairperson and the members, shall be such as may be prescribed.

(7) Every person appointed as the Chairperson or as member shall, before he enters upon his office, make and subscribe before the Governor or some other person appointed by him in that behalf, an oath or affirmation in such form as may be prescribed.

5. Removal and suspension of Chairperson and member of the Commission.— (1) Notwithstanding anything contained in subsection (2) of section 4, the Governor may by order remove from office the Chairperson or any member, if the Chairperson or such member, as the case may be,—

- (a) is adjudged as insolvent; or
- (b) is convicted and sentenced to imprisonment for an offence which in the opinion of the Governor involves moral turpitude; or
- (c) is unfit to continue in office by reason of infirmity of mind or body; or
- (d) is of unsound mind and stands so declared by a competent court; or
- (e) engages during his term of office in any paid employment outside the duties of his office; or
- (f) has acquired such financial or other interest as is likely to affect prejudicially his functions as a Chairperson or a member of the Commission; or
- (g) has abused his position so as to render his continuance in office detrimental to the public interest:

Provided that, the Chairperson or any member shall not be removed under subsection (1) unless he has been given a reasonable opportunity of being heard in the matter.

(2) The Governor may suspend the Chairperson or any other member till such time he passes order under sub-section (1).

6. Officers and other employees of the Commission.— (1) The Government shall provide the Commission with a Secretary, who shall be from the Civil Service not below the rank of Senior Scale Officer and such other officers and employees as may be necessary for the efficient performance of the functions of the Commission under this Act. Their appointment shall be treated as on deputation as per the standard terms and conditions envisaged in the deputation guidelines issued by the Government from time to time.

(2) The salaries and allowances payable to, and the other terms and conditions of service of, the Secretary, officers and other employees of the Commission, shall be such as may be prescribed.

7. Duties and functions of the Commission.— (1) Notwithstanding anything contained in any other law for the time being in force the Commission shall conduct examinations and select candidates for appointment to the subordinate services/posts.

(2) The Commission shall perform such other functions and duties as the Government may, by notification, specify.

(3) The Commission shall conduct departmental examinations and advise the Government on such other matters as may be referred to it by the Government.

(4) Notwithstanding anything contained in any law and rules, regulations or, bye-laws framed thereunder and the condition of service, relating to the sub-ordinate services/ /posts, the Commission shall be the authority competent to conduct examinations for appointments to such sub-ordinate services/ /posts.

(5) On all matters relating to methods of recruitment to, or any other matter relating to, the sub-ordinate services/posts it shall be the duty of the Commission to advise on any matters so referred to by the Government Department.

(6) The Government may, however, make orders specifying the matters in which either generally or in any particular class of cases or in any particular circumstances, it shall not be necessary for the Commission to be consulted.

(7) In the case of any difference of opinion between the Commission and the Government Department, on any matter, the concerned Government Department shall refer such matter to the Government and the decision of the Government thereon shall be final.

8. *Manner of selection of candidates, procedure for conduct of business of the Commission, certain special provisions relating to intimation of vacancies to Commission and their advertisement.*— (1) The manner of conducting examinations and selection of candidates for appointment to the subordinate services/posts shall be such as may be provided for by the regulations.

(2) The procedure for conduct of business of the Commission shall be such as may be provided for by the regulations.

(3) Every Head of the Government Department shall, every year, intimate the Commission about the number of vacancies for the sub-ordinate services/posts, including those anticipated in course of the year, within such time and in such manner as may be provided for by regulations.

(4) In matters for which no provision is made in this section, the Government may make rules in consultation with the Commission; and subject to the provisions of such rules, the Commission may regulate its proceedings.

9. *Effect of recommendation of the Commission.*— Notwithstanding anything contained in any other law for the time being in force, the recruitment to the sub-ordinate services/posts, shall be made on the recommendation of the Commission.

10. *Furnishing of returns, etc.*— (1) The Commission shall furnish to the Government such returns, statistics, reports, accounts and other information with respect to conduct of its affairs or activities as may be required by the Government from time to time.

(2) The Commission shall furnish to the Government an annual report on its working as soon as may be after the end of each financial year in such form and detail as may be prescribed.

11. *Fees.*— The Commission shall, for the purpose of discharging its functions of conducting examinations and selecting candidates for appointments to the subordinate services/posts, levy such fees as may be prescribed:

Provided that the candidates belonging to scheduled castes and scheduled tribes shall be levied 25% of such fees and the candidate belonging to other backward class shall be levied 50% of such fees.

12. *Commission may call for records.*— The Commission may call for any record, report or information from any appointing authority or the Government which in its opinion, is necessary for efficient discharge of its functions and the concerned authorities shall be bound to furnish such records, reports or information to the Commission.

13. *Chairperson and members deemed to be the Public Servants.*— The Chairperson and the other members while acting or purporting to act under this Act, shall be deemed to be public servants within the meaning of section 21 of the Indian Penal Code (45 of 1860).

14. *Vacancies, etc. not to invalidate proceedings of the Commission.*— No act or proceedings of the Commission shall be questioned or shall become invalid merely on the ground of the existence of any vacancy in, or defect in the constitution of the Commission.

15. *General powers of the Commission.*— Subject to the provisions of this Act, the Commission shall have powers,— (a) to constitute advisory committee to advise the Commission; (b) to engage suitable consultants/ experts or persons having special knowledge or skills to assist the Commission in the performance of its functions; (c) subject to the previous permission of the Government, to delegate any of its powers generally or specially to any of its committees or Officers; (d) to enter into and perform all such contracts, as it may consider necessary or expedient, for carrying out any of its functions; (e) to do such other things and perform such acts as it may think necessary or expedient for the proper conduct of its functions and carrying into effect the purposes of this Act.

16. *Authentication of orders and documents of Commission.*— All permissions, orders, decisions, notices and other documents of the Commission shall be authenticated by the signature of officer authorized by the Commission in this behalf.

17. *Power to make rules.*— (1) The Government may, by notification, make rules for carrying out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such rules may provide for all or any of the following matters, namely:—

(a) the salaries and allowances payable to, and the other terms and conditions of service of, the Chairperson and members, under sub-section (6) of section 4;

(b) form of oath or affirmation, under subsection (7) of section 4;

(c) the salaries and allowances payable to, and the other terms and conditions of service of, the Secretary, officers and other employees of the Commission, under subsection (2) of section 6;

(d) matter for which no provision is made in section 8 to make Regulations, under sub-section (4) of section 8;

(e) form and the details of the annual report to be furnished by the Commission to the Government, under sub-section (2) of section 10;

(f) fees to be levied under section 11.

(3) Every rule made under this section shall, as soon as may be after it is made, be laid before the State Legislature.

18. *Power to make regulations.*— (1) The Commission may, with prior approval of the Government, by notification, make regulations not inconsistent with this Act and the rules made thereunder for carrying out the provisions of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, such regulations may provide for all or any of the following matters, namely:—

(a) manner of conducting examinations and selection of candidates for appointment to the sub-ordinate services/posts, under sub-section (1) of section 8;

(b) procedure for conduct of business of the Commission, under sub-section (2) of section 8;

(c) time limit and the manner in which the Government Departments, shall intimate the number of vacancies to the Commission, under sub-section (3) of section 8;

(d) specifying the mode of selection and fixing criteria for selection of candidates to sub-ordinate services/posts in consultation with the concerned Government Department;

(e) specifying the mode of arranging the selected candidates in the order of merit keeping in view the number of vacancies reported for being filled;

(f) specifying the manner of forwarding the list of selected candidates arranged as per their merits to the appointing Authority;

(g) specifying the manner in which an advertisement to be issued for inviting applications;

(h) specifying the mode for publication of advertisement inviting applications.

(3) No regulation or its amendment shall have effect until the same is approved by the Government.

19. *Power to remove difficulties.*— (1) If any difficulty arises in giving effect to any of the provisions of this Act, the Government may, by order not inconsistent with the provisions of this Act, remove the difficulty:

Provided that no such order shall be made after the expiration of a period of two years from the date of commencement of this Act.

(2) Every order made under this section shall, as soon as may be after it is made, be laid before the Legislative Assembly of Goa.

Secretariat,
Porvorim, Goa.
Dated: 12-09-2019

Sd/-
CHOKHA RAM GARG
Secretary to the
Government of Goa.
Law Department (Legal Affairs).

PERSONNEL DEPARTMENT

GOA STATE CIVIL SERVICE
(Grant of Leave to seek Employment in India/Abroad)

Department of Personnel

No. 2/5/95-PER

Dated:- 12-01-2007.

CIRCULAR

According to the Goa State Civil Service (Grant of Leave to seek employment in India or abroad) Rules, 2003, the Extra-Ordinary Leave may be sanctioned for a period of two years. However, the same can be extended for a further period of two years at a time so that the total maximum period of Extra-Ordinary Leave shall not exceed six years.

Now, it has been noticed that, number of Government employees are leaving the country for private employment abroad, without obtaining prior Government approval and thereafter seek ex-post facto sanction of the Government. This action of Government employees is against rules and liable for disciplinary action.

Government employees should submit leave application atleast 30 days in advance and proceed on leave only after leave is sanctioned and not otherwise.

It has been decided by the Government to reject all such proposals for ex-post facto sanction for grant of for Extra-Ordinary Leave.

All Heads of Departments/Officers should take note of this Circular for strict compliance.

Sd/-
Shivaji B. Dessai
Under Secretary (Personnel-I)

Department of Personnel

No. 2/5/95-PER

Dated:- 19-09-2006.

CIRCULAR

According to the Goa State Civil Service (Grant of Leave to seek employment in India or abroad) Rules, 2002, circulated vide Notification No. 2/5/95-PER dated 2-1-2003, the Government employee shall be entitled to apply for leave without pay and allowances for taking up employment in India or abroad to the extent of two years. Same can be extended for a further period of 2 years at a time. So that maximum period of extra ordinary leave shall not exceed 6 years.

It is observed that due to shortage of staff or non-availability of technical staff etc. leave sanctioning authorities are not in a position to sanction Extra Ordinary Leave. Some of the Heads of Department even have proposed to withdraw the Scheme.

In this connection, it is clarified that in terms of Rule (7) of CCS (Leave) Rules, 1972, leave cannot be claimed as of right. When the exigencies of public service so required leave of any kind may be refused. Therefore, Extra Ordinary leave applied to seek private employment under said rules may be refused in the cases of shortage of staff, non-availability of technical staff etc, in terms of Rule 7 of CCS (Leave) Rules, 1972.

All Heads of Departments/Offices are therefore, advised to decide applications for grant of Extra Ordinary leave to seek employment accordingly.

Sd/-
Shivaji B. Dessai
Under Secretary (Personnel-I)

Department of Personnel

No. 2/5/95-PER

Dated: 02/01/2003.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, namely :-

1. Short title, commencement and application.– (1) These rules may be called Goa State Civil Service (Grant of leave to seek employment in India or abroad) Rules, 2002.
(2) They shall come into force at once.
(3) They shall apply to all Group ‘A’, Group ‘B’, Group ‘C’ and Group ‘D’ employees of the Government of Goa, 1[except the employees of Goa Judiciary]3[] 4[and Officers of the Police Department of the rank of Police Sub-Inspector and above.]
2. Leave to seek employment.– A Government employee shall be entitled to apply for leave without pay and allowances for taking up employment in India or abroad to the extent of two years subject to the following conditions, namely :-
 - (a) All applications for the grant of extraordinary leave shall be submitted to the Government for approval through the Administrative Secretary/Secretary of the Department for endorsing or otherwise the recommendation of the Department;
Heads of Departments shall issue orders sanctioning leave only with the prior approval of the Government;
 - (b) Initially, extraordinary leave may be sanctioned for a period of two years. However, the same can be extended for a further period of two years4[], so that the total maximum period of extraordinary leave shall not exceed 4[four years];
 - (c) Request for extension of extraordinary leave should reach the Department at least 3 months in advance in order to enable it to take necessary decision and communicate it to the employee before expiry of extraordinary leave already granted;
 - (d) The employee shall be informed in clear-cut terms at the beginning itself that grant of any extension will be subject to the Government’s decision. This condition shall be incorporated in the order sanctioning leave;
 - (e) The Department shall proceed against the employee if he fails to resume duty on expiry of the leave granted or after the rejection of his application for extension is communicated to him/her. This condition shall also be incorporated in every order sanctioning leave;
 - (f) Government will be very selective in granting leave without pay and allowances to employees belonging to professional categories, like highly qualified doctors, engineers, scientists etc. for taking up employment in India or abroad. In scarce categories like Veterinary Surgeons, Livestock Assistants and any other category where there is shortage of personnel, officers will not be allowed to take up such employment unless they resign their jobs under the Government before hand;
 - (g) No officer going for employment under these rules will be treated as on deputation. An officer taking up employment in India or abroad on his own accord will have to go on leave without allowances to avail himself of the facility;
 - (h) No other kind of leave will be sanctioned in combination with or in continuation of the leave under these rules.
 - (i) Permanent officers and non-permanent officers who have completed probation in their entry cadre in the regular service of the Government may be granted leave without allowances under these rules. In such cases, for and during the currency of the period of leave, the officers shall lose all service benefits such as the earning of leave including

half pay leave, pension, gratuity, increment, etc., and also promotion chances as may arise with reference to their seniority in the posts from which they proceeded on leave. They shall also lose seniority in the higher grade/grades with reference to their juniors who might get promoted to such grade/grades before they rejoin duty.

- (j) In the case of non-permanent offices in regular service who have not completed probation in the entry grade, leave without allowances may be granted subject to the condition that they will have to start afresh and complete their probation on return from the leave without allowances. In other words, the officers will forfeit the service benefits that had accrued to them prior to their proceeding on leave and they will be deemed as new entrants to Government service on return from leave. What is protected is only their right to rejoin Government service in the same entry grade as if they were new entrants;
- (k) Those who are under bonded obligation to serve the Government for a prescribed period will not be granted leave under these rules till the period covered by the bond is over, unless they settle the bonded obligations before the grant of leave. The amount remitted on that account will not be refunded under any circumstance. Similarly, officers against whom disciplinary action or vigilance enquiry is pending will not be eligible for leave under these rules;
- (l) Those who had availed themselves of any loans such as House Building Advance, Conveyance Advance, etc., shall clear the dues before the grant of leave;
- (m) Those officers who absent themselves unauthorisedly without getting the leave sanctioned under these rules shall be proceeded against and his service terminated after following the procedure laid down in the Central Civil Services (Classification, Control and Appeal) Rules, 1965. Requests for re-entry in Government service in such cases as well as in cases covered by condition (e) above, will be summarily rejected;
- (n) These rules shall apply to all cases of grant of leave without allowances on or after their coming into force;
- (o) Any permanent employee, who has not completed 20 years in service shall be eligible for grant of Extraordinary Leave, on request, under these rules. Promotions if any, made against the posts shall only be on ad-hoc basis.
- (p) Any vacancy created shall be filled up only on a temporary/contract basis. All such persons who have been appointed on temporary/contract basis and whose registration in Employment Exchange continues will be eligible for age relaxation for 5 years upto 45 years of age. No new registration with Employment Exchange would be allowed in all such cases;

4[(pp) While granting extraordinary leave to the Government employee, the concerned Department may, with approval of the Government appoint a substitute employee, on contract basis, in place of the employee granted extraordinary leave. The period of such contract appointment shall be co-terminus with the period of extraordinary leave granted to the Government employee.]

5[Omitted]

2[2A. Curtailing extraordinary leave.- The Head of the Department may, at the request of an employee, curtail the Extra Ordinary Leave sanctioned to him after obtaining Government approval for the same if there is vacant post to accommodate such employee.]

5[2B. Power to relax.- Where, the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, the Government may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of that rule to such extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.]

3. Repeal and savings. – (1) The Goa State Civil Service (Grant of leave to seek employment in India or abroad) Rules, 1999 (hereinafter called the “said Rules”), notified vide Government Notification of even number dated 31.1.2000, are hereby repealed.

(2) Notwithstanding such repeal, anything done or any action taken including any order made, direction given or notice issued under the said Rules, shall, in so far as it is not inconsistent with the provisions of these rules, be deemed to have been done, taken, made, given or issued, as the case may be, within the corresponding provisions of these rules.

By order and in the name of
the Governor of Goa

Sd/-

(Vikas Mardolkar)

Under Secretary (Personnel)

1. Inserted vide Notification No. 2/5/95-PER dated 21/01/2008 Published in the O.G. Series I No. 45 dated 07/02/2008.
2. Inserted vide Notification No. 2/5/95-PER dated 23/09/2008 Published in the O.G. Series I No. 27 dated 03/10/2008.
3. Inserted vide Notification No. 2/5/95-PER dated 20/08/2010 Published in the O.G. Series I No. 23 dated 02/09/2010.
4. Substituted vide Notification No. 2/5/95-PER dated 26/03/2013 Published in the O.G. Series I No. 1 dated 04/04/2013.
5. Inserted vide Notification No. 2/5/95-PER(Part) dated 09/10/2014 Published in the O.G. Series I No. 28 dated 09/10/2014.

**GOA STATE CIVIL SERVICE
(Retirement Rules)/Instructions related to Pension**

I. GOA STATE CIVIL SERVICE (Retirement Rules)
Department of Finance (Revenue & Control)

No. 12/2/2018-Fin(R&C)/1566

Dated: 30-06-2021

To,
All Heads of Departments.

Sub:- Payment of dearness relief on pension to re-employed pensioner..

Sir,

Please find enclosed herewith a copy of letter No. AT/Tech/263-XXV dated 11/11/2020 alongwith its enclosures received from the O/c. The Pr. Controller of Defence Accounts (Pensions), Allahabad on the subject cited above for compliance.

Sd/-
(Prabab G. Bhat)
Under Secretary Fin. (R&C)

OFFICE OF THE PR.CDA (PENSIONS)

No. AT/Tech/263-XXV

Dated:- 11/11/2020

To,
The Chief Secretary
(All States/UTs)
(As per list enclosed)

Subject :- Payment of dearness relief on pension to re-employed pensioner.

Reference is invited to Govt. of India, Ministry of Personnel, Public Grievances & Pensions, Deptt. of P&PW Office Memorandum No.45/73/97-P&PW(G) dated 02.07.1999 which provides guidelines to regulate the dearness relief on pension during the period of re-employment of Ex-servicemen and Defence Civilian Pensioners under Central or State Govt. or in a Statutory Corporation/Company/Body/Bank in India or abroad. Similar guidelines have been issued by the Ministry of Defence vide letter No.7(1)95/D(Pen/Services) dated 28.08.2000.

2. According to above guidelines, pensioner who held Group 'A' post or the post of the rank of commissioned officer before retirement and is subsequently re-employed will not be entitled to dearness relief on pension during the period of his/her re-employment. However, in the case of civilian pensioners who held post below Group 'A' and those ex-servicemen who held post below the rank of commissioned officer at the time of their retirement, if their pay on re-employment is fixed at the minimum of the pay scale of the post in which they are re-employed, such pensioners will consequently be entitled to dearness relief on their pension. In this regard, this office Circular No.200 dated 12/04/2018 is also enclosed for ready reference please.

3. Deptt. of P&PW vide U.O. dated 03.04.2008 has clarified that if the pay is fixed at a higher stage because of advance increments and no protection of last pay drawn is given, the pay should be treated as fixed at minimum only for the purpose of ignoring the entire pension and allowing dearness relief on pension. For availing this benefit the ex-servicemen should have retired at the post below commissioned officer rank before attaining the age of 55 years.

4. The onus of reporting the status of re-employed Armed Forces/Defence Civilian pensioners to the Pension Disbursing Authorities lies on the part of pensioners as well as on the re-employing organizations as provided in Govt. of India, Ministry of Finance Deptt. of Expenditure OM No.

M23013/152/79/MF /CGA/VI (Dt)/1118 dated 26.03.1984 and extension of the same to the Armed Forces Pensioners vide GOI MOD letter dated 01.08.1984.

5. Regulation 83 of Pension Regulations for the Army Part II (2008) provides for submission of a certificate in the month of November each year by the pensioner regarding employment/non employment as well as for action by Pension Disbursing Authority to decide admissibility of Dearness Relief during the period of re-employment or otherwise. Accordingly, the dearness relief during re-employment is being regulated by the Pension Disbursement Authorities on the basis of certificate issued by re-employer.

6. It has been brought to the notice of this office that pensioner; who have re-employed after retirement from Armed Forces as well as Defence Civilian pensioners do not disclose the fact and continue to draw Dearness Relief on pension by submitting false certificate. It has also been observed that despite provisions, no Govt. Department reports the fact of re-employment status to the Pension Disbursing Authority concerned.

7. Therefore, you are requested that necessary instructions may kindly be issued to all the departments under your jurisdiction re-employing the Defence Pensioners including Defence Civilian pensioners to intimate the status regarding re-employment of pensioner to the concerned Pension Disbursing Authority in the enclosed format for regulating dearness relief on pension by the various Pension Disbursing Authorities.

This issues with the approval of Pr. CDA (Pensions).

Encls: As above

Sd/-
(Mayank Bisht)
Controller (Pensions)

O/o the principal Controller of Defence Accounts (Pension)

Circular No.200

No. AT/Tech/263-XXIII

Dated:- 12/04/2018

To,

01. The Chief Accountant, RBI Deptt. of Govt. Bank Accounts, Central office C-7, Second Floor, Bandre-Kurla Complex, P B No.8143, Bandre East., Mumbai-400051
02. The Director of Treasuries of all State
03. The Manager CPPC of Public Sector Banks including IDBI
04. The CDA (PD) Meerut
05. The CDA Chennai
06. The Nodal Officers (ICICI/AXIX/HDFC Bank)
07. The Pay & Accounts Officer
08. The Military & Air attaché, Indian Embassy, Kathmandu, Nepal
09. The D.P.D.O.
10. Post Master, Kathua (J&K) and Camp Bell Bay

Subject :- Payment of dearness relief to re-employed pensioners and employed family pensioners:
Clarification thereof.

Ref:- This office Circular No.166 dated 07/03/2013, Circular No.173 dated 07/04/2014 and Circular No.179 dated 12/05/2015.

Provisions for payment of dearness relief to re-employed pensioners and employed family pensioners is laid down in Ministry of Personnel, Public Grievances & Pensions (Deptt. of Pension & Pensioners Welfare) OM No.45/73/97-P&PW(G) dated 02/07/1999 issued under this office Important Circular No. 07 dated 13/08/1999. As per the ibid OM, before 18/07/1997, in terms of the existing orders, Dearness Relief to pensioners and family pensioners is to remain suspended during the period a pensioner/family pensioner is re-employed/employed under the Central or State Govt. or in a Statutory Corporation/Company/Body/Bank under them in India or abroad. The above facts are also applicable to the pensioners and family pensioners permanently absorbed in Statutory Corporation/Company/Body/Bank under the Central or State Government.

2. Representations from various agencies as well as pensioners/family pensioners including Pension Disbursing Agencies are being received for clarification on Payment of dearness relief to re-employed pensioners and employed family pensioners. The matter has been examined in this office and following points are clarified.

3. However, w.e.f. 18/07/1997, it has been decided by the Govt. that:

(i) In so far as re-employed pensioners are concerned, the entire pension admissible is to be ignored at present only in the case of those civilian pensioners who held post below Group 'A' and those ex-servicemen who held post below the ranks of Commissioned Officers at the time of their retirement. Their pay, on re-employment, is to be fixed at the minimum of the pay scale of the post in which they are re-employed. Such pensioners will consequently be entitled to Dearness Relief on their pension.

(A) For this purpose, the Central Government Departments concerned, including subordinate organizations. State Government, Corporation/Company/Body/Bank etc. employing a Central Government pensioner shall be required to issue of certificate indicating the following:

(a) The re-employed pensioner retired from a civil or military post in the Central Government and was holding a post not included in classified as group 'A' or a post below the rank of commissioned officer in the armed forces:

(b) The entire amount of pension sanctioned by the Central Government was ignored in fixation of the pay on re-employment i.e. no part of the pension was taken into account in such fixation of pay in the pay scale of the post in which the Central Government retired/retiree was re-employed/absorbed; and

(c) The pay of the re-employed/absorbee was/is fixed at the minimum of the pay scale of the post in which he had/has been initially re-employed after his retirement from the Central Government.

(d) If the pay fixed at a higher stage because of advance increments and no protection of the last pay drawn is being given.

(B) In the cases where PBOR (below Commissioned Officer) retired before attaining the age of 55 years and re-employed thereafter and their pay fixed at a higher stage because of advance increments and no protection of the last pay drawn were given, the pay should be treated as fixed at a minimum for the purpose of ignoring the entire pension and allowing Dearness Relief on pension. For benefit of advance increments, the policy for the same should exist in the re-employing department and a copy of such policy matter should be enclosed with the required certificate. But, after granting benefit of advance increments, the last pay drawn by the pensioner is protected, the pensioner in such case will not be entitled for dearness relief on pension.

Illustration 1: A Military pensioner was drawing the pay of Rs.6,330 in the pay scale of Rs.5,770-140-8,290 from 01/07/2002 and retired from service on 31/10/2002 before attaining the age of 55

years. He was granted a military pension of Rs.3,165. He was re-employed in a Civil Post on 01/12/2003 in the pay scale of Rs.5,000-150-8,000. The post which the pensioner held in the Army before retirement is a non-commissioned post. If his pay is fix for Rs.5,600/- after granting 4 advance increments in re-employed post, then he will be entitled for dearness relief on pension as his pay fix for Rs.5,600/- in re-employed post is less than Rs.6,330/- already drawing in the Army before retirement. However, if his pay re-employed post, then he will be not entitled for dearness relief on pension as his pay fix for Rs.6,500/- in re-employed post is more than Rs.6,330/- already drawing in the Army before retirement as his last pay has been protected.

Illustration 2: If the pensioner quoted in Illustration 1 above is re-employed in a Civil Post in the pay Scale of Rs.7,500-250-12,000/- his pay is required to be fixed at the minimum of the pay scale of the re-employed post for payment of dearness relief on pension. Any advance increment granted in such situation, will disqualify dearness relief on pension.

(ii) In all other cases of re-employed pensioners, no dearness relief shall be admissible on pension during the period of their re-employment.

(iii) (A) In terms of the existing orders on the subject, the pay of re-employed pensioners who held Group 'A' post or posts of the ranks of Commissioned Officers at the time of their retirement is to be fixed at present.

- at the same stage as last drawn before retirement or, if there is no such stage, at the stage next above the pay last drawn;
- at the maximum of the pay scale, if the pay last drawn is more than the maximum of the pay scale of the post in which re-employed;
- at the minimum of the pay scale of the post in which re-employed, if it is more than the pay last drawn.

(B) Further, the pay on re-employment is required to be fixed after ignoring only a portion of the pension as revised time to time received for the previous employment. In view of the fact that (i) the pension is taken into account in such cases and not entirely ignored; (ii) The pay in the post of re-employment is not required to be fixed at the minimum of the scale in all cases; and (iii) Dearness Allowance at the rates applicable from time to time is also admissible on the pay fixed in terms of the orders on the subject these re-employed pensioners will not be entitled, in addition to any Dearness Relief on their pension.

(iv) Disability element of disability pension is also a type of pension. As such dearness relief on such service/disability pension (including disability element) during re-employment is required to be regulated as per the above procedure.

(v) Payment of dearness relief where discontinued due to re-employment, shall become admissible only with effect from the date they cease to be re-employed. The Pension Disbursing Authority shall require such a pensioner to produce certificate of cessation of re-employment from the officer in which the pensioner had been re-employed.

(vi) However, dearness relief is payable to those re-employed pensioners who get consolidated pay without dearness allowance, consolidated fee, daily wages, or elected as Members of Legislative Assembly or Parliament, Ministers/Deputy Ministers of Central or State Government, Indian Red Cross Society and Extra Departmental Agents in the Department of Post.

(vii) As regards employed family pensioners, since the family pension received by the eligible dependents of Central Government employees is, in any case, not taken into account in determining

their pay on employment. Dearness Relief at the rates applicable from time to time shall be admissible on their family pension.

Sd/-
(SANDEEP THAKUR)
Addl. CDA (Pensions)

Department of Personnel

No.: 2/6/94-PER(Vol-I)

Dated:- 18-09-2001.

CIRCULAR

Attention of all Heads of Departments/Corporations/Government Undertaking/Autonomous Bodies, etc. is invited to the Goa State Civil Service (Retirement) Rules, 2000, published in Government Gazette Extraordinary No. 2, Series I No. 21 dated 30-08-2000 and Government Notification No. 2/6/94-PER (Vol.I) dated 31-8-2001 carrying out amendment to the aforesaid Rules which have been published in Government Gazette (Extraordinary) Series I No. 22 dated 3-9-2001. According to the Goa State Civil Service (Retirement) Rules all Group 'A', 'B' and 'C' employees including teachers and other teaching staff (except Group 'D' employees) shall retire on superannuation on attaining the age of 58 years. However, as per the amendment published in Government Gazette dated 3-9-2001, the teachers and other teaching staff who have either completed or due to complete 58 years of age on or before 30-11-2001 shall retire from service with effect from 31-11-2001 (A.N.).

It is enjoined upon all concerned to bring the contents of this circular to the notice of the employees for information.

Sd/-
(D. M. Borkar)
Under Secretary (Personnel)

Department of Personnel

No. 2/6/94-PER (Vol.-I) (Part)

Date:- 14-05-2001.

OFFICE MEMORANDUM

With a view to improving efficiency and strengthening administrative machinery at all levels, appropriate authority has the absolute powers under Rule (3) of Goa State Civil Services (Retirement) Rules, 2000, as amended and Central Civil Services (Pension) Rules, 1972, to retire a Government employee in the public interest, before the normal date of retirement.

However, in order to ensure that the powers conferred on the authorities empowered to retire a Government employee prematurely is exercised fairly and impartially and not arbitrarily, it has been decided to lay down the procedure and guidelines for reviewing the cases of Government employees covered under the aforesaid rules as mentioned below:-

I. RULES POSITION:

(1) In accordance with the provisions of Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000, as amended, the appropriate authority has the absolute right to retire, if it is necessary to do so in public interest, any Government employee as follows:-

- (i) If he is in Group 'A' or 'B' service or post and has entered Government service before attaining the age of 35 years, after he has attained the age of 50 years;
- (ii) In any other case, after he has attained the age of 55 years, provided that in the case of a Group 'D' official, such action can be taken if he entered service after 23rd July 1966. In other words a Government servant belonging to Groups 'A' and 'B' who has entered Government service after attaining the age of 35 years, and official belonging to Groups 'C' and 'D' can be prematurely retired after they have attained the age of 55 years with the

exception of Group 'D' officials, who entered service on or before 23rd July, 1966.

(2) In addition, a Government servant in Group 'C' service or post who is not governed by any pension rules, can also be retired after he has completed thirty years' service under Rule 3(6) of Goa State Civil Service (Retirement) Rules, 2000, as amended.

(3) Identical provisions exist in Article 459 of the Civil Service Regulations.

(4) Provisions also exist in Rule 48 of the C.C.S.(Pension) Rules, 1972, for the retirement of a Government employee by giving him three months' notice, if it is necessary to do so in public interest, after he has completed 30 years of qualifying service for pension. In other words, a Government employee who may belong to Groups 'A', 'B', 'C' and 'D' can be prematurely retired, irrespective of the age at the appropriate time, after he has completed 30 years of qualifying service.

(5) Provisions exist in the relevant rules which confer reciprocal right on Government employee to seek voluntary retirement after he has attained the age of 50/55 years or has completed 30 years of qualifying service/service, as the case may be.

II. CRITERIA, PROCEDURES AND GUIDELINES:

In order to ensure that the powers vested in the appropriate authority are exercised fairly and impartially and not arbitrarily, it has been decided to lay down the procedures and guidelines for reviewing the cases of Government employees covered under the various aforesaid rules as mentioned below:-

- (1) The cases of Government servant covered by Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000 as amended or Rule 48 of the C.C.S. (Pension) Rules, 1972 or Civil Service Regulations 459(h) should be reviewed six months before they attain the age of 50/55 years or complete 30 years service/30 years of qualifying service, whichever occurs earlier (See Time-Schedule in Part-IV).
- (2) Government is pleased to constitute committees as shown in Annexure-I, to which all such cases shall be referred for recommendation as to whether the officer concerned should be retired from service in the public interest or whether he should be retained in service.

Constitution of Screening Committee— For preparing a comprehensive brief on each officer, for being placed before the Review Committee, each Department may consider the setting up of an internal Screening Committee to assist the Reviewing Committee, consisting to the extent possible of those senior officers who have had occasion to know about the work and conduct of the officer proposed to be re-reviewed. Such Screening Committee may be constituted for each different rank of each different functional area, as may be necessary or convenient. These may be set up as a standing arrangement and a screening Committee is not to be constituted as a separate ad hoc measure, only at the time when the case of a particular officer is taken up for consideration of premature retirement.

- (3) The criteria to be followed by the Committee in making their recommendations would be as follows:—
 - (a) Government employees whose integrity is doubtful, will be retired
 - (b) Government employees who are found to be ineffective will also be retired. The basic consideration in identifying such employee should be the fitness/competence of the employee to continue in the post which he is holding.
 - (c) While the entire services record of an officer should be considered at the time of review, no employee should ordinarily be retired on grounds of ineffectiveness if his service during the preceding 5 years or where he has been promoted to a high post during that 5 year period, his service in the highest post has been found satisfactory.

Consideration has ordinarily to be confined to the preceding years or to the period in the

higher post in case of promotion within the period of 5 years only when retirement is sought to be made on grounds of ineffectiveness. There is no such stipulation, however, where the employee is to be retired on grounds of doubtful integrity.

The above instruction is relevant only when an employee is proposed to be retired on the ground of ineffectiveness, but not on the ground of doubtful integrity. The damage to public interest could be marginal if an old employee, in the last year of service, is found ineffective; but the damage may be incalculable if he is found corrupt and demands or obtains illegal gratification during the said period for the tasks he is duty bound to perform.

- (4) The appropriate authority shall take further action for the recommendations of the committee. In every case, where it is proposed to retire a Government servant in exercise of the powers conferred by the said Rule(s), the appropriate authority should record in the file that it has formed its opinion that it is necessary to retire the Government servant in pursuance of the aforesaid rule(s) in the public interest.

Principles of natural justice do not get attracted in the context of the specific provisions of Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000 as amended. This means that no opportunity to show cause against the proposed action of premature retirement is to be given to the officer concerned. The order issued to the officer has to specify that action has been taken in the public interest, as the form prescribed makes the requirement abundantly clear. Action taken should, in fact, be bonafide and in the public interest based on relevant grounds and not be arbitrary or actuated by mala fides. Any contention that the action has been influenced by extraneous considerations; arbitrariness or malice will be closely inquired into by the Courts; and if the contention is upheld, the order of premature retirement is liable to be struck down. It is, therefore, absolutely essential that Departments ensure that action for premature requirement is taken in an appropriate manner.

- (5) The rules relating to premature retirement should not be used—
- (a) to retire a Government servant on grounds of specific acts of misconduct, as a short-cut to initiating formal disciplinary proceedings; or

It is clarified that the intention is not that when an officer has reached the stage in service where review under Rule 3(3) of Goa State Civil Service (Retirement) Rules 2000, as amended can be initiated and at that time, a specific act of misconduct also comes to notice, action under Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000 as amended cannot be taken. It is further clarified that premature retirement under Rule 3(3) of Goa State Civil Service (Retirement) Rules 2000, as amended is not a punishment, that there is no stigma and that no civil consequences follow. These conclusions will apply to an individual case only when an order under Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000, as amended is not a cover for what is, in fact, a punishment sought to be imposed. Hence illustratively, where on an alleged misconduct, a departmental inquiry has been conducted and the stage has also been reached as to the decision by the competent authority of the punishment to be imposed, it would not be appropriate to issue, instead, an order of premature retirement under Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000, as amended. But where no departmental inquiry has been initiated and the specific allegation of misconduct involving lack of integrity is only one facet on the service record of the officer, which has to be considered in toto, an order under Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000, as amended, can quite appropriately be passed if the same is otherwise justified. Each case has to be considered and decided on its own merit.

- (b) for reduction of surplus staff or as a measure of effecting general economy without following the rules and instructions relating to retrenchment.
- (6) Once a decision has been taken by the appropriate authority to retain a Government employee

beyond the age of 50 years in the case of employees referred to in Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000, as amended or beyond the age of 55 years in the case of others or beyond the date of completion of 30 years service under Rule 3(6) of Goa State Civil Service (Retirement) Rules, 2000, as amended or 30 years of qualifying service for pension under Rule 48 of the C.C.S.(Pension) Rules, he would ordinarily continue in service till he attains the age of retirement. If, however, the appropriate authority considers at any time after a review aforesaid that the retention of the Government employee will not be in the public interest, that authority may take necessary action to retire the officer by following the procedure laid down in this Office Memorandum.

- (7) When the appropriate authority has come to the conclusion that a Government employee may be prematurely retired, the three months, notice referred to in Rule 3(3) of Goa State Civil Service (Retirement) Rules, 2000, as amended, and Rule 3(6) of Goa State Civil Service (Retirement) Rules, 2000, as amended, may be given before the Government servant attains the specified age or has completed 30 years of service, as the case may be. But, the retirement should take place after Government servant has attained the relevant age or has completed 30 years of service as the case may be. In this connection, attention is invited to Note 1 under Goa State Civil Service (Retirement) Rules, 2000, as amended. Accordingly, a notice even longer than three months or before the Government servant attains the age of 50/55 years/completes 30 years service could be given but the date from which he is required to retire as specified in the notice should not be before he attains the age of 50/55 years, or completes 30 years' service, as the case may be. Similarly, in cases of retirement under Rule 48 of the C.C.S.(Pension) Rules, 1972, while the notice of such retirement could be given before the Government servant actually completes 30 years of service qualifying for pension, the date of expiry of the notice on which the Government employee's retirement would be effective should be one falling on or after the date of his completing 30 years of service qualifying for pension. The orders requiring a Government employee to retire after completing 30 years' qualifying service should, as a rule not be issued until after the fact that the Government employee has indeed completed, or would be completing on the date of retirement, qualifying service of 30 years, has been verified in consultation with the Accounts Officer concerned.
- (8) While computing the notice period of not less than three months, referred to in Rule 3 of Goa State Civil Service (Retirement) Rules, 2000 as amended, or in Rule 48 of the C.C.S. (Pension) Rules, 1972, the date of service of the notice and the date of its expiry shall be excluded. The date of premature retirement of a Government employee should be on the forenoon of the day (which should be treated as a non-working day) following the day of expiry of the notice.
- (9) The notice of retirement served on a Government employee in pursuance of the aforesaid rules will be as in the forms set out in Annexure-II. While Forms I and II may be used to serve the notice of retirement in a case where a Government employee has already attained the age of 50/55 years or completed 30 years of qualifying service/30 years of service, as the case may be, Form III or IV may be used in a case where it is decided to serve the notice of retirement before a Government servant actually attains the age of 50/55 years or completes 30 years of qualifying service/30 years of service, as the case may be. The proforma for ordering retirement in the public interest forthwith under Rule 3(3) and 3(6) of Goa State Civil Service (Retirement) Rules, 2000, as amended or Rule 48 of the C.C.S.(Pension) Rules, 1972, where it is decided to dispense with the "three months' notice, will be as in Forms V and VI.
- (10) In a case where a Government employee refuses to accept the service of notice of retirement or order of retirement alongwith cheque/cash equivalent to three months' pay and allowances, it should be ensured that the refusal of the Government employees is witnessed by two Gazetted Officers. In such a case a copy of the notice/order of retirement may be sent under registered post with acknowledgement due to the individual concerned at the last officially known address, with covering letter, stating that the original notice/order of retirement was taken by such and such person for delivery to him/her on such and such date and that he/she refused to accept the same and in the said circumstances, its copy is being sent by registered post for his/her record. In such a case, the date of effect of the notice of retirement/order of retirement

would be from the forenoon of the date following the date of refusal by the individual (witnessed by two Gazetted Officers). Where the person concerned has refused to accept the cheque/cash equivalent to three months' pay and allowances, the same procedure that is followed in case where a Government employee has failed to accept his/her dues from Government may be followed, in so far as its disbursement is concerned.

III. Procedure for Consideration of Representations:

- (1) A Government employee who has been served with a notice/order of premature retirement under the provisions mentioned above, may submit a representation within three weeks from the date of service of such notice/order.
- (2) On receipt of a representation, the Administrative Department/Office should examine the same to see whether it contains any new facts or any new aspect of a fact already known but which was not taken into account at the time of issue of notice/order of premature retirement. This examination should be completed within two weeks from the date of receipt of the representation. After such examination, the case should be placed before the appropriate Committee for consideration. The composition of the Committee for the purpose of considering the representations against premature retirement shall be as indicated in Annexure-I
- (3) The Committee considering the representation shall make its recommendations on the representation within two weeks from the date of receipt of the reference from the administrative authorities concerned. The authority which is empowered to pass final orders on the representation should pass its orders within two weeks from the date of receipt of the recommendations of the, Committee on the representation.
- (4) If, in any case, it is decided to reinstate a prematurely retired Government employee in a service after considering his representation in accordance with these instructions, the period intervening between the date of premature retirement and the date of reinstatement may be regulated by the authority ordering reinstatement as duty or as leave or dies-non, as the case may be, taking into account the merits of each case (see Rule 3(4) of Goa State Civil Service (Retirement) Rules, 2000, as amended).
- (5) In the cases of employees who had been prematurely retired on grounds of inefficiency and by the time the Committee to consider the representations against such premature retirement came to the conclusion that premature retirement was unjustified, the date of superannuation of the employees has already arrived or had passed, it has been decided that the authorities empowered to pass final orders may at their discretion reinstate the superannuated Government servants notionally with effect from the date of compulsory retirement and treat the period up to the date of superannuation, as duty for all purposes including pay and allowances (Also see proviso to Rule 3(4)(i) of Goa State Civil Service (Retirement) Rules, 2000, as amended).
- (6) Representations from Government employees who have been served with a notice/order of premature retirement, but have obtained stay order(s) from a Court against the order/notice of premature retirement, need not be considered by the Administrative Department/Office nor sent to the Committee until the disposal of the Court case. Thereafter, the cases may be examined as outlined above, also taking into account any material of a substantive nature that may feature in the Court judgement. (Also see Rule 3(4)(ii) of Goa State Civil Service (Retirement) Rules, 2000,as amended).

IV TIME-SCHEDULE FOR REVIEW:

In order to ensure that the review is undertaken regularly in due time Departments are requested to maintain a suitable register (or registers) of employees under their control or who belong to cadres/services controlled by them, who are due to attain the age of 50/55 years or complete 30 years of service, as the case may be, and also to instruct their Attached and Subordinate Offices to take similar action. This register should be scrutinized at the beginning of every quarter by a senior Officer in the Department and in Attached and Subordinate Offices and the review undertaken according to the following schedule:-

Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension, as the case may be, in the quarter indicated below to be reviewed
1. January to March 2. April to June 3. July to September 4. October to December	July to September of the same year. October to December of the same year. January to March of the next year. April to June of the next year.

V. GUIDELINES FOR REVIEW COMMITTEE FOR REVIEWING CR DOSSIER:

Entries in the CR Dossier of an officer will of course form a very important part of the total service record taken into consideration while reviewing any proposal for premature retirement. There are, however, certain misconceptions relating to the procedure to be adopted in this behalf and clarifications are given below based on judicial pronouncements.

The general impression prevalent that the Review Committee shall not take into account any remark that has not been communicated to the officer, is not a self-restraint that should invariably hold good in all circumstances. Non-communication of an adverse entry in regard to doubtful integrity may not be fatal in certain circumstances.

In a particular case, while an odd adverse remark that may not have been communicated to the officer concerned, could be taken into account as part of the total service record considered by the Review Committee, it would not, as a matter of course, be appropriate to take into account adverse remarks which have not been communicated to the officer.

The Supreme Court has also not accepted the contention that a remark of a genuine nature, without basing it on a specific instance, does not give an adequate opportunity for representation against it and should not, therefore, be taken into account.

Another point to be kept in view is that, when an overall assessment is made of the record of a Government servant, more than ordinary value should be attached to the confidential remarks pertaining to the years immediately preceding the review. It is possible that a Government servant having a somewhat erratic record in the early years of service may have so greatly improved with the passage of time that it would be appropriate to continue him in service up to the prescribed age of superannuation. Whatever value the confidential remarks of earlier years may possess, those pertaining to the later years immediately preceding the review are of direct relevance and hence of utmost importance.

VI. SERVICE RECORD FOR CONSIDERATION:

The term 'Service Record' is all embracing and review should not hence be confined to the consideration of only the annual confidential remarks recorded on the officer. In the case of a number of Departments, officers take action for concluding contracts, settling claims, assessing taxes or duties payable, etc. Doubts may have arisen relating to the bona fide nature of action taken by the officer, but on account of inadequate proof, it may not have been possible to initiate action for a regular departmental inquiry, leading finally to a punishment of the nature that find entry in the CR Dossier of the officer. But the personal file of the officer may have details of the nature of doubt that arose regarding the integrity of the officer and the result of the preliminary investigation that was carried out. Matters found on the personal file of the officer can and should also, therefore, be placed before the Review Committee and not only the CR Dossier of the officer.

It is likely that each allegation that comes to notice against the integrity of the officer may have been handled on a separate file and that details thereof may not be available on the personal file of the officer, which is confined only to establishment matters, like increments, promotions, leave, P.F. advance, etc. In such a situation, well ahead of the meeting of the Review Committee, the Department will have to compile together all the data available in the separate files and prepare a comprehensive brief for the consideration of the Review Committee.

There are a number of judicial pronouncements in support of the above instruction that a total assessment of the performance of the Government can be made. There have also been observations that have approved any measure by which the assessment by superiors, with an opportunity to watch the work and conduct of an officer is taken into account while deciding premature retirement.

There may be cases where it becomes necessary to review the record of an officer after he was promoted to a selection or non-selection post. In the light of the Supreme Court's Observations, the position that emerges is that, the period immediately preceding the review (which may be taken as five years) or the period after promotion would be of utmost importance. However, if during the aforesaid period of review, there is evidence of deterioration of efficiency or unsatisfactory performance, then it would be in order for the Review Committee to examine the entire service record to arrive at a total picture about the suitability or otherwise of the officer for further retention in service.

VII. NO SHOW-CAUSE NOTICE IS NECESSARY BEFORE A NOTICE OF PREMATURE RETIREMENT IS ISSUED:

No show-cause notice need be issued to any Government servant before a notice of retirement is issued to him under the Retirement Rules, 2000. The appropriate authority defined in Rule 2(a) of Goa State Civil Service (Retirement) Rules, 2000, as amended, should bona fide form an opinion that it is in the public interest to retire the Government servant in exercise of the powers conferred by that provision and this decision should not be an arbitrary decision or should not be based on collateral grounds. Accordingly, in every case where it is proposed to retire a Government servant in exercise of the powers conferred by the said rule, the appropriate authority should record in the file its opinion that it is necessary to retire the Government servant in pursuance of the aforesaid rule in the public interest. The order to be served on the Government servant would of course be on the form prescribed for the purpose.

VIII. PENSION IS ADMISSIBLE IN ADDITION TO PAY AND ALLOWANCES FOR THE ENTIRE PERIOD IN LIEU OF NOTICE:

- (i) As the Government servant concerned will retire immediately on payment of pay and allowances in lieu of notice, he would be entitled to pension from the date of such retirement and the pension shall not be deferred till after the expiry of the period of three months for which he is paid pay and allowances. In other words, pay and allowances given in lieu of the notice period would be in addition to pension for the said period.
- (ii) The Government servants who are given pay and allowances in lieu of the notice period are entitled to House Rent Allowance and City Compensatory Allowance at the rates at which they were drawing the allowances immediately before retirement.
- (iii) The payment of pay and allowances in lieu of the notice period should be made simultaneously with the order of retirement.
- (iv) The pay and allowances to be given in lieu of notice period would be the pay and allowances drawn by him immediately before retirement. Since he would stand retired immediately on payment of pay and allowances, the question of taking into consideration the date of increment does not arise.
- (v) The three months' pay and allowances given in lieu of notice are salary and therefore, income tax is required to be deducted at source.
- (vi) The Government servant would stand retired immediately on payment of three months' pay and allowances in lieu of the notice period and will not be in service thereafter. Therefore, the question of counting any period subsequent to the date of such retirement for purposes of pension, etc., does not arise.

IX. PROCEDURE FOR PAYMENT OF NOTICE PERIOD PAY AND ALLOWANCES ON RETIREMENT:

Payments in lieu of three months' notice will arise in cases where retirement of an officer by giving three months' notice may not be desirable in public interest. The following procedure has been prescribed in relaxation of the provisions of Central Treasury Rules:-

- (i) The Drawing and Disbursing Officer in a department may be authorised by the competent authority to draw a special advance from the treasury whenever claims of the type are to be met. It will not be necessary to mention therein the name(s) of the Government servant(s) to be so retired. The amount of advance to be sanctioned by the competent authority shall be restricted to the net amount to be paid to the Government servant(s).
- (ii) The amount to be paid to a Government servant to be so retired should be computed on the basis of-
 - (a) pay and allowances which he is receiving at the time of retirement, less
 - (b) statutory deductions like income tax. All other dues outstanding against the Government servant such as house building advance, conveyance advance, house rent, travelling allowance, etc. may be left to be recovered from the gratuity payable under the C.C.S. (Pension) Rules, 1972.
- (iii) The special advance may be drawn by the Drawing and Disbursing Officer on a bill in the form of a simple receipt, similar to Form TR 42. A signed copy of the sanction should be enclosed with the bill to submitted to the treasury.
- (iv) The special advance may be adjusted under Major Head from which the salary of the employees is drawn and paid. An adjustment bill will thereafter be sent to the Pay and Accounts Officer alongwith acquittance of the Government servant(s) concerned together with the charge report(s), if any for the adjustment of the advance.
- (5) Clarification on orders of premature retirement.- (a) Date of retirement: The orders regarding retirement on the last day of the month will not apply to the cases of premature retirement.
 - (b) Grant of leave due/admissible: Leave due and admissible may be allowed if applied for by the Government servant during the period of notice.
 - (c) Undrawn increment: As the Government servant continues to be in service during the period of notice, he will be entitled to increment falling due during the period under FR 26. If, on the other hand, the official is retired by giving pay and allowances in lieu of the notice period, no increment will be admissible as the retirement in such cases takes immediate effect.

Sd/-

(D. M. Borkar)

Under Secretary (Personnel)

ANNEXURE-I

Sr. No.	Category of employees	Composition of Review Committee	Composition of Representation Committee
1.	2.	3.	4.
	(a) Head of the Departments who do not belong to All India Services	1) DC - Chairman 2) Administrative Secretary of the Department- Member Secretary to be nominated by the CS when the DC or CS is Administrative Secretary of the Department Member 3) Nominee of the CS-Member	1) CS - Chairman 2) DC - Member 3) When DC or CS is the Administrative Secretary, the nominee of the CS.
	(b) Group 'A' Officers other than Heads of Departments.	—do—	—do—

	(c) Goa Civil Service and Goa Police Service Officers.	—do— (In case of Goa Police Service Officers, DGP will be the third member).	—do— (In case of Goa Police Service Officers, the third member will be DGP).
	(d) All Group 'B' Officers.	As in Col. No.3 at Sr.No.1	As in Col.No.4 above at Sr. No. 1
2.	Group 'C' and 'D' employees in the Secretariat.	Secretary(GA)-Chairman. Joint Secretary/Under Secretary(Personnel)-Member. Under-Secretary(GA)-Member.	DC-Chairman. Secretary(GA)-Member.
3.	Group 'C' and 'D' employees outside the secretariat.	Head of Department-Chairman, Under Secretary of the Administrative Department-Member. Under Secretary (Personnel)-Member. (Departments under Single File System, Head of Department shall nominate one senior most officer as member in place of Under Secretary of the Administrative Department).	DC-Chairman Secretary of the Administrative Department-Member. When DC or CS is the Administrative Secretary, the officer to be appointed by CS.

ANNEXURE-II**FORM I**

(To be used where the Governor is the appropriate authority to retire a State Government servant)

ORDER

Whereas the Governor is of opinion that it is in the public interest to do so;

NOW, THEREFORE, in the exercise of the powers conferred by Rule _____ of Goa State Civil Service (Retirement) Rules, 2000, as amended/Rule 48 of the Central Civil Services (Pension) Rules, 1972, the Governor hereby gives notice to _____ (name) _____ (designation) that he having already attained the age of fifty/ fifty-five years or having completed thirty years' service qualifying for pension of the _____ 20 _____, shall retire from service on the forenoon of _____ or on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him.

(Signature)

Designation

To,
Shri/Smt. _____

ACKNOWLEDGEMENT

I, _____ now holding the post of _____ hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned

Name

Designation

Place

Date

Signature

Designation

Place

Date

FORM II

(To be used where an authority other than the Governor is the appropriate authority to retire a Government servant)

ORDER

WHEREAS the _____ (appropriate authority) is of opinion that it is in the public interest to do so:

NOW, THEREFORE, in the exercise of the powers conferred by Rule _____ of Goa State Civil Service (Retirement) Rules, 2000, as amended/Rule 48 of the Central Civil Services (Pension) Rules, 1972, _____ the (appropriate authority) hereby gives notice to _____ (name) _____ (designation) that he, having already attained the age of fifty/fifty-five years or having completed thirty years of service or thirty years of service qualifying for pension on the _____ 20 _____ shall retire from service on the forenoon of _____ or on the forenoon of the day following the date of expiry of three months computed from date following the date the of service of this notice on him.

(Signature)

Designation of the appropriate authority

To,
Shri/Smt. _____

ACKNOWLEDGEMENT

I, _____ now holding the post of hereby
_____ acknowledge the receipt of the original notice of the order of retirement as aforesaid.

Countersigned
Name
Designation
Place
Date

Signature

Designation
Place
Date

FORM III

(To be used where the Governor is the appropriate authority to retire a State Government servant)

ORDER

WHEREAS the Governor is of opinion that it is in the public interest to do so:

NOW, THEREFORE, in the exercise of the powers conferred by Rule _____ of Goa State Civil Service (Retirement) Rules, 2000, as amended/Rule 48 of the Central Civil Services (Pension) Rules, 1972, the Governor hereby gives notice to _____ (name) _____ (designation) that he, on attaining the age of fifty/ fifty-five years or on completing thirty years' service qualifying for pension on the _____, shall retire from service on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him, whichever is later.

(Signature)

Designation

To,
Shri/Smt. _____

ACKNOWLEDGEMENT

I, _____ now holding the Post of _____ hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

countersigned:

Name

Designation

Place

Date

Signature

Designation

Place

Date

FORM IV

(To be used where an authority other than the Governor is the appropriate authority to retire a Government servant)

ORDER

WHEREAS the _____ (appropriate authority) is of the opinion that it is in the public interest to do so:

NOW, THEREFORE, in exercise of the powers conferred by Rule _____ of Goa State Civil Service (Retirement) Rules 2000, as amended/Rule 48 of the Central Civil Services (Pension) Rules, 1972, the _____ (appropriate authority) hereby gives notice to _____ (name) _____ (designation) that he on attaining the age of fifty/ fifty-five years or on completing thirty years of service or thirty years of service Qualifying for pension on the _____ 20 _____, shall retire from service on the forenoon of _____ or on the forenoon of the day following the date of expiry of three months computed from the date following the date of service of this notice on him, whichever is later.

(Signature)

Designation of the appropriate authority

To,

Shri/Smt. _____

ACKNOWLEDGEMENT

I, _____ now holding the post of _____ hereby acknowledge the receipt of the original notice of the order of retirement as aforesaid.

countersigned:

Name

Designation

Place

Date

Signature

Designation

Place

Date

Department of Personnel

No. 2/6/94-PER (Vol. I)

Date:- 05-01-2001

ORDER

In terms of the Goa State Civil Services (Retirement) Rules, 2000 (hereinafter called the "said Rules"), circulated vide Notification of even number dated 29-08-2000, published in the Official Gazette (Extraordinary No. 2) Series I No. 21 dated 30-08-2000 and subsequent amendment dated 20-12-2000, every Government servant including workman/artisan except teachers and other teaching staff and Group 'D' employees shall inter alia, retire from service on attaining the age of 58 years. However, Prior to the coming into force of the said Rules, some Government employees who claimed to be artisans, skilled workers, etc., had approached the Hon'ble High Court at Bombay, Panaji Bench, with a plea that they were/are entitled to remain in service upto 60 years i.e. their age of superannuation should be 60 years in terms of F.R. 56 (b), and the Hon'ble High Court has given relief in this regard to some petitioners.

(2) However, the F.R. 56 itself has ceased to apply to all the employees in Group 'A', 'B', 'C' and 'D' posts on and from the date of coming into force of the said Rules. Therefore, the petitioners, if they are in service, shall not get the benefit of the Orders of the Hon'ble High Court beyond 28-02-2001, in view of the above Rules.

(3) It is, therefore, clarified that the petitioners who are continuing in service beyond 58 years as per the orders of the Hon'ble High Court shall be relieved from Government service with effect from 28-02-2001 (AN) or on attaining the age of 60 years, whichever is earlier. Before relieving them, it should be brought to the notice of the Hon'ble High Court that in view of framing of the said Rules, they shall not be entitled to the benefit of retirement at 60 years with effect from 28-02-2001 (AN).

(4) It is also further clarified that similar cases which are pending in the Hon'ble High Court should be defended in accordance with the provisions of the said Rules so that no Government employees in the category of workman/artisan should be entitled to retire at the age of 60 years, in future.

(5) Receipt of this Order should be acknowledged.

By order and in the name of
the Governor of Goa

Sd/-
(D. M. Borkar)
Under Secretary (Personnel)

Department of Personnel

No. 2/6/94-PER (Vol.-I)

Date:- 22nd September, 2000

CIRCULAR

Attention is invited to the Goa State Civil Services (Retirement) Rules, 2000, circulated vide Notification of even number dated 29-8-2000, which is published in the Official Gazette (Extraordinary No. 2), and Series I No. 21 dated 30-8-2000. Sub-rule (3) of Rule 1 of the aforesaid Rules stipulates that they shall be applicable to Group 'D' staff with effect from 31-12-2000 (AN). It has been now decided by Government that this cut off date shall also be applicable to the employees in Group 'C' posts in whose case age of retirement stands reduced from 60 years to 58 years. This is done in order to provide sufficient time for preparation of the pension papers so that the officials are not put to financial hardship for want of pension/pensioner benefits on their retirement.

2. Enquires are being made by various Departments whether the GSCS (Retirement) Rules, 2000, are also applicable to the teachers and other teaching staff in various institutions. It is hereby clarified that the teachers and other teaching staff's age of superannuation is regulated by separate orders and they shall retire on superannuation on attaining age of 60 years. In other words, GSCS (Retirement) Rule, 2000, are not applicable to the teachers and other teaching staff.

3. A suitable amendment to GSCS (Retirement) Rules, 2000, to this effect will be issued shortly.

Sd/-
(D. M. Borkar)
Under Secretary (Personnel)

Department of Personnel

No. 2/6/94-PER (Vol. I)

Dated : 29-08-2000

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, namely: -

1. Short title, application and commencement. - (1) These Rules may be called the *Goa State Civil Services (Retirement) Rules, 2000*.

(2) They shall apply to all employees in Group 'A', 'B', 'C' and 'D' posts under Government of Goa 2[Omitted].

(3) They shall come into force from the date of their publication in the Official Gazette. However, they shall be applicable to the 1[Group 'C'] staff with effect from 31-12-2000 (AN).

2. Definitions. - In these Rules, unless the context otherwise requires, -

(a) "appropriate authority" means the authority which has the powers to make substantive appointments to the post or service from which the Government servant retired or wants to retire.

(b) "Government Servant" means a person who is holding a Group 'A', 'B', 'C' or 'D' post under Government of Goa.

(c) "Government" means Government of Goa.

(d) "F.R. 56" means Rule 56 of Fundamental Rules which are in force with effect from 01-01-1922.

3. Retirement of Government Servants. - (1) Except as otherwise provided in these Rules, every Government servant including workman/artisan shall retire from service on the afternoon of the last day of the month in which he attains the age of 4[sixty years]:

5[Provided that a non-teaching Government doctor (medical practitioner) shall retire from service in the afternoon of the last day of the month in which he attains the age of sixty-two years:

Provided further that a Government servant whose date of birth is the first of the month, he shall retire from service in the afternoon of the last day of the preceeding month on attaining the age of sixty years or sixty-two years, as the case may be.]

4[Omitted]

(2) No Government servant shall be granted extension in service beyond the age of retirement of 5[sixty years or sixty-two years, as the case may be.];

Provided that a specialist in medical or scientific fields may be granted extension of service upto the age of sixty years if such extension is in public interest and the grounds for such extension are recorded in writing.

Provided further that the appropriate authority shall have the right to terminate the extension by giving notice in writing of not less than one month or pay and allowances in lieu of such notice.

(3) Notwithstanding anything contained in these rules, the appropriate authority shall, if it is of the opinion that it is in public interest so to do, have the absolute right to retire any Government servant by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice,-

(i) if he is in Group 'A' or Group 'B' service or post in a substantive, or temporary capacity and had entered Government service before attaining the age of 35 years, after he has attained the age of 50 years;

(ii) in any other case, after he has attained the age of fifty-five years.

(4) (i) If on a review of the case, either on a representation from the Government servant retired prematurely or otherwise, it is decided to reinstate the Government servant in service, the authority ordering reinstatement may regulate the intervening period between the date of premature retirement and the date of reinstatement by the grant of leave of any kind due and admissible, including extraordinary leave, or by treating it as dies-non depending upon the facts and circumstances of the case:

Provided that the intervening period shall be treated as a period spent on duty for all purposes including pay and allowances, if it is specifically held by the authority ordering reinstatement that the premature retirement was itself not justified in the circumstances of the case, or, if the order of premature retirement is set aside by a Court of Law.

(ii) Where the order of premature retirement is set aside by a Court of Law with specific directions in regard to regulation of the period between the date of premature retirement and the date of reinstatement and no further appeal is proposed to be filed, the aforesaid period shall be regulated in accordance with the directions of the Court.

(5) (i) Any Government servant may, by giving notice of not less than three months in writing to the appropriate authority, retire from service after he has attained the age of fifty years if he is in Group 'A' or Group 'B' service or post (and had entered Government service before attaining the age of thirty five years) and in all other cases, after he has attained the age of fifty five years:

Provided that, it shall be open to the appropriate authority to withhold permission to a Government servant under suspension who seeks to retire under this sub-rule.

(ii) A Government servant may make a request in writing to the appropriate authority to accept notice of less than three months, giving reasons therefor.

(iii) On receipt of a request under clause (ii) of sub-rule (5) above, the appropriate authority may consider such request for the curtailment of the period of notice of three months on merits and if it is satisfied that the curtailment of the period of notice will not cause any administrative inconvenience, the appropriate authority may relax the requirement of notice of three months on the condition that the Government servant shall not apply for commutation of a part of his pension before the expiry of the period of notice of three months.

(iv) A Government servant, who has elected to retire under this rule and has given the necessary intimation to that effect to the appropriate authority, shall be precluded from withdrawing his election subsequently except with the specific approval of such authority:

Provided that the request for withdrawal shall be within the intended date of his retirement.

(6) Notwithstanding anything contained in sub-rule (5) above, the appropriate authority shall, if it is of the opinion that it is in the public interest to do so, have the absolute right to retire a Government servant in Group 'C' service or post who is not governed by any pension rules, after he has completed thirty years service by giving him notice of not less than three months in writing or three months pay and allowances in lieu of such notice.

(7) A Government servant in Group 'C' service or post who is not governed by any pension rules, may, by giving notice of not less than three months in writing to the appropriate authority, retire from service after he has completed thirty years service.

4. Cessation and Saving. - (1) On and from the date of coming into force of these Rules, the provisions of F.R. 56 shall cease to apply to all the employees in Group 'A', 'B', 'C' and 'D' posts under Government of Goa.

(2) Notwithstanding such cessation, anything done or any action taken including any order made, direction given or notice issued under the provisions of said F.R. 56, shall in so far as it is not inconsistent with these Rules, be deemed to have been done, taken, made, given or issued as the case may be, within the corresponding provisions of these Rules.

NOTE 1 - The three months notice referred to in sub-rules (3), (5), (6) and (7) of Rule 3, may be given before the Government servant attains the age specified in sub-rules (3) and (5) or has completed 30 years of service in respect of cases specified in sub-rules (6) and (7), provided that the retirement takes place after he has attained the specified age or has completed 30 years service, as the case may be.

NOTE 2 - In computing the notice period of three months referred in these Rules, date of service of the notice and the date of its expiry shall be excluded.

NOTE 3- A Government servant, including a workman/artisan, who is granted extension of service, after he has attained the age of superannuation, shall not be promoted to another post during the period of extension.

NOTE 4 - The date on which a Government servant attains the age of 5[sixty years or sixty two years as the case may be] shall be determined with reference to the date of birth declared by the Government servant at the time of appointment and accepted by the appropriate authority on production, as far as possible, of confirmatory documentary evidence, such as, High School or Higher Secondary or Secondary School Certificate or extracts from birth register. The date of birth so declared by the Government servant and accepted by the appropriate authority shall not be subject to any alteration except as specified in this note. 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

NOTE 5- A Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of 5[sixty years or sixty two years as the case may be].

By order and in the name of the
Governor of Goa.

Sd/-

(D. M. Borkar)

Under Secretary (Personnel)

1. Substituted vide amendment dated 20/12/2000 published in the O.G. Series I No. 38 dated 21/12/2000.
2. The expression "but shall not apply to teachers and other teaching staff" added vide amendments dated Substituted vide amendment dated 20/12/2000 published in the O.G. Series I No. 38 dated 21/12/2000 stands deleted. Para 1A inserted vide amendment dated 31/08/2001 published in the O.G. Series I No. 22 dated 03/09/2001.
3. Vide amendment dated 29/05/2006 published in the O.G. Series I No. 8 dated 30/05/2006 the following first proviso of rule 3 "Provided that a Government servant in Group D service or post shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years" is substituted with " Provided that a Government servant in Group D service or post or who is a teacher, and all other teaching staff, shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years.

Provided further that a teacher or other teaching staff who has completed the age of fifty eight years on or after 18th day of April, 2006 but before the commencement of the Goa State Civil Services (Retirement)(Third Amendment) Rules, 2006, shall also retire from service on the afternoon of the last day of the month in which he attains the age of sixty years”.

4. Substituted vide amendment dated 23/03/2007 published in the O.G. Series in No. 51 dated 23/03/2007.
 5. Substituted vide amendment dated 30/12/2016 published in the O.G. Series in No. 40 dated 05/01/2017.
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PERSONNEL DEPARTMENT

Directorate of Accounts

Dated:- 19/06/2020

CIRCULAR

The application form and bill form can be downloaded from our website www.accountsgoa.gov.in.

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

FORM-I/A

**FORM FOR APPLICATION FOR PAYMENT OF NEW DEFINED PENSION
CONTRIBUTION SCHEME 7TH PAY ARREARS**

To,
The Director of Accounts,
Government of Goa,
Panaji-Goa

(THROUGH THE HEAD OF OFFICE)

Sir,

I am to apply for the release of 7th pay New Defined Pension Contribution Scheme (NPS) arrears of pay which was credited to special account as per the instructions contained in Government orders listed below:

1. No 8/1/2016-Fin(R&C)/(A) dated 30th November 2016
2. No.8/1/2016-fin(R&C)/(C)/1681 dated 06th February 2017

[illegible]

Yours faithfully,

Signature:
Name:
Address:

Station:
Date:

(FOR USE BY HEAD OF OFFICE)

- Forwarded to the Director of Accounts, Panaji-Goa, for necessary action
- His/her 7th Pay arrears under NPS were credited as under:

Voucher No	Dated	Amount	Percentage
Total Rs			

Certified that amount of Rs /- (Rupees Only) credited to the NPS Account of Shri/Smt/Kum. Is verified and found to be correct as per this office records.

Signature of Head of Office/Department
STO

Code:.....

DDO

Code:.....

Voucher No:

Date:

Bill for the payment of Seventh Pay NPS arrears for the establishment of the

Period from to

P.P.A N. is

Sr No.	Name of Subscriber	Authority No	Amount
		Total	

Net amount required for payment (in words) RupeesOnly)

Space for Classification

Signature:

Designation of the drawing officer

Station :

Date:

(For use in Directorate of Accounts Only)

Pay Rs

(Rupees.....only)

Accountant.....

Examined and entered

(Assistants Accounts Officer)
NPS Section

(Dy. Director of Accounts)
NPS Section

Department of Finance (Revenue & Control)

No.12/4/2004-Fin(R&C)/Part-I

Dated:- 20/08/2019

NOTIFICATION

- Read:** (1) Notification No.12/4/2004/Fin(R&C) dated 05/08/2005
(2) Corrigendum No. 12/4/2004/Fin(R&C)/Part-I dated 22/08/2006
(3) Corrigendum No. 12/4/2004/Fin(R&C)/Part-I dated 22/01/2007
(4) O.M. No. 12/4/2004/Fin(R&C)/Part-I dated 12/09/2017.

WHEREAS the Government had introduced new restructured defined Contribution pension system viz. National Pension System (NPS) vide Notification dated 05/08/2005, read at (1) above. The said system was made mandatory for all new recruits to the Government of Goa's service as well as new recruits in all educational and other institutions in the State of Goa whose cost of salaries or persons are debited to the Consolidated Fund of the State of Goa w.e.f. 05/08/2005, by adopting Government of India's, Ministry of Finance, Department of Economic Affairs, Notification No.5/7/2003-ECB & PR dated 22/12/2003.

AND WHEREAS, the Pension Fund Regulatory and Development Authority, New Delhi, vide their letter No. PFRDA/17/08/11/0007/2019-SUP-SG dated 14/05/2019, has informed that the PFRDA Act was passed in September, 2013 and notified on 1st February, 2014. Section 20 (1) which states that "the contributory pension system notified by the Government of India in the Ministry of Finance vide notification number F.No. 5/7/2003-ECB&PR, dated the 22nd December, 2003, shall be deemed to be the National Pension System with effect from the 1st day of January, 2004, and such National Pension System may be amended from time to time by regulations".

AND WHEREAS, the Section 12 (4) of PFRDA Act, 2013 states that "Notwithstanding anything contained in sub-section (3), any State Government or administrator of a Union territory may, by notification, extend the National Pension System to its employees".

AND WHEREAS, while the Government of India notification dated 22nd December, 2003 is covered under the PFRDA Act, notifications issued by the State Governments for adoption of NPS for their employees are not covered within the provision of PFRDA Act. This was due to the fact that the notifications of State Governments in most cases, were issued prior to the enactment and notification of the PFRDA Act, 2013.

NOW THEREFORE, in order to provide a firm legal backing to the adoption of NPS for State Government employees and to bring the earlier notification regarding adoption of NPS for the State Government employees within the ambit of the PFRDA Act, 2013, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf and in exercise of the powers under sub-section (4) of section 12 read with sub-section (1) of section 20 of the Pension Fund Regulatory and Development Authority Act, 2013 (Act no.23 of 2013), the Government of Goa is pleased to extend the National Pension System to all the employees mentioned in the Notification No. 12/4/2004/FIN(R&C) dated 05/08/2005 with effect from 5th August, 2005 and to direct that the said Notification as amended shall be deemed to have been notified under the said section 12 (4) of Pension Fund Regulatory and Development Authority, 2013.

By order and in the name of
the Government of Goa

Sd/-

(Daulat A. Hawaldar, IAS)
Secretary (Finance)

Directorate of Accounts,

No.DA/Control/7-23(xvii)/2019-20/TR-142/96

Date:- 15, July 2019

Saka:- 24, Asadha 1941

CIRCULAR

The “National Pension System” was extended to the employees of Government of Goa w.e.f. 05/08/2005 vide Notification No. 12/4/2004/Fin(R&C) dated 05/08/2005.

Subsequently the Government of India vide OM No. 7/5/2012-P&PW(F)/B dated 26/08/2016 issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners Welfare, extended the benefits of ‘Retirement Gratuity and Death Gratuity’ to the Central Government employees covered under the Defined Contribution Pension System i.e. the “National Pension System” on the same terms and conditions, as applicable to employees covered by the Central Civil Service (Pension) Rules, 1972.

Government of Goa vide OM No. 12/4/2004-Fin(R&C)/Part-I/2345 dated 12/09/2017, has adopted the above referred OM dated 26/08/2016 in respect of Government employees covered under the National Pension System.

The instruction/guidelines to be followed are summarized and given in the Annexure enclosed herewith for the guidance of all the Heads of Departments/ Heads of Offices/ Drawing and Disbursing Officers.

All the Heads of Departments are requested to bring the contents of this Circular to the notice of all the Drawing & Disbursing Officers as well as Heads of Offices functioning under them. Copy of this circular is available on this Directorate website www.accountsgoa.gov.in.

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

ANNEXURE

(Circular No. DA/Control/7-23(xvii)/2019-20/TR-142/96 dated 15/07/2019)

Guidelines/ Instructions to be followed by the Head of Offices

1. The NPS Contribution may be stopped three months prior to retirement on superannuation.
2. The Head of Office shall forward to the Dy. Director of Accounts, NPS Section, following documents not later than three months before the date of superannuation and in cases other than retirement on superannuation, not later than three months after retirement.
 - a) Form 7
 - b) Form 8
 - c) Form 5
 - d) Calculation Sheet (in triplicate)
 - e) Service Book duly completed and up-to-date
 - f) Descriptive roll of employee attested by Head of Office (in duplicate)
 - g) Specimen Signature of employee duly attested by Head of Office (in duplicate)
 - h) Photograph of employee duly attested by Head of Office (in triplicate)
 - i) Nomination Form A (in duplicate)
 - j) Consent and Undertaking of employee (in duplicate)
 - k) No Dues Certificate
 - l) Pay Fixation Statements (to be affixed to the service book)
 - m) Voucher Number and date of last NPS Contribution of employee
 - n) Order for voluntary retirement/Compulsory retirement (if required)
 - o) PPAN and PRAN allotted to the employee
 - p) Copy of cancelled cheque of the bank account specified in Form 5

3. In case of a Death Case the Head of office shall forward to the Dy. Director of Accounts, NPS Section, following documents duly filled.
 - a) Form 18
 - b) Form 19
 - c) Form 12 (to be filled in separately by each nominee)
 - d) Calculation Sheet (in triplicate)
 - e) Service Book duly completed and up-to-date
 - f) Descriptive roll of the nominee/nominees duly attested by Head of Office (in duplicate)
 - g) Specimen Signature of nominee/nominees duly attested by Head of Office (in duplicate)
 - h) Photograph of nominee/nominees duly attested by Head of Office (in triplicate)
 - i) Consent & Undertaking of nominee/nominees duly attested by Head of Office (in duplicate)
 - j) No Dues Certificate
 - k) Pay Fixation Statements (to be affixed to the service book)
 - l) Death certificate in original
 - m) PPAN and PRAN allotted to the employee.
 - n) Voucher No. & Date of last NPS contribution of employee.
 - o) Copy of cancelled cheque of the bank account specified in Form 12
4. If no nomination details are available with the office or if nomination made does not subsist, the Death cum Retirement Gratuity (DCRG) shall be paid in the manner as indicated in Rule 51 of CCS (Pension) Rules 1972. The Head of Office shall issue a sanction order to that effect indicating the name of the nominee/nominees and amount payable to each nominee.
5. The Amount of DCRG payable shall not exceed Rs. 10 lakhs in case of employees retiring/who have expired on or before 31/12/2015.
6. The Amount of DCRG payable shall not exceed Rs. 20 lakhs in case of employees retiring/who have expired on or after 01/01/2016.
7. The amount of Gratuity will be sanctioned through Public Sector Banks. The list of Public Sector banks for the purpose of payment is given below:
 - State Bank of India
 - Bank of India
 - Bank of Baroda
 - Central Bank of India
 - Canara Bank
 - Syndicate Bank
 - Union Bank of India
 - Indian Overseas Bank
 - Corporation Bank
8. The retiring Government employee in Form 5 or the nominee in Form 12, as the case may be, may provide details of the bank account in any one of the above 9 Public Sector Banks, in which he/she desires to receive the payment.
9. On receipt of the above stated forms/documents in the NPS Section, Directorate of accounts, the officers shall scrutinize and apply the requisite checks.
10. The Directorate of Accounts will then authorize the payment of Gratuity if all the Forms/documents are in order.
11. If any deductions are proposed to be made from the Gratuity, then the same will be done by the NPS Section. NPS Section will propose a transfer entry giving the details of deductions viz name of the employee, amount PPAN no., Head of Account to which the amount is to be credited, etc.
12. The NPS Section will then issue a Special Seal Authority letter to the Link branch of the bank as specified in Form 5/Form 12 for the net amount of Gratuity.
13. A copy of authority letter will be forwarded to the paying branch of the bank, the concerned Department and the employee/nominee along with the calculation sheet.

14. A copy of photograph of the employee/nominee will be affixed to the authority letter. A copy of descriptive roll, Consent and undertaking, specimen signature, nomination form and a copy of cancelled cheque will be forwarded to the concerned link branch along with the authority letter.
15. In case of misplacement of the authority letter by the bank, the bank shall submit non-payment certificate for issue of duplicate authority letter by this Directorate.
16. In case of more than one nominee, a separate authority letter will be issued for each nominee.
17. The payment of DCRG shall be booked under the following head of account until further orders;
 - a) For Government Employees
 - 2071-Pension and Other Retirement Benefits
 - 01-Civil
 - 104- Gratuities
 - 01- Gratuities
 - 04-Pensionary Charges
 - b) For Aided Institutions Employees
 - 2071-Pension and Other Retirement Benefits
 - 01-Civil
 - 109- Pension to employees of State Aided Educational Institutions
 - 03- Gratuities
 - 04-Pensionary Charges

Sd/-

(P. R.Pereira)

Director of Accounts

Department of Finance (Revenue & Control)

No.12/1/2019-Fin.(R&C)

Dated: 11/02/2019

CIRCULAR

References have been received in Finance Department seeking clarification on grant of Dearness Relief (DR) to the Pensioners/Family Pensioners of Autonomous Bodies who are in receipt of pension in pre-revised pay structure/scales of 6th Central Pay Commission.

2. Whereas the Finance (Expenditure) Department issues Office Memoranda from time to time for Dearness Allowance in respect of the employees of State Government and its Autonomous bodies who continue to draw their pay and allowances in the pre-revised scale of pay as per 6th Central Pay Commission. The rate of Dearness Allowances has been enhanced from time to time i.e. 125% w.e.f. 01/01/2016, 132% w.e.f. 01/07/2016, 136% w.e.f. 01/01/2017, 139% w.e.f. 01/07/2017, 142% w.e.f. 01/01/2018 and 148% w.e.f. 01/07/2018, in respect of the employees of State Government and its Autonomous bodies who continue to draw their pay and allowances in the pre-revised scale of pay as per 6th Central Pay Commission. However, the pensioners who are drawing pre-revised pension as per 6th CPC are getting DR at rate of 125%.

3. The matter has been considered in this Department. To resolve the hardship being faced by the pensioners of Autonomous bodies/Corporations, it has been decided by the Government to extend the Office Memoranda of Dearness Allowance issued by the Finance (Expenditure) Department from time to time for the employees of State Government and its Autonomous bodies who continue to draw their pay and allowances in the pre-revised scale of pay as per 6th Central Pay Commission, for grant of Dearness Relief to pensioners of the Autonomous bodies/Corporations who are in pre-revised pension as per 6th Central Pay Commission, under their administrative control.

Sd/-

(Sushama D. Kamat)

Under Secretary Fin. (R&C).

Directorate of Accounts

No. DA/Control/7-23(xvii)/2018-19/TR-468/329

Date: 16 January, 2019

Saka: 26 Pausa, 1940

CIRCULAR**Subject: Guidelines for Partial Withdrawal from National Pension System**

Vide this office Circular no. DA/Control/7-23(xvii)/2018-19/TR-461/384 dated 19/02/2018. the guidelines for withdrawal and exit from the National Pension System were circulated.

PFRDA has now permitted partial withdrawals under the National Pension System as per Regulation 8 of the PFRDA (Exit and Withdrawal from National Pension System) (First Amendment), 2017.

An application for partial withdrawal is to be submitted by the subscriber to the concerned Head of Office/Head of Department in Form No. 601 PW along with the required documents mentioned therein.

The guidelines for the partial withdrawal from the National Pension System are summarized and given in the Annexure for guidance.

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

Copy of this circular. Form 601 PW and Sanction Order is available on this Directorate website www.accountsgoa.gov.in.

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

ANNEXURE

(Circular No. DA/Contro/17-23(xvii)/2018-19/TR- 468/329 dated 16/01/2019)

GUIDELINES ON PROCESS TO BE FOLLOWED BY SUBSCRIBERS AND HEAD OF OFFICES/HEAD OF DEPARTMENTS FOR PROCESSING OF PARTIAL WITHDRAWAL REQUEST

As per Regulation 8 of the PFRDA (Exit and withdrawal from National Pension System) (First amendment) Regulations 2017, a Partial withdrawal of accumulated pension wealth of the subscriber, not exceeding twenty-five percent of the contributions made by the subscriber and excluding contributions made by employer, if any, shall be permitted under the National Pension System (NPS) at any time before exit from NPS subject to the terms and conditions, purpose, frequency and limits specified below:-

(A) Purpose:

A subscriber on the date of submission of the withdrawal form shall be permitted to withdraw not exceeding twenty-five percent of the contributions made by such subscriber to his individual pension account, for any of the following purposes only:-

- a) For higher education of his or her children including a legally adopted child.
- b) For the marriage of his or her children, including a legally adopted child.
- c) For the purchase or construction of a residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse. In case the subscriber already owns either individually or in the joint name a residential house or flat other than ancestral property, no withdrawal under these regulations shall be permitted.
- d) For treatment of specified illnesses: if the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents suffer from any specified illness, which shall comprise of hospitalization and treatment in respect of

the following diseases.

- (i) Cancer
- (ii) Kidney Failure (End Stage Renal Failure)
- (iii) Primary Pulmonary Arterial Hypertension.
- (iv) Multiple Sclerosis
- (v) Major Organ Transplant
- (vi) Coronary Artery Bypass Graft.
- (vii) Aorta Graft Surgery
- (viii) Heart Valve Surgery
- (ix) Stroke
- (x) Myocardial infarction
- (xi) Coma
- (xii) Total blindness
- (xiii) Paralysis
- (xiv) Accident of serious/life threatening nature
- (xv) Any other critical illness of a life threatening nature as stipulated in the circulars, guidelines or notifications issued by the Authority from time to time.

(B) Limits

The permitted withdrawal shall be allowed only if the following eligibility criteria and limit for availing the benefit are complied with by the subscriber:

- (i) The subscriber shall have been in the National Pension System at least for a period of three years from the date of his or her joining.
- (ii) The subscriber shall be permitted to withdraw accumulations not exceeding twenty five per cent of the contributions made by him or her and standing to his or her credit in his or her individual pension account, excluding contributions made by employer, if any, as on the date of application for withdrawal.

(C) Frequency:

The subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the National Pension System.

(D) Partial Withdrawal process/documents:

Role of the Subscriber:

- (i) The request for withdrawal shall be submitted by the subscriber in Form no. 601 PW in two original sets alongwith photocopy of the required documents (as mentioned under Instructions on Form 601 PW).
- (ii) Where the subscriber is suffering from any illness, specified in sub-clause.
 - (d) the request for withdrawal may be submitted, through any family member of such subscriber.
- (iii) The subscriber shall provide the following details in the Form:
 - Percentage of Partial Withdrawal (maximum 25%)
 - Purpose of withdrawal alongwith the proof
 - Bank details along with the bank proof (cancelled cheque/copy of bank passbook/bank certificate). Before submitting the withdrawal form, subscriber shall ensure that the bank account details are correct.

- (iv) The subscriber will affix his/her signature/Thumb impression on the Form at the designated place and submit the same along with the required documents to his/ her Head of Office/Head of Department.

Role of Head of Office/Head of Department

- (i) The Head of Office/ Head of Department will check the request submitted by the subscriber with regards to completeness.
- (ii) The Head of Office/Head of Department must also verify the genuineness of the claim with respect to the purpose of the partial withdrawal along with supporting documents.
- (iii) The Head of Office/Head of Department must also verify the details of the bank account of the subscriber
- (iv) If the partial withdrawal request is complete in all respects, the Head of Office/Head of Department shall issue an Order, sanctioning the partial withdrawal and shall sign the declaration on the Form 601 PW and affix his stamp.
- (v) The concerned Head of Office/Head of Department can initiate the partial withdrawal request online with the log-in ID and password provided to them.
- (vi) The concerned Head of Office/Head of Department shall then forward the two original sets of application forms alongwith the sanction order and the documents (duly attested by the Head of Office/Head of Department) to the Dy. Director of Accounts, NPS Section, Directorate of Accounts.
- (vii) Where the claim of partial withdrawal is submitted by the authorized representative of the subscriber (in case the subscriber is unable to submit such claim), the concerned Head of Office/ Head of Department must satisfy themselves about the genuineness of such claim and ensure that the bank account provided is that of the subscriber.
- (viii) The Head of Office/Head of Department should process the partial withdrawal claims within three working days of the receipt of the claim excepting in cases where the partial withdrawal claim has been requested because of medical reasons in which case the claim would have to be processed on the same day of receipt of the claim.

Role of Directorate of Accounts:

- (i) After the Directorate of Accounts receives the request from the concerned Head of Office/Head of Department, it will verify the request.
- (ii) If the request is complete in all respects, the Directorate of Accounts will authorize the request and forward one set of forms 601 PW to CRA for processing.

Role of CRA:

- i) Once CRA receives the request, it will process the request submitted by the Directorate of Accounts.
- ii) Funds will be transferred to the subscriber's bank account through electronic mode on T+3 basis. T-being the date of receipt of the verified and approved claim in the CRA system.

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

Government of Goa
Name of the Department
_____ - Goa

No. _____/

Date:-

Sanction Order

Sanction is hereby accorded as per Regulation 8 of the PFRDA (Exit and Withdrawal from the National Pension System) (first amendment) Regulations 2017 to the Partial Withdrawal of Shri/Smt. _____ for a sum of Rs. _____/- (Rupees _____ only) from his/her National Pension System Account No. _____ towards _____.

The amount of withdrawal does not exceed 25% of the amount at the credit of Shri/Smt. _____ in the N. P.S. Account (excluding contributions made by the employer). His/Her basic pay is Rs. _____/- (as defined in F. Rs.)

It is certified that Shri/Smt. _____ has completed _____ years of his/her Govt. Service as on _____.

Head of Department/Head of Office

To,

1. Shri/Smt. _____
2. NPS Section, Directorate of Accounts
3. Office Order File
4. Guard File

(Under Regulation 8 of PFRDA (Exits & Withdrawals under NPS) Regulations 2015 and amendments thereto)

(Please fill all the details in CAPITAL LETTERS & IN BLACK INK only.)

Date: _____

The diagram consists of four horizontal bars, each made of small squares. The top bar is 7 squares long. The second bar is 15 squares long. The third bar is 10 squares long. The bottom bar is 9 squares long.

☐ Corporate Sector
☐ NPS Lite/Swavalamban

I _____ holding a Permanent Retirement Account under National Pension System hereby submit partial withdrawal requests for withdrawal from my Tier. I account under NPS and give below the necessary details:

Subscriber's Personal Details:									
PRAN*									
Name of the Subscriber*									
Mobile No. #									
Email ID#									

Subscribers Mobile No. and Email ID provided here will not be updated in CRA records. For updation of Mobile No. and Email ID in CRA records, subscriber is required to submit S2 Form.

(Maximum 25% of own contribution (without accrued income earned thereon) only)

☐ 7. for establishment of own venture or any start-up (Please refer instruction no. 12)

☐ same bank account already registered under NPS ☐ another Bank account, please provide the details below

[illegible][illegible]

Current Account

[illegible]**Declaration by the Subscriber*:**

II. Instructions related to Pension

- I hereby declare that information stated above is true and correct to the best of my knowledge & belief and that I have completed minimum of three years into to the NPS as required for partial withdrawal and eligible to withdraw the amount requested above due to the urgent need of funds to support the reason mentioned above.
- I _____ (name) with PRAN _____ agree that in case of any failure of Direct Credit for any reason whatsoever or wrong credit to another account (but as per my details). NPS Trust/CRA shall not be responsible. I also agree that NPS Trust/CRA shall not be responsible/liable for any losses that may arise due to incorrect bank account details provided herein above.

Date: <table border="1"><tr><td>d</td><td>d</td><td>/</td><td>m</td><td>m</td><td>/</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>	d	d	/	m	m	/	y	y	y	y	Signature/Thumb impression of the Subscriber**
d	d	/	m	m	/	y	y	y	y		
Place: <table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>											

** Left thumb impression in case of illiterate male claimant and Right thumb impression in case of illiterate female

Declaration by Nodal Office (for government sector subscribers):*

I/We hereby declare that the subscriber Shri/Smt./Kum. _____ with PRAN _____ is employed with us and I have verified the genuineness of the reasons for his/her withdrawal request and bank details submitted by him/her in respect of his/her request for partial withdrawal are correct.

Date:

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

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Registration No. of DDO

Date:

d	d	/	m	m	/	y	y	y	y
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Registration No. of PAO/CDDO/DTO

Signature & stamp of the DDO

Signature & stamp of the DTO/PAO/CDDO

Declaration by POP/Aggregator (for Non government sector subscribers):

I hereby declare that the subscriber Shri/Smt./Kum. _____ with PRAN _____ has signed/thumb impressed before me after he/she has read the entries/have been read over by him/her for the request of partial withdrawal under NPS. I have verified the genuineness of the reasons for his/her withdrawal request and bank details submitted by him/her in respect of his/her request for partial withdrawal are correct.

Date:

d	d	/	m	m	/	y	y	y	y
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Registration No. of POP-SP/NL-CC/CHO

Date:

d	d	/	m	m	/	y	y	y	y
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Registration No. of POP/NL-AO

Signature & stamp of the Authorised person at POP-SP/NL-CC/CHO

Signature & stamp of the Authorised person at POP/NL-AO

ACKNOWLEDGMENT RECEIPT**Acknowledgement slip to the NPS Subscriber on receipt of partial withdrawal application form**

(To be filled by DDO/CDDO/PAO/DTO/POP/Aggregator)

Received from PRAN:

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Date:

d	d	/	m	m	/	y	y	y	y
---	---	---	---	---	---	---	---	---	---

DDO/POP-SP/NL-CC Registration Number:

--	--	--	--	--	--	--	--	--	--

Received at:

--	--	--	--	--	--	--	--

PAO/CDDO/DTO/POP/NL-AO Registration Number

--	--	--	--	--	--	--	--	--	--

Acknowledgement Number

--	--	--	--	--	--	--	--	--	--

FORM: 601 PW

(Under Regulation 8 of PFDA (Exits & Withdrawals under NPS) Regulations 2015 and amendments thereto)

Instructions**Instructions for filling up the form:**

- All fields marked with *are mandatory. All dates should be in DD/MM/YYYY format:
- The Subscriber shall submit the application to the respective Nodal Officer/POP/Aggregator for processing of request.

II. Instructions related to Pension

3. Before submitting the withdrawal form, subscriber should ensure that the bank account details are matched from the bank passbook/bank statement or cheque etc. to ensure that the details are correct. Subscriber should also attach the bank proof (cancelled cheque/copy of bank passbook/bank certificate) with the Partial Withdrawal Form submitted.
4. Subscriber should specify the purpose of Partial Withdrawal and a proof need to be submitted for the same.
5. Subscriber should be in the NPS atleast for a period of 3 years
6. The Nodal officer/POP/Aggregator must verify the details of the bank account of subscriber.
7. Withdrawal amount received after the execution of the withdrawal request can be different from the requested amount to the extent of difference in NAV of two different days.
8. The withdrawal amount shall directly be credited to the bank account of the subscriber as mentioned in the withdrawal form .
9. In case the subscriber already owns either individually or in the joint name a residential house or flat, other than ancestral property, no withdrawal under PERDA regulations is permitted.
10. Treatment of specific illness covers the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents suffer from the specified illness, which shall comprise of hospitalization and treatment.
11. Withdrawal under skill development/re-skilling is applicable as per following conditions
 - Skill Development program/activities sponsored by employer for employees is not eligible for partial withdrawal.
 - Amount which can be released under Skill Development option shall be subject to the actual fee of the course/training, subject to the maximum ceiling of 25% of employees own contribution without considering returns thereto.
 - Duration of the course should be of 3 months or more
 - The course should be either a regular program or distance education program or a skill development program
12. Withdrawal under establishment of own venture or any start up is applicable to subscribers registered under All India Citizen (UOS) sector only.
13. For further details regarding point no. 11 & 12 kindly refer PFRDA Circular No: PFRDA/2018/55/Exit/5 dated August 06, 2018.
14. The permitted withdrawal shall be allowed only if the eligibility criteria and limit for availing the benefit are complied with by the subscriber.
15. Frequency: the subscriber shall be allowed to withdraw only a maximum of three times during the entire tenure of subscription under the National Pension System.
16. For more detailed description of Partial Withdrawal option under NPS, please refer Regulation 8 of PFRDA (Exits & Withdrawals under NPS) Regulations 2015 and amendments thereto.
17. The Nodal office/POP/Aggregator shall capture the details of the subscriber mentioned on the form and forward the same to NPS Claims Processing Cell 9NPS CPC) at address mentioned below:
NPS Claim Processing Cell
Central Record Keeping Agency, NSDL
10th Floor, Times Tower, Kamala Mills Compound
Senapati Bapat Marg, Lower Parel West, Mumbai-400013
18. Document to be submitted for availing partial withdrawal.

Sr. No.	Type of Withdrawal	Documents Required
1.	For Higher education	Copy of admission letter of the institute along with Fees schedule
2.	For marriage of his or her children	Self-Declaration
3.	For purchase or construction of a residential house or flat in his or her own name or in a joint name with his or her legally wedded spouse.	Photocopy of Title Documents of the Property. Approved Plan and self-declaration OR Loan offer letter from a housing finance company or a Bank and Self-declaration.
4.	For treatment of specified illnesses: if the subscriber, his legally wedded spouse, children, including a legally adopted child or dependent parents.	Certificate from Doctor
5.	To meet medical and incidental expenses arising out of the disability or incapacitation suffered by the subscriber.	Disability certificate from a Government surgeon or Doctor (treating such disability or invalidation of subscriber)
6.	For Skill development/re-skilling or any other self development activities	a) Admission/Sanction letter from university in India/abroad with fee detail b) For distance learning programs, copy/s of invoice/s which confirm the payment of required fee for desired course c) For other skill development programmes, copy of invoices confirming payment of fee for the desired course. d) Study leave sanction letter/NOC provided by the organization/ department/ministry, if required in terms of the employee's service conditions (not applicable where employee-employer relationship does not exist)
7.	For Establishment of own venture or any start-up	a) Registration Certificate of entity b) Proof of ownership of the entity (it should be in the name of the subscriber) c) Registration number issued by Government Authorities like GST/Income Tax/Govt. Departments.

Directorate of Accounts

No. DA/Control/7-23(xvii)/2018-19/TR-279/190

Date: 24 September, 2018

CIRCULAR

The "National Pension System" was extended to the employees of Government of Goa w.e.f. 05/08/2005 vide Notification No.12/4/2004/Fin(R&C) dated 05/08/2005. The Pension Fund Regulatory and Development Authority (PFRDA), New Delhi, has been appointed as the fund manager/controller for the contribution being made by the employees and employer (State Government) and the records are maintained by the National Securities Depository Limited (NSDL) which acts as the Central Recordkeeping Agency (CRA).

Government of Goa has adopted a centralized model for uploading contributions under NPS. The Directorate of Accounts uploads the subscriber contribution to NSDL after the receipt of the same from various offices. Currently, the concerned offices have no role in the CRA system for credits being posted for individual PRANS.

The individual offices are now being provided with Login ID and password to the Central Recordkeeping Agency (CRA) system at www.crs-nsdl.com and will be able to obtain all details of their employees mapped under the NPS by using the same. The detailed operating procedure of the CRA system is available in the "Standard Operating Procedure for DDO's Access to the CRA system." Adequate measures have been taken by the CRA to build safeguards for 911 the financial transactions. However, safeguards also need to be built at State Government offices which have access to the CRA system whereby the password will have to be maintained only with the authorized personnel of the concerned office.

The login ID access for each office has been forwarded by the CRA to the Directorate of Accounts. It is requested that the Head of the Office/Drawing and Disbursing Officer should either personally obtain or depute the dealing official with an authority letter addressed to the Deputy Director of Accounts (NPS Section) to collect the Login ID and password of the concerned office. The office email-id, address and phone number may also be provided.

All the Heads of Departments are requested to bring the contents of this Circular to the notice of all the Drawing and Disbursing Officers as well as Heads of Offices functioning under them. Copy of this circular as well as the "Standard Operating Procedure for DDO's Access to CRA system" is available on this Directorate website www.accountsgoa.gov.in.

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

Department of Finance (Revenue & Control)

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

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

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

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

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

Order No. 8/1/2016-Fin (R&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.

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

Ministry of Personnel, Public Grievances & Pensions

(Department of Pension & Pensioners Welfare)

No. 42/14/2017-P&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

Directorate of Accounts

No. DA/Control/7-23(xvii)/2017-18/TR-461/384

Date: 19 February, 2018

Saka: 30 Magha, 1939

CIRCULAR**Sub: Guidelines for withdrawal and exit from National Pension Scheme**

The "National Pension Scheme" formerly known as New Defined Contributory Pension Scheme was extended to the employees of Government of Goa w.e.f. 05/08/2005 vide Notification no.12/4/2004/Fin(R&C) dated 05/08/2005. The Pension Fund Regulatory and Development Authority (PFRDA), New Delhi, has been appointed as the fund manager/controller for the contribution being made by the employees and employer (State Government) and the records are maintained by the National Securities Depository, Limited (NSDL) which is the Central Recordkeeping Agency (CRA).

Various instructions and guidelines issued by the PFRDA and NSDL on the withdrawal and final payment from the National Pension Scheme (NPS) are circulated from time to time for the information of all the Head of Offices/Head of Departments.

However, it has been observed that many Head of Offices/ Drawing and Disbursing Officers (DDOs) are unaware about the guidelines/instructions on the above subject which leads to back references of withdrawal and final payments of NPS applications causing delay and hardship to the subscriber or his nominee.

The instruction/guidelines to be followed under different circumstances are summarized and given in the Annexure enclosed herewith for the guidance & instruction of all the Head of Offices/ Head of Departments.

Copy of this circular is available on www.accountsgoa.gov.in.

This issues with the concurrence of Finance (R&C) Department vide U.O. No . 6366 (FMS:1400045909) dated 29/01/2018.

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

Encl.: Annexure

ANNEXURE

(Circular No. DA/Control/7-23(xvii)/2017-18/TR-461/384 dated 19/02/2018)

GUIDELINES FOR WITHDRAWAL & EXIT FROM NATIONAL PENSION SCHEME**INTRODUCTION**

The Pension Fund Regulatory and Development Authority (PFRDA) has made it mandatory for the Nodal Offices to process all the withdrawal requests of their underlying subscribers on the online platform available on the CRA website from April 1, 2016. Settlement of claims shall be in accordance with the applicable provisions of the regulations. The relevant forms are uploaded on the Directorate of Accounts website www.accountsgoa.gov.in.

1. APPLICATION FOR FINAL PAYMENT

The application for final payment (original set along with Xerox copy of all documents) is required to be submitted after all bills pertaining to NP\$ deduction are processed and no further pending contribution/arrears are to be credited to the PPAN. Further, dues if any are to be recovered and a No dues Certificate (included in Form - Descriptive Roll) to that effect is required to be submitted.'

The required withdrawal forms are to be completed with due attention to every detail to avoid any discrepancy. The concerned DDO is required to verify the KYC documents and attest the same. It is also required to verify that the details are correctly mentioned on the forms and discrepancies are reduced.

In case, more than one name of the subscriber is noticed on the KYC documents, a confirmation from Head of Office/ Head of Department is required stating that all names pertain to one and the same person. Alternatively, a Divergence Certificate may be obtained from the office of the Executive Magistrate, duly accepted by HoO/HoD.

2. As per the guidelines stipulated by PFRDA and in terms of the exit regulations under NPS, the subscriber exits from NPS in one of the following ways:

i. UPON NORMAL SUPERANNUATION (RETIREMENT):

As least 40% of the accumulated pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly pension to the subscriber and balance is paid as lump sum payment to the subscriber. However, the subscriber may opt for withdrawal of total pension wealth if it is less than Rs. 2 lakhs and in such a case no other benefit like pension etc are available.

ii. UPON DEATH:

The entire accumulated pension wealth (100%) would be paid to the nominee/legal heir of the subscriber and there would not be any purchase of annuity/monthly pension.

iii. EXIT FROM NPS BEFORE THE AGE OF NORMAL SUPERANNUATION (irrespective of cause):

If the accumulated pension wealth of the subscriber is more than Rs. 1 lakh, then at least 80% of the accumulated pension wealth of the subscriber needs to be utilized for purchase of annuity providing for monthly pension to the subscriber and balance is paid as lump sum payment to the subscriber.

3. The relevant forms to be submitted to this office are provided below:

i. UPON NORMAL SUPERANNUATION (RETIREMENT):

Stoppage of last three months deductions by employer - Contributions/deductions under the NPS made by the employers from the salary of such subscriber shall be stopped three months prior to the date of superannuation, as may be applicable, to ensure that the exit and withdrawal of the subscriber is smooth and effective.

The details of Annuity Service Providers (ASPs) are available on the NSDL website www.npscra.nsdl.co.in. As per NPS guidelines, annuity can be purchased from listed PFRDA empanelled ASPs and from amongst the schemes/types available with them based on personal preference and requirements of the subscriber. The required scheme details are to be indicated on Pg 3 of Form 101-GS.

In case the details of ASP are not mentioned on Form 101-GS, Life Insurance Corporation of India will be selected by default.

Forms to be submitted.

- (1) Covering letter from HoO/HoD providing following details:
 - a) Subscriber's name
 - b) PPAN/PRAN
 - c) Date of Entry in Govt. Service/Date of attaining Superannuation.
 - d) Last NPS contribution towards PPAN alongwith voucher No. and date.
- (2) Form 101-GS
- (3) If the subscriber NPS corpus is less than Rs. 2.00 lakhs, the subscriber may opt for withdrawal of total amount of NPS corpus to submit 'Request -cum-undertaking form duly attested by HoO/HoD
- (4) Descriptive Roll
- (5) Form CSRF is to be submitted in case the subscriber is not registered with NSDL

ii UPON DEATH:

Necessary forms are to be completed by the nominee of the deceased subscriber. In case PRAN was not allotted to the subscriber or PRAN allotted but nomination details not provided by the deceased subscriber, Claimant needs to submit a Legal Heir certificate/Dependency Certificate issued by Executive Magistrate indicating the relationship of the Claimant with the subscriber.

If the legal heirs are not claiming the NPS funds, then an Indemnity bond is to be submitted by the claimant. A Relinquishment Deed from all the legal heirs (those who are not claiming) on a Stamp paper is required alongwith KYC documents (Photo ID Proof and Address Proof) of all the legal heirs duly attested by HoO/HoD. These documents are to be accepted/attested by HoO/HoD.

Forms to be submitted.

- (1) Covering letter from HoO/HoD providing following details:
 - (a) Subscriber's name
 - (b) PPAN/PRAN
 - (c) Date of Entry in Govt. Service/Date of Death
 - (d) Last NPS contribution towards PPAN alongwith voucher No. and date
- (2) Form 103-GD- Withdrawal of Accumulated Pension Wealth by Claimant
- (3) Original Death Certificate in English/Hindi. If the Death Certificate is in language other than English/Hindi, certificate issued by HoO/HoD is required.
- (4) Annexure -I (Certificate for IRA Compliance - Death cases where PRAN is issued on the basis of soft copy)
- (5) Descriptive Roll

iii. **EXIT FROM NPS BEFORE THE AGE OF NORMAL SUPERANNUATION (IRRESPECTIVE OF CAUSE):**

The details of Annuity Service Providers (ASPs) are available on NSDL website www.npscra.nsdl.co.in. As per NPS guidelines, annuity can be purchased from listed PFRDA empanelled ASPs and from amongst the schemes/types available with them based on personal preference and requirements of the subscriber. The required scheme details are to be indicated on Pg 2 of Form 102-GP.

In case the details of ASP is not mentioned on Form 102-GP, Life Insurance Corporation of India will be selected by default.

Forms to be submitted.

- (1) Covering letter from HoO/HoD providing following details:
 - (a) Subscriber's name
 - (b) PPAN/PRAN
 - (c) Date of Entry in Govt. Service/Date of Resignation or Exit.
 - (d) Last NPS contribution towards PPAN alongwith voucher No. and date
- (2) Form 102-GP - Withdrawal Form for Claim of Accumulated Pension Wealth on "exiting before the age of normal superannuation for Government Employees
- (3) Form CSRF is to be submitted in case the subscriber had not registered with NSDL
- (4) Descriptive Roll
- (5) Copy of Acceptance of Resignation, duly attested by HOD/HoO concerned.

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

Directorate of Accounts

No. DA/Control/7-23(XVII)/2017-18/TR-415/375

Dated: 15th January, 2018
Saka: 25 Pausa, 1939**CIRCULAR**

The "National Pension System" was extended to the employees of Government of Goa w.e.f. 05/08/2005 vide Notification no. 12/4/2004/Fin(R&C) dated 05/08/2005. Pension Fund Regulatory and Development Authority (PFRDA) New Delhi, has been appointed as the fund manager/controller for the contribution being made by the employees and employer (State Government) and the records are maintained by the National Securities Depository Limited (NSDL), Central Recordkeeping Agency (CRA).

The Government of India has signed the Inter-Government Agreement (IGA) for implementing the Foreign Account Tax Compliance Act (FATCA) and has also signed a multi lateral agreement to automatically exchange information under the Common Reporting Standards (CRS). The Government has notified the amendments to the Income Tax Rules 1961 vide "notification no. 62/2015 dated August 7;2015 and have added Rules for operationalisation of IGA and CRS.

Under the arrangement, the financial institutions need to obtain self-certifications and carry out due diligence in respect of all individual and entity accounts opened from 1st July 2014.

The NSDL CRA has been designated as the Reporting Financial Institution under section 285BA of the Income Tax Act, 1961 which has been maintaining the PRANs under the National Pension Scheme.

As communicated by NSDL CRA it is mandatory for all subscribers who have entered into Government Service including aided institutions and who are allotted PRAN on or after 1st July 2014, to submit the FATCA/CRS (Foreign Account Tax Compliance Act/Common Reporting Standard) Self Certification Form.

The FATCA/CRS Self Certification Form can be downloaded from the Directorate of Accounts website www.accountsgoa.gov.in.

All the DDO's/Heads of Offices are requested to obtain FATCA/CRS Self Certification Form from the subscribers alongwith self attested photocopy of document proof (PAN card, Passport, Election Id Card, Driving License, NREGA Card, Govt. issued ID Card) and submit the same to the NPS Section, Directorate of Accounts Panaji latest by 28th February 2018.

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

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

Directorate of Accounts

No. DA/control/7-2/2017-18/TR-215/151

Dated: 18th August, 2017
Saka: 27 Shrawana, 1939**CIRCULAR**

A reference is invited to Order No.8/1/2016-Fin(R&C)/(A) dated 30-11-2016 issued by the Department of Finance (Revenue & Control), Secretariat towards implementation of CCS Revised Pay Rules 2016 (Seventh Pay Commission).

This Directorate has received VIIth pay arrears bills of Government employees who have already retired or who are due to retire on superannuation from Government service within 3 months. The arrears are to be credited to their respective GPF account as per above mentioned order dated 30/11/2016.

However as per Government of India's Decision (1) below Rule 7 of General Provident Fund (Central Service) Rules 1960, the GPF Contribution of Government employee is to be stopped 3 months prior to the date retirement on superannuation.

Clarification was therefore sought from Department of Finance (R&C) towards crediting of VIIth pay arrears into the GPF account of employees who have already retired or who are due to retire from Government service on superannuation within 3 months.

Now it has been clarified by Department of Finance (R&C) vide U. O. File No. 1400039147, that if a VIIth pay arrears bill is passed any time during the last 3 months of service of the Government employee retiring on superannuation or after the date of retirement, the arrears should be directly credited to the Government employee's bank account through ECS.

All Heads of Departments are requested to ensure that abundant precaution is taken while submitting the VIIth pay arrears bills of employees referred to above and that the entire arrears due are directly credited to the Government employee's bank account through ECS and not credited to their GPF account.

Contents of this Circular may be brought to the notice of all the Heads of Offices/DDO's under your control for strict compliance. Copy of this circular is available on this Directorate website www.accountsgoa.gov.in for download.

Sd/-

(P. R. Pereira)
Director of Accounts

Finance (Rev. & Control) Department

No. 8/6/99-Fin(R&C) FPC-Part File

Dated:- 05-09-2017

OFFICE MEMORANDUM

The Office Memorandum No. 4/34/2017-P&PW(D) dated 19th July, 2017 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, (Department of Pension & Pensioners Welfare) New Delhi which is transcribed below is hereby adopted by the Government of Goa for implementation w.e.f. 01.08.2017.

Sd/-

(Vasanti H. Parvatkar)
Under Secretary (Finance) (Bud-I)

Ministry of Personnel, Public Grievances & Pensions

No. 4/34/2017-P&PW(D)

Dated:- 19-07-2017

OFFICE MEMORANDUM

Subject : Grant of Fixed Medical Allowance (FMA) to the Central Government Pensioners residing in areas not covered under CGHS

The undersigned is directed to say that at present Fixed Medical Allowance (FMA) is granted to the Central Government Pensioners /Family Pensioners residing in areas not covered under Central Government Health Scheme administered by the Ministry of Health & Family Welfare and corresponding health schemes administered by other Ministries/Departments for their retired employees for meeting expenditure on their day-to-day medical expenses that do not require hospitalization. Orders were issued vide this Department's O.M. No. 4/25/2008-P&PW(D) dated 19-11-2014 for enhancement of the amount of Fixed Medical Allowance from Rs. 300/- to Rs. 500/- per month w.e.f. 19-11-2014.

2. Consequent upon the decision taken by the Government on the recommendations of the 7th Central Pay Commission on Allowances (with modifications), sanction of the President is hereby conveyed for Rs. 1000/- per month. The other conditions for grant of Fixed Medical Allowance shall continue to be as contained in this Department's OM No. 45/57/97-P&PW(C) dated 19.12.1997, 24.8.1998, 30.12.1998, 18-8-1999 and OM No. 4/25/2008-P&PW(D) dated 19.11.2014.

3. These orders will take effect from 01.07.2017.

4. In their application to the persons belonging to the Indian Audit and Accounts Department, these orders issue in consultation with the Comptroller and Auditor General of India vide their U.O. No. 169-Staff(Rules)/A.R/01=2016 dated 18.07.2017.

5. These orders are issued with the concurrence of the Ministry of Finance (Deptt. Of Expenditure) vide their OM No. 11-1/2016-IC dated 11.07.2017.

Sd/-
(Sanjay Wadhawan)
Deputy Secretary to the Govt. of India

Department of Finance (Revenue & Control)

No. 12/2/2017-Fin.(R&C)/A

Dated: 23-05-2017

OFFICE MEMORANDUM

Subject: Timely submission of Pension cases.

It has come to the notice of the Government that the Pension Sanctioning Authorities viz. Head of Offices/ Head of Departments submit the pension cases very late and in many cases, even after the retirement of the Government Servant. A retiring Government servant faces a lot of financial hardship and goes through stress, if his/her pension and pensionary benefits are not settled in time. Aggrieved pensioners have approached legal authorities/ forums for early settlement of their pension cases. Some have even claimed interest on the delayed payment of retirement benefits.

Rules 58 to 61 of C.C.S. (Pension) Rules, 1972, provides detailed guidelines regarding the preparation of pension papers and the stages for completion of pension papers and the time limits to complete the process of submission of pension papers.

Strict observation of the guidelines would not delay the pension & pensionary benefits in any way.

It is, therefore, enjoined upon all Head of Offices/ Head of Departments to forward the pension papers to the Directorate of Accounts, duly completed in all respect atleast **eight months** prior to the date of retirement of the Government servants, to ensure timely settlement of pension and related benefits.

Failure on the part of the Head of Office/ Head of Department to comply with the aforesaid instructions, will amount to dereliction of duties, thereby inviting initiation of disciplinary proceedings including imposition of such monetary penalties to be recovered from the salary/ other terminal benefits of the Head of Office/Head of Department concerned.

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

Department of Finance (Revenue & Control)

Order No. 8/1/20 16-Fin (R&C)

Dated 04-09-2017

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

OFFICE MEMORANDUM

In pursuance to the Order read above, the Office Memorandum 3/3/20 I 6-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.

Sd/-

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

Ministry of Personnel, Public Grievances & Pension

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 Services (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 January, 2016, 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 except where the contract provides 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 of 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 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 Services (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:—

Existing provision (1986 orders read with OM dated 5th April, 2010)	Revised provision
<p>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.</p> <p><i>Note: Under the provisions of CCS (RP) Rules, 2008, revised pay structure comprises the grade pay attached to the post and the</i></p>	<p>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.</p> <p><i>Note: 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.</i></p>

<i>applicable pay band.</i>	
<p>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.</p>	<p>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 Services (Revised Pay) Rules, 2016.</p> <p>Note 1: The case where pension is fully ignored is given in Order 4 (d) below.</p> <p>Note 2: Pension is fully ignored means that pension is not deducted from pay</p>
<p>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 re-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.</p> <p>Illustration</p> <p>A Colonel who retired with basic pay of Rs. 61,700 (grade pay Rs.8,700; pay in the pay band Rs.53,000) is re-employed as a Deputy Secretary in an organization with grade pay of Rs.7,600. In this case, on re-employment, his basic pay will continue to be Rs. 61,700. However, his grade pay, on re-employment will be Rs.7,600 and the pay in the pay band Rs.54,100. Thereafter, the non-ignorable part of the pension will be reduced from the pay so fixed.</p> <p><i>Note: In the revised pay structure, basic pay is pay in the pay band plus the grade pay attached to the post.</i></p>	<p>Order 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. 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.</p> <p>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.</p> <p>Note 2: “Basic Pay” in the revised pay structure means the pay drawn in the prescribed Level in the Pay Matrix.</p> <p>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.</p>

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
<p>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:-</p> <p>(i) In the case of ex-servicemen who held 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.</p> <p>(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.</p>	<p>Order 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 pay fixation to the following extent:-</p> <p>(i) No change</p> <p>(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.</p>

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-employed 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 Services (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.

Page 8 of OM No. 3/3/2016-Estt. (Pay-II) dated 1.5.2017

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:

Directorate of Accounts

No. DA/Control/7-2/2016-17/TR-04/05

Dated:- 11/04/2017

CIRCULAR

Subject : Timely submission of Pension cases

This Directorate has been issuing repeated reminders to all Head of Offices/Head of Departments; Pension Sanctioning Authorities to submit the pension cases of the retiring Government servants working under their administrative control well in time; before their date of retirement. However, it has been noticed that in blatant violation of the instructions issued, and those contained in CCS (Pension) Rules, 1972, the Pension Sanctioning Authorities viz. Head of Offices/Head of Departments submit the pension cases very late and in some cases, even after the retirement of the Government Servant.

Rules 58-61 of CCS (Pension) Rules, 1972, gives detailed guidelines regarding the preparation of pension papers and the stages for completion of pension papers; the time limits to complete the

process of submission of pension papers. Strict observation of the guidelines would not delay the pension & pensionary benefits in any way.

A retiring Government servant faces a lot of financial hardship and goes through stress, if his pension and pensionary benefits are not settled in time. Aggrieved pensioners have approached legal authorities, forums for early settlement of their pension cases. Some even claimed interest on the delayed payment of retirement benefits.

The staff working in the Pension section of this Directorate also have to work under stress, to complete the cases submitted late. Lax attitude shown by the Pension Sanctioning Authorities in complying the observations raised on pension cases further languishes the pension case.

It is therefore once again reiterated that all Pension Sanctioning Authorities i.e. Heads of Offices /Heads of Departments shall submit the pension cases to this Directorate well in advance, duly completed in all respects; atleast six months prior to the date of retirement of the Government Servant. It may kindly be noted that it is the sole responsibility of the Pension Sanctioning Authority to sanction the pension and forward the pension documents to this Directorate, to authorize the pension. This Directorate shall in no way be responsible for any delay occurred, in case the pension documents are submitted late and further compliance not submitted.

All the Heads of Departments are requested to bring the contents of this Circular to the notice of all Heads of Offices under their control, for strict compliance, as desired by the Chief Secretary.

The circulars in the preamble are available on this Directorate website www.accountsgoa.nic.in

Sd/-
(G.P. Kanekar)
Director of Accounts

Department of Finance (Revenue & Control)

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

Date: 30th November, 2016

ORDER

The Government of India (GOI) has issued Notification/Office Memoranda/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 is 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 4th August, 2016.
- (ii) GOI, Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioners' Welfare, Office Memorandum F. No. 38/ 37/2016-P&PW(A)(i) dated 4th 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 4th 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 Dearness 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 6th 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 6th Central Pay Commission (CPC) recommendations, by a fitment factor of **2.57** till the revised pensionary 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 authorising the revised pension/family pension under the 7th 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 up to 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 instalment on or before 28-02-2017
2	Pensioners whose age is 75 years and above	100% of the arrears in one instalment on or before 28-02-2017
3	Pensioners below 75 years	Arrears shall be paid in three instalments in February-March, 2017, April-May, 2017 and June-July, 2017.

12. 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 of Goa

Sd/-

(Daulat A. Hawaldar,
IAS, Secretary (Finance).

Form of intimation by the Pension Disbursing Authority to the Pension Accounting Office/Pay and Accounts Office regarding consolidation of pension/family pension in terms of Department of Pension and Pensioners Welfare Office Memorandum.

1. Name of the Pensioner/Family Pensioner: _____
2. PPO. No.: _____
3. Date of Birth/age: _____
4. Date of retirement/Death (in case of family pension): _____
5. Scale of pay on the date of retirement/death: _____
6. Corresponding pay band and grade pay/pay scale w.e.f. 1.1.2006: _____
7. Date of increment in the above scale: _____
8. No. of increments earned in the above scale: _____
9. PAN No.: _____
10. Aadhaar No.: _____

Computation of Pension

11. Computation of consolidated pension/family pension

* Pension/*Family Pension/*Family Pension (at enhanced rate)

PENSION			AMOUNT
A)	Existing basic pension (inclusive of commuted portion) (excluding the effect of merger of 50% of dearness relief)	Rs.	
B)	2.57 Factor Multiply	Rs.	
C)	TOTAL	Rs.	
D)	Rounded to nearest Rupee	Rs.	
E)	Basic Pension	Rs.	

FAMILY PENSION/ENHANCED FAMILY PENSION			AMOUNT
A)	Existing basic pension /Enhanced family period (excluding the effect of merger of 50% of dearness relief)	Rs.	
B)	2.57 Factor Multiply	Rs.	
C)	TOTAL	Rs.	
D)	Rounded to nearest Rupee	Rs.	
E)	Basic Pension	Rs.	

(* if not applicable draw a line across)

Note:

1. The verification/final revision of pension/family pension in respect of pensioners will be done by the Pay & Accounts Office concerned.

2. Remarks if any.

SIGNATURE OF PENSION DISBURSING AUTHORITY

To,
The Dy. Director of Accounts
PA-I Section

Department of Finance (Revenue & Control)

No. 21/9/2011-Fin(R&C)/Part

Dated: 07-10-2016

Read: (1) Notification No. 12/4/2004/Fin(R&C) dated 05/08/2005.
(2) Notification No. PFRDA/12/RGL/139/1 dated 29/01/2015
issued by the Pension Fund Regulator) and Development Authority,
New Delhi.

OFFICE MEMORANDUM

Whereas, vide Notification No.12/4/2004/Fin(R&C) dated 05/08/2005, the scheme related to New Restructure Defined Contribution Pension System was extended to the employees of the Government of Goa w.e.f. 05/08/2005.

And whereas, Pension Fund Regulatory and Development Authority, New Delhi, has been appointed as the fund manager/controller for the contribution being made by the employees and employer (State Government).

And whereas, Pension Fund Regulatory and Development Authority, New Delhi, has notified Pension Fund Regulatory and Development Authority (Redressal of Subscriber Grievance) Regulations, 2015 in terms of sub-section (1) of Section 52 read with clause (d) of sub-section (2) thereof and clause (f) of sub-section (2) of Section 14 of the Pension Fund Regulatory and Development Authority, Act, 2013 (23 of 2013), with an aim to provide a timely and seamless framework for handling grievance in the interests of the subscribers, by the intermediaries under the National Pension System and other pension scheme and for effective resolution of such grievances.

And whereas, it is required to have such grievances redressal policy for NPS formulated for the State Government employees who are covered by the New Pension System.

Now, therefore, the Government of Goa hereby prescribes the following NPS Redressal Policy appended to this Office Memorandum with the objective to provide a timely and seamless framework for handling grievance in the interests of the subscribers, by the intermediaries under the National Pension System and other pension scheme and for effective resolution of such grievances, in terms of Pension fund Regulatory and Development Authority (Redressal of Subscriber Grievance) Regulations, 2015.

By Order and in the name of
the Governor of Goa

Sd/-

(Ajit S. Pawaskar)

Under Secretary Fin (R & C)



Government of Goa
NPS Redressal Policy
 under
National Pension System (NPS)
 in terms of
PFRDA (Redressal of Subscriber Grievance Regulations, 2015)

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Grievance Redressal Policy for NPS

I. Introduction:

Directorate of Accounts (DOA) is exercising the role of a Pay and Accounts (PAO) in the State of Goa for the purpose of New Pension System, for new recruits to the Government of Goa's service as well as new recruits in all educational and other institutions in the State of Goa whose cost of salaries or pensions are debited to the Consolidated Fund of the State of Goa, with effect from 05-08-2005. All contributions towards Tier-I as well as Government contributions are handled by Directorate of Accounts. It acts as an intermediary under National Securities Depository Limited (NSDL).

II. Scope:

Pension Fund Regulatory and Development Authority (PFRDA), regulator for National Pension System (NPS), has notified the Pension Fund Regulatory and Development Authority (Redressal of Subscriber Grievance) Regulations, 2015. As an intermediary under NSDL, the DOA has to formulate the Grievance Redressal Policy as per the guidelines laid down. The below stated Grievance Redressal Policy is therefore formulated for timely redressal of grievances in the interest of the subscribers. The Grievance Redressal Policy is restricted to the grievances raised against the Directorate of Accounts and not against any other intermediaries. In cases where the grievances have been raised against other intermediaries, the respective intermediaries will be responsible for resolution of these grievances. The subscribers/complainants are requested to approach the respective intermediaries for resolution of these grievances.

The term "Grievances" or "Complaint" is defined by the regulations under Regulation 2(g) as: "grievances or complaint" includes any communication that expresses dissatisfaction, in respect of the conduct or any act of omission or commission or deficiency of service on the part of, an intermediary or an entity or a person governed by the provisions of the Act and in the nature of seeking a remedial action but do not include the following:

- i) Complaints that are incomplete or not specific in nature;
- ii) Communications in the nature of offering suggestions;
- iii) Communications seeking guidance or explanation;
- iv) Complaints which are beyond the powers and functions of the PFRDA or beyond the provisions of the PFRDA Act and the rules and regulations framed there under;
- v) Any disputes between intermediaries; and
- vi) Complaints that re sub-judice (cases which are under consideration by court of law or quasi-judicial body) except matters within the exclusive domain of the PFRDA under the provisions of the Act.

III. Objective:

The purpose of this Policy is to set forth the policies and procedures to be followed in receiving, handling and responding to any grievance against the DOA in respect of the services offered by it. The following are broad objectives for handling the customer grievances:

1. To provide fair and equal treatment to all subscribers /complainants of NPS under DOA without bias at all times.
2. To ensure that all issues raised by subscribers/complainants of NPS under DOA are dealt with courtesy and resolved in stipulated timelines.
3. To develop an organizational framework to promptly address and resolve subscribers/complainants grievances fairly and equitably.
4. To provide enhanced level of satisfaction of the NPS subscribers under DOA.
5. To provide easy accessibility to the NPS subscribers under DOA for an immediate grievance redressal.
6. To put in place a monitoring mechanism to oversee the functioning of the Grievance Handling Policy.

How to raise the grievance:

The subscribers can raise grievances through the following modes:

- a. By raising a grievance in writing - in the specified format/letters/representation addressed to the Grievance Redressal Officer, NPS, DOA, Panaji.
- b. By emailing the grievance to the Grievance Redressal Officer, NPS, DOA, Panaji.
- c. By lodging the grievances on DOA website.

Resolution mechanism for grievances:

- a. The grievances received will be recorded on the grievance register.
- b. The grievance will be resolved and then appropriate reply will be sent to the subscriber.

Turn Around Time (TAT):

Every grievance has to be disposed-off within a period of thirty days of its receipt at both the redressal tiers.

II. Grievance Redressal Officer and Chief Grievance Redressal Officer (CGRO)

The present Grievance Redressal Officer (GRO) details are:

**Joint Director of Accounts (Headquarters),
Grievance Redressal Officer (GRO), NPS,
Joint Director of Accounts,
Directorate of Accounts,
Fazenda Building, Panaji, Goa, India - 403 001.
Mobile No: 9422416875
Fax No: (0832) 2226410**

Email ID: dir-acco.goa@nic.in

If the complainant is not satisfied with the redressal of his grievances or if it has not been resolved by Grievance Redressal Officer, DOA by the end of thirty days of the filing of the complaint, he/she may escalate the grievance to the Chief Grievance Redressal Officer (CGRO), DOA.

The present Chief Grievance Redressal Officer (CG~O) details are:

**Director of Accounts,
Chief Grievance Redressal Officer (CGRO), NPS**

Director of Accounts,
Directorate of Accounts,
Fazenda Building, Panaji, Goa, India - 403 001.
Mobile No: 9422416738
Fax No: (0832) 2226410
Email ID: dir-acco.goa@nic.in

The records of grievances will be maintained by the concerned Redressal Officer. Further, if any subscriber/complainant whose grievance has not been resolved within thirty days from the date of receipt of the grievance by the intermediary, or who is not satisfied with the resolution provided by any intermediary under the National Pension System (other than National Pension System Trust) shall register a grievance with the National Pension System Trust against such intermediary.

Department of Finance (Revenue & Control)

No.: 12/4/2004-Fin(R&C)/Part-1

Dated: 12-09-2017

- Read: (1) Notification No. 12/4/2004/Fin(R&C) dated 05/08/2005
(2) Corrigendum No. 12/4/2004/Fin(R&C)/Part-I dated 22/08/2006
(3) Corrigendum No. 12/4/2004-Fin(R&C)/Part-I dated 22/01/2007

OFFICE MEMORANDUM

The Office Memorandum No.7/5/2012-P&PW(F)/B dated 26/08/2016 issued by the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners Welfare, New Delhi, regarding extension of benefits of 'Retirement Gratuity and Death Gratuity' to the Central Government employees covered by new Defined Contribution Pension System (National Pension System) is hereby adopted by the State Government, in respect of the employees covered under National Pension System, in terms of the Notification dated 05/08/2005, read at (1) above.

The O.M. referred above is available on the website of the Directorate of Accounts, www.accountsgoa.gov.in.

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

Ministry of Personnel, Public Grievances and Pensions Department of Pension and Pensioners Welfare

No.7/5/2012-P&PW(F)/B

Dated the 26 August, 2016.

OFFICE MEMORANDUM

Subject : Extension of benefits of 'Retirement Gratuity and Death Gratuity' to the Central

Government employees covered by new Defined Contribution Pension System (National Pension System) - regarding.

The undersigned is directed to say that the pension of the Government servants appointed on or after 1.1.2004 is regulated by the new Defined Contribution Pension System (known as National Pension System), notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M No. 5/7/2003-ECB & PR dated 22.12.2003. Orders were issued for payment of gratuity on provisional basis in respect of employees covered under National Pension System on their retirement from Government service on invalidation or death in service, vide this Department's OM No. 38/41/2006-P&PW(A) dated 5-5-2009.

2. The issue of grant of gratuity in respect of government employees covered by the National Pension System has been under consideration of the Government. It has been decided that tile government employees covered by National Pension System shall be eligible for benefit of 'Retirement gratuity and Death gratuity' on the same terms and conditions, as are applicable to employees covered by Central Civil Service (Pension) Rule, 1972

3. These orders issue with the concurrence of Ministry of Finance, Department of Expenditure, vide their LD. Note No. 1(4)/EVI2006-H dated 29.07.2016.

4. In their application to the persons belonging to the Indian Audit and Accounts Department, 'these orders issue after consultation with Comptroller and Auditor General of India.

5. These orders will be applicable to those Central Civil Government employees who joined Government service on or after 1.1.2004 and are covered by National Pension System and will take effect from the same date i.e. 1.1.2004.

Sd/-
(Harjit Singh)
Director (Pension Policy)

Directorate of Accounts

No. DA/Control/7-23(i)/2015-2016/256

Date: 27-10-2015

CIRCULAR

Subject: Sanction of Provisional Pension u/r 64 of CCS(Pension) Rules, 1972 regarding.

Instances have come to the notice of the undersigned that most of the Heads of Departments/Heads of Offices/Drawing & Disbursing Officers are preferring bills pertaining to provisional pension under the Rule 64 of CCS (Pension) Rules, 1972, for payment under the Major Head 2071.

As per Rule 64 (4) of CCS (Pension) Rules, 1972 the Head of Office shall draw the amount of provisional pension/ gratuity in the same manner as pay and allowances of the establishment are drawn by him.

Moreover, the concept of provisional pension is to grant immediate relief to the retired Government servant in respect of whom the Head of Office finds that it is not possible to finalize the pension/ gratuity cases in spite of various steps prescribed having been taken as envisaged under the rules.

Therefore, it may be noted that as per the guidelines enforced in Rule 64 (4) of CCS (Pension) Rules, 1972, the provisional pension/ gratuity bills shall be preferred under the establishment Major Head under which the retired Government servant had drawn his/her last pay and allowances.

Hence, all the Heads of Departments are therefore enjoined to adhere to the above instructions strictly and instruct Heads of Offices/Drawing & Disbursing Officers under their control to take utmost care while preferring the provisional pension/ gratuity payment bills, so as to avoid any kind of hardship to the retired Government servant.

Directorate of Accounts

No. DA/Control/3-2/2015-2016/TR-101/121

Date: 08-07-2015

CIRCULAR

Attention of all Heads of Departments/Drawing & Disbursing Officers is drawn to the extant provisions of the rules regarding settlement of GPF dues.

As per the provisions of Rule 167 of Government of Goa, (Receipts & Payments) Rules, 1997, a Government employee who is about to retire or superannuated shall submit his application to the Accounts Officer (Directorate of Accounts) well in advance as prescribed in the GPF Rules. GPF Rules 31, 32, 33 and 34 have laid down the procedure to be adopted by HODs/DDOs and Accounts Officer in settling the GPF dues in time.

In the case of a subscriber's death in service, action should be taken by the HOD/DDO to get the application for final payment of provident fund from the nominee/family members of the subscriber for submission to the Accounts Officer without waiting for the legal heirs to initiate action, so as to avoid delay in settlement of GPF claims as per GID no. 2(ii) below Rule 34, G.P.F. (CS) Rules 1960.

The Office of the Accountant General (Audit), Goa has observed that there occurs a delay in settling the GPF dues of the retired/expired/dismissed Government servants; further, this puts them into undue hardship and interest loss. The AG Office advised to settle all GPF cases promptly as per the extant provisions of rules.

In case of any observations/queries raised by the Accounts Officer they shall be promptly settled.

All HODs/DDOs are requested to comply with the aforesaid provisions regarding the settlement of GPF dues scrupulously.

Sd/-
(G. P. Kanekar)
Director of Accounts

Directorate of Accounts

No. DA/Control/7-23(xvii)/2015-16/42

Dated:- 11/05/2015

CIRCULAR

The National Securities Depository Ltd. (NSDL), Central Recordkeeping Agency (CRA) vide its Circular No. CRA/SNPSL/SG/2015/52 dated 09-04-2015 has informed that the CRA has started accepting the new Common Subscriber Registration Form (CSRFF) from April 1st, 2015; the old subscriber Registration Form will also be accepted by CRA facilitation centers till May 31st, 2015. It will be mandatory to submit new CSRFF from June 1st, 2015, for registration of subscribers in New Pension System (NPS).

The Common Subscriber Registration Form, alongwith its annexures can be downloaded from Directorate of Accounts website (www.accounts.goa.gov.in).

The subscribers are required to submit the self attested copies of the supporting documents which need to be verified with originals by the DDOs before submitting to the Directorate of Accounts.

All the Heads of Departments and Heads of G.I.A. Institutions are required to bring the contents of this Circular to the notice of the subordinate offices under their control, if any.

Sd/-
(G.P. Kanekar)
Director of Accounts

Directorate of Accounts

No. DA/Control/7-23(xvii)/2014-2015/465

Date: 24-03-2015

CIRCULAR**Subject: Correction to the Minor Head of New Defined Contribution Pension Scheme.**

A reference is invited to the Finance Department's (R&C) Notification No.12/4/2004/Fin(R&C) dated 05-08-2005, wherein Goa Government had adopted the New Restructured Defined Contribution Pension System of the Central Government. Pending the finalization of the Head of Account, instructions were laid down, in the New Defined Contribution Pension System to credit the Government servant's and Government's contribution under the Major Head.

Major Head	8342 - Other Deposits
Sub-Major Head	00 - -----
Minor Head	120 - Miscellaneous Deposits

Subsequently, Government of India, Ministry of Finance, Department of Expenditure, Controller General of Accounts has issued clarification G.I.,M.F., CGA.F. No.1(7)(2)/2003/TA/380-424 dated 10-05-2005 stating that, Government servant's and Government's contributions should be credited to the Major Head.

Major Head	8342 - Other Deposits
Sub-Major Head	00 - -----
Minor Head	117 - Defined Contribution Pension Scheme for Government Employees

Now, in order to streamline the booking of the amount under NPS, it is enjoined upon all Heads of Departments/Heads of Grants-in-Aid Institutions/DDOs to book the contributions of New Defined Pension Scheme under Major Head 8342 - 117 - Defined Contribution Pension Scheme for Government Employees, instead of Major Head 8342 - 120 - Miscellaneous Deposits.

All the Heads of Departments herein requested to bring the contents of this circular to the notice of their subordinate offices also.

This issues with the concurrence of the Finance (Rev & Cont) Department vide U.O. No. 1400004639/F.

Sd/-

(G. P. Kanekar)
Director of Accounts.

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)(Part)

Dated: 12/03/2015

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notifications dated 28th March, 2014 is transcribed below and circulated for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Secretariat Departments.

This Notification is effective from immediate effect.

Sd/-

(Ajit S. Pawaskar)
Under Secretary Finance (R&C)

Ministry of Personnel, Public Grievances And Pensions

(Department of Pension and Pensioners' Welfare)

28th March, 2014**NOTIFICATION**

G.S.R. 233(E).- In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Pension) Third Amendment Rules, 2014.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972,-
 - (a) In rule 53, in sub-rule (1), the words and figure "or 2, as may be, as appropriate in the circumstances of the case" shall be omitted;
 - (b) for Form 1, the following shall be substituted, namely:-

"Form 1

Common Nomination Form for Gratuity, General Provident Fund and Central Government Employees' Group Insurance Scheme

[See Rule 53 of CCS (Pension) Rules, 1972, Rules 5 of General Provident Fund (Central Services) Rules, 1960 and para 19.7 of Central Government Employees' Group Insurance Scheme, 1980]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- (i) any gratuity the payment of which may be authorized under rule 50 of CCS (Pension) Rules
- (ii) amount that my stand to my credit in the General Provident Fund
- (iii) any amount that may be sanctioned by the Central Government under the Central Government Employees Group Insurance Scheme, 1980

Name, date of birth (DOB) and address of the nominee	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, relationship and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Share to be paid to cash	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Sd/-

Signature of Government servant
Telephone No.

Note 1: Completely strike out the benefits for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i), (ii) and (iii) above.

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorised Gazetted Officer)

Received the nominations, dated, under the following Rules:-

1. Central Civil Services (Pension) Rules, 1972 for Gratuity
2. General Provident Fund (Central Services) Rules, 1960
3. Central Government employees Group Insurance Scheme, 1980

made by Shri/Smt./Kumari

Designation

Office

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in page Volume of Service Book.

Name. Signature and Designation of Head of Office/authorised Gazetted Officer with seal

.....Date of receipt.

The receiving Officer will fill the above information and return a duly signed copy of the complete' Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form.";

(c) Form 2 shall be omitted.

[F.No.11/2(i)/20 13-P&PW (E)]

VANDANA SHARMA, Jt. Secy.

Note.- The principal rules were published vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide the following notifications namely:-

1. S.O. 254, dated the 4th February, 1989
2. S.O. 970, dated the 6th May, 1989
3. S. O. 2467, dated the 7th October, 1989
4. S.O. 899, dated the 14th April, 1990
5. S.O. 1454, dated the 26th May, 1990
6. S.O. 2329, dated the 8th September, 1990
7. S.O. 3269, dated the 8th December, 1990
8. S.O. 3270, dated the 8th December, 1990
9. S.O. 3273, dated the 8th December, 1990
10. S.O. 409, dated the 9th February, 1991
11. S.O. 464, dated the 16th February, 1991
12. S.O. 2287, dated the 7th September, 1991
13. S.O. 2740, dated the 2nd November, 1991
14. G.S.R. 677, dated the 7th December, 1991
15. G.S.R. 39, dated the 1st February, 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O. 258, dated the 13th February, 1993
19. S.O. 1673, dated the 7th August, 1993
20. G.S.R. 449, dated the 11th September, 1993
21. S.O. 1984, dated the 25th September, 1993

22. G.S.R. 389(E), dated the 18th April, 1994
23. S.O. 1775, dated the 19th July, 1997
24. S.O. 259, dated the 30th January, 1999
25. S.O. 904(E), dated the 30th September, 2000
26. S.O. 717(E), dated the 27th July, 2001
27. G.S.R. 75(E), dated the 1st February, 2002
28. S.O. 4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E) dated the 30th December, 2003
31. S.O. 1487 (E); dated the 14th October, 2005
32. G.S.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. G.S.R. 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R. 928 (E), dated the 26th December, 2012
39. G.S.R. 938 (E), dated the 27th December, 2012
40. G.S.R. 103 (E), dated the 21st February, 2014
41. G.S.R. 138 (E) dated the 3rd March, 2014

NOTIFICATION

New Delhi, the 28th March, 2014

G.S.R. 234(E).- In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the General Provident Fund (Central Services) Rules, 1960, namely:-

1. (1) These rules may be called the General Provident Fund (Central Services) Amendment Rules, 2014.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the General provident Fund (Central Services) Rules, 1960,-
 - (a) in rule 5, for sub-rule (3) , the following shall be substituted, namely: -
"(3) Every Nomination shall be made in a common nomination form, namely, Form 1 of the Central Civil Services (Pension) Rules, 1972."
 - (b) First Schedule shall be omitted.

[F.No. 1/12(ii)/2013-P&PW(E)]
VANDANA SHARMA, Jt. Secy.

Note .- The General Provident Fund (Central Services) Rules, 1960, were published vide S.O. 3000, dated 1.12.1960. The Fourth re-print of the Rules (corrected up to 29.2.1988) have since been published in diglot form. The said rules were subsequently amended vide following Notifications, namely:-

1. S.O. 2002, dated 2.9.1989
2. S.O. 710, dated 4.3.1990
3. S.O. 3006, dated 17.11.1990
4. S.O. 3272, dated 8.12.1990
5. S.O. 146, dated 20.3.1993
6. S.O. 377, dated 10.2.1996

7. S.O. 379, dated 10.2.1996
8. S.O. 3228, dated 23.11.1996
9. S.O. 826, dated 25.4.1998
10. S.O. 2500, dated 5.12.1998
11. S.O. 2690, dated 16.9.2003
12. S.O. 1485(E), dated 30.12.2003
13. S.O. 3682, dated 15.10.2005
14. S.O. 1529, dated 6.6.2009
15. S.O. 2689, dated 03.10.2010
16. S.O. 3091, 25th September, dated 2012

NOTIFICATION

New Delhi, the 28th March, 2014

G.S.R. 235(E).- In exercise of the powers conferred by section 15 of Pensions Act, 1871 (23 of 1871) and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Payment of Arrears of Pension (Nomination) Rules, 1983, namely:-

1. (1) These rules may be called the Payment of Arrears of Pension (Nomination) Amendment Rules, 2014.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Payment of Arrears of Pension (Nomination) Rules, 1983,-
(a) in rule 5,-
(i) for sub-rule (5), the following shall be substituted, namely-
"(5) In cases where a pensioner wants to modify his/her nomination, including cases where a nominee predeceases the pensioner, a fresh nomination shall be submitted in triplicate in Form 'A' to the Pension Disbursing Authority in the manner specified in sub - rules (1) and thereafter the provisions of sub-rule (2) shall apply mutatis mutandis with modifications as if it was made under sub-rule (1).";
(ii) sub - rule (6) , shall be omitted;
(b) in rule 8, for the words "Ministry of Home Affairs (Department of Personnel and Administrative Reforms)", the words "Ministry of Personnel, Public Grievances and Pensions (Department of Pension & Pensioners' Welfare)" shall be substituted;
(c) for Form A, the following shall be substituted namely: -

"Form A"

(Common Nomination Form for Arrears of Pension and Commutation of Pension)

[See Rule 5 of Payment of Arrears of Pension (Nomination) Rules, 1983 and Rule 7 of Central Civil Services (Commutation of Pension) Rules, 1981]

I,, hereby nominate the person/persons mentioned below and confer on him/her/them the right to receive in the event of my death, to the extent specified below, amount on account of the following:-

- (i) Arrears of Pension
- (ii) Commuted Value of Pension payable under Central Civil Services (Commutation of Pension) Rules, 1981.

Name, date of birth (DOB) and address of the nominee	Relationship with employee/pensioner	Share to be paid to each	If nominee is minor, name, DOB and address of person who may receive the amount on behalf of minor	Name, DOB, and address of alternate nominee in case the nominee under Column (1) predeceases the employee/pensioner	Relationship with employee/pensioner	Name, DOB and address of person who may receive the amount if alternate nominee in Col. (5) is a minor	Contingency on happening of which nomination shall become invalid
1	2	3	4	5	6	7	8

These nominations supersede any nominations made by me earlier.

Place and date:

Sd/-

Signature of Government servant
Telephone No.

Note 1: Completely strike out the benefit for which nomination is not intended to be made. Separate copies of this nomination Form may be used for nominating different persons for benefits (i) and (ii) above.

Note 2 : The Government servant shall draw lines across the blank space below the last entry to prevent the insertion of any name after he/she has signed. The nominee(s)/alternate nominee(s)' shares together should cover the whole amount.

(To be filled in by the Head of Office/authorized Gazetted Officer)

Received the nominations, dated, Under the following Rules:-

1. Payment of Arrears of Pension (Nomination) Rules, 1983
2. Central Civil Services (Commutation of Pension) Rules, 1981

Made by Shri/Smt./Kumari

Designation

Office

(Strike out which nomination is not received)

Entry of receipt of nomination(s) has been made in pageVolume of Service Book.

Name, Signature and Designation of Head of Office/authorized Gazetted Officer with seal

Date of receipt

The receiving Officer will fill the above information and return a duly signed copy of the complete Form to the Government servant who should keep it in safe custody so that it may come into the possession of the beneficiaries in the event of his/her death.

The receiving officer shall put his/her dated signature on both pages of this Form."

(d) Form B shall be omitted.

[F. NO. 1/12(iii)/2013-P&PW (E)]
V ANDANA SHARMA, Jt. Secy.

Note.- The principal rules were published vide number S.O. 3478, dated the 10th September, 1983 and were subsequently amended vide following Notification of Department of Pension and Pensioners Welfare, namely: -

1. S.O. 789, dated the 17th March, 1984
2. S.O. 4351, dated the 15th December, 1984
3. S.O. 73, dated the 11th January, 1986

NOTIFICATION

New Delhi, the 28th March, 2014

G.S.R. 236(E).- In exercise of the powers conferred by proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Commutation of Pension) Rules, 1981, namely: -

1. (1) These rules may be called the Central Civil Services (Commutation of Pension) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

In the Central Civil Services (Commutation of Pension) Rules, 1981,-

(a) in rule 7, sub-rule (1), for the words and figure "Form 5", the words and letter "Form A of the Payment of Arrears of Pension (Nomination) Rules, 1983" shall be substituted;

(b) Form 5 shall be omitted.

[F. No. 1/12 (iv)/2013-P&PW (E)]

V ANDANA SHARMA, Jt. Secy.

Note.- The Central Civil Services (Commutation of Pension) Rules, 1981 were published vide S.O. 1134, dated 11th April, 1981 and amended vide notification No. 34/1/81 Pension Unit dated the 8th July, 1983 and were subsequently amended vide following Notifications of Department of Pension and Pensioners Welfare, namely:-

1. S.O. 1870, dated 04/05/1985
2. S.O. 2097, dated 18/05/1985
3. S.O. 1775, dated 19/07/1997
4. S.O. 918, dated 28/02/2002
5. S.O. 1484 (E), dated 30/12/2003
6. S.O. 2806, dated 09/11/2010
7. S.O. 1964, dated 16th June, 2012

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)/Part

Dated: 05/06/2015

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & pensions, Department of Pensions & Pensioners Welfare, Notification No. 42/22/2014-P&PW(G) dated 26th May, 2014 is transcribed below and circulated for information and necessary action to:-

1. All Heads of Departments/Office
2. All Secretariat Departments

Sd/-

(Ajit S. Pawaskar)

Under Secretary Fin. (R&C)

Ministry of Personnel, Public Grievances and Pensions
(Department of Pension and Pensioners' Welfare)

New Delhi

F. No. 42/22/2014-P&PW (G)

Dated: 26th May, 2014

NOTIFICATION

**Sub.: Central Civil Services (Commutation of Pension) Second
Amendment Rules, 2014**

G.S.R. 355(E).- In exercise of the powers conferred by the proviso to article 309 and clause(5) of article 148 of the constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Commutation of Pension) Rules, 1981, namely:-

- 1 (1) These rules may be called the Central Civil Services (Commutation of Pension) Second Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette
2. In the Central Civil Services (Commutation of Pension) Rules, 1981,—
 - (a) in rule 5, in sub-rule(2), for the words and figures “in Form 1 or Form 1-A or Form 2” the words and figures "in Form 5 of the Central Civil Services (Pension) Rules, 1972 or in Form 1 or Form 1-A or Form 2 of these rules" shall be substituted;
 - (b) in rule 12, in the proviso, for the words, figures and letter "in Form 1 or Form I-A", the words, figures, brackets and letter "in Form 5 of the Central Civil Services (Pension) Rules, 1972 or in Form 1 or Form 1-A of these rules" shall be substituted;
 - (c) in rule 13,-
 - (i) for sub-rule (3), the following sub-rules shall be substituted, namely:-

"(3) A Government servant who is due to retire on superannuation and desires payment of the commuted value of pension being authorised at the time of issue of the pension payment order, shall be eligible to apply in Form 5 of the Central Civil Services (Pension) Rules, 1972 for commutation of a percentage of pension along with pension papers prior to the date of retirement.

(3A) If a Government servant referred to in sub-rule (3) desires to apply for commutation of a percentage of pension after submission of pension papers and Form 5 of the Central Civil Services (Pension) Rules, 1972, he shall apply for the same in Form 1-A.

(3B) The application for commutation of a percentage of pension under sub-rule (3) or sub-rule (3A) shall be subject to the following; namely:-

 - (a) the Government servant retires on superannuation pension only;
 - (b) the application is submitted to the Head of Office in Form 1-A of these rules or in Form 5 of the Central Civil Services (Pension) Rules, 1972, so as to reach the Head of Office not later than three months before the date of superannuation;
 - (c) no such application shall be entertained if the period is less than three months from the date of superannuation of the Government servant; and
 - (d) the Government shall have no liability for the payment of the commuted value of

pension if the Government servant dies before the date of superannuation or forfeits claim to pension before such retirement."

(d) in rule 15, in sub-rule (3),-

- (i) in clause (a), for the word, figure and letter "Form 1-A", the words, figures, brackets and letter "in Form 5 of the Central Civil Services (Pension) Rules, 1972 or Form 1-A of these rules" shall be substituted;
- (ii) in clause (b), in sub-clause (i), for the word, figure and letter "Form 1-A", the words, figures, brackets and letter "in Form 5 of the Central Civil Services (Pension) Rules, 1972 or Form 1-A of these rules" shall be substituted;

(e) for Form 1, Form 1-A and Form 2, the following shall respectively be substituted, namely.-

"FORM I

FORM OF APPLICATION FOR COMMUTATION OF A PERCENTAGE OF PENSION WITHOUT MEDICAL EXAMINATION

[See Rules 5(2), 6(1), 12, 13, 14(1) and (2), 15(1) and (2) and 16(1) and (2)]

(To be submitted in duplicate after retirement but within one year of the date of retirement)

PART I

To

The

(Here indicate the designation and full address of the Head of Office)

Subjects:- Commutation of pension without medical examination.

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below-

- | | | | |
|--|-----|-----|-----|
| 1. Name (in Block Letters) | ... | ... | ... |
| 2. Father's/husband's name | ... | ... | ... |
| 3. Designation at the time of retirement | ... | ... | ... |
| 4. Name of office/Department/Ministry in which employed | ... | ... | ... |
| 5. Date of birth (by Christian era) | ... | ... | ... |
| 6. Date of retirement | ... | ... | ... |
| 7. Class of pension on which retired | ... | ... | ... |
| 8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%) | ... | ... | ... |
| 9. Details of Pension Payment Order, if issued | | | |
| (i) Number | | | |
| (ii) Date | | | |
| (iii) Designation of the Accounts Officer who authorised the pension | | | |
| 10. Details of Bank account to which monthly pension is being credited: | | | |
| (i) Name of Bank and Branch | | | |

- (ii) Account No.
(iii) BSR Code,

Place:

Signature

Date:

Postal Address

PART II ACKNOWLEDGEMENT

Received from Shri (name), (former designation), application in Part I of Form 1 for the commutation of a percentage of pension without medical examination.

Place:

Signature

Date:

Head of Office

NOTE. - This acknowledgement is to be signed, stamped and dated and is to be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover.

PART III

Forwarded to the Accounts Officer (here indicate the address and designation) with the remarks that -

- (i) the particulars furnished by the applicant in Part I have been verified and are correct ;
 - (ii) the applicant is eligible to get a percentage of his pension commuted without medical examination;
 - (iii) Amount of pension authorised. [In case final amount of pension has not been authorised, indicate the amount of provisional pension sanctioned under Rule 64 of the Central Civil Services (Pension) Rules, 1972]
 - (iv) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.
 - (v) the amount of residuary pension after commutation will be Rs.
2. It is requested that further action to authorise the payment of the amount of commuted value of pension may be taken as in Rule 15 of the Central Civil Services (Commutation of Pension) Rules, 1981.
 3. The receipt of Part I of the Form has been acknowledged in Part II which has been forwarded separately to the applicant on

Place:

Signature

Date :

Head of Office

FORM 1-A

FORM OF APPLICATION FOR COMMUTATION OF A PERCENTAGE OF SUPERANNUATION PENSION WITHOUT MEDICAL EXAMINATION IF NOT APPLIED FOR IN FORM 5 OF CENTRAL CIVIL SERVICES (PENSION) RULES, 1972

[See Rules 5(2), 12,13(3), (3A), (3B), 14(1) and 15(3)]

(To be submitted in duplicate at least three months before the date of retirement)

PART I

To

The
.....

(Here indicate the designation and full address of the Head of Office)

Subject:- Commutation of pension without medical examination.

Sir,

I desire to commute a percentage of my pension as indicated below in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. The necessary particulars are furnished below-

1. Name (in Block Letters)
2. Father's husband's name
3. Designation at the time of retirement)
4. Name of Office/Department/Ministry in which employed
5. Date of birth (by Christian era)
6. Date of retirement
7. Class of pension on which retired
8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%)
9. Details of Bank account to which monthly pension shall be credited:
 - (i) Name of Bank and Branch
 - (ii) Account No.
 - (iii) BSR Code:

Place:

Signature

Date:

Postal Address

**PART II
ACKNOWLEDGEMENT**

Received from Shri (name), (designation), application in Part I of Form 1-A for the commutation of a percentage of pension without medical examination.

Place:

Signature

Date:

Head of Office

NOTE. - If the application has been received by the Head of Office at least 3 months before the date of retirement on superannuation, this acknowledgement should be detached from the Form and handed over to the applicant. If the form has been received by post, it has to be acknowledged on the same day and the acknowledgement sent under registered cover to the applicant. In case it is received after the specified date, it should be accepted only if it has been put into the post on or before that date subject to the production of evidence to that effect by the applicant.

PART III

Forwarded to the Accounts Officer (here indicate the address and designation) with the remarks that-

- (i) the particulars furnished by the applicant in Part I have been verified and are correct;
- (ii) the applicant is eligible to get a percentage of his pension commuted without medical examination;
- (iii) Amount of pension authorised. [In case final amount of pension has not been authorised, indicate the amount of provisional pension sanctioned under Rule 64 of the Central Civil Services (Pension) Rules, 1972]

(iv) the commuted value of pension determined with reference to the Table applicable at present comes to Rs.....

(v) the amount of residuary pension after commutation will be Rs.....

2. The pension papers of the applicant completed in all respects were forwarded under this Ministry/Department/Office Letter No. dated It is requested that the payment of commuted value of pension may be authorised through the Pension Payment Order which may be issued at least one month before the retirement of the applicant.

3. The receipt of Part I of the Form has been acknowledged in Part II which has been forwarded separately to the applicant on

Place:

Signature

Date:

Postal Address

FORM 2
FORM OF APPLICATION FOR COMMUTATION OF
A PERCENTAGE OF PENSION AFTER MEDICAL EXAMINATION BY AN
APPLICANT REFERRED TO IN RULE 18

[See Rules 5(2), 9(3), 13(2), 14(2), 19,20(1), (2) and (3), 21(1) and 25(2)]

(To be submitted in duplicate)

PART-I

SPACE
FOR
PHOTOGRAPH

To

The

.....

.....

(Here indicate the designation and full address of the Head of Office)

Sub.- Commutation of pension after medical examination.

Sir,

I desire to commute a percentage of my pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981. A self-attested copy of my photograph is pasted on the application and an unattested copy is enclosed. The necessary particulars are furnished below—

- | | | | |
|--|-----|-----|-----|
| 1. Name (in Block Letters) | ... | ... | ... |
| 2. Father's/husband's name | ... | ... | ... |
| 3. Designation at the time of retirement | ... | ... | ... |
| 4. Name of Office Department Ministry in which employed | ... | ... | ... |
| 5. Date of birth (by Christian era) | ... | ... | ... |
| 6. Date of retirement | ... | ... | ... |
| 7. Class of pension on which retired | ... | ... | ... |
| 8. Percentage of monthly pension proposed to be commuted
(indicate percentage, equal to or less than 40%) | ... | ... | ... |
| 9. Details of Pension Payment Order, if issued | | | |

- (i) Number
 - (ii) Date
 - (iii) Designation of the Accounts Officer who authorised the pension
10. Details of Bank account to which monthly pension is being credited:
- (i) Name of Bank and Branch
 - (ii) Account No.
 - (iii) BSR Code,
11. Approximate date from which commutation is desired to have effect
12. The amount of pension already commuted, if any
13. Preference for station where medical examination is desired to take place

Place:

Signature

Date:

Postal Address

NOTE. - The payment of commuted value of pension shall be made through the disbursing authority from which pension is being drawn.

PART- II ACKNOWLEDGEMENT

Received from Shri\Kum.\Smt.
(name) (former designation) application in Part I of Form 2
for commutation of a percentage of pension after medical examination.

Place:

Signature

Date:

Head of Office

PART- III

Forwarded to the Accounts Officer
(here indicate the address and designation) with the remarks that the particulars furnished by the applicant in Part I have been verified and are correct and the applicant is eligible to get a percentage of his pension commuted after medical examination.

2. It is requested that Part IV of the Form may be completed and returned to this office as early as possible.

Place:

Signature

Date:

Head of Office

PART- IV

(To be completed by the Accounts Officer)

1. Name of the applicant
2. Date of birth (by Christian era)
3. Date of retirement
4. Amount of pension including provisional pension,
if final pension not authorised
5. Class of pension [See Chapter V of the CCS (Pension) Rules, 1972]
6. Amount of pension out of the amount in item 4 above: that may be allowed to be commuted-

On the basis of		
Normal Age	1 added year	2 added years
Rs.	Rs.	Rs.

5. (i) Sum payable if commutation becomes absolute before the applicant's next birthday,
which falls on Rs.....

- (ii) Sum payable if commutation becomes absolute after the applicant's next birthday Rs.

8. Number of enclosures, if any
[See Note below]

Place:
Date:

Signature and
Designation of the
Accounts Officer

Countersigned

(Head of Office)
Full address

NOTE.- The Accounts Officer should enclose with the Form a copy of the report or statement of the applicant's case if the applicant has been granted invalid pension or has previously commuted a part of his pension or declined to accept commutation on the basis of an addition of years to actual age, or has been refused commutation on medical grounds."

[F.No.42/22/2014-P&PW (G)]
VANDANA SHARMA, Jt. Secy.

Note.- The Central Civil Services (Commutation of Pension) Rules, 1981 were published vide S.O. 1134, dated 11th April, 1981 and amended vide notification No. 34/1/81 Pension Unit dated the 8th July, 1983 and were subsequently amended vide following Notifications of Department of Pension and Pensioners Welfare, namely:-

1. S.O. 1870, dated 04/05/1985
2. S.O. 2097, dated 18/05/1985
3. S.O. 1775, dated 19/07/1997
4. S.O. 918, dated 28/02/2002
5. S.O. 1484 (E), dated 30/12/2003
6. S.O. 2806, dated 09/11/2010
7. S.O. 1964, dated 16th June, 2012
8. G.S.R. 236 (E), dated 28/3/2014

Department of Finance (Revenue & Control)

No. 12/3/2011-Fin(R&C)

Dated: 05/05/2014

Read O.M. No. 12/13/2011-Fin(R&C) dt. 3-9-2013

OFFICE MEMORANDUM

The Office Memorandum read above issued by Finance (Rev. & Cont.) Department adopting the O. M. No. 45/86/97-P&PW(A)-Part-III dated 09th Nov., 2011 issued by Government of India, Ministry of Personnel, Public Grievance & Pensions, Department of Pensions and Pensioners Welfare, New Delhi is hereby withdrawn with immediate effect.

By order and in the name of
the Governor of Goa
Sd/-
(Ajit S. Pawaskar)
Under Secretary Finance (R&C)

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)(Part)

Dated: 22-09-2014

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notification dated February, 2014 is reproduced here below and circulated for information and necessary action to:-

1. All Heads of Department/ Offices.
2. All Secretariat Departments.

This Notification is effective from immediate effect.

Sd/-

(Ajit S. Pawaskar)Under Secretary Finance
(R&C)**Ministry of Personnel, Public Grievances and Pensions**

Dated: 20th February, 2014

NOTIFICATION

G.S.R. 103 (E).- In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2014.
- (2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972, for Form 3, Form 5, Form 7, Form 8, Form 10, Form 11, Form 12, Form 13, Form 14, Form 18, Form 19, Form 20, Form 21, Form 22 and Form 24, the following Forms shall respectively be substituted, namely:-

“FORM 3*(See rule 54 (12))*

Details of Family

1. Name of the Government servant
2. Designation
3. Date of birth
4. Details of the members of family as on

S. No.	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1						
2						
3						
4						

5						
6						
7						
8						
9						
10						

I hereby undertake to keep the above particulars up-to-date by notifying to the head of the Office any addition or alteration.

Signature of Government servant

Place:

Date:

Note 1.- The original Form submitted by the Government servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government servant should submit the details of family afresh along with Form 5.

Note 2.- The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3.- The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4.- Wife and husband shall include judicially separated wife and husband.

FORM 5

[See rules 59(1) (c) & 61(1)]

[Also see rules 5(2), 12, 13 (3), 14 (1) and 15 (3) of Central Services
(Commutation of Pension) Rules, 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No. if available
3. Specify a few marks of identification, not less than two, if possible
 - (i)
 - (ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
(a) BSR code of the branch

(b) IFSC code of the branch

8. Indicate whether family pension is also admissible from any other source - Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government –
9. I desire to commute % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosure as per check-list are enclosed.

Signature

Designation:

Place:

Date:

Ministry/Department Office:

Mobile No.:

E-mail ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form I-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government Servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

Check List of Documents to be submitted along with Form 5.

Sr. No.	Description of documents to be enclosed	Whether Enclosed
1(a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information (Only in case of an illiterate or disabled Government servant):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government Servant.	
2	Three copies of passport size joint photograph with wife or husband. Where it is possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	

3	Details of the family in Form 3	
4	Undertaking in Form 26, for those who served in Security-related or intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5	Written statement for counting of period of service under rules 59(1) (a), if any	
6	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7	Nomination for gratuity, (GEGIS) and GPF in nomination form	
8	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	

FORM 7

[See rules 58, 60, 61 (1) & (3) and rule 65(1)]

Form for assessing Pension/Family Pension and Gratuity

[To be sent six months before the Date of Retirement to the PAO]

PART-I

1. Name of the retiring Government employee
2. Father's/Husband's name
3. PAN No.
4. Height & Marks of Identification
5. Date of Birth
6. Service to which he/she belongs (indicate name of organised service, if any, otherwise say, General Central Service)
7. Particulars of post held at the time of retirement-
 - (a) Name of the Office
 - (b) Post held
 - (c) Scale of pay/Pay Band & Grade pay of the post
 - (d) Basic Pay/pay in the Pay Band & Grade pay
 - (e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms
 - (f) If on foreign service, scale of pay/pay band, pay in the pay band & grade pay of the post in the Parent department
8. Whether declared substantive in any post under the Central Government
9. Date of beginning of service
10. Date of ending of service

11. Cause of ending of service (please tick one)-
- (a) Superannuation (Rule 35)
- (b) Voluntary retirement on being declared surplus (Rule 29-A)
- (c) Voluntary/premature retirement at the initiative of the Government servant [under Rules 48, 48-A and FR 56 (k)]
- (d) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)]
- (e) Permanent absorption in public sector undertaking/autonomous body (Rule 37 or 37-A/37-B)
- (f) Invalidment on medical ground (Rule 38)
- (g) Due to abolition of post (Rule 39)
- (h) Compulsory retirement (Rule 40)
- (i) Removal/dismissal from service (Rules 24 and 41)
- (j) Death
12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)
13. In case of removal/Dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)
14. Particulars relating to military service, if any
- (a) Period of military service
- (b) Terminal benefits drawn/being drawn for military service
- (c) Whether opted for counting of military service towards civil pension (Rule 19)
- (d) If answer to (c) above is in the affirmative, Whether the terminal benefits have been refunded
15. Particulars relating to service in autonomous Body/State Government, if any-
- (a) Particulars of service:

Name of Organisation	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for pension in the Government
- (c) Whether the autonomous organisation has discharged its Pensionary liability to the Central Government
16. Whether any departmental or judicial proceedings in terms of

Rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (if yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)

17. Qualifying service-

- | | | | |
|---|-----|-----|-----|
| (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59(1) (b) (ii)] | ... | ... | ... |
| (b) Period not counting as qualifying service- | | | |
| (i) Boy service (2 nd proviso to Rule 13) | ... | ... | ... |
| (ii) Extraordinary leave not counting as qualifying service (Rule 21) | ... | ... | ... |
| (iii) Periods of suspension not treated as qualifying service (Rule 23) | ... | ... | ... |
| (iv) Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)] | ... | ... | ... |
| (v) Period of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31) | ... | ... | ... |
| (vi) Any other period not treated as qualifying service (give details) | ... | ... | ... |
| (c) Additions to qualifying service- | | | |
| (i) Civil service (Rule 18) | ... | ... | ... |
| (ii) Military service (Rule 19) | | | |
| (iii) Benefit of service in an autonomous body | | | |
| (d) Net qualifying service | ... | ... | ... |
| (e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49) | ... | ... | ... |

18. Emoluments-

- (a) Emoluments in terms of Rule 33
- (b) Emoluments drawn during ten months preceding retirement-

From	To	Rate of Pay (including NPA)	Amount

Note: If the officer was on foreign service immediately preceeding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)

- | | | | |
|---|-----|-----|-----|
| (c) Average emolument (Rule 34) | ... | ... | ... |
| (d) Emoluments or average emoluments (Whichever is higher) to be reckoned for pension (Rule 49) | | | |
| (e) Emoluments reckoned for retirement gratuity/death Gratuity (Rule 50) | ... | ... | ... |
| (f) Pay reckoned for family pension (Rule 54) | ... | ... | ... |

19. Amount of retirement gratuity/death gratuity (Rule 50)

(Refer S. No. 9 of Calculation Sheet)

20. Details of Government dues recoverable out of gratuity-

(a) Licence fee for Government accommodation [see

Sub-rules(2), (3) and (4) of Rule 72]

... ..

(b) Dues referred to in Rule 73

... ..

(c) amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72

21. (a) proposed pension/service gratuity (Rule 49)

... ..

(b) proposed dearness relief on pension (as on the date of retirement)

(c) Date from which pension is to commence (Rules 83)

22. Rate of Family Pension-

(a) Enhanced rate [Rule 54(3)]

(b) Period for which family pension will be payable at enhanced rate

(c) Ordinary rate [Rule 54(2)]

(d) Date from which ordinary rate of family pension will be payable

23. Commutation of pension-

(a) Whether simultaneously applied for commutation of Pension with the pension application (applicable Only in the case of those who retire on Superannuation pension)

(b) The percentage of pension commuted

(c) Amount of monthly pension commuted

(d) Commuted value of pension

(e) Amount of residuary pension after deducting Commuted portion

(f) Date from which reduced pension is payable

(g) Date from which commuted pension is to be restored

24. Post-retirement address of the retiree

25. e-mail ID, if any

26. Mobile number, if any

Signature of the
Head of Office**FORM 7****CHECK LIST FOR HEAD OF OFFICE FOR TIMELY PROCESSING OF
RETIREMENT DUES**

1. Whether retiring employee is an allottee of Government accommodation
2. If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office.
3. The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-

4. Date of receipt of 'No demand certificate' from Directorate of Estates
5. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates.
6. Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59.
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73(1).
8. Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity and pension.
9. Whether any objection received from the employee on the above certificate
10. Date on which the employee submitted his application for pension in Form 5
11. Whether nominations made in Common Nomination Forms for
 - (i) death gratuity/retirement gratuity
 - (ii) payment under CGEGIS
 - (iii) amount of GPF, if applicable
 - (iv) arrears of pension
 - (v) commuted value of pension (if applicable)
12. (i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972
(ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record
13. Whether Details of family in Form 3 attached
14. Whether Medical certificate of incapacity (for invalid pension) attached.
15. Whether Statement of the savings effected and the reasons why employments could not be found elsewhere attached (if claim is for compensation pension or gratuity).
16. Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.
17. Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.
18. Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)

PART II

- | | | |
|---|-----|-----|
| 1. Date of receipt of pension papers by the Accounts Officer from Head of Office... | ... | ... |
| 2. Entitlement admitted- | | |
| A. Length of qualifying service | ... | ... |
| B. Pension- | | |
| (i) Class of pension | ... | ... |
| (ii) Amount of monthly pension | ... | ... |
| (iii) Date of commencement | ... | ... |
| C. Commutation of Pension- | | |
| (i) Portion of pension commuted, if any | ... | ... |
| (ii) Commuted value of portion of pension commuted, if any | ... | ... |

(iii) Residuary pension after commutation
(iv) Date from which reduced pension is payable
(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
D. Retirement/Death Gratuity-			
(i) Total amount of gratuity
(ii) Amount to be adjusted towards arrears towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement (Rule 72(1) and 72(4) Amount intimated by Directorate of Estates for being withheld
(iii) on account of unassessed licence fee (Rule 72(5))
(iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)
(v) Net amount to be released immediately
E. Family Pension-			
(i) At enhanced rate
(ii) Period for which Family Pension at enhanced rate is payable
(iii) At normal rate
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited
Accounts Officer			

PENSION CALCULATION SHEET

1. Name
2. Designation
3. Scale of pay/Pay Band & Grade pay
4. Date of birth
5. Date of entry in the Government service
6. Date of retirement
7. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)
8. Emoluments drawn during the last ten months
9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO)
(2) Pension admissible (if qualifying service is ten years or more)
Calculations to be shown as follows:-
Emoluments or Average Emoluments/2
10. (1) Emoluments for gratuity (as indicated in PPO)
(2) Retirement gratuity admissible
Calculation to be shown as follows:-
Emoluments/4x Qualifying Service (In completed

Six monthly period, not exceeding 66.)

11. (1) Pay for Family Pension (as indicated in PPO)

(2) Family Pension admissible

Calculations to be shown as follows:-

(a) Ordinary Family Pension:

Pay x 30% subject to prescribed

Minimum and maximum

(b) Enhanced Family Pension:

Pay ÷ 2

[Subject to prescribed minimum and maximum as

Per Rule 54].

Head of Office
Countersigned by
PAO

Copy to:— Shri/Smt./Kumari

Retiring Govt. Servant

FORM 8

[See rule 61 (1)]

[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

No.

Government of India
Ministry of
Department/Office

Dated the

To

The Pay and Accounts Officer/Accountant-General

Subject:- Pension papers of Shri/Smt./Kumari for authorisation of pension

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari of this Ministry/Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Govt. Servant and which need to be recovered out of the amount of retirement gratuity are indicated below—

- | | |
|---|-----|
| (a) Balance of the house-building or conveyance advance | Rs. |
| (b) Overpayment of pay and allowances including leave salary | Rs. |
| (c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961) | Rs. |
| (d) Arrears of licence fee for occupation of Government Accommodation | Rs. |
| (e) The amount of licence fee for the retention of | |

- Government accommodation for the permissible period beyond the date of retirement Rs.
- (f) amount to be withheld as per intimation of the Directorate of Estates under rule 72(5), if any Rs.
- (g) Any other assessed dues and the nature thereof Rs.
3. Your attention is invited to the enclosure forwarded herewith.
4. The receipt of this letter may be acknowledged and this Ministry/ _____ Department/Office informed that necessary instructions for the disbursement _____ of pension have been issued to disbursing authority concerned, under intimation _____ to the retiring Government servant/pensioner.
5. The retirement gratuity will be drawn and disbursed by this _____ Ministry/Department/Office on receipt of authority from you. _____ The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Head Office

List of enclosures

- (1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- (2) Service Book (date of retirement to be indicated in the service book)

NOTES

- When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.
- If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

FORM 10

[See rule 77(2)]

Form of letter to the nominee of a deceased Government servant where valid nomination for the grant of the death gratuity exists

No.

Government of India

Ministry of

Department Office

Dated the

To,

.....

.....

.....

Subject:- Payment of death gratuity in respect of the late Shri/Smt./Kumari

Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smt. (Name & Designation) in the Office/Department/Ministry of

..... a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed form 12

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully,

Head of Office

FORM 11

[See rule 77(2)]

Form of letter to the members of the family of a deceased Government servant

Where valid nomination for the grant of the death gratuity does not exist

No.

Government of India

Ministry of

Department/Office

Dated the

To

.....
.....
.....

Subject:- **Payment of death gratuity in respect of the late Shri/Smt.**

Sir/Madam,

I am directed to say that in terms of rules 50 and 51 of the Central Civil Services (Pension) Rules, 1972, a death gratuity is payable to the following members of the family of late Shri/Smt. (Name and Designation), in the Office/Department/Ministry of in equal shares:-

- (i) Wife/husband including judicially separated wife/husband.
- (ii) Sons }
- (iii) Unmarried daughters } including step children and adopted children.
- (iv) widowed daughters }

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares:-

- (i) Father }
- (ii) Mother } including adoptive parents in case of individuals whose personal law permits adoption;
- (iii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
- (iv) Married daughters; and
- (v) Children of a pre-deceased son.

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

Head of Office

FORM 12

[See rule 77(2)]

Form of application for the grant of death gratuity on the death of a Government servant

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. (i) Name of the deceased Government servant in respect of whom gratuity is being claimed
- (ii) Date of death of Government servant
- (iii) Office/Department/Ministry in which The deceased served last

2. Name and other details of claimant(s)-

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant(s) is/are minor, details of guardian-

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address

Details of Bank with Account No.

4. IFS Code for e-Payments/ECS

Signature/Thumb-
Impression of the
Claimant/guardian

Enclosures:

- (i) Death Certificate
- (ii) Date of Birth Certificate, (in case of minors)
- (iii) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.

FORM 13

[See rule 77(3)]

(Form of letter to family member of a deceased Government servant for grant of Family Pension)

No.
Government of India
Ministry of
Department/Office

Dated the

To

.....
.....
.....

Subject:- Payment of Family Pension in respect of the late Shri/Smt.

Sir/Madam,

I am directed to state that in terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, a family pension is payable to you in respect of the late Shri/Smt.
(Name and Designation) in the Office/Department/Ministry of

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 14.

3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 54 of Central Civil Service (Pension) Rules, 1972.

4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is less than or equal to the sum of minimum family pension under the Central Civil Service (Pension) Rules, 1972 and Dearness Relief on it.

Yours faithfully,

Head of Office.

Form 14

[See rules 77 (3) and 81 (2)]

Form of application for family pension on death of a Government servant/pensioner/family pensioner

1. (i) Name of the Government servant in respect of whom family pension is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of Government servant
- (iv) Date of death of Government servant/pensioner/family pensioner
- (v) PPO No. of Government servant/pensioner/family pensioner

2. Name and other details of claimant—

Name	Date of birth	Relationship with the deceased Government servant	Postal Address

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable—

Name	Date of birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased Government servant	Postal Address

4. Details of surviving widow/widower, children, dependent parents and disabled siblings of the deceased Government servant/pensioner are enclosed in Form 3.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension-Military or State Government and/or a Public Sector

Undertaking/Autonomous body/Local Fund under the Central or a State Government, if any—

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.

Permanent Account Number for Income Tax (PAN)

Aadhar No., if available-

Signature of two Witnesses with names and full addresses:

(i)

(ii)

Note: Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing Authority on the basis of an application on plain paper. The permanently disable children/siblings and dependent parents to whom family pension has been authorised in the PPO of the pensioner will submit this Form to the Pension Disbursing Authority.

Check List of Documents to be submitted with Form 14.

1.	Two specimen signature of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant. (Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted servant.)	
2.	Two copies of passport size photographs of the claimant, duly attested	
3.	Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Govt.	
4.	Details of the family in Form 3.	
5.	Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name	
8.	Two attested copies of passport size photograph of the guardian/nominee	
9.	Descriptive roll of the guardian/nominee, Showing the particulars of height and identification marks, duly attested.	
10.	Copy of PPO of previous pensioner/family pensioner	
11.	Proof of permanent address of the guardian.	
12.	Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.	
13.	Copy of document regarding ineligibility of previous family pensioner, if applicable.	

Form 18

[See rules 78(1), 80(1), 80(3), 80(5), 80-B(1) and 80-B (5)]

Form for assessing and authorising the payment of family pension and death gratuity when a Government servant dies while in service

PART I

Section I

1. Name of the deceased Government servant ...
2. Father's Name ...
3. Husband's name in the case of female Government servant ...

4. Date of birth (by Christian Era) ...
5. Date of death (by Christian era) ...
6. Religion ...
7. Particulars of post held at the time of death
 - (a) Name of the Office
 - (b) Post held substantively:
 - (c) Officiating post:
 - (d) Scale of pay/Pay Band & Grade Pay
 - (e) Basic Pay/Pay in Pay Band & Grand Pay
 - (f) Whether the last post held was under the Government or outside the Government on foreign service terms
 - (g) If on foreign service, scale of pay/pay band, pay in the pay band and grade pay of the post in the parent department
8. Date of beginning of service ...
7. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned:
(ii) Amount and nature of any pension/gratuity received for the military service
10. Particulars relating to service in autonomous body/State Government, if any-
 - (a) Particulars of service:

Name of Organisation	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for gratuity in the Government
- (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government
11. Amount and nature of any pension/gratuity received for previous civil service, if any
12. Service qualifying for death gratuity-
 - (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 59 (1) (b) (ii)]-
 - (b) Periods of non-qualifying service- From To
 - (i) Interruption in service condoned under rules 27 & 28
 - (ii) Extraordinary leave not qualifying for gratuity
 - (iii) Period of suspension treated as non-qualifying
 - (iv) Boy service (2nd proviso to rule 13)
 - (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)
 - (vi) Any other service not treated as qualifying service
- Total period of non-qualifying service
- (c) Additions to qualifying service-
 - (i) Civil service (Rule 18)
 - (ii) Military service (Rule 19)
 - (iii) Benefit of service in an autonomous body

Total period of qualifying service

- (d) Net Qualifying service
- (e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49))
13. (a) Emoluments reckoning for death gratuity ...
- (b) Amount of death gratuity ...
14. Details of Government dues recoverable out of death gratuity-
- (i) License fee for occupation of Government accommodation [See rule 80-C] ...
- (ii) Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)] ...
- (iii) Dues referred to in rule 80-C (2) ...
15. Net amount payable as death gratuity
16. Details of the nominee (s) to whom death gratuity is payable

Sr. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Govt. servant

17. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S. No	Name of minor/mentally disabled child	Name of Guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office
19. The date on which action initiated to-
- (i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in rule 77:
- (ii) obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C(1):
- (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C(2):
- (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.

20. Details of payment of Family Pension—

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

21. Person to whom family pension is payable-
- (i) Name ...
- (ii) Relationship with the deceased Government servant ...
- (iii) Full postal address ...

22. Details of guardian who will receive payment of family person in the case of minor/mentally disabled children.

S. No	Name of minor/mentally disabled child	Name of Guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

23. Head of Account to which death gratuity and family pension are debitable.

Place:

Date the

Signature of
Head of Office

Section II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with rule 80A.

Provision family pension

Rs. p.m.

Death Gratuity [amount mentioned in item 13 (b) of Section I]

Rs.

Less

- (a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in item 14(i) of Section I]

Rs.

- (b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as the item 14(ii) of Section I]

Rs.

- (c) Other Government dues as mentioned in item 14(iii) of Section I

Rs.

- (d) Total of (a), (b) and (c)

Rs.

Place

Dated, the

Signature of Head of Office

Part II

Account Enfacement

Section I

- (i) Total period qualifying service accepted for Death gratuity ...
(ii) Total period of continuous service accepted for Family Pension
- Net amount of death gratuity after adjusting Government dues
- Amount and the period of tenability of Family Pension –

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension as on date, to old family pensioner, if any, under rule			

54(2A)			
--------	--	--	--

4. Date from which family pension is admissible:
5. Head of Account to which death gratuity and family pension are debitale:

Section II

1. Name of the deceased Government servant ...
2. Date of death of the Government servant ...
3. Date on which pension papers received by the Accounts Officer ...
4. Amount of family pension authorised ...
5. Amount of gratuity authorised ...
6. Date of commencement of family pension ...
7. Date on which payment of family pension and gratuity authorised ...
8. Amount recoverable from gratuity
9. Amount of gratuity held over pending receipt of No demand certificate ...

Place

Dated, the

Accounts Officer

FORM 19

(See rule 81)

Form of letter to the Accounts Officer forwarding papers for the grant of family pension and death gratuity to the family of a Government servant who dies while in service

No.

Government of India

Ministry of

Department/Office

Dated the

To

The Pay and Accounts Officer

.....
.....

Subject :- Grant of family pension and death gratuity

I am directed to say that Shri/Smt./Kumari
(Name and designation) died on

His family has become eligible for the grant of family pension and death gratuity. Form 18 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the death gratuity as indicated in Section II of Part I of Form 18.

3. Your attention is invited to the enclosures forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension and death gratuity have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,
Head of Office

List of enclosures

1. Forms 14 (along with check-list) and Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).

Form 20

[See rule 81(2)]

Form of letter sanctioning Family Pension to a member (other than spouse)
on death of a retired Government servant

No.

Government of India

Ministry of

Department/Office

Dated the

To

The Pay and Accounts Officer

.....

.....

Subject :- Grant of Family Pension to the child/children/dependent parents/disabled siblings.

Sir/Madam,

I am directed to say that Shri/Smt.
formerly (Designation) in this Ministry/Department was authorized pension of Rs.
..... with effect from on his/her retirement from service.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt.
died on and that at the time of death left no widow/widower but was survived by the
following members of family:-

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

3. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt. The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt. who is the nominee/guardian.

4. Sanction for the grant of Family Pension of Rs. per month to Shri/Kumari/Smt. is hereby accorded. The Family Pension will take effect from and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

5. The Family Pension is debitable to the Head

6. Your attention is invited to the enclosures forwarded herewith.

7. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,
Head of Office

List of enclosures

1. Forms 14 (along with check-list)

Form 21

[See rule 81(2)]

Form of letter sanctioning Family Pension to another member of family
on death or ineligibility of a recipient of Family Pension

No.

Government of India

Ministry of

Department/Office

Dated the

To

The Pay and Accounts Officer

.....
.....

Subject :- Grant of Family Pension on death or ineligibility of a recipient of Family Pension.

Sir,

I am directed to say that Shri/Smt. (relationship) of
late Shri/Smt. formerly (designation) in this
Ministry/Department/Office was authorised the payment of Family Pension of Rs.
..... with effect from vide
PPO No.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt./Km.
..... died/ceased to be eligible for family pension on account of on
..... (date)

3. There are the following surviving members of family of the deceased Government
servant/pensioner:-

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status

4. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt. The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt. who is the nominee/guardian.

5. Sanction for the grant of Family Pension of Rs. per month to Shri/Kumari/Smt. is hereby accorded. The Family Pension will take effect from and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

6. The Family Pension is debitable to the Head

7. Your attention is invited to the enclosures forwarded herewith.

8. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,
Head of Office

List of enclosures

1. Forms 14 (along with check-list)

FORM 22

[See rule 81(4)]

Form of application for the grant of Residuary Gratuity on the death of a pensioner

(To be filled in separately by each claimant)

1. (i) Name of the pensioner in respect of whom residuary gratuity is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of pensioner
- (iv) Date of retirement of pensioner
- (v) PPO No. of pensioner, if applicable

2. Name and other details of claimant(s)—

S. No.	Name	Date of Birth	Relationship with the deceased pensioner	Postal Address

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian—

S. No.	Name	Date of Birth	Relationship with the deceased pensioner	Postal Address

4. Account No., name and BSR code of the Branch of Bank to which amount is to be credited:
5. Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to deceased pensioners:
6. Amount of retirement gratuity received by the deceased pensioner:
7. The amount of pension (including ad hoc increase, if any)/service gratuity drawn by the deceased till the date of death:
8. If the deceased had commuted a portion of pension before his death, the commuted value of the pension:
9. Total of items 6, 7 and 8:
10. Amount of death gratuity equal to 12 times of the emoluments:
11. The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 10 and 9:

Encl: Specimen Signature/thumb impression

duly attested by a Gazetted Government servant

Signature or left hand thumb impression of the claimant/guardian

Mobile/Telephone No.

Permanent Account Number for Income Tax (PAN)

Aadhar No., if available-

Signature of two Witnesses with names and full addresses:

(i)

(ii)

Note 1.— If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including ad-hoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government Servant has retired before earning a pension, the amount of service gratuity should be indicated.

Note 2.— Two Specimen signatures duly attested by a Gazetted Government servant (to be furnished in a separate sheet). Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a person on account of physical disability is unable to give left thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.

Form 24

[See rule 32]

Form of certificate of verification of service for pension

No
Government of India
Ministry of
Department/Office

Dated the

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km. (Name and Designation) has completed a qualifying service of years months, days as on (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rule (1) and (2) of rule 32 of the Central Civil Services (Pensions) Rules, 1972 shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

Details of Qualifying Service

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature & Stamp of Head of Office

To
Shri
(Name & Designation)''

Sujasha Choudhary, Dy. Secy.

Note: The principal rules were published vide number S. O. 934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:-

1. S.O. 254, dated the 4th February, 1989
2. S.O. 970, dated the 6th May, 1989
3. S.O. 2467, dated the 7th October, 1989S
4. S.O. 899, dated the 14th April, 1990
5. S.O. 1454, dated the 26th May, 1990
6. S.O. 2329, dated the 8th September, 1990
7. S.O. 3269, dated the 8th December, 1990
8. S.O. 3270, dated the 8th December, 1990
9. S.O. 3273, dated the 8th December, 1990
10. S.O. 409, dated the 9th December, 1991
11. S.O. 464, dated the 16th February, 1991
12. S.O. 2287, dated the 7th September, 1991
13. S.O. 2740, dated the 2nd November, 1991
14. G.S.R. 677, dated the 7th December, 1991
15. G.S.R. 399, dated the 1st February, 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O. 258, dated the 13th February, 1993
19. S.O. 1673, dated the 7th August, 1993
20. G.S.R. 449, dated the 11th September, 1993
21. S.O. 1984, dated the 25th September, 1993
22. G.S.R. 389(E), dated the 18th April, 1994
23. S.O. 1775, dated the 19th July, 1997
24. S.O. 259, dated the 30th January, 1999
25. S.O. 904(E), dated the 30th September, 2000
26. S.O. 717(E), dated the 27th July, 2001
27. G.S.R. 75(E), dated the 1st February, 2002
28. S.O. 4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (E), dated the 14th October, 2005
32. G.S.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. G.S.R. 258 (E), dated the 31st March, 2008
35. S.O. 109 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R. 928 (E), dated the 26th December, 2012
39. G.S.R. 938 (E), dated the 27th December, 2012

Directorate of Accounts

No. DA/Control/7-23(i)/2013-14/Tr-176/209

Dated:- 31-07-2013

CIRCULAR

The Pension Section of this Directorate has been receiving pension cases from the various pension sanctioning authorities from all over the State. As per rule 61 of the C.C.S. (Pension) Rules, 1972 the pension sanctioning authorities are required to send the pension cases of the retiring Government servants to the Pension Authorizing Authority i.e. Pension Section duly completed in all respects well in advance i.e. at least six months prior to the date of retirement. This procedure is devised so as to ensure timely disbursement of pension and pensionary benefits to the pensioner.

Contrary to the above rule provision the pension cases are being sent to this Directorate very late, in some cases even after retirement of the Government servant. The retired Government servants and pension sanctioning authorities under such circumstances pressurise the staff and the officers of pension section for early settlement of their pension. Some affected pensioners approach legal authority/forum for early settlement of their pensionary benefits and some even claim interest on account of delay in payment of their retirement dues.

To avoid the situation faced by this Department, Pension Sanctioning Authority and the hardship to the retiring Government servants connected with the process of preparation of pension documents; all the pension sanctioning authorities viz. Heads of Departments/Heads of Offices are requested to take timely action i.e. to obtain required documents from the retiring Government servant and send the pension case to the Directorate of Accounts well in advance duly completed in all respects at least six months prior to the date of retirement of the Government servant.

It may please be noted that the responsibility of delay in settlement of pensionary benefits due to late submission of pension documents or incomplete records/documents will solely lie with the pension sanctioning authority and in no case the Director of Accounts will be held responsible.

All the Heads of Departments are requested to bring the contents of this circular to the notice of Heads of Offices under their control for strict compliance.

Sd/-
(G. S. Potekar)
Director of Accounts

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)/Part

Dated:- 05-06-2015

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notification No. 1/33/2012-P&PW(E) dated 27th December, 2012 is transcribed below and circulated for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Secretariat Departments.

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

Ministry Of Personnel, Public Grievances and Pensions

F. No.1/33/2012-P&PW(E)

Dated: 27th December, 2012

NOTIFICATION**Sub:- Amendment in Rule 54 of CCS (Pension) Rules, 1972.**

G.S.R. 938(E).-In exercise of the powers conferred by the proviso to article 309 and clause (5) of

article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (pension) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Pension) Second Amendment Rules, 2012.

(2) These rules shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Pension) Rules, 1972, in Rule 54,—

(a) in sub-rule (6),-

(i) in Explanation 1, for the words “daughter shall”, the words “daughter, except a disabled son or daughter,” shall be substituted;

(ii) in Explanation 3, for the words “her re-marriage or parents”, the words “her re- marriage or by the disabled son or daughter or by parents,” shall be substituted;

(b) sub-rule 13-A shall be omitted;

(c) sub-rule 13-B shall be omitted.

[F. No. 1/33/20 12-P&PW CE]
Sujasha Chowdhury, Dy. Secy.

Note:- The principal rules were published vide number S.O. 934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:-

1. S.O. 254, dated the 4th February, 1989
2. S.O. 970, dated the 6th May, 1989
3. S.O. 2467, dated the 7th October, 1989
4. S.O. 899, dated the 14th April, 1990
5. S.O. 1454, dated the 26th May, 1990
6. S.O. 2329, dated the 8th September, 1990
7. S.O. 3269, dated the 8th December, 1990
8. S.O. 2730, dated the 8th December, 1990
9. S.O. 3273, dated the 8th December, 1990
9. S.O. 409, dated the 9th December, 1991
10. S.O. 464, dated the 16th February, 1991
11. S.O. 2287, dated the 7th September, 1991
13. S.O. 2740, dated the 2nd November, 1991
14. G.S.R. 677, dated the 7th December, 1991
15. G.S.R. 399, dated the 1st February, 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O. 258, dated the 13th February, 1993
19. S.O. 1673, dated the 7th August, 1993
20. G.S.R. 449, dated the 11th September, 1993
21. S.O. 1984, dated the 25th September, 1993
22. G.S.R. 389 (E), dated the 18th April, 1994
23. S.O. 1775, dated the 19th July, 1997
24. S.O. 259, dated the 30th January, 1999
25. S.O. 904, dated the 30th September, 2000
26. S.O. 717(E), dated the 27th July, 2001
27. G.S.R. 75(E), dated the 1st February, 2002
28. S.O. 4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483(E), dated the 30th December, 2003

31. S.O. 1487, dated the 14th October, 2005
32. G.S.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821(E), dated the 25th October, 2007
34. G.S.R. 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829 (E), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R. 928(E), dated the 26th December, 2012

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)/Part

Dated:- 05-06-2015

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notification No.38/80/08-P&PW dated 21st December, 2012 is transcribed below and circulated for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Secretariat Departments.

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

Ministry Of Personnel, Public Grievances and Pensions

F.No. 38/80/08-P&PW

Dated: 21st December, 2012

NOTIFICATION

Sub:- Amendment in Rule 5(2), 29, 29-A, 30, 31, 32(1), 37, 37(A), 48A(5), 48(B) and 48(C) of CCS (Pension) Rules, 1972.

G.S.R. 928(E).-In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and, after consultation with the Comptroller and Auditor General of India in relation to conditions of service of persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:-

- (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2012.
- (2) Save as otherwise provided, these rules shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Pension) Rules, 1972, (hereinafter referred to as the said rules) in rule 5, in sub-rule (2), the proviso shall be omitted and shall be deemed to have been omitted with effect from the 1st Day of January, 1996.
3. In the said rules, rule 29 shall be omitted.
4. In the said rules, for rule 29A, the following rule shall be substituted, namely:-

“29A - Ex-gratia under Special Voluntary Retirement Scheme.- A permanent Government servant, who, on being declared surplus to the establishment in which he was serving, opts for Special voluntary Retirement Scheme, shall be entitled for determination of ex-gratia in addition to the pension”.
5. In the said rules, rule 30 shall be omitted.

6. In the said rules, for rule 31, the following rule shall be substituted, namely:-

“31. Deputation to United Nations and other organisations.-A Government servant who is deputed on foreign service to the United Nations’ Secretariat or other United Nations’ Bodies or the International Monetary Fund or the International Bank of Reconstruction and Development or the Asian Development Bank or the Commonwealth Secretariat or any other International organization and who becomes entitled for pensionary benefits from that Organization, may at his option-

- (a) pay the pension contributions in respect of his foreign service and count such service as qualifying for pension under these rules; or
- (b) avail the retirement benefits admissible under the rules of the aforesaid organization and not count such service as qualifying for pension under these rules:

Provided that where a Government servant opts for clause (b), retirement benefits shall be payable to him in India in rupees from such date and in such manner as the Government may, by order, specify:

Provided further that pension contributions, if any, paid by the Government servant, shall be refunded to him”.

7. In the said rules, in the rule 32.—

- (a) for the marginal heading, the following heading shall be substituted, namely:-

“Verification of qualifying service after eighteen years’ service or five years before retirement.-”;

- (b) in sub-rule (1), for the words “twenty-five years”, the words “eighteen years” shall be substituted.

8. In the said rules, in rule 36, in clause (b), for the words “Rule 29 of these rules” the words “Special Voluntary Retirement Scheme relating to voluntary retirement of surplus employees.” shall be substituted.

9. In the said rules, in rule 37, in sub-rule (3), the words “pro rata” shall be omitted.

10. In the said rules, for rule 37 A, the following rule shall be substituted, namely;—

“37 A. Conditions for payment of pension on absorption consequent upon conversion of a Government Department into a Public Sector Undertaking.—

- (1) On conversion of a department of the Central Government into a Public Sector Undertaking, all Government servants of that Department shall be transferred en-masse to that Public Sector Undertaking, on terms of foreign service without any deputation allowance till such time as they get absorbed in the said undertaking, and such transferred Government servants shall be absorbed in the Public Sector Undertaking with effect from such date as may be notified by the Government.
- (2) The Central Government shall allow the transferred Government servants an option to revert back to the Government or to seek permanent absorption in the Public Sector Undertaking.
- (3) The option referred to in sub-rule (2) shall be exercised by every transferred Government servant in such manner and within such period as may be specified by the Government.
- (4) The permanent absorption of the Government servants as employees of the Public Sector Undertaking shall take effect from the date on which their options are accepted by the Government and on and from the date of such acceptance, such employees shall cease to be Government servants and they shall be deemed to have retired from Government service.
- (5) Upon absorption of Government servants in the Public Sector Undertaking, the posts which they were holding in the Government before such absorption shall stand abolished.

- (6) The employees who opt to revert to Government service shall be redeployed through the surplus cell of the Government.
- (7) The employees including quasi-permanent and temporary employees but excluding casual labourers, who opt for permanent absorption in the Public Sector Undertaking, shall, on and from the date of absorption, be governed by the rules and regulations or bye-laws of the Public Sector Undertaking.
- (8) A permanent Government servant who has been absorbed as an employee of a Public Sector Undertaking and his family shall be eligible for pensionary benefits (including commutation of pension; gratuity, family pension or extra-ordinary pension), on the basis of combined service rendered by the employee in the government and in the Public Sector Undertaking in accordance with the formula for calculation of such pensionary benefits as may be in force at the time of his retirement from the Public Sector Undertaking or his death or at his option, to receive benefits for the service rendered under the Central Government in accordance with the orders issued by the Central Government.
“Explanation:- The amount of pension or family pension in respect of the absorbed employee on retirement from the Public Sector Undertaking or on death shall be calculated in the same way as calculated in the case of a Central Government servant retiring or dying, on the same day”.
- (9) The pension of an employee under sub-rule (8) shall be calculated on fifty percent of emoluments or average emoluments, whichever is more beneficial to him,
- (10) In addition to pension or family pension, as the case may be, the employee who opts for pension on the basis of combined service shall also be eligible to dearness relief as per industrial Dearness Allowance pattern.
- (11) The benefits of pension and family pension shall be available to quasi- permanent and temporary transferred Government servants after they have been confirmed in the Public Sector Undertaking.
- (12) A Permanent Government servant absorbed in a Public Sector Undertaking or a temporary or quasi-permanent Government servant who has been confirmed in the a Public Sector Undertaking subsequent to his absorption therein, shall be eligible to seek voluntary retirement after completing ten years of qualifying service with the Government and the Public Sector Undertaking taken together, and such person shall be eligible for pensionary benefits on the basis of qualifying service.
- (13) The Central Government shall create a Pension Fund in the form of a trust and the pensionary benefits of absorbed employees shall be paid out of such Pension Fund.
- (14) The Secretary of the administrative Ministry of the Public Sector Undertaking shall be the Chairperson of the Board of Trustees which shall include representatives of the Ministries of Finance, Personnel, Public Grievances and Pensions, Labour, concerned Public Sector Undertaking and their employees and experts in the relevant field to be nominated by the Central Government.
- (15) The procedure and the manner in which pensionary benefits are to be sanctioned and disbursed from the Pension Fund shall be determined by the Government on the recommendation of the Board of Trustees.
- (16) The Government shall discharge its pensionary liability by paying in lump sum as a one time payment to the Pension Fund the pension or service gratuity and retirement gratuity for the service rendered till the date of absorption of the Government servant in the Public Sector Undertaking.
- (17) The manner of sharing the financial liability on account of payment of pensionary benefits by the Public Sector Undertaking shall be determined by the Government.
- (18) Lump sum amount of the pension shall be determined with reference to Commutation

Table laid down in Central Civil Services (Commutation of Pension) Rules, 1981.

- (19) The Public Sector Undertaking shall make pensionary contribution to the Pension Fund for the period of service to be rendered by the concerned employees under that undertaking at the rates as may be determined by the Board of Trustees so that the Pension Fund shall be self-supporting.
- (20) If, for any financial or operational reason, the Trust is unable to discharge its liabilities fully from the Pension Fund and the Public Sector Undertaking is also not in a position to meet the shortfall, the Government shall be liable to meet such expenditure and such expenditure shall be debited to either the Fund or to the Public Sector Undertaking.
- (21) Payments of pensionary benefits of the pensioners of a Government Department on the date of conversion of it into a Public Sector Undertaking shall continue to be the responsibility of the Government and the mechanism for sharing its liabilities on this account shall be determined by the Government.
- (22) Nothing contained in sub-rules (13) to (21) shall apply in the case of conversion of the Departments of Telecom Services and Telecom Operations into Bharat Sanchar Nigam Limited, in which case the pensionary benefits including family pension shall be paid by the Government.
- (23) For the purposes of payment of pensionary benefits including family pension referred to in sub-rule (22), the Government shall specify the arrangements and the manner including the rate of pensionary contributions to be made by Bharat Sanchar Nigam Limited to the Government and the manner in which financial liabilities on this account shall be met.
- (24) The arrangements under sub-rule (23) shall be applicable to the existing pensioners and to the employees who are deemed to have retired from the Government.
- (25) Upon conversion of a Government Department into a Public Sector Undertaking,-
- (a) the balance of provident fund standing at the credit of the absorbed employees on the date of their absorption in the Public Sector Undertaking shall, with the consent of such undertaking, be transferred to the new Provident Fund Account of the employees in such undertaking;
 - (b) earned leave and half pay leave at the credit of the employees on the date of absorption shall stand transferred to such undertaking”;
 - (c) the dismissal or removal from service of the Public Sector Undertaking of any employee after his absorption in such undertaking for any subsequent misconduct shall not amount to forfeiture of the retirement benefits for the service rendered under the Government and in the event of his dismissal or removal or retrenchment the decisions of the undertaking shall be subject to review by the Ministry administratively concerned with the undertaking.
- (26) In case the Government disinvests its equity in any Public Sector Undertaking to the extent of fifty-one per cent or more, it shall specify adequate safeguards for protecting the interest of the absorbed employees of such Public Sector Undertaking.
- (27) The safeguards specified under sub-rule (26) shall include option for voluntary retirement or continued service in the undertaking or voluntary retirement benefits on terms applicable to Government employees or employees of the Public Sector Undertaking as per option of the employees and assured payment of earned pensionary benefits with relaxation in period of qualifying service, as may be decided by the Government”.
- (11) In the said rules, after rule 37 A, the following rule shall be inserted, namely:- “37B. Conditions for payment of pension on absorption consequent upon conversion of a Government Department into a Central Autonomous Body.—

- (1) On conversion of a department of the Central Government into an Autonomous Body, all

Government servants of that Department shall be transferred en-masse to that Autonomous Body on terms of foreign service without any deputation allowance till such time as they get absorbed in the said body and such transferred Government servants shall be absorbed in the Autonomous Body with effect from such date as may be notified by the Government.

- (2) The Central Government shall allow the transferred Government servants an option to revert back to the Government or to seek permanent absorption in the Autonomous Body.
- (3) The option referred to in sub-rule (2) shall be exercised by every transferred Government servant in such manner and within such period as may be specified by the Government.
- (4) The permanent absorption of the Government servants of the Autonomous Body shall take effect from the date on which their options are accepted by the Government and on and from the date of such acceptance, such employees shall cease to be Government servants and they shall be deemed to have retired from Government service.
- (5) Upon absorption of Government servants in the Autonomous Body, the posts which they were holding in the Government before such absorption shall stand abolished.
- (6) The employees who opt to revert to Government service shall be redeployed through the surplus cell of the Government.
- (7) The employees including quasi-permanent and temporary employees but excluding casual labourers, who opt for permanent absorption in the Autonomous Body, shall on and from the date of absorption, be governed by the rules and regulations or bye-laws of the Autonomous Body.
- (8) A permanent Government servant who has been absorbed as an employee of an Autonomous Body and his family shall be eligible for pensionary benefits (including commutation of pension, gratuity, family pension or extra-ordinary pension), on the basis of combined service rendered by him in the government and Autonomous Body in accordance with the formula for calculation of such pensionary benefits as may be in force at the time of his retirement from the Autonomous Body/death or at his option, to receive benefits for the service rendered under the Central Government in accordance with the orders issued by the Central Government.

Explanation:- The amount of pension or family pension in respect of the absorbed employee on retirement from Autonomous Body or death shall be calculated in the same way as would be the case with a Central Government servant retiring or dying, on the same day.

- (9) The pension of an employee under sub-rule (8) shall be calculated at fifty percent of emoluments or average emoluments, whichever is more beneficial to him.
- (10) In addition to pension or family pension, as the case may be, the absorbed employees who opt for pension on the basis of combined service shall also be eligible to dearness relief as per central dearness allowance pattern.
- (11) The benefits of pension and family pension shall be available to quasi- permanent and temporary transferred Government servants after they have been confirmed in the Autonomous Body.
- (12) The Central Government shall create a Pension Fund in the form of a trust and the pensionary benefits of absorbed employees shall be paid out of such Pension Fund.
- (13) The Secretary of the administrative Ministry of the autonomous body shall be the Chairperson of the Board of Trustees which shall include representatives of the Ministries of Finance, Personnel, public Grievances and Pensions, Labour, concerned Autonomous Body and their employees and experts in the relevant field to be nominated by the Central Government.
- (14) The procedure and the manner in which pensionary benefits are to be sanctioned and disbursed from the Pension Fund shall be determined by the Government on the recommendation of the Board of Trustees.

- (15) The Government Shall discharge its pensionary liability by paying in lump sum as a one time payment to the Pension Fund the pension or service gratuity and retirement gratuity for the service rendered till the date of absorption of the Government servant in the Autonomous Body.
- (16) The manner of sharing the financial liability on account of payment of pensionary benefits by the Autonomous Body shall be determined by the Government.
- (17) Lump sum amount of the pension shall be determined with reference to Commutation Table laid down in Central Civil Services (Commutation of Pension) Rules, 1981.
- (18) The Autonomous Body shall make pensionary contribution to the Pension Fund for the period of service to be rendered by the concerned employees under that body at the rates as may be determined by the Board of Trustees to that the Pension Fund shall be self-supporting.
- (19) If, for any financial or operational reason, the Trust is unable to discharge its liabilities fully from the Pension Fund and the Autonomous Body is also not in a position to meet the shortfall, the Government shall be liable to meet such expenditure and such expenditure shall be debited to either the Fund or to the Autonomous Body, as the case may be.
- (20) Payments of pensionary benefits of the pensioners of a Government Department on the date of conversion of it into an Autonomous Body shall continue to be the responsibility of the Government and the mechanism for sharing its liabilities on this account shall be determined by the Government.
- (21) Upon conversion of a Government Department into an Autonomous Body.-
- (a) the balance of provident fund standing at the credit of the absorbed employees on the date of their absorption in the Autonomous Body shall, with the consent of such body, be transferred to the new Provident Fund Account of the employees in such body .
 - (a) earned leave and half pay leave at the credit of the employees on the date of absorption shall stand transferred to such body.
 - (b) the dismissal or removal from service of the Autonomous Body of any employee after his absorption in such body for any subsequent misconduct shall not amount to forfeiture of the retirement benefits for the service rendered under the Government and in the event of his dismissal or removal or retrenchment the decisions of the body shall be subject to review by the Ministry administratively concerned with the body.
- (22) In case the Government disinvests its equity in any Autonomous Body to the extent of fifty-one per cent or more, it shall specify adequate safeguards for protecting the interest of the absorbed employees of such Autonomous Body.
- (23) The safeguards specified under sub-rule (22) shall include option for voluntary retirement or continued service in the body, as the case may be, or voluntary retirement benefits on terms applicable to Government employees or employees of the Autonomous Body as per option of the employees, assured payment of earned pensionary benefits with relaxation in period of qualifying service, as may be decided, by the Government.
- (24) Nothing contained in this rule shall be applicable to the officers or employees including members of Indian Information Service, Central Secretariat service or any other service or to the persons borne on cadres outside Akashvani and Doordarshan, serving in the Akashvani and Doordarshan and engaged in the performance of functions transferred to Prasar Bharati established under Prasar Bharati (Broadcasting Corporation of India) Act, 1990.
- (12) In the said rules, in rule 48A,-
- (i) sub-rule (5) shall be omitted.
 - (ii) in sub-rule (6), for clause (a), the following clause shall be substituted, namely;—
“(a) retires under the Special Voluntary Retirement Scheme relating to voluntary retirement of surplus employees, or”

(13) In the said rules, rule 48B shall be omitted;

(14) In the said rules, rule 48C shall be omitted;

[F. No. 38/80108-P&PW]
Tripti P. Ghosh, Director

Note: The principal rules were published vide notification number S.O.934, dated the 1st April, 1972 and were subsequently amended vide notification number—

1. S.O.254, dated the 4th February, 1989
2. S.O.970, dated the 6th May, 1989
3. S.O.2467, dated the 7th October, 1989
4. S.O.899, dated the 14th April, 1990~
5. S.O.1454, dated the 26th May, 1990
6. S.O.2329, dated the 8th September, 1990
7. S.O.3269, dated the 8th December, 1990
8. S.O.3270, dated the 8th December, 1990
9. S.O.3273, dated the 8th December, 1990
10. S.O.409, dated the 9th February, 1991
11. S.O.464, dated the 16th February, 1991
12. S.O.2287, dated the 7th September, 1991
13. S.O.2740, dated the 2nd November, 1991
14. GSR 677, dated the 7th December, 1991
15. GSR 399, dated the 1st February, 1992
16. GSR 55, dated the 15th February, 1992
17. GSR 570, dated the 19th December, 1992
18. S.O.258, dated the 13th February, 1993
19. S.O.1673, dated the 7th August, 1993
20. GSR 449, dated the 11th September, 1993
21. S.O.1984, dated the 25th September, 1993
22. GSR 389(E), dated the 18th Apr, 1994
23. S.O.1775, dated the 19th July, 1997
24. S.O.259, dated the 30th January, 1999
25. S.O. 904(E), dated the 30th September, 2000
26. S.O. 717(E), dated the 27th July, 2001
27. GSR 75(E), dated the 1st February, 2002
28. S.O.4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (B), dated the 14th October, 2005
32. GSR 723(E), dated the 23rd November, 2006
33. S.O. 1821 (F), dated the 25th October, 2007
34. GSR 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. GSR No. 176 dated 8th June 2011

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)/Part

Dated:- 05-06-2015

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notification No. 42/23/10-P&PW(G) dated 8th June, 2012 is

transcribed below and circulated for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Secretariat Departments.

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

Ministry Of Personnel, Public Grievances and Pensions

No.F.No.42/23/10-P&PW (G)

Dated: 8th June, 2012

NOTIFICATION

Sub:- Central Civil Services (Commutation of Pension) Amendment Rules, 2012 (Gazette Notification regarding the amendment in the Central Civil Services (Commutation of Pension) Rules, 1981.

S.O. 1964.-In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with the comptroller and Auditor General in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Commutation of Pension) Rules, 1981, namely:-

1. (1) These Rules may be called the Central Civil Services (Commutation of Pension) Amendment Rules, 2012.
- (2) They shall come into force on the day of their publication in the Official Gazette.
2. In the Central Civil Services (Commutation of Pension) Rules, 1981 in Form-1, Form I -A, Form-2, Form-3, for the word "fraction", wherever it occurs, the word "percentage" shall respectively be substituted.

Note : The Central Civil Services (Commutation of Pension) Rules, 1981 were published vide S.O. 1134 dated 11th April, 1981 and amended by notification No. 34/1/81 Pension Unit dated the 8th July, 1983 and were subsequently amended vide Department of Pension and Pensioners' Welfare Notification as given below:

S.No.	Notification	Date
1.	S.O. No. 1870	04/05/1985
2.	S.O. No. 2097	18/05/1985
3.	S.O. No. 1775	19/07/1997
4.	S.O. No. 918	28/02/2002
5.	S.O. No. 1484(E)	30/12/2003
6.	S.O. No. 2806	09/11/2010

[F.No.42/23/10-P & PW(G)]
Tripti P. Ghosh, Director (PP)

Department of Finance (Rev. & Cont.)

No. 12/3/2011-Fin(R&C)

Dated:- 03-09-2013

OFFICE MEMORANDUM

The Office Memorandum No.45/86/97-P&PW (A)-Part-III dated 9-11-2011 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners Welfare, 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 Personnel, Public Grievances and Pensions**Department of Pension and Pensioners' Welfare**

No 45/86/97-P&PW (A)-Part-III

Dated 9th November, 2011

OFFICE MEMORANDUM

Subject- Implementation of Government's decision on the recommendations of the 5th Central Pay Commission-Revision of Pension of pre and post-1986 pensioners/family pensioners etc-Consideration of application for revision or pension/family pension.

The undersigned is directed to refer to this Department's OM of even number dated 21-12-2006 wherein the date of submission of applications for revision of pension/family pension w.e.f. 1-1-1996 of pre-1986 pensioners/family pensioners in terms of this Department's OM. No. 45/86/97-P&PW(A)-Part III dated 10-02-1998 was extended up to 31-12-2007. It was also decided to extend the date of submission of applications for revision of pension/family pension w.e.f. 1-1-1996 of pre-1996 pensioners/family pensioners with reference to this Department's OM No. 45/86/97-P&PW(A)-Part IV dated 08-05-1998 read with OM dated 30-9-1998 and dated 17/12/1998 for submission of applications by the pensioners/family pensioners covered under these OMs up to 31-12-2007.

2. In spite of extension of deadline for submission of application from time to time, there may be a few pensioners/family pensioners who could not submit application for revision of pension/family pension w.e.f. 1-1-1996 under the above mentioned orders. Some pensioner associations have requested for extending the date for submission of applications beyond 31-12-2007 in such cases. The matter was discussed in the 20th meeting of the Standing Committee of Voluntary Agencies (SCOV A). It has now been decided that in case any pre-1996 pensioner/family pensioner submits an application for revision of pension/family pension in terms of the orders mentioned in para 1 above, the same may be considered and pension/family pension may be revised w.e.f. 1/1/1996 without insisting on any deadline for this purpose.

3. Ministry of Agriculture etc. are requested to bring the contents of these orders to the notice of heads of Departments/Controller of Accounts, Pay and Accounts Officer and attached and Subordinate Offices under them on top priority basis All Pension Disbursing Authorities are also advised to prominently display these orders on their notice boards for the benefit of the pensioners/family pensioners.

Sd/-
(Harjit Singh)
Under Secretary to the
Government of India

Department of Finance (Revenue & Control)

No. 12/2/2002-Fin(R&C)/Part

Dated:- 14-11-2011

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notification dated 08th June, 2011 is reproduced here below and circulated for information and necessary action to:-

1. All Heads of Department/Offices.
2. All Secretariat Departments.

This Notification is effective from immediate effect.

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

Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners' Welfare

Dated the 8th June, 2011

NOTIFICATION

G.S.R. 176.- In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2011.
 - (2) They shall come into force on the date of their publication in the Official Gazette.
 2. In the Central Civil Services (Pension) Rules, 1972,
 - (1) in rule 8, in sub-rule (1), in the proviso, for the words "rupees three hundred and seventy five", the words "rupees three thousand five hundred" shall be substituted;
 - (2) in rule 9, in sub-rule (1), in the second proviso for the words "rupees three hundred and seventy- five", the words "rupees three thousand five hundred" shall be substituted;
 - (3) in rule 38, in sub-rule (2), in clause (a), for the words "two thousand and two hundred rupees", the words "twenty one thousand rupees" shall be substituted;
 - (4) in rule 40, in sub-rule (3), for the words "rupees three hundred and seventy-five per mensem", the words "rupees three thousand five hundred per mensem" shall be substituted;
 - (5) in rule 41, in sub-rule (2), for the words "rupees three hundred and seventy-five per mensem", the words "rupees three thousand five hundred per mensem" shall be substituted;
 - (6) in rule 49,-
 - (a) after sub - rule (1), the following shall be inserted, namely:—
 "(1A) The dearness allowance admissible on the date of retirement shall also be treated as emoluments for the purpose of sub-rule (1).";
 - (b) for sub-rule (2), the following shall be substituted, namely;—
 "(2) In the case of a Government servant retiring in accordance with the provisions of these rules after completing the 'qualifying service of not less than ten years, the amount of pension shall be calculated at fifty per cent of emoluments or average emoluments, whichever is more beneficial to him, subject to a minimum of three thousand and five hundred rupees per mensem and a maximum of forty-five thousand rupees per mensem.
 (2A) In addition to pension admissible in accordance with sub-rule (2), after completion of eighty years of age or above, additional pension shall be payable to the retired Government servant in the following manner:-
- | Age of pensioner | Additional pension |
|--------------------------------------|---------------------------|
| From 80 years to less than 85 years | 20% of basic pension. |
| From 85 years to less than 90 years | 30% of basic pension. |
| From 90 years to less than 95 years | 40% of basic pension. |
| From 95 years to less than 100 years | 50% of basic pension. |
| 100 years or more | 100% of basic pension," ; |
- (c) in sub-rule (4). the words, brackets and letters "clause (a) or clause (b) of shall be omitted;
 - (7) in rule 50,-

- (a) in sub-rule (1), in the first proviso, for the words “two lakh and fifty thousand rupees”, the words “ten lakh rupees” shall be substituted;
- (b) in sub-rule (5), after the proviso, the following proviso shall be inserted, namely:—
“Provided further that the dearness allowance admissible on the date of retirement or death, as the case may be, shall also be treated as emoluments for the purpose of this rule.”;
- (8) in rule 51 in sub-rule (1) in clause (b),-
- (a) in sub-clause (i), for the words, brackets and letters “clauses (i), (ii), (iii) and (iv)”, the words brackets and letters “clauses (i), (ii), (iii), (iv) and (v)” shall be substituted;
- (b) in sub-clause (ii), for the words, brackets and letters “clauses (v), (vi), (vii), (viii), (ix), (x) and (xi)”, the words brackets and letters “clauses (vi), (vii), (viii), (ix), (x) and (xi)” shall be substituted;
- (9) in rule 54,-
- (a) for sub-rule (2), the following shall be substituted, namely:—
“(2) Subject to the provisions of sub-rule 13-B and without prejudice to the provisions contained in sub-rule (3), where a Government servant dies -
- (i) after completion of one year of continuous service; or
- (ii) before completion of one year of continuous service, provided the deceased Government servant concerned immediately prior to his appointment to the service or post was examined by the appropriate medical authority and declared fit by that authority for Government service; or
- (iii) after retirement from service and was on the date of death in receipt of a pension, or compassionate allowance, referred to in these rules, the family of the deceased shall be entitled to Family Pension (hereinafter in this rule referred to as family pension) under the Family Pension Scheme for Central Government Employees, 1964, the amount of which shall be determined at a uniform rate of 30% of basic pay Subject to a minimum of three thousand and five hundred rupees per mensem and a maximum of twenty-seven thousand rupees per mensem.
- EXPLANATION.- The expression one year of continuous service wherever it occurs in this rule shall be construed to include less than one year of continuous service as defined in clause (ii).”;
- (b) after sub-rule (2A), the following shall be inserted, namely:—
“(2B) In addition to family pension admissible in accordance with sub- rules (2), (2A) and (3), after completion of eighty years of age or above, additional family pension shall be payable in the following manner:-

Age of family pensioner	Additional family pension
From 80 years to less than 85 years	20% of basic family pension.
From 85 years to less than 90 years	30% of basic family pension.
From 90 years to less than 95 years	40% of basic family pension.
From 95 years to less than 100 years	50% of basic family pension.
100 years or more	100% of basic family pension”;

- (c) In sub-rule (3), for clause (a), the following shall be substituted, namely:-
“(a) (i) Where a Government servant, who is not governed by the Workmen’s Compensation Act. 1923 (8 of 1923), dies while in service after having rendered

not less than seven years' continuous service, the rate of family pension payable to the family shall be equal to 50 per cent of the pay last drawn and the amount so admissible shall be payable from the date following the date of death of the Government servant for a period of ten years.

- (ii) In the event of death of a Government servant after retirement, the family pension as determined under sub-clause (i) shall be payable for a period of seven years, or for a period up to the date on which the retired deceased Government servant would have attained the age of 67 years had he survived, whichever is less:

Provided that in no case the amount of family pension determined under sub-clause (ii) shall exceed the pension authorised on retirement from Government service:

Provided further that where the amount of pension authorised on retirement is less than the amount of family pension admissible under sub-rule (2), the amount of family pension determined under this clause shall be limited to the amount of family pension admissible under sub-rule (2).

EXPLANATION.- For the purpose of this sub-clause, pension authorised on retirement includes the part of the pension which the retired Government servant may have commuted before death.”;

- (d) for sub-rule (4), the following shall be substituted, namely;—

“(4) Where an award under the Central Civil Services (Extraordinary Pension) Rules 1939, is admissible, no family pension under this rule shall be authorised during the currency of award.”;

- (e) for sub-rule (6), the following shall be substituted, namely:-

“(6) The period for which family pension is payable shall be as follows:-

- (i) subject to first proviso, in the case of a widow or widower, up to the date of death or re-marriage, whichever is earlier;
- (ii) subject to second proviso, in the case of an unmarried son, until he attains the age of twenty-five years or until he gets married or until he starts earning his livelihood, whichever is the earliest;
- (iii) subject to second and third provisos, in the case of an unmarried or widowed or divorced daughter, until she gets married or remarried or until she starts earning her livelihood, whichever is earlier;
- (iv) subject to sub-rule (10-A) , in the case of parents, who were wholly dependent on the Government servant immediately before the death of the Government servant, for life;
- (v) Subject to sub-rule 10(8) and the fourth proviso, in the case of disabled siblings (i.e. brother and sister) who were dependent on the Government Servant immediately before the death of Government servant, for life:

Provided that family pension shall continue to be payable to a childless widow on re-marriage, if her income from all other sources is less than the amount of minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon:

Provided further that if the son or daughter of a Government servant is suffering from any disorder or disability of mind including the mentally retarded or Is physically crippled or disabled so as to render him or her unable to earn a living even after attaining the age of twenty-five years, the family pension shall be payable to such son or daughter for life subject to the following conditions, namely:-

II. Instructions related to Pension

- (i) if such son or daughter is one among two or more children of the Government servant, the family pension shall be initially payable to the minor children (mentioned in clause (ii) or clause (iii) of this sub-rule) in the order set out in clause (iii) of sub-rule (8) of this rule until the last child attains the age of twenty-five and thereafter the family pension shall be resumed in favour of the son or daughter suffering from disorder or disability of mind, including the mentally retarded, or who is physically crippled or disabled and shall be payable to him or her, for life;
- (ii) if there are more than one such children suffering from disorder or disability of mind including the mentally retarded or who are physically crippled or disabled, the family pension shall be paid in the order of their birth and the younger of them will get the family pension only after the elder next above him or her ceases to be eligible:

Provided that where the family pension is payable to such twin children it shall be paid in the manner set out in clause (d) of sub-rule (7) of this rule;
- (iii) the family pension shall be paid to such son or daughter through the guardian as if he or she were a minor except in the case of the physically crippled son or daughter who has attained the age of majority;
- (iv) before allowing the family pension for life to any such son or daughter, the appointing authority shall satisfy that the handicap is of such a nature so as to prevent him or her from earning his or her livelihood and the same shall be evidenced by a certificate obtained from a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of mental or physical disability including mental retardation setting out, as far as possible, the exact mental or physical condition of the child;
- (v) the person receiving the family pension as guardian of such son or daughter or such son or daughter not receiving the family pension through a guardian shall produce a certificate, from a Medical Board comprising of a Medical Superintendent or a Principal or a Director or Head of the Institution or his nominee as Chairman and two other members, out of which at least one shall be a Specialist in the particular area of mental or physical disability including mental retardation, once, if the disability is permanent and if the disability is temporary, once in every five years to the effect that he or she continues to suffer from disorder or disability of mind or continues to be physically crippled or disabled;
- (vi) in the case of a mentally retarded son or daughter, the family pension shall be payable to a person nominated by the Government servant or the pensioner, as the case may be, and in case no such nomination has been furnished to the Head of Office by such Government servant or pensioner during his lifetime, to the person nominated by the spouse of such Government servant or family pensioner, as the case may be, later on and the Guardianship Certificate issued under section 14 of the National Trust Act, 1999 (No.44 of 1999), by a local level Committee, shall also be accepted for nomination or appointment of guardian for grant of family pension in respect of person(s) suffering from Autism, Cerebral Palsy, Mental Retardation and Multiple Disabilities as indicated in the said Act;

Provided also that the grant or continuance of family pension to an unmarried or widowed or divorced daughter beyond the age of twenty-five years or until she gets married or re-married or until she starts earning her livelihood, whichever is the earliest, shall be subject to the following conditions,

namely:-

- (i) the family pension shall be initially payable to the minor children (mentioned in clause (ii) or clause (iii) of this sub-rule) in the order set out in clause (iii) of sub-rule (8) of this rule until the last minor child attains the age of twenty-five years; and
- (ii) there is no disabled child eligible to receive family pension in accordance with the second proviso of this sub-rule:

Provided also that such disabled siblings shall be eligible for family pension for life in the same manner and following the same disability criteria, as laid down in this rule in the case of son or daughter of the Government employees or pensioners suffering from any disorder or disability of mind (including mentally retarded) or physically crippled or disabled, so as to render him or her unable to earn a living even after attaining the age of twenty-five years.

Explanation 1.-An unmarried son or an unmarried or widowed or divorced daughter shall become ineligible for family pension under this sub-rule from the date he or she gets married or remarried.

Explanation 2.-The family pension payable to such a son or a daughter or parents or siblings shall be stopped if he or she or they start earning his or her or their livelihood

Explanation 3.-It shall be the duty of son or daughter or siblings or the guardian to furnish a certificate to the Treasury or Bank, as the case may be, once in a year that, (i) he or she has not started earning his or her livelihood, and (ii) he or she has not yet married or remarried and a similar certificate shall be furnished by a childless widow after her re-marriage or parents to the Treasury or Bank, as the case may be, once in a year that she or he or they have not started earning her or his or their livelihood.

Explanation 4.-For the purpose of this sub-rule, a member of the family shall be deemed to be earning his or her livelihood if his or her income from other sources is equal to or more than the minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon.

Explanation 5.- Parent shall be deemed to be dependent on the Government servant if their combined income is less than the minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon.

Explanation 6.-Disabled sibling shall be deemed to be dependent on the Government servant if their income is less than the minimum family pension admissible under sub-rule (2) of this rule and dearness relief thereon.

Explanation 7.-Family pension payable to a childless widow shall be stopped if, after re-marriage, her income from all other sources becomes equal to or exceeds the amount of minimum family pension under sub-rule (2) of this rule and the dearness relief admissible thereon”;

- (f) after sub-rule (10), the following shall be inserted, namely:-

“(10-A)(a) Family pension to the parents shall be payable if the parents were wholly dependent on the Government servant immediately before his or her death and the deceased Government servant is not survived by a widow or an eligible child.

- (b) The family pension, wherever admissible to parents, will be payable to the mother of the deceased Government servant failing which to the father of the deceased Government servant.
- (10-B) Family pension to the dependent disabled siblings shall be payable if the siblings were wholly dependent upon the Government servant immediately before his or her death and deceased Government servant is not survived by a widow or an eligible child or eligible parents.”;
- (g) in sub-rule 11, for clauses (a) and (b) the following shall be substituted, namely:-
- “(a)(i) if the surviving child or children is or are eligible to draw two family pensions at the rate mentioned in sub-rule (3), the amount of both the family pensions shall be limited to forty-five thousand rupees per mensem;
- (ii) if one of the family pensions ceases to be payable at the rate mentioned in sub-rule (3), and in lieu thereof the family pension at the rate mentioned in sub-rule (2) becomes payable, the amount of both the pensions shall also be limited to forty-five thousand rupees per mensem;
- (b) if both the family pensions are payable at the rates mentioned in sub-rule (2), the amount of two family pensions shall be limited to twenty-seven thousand rupees per mensem.”;
- (h) in sub-rule (11-8), after clause (b), the following shall be inserted, namely:—
- “(c) Subject to the proviso to or of sub-rule (11-A), after the child or children cease to be eligible for family pension under this rule, such family pension shall become payable to the surviving judicially separated spouse of the deceased Government Servant till his or her death or remarriage, whichever is earlier.”;
- (i) in sub-rule (12), in clause (b), the word ‘female’ shall be omitted;
- (j) in sub-rule (138), for the second proviso, the following proviso shall be substituted, namely;—
- “Provided further that the family pension admissible under these rules shall be allowed in addition to the family pension under the Employees Pension Scheme, 1995 and the Family Pension Scheme, 1971, where ever applicable.”;
- (k) in sub-rule (14), in clause (b) for sub-clause (ii), the following sub-clauses shall be substituted, namely:-
- “(ii) unmarried son who has not attained the age of twenty-five years and unmarried or widowed or divorced daughter, including such son and daughter adopted legally;
- (iii) dependent parents;
- (iv) dependent disabled siblings (i.e. brother or sister) of a Government servant.”;
- (l) in sub-rule (15), clause (c) shall be omitted.

[F.No.38/80/08-P&PW]

Sd/-
(Tripti P. Ghosh)
Director

Note: The principal rules were published vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:-

1. S.O.254, dated the 4th February, 1989
2. S.O.970, dated the 6th May. 1989
3. S.O.2467, dated the 7th October, 1989
4. S.O.899, dated the 14th April, 1990
5. S.O.1454, dated the 26th May, 1990
6. S.O.2329, dated the 8th September, 1990
7. S.O.3269, dated the 8th December, 1990

8. S.O.3270, dated the 8th December, 1990
9. S.O.3273, dated the 8th December, 1990
10. S.O.409, dated the 9th February, 1991
11. S.O.464, dated the 16th February, 1991
12. S.O.2287, dated the 7th September, 1991
13. S.O.2740, dated the 2nd November, 1991
14. GSR 677, dated the 7th December, 1991
15. GSR 399, dated the 1st February, 1992
16. GSR 55, dated the 15th February, 1992
17. GSR 570, dated the 19th December, 1992
18. S.O.258, dated the 13th February, 1993
19. S.O.1673, dated the 7th August, 1993
20. GSR 449, dated the 11th September, 1993
21. S.O.1984, dated the 25th September, 1993
22. GSR 389 (E), dated the 18th April, 1994
23. S.O.1775, dated the 19th July, 1997
24. S.O.259, dated the 30th January, 1999
25. S.O.904 (E), dated the 30th September, 2000
26. S.O.717 (E), dated the 27th July, 2001
27. GSR 75 (E), dated the 1st February, 2002
28. S.O.4000, dated the 28th December, 2002
29. S.O. 860 (E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (E), dated the 14th October, 2005
32. GSR 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. GSR 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010

Department of Finance (Rev. & Cont.)

No. 12/2/2010-Fin(R&C)

Dated:- 2nd May, 2011

OFFICE MEMORANDUM

A copy of Office Memorandum No.1/4/2011-P&PW(E) dated 1-4-2011 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare, New Delhi is forwarded herewith for information and necessary action to:-

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

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

Ministry of Personnel, Public Grievances and Pensions

No.1/4/2011-P&PW(E)

Date: 1st April, 2011

OFFICE MEMORANDUM

Subject: Grant of family pension to childless widow of a deceased Central Government employee after her remarriage-Clarification-reg.

A reference is invited to the Department of Pension & Pensioners' Welfare's O.M. No.38/37/08-P&PW(A) dated 2-9-2008 whereby provisions regulating pension/family pension/gratuity/

commutation of pension/disability pension/ex-gratia lumpsum compensation, etc. were revised consequent upon implementation of Government's decision on the recommendations of 6th CPC.

2. As per the provisions of para 8.6 of the *ibid* O.M., the childless widow of a deceased Government employee shall continue to be paid family pension even after her remarriage subject to the condition that the family pension shall cease once her independent income from all other sources becomes equal to or higher than the minimum prescribed for family pension in the Central Government.

3. References/Representations have been received in this Department from various quarters raising therein doubts that the provisions of this Department's O.M. dated 2-9-2008 do not adequately take care of cases wherein death of the employee took place prior to 1-1-2006 and the childless widow of the deceased employee got remarried before/on or after 1-1-2006.

4. The issue has, been examined in this department in consultation with Department of Expenditure. It is hereby clarified that the childless widow of a deceased Central Government employee who had expired before 1-1-2006, shall be eligible for family pension in the light of 6th CPC's recommendations irrespective of the fact that the remarriage of the widow had taken place prior to/on or after 1-1-2006. The financial benefits in such cases, however, will accrue from 1-1-2006. This, however, would be subject to the fulfilment of certain conditions laid down therein, including the income criterion that the income of the widow from all sources does not become equal to or higher than the minimum prescribed for family pension in the Central Government.

5. This issues with the concurrence of Department of Expenditure, Ministry of Finance vide their U.O. No. 64/EV/2011 dt. 11-3-2011.

6. This order, in so far as their applicability relates to the employees of Indian Audit & Accounts Department, is being issued in consultation with the Comptroller & Auditor General of India vide their U.O. No. 50 - Audit(Rules/14-2010 dt. 31-3-2011).

Sd/-
(K. S. Chibb)
Director

Department of Finance (Rev. & Cont.)

No. 12/6/2001-Fin(R&C)

Dated:- 6th December, 2010

Read: Office Memorandum No. 12/6/2001-Fin(R&C) dated 30-9-2009.

OFFICE MEMORANDUM

Government of Goa vide Office Memorandum No. 12/3/82-Fin(R&C)Vol.I dated 27-10-2010 has adopted Office Memorandum No. No. 38/37/08-P&PW(A) dated 10-10-2009 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners Welfare, New Delhi, wherein linkage of full pension with 33 years of qualifying service has been dispensed w.e.f. 1-1-2006 instead of 2-9-2008.

In this context, a reference is invited to this Department's O.M. No. 12/6/2001-Fin(R&C) dated 30-9-2009 wherein the extant benefit of adding years of qualifying service under rules 29-A, 30, 48-B and 48-C for the purpose of computation of pension stands withdrawn w.e.f. 2-9-2008.

Now under the changed circumstances since the effective date of full pension has been advanced to 1-1-2006, the date of withdrawing weightage benefits also stands advanced to 1-1-2006 instead of 2-9-2008.

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

Department of Finance (Rev. & Cont.)

No. 12/2/2010-Fin(R&C)

Dated:- 20th December, 2010

OFFICE MEMORANDUM

A copy of Office Memorandum F.No.38/79/08-P&PW(G) dated 27-10-2010 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioners' welfare, New Delhi is forwarded herewith for information and necessary action to:-

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

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

Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare

F. No. 38/79/08-P&PW(G)

Date: 27th October, 2010

OFFICE MEMORANDUM

Sub: Payment of Commutation Value of additional amount of pension in respect of employees who retired on/after 1-1-2006 but before 2-9-2008 and expired before exercising option for commutation of additional amount of pension - Regarding.

As per the provisions contained in para 9.3 of this Department's OM No. 38/37/08-P&PW(A) dated 2nd September, 2008, the revised table of commutation value for pension will be used for all commutations of pension which become absolute after the date of issue of this O.M. In the case of those pensioners, in whose case commutation of pension became absolute on or after 1-1-2006 but before the issue of this OM, the pre-revised Table of Commutation value for pension will be used for payment of commutation of pension based on pre-revised pay/pension. Such pensioners shall have an option to commute the amount of pension that has become additionally commutable on account of retrospective revision of pay/pension on implementation of the recommendations of the Sixth Central Pay Commission. On exercising such an option by the pensioners, the revised Table of Commutation Value for pension will be used for the commutation of the additional amount of pension that has become commutable on account of retrospective revision of pay/pension. In all cases where the date of retirement/commutation of pension is on or after 2.9.2008, the revised Table of Commutation Value for pension will be used for commutation of entire pension.

2. References have been received from various Departments seeking clarification from this Department whether the commutation value of additional pension in respect of such employees who had retired during the period between 1-1-2006 and 2-9-2008 and died before exercising option is payable to the eligible member of family or not. The issue has been examined in consultation with Ministry of Finance, Department of Expenditure who has observed that the Pay Commissions' intention was that the pensioner should exercise a conscious choice in view of the fact that the commutation table has changed w.e.f. 1-1-2006. As such, in these cases, the Rule 10 of CCS (Commutation of Pension) Rules, 1981 may be followed and difference in commuted value be paid without fresh applications. The intention was not to deny the higher capitalized value on account of revision of pension.

3. This issues with the concurrence of Ministry of Finance, Department of Expenditure vide their UO No. 456/EV/2010 dated 18-10-2010.

Sd/-
(V. K. Wadhwa)
Under Secretary to the
Government of India

Department of Finance (Rev. & Cont.)

No. 12/2/2010-Fin(R&C)

Dated:- 10th January, 2011

OFFICE MEMORANDUM

A copy of Office Memorandum No.45/3/2008-P&PW(F) dated 30/09/2010 issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' welfare, New Delhi is forwarded herewith for information and necessary action to:-

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

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

Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare

No. 45/3/2008-P&PW (F)

Dated 30th September, 2010

OFFICE MEMORANDUM

Subject: Special benefits in cases of death and disability in service - payment of Disability Pension/Family pension-regarding.

The undersigned is directed to say that the pension of pensioner/family pensioners who were drawing pension/family pension as on 1-1-2006 under the CCS(EOP) Rules is to be revised in accordance with Department of Pension & Pensioners' Welfare Office memorandum No. 38/37/2008-P&P&W(A) dated 1-9-2008.

2. The question of modified parity between past and present pensioners, covered under the Central Civil Services (Extraordinary Pension) Rules/Liberalized Pensionary Award Scheme, on the lines of benefits sanctioned for ordinary pensioners/family pensioners, has been under the consideration of the Government. It has now been decided that the revision of pre-2006 pensioners/family pensioners coming under this category would be done as under:-

- (A) The past cases of pre-2006 pensioners/family pensioners will be revised under Para 4.1 of this Department's OM NO. 38/37/2008-P&P&W (A) dated 1.9.2008 as is being done hitherto fore and the revised pension on the basis of the provisions of this OM worked out.
- (B) The pension/family pension shall also be calculated as on 1-1-2006 by applying the following procedure:

I. Family Pension for Categories B & C

- (a) Where the deceased Government servant was not holding a pensionable post:

40% of minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee, subject to a minimum of Rs.4550/-

- (b) Where the deceased Government servant was holding a pensionable post:

60% of minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee, subject to a minimum of Rs.7,000/-

In case where the widow dies or remarries, the children shall be paid family pension at the rates mentioned at (a) or (b) above, as applicable, and the same rate shall also apply to fatherless/motherless children. In both cases, family pension shall be paid to children for the period during which they would have been eligible for family pension under the CCS (Pension) Rules. Dependent parents/brothers/sisters etc. shall be paid family pension one-half the rate applicable to widows/fatherless or motherless children.

II. Family Pension under Categories D & E

Family pension shall be calculated as the minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee.

- (a) If the Government servant is not survived by his widow but is survived by child/children only, all children together shall be eligible for family pension at the rate of 60% of minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee, subject to a minimum of Rs. 7000/-
- (b) When the Government servant dies as a bachelor or as a widower without children, dependent pension will be admissible to parent without reference to pecuniary circumstances, at the rate of 75% of minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in case of HAG and above, applicable from 1.1.2006, corresponding to the scale of pay last held by the employee, if both parents are alive, and at the rate of 60% if only one of them is alive.

III. Disability Pension for Categories B & C

- (a) Disability pension would comprise of a service element equal to 50% of minimum of Pay in the Pay Band plus Grade Pay or the minimum Basic Pay in the revised Scale in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee, to be reduced proportionately, if the employee did not have required qualifying service for full pension, plus disability element equal to 30% of the same minimum basic pay, for 100% disability.
- (b) For disability less than 100%, disability element shall be reduced proportionately. In cases of disability pension where permanent disability is not less than 60%, the disability pension (i.e. total of service element plus disability element) shall not be less than 60% of the minimum of pay in the Pay Band plus Grade Pay or the minimum basic pay in the revised Scale of pay in case of HAG and above, corresponding to the scale of pay last held by the employee, subject to a minimum of Rs.7000/- per month.

IV. Disability Pension for Category D

- (a) Disability pension would comprise of a service element equal to 50% of minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee subject to proportionate reduction in case his qualifying service up to the deemed date of retirement falls short of full qualifying service and disability element equal to 30% of the same minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay, subject to the condition that the aggregate of service and disability element shall not be less than 80% of the minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay, in case of HAG and above, applicable from 1.1.2006, corresponding to the scale of pay last held by the employee, for 100% disability.
- (b) For lower percentage of the disability proportionate reduction would be made in disability element as provided in OM dated 3-2-2000 as amended vide O.M. No. 45/3/2008-P&PW (F)

dated 18-11-2008

V. Disability Pension for Cases under Category E

- (a) Disability pension would comprise of a service element equal to 50% of minimum of Pay in the Pay Band plus Grade Pay or the minimum Basic pay in the revised Scale of pay in case of HAG and above applicable from 1-1-2006, corresponding to the scale of pay last held by the employee subject to proportionate reduction in case his qualifying service upto deemed date of retirement falls short of full qualifying service and disability element equal to the same minimum of pay in the Pay Band plus Grade Pay or the minimum Basic Pay in the revised Scale of Pay in case of HAG and above, corresponding to the scale of pay last held by the employee, for 100% disability subject to the condition that the aggregate of service and disability elements shall not exceed the minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay, in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee, for 100% disability.

The condition that the aggregate of service and disability elements shall not exceed the minimum of Pay in the Pay Band plus Grade Pay/minimum Basic Pay in the revised Scale of Pay, in case of HAG and above, applicable from 1-1-2006, corresponding to the scale of pay last held by the employee, for 100% disability stands withdrawn w.e.f. 1-7-2009.

- (b) For lower percentage of the disability, proportionate reduction would be made in disability element as provided in OM dated 3-2-2000 as amended vide O.M. No. 45/3/2008-P&PW (F) dated 18-11-2008.

3. After the revised pension/family pension has been calculated in accordance with the methods indicated in (A) & (B) above, the higher of the two shall be granted as revised pension w.e.f. 1-1-2006.

4. All other terms and conditions in the O.M. dated 3-2-2000, as amended vide O.M. No.45/3/2008-P&PW (F) dated 18-11-2008 shall remain unchanged.

5. This issues with the concurrence of the Ministry of Finance, Department of Expenditure U.O. No. 403/EV/2010 dated 28-7-2010.

6. In so far as persons belonging to the Indian Audit & Accounts Department, these orders issue after consultation with the Comptroller & Auditor General of India.

Sd/-
(Tripti P Ghosh)
Director

Department of Finance (Rev. & Cont.)

No. 12/3/82-Fin(R&C)Vol-I

Dated:- 19th November, 2010.

OFFICE MEMORANDUM

Copies of Office Memorandum No. 38/37/08-P&PW(A) dated 28-9-2010, 21-5-2009, 11-8-2009 and 25-6-2010 issued by Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Pension & Pensioners' Welfare, New Delhi is forwarded herewith for information and necessary action to:-

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

Ministry of Personnel, Public Grievances & Pensions

Department of Pension & Pensioners' Welfare

No. 38/37/08-P&PW(A)

Dated the 28th September, 2010.

OFFICE MEMORANDUM

Sub: Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission-Revision of pension of pre-2006 pensioners/family pensioners etc.

The undersigned is directed to say that in this Department's O.M. of even number dated 21-5-2009 and 11-8-2009 it was provided that in case the information regarding date of birth/age is not available in the PPO or the office records, certain documents, viz, PAN Card, Matriculation certificate, Passport, CGHS Card, Driving Licence and Voter's ID Card, would be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of age 80 years and above. It was also provided that the Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the above manner, on provisional basis, up to a period of three months from the month in which the proof age/date of birth is submitted by the pensioner/family pensioner. In such cases the Pension Disbursing Authority/Bank will immediately send one copy each of the document submitted by the pensioner/family pensioner to the Pay and Account Officer/CPAO for formal authorization of the additional pension/family pension. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension beyond a period of three months only on receipt of such an authorization from the Pay and Account Officer. These instructions were re-terated in this Department's O.M. of even number dated 25-6-2010.

2. It has been brought to the notice of this Department that, in many cases, final authorization could not be communicated by Pay & Accounts Offices to the Pension Disbursing Banks even after expiry of the stipulated period of three months from the month in which the proof of age/date of birth was submitted by the pensioner/family pensioner on account of non-receipt of sanction from the Heads of Offices.

3. Considering the hardship that is likely to be caused to the old pensioners/family pensioners due to discontinuance of additional pension by the Pension Disbursing Authority/Bank in such cases it has been decided that where the pensioner/family pensioner has submitted any of the prescribed documents as proof of age/date of birth, etc., payment of additional pension/family pension on provisional basis, will continue to be made till 31-12-2010 or for a period of six months from the month in which the proof of age/date of birth was submitted by the pensioner/family pensioner, whichever is later. The Heads of offices may ensure that all formalities regarding sanction may be taken up and additional pension sanctioned within the same period in case the pensioner/family pensioner is unable to submit any of the documents mentioned in OMs dated 21-5-2009 and 11-8-2009 but claims additional pension based on some other documentary evidence, such cases will be submitted to the administrative Ministry. If the administrative Ministry is satisfied about the claim of the pensioner/family pensioner, it will authorize additional pension/family pension accordingly. The decision of the Administrative Ministry in this regard will be final.

Sd/-
(Tripti P. Ghosh)
Director

Ministry of Personnel, Public Grievances & Pensions

Department of Pension & Pensioners' Welfare

No. 38/37/08-P&PW(A)

Dated : 21st May, 2009.

OFFICE MEMORANDUM

Sub: Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission-Revision of pension of pre-2006 pensioners/family pensioners etc.

The undersigned is directed say that in this Department's OM of even number dated 14-10-2008, all the pension disbursing public sector banks were requested to revise and disburse the enhanced pension (with dearness relief) and arrears within one month from the date of issue of that O.M. It was mentioned that a suitable entry regarding the revised pension would be recorded by the pension Disbursing Authorities in both halves of the Pension Payment Order and an intimation regarding disbursement of revised pension would be sent by the pension disbursing authorities to the Office of CPAO and Accounts Officer which had issued the PPO In the revised form given at Annexure-III of the said OM so that they could verify the pension so revised and update the Pension Payment Order Register, etc. In Annexure-III, it was mentioned that the verification/final revision of pension/family pension in respect of pensioners would be done by the Pay and Accounts Officer concerned.

2. Accordingly, in cases where the information in Annexure-III has been received by the Pay and Accounts Officer from the Pension Disbursing Banks etc., he should verify the same and issue a revised authority for payment of pension. In case there is any discrepancy in the revision of pension by the Bank, the bank should be informed by the Pay and Accounts Officer immediately for making necessary adjustment. In cases where the information In Annexure-III has not been received by the Pay and Accounts Officer from the Bank, the Pay and Accounts Officer should issue revised authority for payment of pension based on the PPO/available records and send it to Bank for making the payment of revised pension accordingly.

3. In the aforesaid OM dated 14-10-2008, it was provided that in case any information regarding date of birth, scale of pay or the qualifying service, etc. was not available with the bank, the bank may obtain the requisite information from the concerned Pay and Accounts Officer/CPAO. It would be the responsibility of the concerned Pay and Accounts Officer/CPAO to provide the information from the available records within two weeks of the receipt of request from the bank.

4. The matter regarding the methodology to be adopted for payment of additional pension to old pensioners/family pensioners In cases where the date of birth is not available in the PPO as well as In the office records of CPAO/Pay and Accounts Office had been under consideration in consultation with the Controller General of Accounts and the Ministry of Finance. It has now been decided that in case the exact date of birth is not available either In the PPO or in the office records but an indication regarding the age of pensioner/family pensioner is available in the office record, the additional pension/family pension shall be paid from the 1st January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years, 85 years, etc. based on PPO/office records. For example, if the records show that the pensioner/family pensioner has already completed the age of 80 years/85 years as on 1st January, 2008, he shall be allowed additional pension/family pension from 1st January, 2008.

5. In case neither the exact date of birth nor the age is available either in the PPO or in the office records, the Pension Disbursing Authority/Bank will send an intimation to the pensioner/family pensioner about the non-availability of the information regarding date of birth/age and request him to submit four copies of any of the following documents, duly attested by a Gazetted officer/MLA to the Pension Disbursing Authority:

- (i) Pan Card
- (ii) Matriculation certificate (containing the information regarding date of birth)
- (iii) Passport
- (iv) CGHS Card
- (v) Driving licence (if it contains date of birth)

If the pensioner/family pensioner submits a document which contains the information regarding exact date of birth, the additional pension/ family pension will be payable from the 1st day of the month in which his date of birth falls, in the manner indicated in this Department's O.M. of even number dated 3-10-2008. In case the exact date of birth is not available on the document submitted by the

pensioner/family pensioner but an indication regarding the age of pensioner/family pensioner is available therein, the additional pension/family pension shall be paid from the 1st January of the year following the year in which the pensioner/family pensioner has completed the age of 80 years, 85 years, etc. based on the document submitted by the pensioner/family pensioner. For example, if the copy of the Election ID Card submitted by the pensioner/family pensioner indicates that his/her age on 1st January, 2007 is 80 years, he/she shall be allowed additional pension/family pension from 1st January, 2007.

6. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the above manner, on provisional basis, up to a period of three months from the month in which the proof of age/date of birth is submitted by the pensioner/family pensioner. In such cases, the Pension Disbursing Authority/Bank will immediately send one copy each of the document submitted by the pensioner/family pensioner to the Pay and Account Officer/CPAO for formal authorisation of the additional pension/family pension. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension beyond a period of three months only on receipt of such an authorisation from the Pay and Account Officer.

7. In case the pensioner/family pensioner is unable to submit any of the documents mentioned in para 5 above but claims additional pension based on some other documentary evidence, such cases will be submitted to the administrative Ministry. If the administrative Ministry is satisfied about the claim of the pensioner/family pensioner, it will authorise additional pension/family pension accordingly. The decision of the Administrative Ministry in this regard will be final.

8. It is impressed upon all the Ministries/Departments of the Government of India and the pension disbursing authorities to keep in view the above decisions while disposing of the cases of payment of additional pension/family pension, CGA/CPAO are requested to advise all Pension disbursing/sanctioning authorities to take suitable action in accordance with the above instructions/guidelines. Similarly instructions may be issued by Ministry of Defence and Ministry of Railways to their concerned Accounts Department accordingly.

9. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.C. U. O. No. 185/EV/2009 dated 4-5-2009.

Sd/-
(M. P. Singh)
Director (P. P.)

Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare

No. 38/37/08-P&PW(A)

Dated the 11th August, 2009.

OFFICE MEMORANDUM

Sub: Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission-Revision of pension of pre-2006 pensioners/family pensioners etc

The undersigned is directed say that in this Department's OM of even number dated 21.5.2009, it was provided that the following documents would be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of 80 years and above:

- (i) Pan Card
- (ii) Matriculation certificate (containing the information regarding date of birth)
- (iii) Passport
- (iv) CGHS Card
- (v) Driving licence (if it contains date of birth)

2. The matter has been examined further. Considering the difficulty in producing any of the above mentioned documents as proof of age by the old pensioners, particularly those in the rural areas, it has

been decided that the Voters' ID Card may also be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of 80 years and above subject to the following conditions:

- (i) The pensioner/family pensioner certifies that he is not a matriculate. (The matriculation certificate should be insisted in the case of matriculate pensioners/family pensioners)
- (ii) The pensioner certifies that he does not have any of the documents mentioned in para 1 above.

3. The other conditions for acceptance of the documents, as mentioned in the OM dated 21-5-2009, will remain the same.

4. Some doubts have been expressed regarding the date from which the additional pension is to be made effective. In this connection, attention is invited to the clarifications issued vide this Department's O.M. of even number dated 3-10-2008. It is re-iterated that the additional quantum of pension/family pension, would be admissible from the 1st day of the month in which the date of birth falls, only on completion of the age of 80 years, 85 years, etc. (and not in the beginning of the 80th year, 85th year, etc.). All references/representations received in this respect stand disposed off accordingly.

Illustration: If a pensioner/family pensioner's date of birth is 26-1-1930, then he/she will be entitled to the additional quantum of pension on completion of 80 years of age w.e.f. 1-1-2010.

5. It is impressed upon all the Ministries/Departments of the Government of India and the pension disbursing authorities to keep in view the above instructions while disposing of the cases of payment of additional pension/family pension. CGA/CPAO are requested to advise all Pension disbursing/sanctioning authorities to take suitable action in accordance with the above instructions/guidelines and to make suitable entry regarding date of birth in the PPO. Similarly instructions may be issued by Ministry of Defence and Ministry of Railways to their concerned Accounts Department accordingly.

6. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I. C. U.O. No. 261/EV/2009 dated 9-7-2009.

Sd/-
(M. P. Singh)
Director (P. P.)

Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners' Welfare

No. 38/37/08-P&PW(A)

Dated the 25th June, 2010.

OFFICE MEMORANDUM

Sub: Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission-Revision of pension of pre-2006 pensioners/family pensioners etc

The undersigned is directed to say that in this Department's O.M. of even number dated 21-5-2009 and 11-8-2009 it was provided that in case the information regarding date of birth/age is not available in the PPO or the office records, certain documents would be accepted as proof of date of birth/age for payment of additional pension/family pension on completion of age of 80 years and above. It was also provided that the Pension Disbursing Authority/Bank will make payment of additional pension/family pension in the above manner, on provisional basis, up to a period of three months from the month in which the proof of age/date of birth is submitted by the pensioner/family pensioner. In such cases, the Pension Disbursing Authority/Bank will immediately send one copy each of the document submitted by the pensioner/family pensioner to the Pay and Account Officer/CPAO for formal authorisation of the additional pension/family pension. The Pension Disbursing Authority/Bank will make payment of additional pension/family pension beyond a period of three months only on receipt of such an authorisation from the Pay and Account Officer.

2. Certain Pension Disbursing Banks to whom the documentary proof of age was submitted by the pensioners/family pensioners have informed that many Pay & Accounts Offices, to whom the same is

forwarded as per OM of even number dated 21-5-2009, have not communicated to them their final authorisation in accordance with the above instructions. These Banks are, therefore, finding it difficult to continue the payment of additional pension beyond three months in the absence of the formal authorisation. The PAOs who are receiving the proof of age may get it sanctioned from HOO/HOD as per procedure invariably. In case the pensioner/family pensioner is unable to submit any of the documents mentioned in OM's dated 21-5-2009 and 11-8-2009 but claims additional pension based on some other documentary evidence, such cases will be submitted to the administrative Ministry. If the administrative Ministry is satisfied about the claim of the pensioner/family pensioner, it will authorise additional pension/family pension accordingly. The decision of the Administrative Ministry in this regard will be final.

3. CGA is requested to advise all Pay & Accounts Officers to take immediate action for getting the additional pension sanctioned from Head of Office/HODs so that the final authorisation of the additional pension may be done by the PAOs.

Sd/-
(Tripti P. Ghosh)
Director

Department of Finance (Rev. & Cont.)

No. 12/3/82-Fin(R&C)Vol-I

Dated:- 27th October, 2010.

OFFICE MEMORANDUM

A Copy of Office Memorandum F. No. 38/37/08-P&PW(A) dated 10-12-2009, received from Government of India, Ministry of Personnel, Public Grievances and Pension, Department of Pension & Pensioners' Welfare, New Delhi is forwarded herewith for information and necessary action to:-

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

Sd/-
(Rajendra Gawandalkar)
Under secretary Fin(R&C)

Ministry of Personnel, Public Grievances & Pensions

Department of Pension & Pensioners' Welfare

No. 38/37/08-P&PW(A)

Dated the 10th December, 2009.

OFFICE MEMORANDUM

Subject: Implementation of Government's decision on the recommendations of the Sixth Central Pay Commission regarding revision of pension of pensioners/family pensioner etc.— Grant of full pension to Government servants who retired on or after 1-1-2006.

The undersigned is directed to say that in pursuance of Government decision on the recommendations of Sixth Central Pay Commission, orders were issued vide this Department's O.M. No. 38/37/08-P&PW(A) dated 2-9-2008 for introducing modifications in the rule regulating pension, Retirement/Death/Service Gratuity/Family Pension/disability pension and ex-gratia lump-sum compensation. In accordance with para 5.2 and para 5.3 of that O.M. once a Government servant becomes entitled to pension on completion of 20 year/10 years of qualifying service he shall be paid pension at 50% of the emoluments or average emoluments received during the last 10 months, whichever is more beneficial to him. In terms of para 5.4 of the OM these revised provision have come into force w.e.f. 2-9-2008 and shall be applicable to Government servants retiring on or after that date. Subsequently, it was clarified vide O.M. No. 38/37/08-P&PW(A) dated 11-12-2008 that pension of Government servant retiring on or after 1-1-2006 will also be calculated based on the

emoluments or average emoluments received during the last 10 months, whichever is more beneficial to him but his pension would continue to be proportionate to the pension on completion of 33 years of qualifying service. Para 5.4 of this Department's O.M. No. 38/37/08-P&PW(A) dated 2-9-2008 was modified to that extent.

2. This matter has been reconsidered by the Government. In partial modification of the instructions/order issued in this respect, it has now been decided that linkage of the pension with 33 years of qualifying service shall be dispensed with, with effect from 1-1-2006 instead of 2-9-2008. The revised provisions for calculation of pension in para 5.2 and 5.3 of the OM No. 38/37/08-P&PW(A) dated 2-9-2008 shall come into force with effect from 1-1-2006 and shall be applicable to the Government servant retired/retiring after that date Para 5.4 will further stand modified to that extent.

3. Consequent upon the above revised provisions, in partial modification of para 7.1 of the O.M. No. 38/37/08-P&PW(A)- P&PW(A) dated 2-9-2008, the extent benefit of adding years of qualifying service for the purpose of computation of pension and gratuity shall stand withdrawn with effect from 1-1-2006.

4. The overall calculation may be taken into account revised gratuity and revised pension, including arrears up to date of revision based on these instructions However, no recoveries would be made in the cases already settled.

5. It is impressed upon all the Ministries/Departments of India to keep in view the above modifications/ clarifications while disposing of the cases of revision of pension. They are also advised to dispose of the representations received by them from pensioners on the above issues without referring the same to this Department.

6. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their U.O. No. 375/EV/2009 dated 19-11-2009.

7. In their application to the employees of the Indian Audit and Accounts Departments, these orders issue in consultation & Auditor General of India.

Sd/-
(Raj Singh)
Director

Department of Finance (Rev. & Cont.)

No. 12/4/2004-Fin(R&C)

Dated:- 27th March, 2010.

OFFICE MEMORANDUM

A copy of the under mentioned Office Memorandum No. 28/30/2004-P&PW (B) dated 28-10-2009 of Government of India, Ministry of Personnel, Public Grievances & Pension, New Delhi is forwarded for information and compliance.

The new Re-structured Defined Pension Contribution System was made applicable to new recruits in the Central Government Service from 1/1/2004. This scheme was however adopted to the employees of this State Government w.e.f. 5-8-2005. As such, the date reflected in the below mentioned O.M. regarding appointed on or before i.e. 31-12-2003 shall be read as 4-8-2005 in respect of Goa Government Employees.

- 1) All Heads of Departments/Offices.
- 2) All Departments in the Secretariat

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

**Ministry of Personnel, Public Grievances and Pension
Department of Pension and Pensioners' Welfare**

No.28/30/2004-P&PW(B)

Dated: the 28th October, 2009

OFFICE MEMORANDUM

Subject:- Mobility of personnel amongst Central/State & Autonomous Bodies while working under Pensionable establishments-regarding

The undersigned is directed to say that while introducing the New Pension Scheme from 1-1-2004, amendments to various existing rules including Rule 2 of the CCS(Pension) Rules, 1972 were made whereby these rules became inapplicable to those appointed to Central Govt. Services and posts from 1-1-2004.

Also the new and changed position obtaining on mobility of personnel between Central Government department; between Central and State Governments; and between Govt. departments and autonomous bodies on technical resignation from 1-1-2004 under these rules were clarified vide O.M. of even number dated 26-7-2005.

2. The position has been further reviewed by the Government of India and it has been decided to continue mobility of Govt. Servants/Autonomous body employees appointed on or before 31-12-03 and who were governed under the old non-contributory Pension scheme of their respective Governments/organizations in order to provide for the continuance of Pensionary benefits based on combined service in accordance with the CCS (Pension) Rules, 1972 as under:-

- a. between the Central Govt. departments covered under CCS (Pension) Rules, 1972; and Railway Pension Rules, 1993 or other similar non-contributory pensionable establishments of Central Govt. covered by old Pension Rules other than CCS (Pension) Rules, 1972;
- b. between State and Central Govt. Provided the employees were appointed in the State Govt (s) on or before 31-12-2003 and covered under old pension scheme similar to CCS (Pension) Rules, 1972;
- c. the pre-existing arrangement of mobility between State/Central Autonomous Body to Central/State Govt and between autonomous bodies that were governed by old pension schemes in force upto 31-12-2003 vide No. 28/10/84-P&PW dated 7-2-1986 and OM. No. 28/10/84-Pension Unit dated 29-8-1984 stand restored although those under CPF etc. will not be allowed entry into the old pension scheme on appointments from 1-1-2004.

3. These instructions modify/supersede provisions in the OM of even number dated 26-7-2005 to the extent as indicated above and effect from 1-1-2004.

4. This issues with the concurrence of Department of Expenditure vide their UO No. 335/EV/2009 dt. 5-10-2009 and in consultation with C&AG vide their U.O. No. 93-audit (Rules)/28-2009 dated 9-10-2009.

Sd/-
(Raj Singh)
Director

Department of Finance (Rev. & Cont.)

No. 12/6/2001-Fin(R&C)

Dated:- 30th September, 2009.

OFFICE MEMORANDUM

Sub:- Voluntary Retirement after 15 years of qualifying service.

Government vide Office Memorandum No.12-1-89~Fin(R&C) dated 29/11/1989 had introduced to its employees the scheme of Voluntary Retirement after 15 years of qualifying service, with weightage of service upto 5 years.

Consequent upon implementation of Sixth Central Pay Commission and in view of revised provisions for computation of pension w.e.f. 2-9-2008, the extant benefit of adding years of qualifying service under rules 29-A, 30, 48-B and 48-C for the purpose of computation of pension stands withdrawn vide para 7.1 of O.M. No. F. No. 38/37/08-P&PW(A) dated 2-9-2008.

Accordingly the provisions of allowing additional weightage of 5 years referred to in para 1 of the O.M. dated 29-11-1989 stands withdrawn with effect from 2nd September, 2008, i.e. the date of the Office Memorandum No. F. No. 38/37/08-P&PW(A) issued by Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners' Welfare, New Delhi.

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

Department of Finance (Rev. & Cont.)

No. 12/2/2010-Fin(R&C)

Dated:- 20th July, 2011.

OFFICE MEMORANDUM

A copy of Office Memorandum No. 38/41/06-P&PW (A) dated 5-5-2009 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Pension and Pensioners' Welfare, New Delhi is hereby adopted by State Government and the instructions therein will be made applicable to those Government servants who joined Government service on or after 05-08-2005 i.e. w.e.f the date of introduction of New Pension Scheme by the Govt. of Goa is forwarded herewith for information and necessary action to:-

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

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

Ministry of Personnel Public Grievances and Pensions

Department of Pension and Pensioners Welfare

No.38/41/06/P&PW(A)

Dated 5th May, 2009

OFFICE MEMORANDUM

Sub: Additional Relief on death/disability of Government servants covered by the new Defined Contribution Pension System (NPS)

The undersigned is directed to say that the pension of the Government servants appointed on or after 1-1-2004 is regulated by the new Defined Contribution Pension System (known as New Pension Scheme), notified by the Ministry of Finance (Department of Economic Affairs) vide their O.M. No. 5/7/2003-ECB 2 PR dated 22-12-2003.

2. On introduction of the New Pension Scheme, among others, the Central Civil Services (Pension) Rules, 1972 and the Central Civil Services (Extraordinary Pension) Rules were amended on 30-12-2003. Under the amended Rules, the benefits of Invalid Pension/Disability Pension and Family Pension/Extraordinary Family Pension/Liberalized Pensionary Award relief are not available to the Government servants appointed on or after 1-1-2004.

3. Ministry of Finance (Department of Economic Affairs) has subsequently clarified that the New Pension Scheme is a replacement for only pension under normal circumstances and family pension in case of death of employees after retirement.

4. A High Level Task Force (HLTF) constituted by the Government has recommended certain additional benefits that can be provided on death or discharge on invalidation/disability of a Government servant covered by the New Pension Scheme. It is likely to take some time before the Rules regulating these benefits under the New Pension System are put in place.

5. Meanwhile, considering the hardships being faced by the employees appointed on or after 1-1-2004, who are discharged on invalidation/disablement and by the families of such employees who have died during service since 1-1-2004, the President is pleased to extend the following benefits to Central civil Government Servants covered by the New Pension Scheme, **on provisional basis** till further orders:

- (I) Retirement from Government service on invalidation not attributable to Government duty:
 - (i) Invalid Pension calculated in terms of Rule 38 and Rule 49 of the Central Civil Services (Pension) Rules, 1972
 - (ii) Retirement gratuity calculated in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.
- (II) Death in service not attributable to Government duty:
 - (i) Family Pension (including enhanced family pension) computed in terms of Rule 54 of the Central Civil Services (Pension) Rules, 1972.
 - (ii) Death gratuity computed in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.
- (III) Discharge from Government service due to disease/injury attributable to Government duty
 - (i) Disability Pension computed in terms of the Central Civil Services (Extraordinary Pension) Rules.
 - (ii) Retirement gratuity computed in terms of the Central Civil Services (Extraordinary Pension) Rules read with Rule 50 of the Central Civil Services (Pension) Rules, 1972.
- (IV) Death in service attributable to Government duty:
 - (i) Extraordinary Family Pension computed in terms of Central Civil Services (Extraordinary Pension) Rules and Scheme for Liberalised Pensionary Awards.
 - (ii) Death gratuity computed in terms of Rule 50 of the Central Civil Services (Pension) Rules, 1972.

The employee/his family will also be paid Dearness Pension/Dearness Relief admissible from time to time in addition to the above benefits, on provisional basis.

6. The above provisional payments will be adjusted against the payments to be made in accordance with the Rules framed on the recommendations of the HLTF and recoveries, if any, will be made from the future payments to be made on the basis of those rules.

7. The recommendations of the HLTF envisage payment of various benefits on death/discharge of a Government employee after adjustment of the monthly-annuitised pension from the accumulated funds in the NPS Account of the employee. Therefore, no payment of monthly-annuitised pension will be made to the employee/family of the employee during the period he/she is in receipt of the provisional benefits mentioned in para 5 above.

8. In cases where, on discharge/death of the employee, the amount of accumulated funds in the NPS Account have been paid to the employee/family of the employee, the amount of monthly-annuitised pension from the date of discharge/death will be worked out in accordance with the rules/regulations to be notified by the Department of Financial Services/PFRDA and the same will be adjusted against the payment of benefits/relief after the notified rules in this respect are in place.

9. These instructions will be applicable to those Government servants who joined Government service on or after 1-1-2004 and will take effect from the same date i.e. 1-1-2004.

10. This Order issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their U.O. No. 127/EV/2009 dated 13-4-2009.

Sd/-
(M. P. Singh)
Director

Department of Finance (Rev. & Cont.)

No. 12/3/82-Fin(R&C)Vol.I

Dated:- 02-02-2009.

OFFICE MEMORANDUM

Copy of the Office Memorandum F. No. 38/37/08-P&PW(A) dated 11-12-2008 received from Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pension & Pensioners Welfare, New Delhi is forwarded herewith for information and necessary action to:-

1. All Heads of Departments/ Offices.
2. All Departments in the Secretariat.

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

**Ministry of Personnel, Public Grievances & Pensions
Department of Pension & Pensioners Welfare**

F.No.38/37/08-P&PW(A)

Dated the 11th December, 2008

OFFICE MEMORANDUM

Sub: Implementation of Government's decision on the recommendation of the Sixth Central Pay Commission.

The undersigned is directed to say that in pursuance of Government's decision on the recommendations of Sixth Central Pay Commission, orders were issued vide this Department's O.M No. 38/37/08-P&PW(A) dated 2-9-2008 for introducing modifications in the rules regulating pension, etc. Clarifications on certain provisions in this O.M. were also issued vide O.M. No. 38/37/08-P&PW(A) pt II dated 3-10-2008. In accordance with the instructions contained in this OM, only the Government servants who retire on or after 2-9-2008 are eligible for calculation of pension at 50% of the emoluments (i.e. last pay drawn) or average emoluments whichever is more beneficial to the

Government servant.

2. A number of references are being received in this Department in this respect. The matter has been reviewed in consultation with the Ministry of Finance (Department of Expenditure). It has now been decided that the provision for payment of pension at 50% of the emoluments (pay last drawn) or 50% of average emoluments received during the last 10 months, whichever is more beneficial to the retiring employee, shall be applicable to all Government servants retiring on or after 1-1-2006. **However, only those Government servants, who retired during 1-1-2006 to 1-9-2008 after completion of 33 years of qualifying service, will be eligible for full pension and the pension of those Government servants, who retired during 1-1-2006 to 1-9-2008 with qualifying service of less than 33 years, will continue to be proportionate to the full pension based on their actual qualifying service.**

3. This issues with the concurrence of Ministry of Finance (Department of Expenditure) vide their I.C.UO No. 42/22/2008-IC dated 8-12-2008.

Sd/-
(M.P.Singh)
Director (PP)

Department of Finance (Rev. & Cont.)

No. 12/4/2004-Fin(R&C)

Dated:- 3rd April, 2007.

CIRCULAR

Sub:- Introduction of new restructured defined Contribution Pension System.

Attention is invited to the Notification No. 12/4/2004/Fin(R&C) dated 5-8-2005 on the implementation of new restructured defined Contribution Pension System Scheme. As per the said Scheme, PAO (Director of Accounts) is supposed to allot a unique 16 digit Permanent Pension Account Number (PPAN) to the new recruits appointed in the Government Departments as well as new recruits in all educational and other institutions in the State whose cost of salaries or pension are debited to the State Consolidated Fund w.e.f. 5-8-2005.

It is observed that Finance Department and Directorate of Accounts are receiving requests from the employees of Comunidades whose salaries are not debited to the State Consolidated Fund for issuing PAAN Number. It is, therefore, decided that Government cannot bear the responsibility of Contribution under the new scheme for Comunidade staff and therefore 16 digit PPAN cannot be allotted to them. Further, it is directed that Comunidades should ensure that no fresh recruitments are made till they become financially viable.

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

Department of Finance (Rev. & Cont.)

No. 12/4/2004-Fin(R&C)/Part-I

Dated:- 22nd January, 2007.

- Read:- 1) Notification No. 12/4/2004/Fin(R&C) dated 5-8-2005.
2) Corrigendum No. 12/4/2004/Fin(R&C)/Part-I dated 22-8-2006.

CORRIGENDUM

The following para (1) of New Defined Contribution Pension Scheme reflected at page 4 of the Annexure appended to Government Notification No.12/4/2004/Fin(R&C) dated 5-8-2005 stands deleted.

“1) The functions of Head of Office/Drawing and Disbursing Officers and P.A.O. under the System, in respect of Educational Institutions whose salaries or pensions are debited to Consolidated Fund of the State shall be exercised by the Director of School Education/Director of Higher Education/Director of Technical Education, as the case may be through their designated Officers.”

By order and in the name of the
Governor of Goa

Sd/-
(Vasanti H. Parvatkar)
Under Secretary Fin(Bud-I)

Finance (Rev. & Control) Department

No. 8/6/99-Fin(R&C)

Dated:- 20-09-2006

OFFICE MEMORANDUM

Sub : Implementation of the Government's decision on the recommendation of the Fifth Central Pay Commission-Grant of Fixed Medical Allowance @ of Rs. 100 per month to Central Government Pensioner's residing in areas not covered under CGHS

Reference : O.M. No. 8/6/99-Fin(R&C)/FPC dated 10/5/1999, 5/10/2000, 17/8/2001, 17/8/2001, 18/11/2002 and corrigendum of even Number dated 8/1/2003.

Government of Goa vide O.M. No. 5/6/99-Fin(R&C)(FPC) dated 10/5/99 had granted fixed Medical Allowance @ of Rs. 100/- per month to all the pensioners of the State Government. Subsequently, on the representation of the Pensioners, the Pensioners were allowed to exercise option between fixed Medical Allowance or reimbursement of Medical Expenses through their spouse in Government service. Failure to exercise option for reimbursement of Medical Expenses was deemed that the pensioners have opted for Fixed Medical Allowance.

Now, in view of the representation of the Pensioners it has been decided by the Government that the pensioners who have exercised an option to get reimbursement of Medical Expenses through his/her spouse will get a further option to claim the fixed Medical Allowance @ of Rs. 100/- per month after the retirement of their spouse.

The instructions will come into force from the date of the issue of the Office Memorandum.

Sd/-
(Vasanti H. Parvatkar)
Under Secretary (Finance) (Bud-I)

Department of Finance (Rev. & Cont.)

No. 12/7/87-Fin(R&C)/Part-I

Dated:- 25th August, 2006.

CIRCULAR

As you are aware that vide Government Circulars No. 12/7/87-Fin(R&C) dated 8-1-88, No. 12/7/87-Fin-(R&C)Part1-I dated 23-4-29, No. 12/7/87-Fin(R&C)P.I. dated 21-12-99, No. 12/7/87-Fin(R&C)Part-I dated 1-8-01 and No. 12/7/87-Fin(R&C)Part-I dated 30-3-2005, necessary

guidelines/instructions have been issued for prompt and expeditious settlement of pension claims to all Heads of Departments/Offices.

It has now been observed that the guidelines/instructions contained in the aforesaid Circulars are not scrupulously followed by the Heads of Departments/Offices. Even some Offices also do not take preparatory steps to ensure that the retirement benefits are paid to their employees in time. In order to avoid undue delay in sanctioning of pension to the employees, all the Heads of Departments/Offices are hereby directed to adhere to the guidelines/instructions reflected in the aforesaid Circulars. They should monitor the settlement of pension cases on a quarterly basis and submit a progress report to the Finance (Rev. & Cont.) Department.

Sd/-
(Shrikant M. Polle)
Under Secretary (Fin-Exp.)

Department of Finance (Rev. & Cont.)

No. 12/4/2004-Fin(R&C)/Part-I

Dated:- 22-08-2006.

Read: Notification No. 12/4/2004-Fin(R&C) dated 5-8-2005.

CORRIGENDUM

The Heads of Accounts for recovery of contribution and matching contribution from the Government mentioned in the Annexure appended to the order cited above may be corrected to read as follows:-

The Heads of Accounts for recovery of contribution and matching contribution from the Government

8342 - Other Deposits

00 - -

120 - Miscellaneous Deposits.

- 01 - Employees Contribution under Tier I for Government employees under Defined Contribution Pension System.
- 02 - Government Contribution under Tier I for Government employees under Defined Contribution Pension System.
- 03 - Interest on Contribution under Tier I for Government employees under Defined Contribution Pension System.
- 11 - Employees Contribution under Tier I for employees of Government aided schools under Defined Contribution Pension System.
- 12 - Government Contribution under Tier I for employees of Government aided schools under Defined Contribution Pension System.
- 13 - Interest on Contribution under Tier I for employees of Government aided schools under Defined Contribution Pension System.
- 21 - Employees Contribution under Tier I for employees of Goa University & Government aided colleges under Defined Contribution Pension System.
- 22 - Government Contribution under Tier I for employees of Goa University & Government aided colleges under Defined Contribution Pension System.
- 23 - Interest on Contribution under Tier I for employees of Goa University & Government aided colleges under Defined Contribution Pension System.
- 31 - Employees Contribution under Tier I for employees of Goa Board of Secondary and Higher Secondary Education under Defined Contribution Pension System.

- 32 - Government Contribution under Tier I for employees of Goa Board of Secondary and Higher Secondary Education under Defined Contribution Pension System.
- 33 - Interest on Contribution under Tier I for employees of Goa Board of Secondary and Higher Secondary Education under Defined Contribution Pension System.
- 41 - Employees Contribution under Tier I for employees of Government Aided Polytechnic under Defined Contribution Pension System.
- 42 - Government Contribution under Tier I for employees of Government Aided Polytechnic under Defined Contribution Pension System.
- 43 - Interest on Contribution under Tier I for employees of Government Aided Polytechnic under Defined Contribution Pension System.

By order and in the name of the
Governor of Goa

Sd/-
(D. G. Sardesai)
Joint Secretary (Finance)

Department of Finance (Rev. & Cont.)

No. 12/3/2006-Fin(R&C)

Dated:- 5th May, 2006.

OFFICE MEMORANDUM

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

- 1) All Heads of Departments/Offices.
- 2) All Departments in the Secretariat.

Sd/-
(Shrikant M. Polle)
Under Secretary (Fin-Exp.)

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

New Delhi,

No. 14028/1/2004-Estt.(L)

Dated 13th February, 2006.

OFFICE MEMORANDUM

Subject- Cash payment in lieu of unutilized earned leave on the date of retirement to the Central Government employees who are compulsorily retired as a measure of punishment under the disciplinary rules.

In terms of the instructions issued by this Deptt. vide OM No. 14028/8/86-Estt.(L) dt. 22-6-87, a Government servant, who is compulsorily retired as a measure of punishment under disciplinary rules and the disciplinary authority has imposed any reduction in the amount of his pension (including gratuity) under Rule 40 of the CCS (Pensions) Rules, 72, he is not being allowed encashment of leave on such retirement.

2. The demand of the Staff Side to allow encashment of unutilized earned leave to those Central Government employees, who are compulsorily retired as a measure of punishment and in whose case a cut in pension (including gratuity) has been imposed by the Disciplinary authority, has been reconsidered in consultation with the Ministry of Finance. It has now been decided that in such cases where the government servants are compulsorily retired as a measure of punishment and in whose cases even if a cut in pension (including gratuity) has been ordered, the benefit of encashment of earned leave at the time of such retirement shall be allowed. It has accordingly been decided to delete the relevant Rule 39(5-A) of Central Civil Services (Leave) Rules, 1972.

3. In so far as persons serving in the Indian Audit and Accounts Department are concerned, this issues after consultation with the Comptroller and Auditor General of India.

4. These orders will be effective from the date of issue.

Sd/-
(S. Meenakshisundaram)
Deputy Secretary to the Govt. of
India.

Department of Finance (Rev. & Cont.)

No. 12/4/2004/Fin(R&C)

Dated:- 31-10-2005.

CIRCULAR

Subject:-Introduction of new restructured defined Contribution Pension System

Attention is invited to the Notification No. 12/4/2004/Fin(R&C) dated 05-08-2005 wherein instructions have been laid down to all Heads of Departments/Offices on the implementation of new restructured defined Contribution Pension System Scheme to the new recruits appointed in Government of Goa service as well as all educational and other Institutions in the State of Goa whose cost of salary or pension are debited to the consolidated funds of the State of Goa w.e.f. 5-8-2005.

All Heads of Departments are hereby directed to adhere to the instructions circulated by the aforesaid notification and submit to this Department a statement of the monthly update about new recruitment made under new pension scheme in their offices and subordinate offices. The Permanent Pension Account Number allotted to the new recruit by the Directorate of Accounts may also be indicated against the name of the employees. The information will have to be submitted to this Department by 15th of every preceeding month.

Sd/-
(Shrikant M. Polle)
Under Secretary (Fin-Exp.)

Department of Finance (Rev. & Cont.)

No. 12/4/2004/Fin(R&C)

Dated:- 05-08-2005.

NOTIFICATION

Whereas the Government of India have introduced a new restructured defined Contribution pension system, replacing the existing system of defined benefit pension system, vide Government of India, Ministry of Finance, Department of Economic Affairs Notification No. 5/7/2003-ECB & PR dated 22-12-2003. The said System is mandatory for all new recruits to the Central Government Service from 1-1-2004, except the Armed Forces;

And whereas for the implementation of the said system, the Government of India has amended, with effect from 1-1-2004, rule 2 of the Central Civil Services (Pension) Rules, 1972, rule 2 of the Central Civil Services (Commutation of Pension) Rules, 1981, and rule 2 of the Central Civil Services (Extraordinary Pension) Rules, 1939, vide three separate Notifications No. 38/1612003-P&PW(A) dated 30-12-2003 and vide S.O. 1483(E), S.O. 1484(E) and S.O. 1487 (E) respectively;

And whereas the Government of Goa, after careful consideration, has decided to adopt the Government of India's said new restructured Defined Contribution Pension System for new recruits to the Government of Goa's service as well as new recruits in all educational and other institutions in the State of Goa whose cost of salaries or pensions are debited to the Consolidated Fund of the State of Goa, with effect from 05-08-2005;

Now, therefore, in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and all other powers enabling him in this behalf, the Governor of Goa hereby adopts Government of India's said new restructured Defined Contribution Pension System notified

vide Government of India, Ministry of Finance, Department of Economic Affairs Notification No. 5/7/2003-ECB & PR dated 22-12-2003, and makes it applicable to the new recruits to the Government of Goa's service as well as to the new recruits in all educational and other institutions in the State of Goa whose cost of salaries or pensions are debited to the Consolidated Fund of the State of Goa, with effect from 05-08-2005.

Further, the Governor of Goa also adopts the said amendment carried out to rule 2 of the Central Civil Services (Pension) Rules, 1972 and the Central Civil Services (Commutation of Pension) Rules, 1981, subject to the modification that for the expression "31st day of December, 2003", occurring in said rules 2 after the said amendment, the expression "4th day of August, 2005" shall be read and adopts the amendment carried out to rule 2 of the Central Civil Services (Extraordinary Pension) Rules, 1939, subject to the modification that for the expression "1st day of January, 2004" occurring in the said rule 2 after the said amendment, the expression "5th day of August, 2005" shall be read.

The modalities for the implementation of the said System are as per the Annexures appended hereto.

By order and in the name of the
Governor of Goa
Sd/-
(D. G. Sardesai)
Joint Secretary (Finance)

New Defined Contribution Pension System

The New Pension System will work on defined contribution basis and will have two tiers-Tier I and II. Contribution of Tier I is mandatory for all Government servants joining Government service on or after 05-08-2005, whereas Tier II will be optional and at the discretion of Government servants.

In Tier I, Government servants will have to make contribution of 10% of Basic Pay, plus Dearness Pay and Dearness Allowance, which will be deducted from his salary bill every month. The Government will make an equal matching contribution.

Tier I contributions (and the investment returns) will be kept in a non-withdrawable Pension, Tier I account. Tier II Contributions will be kept in a separate account that will be withdrawable at the option of the Government servant. Government will not make any contribution to Tier II account.

Government of India is in the process of finalizing certain Rules and Regulations as well as other modalities in managing these funds. Till such time Tier II will not be made operative, the contribution made by Government servants and the matching contributions made by the Government will be kept in Public Account of the State. The following procedure may be adopted as a purely temporary arrangement.

- a) The contribution payable by the Government towards the System i.e. 10% of the (BP. + D.P. + D.A) will be recovered from the salary bills every month. No recovery will be effected from the month of joining, for example, the employees joining services in the month of August, 2005 deductions towards contribution will be stated from the salary bill of September 2005.
- b) No deduction will be made towards G.P.F. contribution from the Government servant joining the services on or after 01-08-2005 as the G.P.F. Scheme is not applicable to them.
- c) Immediately on joining Government service, the Government servant will require to provide particulars such as the name, designation, scale of pay, date of birth, and nominee(s) for the Fund and relationship of the nominee etc. in the prescribed form (Annexure-I). The Head of Office/ Drawing End Disbursing Officer concerned will be responsible for obtaining these information from all Government servants, covering under the New Pension System. Consolidated information for all those who have joined service during the month shall be submitted by Head of Office/Drawing and Disbursing Officer concerned in the prescribed form

(Annexure-II) to the Director of Accounts, (GPF Section) by 7th of the following month. Annexure-I will be retained by the Head of Office/ Drawing and Disbursing Officer.

- d) On receipt of the Annexure-II from the Head of Office/Drawing and Disbursing Officer, P.A.O. (Director of Accounts) will allot a unique 16 digit Permanent Pension Account Number (PP AN). The first four digits of this number will indicate the calendar year of joining Government service, the next digit indicates whether it is a Civil or Non Civil Ministry (for all Civil Ministries the digit will be "1"). The next six digits would represent P.A.O. Code (which is issued for the purpose of compiling monthly account). The last four digits will be running serial number of the individual Government servant, which will be allotted by the P.A.O. concerned P.A.O. (Director of Accounts) will allot the serial number pertaining to individual Government servant from "0001" running from January to December of a calendar year. The following illustrations may be followed.

Calendar Year				Civil Min.	P.A.O. Code						Serial Number			
2	0	0	5	1	0	7	1	3	1	0	0	0	0	1

- e) The Pay and Accounts Officer (Director of Accounts) will maintain an Index Register for the purpose of allotment of PPAN to new entrants to Government service. Format of the Index Register is given in the Annexure-VI.
- f) The P.A.O. will return to the Head of Office/Drawing and Disbursing Officer concerned, a copy of the statement duly indicating there the Account Numbers allotted to each individual by 15th instant. Head of Office/Drawing and Disbursing Officer in turn will intimate the Account number to the individual concerned and also note in the Pay Bill Register.
- g) The particular of the Government servants received from the various Head of Office/Drawing and Disbursing Officer will be consolidated by the P.A.O. (Directorate of Accounts) in the Form (Annexure II-A).
- h) The Head of Office/Drawing and Disbursing Officer will prepare separate Pay Bill Register in respect of the Government savants joining Government service on or after 01-08-2005. The Head of Office/Drawing and Disbursing Officer will have to prepare separate Pay Bill in respect of those Government savants and will send the same with all the schedules to the P.A.O. (Director of Accounts) on or before 20th of the month to which the bills relate.
- i) The Head of Office/Drawing and Disbursing Officer will prepare a recovery schedule in duplicate in the prescribed Form (Annexure-III) for the contribution and tally the same with the total amount of recoveries shown in the corresponding column in the pay bill.
- j) It may be noted that along with the salary bill for the Government servants, who joined service on or after 01-8-2005 the Head of Office/Drawing and Disbursing Officer shall also prepare a separate bill for the drawal of matching contributions to be paid by the Government and creditable to Pension Account. The bill for drawal of matching contributions should also be supported by the schedules of recoveries in the Form (Annexure-IV).
- k) A Government savant can normally exit at or after the age of 58 years from Tier I of the system. At exit, it would be mandatory for him to invest 40 percent of pension wealth to purchase an annuity (from an IRDA regulated Life Insurance Company), which will provide for pension for the life time of the employee and his dependent spouse/parents and the remaining 60 percent Government servant would be free to utilize the same in any manner. In the case of Government servants who leave the system before attaining the age of 58 years, the mandatory annuitisation would be 80% of the pension wealth.

- i) The functions of Head of Office/Drawing and Disbursing Officer and P.A O. under the System, in respect of Educational Institutions whose salaries or pensions are debited to Consolidated Fund of the State shall be exercised by the Director of School Education/Director of Higher Education/ Director of Technical Education, as the case may be through their designated Officers.

The detailed departmental accounting procedure of this system shall be intimated separately as and when the Government of India finalizes the same. Till the entire procedure is finalized, the amount may be kept in the Public Account as done in the case of G.P.F. and be given interest as admissible to G.P.F.

The Heads of Accounts for recovery of contribution, matching contribution from the Government interest etc. will be as follows:-

- 8342 - Other Deposits.
 - 00 - -
 - 120 - Miscellaneous deposits.
 - 01 - Defined Contribution Pension System for Government Employees
 - 01 - Employees Contribution under Tier I
 - 02 - Government Contribution under Tier I
 - 03 - Interest on Contribution under Tier I
 - 02 - Defined Contribution Pension System for employees of Government aided Schools
 - 01 - Employees Contribution under Tier I
 - 02 - Government Contribution under Tier I
 - 03 - Interest on Contribution under Tier I.
 - 03 - Defined Contribution Pension System for employees of Goa University and Government aided colleges
 - 01 - Employees Contribution under Tier I
 - 02 - Government Contribution under Tier I
 - 03 - Interest on Contribution under Tier I
 - 04 - Defined Contribution Pension System for employees of Goa Board of Secondary and Higher Secondary Education
 - 01 - Employees Contribution under Tier I
 - 02 - Government Contribution under Tier I
 - 03 - Interest on Contribution under Tier I
 - 05 - Defined Contribution Pension System for employees of Government Aided Polytechnic
 - 01 - Employees Contribution under Tier I
 - 02 - Government Contribution under Tier I
 - 03 - Interest on Contribution under Tier I

The interest on the contribution under the System shall be debited to:-

- 2049 Interest Payments
 - 60 Interest on other Obligations
 - 101 Interest on Deposits
 - 09 Interest on Defined Contribution Pension System
 - 25 Interest (Charged)

ANNEXURE I

(Details to be furnished by the Government servant)

1. Name of the Govt. servant :
2. Designation :
3. Name of Ministry/Dept/Organisation :
4. Scale of Pay :
5. Date of Birth :
6. Date of joining Govt. service :
7. Basic Pay :
8. Nominee for accumulations under the Pension Account :

Sr. No.	Name of nominee (s)	Age	Percentage of share payable	Relationship with the government servant

Signature of the Govt. servant

ANNEXURE II

Format in which information to be sent by DDO to PAO (Director of Accounts, Panaji)

Name of DDO/Code No. :

Name of Office & Address :

Sr. No	Name of the Government	Designation	Basic Pay	Date of Birth	Unique Pension A/C No. In 15 digits (to be allotted by PAO)	Date of joining service	Details of nominee(s) for the accumulations under Pension Account			
							Name of nominee (s)	Age	Relationship with government servant	% age of share

Name of DDO :

Office Seal :

ANNEXURE IIIFormat of schedule of Government servant's contribution towards Tier I and tier II
of the New Pension System

(to be attached with the Pay bill)

Name of DDO/Code No. :

Pension Account no. in 15 digits allotted by PAO	Name of the Government servant	Designation	Basic Pay+DP+DA	Contribution Under Tier-I Rs.	Contribution Under Tier II* Rs.	Total Rs.	Remarks

(Rupees)

* The column in not to be used during the interim period

Date and Signature of Drawing Officer

Designation

Department of Finance (Rev. & Cont.)

No. 8/11/97/Fin(R&C)Part II.

Dated:- 24-01-2006.

OFFICE MEMORANDUM

A copy of the under mentioned Office Memorandum is forwarded for necessary action. The Government is pleased to adopt the same to the employees/Pensioners of the State Government of Goa.

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat,
3. All Secretaries to Government.
4. P.S. to Ministers.

Sd/-
(Shrikant M. Polle)
Under Secretary (Fin-Exp).

Ministry of Personnel, Public Grievances and Pensions
Department of Pension and Pensioners Welfare

No.45/1/200 I-P&PW(E)

Dated:- 30th June, 2005.

OFFICE MEMORANDUM

Subject- Ceiling on two family pensions admissible to child/children of deceased Government servants under Rule 54 (11) of the CCS (Pension) Rules, 1972.

The undersigned is directed to say that consequent upon the revision of the rates and minimum and maximum limits of the family pension following the implementation of the recommendations of the Fifth Central Pay Commission, the question of revision of the maximum of ceilings on two family pensions admissible under sub-rule (11) of Rule 54 of the Central Civil Services (Pension) Rules, 1972 to child/children, where both of his/their deceased parents were Government servants and governed by the said rules, has been under consideration in this Department.

2. After careful consideration the Government has decided to revise the existing limits on two family pensions as follows:-

- (i) The existing maximum limit of Rs. 2500(Rupees two thousand five hundred) per month laid down in sub-rule (11)(a)(i) revised upwards to Rs. 15000 (Rupees Fifteen thousand) per month.
- (ii) The existing maximum limit of Rs. 2500 (Rupees two thousand five hundred) per month laid down in sub-rule (11)(a)(ii) revised upwards to Rs. 15000(Rupees Fifteen thousand) per month.
- (iii) The existing maximum limit of Rs. 1250 (Rupees One thousand two hundred and fifty) per month laid down in sub-rule 11(b) revised upwards to Rs. 9000 (Rupees Nine thousand) per month.

3. These orders shall be deemed to have taken effect from the 1st January, 1996. The relevant rules under the Central Civil Services (Pension) Rules, 1972 are being amended suitably.

4. These orders do not apply to Railway employees, persons paid from Defence Services estimates and the members of the All India Services. Separate orders in their respect would be issued by the respective Ministries/Departments.

5. In their application to the families of pensioners who retired/retire from Indian Audit and Accounts Departments these orders have been issued after consultation with the Comptroller and Auditor General of India.

6. These orders issue with the concurrence of the Ministry of Finance, Department of Expenditure vide their U.O. NO.810/EV/2003 dated 7/10/2003.

Sd/-
(M. P. Singh)
Director.

Department of Personnel

No. 2/6/94-PER(Vol.I)(Part)

Dated:- 24-07-2003.

OFFICE MEMORANDUM

Sub: Strengthening of Administration Premature retirement of Government Servants in public interest.

Attention of all the Heads of Departments/Secretariat Heads of Departments is invited to O.M. of even number dated 14-5-2001 in which they were informed that the appropriate authority has the absolute right to retire a Government servant in the public interest by reviewing their performance by following the procedure as outlined in the above cited O.M. Time scheduled for review is given in O.M. of even number dated 8-1-2002.

2. The provision of those rules/instructions has to be invoked to weed out Government servant who have outlined their utility and have become ineffective as also those whose integrity is doubtful. The objective of these special provisions is to improve the efficiency and strengthen the administration at all levels of the Government and to provide a clear administration.

3. Accordingly to time schedule, all the Heads of Departments/Secretariat Head of Departments should submit quarterly report to this Department. In spite of clear instructions; it is observed that the Departments/ Secretariat Heads of Departments are not submitting quarterly report. Government has taken serious view of this lapse.

4. It is, therefore, enjoined upon all the Heads of Departments/Secretariat Heads of Department to adhere to the instructions contained in the above referred O.Ms. and submit quarterly report as per time schedule.

5. The report of these cases reviewed in the year 2002, may be made available by 31-7-2003 positively in the proforma given under para 3 of the O.M. of even number dated 8-1-2002.

Sd/-
(D. S. Negi)
Chief Secretary

Department of Finance (Rev. & Cont.)

No. 12/6/2001-Fin(R&C)

Dated:- 30th July, 2004.

OFFICE MEMORANDUM

A copy of the under mentioned O.M. No. 25013/3/2003-Estt (A), dated 17th June, 2003, from Government of India is forwarded for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat,

Sd/-
(Shrikant M. Polle)
Under Secretary (Fin-Exp).

Ministry of Personnel & Training

O.M. No. 25013/3/2003-Estt. (A)

Dated:- 17-06-2003.

Subject- Notice of Voluntary Retirement can be accepted from a Government servant already on EOL

Attention of all Ministries/Departments is invited to the provisions contained in Para 3 (xiii) of Department of Personnel and Training O.M. No. 25013/7/77-Estt. (A), dated 26-8-1977 and clarifications contained in O.M. No. 25013/10/85-Estt. (A), dated 5-7-1985 (Sl. No. 156 of Swamysnews at September, 1985) on the above subject. It has been laid down in the Office Memoranda referred to above that a Government servant giving notice of Voluntary retirement may also apply before the expiry of the notice for the leave standing to his credit which may be granted to him to run concurrently with the notice period except in the case of Extraordinary Leave, as such leave, whether on medical ground or no private cannot be termed as leave standing to the credit of a Government servant. The matter has been reviewed and it has been decided to modify the provisions contained in Para 3 (xiii) of O.M. No. 25013/7/1977-Estt. (A), dated 26-8-1977 and O.M. No. 25013/10/85-Estt. (A), dated 5-7-1985 as follows:-

“Para 3(xiii)-A Government servant giving notice of Voluntary retirement may also apply before the expiry of the notice, for the leave standing to his credit which may be granted to him to run concurrently with the period of notice. Extraordinary Leave is not termed as leave standing to his credit and therefore, it cannot run concurrently with the period of notice given by him for seeking Voluntary Retirement. In case, a Government servant applies for Voluntary Retirement while already on extraordinary leave other than on medical ground, the notice period need to be insisted upon and his request may be accepted with immediate effect, provided he is clear from vigilance angle. However, if a Government servant while already on extraordinary leave on medical ground, applies for Voluntary Retirement, the notice period, if any, given may be accepted and he may be allowed to retire after the expiry of the notice period subject to vigilance clearances”

2. 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.

Department of Personnel

No. 2/6/94-PER(Vol.I)(Part)

Dated:- 28-02-2002.

CIRCULAR

Attention of all the Heads of Department/Secretariat Heads of Departments is invited to this Department's Circular of even number dated 8-1-2002, regarding premature retirement of Government servants in public interest by reviewing their cases. Under para (2) of this Circular Internal Reviewing Committees have been reconstituted for assisting reviewing Committee.

2. As regards Group 'D' Internal Reviewing Committee, Joint Secretary/Under Secretary of the administrative Department in the Secretariat in the second member. Since there is no Joint Secretary/Under Secretary for the Departments where there is single File System, Internal Reviewing Committee for Group 'D' employees is reconstituted as follows:-

FOR GROUP 'D' POSTS WHERE THERE IS SINGLE FILE SYSTEM

1. Head of DepartmentChairman
 2. Senior most Officer in Department next to Head of DepartmentMember
 3. Next Senior most Officer/Officer looking after Establishment/Administration to be Member nominated by Head of Department
3. Where there is no Single File System, Heads of Departments shall follow Internal Screening Committee as re-constituted vide Circular of even number dated 8-1-2002.

Sd/-

Department of Personnel

No. 2/6/94-PER(Vol.I)(Part)

Dated:- 8th January, 2002.

CIRCULAR

Attention of all the Heads. of Departments/Secretariat Heads of Department is invited to O.M. of even number dated 14-5-2001, in which they were informed that the appropriate authority has the absolute right to retire a Government servant in the public interest by reviewing their performance by following the procedure as outlined in the above cited O.M. Time schedule for review as mentioned in the above O.M. is given below:

Quarter in which review is to be made	Cases of employees who will be attaining the age of 50/55 years or will be completing 30 years of service or 30 years of service qualifying for pension as the case may be, in the quarter indicated below to be reviewed.
1. January to March	July to September of the same year.
2. April to June	October to December of the same year.
3. July to September	January to March of the next year.
4. October to December	April to June of the next year.

2. The Heads of Departments might have constituted Internal Screening Committee to assist Reviewing Committee in view of Part II of the Rules and initiated action for review of the cases for the quarter ending March, 2001 and June, 2001. If so, the same may be reconstituted as follows:-

For Group 'A' posts:-

1. Chief Secretary	...	Chairman
2. Secretary (Concerned Dept.)	...	Member
3. Secretary (Labour/Vig.)	...	Member
4. Head of Department	...	Member

For Group 'B' and 'C' posts:-

1. Secretary (Concerned Dept.)	...	Chairman
2. Head of Department	...	Member
3. Director of Vigilance	...	Member

For Group 'D' posts:-

1. Head of Department	...	Chairman
2. Joint Secretary/Under Secretary of concerned Administrative Dept.	...	Member
3. Senior-most Officer in Department next to Head of Dept.	...	Member

3. All Heads of Department/Secretariat Heads of Department are instructed to send quarterly report for the quarter ending March and June, 2001, in the following proforma:

Quarter in which review is to be made (Group- wise A,B,C & D)	Cases of employees reviewed (Group-wise A,B,C, & D)	No. of Govt. servants retired (Group-wise)	Remarks
1.	2.	3.	4.
1. January to March, 2001	July to September, 2001		
2. April to June, 2001	October to December, 2001		

4. Such a quarterly report may be sent invariably to this Department on 25th October, 25th February, 25th April and 25th July of every year without fail.
5. Copy of order constituting Internal Screening Committee may also be furnished for record.
6. In case no review has been undertaken by the Department, reasons thereof, should be intimated in the quarterly return to be furnished to this Department and action may be initiated for carrying the review.

Sd/-
(Baleshwar Rai)
Chief Secretary

Department of Finance (Rev. & Cont.)

No. 12-7-87-Fin(R&C) Part I

Dated:- 1st August, 2001.

CIRCULAR

It is observed that the Panaji Bench of Bombay High Court recently directed the Maharashtra Government to pay interest of Rs. 50,000/- to a pensioner for delay in payment of retirement benefits beyond 2 months of retirement. The concerned Government Department was also held responsible for the delay.

It has come to notice of Government that in many cases delay occurs in payment of retirement benefit to Goa Government employees as well.

In this connection, a Circular was issued by the Chief Secretary on 23-4-99 under No. 12-7-87-Fin(R&C) Part I clearly stating that the Head of Office is the Pension Sanctioning Authority and he is responsible for the preparation of pension papers in time and forwarding them to the Accounts Officer i.e. Director of Accounts. The Officers has to check the pension papers and issue the Pension Payment Order. Unless, the Head of Office prepares the pension papers correctly and forwards them in time, the Accounts Officers is unable to check them and issue the PPO. A time table was also prescribed for processing pension papers by Heads of Office who are responsible for sanctioning pension to their employees. A check list was also provided therein.

It has been observed that all Government Offices are not adhering to these instructions strictly. Some offices have not taken steps to ensure that the retirement benefits are paid to their employees in time.

All Heads of Departments are therefore once again directed to adhere to the following instructions scrupulously:-

- (a) Ensure that the Heads of Office under their control follow the time table and other instructions contained in Chief Secretary's Circular dated 23-4-99.
- (b) Ensure that the Heads of Office under their control process and forward the pension papers to Director of Accounts free from mistakes and deficiencies.
- (c) In case the pension papers are returned by Directorate of Accounts for correction, ensure that the said Head of Office comply with the observations properly and resubmit them promptly to the Directorate of Accounts.
- (d) Ensure that the Heads of Office sanction provisional pension and gratuity as per rules whenever some delay is anticipated.
- (e) Ensure that the Voluntary Retirement Pension papers are processed immediately on acceptance of notice and family pension papers immediately on receipt of intimation of death.

- (f) In case of teachers, Education Department should ensure that the heads of Schools and Colleges complete the pension work properly and in time.
- (g) Heads of Department should function as Nodal Officers and monitor the pension papers work in their subordinate offices.
- (h) Heads of Department should hold quarterly review meetings with the Head of Offices and hold enquiry into all cases of delay, and fix responsibility.

These instructions should be followed strictly so that a retirement benefit to pensioners is not delayed.

Failure to observe that above instruction will be viewed seriously. Heads of Departments and Heads of Officers shall be held accountable for any delay in payment of retirement benefits to pensioners.

Receipt of their Circular may be acknowledged.

Sd/-
(Rina Ray)
Finance Secretary

Department of Finance (Rev. & Cont.)

No. 12-7-87-Fin(R&C) P.I.

Dated:- 21-12-1999.

CIRCULAR

Subject- Sanction of pension to retired employees.

Attention is invited to Circular No. 12-7-87 Fin (R&C) Part-I dated 23-4-99 from the Chief Secretary wherein instructions have been given to all Heads of Departments/Offices on timely preparation of pension papers and sanctioning of pension to retired employees as per pension rules.

The instructions also apply to sanctioning of family pension to families of deceased employees.

It has been brought the notice of this Department by Director of Accounts that sanction of pension to the many retired employees is delayed by the Heads of Office. And when sanction is delayed, Head of Offices do not sanction provisional pension and provisional gratuity to them.

Attention of all Heads of Departments/Head of Offices is invited to Rule 64 of C.C.S. (Pension) Rules 1972 under which it is compulsory to sanction provisional pension and provisional gratuity in cases where final pension is delayed. For this purpose the Heads of Office should send the following papers to Director of Accounts as already instructed in Finance Department Circular No. 12-7-87-Fin (R&C) dated 8-1-1988.

- (a) A sanction letter indicating the amount of provisional pension and provisional gratuity sanctioned for 6 months from the date of retirement indicating there in the amount of Government dues, if any, to be recovered from provisional gratuity.
- (b) Bill in Form T.R. 37-B.
- (c) Form G.F.R. 8
- (d) Certificate from Head Office stating that the Government employee to whom provisional pension and provisional gratuity is sanctioned is entitled to pension and gratuity.

All Heads of Department and Heads of Offices are requested to ensure that the instructions issued are strictly followed particularly in view of the provisions of rules under which pensioners can claim interest on delayed payment gratuity

Care should be taken to see that provisional Pension and provisional gratuity sanctioned to the employees does not exceed final pension and gratuity due.

Sd/-
(J.F.A. Rodrigues)
Under Secretary (Finance-Exp.)

Department of Finance (Rev. & Cont.)

No. 8/27/99-Fin(R&C)/FPC

Dated:- 30-11-1999.

OFFICE MEMORANDUM

A copy of the under mentioned O.M. No. 1/6/98-P&PW (E), dated 5-7-99, from Government of India is forwarded for information and necessary action to:-

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat,

Sd/-
(J.F.A. Rodrigues)
Under Secretary (Fin-Exp.)

Department of Pension
Ministry of Personnel & Training

O.M. No. 1/6/98-P&PW (E)

Dated:- 5th July, 1999.

OFFICE MEMORANDUM

Subject- Admissibility of family pension to the judicially separated spouse under the CCS (Pension) Rules, 1972.

The undersigned is directed to state that the judicially separated spouse of a government servant has been made eligible for payment of family pension subject to the provisions of Rule 54(11-A) and the proviso there under of the CCS (Pension) Rules, 1972 and such judicially separated government servant who was survived by a child or children the family pension in respect of child of such judicially separated government servant was admissible under Rule 54(11-B) of these rules.

2. This Department has come across a case after the children cease to be eligible for family pension under Rule 54(11-B) family pension was not being authorised to the judicially separated spouse of the deceased government servant. This matter has since been settled by the High Court of Kerala in their judgement dated 28th April, 1998 in O.P. No. 18541 of 1997-S in favour of such judicially separated spouse wherein it has directed for payment of family pension to such spouse after their children had ceased to be eligible for family pension under this rule. In view of this it is clarified that all the Ministries/Departments etc. may, in future decide the similar cases under the provisions of the Kerala High Court Judgement quoted above i.e. payment of family pension is to be allowed to the judicially separated spouse of the deceased government servant after his/her children cease to be eligible for family pension till his/her death or remarriage whichever is earlier.

3. This issues in consultation with the Ministry of Finance Department of Expenditure vide their U.O. No. 517/EV/99 dated 3rd June, 1999.

Department of Personnel

No. 2/6/94-PER

Dated:- 2nd July, 1999.**ORDER**

In supersession of Order No. 2/6/94-PER dated 30-10-98 and O.M. of even number dated 12-1-99 Government is pleased to order that every Government servant whose age of retirement is currently 60 years shall now retire from service on the afternoon of the last day of the month in which he/she attain the age of fifty eight years. However, Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of fifty eight years.

2. These orders will come into force with effect from 30-9-1999 and will be applicable to all Government employees except teachers and Group "D" employees whose age of retirement was 60 years prior to 27-10-1998. Consequently those who have already completed 58 years and are on extension beyond 30-9-1999 will retire on 30-9-1999 curtailing their extension period.

3. Government is also pleased to order that the upper age limit for recruitment by the method of direct open competitive examination to the State Civil Service and Civil posts specified in the relevant service/recruitment rules on the date of commencement of the State Civil Service and Civil posts (upper age limit for direct recruitment) shall be reduced by two years, i.e. from 37 to 35 years.

Consequently O. M. Of even number dated 7-4-1999 stands withdrawn with effect from 30-9-1999.

By order and in the name of the
Governor of Goa

Sd/-
(J. S. Monteiro)
Under Secretary (Personnel)

Department of Finance (Rev. & Cont.)

No. 12-7-87-Fin(R&C) Part I

Dated:- 23-04-1999.

CIRCULAR

Recently the Supreme Court awarded penal interest of rupees one lakh to a pensioner as her pension case was not processed in time by the State Government. The Supreme Court also observed that there are enough procedures and grades governing the payment of pension, which if followed would not have resulted in the delay. In this connection the Supreme Court specifically mentioned about the rule regarding processing of pension papers two years before the retirement of an individual.

The Head of Office is the Pension Sanctioning Authority and he is responsible for the preparation of pension papers in time and forwarding them to the Accounts Officer i.e. Director of Accounts. The Accounts Officer has to check the pension papers and issue the Pension Payment Order. Unless, the Head of Officer prepares the pension papers correctly and forwards them in time, the Accounts Officer is unable to check them and issue the PPO.

The instructions for preparing the pension papers are already given in Pension Rules (Chapter VIII) Government of Goa has also issued a circular on the subject on 8-1-88 vide No. 12-7-87-Fin (R&C).

A time table which should be followed by all the Departments is enclosed, which will ensure that the papers get processed in time.

The Head of Department shall be the Nodal Officer who will monitor the processing and forwarding of pension papers to the Accounts Officer by each Head of Office under his control. He should also enquire into the cases of delays and, if necessary, liaise with other Departments to ensure that the work is completed well in advance. The Head of Department should hold quarterly review meetings for this purpose.

The Departments and Officers may procure the latest copy of the Pension Rules to refer to the revised entitlements and related matters consequent upon acceptance of Vth Pay Commission's recommendations.

There should be no delay in preparing the pension papers and settlement of pensioner dues of pensioners. Attention of Departments and Offices is invited in particular to Rule 68 of the Pension Rules which provides for payment of interest at the rate of 12% to the pensioners on delayed payment of gratuity and fixing of responsibility for the delay in such cases.

All concerned are requested to adhere strictly to the time schedule and other provisions of the Pension Rules in the interest of timely settlement of dues of the retired employees and of the families of deceased employees.

Sd/-
(S. R. Sharma)
Chief Secretary

STEPS TO ENSURE TIMELY SETTLEMENT OF PENSIONS

1. PREPARATION OF LIST OF GOVERNMENT SERVANTS DUE FOR RETIREMENT-

Prepare six monthly list (1st January and 1st July) of all Government servants due to retire within next 24 to 30 months.

Send a copy of the list to Accounts Office not later than 31st Jan. or 31st July as the case may be.

Endorse copy to P.W.D. if Government servant is an allotted of Government accommodation for issue of "No Demand Certificate".

In case of Government servant retiring for reasons other than superannuation promptly inform Accounts Office and prepare his pension papers.

2. PREPARATION OF PENSION PAPERS

(Stage for completion of Pension papers) (Date of Retirement =D)

(i) First Stage- Verification of Service

Prelude: Ensure verification of qualifying service after 25 years or 5 years before retirement in consultation with Accounts Office.

The following activities must start at D-24 months.

Ensure that the Service Book contains the certificates of verification for the entire service.

In respect of unverified portion, verify with reference to pay bills or other relevant records, and record necessary certificates.

For verification of past service rendered elsewhere, promptly make reference to the concerned Head of Office.

If all efforts fail, ask the Government servant to file written statement certifying service rendered and produce all available supporting evidence.

Complete above activities by D-12 months

(ii) Second Stage-Calculation of average emoluments.

Verify from the Service Book correctness of the last 10 months emoluments to be drawn.

Confine cross-verification of Service Book records only to 24 months preceding retirement not to earlier periods.

Complete latest by D-10 months

(iii) Third Stage- FORWARDING OF PENSION PAPERS TO THE GOVERNMENT SERVANT.

Provide the retiring Government servant with a certificate regarding the length of qualifying service proposed to be admitted for pension and gratuity.

Forward pension papers in triplicate to the Government servant. Advise him to complete and submit the same within D-8 months.

3. Forwarding of Pension Papers: A checklist

Ensure attestation of joint photograph to be pasted in the pension application form.

Ensure completion of all columns in the Data Sheet (Form 7 of Pension Rules)

Ensure correctness of the Pension Calculation Sheet.

Ensure that Savings Bank Account Number is invariably indicating in Data Sheet, if Government servant prefers to draw pension through Bank.

The following documents should invariable accompany the pension claims being forwarded to the Accounts Office.

- | | |
|---|----------------|
| 1. Data Sheet (Form 7 of Pension Rules) | : Two Copies |
| 2. Pension Application | : Two Copies |
| 3. Photograph/joint photograph | : Three Copies |
| 4. Slip Containing specimen signature/thumb impression/Fingers impression of the claimant | : Two Copies |
| 5. Slip containing specimen signature/thumb impression of spouse | : Two Copies |
| 6. Details of the family members of the Government servant under Family pension scheme | : One Copy |
| 7. Nomination for DCRG (Retirement Gratuity | : One Copy |
| 8. Statement showing non-qualifying service | : One Copy |

9. Report regarding verification of qualifying service after Completion of 25 years : One Copy
10. Commutation application (where applicable) : One Copy
11. Certificate to the effect that no judicial/departmental proceedings have been Instituted are pending against the individual : One Copy
12. Identification marks of the individual : One Copy
13. Identification marks of the spouse : One Copy
14. Detailed pension calculation sheet : Three Copies

Forward all above documents duly completed along with Service Book to the Account Office.

Copy of each document should be kept for record.

The pension documents should reach the Accounts office latest by D-6 months.

Guidelines given in Government of Goa, Finance Department Circular No. 12-7-87-Fin(R&C) dated 8-1-88 may also be observed.

Department of Personnel

No. 2/6/94-PER

Dated:- 30th October, 1998.

ORDER

In pursuance of the recommendations of the Fifth Central Pay Commission, Government is pleased to order that every Government servant whose age of retirement is currently 58 years shall now retire from service on the afternoon of the last day of the month in which he/she attains the age of sixty years. However, Government servants whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years.

2. These orders will come into effect from 27th October, 1996 and will be applicable to all Government employees except those who have already retired in accordance with the earlier rules, those who are on extension in service on the aforesaid date or those who are governed by specific rules and/or regulation.

By order and in the name of the
Governor of Goa

Sd/-
(Armando Mascarenhas)
Joint Secretary (Personnel)

Department of Personnel

No. 2/6/94-PER

Dated:- 12-01-1999.

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances & Pensions, (Department of Personnel & Training), New Delhi vide Notification No. 25012/2/97-Estt(A) dated 13-5-1998, (copy enclosed) have amended Fundamental Rules relating to age of retirement.

The Government of Goa is pleased to adopt the aforesaid amendment to FR and make it applicable to the employees of this State with effect from 12-1-1999.

Sd/-
(Armando Mascarenhas)
Joint Secretary (Personnel)

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

No. 25012/2/97-Estt(A)

New Delhi, the 13th May, 1998.

NOTIFICATION

G.S.R.NO. (E). In exercise of the powers conferred by the proviso to article 309 and Clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules, namely:-

(1) These Rules may be cancelled the Fundamental (Amendment) Rules, 1998.

(2) They shall come into force from the date of their publication in the Official Gazette.

(3) In the Fundamental Rules, in Rule 56,—

(a) For clause (a), the following clause shall be substituted namely:-

“(a) Except as otherwise provided in this rule, every Government servant shall retire from service on the afternoon of the last day of the month in which he attains the age of sixty years:

Provided that a Government servant whose date of birth is the first of a month shall retire from service on the afternoon of the last day of the preceding month on attaining the age of sixty years”.

(b) clause (c) and (cc) shall be omitted;

(c) For clause (d), the following clause shall be substituted, namely:-

“(d) No Government servant shall be granted extension in service beyond the age of retirement of 60 years;

Provided that a Government servant dealing with budget work or working as a full time member of a Committee which is to be wound up within a short period of time may be granted extension of service for a period not exceeding three months in public interest;

Provided further that a specialist in medical in medical or scientific fields may be granted extension of service upto the age of sixty-two years if such extension is in public interest and the grounds for such extension are recorded in writing:

Provided also that the appropriate authority shall have the right to terminate the extension of service before the expiry of such extensions by giving a notice in writing of not less than three months in the case of a permanent or a quasi-permanent Government servant, or, of one month in the case of a temporary Government servant, or, pay and allowances in lieu of such notice”;

(d) Clause (e), (g) and (h) shall be omitted;

(e) for clause (i), the following clause shall be substituted, namely:-

“(i) A military officer in a Civil Department shall cease to be in civil employment on the date he attains the age of sixty years”.

Sd/-
(Harinder Singh)
Joint Secretary to the Govt. of India

Department of Finance (Rev. & Cont.)

No. 12-1-89-Fin(R&C)

Dated:- 29-11-1989.

OFFICE MEMORANDUM

Sub:- Voluntary Retirement after 15 years qualifying service.

At present, Government employees are permitted to retire from service voluntary at any time after completing 20 years qualifying service. The existing scheme of voluntary retirement is laid down under Rules 48-A and 48-B of the C.C.S. (Pension) Rules, 1972. Employees retiring voluntarily under the said rules are given weightage of service of up to 5 years subject to limitation, by way of addition to the qualifying service actually rendered and the retirement benefits which are payable are worked out on pro-rata basis.

The question of introducing a scheme of voluntary retirement to Goa Government Employees after completing 15 years qualifying service was under the consideration of the Government for some time past. The Administrative Reforms Commission had recommended in its Report on Personnel Administration as follows:

“59 (1). A Civil servant may be allowed to retire voluntary if he has completed fifteen years of service and given proportionate pension and gratuity.

After considering the recommendation of the Administrative Reforms Commission, the Government is pleased to introduce a Scheme of voluntary retirement after 15 years of qualifying service with effect from 1st December, 1989 on the following terms and conditions:

1. The Scheme shall be applicable to the Goa Government employees as well as to the teaching and non-teaching employees of schools/institutions covered under the Goa Education Act, 1984.
2. Employees who are in service 30-11-89 may be allowed to retire voluntary after completion of 15 years of qualifying service and given proportionate pension and gratuity.
3. The scheme is purely voluntary, the initiative resting with the employees themselves. The Government does not have the reciprocal right to retire employees on its own, under this Scheme.
4. The benefits of retiring pension and retirement gratuity, will be admissible to the employees retiring under the scheme.
5. This scheme will not apply to those who retire voluntary under the provisions of Rule 29 of the C.C.S. (Pension) Rules, 1972. This scheme will also not apply to employees who propose to get absorbed in autonomous bodies/public undertakings etc.
6. Other conditions regulating notice of voluntary retirement verification of qualifying service, weightage in qualifying service, emoluments/average emoluments, proportionate retirement benefits, leave, post-retirement commercial employment, future good conduct etc. as laid down in the existing scheme of voluntary retirement after 20 year qualifying service vide Rule 48-A of the Pension Rules, shall remain uncharged i.e. they shall equally apply to this scheme of voluntary retirement after 15 year qualifying service.
7. In so far as matters not specifically provided in this scheme, the provision of Rule 48-A and 48-B of the Pension Rules as amended from time to time, shall apply.

Wherever any doubt arises as to the interpretation of the provisions of this Office Memorandum, it shall be referred to the Finance Department, Government of Goa for decision.

Department of Finance (Rev.& Cont.)

No. 12-7-87-Fin (R&C)

Dated: 8th January, 1988.

CIRCULAR

Subject: Sanction and payment of pension and gratuity.

1. The procedure for determination of pension and gratuity in respect of retired Government employees as well as family pension and gratuity in respect of deceased Government employees has been laid down in C.C.S. (Pension) Rules, 1972. These rules continue to be followed by the Goa Government.
2. The Head of Office is the pension sanctioning authority and it is primarily responsible for the timely settlement of pension cases of retired or deceased employees of his office.
3. As per standing instructions, pension cases are required to be settled expeditiously. However, instances of delay in preparation of pension case by some Departments have come to the notice of the Government. Improper maintenance of service books has been noticed to be one of reasons which causes the delay. As a result of such delay the retired employees are put to undue hardship.
4. With a view to facilitating timely preparation and settlement of pension cases, the following guidelines based on pension Rules are issued for strict compliance.
 - a) Every Head of Office shall ensure that a service book is opened for the employees in his office as required under the rules and that the service book is kept upto date from time to time.
 - b) The Head of office shall verify the service of the employee every year and record the result of the verification in the service book.
 - c) On Completion of 25 years of service or 5 years before retirement whichever is earlier the Head of office shall verify the service in consultation with Accounts Officer in terms of rule 32 of Pension Rules and issue a certificate to the employee an Form 24 of the Pension Rules.
 - d) The Head of Office should undertake the work of preparing the pension papers two years before the date of retirement on superannuation. For this purpose, the Head of office shall follow the procedure regarding verification of unverified portion of service, making good omissions and deficiencies in service book regarding service or emoluments and calculation of average emoluments as laid down in chapter VIII of the Pension Rules.
 - e) The Head of Office shall obtain Form 5 and connected papers from the retiring employee eight month prior to the superannuation of the employee.
 - f) The head of office shall complete the pension papers and forward them together with the service book, under Form 8 to the Accounts Officers, six months prior to the date of retirement. The Accounts officer is required to apply the requisite checks and issue the Pension Payment Order not later than one month before the date of retirement.
 - g) As far as possible, Government dues should be recovered from the employee while in service. The outstanding amount of Government dues shall be intimated to the Accounts Officer at least two months prior to the date of retirement.
 - h) In the case of a Government employees retiring for reasons other than by way of superannuation, due to voluntary retirement etc. The Head of Office shall promptly inform the

Accounts Officer and take immediate steps promptly inform the Accounts Officer and take immediate steps to prepare the pension papers and submit them to the Accounts Officer.

- i) The work of preparation of pension papers should not be held up for want of application for pension and other connected papers from the retiring employee or from the family of the deceased employee. The work should be taken ab initio and completed expeditiously. However, the application for pension and other connected paper should be obtained from the employee, as the case may be, and forwarded to Accounts Officer alongwith all the pension papers.
 - j) If the submission of the application for pension and other connected papers are delayed by the retiring employees or the family of deceased employee, the Head of Office shall make very effort to obtain these papers. However he shall meanwhile sanction and draw provisional pension and provisional gratuity as per entitlement in terms of rule 64 Pension Rules under intimation to Government employees.
 - k) When the pension papers are returned by the Accounts Officer with observations, immediate action should be taken by the Head of Office to comply with the observations and resubmit the pension case to the Accounts Officer without delay.
 - l) In cases where submission of pension papers to the Accounts officers is delayed, a statement of reason for delay should be submitted.
 - m) If for some valid reasons it has not been possible to ensure that the pension and gratuity are finally assessed and settled before the date of retirement, the Head of Office shall take immediate steps to sanction and draw provisional pension and provisional gratuity in terms of rule 64 of the Pension Rules and Government directives contained in Ministry of Personnel, Public Grievances and Pension, Department of Pension Welfare and Pensionary Welfare O.M. No. 38/9/87-P&PW dated 23-1/1987. The provisional pension should be drawn monthly and provisional gratuity in lump sum.
 - n) The Heads of Office should note in particular that the payment of provisional pension shall not be continued beyond six months from the date of retirement. If the final pension and gratuity not settled within the period of six months, the Accounts Officer shall treat the provisional pension and gratuity as final and issue pension payment order immediately or expiry of six months.
 - o) When the Head of Office receives an intimation about death of a Government employee in service, he shall ascertain from the records whether pension and death gratuity are payable. He shall then take immediate steps to address the eligible family member in Form 10 or 11 and Form 13 for making claims for family pension and death gratuity in the prescribed form No. 14 and 12 respectively. These forms should be supplied by Head of Office to the family and the claim and other connected paper obtained from them.
 - p) The Head of Office shall simultaneously undertake the work of completion of family pension papers and complete the same within one month from the date of receipt of intimation of death. On completion of papers, the Head of Office shall forward them to the Accounts officer together with service book etc. duly completed in all respects under Form 19 within a maximum period of one month from date of receipt of claim by the Head of Office.
 - q) The Head of Office shall sanction provisional family pension and provisional death gratuity in terms of Rule 80-A of Pension Rules and per the guidelines given in the clerk list attached.
5. With a view to further facilitating the preparation and timely submission of pension papers, a check list is enclosed, which is only illustrative and not exhaustive. This check list may be referred to while preparing the pension papers.

6. Attention of Heads of effect is drawn in particular to the provisions of Rule of the Pension Rules according to which interest is payable to pensioners on delayed payment of gratuity. The rate of interest is 7% where the delay is beyond 3 months and upto 1 year and 10% where the delay is beyond 1 year. In all cases where interest is paid action shall be taken to fix the responsibility and take disciplinary action against the Government official who is found responsible for the delay. The payment of interest on delayed payment of pension also is under consideration of the Government.

7. All Heads of office are directed to strictly adhere to the provision of the pension Rule and to the instructions given in this circular. Cases of failure to comply with the Rules and instructions and cases of delay in settlement of pension shall be viewed seriously.

8. All Heads of Department are requested to impress upon Heads of Office the need to settle the pension cases in time and to ensure that the pension Rules and Government instructions are adhered to strictly and scrupulously by the pension sanctioning authorities.

Sd/-
(K.M. Nambiar)
Under Secretary (Finance Exp.)

Illustrative Check list for preparation of pension cases/drawal of Provisional pension and Gratuity

Superannuation/Retiring/Invalid Pension etc.

Documents to be sent duly completed in all respects.

1. Form No. 3 (in case family pension is admissible)
2. Form No. 5 (indicating full and correct particulars of address after retirement and alongwith 2 specimen signatures duly attested by a Gazetted Government servant or 2 slips each bearing the left hand thumb and finger impressions duly attested by a Gazetted Government servant in case illiterate person, 3 copies of passport size joint photographs (single photo in case of EFU pensioners) duly attested by Head of Office and 2 slips each showing particulars of height and personal identification marks of pensioner duly attested).

In Form 5 – the indication of name of the Treasury/Public Sector Bank through which payment is desired should be insisted upon In case pensioners desire payment through Public Sector Bank according to the scheme for payment of pensions of pensioners of the Government of Goa, Daman Diu, by Public Sector Bank, the following additional Particulars should be given therein:

Name of Public Sector Bank:

Branch where payment is desired:

(*) Pensioners S.B./Current Account No. to which pension is to be credited:

(*) (The account should not be joint or “either or survivors” account)

If a Govt. servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Govt. servant, the Head of office may forward the pension papers to the Accounts Officer without Form 5. The form may be sent as soon as it is obtained from the Govt. servant.

3. Form No. 7 (indicating in particular the service rendered under each Government autonomous body etc.)

4. Form No. 8 (The above forms will be the prescribed ones as per latest instructions of Government)
5. Pension calculation sheet (in triplicate) as prescribed under Government of India O.M. dated 2-9-85 circulated under Finance Department No. 12-1-84/Fin (R&C) dated 20-9-85. The amount of provisional pension and gratuity drawn if any, should be indicated in the sheet against the clause "Remarks"
6. Nomination Form 'A' for life time arrears as prescribed under G.O.I. Notification No. 26 (3)/ Pension Unit. 82 dated 26-8-83.
7. Undertaking from the pensioner to refund excess pension/Gratuity (Specimen attached).
8. Consent from the pensioner to recover from pension any Government dues remaining un-recovered/any excess payment of pension and gratuity.
9. Option in respect of revised/pre-revised scales of pay for calculation of pension in respect of those who retired between 1-1-86 and 30-6-87.
10. Statement of calculation of indemnity and outstanding dues towards pension contribution as per rules. (In case of EFU Pensioners)
11. Medical Certificate of incapacity in the prescribed form (in case of invalid pension)
12. Service Book duly completed and containing among other things the following.

Form A, B and statement of Fixation of Pay of 1966 (in case of absorbed employees)

Statement of Fixation of Pay of 1973 and 1986 Certificate of verification of service for the period prior to 1-2-66 as prescribed under Government Circular No. 1-1/69/Fin (R&C) dated 8-11-78. (in case of absorbed employees).

Entries from the date of original appointment to the date of retirement about, among other entries, the following.

Pay and increments of pay.

Extra-ordinary leave with clear remark on what grounds each period of such leave was availed of i.e. whether on medical or other grounds.

Confirmation against posts with date of confirmation. Verification of entire period of service as per rules.

Payment of pension contribution from the date of appointment upto 1-2-66 or date of option whichever is later in case of absorbed employees who have opted for pension under C.S.R. or upto date of retirement in case of absorbed employees who have opted for pension under E.F.U.

Extension in service granted, if any, indicating period of extension and order No. and date under which extension is granted. A certified copy of order of extension of service should be attached to the service book.

Actual retirement indicating the date.

Re-employment granted, if any, indicating the period of re-employment, the order No. date under which granted and the pay fixed on re-employment. A certified copy of the re-employment order should also be attached to the service book.

Absences if any, and their regularisation by competent Authority.

Breaks/instructions in service, if any, and their condonation by competent authority.

Entry about option regarding revised/pre-revised scales of pay in respect of those who retired between 1-1-86 and 30-6-87.

13. Statement of the savings affected and the reasons why employment could not be found elsewhere (if the claim is for compensation pension or gratuity).
14. A statement indicating the reasons for delay in case the pension papers are forwarded before six months of the retirement of the Govt. servants.
15. Written statement if any, of the Govt. Servant as required under rules 59 (1) (a) of the C.C.S (Pension) Rules, 1972.
16. Brief statement leading to reinstatement of the Govt. Servant in case the Govt. servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.

Note: When initials or name of the Govt. servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

Family pension

Documents to be sent duly completed in all respects

1. Form No. 3
2. Form No. 12 (by each claimant and by the guardian in respect of minor children, with 2 specimen signatures (duly attested) of each claimant/guardian or left hand thumb and finger impressions (duly attested) in case of an illiterate person.
(indicating full and correct particulars of address)
3. Form No. 14 (with 2 specimen signature duly attested by a case to Gazetted officer or 2 slips bearing left hand thumb and finger impressions duly attested in case of an illiterate person. 2 copies of passport size photographs of applicant duly attested by a Gazetted Officer and 2 slips each showing particulars of height and identification marks of applicant duly attested.

Birth Certificates in original of children whose particulars of date of birth are not available with Heads of Office/Accounts Officer.

In Form 12/14 the indication of name of the Treasury/Public Sector Bank through which payment is desired should be insisted upon:

In case pensioners desire payment through Public Sector bank according to the Scheme for payment of pensions of pensioners by Public Sector banks, the following additional particulars should be given therein:

Name of Public Sector Bank:

Branch where payment is desired:

(*) Pensioners S.B. Current Account No. to which pension is to be credited:

(*) (The Account should not be Joint or "either or survivor" account).

4. Form No. 18
5. Form No. 19 (The above forms will be the presented ones as per the latest instructions of Government)
6. Death Certificate

7. No Demand Certificate (Specimen Attached)
8. Undertaking from pensioner to refund excess family pension/gratuity (Specimen Attached).
9. Statement of calculation of family pension/death gratuity as per rules/instructions. The amount of provisional pension, gratuity or immediate Relief of drawn, if any, should be indicated in the statement.
10. Consent from the pensioner to recover from pension any Government dues remaining unrecovered/any excess payment of pension and gratuity.
11. Certificate from head of Office regarding Workmen's compensation (as per specimen attached)
12. SERVICE BOOK duly completed upto of death and containing among to things, the following.

Nominating for Death-Cum-Retirement Gratuity in Form 1 or 2 if made.

Entries as applicable from the date of original appointment to the date of death as indicated under above for Superannuation/Retiring/Invalid pension.

SUPERANNUATION/RETIRING/INVALID PENSION UNDER TRIPLE BENEFIT SCHEME

III. (Applicable to Government Aided School Teachers)

Document to be sent duly completed in all respects

1. From No. 1 (indicating full and correct address and alongwith Specimen Signature or thumb and finger impression, photographic and particulars of height etc. as mentioned above against From No. 5 under I Superannuation Pension.
2. Form No. 2
3. Form No. 3
4. Option from pension under the Triple Benefit Scheme.
5. Certificate of Insurance of life.
6. Documents as mentioned above at Sr. 5 to 9 and 13, 14, 16 under I Superannuation Pension.
7. Certificate of refund of 3 1/3% of Employees contribution with interest.
8. Consent from the pensioner to recover from pension any Government dues remaining unrecovered/any excess payment of pension/gratuity.
9. Service Book duly completed upto date retirement and containing among of other things, entries regarding the pay, Extra-ordinary leave, Confirmation, extension in service and their regularisation, breaks/interruptions in service and their condonation, actual retirement, re-employment, if any, as mentioned above under I Superannuation Pension.

Note: In regard to matters not specified in the Union Territories Government Aided Schools Teachers Contributory Provident Fund-Cum-Insurance-Cum Pension Rules, 1965, provisions of C.S.R. Liberalised pension rules 1950 as amended from time to time shall apply.

IV PROVISIONAL PENSION AND GRATUITY

Heads of office may sanction provisional pension and provisional gratuity in accordance with rule 64 of C.C.S (Pension) Rule, 1972 and Government of India Decision thereunder.

Document to be sent duly completed in all respects.

1. Form TR 37 B

2. From GFR 8
3. Certificate from Head of Office stating the Government Servant to whom provisional pension/Gratuity is sanctioned is entitled to pension/Gratuity (Specimen attached)
4. Sanction order indicating amount, name and designation of Govt. Servant, period for which provisional pension is sanctioned from _____ to _____ (maximum period of 6 months)

V. IMMEDIATE RELIEF TO FAMILIES OF GOVERNMENT SERVANT WHO DIE WHILE IN SERVICE

Head of office may sanction immediate relief as per Government of India, OM No. F.II (1) E.V.(B)/71 dated 19-11-71 to families of Government Servant who die while in service.

Document to be duly completed in all respects:-

1. Sanction order indicating the name, designation, status of Government servant and emoluments last drawn, amount of advance, names of beneficiaries to whom the advance is to be paid and the manner in which advance are to be adjusted.
2. Simple receipt in a form similar to TR 42.
3. G.F.R. 8

VI. PROVISIONAL FAMILY PENSION AND DEATH GRATUITY

Head of office may sanction Provisional Family Pension and Death Gratuity to the family of Govt. Servant who dies while in service as per rules 80 A of C.C.S. (Pension) Rules, 1972.

Documents to be sent duly completed in all respects:

1. Form 18
2. Form 19
3. Intimation about Govt. dues which have been assessed and or amount of Gratuity to be held over for adjustment of unassessed Govt. dues to be communicated within a maximum period of 6 month from date of death, failing which amount held over has to be released.
4. Copy of sanction letter in favour of claimant (s) indicating the amount of family pension, 100% of death gratuity, dues recoverable out of gratuity, period of sanction of provisional family pension (From _____ to _____).
(Maximum 6 months unless extended by Accounts Officer).
5. Service Book duly completed and verification of service done upto date of death.
6. Form TR-37-B
7. Form G.F.R. 8

Note: (The other remaining documents as enlisted above under II Family pension should be forwarded for the authorisation of final pension and balance of Death Gratuity).

SPECIMEN No. 1

NO DEMAND CERTIFICATE

When no dues are outstanding

It is certified that no dues to Government are outstanding against Shri/Smt. _____ of this Department/Office who has retired from Government service on _____.

Signature of pension

Sanctioning Authority

(Head of Office/Head of Department of Stamp)

Office Stamp

OR

SPECIMEN No. 2

NO DEMAND CERTIFICATE

When dues are outstanding

It is certified that no dues to Government other than those detailed below are outstanding against Shri/Smt. _____ of this Department/Office who has retired from Government service on _____
Rs. _____ Details _____.
Date: _____

Signature of Pension Sanctioning Authority
(Head of Office/Head of Department)

Office Stamp

Specimen No.3

UNDER TAKING FROM PENSIONER

I, the undersigned, _____ hereby undertake to refund the excess amount of pension/family pension gratuity/relief in case the pension/family pension/gratuity/relief sanctioned/authorised to me is later found to be in excess to what I am actually entitled to under the rules.

Sd/-

Signature of pensioner

Name of Pensioner

Dated: _____

SPECIMENT No. 4

Consent From Pensioner

I, the undersigned, _____ hereby give my consent to the pension sanctioning Authority/Audit Officer to recover from my pension/relief/gratuity any Government dues against me that have remained un-recovered and/or any excess payment of pension/family pension/gratuity/relief made to me.

Dated: _____

Signature of pensioner

Name of Pensioner

SPECIMEN No. 5

CERTIFICATE

Certified that I have scrutinised the pension papers of Kum/Shri/Smt. _____ and found that he/she is entitled to pension/gratuity under E.F.U./C.S.R. Triple Benefit Scheme as per the provisions of relevant rules.

The final pension in respect of Kum/Shri/Smt. _____ has not been sanctioned as on the date of sanctioning provisional pension.

Dated: _____

SPECIMEN No. 6

CERTIFICATE

Certified that late Shri/Smt. _____ was not governed by the Workmen's Compensation Act, 1923 (8 of 1923) while in service in this Office.

OR

Certified that late Shri/Smt. _____ was Government by the Workmen's Compensation Act, 1923 (8 of 1923) while in service in this office but the family of the deceased is not eligible for any compensation under the Act and no compensation has been paid or is payable under the Act and no compensation has been paid or is payable under the said Act.

Dated: _____

Head of Office/Head of Department

Note: Where compensation under the said Act is eligible and has been paid/is being paid, suitable certificate may be given accordingly. Where compensation is paid/payable the family is entitled to enhanced rate of family pension rule 54 (3) (b) (i) instead of rule 54(3) (a) (i) of C.C.S. pension Rules 1972.

House Building Advance

Department of Law

No.8/10/2020/-LA

Dated: 17-09-2020

NOTIFICATION

The Goa (Regulation of House Building Advance) Ordinance, 2020 (Ordinance No. 10 of 2020) which has been promulgated by the Governor of Goa on 12-09-2020, is hereby published for general information of the public.

Sd/-

Smita R. Chandwani
Joint Secretary (Law)

The Goa (Regulation of House Building Advance) Ordinance, 2020**(Ordinance No. 10 of 2020)**

Promulgated by the Governor of Goa in the Seventy first year of the Republic of India.

An Ordinance to regulate House Building Advance and to cancel/abolish existing House Building Advance Scheme and for matters connected and incidental thereto.

Whereas, the Legislative Assembly of the State of Goa is not in session and the Governor of Goa is satisfied that circumstances exist which render it necessary for him to take immediate action.

Now, therefore, in exercise of the powers conferred by clause (1) of article 213 of the Constitution of India, the Governor of Goa is pleased to promulgate the following Ordinance, namely:—

1. *Short title and commencement.*— (1) This Ordinance may be called the Goa (Regulation of House Building Advance) Ordinance, 2020.

(2) It shall be deemed to have come into force on the 15th day of May, 2020.

2. *Definitions.*— In this Ordinance, unless the context otherwise requires, (a) a ‘Appointed date’ means the date on which this Ordinance came into force.

(b) ‘beneficiary’ means a Government Servant who on the appointed date has already been disbursed, either in part or in full, the House Building Advance, there payment of which along with the interest thereon is outstanding;

(c) ‘Government’ means the Government of Goa.

(d) “House Building Advance” means House Building Advance admissible to beneficiary under the House Building Advance Rules/Scheme followed by Government.

(e) “Sanctioning Authority” means Head of the respective Government Department, who has sanctioned House Building Advance to the beneficiary;

(f) ‘Drawing and Disbursing Officer’ means Head of Department/Head of office or an Administrator and also any other Gazetted Officer so designated by a Department of the Government of Goa.

3. *Cancellation/abolition of the House Building Advance Scheme.*— Notwithstanding anything contained in any judgment, decree or order of any court, tribunal or other authority, or any law, rule, regulation, bye-law, scheme, document, contract or instrument to the contrary, the House Building Advance admissible to beneficiary shall stand cancelled/abolished with effect from the appointed date.

4. *Effect of the Abolition.*— (1) Notwithstanding anything contained in any judgment, decree or order of any court, tribunal or other authority, or any law, rule, regulation, bye-law, scheme, document, contract or instrument to the contrary, every beneficiary shall be charged interest at the prevailing bank rate on and from the appointed date and the Government shall not be liable to pay any amount whatsoever on such House Building Advance:

Provided that every beneficiary shall be at liberty to shift/transfer his loan account from the Bank of India to any other bank/financial institution of his/her choice within a period of one year from the date of coming into force of this Ordinance.

(2) The Deed of mortgage or any other charge or surety created or executed in favour of the Government by the beneficiary shall stand transferred in favour of the bank/financial institution with effect from the appointed date.

(3) The monthly instalments payable by the beneficiary to Bank of India shall continue to be deducted at source from the salary of the beneficiary by the sanctioning authority/Drawing and Disbursing Officer and paid to Bank of India.

(4) Save as provided herein above, on and from the appointed date the Government shall not be liable or responsible, in any manner, in respect of the payment of the monthly instalment by the beneficiary.

(5) Notwithstanding anything to the contrary contained in any other law for the time being in force, the Government shall not be liable to pay the beneficiary any amount or compensation of whatsoever nature for any loss, financial dues, hardship, damage etc., if any, incurred or experienced by the beneficiary on account of cancellation/abolition of the House Building Advance Scheme.

(6) All Applications pending consideration under the House Building Advance Scheme shall stand rejected with effect from the appointed date.

5. Protection of action taken pursuant to circular.—

The Circular bearing No. 7/26/2020--Fin(DMU)/1158, dated 3rd June, 2020 issued by the Finance Department, Government of Goa, shall have effect from the appointed date and all action taken pursuant to the said circular shall be deemed to be valid and proper.

6. Resumption of the House Building Advance Scheme.—

The Government may, at any point of time, by notification in the Official Gazette resume the cancelled House Building Advance Scheme under this Ordinance or frame new House Building Advance Scheme on such terms and conditions as it deems fit:

Provided that, the power to resume or frame a new House Building Advance Scheme, shall also include the power to withdraw such Scheme at any point of time, depending upon the financial exigencies of the Government.

*7. Bar on institution of legal proceedings.—*No suit, prosecution or other legal proceedings shall be maintained against the Government or any of its Officers or persons duly appointed or authorised by it in respect of any action or any order or direction issued or taken or purported to be issued or taken under the provisions of this Ordinance including on the directions/executive Instructions issued under the Circular bearing No. 7/26/2020-Fin(DMU)/1158 dated 3rd June, 2020.

8. Power to remove difficulties.—(1) If any difficulty arises in giving effect to the provisions of this Ordinance, the Government may, by a general or special order, make such provisions not inconsistent with the provisions of this Ordinance, as may appear to it to be necessary or expedient for the purpose of removing the difficulty:

Provided that, no such order shall be made after the expiry of the period of two years from the commencement of this Ordinance.

Sd/-

BHAGAT SINGH KOSHYARI
Governor of Goa.

Place: RAJ BHAVAN,
Dated: 12-09-2020

Directorate of Accounts

No. DA/Control/7-10/2020-2021/TR-145/146

Dated:- 15/09/2020.

CIRCULAR

Reference is invited to the contents of the Government of Goa Order No.7/26/2020-Fin(DMU)/1127 dated 15/05/2020 whereby the Government of Goa has decided to withdraw/close w.e.f. 15/05/2020 the House Building Advance Scheme extended to its employees vide Order dated 12/12/1988 and subsequent relevant Orders/OMs/Corrigendum/Circulars.

Further instructions are issued by Government vide Circular No.7/26/2020-Fin(DMU)/1158 dated 03/06/20120 that monthly installments towards HBA payable to the bank shall continue to be deducted at source from the salary of the concerned government employees and HBA sanctioning authority shall be solely responsible for repayment.

Now, vide OM NO.7/26/2020-Fin(DMU)/1830 dated 08.09.2020, Directorate of Accounts is envisaged with the duty of monitoring and ensuring that the House Building Advance payable to the banks are being deducted at source from the salary of the concerned Government Employee and be paid to the bank regularly.

In view of the above, all the Departments are hereby instructed to strictly ensure that the following Certificate, duly signed by the concerned DDO, is enclosed to the pay bill from the month of September 2020 onwards.

“Certified that the recovery towards House Building Advance has been effected from the salary of the loanees in terms of Circular No.7/26/2020-Fin(DMU)/1158 dated 03.06.2020 and instructions issued vide OM No. 7/26/2020-Fin(DMU)/1830 dated 08.09.2020.”

Further, the Departments shall also ensure that the HBA Schedule is enclosed in duplicate to each pay bill for the smooth functioning and compliance of Government instructions.

All the Heads of Departments are requested to bring the contents of this Circular to the notice of all the Drawing & Disbursing Officers as well as Heads of Offices functioning under them. A copy of this circular is available on this Directorate website www.accountsgoa.gov.in.

Sd/-

(Dilip K. Humraskar)
Director of Accounts

Finance (Debt Management)

No. 7/26/2020-Fin(DMU)/1158

Dated 03/06/2020

ORDER

Read : Order No. 7/26/2020-Fin(DMU)/1127 dated 15/05/2020

Whereas, the Government has withdrawn/closed the House Building Advance Rules/Scheme extended to its employees w.e.f. 15/05/2020.

And Whereas it is brought to the notice that forty five HBA have been sanctioned by the Sanctioning authority/Head of Department and pending disbursement.

Now therefore, in order to streamline the repayments of outstanding House Building Advances already sanctioned under the then existing schemes, it is decided as hereunder :

- i. All outstanding House Building Advances shall be charged interest at the prevailing bank rate w.e.f. 15/05/2020 and the monthly installments towards HBA payable shall be revised accordingly.
- ii. Bank of India may disburse HBA to the 45 applicants whose cases have been sanctioned and are pending with Bank as on 15/05/2020 at the prevailing bank rate.
- iii. Bank guarantee issued shall be withdrawn in a phased manner within a period of one year i.e. by 15/05/2021. Accordingly Bank of India shall release the guarantee of Rs. 300.00 crores @ the rate of Rs. 75.00 crore in each quarter.

- iv. Bank of India shall furnish information about outstanding balance of Government Guarantee every month.
- v. During this intervening period all the staff who have availed HBA may shift /transfer their HBA/loan to any other financial institution, if they so desire.
- vi. Deed of Mortgage executed in favour of Government shall be transferred in favor of bank/financial institution.
- vii. Monthly installments towards HBA payable to the bank shall continue to be deducted at source from the salary of the concerned government employees and HBA sanctioning authority shall be solely responsible for repayment.

All the Heads of Departments/Offices are hereby directed to bring these revised guidelines /instructions to the notice of all the employees under their administrative control who have been sanctioned and availed HBA.

This issues with the approval of the Competent Authority.

Sd/-

(Maya Pednekar)

Under Secretary Finance (Budget-II)

Finance (Debt Management)

No. 7/26/2020-Fin(DMU)/1127

Dated 15/05/2020

ORDER

- Read :**
1. Order No. 3/7/79-Fin (Exp) dated 12/12/1998
 2. Order No. 3/7/79-Fin (Exp) Vol.II dated 17/02/1989
 3. Order No. 3/7/79-Fin (Exp) dated 16/03/1998
 4. O.M. No. 3/7/79-Fin (Exp) dated 25/09/2006
 5. Corrigendum No. 1/12/2007-Fin(Bud) dated 10/08/2007
 6. Circular No. 1/12/2007-Fin (Bud) dated 13/10/2008
 7. O.M. No. 1/12/2007-Fin(Bud) dated 29/10/2009
 8. O.M. No. 1/12/2007-Fin(Bud) dated 02/11/2009
 9. O.M. No. 1/12/2007-Fin(Bud) dated 16/04/2010
 10. O.M. No. 1/12/2007-Fin(Bud) dated 18/04/2013
 11. O.M. No. 8/3/2013-Fin(R&C)(Part I) dated 26/08/2014
 12. Corrigendum No. 1/12/2007-Fin(DMU)/287 dated 05/07/2018

Government has decided to withdraw/close the House Building Advance Rules/Scheme extended to its employees vide Order dated 12/12/1988 and subsequent Orders /O.M. /Corrigendum/Circulars referred above with effect from 15/05/2020.

This issues with the approval of the Competent Authority.

By order and in the name
of the Governor of Goa

Sd/-

(Maya Pednekar)

Under Secretary Fin. (Budget-II)

Finance (Debt Management Division)

No. 1/33/2009-Fin(DMU)/PT/1053

Dated: 11/03/2020

OFFICE MEMORANDUM

The House Building Advance rules/scheme as per the recommendation of 7th Pay Commission is under scrutiny.

In this context, all Head of Departments are hereby advised to stop forwarding applications to the Bank of India for sanctioning of their respective staff until new House Building Advance rule/scheme is formulated.

Sd/-

(Maya Pednekar)

Under Secretary Fin. (Bud-II)

Department of Finance
Debt Management Division

File No: 1/12/2017-Fin (DMU)/287

Dated 05-07-2018

CORRIGENDUM

Read: O.M. No.8/3/2013 Fin.(R&C) (Part I) dated 26-08-2014

The table to clause (1) of the above mentioned O.M. may be substituted as under:

Sr. No.	Length of service left	Repaying Capacity
1	Officials retiring after 20 years	110% of basic + grade pay
2	Officials retiring after 10 years but not later than 20 years	100% of basic + grade pay plus 80% DCRG
3	Officials retiring within 10 years	90% of basic + grade pay Plus 90 % DCRG

The rest of the content of the O.M shall remain unaltered.

This shall come into force w.e.f. 01-04-2018.

By order and in the name of
Governor of Goa.

Sd/-

(Michael M. D'Souza)

Additional Secretary (Finance)

Directorate of Accounts

No. DA/Control/7-10/2014-2015/TR-541/433

Date 19-02-2015

CIRCULAR

Subject: Calculation of House Building Advance Interest and timely credit of Subscription regarding.

Attention of all the Head of Department is drawn to the provisions of House Building Advance Rules regarding the recovery of advance and calculations of interest on House Building Advance granted to the Government servants.

As per the HBA rules, the recovery of HBA advance granted for:

- 1) Constructing a new house or enlarging living accommodation in an existing house shall commence from the pay of the month following the completion of the house or the pay of the 18th month after the date on which the first installment of the advance is paid to the Government servant, whichever is earlier.
- 2) In the case of an advance taken for purchasing a ready-built house, recovery shall commence from the pay of the month following that in which the advance is drawn.

In most of the cases referred at para 1 above, interest on HBA advance has been calculated presuming that first recovery will commence from the succeeding month's pay. However, as per HBA rules, the recovery in such cases commences after completion of house or the pay of the 18th month after the date of first installment of advance. As such, the interest for the previous 17th months remains to be recovered and gets accumulated in the final interest. Many HBA drawers come with the queries in this Office asking how their final interest got increased. All the HBA drawers may bear in mind that they are supposed to pay the interest from the second month of the drawal of HBA and not from the 18th month. This is for the information of all.

Further, it is enjoined upon all Heads of Departments/DDOs to mention the loan account number allotted by Directorate of Accounts in all HBA Schedules to facilitate correct crediting. The interest factor may also be incorporated in the sanction order.

All the Heads of Departments are herein requested to bring the contents of this circular to the notice their subordinate offices also.

Sd/-
(G.P. Kanekar)
(Director of Accounts)

Department of Finance (Revenue & Control)

No. 8/3/2013 Fin (R&C) (Part I)

Dated 28-11-2014

OFFICE MEMORANDUM

Read: O.M. No.8/3/2013 Fin.(R&C) (Part I) dated 26-08-2014.

In partial modification of para 2 (2) and para 2 (3) of the Office Memorandum read above, "the reduction of rate of interest for House Building Advance from 5% to 2% shall also be applicable for existing advance already taken by the Government employees" and "the ceiling limit of ₹ 60.00 lakhs (max) stands deleted and as such there will be no ceiling limit for House Building Advances".

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

Department of Finance (Revenue & Control)

No. 8/3/2013 Fin (R&C) (Part I)

Dated 26-08-2014

- Read:
1. Order No. 3/7/79-Fin (Exp) dated 16-03-1998.
 2. O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.
 3. Corrigendum No. 1/12/2007-Fin (Bud) dated 10-08-2007.
 4. Circular No. 1/12/2007-Fin (Bud) dated 13-10-2008.
 5. O.M. No. 1/12/2007-Fin (Bud) dated 29-10-2009.
 6. O.M. No. 1/12/2007-Fin (Bud) dated 02-11-2009.
 7. O.M. No. 1/12/2007-Fin (Bud) dated 16-04-2010.
 8. O.M. No. 1/12/2007-Fin (Bud) dated 18-04-2013.

OFFICE MEMORANDUM

Consequent upon the announcement made in the Budget Speech 2014-2015, Government has decided to reduce the interest rate for House Building Advance to the Government servants from existing 5% to 2% and to increase the existing limit of eligible loan amount by 20% adhoc to the present cap.

Now, therefore in supersession of the relevant provisions made in the O.M.s' referred to above, the Government for the welfare and betterment of the Employees of this State has decided to extend the benefits of revised guidelines for House Building Advance as mentioned below:

- 1) to enhance the repayment capacity for the purpose of availing House Building Advance under HBA Rules as follows:

Sr. No.	Length of service left	Repaying Capacity
1	Officials retiring after 20 years	90% of basic pay + grade pay
2	Officials retiring after 10 years but not later than 20 years	80% of basic pay + grade pay plus 80% DCRG
3	Officials retiring within 10 years	70% of basic pay + grade pay plus 90% DCRG

- 2) to reduce the rate of interest for house building advance from the existing 05% to 02%.
- 3) to increase the existing loan ceiling limit from ₹ 36.00 lakhs to ₹ 60.00 lakhs (max.)
- 4) maximum eligible loan amount limit i.e. max. HBA advance of ₹ 30 lakhs plus 20% ad-hoc increase in the amount of the loan amount eligible, subject to condition that:
 - (i) the employee gives a written request for the same.
 - (ii) the employee is eligible for this ad-hoc increase after considering his repaying capacity as defined in the table at (1) above.
- 5) to permit the purchase of a second hand flat, upto 15 years old construction subject to the condition that structural stability certification and evaluation by competent authority prescribed under HBA Rules is provided.

The above guidelines shall come into force w.e.f. 01-09-2014.

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

Finance Department
Finance (Debt Management) Division

No: 1/12/2007-Fin (Bud)

Dated 18-04-2009

OFFICE MEMORANDUM

- Read: 1. Order No. 3/7/79-Fin (Exp) dated 16-03-1998.
2. Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.
 3. Corrigendum No. 1/12/2007-Fin (Bud) dated 10-08-2007.
 4. Circular No. 1/12/2007-Fin (Bud) dated 13-10-2008.
 5. Government O.M. No. 1/12/2007-Fin (Bud) dated 29-10-2009.
 6. Government O.M. No. 1/12/2007-Fin (Bud) dated 02-11-2009.
 7. Government O.M. No. 1/12/2007-Fin (Bud) dated 16-04-2010.

Government of Goa has decided to revise the rate of interest for house Building Advance (HBA) for Government Employees 7% to 5% with effect from 01-04-2013 for all House Building Advance up to Rs. 30 lakh.

The difference between the rate of Interest charged by Bank of India and the interest rate to be paid by the Government employees will be subsidized by the Government, the new rate shall be applicable to new HB advances as well as the existing HB advances.

All other existing terms and conditions regulating the grant of House Building Advance will remain un-changed.

Sd/-
(Anand Sherkhane)
IES Additional Secretary (DMU)

Finance Department
Finance (Debt Management) Division

No: 1/12/2007-Fin (Bud)

Dated 16-04-2010

OFFICE MEMORANDUM

- Read: 1. Order No. 3/7/79-Fin (Exp) dated 16-03-1998.
2. Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.
3. Corrigendum No. 1/12/2007-Fin (Bud) dated 10-08-2007.
4. Circular No. 1/12/2007-Fin (Bud) dated 13-10-2008.
5. Government O.M. No. 1/12/2007-Fin (Bud) dated 29-10-2009.
6. Government O.M. No. 1/12/2007-Fin (Bud) dated 02-11-2009.

Consequent upon enhancing the quantum of House Building Advance vide Government O.M. referred at (5) above, the Government has decided to revise the existing cost ceiling limit of house upto Rs. 36.00 lakhs in eligible cases, which is double of the existing cost ceiling.

Sd/-
(Anupam Kishore)
Joint Secretary (DMU)

Finance Department
Finance (Debt Management) Division

No: 1/12/2007-Fin (Bud)

Dated 02-11-2009

OFFICE MEMORANDUM

- Read: 1. Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.
2. Corrigendum No. 1/12/2007-Fin (Bud) dated 10-08-2007.
3. Circular No. 1/12/2007-Fin (Bud) dated 13-10-2008.
4. Government O.M. No. 1/12/2007-Fin (Bud) dated 29-10-2009.

Consequent upon enhancing the quantum of House Building Advance vide Government O.M. referred at (4) above, the Government has decided to prescribe the following rates as repaying capacity to compute the quantum of House Building Advance to the employees of this State Government:

	Length of Service:	
i	Officials retiring after 20 years	50% of the basic pay.
ii	Officials retiring after 10 years but not later than 20 years	60% of basic pay after adjustment of 80% of the D.C.R.G.
iii	Officials retiring within 10 years	55% of basic pay after adjustment of 90% D.C.R.G.

The rate of interest chargeable on loans by Bank of India is 8.5% .The difference between the rates of charges by Bank of India and the interest rate as per Government rule will be subsidized by the Government.

All other existing terms and conditions regulating the grant of House Building Advance will remain un-changed.

Sd/-
(Anupam Kishore)
(Joint Secretary (DMU))

Finance Department
Finance (Debt Management) Division

No: 1/12/2007-Fin (Bud)

Dated 29-10-2009

OFFICE MEMORANDUM

- Read: 1. Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.
2. Corrigendum No. 1/12/2007-Fin (Bud) dated 10-08-2007.
3. Circular No. 1/12/2007-Fin (Bud) dated 13-10-2008.

Government of Goa has decided to enhance the existing limit of House Building Advance for Government Employees from Rs.15.00 lakhs to Rs.30.00 lakhs.

Sd/-
(Anupam Kishore)
Joint Secretary (DMU)

Finance Department
Finance (Debt Management) Division

No. 1/12/2007-FCC

Dated 05-12-2008

To
The Director,
Directorate of Accounts,
Panaji-Goa.

Sub: Grant of House Building Advance

Sir,

I am directed to refer to your letter no. DA/L&A/HBA-BOI/2-7-08/1778 dated 13-12-2007 on the above mentioned subject and to state that the cases sanctioned from budgetary allocation prior to finalization of MOU with Bank of India, subject to conditions laid down/in corrigendum, can be considered, however, there is no need to open separate Budget head. The additional amount can be sanctioned from Bank of India, through second mortgage by following usual procedure.

Your faithfully
Sd/-
(Meena Priolkar)
Under Secretary Fin. (Bud-II)

Finance Department
Finance (Debt Management) Division

No. 1/12/2007-FIN(Bud)

Dated 13-10-2008

CIRCULAR

- Read: 1. Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.
2. Corrigendum No. 1/12/2007-Fin (Bud) dated 10-08-2007.

Government of Goa had enhanced maximum limit of HBA from Rs.7.50 lakhs to 15.00 lakhs vide Office Memorandum referred to above. Since then number of representations from employees have been received for enhancement of HBA for past cases subject to maximum limit of Rs. 15.00 lakhs.

Now in view of representations from Government Employees the enhancement of House Building Advance (HBA) in past cases has been considered and it has been decided that the enhancement of HBA not exceeding the amount of HBA already sanctioned i.e. not more than 100% of the HBA previously advanced may be allowed to Government Servants if applied for subject to the following conditions:

- 1) The Government servant should not have drawn the entire amount of House Building Advance sanctioned under earlier orders and/or where construction is not completed/full cost towards acquisitions of house/flat is yet to be paid.
- 2) There will be no deviation from the approved plan of construction on the basis of which the original sanction of HBA was accorded.
- 3) The request for additional amount from loanee applicants, who have already drawn HBA, should be considered on the basis of the revised cost of the original plan. In other words, the loanee cannot change the original plan construction/flat but will be entitled to have the revised cost of the original plan being considered to determine the quantum of the additional release of HBA, subject to a maximum of 100% of the HBA previously sanctioned. In any case, not more than one enhancement is admissible to a Government Servant.
- 4) Supplementary Mortgage Deed, Personal Bond and Sureties should be drawn and executed at the expenses of the loanee.
- 5) Rate of Interest: The old rate of interest should be levied from the old sanction and the revised rate of interest should be levied on the enhanced HBA amount. However, the revised rate of interest as applicable on the enhanced HBA will be as per the slab applicable to the total sanctioned HBA amount (i.e. amount already sanctioned plus enhanced sanction).

Sd/-

(Anupam Kishore)
Joint Secretary (DMU)

Finance (Budget) Department

No. 1/12/2007-Fin (Bud)

Dated 10-08-2007

CORRIGENDUM

Read: 1. Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006.

The second line in the fourth para "The maximum HBA admissible will continue to be Rs. 7.50 lakh" will be read as follows:

"The maximum HBA admissible will be Rs. 15.00 lakhs".

The rest of the content remains unaltered

Sd/-

(Anupam Kishore)
(Joint Secretary (DMU))

Finance (Exp) Department

No. 3/7/2001-Fin (Exp)

Dated 24-10-2006

Read: Even number Addendum dated 06-10-2006.

CORRIGENDUM

The para 4 of above addendum i.e. "The Heads of Department shall forward the duly complete HBA application after countersign of Director of Accounts may be deleted and now be read as follows:

"Whenever a sanction is accorded by the Head of Department for release of the Bank of India loan, two copies of sanction orders are to be invariably forwarded to the Dy. Director of Accounts (L & A Section) in all case including loan sanctioned to Gazetted Officers. The Dy. Director of Accounts L & A Section should examine the admissibility and entitlement of HBA and return original copy to the Head of Department duly authenticated for onward submission to Bank of India."

By the order and in the name of Governor of Goa.

Sd/-

(Dattaram G.N.P. Sardesai)
Joint Secretary (Finance)

Finance (Exp) Department

No. 3/7/2001-Fin (Exp)

Dated 06-10-2006

ADDENDUM

The following points may be included in the para 2 of Government Order No. 3/7/2001-Fin (Exp) (B) dated 17-10-2001 under.

1. For the Construction of House

“(11) Certified copy on the Legal Opinion/Title Report obtained from the Government Advocate.

(12) Certified copy of the Valuation Report”.

Government of Goa has entered into an agreement with Bank of India providing HBA to Government employees and was conveyed vide Government O.M. No. 3/7/2001-Fin (Exp) dated 25-09-2006. The various forms required with respect to Bank of India are enclosed alongwith. It may be noted that original form as Annexure II may be collected from nearest branch of Bank of India.

The Heads of Department shall forward the duly complete HBA application after countersign of Director of Accounts.

The sanction Order shall incorporate the following details and condition that “Loan shall be granted at the sole discretion of the bank and on the terms and conditions from time to time as stipulated in the MOU with Bank of India”.)

- 1) **Rate of Interest:** (As per MOU with Bank of India)
- 2) **Processing charges/prepayment penalty:** (As per MOU with Bank of India)
- 3) **Security:** (Please mention the full details/description of the security i.e. house/flat etc. (including survey No.))
- 4) **Margin:** (Please mention the same i.e. difference between the advance and total cost)
- 5) **Value of the property:** (Total cost)

Sd/-

(Dattaram G.N.P. Sardesai)
Joint Secretary (Finance)

MODIFIED PROCEDURE FOR DISBURSEMENT OF HBA THROUGH BANK OF INDIA

Retail Hub at **BANK OF INDIA** Panaji Branch as the centralized center to process all HBA advances of the government employees all over Goa. All HBA duly sanctioned may be forwarded to Our Retail Hub, Panaji Branch through a centralized authority of the Government whose specimen signature to provided with our Bank. Any change in the designated authority's signature should be intimated to the bank.

All sanctioned proposal should be sent along with the following documents.

A – Where mortgage is not created before disbursement of Loan

- i) Annexure I Application as per Bank's Format duly completed in all respects:
- ii) Annexure II Term Loan Agreement of as per Bank of India's Star Home Loan.
- iii) Annexure III Sanction Order by Government. Please note to give additional details in your sanction order as indicated.
- iv) Annexure IV (A) Undertaking from the Govt. Employees stating that they will be depositing the original title deeds with Government department as an agent of our Bank for creation of mortgage within one month from disbursement of first installment.
- v) Annexure VA Sanction Letter from The Head of Department
- vi) Covering letter (as per Govt. format) forwarding the sanctioned proposal from by the centralized authority whose specimen signature will be made available to the bank.
- vi) Annexure VI Form of agreement to be executed at the time of drawing an advance.

After Creation of Equitable mortgage the following document have to submitted.

- vii) Annexure IV (B) Declaration by the Govt. Employees stating that they are depositing the title deeds with Government department as an agent of our Bank for creation mortgage.
- viii) Annexure V (B) Letter from The Head of Department confirming creation of Equitable mortgage.
- ix) Annexure VII Oral assent to create mortgage with the Government department who acts on behalf of Bank of India.
- x) Annexure VII Letter from the borrower to the bank confirming deposit of title deed.

B – Where mortgage is created before/at the time of disbursement

- i) Annexure I Application as per Bank's Format duly completed in all respects.
- ii) Annexure II Term Loan Agreement of as per Bank of India's Star Home Loan.
- iii) Annexure III Sanction Order by Government. Please note to add the details as per in your sanction order.
- iv) Annexure IVC Declaration by the Govt. Employees stating that that are depositing the title deeds with Government department as an agent of our Bank for creation of mortgage.
- v) Annexure VA Sanction Letter from the Head of Department.
- vi) Covering letter (as per Govt. format) forwarding the sanctioned proposal from centralized authority whose specimen signature will be made available with bank.
- vii) Annexure VI Form of agreement to be executed at the time of drawing an advance.
- viii) Annexure VII Oral assent to create mortgage with the Government department who acts. on behalf of Bank of India.
- ix) Annexure VII Letter from the borrower to the bank confirming deposit of title deed.

Annexure II

Please add the following in Government order regarding detailed procedure regarding forwarding of applications and sanction of loans.

For Construction of House

Submit the following documents in addition to the existing one.

- 1) Legal opinion to be obtained through Government Advocate specifically mentioning that the title to the property is clear marketable and free from encumbrance and valid and enforceable equitable mortgage can be created by deposit of title deeds with the HOD, as an agent of the Bank.
- 2) Valuation certificate from the Govt. approved valuer in case of ready flat/building stating the cost of property, market value, eventual value (in case of house under construction) and distress value of the property.
- 3) Please refer to Govt. order in respect of finance through HDFC and change bank's name as Bank of India wherever required.
- 4) Please also incorporate the condition that the sanctioned proposal will be routed through the centralized authority for counter signature.

The AGM / Chief Manager / Manager, BANK OF INDIA, _____ Branch	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2" style="text-align: left; padding: 5px;">FOR OFFICE USE ONLY</th> </tr> <tr> <td style="width: 50%;">Loan A/C No. _____</td> <td style="width: 50%;">Sanctioned Amount Rs. _____</td> </tr> <tr> <td colspan="2">Authority and Date of Sanction : _____</td> </tr> <tr> <td>Processing Fees Rs. _____</td> <td>Recovered on _____</td> </tr> </table>	FOR OFFICE USE ONLY		Loan A/C No. _____	Sanctioned Amount Rs. _____	Authority and Date of Sanction : _____		Processing Fees Rs. _____	Recovered on _____
FOR OFFICE USE ONLY									
Loan A/C No. _____	Sanctioned Amount Rs. _____								
Authority and Date of Sanction : _____									
Processing Fees Rs. _____	Recovered on _____								

Housing Loan Application

Dear Sir,
 Sub : Request for Loan of Rs. _____ for Purchase/Construction/Repairs/Renovation/Alteration/
 Extension of House/Flat/Bungalow with repayment period of _____ years.

Place : _____
 Date : _____

I/We hereby apply for housing loan as above. I/We enclose
 Cash/Cheque No. _____ Dated _____
 for Rs. _____ towards processing fees,
 which I/We am/are aware is non refundable.
 My/Our personal particulars are given below :-

AFFIX PHOTO
OF
APPLICANT
WITH
SIGNATURE
ON IT

AFFIX PHOTO
OF
CO-APPLICANT
WITH
SIGNATURE
ON IT

PERSONAL INFORMATION - APPLICANT

Full Name (Capital Letters Only) (Keep one block blank between two parts of name) <div style="border: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div>	Male <input type="checkbox"/> Female <input type="checkbox"/> Married <input type="checkbox"/> Unmarried <input type="checkbox"/>
Father's/Husband's Name _____	Qualification <input type="checkbox"/> UG <input type="checkbox"/> G <input type="checkbox"/> PG
Residential Address (Present) / Correspondence Address _____ _____ _____	Age <input type="text"/> yrs. DOB <input type="text"/> / <input type="text"/> / <input type="text"/>
Phone No. _____ Fax No. / E-mail : _____ Permanent A/C No. (issued by Income Tax Office) _____ Permanent Address _____ _____	No. of Dependents <input type="text"/> <input type="checkbox"/> Resident <input type="checkbox"/> NRI <input type="checkbox"/> SC/ST <input type="checkbox"/> Others <input type="checkbox"/> Woman Beneficiary <input type="checkbox"/> Minority Community

EMPLOYMENT / BUSINESS INFORMATION

_____ Employed Company's/Employer's Name _____ Office Address _____ _____ Designation _____ Office Phone No. _____ / _____ _____ E-mail/Fax No. _____	_____ Self - Employed Occupation : _____ _____ _____ Contact Person & Address _____ Nature of Business _____ Monthly Gross Income Rs. _____ Monthly Net Income Rs. _____ Deductions/Outgoings from Income Rs. _____ Details of other income, if any Rs. _____ (Like Income-Tax, PF, Insurance Premium, House Rent, Loan Installments etc.)	
--	--	--

PERSONAL INFORMATION - CO - APPLICANT

Full Name (Capital Letters Only) (Keep one block blank between two parts of name) <div style="border: 1px solid black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div>	UG <input type="checkbox"/> G <input type="checkbox"/> PG <input type="checkbox"/> Qualification <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Father's/Husband's Name _____	Age <input type="text"/> yrs. DOB <input type="text"/> / <input type="text"/> / <input type="text"/>
Residential Address (Present) / Correspondence Address _____ _____ _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Married <input type="checkbox"/> Unmarried
Phone No. _____ Fax No. / E-mail : _____ Permanent A/C No. (issued by Income Tax Office) _____ Permanent Address _____ _____	No. of Dependents <input type="text"/> <input type="checkbox"/> Resident <input type="checkbox"/> NRI <input type="checkbox"/> SC/ST <input type="checkbox"/> Others <input type="checkbox"/> Woman Beneficiary <input type="checkbox"/> Minority Community

EMPLOYMENT / BUSINESS INFORMATION			
_____ Employed		_____ Self - Employed	
Occupation : _____			
Company's/Employer's Name _____			
Office Address _____			
Designation _____		Office Phone No. _____ / _____	
		E-mail/Fax No. _____	
Contact Person & Address _____			
Nature of Business _____			
Relationship with the applicant _____			
Permanent A/C No. (Issued by Income Tax Office) _____			
Monthly Gross Income Rs. _____		Monthly Net Income Rs. _____	
Deductions/Outgoings from Income Rs. _____		Details of other income, if any Rs. _____	
<small>(Like Income-Tax, PF, Insurance Premium, House Rent, Loan Instalments etc.)</small>			

APPLICANT	FINANCIAL STATEMENT	CO-APPLICANT	
(A) Assets	Amount (Rs. in thousands)	Amount (Rs. in thousands)	
1. Balance in S/B A/c	_____	1. Balance in S/B A/c	_____
2. Term Deposits with Bank	_____	2. Term Deposits with Bank	_____
3. LIC Policies	_____	3. LIC Policies	_____
4. NSC / PPF A/c / IVP etc.	_____	4. NSC / PPF A/c / IVP etc.	_____
5. Shares / Debentures / Bonds	_____	5. Shares / Debentures / Bonds	_____
6. Gold / Jewellery / Silver	_____	6. Gold / Jewellery / Silver	_____
7. Flat / Land / House	_____	7. Flat / Land / House	_____
8. Vehicle	_____	8. Vehicle	_____
9. Other Assets	_____	9. Other Assets	_____
If Any (Details)	_____	If Any (Details)	_____
 (B) Liabilities			
1. Loan from Bank / F.I.	_____	1. Loan from Bank / F.I.	_____
2. Loan from Employer	_____	2. Loan from Employer	_____
3. Loan from others	_____	3. Loan from others	_____
Total	=====	Total	=====
NETWORTH (A) - (B) = _____			

PROPERTY DETAILS	
1. Address of property to be financed _____	
2. Is Property <input type="checkbox"/> New <input type="checkbox"/> Old If old, how old it is/age of property <input type="text"/> Yrs.	
3. Name and Address of Seller / Builder _____	
_____ Phone No. _____ / _____	
E-mail _____ Fax No. _____	
4. Relation, if any, between buyer & seller _____	
5. Whether Income Tax clearance has been obtained : Yes / No / N.A.	
6. Area of Property : i) Area of Plot <input type="text"/> ii) Built up Area <input type="text"/>	
7. Tenure of Land <input type="text"/> Freehold <input type="text"/> Leasehold <input type="text"/> Period of unexpired lease <input type="text"/>	
8. Is the Property : Proposed / Ready / Under construction	
9. In case under construction, likely date of completion / Possession <input type="text"/>	
10. Whether the flat is situated in Co-operative Housing Society : Yes <input type="checkbox"/> or No <input type="checkbox"/>	
If yes, name of Society and Regn. No. _____	

LOAN DETAILS				
Purpose of Loan: Construction <input type="checkbox"/> Purchase <input type="checkbox"/> Extension <input type="checkbox"/> Repairs <input type="checkbox"/> Renovation <input type="checkbox"/> Amount (Rs. in thousands)				
Estimated Requirement of Funds	Value	Sources of Funds	Value	
1. Cost of Land / Flat / House		1. Loan from Bank of India		
2. Cost of Construction / Repair / Extension / additions / alteration		2. Bank Savings / FDR / Term Deposits etc.		
3. Stamp Duty		3. Sale of investments / NSC / IVP / Flat / House etc.		
4. Registration Charges		4. Loan from P.F.		
5. Expenses for furnishing the house / flat		5. Other Sources (Details)		
6. Other Costs / Expenses (Details)				
Total Requirements (A)		Total Available (B)		
(A) and (B) should tally				
Details of Security (ies) / Collateral (s)				
Particulars	Owner / in the name of	Value Rs.		
i). Mortgage of House / Flat / Plot				
ii). Term Deposits with Bank				
LIC Policy				
NSCs / IVPs				
iii). Other Securities (Details)				
DETAILS OF BANK ACCOUNT				
	Applicant	Co-Applicant		
Bank				
Branch				
Type of A/c				
A/c Since				
A/c No.				
Present Balance				
DETAILS OF CREDIT CARDS HELD				
Issuing Organisation	Applicant	Co-Applicant		
Card No.				
Credit Limit				
Date obtained				
EMPLOYMENT HISTORY (LAST 10 YEARS) OF APPLICANT / CO-APPLICANT				
Employer	Designation	Contact Person	Phone No.	No. of Years
1.				
2.				
3.				
4.				
5.				
INFORMATION ABOUT RELATIVES				
1. Names of Close Relatives				
1. Name		1. Name		
2. Relationship		2. Relationship		
3. Address		3. Address		
4. Phone No.		4. Phone No.		
5. Fax No.		5. Fax No.		

<p>2. Name of References</p> <p>1. Name _____</p> <p>2. Designation _____</p> <p>3. Address _____</p> <p>4. Phone No. _____</p>	<p>2. Name of References</p> <p>1. Name _____</p> <p>2. Designation _____</p> <p>3. Address _____</p> <p>4. Phone No. _____</p>
---	---

I/We hereby declare that :

1. The proposed loan would be utilised by me/us for the purpose mentioned above. The finance required beyond the loan amount, shall be met by me/us from our own sources as stated herein above.
2. The house/flat/Land to be purchased is unencumbered and is being made available with vacant possession and without any tenant.
3. The various permissions required under the law have been obtained/shall be obtained prior to disbursement of the bank loan.
4. The information given by me/us, our guarantor/s is true and correct on the basis of which bank would take decision for granting or otherwise of the loan to me/us.
5. In case at any point of time hereinafter it transpires that information provided is found to be incorrect/false and/or that if it is observed that the loan to be availed by me/us is not utilised for the purpose it is lent, the bank shall be at liberty to recall the advance forthwith irrespective of the contracted terms of loan and charge me/us penal/additional interest or take any steps that may be deemed fit by the bank. I/We shall repay the entire loan with additional/penal interest and other charges if any forthwith.
6. No disciplinary action and/or case is pending against me/us in any of the courts of law in the country.
7. I/We confirm that I/We have not had any insolvency proceedings against me/us nor I/We have ever been adjudicated insolvent.
8. I/We agree that the Bank may take up such references and make such enquiries in respect of this application as it may deem necessary.
9. I/We shall execute necessary documents at my/our cost, create adequate security for the loan as desired by the bank before disbursement of the loan. I/We agree to abide by all the terms & conditions advised/to be advised by the bank from time to time.
10. I/We undertake to inform the Bank regarding any change in information provided above. I/We shall furnish additional information / documents as bank may ask from me/us from time to time.

Yours Faithfully,

Signature of Applicant

Signature of Co-applicant

Place : _____

Date : _____

----- TEAR OFF -----
Acknowledgement of Application

BANK OF INDIA

_____ Branch

Received an application form for Housing Finance from _____ on _____ with related documents.

For Bank of India

(Authorised official) Branch

PERSONAL INFORMATION - GUARANTOR		<div style="border: 1px solid black; padding: 5px; margin: 0 auto;"> AFFIX PHOTO OF GUARANTOR WITH SIGNATURE ON IT </div>
Ref. : Request for Housing Loan from _____		
Full Name (Capital Letters Only) of Guarantor : (Keep one block blank between two parts of name)		
<div style="border: 1px solid black; display: inline-block; width: 400px; height: 1.2em; vertical-align: middle;"></div>		
Residential Address (Present) / Correspondence Address	Qualification <input type="checkbox"/> UG <input type="checkbox"/> G <input type="checkbox"/> PG Age yrs. DOB / / 	
Phone No. _____ / _____ Fax No. / E-mail : _____ Permanent Address _____ Employed Name and Address of Employer _____ _____ Designation _____ Phone _____ Fax No. / E-mail : _____ Contact Person _____ P.A.N. (Issued by Income Tax Office) _____	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Married <input type="checkbox"/> Unmarried No. of Dependents <input type="checkbox"/> Resident <input type="checkbox"/> NRI <input type="checkbox"/> SC/ST <input type="checkbox"/> Others Self Employed Nature of Business _____ Office Address _____ _____ Phone _____ Fax No. / E-mail : _____	
Gross Monthly Income _____ Net Monthly Income _____ Details of Bank Accounts Bank _____ Branch _____ Type of A/c _____ Account No. _____	Details of credit cards Issuing Organisation _____ Card No. _____ Credit Limit Rs. _____	
POSITION OF ASSETS & LIABILITIES		Amount (Rs. in thousands)
1. LIC Policies _____ 2. Deposits _____ 3. Gold/Jewellery/Silver _____ 4. NSC/PF/Share/Debentures/Bonds _____ 5. Flat/Land/House _____ 6. Other Assets (Details) _____	1. Due to Bank _____ 2. Due to Employer _____ 3. Due to Others _____ 4. Others if any (Details) _____	
=====		=====
I hereby declare that the information provided above is true and correct and binding on me. I have enclosed documents to prove my identity, address, and income and agree to furnish you any other information/documents that you may require.		
Place : _____	_____ Signature of Guarantor	
Date : _____		

Finance (Exp) Department

No. 3/7/2001-Fin (EXP)

Dated 25-09-2006

OFFICE MEMORANDUM

- Read: 1. Government O.M. No. 3/7/2001-Fin (Exp) dated 17-10-2001.
 2. Government Notification No. 3/7/2001- Fin (Exp) (A) dated 17-10-2001.
 3. Government Order No. 3/7/2001-Fin (Exp) (B) dated 17-10-2001.
 4. Government O.M. No. 3/7/2001-Fin (Exp) dated 10-11-2004.

Government of Goa has entered into an agreement with Bank of India providing HBA to Government employees under line of Credit Detailed procedure for availing the HBA through Bank was circulated vide OM/Notification/Order cited above.

Effective from 25th September, 2006, the advances for the construction/purchase/improvement /extension of House and purchase of flat to Government employees including All India Service (AIS) officers will now be disbursed by the Bank of India.

The loan will be disbursed on application by individual Government employees through their Heads of Offices and Heads Departments. The loan will be sanctioned by the Heads of Departments as per Rules of Government. The loans will be secured by equitable mortgage of the properties financed by way of deposit of title deeds. The State Government will hold the mortgage in trust for Bank of India.

With effect from 25-09-2006, the rates of interest on HBA will be 5% p.a. upto Rs. 3.00 lakhs and 7% p.a. for amounts in excess of Rs. 3.00 lakhs. The maximum HBA admissible will continue to be Rs. 7.50 lakhs. The advance for construction/purchase of houses/Flats shall be repaid in full together with interest in monthly installments within a period not exceeding 20 years. The principal will be recoverable in not more than 180 installments and the interest in not more than 60 installments. The recovery of EMI shall commence from the month succeeding the month of disbursement of HBA.

The rate of interest chargeable on loans by bank on India is 8.5% The difference between the rate charge by the Bank of India and the interest rate as per Government rule will be subsidized by the Government.

Subject to above, the advances will be regulated by the HBA rules.

Sd/-
 (Dattaram G.N.P. Sardesai)
 Joint Secretary (Finance)

Finance (Exp) Department

No. 3/7/2001-Fin (EXP)(A)/Part

Dated 06-06-2005

CORRIGENDUM

- Read: (1) Notification No. 3/7/2001-Fin (EXP) (A) dated 17th October, 2001.
 (2) Corrigendum No. 1/92/88-Fin (Bud) dated 2nd September, 2004.

Subject: Extension of Loan facilities for House Building to State Government Employees through Housing Development Finance Corporation (HDFC).

1. Government had issued guidelines for availing HBA to the State Government Employees including All India Service Officers of AGMU Cadre posted in Goa through HDFC vide above referred Notification and Corrigendum.

2. It has been further examined by the Government that while extending the loan facilities to the employees through HDFC the rate of interest substantially was subsidized on HBA i.e. 5% per annum on the loans upto Rs. 3.50 lakhs and 7% on loans above Rs.3.50 lakhs and also maintained the other HBA including that of half percent rebate on interest to employees adopting small family norms.

3. Further, the total fertility rate per women on an average works out to 1.77% in Goa which is below 2% as per Government of India norms.

4. In view of the above Government has decided to withdraw the half percent special rebate in the rate of interest on House Building Advance with immediate effect. Accordingly para No. 4 of the notification No. 3/7/2001-Fin (Exp) (A) dated 17th October, 2001 stands amended to this effect.

(By order and in the name of)
(Governor of Goa)
Sd/-
(Shrikant M.Polle)
Under Secretary Finance (Exp)

Finance (Exp) Department

No. 3/7/2001-Fin (EXP)

Dated 10th November 2004

OFFICE MEMORANDUM

- Read: 1. Government O.M. No. 3/7/2001-Fin (Exp) dated 17-10-2001.
2. Government Notification No. 3/7/2001- Fin (Exp) (A) dated 17-10-2001.
3. Government Order No. 3/7/2001-Fin (Exp) (B) dated 17-10-2001.

Government of Goa has entered into an agreement with HDFC for providing HBA to Government employees under Line of Credit. Detailed procedures for availing the HBA through HDFC were circulated vide OM/Notification/order cited above.

Now, HDFC has come forward with a proposal that they can finance Government employees who had already availed HBA earlier by creation of a Second charge on the property.

The matter was under consideration of the Government quite some time past, and now after consideration and in consultation with law Department, Government has agreed to allow the Government employees to avail the additional HBA from HDEC by creating the second charge. As regards, custody of property documents on second charge, it has been decided that since the first loan is given by HDFC so also the additional Loan is given by them, the title documents which were deposited with Head of Department (Government) for the first loan could continue to be held by the Head of Department for the second loan as HDFC's agent and specially as the interest of HDFC stands fully protected by virtue of Annexure (letter to be written by the head of Department to the HDFC) attached herewith.

The repayment of additional loan sanctioned by the HDFC should be directly made to the HDFC by the employees i.e. recovery should not be routed through Government accounts i.e. salary deduction.

Sd/-
(Shrikant M.Polle)
Under Secretary Finance (Exp)

ANNEXURE – I

Draft Letter to be written by the Head of Department to the H.D.F.C.

To
Housing Development Finance Corporation Ltd.,
H.D.F.C. House, 51
Kasturba Road,
Bangalore – 560 001

Dear Sir,

We are aware that Shri _____ has availed HBA of Rs. _____
(Rupees _____ only) under the scheme of House Building Advance introduced vide
Notification No. _____ dated _____ (hereinafter called the “said scheme”), for
purchase of land construct a house thereon/purchase a ready built house/flat, more particularly
described in the schedule hereto.

The employee Shri _____ has now informed us that he/she needs to take
further loan from HDFC Ltd. We understand that HDFC has sanctioned in principle/agreed to
sanction Rs. _____ by way of loan to the said employees and you require a confirmation regarding
the extension of security on the property already mortgaged to you on account of the first loan of
Rs. _____ sanctioned under the said scheme.

Considering the request of the employee and as per your requirement, we hereby confirm that we
do not have any objection to you having further charge on the property specified in the schedule
hereto secure the additional loan you have agreed to sanction/sanctioned. We also confirm that our
liability as far as the loan to be disbursed to the employee under the said scheme will remain as per
the Guarantee given by the Government of Goa in favors of HDFC Ltd., for the loans to their
employees under the said scheme.

Government hereby confirm that if at any point of time HDFC is apprehensive about the non-
performance of any of the covenants or undertaking herein agreed by the Government, HDFC shall
have the fullest liberty to refuse further disbursements under the arrangement. However, HDFC shall
give three months written notice to the Government of its intention to stop/refuse further
disbursements. Such stoppage/refusal of disbursement shall have to liability upon HDFC of
whatsoever nature, nor shall the same absolve the Government of its obligations hereunder in respect
of loans already granted/distributed. On its part, the Government would be entitled to discontinue the
arrangement with HDFC by giving three months written notice to that effect.

SCHEDULE

(Description of the land and house constructed thereon/ready built house/flat).

Thanking you.
Yours faithfully,
for

Finance (Expenditure) Department

No. 3/7/2001-Fin (EXP)

Dated 27th May 2002.

Read: 1. Government Order No. 3/7/2001-Fin (Exp) dated 17-10-2001.

OFFICE MEMORANDUM

Detailed procedure for availing the HBA through Housing Development Finance Corporations was circulated vide above cited order. As per the guidelines, the Form "E" attached to the above cited order i.e. the Form of agreement to be executed at the time of drawing an advance by Goa Government Servants for building, etc, of houses from HDFC Ltd., is to be signed by the borrower (Govt. Servant) and Secretary to the Government of Goa for/and on behalf of Governor of Goa.

The issue of whether the loan agreement should be signed by Secretary to the Government alone and/or, this could be assigned to some other officers has been examined in consultation with Law Department. They have opined that by virtue of the Notification No.10-11-87/LA dated 30-5-87 and as amended vide Notification dated 8-7-92, all deeds, contracts and other instruments in matters connected with the administration of the State may be executed by the Secretary, Additional Secretary, Joint Secretary, Dy. Secretary or under Secretary of the department concerned.

In view of this, it has been decided that the said loan agreement can be signed by the above said Officers including ex-officio Additional Secretary and Joint Secretary, etc. once the loan is sanctioned by the competent authority. It is not necessary that only Secretary should sign the same on behalf of Governor of Goa.

All Department may take note of the same for compliance.

Sd/-

(Yvonne Cunha)

(Under Secretary Finance (Exp))

Finance (Expenditure) Department

No. 3/7/2001-Fin (EXP)(A)

Dated 17th October, 2001.**NOTIFICATION**

Sub: Extension of Loan facilities for House Building to State Government Employees through Housing Development Finance Corporation (HDFC).

Preamble:

House Building Advances (HBA) to the State Government Employees are at present met from State Plan Allocation. Due to constraint on resources, it has not been possible to provide adequate Plan allocation to satisfy the demands. The State Government, therefore, negotiated with the Housing Development Finance Corporation (HDFC) for advancing loans to the Government Employees for construction/purchase of houses/ready built flat. The Housing Development Finance Corporation has agreed for giving loans to the Government Employees for the purpose, subject to the State Government taking responsibility towards payment of principal and interest to the Housing Development Finance Corporation at rates of interest charged from time to time by HDFC.

The Government will however recover the principal and interest at rates prescribed by the State Government Rules for HBA from the employees. In consultation with the Goa Government Employees Association, certain changes have been agreed in the rates of interest and the period of repayment of HBA to Govt. Employees. The difference between the amount recovered from the Govt. Employees and the amount payable to HDFC will be made good by the State Govt. Accordingly, the Govt. is pleased to issue the following orders:

Government order No. 3/7/2001-Fin (Exp) dated 17-10-2001.

1. Effective from 17th October, 2001, the advances for construction/purchase/improvement/extension of house and purchase of flat to Govt. Employees (other than All India Service (AIS

Officers) will be disbursed by the HDFC. Upto the limit agreed to between the Corporation and the Government for 2001-02, HDFC has agreed to advance loan upto Rs. 30.00 crores (Rupees Thirty Crores). The loans will be disbursed on applications by the individual Govt. employees through their Head of Offices and the heads of Departments. The loan will be sanctioned by the Heads of Departments as per Rules of Government. The loans will be secured by equitable mortgage of the properties finance by way of deposit of title deeds. The State Government will hold the mortgage in trust for HDFC.

2. it has been decided to make certain change in the Rules of payment of House Building Advance by the State Govt. According to the Govt. order No. 3/7/79-Fin(Exp) dated 16-3-1998 the rates of interest payable on HBA were as follows:

Amount of Advance		Rate of interest
a	Sanctioned advance upto Rs. 50,000/-	7.5%
b	Sanctioned advance upto Rs. 1.5 lakhs	9%
c	Sanctioned advance upto Rs. 5.00 lakhs	11%
d	Sanctioned advance upto Rs. 7.5 lakhs	12%

With effect from 17-10-2001, the rates of interest on HBA will be 5% p.a. upto Rs. 3.50 lakh and 7% p.a. for amounts in excess of Rs. 3.50 lakhs. The maximum HBA admissible will continue to be Rs. 7.50 lakhs. The advance for construction/purchase of houses/Flats be repaid in full together with interest in monthly installments within a period not exceeding 20 years. The principal will be recoverable in not more than 180 installments and the interest is not more than 60 installments. The recovery of the advance will commence from the month following that in which the last installment of advance is drawn or from the 10th month following the drawal of 1st installment whichever is earlier.

3. The rate of interest at present chargeable on loans by HDFC are as follows:

Amount of individual loan sanctioned		Interest p.a.
a	Upto Rs. 3.50 lakhs	5%
b	Above Rs. 3.50 lakhs	7%

The difference between the rate charged by the HDFC and the interest rate as per Govt. Rules will be subsidized by Government. The rate of subsidy will be limited to 6% for loan up to Rs. 3.50 lakhs and 5% for loan above Rs. 3.5 lakhs According to HDFC Rules, the loan is repayable in 20 years in equated monthly instalments whereas recovery will be made from the employees as per rules of Govt. i.e. principal in the 1st 15-years and interest during the subsequent 5 years. The difference between the amount payable to HDFC and the amounts actually recovered from the employees will be paid by State Govt. through the Director of Accounts Suitable procedure for payment to HDFC will be prescribed separately.

4. Subject to the above, the advances will be regulated by the HBA Rules.

5. This scheme does not apply Officers of the All India Service.

6. Detailed procedure regarding forward of application and sanction of loan etc. is given in the order.

(By order and in the name of)
(Governor of Goa)
Sd/-
(Yvonne cunha)
(Under Secretary Finance (Exp))

Finance (Expenditure) Department

No. 3/7/2001-Fin (EXP)(A)

Dated 17th October, 2001.**OFFICE MEMORANDUM**

Sub: Procedure for effecting recoveries towards House Building Advance sanctioned to Govt. employees and released by the Housing Development Finance Corporation Ltd., under the HDFC Scheme and repayments to HDFC.

Government have introduced the scheme of loan facility for house purchase and construction to State Government employees through Housing Development Finance Corporation (HDFC), Panaji.

The following procedure for watching and effecting recoveries towards the loan and arranging repayments to HDFC is laid down for the guidance of all concerned:

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 House Building loan availed by them from Housing Development Finance Corporation Scheme and arranging payments of the dues to the Corporation regularly.
2. Whenever a sanction accorded is by the Head of the Department for release of the HDFC loan, a copy of the sanction order is to be invariably endorsed to the Dy. Director of Accounts (L&A) section) in all cases, including Gazette Officers, Heads of Department shall be fully responsible for scrutiny of applications from the employees for availing of loan from HDFC including repaying capacity and copy of sanction order alongwith the calculation sheet for verification of advance should be endorsed to the Deputy Director of Accounts (Loans and Advance section) including Gazetted Officers.
3. As and when the HDFC acts on the sanctions and release the loan amounts of the individual loanees copies of all such release orders shall be endorsed by the HDFC to the Dy. Director of Accounts (L&A) (in duplicate), in addition to the sanctioning officer and the head of office. The Dy. Director of Accounts (L&A) will open individual ledger accounts indicating the sanction of the Department, the particulars of the release of loans by the HDFC viz total amount of the loan sanctioned, amount of the installment released, month from which recovery will start monthly installment of principal interest recoverable under HBA Rules, monthly interest/installment recoverable as indicated by the HDFC etc.
4. The HDFC may furnish to the Dy. Director of Accounts (L&A) a monthly statement of payments such as pre EMI interest, EMI etc. due in respect of the loans granted by them under the scheme, by twenty fifth of the month preceding the month in which the repayment is to the credited to the corporation.
5. The Drawing and disbursing officers should after the loan has become due for repayment in accordance with the provisions of the Government order 3/7/2001-Fin (Exp) (B) dated 17/10/2001, start recoveries from the pay of concerned loanees workings under them, towards the loan. They may indicate these recoveries alongwith Treasury deductions like income tax, professional tax, etc., under the head "Housing Development Finance Corporation Advance" in the pay bills and enclose separate recovery schedules distinctly named "schedule of recovery of principal of HDFC Advance". Under no circumstance should these recoveries be shown under House Building Advances. A recovery Head of Account 8443-Civil deposits -01-Housing Development Finance Corporation Advance, 106-Personal Deposits of Deputy Director of Account/Loan and Advances. A specimen of recovery schedule is attached. The same procedure may be followed in regard to recoveries of installment towards interest later.
6. In respect of Gazette officers who are self drawing officers, necessary recoveries may be affected in their pay bills and shown distinctly under the head indicated above. These pay bill should be accompanied by the relevant schedules invariably. The DDA concerned schedule ensure that recoveries are started according to prescribed schedule.

In the respect of Government employees working on deputation on foreign service terms and conditions, the foreign employer may send a local cheque/DD in favor of the Director of Accounts/Dy. Director (L&A) not later than 5th of the following month in settlement of amount recovered toward HDFC advance alongwith the necessary schedules who will in turn deposit this amount to authorized bank.

7. In respect of other Government employee the Director of Accounts will compile thaccount as is being done at present and he shall arrange to deposit the recoveries of HDFC advance in the PDA to be opened in the name of Dy. Director of Account/Loans and Advances.
 8. The Director of Accounts shall open a Personal Deposit Account in the name of 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. Account shall be utilised only for the purpose of making payments to HDFC for credit to their account in the Corporation Bank.
 9. The HDFC already has an account in the same branch in the Corporation Bank.
 10. As soon as cheques/DDs Recovery Schedule are received in the office of Director of Accounts from all the Treasuries and Foreign Employer, it shall be verified that the total of all schedules agree with amount of all the cheques/DDs, Recovery, Schedule received. In case of any discrepancy between totals cheques/DDs, Recovery Schedule and the schedule totals, and in case of any schedule in wanting immediate action may be taken to the concerned Head of Dept/Head Office/Department of Accounts for the wanting schedule or for rectification of discrepancies with reference to the recovery schedules received with the cheques/DDS recovery Schedule, the Director of Accounts will arrange for posting of the individual accounts of all the loans and work out in each case the difference between the amount recovered and amount due to HDFC as indicated by the 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.
- For the first month of the repayment of loan to HDFC, the Director of Accounts may draw a cheque for the entire amount demanded by HDFC by debit to the Head '2075– Miscellaneous General Service 800, Other Expenditure 01-Subsidy/HBA to Govt. servants 76-Subsidies under Demand No.8'. The total amount so credited to bank account may be arranged to be transferred to the account of HDFC by not later than 10th of the following month.
- For the subsequent month he may draw a cheque for the amount representing the difference between the total dues demanded by HDFC for the month and the amount already recovered and available in his bank account and credit the difference amount to his Bank account The total amount available there after may be arranged to be transferred to the account HDFC by the due date with a schedule of repayment indicating the loan repayment credited to HEDFC against each loanee.
11. In addition to the Director of Accounts, the Heads of Departments shall also maintain individual accounts of loan sanctioned by them and released by the HDFC under the scheme and the amount recovered from the employees under the Govt. HBA Rules in respect of the loans working in their departments. The Head of Offices furnish every month to their Heads of Department statements of loan amount drawn and of recoveries towards HDFC advance effected under HBA Rules in respect of the staff working in their office including themselves and other Gazetted Officers. In respect of employees on foreign service, the Heads of department may obtain such particulars from the foreign employer. The Heads of Department may arrange for periodical reconciliation of the figures in their records with those in the books of Director of Accounts and furnish a Certificate of Reconciliation to the Finance Department half yearly/annually by 10th October and 10th April of the year.

12. Procedure to be followed in case of transfer etc.

If a State Government Employee (non-Gazetted or Gazetted) who has obtained a loan under HDFC scheme is transferred from one office to another or on deputation, the head of the Office

should send full particulars of the amounts of the loans sanctioned, amount recovered amount outstanding alongwith particulars of sanction order and the release order of the HDFC to the Heads of offices under whom the employees 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), HDFC and the Heads of new Department concerned. In respect of Gazetted Officers who are self drawing Officers, the particulars are to be furnished on the LPCs issued by DDA (Gazetted sanction) and copy sent to another DDA (Gazetted Section) under whose jurisdiction the Government employee is transferred.

13. Cases of cessation service due to death or otherwise:

In case of a Government servant who has availed himself of House purchase/Building loan under this scheme and who ceases to be in Government employment due to death while in service or other reason, the fact may be intimated to the DDA (L&D), Head of Department and to the Housing Development Finance Corporation, so that necessary action may be taken to recover the outstanding amount due towards the principal amount and interest thereon. While recommending loans for housing under HDFC, the Heads of Departments while scrutinizing the applications should take all 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 and accordingly amount to be adjusted through gratuity at the time of death/retirement so that the entire amount of loan is fully settled. In case any excess amount is sanctioned to the employees, head of department shall be fully responsible including the responsibility of recovery of advance.

14. Communication of balances to the individual loans:

The D.D.A. (L&A) shall, at the end of each financial year, furnish to every loanee a statement in the from indicated below:

- (1) Name on the Govt. Employee (2) Designation (3) Amount of loan sanctioned by the HDFC (4) Total amount recovered under Government HBA Rules (5) Balance amount on 31st March.

Lower portion of the form may be perforated so that, it may be returned to the Dy. Director of Accounts (L&A) with the acceptance or otherwise recorded by the employee concerned.

15. The DDA (L&A) may review every quarterly all the cases and ensure that in respect of all loanees where the amounts due to H.D.F.C., have been settled, recoveries from pay and allowances of the loanees under State HBA Rules, are not omitted to be made or unduly delayed. Persistent correspondence may be resorted to in cases of defaults unduly carried forward.

Sd/-
(Yvonne cunha)
Under Secretary (Finance Exp)

Finance (Expenditure) Department

No. 3/7/2001-Fin (EXP) (B)

Dated 17th October, 2001.

ORDER

Sub: Detailed procedure regarding forwardal of applications and sanctions of loans, etc. under the HDFC Scheme.

1. Government employees desirous of availing themselves of loan facility under the HDFC Scheme should submit through the Heads of Office applications in the HDFC application Form (Specimen enclosed), (Form-A) to their Heads of Departments. Employees on deputation or foreign service should apply for the advance to the Heads of their parent Departments through the Districts Head of the Office.

2. Along with the application in HDFC form, they should also furnish full information in the form prescribed for HBA under Government rules in Form No. S-252 and submit the following documents (with other documents as required under HBA Rules).

1.For Construction of House

- (1) Sale Deed executed by the Co-operative Housing Society if the site has been purchased through a Co-operative Housing Society or Lease Deed in respect of site allotted by Development Authority or from the vendor.
- (2) Encumbrance Certificate from Sub-Registrar concerned for the latest period.
- (3) Allotment letter issued by Development Authority or a Co-operative Housing Society.
- (4) Possession Certificate (issued by a Co-operative Housing Society).
- (5) Khata Certificate issued by Development Authority/Corporation.
- (6) Permission from Society to mortgage property in favors of HDFC.
- (7) Photo copies of the latest tax receipts.
- (8) Original copy of sanctioned plan and license for construction.
- (9) A certificate under urban land ceiling from the relevant authority.
- (10) Copies of Document of Title to the property in possession of the vendor (present owner) supporting his title.

II.For Purchase of House

(i). Before Release of loan amount

- (1) Agreement for sale between the vendor and yourself.
- (2) Copies of Documents of Title to the property in possession of the vendor (present owner) supporting his title viz.
 - (a) Sale Deed/Partition Deed, etc.
 - (b) Khata Certificate/Extract.
 - (c) Prior Title Deeds.
- (3) Encumbrance Certificate from Sub-Registrar for 30 years till date.

(ii) After Release of loan

- (1) Sale Deed duly registered.
 - (2) Khata Certificate/Extract.
 - (3) prior Title Deeds in original, i.e. documents mentioned in (i) 2 above.
3. A Memorandum of Loan Terms has been prescribed by HDFC (Form B) (specimen enclosed). The first page will be on a non-judicial stamped paper of Rs. 10/- denomination. Each applicant should affix his/her signature in all the pages from page 1 to 12 of the Memorandum of Loan Terms. This shall be submitted to the Head of Department along with the application.
 4. An intimation to HDFC in Form enclosed (Form C) regarding the deposit of documents with the Head of Department may be enclosed to the application by each applicant.
 5. The Head of Department after exercising the necessary checks under the Govt. HBA Rules shall accord sanction for payment of HBA to the Govt. servant concerned subject to the maximum limit prescribed in the Govt. order No. 3/7/79-Fin (Exp) dated 16-3-1998.
 6. He shall forward the sanction order along with HDFC application form and the Memorandum of Loan Terms (after affixing his signature on page 13 of the Memorandum) the HDFC, Panaji with a letter that he has taken possession of the required documents detailed above. He may also indicate the amount of the installment of advance to be released.
 7. If the amount is released in more than one instalment, the release of second and subsequent installments may be made and indicated by concerned Head of Department/Head of Office as the case may be and intimated to HDFC for further action.

8. The Heads of Departments may invariably forward copies of all such sanction orders including release of installments to the Heads of Offices, applicants and the Director of Accounts of Department and draw a cheque in favours of each individual loans which will be sent to the Head of the Office concerned.
10. The HDFC shall send an intimation to the Head of Department and the Director of Accounts regarding pre-equated monthly installment interest to be paid and the recovery of equal monthly installment in respect of all loanees concerned.

By order and in the name of
Governor of Goa
Sd/-
(Yvonne cunha)
(Under Secretary Finance (Exp))

Finance (Exp.) Department

No. 3/7/79-Fin (EXP)

Dated 16th March, 1998

ORDER

- Read: 1. Government Order No. 3/7/79-Fin (Exp) dated 12-12-1988
2. Government Order No. 3/7/79-Fin (Exp) Vol. II dated 17-2-1989

Consequent upon implementation of the recommendation of Fifth Central Pay Commission, the Government of India has liberalised the existing scheme of House Building Advance, vide O. M. No. I/17015/5/97/H III dated 16-12-1997 and dated 14-1-1998.

Now in partial modification of the Government Orders, read in preamble (1) and (2) above, the Government of Goa pleased to liberalise its existing scheme of House Building Advance to Government employees as under:

1- Cost Ceiling limit

1. The existing cost ceiling limit viz. 200 times the basic pay subject to a minimum of Rs. 3-00 lakhs and a maximum of Rs. 8-00 lakhs is revised to 200 times basic pay subject to a minimum of Rs. 7.5 lakhs and maximum of 18-00 lakhs. Wherever the Administrative Secretary is satisfied on the merits of the case he may relax the cost-ceiling upto a maximum of 25% of the cost ceiling mentioned above in individual cases.

II- Quantum of House Building Advance (HBA)

(a) The existing maximum limit of House Building Advance viz. 100 months basic pay subject to a maximum of Rs. 2.5 lakhs is revised to 100 months basic pay subject to a maximum of Rs. 7.5 lakhs or cost of the house or repaying capacity whichever is the least for construction/purchase of new house/flat.

(b) The existing limit of 50 months basic pay subject to a maximum of Rs. 60,000/- is revised to 50 months basic pay or Rs. 1.80 lakhs whichever is less for enlargement of existing house or cost of the enlargement or repaying or repaying capacity whichever is least.

Past Cases: The question of enhancement of house building advance in past cases has also been considered and it has been decided that enhancement of H.B.A. not exceeding the amount of H.B.A. already sanctioned i.e. not more than 100% of the H.B.A. previously sanctioned may be allowed to Government servants if applied for subject to the following conditions:

(a) The Government servant should not have drawn the entire amount of House Building Advance sanctioned under earlier orders.

(b) The actual enhancement will be restricted to the actual repaying capacity prescribed in the order No. 3/7/79-Fin (Exp) Vol. II dated 17-2-1989. In other words, it shall be ensured that entire sum

of the advance plus interest thereon is recovered before retirement of the Government servant as provided under the rules.

(c) There is no deviation from the approved plan for construction of the house on the basis of which the original sanction for House Building Advance was approved.

(d) The original cost taken into account at the time of sanctioning the original House Building Advance will form the basis. The Mortgage Deed, Personal Bond, Surety Bond and other requisite documents will have to be changed at the expense of the applicant.

(e) The construction of the house has not been completed.

Only those Government employees who apply for additional amount within 4 months from the issue of the order and in where cases the sanctioning authority is satisfied that the applicant satisfies all the prescribed conditions would be eligible for the enhanced amount of the advance.

III Rate interest

The existing rate of interest on House Building Advance is modified as under:

Amount of Advance		Rate of interest
a)	Sanctioned advance upto Rs. 50,000/-	7.5%
b)	Sanctioned advance upto Rs. 1.5 lakhs	9%
c)	Sanctioned advance upto Rs. 5.00 lakhs	11%
d)	Sanctioned advance upto Rs. 7.5 lakhs	12%

The old rate of interest shall be made applicable for the old sanction and the revised rate of interest prescribed above shall be made applicable for the enhanced House Building Advance amount. However, the revised rate of interest as applicable on the enhanced House Building Advance will be as per the slab applicable to the total sanctioned House Building Advance amount (i.e. amount already sanctioned plus enhanced sanction.)

All other existing terms and conditions regulating the grant of House Building Advance will remain unchanged.

This order will apply with immediate effect.

By order and in the name of
Governor of Goa
Sd/-
(S.V. Madkaikar)
(Under Secretary Finance (Exp))

Finance (Exp.) Department

No. 6/8/90-Fin (EXP)

Dated 28th January, 1993

CIRCULAR

According to Rule 5 (a) (6) (b) (2) of the House Building Advance Rules the Govt. servants applying for house building advance for construction or purchase of ready built flats should furnish adequate collateral security as laid down under Rule 274 of the Compilation of the General Financial Rules, 1963 to the satisfaction of the Head of the Department wherever the land on which the flat stand is not mortgaged by the owner of land in favour of the Governor of Goa as a security towards repayment of advance.

It has been brought to the notice of this department that the subsidiaries of General Insurance Corporation of India to whom some of the Govt. servants approached for issue of collateral security have declined to give collateral security as required under G.F.R. 274 indicating that the Fidelity

Guarantee Policies are issued to the cashiers or persons who deal with cash of the particular department and that they can issue only Fire Policy covering the property financed.

G.F.R. 274 (viii) mentions personal security as one of the forms of securities, and as such to avoid hardship to the Govt. servants in obtaining house building advance for construction/purchase of ready-built flat and also to safeguard the Govt. interest, it has been decided, in consultation with the Law Department to prescribe i) a Personal Security Bond which will inter alia meet the requirement of furnishing collateral security by the Govt. servants obtaining house building advance for construction/purchase of ready built flat and ii) Surety Bond, the Specimen of the Personal Security Bond and Surety Bond is appended herewith for information of all concerned.

Kindly acknowledge the receipt of the above circular.

Sd/-
(Smt. Prabha Chadran)
(Under Secretary Finance (Exp))

Finance (Exp.) Department

No. 3/7/79-Fin (EXP) Vol. II

Dated 16th March, 1992

ORDER

Read: Order of even number dated 6-3-1992 regarding recovery of House Building Advance.

It has been decided by the Government vide order cited above to remove the restriction on the number of installments of recovery of advance as well as interest as envisaged in Rule 8 i.e. 180 and 60 for advance and interest respectively, provided the entire advance with interest accrued thereon shall be recovered in not more than 240 installments.

It has now been further decided by the Government to extend the benefit of the above order to those State Government employees who have been sanctioned House Building Advance but have not drawn the last installment of the said advance.

By order and in the name of
Governor of Goa
Sd/-
(Smt. Prabha Chandran)
(Under Secretary Finance (Exp))

Finance (Exp.) Department

No. 3/7/79-Fin (EXP) Vol. II

Dated 6th March, 1992

ORDER

In its application to Government employees of the State of Goa, Rule 4 of the House Building Advance Rules framed by the Govt. of India as adopted by the Government of Goa the quantum of advance admissible was revised to 100 times the basic pay by Govt. order No. 3/7/79-Fin (Exp) dated 12-12-1988. In order to enable Government employees to be eligible for the higher quantum fixed by the Govt. of Goa, the slab of repaying capacity were also revised vide Govt. order No. 3/7/79-Fin (Exp)-Vol. II dated 17-2-1989.

Rule 8 of the House Building Advance Rules envisages that the advance granted to a Government employee together with the interest thereon, shall be repaid in full by monthly installments within a period not exceeding 20 years, the recovery of the advance being made in not more than 180 monthly installments and recovery of interest being made in not more than 60 monthly installments.

While there has been enhancement in the rates of interest on House Building Advance from time to time, the number of installments towards recovery of interest have remained static with the result that the amount of advance has to be correspondingly curtailed in order to limit the number of installments of recovery of interest to the prescribed 60. This causes hardship to the employees in as

much as the Govt. employees are not able to derive the intended benefits of the advance to the maximum extent.

After careful consideration of the above aspects, it has been decided that the restriction on the number of installments of recovery of advance as well as interest as envisaged in Rule 8 i.e. and 60 for advance and interest respectively within the maximum limit of 240 installments is removed. The entire advance with interest thereon will now be recoverable in not more than 240 installments.

While making the calculations it will be assumed that the Govt. employee will generally commence repayment of the advance one year after the date of approval of the advance in the case of advance for the purchase of land and construction of the house.

Formal requests to the Director of Accounts for certifying availability of funds should be accompanied by a statement in the annexed Proforma to enable the Directorate to check the admissibility of funds for the sanction of the House Building Advance.

The above orders shall be effective from the date of issue.

Sd/-
(Smt. Prabha Chandran)
Under Secretary Finance (Exp)

ANNEXURE SHOWING ADMISSIBILITY OF H.B.A.

- 1) Name of the Govt. Servant
- 2) Date of appointment
- 3) Date of retirement
- 4) Present pay
- 5) 100 months pay
- 6) Time-Scale of the post in which employed
- 7) Cost ceiling for construction
- 8) Amount of GPF withdrawal and/or any other advance to be adjusted
- 9) Advance entitled (7-8)
- 10) Estimated/assessed cost of construction
- 11) Expected date of starting recovery
- 12) Repaying capacity
 - a) Rate of recovery (at repaying capacity)
 - b) Amount recoverable
 - c) Adjustable from D.C.R.G.
 - d) Total of (a) + (b) + (c) Rs.
- 13) Amount of interest
- 14) Amount of advance that can be sanctioned based on repaying capacity
- 15) Amount of H.B.A. recommended (east of 5, 9, 10 and 14)
- 16) Rate of recovery

a) Principal Rs.	in	installments
b) Interest Rs.	in	installment
c) Interest from D.C.R.G.		

Calculation sheet attached

CALCULATION SHEET

1. Amount recoverable from Installments at salary
2. Gratuity that will be earned based on service and maximum of time scale
3. Amount recoverable from Gratuity
4. Total recovery Principal + interest
5. Advance proposed to be sanctioned.
6. Rate of recovery No. of installments in which principal is to be recovered
7. Interest on 6 above
8. Rate of recovery and No. of installments in which interest is to be recovered.

Finance (Exp.) Department

No. 3/7/79-Fin (EXP) Vol. II

Dated 17th February, 1989**ORDER**

Read: Government order number 3/7/79-Fin (Exp) dated the 12th December, 1988 regarding grant of House Building Advance.

1. Consequent upon the issue of the Government order cited above, enhancing the quantum of House Building Advance from 50 months pay to 100 months pay, several representation have been received from Government employees for (i) extending the benefit enhanced quantum of House Building Advance to past cases and (ii) revising the norms for determining the repaying capacity of Government employees. Unless the norms for determining the repaying capacity are revised upwards Government employees do not get any increase in quantum of House Building Advance even though the quantum of House Building Advance has been enhanced from 50 months pay to 100 months pay or 2.50 lakhs whichever is lower for the construction/acquisition of house.

2. These issues have been considered by the Government carefully. The Government is pleased to direct that in respect of the past cases, the Department may, subject to the limit of budget provision, review the cases of Housing Building Advance sanctioned by them after the issue of Government of India O. M. No. I/17011/3/86-III dated 24-6-1987, provided the cases have not been already reviewed for additional quantum of House building Advance in terms of Government of India Memorandum No. I. 17011/3/86 H. III dated 24-6-1987 and No. I/17011/3/86-H. III Vol. II dated of 15th February, 1988 regulating the House Building Advance. Further the review of past cases shall be subject to the following conditions:

- (i) The actual enhancement will be restricted to the actual repaying capacity now revised in para No. DA/Control/7-10 (v) 845/TR-930 dated 27-2-89 of this order. In other words, it should be ensured that the entire sum of the advance + interest thereon is recovered before retirement of Government servant as provided under the rules.
- (ii) There is no deviation from the approved plan for construction of the house on the basis of which the original sanction for House Building Advance was approved.
- (iii) The original cost taken into account at the time of sanctioning the original House Building Advance will form the basis. The Mortgage Deed, personal Bond, Surety Bond and other requisite document will have to be changed at the expense of the applicant.
- (iv) The construction of the house has not been completed.

3. Only those Government employees who apply for additional amount within 4 months from the issue of this order and in whose cases the sanctioning authority is satisfied that the applicants satisfy all the prescribed conditions would be eligible for the enhanced amount of the advance.

4. As regards the second issue, the Government has decided to prescribe the following rates as repaying capacity to compute the quantum of House Building Advance to the employees of this State Government:

Length of Service		
(i)	Officials retiring after 20 years	45% of the basic pay.
(ii)	Officials retiring after 10 years but not later than 20 years	50% of basic pay after adjustment of 80% of the D.C.R.G.
(iii)	Officials retiring within 10 years	55% of basic pay after adjustment 90% D.C.R.G.

5. All other existing terms and conditions regulating the grant of House Building Advance will remain un-changed.

By order and in the name of)
(Governor of Goa)
Sd/-
(K.M.Nambiar)
Under Secretary (Finance Exp.)

**HLEC and IDCO/Creation/
Revival/Redesignation of Posts**

PERSONNEL DEPARTMENT

Administrative Reforms Department

No. 2/3/2021-Review/ARD

Dated : 13-07-2021

C I R C U L A R

Sub: Assessment of manpower requirements of Departments which was not conducted by IDCO/HLEC.

Ref: Office Memorandum No. 1/1/2017-Addl.Secy (PER)/1552 dated 25.06.2021.

Government vide above referred O.M. has decided to conduct review of manpower assessment of Departments whose assessment was not conducted by IDCO/HLEC.

All the Heads of Departments (HoD) **of whose assessment was not conducted by IDCO/HLEC** are required to carry out an internal assessment of their own Department/Offices regarding creation / revival / abolition of posts and submit the proposals for assessment of manpower requirement of the Department in the proforma appended to this Circular. The proforma duly filled in all respects and signed by the HoD are required to be submitted to the Administrative Reforms Department.

The Department shall appoint a Nodal Officer not below the rank of Dy. Director who will be responsible to keep track of such proposals and to properly co-ordinate with the Administrative Reforms Department.

Consequently, all proposals currently under assessment and examination of the Administrative Reforms Department for creation of posts if any shall be incorporated in the proposal of assessment of manpower requirement and consolidated proposal shall be submitted to ARD in the prescribed proforma alongwith Annexures 'A' & 'B'.

Sd/-

(Maya Pednekar)

Under Secretary (ARD)

**PROFORMA FOR SUBMISSION OF PROPOSAL FOR ASSESSMENT OF MANPOWER
REQUIREMENT AND FOR CREATION / REVIVAL OF POSTS.**

Sr. No.	Name of the Department	
1	Organizational Chart of the Department (Existing as well as Proposed) to be given separately.	
2	Norms/guidelines followed/adopted by Department for the manpower requirement. Copy of norms may be enclosed.	
3	A copy of notified Recruitment Rules may be attached of all the existing posts. In case of new posts, copy of draft RRs.	
4	Job profile of each category of the post (existing and proposed).	
5	Copies of the duties and responsibilities attached to each category of sanctioned posts and actually performed by the incumbent holding the post at present may be given.	
6	Statistical data for 3 years pertaining to the work carried out by Department.	
7	Whether the posts proposed for creation are under Centrally Sponsored Scheme. If yes, then provide details like date of implementation of Scheme, present status of the Scheme, State share	

	and Central share, etc.	
8	Office-wise and section-wise deployment of all the existing posts and post proposed for creation.	
9	In case of Drivers, the number of roadworthy vehicles to be mentioned.	
10	Explore scope of outsourcing of services if any for group 'C' category posts.	
11	Various Acts/Rules/Guidelines that are enforced/implemented by the department.	
12	Details of Scheme(s) implemented and proposed to be implemented by the department.	
13	Financial implications as per existing staff strength.	
14	Additional financial implications involved in case of creation of new posts.	
15	Mobilization of resources / revenue generation scope, if any.	

Signature of H.O.D.

Name:

Designation:

Telephone No:

Date:

NOTE :-

- Proposal should be submitted to the Administrative Reforms Department, Secretariat, Porvorim (in duplicate) with administrative approval.
- All enclosures should be authenticated as to their correctness by a Responsible Officer.
- Name of the Officer who may be contacted for eliciting more information should be given with his telephone number (not below the rank of Deputy Director) and change in officer also has to be informed.
- Incomplete proposals will not be entertained by A.R.D.
- Apart from c) above, additional contact/telephone nos. of the Officer well conversant with the subject matter to be indicated.
- Department/HODs should make available proposal in the hard copies as well as soft copies so as to enable this Department to download the same for future reference/record.**

Annexure 'A'**Name of the Department:**

Sr. No.	Designation of the post	Pay level (Pay scale)	No. of existing posts as per sanctioned strength			Date of vacancy of the lapsed post	No. of posts proposed for creation	No. of posts proposed for revival	No. of posts to be surrendered by the department	Justification for creation / revival of posts proposed by the department quantifying the workload position and norms/guidelines if any/statutory requirement
			Filled	Vacant	Total					
1										
2										
3										
4										
5										
	Total									

Annexure 'B'**Name of the Department:**

Sr. No.	Name	Designation of the post	Nature of the post (contract / daily wage / workcharged etc.)	Date of initial appointment	Number of years completed	
					With break	Without break
1						
2						
3						
4						
5						

Department of Personnel

No. 1/1/2017-Addl.Secy(PER)/1552

Dated : 25/06/2021

OFFICE MEMORANDUM**Read:-** O.M. No.1/1/2017-Addl.Secy(PER)/1598 dated 15/07/2020

In partial modification of the Office Memorandum read in the Preamble, Para 2 (c) 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 shall be referred to Department of Personnel and thereafter to Finance Department for concurrence. As regards all other lapsed posts of those Departments whose assessment is not done by IDCO/HLEC shall be referred to Administrative Reforms Department for review of manpower assessment. All the posts which remain vacant for 7 (seven) years and above shall deemed to be abolished.
2. The Council of Ministers in the XLIXth Cabinet meeting held on 23/06/2021 has approved the above proposal.
3. This has been concurred by the Finance (Rev. & Contl.) Department vide its U.O. No.1400073412 dated 29/05/2021 and approved by Administrative Reforms Department vide its U.N. No.384/F dated 14/06/2021.

Sd/-
(Maya Pednekar)
Under Secretary (Personnel-II)

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)

Personnel Department

No. 1/1/2017-Addl. Secy.(PER)/2940

Dated: 25/10/2019

ORDER

- Read :** (1) Order No. 1/1/2017-Addl. Secy (PER) dated 22/11/2017 published
In the Official Gazette, Extraordinary, Series II No. 34 dated 24/11/2017.
(2) Order No. 1/1/2017-Addl. Secy.(PER)/3288 dated 10/12/2018
(3) Order No. 1/1/2017-Addl. Secy.(PER)/103 dated 08/01/2019
published in the Official Gazette, Series II No. 42 dated 17/01/2019

The Government of Goa vide Order referred at Sr. No. (1) in the preamble constituted High Level Empowered Committee (HLEC) and Inter-Departmental Committee of Officers (IDCO) as a special mechanism for creation, abolition, revival of posts in various Government Departments and other allied matters, initially for a period of one year.

The Government vide Order referred at Sr. No. (2) in the preamble extended the validity of the special mechanism upto 31/10/2019.

The Government in order to restore the process of departmental assessment hereby orders discontinuation of the special mechanism viz. High Level Empowered Committee (HLEC) and Inter-Departmental Committee of Officers (IDCO) .

This has been concurred by the Finance (Rev. & Contl.) Department vide its U.O. No. 1400068849 dated 23/10/2019 and approved by the Council of Ministers in its XIIth meeting held on 23/10/2019.

By Order and in the name of
the Governor of Goa
Sd/-
(**Shashank V. Thakur**)
Under Secretary (Personnel-I)

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 31st 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 XIIth 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. 400068849 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

No. 1/1/2017-Addl Secy (PER)/3288

Dated: 10-12-2018

Read: Order No. 1/1/2017-Addl. Secy (PER) dated 22-11-2017 published in Official Gazette, Extraordinary, Series II No. 34 dated 24-11-2017.

ORDER

The Governor of Goa is pleased to extend the validity of Inter Departmental Committee of Officers (IDCO) and High Level Empowered Committee (HLEC) constituted vide Order read in the preamble, up to 31st October, 2019 in public interest.

This issues with the approval of Finance Department vide its U. O. No. 1400043948 dated 23-10-2018 and shall be subject to approval of Council of Ministers.

By order and in the name of the Governor of Goa.

Sd/-
Yetindra Maralkar
Additional Secretary (Personnel).

Department of Personnel

No. 1/1/2017-Addl Secy (PER)

Dated: 24-11-2017

Sub.: Assessment of manpower requirements, outsourcing of services and vehicles..... reg.

ORDER

In order to streamline the procedure and expedite the matter regarding creation/revival/abolition of posts in various Departments, outsourcing of various activities and vehicles; the Government vide Notification No. 1/1/2017-Addl Secy (PER) dated 22-11-2017 has constituted a High Level Empowered Committee (HLEC) to approve all such proposals, which are duly scrutinized and recommended by a Inter-Departmental Committee (IDCO) constituted for the purpose.

2. The Heads of Departments (HoD) are required to carry out an internal assessment of their own Department/Offices, and submit the proposals in the proformae appended to this Circular, viz. *Annexure 'A' to 'H'*. These proformae duly filled in all respects and signed by the HoD are required to be submitted directly to the Office of the Additional Secretary (Personnel) on or before the dates which will be informed to the concerned Department separately.

3. For this purpose the each Department shall appoint a Nodal Officer in the rank of Dy. Director who will be responsible to keep track of such proposals and to properly co-ordinate with the Personnel Department.

4. The Sub-Committee will scrutinize the proposals Department wise, in a phased manner based upon the present level of public interface and the urgent requirements of individuals Departments.

In the meanwhile all proposals under assessment and examination of the Administrative Reforms Department and Finance Department shall be withdrawn.

5. All Departments are instructed not to procure any *vehicles (Except, in the cases if administrative approval and expenditure sanction has been obtained)* until end of March, 2018 or where the assessment of the Department is carried out and approval of the HLEC in that respect is conveyed; whichever is earlier.

In case of an exigent requirement, all such cases shall be referred to the Sub-Committee for its scrutiny with proper justification of the requirement and further approval of Chief Minister.

6. There shall be no contract basis appointment with immediate effect and no extension of existing contract basis appointments shall be permitted beyond 31st October, 2018 other than those permitted by the Empowered Committee (HLEC) and the cases covered under the O.M. No. 2/38/75-PER(Vol. IV)/2928 dated 26-09-2017 issued by the Department of Personnel.

This shall not apply in cases where contractual appointments are done on tenure basis, as per the specific requirement of Central/State Government scheme, statutory requirement etc. However, all such cases shall be referred to the Sub-Committee for its scrutiny and further approval of Chief Minister.

7. The above instructions shall also apply for all Public Sector Enterprises/Corporations/ Autonomous Bodies & Agencies/Government Societies, etc. The Head of the Administrative Department is required to carry out the assessment of the individual organizations under their control and present its report to the Sub-Committee for its scrutiny, when specially invited for the purpose.

8. A workshop will be organized Department wise to sensitise the HoD's on the above aspects and to clarify any queries in this regard, before the assessment of the Department concerned begins. In the meanwhile, for any queries the HoD concerned can consult the Additional Secretary (Personnel) or Additional Secretary (Finance).

Sd/-

Yetindra M. Maralkar
Additional Secretary
(Personnel).

ANNEXURE "A"

Details of existing regular workforce of the Department

(Note: Where there is a probability of outsourcing the activities but existing employees occupies such posts and posts of drivers should not be shown in this chart)

Sr. No.	Designation	Existing number of posts filled	No. of live Vacant posts as on date	Total number of Live posts as on date (C+D)	Total number of Lapsed posts (Lapsed from 01-04-2012 till date) Note: posts lapsed prior 01-04-2012 shall be ignored	Total number of posts that existed in the Department from 01-04-2012 (E+F)
A	B	C	D	E	F	G
	Total					

Note: In case of employees who have been granted temporary status all such names shall be included in the above chart clearly indicating the status.

ANNEXURE “B”

POST WISE REQUIREMENT OF THE DEPARTMENT

Non-Ministerial Post (Essential)

Sr. No.	Designation of the post	Required No. of posts	Pay scale	Justification
A	B	C	D	E
	Total			

Addl. Financial liability per year.

ANNEXURE “C”

POST WISE REQUIREMENT OF THE DEPARTMENT

Ministerial Post

Sr. No.	Designation of the post	Required No. of posts	Pay scale	Justification
A	B	C	D	E
	Total			

Addl. Financial liability per year.

ANNEXURE “D”

EXISTING NUMBER OF VEHICLES AVAILABLE WITH THE DEPARTMENT

Sr. No.	Model/make of the vehicle	Vehicle number	Total mileage of the vehicle as on date	Date of purchase	Allotment of the Vehicle (Allotted to Whom/purpose)	Remarks
A	B	C	D	E	F	G

Total number of vehicles:

ANNEXURE “E”

EXISTING STRENGTH OF THE REGULAR DRIVERS AVAILABLE WITH THE DEPARTMENT

Sr. No.	Name	Date of joining	Date of retirement	Remarks
A	B	C	D	E

ANNEXURE “F”

REQUIREMENT OF VEHICLES

Sr. No.	No. of vehicles required	Proposed allotment of vehicles	Justification
A	B	C	D

Total financial implication/costing.

ANNEXURE "G"

DETAILS OF EXISTING CONTRACT/DAILY WAGE WORKCHARGED/NMR/PART-TIME WORKFORCE OF THE DEPARTMENT

Sr.	Name	Designation	Nature of the post (contract/daily Wage/workcharged ect.	Date of Intitial appointment	Number of years completed		Age as on date of contract
					With break	Without break	
A	B	C	D	E	F		G

Note: Proposal in separate format are required to be submitted for each category of posts i.e.

Contract/Daily wage/Workcharged/NMR/Part-time, etc. as follows:

(For Contract as Annexure "G", daily wages as Annexure "G1", Work-charged employees as Annexure "G2", NMR as Annexure "G3", Part-Time as Annexure "G4" and all others with specific nomenclature as Annexure "G5").

ANNEXURE "H"

Details of Employees who are occupying the posts where duties Performed by them can be outsourced

Sr No.	Name of the Employee	Designation	Date of joining	Date of Retirement	Remarks
A	B	C	D	E	F

Department of Personnel

File No. 1/1/2017-Addl Secy (PER)

Dated: 22-11-2017

ORDER

The Government of Goa is hereby pleased to constitute the High Level Empowered Committee (HLEC) and Inter Departmental Committee of Officers (IDCO), so as to streamline the procedure and expedite the matter regarding creation/revival/abolition of posts in various Government departments, as follows, namely:-

(I) HIGH LEVEL EMPOWERED COMMITTEE (HLEC)

- | | | |
|---|-------|-----------|
| (1) Chief Minister | | Chairman. |
| (2) Chief Secretary/Secretary (Personnel) | | Member. |
| (3) Secretary (Finance) | | Member. |
| (4) Secretary (ARD) | | Member. |

(II) INTER-DEPARTMENTAL COMMITTEE OF OFFICERS (IDCO)

The IDCO shall consist of the following members, namely:-

- (1) Addl. Secretary/Jt. Secretary (Personnel).
- (2) Addl. Secretary/Jt. Secretary (Finance).
- (3) Addl. Secretary/Jt. Secretary (ARD).

(The member of the IDCO who is the senior most officer of the IDCO shall act as Chairman of the IDCO).

- (i) The HLEC shall grant approval for creation/revival/abolition of posts in Government Departments.
- (ii) The HLEC shall decide the areas of outsourcing of various activities like housekeeping, security, etc. as per the general policy of the Government.
- (iii) The IDCO shall assist the HLEC.
- (iv) The IDCO shall scrutinise the proposal received from various departments for creation/revival/abolition of posts.
- (v) The IDCO shall work out the strength of the Departments based on their work load, core areas where such posts are required.
- (vi) The IDCO shall submit its recommendation to the HLEC.
- (vii) The HLEC will consider the proposals based on the recommendation of IDCO for grant of approval which shall be final.
- (viii) No. other approval will be required by the HLEC and IDCO as the proposal will be decided in the collegiate manner involving all the Departments concerned in the process of creation/revival/abolition of posts.
- (ix) The tenure of the above Committees shall be one year from the date of publication of this Order in the Official Gazette.

This issues with the approval of Finance Department vide its U. O. No. 1400043948 dated 7-11-2017 and with the approval of Council of Ministers in the XXth meeting held on 8-11-2017.

By order and in the name of the Governor of
Goa.

Sd/-

Yetindra Maralkar

Additional Secretary (Personnel).

Administrative Reforms Department

No. 3/6/2010-ARD

Dated 18/04/2013

Sub:- Guidelines for receiving proposals for creation of new posts/revival of lapsed posts, etc.

OFFICE MEMORANDUM

Attention of all the Heads of Departments/Organizations/Autonomous Bodies, etc., is invited to this Department's Circular No.3/6/2010-ARD dated 26th March, 2010, copy is enclosed for ready reference, wherein it was requested to make available hard as well as soft copies of the proposals referred to ARD to download the same for further reference/record.

2. While examining such proposals, it is noticed that inspite of the clear cut instructions contained in the above referred circular, the same are not followed scrupulously by the concerned authorities thereby, perforce, ARD had to return the said proposals to the concerned HODs calling additional information/data required to examine and submit the recommendations to the Government. This causes delay and also wastage of time and labour.

3. Therefore, this department has devised fresh proformae for receiving proposals for creation of new posts and revival of lapsed posts which remain vacant for more than two years and above which could be easier to access by all concerned.

4. It is, therefore, enjoined upon all the Heads of Departments/Organizations/Autonomous Bodies, etc. to ensure that henceforth proposals for creation/revival/conversion of posts, etc., and other matters referred to this Department should be made available in the **Format-1** and **Format-2** enclosed to this O.M. in hard copies as well as soft copies respectively, so as to enable this Department to download the same for future reference/record.

5. So also, a copy of **O. M. No. 3/13/99-ARD dated 13/01/2000** of ARD which was circulated to all the Heads of Departments/Offices to submit proposals for conversion of temporary posts into permanent ones alongwith a copy of **O.M. No.9/1/86-Fin(R&C) dated 05/08/1999** issued by the Finance (Rev.&Cont) Department, Secretariat, is enclosed for ready reference. All the proposals pertaining to conversion of posts may be referred to this Department in the format appended to O.M. dated 13/01/2000 with due regard to F.D.'s O.M. in hard copies as well as soft copies.

6. Heads of Departments/Organizations, etc. may also notify the final sanctioned strength of staff for each of the office/division/sub office, etc. as the case may be, by quoting the post creation orders existing as on date, in respect of permanent as well as temporary posts, which will give a clear picture of the strength of the Department/Office. If this exercise is already done, then a copy of the said notification be furnished to ARD/Finance Department for reference/record.

7. Failure to comply with the above instructions, ARD shall be compelled, not to entertain such proposals in future.

8. Receipt of the O.M. be acknowledged.

Sd/-
(**Vasanti H. Parvatkar**)
Under Secretary
(Administrative Reforms)

FORMAT-1

**PROFORMA FOR MAKING PROPOSALS FOR
CREATION OF NEW POSTS**

1.	Name of the Department	:	
2.	(a) Sanctioned strength of the Department in each category and vacancies in each category in the proforma attached (ANNEXURE-I). (b) Structural Organisational Chart of the Department as per specimen attached (ANNEXURE-II). (c) Positional Organisational Chart of the Department as on date as per the specimen attached (ANNEXURE-III).	:	
3.	Details of posts required to be created specifying designation, number, pay band + GP, head quarters/sub office.	:	
4.	Norms followed/adopted by department for the proposed posts. Copy of norms may be enclosed.	:	
5.	A copy of notified Recruitment Rules may be attached in case similar post exists (ANNEXURE-IV) in the sanctioned strength of the Department.	:	

6.	In case, new RRs proposed to be applied, then the information may be supplied in the proforma attached (ANNEXURE -V).	:	
7.	Since when (month and year) the necessity of the post is felt by the Department and why? These particulars should be given precisely for each category separately in the proforma attached (ANNEXURE-VI).	:	
8.	Duties (qualifying and quantifying the work exactly as possible) proposed to be assigned to the new posts as per the specimen attached. (ANNEXURE -VII)	:	
9.	Whether the posts proposed for creation are under Centrally Sponsored Scheme. If yes, then provide details like date of implementation of Scheme, present status of the Scheme.	:	
10.	The duration upto which each post is required to be created.	:	
11.	A statement showing statistical data reflecting Section-wise increase in workload. It should provide month-wise details minimum for a period of 2 years.	:	
12.	Details of posts created in the department in the last 3 years, alongwith Post Creation Order copies.	:	
13.	Deployment of existing posts/ proposed posts.	:	
14.	Whether the Department can surrender any posts?	:	
15.	In case of Drivers, the number of roadworthy vehicles to be mentioned.	:	
16.	Citizens Charter to be enclosed.	:	
17.	If department is implementing/ due to implement G.O.I. Schemes, sanction letters from G.O.I. indicating financial share to be reimbursement may be placed on record.	:	
18.	No. of beneficiaries as on date who have availed the benefits under various Schemes.	:	
19.	Whether the scope of outsourcing/contract basis has been explored in case of Group 'D' posts.	:	
20.	Copy of the various Acts/Rules/Guidelines that are relevant to the department and the post proposed to be created.	:	

21.	Name of Scheme(s) implemented and proposed to be implemented by the department that are relevant to existing posts/posts proposed to be created.	:	
22.	(a) In case the proposal has already been rejected earlier, the reasons justifying a second reference. (b) Whether any report of the A.R.D. or erstwhile Internal Work Study Unit is pending for compliance and if so, why?	: :	
23.	Any other information considered relevant or useful for purposes of appreciating the proposal.	:	
24.	Whether Budget provision is made? If so, demand number and page of the Budget document in which the proposed posts are provided for (Plan/Non-Plan).	:	
25.	If there is no provision for these posts in the Budget, details of savings under the Budget grant as follows:-	:	These details may be given in a tabular format post-wise.
	(a) Total annual cost of the posts proposed to be created.	:	
	(b) Total of savings available in the relevant Budget Head (after deducting the marked savings for meeting expenditure on the fresh proposal of the Department if any, already submitted).	:	
	(c) Page number of the Budget and the Unit of appropriation where savings are located.	:	
	(d) On what account or for what reasons savings have occurred (to be specified).	:	

Signature of the H.O.D:

Name :

Designation :

Telephone No:

Date :

NOTE :-

- Proposal should be submitted to the Administrative Reforms Department, Secretariat, Porvorim (in duplicate) with administrative approval.
- All enclosures should be authenticated as to their correctness by a Responsible Officer.
- Name of the Officer who may be contacted for eliciting more information should be given with his telephone number.
- Administrative Department /Ex-Officio Addl. Secretary/Joint Secretary/Under Secretary should scrutinize the proposal and submit the same complete in all respects for facilitating early disposal by A.R.D.
- Incomplete proposals will not be entertained by A.R.D.

- vi) Positional Organisational chart alongwith Structural Organisational Chart in the attached Annexures is to be correctly indicated.
- vii) Apart from (iii) above, additional Contact/Telephone Nos. of the Officer well conversant with the subject matter to be indicated.

N.B. : Department/HODs should make available proposal in the hard copies as well as soft copies so as to enable this Department to download the same for future reference/record.

PERSONNEL DEPARTMENT

ANNEXURE - I**Proforma showing Sanctioned Strength of the Department and vacancies in each category**
(while submitting proposal for new creation of posts)

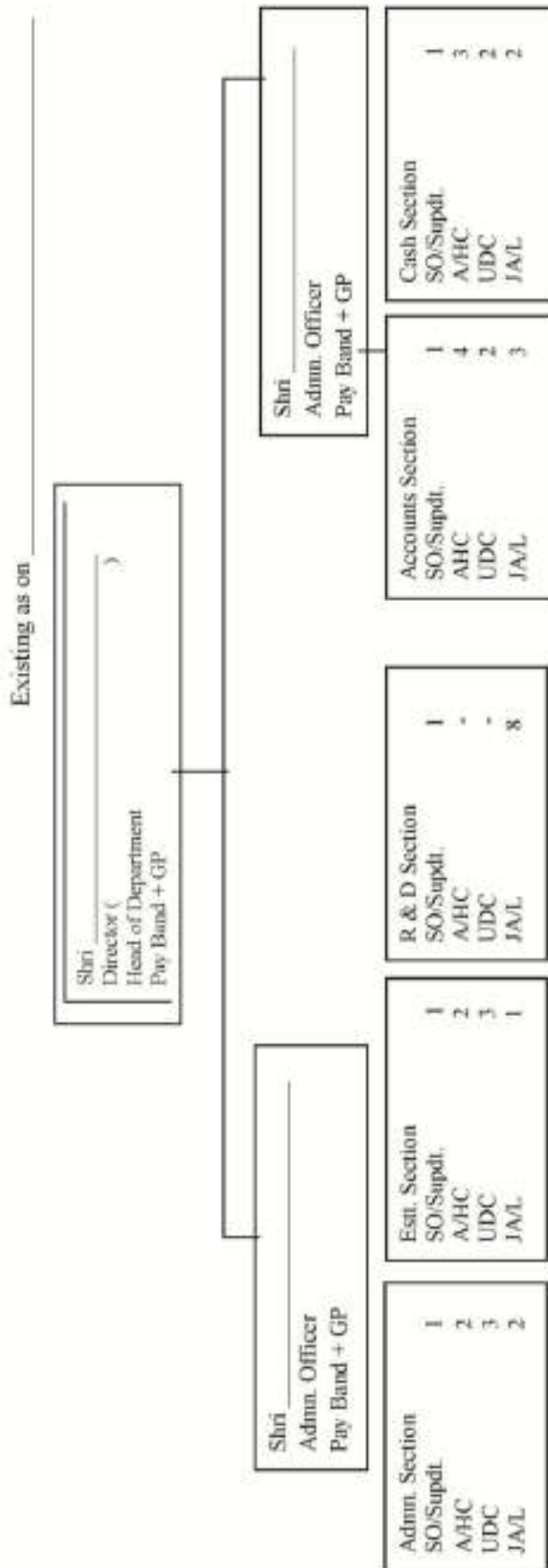
Name of the Department :

Sl. No.	Designation of the post	Pay Scale/ Pay Band +Gp	Classification of the post	Sanctioned Strength			No. of posts vacant		Date of vacancy post-wise (if vacant)	Whether due to promotion	Whether due to retirement/resignation	Whether due to VRS under the scheme or otherwise	Remarks
				Temporary	Permanent	Total	Live	Lapsed					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10(a)	10 (b)	10 (c)	10 (d)	11.

Signature :-

Designation & Date :-

N.B. : 1) Copy of the Notification/Order wherein final sanctioned strength of the Department notified (to be enclosed for ready reference) while submitting proposals for new creation of posts).

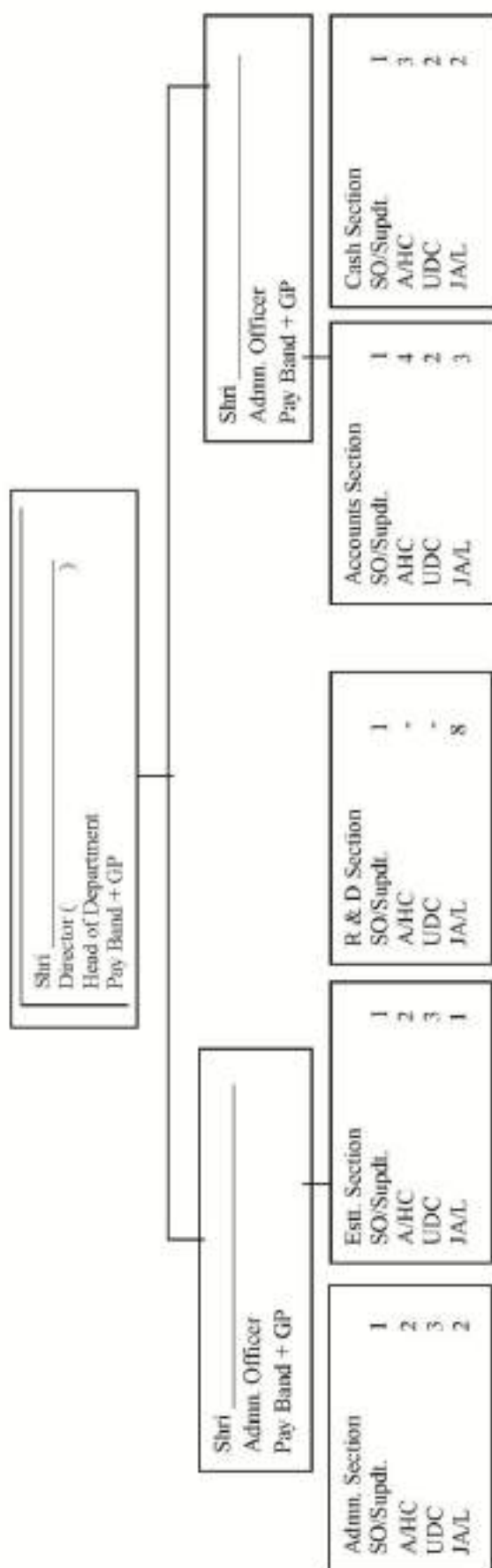
ANNEXURE - II**STRUCTURAL ORGANISATIONAL CHART OF THE OFFICE**

1. This is only an illustration. The chart should cover all the Departments/Sections under the charge of the Heads of the Department. The chart should clearly show the flow of work and span of control.
2. Please indicate allocated sanctioned strength.
3. Number of vacancies may be shown in brackets against each grade.

Signature of the H.O.D.:
Name:
Designation:
Date:

ANNEXURE - III**POSITIONAL ORGANISATIONAL CHART OF THE OFFICE**

In position as on _____



1. This is only an illustration. The chart should cover all the Departments/Sections under the charge of the Heads of the Department.
The chart should clearly show the flow of work and span of control.

Signature of the H.O.D.:

Name:

Designation:

Date:

ANNEXURE -IV**EXISTING/ PROPOSED RECRUITMENT RULES (New Creation)**

- i) In case of existing RRs for the post, a copy of RRs is to be attached.
 ii) In case of proposed RRs, the details may be provided in the following proforma.

Name of the Post	No. of post	Classification	Scale of pay/Pay and + GP	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits
1	2	3	4	5	6	7
			PROPOSED RRS			

Whether age and educational qualifications prescribed for the direct recruit will apply in the case of promotees.	Period of probation if any.	Method of recruitment whether by direct recruitment or by promotion/transfer and deputation/transfer and percentage of the vacancies to be filled by various methods.	In case of recruitment by promotion/transfer grades from which promotion/transfer deputation is to be made.	If a D.P.C. exists what is its composition (please give exact position).	Circumstances in which Public Service Commission to be consulted in recruitment.
8	9	10	11	12	13

Signature of H.O.D. :-
Name :-
Designation :-
Date :-

ANNEXTURE -V

(Applicable only for creation of posts)

DETAILS OF PROPOSED RECRUITMENT RULES

1.	(a) Name of the post	:	
	(b) Name of the Department	:	
	(c) Number of posts	:	
	(d) Scales of posts (Pay Band + GP)	:	
	(e) Class and Service to which the posts belong.	:	
	(f) Ministerial or non-ministerial	:	
2.	Appointing Authority	:	
3.	Duties of the post in detail	:	
4.	Describe briefly the method(s) adopted for filling the posts hitherto.	:	
5.	Method(s) of recruitment proposed.	:	
6.	If promotion is proposed as method of recruitment(s).	:	
	(a) Designation and number of the posts proposed to be included in the field of promotion.	:	
	(b) Number of years of qualifying service proposed to be fixed before persons in the field become eligible for promotion.	:	
	(c) Percentage of vacancies in the grade proposed to be filled by promotion.	:	
	(d) Reasons for proposing the percentage in (c) above.	:	
	(e) Have Recruitment Rules were framed for the posts proposed in the field of promotion? If framed in consultation with the Department of Personnel. Please quote Department of Personnel reference number.	:	
	(f) If recruitment rules were not framed for the posts in the field of promotion.	:	
	(i) Please indicate briefly the method of recruitment actually adopted for filling the posts. Please also state the percentage of vacancies filled by each of the method.	:	
	(ii) Please state briefly the educational qualifications possessed by the persons	:	

	in the field of promotion.		
	(g) (i) Is the promotion to be made on selection or non-selection basis? (ii) Reasons for the proposal in (i) above.	:	
	(h) If a D.P.C. exists, what is its composition.	:	
7.	If promotion is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	
8.	If direct recruitment is proposed as a method of recruitment please state, (a) The percentage of vacancies proposed to be filled by direct recruitment. (b) (i) Age for direct recruits. (ii) Is age relaxable for Government servants? (c) Educational and other qualifications required for direct recruits.	:	
	ESSENTIAL	:	
	DESIRABLE	:	
	(d) Has the post have been advertised by the Department in the past? If so, please quote Department's reference number.	:	
9.	If direct recruitment is not proposed as a method, please state why it is not considered desirable/ possible/ necessary.	:	
10.	(i) If promotion and direct recruitment are both proposed as method(s) of recruitment, will the Educational qualifications proposed for direct recruits apply in case of promotees?	:	
	(ii) If not, to what extent are the educational qualifications proposed to be relaxed in case of promotees.	:	
11.	(a) Is deputation/ transfer/ proposed as a method of recruitment? If so, please state the reasons for the proposal. Please state clearly whether deputation or transfer or both are proposed.	:	
	(b) The percentage of vacancies proposed to be filled up by this method.	:	
	(c) The period to which deputation will be	:	

	limited.		
	(d) The names of the posts or grades or service etc. from which deputation/ transfer is proposed.	:	
12.	If any of the methods proposed fails by what method, are such vacancies proposed to be filled.	:	
13.	Special circumstances, if any other than those covered by the rules, in which the Department of Personnel may be required to be consulted.	:	
14.	If these proposals are being sent in response to any reference from the Department of Personnel. Please quote reference number.	:	
15.	Name, address and telephone numbers of the Departments Representatives with whom these proposals may be discussed, if necessary, for clarification/ early decision.	:	

Date :

Place :

(.....)

Signature of the Officer
Sending the proposals

Telephone No.

1) Land Line

2) Mobile

N.B.:- Only in case where RRs are not notified.

ANNEXURE – VI**Proforma showing details of posts proposed to be created**

Name of the Department :

Sl. No.	Designation of the post	Pay Band/GP	No. of posts	Workload	Justification for creation of the post	Statutory requirement, if any.		How the work was being carried out as on date	Any other relevant point
						Posts entitled as per norms	Based on the workload		
1	2	3	4	5	6	7(a)	7(b)	8	9

Signature :-

Name :-

Designation :-

Date :-

ANNEXURE – VII**Proforma showing details of duties proposed to be assigned to the new posts.**

Name of the Department :

Sl. No.	Designation of the post	Duties proposed to be assigned		Remarks
		Qualifying	Quantifying	
1	2	3(a)	3(b)	4

Signature of HOD

Name:

Designation

Date:

FORMAT –II**PROFORMA FOR MAKING PROPOSALS FOR REVIVAL OF LAPSED POSTS VIZ. THE POSTS WHICH REMAINED VACANT FOR MORE THAN TWO YEARS AND ABOVE**

1.	Name of the Department	:	
2.	(a)Sanctioned strength of the Department (categorywise) and vacancies in each category in the proforma attached. (ANNEXURE - I). (b)Structural Organisational Chart of the Department as per specimen attached (ANNEXURE - II). (c) Positional Organisational Chart of the Department as on date as per the ANNEXURE –III specimen attached.	:	
3.	A copy of notified Recruitment Rules may be attached as per ANNEXURE-IV. Present status of the filling up of the live vacant posts may be indicated.	:	
4.	Details of posts required to be revived specifying designation, number, pay band + GP, head quarters/Sub-Office (copies of the post creation orders to be enclosed) as per the Annexure V, specimen attached.	:	
5.	Since when (month & year) the necessity of the lapsed post is felt by the Department & why? These particulars should be given precisely for each category separately in the specimen attached Annexure - I).	:	
6.	In case of lapsed posts, details may be provided such as date of vacancy, reason of vacancy, how	:	

	the work is managed at present, why the post was not filled so far, in the specimen attached (Annexure – I).	:	
7.	When each of the vacancy has arisen?	:	
8.	Whether the process of filling has begun?	:	
9.	Deployment of existing posts/ proposed posts.	:	
10.	In case of Drivers, the number of roadworthy vehicles to be mentioned.	:	
11.	Duties (qualifying and quantifying the work exactly as possible) proposed to be assigned to the revived posts as per the specimen attached. (Annexure - VI)	:	
12.	(a) In case the proposal has already been rejected earlier, the reasons justifying a second reference. (b) Whether any report of the A.R.D. or erstwhile Internal Work Study Unit is pending for compliance and if so, why?	:	
13.	Any other information considered relevant or useful for purposes of appreciating the proposal.	:	
14.	Reference to the demand number and page of the Budget document in which the proposed posts are provided for (Plan/Non-Plan).	:	
15.	If there is no provision for these posts in the Budget, details of savings under the Budget grant as follows:-	:	
	(a) Total annual cost of the posts proposed to be revived.	:	
	(b) Total of savings available in the relevant Budget Head (after deducting the marked savings for meeting expenditure on the fresh proposal of the Department if any, already submitted).	:	This information may be given post-wise in a tabular form.
	(c) Page number of the Budget and the Unit of appropriation where saving are located.	:	
	(d) On what account or for what reasons savings have occurred. (to be specified).	:	
16.	Whether the posts proposed for revival are under Centrally Sponsored Scheme then provide details, like date of implementation of Scheme, present status of the Scheme and tenure of the Scheme.	:	

Signature of the H.O.D.

Name :

Designation :

Telephone No.:

Date :

NOTE :-

- i) Proposal should be submitted to the Administrative Reforms Department, Secretariat, Porvorim (in duplicate) with Administrative approval.
- ii) All enclosures should be authenticated as to their correctness by a Responsible Officer.
- iii) Name of the Officer who may be contacted for eliciting more information should be given with his telephone number.
- iv) Administrative Department/Ex-Officio Addl./Joint Secretary/Under Secretary should scrutinize the proposal and submit proposal complete in all respects for facilitating early disposal by A.R.D.
- v) Incomplete proposals will not be entertained by A.R.D.
- vi) Positional Organisational Chart alongwith Structural Organisational Chart in the attached Annexures to be correctly indicated.
- vi) Contact/Telephone Nos. of the Officer well conversant with the subject matter to be indicated.

N.B. Department/HODs should make available proposal in the hard copies as well as soft copies so as to enable this Department to download the same for future reference/record.

ANNEXURE-I
Proforma showing sanctioned strength of the Department and vacancies in each category
(while submitting proposal for revival of posts)

Name of the Department

Sl. No.	Designation of the post	Pay Scale/ pay Band - GP	Classification of the post	Sanctioned strength			No. of posts vacant		Date of vacancy post-also (if vacant)	Whether due to promotion	Whether due to supersession	Whether due to VRS under the scheme or otherwise	Reasons for not filling the posts within the prescribed time limit	Why the need is felt now/when at this juncton (Detailed justification)	Remarks
				Temporary	Permanent	Total	Live	Lapsed							
1	2	3	4	5	6	7	8	9	10(a)	10(b)	10(c)	10(d)	11	12	13

Signature of the H.O.D.:

Name:

Designation:

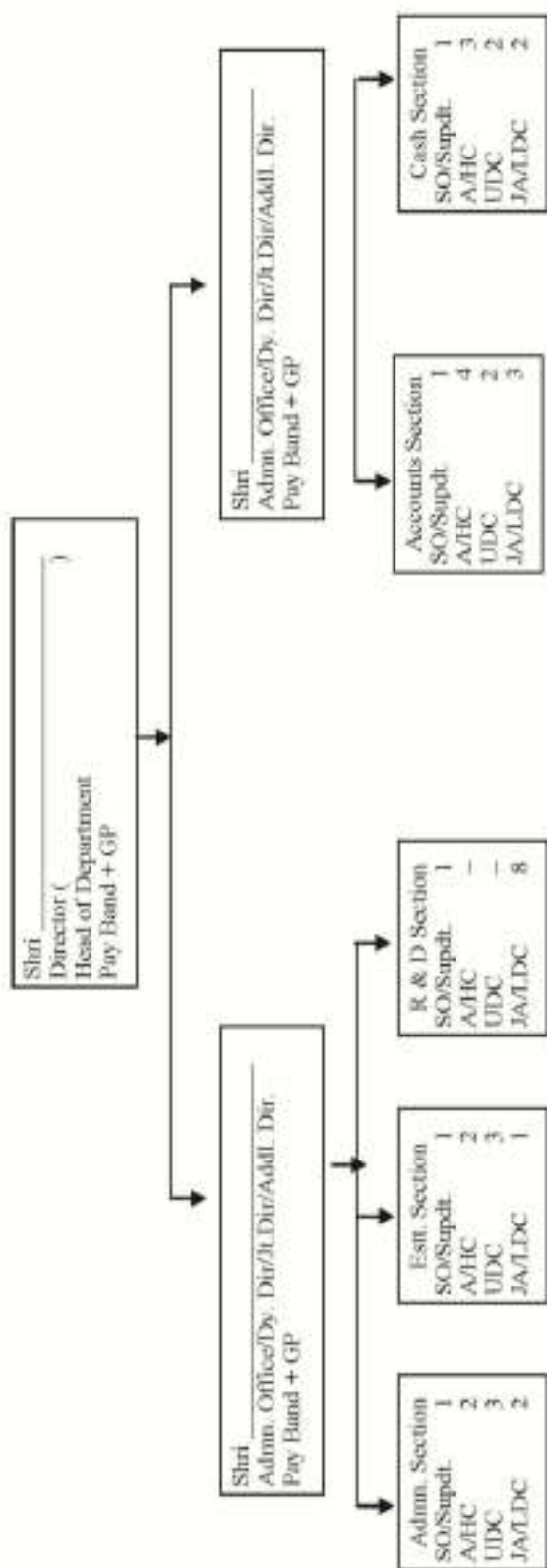
Date:

N.B.: (1) Copy of the Notification/Order wherein final sanctioned strength of the Department is reflected (to be enclosed for ready reference) while submitting proposals for revival of posts). (2) Copies of post creation orders to be enclosed. (3) Copies of continuation orders of temporary posts to be enclosed.

ANNEXURE-III

Positional Organisational Chart of the Office _____

In position as on date _____



1. This is only an illustration. The chart should cover all the Departments/Sections under the charge of the Heads of the Department.

2. The chart should clearly show the flow of work and span of control.

Signature of the H.O.D.:

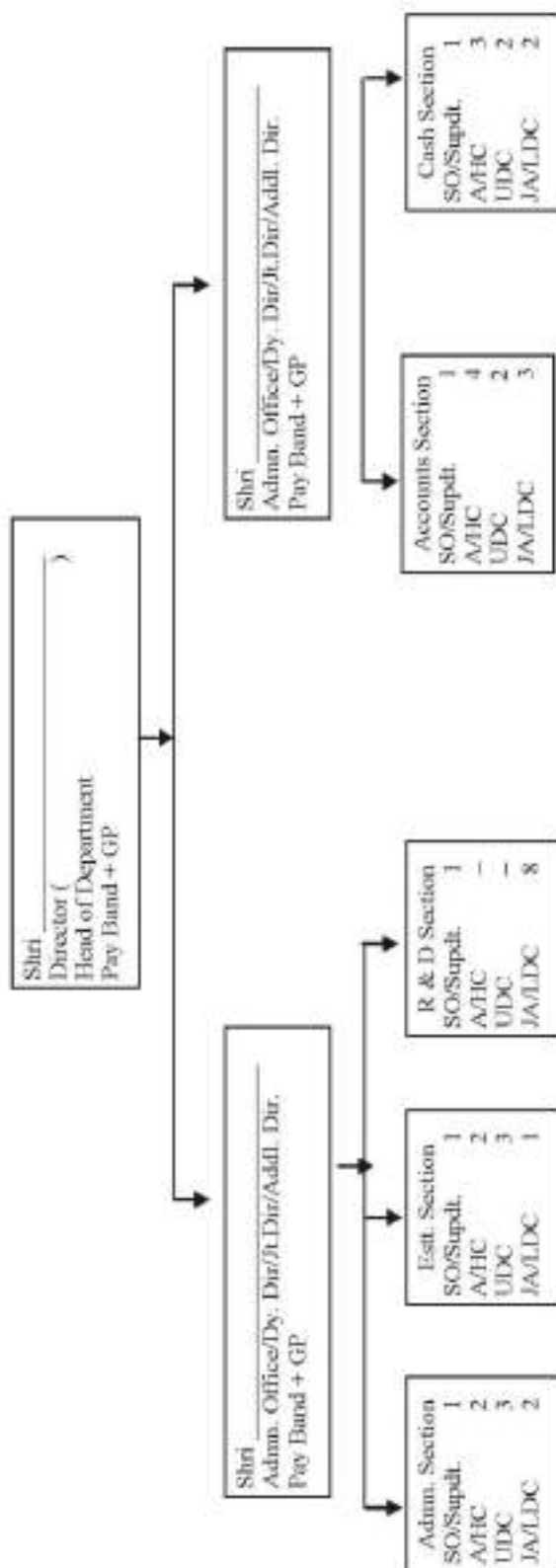
Name:

Designation:

Date:

ANNEXURE-III

Positional Organisational Chart of the Office _____
In position as on date _____



1. This is only an illustration. The chart should cover all the Departments/Sections under the charge of the Heads of the Department.
2. The chart should clearly show the flow of work and span of control.

Signature of the H.O.D. :

Name:

Designation:

Date:

ANNEXURE-IV
Existing Recruitment Rules (for Revival)

1) In case of existing RRs for the post, a copy of notified RRs is to be attached.

Name of the Post	No. of post	Classification	Scale of Pay/band and GP	Whether selection post or non-selection post	Age limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruit will apply in the case of promotes	Period of probation, if any	Method of recruitment whether by direct recruitment or by promotion or by disputation/transfer and percentage of the vacancies to be filled by various methods	In case of recruitment by promotion/ disputation/ transfer/ or grades from which promotion/transfer for disputation is to be made	If a P.P.C. exists what is its composition. Please give exact position	Circumstances in which Public Service Commission is to be consulted in recruitment
1	2	3	4	5	6	7	8	9	10	11	12	13
			Existing RRs									

Signature of the H.O.D. :

Name:

Designation:

Date:

ANNEXURE-V
Proforma showing details of posts proposed to be revived

Name of the Department

Sl. No.	Designation of the post	Pay Band/GP	No. of posts	Workload	Justification for revival of the post	Statutory requirement, if any for revival of posts included in Col. No. 4		How the work was being carried out as on date	In case the post has lapsed due to non-drawal of salary for more than two years against the said post, then the date from which the salary is not drawn
						Posts filled as per norms	Based on the workload		
1	2	3	4	5	6	7(a)	7(b)	8	9

Signature of the H.O.D.:

Name:

Designation:

Date:

ANNEXURE-VI

Proforma showing details of duties being carried out of the posts proposed for revival

Name of the Department

Sl. No.	Designation of the post		Duties being carried out of the posts proposed for revival		Remarks
	Designation	Name & Designation of the incumbent handling the duties at present	Qualifying	Qualifying	
1	2(a)	2(b)	3(a)	3(b)	4

Signature of the H.O.D.:

Name:

Designation:

Date:

Administrative Reforms Department

No. 3/6/2010-ARD

Dated:- 26/03/2010

CIRCULAR

It is needless to emphasize that due to rapid growth of Computer Technology, the communication from one Department to another has become easier and at a faster rate.

The State of Goa although is at the infant stage of computerization has already started marching towards the path of full-fledged computerization in pace with the other States by which all Government records are being computerized to improve efficiency, effectiveness, transparency and accountability. Therefore, initiating the proposal in the form of a soft copy besides hard copy has become the need of hour due to computerization which helps this Department to preserve the information for years together.

In spite of implementation of computerization in almost all the Departments, it has been observed that the proposals for creation /revival/ upgradation/redesignation/conversion of posts, etc. and other related information submitted by the Heads of Departments are still being received in the form of hard copies only as a result of which it becomes difficult to preserve the information/proposals in this Department for future reference/records. This defeats the very purpose of computerization/e-governance.

It is, therefore, enjoined upon all the Heads of the Departments/Organizations/Autonomous Bodies, etc. to ensure that the proposals/information for creation/revival/upgradation /redesignation /conversion of posts and other matters referred to this Department should be made available in the soft copies as well as in the hard copies also so as to enable this Department to download the same for future reference/record. Failure on the part of the concerned to provide the information as desired above will compel Administrative Reforms Department not to entertain such proposals in future.

The receipt of the above circular shall be acknowledged.

Sd/-

(V. M. Paranjape)

Joint Secretary (Admn. Reforms)

Administrative Reforms Department

No. 5/1/2007-ARD

Dated: 20/02/2007

CIRCULAR

1. It has been observed that most of the Departments/Offices are submitting the proposals pertaining creation /revival/upgradation/downgradation/redesignation of posts directly to the Cabinet without routing through ARD/FD for detail scrutiny. Such practice of bypassing the routine procedure and subsequently referring the proposals for ex-post facto concurrence of ARD/FD defeats the very purpose of the scrutiny/analysis required to be carried out at the Departmental level.
2. It is therefore enjoined upon all the Heads of Department/Offices to ensure that prior concurrence of ARD/FD may be obtained before placing the matter in the Cabinet.
3. The above instructions are to be complied with strictly and any deviation will be viewed seriously.

Sd/-

(Yetindra M. Maralkar)

Joint Secretary (A.R.D.)

Finance (Rev. & Cont.) Department

No. 8/1/2006-Fin(R&C)

Dated: 03/02/2006

OFFICE MEMORANDUM

The instructions for revival of lapsed posts contained in the aforesaid references have been reviewed by the Government and it has been decided by the Cabinet to authorize the Hon'ble Chief Minister to revive the posts which have lapsed or are deemed to be abolished in the last five years due to the inability of the Department to fill up vacancies in time and henceforth need not be put up to the Cabinet for revival under item 12 of the Schedule to Rule 9 and 10 of the Rules of Business of the Government of Goa, 1991.

2. The decision indicated above shall be implemented strictly by all Appointing Authority/Heads of Departments.

Sd/-
(**Shrikant M. Polle**)
Under Secretary (Fin - Exp)

Department of Admn. Reforms

No. 3/13/99-ARD

Dated:- 13/01/2000

OFFICE MEMORANDUM**Sub: Conversion of 90 % posts into permanent**

Finance Department vide their Office Memorandum No. 9/1/86-Fin(R&C) dated 5/8/1999 as instructed all the heads of department/secretaries to review the position of permanent and temporary posts in their respective departments and forward the proposals for conversion of temporary posts into permanent upto the extent of 90% through their administrative secretaries to the Administrative Reforms Department for approval and after obtaining necessary approval from the Administrative Reforms Department, it was instructed to issue necessary orders of conversion.

Since the task of examining the above proposal is assigned to Administrative Reforms Department, a prescribed proforma has been prepared by this department for submitting the above proposals for their scrutiny. After examining such proposals in detail, approval for 90% conversion of temporary posts into permanent ones will be considered based on the assessed strength of the respective department.

All the heads of departments are, therefore, requested to submit their proposals pertaining to conversion of 90% post into permanent ones in the enclosed prescribed proforma in duplicate. Proposals not submitted in the prescribed proforma will not be entertained.

Sd/-
S. V. Madkaikar
Under Secretary
Administrative Reforms

**PROFORMA FOR SUBMITTING THE PROPOSAL FOR CONVERSION OF
90% POSTS INTO PERMANENT**

1. Name of the Department
2. Functions of the Department (Technical as well as non technical including administrative functions may be given in detail separately)
3. Sanctioned & existing strength of the Department as on the date (This may be given designation-wise and category-wise). Similarly, categorywise number of posts lying vacant, since when it is lying vacant & reason for keeping the same vacant.
4. Number of posts already made permanent out of the sanctioned strength as on the date (Give designation- wise and categorywise).

5. Number of temporary posts in the Department out of the sanctioned strength as on the date (Give designation wise and categorywise).
6. Total number and kind of schemes implemented by the Department and which were/ are of permanent or temporary nature. (This may be clarified by giving details in brief of each scheme implemented and being implemented by the Deptt. including the number of posts sanctioned, existing and utilised by the Deptt. for each scheme)
7. Whether the assessment of the entire Department was carried out by A.R.D. If so, give category and designationwise number of posts finally assessed and declared surplus, if any, for the Deptt. may be given. (Copy of A.R.D. Report be enclosed).
8. Category and designationwise number of posts to be made permanent i.e. 90% of the finally assessed and sanctioned posts.
9. Any other details in support of the proposal.
10. Name, address and telephone numbers of the Officer to be contacted for detailed discussion and eliciting more information if required.

Date & Signature of the Head of Department
Telephone No.

Date:

Place:

- Note: 1) Proposal should be submitted to the Administrative Department in the secretariat, in duplicate
2) All enclosures should be authenticated as to their correctness by a responsible officer.

Finance (Rev. & Cont.)

No. 9/1/86-Fin(R&C)

Dated:- 05/08/1999

OFFICE MEMORANDUM

Sub: Conversion of 90 % posts into permanent

As per Government of India instructions 90% of temporary posts in permanent Departments may be converted into permanent if they have been in existence for a continuous period of not less than 3 years and if the Departments are satisfied that the temporary posts are required for work of a permanent nature. The conversion must be approved by Internal Financial Advisors. This Scheme, however, is not applicable to posts in temporary establishments such as Committees, Commissions, etc.

Since this State is following the Central Rules in services, matters, the above Government of India instructions are applicable to Goa Government.

All Heads of Departments should, therefore, review the position of permanent and temporary posts in their respective Departments forward proposals for conversion of temporary posts into permanent upto the extent of 90% through their Administrative Secretaries to the Administrative Reforms Department for their approval. On obtaining the necessary approval from Administrative Reforms Department, they may issue necessary orders of conversion.

Besides having substantial strength of permanent posts in establishments the implementation of the Scheme will obviate the exercise of continuation of temporary posts on a year-to-year basis as a result of which much of the unproductive labour would be ridden off.

This issues in supersession of this Office Memorandum No. 9/1/91-Fin(R&C) dated 25-03-1991.

Sd/-
(A.S.Aras)
Under Secretary (Fin R&C)

Finance (Rev. & Control)

No. 9-2-88-Fin(R&C)

Dated:- 13/11/1997

OFFICE MEMORANDUM**Sub: 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 16.04.1996.

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)

Administrative Reforms Department

No. 3/19/92-ARD

Dated: 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's 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 of the 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)

Personnel & AR

No. 3/101/96-ARD

Dated:- 24/01/1996

CIRCULAR**Sub: Revival of Posts**

It is observed that many offices/departments are approaching the Department of Administrative Reforms for revival of posts in their departments. It is now decided that all the posts lying vacant for a period of upto 3 years, should be referred to the Finance Department by the Administrative Department in the Secretariat without referring the matter to the Department of Administrative Reforms by giving proper justification for revival of the posts.

All the posts which remain vacant for more than three years will stand abolished and as such, fresh proposals will have to be submitted to Department of Administrative Reforms for scrutiny.

All the Heads of Departments/Offices are, therefore, instructed to follow the above instructions with immediate effect.

Sd/-
(S.S. Keshkamat)
Joint Secretary (Adm. Reforms)

Finance (R&C) Department

No. 9-2-88-Fin(R&C)

Dated: 03/10/1988

OFFICE MEMORANDUM

In spite of issuing orders regarding total ban on creation of posts under the O.M. of even number dated 21-7-88, it has been observed that the proposals for creation of posts and filling up of vacant posts which have lapsed long ago continue to be received unabated. The Government has, therefore, taken the following decisions which shall be implemented strictly and forthwith:-

1. All temporary posts which have lapsed as on 30-05-87 (conferment of Statehood on Goa) and which have not been revived and filled up as on date, shall be treated as abolished. Vacant permanent posts shall be retained only for the purpose of keeping lien of the Government servants and shall not be filled up at any time.

The posts created after 30-05-87 and remaining vacant now shall be filled up only with the specific approval of the Finance Department.

2. All departments should review the posts created for implementation of plan schemes. After implementation of the plan schemes for which they have been created, only the posts required for the maintenance of the infrastructure created should be retained. The rest of the posts should be redeployed for implementation of new plan schemes that may be sanctioned.
3. Posts approved for implementation for a plan scheme by the Planning Commission may be created only if they are considered essential at the time when the scheme is actually implemented. Approval of the posts by the Planning Commission does not amount to the approval of this Government and the latter's approval should be obtained specifically for creation of posts proposed under a Plan Scheme and approved by the Planning Commission.
4. The Department of Administrative Reforms shall discontinue the practice of examining the proposal for creation of posts in piece meal. All assessments should show the entire position of the department.
5. All posts recommended by the Department of Administrative Reforms/ the Internal Work Study Unit Committee and approved by the Finance Department more than a year ago should be created only after a fresh re-assessment is carried out by the Department of Administrative Reforms and the Internal Work Study Unit Committee. In case the Internal Work Study Committee recommends more posts than assessed by the A.R.D. , it should clearly state in its minutes the grounds on which it differs from the recommendations of the Department of Administrative Reforms.

Sd/-
(K.M. Nambiar)
Under Secretary (Fin.Exp.)

Finance (Rev. & Cont.) Department

No.9-2-88-Fin (R&C)

Dated: 21st July, 1988.**OFFICE MEMORANDUM**

It has been observed that after the grant of Statehood to Goa, a large number of proposals for creation of posts are being received. The departments indicate the salary and allowances of the staff to be appointed as the only financial implications on creating the posts. On the other hand there are many other aspects which are to be taken into consideration for financial implication such as pension, gratuity, medical benefits, housing, office accommodation etc.

In view of the above, keeping in view the long term financial burden on creation of posts, the Government has decided that:-

- i) The existing ban on creation of non-plan posts will continue. In the cases where creation of posts is absolutely unavoidable, approval of the Cabinet shall be taken.
- ii) Creation of posts in the plan sector shall be allowed in exceptional circumstances only. For this purpose department shall indicate matching savings in that sector under salary and allowances. Savings shall be in relation to not only pay and allowances, but the total implications as indicated in para 1 above.
- iii) When a decision is taken to create plan posts, it would be necessary to identify surplus staff if the department where certain schemes have been given up and the creation can only be against the surplus staff so identified.

Ultimately the objective should be to increase the productivity of the existing employees through strict enforcement of discipline, regular hours of work, punctuality etc. , and this should come from within the organisation itself, All concerned may therefore, review this matter in detail so that avoidable posts are not needlessly created.

For ready reference a chart on financial implication of creation of posts is attached.

Sd/-

(**K. M. Nambiar**)

Under Secretary (Finance Exp)

SALARY				HOUSING			OFFICE ACCOMMODATION						MISCELLANEOUS		
Sl. No.	Basic pay range	Avg. Salary Per month	Total salary considering 30 yrs. of avg. service	P.A. entitled sqm.	Cost of constn. i/c land P.A. rate/m2	Total cost of constn	Area entitled	Area for stores 7.5%	Total office area	Cost per P.A. basis	Total cost for constn	Furniture procurement.	PENSION for 15 yrs. (avg.)	Gratuity	Total Financial Implication (col.4+7+12+13+14+15)
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Rs.750-949/-	1035 (basic 898/-)	3.73 lakhs	34	Rs. 3000/-	1.02	3.72	0.27	3.99	3000/-	0.12	Nil	1.00	0.32	6.19
2.	Rs.950-1499/-	1320/- (basic 1150)	4.75 lakhs	45	Rs. 3000/-	1.35	3.72	0.27	3.99	3000/-	0.12	0.03	1.19	0.40	7.84
3.	Rs.1500-2799/-	2280/- (basic 2000)	8.21 lakhs	55	Rs. 3000/-	1.65	3.72	0.27	3.99	3000/-	0.12	0.03	2.05	0.68	12.74
4.	Rs.2800-3599/-	3636 (basic 3200)	13.09 lakhs	84	Rs. 3000/-	2.52	5.57	0.41	5.98	3000/-	0.18	0.06	3.28	1.00	20.13
5.	Rs.3600-4499/-	4540/- (basic 4000/-)	16.35 lakhs	140	Rs. 3000/-	4.20	13.40	1.00	14.40	3000/-	0.44	0.10	4.09	1.00	26.18
6.	Rs.4500-6699/-	6350/- (basic 5600/-)	22.86 lakhs	193	Rs. 3000/-	5.80	18.60	1.39	19.99	3000/-	0.60	0.14	5.72	1.00	36.12
7.	Rs.6700-7299/-	7930/- (basic 7000/-)	28.55 lakhs	193 20 Off 213 Res. Sqm.	Rs. 3000/-	6.39	18.60	1.39	19.99	3000/-	0.60	0.40	7.14	1.00	44.08
8	Rs.7300 and above	8000/- (basic 8000/- fixed)	30.00 lakhs	213	Rs. 3000/-	6.39	18.60	1.39	19.99	3000/-	0.60	0.40	7.20	1.00	45.50

**Internal Inspection/Audit
and other related matters**

PERSONNEL DEPARTMENT

Department of Finance (Budget)

No. 1/2/2018/Fin(BUD)/MISC/42

Dated:- 24/11/2020

CIRCULAR

It has been noticed that certain Departments/Corporations/Autonomous Bodies have parked their monies in various Banks in Current Accounts. This has led to the loss of interest component on the amounts parked in such accounts.

In view of above, it has been now decided that all the Head of the Departments/Corporations/Autonomous Bodies, shall review all such accounts and immediately take steps to convert these current accounts into interest bearing accounts, in order to avail the interest component.

The action taken report shall be furnished to this Department within a month of issue to this Circular.

This is for strict compliance and is issued with the approval of the Hon'ble Chief Minister/Finance Minister.

Sd/-

(Pranab G. Bhat)

Under Secretary (Fin. Bud-I)

Department of Finance (Audit)

No. 1-32-2013-Fin (Audit)

Dated:-16-05-2019.

- Read: (i) Circular No. 1-32-2013-Fin (Audit) dated 17-12-2013
(ii) Circular No. 1-32-2013-Fin (Audit) dated 21-07-2015
(iii) Circular No.1-32-2013-Fin (Audit) dated 31-12-2015

CIRCULAR

Sub: Monthly lists of all contracts above Rs.5 lakh entered into by Civil Departments.

Vide this Departments Circulars of even number dated 17-12-2013, 21-07-2015 and 31-12-2015 (read above), it was instructed, that as per the guidelines of the Accountant General of Goa, all the Government Departments/Offices/Corporations are required to send monthly lists of all contracts entered in to by them, besides copies of all contracts and agreements for purchases of the value of Rs. 5 lakh and above, including all rate and running contracts of all important and unusual contracts, to their Office.

It has been brought to the attention of the Government, that most of the Departments are not furnishing the monthly list of all contracts to the Office of the Accountant General, which hampers the audit of payments made against these contracts.

It is, therefore, enjoined upon all Heads of Departments/Corporations to furnish the requisite information/documents on quarterly basis, as per the proforma given below and such report should be sent directly to the Office of the **Principal Accountant General, Goa, Audit Bhavan, Alto Porvorim under intimation of this Department.**

PROFORMA

Item No.	Reference to sanction	Amount in Rs.	Name of contractor	Name of work/nature of supply	Substance of sanction (quantities, rates, other necessary conditions, etc.)	Stipulated date of completion of contract
1.	2.	3.	4.	5.	6.	7.

Sd/-

(A. S. Mahatme)

Under Secretary Finance (Audit)

Department of Finance (Audit)

No. 1-4-2018/Fin (Audit)HOD/170

Dated:-27-08-2018.

CIRCULAR

The following Reports prepared by the Comptroller and Auditor General (CAG) of India, viz.

- (i) Report of the Comptroller and Auditor General of India, of the Government of Goa for the year ended 31st March, 2017 (Report No. 1 of the year 2018.)
- (ii) Report of the Comptroller and Auditor General of India, on State Finances, of the Government of Goa for the year ended 31st March, 2017 (Report No. 2 of the year 2018.) were placed before the Goa Legislative Assembly on 3rd August, 2018 and thus, the Reports automatically stand transferred to the Public Accounts Committee (PAC)/Committee on Public Undertakings (COPU).

2. Secretaries to the Government and all Budget Controlling Authorities may examine the Audit comments and observations relating to their Departments/Offices. The replies to Audit comments/observations should be prepared and set to the Goa Legislature Secretariat as (COPU) per the format appended, duly vetted by the Administrative Department/Administrative Secretary. Before forwarding the replies to Goa Legislature Secretariat prior approval of Finance of Finance (Audit) Department shall be obtained.

3. All Budget Controlling Authorities should, therefore, ensure that the Action Taken Notes must be submitted to the Finance (Audit) Department for vetting, after obtaining the approval of the Administrative Department/Administrative Secretary concerned. The covering letter should mention that ATR is seen and approved by the Administrative Secretary concerned.

4. In accordance with the internal working rules of Public Accounts Committee (PAC), Action taken Notes on the CAG Reports, duly vetted should be furnished to the Public Accounts Committee **within three months of its laying in the House of the Legislative Assembly.**

One set of publications is enclosed for perusal of Secretaries to Government.

5. All the Budget Controlling Authorities are requested to depute a Special messenger to the Finance (Audit) Department for collection of the copies of publication within a week from the date of issue of this Circular without fail.

Sd/-

(A. S. Mahatme)

Under Secretary Finance(Audit)

APPENDIX**FORMAT OF ACTION TAKEN NOTE**

- I. (a) Ministry/Department :
- (b) Subject/title of the review/paragraph :
- (c) Para No. :
- (d) Report No. And Year :
- II. (a) Data of receipt of the draft
Paragraph/review in the Ministry :
- (b) Date of Ministry's reply :
- III. Gist of paragraph/review :
- IV. (a) Does the Ministry/Department agree
with the facts and figures included in
the paragraph? :
- (b) If not, please indicate the areas of
disagreement and also attach
documents in support. :

- V. (A) Main Audit conclusions :
- (i) Deficiency in the existing systems including system of internal control :
 - (ii) Failure to follow the systems and Procedure :
 - (iii) Failure of individuals :
 - (iv) Amount of loss/short Assessment/ /short levy :
 - (v) Any other conclusions :
- (B) Does the Ministry/Department agree with the Audit conclusions? If not, Please indicate specific area of disagreements, reasons for disagreement and also attach copies of relevant documents where necessary. :
- VI. Remedial action taken :
- (i) Improvement in system and Procedures including internal controls :
 - (ii) Recovery of overpayment pointed out by Audit :
 - (iii) Recovery of under assessment, short levy or other dues :
 - (iv) Write of amount of losses/wasteful expenditure/irrecoverable amount :
 - (v) Review of similar cases/complete Scheme/project in the light of findings of/sample check by audit :
 - (vi) Modifications in the scheme including financing pattern :
 - (vii) Any other remedial action taken :
- VII. Any other information/remarks the Ministry/Department would like to provide :

Signature of the Budget Controlling Authority

Signature of the Administrative Secretary

Department Finance (Audit)

No.1-4-2018/Fin (Audit)/C/171

Dated:- 27-08-2018.

CIRCULAR

The following report prepared by the Comptroller and Auditor General (CAG) of India, viz.—

- (i) Report of the Comptroller and Auditor General of India, of the Government of Goa for the year ended 31st March, 2017 (Report No.1 of the year 2018).
- (ii) Report of the Comptroller and Auditor General of India, on State Finances, of the Government of Goa for the year ended 31st March, 2017 (Report No. 2 of the year 2018), were placed before the Goa Legislative Assembly on 3rd August, 2018 and thus, the reports automatically stand transferred to the Public Accounts Committee (PAC)/Committee on Public Undertakings (COPU).

2. All Corporations may examine the Audit Comments and observations relating to their respective corporations and the Action Taken Notes may be submitted to Finance (Audit) Department through their Administrative Department/Administrative Secretary concerned for vetting, in the enclosed format. Thereafter, five sets of Action Taken Notes may be sent to the Office of the Accountant General Goa, Audit Bhavan for further action as mentioned.

3. On receipt of the Action Taken Notes duly approved/vetted by the Office of the Accountant General of Goa, Porvorim, 30 copies of the Action Taken Notes may be sent to the Public Accounts Committee (PAC)/COPU, Goa Legislature Secretariat, Assembly Complex, Porvorim-Goa, with a copy endorsed to the Finance (Audit) Department.

4. This may be treated as most immediate.

Sd/-
A.S. Mahatme
Under Secretary Finance (Audit)

CAG Report for the year 2016-17 Chapter III-Public Sector Undertakings and Government Commercial and Trading Activities

Para No.

Name of Corporation:

Sr. No.	Year of the Audit Report	Para No. of Audit Report	Page No. of the Audit Report	Detailed paragraph printed in the Audit Report	Explanation of the PSU and report of the Action Taken (if any)	Remarks of the Government on the explanation of the PSU
1	2	3	4	5	6	7

Signature of the Competent Authority of the PSU concerned

Signature of the Head of the Administrative Department

Signature of the Administrative Secretary

Department Finance (Expenditure)

No.12-1-97/Fin.(Exp.)

Dated:- 13th August, 2018.

Read: Circular No. 12-1-97/Fin. (Exp.) dated 25/07/2012 regarding drawal of funds on A. C. Bills

ADDENDUM

Appendix-1 appended to the Circular dated 25-07-2012 read above, contains the list of items of contingent expenditure, which may be drawn on Abstract Contingent (A.C.) Bills, by specific Departments/Offices.

2. In order to facilitate operational efficiency in Police Department, the following additional items shall be inserted after serial No.(4) in clause (B) (a) (1) (Police Department) contained in Appendix-1, namely:-

- “5) Procurement of kits/materials required for investigation in cases relating to sexual offences.
- 6) Purchase of FTA Cards required for DNA Sampling.
- 7) Fees for DNA Testing and Examination fees of viscera of deceased persons.
- 8) Examination fees for specimen signature in fraud cases.
- 9) Purchase of fuel for the vehicles of Highway Patrolling and during law & order bandobast.”

Sd/-
(Sushma D. Kamat)
Under Secretary (Fin-Exp)

Department Finance (Audit)

No. 1/17/2009/Fin (Audit)-Part-1/205

Dated: 31-10-2017

Read: Circular No. 1-1-2017/Fin (Audit)/C/149 dated 14-08-2017.

OFFICE MEMORANDUM

It has been brought to the attention of the Government that many a Public Sector Enterprises (PSE)/Corporations/Autonomous Bodies, have not finalized their yearly accounts, for more than 05 years, thereby inviting adverse observations by the Legislative Committee on Public Undertakings (COPU).

2. Further, attention is invited to this Department's Circular of even number dated 14-08-2017 (read above), whereby each PSE/Corporation/Autonomous Bodies, were instructed to examine the Audit Comments contained in the Report of the Comptroller and Auditor General of India (CAG) for the year ending 31-03-2016 and to submit the duly vetted Action Taken Notes on these comments to the Legislature Secretariat, after obtaining the approval of the Administrative Department and Administrative Secretary concerned. Such, instructions have been issued regularly, upon placing the CAG Reports before the Legislative Assembly each year.

In spite of these instructions, the COPU has observed that many PSE/Corporations/Autonomous Bodies and their Administrative Departments, have not submitted Action Taken Notes on the Audit Comments contained in earlier CAG reports (since last more than 05 years). Such non-submission of the Action Taken Notes, for the previous years, has also been adversely viewed by the COPU.

3. Non-submission of Action Taken Notes as well as non-finalization of the financial accounts of such PSE/Corporation/Autonomous Bodies largely affects the functioning of an important Legislative Committee.

4. Government has taken serious note of these lapses on part of such PSE/Corporation/Autonomous Bodies and has instructed that.

(i) All PSE/Corporation/Autonomous Bodies, shall necessarily finalise their Accounts (Atleast upto the Financial Year 2015-16) by end of December 2017; failing which the responsibility shall be fixed upon the CEO/MD of the Organization concerned and they shall be liable of disciplinary action.

The Head of Department (HoD) of the Administrative Department concerned which looks after the affairs of the PSE/Corporation/Autonomous Bodies, shall ensure that they finalise the yearly accounts before end of December 2017.

(ii) All PSE/Corporation/Autonomous Bodies, shall necessarily finalise and submit the Action Taken Notes on the Audit Comments contained in various CAG reports (upto 2015-16) to the Legislature Secretariat by end of December 2017, as per the extant guidelines issued in this regard.

The Administrative Secretaries concerned are required to ensure that these Action Taken Notes duly vetted, are submitted by the PSE/Corporation/Autonomous Bodies concerned to the Legislature Secretariat, by 31-12-2017 and thereafter submit a report of compliance, confirming that Action Taken Notes on all Audit Comments contained in CAG reports upto the year 2015-16 have been submitted to the Legislature Secretariat.

(iii) Failure on the part of the PSE/Corporation/Autonomous Bodies concerned, to comply with the instruction at Para (4)(ii), above may also result in stopping of further grants to the Bodies concerned unless a proper plan of action for completing the pendency is submitted by end of December, 2017.

(iv) All PSE/Corporation/Autonomous Bodies are required to submit a plan of action to comply with the aforesaid directives, duly approved by the HoD and Administrative Secretary concerned by 15-11-2017 to the Finance Audit) Department and ensure that the plan of action is followed scrupulously according to the timelines as above.

Sd/-
(Daulat A. Hawaldar, IAS)
Finance Secretary

Department of Accounts

No. DA/Control/7-9(viii)/2017-18/TR-241/150

Date:-17 August, 2017

CIRCULAR**Subject:- Use of GAR forms for submission of bills.**

Attention of all Heads of Departments/Drawing & Disbursing Officers is drawn to the "Government of Goa (Receipts & Payments) Rules, 1997" which came into force w.e.f. 1st August 1998. With the introduction of the above Rules, the Central Treasury Rules (CTR), which were in force, had been dispensed with along with all the forms prescribed there under.

The prescribed forms for the preparation of bills relating to various classes of claims such as pay and allowances of Government servants, contingencies etc. and the procedure to be observed in the presentation of such claims are specified in the "Government of Goa (Receipts & Payments) Rules, 1997". The various forms to be used to prefer the claims are given in the Volume II of the Rules.

The Office of the Accountant General (Goa), Porvorim, in their Audit memos have observed the lapses committed by various offices, by not submitting the bills in the prescribed forms as per "**Government of Goa (Receipts & Payments) Rules, 1997**".

All Heads of Departments are therefore requested to ensure that all the bills presented to this office are in the prescribed forms. Any bill which is not found to be in the prescribed form will be returned out right. Contents of this Circular may be brought to the notice of all the Head's of Offices/DDO's under your control for strict compliance. Copy of this circular is available on this Directorate website www.accountsgoa.nic.in for download.

Sd/-

(P. R. Pereira)

Director of Accounts

Department Finance (Audit)

No. 1-1-2017/Fin (Audit)/C/149

Dated:- 14-08-2017

CIRCULAR

The following Reports prepared by the Comptroller and Auditor General (CAG) of India, viz.-

- (i) Report of the Comptroller and Auditor General of India of the Government of Goa for the year ended 31st March, 2016.
- (ii) Report the Comptroller and Auditor General of India on State Finances of the Government of Goa for the year ended 31st March, 2016.

were placed before the Goa Legislative Assembly on 7th August, 2017 and thus, the reports automatically stand transferred to the Public Accounts Committee (PAC)/Committee on Public Undertakings (COPU).

2. All the Corporations may examine the Audit comments and observations relating to their respective Corporations and the Action Taken Notes may be submitted to Finance (Audit) Department through their administrative Department/Administrative Secretary concerned for vetting, in the enclosed format. Thereafter, five sets of Action Taken Notes may be sent to the Office of the Accountant General Goa, Audit Bhavan for further action as mentioned.

3. On receipt of the Action Notes duly approved/vetted by the Office of the Accountant General of Goa, Porvorim, 30 copies of the Action Taken Notes may be sent to the Public Accounts Committee (PAC)/COPU, Goa Legislature Secretariat, Assembly Complex, Porvorim-Goa, with a copy endorsed to the Finance (Audit) Department.

4. **This may be treated as MOST IMMEDIATE**

Sd/-

(Michael M. D'Souza)

Additional Secretary (Finance)

**CAG Report for the year 2015-16 Chapter III- Public Sector Undertakings and Government
Commercial and Trading Activities.**

Para No.

Name of Corporation:

Name of Corporation:

Sr. No.	Year of the Audit Report	Para No. of Audit Report	Page No. of the Audit Report	Detailed paragraph printed in the Audit Report	Explanation of the PSU and report of the Action Taken (if any)	Remarks of the Government on the explanation of the PSU
1	2	3	4	5	6	7

Signature of the Competent Authority of the PSU concerned

Signature of the Head of the Administrative Department

Signature of the Administrative Secretary

Department Finance (Audit)

No. 1-32-2013-Fin (Audit)

Dated:- 31-12-2015.

CIRCULAR

Sub: Payments made by Departments under contracts/agreements

In continuation to this Departments circular of even No. dated 17-12-2013. Accountant General of Goa vide letter No. AG/Goa/FAW/Contracts/2015-16/315 dated 15-12-2015 has informed that all the Government Departments/Offices/Corporations are required to send the payments already made in respect of contracts/agreements entered into by the departments.

It is hereby once again requested to immediately furnish the following details for audit scrutiny. Besides aforesaid information/documents and in order to facilitate audit of payments against these contracts, relevant details in the following Proforma are also required to be send to audit.

PROFORMA

Item No.	Details of Payments made during 2013-14, 2014-15 and to date		Name of contract/agreement	No. and date of sanction	Whether rates/prices have been revised under contract	Reason for revision of rates/prices	Remarks if any
	No. and date of voucher	Amount paid					
1	2	3	4	5	6	7	8

It is, therefore, enjoined upon all Heads of Departments/Corporations to furnish requisite information/documents as per proform given herein **above directly to the Office of the Accountant General Goa, Audit Bhavan, Alto Porvorim** under intimation of this department.

Sd/-

(Meena Priolkar)

Under Secretary Finance (Audit)

Department Finance (Audit)

No. 1-32-2013-Fin (Audit)

Dated:- 21-07-2015.

Ref:- Circular No. 1-32-2013-Fin (Audit) dated: 17-12-2013**CIRCULAR****Sub: Monthly lists of all contracts above Rs.5 lakhs entered into by Civil Departments.**

Attention kindly invited to this Department's Circular referred to above wherein it is requested to all Heads of Departments/Corporations to furnish requisite information/documents regularly on quarterly basis, as per proforma referred in the above Circular directly to the Office of the Accountant General Goa, Audit Bhavan, Alto Porvorim under intimation of this department.

It is therefore once again requested to furnish the above information /documents regularly on quarterly basis and also requested to furnish the list of all Civil Departments, in order to pursued the matter by the office of the Accountant General, Goa.

Sd/-

(Meena Priolkar)

Under Secretary Finance (Audit)

Finance (Audit) Department

No. 1-32-2013-Fin (Audit)

Dated:- 17-12-2013.

CIRCULAR**Sub: Monthly lists of all contracts above Rs. 5 lakh entered into by Civil Departments.**

Accountant General of Goa vide letter No. AG/Goa/CASS/Contracts/2013-14/168 dated 28-11-2013 has informed that all the Government Departments/Offices/Corporations are required to send monthly lists of all contracts entered into by them besides copies of all Contracts and agreements for purchases of the value of Rs. 5 lakh and above, all rate and running contracts of all important and unusual contracts, to their office.

Besides aforesaid information/documents and in order to facilitate audit of payments against these contracts, relevant details in the following proforma are also required to be send to audit.

PROFORMA

Item No.	Reference to Sanction	Amount in Rs.	Name of the Contractor	Name of Work/Nature of Supply	Substance of Sanction (Quantities, rates and other necessary conditions etc.)	Stipulated date of completion of contract
1	2	3	4	5	6	7

It is, therefore, enjoined upon all Heads of Departments/Corporations to furnish requisite information/documents on quarterly basis, as per proforma given herein above. Such report should be sent for quarter ending December 2013 directly to the Office of the Accountant General Goa, Audit Bhavan, Alto Porvorim under intimation of the department.

Sd/-

(Ajit S. Pawaskar)

Under Secretary Finance (Audit)

Department Finance (Audit)

No. 1-17-2013-Fin (Audit)

Dated:- 26-09-2013.

CIRCULAR

Accountant General of Goa has brought to the notice of Government that as per provisions in Section 14 of the Comptroller and Auditor General of India's (Duties, Powers and Condition of Services) Act 1971, Comptroller and Auditor General is responsible for audit of all receipts and expenditure of those bodies which are substantially financed by grants or loans from consolidated fund of the state and to report on audit of receipt and expenditure of such bodies.

In order to identify such bodies/authorities which are substantially financed by way of grants or loan from the consolidated fund from the Goa State, the office of the Accountant General, Goa is in need of information about grants/loans sanctioned to various bodies and authorities (including grants from International agencies) in excess of Rs. 25 lakh during the financial year 2012-13.

It is enjoined upon all Heads of Departments to furnish information as per proforma given herein below, with **HARD and SOFT COPY** i.e. CD (the information should be in Excel format only) by return of post to enable us to furnish consolidated information to the office of the Accountant General, Goa within the stipulated dated i.e. 04-10-2013 positively by Special Messenger to Finance (Audit) Department.

PROFORMA

Sr. No.	Name of the Institution/Authority/Body	Letter No. and Date	GIA/Loan released in 2012-13 (Rs.---	Purpose
1	2	3	4	5

Sd/-
(Meena Priolkar)
Under Secretary Finance (Audit)

Department Finance (Audit)

No. 1-9-2011/Fin(Audit)3

Dated:- 04-07-2013

CIRCULAR**Sub: Timely submission of A/C. Bills**

Ref.: Finance Department Circular No. 12-1-97-Fin(Exp) dated 1st June, 1999

The Office of the Accountant General, Goa has observed that some Departments/Autonomous Bodies/Corporations are not furnishing their A.C. Bills on time thereby leading to huge amount of outstanding A. C. Bills.

2. In this context, attention is invited to Finance Department Circular No. 12-1-97-Fin (Exp) dated 1st June, 1999 (copy enclosed) wherein clear instruction pertaining to the settlement of A.C. bills are given. In view of the instructions already existing, it is enjoined upon all the Heads of the Departments/Corporation/Autonomous Bodies to kindly issue necessary instructions to all the concerned dealing hands for timely submission of the A. C. Bills, failing which will amount to fixing of responsibility on the concerned dealing hand, under the Goa Fiscal Responsibility and Budget Management Act.

3. This issues with the approval of Finance Secretary.

By order and in the name of the Governor of Goa

Sd/-
(Meena Priolkar)
Under Secretary Finance (Audit)

Department Finance
Department Finance (Expenditure)

No. 12-1-97/Fin. (Exp.)

Dated: 25-07-2012

CIRCULAR

Sub:- Drawal of Funds on A.C. Bills reg.

In supersession of all earlier instructions/guidelines/orders in this regard; Government has decided that the drawal of money on Abstract Contingent (A.C.) Bills shall be regulated and processed as follows:-

- (i) The Head of Department/Office shall be competent to draw funds on A. C. Bills on items of expenditure which he is competent to sanction under Goa Delegation, of Financial Powers Rules, 2008; subject to the items of expenditure listed in Appendix-1 appended to this Circular.
- (ii) In the event funds are needed to be drawn on A. C. Bill beyond the sanctioning powers/limits of the Authority drawing the Bill; prior sanction of the Competent Authority shall be obtained either through countersignature on the A.C. Bill itself or by formal sanction order.
- (iii) The A.C. Bill shall be settled by preferring a Detailed Countersigned Contingent (D.C.) Bill, within a period of three (03) months from the date of drawal of funds on A. C. Bill. In no case shall the A.C. Bill be kept pending for settlement for a period beyond three (03) months from the date of drawal of funds on A.C. Bill, failing which Directorate of Accounts, shall not admit for processing fresh A. C. Bills from the Department concerned.
- (iv) At any given point of time there shall be no more 03 A. C. Bills pending for settlement, failing which Directorate of Accounts shall not admit fresh A. C. Bills, for processing, from the Department concerned.
- (v) In the event the conditions at (iii) and (iv) above need to be relaxed, prior sanction of Finance (EXP.) Department shall be obtained.
- (vi) While submitting the proposals for drawal of funds on A.C. Bills to Finance Department, involving cases beyond the sanctioning powers of the Authority concerned drawing the Bill or in cases involving relaxation of the conditions at (iii) and (iv) above; the Department concerned shall submit in file, the statement of pending A. C. Bills with the Department and those submitted to the Directorate of Accounts for settlement; in the format prescribed in Appendix-II appended to this Circular. Proper justification for drawal of funds on A. C. Bills should be provided, so also proper reasons with justification for non settlement of pending A.C. Bills should be provided by the Department concerned.
- (vii) Every A. C. Bill should contain adequate details as to the nature of expenditure and the reasons explaining the need for drawal of funds on A.C. Bill. As far as possible money should be paid by means of PAO cheques or by e-payment facility to the beneficiaries concerned.

2. It is emphasized that moneys required for payment for various supplies/ services/ purchases/ stores etc. shall generally be drawn only on Fully Vouched Contingent Bills supported by pre-receipts and funds drawn on A. C. Bills shall be bare minimum required for the occasion/event. Provisions of General Financial Rules shall be observed for this purpose.

3. The Directorate of Accounts shall bring to the notice of Finance (Exp.) Department, every month, the details of A.C. Bills yet to be settled and those submitted to the Directorate of Accounts for settlement, separately for each Department.

Sd/-
(Sushama D. Kamat)
Under Secretary (Fin-Exp.)

APPENDIX-I**List of items of contingent expenditure, which may be drawn on A.C. bills.****A. APPLICABLE TO ALL DEPARTMENTS/OFFICES IN GENERAL**

1. Fuel, Oil, Petrol and spares for vehicles, other than these purchased through Government Garages.
2. Subscriptions, purchase of books (including textbooks), periodicals, journals, audiovisual and computer aids.
3. Payment towards cost of imported machinery/equipment including freight/insurance and duties.
4. Payment of freight, insurance where applicable, packing forwarding, taxes and duties, loading and unloading charges.
5. Cost of VPP parcels, service postage and licence for franking machine, demand notes/advances of telephone, gas, water, electricity connections.
6. Casual labour charges of non-recurring nature.
7. Service/maintenance contracts for computers and other equipment and machinery.
8. Clearance of documents received through Banks in respect of supplies of goods and materials
9. Payment of compensation to victims of natural calamities.
10. Expenditure in connection with official functions, days of National importance, exhibitions, trade fairs, tourism events and publicity in India and Abroad.
11. Payment towards purchase of court fees stamps, stamp papers,
12. Prizes to participants taking part in competitions organized by various Departments.
13. Expenditure on visits of Parliamentary Committees, National Commissions and State Legislature Committees.
14. Expenses of contingent nature relating to study tours, training programmes, Examinations, refresher courses, coaching camps, workshops, conferences, seminars, symposia, Committees and Commissions.
15. Payment of affiliation/inspection fees to other Government Agencies, Statutory Bodies, Institutes, Councils, Associations and Federations.
16. Purchase of vehicles.
17. Secret Service Expenditure.

B. APPLICABLE TO SPECIFIC DEPARTMENTS/OFFICES ONLY**a) Police Department**

- 1) Payment of remuneration to Home Guard volunteers including expenses towards honorarium, diet, pocket money and transportation.
- 2) Purchase of Arms and Ammunition.
- 3) Purchase of food and medicines for Dog Squad.
- 4) Purchase of medicines for Police medical dispensary.

b) Office of the Inspector General of Prisons

- 1) Diet charges and raw materials required for manufacturing operations in Jails.
- 2) Purchase of medicines for under trials/convicts of Jails.

c) Directorate of Health Services/Social Welfare/Women & Child Development/Goa Medical/College/Institute of Psychiatry & Human Behaviour/E.S.I.

- 1) Diet charges and clothing for inmates in hospitals, asylums, Bal Niketan, remand homes, anganwadis and such other Institutions subject to scales/limits laid down by competent authority.

- 2) Payment of rent to owners of aganwadis in urban and rural areas.
 - 3) Expenditure towards transportation of Juveniles, delinquent children, commercial sex workers, to their native places with escorts and to incur expenditure towards lodging, boarding and refreshment food etc.
- d) Goa Medical College/Directorate of Health/Agriculture/Animal Husbandary.**
- 1) Expenses on epidemic control and purchase of biological.
- e) Goa Medical College/Directorate of Health Services/Institute of Psychiatry & Human Behaviour/E.S.I.**
- 1) Payment of remuneration to volunteers towards incentives approved by Government for blood donations, family welfare and other purposes.
 - 2) Emergent purchase of life saving drugs, medical stores, equipment and apparatus.
- f) Directorate of Agriculture/Animal Husbandry/Fisheries**
- 1) Purchase of seeds, samplings, plants, prawn seeds, livestock, liquid nitrogen required by concerned Departments.
- g) Directorate of Art & Culture/Sports & Youth Affairs/Archives & Archaeology.**
- 1) Payment towards cost of art objects including paintings/crafts/statues/models/books/manuscripts/coins/stamps of historical importance etc.
 - 2) Expenses towards participation in camps, meets, tournaments and other sports, youth and cultural events at State, National or International levels.
- h) Government Printing Press**
- 1) Purchase of raw material for time bound jobs.
 - 2) Payment wages to inmates of other organizations for work of binding assigned.

APPENDIX-II**Statement of pending A.C. Bills**

Sr. No.	Date on which AC bill was drawn	Purpose for which AC bill was drawn (give full details)	Account drawn on AC bill	Reason for pending/non settlement of AC bill	Remarks if any

Signature of the
Head of Department

Directorate of Accounts**Govt. of Section**

No. DA/control/2-3/2011-12/TR-174/193

Dated:-10/08/2011.

CIRCULAR

This office is in the process of streamlining the procedure for budget allotment to the Drawing and Disbursing Officers in order to ensure that no expenditure is incurred by them in excess of the budget allotment. While in the process it has been also felt necessary to revise the procedure for budget allotment to the Audit Circles viz. North Goa and South Goa. As per the prevalent system in vogue the (BCA) Budget Controlling Authority allots the budget to their sub-officers/Drawing and Disbursing Officers/Heads of Offices. These allotment letters are endorsed to this Directorate for

allocation and confirmation of balances. The checks on budget control were being exercised separately at the audit circle level and the DDO wise allocation if any by the Budget Controlling Authorities was being ignored for the purpose of budgetary check exercised in this Directorate.

The entire exercise of allocation of funds would become online shortly. The N.I.C. Goa has developed software viz “e-DDO-Online Fund Allocation System” which is being test checked for select departments. As a first step towards implementation of the said system this Department has merged budget allocations between North Goa and South Goa Audit Circles with effect from 08-08-2011. Thus there would be no need for the budget controlling authorities to allocate budget to their offices attached to South Branch of this Directorate separately.

In order to ensure smooth switchover it has been decided to implement the “e-DDO-Online Fund Allocation System” in a phased manner. The following procedure will be observed in presentation of claims to this Directorate.

1. If the amount claimed is from another Drawing and Disbursing Officer such as in case of Honorarium paid for elections, census etc., they should quote the DDO Code as follows on GFR-8, Bill and sanction order:
 - (a) Their own DDO Code and
 - (b) DDO Code of the sanctioning authority.
2. In respect of bills/claims pertaining to Loans and Advances viz, HBA/MCA etc., they should quote the DDO Code of Directorate of Accounts i.e. Code No. 51 in addition to their own code.

The revised procedure comes into force with immediate effect. All the concerned are requested to bring the contents of this circular to the notice of DDO's/Heads of Offices under their control.

Sd/-
(P. S. Gude)
Director of Accounts

Department Finance(Audit)

No. 1-21-2011/Fin (Aud)

Dated:-18-07-2011

CIRCULAR

Sub: Instructions on Receipt Audit Objections.

The Office of the Accountant General Goa, while drawing attention to following Para 44 (6.13.2) of the 4th Report of the Administrative Reforms Commission (ARC) titled “Ethics in Governance”, which specifically spells out the manner in which the major irregularities pointed out by Audit are to be dealt with by concerned Departments, desired that all HODs/Corporations/Autonomous Bodies may kindly comply with the same:

“It should be prescribed that as soon as any major irregularity is detected or suspected by the audit team, it should be immediately taken note of by the Government. A suitable mechanism for this may be put in place. It shall be responsibility of the head of the office to enquire into such irregularity and initiate action. Each office should make an annual public statement regarding pending audit queries”.

Since the above recommendations made by ARC with relevant recommendations from Audit and Accounts, have been accepted by the Government of India, all Departments are requested to kindly make a note of the same for necessary compliance in future.

This issue with the approval of the Government.

By order and in the name of
the Governor of Goa
Sd/-
(Meena Priolkar)
Under Secretary Finance(Audit)

Department of Finance Department (Audit)

No. 1-14-2008/Fin(Aud)

Dated:-30-04-2008

CIRCULAR**Sub: Instructions on Receipt Audit Objections.**

The Office of the Accountant General Goa, has desired that all the Heads of Departments/Corporations/Autonomous Bodies should strictly adhere to the following procedure which not only outlines the steps to be followed at the various stages of audit objection but also suggest appropriate remedial action thereupon, schedule of replies, etc., as the same would facilitate the smooth functioning of not only all the Departments/PSU but would also protect the financial interest of the Government more effectively.

- 1) Full co-operation and assistance be extended to the Audit Party during the audit process by making available all such records requisitioned by the Audit Party, on top priority, and not to withhold the same on flimsy grounds, In case any particular record required by the Local Audit Party (LAP) is not readily available, the reason for the same should be communicated, in writing, to the LAP.
- 2) Replies to the Half Margin Memos issued by the LAP, must be furnished on priority basis within 3 days, after due verification by Higher Authorities, as the local audit is a time bound programme. Similarly, all the Half Margin Memos and replies thereto should be discussed between the Head of the Department/Head of Office and Local Audit Party on or before the last date of audit period.
- 3) After completion of the audit, the draft Local Audit Report is prepared and discussed with the Head of the Office by the Audit Party., Subsequently the same is vetted and a final Local Audit Report is forwarded to the Head of the Office and the concerned Administrative Secretary. However, replies to all the audit Para included in the Local Audit Report should be furnished by the Department within 30 days of the receipt of the same.
- 4) In cases where the Accountant General does not accept the views of the Department and finds that the irregularity is major in nature and hence conveys the same to the Department through a Statement of Facts (SOF), for likely inclusion in the Audit Report, the concerned Department should furnish their reply to this SOF within 15 days of the receipt of the same.
- 5) Further to the compliance of the SOF, if the same has not been found to be convincing by the Audit, the Para is proposed as Draft Para for inclusion in the Audit Report and is issued to the Secretary of the concerned Administrative Department and a reply to the same is required to be furnished within six weeks, and if the same is not further accepted by the Audit, then it will be included as Draft Para in the Audit Report along with the Department's contention and reasons for non-acceptance of the Departmental/Government reply.

Sd/-
(Surendra Naik)
Under Secretary Finance (Audit)

Department Finance(Audit)

No. 1-13-2007/Fin (Aud)

Dated:-25-09-2007

OFFICE MEMORANDUM**Sub: Internal Inspection and Store Certification**

- Ref.: 1) Memorandum No. 30-7-75 Fin (Bud) dated 5-11-1975**
2) Circular No. 30-7-75-Fin (Bud) dated 21-8-1996

As per the existing instructions issued by the Department vide above Memorandum/Circular, Directorate of Accounts is authorized to carry out the internal inspection of the DDOs in those offices where the Senior Accountants or Accounts Officers are not existing in the Departments. The follow-

up of corrective action on the Internal Inspection Reports issued by Directorate of Accounts should be taken by the Heads of Departments/Administrative Department concerned and Compliance Report need not be sent to the Directorate of Accounts as the verification of compliance is done by the inspection parties in the subsequent internal inspections. However, it is observed that suggestions made in the Inspection Reports are not complied by the Department concerned. It is also observed that wherever the post of Sr. Accounts Officers or Accounts Officers are existing, the duty of carrying out internal inspection lies entirely on them but the same is not being complied with.

Therefore, it is enjoined upon all Heads of Departments to maintain the proper records so also to take follow-up action on the Internal Inspection Reports by the DDOs/Heads of Offices and the Heads of Departments shall be held responsible if the defects/irregularities pointed out in the Inspection Reports are not set right.

Director of Accounts is also hereby directed to give a list of defaulting Departments along with common defects/irregularities observed so that the same could be reviewed at the level of Finance Secretary.

Memorandum dated 5-11-1975 and Circular dated 21-8-1996 are reproduced as enclosed.

Sd/-
(Surendra Naik)
Under Secretary Finance (Audit)

Department Finance (Expenditure)

No. 12-1-97-Fin (Exp)

Dated:-1st June, 1999

CIRCULAR

Sub:-Drawal of funds on A.C. Bill.

Reference:-Circular No. F.1/1-14/64 dated 23-4-1965

Whereas the drawal of moneys on A.C. Bill without prior concurrence of Finance Department was being regulated through a list of "countersigned contingencies" circulated under Government Circular referred to above.

And whereas, Government desires to streamline and improve the process of disposal of work at various Departmental levels.

Now, therefore, Government is pleased to order as below:-

- (a) The Head of Department/Office shall be competent to draw funds on A.C. bills on items of expenditure which he is competent to sanction under Goa Delegation of Financial Power Rules subject to the items of expenditure listed in the Appendix I.
- (b) In case funds are needed to be drawn on A.C. bill beyond the sanctioning powers of the authority drawing the bill, sanction of the competent authority shall be obtained either through countersignature on the A. C. Bill itself or by formal sanction.
- (c) If previous A.C. bills are outstanding over a month for want of D.C. bills, the concerned Secretary to Government shall countersign the second or subsequent A. C. Bill or convey formal sanction in token of having taken cognizance of the pending A.C. bills provided that previous sanction of Finance Department shall be obtained in case any A. C. Bill is pending for more than six months and more than 5 A.C. bills remain pending at a time for more than a month.
- (d) Every A.C. bill shall contain adequate details as to the nature of expenditure. As far as possible money may be paid by cheques to the beneficiaries.
- (e) The detailed accounts of A.C. bills drawn by D.D.Os./Heads of Offices shall be submitted for countersignature of the concerned Heads of Offices/Heads of Departments within one month from the date of drawal of money.

- (f) The list of items of expenditure which may be drawn on A. C. Bills is appended to this Circular (Appendix I). The list is not exhaustive and the Heads of Departments may suggest addition of further items with proper justification.
- (g) It is emphasised that moneys required for payment for supplies/services shall generally be withdrawn only on fully vouched bills supported by pre-receipted bills and the funds drawn on A.C. bills shall be the barest minimum required for the occasion. General Financial Rules shall be observed for this purpose.
- (h) The Director of Accounts shall bring to the notice of Finance Department, every quarter, A.C. bills yet to be settled, separately for each Department.

This Circular supercedes the Circular No. 12-1-97-Fin (Exp) dated 8-7-1997 and Addendum No. 12-1-97-Fin (Exp) dated 15-4-1999.

Sd/-
(S.V. Elekar)
Joint Secretary (Finance)

APPENDIX-I

List of items of contingent expenditure which may be drawn on A.C. bills.

A. APPLICABLE TO ALL DEPARTMENTS/OFFICES IN GENERAL

1. Fuel, oil, petrol and spares for vehicles, other than these purchased through Government Garages.
2. Subscriptions, purchase of books (including textbooks), periodicals, audiovisual and computer aids.
3. Payment towards cost of imported machinery/equipment including freight/insurance and duties.
4. Payment of freight, insurance where applicable, packing, forwarding, taxes and duties, loading and unloading charge.
5. Cost of VPP parcels, service postage and licence for franking machine, demand notes of telephone, gas, water, electricity connections.
6. Casual labour charges of non-recurring nature.
7. Service/maintenance contracts for computers and other equipment and machinery.
8. Clearance of documents received through banks in respect of supplies of goods and materials.
9. Payment of compensation to victims of natural calamities.
10. Expenditure in connection with official functions, days of National importance, exhibitions, trade fairs, tourism events and publicity in India and Abroad.
11. Payment towards purchase of court fee stamps, stamp papers.
12. Prizes to participants taking part in competitions organised by various Departments.
13. Expenditure on visits of Parliamentary Committees, National Commissions and State Legislature Committees.
14. Expenses of contingent nature relating to study tours, training programmes, examinations, refresher courses, coaching camps, Workshops, conferences, seminars, symposia, Committees and Commissions.
15. Payment of affiliation/inspection fees to other Government agencies, statutory bodies, institutes, Councils, associations and federations.
16. Purchase of Vehicles.
17. Secret Service Expenditure.

B. APPLICABLE TO SPECIFIC DEPARTMENTS/OFFICES ONLY**a) Police Department**

1. Payment of remuneration to Home Guard volunteers including expenses towards honorarium, diet, pocket money and transportation.
2. Purchase of Arms and Ammunition, feed/fodder for horses.

b) Office of the Inspector General of Prisons.

1. Diet charges and raw materials required for manufacturing operations in Jails.
2. Purchase of medicines for under trials/convicts of Jails.

c) Directorate of Health Services/Social Welfare/Women & Child Development/Goa Medical College/Psychiatry & Human Behaviour/E. S. I.

1. Diet charges and clothing for inmates in hospitals, asylums, Bal Niketan, remand homes, anganwadis and such other institutions subject to scales laid down by competent authority.

d) Goa Medical College, Directorate of Health/Agriculture/Animal Husbandry.

1. Expenses on epidemic control and purchase of biologicals.

e) Goa Medical College, Directorate of Health Services/Psychiatry and Human Behaviour/E.S.I.

1. Payment of remuneration to volunteers towards incentives approved by Government for blood donations, family welfare and other purposes.
2. Emergent purchase of life saving drugs, medical stores, equipment and apparatus.

f) Directorate of Agriculture/Animal Husbandry/Fisheries.

1. Purchase of seeds, samplings, plants, prawn seeds, livestock, liquid nitrogen required by concerned Departments.

g) Directorate of Art and Culture/Sports & Youth Affairs/Archives.

1. Payment towards cost of art objects including books/manuscripts, coins, stamps of historical importance.
2. Expenses towards participation in camps, meets, tournaments and other sports, youth and cultural events at State, National or International levels.

h) Government Printing Press

1. Purchase of raw material for time bound jobs.

Department Finance (Budget)

No. 30-7-75-Fin (Bud)

Dated:-05-11-1975

MEMORANDUM

Numerous cases of defalcation, misappropriations, embezzlements, etc. involving Government funds have come to light in the recent past. It has been noted with concern that most these cases have occurred due to lack of proper supervision and guidance on the part of Drawing and Disbursing Officers.

2. The Central Treasury Rules and General Financial Rules provide for various precautionary measures specially on the part of Drawing and Disbursing Officers for avoiding lapses in discharging the Government transactions. Based on these rules guidelines have been framed and a copy of the same is enclosed. It is requested that the records may be maintained accordingly and due precautions taken to avoid such lapses in future.

3. It is also proposed to create an Internal Inspection Cell under the Director of Accounts. The Cell will start functioning from the next year. The internal auditors will conduct cent per cent audit of various Departments. The guidelines enclosed may therefore be kept in view while maintaining the Accounts and other relevant records.

Sd/
(S. C. Pandey)
Finance Secretary

1. BILL REGISTER:

A bill register should be maintained in Form T.R. 20-A wherein all bills submitted to the Director of Accounts should be entered and the entries should be initialled by the Drawing and Disbursing Officer. As soon as Cheque/is/are received for amounts for which the bill is passed, it/they should be entered in the respective column of the Bill Register and should simultaneously be entered in the Cash Book. Entries in both the registers should be initiated by the Drawing Officer, who should ensure that all cheques received from the Directorate are entered in the book. The entries in the Cash Book should be initialled and dated by the Drawing Officer.

2. MAINTENANCE OF CASH BOOK:

It is primary duty of a Drawing and Disbursing Officer to maintain a Cash Book in the prescribed form (T.R.4). All monetary transactions should be entered in the Cash Book as and when they occur. and each entry should be signed by the Drawing and Disbursing Officer before the close of the day on which such transactions occur. The Cash book should be closed regularly. The Drawing and Disbursing officer should satisfy himself of the accuracy of totalling in the Cash Book. There should be surprised verification of physical cash so as to satisfy that the balance shown in the Cash Book tallies with cash actually available with the Cashier. Care should also be taken to keep with the Cashier the minimum balance required. In case of receipts the amount should immediately be credited in the Bank or Treasury if possible on the same day.

On the last day of the month, the Cash Book should be checked and verified after the Cash Book is closed and the notes of the verification should be recorded in the Cash Book expressing both in words and figures the Cash actually found.

3. RECEIPT BOOK:

A Register of Receipt Books should be opened in which shall be entered in the chronological order the Receipt Book (blank) obtained by the Drawing Officer. Receipt books should invariably be machine numbered and all receipt books should be kept in the custody of the Drawing and Disbursing Officer. Whenever a receipt book is brought into use, the pages contained therein should be counted and the result should be recorded in a conspicuous place in the Receipt Book and the signature of the Cashier should be obtained in the Register in token of his (Cashier) having received the books for his use. Whenever money is received on behalf of Government from private parties, a receipt should immediately be issued to the party concerned. The Head of Office should on the same day verify whether all money received as per the counterfeit of the Receipt Book are entered in the Cash Book. The Drawing and Disbursing Officer should sign having verified the number of folios in the Cash Book. The counterfoils/ duplicates of the used Receipt Books should be preserved in the personal custody of the Drawing and Disbursing Officer.

4. DISBURSEMENT OF PAY AND ALLOWANCES:

The Head of Office is personally responsible for the amount drawn on a Bill signed by him or on his behalf until the amount is paid to the persons entitled to receive it. In all cases valid quittance should be obtained if possible on the office copy of the bill. In case of large establishment separate acquittance roll in Form T.R.26 may be maintained. In case any Government servant fails to collect his salary on the pay day the amount of salaries should be entered in the Register of Undisbursed Pay and Allowances in Form T.R.71.

Any part of the salary which remains undisbursed for a period of three months should be either refunded in cash or adjusted by short drawal from the next bill.

5. REGISTER OF CONTINGENT CHARGES:

A register of Contingent expenditure should be kept in each Office. Each item of payment should be entered in this register and initiated by the Drawing and Disbursing Officer. Only trivial items may be lumped in one column. All other items should be accounted for separately.

6. RECONCILIATION:

In order to watch the progress of expenditure vis-a-vis amount provided in the Budget, a register in form G.F.R. 8 has to be maintained by every Budget Controlling Authority.

Every Drawing and Disbursing Officer should maintain a separate register in form G.P.R. 9 in respect of budget provision allotted to him and expenditure there from incurred by him. On the third of each month Drawing and Disbursing Officer should send an extract to the Budget Controlling Officer who will consolidate and incorporate all the entries in the register maintained in his office. The Budget Controlling Officer will carry out the reconciliation of expenditure.

7. ABSTRACT CONTINGENT BILLS:

Attention is invited to Finance Department's circular No. 30-10/75/Fin (Bud) dated 13-8-1975 wherein the Departments have been requested to settle the Abstract Contingent Bills by 25th of next month by submitting Detailed Contingent Bills. The Drawing and Disbursing Officer should maintain a register for recording information in respect of all Abstract Contingent Bills and detailed contingent bill submitted to the Controlling Officer. The Register should have following columns

Sl. No.	Particulars of Abstract Contingent	No. and date of Abstract Contingent Bill	Amount of Abstract Contingent Bill	No. and date of letter/endorsement under which detailed Contingent Bill have been submitted to Controlling Officer
1.	2.	3.	4.	5.

The Controlling Officer should submit the Detailed Contingent bill without delay to the Director of Accounts and get the objections settled from the Objection book. The Director of Accounts sends quarterly statement of to the Controlling Officer indicating the number of objections outstanding against each officer. The Controlling Officer should co-relate the detailed Contingent Bills submitted to them and the objections outstanding against them.

8. DEADSTOCK REGISTER:

An inventory of dead stock should be maintained in all the Government offices showing the number of items received, their cost, price per unit, number of items disposed (by transfer, loss, sale, etc.) and the balance available. Articles of dead stock and stores should be physically verified at least once in a year and a certificate should be recorded on the register. Discrepancies if any noticed should be immediately investigated and reported to the next higher authority.

Issuance of Indian Ordinary Passport

PERSONNEL DEPARTMENT

Department of Personnel

No. 6/18/92-PER (Vol. I)

Dated 09-09-2015

CIRCULAR

Copy of the under mentioned paper is forwarded for information and necessary action to:

1. All Heads of Department/Offices.
2. All Secretariat Departments.
3. All Corporations, PSU/Autonomous bodies.

Sd/-
(R. Aga)
Under Secretary (Personnel-II)

Ministry of External Affairs

No. VI/401/01/05/2014

Dated 26th May, 2015**OFFICE MEMORANDUM**

Subject: Issuance of Ordinary passport to Government Servants, PSU/Autonomous body employees, et al.

1. In tune with the Government's objective of 'Minimum Government, Maximum Governance' and with a view to simplifying the procedure for issuance of passport to Government Servants, PSU/Autonomous body employees, et al, matter has been reviewed. In order to facilitate issuance of Passport to Government employees, et al; who find difficulties to obtain Identity Certificate (IC)/No objection Certification (NOC) from their department, it has been decided to introduce a new feature which is termed as 'Prior Intimation' letter to the controlling authority by the Passport applicant before submission of a Passport application.

2. Basically, **Prior intimation is a letter from the Passport applicant giving intimation to his/her Controlling/Administrative Authority (employer) regarding submission of Passport application. This can be submitted by the applicant in the format of 'Annexure-N'.** After submission of passport application by such an employee, the copy of this Prior Intimation would be sent to the same Controlling/Administrative Authority under which the employee is working. In cases the employer has any objection regarding issuance of passport to that employee; they may revert back to concerned Regional Passport Office mentioning the details of such objection. However, the final decision will be taken by the concerned passport Issuing Authority. **If Prior Intimation is submitted by the applicant, Passport would be issued on the basis of Pre-Police verification; however the provision of Police verification in reissue cases will remain applicable.**

3. Henceforth, anyone of the following documents can be submitted by Government servants, PSU/Autonomous body employee, et al. for submission of application for Passports:

- (a) Copy of Prior intimation to Controlling/Administrative Authority; or
- (b) No Objection Certification from Controlling/Administrative Authority; or
- (c) Identity Certificate from Controlling/Administrative Authority.

4. **No objection Certificate (NOC) is issued in the format of 'Annexure-M'** by the Controlling/ Administrative Authority of the employee working under them for obtaining passport by any Government Servants, PSU/Autonomous body employees, et al. **If NOC is submitted Passport will be issued on Post-Police verification basis.**

5. **Identify Certificate (IC) is issued in the format of 'Annexure-B'** by the Controlling Administrative Authority of the employee working under them for obtaining passport by any Government Servants, PSU/Autonomous body employees, et al. **If IC is submitted Passport will be issued on No-Post-Police verification basis.** The spouse of such employees, and dependent children

up to the age of 18 years, has an option to submit IC for expeditious issue of Passport. In cases of IC, the applicant is also required to submit 'Annexure-I'

6. It may be noted that the following provisions will remain applicable as mentioned below:

- (a) While IC should be issued preferably on Official Stationery (letterhead); NOC on plain paper with signature/stamp can be accepted, on the assumptions that such offices are using plain paper for day to day correspondence. Prior intimation (PI) is required to be submitted on plain paper by the Passport applicant.
- (b) Telephone, fax and e-mail ID of the Controlling /Administrative Office (to the extent available) should be indicated in all the three document for the purpose of confirmation.
- (c) Military Personnel with c/o APO address (e.g.56 APO/99 APO) may submit applications at their station of posting or at their permanent address, and write their permanent address in passport [against present address otherwise]. Spouse of such personnel [and adult children, when spouse has expired/divorced] may receive the passport, with authority letter, either by hand or by post. This would apply to similarly placed Air Force/Navy personnel as well.
- (d) If Government/PSU employees, et al. are transferred after submission of the passport application or passport is returned undelivered due to such transfer, the same be re-dispatched, on request (along with copy of transfer order), at the new address, after correction/endorsement of address. However, if police verification was required and was not completed, it will be done at the new place.
- (e) The validity of the documents mentioned at para-3 will be six months from date of issue.

7. While the revised provisions deal only with passport issuance, **the requirement by the Government employees to obtain prior permission from his/her Department/Ministry for travelling abroad as per Conduct Rules will remain unchanged as per the instructions issued by the Department of Personnel; & Training and respective authorities.**

8. Ministries of the Central Government, and the State Governments/ Union Territories are requested to circulate these instructions to all the employees working under them, including those in attached and subordinate offices, and statutory bodies.

Sd/-
(Muktesh K. Pardeshi)
Joint Secretary (PSP)&
Chief Passport Officer

Note: Specimen of Annexure 'B', 'M', 'N', 'I' and 'F' are annexed hereto, are also available on Website: passportindia.gov.in

ANNEXURE 'B'

ALL CENTRAL GOVERNMENT EMPLOYEES, STATE GOVERNMENT EMPLOYEES, OF STATUTORY BODIES AND PUBLIC SECTOR UNDERTAKINGS, THEIR SPOUSE AND CHILDREN UPTO THE AGE OF 18 ARE REQUIRED TO PRODUCES AN IDENTITY CERTIFICATE

(STRIKE OUT OPTIONS THAT ARE NOT APPLICABLE)

(To be given in Duplicate on Original Stationery)

Certified that Shri/Smt/Miss Son/wife/Daughter of Shri, who is an Indian national, is a temporary/permanent employee of (office address)

from (date) and is at present holding the post of Shri/Smt/Miss/Mast....., who is also an Indian national, is/are a dependent family member (s) of Shri/Smt..... and his/her identity is certified This Ministry/Department/Organization has no objection to his/her acquiring Indian Passport. I, the undersigned, am duly authorized to sign this identity Certificate. I have read the provisions of Section 6 (2) of the Passports Act, 1967 and certify that these are not attracted in case of this applicant. I recommend issue of an Indian Passport to him/her. It is certified that this organization is a Central/State Government/Public Sector undertaking/Statutory body. The Identity Card Number of Shri/Smt/Miss (employee) is.....Ref. No..... Date

Name, Designation, Address & Tel No.

Applicant's
photo to be
attested

Note: Refer Annexure 'F' for details of Section 6(2) of the Passports Act, 1967.

ANNEXURE 'M'
MINISTRY/DEPARTMENT/OFFICE OF

No.....

Dated.....

(No Objection Certificate issuing officer should attest the photograph of the applicant with his/her signature and rubber stamp in such a way that half the signature and stamp appear on the photograph and half on the certificate.)

Applicant's
Photo

NO OBJECTION CERTIFICATE

Shri/Smt/Miss s/o, d/o....., who is an Indian National, is employed in this office as from till date. This Ministry/Department/Office has no objection to his/her obtaining a passport.

Signature
Controlling/Administrative authority
Telephone/Fax .E-mail

Note:

- (a) The officer authorized to issue NOC should sign with name and stamp and must provide contact details for verification by passport Authority.
- (b) NOC will be valid for six months from date of issue.

ANNEXURE 'N'

Prior Intimation (PI) from Government/PSU/Statutory Body of employee to his/her Administrative Office for submission of Passport application for himself/herself (On Plain paper)

Place:

Date:

[To be addressed to the Controlling/Administrative Authority with full postal address]

To,

.....

 PIN: Tel:
 Fax: E-mail:

Subject: Prior Intimation for Submission of Passport Application

Sir/Madam,

I hereby give prior intimation that I am applying for an ordinary passport to Regional Passport Office,

2. This is for your kind information and record.

Yours faithfully,

Signature: (.....)

Name:

Date of Birth:

Designation:

Name of Office Where Working:

Name of organization:

Address of Present Office:

Residential Address:

ANNEXURE 'I'

AFFIDAVIT

(To be executed on appropriate non-judicial stamp paper of minimum value and attested by a Notary Public)

(One original and one self-attested photocopy to be submitted)

I, (Name), son/daughter/wife of Shri
 residing at Date of Birth being an
 applicant for issue of passport, do hereby solemnly affirm and state the following:

1. That the names of my parents and spouse are as follows:
 - (i) Father :
 - (ii) Mother :
 - (iii) Wife/Husband :
2. That I am a continuous resident at the above mentioned address from
3. That I am a citizen of India by birth/descent/registration/naturalization and that I have neither acquired the citizenship of another country nor have surrendered or being terminated/deprived of my citizenship of India.
4. That I have not, at any time during the period of five years immediately preceding the date of this affidavit, been convicted by any court in India for any offence involving moral turpitude, nor sentenced in respect thereof to imprisonment for not less than two years.
5. That no proceedings in respect of any criminal offence alleged to have been committed by me is pending before any criminal court in India.

6. That no warrant or summons for my appearance, and no warrant for my arrest, has been issued by a court under any law for the time being in force, and that my departure from India has nor been prohibited by order of any such court.
7. That I have never been repatriated from abroad back to India at the expense of Government of India/I was repatriated from abroad back to India at the expense of Government of India, but reimbursed expenditure incurred in connection with such repatriation.
8. That I will not engage outside India in activities prejudicial to the sovereignty and integrity of India
9. That my departure from India will not be detrimental to the security of India.
10. That my presence outside India will nor prejudices the friendly relations of India with any foreign country.

Place:.....

Date:

DEPONENT

VERIFICATION

Verified on (date) at (Place) that the contents of the above mentioned affidavit are true and correct and nothing material has been concealed.

DEPONENT

ANNEXURE 'F'

SPECIMEN VERIFICATION CERTIFICATE (FOR PASSPORT UNDER TATKAAL ONLY (On official letter head of verifying authority)

(To be given in Duplicate along with Standard Affidavit as at Annexure "I")

Reference Number

Applicant's Photo

Verification Certificate

This is to certify that Shri/Smt/Kum. son/wife/daughter of whose personal particulars are given below, has good moral character and reputation and that after having read the provisions of Section 6(2) of the passports Act, 1967, I certify that these provisions are not attracted in cases of this applicant and I, recommend issue of an Indian Passport to him/her. Applicant has been staying at his/her address continuously for the last on year.

Date of BirthPlace of Birth.....

Educational Qualification

Profession (Govt./Private Service/Others)

Permanent Address

Present Address.....

Place

Office Address with location

Signature

Date:

Office Seal

Full Name

Designation

I Card No:

(Enclose a photocopy of I Card)

Telephone No:

(O)

(R)

Mobile No:

Fax No:

E-mail ID:

Notes:

1. The applicant's passport size photograph is also required to be affixed on the Verification Certificate and attested by the officer issuing the Verification Certificate with/his/her signature and rubber stamp put in such a way that half the signature and stamp appear on the photograph and half on the certificate.
2. If the applicant has resided at more than one place during the last one year, then all previous addresses with the relevant dates should be mentioned.
3. This Verification Certificate may be got signed by any of the following:
 - (i) An under Secretary/Deputy Secretary/Director/Joint Secretary/Add. Secretary/Special Secretary/Secretary/Cabinet Secretary to Government of India.
 - (ii) A Director/Joint Secretary/Additional Secretary/Special Secretary/Chief Secretary to a State Govt.
 - (iii) A Sub-Division Magistrate/First class Judicial Magistrate/Additional DM/District Magistrate of the district of residence of applicant.
 - (iv) A District Superintendent of Police, DIG/IG/DGP of the district of residence of applicant.
 - (v) A Major and above in the army, Lt. Commander and above in the Navy and Sq. Leader and above in the Air Force.
 - (vi) The General Manager and above of a public Sector undertaking.
 - (vii) All members of any all India Service or Central Service who are equivalent to or above the rank of an under Secretary to the Government, i.e. with Grade pay of Rs.6,600/- and above.
 - (viii) Resident Commissioners/Additional Resident Commissioners of all State Governments based in Delhi.
 - (ix) Concerned Tehsildars or concerned SHOS for an applicant staying in the area under his/her jurisdiction.
 - (x) The Chairmen of the Apex Business Organizations, i.e. FICCI, CII and ASSOCHAM in respect of owners, partners or directors of the companies that are members of the concerned Chamber in prescribed Performa as at Annexure "J" (The certificate should specify applicant is a owner/partner/director of the company)
4. Anyone who issues incorrect verification certificate may be prosecuted under section 12(2) of the passport Act, 1967.
5. Section 6 (2) of the Passports ACT, 1967
"Subject to the other provisions of this Act, the passport authority shall refuse to issue a passport or travel document for visiting any foreign country under clause (C) sub-section 5 of any one or more of the following grounds, and on no other ground, namely:
 - (a) that the applicant is not a citizen of India.
 - (b) that the applicant may, or is likely to, engage outside India in activities prejudicial to the sovereignty and integrity of India.
 - (c) that the departure of the applicant from India may, or is likely to, be detrimental to the security of India.
 - (d) that the presence of the applicant outside India may, is likely to, prejudice the friendly relations of India with any foreign country.
 - (e) that the applicant has, at any time during the period of five years immediately preceding the date of his application, been convicted by a court of India for any offence involving moral turpitude and sentenced in respect thereof imprisonment for not less than two years.
 - (f) that criminal proceedings in respect of an offence alleged to have been committed by the applicant are pending before a court in India.
 - (g) that a warrant or summons for the appearance, or a warrant for the arrest of the applicant has been issued by a court under any law for the time being in force or that an order prohibiting the departure from India of the applicant has been made by any such court.
 - (h) that the applicant has been repatriated and has not reimbursed the expenditure incurred in connection with such repatriation.

Leave Rules/Encashment of Leave

**I. GOA STATE CIVIL SERVICES (ENCASHMENT OF EARNED LEAVE)
RULES 1989/ENCASHMENT OF HALF PAY**

Department of Personnel

No. 6/5/87-PER

Dated: 11-05-2011.

CIRCULAR

A Copy of the undermentioned Office Memorandum No. 13026/1/2010-Estt.(Leave) dated 07-02-2011 received from Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi 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 and Pensions
(Department of Personnel and Training)

No. 13026/1/2010-Estt.(Leave)

New Delhi, the 7th February, 2011.

OFFICE MEMORANDUM

Subject: Rate of Calculating entitlement Earned Leave (E.L) and Half Pay Leave (HPL).

The undersigned is directed to say that matter regarding entitlement of a Government Servant, who dies while in service, to Earned Leave under Rule 27(2) (b) and Half Pay Leave Rule 29 (2) (c) of the CCS (Leave) Rules 1972 has been under consideration of this Department.

2. At present rule 27 (2) (b) says 'when a Government servant is removed or dismissed from service or dies while in service, credit is allowed at the rate of 2 1/2 days per completed calendar month up to the end of the calendar month preceding the calendar month in which he is removed or dismissed from service or dies in service.'

Similarly Rule 29 (c) says 'when a Government servant is removed or dismissed from service or dies while in service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month proceeding the calendar month in which he is removed or dismissed from service or dies in service.'

3. These rules adversely affect cases where the death of a serving Government servant occurs on the last day of the month as the day of death is treated as his last working day. Clause (b) of sub rule (2) of rule 27 and clause (c) of sub-rule (2) of rule 29 of the CCS Leave Rules is modified as under:-

Rule 27 (2) (b) 'When a Government servant is removed or dismissed from service, credit is allowed at the rate of 2 1/2 days per completed calendar month up to the end of the calendar month proceeding the calendar month in which he is removed or dismissed from service. When a Government Servant dies, while in service, credit of Earned Leave shall be allowed at the rate of 2 1/2 days per completed month of service up to the date of death of the Government servant.'

Rule 29 (2) (c) 'When a Government servant is removed or dismissed from service, credit of Half Pay Leave shall be allowed at the rate of 5/3 days per completed calendar month up to the end of the calendar month proceeding the calendar month in which he is removed or dismissed from service. When a Government Servant dies while in service, credit of half Pay Leave shall be allowed at the rate of 5/3 days per completed month of service up to the date of death of the Government servant.'

Sd/-

(Zoya C. B.)

Under Secretary to the Government of India.

Department of Personnel

No. 2/2/2001-PER (Part-I)

Dated: 25-02-2010.

OFFICE MEMORANDUM

A Copy of the under mentioned paper for information and necessary action to:-

1. All Heads of Departments/Offices
2. All Secretariat Departments.

This is issued with the concurrence of Finance Department vide U. No. 361-F dated 11-02-2010.

Sd/-

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

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

No. 14028/3/2008-Estt. (L)

Dated: 16th November, 2009.**OFFICE MEMORANDUM**

Subject: Recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government employees.

The undersigned is directed to refer to this Department's O.M. of even number dated 25th September, 2008 on the subject mentioned above according to which encashment of leave in respect of central Government employees will be considered both for earned leave and half pay leave subject to overall limit of 300 days and in respect of encashment of half pay leave, no reduction shall be made on account of pension and pension equivalent of other retirement benefits. In case of short fall in earned leave, no commutation of half pay leave is permissible. The order was made effective from the 01-09-2008. The matter was reconsidered in this Department in consultation with the Department of Expenditure (Implementation Cell) and it has been decided to modify the date of effect of this Department's O. M. of even number dated 25th September 2008 to 01-01-2006 instead of 01-09-2008 subject to the following conditions:-

- (i) The benefit will be admissible in respect of past cases on receipt of applications to that effect from the pensioners concerned by the Administrative Ministry concerned.
- (ii) In respect of retirees who have already received encashment of earned leave of maximum limit of 300 days together with encashment of HPL standing at their credit on the date of retirement, such cases need not be reopened. However, such cases in which there was a shortfall in reaching the maximum limit of 300 days can be reopened.
- (iii) Calculation of cash equivalent in respect of HPL at credit shall be made mutatis mutandis in the manner given in this Department's Office Memorandum of even number dated 25-09-2008.

2. In respect of persons serving in the Indian Audit & Accounts Departments, these O.M. issues with the concurrence of the Comptroller and Auditor General of India.

Sd/-

Zoya C. B.

Under Secretary to the Government of India.

Department of Personnel

No. 6/5/87-PER

Dated: 28-10-2009.

CIRCULAR

Copy of the under mentioned Officer Memorandum No. 14028/4/2009-ESTT.(L) dated 03-06-2009 received from the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi 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 and Pensions
(Department of Personnel and Training)

No. 14028/3/2009-Estt. (L)

New Delhi, the 3rd June, 2009.

OFFICE MEMORANDUM

Subject: Encashment of Earned Leave alongwith Leave Travel Concession while in service.

The undersigned is directed to refer to Rule 38-A of C.C.S. (Leave) Rules, 1972 regarding encashment of earned leave alongwith LTC while in service which says that Government servants are permitted to encash leave upto 10 days at the time of availing Leave Travel Concession subject to the condition that earned leave of at least an equivalent duration is also availed of by the Government servant simultaneously. This Department has been receiving a number of references from various Ministries/departments to waive this condition citing practical problems faced by them as the facility of LTC is also admissible while availing casual leave.

2. The matter has been examined in this Department in consultation with the Ministry of Finance and it has now been decided to permit Government servant encashment of earned leave upto 10 days at the time of availing LTC without any linkage to the number of days and the nature of leave availed while proceeding on LTC.

3. These orders shall take effect from the date of issue.

4. Formal amendment to the provisions of C.C.S. (Leave) Rules, 1972 are being issued separately.

Sd/-
(**Simmi R. Nakra**)
Director

Department of Personnel

No. 2/2/2001-PER(Part-I)

Dated: 14-01-2009.

OFFICE MEMORANDUM

Copy of the under mentioned paper is forwarded 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 and Pensions
(Department of Personnel and Training)

No. 14028/3/2008-Estt. (L)

25th September, 2008

OFFICE MEMORANDUM

Subject:- Recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government Civilian employees.

Consequent upon the decisions taken by the Government on the recommendations of the Sixth Central Pay Commission relating to encashment of leave in respect of Central Government Civilian employees, the President is pleased to decide that in supersession of all earlier orders on the subject, both Earned Leave and Half Pay Leave shall be considered for encashment of leave subject to overall limit of 300 days. The cash equivalent payable for Earned Leave shall continue unchanged. However, cash equivalent payable for Half Pay Leave shall be equal to leave salary as admissible for Half Pay Leave plus Dearness Allowance admissible on the leave salary without any reduction being made on account of pension and pension equivalent of other retirement benefits payable. To make up the shortfall in Earned Leave, no commutation of Half Pay Leave shall be permissible. The Cash equivalent for half pay leave component shall, henceforth, be calculated in the manner indicated below:-

Cash payment in lieu of half pay leave component	=	$\frac{\text{Half pay leave salary admissible on the date of retirement plus Dearness Allowance admissible on that date}}{30}$	X	Number of days of half pay leave at credit subject to the total of earned leave and HPL at credit not exceeding 300 days
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2. These orders shall take effect from 1st September, 2008.
3. Formal amendments to the Central Civil Services (Leave) Rules, 1972 are being issued separately.
4. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issued in consultation with the Comptroller & Auditor General of India.

Sd/-
(Simmi R. Nakra)
Director (P & A)

Department of Personnel

No. 6/5/87-PER

Dated: 30-03-2007

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Goa hereby makes the following rules, namely:-

1. Short title and Commencement.- (1) These rules may be called the Goa State Civil Services (Encashment of Earned Leave), Rules, 2007.

(2) They shall come into force with effect from 01-04-2007.

2. Surrender of earned leave.- (1) A Government employee shall be allowed to surrender earned leave, at his option, to the extent of 30 days in a calendar year subject to availment of not less than 30 days earned leave and on the conditions specified hereunder:-

- (a) The surrender of earned leave shall not be allowed more than once in any calendar year.
 - (b) The application for surrender of earned leave shall be made along with the application for grant of leave.
 - (c) The number of days of earned leave surrendered under these rules shall be reckoned as surrendered on the date of commencement of actual leave taken and deducted from the leave account of the Government employee on that date.
 - (d) The total of the earned leave actually availed of and the earned leave surrendered shall not exceed the maximum leave admissible to the Government employee at any one time viz. 300 days.
 - (e) The balance of earned leave at the credit of the Government employee after debiting the sum total of earned leave availed and earned leave surrendered shall not be less than 15 days.
 - (f) On return from earned leave, the Government employee shall serve the Government for a period of not less than that of the earned leave surrendered.
 - (g) In the case of a Government employee who is on the verge of retirement, the period of leave surrendered shall not exceed the period of duty between the date of expiry of earned leave actually availed of and the date of retirement.
 - (h) The surrender of earned leave shall not be allowed in the case of leave preparatory to retirement or refused leave.
 - (i) The surrender of earned leave shall not be admissible to a Government employee who resigns while on leave.
 - (j) A Government employee who is permitted to surrender his leave shall not ordinarily be permitted to rejoin duty before the expiry of the thirty days leave sanctioned to him.
 - (k) In case of compulsory recall to duty, the Government employee shall be allowed to enjoy the balance of his earned leave before expiry of a period of six months from the date on which he proceeded on earned leave or before he again proceeds on earned leave with surrender of earned leave, whichever is earlier. The leave sanctioning authority shall grant leave to such a Government employee during the prescribed period if he applies for it. If, however, the Government employee concerned himself does not ask for being allowed to enjoy the balance of the earned leave, the balance of the earned leave shall lapse and the said period would be debited to his leave account as if he had enjoyed it.
 - (l) The concession shall be admissible to a Government employee who is on foreign service or on deputation to the Central Government or to any other State Government.
 - (m) If a Government employee, during his deputation to the Central Government or other State Government or at the end of it, surrenders earned leave at his credit and in consideration thereof becomes entitled to additional remuneration representing cash value of the leave surrendered, the liability for the payment of additional remuneration including other compensatory allowances relatable to the cash value of leave surrendered, shall devolve on the Government of Goa.
 - (n) In the case of a Government employee who is on foreign service, a clause to the effect that the Government employee shall be entitled to the benefit of surrender of leave and the expenditure towards compensatory allowances including dearness allowance on the leave so surrendered while on foreign service, shall be borne by the foreign employer, should be incorporated in the terms and conditions.
 - (o) When the leave availed spreads over two calendar years, the leave surrendered under these rules shall be reckoned as surrendered from the calendar year during which the leave availed commences.
- (2) The authorities who are empowered under the Central Civil Service (Leave) Rules, 1972, to sanction earned leave shall be competent to accept surrender of earned leave.

(3) The leave salary and allowances admissible for the leave surrendered shall be at the rate of leave salary and allowances admissible at the commencement of earned leave and shall include dearness allowance, compensatory local allowances and non-practising allowances but shall not include house rent allowance. For this purpose, a month shall be reckoned as of 30 days, irrespective of the month in which the leave is availed of.

(4) The grant of annual increment shall be as laid down in the Fundamental Rules with reference to earned leave availed of and not with reference to earned leave surrendered.

(5) The amount of leave salary and allowances for the surrendered leave may be claimed in advance but not earlier than six days before the commencement of leave and shall not be liable to deductions on account of any advances, etc. The leave sanctioning authority shall insert a clause in the sanctioning order itself to the effect that in case the leave had to be cancelled by the competent authority before the date from which the Government employee was to proceed on leave, the amount of leave salary and allowances for the surrendered leave shall be refunded forthwith to the Government by the Government employee in one installment or adjusted in full in the first monthly pay/leave salary bill of the Government employee.

(6) (a) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of non-Gazetted Government employee and Gazetted Officers, details of the surrendered leave shall be noted in their service books/cards and in their leave accounts conspicuously when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service book and the leave account, shall be furnished by the Drawing and Disbursing Officer in the bill in which the leave salary for the surrendered leave is drawn.

(b) In respect of Gazetted Officers, the Accounts officer who certifies the admissibility of earned leave, shall debit in the leave account of the Gazetted Officer concerned, the amount of earned leave surrendered on receipt of orders accepting the surrender of leave from the competent authority.

7. Powers to relax.-Where, the Head of any Department/Office under the Government is satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case, he may, by order, for reasons to be recorded in writing, dispense with or relax the requirements of such provisions to such an extent and subject to such exceptions and conditions as he may consider necessary for dealing with the case in a just and equitable manner:

Provided that no such order shall be made except with the approval of the Government, after obtaining concurrence of the Personnel Department and the Finance Department.

By order and in the name of
the Governor of Goa

Sd/-
(Yetindra M. Maralkar)
Joint Secretary (Personnel)

Department of Personnel

No. 6/51/87-PER

Dated: 22-03-2001.

- Read: (1) Notification No. 6/51/87-PER dated 16-08-1989.
(2) Notification No. 6/51/87-PER dated 01-02-1990.
(3) Notification No. 6/51/87-PER dated 05-09-1990.
(4) Notification No. 6/51/87-PER dated 16-10-1992.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, read with section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Government of Goa is hereby pleased to rescind the Government Notification No. 6/51/87-PER dated 16-08-1989 (hereinafter called the "said Notification") with immediate effect.

Henceforth, the entitlement of encashment of Earned Leave shall be available to the employees of the Government of Goa in accordance with the Government of India's Decision No. (17) below rule 39-D of the Central Civil Services (Leave) Rules, 1972 (Thirty third Edition 2000).

By order and in the name of
the Governor of Goa

Sd/-
(D. M. Borkar)
Under Secretary (Personnel)

Department of Personnel

No. 2-38/75-PER(Vol.II)

Dated: 11-12-1997

OFFICE MEMORANDUM

Subject:- Recommendations of the Fifth Central Pay Commission-Decisions relating to Enhancement of the ceiling on accumulation and encashment of Earned Leave in respect of Central Government employees.

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations of the Fifth Central Pay Commission relating to leave, the Government of India have decided that the existing provisions of the Central Civil Services (Leave) Rules, 1972, may be modified as follows and Government of Goa is pleased to extend the same benefits to the employees of this Administration as indicated below:-

- (a) The existing ceiling of 240 days on accumulation of earned leave provided in Rules 26 & 28 ibid shall be enhanced to 300 days.
 - (b) The existing ceiling of 240 days for availing of the benefit of encashment of unutilised earned leave shall be increased to 300 days in respect of the following categories:-
 - (i) retirement on attaining the age of superannuation (Rule 39 (2));
 - (ii) cases where the service of a Government servant has been extended in the interest of public service beyond the date of retirement on superannuation (Rule 39 (4));
 - (iii) Voluntary/pre-mature retirement (rule 39(5));
 - (iv) Where the services of a Government servant are terminated by notice or by payment of pay and allowances in lieu of notice, or otherwise in accordance with the terms and conditions of his appointment (Rule 39(6) (a) (i);
 - (v) in the case of termination of re-employment after retirement (Rule 39(6) (a) (iii);
 - (vi) in the case of death of a Government servant while in service to the family of the deceased (Rule 39A);
 - (vii) in the case of leave preparatory to retirement (sub-rule (1) of Rule 38);
 - (viii) in the case of transfer of a Government servant to an industrial establishment (Rule 6); and
 - (ix) on absorption of a Government servant in the Central Public Sector Undertaking/ autonomous body wholly or substantially owned or controlled by the central/State Government (Rule 39-D)
 - (b) A Government servant who resigns or quits service shall be entitled to cash equivalent in respect of earned leave at credit on the date of cessation of service, to the extent of half of such leave at his credit, subject to a maximum of 150 days (Rule 39(6) (a) (ii).
2. The above orders shall take effect from 1st July, 1997.
 3. The orders as per paragraphs 1 and 2 above shall also apply to Government servants serving in

Vacation Departments.

Sd/-
(S. S. Keshkamat)
Joint Secretary (Personnel)

Department of Personnel

No. 6/51/82-PER

Dated: 25-05-1995.

Read: Notification No. 6/51/81-PER dated 16-10-92.

CORRIGENDUM

In the Government Notification No. 6/51/82-PER dated 16-10-92, in sub-rule (1) of rule 1, for the brackets and words “(First Amendment)”, the brackets and words “(Third Amendment)” shall be read.

By order and in the name of
the Governor of Goa

Sd/-
(B. N. Bhat)
Under Secretary (Personnel)

Department of Personnel

No. 6/51/82-PER

Dated: 07-08-1995.

OFFICE MEMORANDUM

A copy of the under mentioned paper is forwarded for necessary action. The Government has been pleased to grant the benefit thereunder to the pensioners of the State Government.

- 1) The Director of Accounts, Panaji.
- 2) All Heads of Departments/Offices.
- 3) All Secretariat Departments.

Sd/-
(B. N. Bhat)
Under Secretary (Personnel)

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training.

No. 14020/2/93-Estt.(L)

New Delhi, dt. 29-03-1995.

OFFICE MEMORANDUM

Sub:- Encashment of Half Pay Leave to the Central Government Employees on superannuation- Extension of the benefit to cases of death while in service etc.

The question of extending the benefit of encashment of Half Pay Leave granted as per this Department's OM No. 14020/1/90-Estt.(L), dated 6-4-93 to cases of death, on or after 14-7-82, while in service or after superannuation but before actual receipt of cash equivalent of Half Pay Leave salary, has been under consideration of this Department. It has now been decided in consultation with the Ministry of Finance that the provisions of this Department's OM dated 6-4-93 may be made applicable to such cases of death of Government servants. However, for the purpose of calculating the deductions as per formula prescribed in para 2 (iii) of the said OM in respect of those who died/die while in service, the family pension and the pension equivalent of death gratuity may be taken into account in place of pension and pension equivalent of gratuity respectively. In case of death after superannuation, the formula for calculating the deductions will be the same as prescribed in the OM dated 6-4-93. The amount of HPL encashment will be payable to the family of the deceased Government servant in the matter specified in Rule 39-C of CCS (Leave) Rules, 1972. The other conditions will remain the same as in the O.M. dated 6-4-93.

2. In respect of persons serving in the Indian Audit and Accounts Department this OM issues with the concurrence of the Controller and Auditor General of India.

Sd/-
(B. Gangar)
Under Secretary to the Government of India.

Department of Personnel

No. 6/51/82-PER

Dated: 12th January, 1995.

OFFICE MEMORANDUM

A copy of the under mentioned paper is forwarded for necessary action. The Government has been pleased to grant the benefit thereunder to the pensioners of the State Government.

- 1) The Director of Accounts, Panaji.
- 2) All Heads of Departments/Offices.
- 3) All Secretariat Departments.

Sd/-
(S. S. Keshkamat)
Under Secretary (Personnel)

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training.

No. 14028/6/93-Estt.(L)

New Delhi, Dated the 24-10-1994.

OFFICE MEMORANDUM

Sub:- Encashment of Half Pay Leave to the Central Government Employees on superannuation, etc.

The undersigned is directed to refer to this Department's OM No. 14020/1/290-Estt(L), dated 6-4-93 on the subject mentioned above and to say that the issue of prescribing the formula for calculating the equivalent of Pension/PEG of CPF retirees for the purpose of deduction from HPL encashment on retirement etc. has been examined in consultation with Ministry of Finance.

2. In case of persons retiring with CPF benefits, the amount of employer's contribution plus the Interest thereon, and the amount of gratuity received may be treated as pensionary benefits. For purpose of calculating the pension, the following formula may be adopted:-

$$\text{Pension} = \frac{\text{Total amount of employer's Contribution to CPF} + \text{Interest till the date of retirement}}{\text{Commutation factor as per age on next birthday} \times 12}$$

For calculating the pension equivalent of gratuity (PEG) the formula will be as follows:-

$$\text{PEG} = \frac{\text{Gratuity}}{\text{Commutation factor} \times 12}$$

3. In their application to the officers of the IA & AD, these orders issue in consultation with the comptroller & Auditor General of India.

Sd/-
(B. Gangar)
Under Secretary to the Govt. of India.

Department of Personnel

No. 6/51/82-PER

Dated: 26th May, 1994.

OFFICE MEMORANDUM

A copy of the under mentioned paper is forwarded for necessary action. The Government has been pleased to grant the benefit thereunder to the pensioners of the State Government.

- 1) The Director of Accounts, Panaji.
- 2) All Heads of Departments/Offices.
- 3) All Secretariat Departments.

Sd/-
(S. S. Keshkamat)
Under Secretary (Personnel)

Ministry of Personnel, Public Grievances & Pensions,
Department of Personnel & Training.

No. 14020/1/90-Estt.(L)

New Delhi, Dated the 13-04-1994.

OFFICE MEMORANDUM

Subject:- Encashment of Half Pay Leave to the Central Government Employees on superannuation-Consideration and implementation of the Award of Board of Arbitration.

The undersigned is directed to refer to this Department OM No. 14020/1/90-Estt.(L), dated 6-4-1993 on the subject mentioned above and to clarify that as specified in para 1 of the said O.M., the entire HPL at the credit of the Government servant is to be encashed without any limit and the formula for calculating the cash payment in lieu of HPL component mentioned in para 2(iii) of the said O.M. has therefore to be applied accordingly. Hence, the words "subject to the limits prescribed under the rule" in the formula included inadvertently may be treated as deleted in so far as encashment of HPL on superannuation as per O.M. dt. 6-4-1993 is concerned.

Sd/-
(B. Gangar)
Under Secretary to the Government of India.

Department of Personnel

No. 6/51/87-PER

Dated: 12th July, 1993.

OFFICE MEMORANDUM

A copy of the under mentioned paper is forwarded for necessary action. The Government has been pleased to grant the benefit thereunder to the pensioners of the State Government.

- 1) The Director of Accounts, Panaji.
- 2) All Heads of Departments/Offices.
- 3) All Secretariat Departments.

Sd/-
(G. J. Prabhudessai)
Under Secretary (Personnel)

Ministry of Personnel, P. G. & Pensions
Department of Personnel & Training.

No. 14020/1/90-Estt.(L)

Dated the 6/04/1993.

OFFICE MEMORANDUM

Subject:- Encashment of Half Pay Leave to the Central Government Employees on superannuation-consideration and implementation of the Award of the Board of Arbitration.

The undersigned is directed to say that in pursuance of the Award given by the Board of Arbitration (JCM) in C.A. Reference No. 1 of 1986, the President is pleased to decide that w.e.f. 14th July, 1982, the entire Half Pay Leave (HPL) at the credit of the Government servants who retire on

superannuation shall be allowed to be encashed subject to the condition that pension and pension equivalent of other retirement benefits shall be deducted from the amount payable as cash equivalent, as provided in sub-rule (5) of Rule 39 of the Central Civil Services (Leave) Rules, 1972.

2. The encashment will be subject to the following conditions:

- (i) The benefit will be admissible in respect of the past cases on receipt of applications to that effect from the pensioners concerned by the administrative Ministry concerned.
- (ii) In respect of future retirees, the amount of encashment of HPL will be calculated and paid together with encashment of Earned Leave.
- (iii) Calculation of cash equivalent in respect of HPL at credit shall be made mutatis mutandis in the manner given in para 2 of Government of India's Decision No. 7 below Rule 39-C of the Central Civil Services (Leave) Rules, 1972, which is as under:-

Cash payment in lieu of half pay leave component.	=	Half pay leave salary <u>plus</u> Dearness Allowance if admissible <u>minus</u> pension, pension equivalent of gratuity and relief on pension if Dearness Allowance is admissible on half pay leave.	X	Number of days of HPL due on the date of retirement on superannuation subject to the limits prescribed under the rule.
		30		

- (iv) The amount so calculated shall be paid in one lump-sum as a one-time settlement.

3. These orders will take effect from 14-7-1982.

4. In their application to the officers of the IA&AD, these orders issue in consultation with the Comptroller & Auditor General of India.

Sd/-
(B. Gangar)
Under Secretary to the Govt. of India.

Department of Personnel

No. 6/51/87-PER

Dated: 16th October, 1992.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, so as to amend the Goa State Civil Services (Encashment of Earned Leave) Rules, 1989 namely:-

1. Short title and commencement:- (1) These rules may be called the Goa State Civil Services (Encashment of Earned Leave) (First Amendment) Rules, 1992.

(2) They shall be deemed to have come into force with effect from 1-7-1989.

2. Amendment of Rule 2: After rule 2 of the Goa State Civil Services (Encashment of Earned Leave) Rules, 1989, the following rule shall be inserted namely:-

“3. Power to relax: Where the Head of any department/Office under the Government is satisfied that the operation of any of the provisions of these rules causes undue hardship in any particular case, then he may by orders, for reasons to be recorded in writing, dispense with or relax the requirements of such provisions to such an extent and subject to such exceptions and conditions as it may consider necessary for dealing with the case in a just and equitable manner.

Provided that no such order shall be made except with the approval of the Government after obtaining concurrence of Personnel and Finance Department.”

By order and in the name of
the Governor of Goa

Sd/-
(G. J. Prbhudessai)
Under Secretary (Personnel)

Department of Personnel

No. 6/51/87-PER

Dated: 18th February, 1991.

CIRCULAR

Read:- Notification No. 6/51/87-PER dt. 5-9-1990.

The undersigned is directed to refer to the representations received from some Government employees to make prospective operation of the provision of the Notification referred to above as well as cancellation of the leave so surrendered before issue of the said Notification.

After careful consideration of the matter in consultation with Finance department it has been decided not to give prospective effect to the notification No. 6/51/87-PER dated 5-9-90 and also not to allow cancellation of the Encashment of Earned Leave already availed.

Sd/-
(Smt. Prabha Chandran)
Under Secretary (Personnel)

Department of Personnel

No. 6/51/87-PER

Dated: 5th September, 1990.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules so as to amend the Goa State Civil Services (Encashment of Earned Leave) Rules, 1989 namely:-

1. **Short title and commencement:**— (1) These rules may be called as the Goa State Civil Services (Encashment of Earned Leave) (Second Amendment) Rules, 1990.

(2) They shall be deemed to have come into force with effect from 1-7-1989.

2. **Amendment of Rule 2.**— In rule 2 of the Goa State Civil Services (Encashment of Earned Leave) Rules, 1989, for sub-rule (3) the following shall be substituted, namely:-

“(3) The leave salary and allowances admissible for the leave surrendered shall be at the rate of leave salary and allowances admissible at the commencement of earned leave and shall include dearness allowance, compensatory local allowances and non-practising allowances but shall not include house rent allowance. For this purpose, a month shall be reckoned as of 30 days, irrespective of the month in which the leave is availed of.”

By order and in the name of
the Governor of Goa

Sd/-
(A. V. Pimenta)
Under Secretary (Personnel)

Department of Personnel

No. 6/51/87-PER

Date:- 5th September, 1990**CIRCULAR**

Ref.: Notification No. 6/51-87-PER dated 5-9-1990.

Attention is invited Government Notification No. 6/51/87-PER dated 16-8-89 wherein Sub-rule (3) of rule 2 of the Goa State Civil Services (Encashment of Earned leave) Rules, 1989 have been amended retrospectively with effect from 1st July, 1989 to exclude House Rent Allowances from the leave salary admissible for encashment of leave under the said rules.

2. In view of the aforesaid provision it has been decided that the amount of House Rent Allowance already paid in respect of encashment of leave shall be recovered from salary in four equal instalments. Accordingly it may be ensured that the first instalment of the recovery is effected from salary for the month of September 1990.

Sd/-
A. V. Pimenta
Under Secretary (Personnel)

Department of Personnel

No. 6/51/87-PER

Dated: 1st February, 1990**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules so as to amend the Goa State Civil Services (Encashment of Earned leave) Rules, 1989, namely:-

1. **Short title and Commencement.**— (1) These rules may be called the Goa State Civil Services (Encashment of Earned leave) (First Amendment) Rules, 1990.

(2) They shall be deemed to have come into force with effect from 1-7-1989.

2. **Amendment of rule 2.**— In rule 2 of the Goa State Civil Services (Encashment of Earned leave) Rules, 1989.

(i) in sub-rule (1) for the expression “on availment of not less than 30 days earned leave subject to the following conditions”, the following expression shall be substituted, namely.—

“subject to availment of not less than 30 days earned leave and the conditions specified hereunder”;

(ii) After sub-rule (1), the following new sub-rule shall be inserted, namely:-

“(IA) when the leave availed spreads over two calendar years, the leave surrendered under these rules shall be reckoned as surrendered for the calendar year during which the leave availed commences”.

By order and in the name of
the Governor of Goa.

Sd/-
Smt. Prabha Chandran,
Under Secretary (Personnel).

Department of Personnel

No. 6/51/87-PER(Part)

Dated: 05-01-1990

OFFICE MEMORANDUM

Attention is invited to the Goa State Civil Services (Encashment of Earned Leave) Rules,

1989 whereby the benefit of encashment of earned leave while in service has been extended to the State Government employees. According to Rule 2(1) (c) of the said Rules the number of days of earned leave surrendered under these Rules shall be reckoned as surrendered on the date of commencement of actual leave taken and deducted from the leave account of the Government employee on that date. A doubt has been raised with regard to interpretation of the said provision where the leave availed for the purpose of surrender of leave spreads over in two calendar years. The matter was examined in consultation with Finance Department and it is hereby clarified that when the leave availed spreads over two calendar years, the leave surrendered shall be deducted from the leave account of the Government employee on the date of commencement of the actual leave taken and for the leave availed, the provision laid down in Government of India's O.M. No. P/13012/8/81/ESTT(1) dated 12-1-82 shall be followed wherever applicable and in case the leave is cancelled in accordance with Rule 5, reverse entry be made in leave account as soon as the amount of leave encashment is refunded by the Government employee in accordance with the said Rule.

The above clarification is conveyed herewith for guidance and necessary action.

Sd/-

Smt. Prabha Chandran,
Under Secretary (Personnel).

Department of Personnel

No. 6/51/87-PER

Dated: 16th August, 1989.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, namely:-

1. (1) These rules may be called the Goa State Civil Services (Encashment of Earned leave) Rules, 1989.

(2) They shall come into force with effect from 1-7-1989.

2. Surrender of earned leave:-

- (1) A Government employee shall be allowed to surrender earned leave, at his option, to the extent of 30 days in a calendar year on availment of not less than 30 days earned leave subject to the following conditions:—
 - (a) the surrender of earned leave shall not be allowed more than once in any calendar year,
 - (b) the application for surrender of earned leave should be made along with the application for grant of leave.
 - (c) the number of days of earned leave surrendered under these rules shall be reckoned as surrendered on the date of commencement of actual leave taken and deducted from the leave account of the Government employee on that date,
 - (d) the total of the earned leave actually availed of and the earned leave surrendered shall not exceed the maximum leave admissible to the Government employee at any one time viz. 120 days.
 - (e) the balance of earned leave at the credit of the Government employee after debiting the sum total of earned leave availed and earned leave surrendered, shall not be less than 15 days.
 - (f) on return from earned leave, the Government employee shall serve the Government for a period of not less than that of the earned leave surrendered,
 - (g) in the case of a Government employee who is on the verge of retirement; the period of leave surrendered shall not exceed the period of duty between the date of expiry of earned leave actually availed of and the date of retirement,
 - (h) the surrender of earned leave shall not be allowed in the case of leave preparatory to retirement or refused leave,

- (i) the surrender of earned leave shall not be admissible to a Government employee who resigns while on leave.
- (j) a Government employee who is permitted to surrender leave shall not ordinarily be permitted to rejoin duty before the expiry of the thirty days leave sanctioned to him,
- (k) in case of compulsory recall to duty, the Government employee should be allowed to enjoy the balance of his earned leave before expiry of the period of six months from the date on which he proceeded on earned leave or before he again proceeds on earned leave with surrender of earned leave, whichever is earlier. The leave sanctioning authority shall grant leave to such a Government employee during the prescribed period if he applies for it. If, however, the Government employee concerned himself does not ask for being allowed to enjoy the balance of the earned leave, the balance of the earned leave shall lapse and the said period would be debited to his leave account as if he had enjoyed it.
- (l) the concession shall be admissible to a Government employee who is on foreign service or on deputation to the Government of India or to any other State Government,
- (m) if a Government employee during his deputation to central Government or other State Government or at the end of it, surrenders earned leave at his credit and in consideration thereof becomes entitled to additional remuneration representing cash value of the leave surrendered, the liability for the payment of additional remuneration including other compensatory allowances relatable to the cash value of leave surrendered, will devolve on the Government of Goa.
- (n) in the case of Government employee who is on foreign service, a clause to the effect that the Government employee shall be entitled to the benefit of surrender of leave and the expenditure towards compensatory allowances including dearness allowance on the leave so surrendered while on foreign service, shall be borne by the foreign employer, should be incorporated in the terms and conditions.

(2) The authorities who are empowered under CCS (Leave) Rules, 1972 to sanction earned leave shall be competent to accept surrender of earned leave.

(3) The leave salary and allowances admissible for the leave surrendered shall be at the rate of leave salary and allowances admissible for earned leave availed at the commencement of earned leave. For this purpose, a month shall be reckoned as of 30 days, irrespective of the month in which the leave is availed of.

(4) The regulation of grant of annual increment shall be as laid down in Fundamental Rules with reference to earned leave availed of and not with reference to earned leave surrendered.

(5) The amount of leave salary and allowances for the surrendered leave may be claimed in advance but not earlier than six days before the commencement of leave and shall not be liable to deductions account of any advances etc. The leave sanctioning authority shall insert a clause in the sanctioning order itself to the effect that in case the leave had to be cancelled by the competent authority before the date from which the Government employee was to proceed on leave, the amount of leave salary and allowances for the surrendered leave shall be refunded forthwith to Government by the Government employee in one instalment or adjusted in full in the first monthly pay/leave salary bill of Government employee.

(6) (a) In order to guard against omission to post a debit in the leave account in respect of the leave surrendered in the case of non-Gazetted Government employee and Gazetted Officers details of the surrendered leave shall be noted in their service books/cards and in the leave accounts conspicuously when the leave salary is drawn. A certificate to the effect that the necessary entries have been made in the service book and the leave account should be furnished by the Drawing and disbursing officer in the bill in which the leave salary for the

surrendered leave is drawn.

(b) In respect of Gazetted Officers, the Accounts Officer who certifies the admissibility of earned leave shall debit in the leave account of the Gazetted Officers, concerned, the amount of earned leave surrendered on receipt of orders accepting the surrender of leave from the competent authority.

By order and in the name of
the Governor of Goa.

Sd/-
(Smt. Prabha Chandran)
Under Secretary (Personnel)

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PERSONNEL DEPARTMENT

II. CHILD CARE LEAVE

Finance (Expenditure) Department

No. 7/1/2019-Fin (Exp.)

Dated: 12-02-2019.

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi, Notification No. 11020/01/2017 – Estt. (L) dated 11th December, 2018, is hereby adopted w.e.f. 01/01/2019 and circulated for information and necessary action to:-

1. All Heads of Departments/Offices
2. All secretariats to the Government

Sd/-

(Sushama D. Kamat)

Under Secretary (Fin-Exp.)

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

F. No. 13018/6/2013-Estt. (Leave)

6th June, 2018.

G.S.R. 554(E).— In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (i) These rules may be called the Central Civil Services (Leave) Third Amendment Rules, 2018.
(ii) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Leave) Rules, 1972, in rule 43-C,-
(a) in sub-rule (2), in clause (b), for the words “a child below the age of twenty-two years”, the words “an offspring of any age” shall be substituted.
(b) in sub-rule (3), after clause (ii), the following clause shall be inserted, namely:-
“(iii) Child care leave may not be granted for a period less than 5 days at a time.”.

[F. No. 13018/6/2013-Estt.(L)]

GYANENDRA DEV TRIPATHI, Jt. Secy.

Footnote: The Principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (ii) vide No. S.O. 940, dated the 8th April, 1972 and have been subsequently amended vide:-

S.No.	Number of the Notification	Date	GSR. No.	GSR Date
1	16(3)-E.IV(A)/71	11-1-1972	2724	4-11-1972
2	4(7)-E.IV(A)/72	30-4-1973	1399	19-5-1973
3	5(15)-E.IV(A)/73	13-7-1973	821	14-8-1973
4	14(10)-E.IV(A)/73	11-6-1974	Not readily available	
5	5(8)-E.IV(A)/73	19-7-1974	818	3-8-1974
6	14(8)-E.IV(A)/74	2-11-1974	1242	23-11-1974
7	16(8)-E.IV(A)/74	20-12-1974	1374	28-12-1974
8	16(5)-E.IV(A)/74	11-4-1975	526	26-4-1975
9	16(8)-E.IV(A)/74	26-5-1975	686	7-6-1975

10	4(1)-E.IV(A)/74	24-6-1975	834	12-7-1975
11	16(8)-E.IV(A)/74	20-9-1975	2876	27-12-1975
12	5(7)-E.IV(A)/75	2-12-1975	2877	27-12-1975
13	5(16)-E.IV(A)/73	15-1-1976	Not readily available	
14	16(6)-E.IV(A)/74	31-7-1976	1184	14-8-1978
15	16(3)-E.IV(A)/76	7-10-1976	1587	13-11-1976
16	4(9)-E.IV(A)/76	14-3-1977	611	14-5-1977
17	14(11)-E.IV(A)/76	12-9-1978	1159	23-9-1978
18	14025/1/78-E.IV(A)	4-10-1978	1255	21-10-1978
19	13024/1/76-E.IV(A)	29-8-1979	1150	15-9-1979
20	11022/1/77-E.IV(A)	21-11-1979	1422	1-12-1979
21	14018/1/80-LU	21-11-1980	1260	13-12-1980
22	16(19)-E.IV(A)/76	31-12-1980	263	24-11-1981
23	11012/2/80-Est.(L)	24-8-1981	811	5-9-1981
24	14025/9/80-Est.(L)	1-10-1981	927	17-10-1981
25	13023/2/81-Est.(L)	16-4-1982	423	8-5-1982
26	13023/2/81-Est.(L)	16-4-1983	430	4-6-1983
27	14028/8/82-Est.(L)	27-7-1983	489	13-8-1983
28	131023/2/81-Est.(L)	12-10-1983	804	5-11-1983
29	14028/6/81-Est.(L)	17-10-1973	350	24-3-1983
30	13015/11/82-Est.(L)	25-5-1984	566	9-6-1984
31	18011/3/80-Est.(L)	12-7-1984	788	28-7-1984
32	14028/1/81-Est.(L)	19-7-1984	817	4-8-1984
33	14028/16/82-Est.(L)	31-5-1985	558	15-6-1985
34	13014/1/85-Est.(L)	3-12-1985	1139	14-12-1985
35	14028/19/86-Est.(L)	9-12-1986	1072	14-12-1985
36	13023/20/84-Est.(L)	11-12-1986	1102	27-12-1986
37	13014/1/87-Est.(L)	17-6-1987	515	4-7-1987
38	11012/1/85-Est.(L)	23-6-1987	516	4-7-1988
39	14028/18/86-Est.(L)	23-3-1988	260	9-4-1988
40	13012/12/86-Est.(L)	10-3-1989	198	25-3-1989
41	13026/2/90-Estt.(L)	22-10-1990	55	26-1-1991
42	11014/3/89-Estt.(L)	2-5-1991	303	18-5-1991
43	11014/3/89-Estt.(L)	21-1-1992	49	8-2-1992
44	13026/2/90-Estt.(L)	4-3-1992	119	14-3-1992
45	13026/2/90-Estt.(L)	20-4-1993	225	8-5-1993
46	13018/7/94-Estt.(L)	31-3-1995	317(E)	31-3-1995
47	14028/10/91-Estt.(L)	8-8-1995	385	19-8-1995
48	14028/4/91-Estt.(L)	18-9-1995	442	7-10-1995
49	14015/2/97-Estt.(L)	31-12-1997	727(E)	31-12-1997
50	13026/1/99-Estt.(L)	18-4-2002	149	27-4-2002
51	13026/1/2002-Estt.(L)	15/16-1-2004	186	5-6-2004
52	14028/1/2004-Estt.(L)	13-2-2006	47	4-3-2006
53	13018/4/2004-Estt.(L)	31-3-2006	91	27-4-2006

54	13023/3/98-Estt.(L) Vol. II	26-10-2007	229	3-11-2007
55	11012/1/2009-Estt.(L)	1-12-2009	170	5-12-2009
56	13026/1/2010-Estt.(L)	12-5-2011	160	12-5-2011
57	13026/5/2010-Estt.(L)	5-8-2011	601(E)	5-8-2011
58	14028/1/2010-Estt.(L)	26-8-2011	646(E)	26-8-2011
59	13018/4/2011-Estt.(L)	27-8-2011	648(E)	27-8-2011
60	13026/4/2011-Estt.(L)	26-12-2011	898(E)	26-12-2011
61	13026/3/2011-Estt.(L)	28-3-2012	255(E)	28-3-2012
62	13026/2/2010-Estt.(L)	29-3-2012	261(E)	29-3-2012
63	13026/5/2011-Estt.(L)	4-4-2012	283(E)	4-4-2012
64	13026/4/2012-Estt.(L)	18-2-2014	96(E)	18-02-2014
65	13026/4/2012-Estt.(L)	17-4-2014	286(E)	21-04-2014
66	13018/6/2013-Estt.(L)	05-6-2014	711(E)	09-10-2014
67	13026/2/2016-Estt.(L)	15-3-2017	251(E)	15-03-2017
68	13023/1/2017-Estt.(L)	01-1-2018	08(E)	03-01-2018
69	18017/1/2014-Estt. (L)	3-4-2018	438(E)	09-05-2018

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi,

F. No. 11020/01/2017-Estt. (Leave)

11th December, 2018.

G.S.R. 1209(E).— In exercise of the powers conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

- (1) These rules may be called the Central Civil Services (Leave) Fourth Amendment Rules, 2018.

(2) They shall come into force on the date of their publication in the Official Gazette.

- In the Central Civil Services (Leave) Rules, 1972,

(A) in rule 28, in sub-rule (1) for clauses (a), (b) and (c), the following clauses shall be substituted, namely:-

“(a) The leave account of every Government servant (other than a military officer) who is serving in a Vacation Department shall be credited with earned leave, in advance’ in two installments of five days each on the first day of January and July of every calendar year.

(b) In respect of any year in which a Government Servant avails a portion of the vacation, he shall be entitled to additional earned leave in such proportion of twenty days, as the number of days of vacation not taken bears to the full vacation, provided the total earned leave credited shall not exceed thirty days in a calendar year.

(c) If, in any year, the Government servant does not avail any vacation, earned leave will be as per Rule 26 instead of clauses (a) and (b).”;

(B) in rule 29, for sub-rule (1), the following sub-rule shall be substituted, namely:—

“(1) The half pay leave account of every Government servant (other than a military officer and a Government servant serving in a Vacation Department) shall be credited with half pay leave,

in advance, in two installments of ten days each on the first day of January and July of every calendar year.

(A) In rule 43-C, (a) sub-rule (1), the following sub-rule shall be substituted, namely”;

“(1) Subject to the provisions of this rule, a female Government servant and single male Government servant may be granted child care leave by an authority competent to grant leave for a maximum period of seven hundred and thirty days during entire service for taking care of two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.”

(b) for sub-rules (3) and (4), the following sub-rules shall be substituted, namely:-

“(3) Grant of child care leave to a female Government servant and a single male Government servant under sub-rule (1) shall be subject to the following conditions, namely:-

(i) it shall not be granted for more than three spells in a calendar year;

(ii) in case of a single female Government servant, the grant of leave in three spells in a calendar year shall be extended to six spells in a calendar year.

(iii) it shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer, provided that the period for which such leave is sanctioned is minimal.

(i) child care leave may not be granted for a period less than five days at a time.

(1) During the period of child care leave, a female Government servant and a single male Government servant shall be paid one hundred percent of the salary for the first three hundred and sixty five days, and at eighty percent of the salary for the next three hundred and sixty five days.

Explanation.— Single Male Government Servant’ means – an unmarried or widower or divorcee Government servant.”

(B) for rule 44, the following rule shall be substituted, namely:-

”44. Work Related Illness and Injury Leave:-

The authority competent to grant leave may grant Work Related Illness and Injury Leave (herein after referred to as WRIL) to a Government servant (whether permanent or temporary), who suffers illness or injury that is attributable to or aggravated in the performance of her or his official duties or in consequence of her or his official position subject to the provisions contained in sub-rule (1) of rule 19 of these rules, on the following conditions, namely:-

(1) Full pay and allowances shall be granted to all employees during the entire period of hospitalization on account of WRIL.

(2) Beyond hospitalization, WRIL shall be governed as follows:

(a) A Government servant (other than a military officer) full pay and allowances for the six months immediately following hospitalization and Half Pay for twelve months beyond the said period of six months. The Half Pay period may be commuted to full pay with corresponding number of days of Half Pay Leave debited from the employees leave account.

(b) For officers of Central Armed Police Forces full pay and allowances for six months immediately following the hospitalization and full pay only for the next twenty four months.

(c) For personnel below the rank of officer of the Central Armed Police Forces full pay and allowances, with no limit regarding period.

(3) In the case of persons to whom the Workmen's Compensation Act, 1923 applies the amount of leave salary payable under WRIL shall be reduced by the amount of compensation paid under the Act.

(4) No Earned Leave or Half Pay Leave shall be credited during the period that employee is on WRIL.”.

(C) Rules 45 and 46 shall be omitted.

(D) [F. No. 11020/01/2017-Estt.(L)]
GYANENDRA DEV TRIPATHI, Jt. Secy.

Note: The Principal rules were published in the Gazette of India, Extraordinary, Part-II, Section 3, Sub-section (i), dated the 8th April, 1972 vide No. S.O. 940, dated the 15th March, 1972 and have been subsequently amended vide:-

S.No.	Number of the Notification	Date	GSR. No.	GSR Date
1	16(3)-E.IV(A)/71	11-1-1972	2724	4-11-1972
2	4(7)-E.IV(A)/72	30-4-1973	1399	19-5-1973
3	5(15)-E.IV(A)/73	13-7-1973	821	14-8-1973
4	14(10)-E.IV(A)/73	11-6-1974	Not readily available	
5	5(8)-E.IV(A)/73	19-7-1974	818	3-8-1974
6	14(8)-E.IV(A)/74	2-11-1974	1242	23-11-1974
7	16(3)-E.IV(A)/74	20-12-1974	1374	28-12-1974
8	16(5)-E.IV(A)/74	11-4-1975	526	26-4-1975
9	16(8)-E.IV(A)/74	26-5-1975	686	7-6-1975
10	4(1)-E.IV(A)/74	24-6-1975	834	12-7-1975
11	16(8)-E.IV(A)/74	20-9-1975	2876	27-12-1975
12	5(7)-E.IV(A)/75	2-12-1975	2877	27-12-1975
13	5(16)-E.IV(A)/73	15-1-1976	Not readily available	
14	16(6)-E.IV(A)/74	31-7-1976	1184	14-8-1978
15	16(3)-E.IV(A)/76	7-10-1976	1587	13-11-1976
16	4(9)-E.IV(A)/76	14-3-1977	611	14-5-1977
17	14(11)-E.IV(A)/76	12-9-1978	1159	23-9-1978
18	14025/1/78-E.IV(A)	4-10-1978	1255	21-10-1978
19	13024/1/76-E.IV(A)	29-8-1979	1150	15-9-1979
20	11022/1/77-E.IV(A)	21-11-1979	1422	1-12-1979
21	14018/1/80-LU	21-11-1980	1260	13-12-1980
22	16(19)-E.IV(A)/76	31-12-1980	263	24-11-1981
23	11012/2/80-Est.(L)	24-8-1981	811	5-9-1981
24	14028/9/80-Est.(L)	1-10-1981	927	17-10-1981
25	14025/2/81-Est.(L)	16-4-1982	423	8-5-1982
26	13023/2/81-Est.(L)	16-4-1983	430	4-6-1983
27	14028/8/82-Est.(L)	27-7-1983	489	13-8-1983

28	131023/2/81-Est.(L)	12-10-1983	804	5-11-1983
29	14028/6/81-Est.(L)	17-10-1973	350	24-3-1983
30	13015/11/82-Est.(L)	25-5-1984	566	9-6-1984
31	18011/3/80-Est.(L)	12-7-1984	788	28-7-1984
32	14028/1/81-Est.(L)	19-7-1984	817	4-8-1984
33	14028/16/82-Est.(L)	31-5-1985	558	15-6-1985
34	13014/1/85-Est.(L)	3-12-1985	1139	14-12-1985
35	14028/19/86-Est.(L)	9-12-1986	1072	14-12-1985
36	13023/20/84-Est.(L)	11-12-1986	1102	27-12-1986
37	13014/1/87-Est.(L)	17-6-1987	515	4-7-1987
38	11012/1/85-Est.(L)	23-6-1987	516	4-7-1988
39	14028/18/86-Est.(L)	23-3-1988	260	9-4-1988
40	11012/1/85-Est.(L)	6-6-1988	476	18-6-1988
41	13012/12/86-Estt.(L)	10-3-1989	198	25-3-1989
42	13025/2/90-Estt.(L)	22-10-1990	55	26-1-1991
43	11014/3/89-Estt.(L)	2-5-1991	303	18-5-1991
44	11014/3/89-Estt.(L)	21-1-1992	49	8-2-1992
45	13026/2/90-Estt.(L)	4-3-1992	119	14-3-1992
46	13026/2/90-Estt.(L)	20-4-1993	225	8-5-1993
47	13018/7/94-Estt.(L)	31-3-1995	317(E)	31-3-1995
48	14028/10/91-Estt.(L)	8-8-1995	385	19-8-1995
49	14028/4/91-Estt.(L)	18-9-1995	442	7-10-1995
50	14015/2/97-Estt.(L)	31-12-1997	727(E)	31-12-1997
51	13026/1/99-Estt.(L)	18/4-2002	149	27-4-2002
52	13026/1/2002-Estt.(L)	15/16-1-2004	186	5-6-2004
53	14028/1/2004-Estt.(L)	13-2-2006	47	4-3-2006
54	13018/4/2004-Estt.(L)	31-3-2006	91	27-4-2006
55	13023/3/98-Estt.(L) Vol. II	26-10-2007	229	3-11-2007
56	11012/1/2009-Estt.(L)	1-12-2009	170	5-12-2009
57	13026/1/2010-Estt.(L)	12-5-2011	160	12-5-2011
58	13026/5/2010-Estt.(L)	05-8-2011	601(E)	5-8-2011
59	14028/1/2010-Estt.(L)	26-8-2011	646(E)	26-8-2011
60	13018/4/2011-Estt.(L)	27-08-2011	648(E)	27-8-2011
61	13026/4/2011-Estt.(L)	26-12-2011	898(E)	26-12-2011
62	13026/3/2011-Estt.(L)	28-3-2012	255(E)	28-3-2012
63	13026/2/2010-Estt.(L)	29-3-2012	261(E)	29-3-2012
64	13026/5/2011-Estt.(L)	04-4-2012	283(E)	4-4-2012
65	13026/4/2012-Estt.(L)	18-2-2014	96(E)	18-02-2014
66	13026/4/2012-Estt.(L)	17-4-2014	286(E)	21-04-2014
67	13018/6/2013-Estt.(L)	09-10-2014	711(C)	09-10-2014
68	13026/2/2016-Estt.(L)	15-3-2017	251(E)	15-03-2017
69	13023/1/2017-Estt. (L)	01-1-2018	08(E)	03-01-2018
70	18017/1/2014-Estt. (L)	3-4-2018	438(E)	09-05-2018
71	13018/6/2013-Estt. (L)	6-6-2018	554(E)	13-06-2018

Department of General Administration

No. 37/2/2015-GAD-III/CCL)

Dated: 29-09-2015

CIRCULAR

It has been noticed that female employees of Secretariat submit their applications for grant of Child Care Leave just before proceeding on leave without getting the same sanctioned from the Leave Sanctioning Authority thereby violating the guidelines envisaged in Circular No. 2/38/75-PER (Vol. IV) dated 11/02/2009 issued by Department of Personnel, wherein it has been laid down under Clause 2(I) that “under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority”.

In such a situation, the Department is put in embarrassing position thereby leading to hampering of the official work.

It is therefore enjoined upon all the Branch Officers not to allow any of their female employees to proceed on Child Care Leave without getting the said leave sanctioned from the Leave Sanctioning Authority except under extreme urgent circumstances.

Non compliance of the above instructions shall be viewed seriously.

Sd/-
(**Biju R. Naik**)
Under Secretary (GA)

Department of Personnel

No. 2/5/92-PER

Dated: 29-06-2015

CIRCULAR

Read: Circular No. 2/5/92-PER dated 27-06-2014.

It has been decided by the Government to restore with immediate effect the Office Memorandum No. 13018/1/2010-Estt (Leave) dated 07/09/2010 of the Government of India, Ministry of Personnel, Public Grievances & Pensions circulated vide this Departments Circular No. 2/38/75-PER (Vol. IV) dated 21/10/2010 except for the service oriented institutions such as Goa Medical College & Hospital, Goa Dental College & Hospital, Directorate of Health Services, Institute of Psychiatry and Human Behaviour, Primary Schools, High Schools, Higher Secondary Schools, Colleges, etc. whose concerned Administrative Departments shall draw their own guidelines on Child Care Leave depending upon the need and submit to this Department for approval positively by 17/07/2015 without fail.

Consequently, the Circular read in preamble is hereby rescinded.

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

Department of Personnel

No. 2/5/92-PER

Dated: 25-02-2015

CIRCULAR

This Department vide Circular No. 2/5/92-PER dated 27/6/2014 have issued the instructions that henceforth, the minimum period of Child Care Leave that may be granted to a female Government employee shall not be for less than 6 months. In this connection, it has been brought to the notice by many Department that they are facing lot of inconvenience to implement the above instruction for the reasons that if the employee wants to avail Child Care leave for short period, it becomes compulsory for them to apply for six months Child Care Leave.

It is also brought to the notice that as per the instructions of this Department they have already framed their guidelines for sanction of Child Care Leave and accordingly they are granting the Child Care Leave as per the need of the employee and after issue of proper link arrangement order, Therefore, they have requested to grant exemption to above instruction to the Department who have framed their own set of guidelines in granting of CCL.

In view of above, it is enjoined upon all the Heads of Departments/Heads of Offices to furnish a copy of guidelines on CCL framed by them in pursuance to this Department O.M. No. 2/38/75-PER(IV) dated 10/08/2012 on or before 05/03/2015.

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

Department of Personnel

No. 2/5/92-PER

Dated: 27-06-2014

CIRCULAR

In terms of the Government of India's Ministry of Personnel, Public Grievances & Pensions Office Memorandum No. 13018/1/2010-Estt. (Leave) dated 07/09/2010 circulated by this department vide endorsement No. 2/38/75-PER(Vol. IV) dated 21/10/2010, a female Government employee shall be granted Child Care Leave subject to the following conditions:-

- I) Child Care Leave may not be granted in more than 3 spells in a calendar year.
- II) Child Care Leave may not be granted less than 15 days.
- III) Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situation.

In partial modification to the said guidelines, the Government has now decided that henceforth, the minimum period of Child Care Leave that may be granted to a female Government employee shall not be for less than 6 months depending upon the balance period of Child Care Leave available at the credit of women employee. In case the balance period of Child Care Leave available at the credit of women employee is less than 6 months days, the said employee shall be granted C.C.L. upto the balance leave available to her credit although it happens to be less than 6 months.

It is enjoined upon All the Heads of Department/Offices to scrupulously follow the above instructions while granting Child Care Leave to the Government Women Employees.

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

Department of Personnel

No. 2/38/75-PER(Vol. IV)

Dated: 20-02-2013

CIRCULAR

Attention of all Heads of Department/Offices are invited to this department's Circular of even No. dated 10/08/2012, wherein it was made mandatory on the part of Heads of Department/Officers who does not wish to recommend/sanction Child Care Leave to a women employee, to refer the Case with proper justification for rejection to Minister (Personnel) through concerned Minister.

It has now come to the notice of the Government that the contents of this Circular is not being followed by the concerned authorities in latter and spirit thereby jeopardizing the main objective of issue of the said Circular.

It is therefore, once again reiterated that, all the Heads of Department/Offices shall ensure that no Child Care Leave is rejected without approval of Government. Further, the application regarding

Child Care Leave shall be disposed off within 30 days except in cases where the matter has been referred to Government. If for any reasons, Head of Department/Leave Sanctioning Authority intends to reject the Leave, than the approval of the Minister for Personnel shall be mandatory. In such cases the Department/Concerned Head of Department/Leave Sanctioning Authority shall put up the matter to Minister (Personnel) through concerned Minister with all difficulties for decision.

In case the Child Care Leave is found to be rejected by the Head of Department without approval of the Minister for Personnel, the said act on the part of the concerned Head of Department will be viewed seriously and action shall be initiated for such a lapse as provided under the conduct Rules.

Sd/-
(N. P. Singnapurker)
Under Secretary (Personnel-II)

Department of Personnel

No. 2/38/75-PER(Vol. IV)

Dated: 10-08-2012

CIRCULAR

It has been noticed that on many occasions Head of Department/Leave Sanctioning Authority reject Child Care Leave to women employees due to various difficulties faced by the Department. However the Government has taken a serious view of the same stating that Child Care Leave is sanctioned to women employees is essential for the proper growth of the child.

It is enjoined upon all the Heads of Department/Offices to ensure that no Child Care Leave shall be rejected without approval of Government. Further the application regarding Child Care Leave shall be disposed off within 30 days except in cases where the matter has been referred to Government. If for any reasons Head of Department/Leave Sanctioning Authority intends to reject the leave, than the approval of the Minister for Personnel shall be mandatory. In such cases the Department/Concerned Head of Department/Leave Sanctioning Authority shall put up the matter to Minister (Personnel) through concerned Minister with all difficulties for sanctioning the leave and reasons for rejecting the same.

In case the need of substitute is felt the Heads of Department shall move a proposal with proper justification to Minister Personnel for approval of the same.

All Heads of Department/Office are also advised to frame guidelines governing grant of Child Care Leave in consultation with the women employees where the strength of the women employees in the Department is more than 35% of the total strength, with the approval of the Minister Personnel.

This issues with the approval of the Hon'ble Chief Minister.

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

Department of Personnel

No. 2/38/75-PER(Vol. IV)

Dated: 13-02-2012

CIRCULAR

A copy of the under mentioned Notification No. F. 13018/4/2011-Estt. (L) dated 27/08/2011 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi is forwarded for information and necessary action to:-

1. All Heads of Department/Offices
2. All Secretariate Departments

Sd/-

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

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

New Delhi,

No. F. 13018/4/2011-Estt. (L)

Dated: 27-8-2011

NOTIFICATION

G.S.R..... In exercise of the powers conferred by the proviso to article 309, read with clause (5) of article 148 of the Constitution and after consultation with the comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Departments, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Leave) (Fourth Amendment) Rules, 2011.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. For rule 43-C of the Central Civil Services (Leave) Rules, 1972, the following rule shall be substituted namely:-
43-C (1) Subject to the provisions of this rule, a woman Government servant may be granted child care leave by an authority competent to grant leave for a maximum period of 730 days during her entire service for taking care of her two eldest surviving children, whether for rearing or for looking after any of their needs, such as education, sickness and the like.
(2) For the purposes of sub-rule (1), "child" means-
 - (a) child below the age of eighteen years; or
 - (b) a child below the age of twenty-two years with a minimum disability of forty per cent as specified in the Government of India in Ministry of Social Justice and Empowerment's Notification No. 16-18/97-N1.1. dated the 1st June, 2001.
- (3) Grant of child care leave to a woman Government servant under sub-rule (1) shall be subject to the following conditions, namely:-
 - (i) it shall not be granted for more than three spells in a calendar year;
 - (ii) it shall not be granted for a period less than fifteen days at a time; and
 - (iii) It shall not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is satisfied about the need of child care leave to the probationer. Provided that the period for which such leave is sanctioned is minimal.
- (4) During the period of child care leave, the woman Government servant shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (5) Child care leave may be combined with leave of any other kind.
- (6) Notwithstanding the requirement of production of medical certificate contained in sub-rule (1) of rule 30 or sub-rule (1) of rule 31, leave of the kind due and admissible (including Commuted Leave not exceeding sixty days and Leave Not Due) up to a maximum of one year, if applied for, be granted in continuation with child care leave granted under sub-rule (1).
- (7) Child care leave shall not be debited against the leave account.

Sd/-
(Mamta Kundra)
Joint Secretary to the Government of India

Department of Personnel

No. 2/5/92-PER

Dated: 19-05-2011

CIRCULAR

A copy of the under mentioned Office Memorandum No.13018/1/2010-Estt. (Leave) dated 30th December 2010 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi is forwarded for information and necessary action to:-

1. All Heads of Department/Offices
2. All Secretariate Departments

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

No. 13018/1/2010-Estt. (Leave)

Dated:30-12-2010

OFFICE MEMORANDUM**Sub: Child Care Leave to Central Government employees - regarding**

The undersigned is directed to say that subsequent to issue of this Department OM of even number dated 07/09/2010, this Department has been receiving references from various Departments, seeking clarifications. The doubts raised are clarified as under:-

1. Whether Earned Leave availed for any purpose can be converted into Child Care Leave? How should applications where the purpose of availing leave has been indicated as 'Urgent Work' but the applicant claims to have utilized the leave for taking care of the needs of the child, be treated?

Child Care Leave is sanctioned to women employees having minor children, for rearing or for looking after their needs like examination, sickness etc. Hence Earned Leave availed specifically for this purpose only should be converted.

2. Whether all Earned Leave availed irrespective of number of days i.e. less than 15 days, and number of spells can be converted? In cases where the CCL spills over to the next year (for example 30 days CCL from 27th December), whether the Leave should be treated as one spell or two spells?

No. As the instructions contained in the OM dated 7-9-2010 has been given retrospective effect, all the conditions specified in the OM would have to be fulfilled for conversion of the Earned Leave into Child Care Leave. In cases where the leave spills over to the next year, it may be treated as one spell against the year in which the leave commences.

3. Whether those who have availed Child Care Leave for more than 3 spells with less than 15 days can avail further Child Care Leave for the remaining period of the current year?

No. As per the OM of even number dated 7-9-2010, Child Care Leave may not be granted in more than 3 spells. Hence CCL may not be allowed more than 3 times irrespective of the number of days or times Child Care Leave has been availed earlier. Past cases may not be reopened.

4. Whether LTC can be availed during Child Care Leave?

LTC cannot be availed during Child Care Leave as Child Care Leave is granted for the specific purpose of taking care of a minor child for rearing or for looking after any other needs of the child during examination, sickness etc.

Sd/-

(Simmi R. Nakra)

Director

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 21-10-2010.

CIRCULAR

A copy of the under mentioned Office Memorandum No.13018/1/2010-Estt. (Leave) dated 07/09/2010 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi is forwarded for information and necessary action to:-

1. All Heads of Department/Offices
2. All Secretariate Departments

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

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

No. 13018/1/2010-Estt. (Leave)

Dated:07-09-2010

OFFICE MEMORANDUM

Sub: Child Care Leave in respect of Central Government employees as a result of Sixth Central Pay Commission recommendations- Clarification regarding.

The undersigned is directed to say that this Department has been receiving representations from Government Servants through various quarters like the Public Grievances Cell/Associations etc. requesting to review the decision to allow Child Care Leave (CCL) only if the employee has no. E.L. at her credit.

2. This Department's O.M. No. 13018-2-2008-Estt. (L) dated 11-09-2008 regarding introduction of Child Care Leave in respect of Central Government employees and subsequent clarifications vide O. Ms. Dated 29-09-2008, 18-11-2008 and 02-12-2008 were reviewed. It has now been decided in consultation with Department of Expenditure, to delete the condition that CCL can be availed only if the employee concerned has no Earned Leave at her credit, subject to the following conditions:-
 - (i) CCL may not be granted in more than 3 spells in a calendar year.
 - (ii) CCL may not be granted for less than 15 days.
 - (iii) CCL should not ordinarily be granted during the probation period except in case of certain extreme situations where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.
3. It is reiterated that the leave is to be treated like Earned Leave and sanctioned as such:
4. These orders take effect from 01-09-2008. Earned Leave, if any, availed by women employees before availing CCL subsequent to the issue of the O.M. 13018/2/2008-Estt. (L) dated 18-11-2008 may be adjusted against CCL, if so requested by the employee.

Sd/-
(**Simmi R. Nakra**)
Director

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 23-06-2010.

CIRCULAR

A copy of the under mentioned No.13018/1/2010-Estt. (Leave) dated 12/02/2010 received from Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi is forwarded for information and necessary action to:-

1. All Heads of Department/Offices
2. All Secretariate Departments

Sd/-

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

Department of Personnel and Training

No. 13018/2/2010-Estt.(L)

Dated:12-02-2010

Subject: Clarification regarding grant of Child Care Leave.

Sir,

I am directed to refer to your letter No. 2/38/75-PER (Vol. IV) dated 22-12-2009 on the subject mentioned above and to say that Child Care Leave should not ordinarily be granted during the probation period except in case of certain extreme situation where the leave sanctioning authority is fully satisfied about the need of Child Care Leave to the probationer. It may also be ensured that the period for which this leave is sanctioned during probation is minimal.

2. CCL is governed by the conditions laid by this Department's Office Memorandum No. 13018/2/2008-Estt(L) dated 11-09-2008, 29-09-2008, 18-11-2008 and 02-12-2008. The sanction of Child Care Leave has to be done as per the above OMs.

Yours faithfully

Sd/-

(Promila Ummat)
Section Officer

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 29-09-2009.

CIRCULAR

The copy of the under mentioned office memorandum No.13018/1/2009-Estt. (L) dated 22/07/2009 received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, New Delhi is forwarded for information and necessary action to:

1. All Heads of Department/Offices
2. All Secretariate Departments

Sd/-

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

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

No. 13018/1/2009-Estt. (L)

Dated:22-07-2009

OFFICE MEMORANDUM

Subject:- Enhancement of Child Adoption Leave from 135 days to 180 days and extension of the facility of the Paternity Leave to adoptive fathers.

The undersigned is directed to refer to this Department's O.M. No. 13018/4/2004-Estt(L) dated 31st March 2006 regarding grant of Child Adoption Leave for 135 days to female Government servant on adoption of a child upto the age of one year, on the lines of maternity leave admissible to natural mothers. After implementation of the Sixth Central Pay Commission recommendations the period of maternity leave was enhanced from 135 days to 180 days. Subsequently, this Department has received representations requesting for enhancement of the period of Child Adoption Leave from 135 days to 180 days in line with the maternity leave. The matter has been examined in this Department and it has decided to enhance the period of Child Adoption Leave from 135 days to 180 days.

2. A female Government servant in whose case the period of 135 days of Child Adoption Leave has not expired on the date of issue of these orders shall also be eligible for Child Adoption Leave of 180 days.

3. It has also been decided that a male Government servant (including an apprentice) with less than two surviving children, on valid adoption of a child below the age of one year, may be sanctioned Paternity Leave for a period of 15 days within a period of six months from the date of valid adoption.

4. These orders shall take effect from the date of issue.

5. 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/-

(Simmi R. Nakra)

Director

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 11-02-2009.

CIRCULAR

The Copy of the under mentioned Office Memorandum No. 13018/2/2008-Estt.(L) dated 02-12-2008 received from the Government of India, Ministry of Personnel, Public Grievances & 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. 13018/2/2008-Estt. (Leave)

New Delhi, the 2nd December, 2008

OFFICE MEMORANDUM

Subject:- Child Care Leave in respect of Central Government employees as a result of Sixth Central Pay Commission recommendation-clarification regarding.

The undersigned is directed to refer to this Departments O.M. of even number dated 11th September, 2008 regarding introduction of Child Care Leave in respect of Central Government employees and subsequent clarifications vide O.M. dated 29th September, 2008 and 18th November 2008. It is further clarified that Child Care Leave sanctioned prior to issuance of O.M. No. 13018/2/2008-Estt (L) dated 18th November, 2008 shall be treated as Child Care Leave and shall be deducted from the Child Care Leave account of the Government servant concerned. No adjustment against any other kind of leave shall be made in this regard. The Child Care Leave sanctioned for the period beyond 18-11-2008 shall however be regulated in terms of clarification issued vide O.M. of even number dated 18-11-2008.

Sd/-

(Simmi R. Nakra)

Director.

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 11-02-2009.

CIRCULAR

The Copies of the under mentioned Office Memorandum No. 13018/2/2008-Estt.(L) dated 18-11-2008 received from the Government of India, Ministry of Personnel, Public Grievances & 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. 13018/2/2008-Estt. (L)

New Delhi, the 18th November, 2008.

**Subject: Child Care Leave in respect of Central Government employees as a result of Sixth
Central Pay Commission-Clarification regarding.**

The order regarding introduction of Child Care Leave (CCL) in respect of Central Government employees were issued vide this Department's O.M. of even number dated 11th September, 2008. Subsequently, clarification in this regard were also issued vide O.M. dated 29th September, 2008.

2. Consequent upon the implementation of orders relating to Child Care Leave, reference has been received from various sections regarding the procedure for grant of this leave etc. In this connection, it is mentioned that the intention of the Pay Commission in recommending Child Care Leave for women employees was to facilitate women employees to take care of their children at the time of need. However, this does not mean that CCL should disrupt the functioning of Central Government offices. The nature of this leave was envisaged to be the same as that of earned leave. Accordingly, while maintaining the spirit of Pay Commission's recommendations intact and also harmonizing the smooth functioning of the offices, the following clarifications are issued in consultation with the Department of Expenditure (Implementation Cell) with regard to Child Care Leave for Central Government employees:—

- i) CCL cannot be demanded as a matter of right. Under no circumstances can any employee proceed on CCL without prior proper approval of the leave by the leave sanctioning authority.
- ii) The leave is to be treated like the Earned Leave and sanctioned as such.
- iii) Consequently, Saturdays, Sundays, Gazetted holidays etc. falling during the period of leave would also count for CCL, as in the case of Earned Leave.
- iv) CCL can be availed only if the employee concerned has no Earned leave at her credit.

Sd/-

(Raj Bala Singh)
Under Secretary to the Government of India

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 11-02-2009.

CIRCULAR

The Copies of the under mentioned Office Memorandum No. 130018/2/2008-Estt.(L) dated 11-09-2008 & 29-09-2008 received from the Government of India, Ministry of Personnel, Public

Grievances & Pensions, Department of Personnel & Training, New Delhi are forwarded for information and necessary action.

1. All Heads of Department/Offices
2. All Secretariate Departments

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

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

No. 13018/2/2008-Estt. (L)

New Delhi, the 11th September, 2008.

OFFICE MEMORANDUM

Subject: Recommendations of the Sixth Central pay Commission relating to enhancement of the quantum of Maternity leave and introduction of Child Care Leave in respect of Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Sixth Central pay Commission relating to Maternity Leave and Child Care Leave, the President is pleased to decide that the existing provisions of the Central Civil Services (Leave) Rules, 1972 will be treated as modified as follows in respect of civilian employees of the Central Government:-

- (a) The existing ceiling of 135 days Maternity Leave provided in rule 43 (1) of Central Civil Services (Leave) Rules, 1972 shall be enhanced to 180 days.
 - (b) Leave of the kind due and admissible (including commuted leave for a period not exceeding 60 days and leave not due) that can be granted in continuation with maternity leave. Provided in Rule 43(4) (b) shall be increased to 2 years.
 - (c) Women employees having minor children may be granted Child Care Leave by an authority competent to grant leave, for a maximum period of two years (i.e. 730 days) during their entire service for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. Child Care leave shall not be admissible if the child is eighteen years of age or older. During the period of such leave, the women employees shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. It may be availed of in more than one spell. Child care Leave shall not be debited against the leave account. Child Care Leave may also be allowed for the third year as leave not due (Without production of Medical Certificate) It may be combined with leave of the kind due and admissible.
2. These orders shall take effect from 1st September, 2008
 3. In view of paragraph 2 above, a women employee in whose case the period of 135 days of maternity leave has not expired on the said date shall also be entitled to the maternity leave of 180 days.
 4. Formal amendments to the central Civil Services (Leave) rules, 1972 are being issued separately.
 5. In so far as persons serving in the Indian Audit & Accounts Departments are concerned, these orders are issue in consultation with the Comptroller & Auditor General of India.

Sd/-
(**Simmi R. Nakra**)
Director (P&A)

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

No. 13018/2/2008-Estt. (L)

New Delhi, the 29th September, 2008.

OFFICE MEMORANDUM

**Subject: Grant of Child Care Leave to Women Government Employees.
Clarification regarding.**

The undersigned is directed to refer to para 1(c) of this Department's O.M. of even number dated 11th September, 2008 according to which Child Care Leave can be granted to women employees having minor children below the age of 18 years, for a maximum period of 2 years (ie 730 days) during their entire service, for taking care of upto two children whether for rearing or to look after any of their needs like examination, sickness etc. The question as to Whether child care leave would be admissible for the third child below the age of 18 years and the procedure for grant of child care leave have been under consideration in this Department, and it has now been decided as follows:—

- (i) Child Care Leave shall be admissible for two eldest surviving children only.
- (ii) The leave account for child care leave shall be maintained in the proforma enclosed, and it shall be kept alongwith the Service Book of the Government servant concerned.

Sd/-
(Simmi R. Nakra)
Director (P&A)

Proforma for maintaining Child Care Leave Accounts.

[illegible]

III. MATERNITY/PATERNITY LEAVE

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 01-03-2006.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, namely:-

1. **Short title and commencement.-** (1) These rules may be called the Goa State Civil Services (Maternity Leave) (Amendment) Rules, 2005.
(2) They shall come into force at once.
2. **Amendment of Rule 2** – In Rule 2 of the Goa State Civil Services (Maternity Leave) Rules, 2005.
 - (ii) In sub rule (1) :-
 - (a) after the words “on adoption of a child” and before the words “may also be granted”, the expression “or on taking a child in guardianship/tutelage under the provisions of the Portuguese Civil Code, 1867 or any other Law in force in the State of Goa” shall be inserted;
 - (b) for the words “adopted child”, the words “adopted child or of the child taken in guardianship/tutelage” shall be substituted;
 - (iii) for the existing sub-rule (3) the following sub-rule shall be substituted namely:-

“(3) A female Government servant adopting the child or taking a child in guardianship/tutelage under the provisions of the Portuguese Civil Code, 1867 or any other Law in force in the State of Goa shall produce all the documents relating to such adoption/guardianship/tutelage of a child along with her leave application”.

By order and in the name of Governor of Goa

Sd/-

(Yetindra M. Maralkar)
Joint Secretary (Personnel)

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 24-01-2005.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa hereby makes the following rules, namely:-

1. **Short title, application and commencement.-** (1) These rules may be called the Goa State Civil Services (Maternity Leave) Rules, 2005.
 - (2) They shall apply to the female Government servants in Group ‘A’ ‘B’ ‘C’ and ‘D’ posts of Government of Goa.
 - (3) They shall come into force at once.
2. **Maternity leave.-** (1) A female Government servant (including an apprentice) with less than two surviving children may be granted maternity leave by Head of Department for a period of 180 days from the date of its commencement. A female Government servant with less

than two surviving children, on adoption of a child, may also be granted maternity leave as aforesaid, provided age of an adopted child is less than two years.

- (2) During such leave period, she shall be paid leave salary equal to the pay drawn immediately before proceeding on leave.
- (3) Adoptive mother shall produce all the documents relating to adoption of a child along with leave application.
- 3. Cessation and Saving.-** (1) On and from the date of coming into force of these rules, the provisions of sub rules (1) and (2) of rule 43 and rule 43 (B) of the Central Civil Services (Leave) Rules, 1972 shall cease to apply to all female Government servants.
- (2) Notwithstanding such cessation, anything done or any action taken including any order made, direction given or leave granted under the provisions of said sub rules (1) and (2) of rule 43 or rule 43 B of the Central Civil Services (Leave) Rules, 1972, shall be deemed to have been done, taken, made, given or granted under the provisions of these rules.

By order and in the name of Governor of Goa

Sd/-
(Gurudas P. Pilarnekar)
Joint Secretary (Personnel)

Department of Personnel

No. 2/38/75-PER (Vol. II)

Dated: 06-08-1999.

OFFICE MEMORANDUM

Subject:- Recommendation of Fifth Central Pay Commission relating to enhancement of Commission relating to enhancement of quantum of Maternity Leave and to allow Paternity Leave in respect of Central Government employees.

With reference to Office Memorandum No. 2/38/75-PER (Vol. II) dated 11-12-1997 on the above mentioned subject, it is clarified that Paternity Leave can be availed at any time within 135 days of the date of delivery of the child.

Sd/-
(J. S. Monteiro)
Under Secretary (Personnel)

Department of Personnel

No. 2/38/75-PER (Vol. II)

Dated: 11-12-1997.

OFFICE MEMORANDUM

Subject:- Recommendation of Fifth Central Pay Commission relating to enhancement of quantum of Maternity Leave and to allow Paternity Leave in respect of Central Government employees.

The undersigned is directed to say that consequent upon the decisions taken by the Government on the recommendations on the Fifth Central Pay Commission relating to leave, the Government of India have decided that the existing provisions of the Central Civil Services (Leave) Rules, 1972, may be modified as follows and Government of Goa is pleased to extend the same benefits to the employees of this Governments as indicated below:-

- a) The existing ceiling of 90 days Maternity Leave provided in Rule 43(1) ibid shall be enhanced to 135 days.

- b) A male Government servant (including an apprentice) with less than two surviving children may be granted Paternity Leave for a period of 15 days during the confinement of his wife. During the period of such leave, he shall be paid leave salary equal to the pay drawn immediately before proceeding on leave. Paternity Leave shall not be debited against the leave account and may be combined with any other kind of leave (as in the case of Maternity Leave). It may not normally be refused under any circumstances.
2. Those orders take effect from 7-10-1997.
3. In the light of paragraph 2 above, a female Government servant in whose case the period of 90 days of Maternity Leave has not expired on the said date shall also be entitled to the Maternity Leave of 135 days. Similarly, Paternity Leave to a male Government employee may also be allowed in case his wife had given birth to the child on a date not prior to 135 days from the date of issue of this order.
4. Formal amendments to the Central Civil Services (Leave) Rules, 1972, are being issued separately by the Government of India.

Sd/-

(S. S. Keshkamat)

Joint Secretary (Personnel)

IV. DELEGATION OF POWERS—LEAVE SANCTIONING AUTHORITIES FOR GOA CIVIL SERVICE, GOA POLICE SERVICE, MAMLATDARS/JT. MAMLATDARS/ ASST. DIRECTOR CIVIL SUPPLIES/BDO/CHIEF OFFICER AND HEADS OF DEPT

Administrative Reforms Department

No. 3/7/2017-ARD/017

Dated: 10-01-2018

ADDENDUM

Read:- 1) Office Memorandum No. 3/7/2017-ARD dated 02-11-2017

In the partial modification of Office Memorandum read as above **“the Corporation, Public Enterprises, Boards, Federations etc”** shall be added for sanctioning of leave specified in the column No. 3 and 8 after the word “Grant in Aid Institution” and Leave column No. 9 after the word “Corporations or equivalent”, the following shall be added to read as:- **“Public Enterprises, Boards, Federations etc.”**

Similarly, in partial modification for Tour specified in the column No. 8 after the word “Grant in Aid institution”, the following shall be added to read as **“the Corporation, Public Enterprises, Boards, Federations etc.”**

The rest of the content of the above said Office Memorandum shall remain unchanged.

By order and in the name
Of Governor of Goa
Sd/-
(Shivane S. Borkar)
Under Secretary (AR)

O/o. Joint Secretary (ARD)

No. 3/7/2017-ARD/930

Dated: 02-11-2017

OFFICE MEMORANDUM

- Ref:- 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 (grants 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 Governor of Goa

Sd/-
(Sneha S. Morajkar)
Joint Secretary (AR)

Sr. No.	Name of Case	Authority	Remarks
LEAVE			
1.	Intimation of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave by Jr. Scale GCS, GPS, GFS, Mamlatdar, Jt. Mamlatdar, Asst. Director of Civil Supply,	Immediate Controlling Authority	

	B.D.O., Chief Officers		
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	Remarks
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	
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	Concerned Ministers of the department in	

	private visit where expenditure is incurred by Officer concerned	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	

Department of Personnel

No. 6/02/2008-PER (Part)

Dated:04-05-2016.

Ref:- Office Memorandum No. 6/02/2008-PER(Part) dated 05-01-2016.

OFFICE MEMORANDUM

In order to avoid unnecessary time lapse as regards to the sanctioning of leave to Government Officers, the Government hereby delegates its powers of sanctioning following type of leave in respect of Goa Civil Service Officers, Goa Police Service Officers, Goa Forest Service Officers, Mamlatdar/ Joint Mamlatdar/Assistant Director of Civil Supplies, Block Development Officers, Chief Officers and Heads of Department to the concerned Head of Department/Head of Office and concerned Secretaries of the Department where the Officer is posted:-

1. Casual Leave, Restricted Holiday/Special Holiday/Special Casual Leave.
2. Earned Leave for 15 days and less.
3. Commuted Leave of 15 days. and less
4. Paternity Leave of 15 days.
5. Maternity leave of 180 days.

The Head of Department/Head of Offices and concerned Secretaries of the Department shall also sanction the following proposals after obtaining administrative approval of the concerned Minister-in-charge:-

- a. Permission to leave headquarters associated with above mentioned leaves.
- b. LTC proposals, with permission to leave headquarters, associated with above mentioned leaves.

A copy of the leave sanction order shall be forwarded to this Department for official record.

However, the following leaves/tours in respect of the aforesaid officers shall invariably be referred to this department:-

- i) Child Care Leave
- ii) Leave to go abroad
- iii) All Official tours:- Officers may obtain Government approval and forward a copy of the same alongwith tour programme to this department for issue of Order.
- iv) Any other kind of leave not covered above.

As regards to charge during leave period, the standing link arrangement issued by this department shall be continued to be followed.

This issues in supersession to the Office Memorandum read in preamble.

By order and in the name of Governor of Goa

Sd/-

(Meghana V. Shetgaonkar)
Under Secretary (Personnel-I)

Department of Personnel

No. 6/02/2008-PER (Part)

Dated: 05-01-2016.

Read:- Circular No. 6/02/2008-PER(Part) dated 19-09-2013.
Circular No. 6/02/2008-PER(Part) dated 22-04-2015.

OFFICE MEMORANDUM

In order to avoid unnecessary time lapse as regards to the sanctioning of leave to Government Officers, the Government hereby delegates its powers of sanctioning following type of leave in respect of Goa Civil Service Officers, Goa Police Service Officers, Goa Forest Service Officers, Mamlatdar/Joint Mamlatdar/Assistant Director of Civil Supplies, Block Development Officers, Chief Officers and Heads of Department to the concerned Head of Department/Head of Office where the Officer is posted:-

1. Casual Leave, Restricted Holiday/Special Holiday/Special Casual Leave.
2. Earned leave for 15 days and less.
3. Commuted leave for 15 days and less.
4. Paternity Leave of 15 days.
5. Maternity leave of 180 days.

The Head of Department/Head of Offices shall also sanction the following proposals after obtaining administrative approval of the concerned Minister-in-charge:-

- a. Permission to leave headquarters associated with above mentioned leaves,
- b. LTC proposals, with permission to leave headquarters, associated with above mentioned leaves.

A copy of the leave sanction order shall be forwarded to this Department for official record.

However, the following leaves/tours in respect of the aforesaid officers shall invariably be referred to this department:-

- i) Child Care Leave
- ii) Leave to go abroad
- iii) All Official tours:- Officers may obtain Government approval and forward a copy of the same alongwith tour programme to this department for issue of Order.
- iv) Any other kind of leave not covered above.

As regards to charge during leave period, the standing link arrangement issued by this department shall be continued to be followed.

This issues in supersession to the circulars referred in the preamble.

By order and in the name of Governor of Goa

Sd/-

(Meghana V. Shetgaonkar)
Under Secretary (Personnel-I)

Department of Personnel

No. 6/02/2008-PER (Part)

Dated: 10-10-2014.

Read:- Circular No. 6/02/2008-PER(Part) dated 08-02-2013.
Circular No. 6/02/2008-PER(Part) dated 19-09-2013.

CIRCULAR

The Government is pleased to extend the validity of the Circular of even number dated 19-09-2013, with immediate effect for a further period upto 31-03-2015. A copy of the said Circular is enclosed herewith for ready reference.

Sd/-

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

Department of Personnel

No. 6/02/2008-PER (Part)

Dated: 19-09-2013.

Read:- Circular No. 6/02/2008-PER(Part) dated 08-02-2013.

CIRCULAR

As per the Circular read in preamble it was mandatory on the part of all the Junior Scale, Senior Scale, Junior Administrative Grade and Selection Grade Officers of Goa Civil Service, Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies, Block Development Officers and Heads of Departments to invariably route the proposals pertaining to their leave duly recommended, tour, various types of advances to the Personnel Department for sanction.

Now, in partial modification to the said Circular, Government has decided that all kinds of Leave for 07 days and less except Maternity leave/Paternity leave/Child Care leave in respect of Officers under the Control of Personnel Department viz. Goa Civil Service Officers, Goa Police Service Officers, Goa Forest Service Officers, Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies/Block Development Officers/Chief Officers and Heads of Department, shall be sanctioned by the Head of Department/next immediate Superior in the respective Department/Corporation/Autonomous body as per rule and issue necessary orders without routing the file through this department.

However, the application for leave above seven days of these officers shall continue to be referred to this department as required under the Circular read in preamble as before. The concerned departments shall obtain Government approval before sanctioning the leave, whenever such approval is required as per rule i.e. whenever the officers are seeking permission to leave head quarters.

It should be ensured, in such cases, that a copy of the leave sanction order shall invariably be forwarded to this Department for official record.

I	Head of Departments/Head of Office are delegated powers to sanction the following types of Leave in respect of above mentioned officers	
1)	Casual Leave, Restricted/Special holiday/Special Casual Leave	
2)	Earned Leave for 07 days or less	
3)	Commuted Leave for 07 days or less	
4)	Paternity Leave	} These leave shall be sanctioned as per Rules. The restriction of 07 days will not apply in the cases of leave at Sr. No. 4, 5 and 6.
5)	Maternity Leave	
6)	Child Care Leave	

II)	Following types of Leave/Tours in respect of the said officers shall invariably be referred to Personnel Department	
1)	Leave to go abroad	
2)	All Official tours—Officers may obtain Government approval and forward a copy of the same alongwith tour programme to this department for issue of Order	
3)	Any other kind of leave not covered above.	
4)	All kinds of leave above 07 days, except those at Sr. No. 4, 5 & 6 mentioned at I above.	

As regards, to the charge during leave period the standing link arrangement issued by this Department incase of Goa Civil Service Officers/Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies/Block Development Officers/Head of Department and Officers posted in Corporations/Autonomous bodies shall be followed.

This Circular shall be effective only up to 31-03-2014.

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

Department of Personnel

No. 6/02/2008-PER (Part)

Dated: 08-02-2013.

CIRCULAR**IMPORTANT**

The Personnel Department is the Cadre Controlling Authority for all the Goa Civil Service Officers viz. Junior Scale, Senior Scale, Junior Administrative Grade and Selection Grade, Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies, Block Development Officers and Head of Departments.

Officers proceed on Official tour and the tour Order is issued by the Head of Department or the Secretary incharge of the department, as the case may be. Some Officers proceed on leave and the leave is sanctioned by the immediate superior. The Personnel Department remains unaware of the above facts.

The Directorate of Accounts is, therefore, not able to ascertain the correct position.

It is, therefore, enjoined upon all the Junior Scale, Senior Scale, Junior Administrative Grade and Selection Grade Officers of Goa Civil Service, Mamlatdars/Joint Mamlatdars/Assistant Director of Civil Supplies, Block Development Officers and Head of Departments to invariably route the proposals pertaining to their Leave duly recommended, Tours, various types of advances to the Personnel Department for sanction. In respect of official tour, the Officer may obtain the Government approval i.e. approval of the Minister Personnel through the Chief Secretary and send a copy of the approval alongwith the tour programme, to this Department, for issue of Order.

The above instructions shall be scrupulously followed.

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

V. OTHER LEAVES AND INSTRUCTIONS**General Administration Department**

No. 2/1/2021-PER/1380

Dated : 09-06-2021

OFFICE MEMORANDUM

Office Memorandum No.13020/1/2019-Estt. (L) dated 07/06/2021 issued by the Ministry of Personnel, Public Grievances and Pensions, Department of Personnel & Training, Government of India, New Delhi as transcribed below is hereby adopted by the Government and the same shall be applicable w.e.f. 25/03/2020 and shall continue until further orders.

Sd/-

(Vishal C. Kundaikar)
Under Secretary (Personnel-I)

Ministry of Personnel, Public Grievances & Pensions

No.13020/1/2019-Estt.(L)

Dated the 7th June 2021**OFFICE MEMORANDUM**

Subject – Treatment/regularization of hospitalization/quarantine period during COVID-19
Pandemic regarding.

This Department has been receiving several references/queries requesting for clarification relating to treatment of the hospitalization/quarantine period during the COVID-19 pandemic. The matter has been considered, and keeping in view the hardships faced by the Government servants, it has been decided to treat the period of absence, in relaxation of CCS (Leave) Rules, 1972, as under:-

SL. No.	Situation	Treatment of period of absence
(1)	When the Government servant himself is COVID Positive and is in home isolation/quarantine	(i) Shall be granted Commuted Leave up to 20 days, if due and admissible, without Medical Certificate, on mere production of his COVID positive report. (ii) If Commuted Leave is not available, he shall be granted Special Casual Leave (SCL) for 15 days followed by Earned Leave (EL) or Half Pay Leave (HPL) of 5 days and , in case of EL/HPL is also not available, he shall be given Extra Ordinary Leave (EOL) without insisting on production of Medical Certificate, and the period shall also be counted for qualifying service.
(2)	When the Government servant himself is COVID positive and is in home isolation and has also been hospitalized	(i) Shall be granted Commuted Leave SCL/EL for a period up to 20 days starting from the time having tested COVID positive, if the period of home quarantine/discharge from hospital falls within 20 days, as per SI.No.1 above. (ii) In case of hospitalization beyond the 20 th day from his testing COVID positive, he shall be granted Commuted leave, on production of documentary

		proof of hospitalization. (iii) If, however, after discharge from the hospital, the Government servant is required to remain at home for post-COVID recovery, he may be granted leave of any kind due and admissible to him, with the approval of the concerned Competent Authority, as per the CCS (Leave) Rules, 1972. It is only when the Commuted Leave is not available to the credit of the Government servant that SCL of 15 days or EL or EOL shall be considered.
(3)	When a dependent Family member of Government servant is COVID positive or parents whether dependent or not, living with him are COVID positive	(i) Shall be granted SCL of 15 days on production of COVID positive report of dependent family member/parents. (ii) In case of active hospitalization of any of the family member/parents even after 15 days of the expiry of SCL, the Government Servant may be granted leave of any kind due and admissible beyond 15 days of SCL till their discharge from hospital. After discharge from the hospital of dependent family member/parents, if the Government servant wishes to avail further leave, shall be considered for the leave due and admissible as per the CCS (Leave) Rules, 1972 subject to functional requirements and sanction of leave by the Competent Authority. The Competent Authority is advised to take a liberal view in such cases and its decision in the matter shall be final.
(4)	When the Government Servant comes into direct contact with a COVID-positive person and remains in Home Quarantine.	He shall be treated as on duty/Work from Home for a period of seven days. For any period beyond that, his attendance shall be regulated as per the instructions given by the Ministry/Department/Office concerned, where he is working.
(5)	The period of Quarantine spent by Government servant, as a precautionary measure, residing in the Containment Zone	He shall be treated as on duty/Work from Home till the Containment Zone is de-notified.

2. These order shall be applicable w.e.f. 25.03.2020 and shall until further orders. The past cases, wherever settled, shall be re-opened if the same is beneficial to the Government servant, and where he makes a request in writing for review.

Sd/-

(Sunil Kumar)

Under Secretary to the Government of India

General Administration Department

No. 37/2/2020-GAD-III/806

Dated : 15-07-2020

OFFICE MEMORANDUM

Read : Office Memorandum No. 37/2/2020-GAD-III/514 dated : 19-06-2020

In continuation to the Office Memorandum of even number dated 19/06/2020 read in preamble it is hereby directed that the employees working in the State Government/Semi Governments, who or any of their family members residing with them have been subjected for swab test for Corona Virus, shall refrain from attending office duties until the test report is declared by the concerned Medical Authority.

Further, such employee shall immediately intimate his/her immediate superior about the situation, who in turn shall permit such employee to work from home until the test report is declared by the concerned Medical Authority.

The employees working from home in pursuance to above shall be available on telephone and electronic means of communication at all times.

All Head of Departments are directed to bring the above instructions to the notice of their employees and issue similar instructions to their Attached/Subordinate Offices, Autonomous/Statutory Bodies, for strict compliance.

This issues with the approval of the Competent Authority.

Sd/-
Shripad Arlekar
Under Secretary (GA)

General Administration Department

No. 37/2/2020-GAD-III/514

Dated : 19-06-2020

OFFICE MEMORANDUM

Taking in view the rising cases of COVID-19 in the State, it is hereby advised that the employees working in the State Government/Semi Government/Departments, whose any of the family member staying with them is detected COVID-19 positive, shall refrain from attending office until the test report of such family member is declared negative by the concerned medical authority.

Further, he/she shall immediately intimate his/her immediate superior about the situation, who shall in turn permit such employee to work from home.

The employees working from home in pursuance to above shall be available on telephone and electronic means of communication at all times. They shall attend office, if called for and if any exigency of work demands.

All Head of Departments are directed to bring the above instructions to the notice of their employees and issue similar instructions to their Attached/Subordinate Offices, Autonomous/Statutory Bodies, for strict compliance.

This issues with the approval of the competent authority.

Sd/-
Shripad Arlekar
Under Secretary (GA)

Finance (Expenditure) Department

No. 7-8-2017-Fin (Exp)

Dated: 11-07-2017

A copy of the Notification No. F. No. 13026/2/2016-Estt. (I) dated 15-03-2017 received from Ministry of Personnel, Public Grievances and Pensions, New Delhi, transcribed below has been adopted by the State Government.

Sd/-
(**Sushama D. Kamat**)
Under Secretary (Fin-Exp)

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

F. No. 13026/2/2016-Estt. (L)

New Delhi, the 15th March, 2017.**NOTIFICATION**

G.S.R. 251 (E). – In exercise of the powers of the conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Leave) Amendment Rules, 2017.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Leave) Rules, 1972, for rule 48, the following rule shall be substituted, namely:-

“48, Special Leave connected to inquiry of sexual harassment – Leave upto a period of 90 days may be granted to an aggrieved female Government Servant on the recommendation of the Internal Committee or the Local Committee, as the case may be, during the pendency of inquiry under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and the leave granted to the aggrieved female Government Servant under this rule shall not be debited against the leave account”.

[F. No. 13026/2/2016-Estt. (L)]

Sd/-
Gyanendra Dev Tripathi,
Jt. Secretary

Department of Personnel

File No. 2/8/92-PER(Part)

Dated:- 05-05-2014

CIRCULAR

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi, Office Memorandum No.13026/4/2012Estt(L) dated 18-02-2014 is reproduced here below and circulated for information & necessary action to:-

1. All heads of Departments/Offices
2. All Departments in the Secretariat

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

Bharat Sarkar/Government of India
Ministry of Personnel, Public Grievances and Pensions
Department of Personnel and Training

No. 13026/4/2012-Estt. (L)

New Delhi, the 18th February, 2014**OFFICE MEMORANDUM**

Subject: Execution of Bond for availing Study Leave under rule 53(4) of the CCS (Leave) Rules, 1972 – regarding

The undersigned is directed to state that Government servants are allowed to avail “Study Leave” in terms of the provisions of rules 50-63 of the CCS (Leave) Rules, 1972. The provisions of rule 53(4) mandates for execution of a bond by the Government Servant who is granted such leave in the relevant format prescribed for the said purpose i.e. Forms 7-10 of the CCS (Leave) Rules, 1972.

2. The said Bond executed by the Government servant requires putting in specified period of service after expiry of the Study Leave as prescribed by provisions of rule 50 (5) of the said rules.

3. It has come to the notice of this Department that the provisions of the aforesaid bond are being circumvented and officers who have availed Study Leave proceed on prolonged spells of leave due and admissible to them and thus do not put in active service for the requisite period as indicates; in the bond executed by them.

4. In view of the above position, the provisions of the prescribed format of the Bond have been reviewed in consultation with the Department of Legal Affairs and it has been decided that the prescribed forms 7, 8, 9 and 10 of the CSS (Leave) Rules, 1972 may be revised by incorporating a specific clause confirming commitment of the Government servant to put in requisite active service after expiry of the Study Leave. The copies of the revised formats are enclosed herewith. The grant of Study Leave shall continue to be regulated in terms of the relevant provisions of the rules as indicated in para 1 above. Ministry of Home Affairs, etc are requested to ensure that the necessary Bond in respect of grant of Study Leave under CCS (Leave) Rules, 1972 may henceforth be obtained in the revised formats.

5. These orders are being issued after consultation with the C&AG of India in respect of persons serving in the Indian Audit & Accounts Department.

6. Format amendments to CCS (Leave) Rules, 1972 are being issued separately.

Sd/-
(Mukul Ratra)
Director (L&A)

FORM 7
[See Rule 53(4)]

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT IN PERMANENT EMPLOY, WHEN PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY THE SEPRESENTS THAT I,.....resident of in the District of..... at present employed as in the Ministry/Office of do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereafter called “the Government”) on demand the sum of Rs. (Rs..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India – AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I, am granted study leave by Government.

AND WHEREAS for the better protection of the Government I have agreed to execute this Bond with such condition as hereunder is written:

NOW THE CONDITION OF ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after

the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years/five years after my return to duty. I shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs. (Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans:

NOW FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me shall be extended by a comparable period equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my marking such payment, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this Day of two thousand and

Signed and delivered by

In the presence of

Witness: 1.....

2.....

ACCEPTED

For and on behalf of the
President of India

Explanation : The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

FORM 8

[See Rule 53(4)]

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT IN PERMANENT EMPLOY, WHEN GRANTED EXTENSION ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT I,resident of in the District of at present employed as in the Ministry/Office of do hereby bind myself and my heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs. (Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country converted at the official rate of exchange between that country and India – AND TOGETHER with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS I, was granted study leave by Government for the period to In consideration of which I executed a Bond, dated for Rs. (Rupees only) in favour of the President of India.

AND WHEREAS the extension or study leave has been granted to me at my request until

AND WHEREAS for the better protection of the Government I have agreed to execute this Bond with such condition as hereunder is written:

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of my failing to resume duty, or resigning or retiring from service or otherwise quitting service without returning to duty after

the expiry or termination of the period of study leave so extended or failing to complete the course of study or at any time within a period of three years/five years after my return to duty. I shall forthwith pay to Government or as may be directed by the Government on demand the said sum of Rs. (Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans:

NOW, FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service for the period as specified above, after expiry of the study leave availed by me, shall be extended by a comparable period equivalent to the aggregate periods of leave of any kind availed by me, during the currency of the bond period.

AND upon my making such payments, the above written obligations shall be void and of no effect, otherwise it shall be and remain in full force and virtue.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this day of two thousand and

Signed and delivered by

.....

In the presence of,

Witness: 1.....

2.....

ACCEPTED

For and on behalf of the
President of India

Explanation : The 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

FORM 9

[See Rule 53(4)]

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT NOT IN PERMANENT EMPLOY, WHEN PROCEEDING ON STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT we.....residents of in the District of at present employed as in the Ministry/Office of (hereinafter called "the Obligor") and Shri/Shrimati/Kumari son/daughter of of and Shri/Shrimati/Kumari Son/daughter of and Shri/Shrimati/Kumari son/daughter of of..... (hereinafter called "the Sureties") do hereby jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the President of India (hereinafter called "the Government") on demand the sum of Rs. (Rupees Only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans or, if payment is made in a country other than India, the equivalent of the said amount in the currency of that country, converted at the official rate of exchange between that country and India and together with all costs between attorney and client and all charges and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor is granted study leave by the Government:

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond with such condition as here under is written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above bounden

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the Obligor Shri/Shrimati/Kumari failing to resume duty, or resigning from service or otherwise quitting service without returning to duty after the expiry or termination of the period of study leave or failing to complete the course of study or at any time within a period of three years/five years after his return to duty, the Obligor and Sureties shall forthwith pay to the Government or as may be directed by the Government, on demand the said sum of Rs. (Rupees only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans:

NOW, FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond mandating putting in service by the Obligor for the period as specified above, after expiry of the study availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her during the currency of the bond period.

AND upon the Obligor Shri/Shrimati/Kumari and or Shri/Shrimati/Kumari the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force by virtue.

PROVIDED ALWAYS THAT the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the sureties. Shri/Shrimati/Kumari and Shri/Shrimati/Kumari or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force the rights and liabilities hereunder shall, where necessary, be accordingly determined by the appropriate Courts of India.

Signed and dated this day of two thousand and

Signed and delivered by the Obligor

Above named Shri/Shrimati/Kumari

In the presence of,

Witness: 1

2

Signed and dated this day of two thousand and

Signed and delivered by the Obligor

above named Shri/Shrimati/Kumari

In the presence of,

Witness: 1

2

Signed and delivered by the Obligor

above named Shri/Shrimati/Kumari

In the presence of,

Witness: 1

2

Signed and delivered by the Obligor

above named Shri/Shrimati/Kumari

In the presence of

Witness: 1

2

ACCEPTED

For and on behalf of the
President of India

Explanation : The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

FORM 10

[See Rule 53(4)]

BOND TO BE EXECUTED BY A GOVERNMENT SERVANT NOT IN PERMANENT EMPLOY, WHEN GRANTED EXTENSION OF STUDY LEAVE

KNOW ALL MEN BY THESE PRESENTS THAT weresidents of
in the District of at present employed as in the
Ministry/Office of (hereinafter called "the Obligor") and Shri/Shrimati/Kumari
..... son/daughter of
of and Shri/Shrimati/Kumari Son/daughter
of of (hereinafter called "the Sureties") do hereby
jointly and severally bind ourselves and our respective heirs, executors and administrators to pay to the
President of India (hereinafter called "the Government") on demand the sum of Rs.
(Rupees Only) together with interest thereon from the date of demand at
Government rates for the time being in force on Government loans or, if payment is made in a country other
than India, the equivalent of the said amount in the currency of that country, converted at the official rate of
exchange between that country and India and together with all costs between attorney and client and all charges
and expenses that shall or may have been incurred by the Government.

WHEREAS the Obligor was granted study leave by the Government from the period from
to in consideration of which he executed a Bond, dated for Rs.....
(Rupees only) in favour of the President of India.

AND WHEREAS the extension of study leave has been granted to the Obligor at his request until

AND WHEREAS for the better protection of the Government, the Obligor has agreed to execute this Bond
with such condition as hereunder as written:

AND WHEREAS the said Sureties have agreed to execute this Bond as Sureties on behalf of the above
bounden

NOW THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT in the event of the Obligor
Shri/Shrimati/Kumari failing to resume duty, or resigning from
service or otherwise quitting service without returning to duty after the expiry or termination of the period of
study leave so extended or failing to complete the course of study or at any time within a period of three
years/five years after his return to duty, the Obligor and the Sureties shall forthwith pay to the Government or as
may be directed by the Government, on demand the said sum of Rs. (Rupees

..... only) together with interest thereon from the date of demand at Government rates for the time being in force on Government loans.

NOW, FURTHER THE CONDITION OF THE ABOVE WRITTEN OBLIGATION IS THAT the period of my bond, mandating putting in service by the Obligor for the period as specified above, after expiry of the study availed by him or her, shall be extended by a comparable period, equivalent to the aggregate periods of leave of any kind availed by him or her during the currency of the bond period.

AND upon the Obligor Shri/Shrimati/Kum.....

and or Shri/Shrimati/Kumari the Sureties aforesaid making such payment the above written obligation shall be void and of no effect, otherwise it shall be and remain in full force by virtue.

PROVIDED always that the liability of the Sureties hereunder shall not be impaired or discharged by reason of time being granted or by any forbearance, act or omission of the Government or any person authorized by them (whether with or without the consent or knowledge of the Sureties) nor shall it be necessary, for the Government to sue the Obligor before suing the sureties. Shri/Shrimati/Kumari and Shri/Shrimati/Kumari or any of them for amounts due hereunder.

The Bond shall in all respects be governed by the laws of India for the time being in force and the rights and liabilities hereunder shall, where necessary be accordingly determined by the appropriate Courts of India.

Signed and delivered by the Obligor

Above named Shri/Shrimati/Kumari.....

In the presence of

Witness: 1.....

2.....

Signed and delivered by the Obligor

Above name

Shri/Shrimati/Kumari.....

In the presence of

Witness: 1.....

2.....

ACCEPTED
For and on behalf of the
President of India

Explanation : The term 'currency of bond' means the period during which the liability of the Government servant is activated and the right of the Government is alive to claim the predetermined and stipulated amounts from the Government servant who fails to discharge his obligation.

Department of Personnel

No. 2/2/2001-PER (Part-I)

Dated: 27-12-2011

OFFICE MEMORANDUM

Copy of the under mentioned paper is forwarded for information and necessary action to:-

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

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

No. 13015/1/2011-Estt. (Leave)

New Delhi, the 19th October, 2011.**OFFICE MEMORANDUM**

Subject:- Commuted Leave to a Government Servant who has opted out of CGHS facilities and is availing the medical facility provided by the employer of his/her spouse-clarification.

This Department has been receiving references from various Ministries/Departments seeking clarification regarding admissibility of Commuted Leave on the basis of medical certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse in cases where the concerned employee has been allowed to avail such facilities from the employer of the spouse. The matter has been considered in the light of clarification given by the Ministry of Health and Family Welfare. It is clarified that leave on medical grounds may be allowed on the basis of certificates issued by Hospitals/Medical Practitioners approved by the employer of the spouse in such cases.

Sd/-

(Zoya C. B.)

Under Secretary to Government of India

Department of Personnel

No. 2/2/2001-PER (Part)

Dated: 01-09-2010

OFFICE MEMORANDUM

Copy of the under mentioned paper is forwarded for information and necessary action to:-

1. All Heads of Department/Offices
2. 2All Secretariat Departments

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

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

No. 13026/3/2010-Estt. (Leave)

New Delhi, the 22nd June, 2010.**OFFICE MEMORANDUM**

Subject:- Consolidated instructions on Regularization of Unauthorized Absence.

The undersigned is directed to say that this Department has been receiving various references from Ministries/Departments regarding regularization of unauthorized absence for long periods. The references are made basically because the Ministries/Departments do not follow the prescribed procedure for dealing with such unauthorized absence. Guidelines/instructions exist for handling such situations.

2. As per rule 25 of the CCS (Leave) Rules 1972.

1. Unless the authority competent to grant leave extends the leave, a Government servant who remains absent after the end of leave is entitled to no leave salary for the period of such absence and that period shall be debited against his leave account as though it were half pay leave, to the extent such leave is due, the period in excess of such leave due being treated as extraordinary leave.

2. Willful absence from duty after the expiry of leave renders a Government servant liable to disciplinary action. Government of India decisions also exist that a Government Servant who remains

absent without any authority should be proceeded against immediately and this should not be put off till the absence exceeds the limit prescribed in Rule 32 (2) (a) of the CCS (Leave) Rules, 1972.

3. It is once again stressed that a Govt. servant who remains absent without any authority should be proceeded against immediately. All Ministries/Departments are requested to ensure that in all cases of unauthorized absence by a Government Servant, he should be informed of the consequences of such absence and be directed to rejoin duty immediately/within a specified date, say within three days, failing which he would be liable for disciplinary action under CCS (CCA) Rules 1965. If the Government Servant does not join duty by the stipulated date the Disciplinary Authority should initiate disciplinary action against him and the disciplinary case should be conducted and concluded as quickly as possible.

4. It is only due to apathy of the Disciplinary Authorities that the situation arises where long pending unauthorized absence leads to delay in other service matters of Government Servants, including promotions. To avoid such situations all Ministries/Departments should advise Disciplinary Authorities to ensure that prompt action is taken against Government Servants who absent themselves without permission and that charge sheets are issued without delay.

5. The consequences and procedure to be followed in respect of an officer who is absent from duty without any authority has been brought out under FR 17(1) and 17-A. As per FR 17-A(iii) without prejudice to the provisions of Rule 27 of the Central Civil Services (Pension) Rules, 1972, remaining absent without any authority or deserting the post, shall be deemed to cause an interruption or break in the service of the employee, unless Otherwise decided by the competent authority for the purpose of leave travel concession, quasi-permanency and eligibility for appearing in department examinations, for which a minimum period of continuous service is required.

6. Comptroller and Auditor General have issued orders that the period of absence not covered by grant of leave shall have to be treated as 'dies non' for all purposes, viz, increment, leave and pension. Such absence without leave where it stands singly and not in continuation of any authorized leave of absence will constitute an interruption of service for the purpose of pension and unless the pension sanctioning authority exercises its powers under Article 421, Civil Service Regularizations [now Rule 27 of the CCS (pension) Rules] to treat the period as leave without allowance, the entire past service will stand forfeited.

7. It may be noted that regularization of unauthorized absence for pension purpose is to be considered under the CCS (Pension) Rules. Only in cases where the disciplinary authority is satisfied that the grounds adduced for unauthorized absence are justified, the leave of the kind applied for due and admissible may be granted to him under the CCS (leave) Rules.

Sd/-
(Simmi R. Nakra)
Director

Department of Personnel

No. 2/2/2001-PER (Part-I)

Dated: 19-06-2009

CIRCULAR

Copy of the under mentioned paper is forwarded for information and necessary action to:-

- 1) All Heads of Department/Offices
- 2) All Secretarial Departments

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

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

No. 11020/12/2005-AIS-III

New Delhi, the 30th April, 2009.

Subject:- The All India Services (Study Leave) Regulations, 1960-Obtaining of prior approval of the Central Government for grant of/extension of ex-India study leave/leave in continuation of ex-India study leave.

Sir/Madam,

I am directed to refer to this Department's letter No. 9/26/71-AIS(III) dated 23rd September, 1972, which, inter-alia, envisages that all cases, in which the State Government propose to send a member of the All India Service abroad on leave including study leave, should be referred to the respective Cadre Controlling Authorities in the Central Government. Further, this Department's letter No. 11020/20/77-AIS(III) dated 26th October, 1977, envisages, inter-alia, that application for grant of study leave abroad should be forwarded to the respective Cadre Controlling Authorities in the Central Government at least two months before the last date prescribed for the purpose and the member of the service as well as sponsoring Government should not presume the sanction of study leave.

2. However, a number of cases has come to the notice of this Department wherein the sponsoring Government did not send the proposal in time did not seek prior approval of the approval of the Central Government for grant of/extension of ex-India study leave/leave in continuation of ex-India study leave and sought ex-post facto approval of leave from the Central Government in a routine manner. This approach. While causing administrative problems, result in avoidable inconvenience to the members of the All India Services.

3. The following instructions, as contained in the Departments letter No. 11020/20/77-AIS(III) dated 26th October, 1977, are reiterated for strict compliance by all the sponsoring authorities as well as members of the All India Services.

- (i) Applications seeking admission to grant of study leave for pursuing higher studies abroad should be forwarded to the respective Cadre Controlling Authorities at least 2 months before the commencement of study leave/leave for study purposes.
- (ii) Before forwarding applications for grant of study leave to the respective Cadre Controlling Authorities, the State Governments should satisfy themselves that the applicants fulfill the conditions of eligibility laid down in the AIS (Study Leave) Regulations, 1960.
- (iii) The requisite information/copies of the documents, as mentioned in the Check-list (Copy enclosed) should be invariably provided.
- (iv) Member of the services concerned and the sponsoring Governments. Administrative Ministries/Departments should not presume the sanction of study leave.
- (v) Applicants should not make any preparations for journey etc, in anticipation of sanction of study leave to avoid frustration. They will do so only at their risk.

4. The same procedure should also be adopted for extension of ex-India study leave/other kind of leave in continuation of ex-India study leave.

5. The contents of this letter may be brought to the notice of all members of the All India Services.

Sd/-

(G. C. Pandey)

Under Secretary to the Government of India

Department of Personnel

No. 2/38/75-PER (Vol. VI)

Dated: 20-10-2009

OFFICE MEMORANDUM

Copy of the under mentioned paper 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 and Training)

No. 25011/1/2008-Estt. (A)

Dated: 19-11-2008

OFFICE MEMORANDUM

Subject:- Sixth Central Pay Commission Recommendation – special dispensation in the form of Special Casual Leave to Central Government Employees with disabilities.

The undersigned is directed to say that the Sixth Central Pay Commission had recommended that the number of Casual Leave available for employees with disabilities should be 12 days as against 8 days for other employees and it has been decided that the additional benefit of 4 days leave shall be granted in the form of Special Casual Leave. The undersigned is accordingly directed to convey the sanction of the Government that Central Government employees with disabilities as defined in the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 may be granted Special Casual Leave for 4 (four) days in a calendar year for specific requirements relating to the disability of the official.

2. These order take effect from 1st September, 2008.

Sd/-
(**C. A. Subraminan**)
Director

Department of Personnel

No. 2/5/92-PER

Dated: 12-05-2004

OFFICE MEMORANDUM

Copy of the under mentioned paper are forwarded for information and necessary action to:-

1. All Heads of Departments/Offices
2. All Secretariat Departments

Sd/-
(**Prasanna Acharya**)
Under Secretary (Personnel-II)

Ministry of Personnel and Pensions
(Department of Personnel and Training)

No. 13015/3/2002-Estt. (L)

Dated: 17-01-2004

OFFICE MEMORANDUM

Subject:- Non invalidation of a Government Servant who has been permanently incapacitated from Government service on account of mental or physical disability – information regarding.

The Ministry of Social Justice & Empowerment (Disabilities Div.) has amended section 47 of the persons with Disabilities Act 1995 and under the amended provisions:

- 1) No establishment shall dispense with or reduce in rank an employee who acquires a disability during his service and the employee who has acquired disability it is not suitable for the post he was holding, could be shifted to some other post with the same pay scale & service benefits. In case it is not possible to adjust him against any post, he may be kept on

supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

- 2) No promotion shall be denied to a person merely on the ground of his disability.

Provided that the appropriate Government may having regard to the type of work carried on in any establishment, by Notification and subject to such conditions, if any as may be specified in such Notification, exempt any establishment from the provision of this section.

In view of the aforesaid position, the position of Rule 20(@) of CCS (Leave) Rules, 1972 shall be as under:

- If he is on duty, shall not be invalidated from service during his service period.
- If he is already on leave, the period of leave or an extension thereafter to the extent permissible under sub-rule (1) of this rule and even beyond that may be granted as per relevant rule (S).
- Amendment in rule 20(2) is being carried out on the above lines.
- In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders issue in consultation with the comptroller & Auditor General of India.

Sd/-

(D. R. Chottopadhyay)

Under Secretary to the Government of India

Department of Personnel

No. 2/38/75-PER (Vol. IV)

Dated: 07-05-2004

OFFICE MEMORANDUM

Copies of the under mentioned papers are forwarded for information and necessary action to:-

- All Heads of Departments/Offices
- All Secretariat Departments

Sd/-

(Prasanna Acharya)

Under Secretary (Personnel-II)

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

No. 11014/1/2002-Estt. (L)

Dated: 11-02-2004

OFFICE MEMORANDUM

The undersigned is directed to say that the staff side had raised a demand that the benefit of leave may be extended to school teachers who have been utilized for school work/activities during vacations. In this regard, attention is invited to this Departments Notification No. P. 18011/3/80/-Estt. (L) dated 12th July, 1984 (copy enclosed), according to which persons serving in vacation Departments (including teachers) have been extended the benefit of leave under the provision of Rule 28 of CCS (Leave) Rules, 72 for the duration in which such staff have been utilized.

Sd/-

(D. R. Chottopadhyay)

Under Secretary to the Government of India

Ministry of Home Affairs/Grih Mantralaya

Department of Personnel & Administrative reforms

No. P. 18011/3/80-Estt. (L)

New Delhi, the 12th July, 1984

NOTIFICATION

In exercise of the powers of the conferred by the proviso to article 309 read with clause (5) of article 148 of the Constitution and after consultation with Comptroller and Auditor - General in relation to the persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Leave) (Second amendment) Rules, 1984.
(2) They shall come into force on the date of their publication in the Official Gazette.
2. In the Central Civil Services (Leave) Rules, 1972.
 - (i) for rule 28, the following rule shall be substituted, namely:-
'28, Earned Leave for persons serving in vacation Departments.
- (4) (a) The leave account of a teacher, principal, Headmaster, Librarian, Laboratory assistant or a waterman working in a school shall be credited in advance with Earned Leave in two installments of five days each on the first day of January and July, of every calendar year.
(b) If a teacher, Principal, Headmaster, Librarian, Laboratory Assistant or a waterman working in a school has availed of extraordinary leave and /or some period of absence has been treated as dies non during a half year the credit to be afforded to his leave account at the commencement of the next half year shall be reduced by 1/50th of the period of such leave and/or dies non subject to a maximum of 5 days.
(c) The credit for the half year in which a teacher, principal, Headmaster, Librarian, Laboratory Assistant or a waterman working in a school is appointed/ceases to be in service shall be allowed at the rate of 5/6th day for each completed month of service which he had rendered or is likely to render in the half year in which he is appointed/ceases to be in service.
- (2) Subject to provisions of sub-rule (1), a Government servant (other than a military Officer) serving in a vacation Department shall not be entitled to any earned leave in respect of duty performed in any year in which he avails himself of the full vacation.
- (3) (a) In respect of any year in which a Government servant avails himself of a portion of the vacation he shall be entitled to earned leave in such proportion of 30 days or 45 days when governed by the exception to sub-rule (i) of rule 26, as the number of days of vacation not taken bears to the full vacation.

Provided that no such leave shall be admissible to a Government servant not in permanent employ or quasi-permanent employ in respect of the first year of service.

(b) if, in any year, the Government servant does not avail himself of any vacation, earned leave shall be admissible to him in respect of that year under rule 26.

Explanation:- For the purpose of this rule, the term 'year' shall be construed not as meaning as calendar year in which duty is performed but as meaning twelve months of actual duty in a vacation Department.

Note 1: A Government servant entitled to vacation shall be considered to have availed himself of a vacation or a portion of a vacation unless he has been required by general or special order of a higher authority to forego such vacation or portion of a vacation.

Provided that if he has been prevented by such order from enjoying more than fifteen days of the vacation, he shall be considered to have availed himself of no portion of the vacation.

Note 2 : When a Government servant serving in a vacation Department proceeds on leave before completing a full year of duty, the earned leave admissible to him shall be calculated not with reference to the vacations which fall during the period of actual duty rendered before proceeding on

leave but with reference to the vacation that fall during the year commencing from the date on which he completed the previous year of duty.

Note 3 : In the case of a teacher, principal, headmaster, librarian, laboratory assistant or a waterman, working in a school the earned leave, if any, admissible under sub-rule (3) will be in addition to the earned leave admissible under sub-rule (2).

(4) Vacation may be taken in combination with or in continuation of any kind of leave under these rules:

Provided that the total duration of vacation and earned leave taken in conjunction, whether the earned leave is taken in combination with or in continuation of other leave or not, shall not exceed the amount of earned leave due and admissible to the Government servant at a time under rule 26.

(5) The earned leave under this rule at the credit of a Government servant at the close of the previous half year shall be carried forward to the next half year, subject to the condition that the leave so carried forward plus the credit for the half year do not exceed the maximum limit of 180 days.

(ii) In rule 29 in the sub-rule (1) for the brackets and words (other than Military Officer) the brackets and words (other than military officer) and those covered by rule 28 (1).

Sd/-

(S. Hariharan)

Under Secretary to the Government of India

Department of Personnel

No. 2/5/92-PER

Dated: 12-05-2004

OFFICE MEMORANDUM

Copies of the under mentioned papers are forwarded for information and necessary action to:-

1. All Heads of Departments/Offices
2. All Secretariat Departments

Sd/-

(Prasanna Acharya)

Under Secretary (Personnel-II)

Ministry of Personnel, Public Grievances and Pensions

(Department of Personnel and Training)

No. 13026/1/2002-Estt. (L)

Dated: 15-01-2004

NOTIFICATION

GSR..... In exercise of the powers conferred by the proviso to article 309, read with clause (5) of article 148 of the constitution and after consultation with the comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Departments, the President hereby makes the following rules further to amend the Central Civil Services (Leave) Rules, 1972, namely:-

1. (1) These rules may be called the Central Civil Services (Leave) Amendment Rules, 2004.
- (2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Leave) rules, 1972, (hereinafter referred to as the said rules).

(E) In rule 19, for sub-rule (1), the following sub-rule shall be substituted, namely:-

“(1) An application for leave on medical certificate made by—

- (i) a Gazetted Government servant, shall be accompanied by a medical certificate in Form 3 given by a Central Government Health Service (CGHS) Doctor if such a Government servant is a CGHS beneficiary or by a government Hospital or by an Authorised Medical Attendent if he is not a CGHS beneficiary; and by an authorized Doctor of the

private hospital recognized under CGHS/Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or indoor specialized treatment duly approved by competent authority in respect of any particular kind of disease like heart disease, cancer, etc for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare.

Provided that the Gazetted Government servant who is a central Government Health Service beneficiary, if at the time of illness, is away from CGHS area or proceeds on duty outside the Headquarters will produce a medical Certificate (MC) or fitness Certificate (FC) in form 3 and form 5, as the case may be given by an Authorised Medical attendant;

- (ii) a non-Gazetted Government servant shall be accompanied by a medical certificate in form 4 given by a CGHS Doctor if such a Government servant a CGHS beneficiary or by Government Hospital or by an Authorised Medical Attendant if he is not a CGHS beneficiary; and by an Authorized Doctor of the Private hospital, recognized under CGHS/Central Services (Medical Attendance) Rules, 1944, in case of hospitalization or Indoor specialized treatment duly approved by the competent authority in respect of particular kind of disease like heart disease, cancer etc. for the treatment of which the concerned hospital has been recognized by the Ministry of Health and Family Welfare.

Provided that the non-Gazetted servant who is a CGHS beneficiary, if at the time of illness is away from CGHS area or proceeds on duty outside the Headquarters will produce M.C or F.C in Form 4, or 5, as the case may be; given by an authorized Medical Attendant (AMA) or by Registered Medical Attendant (RMP) if there is no AMA available within a radius of 8 kilometers (Kms) from his residence or place of temporary stay outside his Headquarters and also in the circumstances when he finds it difficult to obtain MC or FC from a CGHS Doctor or an AMA;

defining as clearly as possible the nature and probable duration of illness.

- (F) In rule 20 of the said rules, for sub-rule (2), the following sub-rule shall be substituted, namely:-

“(2) A Government servant who is declared by a medical authority to be completely and permanently incapacitated for further service shall—

- (b) if he is on duty, shall not be invalidated from service during his service period;
- (c) if he is already on leave, the period of leave or an extension thereafter to the extent permissible under sub-rule (1) of this rule and even beyond that may be granted as per relevant rule(s).”

- (d) In rule 38 of the said rules, for the figures and “240 days”, the figures and word “300 days” shall be substituted.

- (e) For rule 56 of the said rules, the following rules shall be substituted, namely:-

“56 Leave Salary during study leave.-

- (1) Except as provided in sub-rule (3), during study leave availed of outside India, a Government servant shall draw leave salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the dearness allowance, rent house allowance and study allowance as admissible in accordance with the provisions of rules 57 to 60.
- (2) (a) Except as provided in sub-rule(3), during study leave availed of in India, a Government servant shall draw leave salary equal to the pay that the Government servant drew while on duty with Government immediately before proceeding on such leave and in addition the dearness allowance and house rent allowance as admissible in accordance with the provisions of rule 60.

- (b) Payment of leave salary at full rate under clause (a) shall be subject to furnishing of a certificate by the Government servant to the effect that he is not in receipt of any scholarship, stipend or remuneration in respect of any part-time employment.
- (c) The amount, if any, received by a Government servant during the period of study leave as scholarship or stipend or remuneration in respect of any part-time employment as envisaged in sub-rule (2) of rule 57, shall be adjusted against the leave salary payable under this sub-rule subject to the condition that the leave salary shall not be reduced to an amount less than that payable as leave salary during half-pay leave.
- (d) No study allowance shall be paid during study leave for courses of study in India.
- (3) During the currency of study leave within or outside India on or after 1st day of January 1996, a Central government servant shall draw benefits of Revised Pay from the date such revision took place

In the second schedule to the said rules, in Bond Forms 6, 7, 8, 9, and 10 the words “ the Government of India have agreed to bear the stamp duty payable on the bond” shall be omitted.

Sd/-

(Rita Mathur)

Deputy Secretary to the Government of India

Department of Personnel

No. 2/5/92-PER

Dated: 08-05-2002

OFFICE MEMORANDUM

Subject:-Grant of Earned Leave.

Attention is invited to this Department's O.M. of even number dated 23-1-2002, wherein instructions were issued that officers including Heads of departments should submit their leave applications to the competent Authority at least 2 weeks in advanced in order to enable Competent Authority to take decision on the application and to make arrangements for the substitute during the leave period for the smooth functioning of the Department.

2. It may be noted that according to CCS (Leave) Rules, 1972, leave cannot be claimed as a matter of right.
3. In spite of clear instructions, Government has observed that many senior Officers/Heads of Department just submit their applications for leave and proceed on leave without waiting for the sanction order. Government has taken serious view of such instances as it affects the smooth functioning of the Department.
4. It is once again enjoined upon all the officers including Heads of Departments that they should submit application for regular leave so as to reach the Competent Authority at least two weeks in advance to take decision on the applications and also to make alternate arrangement. No officer shall, henceforth, proceed on leave/tour unless prior approval of the Competent Authority is received. Any violation of these instructions will be viewed seriously by Government and appropriate disciplinary action will be taken against such Officers.
5. Receipt of this office Memorandum may be acknowledged.

Sd/-

(D. M. Borkar)

Under Secretary (Personnel)

Department of Personnel

No. 2/5/1992-PER

Dated: 25-09-2001

Read: 1) O. M. No. 2/5/92-PER dated 25-9-2000
2) O. M. No. 2/5/92-PER dated 19-7-2001**OFFICE MEMORANDUM**

In continuation to Office Memoranda referred to above, a copy of undermentioned corrigendum is forwarded herewith. The State Government has decided to make it applicable to its employees.

Sd/-

(D. M. Borkar)

Under Secretary (Personnel)

Ministry of Personnel, P.G & Pensions

No. 13015/3/2000-Estt.(L)

Dated: 17-08-2001

CORRIGENDUM

Subject: Recommendation of 5th Central Pay Commission relating to grant of Commuted Leave/Leave on Medical Certificate to Gazetted/non-Gazetted Government servants.

The undersigned is directed to refer to this Departments O.M. No. 13015/3/2001-Estt.(L) dated 15-06-2001 on the subject mentioned above and to say that following corrections may be carried out in this O.M.

- 1) The number of O.M. may be corrected as 13015/3/2000-Estt.(L)
- 2) The words, "like accident, heart attack, miscarriage etc. requiring emergent medical attendance" appearing in 7th and 8th line of the O.M. may be treated as deleted.

Sd/-

D. R. Chattopadhyay

Under Secretary to Govt. of India

Department of Personnel

No. 2/5/92-PER

Dated: 19-07-2001

Read: O. M. No. 2/5/92-PER dated 25-9-2000.

OFFICE MEMORANDUM

In continuation to O.M. of even number dated 25-9-2000, referred to above, a copy of Government of India, Ministry of Personnel, P.G. & Pensions (Department of Personnel & Training, New Delhi, O. M. No. 13015/3/2001-Estt. (L) dated 15-6-2001, is forwarded herewith. The State government has decided to make it applicable to its employees.

Sd/-

(D. M. Borkar)

Under Secretary (Personnel-I)

Ministry of Personnel and Pensions

(Department of Personnel and Training)

No. 13016/3/2001-Estt. (L)

Dated: 15-06-2001.

OFFICE MEMORANDUM

Subject:- Recommendation of Fifth Central Pay Commission relating to grant of Commuted leave/Leave on Medical Certificate to Gazetted and non-Gazetted Govt. Servants.

The undersigned is directed to refer to this Department's OM of even number dated 24-8-2000 on the subject mentioned above and to say that the request of the Staff side about the difficulties being faced by the non-gazetted Govt. servants to produce Medical certificate from CGHS/AMAS has been under consideration since issuance of aforesaid OM. On having reconsidered the matter, it has been decided in partial modification of the said OM that in cases like accident, Heart attack, miscarriage etc., requiring emergent medical attendance, where a non-gazetted govt. servant finds it difficult to

obtain Medical certificate/Fitness certificate from CGHS/AMAS, the leave sanctioning authority may consider grant of leave on the basis of the Medical/Fitness certificate from RMP after taking into account the circumstances of the specific case.

2. These orders take effect from the date of issue of this OM-Formal amendments to the CCS (Leave) Rules, 1972, will follow.
3. In so far as personnel serving in the Indian Audit and Accounts Deptt. are concerned, these orders issue in consultation with C & AG of India.

Sd/-

(Harinder Singh)

Joint Secretary to Govt. of India

Department of Personnel

No. 2/5/92-PER

Dated: 27-04-1998.

OFFICE MEMORANDUM

As per leave rules, prior approval of the Competent Authority is required to be taken before proceeding on earned leave. However, it is observed that many officers including Heads of Departments just submit their leave application and proceed on leave without waiting for the approval of the Competent Authority. This is against the leave rules and causes undue disruption in the functioning of the Department. Such an act in fact amounts to violation of Rule 3 of CCS (Conduct) Rules.

All the officers including Heads of Departments are therefore, advised that they must not proceed on earned leave unless prior approval of the Competent Authority has been received failing which action may be taken against them for violation of Rule 3 of OCS (Conduct) rules. To ensure this, it is necessary that application for earned leave should be submitted well in advance to allow sufficient time to the Competent Authority to process it.

Receipt of this Office Memorandum may be acknowledged.

Sd/-

(S. S. Keshkamat)

Joint Secretary (Personnel)

Department of Personnel

No. 2/5/92-PER

Dated: 04-02-1998.

OFFICE MEMORANDUM

On the recommendations of Fifth Central Pay Commission, it has been decided that with effect from 1st January, 1998, the number of Casual Leave shall stand reduced to 8 days in a year for all categories of employees.

All Heads of Departments/Offices, Corporations, Autonomous Bodies, etc., may bring the above decision to the notice of all concerned and ensure compliance.

Sd/-

(S. S. Keshkamat)

Joint Secretary (Personnel)

Leave Travel Concession Rules

Finance (Expenditure) Department

File No. 7/2/2017-Fin (Exp.)

Dated: 16-10-2018

OFFICE MEMORANDUM

A copy of the under mentioned Office Memorandum dated 20-09-2018 received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi regarding Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel by private airlines to visit J&K and extension of the scheme thereof, is transcribed below and has been adopted by the State Government.

Sd/-

Sushma D. Kamat
Under Secretary (Fin-Exp.)

Ministry of Personnel, Public Grievances and Pensions

Department of Personnel and Training

Establishment A-IV Desk

North Block, New Delhi-110 001

No. 31011/3/2018-Estt.(A-IV)

Dated: September 20, 2018

OFFICE MEMORANDUM

Subject:- Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel by air to visit North East Region, Jammu & Kashmir and Andaman & Nicobar-extension beyond 25-09-2018.

The undersigned is directed to refer to this Department's O.M. No. 31011/3/2014-Estt.A-IV dated 19-09-2016 on the subject noted above and to say that in relaxation to CCS (LTC) Rules, 1988, the scheme allowing Government servants to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2018 till 25th September, 2020 as under:

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
- (ii) Facility of air journey to non-entitled Government servants for visiting NER, J&K and A&N.
- (iii) Permission to undertake journey to J&K, NER and A&N by private airlines.

2. The above special dispensation is subject to the following terms & conditions:

- (i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K against the conversion of their one Home Town LTC in a four year block.
- (ii) Government servants, whose Home Town and Headquarters/place of posting is the same, are not allowed the conversion.
- (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years, applicable to them.
- (iv) Government servants entitled to travel by air may avail this concession from their Headquarters in their entitled class of air by any airlines subject to the maximum fare limit of LTC-80.
- (v) Government servants not entitled to travel by air are allowed to travel by air in Economy class by any airlines subject to the maximum fare limit of LTC-80 in the following sectors.
 - (a) Between Kolkata/Guwahati and any place in NER.
 - (b) Between Kolkata/Chennai/Visakhapatnam and Port Blair.
 - (c) Between Delhi/Amritsar and any place in J&K.

Journey for these non-entitled employees from their Headquarters up to Kolkata/ Guwahati/Chennai/Visakhapatnam/Delhi/Amritsar shall be undertaken as per their entitlement.

- (vi) Air travel by Government employees to NER, J&K and A&N as mentioned in para (iv) and (v) above is allowed whether they avail the concession against anywhere in India LTC or in lieu of the Home Town LTC as permitted.
- (vii) Air Tickets are to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s. Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' [to the extent IRCTC is authorized as per DoPT's O. M. No. 31011/6/2002-Estt.(A) dated 02-12-2009] while undertaking LTC journey. Booking of tickets through other agencies is not permitted and no request for relaxation of rules for booking the tickets through such agencies shall be considered by this Department.

3. Efforts should be made by the Government servants to book air tickets at the cheapest fare possible, All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified from the airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.

4. In so far as the employees of Indian Audit and Accounts Department are concerned, this order issues after consultation with Comptroller & Auditor General of India.

Sd/-

Surya Narayan Jha
Under Secretary to the
Govt. 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 16th August, 2017 regarding grant of Children Education Allowances.
2. O.M. No. 17014/2/2014-Trg. (7th CPC) dated 25th July, 2017 regarding abolishment of Sumptuary Allowance.
3. O.M. No. 19030/1/2017-E.IV dated 13th July, 2017 regarding Travelling Allowance Rules.
4. O.M. No. 19030/1/2017-E.IV dated 18th 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 04th 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 19th 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.

Sd/-

Michael M. D'Souza,
Additional Secretary (Finance).

Ministry of Personnel, Public Grievances & Pensioners

No. 31011/8/2017-Estt.A-IV

Dated: 19th September, 2017**OFFICE MEMORANDUM****Subject: Travel entitlements of Government employees for the purpose of LTC post Seventh Central Pay Commission-clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23-09-2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Government employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017-E.IV dated 13-07-2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13-07-2017, except the air travel entitlement for Level 6 to Level 8 of the pay Matrix, which is allowed in respect of TA only and not for LTC.

4. Further, the following conditions may also be noted:

- i. No daily allowance shall be admissible for travel on LTC.
- ii. Any incidental expenses and the expenditure incurred on local journeys shall not be admissible.
- iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.
- iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms. covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, expenditure shall be borne by the Government servant.
- v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.
- vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/Duronto trains shall be admissible for the journey(s) performed by these trains on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servants travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.

5. This O.M. will take effect from July 1, 2007.

6. Hindi version will follow.

Sd/-
Surya Narayan Jha,
Under Secretary to the
Govt. of India

Finance (Expenditure) Department

No. 7/2/2017-Fin (Exp.)

Dated: 03-04-2017

OFFICE MEMORANDUM

A copy of the under mentioned Office Memorandum dated 26-09-2014, 28-11-2014, 09-09-2016 and 19-09-2016 received from the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Personnel and Training, New Delhi regarding Central Civil Services, (Leave Travel Concession) Rules, 1988- Relaxation to travel by private airlines to visit J&K and extension of the scheme thereof, is transcribed below and has been adopted by the State Government.

Sd/-
Sushama D.Kamat ,
Under Secretary (Fin-Exp.)

Ministry of Personnel, Public Grievances & Pension

No. 31011/3/2014-Estt.A-IV

Dated: 26th September, 2014**OFFICE MEMORANDUM**

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel by air to visit NER, J&K and A&N.

The undersigned is directed to say that in relaxation to CCS (LTC) Rules, 1988, it has been decided by the Government to permit Government servants to travel by air to North East Region (NER), Jammu and Kashmir Andaman & Nicobar Islands (A&N) as per the following scheme-

- (i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K against the conversion of one block of their Home Town LTC. Fresh Recruits are also eligible for this benefit against conversion of one of the three Home Towns in a block of four years applicable to them.
- (ii) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class.
- (iii) Government servants not entitled to travel by air may be permitted to travel by air in Economy class in the following sectors:
 - a. Between Kolkata/Guwahati and any place in NER.
 - b. Between Kolkata/Chennai/Bhubaneswar and Port Blair.
 - c. Between Delhi/Amritsar and any place in J&K.

Journey for these non-entitled employees from their Headquarters up to Kolkata/Guwahati/Chennai/Bhubaneswar/Delhi/Amritsar will have to be undertaken as per their entitlement.
- (iv) Air travel is to be performed by Air India in Economy Class only and at LTC-80 fare or less.
- (v) Air travel by non-entitled officers on the sectors mentioned in item (iii) above may be permitted while availing LTC to any place in India (4 year Block) also.
- (vi) Air Tickets to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02-12-2009) while undertaking LTC Journey. Booking of tickets through other agencies is not permitted.

2. These orders shall be in operation for a period of two years from the date issue of this O.M.

3. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised

to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.

4. In their application to the staff serving in the Indian Audit and Accounts Department, these orders issue after consultation with the Comptroller and Auditor General of India.

Sd/-

B. Bandyopadhyay ,
Under Secretary to the
Government of India

Ministry of Personnel, Public Grievances & Pension

No. 31011/3/2014-Estt.A-IV

Dated: 28th November, 2014

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel by private airlines to visit J&K.

The undersigned is directed to refer to this Ministry's O.M. No. 31011/3/2014-Estt.(A-IV) dated 26th September, 2014. It has been decided that the Government servants while availing Leave Travel Concession (LTC) to Jammu & Kashmir (J&K) under the special dispensation scheme allowed by the aforesaid O.M. may also travel by private airlines subject to the following conditions:-

- (i) Officers entitled to travel by air may also travel by private airlines from their headquarters;
- (ii) Officers not entitled to travel by air may be permitted to travel by private airlines between Delhi/Amritsar and any place in J&K.

2. Air travel by private airlines is to be performed in Economy Class only an LTC-80 fare of Air India or less.

3. Air Tickets to be purchased directly from the airlines (Booking counters, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'IRCTS' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02-12-2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.

4. All other conditions prescribed in this Ministry's O.M. No. 31011/3/2014-Estt.(A-IV) dated 26-09-2014 would continue to apply.

5. The order will remain in force for a period of one year from the date of issue of this order.

Sd/-

(B. Bandyopadhyay)
Under Secretary to the
Government of India

Ministry of Personnel, Public Grievances & Pension

No. 31011/3/2014-Estt.(A-IV)

Dated: September 9, 2016

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel air to visit NER, J&K and A&N.

The undersigned is directed to refer to this Department's O.M. of even No. dated 26-09-2104 on the subject noted above and to say that relaxation of CCS (LTC) Rules, 1988, to allow Government servants to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N) is extended for a further period of two years, w.e.f. 26th September, 2016 subject to the following conditions:

- (a) Travel by air to continue to be performed by Air India in Economy class at LTC-80 fare or less.
 - (b) For journey by air to Jammu & Kashmir, travel by any airline is allowed, however, the journey should be undertaken in Economy class at a fare less than or equal to LTC-80 fare of Air India.
 - (c) The condition that air tickets can be purchased either directly from the airlines (booking counters/website) or through authorized agents only viz. "M/s Balmer Lawrie and Co. Ltd.", 'M/s Ashok Travels and Tours Ltd.' 'M/s Ashok Travels and Tours Ltd.' and 'IRCTC' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02-12-2009), shall necessarily apply.
 - (d) Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.
2. All other conditions prescribed in this Department's O.M. of even No. dated 26-09-2014 shall continue to apply.
 3. In their application to the staff serving in the Indian Audit and Accounts Department, this order issues after consultation with the Comptroller and Auditor General of India.

Sd/-
(Mukesh Chaturvedi)
Director (Establishment)

Ministry of Personnel, Public Grievances & Pension

No. 31011/3/2014-Estt.(A-IV)

Dated: September 19, 2016

OFFICE MEMORANDUM

Subject: Central Civil Services (Leave Travel Concession) Rules, 1988-Relaxation to travel by air to visit NER, J&K and A&N.

The undersigned is directed to refer to this Department's O.M. of even No. dated 09-09-2016 on the subject noted above regarding extension of the scheme to travel by air to North East Region (NER), Jammu and Kashmir (J&K) and Andaman & Nicobar Islands (A&N). As clarifications have been sought from many quarters, it is clarified that the following schemes have been extended for a further period of two years, w.e.f. 26th September, 2016.

- (i) LTC for visiting NER, J&K and A&N in lieu of a Home Town LTC.
 - (ii) Facility of air journey to non-entitled Government servants for visiting NER, J&K and A&N.
 - (iii) Permission to undertake journey to Jammu and Kashmir by private airline.
2. The above special dispensation is subject to the following terms & conditions:
 - (i) All eligible Government servants may avail LTC to visit any place in NER/A&N/J&K against the conversion of their one Home Town LTC in a four year block.
 - (ii) Government servants whose Home Town and Headquarters/place of posting are the same are not allowed the conversion.
 - (iii) Fresh Recruits are allowed conversion of one of the three Home Town LTCs in a block of four years applicable to them.

- (iv) Government servants entitled to travel by air can avail this LTC from their Headquarters in Economy class at LTC-80 fare or less. While travelling to North-East region and Port Blair, journey has to be performed by Air India only. However, while availing LTC to Jammu & Kashmir, service of any airlines may be availed.
- (v) Government servants not entitled to travel by air are allowed to travel by air in the following sectors.
 - (a) Between Kolkatta/Guwahati and any place in NER by Air India only in Economy class at LTC-80 fare or less.
 - (b) Between Kolkatta/Chennai/Bhubaneswar and Port Blair by Air India only in Economy class at LTC-80 fare or less.
 - (c) Between Delhi/Amritsar and any place in J&K by any airlines in Economy class at LTC-80 fare or less.

Journey for these non-entitled employees from their Headquarters upto Kolkata/Guwahati/Chennai/Bhubaneswar/Delhi/Amritsar will have to be undertaken as per their entitlement.

- (vi) Air travel by non-entitled officers to NER, J&K and A&N is allowed whether they avail the normal anywhere in India LTC or in lieu of the Home Town LTC as permitted.
 - (vii) Air Tickets are to be purchased directly from the airlines (Booking counter, website of airlines) or by utilizing the service of Authorized Travel Agents viz. 'M/s Balmer Lawrie & Company', 'M/s Ashok Travels & Tours' and 'TRCTC' (to the extent IRCTC is authorized as per DoPT's O.M. No. 31011/6/2002-Estt.(A) dated 02-12-2009) while undertaking LTC journey. Booking of tickets through other agencies is not permitted.
3. Efforts should be made by the Government servants to book the air tickets at the cheapest fare possible. All the Ministries/Departments are advised to bring it to the notice of all their employees that any misuse of LTC will be viewed seriously and the employees will be liable for appropriate action under the rules. In order to keep a check on any kind of misuse of LTC, Ministries/Departments are advised to randomly get some of the air tickets submitted by the officials verified from the Airlines concerned with regard to the actual cost of air travel vis-à-vis the cost indicated on the air tickets submitted by the officials.

Sd/-

(Mukesh Chaturvedi)
Director (Establishment)

Department of Personnel

No. 6/5/87-PER

Dated: 31/03/2011

ORDER

The guidelines on Air Travel on Tours/LTC issued by the Government of India, Ministry of Finance, Department of Expenditure, New Delhi, vide Office Memorandum No. 10924/1/2009-E.IV dated 16-09-2010 and circulated to all Heads of Departments/Officers and all Departments in the Secretariat by this Department vide Circular No. 6/5/87-PER (iii) dated 03-01-2011, shall be kept in abeyance, until further order.

By order and in the name of the Governor of Goa.

Sd/-

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

Department of Personnel

No. 6/5/87-PER(ii)

Date: 03/01/2011

CIRCULAR

A copy of the under mentioned Office Memorandum No. 31011/2/2003-Estt.(A) dated 05-08-2010 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 Heads of Departments/Offices.
- 2) All Departments in the Secretariat.

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

Ministry of Personnel, Public Grievances & Pension

No. 31011/3/2014-Estt.(A)

New Delhi, 5th August, 2010.**OFFICE MEMORANDUM**

Subject: Regulation of journeys by private airlines while availing Leave Travel Concession to Jammu & Kashmir.

After issue of DOPT O.M. No. 31011/2/2003-Estt.(A) dated 18-6-2010 regarding relaxation for travel by air visit J&K, clarifications have been sought by Government servants/various Ministries/Departments from time to time. The doubts raised by various authorities have now been clarified by Ministry of Finance (Department of Expenditure) as under:-

Point raised		Clarification
1.	Whether entitled officers can travel by Private airlines to J&K	Yes. Travel by private airlines is available to all the categories of Government employees, including those entitled in travel by Air.
2.	Whether the restriction of LTC-80 fare of Air India will apply in these cases	LTC-80 fare would apply to all cases including those entitled to travel by air irrespective of the airlines.

4. This issues in consultation with Ministry of Finance (Department of Expenditure) vide their I.D. No. 821838/SO-E.IV/2010 dated 3rd August, 2010.

Sd/-
(P. Prabhakarn)
Deputy Secretary to the Government of India.

Department of Personnel

No. 6/5/87-PER(iii)

Dated: 03/01/2011

CIRCULAR

A copy of the under mentioned Office Memorandum No. 19024/1/2009-E.IV dated 16-09-2010 received from Government of India, Ministry of Finance, Department of Expenditure, New Delhi is forwarded for information and necessary action to:-

- 1) All Heads of Departments/Offices.
- 2) All Departments in the Secretariat.

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

Ministry of Finance
Department of Expenditure

No. 19024/1/2009-E.IV

Date: 16th September, 2010

OFFICE MEMORANDUM

Subject: Guidelines on Air Travel on Tours/LTC.

This Department is receiving repeated references seeking clarifications with regard to purchase of Air tickets through authorized agents and relaxation for travel by Airlines other than Indian Airlines. The following guidelines may be noted for compliance:-

1. **On Official Tours:**

- (i) For travel by Airlines other than Air India because of operational or other reasons or on account for non-availability of Air India flights, individual cases for relaxation to be referred to M/o Civil Aviation, as stated in this Ministry's OM No. 19024/1/2009-E.IV dated 13-07-09.
- (ii) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Balmer Lawrie & Company, M/s Ashok Travels & Tours.

2. **LTC:**

- (i) Travel by Air India only.
- (ii) In Economy class only, irrespective of entitlement.
- (iii) LTC-80 ticket of Air India only to be purchased.
- (iv) Air Tickets may be purchased directly from Airlines (at Booking counters/Website of Airlines) or by utilizing the services of Authorized Travel Agents viz. M/s Banner Lawrie & Company, M/s Ashok Travels & Tours an IRCTS (to be extent IRCTC is authorized as per DoP&T OM No. 31011/6/2002-Estt. (A) dated 02-12-09).

3. **LTC for J&K:**

- (i) Relaxation to travel by Private Airlines to visit J&K while availing LTC is available to all the categories of Government employees, including those entitled to travel by Air [DoP&T OMs. No. 31001/2/2003-Estt.(A-IV) dated 18-06-10 and 05-08-10 refer]
- (ii) For purchase of Air tickets, however, the procedure as given under para 2 (iv) above should be followed.

4. All Ministries/Departments of Government of India are requested to strictly adhere to these instructions.

Sd/-

(Karan Singh)

Under Secretary to the Government of India.

Department of Personnel

No. 6/5/87-PER(i)

Dated: 03-01-2011.

CIRCULAR

A copy of the under mentioned Office Memorandum No. 31011/2/2003-Estt.(A-IV) dated 18-06-2010 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 Heads of Departments/Offices.
- 2) All Departments in the Secretariat.

Sd/-

Umeshchandra L. Joshi,

Under Secretary (Personnel-I).

Ministry of Personnel, Public Grievances & Pensions

No. 31011/2/2003-Estt.(A-IV)

New Delhi, 18th June, 2010.

OFFICE MEMORANDUM

Subject: CCS (LTC) Rules, 1988-Relaxation for travel by air to visit J&K.

The undersigned is directed to say that in relaxation of CCS (LTC) Rules, 1988, it was been decided by the Government to permit Government employees to travel by air to J&K as per the following scheme:-

- (i) All officers/employees of Government of India will be allowed to avail LTC to visit J&K against conversion of one block of their Home Town LTC.
- (ii) Officers/employees of Government of India entitled to travel by air can avail this LTC in their entitled class.
- (iii) All other employees of Government of India can travel by air in economy class from Delhi and Amritsar to any place in J&K by any airlines subject to their entitlement being limited to LTC-80 fares of Air India. Journey from their place of posting up to Delhi/Amritsar will have to be undertaken as per their entitlement
- (iv) Restriction of air travel only by Air India on LTC to other places shall continue to remain in force.
- (v) This scheme shall be effective from the date of issuance.

2. These orders shall be in operation for a period of two years from the date of issue of this O.M.

3. In their application to the staff serving in the Indian Audit and Accounts Department, these issue in consultation with the Comptroller and Auditor General of India.

Sd/-

(Smt. Rajbala Singh)

Under Secretary to the Government of India.

Department of Personnel

No. 6/5/87-PER

Dated: 28-10-2009.

CIRCULAR

A copy of the under mentioned Office Memorandum No. 14028/4/2009-Estt.(L) dated 03-06-2009 received from the Government of India, Ministry of Personnel, Public Grievances & 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 the Secretariat.

Sd/-

Umeshchandra L. Joshi,

Under Secretary (Personnel-I).

Ministry of Personnel, Public Grievances & Pension

No. 14028/4/2009-Estt.(L)

New Delhi, 3rd June, 2009.

OFFICE MEMORANDUM

Subject: Encashment of Earned Leave alongwith Leave Travel Concession while in service.

The undersigned is directed to refer to Rule 38-A of C.C.S. (Leave) Rules, 1972 regarding encashment of earned leave alongwith LTC while in service which says that Government servants are permitted to encash earned leave upto 10 days at the time to time of availing Leave Travel Concession

subject to the condition that earned leave of at least an equivalent duration is also availed of by the Government servant simultaneously. This Department has been receiving a number of references from various Ministries/Departments to waive this condition citing partial problems faced by them as the facility of LTC is also admissible while availing casual leave.

2. The matter has been examined in this Department in consultation with the Ministry of Finance and it has now been decided to permit Government servants encashment of earned leave upto 10 days at the time of availing LTC without any linkage to the linkage to the number of days and the time of leave availed while proceeding on LTC.

3. These orders shall take effect from the date of issue.

4. Formal amendment to the provisions of C.C.S. (Leave) Rules, 1972 are being issued separately.

Sd/-
(Simmi R. Nakra)
Director

Department of Personnel

No. 22/1/2004-PER

Dated: 20-09-2005.

CIRCULAR

Sub.: Travel by private airlines-policy regarding

LTC rules and instructions thereunder permit travel by air by an Officer not otherwise entitled for air travel and his claim is restricted to his eligibility by the entitled class of accommodation by rail or by road as the case may be. This is however subject to the condition that air travel is done by Indian Airlines. If travel is done by private airlines, officer cannot claim unless condition of air travel by Indian Airlines is relaxed by Government.

With the introduction of low cost private airlines in the domestic aviation sector, it is now possible to travel by air at the cost of two-tier AC train or slightly more or even less. Of late, this Department has received requests of relaxations of existing rules/instructions of LTC for non-entitled officers who traveled by private airlines. This Department has allowed relaxation on case-by-case basis.

In order to avoid such references, Government has as matter of policy decided to give general relaxation so that non-entitled officers may at their discretion avail travel by private airlines for the purposes of LTC but their claim shall be restricted to their eligibility by the entitled class of accommodation by rail or by road or by sea, as the case may be or the actual air fare, whichever is lowest. Thus, such officer shall meet the difference if any, between the actual cost of air travel and his entitlement as per rules from his own pocket.

Production of actual voucher and ticket jackets and other evidence of actual flight will continue to be applicable.

This issues with concurrence of Finance Department vide their U.O. No. FIN/EXP/1116-F/2005 dated 26-8-2005.

Sd/-
(Jayant G.Tari)
Under Secretary (Personnel-II).

Matter related to Legal Affairs

PERSONNEL DEPARTMENT

Department of Law & Judiciary

No. 1-24-84/LD(Estt.)Vol.II(B)/767

Dated : 16-06-2021

In supersession of all earlier O.Ms, Amendments, Notifications, etc. issued in this behalf, Government is pleased to issue the following revised terms and conditions for Government Counsels before the District and Sessions Court and its all sub-ordinates Courts and Quasi-Judicial Authorities in the Government of Goa, which shall come into effect from 01-01-2017.

1. Fees payable to the Advocate on panel.— The Advocates on panel will be paid fees per case according to the scale specified below:—

(a) Rs. 1,000/- per hearing before District and Sessions Court and its all sub-ordinates Courts and Rs. 750/- per suit per hearing before Quasi-Judicial Authorities namely before Information Commission, Human Rights Commission, State/District Consumer Forum and other Quasi- Judicial, etc. provided maximum amount per case should not be more than Rs. 30,000/- and Rs. 15,000/- respectively.

(b) More than three suits per day Rs. 3,000/- per day.

(c) For drafting and filing affidavits in the suit Rs. 300/- per case.

(d) For drafting written statement to the plaint a separate amount of Rs. 1,000/- would be paid. In the event if the Advocate from the Panel has to attend the Court outside city, actual taxi fare to and fro would be paid.

(e) No fees will be payable where no legal work is required. for example:- Cases in which the interest of the Government are to be watched pending instructions.

(f) 1/3rd of the fees payable in a case will be paid after examination of all the witnesses of the Plaintiff/Appellant/ Applicant/Claimant has concluded in the case and a certificate to that effect is given by Government Counsel and the remaining 2/3rd will be paid after the case is decided. Provided, where during the pendency of a proceeding Advocate is changed for any reason, whatsoever, a fees commensurate to work done by the out going counsel but normally not exceeding 1/3rd of the total fees shall be payable to him.

(g) In uncontested cases including cases compromised, the fees payable shall be 1/3rd of the fees. The case shall be regarded as contested when a decision is given after hearing the arguments on both sides.

Explanation:— All suits and appeals are deemed to be uncontested if it is withdrawn by plaintiff/appellant or dismissed or otherwise decided by the Court ex-parte before the final hearing.

(h) The fees will be paid by the Law Department (Establishment) on submission of bills.

2. General Terms and Conditions.—

(a) The Advocate on panel shall not be governed by and not be subject to the Rules and conditions as applicable to the Government Servants.

(b) The Advocate on panel shall have the right to private practice in all matters except in civil matters which will interfere with the efficient discharge of his functions and duties as a Government Counsel. He will not advise in or accept against the Government any cases in which he is likely to be called upon to appear or advise or it is likely to affect or lead to litigation against the Government.

(c) The Advocates on panel shall furnish to the Government or the Law Department such information statements, returns, statistics, etc., pertaining to the Civil Cases conducted by him or under his charge as may be required from time to time.

(d) The appointment of the Government Advocate on panel shall be for a period of one year in the first instance and would be terminable on one month's notice on either side. The appointment may be extended from time to time for suitable periods at the discretion of the Government.

(e) The Advocates on panel, shall be duty bound, when in cases attended to by him is decided against the Government and or its officers, to give immediately his opinion regarding advisability of filing the appeal, revision etc. from such decision, whether he continues to be on the panel on the date of judgement or otherwise.

(f) Appeals/Revision or petitions, arising from common judgement or order shall be together considered as one case if, they are heard together.

(g) The Advocate on panel may during his absence, with the permission of the Law Secretary and subject to the approval of the Government, appoint a substitute Government Advocate, who will discharge the duties of the Advocate. However no junior should be allowed to contest the matter of the Government, but minor work like filing of documents prepared by the Government Counsel can be done through juniors for which no fees shall be payable.

(h) It shall be duty of every Government Advocate to file monthly statement of all the matters handled by him before various Courts showing details of the allotment of matter, date of allotment, parties, Case Number, Court in which case is pending, etc. by the 7th day of next month failing which no bills shall be cleared from that month.

(i) All the professional Bills presented for payment must be accompanied by copy of allotment letter issued to the Government Advocates and a Certificate specifying that the ceiling as mentioned in this Notification is not exceeded and that no other bill is presented previously for payments, are claimed in the bill.

(j) In appropriate cases this ceiling of 30,000/- can be relaxed depending upon the nature of the case as well as depending upon the lawyer appearing in matter. However, the same should be done upon consultation with the Ld. Advocate General and after seeking his opinion in the matter.

This issues with the concurrence of Finance (Exp.) Department vide their U.O. No. 1447747 dated 16-11-2016 and U.O. No. 1447747 dated 02-05-2017.

By order and in the name of
the Governor of Goa.

Sd/-

Anju S. Kerkar, Under Secretary (Estt.)

Department of Law & Judiciary Law (Establishment)

No. 1-24-84/LD(Estt.)Vol.II(B)/886

Dated :22-04-2021

ADDENDUM

Read:- Order No. 1-24-84/Ld(Estt.)Vol.II(B)/767 dated 16-06-2017.

In partial modification of Notification read as above, the following point is added in point No. 1 after sub point (h):—

“(i) Incase of sudden death of a Government Counsel, he/she shall be paid the entire professional fees as payable till the last hearing, with no bar of payment”.

This issues with the concurrence of Finance (Exp.) Department vide their No. U.O. No. 1400076774 dated 06-02-2021 and decisions of the Cabinet.

The rest of the contents of the above said Notification shall remain unchanged.

By order and in the name of
the Governor of Goa.

Sd/-
Amir Y. Parab
Under Secretary (Estt.).

Law Department (Legal Affairs)

No. 10/12/2017-LA

Dated:- 16/06/2020

CIRCULAR

The India Code Portal has been opened for public viewing at www.indiacode.nic.in.

All the Departments are hereby requested to furnish to the Law Department (Legal Affairs), Secretariat, Porvorim-Goa, the Amendments made to the Central Acts in the concurrent list in the pdf format and in word format so that the State Amendments to the Central Act can be incorporated in such Central Acts and are uploaded on the India Code Portal.

The Nodal Officer of each Department are also required to contact Law Department (Legal Affairs) to verify the status of Acts administered by them on the India Code Portal and requested to furnish a completion certificate to the Law Department (Legal Affairs) that all the Acts and subordinate legislations have been uploaded on India Code Portal on completion of work.

The Departments may contact the Chief Nodal Officer/Joint Secretary (Law) – IV, Secretariat, Porvorim-Goa, Telephone No. 2419432, Email ID :- chiefnodalofficer@gmail.com

Sd/-
(Pooja D. Phadte)
Joint Secretary (Law) /
Chief Nodal Officer

Department of Law & Judiciary

No.2-2-2013/LD(Estt.)/410

Dated: 25/02/2020.

CIRCULAR

It has been brought to the notice by the First Law Officer that in one of the matter before the Hon'ble Supreme Court, New Delhi, the orders were passed by the Hon'ble Supreme Court and heavy costs has been imposed by the Hon. Court for not filing counter affidavit/ response in the matter on behalf of the State of Goa.

Instances have come to the notice of the Government that even after service of notice by the Apex Court, no file/proposal has been moved by the Departments for appointment of Standing Counsel in the matter and as a result the matter proceeds unattended on behalf of the State of Goa before the Hon. Supreme Court and heavy costs have been imposed by the Hon. Court for not filing our counter affidavit/response in the matter. This issue is a clear sign of negligence on the part of the Departments concerned for taking such a serious matter lightly for having not given priority/interest in defending the said matter and by not appearing and remaining present on behalf of the State of Goa.

Therefore, whenever Departments/Offices receive any notices from any courts/Authorities/Tribunals etc, should immediately submit their proposal for appointment of Standing Counsel/Advocates in the matters to defend the interest of the State of Goa, so as to avoid such embarrassing situation. Simultaneously, a copy of the Notice/Summons/Writ along with the copy of the Petition must be marked and submitted to the Law Secretary within 24 Hours of the receipt of the same.

Further, it is brought to the notice of the Government by the Standing Counsels before the Supreme Court that when the Counsels try to contact the departments, even on the urgent basis, Officials of Departments are not responding to Standing Counsel, resulting in delays in submitting in Vakalatnama, filing counter affidavit etc. before the Hon'ble Supreme Court of India.

In view of above, all Government Departments, Corporations, Autonomous Bodies etc. are informed that whenever response is not filed within time before the Hon'ble Supreme Court /National Green Tribunals or any other Courts or the matter/s are not attended on priority, the same shall be viewed seriously.

Hence the Head of the Department should ensure that the Nodal Officer in every matter pending before the Hon'ble Supreme Court of India has been appointed. While moving proposal for appointment of advocates before the Hon'ble Supreme Court of India, the Department shall provide Name, Designation and Mobile number of the Nodal Officer along with one link Officer with Name, Designation and Mobile number shall be provided. It is to be noted that proposal forwarded without the detail of Nodal Officers and his link Officer shall not be entertained and department will be responsible for delay in the matter.

This issue with the approval of the Government.

Sd/-

(Chokha Ram Garg)
Secretary (Law)

Department of Law & Judiciary

Law (Establishment) Division

No.2-2-2013/LD(Estt)/2267

Dated: 29/11/2019

CIRCULAR

Instances have come to the notice of the Government that whenever the Departments/Corporations/Autonomous Bodies/Commissions receive copy of Notice either from the courts or the parties, the same is invariably forwarded to the Office of the Ld. Advocate General for appointment of Advocates. Likewise, whenever Government decides to challenge any Order of Lower Courts before the Hon'ble High Court, the concerned original files are forwarded to the office of the Ld. Advocate General, Goa for appointments of Advocates/Counsels.

Many a times, such original records go missing thereby causing embarrassment to the Departments. As such, all the Heads of Departments/Corporations/Autonomous Bodies/Commissions are directed to furnish only photocopies of documents like relevant notings/papers be forwarded to office of Ld. Advocate General, Goa.

To avoid any missing of Original records, it has been decided by the Government that no Original files of Government shall be handed over to any Government Advocates or the Office of the Ld. Advocate General. As such, all the Heads of Departments/Corporations/Autonomous Bodies/Commissions shall ensure that only photocopies of such documents shall be made available to the concerned Government Advocates/Public Prosecutor/Addl. P.Ps.

This issue with the approval of the Government.

Sd/-

(Choka Ram Garg)
Secretary (Law)

Department of Law & Judiciary

Law (Establishment) Division

No. 3/26/84/LD(Estt)/PART/663

Dated:- 01-04-2019.

ORDER

In exercise of the powers conferred by rule 1 of Order XXVII of the First Schedule to the Code of Civil Procedure, 1908 (5 of 1908) and in supersession of the Government Notification No. 3-26-84/LD dated 02-06-1987, published in the Official Gazette, Series II No. 18, dated 30th July, 1987, the Government of Goa hereby appoints:-

- (i) The Officers specified in the Schedule annexed hereto as persons by whom complaints and written statements in suits in any Court of Civil jurisdiction by or against the Government of Goa, shall be signed.
- (ii) The Officers referred to in sub-clause (i) above who are acquainted with the facts of the case as persons by whom such complaints and written statements shall be verified.

SCHEDULE

- (1.) Chief Secretary, all Secretaries, Special Secretary (Planning), Additional Secretaries, Deputy Secretaries, Joint Secretaries and Under Secretaries to the Government of Goa.
- (2.) Director General of Police.
Including:-
 - (i) District Superintendent of Police.
 - (ii) Superintendent of Police, C.I.D.
 - (iii) Superintendent of Police, Training.
 - (iv) Superintendent of Police, Headquarters.
 - (v) Deputy Commandant General, Home Guards.
- (3.) Collectors of Goa.
Including:-
 - (i) Deputy Collectors
 - (ii) Mamlatdars
- (4.) Director of Panchayats.
Including:-
 - (i) Additional Directors of Panchayats
 - (ii) Deputy Directors of Panchayats
- (5.) Captain of Ports, Panaji-Goa.
- (6.) Director of Education.
- (7.) Director of Tourism.
- (8.) Director of Fisheries.
- (9.) Director of Agriculture.
- (10.) Director of Animal Husbandry and Veterinary Service.
- (11.) Director of Information.
- (12.) Director of Sports and Youth Affairs.
- (13.) Director of Transport.
- (14.) Director of Health Services.
- (15.) Director of Industries, Trade and Commerce.
Including:-
 - (i) General Manager (DIC).
- (16.) Director of Mines & Geology.
Including:-
 - (i) Deputy Director of Mines & Geology.
- (17.) Director of Planning, Statistics & Evaluation.
- (18.) Director of Archives and Archaeology.
- (19.) Director of Civil Supplies and Price Control.

Including:-

- (i) Dy. Director of Civil Supplies and Price Control.
 - (ii) Assistant Director of Civil Supplies and Price Control
 - (iii) All the Inspectors of Civil Supplies and Price Control.
- (20.) Controller of Weights and Measures and Additional Controller of Legal Metrology.

Including:-

- (i) Assistant Controller of Weights and Measures and Legal Metrology.
 - (ii) All the Inspectors of Weights and Measures and Legal Metrology.
- (21.) Chief Engineer, Public Works Department.

Including:-

- (i) All the Executive Engineers.
- (22.) Chief Engineer, Water Resources Department.

Including:-

- (i) Additional Chief Engineer (Irrigation Project).
 - (ii) Superintending Engineers.
 - (iii) Executive Engineers.
 - (iv) Special Land Acquisition Officer (North).
 - (v) Special Land Acquisition Officer (South).
 - (vi) Director of Administration, Office of the Chief Engineer.
 - (vii) Deputy Director of Administration, Office of the Chief Engineer.
- (23.) Chief Electrical Engineer, Electricity Department.

Including:-

- (i) Director (Administration)
 - (ii) Accounts Officer.
 - (iii) Superintending Engineers.
 - (iv) All Executive Engineers.
 - (v) All Assistant Engineers.
- (24.) Director, Government Printing Press.
- (25.) Inspector General of Prisons.

Including:-

- (i) The Superintendent of Central Jail, Aguada and the Ex-Officio Superintendent of Sub-Jail, Colvale Jail.
- (26.) Dean, Goa Medical College.
- (27.) Director (Administration) Goa Medical College.
- (28.) Dean, Goa Dental College.
- (29.) Principal, Goa College of Pharmacy.
- (30.) Principal, Government Polytechnic.
- (31.) Principal, Goa Engineering College.
- (32.) Chief Town Planner.
- (33.) Principal Chief Conservator of Forests.

Including:-

- (i) Deputy Conservator of Forests, South Goa Division.
- (ii) Deputy Conservator of Forests, North Goa Division.
- (iii) Deputy Conservator of Forests, Cashew Division.
- (iv) Deputy Conservator of Forests, Wild Life & Parks Divisions.
- (v) Deputy Conservator of Forests, Research & Working Plan Division.
- (vi) Deputy Conservator of Forests, Soil Forestry Division.

- (vii) Deputy Conservator of Forests, Soil Conservation Division.
- (viii) Deputy Conservator of Forests, Planning and Statistics.
- (ix) Range Forest Officers (Territorial)
- (x) Range Forest Officers, Wild Life Divisions.
- (xi) Range Forest Officers, Cashew Divisions
- (xii) Assistant Conservator of Forests
- (34.) Commissioner of Labour and Employment.
- (35.) Commissioner of Commercial Taxes.
- (36.) Commissioner of Excise.
- (37.) Registrar of Co-operative Societies.
- (38.) Director of Social Welfare.
- (39.) Director of Accounts.
- (40.) Deputy Director (Vigilance).
- (41.) The Principal, Goa Collage of Architecture.
- (42.) The District and Sessions Judges of Goa.
- (43.) The District Registrars of Goa, (North and South).
- (44.) The Director of Settlement and Land Records.
- (45.) Assistant Drugs Controllers and Drugs Inspector (for the purpose of Drugs) Health Department.
- (46.) Director of Women and Child Development.
- (47.) Director of Civil Aviation.

By order and in the name of
the Governor of Goa

Sd/-
(Amir Parab)
Under Secretary (Estt.)
Law Department

Law Department (Legal Affairs)

Law (Establishment) Division

No. 10/12/2017-LA

Dated:- 12-03-2019.

CIRCULAR

Sub.: Uploading of State Acts on India Code Portal

Kindly refer to earlier circular No. 10/12/2017-LA dated 24-01-2019 issued by Law Department (Legal Affairs) regarding uploading of all legislative documents including Acts, rules, regulations and other sub-ordinate Legislations on New India Code Web Portal as directed by Hon'ble Delhi High Court vide its order dated 22-9-2017.

In this regard, it is pertinent to inform you that the Cabinet Secretariat, Rashtrapati Bhavan, New Delhi is coordinating the implementation of the directions contained in the said order of the Hon'ble High Court. The Ministry of Law and Justice, New Delhi has interalia stated that during the last hearing, the Hon'ble High Court insisted to mention the names of the State, UTs who may have not furnished the completion certificate with regard to updating and uploading of the State Acts and their respective subordinate legislation.

All the Department of State Government and Nodal Officer appointment by respective departments were requested to prepare the acts and other subordinate Legislations administered by them in a searchable PDF formats for uploading of the India Code Portal.

Accordingly all Nodal Officers shall immediately consult the Chief Nodal Officer and other Nodal Officers appointed in the Law Department for coordinating various activities in relation to uploading State Acts and other subordinate Legislations on the India Code Portal. The uploading of up to date State Acts and Subordinate legislation on India Code Portal is to be completed before the next date of

hearing before the Hon'ble High Court of Delhi.

Accordingly, all Nodal Officers are requested to consult the Chief Officer on or 15-03-2019. Instructions/steps issued by Ministry of Law and Justice, Legislative Department, Government of India to complete the task effectively are hereby circulated for information and necessary action.

Sd/-
(Pooja D. Phadte)
Under Secretary (Drafting)/Chief
Nodal Officer

ANNEXURE

Instructions for Chief Nodal Officers of States/UTs' on updating and uploading of State Acts and their subordinate Legislations

- As per the directions of the Hon'ble High Court of Delhi in W.P(C) No. 4761 of 2016 all State Governments/UTs are required to, in consultation with the NIC, upload legislative documents i.e. Acts and subordinate legislations, including rules, regulations, notifications, circulars, etc., pertaining to their State Governments/UTs and relevant authorities under their State Government on the new India Code Portal.
- The re-designed India Code Web Portal has been opened for public viewing at www.indiacode.nic.in.
- All States Governments and UT Administrations are required to follow the following instructions while uploading their Acts and related Subordinate Legislations:—
- All State Governments/UTs are required to complete the aforesaid task by the end of March, 2019.
- States/UTs are required to upload their respective Acts and subordinate legislations on the India Code Portal by adopting the standard procedure for uploading of their update Acts and subordinate legislations in searchable pdf format only.
- States/UTs shall upload the Principal Acts enacted by their States/UTs after updating them on the India Code Portal as a single documents which should include all the amendments (by providing foot note) as has been done by the Legislative Departments in the Central Government for Central Acts.
- Similarly, all rules, regulations, notifications, etc., are also required to be updated and uploaded after incorporating all amendments made to them, respectively, as single documents.
- Central Acts will be uploaded by the Central Government. No, need to upload them again by States/UTs.
- States with Acts/subordinate legislations in language other than English may have the same translated to English and thereafter upload them on ICP.
- States may upload Central Acts enacted under the Concurrent List, in which they may have made amendments, after inserting the same and indicating name of the respective State in the title of the Act. Example: The Hindu Marriage (Karnataka Amendment) Act, 1995.
- UT administrations may only upload Regulations made under Article 240 of the Constitution and/or subordinate legislation in pursuance of a Central Act.
- No need of uploading Finance Acts, Appropriation acts, Vote on Account Acts and amending Acts of temporary nature (except in the case of validation and transitory clauses).
- In the case of new Acts/Amendments or issuing of rules, after updating in the parent Act or rule, they have to be uploaded within 15 days of coming into force of such Acts.
- For technical issues, if any, States/UTs are advised to contact local NIC and Dr. Surinder Kumar, Sr. Technical Director, NIC HQs (Tel: +91 11 2430 5503; email id suri@nic.in).

Law Department (Legal Affairs)
Law (Establishment) Division

No. 10/12/2017-LA

Dated:- 24-01-2019.

Sub: Uploading of State Acts on India Code Portal

CIRCULAR

Kindly refer to earlier circular No. 10/12/2017-LA dated 04-05-2018 issued by Law Department (Legal Affairs) regarding uploading of all legislative documents including Acts, rules, regulations and other subordinate legislations, on New India Code Web Portal as directed by Hon'ble Delhi High Court vide its Order dated 22-9-2017.

The Cabinet Secretariat, Rashtrapati Bhavan, New Delhi, is coordinating the implementation of the directions contained in the said order of the Hon'ble High Court. The Ministry of Law and Justice, New Delhi, has interalia stated that,—

- (a) upload only Principal Acts enacted by the State legislatures after updating them, on the India Code Portal as a single documents which should include all the amendments (by providing foot note) as has been done by the Legislative Department in the Central Government for Central Acts.
- (b) In the case of Amending Acts, only amending Acts of temporary nature (if validation and transitory clauses are still in force) can be uploaded.
- (c) No need to upload Central Acts. In the case of Concurrent List enactments, after incorporating the respective State Amendments, they may be uploaded.
- (d) No need of uploading Finance Acts, Appropriation Acts, Vote on Account Acts.
- (e) In the case of new Acts or Amendments, they have to be uploaded within 15 days of coming into force of such Acts.
- (f) All rules, regulations, notifications, etc., are also required to be updated and uploaded after incorporating all amendments made to them, respectively, as single documents.
- (g) Rules, Regulations, Notifications Orders, Ordinances, Statutes, etc., will be identified by the provisions of the concerned Act which enables or empowers the State Government to make said Rules, Regulation, etc.
- (h) Statutes and Ordinances issued under the Acts relating to Universities/educational institutions are required to be uploaded.

In this connection all the Departments of this State Government and the Nodal Officers appointed by Departments are requested to prepare the Acts and other subordinate Legislations administered by them in a searchable PDF formats for uploading them on the India Code Portal.

Accordingly, all Nodal Officers shall immediately consult the Chief Nodal Officer and Other Nodal Officers appointed in the Law Department for coordinating various activities in relation to uploading State Act and other sub-ordinate legislations on the India Code Portal. The uploading of up-to-date State Acts and Sub-ordinate Legislations on India Code Portal is to be completed as early as possible and within a period of one month from the date of issue of this Circular as the matter is monitored by the Hon'ble High Court of Delhi.

Sd/-
(Pooja D. Phadte)
Under Secretary (Drafting)/Chief Nodal
Officer

Department of Law & Judiciary
Law (Establishment) Division

No. 2-2-2013/LD(Estt)/849

Dated:- 09-05-2018.

CIRCULAR

1. Attention of Heads of Departments/Officers, is invited that as soon as a Writ Petition/Suit is received by the Department, copy of the same along with parawise comments on each and every contention or allegation stated in Petition duly substantiating the same with copies of documents and correspondence as available in the files should be sent to concerned Government Advocate to whom the matter is allotted, so as to enable the Advocate to undertake the vetting of the reply to the Petition/Suit. The parawise comments must be signed by the Officials as well as by the Head of the Departments, so as to fix accountability.
2. It has been observed from certain recent cases that this procedure is not being followed scrupulously and parawise comments are not sent to Advocates by concerned Department along with the copy of the Petition. As a result, the advocate is left with no time to undertake any vetting of the reply.
3. It has also been observed that the Departments, instead of giving parawise comments, usually send a descriptive statement of their version. It is a legal requirement to give specific reply to each and every para of the Petition/Suit along with the substantiating documents. Also in replies either to admit or deny each and every contention/allegation of the Petitioner made in the Petition/Suit failing which the same will be deemed to be an admission and inviting serious implications. It is, therefore, absolutely, necessary that the concern Departments should give their specific parawise comments, so as to enable the concern Government Advocate to draft the reply in the Legal Format.
4. The above instructions/requisite procedure, shall be strictly followed.

Sd/-
(Diwan N. Rane)
Under Secretary (Estt.) (Link)
Law Department

Law Department (Legal Affairs)

Law (Establishment) Division

No. 10/12/2017-LA

Dated:- 04-05-2018.

Sub: Uploading of State Acts on India Code Portal**CIRCULAR**

The Hon'ble Delhi High Court by its order dated 22-09-2017 directed inter alia for uploading of legislative documents including Acts, rules, Regulations and sub-ordinate Legislations by State Government and relevant authorities under them, on New India Code Web Portal.

The Ministry of Law and Justice, New Delhi, has requested the State Government to take necessary action in consultation with National Informatics Centre (NIC) for uploading of legislature documents i.e. Acts and Sub-ordinate legislations pertaining to respective State Government on the new India Code Portal.

The Cabinet Secretariat, Rashtrapati Bhavan, New Delhi, is coordinating the implementation of the directions contained in the said order of the Hon'ble High Court. They have requested that each Department of the Government may have to appoint their Nodal Officer for co-ordinating various activities and uploading of State Acts and Sub-ordinate legislation pertaining to their Department.

In view of above, all the Departments of the Government of Goa are hereby requested to upload the State Acts Amendments to the Central Act and sub-ordinate Legislations i.e. Rules, Regulations, Notifications issued under State Act and Central Act, on India Code Portal launched by National Informatics Centre (NIC).

All the Departments of the Government of Goa shall also appoint a Nodal Officer from their Department for co-ordinating various activities and uploading of State Acts and rules, regulations, notifications issued thereunder pertaining to their Department, in consultation with the National Informatics Centre, Goa, in case of any clarification in this connection, the Department make contact

Chief Nodal Officer Smt. Pooja Phadte, Under Secretary (Drafting) and following Nodal Officers appointed for Law Department.

- (1) Shri Chandrashekar Naik, Legal Officer.
- (2) Shri Jeetendra Naik, Legal Assistant.

Sd/-
(S. G. Marathe)
Addl. Secretary (Law)

Law Department of Law & Judiciary

Law (Establishment) Division

No. 2-2-2013/LD(Estt.)/887

Dated:- 05-07-2017.

CIRCULAR

It has been brought to the notice of the Government that the matters before the Human Right Commission and the Police Complaints Authority go unattended, thus causing embarrassment to the Government.

The Government has taken a serious note of the aforesaid instances, which are unacceptable and hence, with a view that such instances should not be repeated, it is hereby directed that all the matters and whatsoever matters before the Human Right Commission and the Police Complaints Authority shall be routed through Ld. Advocate General for appointment of Advocate, for monitoring, follow up and for representing in the matters so that no matter of sensitivity goes unattended or is dealt with casual approach.

Any lapse on the part of any Officer/Department/Officers in complying with these directions shall be viewed seriously.

The above instructions shall be scrupulously followed.

Sd/-
(Anju S. Kerkar)
Under Secretary (Estt.)
Law Department

Department of Law & Judiciary Law (Establishment)

No. 1-24-84/LD(Estt.)Vol.II(B)/767

Dated :16-06-2017

NOTIFICATION

In supersession of all earlier O.Ms, Amendments, Notifications, etc. issued in this behalf, Government is pleased to issue the following revised terms and conditions for Government Counsels before the District and Sessions Court and its all sub-ordinates Courts and Quasi-Judicial Authorities in the Government of Goa, which shall come into effect from 01-01-2017.

1. Fees payable to the Advocate on panel.— The Advocates on panel will be paid fees per case according to the scale specified below:—

(a) Rs. 1,000/- per hearing before District and Sessions Court and its all sub-ordinates Courts and Rs. 750/- per suit per hearing before Quasi-Judicial Authorities namely before Information Commission, Human Rights Commission, State/District Consumer Forum and other Quasi- Judicial, etc. provided maximum amount per case should not be more than Rs. 30,000/- and Rs. 15,000/- respectively.

(b) More than three suits per day Rs. 3,000/- per day.

(c) For drafting and filing affidavits in the suit Rs. 300/- per case.

(d) For drafting written statement to the plaint a separate amount of Rs. 1,000/- would be paid. In the event if the Advocate from the Panel has to attend the Court outside city, actual taxi fare to and fro would be paid.

(e) No fees will be payable where no legal work is required. for example:- Cases in which the interest of the Government are to be watched pending instructions.

(f) 1/3rd of the fees payable in a case will be paid after examination of all the witnesses of the Plaintiff/Appellant/ Applicant/Claimant has concluded in the case and a certificate to that effect is given by Government Counsel and the remaining 2/3rd will be paid after the case is decided. Provided, where during the pendency of a proceeding Advocate is changed for any reason, whatsoever, a fees commensurate to work done by the out going counsel but normally not exceeding 1/3rd of the total fees shall be payable to him.

(g) In uncontested cases including cases compromised, the fees payable shall be 1/3rd of the fees. The case shall be regarded as contested when a decision is given after hearing the arguments on both sides. Explanation:— All suits and appeals are deemed to be uncontested if it is withdrawn by plaintiff/appellant or dismissed or otherwise decided by the Court ex-parte before the final hearing.

(h) The fees will be paid by the Law Department (Establishment) on submission of bills.

2. General Terms and Conditions.—

(a) The Advocate on panel shall not be governed by and not be subject to the Rules and conditions as applicable to the Government Servants.

(b) The Advocate on panel shall have the right to private practice in all matters except in civil matters which will interfere with the efficient discharge of his functions and duties as a Government Counsel. He will not advise in or accept against the Government any cases in which he is likely to be called upon to appear or advise or it is likely to affect or lead to litigation against the Government.

(c) The Advocates on panel shall furnish to the Government or the Law Department such information statements, returns, statistics, etc., pertaining to the Civil Cases conducted by him or under his charge as may be required from time to time.

(d) The appointment of the Government Advocate on panel shall be for a period of one year in the first instance and would be terminable on one month's notice on either side. The appointment may be extended from time to time for suitable periods at the discretion of the Government.

(e) The Advocates on panel, shall be duty bound, when in cases attended to by him is decided against the Government and or its officers, to give immediately his opinion regarding advisability of filing the appeal, revision etc. from such decision, whether he continues to be on the panel on the date of judgement or otherwise.

(f) Appeals/Revision or petitions, arising from common judgement or order shall be together considered as one case if, they are heard together.

(g) The Advocate on panel may during his absence, with the permission of the Law Secretary and subject to the approval of the Government, appoint a substitute Government Advocate, who will discharge the duties of the Advocate. However no junior should be allowed to contest the matter of the Government, but minor work like filing of documents prepared by the Government Counsel can be done through juniors for which no fees shall be payable.

(h) It shall be duty of every Government Advocate to file monthly statement of all the matters handled by him before various Courts showing details of the allotment of matter, date of allotment, parties, Case Number, Court in which case is pending, etc. by the 7th day of next month failing which no bills shall be cleared from that month.

(i) All the professional Bills presented for payment must be accompanied by copy of allotment letter issued to the Government Advocates and a Certificate specifying that the ceiling as mentioned in this Notification is not exceeded and that no other bill is presented previously for payments, are claimed in the bill.

(j) In appropriate cases this ceiling of 30,000/- can be relaxed depending upon the nature of the case as well as depending upon the lawyer appearing in matter. However, the same should be done upon consultation with the Ld. Advocate General and after seeking his opinion in the matter.

This issues with the concurrence of Finance (Exp.) Department vide their U.O. No. 1447747 dated 16-11-2016 and U.O. No. 1447747 dated 02-05-2017.

By order and in the name of
the Governor of Goa.
Sd/-
Anju S. Kerkar
Under Secretary (Estt.).

Law Department

No. 10/6/2015-LA

Dated:- 18-08-2015

Sub: Submission of amendments proposals for legal vetting

CIRCULAR

Despite clear instructions to all Departments regarding submission of draft amendments proposals relating to Act, Rule, Regulation, Notification, Order, etc., in a comprehensive manner at the stage legal vetting, they are often submitted even without explaining the due rationale behind such amendments and without the updated copy of Principal Act, Rules, Regulations, Order, etc. This could lead to overlooking of certain perspectives and result in delays at the stage of legal vetting, in process harming the Government interests and creating avoidable legal disputes later.

Hence, it is hereby enjoined upon all Head of Departments to update their Acts, Rules, Regulations, Notifications, Orders, etc. and ensure that all amendments hitherto made to them are duly incorporated in the originally promulgated Act, Rules, Regulations, Notifications, Orders, etc. The same should then, after through proof reading, be got printed from the Government Printing Press. The exercise be completed by 15th October, 2015. The updated version be also uploaded on Departmental websites for ready reference of the public. All Administrative Secretaries may personally take up the matter with their HODs.

Further, whenever any Act, Rule, Regulation, Notification, Order, etc. is referred to the Law

Department for vetting, the same should be accompanied by not only the draft amendment proposal but also the proposed amendment in track change mode (e.g. In MS Word may refer to the 'Track Changes' tab under 'Review' bar) using the latest amended Principal Act, Rule, Regulation, Notification, Order, etc. as the background document. This will bring out the provision sought to be inserted/omitted in proper context and ensure that they are thoroughly understood and examined at the stage of legal vetting.

The Departments may also like to use this opportunity to bring to notice of Law department any legislation that has outlived its utility and is not used, or where there are other laws/rules which cover the same thing or which needs to be amalgamated with some other law/rule and/or which is creating needless discretion or public harassment. The Law Department may be informed of all such obsolete legislations, after due approval of the concerned Minister, by end of October 2015.

This issues with the approval of the Government.

Sd/-
(RK Srivastava)
Chief Secretary

Law Department (Legal Affairs)

No. 5/2/2015-LA

Dated 5th August 2015

CIRCULAR

Sub: Memorandum of Understanding (MOU)

It has been observed that various Departments refer MOU to this Department for legal vetting and it is seen that although titled as an MOU, the draft contains clauses that are required to be a part of the Agreement.

The Department are, therefore, hereby informed that the MOU is a more expression of intention of the parties thereto enter into an understanding for a specific purpose and hence, it need contain only certain clauses to record such intention/understanding between the parties. The MOU is not legally binding and enforceable excepting, say for clauses that have financial implication.

A standard MOU template (Annexure) has therefore been prepared and hereby circulated for guidance and use by the Department.

This issues with the approval of the Government.

Sd/-
(Prashant Goyal)
Law Secretary

ANNEXURE MEMORANDUM OF UNDERSTANDING (MOU)

This Memorandum of Understanding (MOU) is entered into at _____ on this _____ day of _____ 2015.

BETWEEN

The Governor of Goa (hereinafter referred to as the "Government") of the One Part.

AND

M/s _____, a _____, registered under _____, having its registered office at _____, and represented herein by its _____ Shri _____, by virtue of [resolution/power of attorney/etc.] dated _____ (hereinafter to as "the _____" which expression shall unless repugnant to the context or

meaning thereof be deemed to mean and include its heirs, successors and permitted assigns) of the other part.

Whereas the Government desires to carry out the work of _____ (hereinafter referred to as the “Project”) and accordingly vide [tender/expression of interest/etc.] dated _____ invited offers from interested parties for implementing the Project;

And whereas, _____, which is engaged in/has expertise in the work/field of _____, has vide _____ dated _____ conveyed to the Government its interest and desire to implement the Project;

And whereas, the parties hereto have decided to reduce the terms and conditions of their understanding/intention into writing.

Now, therefore, this MOU, witnesses and the parties hereto hereby mutually agree as follows:

(1) Purpose of MOU:

(Bring out in succinct terms the central purpose behind the parties’ decision to enter into this MOU)

(2) Scope of Work:

(Here give details of the Project)

(3) Role of Government:

(Details of the obligations of the Government)

(4) Role of _____:

(Details of the obligations of the _____)

(5) Name and address of focal points of the parties:

(6) Financial Clause:

How would the project be financed? Will Government pay to the other party or will it be allowed to recover charges from beneficiary?

(7) Amendment of MOU:

The MOU may be modified or amended at any point of time by written agreement between the Parties.

(8) Dispute of Settlement:

In the event of a dispute, controversy or claim arising out of or relating to this MOU, or the breach, termination or invalidity thereof, the parties will use their best efforts to settle promptly such dispute through direct negotiation. Any dispute that is not settled within sixty (60) days from the date either party has notified the other Party of the nature of the dispute and of the measure that should be taken to rectify it will be resolved through consultation between the Secretary _____, Government of Goa and the [Title of Executive Head] of [Name of the other Party] or their duly authorized representatives. Each Party will give full and sympathetic consideration to any proposal advanced by the other to settle amicably any matter for which no provision has been made or any controversy as to the interpretation or application of this MOU.

(9) Termination of the MOU:

The parties hereto may terminate this MOU at any time by giving a reasonable written notice, of say 30 days, to the other party of its intention not to carry forward the understanding entered into under this MOU. If the MOU is terminated by either party, steps shall be taken to ensure that the termination does not affect any prior obligation, project or activity already in progress.

(10) Confidentiality:

Any information furnished by the Government to the other party shall be treated as strictly confidential and the same shall not be disclosed by the other party.

(11) Carry forward of MOU:

If the parties hereto desire to carry forward the understanding entered into under this MOU, then the parties shall execute the necessary Agreement in this respect.

(12) Entry into force:

The MOU will enter force upon the signature by the parties.

IN WITNESS WHEREOF, the parties hereto signed this MOU on the day, month and years first hereinabove mentioned.

SIGNED,SEALED AND DELIVERED BY

Shri _____ to the Government
of Goa.(Director, Department of/Chief Engineer,
...../.....),
For and on behalf of the Government of Goa.

SIGNED,SEALED AND DELIVERED BY

Shri _____ For and on behalf of _____,
_____ by virtue of _____
dated _____,

Law Department (Legal Affairs)

No. 5/2/2015-LA

Dated:- 23-06-2015

CIRCULAR**Sub: Standard Deed of Lease and Agreement of Leave & License**

It has been observed that various Departments refer for legal vetting, to the Law Department, the draft Deeds of Lease and Agreements of Leave and Licence proposed to be entered by the Government. The drafts forwarded by Departments to Law Department for vetting are generally those provided by the other Party. Naturally, the drafts are quite varied and there is no uniformity in the clauses/provisions contained in them. Their vetting takes significant resources and time, and there is always a possibility of some omission inadvertently. Sometime the premises are occupied by Government even without the agreement being finalized and signed.

The Government has therefore decided that rather the Departments may take the lead and provide the other Party a copy of the standard drafts attached with this Circular. The Departments shall then, after filling in the property and rent details and other particulars, forward the draft to the Law Department along with observations/amendments suggested, in track change mode, by the other Party, in the standard drafts. This would expedite the legal vetting and ensure that no inadvertent omission occurs in the process.

The Departments shall use attached standard drafts under following circumstances:

- (i) **Deed of Lease (Annexure I)**- shall be preferred by the Departments when they intend to take on lease any premises from a private party.
- (ii) **Agreement of Leave & Licence (Annexure II)**- shall be preferred by the Departments when they grant/permit to a private party to use the premises owned by them.

Sd/-
(Prashant Goyal)
Law Secretary

Annexure I

DEED OF LEASE

This Deed of Lease is made at _____, on this _____ day of _____, _____.

BETWEEN

the Governor of Goa (hereinafter called the "Government") of the **ONE PART**

AND

Shri _____, son of _____, aged _____ years, Indian National, r/o. H. No. _____ (hereinafter called the "**Lessor**" which expression shall unless repugnant to the context or meaning thereof mean and include his heirs, successors, legal representatives, administrations, executors and assignees) of the **OTHER PART**.

WHEREAS, the Government is in need of premises for the purpose of _____ (hereinafter called the "said purpose");

AND WHEREAS, the Lessor is the absolute owner of a _____ bearing No. _____, admeasuring built up area of _____ sq. mts., on the _____ floor of the _____, situated in the property surveyed under survey No. _____ and Sub-division No. _____, of Village _____/Chalta No. _____ of P.T. Sheet No. _____ of City Survey of _____, of City of _____, within the limits of _____, Taluka _____, District _____ Goa, State of Goa and more particularly described in the Schedule hereinafter written (hereinafter called as the "**said premises**");

AND WHEREAS, the Government vide _____ No. _____ dated _____ has requested the Lessor to lease to it the said premises for the said purpose and the Lessor vide _____ dated _____ has consented to the said request of the Government and agreed to lease the said premises to the Government subject to certain terms and conditions.

Now, therefore, this Deed of Lease witnesses and the parties hereto hereby mutually agree as under:

(1) In consideration of payment of a sum of Rs. _____ (Rupees _____ only) per month as rent by the Government to the Lessor in the manner hereinafter mentioned, the Lessor hereby agrees to give on lease and the Government hereby agrees to take on lease the said premises.

(2) The lease shall be for a period of _____ years commencing from _____ and expiring on _____, provided that, the Government shall have the option to renew the lease for such further period and on such terms and conditions as may be mutually agreed by the parties hereto, by giving _____ days advance written notice to the Lessor to that effect before the expiry of the present term.

(3) The rent hereby agreed to be paid shall be paid by the Government to the Lessor on or before the 10th day of the month following the month to which it relates by cheque or demand draft drawn on any Nationalised Bank in Goa in favour of _____ and the Lessors shall issue a monthly rent receipt to the Government as soon as the same is received by him.

(4) The Government shall use the said premises for the said purpose or for any other public purpose and all incidental and allied purposes thereto.

(5) In the event of the lease hereby created is terminated as provided by these presents, the Government shall pay only a proportionate part of the rent for the fraction of the month upto the date of such termination.

(6) The Lessor hereby covenant that he has full right and authority to lease the said premises to the Government and the Government shall peacefully hold, enjoy, use and possess the said premises hereby transferred/leased to it for its own use and benefits till the expiry of the period of lease and in the event of any defect in the Lessor's title, right and authority to lease the said premises to the Government, the Lessor hereby undertakes to indemnify the Government against any loss whatsoever that may be suffered by the Government on account of the defective title of the Lessor in respect of

the said premises.

(7) All the existing and future taxes and all other financial liabilities whatsoever in respect of the said premises shall be duly paid by the Lessor.

(8) The Government shall pay all charges in respect of electric power, and water consumed in the said premises during the continuation of these presents. The Government shall be entitled to fix tube lights, fans and electricity meter and other electrical and electronic appliances, including computers, servers etc., in the said premises and shall be at liberty to remove the same at the expiry of the period of lease or on termination of the lease, as the case may be, and restore the said premises in its original condition, as received, subject to the normal wear and tear and the Lessor shall not have any right to the fixtures or fittings affixed by the Government.

(9) The Lessor shall execute necessary repairs which are usually required to be made to the said premises or as may be specified by the Government by a notice in writing, within such time, as may be mentioned therein and in case the Lessor fail to execute any repairs in pursuance of such notice, the Government may get such repairs as specified in the notice, executed at the expense of the Lessor and the cost thereof may, without prejudice to any other mode of recovery, be deducted from the monthly rent.

(10) The Government shall not carry out any structural alternation to the said premises without the previous written permission of the Lessor. The Government shall keep W. C., bathroom, wash basin etc. existing in the said premises in as good condition as received, subject to the normal wear and tear and other causes beyond the control of the Government.

(11) In case the said premises or any part thereof is rendered not habitable by fire, acts of God, riots or other civil commotion, enemy action and or other causes, not within the control of the Government, the monthly rent hereby reserved shall not become payable for such period unless the said premises is restored to its original condition and is made fully and properly habitable.

(12) The Government shall not be liable for loss of profit or loss of goodwill of the Lessor arising from its occupation of the said premises or for any amount of compensation in respect of the said premises other than the rent payable as aforesaid and the Lessor shall make no claim in respect thereof.

(13) The Lessor hereby agrees with the Government that the latter's paying the monthly rent hereby reserved and observing and performing the conditions and stipulations herein contained and/or on the Government's part to be observed and performed, the Government shall peacefully hold, possess and enjoy the said premises during the period of lease, without any interruption or disturbance from or by the Lessor or any person claiming by or through or under him.

(14) The Government shall be entitled to terminate this Deed of Lease at any time by giving to the Lessor three months previous notice in writing of its intention to do so.

(15) Any notice to be given to the Government under these presents, in connection with the said premises shall be considered as duly given if sent by the Lessor through the post by a registered letter addressed to the _____ and any notice to be given to the Lessor shall be considered as duly given if sent by the Government through the post by a registered A.D. letter addressed to the Lessor at his last known place of residence. Any demand or notice sent by post in other cases shall be assumed to have been delivered in the usual course of post.

(16) In the event of any dispute or difference of opinion arising out of or in any way relating to or concerning these presents or the construction or effect of these presents, the same shall be referred to the sole arbitration of a person appointed by the Secretary _____ to the Government of Goa. The Lessor shall not be entitled to arise objection to any such appointment on the ground that the sole arbitrator is a Government servant or that he had dealt with the matters to which these presents relates or that in the course of his duties a such Government Servants, he had expressed views on all or any matters in dispute or difference. In the event of such Arbitrator being transferred or vacating his office or refusing or being unable to act for any reason whatsoever, it shall be open to the Secretary _____ to the Government of Goa, to appoint another person in his place. The arbitrator so

appointed shall be entitled to proceed with the reference from the stage at which the it was pending. From time to time, the Arbitrator may, with the consent of both the parties to these presents, extend the time for making the award. The award of the Arbitrator shall be final and binding on both the parties hereto. Subject as aforesaid, the Arbitration and Conciliation Act, 1996 (Central Act 26 of 1996) and the rules made thereunder shall apply to the arbitration proceeding under this clause.

(17) The Government hereby agrees to bear the costs, charges and expenses on account of the stamp duty and registration fees, if any, payable on this Deed of Lease.

(18) Only the Courts in the State of Goa shall have jurisdiction to adjudicate on the matters covered under this Deed of Lease.

(19) The Government reserves the right to add/amend/substitute/delete any of the terms and conditions laid down in this Deed of Lease either after hearing the Lessor or suo motto.

(20) This Deed of Lease shall be executed in two counterparts i.e. one original and the other duplicate. The original copy of this Deed of Lease shall remain with the Government and duplicate thereof with the Lessor.

SCHEDULE

All that _____, admeasuring built up area of _____ sq. mts., on the floor of the _____, situated in the property surveyed under Survey No. _____ and Sub-division No. _____ of Village _____/ Chalta No. _____ of P.T. Sheet No. _____ of City Survey of _____, of city of _____, within the limits of the Village Panchayat of _____/ _____ Municipal Council, Taluka _____, District _____ Goa, State of Goa.

IN WITNESS WHEREOF the parties hereto have signed this Deed of Lease 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 the withinnamed "Lessor",
Shri _____

WITNESSES:

1. _____
2. _____

Annexure II

Agreement of Leave And Licence

This **AGREEMENT OF LEAVE AND LICENCE** is made at _____, Goa, on this _____ day of _____, 20____.

BETWEEN

The Governor of Goa (hereinafter called the "Government") of the **ONE PART**

AND

_____, a _____ incorporated under _____, before _____, on _____, having it's registered office at _____ and represented in this act by it's _____, Shri _____, by virtue of _____ dated _____ (hereinafter called the "**Licensee**") which expression shall unless repugnant to the context or meaning thereof shall mean and include it's successors, executors, administrators and assignees) of the **OTHER PART**.

WHEREAS, the Government is the absolute owner and in possession of _____, admeasuring built up area of _____ sq. mts., on the _____ floor of the _____, situated in the property surveyed under survey No. _____ and Sub-division No. _____, of Village _____/Chalta No. _____ of P.T. Sheet No. _____ of City Survey of _____, of City of _____, within the limits of the Village Panchayat of _____/ _____ Municipal Council, Taluka _____, District _____ Goa, State of Goa and more particularly described in the Schedule hereinafter written (hereinafter referred to as the "said premises");

AND WHEREAS, the Licensee vide letter No. _____ dated _____, requested the Government to permit the Licensee to use the said premises for the purpose of _____ i.e. for _____;

AND WHEREAS, the Government has agreed to permit the Licensee to use the said premises exclusively for the purpose of _____ i.e. for _____, on purely leave and license basis;

And whereas, the Government and the Licensee have agreed to execute this Agreement of Leave and Licence on the terms and conditions stipulated hereunder.

NOW, THEREFORE, THIS AGREEMENT OF LEAVE AND LICENCE WITNESSES AND THE PARTIES HERETO HEREBY MUTUALLY AGREE AS FOLLOWS:

(1) Consideration:

That in consideration of payment of monthly license fee of Rs. _____/- (Rupees _____ only) which shall be paid by the Licensee to the Government on or before 10th day of the month following the month to which it relates, the Government hereby permits the Licensee to use the said premises, on purely leave and license basis, under the terms and conditions hereunder mentioned.

(2) Term

That the period of leave and licence shall be _____ commencing from _____ day of _____, 20__ and ending on _____ day of _____, 201__.

(3) Security Deposit:

That the Licensee has deposited with the Government an amount of Rs. _____/- (Rupees _____ only) as a security deposit on the date of execution of this Agreement of Leave and License, which sum shall be returned by the Government to the Licensee upon receiving the vacant and peaceful possession of the said premises, on the expiry of the term of the licence stipulated in clause (2) above or upon termination of this Agreement of Leave and Licence, whichever is earlier. The said security deposit shall not carry any interest and the Government shall be entitled to deduct therefrom any dues of the Licensee towards arrears of the licence fees, electricity bills, water charges, compensation amount in respect of any damage to the said premises, etc., if any, and only upon clearance of the aforesaid dues, the Licensee shall be entitled to obtain the refund of the aforesaid security deposit.

(4) Purpose of leave and licence:

(a) The Licensee shall use the said premises exclusively for the purpose of _____ i.e. for _____.

(b) The Licensee shall not use the said premises for any illegal or immoral purpose or any other purpose and shall also not use it in such manner so as to cause any inconvenience, nuisance or annoyance to the other occupants of the building or public.

(5) Maintenance:

That the Licensee shall be bound to maintain the said premises in good condition.

(6) Entry and Inspection:

The Licensee shall allow the officers or servants or any person duly authorized by the Government in this behalf, to enter upon and inspect the said premises, to ensure that the said premises is used for the purpose for which it is licensed, on any day between sun-rise and sun-set or at any other time, in case of urgent necessity.

(7) Renewal:

The Government, on expiry of the term of this Agreement of leave and licence, may, at the

request of the Licensee, in its discretion, renew this Agreement of Leave and Licence for such further period of _____ and subject to such terms and conditions as may be decided by the Government.

(8) **Amendment:**

The Government reserves the right to add/amend/substitute/delete any of the terms and conditions laid down in this Agreement of Leave and Licence either after hearing the Licensee or suo motto.

(9) **Termination:**

(a) In case the Licensee commits breach of any of the terms and conditions herein contained, the Government reserves the right to terminate this Agreement of Leave and Licence and on such termination, the Licensee shall peacefully vacate the said premises and shall not be entitled to claim any compensation thereof.

(b) If the said premises is at any time required for public purpose, the Government shall be at liberty to terminate this Agreement of Leave and Licence at any time and take over possession of the said premises and no compensation shall be payable by the Government to the Licensee for such pre-mature termination of this Agreement of Leave and Licence. The decision of the Government in this regard shall be final and binding upon the Licensee.

(10) **Delivery of Possession:**

On termination of this Agreement of Leave and Licence or on expiry of period of license fixed under this Agreement of Leave and Licence, whichever is earlier, if the license period is not extended by the Government for a further term, the Licensee shall deliver the vacant and peaceful possession of the said premises to the Government.

(11) **Arbitration:**

In the event of any question, dispute of difference of opinion arising under or out of or in any way relating to or concerning these presents or effects of these presents or in connection with the conditions herein contained or touching or concerning the meaning or effect thereof, or any matter contained therein as to the rights, duties or liabilities of the parties hereto, howsoever, in connection with this Agreement of Leave and Licence, the same shall be referred to the sole arbitration of a person to be appointed by the Secretary _____ to the Government of Goa. The Licensee shall not raise any objection to such appointment on the ground that the arbitrator so appointed is a Government servant and that he had dealt with the matter to which this Agreement of Leave and Licence relates or that in the course of his duties as such Government servant, he had expressed his views on all or any of the matters in dispute or difference. In the event of such arbitrator being transferred or vacating his office or refusing or being unable to act as such for any reason whatsoever, it shall be open to the Secretary _____ to the Government of Goa to appoint another person in his place. The arbitrator so appointed shall be entitled to proceed with the references from the stage at which it was pending. The arbitrator may, with the consent of both the parties to these presents, extend the time for making the award. The award of the arbitrator 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 made thereunder shall apply to the arbitration proceedings under this clause.

(12) **Recovery:**

Any sum recoverable from the Licensee under these presents may be recovered by the Government as an arrears of land revenue under the provisions of the Goa Land Revenue Code, 1968 (9 of 1969).

(13) **Jurisdiction:**

Only the Courts in the State of Goa shall have jurisdiction to adjudicate on the matters covered under this Agreement of Leave and Licence.

(14) **Costs and Charges to be borne by the Licensee:**

That the Licensee shall incur the costs, charges and expenses on account of the stamp duty and registration fees payable on these presents.

(15) **Other conditions:**

- (a) The Licensee alone shall bear and pay the entire charges for consumption of electricity and water as per meter reading recorded in the electricity/water meter in respect of the said premises, and all such other taxes, charges, levies or impositions as may be charged, levied or imposed by any competent authority in respect of the activity carried on by the Licensee in the said premises.
- (b) The Licensee shall not sub-let, mortgage, assign or otherwise transfer or part with possession of the said premises or any thereof or create any interest/right in respect thereof in favour of any other person.
- (c) The Licensee may, with the prior approval of the Government, for convenient enjoyment of the said premises, affix, install or put up such temporary partition and/or structures and/or fixtures and/or fittings within the said premises as may be necessary without affecting the main structure of the building and permanent fixtures of the Government or causing any damage thereto, provided, however, a list of the same shall be prepared, signed and delivered by the Licensee to the Government alongwith a duplicate copy and the duplicate copy thereof duly countersigned by the Government shall be delivered to the Licensee. Unless otherwise agreed upon in writing, the Licensee shall be at liberty to remove the fixtures, electrical fittings, partitions and structures, as may be installed/fixed by it, at the time of delivering the vacant possession of the said premises to the Government. Provided that, upon removal of such fixtures and fittings, the Licensee shall repair the surface of the walls affected due to punching of holes, screws etc. and restore the same to the condition to which the same were as on the date of signing of this Agreement of Leave and Licence.
- (d) The Government shall not be responsible for third party claim in respect of any commercial and/or other dealings of the Licensee in the said premises and that the Licensee hereby indemnifies the Government in that respect.
- (e) The Government shall not be responsible in any manner whatsoever for any loss or damage caused to the goods, articles, furniture or any other items stored in the said premises by the Licensee, without any fault on the part of the Government.
- (f) The Licensee shall not store in the said premises or cause to be stored or kept any goods things which are inflammable or injurious to the health or safety of the human beings.
- (g) The original copy of the Agreement of Leave and Licence shall remain with the Government and the duplicate thereof with the Licensee.

SCHEDULE

All that _____, admeasuring built up area of _____ sq. mts., on the _____ floor of the _____, situated in the property surveyed under Survey No. _____ and Sub-division No. _____ of Village _____/ Chalta No. _____ of P.T. Sheet No. _____ of City Survey of _____, of city of _____, within the limits of the Village Panchayat of _____/ _____ Municipal Council, Taluka _____, District _____ Goa, State of Goa.

IN WITNESS WHEREOF the parties hereto have signed this Agreement of Leave and Licence 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 the withinnamed Licensee,

Shri _____

WITNESSES:

1. _____
2. _____

Department of Law & Judiciary
Law (Establishment) Division

No. 2/2/2013/LD-Estt./1295

Dated:- 19-06-2015

CIRCULAR

Instances have come to the notice of the Government wherein many Departments have not co-operated with the Government Advocates/Additional Government Advocates for proper briefing of the matter, by not providing proper parawise comments, by not making available all documents relating to the case, etc. Further, there is no follow up of the progress of the case from the side of concerned Departments. Many times there is delay in filling of response from the Government side. This is creating resentment amongst Government Advocates and some of them have resigned in protest.

The Hon'ble CM has taken a very serious view of this issue and has advised that all Departments need to be alerted and cautioned.

All the Departments are fully aware that the State Litigation Policy has come into force and all the departments, Government undertakings, Corporations were directed to appoint Nodal Officers under the said Policy. If required, the Nodal Officer may differ from case to case.

It is the prime duty of the Nodal Officer so appointed, alongwith the Head of Department, to keep track of their cases and properly co-ordinate with the Government Advocates/Additional Government Advocates in this regards.

Any complaint received from the Government Advocates/Additional Government Advocates, in future, may be viewed adversely.

Sd/-
(Amul S. Gaunker)
Under Secretary (Estt.)
Law Department

Department of Law & Judiciary
Law (Establishment) Division

No. 2/2/2013/LD-Estt./1501

Dated:- 15-07-2014

CIRCULAR

It has been observed by the Government that most of the departments have been acting in a callous/casual manner in dealing with judicial and quasi judicial matter involving public interest and some of the observations are cited below for future compliance:-

- (a) The affidavits requiring Government approval to file in various courts are submitted either on the last day or in some cases even after the due date of filing is over giving no time for the competent authority to go through the contents of the affidavit.
- (b) Orders and judgments passed by various Courts and Commissions, Tribunals or Authorities containing directions to the Government are not placed on record or before the Government in a time bound manner resulting in contempt of court or delay in filing appeals thereby weakening the case of the Government.
- (c) In certain cases, orders are being passed by some of these agencies like Green Tribunal, Goa Human Rights Commission, SPCA beyond their jurisdiction and such orders/directions are not brought to the notice of the Government.
- (d) The outcome of the whole process is proving to be extremely strenuous on the departments and also respective authorities including the Hon'ble Chief Minister due to the small windows of timeframe or no time to act and protect the interest of Government or to formulate Government's stand in such matters.

In view of the above, directions are hereby issued that henceforth any orders/directions issued by judicial or quasi judicial forums having a bearing on Policy or impact on Government or Public interest shall be put up to the concerned authorities with a copy to the Chief Minister's Officer immediately on issuance of such directions preferably on the same day.

Any laxity on the part of the official concerned shall be made accountable for each day's delay in submitting the orders or directions to the appropriate competent authorities.

The instructions referred to hereinabove are to be strictly complied with and any laxity noticed the officer concerned shall be made accountable for non-observance of the Government instructions.

This issues with the approval of the Government.

Sd/-
(Pramod Kamat)
Law Secretary

Office of the Law Secretary

No. 9/2/2014/LA

Dated:- 02-07-2014

CIRCULAR

It has been observed by the Government that various Departments refer files to the Law Department (Legal Affairs) for the purpose of vetting of documents such as Bills, Ordinances, Rules, Regulations, Agreements, MOUs, Deeds, Tender Documents, R.F.P., E.O.I., Orders, Notifications etc., and with the passage of time, correction/changes/modifications made in pencil to such documents by the Law Department (Legal Affairs) get erased leaving no record of vetting done by the Law Department (Legal Affairs).

In order to address this problem, the Government has decided that immediately upon receipt of the file containing draft of such document being finally vetted by the Law Department (Legal Affairs), the concerned Department shall place in the file legible photocopy of such draft duly vetted by the Law Department (Legal Affairs) and shall also forward to the Law Department (Legal Affairs) two sets of legible photocopies of such document and the relevant notings of the Law Department (Legal Affairs) whereby such document stands examined, alongwith the file number, for the purpose of it's record and for future reference.

The above instructions shall be scrupulously complied with.

Sd/-
(Pramod Kamat)
Law Secretary

Department of Law & Judiciary

Law (Establishment) Division

No. 2/2/2013/LD-Estt./420

Dated:- 25-02-2014

- (1) O.M. No. 4/5/98-LD-I dated 21-02-2013
(2) Circular No. 2/2/2013/LD(Estt.)/1126 dated 01-07-2013

OFFICE MEMORANDUM

Attention of Head of Departments/Offices invited to the OM and Circular cited in the preamble. In this context, it is observed that, inspite of issuance of the instructions some of the Departments do not observe these instructions scrupulously.

It is seen that some of the Departments have been directly taking approval from their concerned Ministers and appoint Government Lawyer directly according to their choice without routing the file either to the Law Department (Legal) for their advice as was directed vide O.M. No. 4/5/98-LD-I dated 21-02-2013. Inspite of these instructions, it has come to the notice that some of the Departments are bye-passing the procedure and obtaining approval of the concerned Minister and appointing the Government Lawyer without consulting/obtaining the recommendations from the Ld. Advocate

General or the Law Department (Estt). The Law Department only comes to know regarding these appointments only when the bills are preferred for settlement of professional fees and it is at that time the files are sent to this Department for issue of Orders. Some of the Departments who have been bypassing the procedure are the Mines and Geology, Water Resources and Electricity Departments.

Wherever all such earlier appointments made by the all Heads of Departments/Offices be regularized/modified by submitting required proposal to Law Department.

Further vide Circular No. **2/2/2013-LD(Estt)/1126 dated 01-07-2013** all the Government Departments were directed to follow the instructions as laid down in the Circular wherein it was made mandatory for affixing on all files a lable on the top cover of the file to identify that the files relate to appointment of Government Advocates.

Henceforth, any file received without affixing the lable on the top cover of the file, the same will not be accepted but returned back for non-compliance and Department concerned shall be solely responsible for any consequences that may arise and this may be kept in mind for all future guidance when such proposals are referred to this Department.

The instructions referred to herein above are to be strictly followed and any violation of the same may attract disciplinary action for non-observance of the Government instructions.

This issues with the approval of Government.

Sd/-
(Vasanti H. Parvatkar)
Under Secretary (Law-Estt.)

Department of Law & Judiciary
Law (Establishment) Division

No. 12-12-2013-LD/Estt./420

Dated:- 24-05-2013.

CIRCULAR

It has been brought to the notice by the office of the Ld. Advocate General that in a case wherein Personnel Department had forwarded a note in Writ Petition No. 336 of 2006 filed by Surendra F. Naik and other V/s State of Goa before the High Court of Bombay at Panaji-Goa wherein it is mentioned that the draft affidavit in the Writ Petition No. 336 of 2006 has been prepared by the Ld. Advocate General.

The tone of the language used by the Official concerned is unpleasant and required a decent mode in putting up the note by the concerned Official as the Ld. Advocate General being the First Law Officer of the State is not expected to prepare affidavits nor to draft affidavits but only to finalize the same keeping the Legal angle in view.

Further the Ld. Advocate General has observed that the files are being sent to the First Law Officer without proper numbering of pages, the nothings and the correspondence which is very much expected from the official who should be well aware of the functioning of the government procedure, establishment rules, and should be very cautious before forwarding any file to the higher authorities.

It is very important for the department to realize that when any affidavit(s) is prepared, the department official must give para wise comments in writing to the concerned Government Advocate and these para-wise comments must be signed by the official as well as by the Head of the Department so as to fix accountability.

The earlier practice in the administration for the last many years is that affidavits were being prepared without the averments in the paragraphs being dealt with. This method of dealing needs to be rectified at once. Henceforth all affidavits, except in matters of dire urgency, shall deal with para-wise comments.

Henceforth, all the departments are hereby directed by the government that it is imperative that para-wise comments are given to the concerned Government Advocates and Additional Government

Advocates by the Officer/Official duly signed and countersigned by the Head of the Department so as to ensure fixing responsibility on the Officer/Official in the statements made in the affidavit and the Government Advocate and Additional Government Advocates shall draft affidavit based on such comments and wherever necessary the Legal contentions and submission will be inserted therein by the concerned Government Advocate and Additional Government Advocate.

All Heads of the Departments/Offices should ensure as far as possible that the factual facts are brought out in the affidavit filed before the Law Courts.

The Ld. Advocate General has expressed an excellent motto in the process of delivery of justice is **“The Government wins every case when Justice is done to the Citizens”**. It is, therefore, enjoined on everyone concerned to ensure that in a Court of Law insofar as the Pleadings are concerned, every point raised is dealt with honestly and truthfully.

All Heads of the Departments/Offices should ensure that the above instructions are kept in mind while preparing the affidavit/s and also to be careful by the Officers/Officials of the Departments while putting up notings to the First Law Officer that is the Ld. Advocate General of the State.

Any recurrence of such type will be viewed seriously by the Higher Authorities which may result in taking necessary action as deemed fit.

Receipt of the Circular be acknowledged.

By Order and in the
Name of the Governor of Goa

Sd/-
(R. K. Halankar)
Under Secretary Law (Estt)

Office of the Chief Secretary

No. 4-5-98/LD(1)/263

Dated:- 24-05-2012.

CIRCULAR

The Government has decided to issue the following instructions with immediate effect in so far as the State Government matters before the Hon'ble High Court/Hon'ble Supreme Court are concerned.

- (i) The Secretaries, Heads of Departments, Heads of Autonomous Organisations and Heads of Statutory Authorities shall, when the matter involves high stakes or is an important matter or is a matter which is sensitive or is otherwise of a nature which might relate to a Policy framed or an action taken pursuant to a policy of the State Government, in all such cases the Secretaries, the Heads of Departments, Heads of Autonomous Organisations and Heads of Statutory Authorities shall consult the Ld. Advocate General.
- (ii) Whenever an Affidavit is prepared by a Government Advocate/Additional Government Advocate based on the instructions issued by the Secretary/Head of Department/Officer of the Government, such Affidavit shall be sent to the concerned administrative Secretary for his perusal and thereafter for the approval of the Government. Preferably, any Affidavit should be filed only after the contents/statements thereof, more particularly the factual position thereof, are verified and ensured by the concerned Administrative Secretary/Law Secretary, where ever necessary as correct in all respects. In very important cases, Affidavits may be forwarded to the Ld. Advocate General for settling the same; but this may be done only through the concerned administrative Secretary, the Chief Secretary or the Minister-in-charge of the concerned Department.

The only exception of filing Affidavits directly in the Hon'ble High Court will be such cases wherein the Ld. Advocate General has himself settled the draft Affidavit and given his approval in writing for filing the same in the Hon'ble High Court. Save and except this, no Officer shall file an Affidavit unless compliance with the aforesaid is done.

It is also being made clear that no Officer shall require the Ld. Advocate General to settle the

Affidavit as a routine measure or as a normal course so as to avoid unnecessary delay and in order to save time. Only those Affidavits which are of an extremely important nature may be forwarded to the Ld. Advocate General for vetting. All the Heads of Departments are hereby instructed that before filing any Affidavit/Reply or making any statement before the Hon'ble High Court which binds the Government, such cases should be referred to the concerned Administrative Secretary for obtaining the prior approval of the Government.

In cases where the Officers are exercising statutory appellate powers or acting in their judicial capacity, such Affidavits may be filed by the Under Secretary of the Government and may be approved by such Authorities wherever required. In normal cases, Orders passed by such Authorities are to be defended by the rival parties in the adversarial litigation.

All the Government Advocates, Additional Government Advocates, Assistant Government Advocates, Public Prosecutors, Additional Public Prosecutors, Government Counsels as well as Standing Counsels before the Hon'ble Supreme Court, Hon'ble High Court and other Courts subordinate thereto, as the case may be, shall ensure that before any Affidavit is filed in any Court in cases where the Government is a party, the prior approval of the State Government is obtained through the concerned Administrative Secretary.

All the Secretaries, Heads of Departments, Heads of Autonomous Organisations and Heads of Statutory Authorities shall also ensure that in future if any file/proposal is required to be submitted to the Ld. Advocate General for his opinion/advice, such file/proposal shall be routed through the Law Secretary, the Law Minister and the Chief Minister.

The above instructions shall be strictly complied. Any instructions to the contrary contained in any other earlier Circular shall superseded to the extent they are contradictory to the present Circular.

Sd/-
(Sanjay K. Srivastava)
Chief Secretary

Special Department

No. LS/NOTE/09/2009

Dated: 14/01/2009

CIRCULAR

Of late it has been observed by Ld. Advocate General that some Departmental Heads are referring matters for opinion of Ld. Advocate General directly i.e. without routing them through the Law Department. In this connection Ld. Advocate General desires that the following instructions issued by the Government in this regard under Circular No. 9/5/2000/LA dated 22.8.2000 may again be brought to the notice of the concerned:-

“All Departmental Heads may refer the matters for opinion of Ld. Advocate General through the Law Department or upon approval of the concerned Cabinet Minister.”

Sd/-
(V. P. Shetye)
Law Secretary

Department of Personnel

No. 2/2/2001-PER

Dated:- 06-10-2005.

CIRCULAR

As per normal practice, whenever any order judgment is passed by the Court adverse to Government, it is mandatory to consult Law Department to see whether Order/Judgment can be challenged within the limitation period. It is observed that some Departments are not initiating any action after such order/judgment is passed.

Due attention should be paid by the Departments to the limitation period. The Department must understand that Law Department requires adequate time to study a matter for submitting its opinion. Further Government Advocate also needs adequate time to study, draft and file the appeal.

In order to improve efficiency in Department in handling legal matters, it is suggested that in every Department, an Officer be specially designated to look after court cases and act as nodal officer in the respective legal matters.

It is also noted that whenever opinion is sought by the Department whether appeal should be filed or not against any judgment adverse to the Government, the file, which is forwarded, contains only the judgment of the Court with notings giving brief details of the case. This is entirely unsatisfactory. The entire case records must be forwarded for seeking legal opinion in the matter. Most of the Departments seem to treat this matter casually and have to be thereafter called upon to furnish the details. This causes unnecessary delay in processing the matter.

Further, whenever file is submitted by the Department after the expiry of limitation, an explanation must be given in the file for delay.

Government has taken serious view of such lapses and decided to fix responsibility for delays and take disciplinary action in future.

It is therefore, enjoined upon all Heads of Departments/Offices to adhere to above instructions for strict compliance.

Receipt of this Circular be acknowledged.

Sd/-
(Raju V. Gawas)
Under Secretary (Personnel)

Department of Law (Estt)

No. 4-43-99/LD

Dated:- 19th May, 2003.

CIRCULAR

It is observed that despite several instructions issued in the past, it has become routine for Learned Standing Counsel before Hon. Supreme Court to remain without informing the Office of Ld. Advocate General and for officers to meet them directly without keeping the office of Ld. Advocate General informed about development in the cases before the Apex Court, neither consultations are held.

In order to ensure smooth functioning of the entire system, the Government is pleased to issue following instructions:-

- a) That no. S.L.P., Appeal, Application be filled in Supreme Court without prior approval is writing of the Law Secretary or the Ld. Advocate General.
- b) No matters sent by any Government Advocate, Additional Government Advocate, Assistant Government Advocates, Ld. Advocate General, or any officer be entertained unless (a) above is first complied with;
- c) Before an Affidavit is filed in the Supreme Court; prior approval in writing for such Affidavit be obtained from the Secretary to the Department concerned or the Law Secretary; who may prepare the Affidavit with approval of State Government finally to be settled by the concerned standing Counsel;
- d) Officer swearing the Affidavit must have the authority of the Government to swear, depose and file the Affidavit;
- e) Swearing Counsels in all matters are requested to have regular consultations with Law Secretary and Ld. Advocate General preferably in writing so that a record is kept.

By Order and in the name of the Governor of Goa

Sd/-
(Mario da Silva)
Under Secretary (Law)

Legal Department (Legal Affairs)

No. 10-7/85/LA

Dated:- 29/11/2001

CIRCULAR

It has been decided by the Government that the following kinds of matters/files need not be referred to the Law Department(s) (Legal Affairs), for vetting.

- (1) Routine annual maintenance agreements of instruments, machinery, etc.
- (2) Agreements of appointments of employees on contract/re-employment in Government Services.

Also, as far as obtaining opinion in filing of appeals/Revision etc. In Criminal matters, the opinion of the Director of Prosecution may be sought who could directly refer the file to the Law Secretary. However, in civil matters, for opinion, the same have to be referred to the Law Department since often in such matters high stakes are involved, and they require a detail and careful study, as they involve complex issues.

The contents of this circular may please be noted for compliance.

Sd/-

(S. G. MARATHE)

UNDER SECRETARY (DRAFTING)

PERSONNEL DEPARTMENT

Medical Board

PERSONNEL DEPARTMENT

Public Health Department

No. 7/2/2004-III/PHD(MISC)/4066

Dated:- 31/10/2018

NOTIFICATION

Government is pleased to constitute Medical Board at North Goa District Hospital, Mapusa and South Goa District Hospital, Margao for issuing of certificate to the person with disabilities such as Autism Spectrum Disorder (ASD), Spectrum Learning Disabilities (SLD), Slow Learners and Mental Retardation as under :

- | | |
|--|---------------|
| 1. Medical Superintendent of District Hospital |Chairman |
| 2. Paediatrician attached to District Hospital |Member |
| 3. Psychiatrist attached to District Hospital |Member |
| 4. Clinical Psychologist |Member |

By Order and in the name
of the Governor

Sd/-

(Trupti B. Manerkar)
Under Secretary (Health I)

Public Health Department

No. 5/122/2017-II/PHD/3166

Dated:- 02/08/2018

ORDER

The Government is pleased to reconstitute the Medical Board for Goa Medical College as under:-

- | | |
|--|--------------------|
| 1. Dr. Ugam Usgaonkar
Professor and Head
Department of Ophthalmology
Goa Medical College |Chairman |
| 2. Dr. Anar Khandeparkar
Associate Professor
Department of Medicine
Goa Medical College |Vice Chairman |
| 3. Dr. Shivanand Bandekar
Professor and Head
Department of Orthopaedics
Goa Medical College |Member |
| 4. Dr. Dilip Amonkar
Professor and Head
Department of Surgery
Goa Medical College |Member |

By order and in the name of
the Government of Goa

Sd/-
 Trupti B. Manerkar
 Under Secretary Health

Public Health Department

No. 7/2/2004-III/PHD (MISC)

Dated: 23/09/2013

NOTIFICATION

Government is pleased to constitute Medical Board/Medical authority for Institute of Psychiatry and Human Behavior, Bambolim-Goa for issuing of Certificate to the persons suffering from "Autism" as under:

1. Medical Superintendent/Head of I.P.H.B. ... Chairperson
2. Psychiatrists attached to I.P.H.B. ... Member

By order and in the name of
 The Governor of Goa.
 Sd/-
 (Sangeeta M. Porob)
 (Under Secretary Health)

Public Health Department

No. 7/2/2004-III/PHD (MISC)

Dated: 28/08/2013

NOTIFICATION

Read: Government Notification No. 7/2/2004-III/PHD dated 04/02/2004

Government is pleased to constitute two Medical Boards i.e. Board for Institute of Psychiatry and Human Behavior, bambolim-Goa and the Asilo Hospital, Mapusa/Hospicio Hospital Margao for issuing Mental Illness Disability Certificated to the mentally ill persons and Neurological problems, comprising as under:

I. Medical Board for Institute of Psychiatry and Human Behavior

1. Dean/Director of I.P.H.B. ... Chairperson
2. Prof. & H.O.D. of Psychiatry ... Member
3. Prof. & H.O.D. of Neurosurgery (G.M.C.) ... Member
4. Psychiatrists attached to I.P.H.B. ... Member

II. Medical Board for Asilo Hospital/Hospicio Hospital

1. Medical Superintendent ... Chairperson
2. Senior Psychiatrists attached to Asilo and Hospicio Hospital ... Member
3. A nominee of Prof. & H.O.D. of Neurosurgery G.M.C. ... Member

This issue in supersession or earlier Notification No. 7/2/2004-III/PHD dated 04/02/2004.

By order and in the name of
 The Governor of Goa.
 Sd/-
 (Sangeeta M. Porob)
 (Under Secretary Health)

. Public Health Department

No. 7/2/2004-III/PHD

Dated: 04/02/2004

NOTIFICATION

Government is pleased to constitute two Medical Boards i.e. Medical Board for Institute of Psychiatry and Human Behavior, Bambolim-Goa and the Asilo Hospital, Mapusa/Hospicio Hospital Margao for issuing Mental Illness Disability Certificate to the mentally ill persons as follows:

I. Medical Board for Institute of Psychiatry and Human Behavior

1. Medical Superintendent/ Head of L.P.H.B. ... Chairperson
2. Psychiatrists attached to I.P.H.B. ... Member

II. Medical Board for Asilo Hospital/Hospicio Hospital

1. Medical Superintendent/Chief Medical Officer/
/Head of the Hospital ... Chairperson
2. Senior Psychiatrists attached to Asilo and
Hospicio Hospital ... Members

By order and in the name of
The Governor of Goa.
Sd/-
(S. G. Korgaokar)
(Under Secretary Health)

Medical Reimbursement

Public Health Department

No. 7/5/2013-II/PHD

Dated: 30/12/2014

CIRCULAR

The Heads of Department/Offices are referring the medical reimbursement bills of Patients who have taken treatment in Goa Medical College and availed the facility of Private Room, back to Medical Superintendent, Goa Medical College to certify the reasonability.

The Government vides Order No. 8/565/2012-IV/PHD/Part dated 30-07-2013 has levied the rates for Private Wards of Goa Medical Collage & Hospital, Bambolim.

Henceforth, all the Heads of Department/Offices are requested not to refer the Medical Reimbursement bills of Patients who have taken treatment in Goa Medical College and availed the facility of Private Room, back to Medical Superintendent, Goa Medical College to certify the reasonability, as the rates being specified by the Government and are reasonable.

Sd/-

(Sangeeta M. Porob)
(Under Secretary Health)**Department of Finance (Revenue & Control)**

No. 8/6/99-Fin (R&C) FPC-Part File

Dated 22-05-2015

OFFICE MEMORANDUM

The Office Memorandum No. 4/25/2008-P&PWD dated 19th November, 2014 issued by Government of India, Ministry of Personnel, Public Grievances and Pensions, (Department of Pension & Pensioners Welfare), New Delhi which is transcribed below is hereby adopted by the Government of Goa for implementation w.e.f. 01-06-2015.

Sd/-

(Ajit S. Pawaskar)
(Under Secretary Fin (R&C))**Ministry of Personnel, Public Grievances & Pensions**

No. 4/25/2008-P&PWD

Dated 19th November, 2014**OFFICE MEMORANDUM**

Subject: Grant of Fixed Medical Allowance (FMA) to the Central Government Pensioners residing in areas not covered under CGHS.

The undersigned is directed to say that at present Fixed Medical Allowance is granted to the Central Government pensioners/family pensioners residing in areas not covered under Central Government Health Scheme administered by the Ministry of Health & Family Welfare and corresponding health schemes administered by other Ministries/Departments for their retired employees for meeting expenditure on their day-to-day medical expenses that do not require hospitalization. Orders were issued vide this Department's O.M. of even No. dated 26-05-2010 for enhancement of the amount of Fixed Medical Allowance from Rs.100/- to Rs.300/- p.m. w.e.f.1-09-2008.

2. The demand for further enhancement of FMA has been under consideration of the Government for some time past. Sanction of the President is hereby conveyed for enhancement of the amount of Fixed Medical Allowance from Rs.300/- to Rs.500/- per month. The other conditions for grant of Fixed Medical Allowance shall continue to be as contained in this Department's OMS No. 45/57/97-P&PW(C) dated 19-12-97, 24-8-98, 30-12-98 and 18-8-99.

3. These orders will take effect from date of issue of this O.M.

4. These orders are issued with the concurrence of the Ministry of Finance (Dept. Of Expenditure) vide their I.D. Note No. 588/E.V/2014 dated 22-10-2014 and in consultation with the Comptroller and Auditor General of India vide their UO No. 174 Staff (Rules) /02-2011 dated 12-11-2014.

Sd/-
(Harjit Singh)
Deputy Secretary to the Govt. of India

Public Health Department

No. 8/874/2008-IV/PHD (P.F)

Dated: 08/04/2013

OFFICE MEMORANDUM

It has been observed that the Government officials seek reconsideration of their rejected medical reimbursement claims citing his/her justification inspite of the fact that Government has maintained its stand time and again. Representations requesting for reconsideration of their claims are directly submitted to this department, while some others are forwarded through proper channel.

Despite the fact that even when a particular claim has been rejected, the Government Official in the ray of hope time and again, submits the claim for re-consideration. Government has taken a serious view and now decided to take up such rejected medical Reimbursement claim for reconsideration only once and such request should be made within a period of 3(three) months from the date of communication of such decision.

All the Heads of Department/Offices are requested to bring the above contents to the notice of all Government employees under their administrative control for strict compliance.

Sd/-
(D.G. Sardessai)
(Additional Secretary Health)

Public Health Department

No. 8/874/2008-IV/PHD (P.F)

Dated: 08/04/2013

OFFICE MEMORANDUM

It has been brought to the notice of the Government that most of the Government Servants while claiming for Medical Reimbursement are found to be present in the hospital as well as in the office on the same time/day. The date which he/she claims that he/she actually has been treated in the Government Hospital when infact the Government Servant meets the doctor privately in his/her private clinic in the evening & after the office hours and the doctor also signs the Certificate 'A' blindly certifying that he has checked the patient in the Government Hospital.

In order to curb such instance, Government has decided that whenever a Government Servant submits the Medical Reimbursement claim in respect of self treatment and their family members which has been incurred at the Government Hospital for settlement to the respective Controlling Department, the Head of Department before sending the same for settlement to the Directorate of Accounts, would have to compulsorily enclose copy of the case paper duly registered on that particular date of treatment, in absence of which the claim shall not be settled.

All the Heads of Department/Offices are requested to bring the above contents to the notice of all Government Servants under their administrative control for strict compliance.

Sd/-
(D. G. Sardessai)
(Additional Secretary Health)

Public Health Department

No. 8/874/2007-IV/PHD (MISC)

Dated: 07/02/2013

ORDER

Government is pleased to delegate the financial powers to the following Authorities as per the amount indicated against them under Column No.3 for quick disposal of work, in respect of Medical Reimbursement Claims within the purview of the Central Service (Medical) Attendance Rules, 1944:

Sr. No.	Authority	Amount (in Rs)
1	2	3
1	Under Secretary (Health)	Upto 50,000/-
2	Joint Secretary/Additional Secretary (Health)	50,001/- to 1,00,000/-
3	Secretary/Principal Secretary (Health)	1,00,001/- to 2,00,000/-

All other cases, other than those indicated above shall be considered with the approval of the Government.

This issues with the concurrence of Finance (Exp) Department vide their U.O No. 1415228/F dated 25-01-2013.

By order and in the name of
Governor of Goa.

Sd/-

(Harish N. Adconkar)
(Under Secretary Health)

Public Health Department

No. 8/565/2012-I/PHD/Part

Dated: 22/01/2013

OFFICE MEMORANDUM

It has been observed that despite the instructions issued by this Department from time to time streamlining the procedure for obtaining financial relief through medical reimbursement for Government employees under CS (MA) Rules, 1944. Most of the Departments are merely forwarding the claim in violation of the said guidelines, which ultimately leads to delay in settling the medical bills.

As such, it has been decided to give wider publicity to the said Rules & Regulations by this Department for strict compliance.

Accordingly, various Office Memorandums/Orders/Corrigendum's issued by this Department from time to time in this regard alongwith the List of Government Recognized Hospitals and a checklist enabling easy scrutiny of the claim by the Concerned Department before onward submission to this Department is appended herewith.

All the Heads of Department/Offices are hereby requested to bring the contents of the above Office Memorandum to the notice of all Government employees under their administrative control for strict compliance.

Sd/-

(Harish N. Adconkar)
(Under Secretary Health)

Checklist

- 1) Application form claiming reimbursement (Med 97).
- 2) Certificate 'A' for non admitted patient duly filled in all respect.
- 3) Certificate 'B' for admitted patient duly filled in all respect.
- 4) The medical bills in original duly certified by the treating doctor.
- 5) The Referral Certificate referring the patient to take treatment outside Government Hospital.
- 6) The copy of the order sanctioning the medical advance if any. In case the advance sanctioned is more than the reasonable amount, the copy of the challan depositing the excess amount in the Government treasury to be produced.
- 7) The Reasonability Certificate from the Medical Superintendent, Goa Medical Collage & Hospital, Bambolim/Medical Superintendent-cum-Dy. Director Asilo Hospital, Mapusa/Medical Superintendent cum- Dy. Director, Hospicio Hospital, Margao depending on the Referral Certificate issued by the particular Hospital/Doctor.
- 8) If treatment is obtained in an emergency in a private hospital, then based on the emergency certificate from the treating doctor of the said private hospital, the certificate from the Medical Supdt., GMC shall be obtained within 72 hours of admission of patient in private hospital (as envisaged in O.M. No. 8/599/2010-IV/PHD dated 03-1-2010).
- 9) If treatment is obtained in a non recognized hospital, specific reasons to be quoted.
- 10) When both the husband & wife are Government Officials, a Joint declaration to be produced stating that either one of them shall claim the Medical Reimbursement.
- 11) The dependency certificate in the prescribed format duly countersigned by the Controlling Officer, if reimbursement is being claimed of dependent family members.
- 12) If any artificial equipment i.e. Knee or Hip Implants is implanted, a certificate from the treating doctor certifying the satisfactory functioning of the implant. Further, 3 original quotations toward procurement of the implant shall be submitted alongwith the original in voice of the implant (lowest of three quotations).
- 13) Delay in submitting the bills for sanction beyond the stipulated period of 3(three) months, may be supported with genuine reasons alongwith condonation reference.
- 14) T.A. claims/bills alongwith voucher/tickets in original.
- 15) If claiming Air travel, certificate to that effect from the treating doctor of the respective Government hospital for one way journey and a certificate for the return journey from the treating doctor of the respective private recognized hospital.

**List of the hospital recognized under for Mediclaim Scheme and
Medical Reimbursement**

Sr. No.	Name of the Hospital	Recognized for following treatment
1	R.G. Stone Urological Research Institute, Mumbai	Urological treatment
2	Tata Memorial Hospital, Mumbai	Cancer treatment
3	Wockhardt Hospital, Bangaloe change the name of Forties Hospitals, Bangalore	Cardio-vascular surgery, Paediatric Cardiology and other such high end treatments which are not available at Goa Medical Collage.

4	Manipal Hospital, Bangalware	Cardiology, Cardio-thoracic Surgery, Nephrology, Urology
5	Sagar Apollo Hospital, Bangalware	Open Heart Surgery and By-pass Surgeries, Angioplasty and coro-stenting, Neurosurgery, cat-scan MRI for which treatment is not available at GMC, Bambolim.
6	Chodankar Nursing Home, Porvorim	Pediatric Surgery and Endoscopiesurgeries. Cardiac City angiography Thoracic and Vascular Surgery Procedure
7	Ruby Hall Clinic, Pune	Those superspecialties which are not available in GMC and other Hospitals under state Govt.
8	Saida MRI Scan Centre, Bambolim	M.R.I. Scan
9	Manipal Goa Cancer & Gen. Hospital Dona Paula	Only for cancer treatment like radiotherapy and other types of anti-cancer treatment which are not available in GMC, haemodialysis treatment.
10	Apple Hospital & Research Centre, Kolhapur	M.R.I. Scan.
11	OM Urology Centre, Panaji	ESWL, PCNL, Ureterenoscapy with intracorporeal shock wave Lithotripsy, TURP, TURBT and Endopyelotomy.
12	Apollo NUSI Hospital, Cuncolim @ Wockhardt Hospital Ltd. Unit NUSI Wockhardt Hospital, Panzorconi, Cuncolim, Goa	ESWL, Urology treatment and all Super Specialty treatment
13	Apollo Victor Hospital, Margao	Cardiac procedures and Urological procedures Gastroenterology Thoracic & Vascular Surgery, Nephrology and Laparoscopic procedure and haemodialysis for kidney patient.
14	Gomantak Ayurvedic Mahavidyalaya Shiroda, Goa	Sanchama, Svedana, Parisheka, Dhara, Vamana, Verichana, Nasya, Basti, Siddha Basti, Rakta Mokshna and Allied Procedures for which treatment is not available in GMC and other hospitals under DHS
15	K.L.E.S. Hospital, Belgaum	Cardiovascular surgery, Neurological disorders, Cardio-thoracic surgery, kidney transplantation. Plastic surgery, Radiotherapy, Total replacement of joints and other major disease/illnesses for which treatment facilities as certified by the Medical Superintendent, GMC are not available in the Govt. Hospital in the State of Goa.
16	Kasturba Hospital, Manipal	—do—
17	Salgaonkar Medical Research Centre, Vasco	—do—
18	Grace Intensive Cardiac Central and General Hospital, Margao	Haemodialysis for the patient within the State of Goa
19	Johari Nursing Home, Mumbai	Pediatric facilities which are not available in Goa Medical College

20	Children's Orthopedic Centre, Mumbai	—do—
21	Campal Clinic, Panaji	Thoracic Vascular surgeries, Trauma care, Neonatal Intensive care unit, Intensive care unit, paediatric Intensive care unit
22	Wockhardt Hospital, Mumbai	Pediatric Cardiology, Pediatric Cardiac Surgery, Specialities in Ophthalmic surgery viz Cornea & Keratoplasty, Vitrioretinal Services & Glaucoma Service alongwith General cardiology & Cardiothoracic Surgery
23	Shankara Netralaya Hospital, Chennai	Super specialties in Ophthalmic care
24	Vrudavan Hospital & Research Centre, Mapusa	Haemodialysis treatment to kidney patient
25	Belgaum Cancer Hospital Pvt. Ltd. Belgaum	Linear Acceleration based treatment and Intracavitary Radiotherapy
26	Madras Medical Mission Hospital, Chennai	Cardiovascular surgery, Neurological disorders, Cardio-thoracic surgery, kidney transplantation. Plastic surgery, Radiotherapy, Total replacement of joints and other major disease/illnesses for which treatment facilities as certified by the Medical Superintendent, GMC are not available in the Govt. Hospital in the State of Goa
27	Jaslok Hospital, Mumbai	—do—
28	Wanless Hospital, Miraj	—do—
29	KEM Hospital, Mumbai	—do—
30	Bombay Hospital, Mumbai	—do—
31	P.D. Hinduja Hospital, Mumbai	—do—
32	Sion Hospital, Mumbai	Cardiovascular surgery, Neurological disorders, Cardio-thoracic surgery, kidney transplantation. Plastic surgery, Radiotherapy, Total replacement of joints and other major disease/illnesses for which treatment facilities as certified by the Medical Superintendent, GMC are not available in the Govt. Hospital in the State of Goa
33	Wadia Hospital, Mumbai	—do—
34	J.J Hospital, Mumbai	—do—
35	Vivus SMRC-Heart Centre, Chicalim	Cardiology & Cardio Vascular Thoracic Surgery
36	Gauns Child Care Hospital, Mapusa	Paediatric ICU, Neonatal Intensive Care Unit
37	Usgaonkar's Children Hospital and NICU, Ponda	Paediatric ICU, Neonatal Intensive Care Unit
38	B.L.K. Memorial Hospital New Delhi	Cardiology, Cardio Thoracic and Vascular Surgery, Surgery, Nephrology, Neonatology, Paediatrics, Paediatric Surgery, Nuclear Medicine, Bone Marrow Transplant treatment
39	Vision Multispeciality Hospital, Mapusa	Vitro retinal services and Orbit/Oculoplasty

Public Health Department

No. 8/565/2012-II/PHD

Dated: 04/01/2013

OFFICE MEMORANDUM

It has been observed that despite of the standing instructions issued from time to time, some of the subordinate offices under the administrative control of Electricity Department, Water Resources Department, Directorate of Higher Education, Directorate of Technical Education, Public Works Department, Collectrate's etc. are directly referring medical reimbursement claims to this department without routing through their Administrative Department for obtaining Government approval.

It is therefore enjoined on all the Heads of Department/Offices to comply with the instructions contained in this department's Office Memorandum No. 13/106/87-I/PHD (M.R) dated 12-12-2003. (Copy enclosed)

Sd/-

(Harish N. Adconkar)
(Under Secretary Health)

Public Health Department

No. 8/599/2010-IV/PHD

Dated: 03/11/2010

OFFICE MEMORANDUM

It has been observed that a number of proposal regarding medical reimbursement claim submitted by the Government employees are for the treatment availed in non-recognized/recognized Hospitals and reasons given are always not genuine. The treatment in such cases are many times available in Government Hospital viz Goa Medical College, Asilo Hospital and Hospicio Hospital.

Against this background, it is considered necessary to issue fresh instruction as under:-

- 1) Unless and until the patient is referred to GMC/Government Hospitals and unless it is certified by respective Government Hospitals stating that such facilities are not available in that Hospital or in Goa medical College only in such cases the Medical Reimbursement claim have to be recommended for consideration of the Government.
- 2) In case of an emergency and treatment is taken in any private recognized/unrecognized Hospitals, in such an event Goa Medical College should justify and certify that the genuine emergency situation existed and that reference to GMC or any other Government Hospital was not possible due to emergency, and even in such cases certificate of the GMC to be taken within 72 hours of such emergent treatment.
- 3) All the Heads of Department/Offices and Secretaries to Government are advised to go through these instructions carefully, and also bring these to the notice of the employees working under their Administrative control, for strict compliance with effect from date of publication in the Official Gazette.
- 4) The O.M. shall also be applicable to the Goa Freedom Fighters since they are treated at par with the Government servants for the purpose of medical reimbursement/emergent treatment.

Sd/-

(D. G. Sardesai)
(Joint Secretary Health)

Public Health Department

No. 13/94/92-I/PHD(Part)

Dated: 10-04-2008

- Read: (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
(2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
(3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
(4) Government Notification No. 13/94/92-I/PHD (Part) dated 8-1-2002
(5) Government Notification No. 13/94/92-I/PHD (Part I) dated 17-12-2004
(6) Government Notification No. 13/94/92-I/PHD Part dated 18-04-2005
(7) Government Notification No. 13/94/92-I/PHD/Part dated 10-04-2006
(8) Government Notification No. 13/94/92-I/PHD/Part dated 12-09-2006
(9) Government Notification No. 13/94/92-I/PHD/Part II dated 26-04-2006
(10) Government Addendum No. 13/94/92-I/PHD/Part II dated 20-11-2006
(11) Government Notification No. 13/94/92-I/PHD/(Part) dated 11-01-2007
(12) Corrigendum No. 13/94/92-I/PHD/(Part) dated 29-01-2007
(13) Addendum No. 13/94/92-I/PHD/(Part) dated 23-02-2007
(14) Addendum No. 13/94/92-I/PHD/(Part) dated 03/01/2008

NOTIFICATION

Government of Goa is hereby pleased to further amend the "Goa Mediclaim Scheme" published in the Official Gazette, Series I, No. 26 dated 28-9-2000 (hereinafter called the "said scheme") as follows namely:-

In the said scheme under clause 3 after Sr. No. x the following line shall be added as Sr. No. XI: "(XI) Cerebral Palsy and Skeletal Birth Defects including Speech Defects and Hearing Defects"

This notification shall come into force with immediate effect.

By order and in the name of
Governor of Goa.

Sd/-

(Jessie Freitas)

(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD(Part)

Dated: 03-01-2008

- Read: (1) Government Notification No. 13/94/92-I/PHD/(Part) dated 11-1-2007
(2) Addendum No. 13/94/92-I/PHD (Part) dated 23-2-2007

ADDENDUM

In the Government notification referred above under para (A), following lines shall be added as Sr. No. (x) :-

"(x) the facility of financial assistance shall also be extended to the patients undergoing Continuous Ambulatory Peritoneal Dialysis (CAPD)", the procedure which could be done at home.

By order and in the name of the
Governor of Goa.

Sd/-

(Jessie Freitas)

(Under Secretary Health-II)

Public Health Department

No. 8/874/2007-IV/PHD(Part File)

Dated: 12-03-2008

OFFICE MEMORANDUM

It has been decided by the state Government that CS (MA) beneficiaries can avail treatment/facilities in All India Institute of Medical Science (AIIMS) without any prior permission/approval from concerned Department/Ministry as sanctioned vide O.M. No. S. 14025/40/2007-MS dated 27th December 2007, a copy of which is forwarded here with.

This issue with the immediate effect.

Sd/-

(Derrick P. Neto)

(Under Secretary Health)

Ministry of Health & Family Welfare

Department of Health & FW

No. S. 14025/40/2007-MS

Dated 27th December, 2007**OFFICE MEMORANDUM**

Subject: Treatment in All India Institute of Medical Science (AIMS) in respect of CS(MA) beneficiaries without any permission/approval from Department/Ministry.

1. The undersigned is directed to say that the matter relating to treatment in All India Institute of Medical Science (AIMS) in respect of CS(MA) beneficiaries without any permission/approval from Department/Ministry has been examined and now it has been decided that CS (MA) beneficiaries can avail treatment/facilities in All India Institute of Medical Science (AIMS) without any prior permission/approval from concerned Department/Ministry.

2. The reimbursement of expenditure incurred for such treatment will be done from the concerned Department/Ministry and as per the rates of AIMS and as per entitlement of the beneficiary.

3. These orders will take effect from the date of issue.

4. This is issued with the concurrence of Finance Division vide their Dy. No. 8392/2007-A5 (FA) dated 17-12-2007.

Sd/-

(R.Ravi)

(Deputy Secretary to the Government of India)

Public Health Department

No. 13/106/87-I/PHD(Part I)

Dated: 12-10-2007

Read: Govt. Order No. 13/106/87-I/PHD dated 13-1-2000

ORDER

Government is pleased to appoint Medical Superintendent-cum-Dy. Director of the District Hospitals viz. Azilo Hospital, Mapusa and Hospicio Hospital, Margao as an authorities for the purpose of certifying non-availability of particular type of treatment in Government hospitals and also reasonability of the claims under Medical Reimbursement under the Medical Attendance Rules as well as Mediclaims under Goa Mediclaim Scheme.

By order and in the name of
the Governor of Goa.

Sd/-

(Jessie Freitas)

(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD(Part)

Dated: 23-02-2007

Read: Government Notification No. 13/94/92-I/PHD(Part) dated 11-1-2007

ADDENDUM

In the Government notification referred to above under para (A), following lines shall be added as Sr. No. (ix) :-

“(ix) the facility of financial assistance for Kidney dialysis treatment shall also be extending to the patients treated in private recognized hospitals”

By order and in the name of the
Governor of Goa.

Sd/-
(Jessie Freitas)
(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD/(Part)

Dated: 29-01-2007

- Read:
- (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
 - (2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
 - (3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
 - (4) Government Notification No. 13/94/92-I/PHD (Part) dated 8-1-2002
 - (5) Government Notification No. 13/94/92-I/PHD (Part I) dated 17-12-2004
 - (6) Government Notification No. 13/94/92-I/PHD (Part) dated 18-04-2005
 - (7) Government Notification No. 13/94/92-I/PHD/Part dated 10-04-2006
 - (8) Government Notification No. 13/94/92-I/PHD/Part dated 12-09-2006
 - (9) Government Notification No. 13/94/92-I/PHD/Part II dated 26-09-2006
 - (10) Government Addendum No. 13/94/92-I/PHD/Part II dated 20-11-2006
 - (11) Government Notification No. 13/94/92-I/PHD/(Part) dated 11-01-2007

CORRIGENDUM

(A) In Sl. No. (viii) under Clause 3, the words, “(restricted to treatment in Government hospital only)” stands deleted.

(B) In the last para under clause (5) the words “in Government hospitals” stands deleted.

By order and in the name of the
Governor of Goa.

Sd/-
(Jessie Freitas)
(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD(Part)

Dated: 11-01-2007

- Read:
- (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
 - (2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
 - (3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
 - (4) Government Notification No. 13/94/92-I/PHD (Part) dated 8-1-2002
 - (5) Government Notification No. 13/94/92-I/PHD (Part-I) dated 17-12-2004
 - (6) Government Notification No. 13/94/92-I/PHD/Part dated 18-04-2004
 - (7) Government Notification No. 13/94/92-I/PHD/Part dated 10-04-2006
 - (8) Government Notification No. 13/94/92-I/PHD/Part dated 12-09-2006
 - (9) Government Notification No. 13/94/92-I/PHD/Part II dated 26-09-2006
 - (10) Government Addendum No. 13/94/92-I/PHD/Part II dated 20-11-2006

NOTIFICATION

The Government of Goa is hereby pleased to further amend the "Goa Mediclaim Scheme" published in the Official Gazette, Series I, No.26 dated 28-9-2000 and Series I No. 3 dated 20-4-2006 (hereinafter called the "said scheme") as follows, namely:-

In the said scheme:

(A) Under Clause 3, after Sr. No. vii, the following line shall be added as Sr. No. (viii):

"(viii) Dialysis for kidney patients (restricted to treatment in Government hospital only)"

(B) At the end of clause (5) the following para shall be added, namely:

"The limit of financial assistance for the patients undergoing dialysis treatment in Government hospital shall be Rs.15,000/- per month."

This notification shall come into force with immediate effect.

By order and in the name of the Governor of Goa.

Sd/-

(Jessie Freitas)

(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD/(Part II)

Dated: 20-11-2006

Read: (1) Government Notification No. 13/94/92-I/PHD/Part II dated 26-9-2006

ADDENDUM

In the Government notification referred above, in the second line of Sub-Clause (1) (a) under clause 2 after the words "Voters list", the words "current or past)" shall be added.

By order and in the name of the Governor of Goa.

Sd/-

(Jessie Freitas)

(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD/PartII

Dated: 26-09-2006

- Read:
- (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
 - (2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
 - (3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
 - (4) Government Notification No. 13/94/92-I/PHD (Part) dated 8-1-2002
 - (5) Government Notification No. 13/94/92-I/PHD (Part I) dated 17-12-2004
 - (6) Government Notification No. 13/94/92-I/PHD (Part) dated 18-04-2005
 - (7) Government Notification No. 13/94/92-I/PHD/Part dated 10-04-2006
 - (8) Government Notification No. 13/94/92-I/PHD/Part dated 12-09-2006

NOTIFICATION

The Government of Goa is hereby pleased to further amend the "Goa Mediclaim Scheme" published in the Official Gazette, Series I, No. 26 dated 28-9-2000 (hereinafter called the "said scheme") as follows, namely:-

In the said scheme:

The sub-clause (1) (a) under clause 2 shall be substituted as under:

"All permanent residents of Goa residing in Goa for last 15 years and figuring in the voters, list, and holding permanent ration-card, including minor dependents, whose family income does not exceed Rs.1,50,000/- per annum, shall be eligible for the medical facilities under this scheme."

Further in the said notification, the Forms 'B', 'C' and 'D' appended thereto, stands modified and shall be substituted with the Forms 'B' 'C' and 'D' respectively appended hereto.

This notification shall come into force with immediate effect.

By order and in the name of the Governor of Goa.

Sd/-

(Jessie Freitas)

(Under Secretary Health-II)

FORM 'B'

Income Certificate

This is to certify that Shri/Smt/Kum.
 is a permanent resident of Goa residing for the last 15 (fifteen) years and having his/her residence at H. No.
 Ward Village Taluka and that his/her income and that of the members of the family from all sources does not exceed Rs.1,50,000/- per annum.

It is further certified that is a voter and his/her name is registered at Sr. No. of voters List/holding permanent ration Card No. maintained in this Office.

It is certified that
 Parent/guardian of the minor is a voter and his name is registered at Sr. No. of Voters List/holding permanent Ration Card No. maintained in this Office.

.....
Signature
Mamlatdar
(Official Seal)

FORM 'C'

(Application for Self treatment under Mediclaim Scheme)

Name:
 Address:
 Dated:

To,
 The Director of Health Services,
 Mediclaim Cell,
 Campal, Panaji-Goa

Sub: Treatment under the Mediclaim Scheme.

Sir,

I have to proceed to (Place)
 for medical treatment at
 (Name of hospital) as required under the Scheme. I am submitting herewith the following certificates:

(i) Certificate from the Medical Superintendent, Goa Medical College, that facilities for my treatment are not available in this State.

(ii) Certificate from the Mamlatdar of certifying that total income of my family does not exceed Rs.1,50,000/- p.a. and that I am a permanent resident of Goa residing for the last 15 (fifteen) years and I am registered in the voters List.

OR

(iii) Certified copy of the P.P.O. Bearing No. confirming that the patient is a retired State Government employee.

I shall be obliged if a letter recommending me for medical treatment at

(Name of hospital) is kindly issued to me immediately for admission in the hospital.

Encl.: As above

Your faithfully,

()

FORM 'D'

(Application for treatment under Mediclaim Scheme to be submitted on behalf of the patient/or when the patient is a minor)

Name:

Address:

Dated:

To,
The Director of Health Services,
Mediclaim Cell,
Campal, Panaji-Goa

Sir,

My (relationship)

..... (Name of the patient) is to be taken to (place) for medical treatment at (Name of hospital) as required under the Scheme. The following certificates are submitted:-

- (1) Certificate from the Medical Superintendent, Goa Medical College, that facilities for his/her treatment are not available in this State.
- (2) Certificate from the Mamlatdar of (Taluka) that the total income of my/his family does not exceed Rs.1, 50,000/- p.a. and that he/she is registered in the voters List (not applicable if minor).
- (3) Shri/Smt/Kum is a permanent resident of Goa residing for the last 15 (fifteen) years.
- (4) Certified copy of the P.P.O. bearing No. Confirming that the patient is a retired State Government employee.

I shall be obliged if a letter recommending him/her treatment at (Name of hospital), (place) is kindly issued to me immediately for admission in the hospital.

Your faithfully,

()

Public Health Department

No. 13/94/92-I/PHD (Part)

Dated: 12-09-2006

- Read: (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
(2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
(3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
(4) Government Notification No. 13/94/92-I/PHD (Part) dated 8-1-2002
(5) Government Notification No. 13/94/92-I/PHD (Part I) dated 17-12-2004
(6) Government Notification No. 13/94/92-I/PHD Part dated 18-04-2005
(7) Government Notification No. 13/94/92-I/PHD/Part dated 10-04-2006

NOTIFICATION

The Government of Goa is hereby pleased to further amend the "Goa Mediclaim Scheme" published in the Official Gazette, Series I, no. 26 date 28-9-2000 and Series I, No. 3 date 20-4-2006 (hereinafter called the "said scheme") as follows:

In the said Scheme:

At the end of clause (5), the following paragraph shall be added namely:

"The limit of financial assistance for cancer patients shall be Rs.5.00 lakhs and in respect of Bone Marrow Cancer/Disease the same shall be extended upto Rs.8.00 lakhs"

This notification shall come into force with immediate effect.

By order and in the name of the
Governor of Goa.

Sd/-
(Jessie Freitas)
(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD (Part)

Dated: 10-04-2006

- Read: (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
(2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
(3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
(4) Government Notification No. 13/94/92-I/PHD (Part) dated 8-1-2002
(5) Government Notification No. 13/94/92-I/PHD (Part I) dated 17-12-2004
(6) Government Notification No. 13/94/92-I/PHD (Part) dated 18-04-2005

NOTIFICATION

The Government of Goa is pleased to amend the "Goa Mediclaim Scheme" published in the Official Gazette, I. No. 41 dated 10-1-2002 (hereinafter called the "said scheme") as follows:

In the said scheme:

In clause (ii) (a), after the words "(Rupees one lakh fifty thousand)" the following lines shall be added:

"In genuine cases the Minister for Health shall be competent to sanction mediclaim upto Rs.3,00,000/- (Rupees three lakhs only)."

This notification shall come into force from the date of its publication in the Official Gazette and the patient who are undergoing treatment as on the said date shall be entitled to the benefits arising out of amendment to the said scheme by this notification.

By order and in the name of the
Governor of Goa.

Sd/-
(Jessie Freitas)
(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD/Part

Dated: 18-04-2005

- Read: (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
(2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
(3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
(4) Government Notification No. 13/94/92-I/PHD/(Part) dated 8-1-2002

(5) Government Notification No. 13/94/92-I/PHD/Part I dated 17-12-2004

NOTIFICATION

The Government of Goa is pleased to further amend the "Goa Mediclaim Scheme" published in the Official Gazette, Series I No. 26 dated 28-09-2000 (hereinafter called the "said scheme") as follows:

In the said scheme:-

In clause 5, the following para shall be added:

"No claim shall be entertained for the same illness on second occasion. However, in cases where the amount of mediclaim availed earlier is less than the maximum ceiling limit, shall be considered only for the balance amount in case of recurrence of the illness, thus restricting the total mediclaim amount to the maximum ceiling limit".

This Notification shall come into force immediately.

By order and in the name of the
Governor of Goa.
Sd/-
(Jessie Freitas)
(Under Secretary Health-II)

Public Health Department

No. 13/94/92-I/PHD Part I

Dated: 17-12-2004

- Read: (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
(2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
(3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000
(4) Government Notification No. 13/94/92-I/PHD/(Part) dated 8-1-2002

NOTIFICATION

The Government of Goa is pleased to further amend the "Goa Mediclaim Scheme" published in the Official Gazette, Series 1 No. 26 dated 28-9-2000 (hereinafter called the "said scheme") as follows, namely:

In the said Notification:

After para 1, the following sub-para shall be added:

"except, in cases where treatment is taken at any Government hospital in the State, for the purposes mentioned in Sub-clause (4) of clause 2 the same shall be reimbursed to the extent indicated therein"

After sub-clause 3, of clause 2, the following shall be added as sub-clause (4):

"(4) In cases where a patient is treated in any Government hospital in the State for Knee/Hip Replacement, Chemotherapy/Cancer Treatment, the actual expenditure incurred on procurement of Implants/Drugs/Medicines, shall be reimbursed to the patient on applying, limited to 60% of the maximum mediclaim amount. The procedure for reimbursement will be the same as that followed under mediclaim/medical reimbursement subject to the above mentioned limit, in cases of mediclaim and the Head of Department/Medical Superintendent of the institution concerned certifies the genuineness and necessity of above mentioned goods/drugs for the purposes above referred, the same shall, subject to the availability with the GMC, be released by way of referral letter issued by DHS in favour of GMC after following all required procedure in the matter, costing to the extent as mentioned herein above."

This Notification shall come into force retrospectively i.e. from 1st June, 2003 and the patients who have been treated as on been treated as on the said date and are still being treated shall be entitled to the benefits arising out of amendments to the said scheme by this notification.

By order and in the name of the
Governor of Goa.

Sd/-
(Jessie Freitas)
(Under Secretary Health-II)

Public Health Department

No. 13/106/87-I/PHD (M.R)

Dated: 21-04-2004

Read: O.M No. 13/106/87-I/PHD (M.R) dated 12-12-2003

CORRIGENDUM

Para 3 (a) of the O.M cited above shall be substituted to read as under:-

“Whenever a Government servant or his/her dependant family member requires medical investigation or treatment he/she should be taken to the Goa Medical College Hospitals. In the event the required investigation treatment is not available or possible in the said Hospitals. The unit Head of the Department (including the Head if the Department) in the concerned speciality will recommend the patient to any Hospital within or outside the State of Goa which is recognized by the Government for the said investigation/treatment”.

Sd/-
(D. S. NEGI)
(Chief Secretary)

Public Health Department

No. 13/106/87-I/PHD (M.R)

Dated: 12-12-2003

OFFICE MEMORANDUM

It has been observed that despite standing instructions issued from time to time, some of the Department directly obtain relaxation of the Government for the medical treatment taken by their employees or their dependant family members in Hospitals other than the District Hospitals (Asilo Mapusa Hospicio Hospital, Margao) and the Goa Medical College Hospitals, without giving the Public health Department an opportunity to examine such claims under the C.C.S (Medical Attendance) Rules 1964.

2. In a recent case, the office of the Chief Engineer, Water Resources Department processed the M.R. claim of one of their Officer and obtained Government relaxation for his wife's medical treatment taken in Mumbai without being referred by the Goa Medical Collage, when actually it was not a case of emergency and could have been very well treated in the Goa Medical Collage Hospital. When finally the file was received in the Public Health Department, it was a case of “fait accompli” and the Department was left with no alternative but to ratify the action in order not to cause prejudice to the said officer.
3. Against this background, it is once again considered necessary to issue fresh instructions as under:
 - a) Whenever a Government servant or his/dependant family member requires medical investigation or treatment he/she should be taken to the Goa Medical College Hospitals. In the event the required investigation/treatment is not available or possible in the said Hospitals, the Head of the Department in the concerned speciality will recommend the patient to any Hospital within or outside the State of Goa which is recognized by the Government for the said investigation/treatment.
 - b) After the required investigation/treatment is obtained from the referral Hospital, the employees concerned will submit the medical reimbursement claim to the Medical

Superintendent, Goa Medical College, in order to scrutinize the bills and certify the reasonability of the charges of the referral Hospital.

- c) The employee concerned will then submit the M.R. Claim (along with the T.A. Bill if the travel is outside Goa) to the Public Health Department through the respective Administrative Department to process the claim and obtain approval of the Government, including relaxation, if required.
- d) Under the Medical Attendance Rules, only Goa Medical College is empowered to certify one way air travel whenever an employee or his dependant family member is required to travel outside Goa for any specialized treatment with or without an attendant, if the circumstances so warrant. In so far as the return journey is concerned, the claim for air travel will be entertained only if it is certified by the Authorized Medical Attendant or the Specialist from the referral Hospital who has treated or operated the patient that the patient has to travel by air, with or without an attendant. Such claims should be invariably supported by the air tickets in proof of the journey performed, without which the Finance Department, whose concurrence is required for the air travel, will not approve.

4. All Heads of Departments/officers and Secretaries to Government are advised to go through these instructions carefully, and also bring them to the notice of the employees working under their administrative control, for strict compliance in future.

Sd/-
(D. S.NEGI)
(Chief Secretary)

Public Health Department

No. 13/94-92/I/PHD(Part)

Dated: 08-01-2002

- Read: (1) Government Notification No. 13/94/92-I/PHD dated 18-1-2000
(2) Corrigendum No. 13/94/92-I/PHD (Part) dated 5-9-2000
(3) Government Notification No. 13/94/92-I/PHD dated 26-9-2000

NOTIFICATION

The Government of Goa is hereby pleased to amend the "Goa medicaid Scheme" published in the official Gazette, series 1 No. 26 dated 28-9-2000 (hereinafter called the "said scheme") as follows, namely:

In the said Scheme:

- (i) In clause (2), in sub-clause (1), in items (a) and (b), for the figures "Rs.50,000/-", the expression "Rs.1,50,000/- (Rupees one lakh fifty thousand)" shall be substituted;
- (ii) (a) In clause (5), in item (c) for the figures "Rs.1,25,000/-" the expression "Rs.1,50,000/- (Rupees one lakh fifty thousand)" shall be substituted;
- (b) At the end of clause (5), the following paragraph shall be added, namely:

"However, in the cases of medical treatment such as kidney transplant open heart surgery, cancer and neuro surgery, the aforesaid limit will be to the maximum extent of Rs.3,00,000/- (Rupees three lakhs) with medicines for post operative care. (Detailed guidelines will be issued separately)"

This Notification shall come into force from the date of its publication in the Official Gazette and the patients who are undergoing treatment and are being treated, still as on the said date for the special category of treatment such as renal transplant, open heart surgery with medicine for post operative

treatment, cancer and neurosurgery treatment shall be entitled to the benefits arising out of amendments to the said Scheme by this Notification.

By order and in the name of the
Governor of Goa.
Sd/-
(Dr.M.Modassir)
(Special Secretary Health)

Public Health Department

No. 24/9/99/I/PHD

Dated: 08-01-2001

ORDER

Subject: Air travel by Government Servants & their relatives for Medical treatment.

As per the existing instructions, Government servants, who are permitted to travel by Airlines for Medical treatment outside the state of Goa are required to travel by Indian Airlines. However, the Government has now decided to permit the Government servants to travel by any Airlines in place of Indian Airlines, subjects to the condition, that the payment of reimbursement of T.A. shall be restricted to the lowest fare in the sector.

By order and in the name of the
Governor of Goa.
Sd/-
(N.D. Agrawal)
(Joint Secretary Health)

Finance (Rev &Cont.) Department

No. 8/6/99-FIN (R&C) FPC

Dated 05-10-2000

OFFICE MEMORANDUM

Subject: Implementation of Governments decision on the recommendations of the 5th Central Pay Commission-Grant of fixed Medical allowance @ Rs.100/- p.m. to Central Government pensioners residing in area not covered under CGHS.

Ref: Office Memorandum No. 8-6-99-FIN (R&C) FPC dated 10-05-99

Government vide their O.M. No. 8/6/99-FIN (R&C) FPC dated 10-5-99 had granted Medical Allowance at the rate of Rs.100/- p.m. to all pensioners of this State Government.

Some pensioners have re-presented that their spouse is continuing in Government Service and as such they be allowed to get their Medical Re-imbursement through their spouse instead of a fixed amount of Rs.100/- p.m. Government has examined the matter and it has been decided that those pensioners whose spouses are still in Government service may be allowed to exercise option between fixed medical allowance or re-imbursement of medical expenses through their spouse in Government Service.

This order comes into operation with immediate effect and the pensioner should exercise their option within three months from the date of issue of the office Memorandum.

Sd/-
(Yvonne Cunna)
(Under Secretary(Fin-Exp))

Public Health Department

No. 13/94-92/I/PHD/Part

Dated: 26-09-2000

NOTIFICATION

The Government of Goa is hereby pleased to amend the Goa Medclaim Scheme notified vide Government Notification No. 13/94-92/I/PHD dated 18th January, 2000 (hereinafter referred to as the "said Notification"), as follows:

In the said Notification, for "Form A" and "Form B" appended thereto, the following forms shall be respectively substituted, namely:-

FORM 'A'
Medical Certificate

This is to certify that the patient _____
_____ is suffering from _____
_____ and he/she requires to undergo _____

Facilities for treatment of which are not available in the State of Goa. The patient is therefore, advised to seek such facility outside the State of Goa and from a Government recognised hospital.

.....
Signature of
Medical Superintendent ,
Goa Medical College.
Official Seal

FORM 'B'
Income Certificate

This is to certify that _____
_____ is a permanent resident of the State of Goa having his/her residence
at _____,
House No. _____, Ward _____
Village _____, Taluka _____, and
that his/her income and that of the _____ members of the family from all
sources is Rs. _____

It is further certified that _____
is a voter and his/her name is registered at Sr. No. _____ of voters list/holding
permant Ration Card No. _____ maintained in this Office.

It is certified that _____ parent/guardian
of the minor _____ is a voter and his
name is registered at Sr. No. _____ of voters list/holding permanent ration Card No.
_____ maintained in this Office.

.....

Signature of the Mamlatdar
office Seal

By order and in the name of the
Governor of Goa.

Sd/-
(T.J Faleiro)
Joint Secretary (Health)

Public Health Department

No. 13/94-92/I/PHD (Part)

Dated 05-09-2000

Read: (1) Government Notification No. 13/94/92-I/PHD dated 18th January, 2000.

CORRIGENDUM

The sentence so also the pre-receipted bill of the hospital in original indicated in the 5th & 6th line of second para under clause 6 of the Government Notification referred to above, stands deleted.

By order and in the name of the
Governor of Goa.

Sd/-
(T.J Faleiro)
Joint Secretary (Health)

Public Health Department

No. 13/94-92/I/PHD

Dated 18th January 2000

NOTIFICATION

Government is hereby pleased to introduce the Goa Mediclaim Scheme for the residents of Goa in order to provide them special medical facilities in recognized hospitals outside and within the State of Goa (as listed out in Annexure 'A') in super-specialties for which facilities are not available in the Government Hospitals of this State.

1. THE DATE OF COMING INTO FORCE OF THIS SCHEME:

The Scheme shall be deemed to have come into force with effect from the 9th day August 1999 Provided that no claim which has been settled earlier to the date of publication of this Scheme shall be reopened.

2. ELIGIBILITY:

- (a) All permanent residents of Goa figuring in the voters list or holding permanent Ration Card. including minor dependents, whose family income does not exceed Rs.50,00/- per annum, shall be eligible for the medical facilities under this Scheme.
- (b) Retired State Government employees shall also be entitled to the medical facilities under this Scheme, subject to fulfillment of all the conditions laid down therein except monetary income ceiling. Retired State Government employees are exempted from monetary income ceiling of Rs.50,000/- per annum under this Scheme.

- (2) Mediclaim Certificates shall be issued by the medical Superintendent of the Goa medical College on the recommendation of the Unit Head of various Departments of the Goa Medical College or Senior Consultant of Hospitals attached to the Directorate of Health Services after ascertaining that the particular case cannot be treated at Government Hospitals in the State of Goa including the Goa Medical Collage. Based on this certificate, the Director of Health Services shall issue letter for Mediclaim.
- (3) In case any patient has gone to the recognized Institute outside Goa for treatment which is not available in Government Hospitals in Goa, without medical certificate, he shall apply directly to the Director of Health Services alongwith the relevant papers. The Director of Health Services, after the required scrutiny, shall submit such cases for the approval of the Government in relaxation of the prescribed procedure.

3. **KIND OF TREATMENT COVERED:**

The following super-speciality treatments are covered under the Scheme:

- (i) Neurological disorders;
- (ii) Cardio-Thoracic surgery;
- (iii) Kidney transplantation;
- (iv) Plastic surgery;
- (v) Radio therapy;
- (vi) Total replacements of joints;
- (vii) Any other major diseases/illness for which treatment facilities as certified by the Medical Superintendent of the Goa Medical College are not available in the Government Hospital in this State.

4. **MEDICAL/SURGICAL EXPENSES:**

Actual expenses necessarily incurred in a hospital in respect of –

- (a) Room, board and nursing expenses limited to Rs.250/- per day;
- (b) I.C.U.;
- (c) Surgeon's and Anesthetist's fees;
- (d) Anesthesia, blood oxygen, operation theatre, Surgical appliances;
- (e) Diagnostic materials and X-ray;
- (f) Medical practitioner's Consultant's and Specialist's fees;
- (g) Medicines and Drugs.

5. **HOW TO APPLY:**

- (a) The patient himself or any member of his family may apply for the medical assistance under the Scheme.
- (b) The application should be addressed to the Director of Health Services (Mediclaim Cell), Campal, Panai, Goa, in Form 'C' or Form 'D', as the case may be.
- (c) The application should be accompanied by an income Certificate issued by the Mamlatdar in Form 'B' and the Mediclaim Certificate issued by the Medical Superintendent, Goa Medical College in Form 'A'

On receipt application by the Director of Health Services, he shall issue a letter to the concerned Hospital, in Form 'E' undertaking to bear the responsibility of meeting the expenditure on the medical treatment to the maximum extent of Rs.1,25,000/- per illness.

9. **EXCLUSION:-**

This Scheme shall not be applicable to the following class of persons:

- (i) State/Central Government employees;
- (ii) Employees of Banks, State Government undertakings, public sector undertakings and other institution owned by the State/Central Government.

7. This issue with the concurrence of Finance Department vide their U.O. Fin (Rev &Cont) No. 5 dated 08-01-2000.

FORM 'A'

Medical Certificate

This is to certify that the patient
is suffering from
facilities for treatment of which are not available in this State. The patient is, therefore, advised to seek such facility outside this State.

.....
Signature of Medical Superintendent
Goa Medical College
Office Seal

FORM 'B'

Income Certificate

This is to certify that is a permanent resident of Goa having his residence at, H. No., Ward, Village, taluka....., and that his income and that of the members of the family from all sources does not exceed Rs.50,000/- per annum.

It is further certified that
is a voter and his/her name is registered at Sr. No. of voters List/holding permanent Ration Card No. maintained in this Office.

It is certified that parent/guardian of the minor is a voter and his name is registered at Sr. No. Of voters List/holding permanent Ration Card No. maintained in this Office.

.....
Signature
Mamlatdar
office Seal

FORM 'C'

(Application for self for treatment under Mediclaim Scheme)

Name
Address
Dated

To
The Directorate of Health Services,
Mediclaim Cell,
Campal, Panaji, Goa

Sub: Treatment under the Mediclaim Scheme.

Sir,

I have to proceed to (place)
for medical treatment at (name of hospital)
as required under the Scheme, I am submitting herewith the following certificates:-

- (i) Certificate from the Medical Superintendent, Goa Medical College, that facilities for my treatment are not available in this State.

- (ii) Certificate from the Mamlatdar of certifying that total income of my family does not exceed Rs.50,000/- p.a. and that I am registered in the voters List.

OR

- (iii) Certified copy of the P.P.O. bearing No..... confirming that the patient is a retired State Government employee.

I shall be obliged if a letter recommending me for medical treatment at (name of hospital) is kindly issued to me immediately for admission in the hospital.

Yours faithfully,

()

Encl. As above

FORM 'D'

(Application for treatment under Mediclaim to be submitted on behalf of the the patient where the patient is a minor)

Name

Address

Dated

To

The Director of Health Services,
Mediclaim Cell,
Campal,
Panaji, Goa

Sir,

My (relationship), (Name of the patient) is to be taken to (place) for medical treatment at..... (name of hospital) as required under the Scheme. The following certificates are submitted:-

- (1) Certificate from the Medical Superintendent, Goa Medical College, that facilities for his/her treatment are not available in this State.
- (2) Certificate from the Mamlatdar of (Taluka) that the total income of my/his family does not exceed Rs.50,000/- p.a. and that he/she is registered in the voters (not applicable, if minor).
- (3) Certificated copy of the P.P.O bearing No..... confirming that the patient is a retired State Government employee.

I shall be obliged if a letter recommending him/her for treatment at (name of hospital), (place) is kindly issued to me immediately for admission in the hospital.

Yours faithfully,

()

FORM 'E'

(Format of undertaking to be given to the hospital/patient in respect of treatment and payment)

Directorate of Health Services,
 Mediclaim Cell,
 Campal, Panaji, Goa
 Dated:

To

.....

.....

Dear Sir,

This is to certify that Shri/Smt is eligible for benefits under the mediclaim Scheme of Government of Goa.

The reimbursement for illness under the Mediclaim Scheme will be limited to Rs. 1,25,000/- or actual hospital expenses, whichever is the least, in respect of the following:-

- 1) Room, board and nursing expenses including surcharge, if any, limited to Rs.250/- per day;
- 2) I.C.U.;
- 3) Surgeon's and Anesthetist's fees;
- 4) Anesthesia, blood, oxygen, operation theatre, surgical appliances;
- 5) Diagnostic materials and X-ray;
- 6) Medical Practitioner's, Consultant's and Specialist fees;
- 7) Medicines and Drugs.

Shri/Smt has been advised

We enclose a Xerox copy of the certificate dated issued by the Medical Superintendent Goa Medical College, and undertake to reimburse you up to rs.1,25,000/- on receipt of your bills.

Kindly admit him/her and render necessary treatment and send us the claim form and your bills, duly signed by the patient, for settlement.

Thanking you in anticipation.

Yours faithfully,

()

ANNEXURE 'A'
 List of Recognized Hospitals

1. Jaslok Hospital, Mumbai
2. Tata Memorial Hospital, Mumbai
3. R. G. Stone Clinic, Mumbai
4. Nanavati Hospital, Mumbai
5. Kasturba Hospital, Manipal
6. Salgaonkar Medical Research Centre, Vasco-da-Gama, Goa
7. Wanless Hospital, Miraj
8. Goa Scan Centre, Vasco-da-Gama, Goa
9. K.E.M. Hospital, Mumbai

10. Bombay Hospital & Medical Research Centre, Mumbai
11. P.D. Hinduja Hospital, Mumbai
12. Wockhardt Hospital, Bangalore
13. Madras Medical Mission, Chennai
14. Wadia Hospital, Mumbai
15. Sion Hospital, Mumbai
16. J.J. Hospital Mumbai
17. K.L.E.S. Hospital Belgaum

By order and in the name of the
Governor of Goa.
Sd/-
(T J Faleiro)
JT. Secretary (Health)

Public Health Department

No. 13/106/87-I/PHD

Dated 13/01/2000

ORDER

Government is pleased to appoint the Medical Superintendent, Goa Medical College as Chief Administrative Medical Officer, for the purpose of certifying the reasonableness of the claim for medical reimbursement bills and for certifying non-availability of particular type medical treatment within the State of Goa as required under the Medical Attendance Rules, and important decision there under, for the State of Goa.

The sanction order allowing the claim for medical reimbursement shall be issued by the joint Secretary (Health), Public Health Department on obtaining the approval of the Government.

This issues with the approval of the Cabinet in the meeting held on 20-12-99.

By order and in the name of the
Governor of Goa.
Sd/-
(T J Faleiro)
(Joint Secretary (Health))

Public Health Department

No. 13/106/87-I/PHD

Dated: 26th July, 1994

Read: O.M No. 13/106/87-I PHD dated 28th April, 1992 and dated 15/2/1994

OFFICE MEMORANDUM

In continuation of the above referred O.M. following additional guidelines are issued for processing the medical reimbursement claims of the Government servants under C.C.S. (Medical Attendance) Rules:

1. When the Government servant/their family members are referred by the Authorities of the Goa Medical College for investigation/treatment outside the State of Goa, the Medical Reimbursement Bill should be submitted to the Government alongwith the T.A. Bills through their respective Administrative Departments in the Section for obtaining relaxation/approval of the Government.
2. As per the Medical Attendance Rules, only the medical authorities of the Goa Medical College are empowered to give certificate for undertaking forward air journey and not the return one.

While issuing such certificates, the Goa Medical authorities should keep the instructions given in the Medical Attendance Rules in mind.

3. In case any Government servant/his family member undertakes the return air journey on the basis of the certificate issued by the Goa Medical Collage authorities, the reimbursement claim of the return air journey will not be allowed unless he/she produces a certificate for undertaking the return air journey from the Authorized Medical Attendant or specialist to whom the Government servant or member of his family was referred for investigation/treatment.
4. No doctors fro the Asilo Hospital/Hospicio Hospital or any doctor under the Directorate of Health Services is competent to refer the Government servants or their family members for investigation/treatment outside the state of Goa. In case doctors under the Directorate of Health Services find that the particular treatment/investigation facilities are not available in their Hospitals they should refer such patients to the Goa Medical College only.
5. No T.A. Bills in connection with the medical treatment taken outside the state of Goa on the recommendation of the Goa Medical College shall be settled, unless the Medical Reimbursement Bills of the respective Government servants are settled.

All the Heads of Departments/Offices are requested to bring these instructions to the notice of all Government Servants for their necessary action.

Sd/-

(Maria a. Rodrigues)
(Under Secretary (Health))

Public Health Department

No. 13/106/87-I/PHD

Dated: 15-02-1994

OFFICE MEMORANDUM

A copy of below mentioned Government of India, Ministry of Health and Family Welfare O.M. No. s-14005/46/92-MS dated 4-2-1993 is circulated for information and necessary action of all concerned.

As per the O.M. Government servants obtaining treatment in private Hospitals/Clinics during emergency will be entitled for reimbursement of medical expenses as per the itemwise ceiling prescribed in Annexure to the O.M. referred to in the said O.M. This reimbursement will be admissible subject to fulfillment of conditions laid down in Government O.M. dated 28-4-1992 (copy enclosed)

As regards treatment obtained in hospitals outside the State reimbursement will be admissible only in case such treatment is obtained after consulting Goa Medical College who should certify that such treatment is not in Goa Medical College. The reimbursement of expenditure in such cases will be allowed after certifying the emergency and the reasonableness of charges by the Goa Medical College. The instructions contained in Government of India O.M. dated 4-2-93 and Government O.M. No. 13/106/89-I/PHD dated 28-4-92 may be brought to the notice of all concerned and medical reimbursement claims may be regulated accordingly.

Sd/-

(D.N. Accawade)

Under Secretary (Health)

Ministry of Health and Family Welfare

No. S-14025/46/92-MS

Dated the 4th February, 1993 (4-2-93)

OFFICE MEMORANDUM

Subject: CS (MA) Rules, 1944—reimbursement of expenditure involved on emergent cases for the treatment taken at private nursing home/clinic—Delegation of powers—Regarding.

1. The undersigned is directed to say that under the CS (MA) Rules, 1944, vide Miscellaneous Important Decisions No. 5 under Section VII of the Compilation of the CS (MA) Rules and further modified vide O.M.s. No. S-14012/9/75—MC (MS) dated 23-2-77, 7-5-79 and 18-6-82, powers have been delegated to the heads of Departments to allow reimbursement of the medical claims in respect of the treatment obtained under emergency at private hospitals, as distinct from private nursing home/private clinic subject to item-wise ceilings as per rates prescribed in the Annexure to the O.M. referred to above without any financial limit on the total amount to be reimbursed.
2. However, although the broad guidelines provided in para 1 (iv) of the O.M. dated 18-6-82 referred to above are only indicative and not exhaustive, a large number of cases are being referred to this Ministry/Dte G.H.S. for seeking relaxation of the Rules stating that the hospitals is not run on 'No profit and No loss Basis', which otherwise could have been settled by the concerned Department under the delegated powers.
3. It has now been decided by the Government that in order to eliminate the confusion regarding distinction between a private hospital and a private nursing home/clinic, the delegated powers referred to above are applicable to all private medical institutions without making any distinction between a private hospital and a private nursing home/clinic.
4. The medical claims for specialized treatment for heart diseases, kidney transplantation, etc. may be settled as per the schedule of rates approved for the treatment of C.G.H.S. beneficiaries from time to time at private recognized hospitals under that Scheme or the actual charges, whichever is less, and all other cases may be settled as per the item-wise ceilings prescribed in the Annexure to the O.M.S. referred to above. No references should be made to this Ministry/Dte. G.H.S. in the matter for further relaxation of the Rules and may be settled by the concerned Ministry/Department.
5. In this connection it may be reiterated that as already stated in para 1 (iii) of the O.M. dated 18-6-82 referred to above, reimbursement of expenses incurred on treatment obtained in the private clinics/nursing homes of the Authorized Medical Attendants would not be admissible under the above provisions and also in relaxation of the CS (MA) Rules, 1944 even in emergent cases.
6. All pending cases may be decided accordingly. However, the cases which are already settled or decided, may not be re-opened.
7. This issues with the concurrence of the Department of Pension and Pensioners Welfare vide their U.O. No. 272/92-P&PW (K) dated 19-10-1992 and the Ministry of Finance Department of Expenditure) vide their U.O. No. 1441/EV/92 dated 17-11-1992.
8. In so far as persons serving in the Indian Audit and Accounts Departments are concerned, this issues with the concurrence of the office of the Comptroller and Auditor General of India vide their U.O. No.27-Audit-1/72-90. dated 25-1-1-1993.

Hindi version will follow.

Sd/-

(Braham Dev)

(Under Secretary to the Govt. of India)

Public Health Department

No. 13/106/89-I/PHD

Dated 28th April, 1992

OFFICE MEMORANDUM

Subject: Reimbursement of medical expenses incurred on medical treatment received in private recognized hospitals in and outside State of Goa guidelines to be followed therefore.

Government has been receiving hospital bills of Government servants from them who received/obtained treatment in the private hospitals in Goa or in the States outside Goa as well as in the hospitals outside the State which are approved by the Government, for obtaining relaxation in Medical Attendance Rules to enable them to secure the reimbursement thereof. There are no specific guidelines laid down in this regard to regulate such cases by the Government so far. Considering all the relevant factors in the matter, Government is pleased to lay down the following guidelines for processing such cases of Government servants for allowing the reimbursement of medical claim under the C.C.S. (medical Attendance) Rules:-

1. So far the Government has recognized the following private hospitals outside the state of Goa for the purpose of reimbursement of mediclaim, other than the hospitals recognised by the Government of India and enumerated in the Medical Attendance Rules.
 - ii. Breach candy Hospital, Bombay (MS) for Bye pass coronary Surgery, kidney transplantation, Blood cancer, complicated heart surgery cases.
 - iii. Nizam Institute of medical Science, Hyderabad (A.P) for heart Surgery cases.
2. No Government servant, his/her dependant shall obtain medical treatment in private hospital from Goa and claim medical reimbursement unless he/she is referred to the same by Authorized Medical Attendant from Goa Medical College.
3. In case particular treatment is not available in the Hospitals in Goa under the Directorate of Health Services, the concerned specialist in the respective hospital may certify the same and direct the patient to go to the Goa Medical College for treatment/investigation.
4. In case of emergency, the Government servant, his/her dependant may take treatment in any private hospital from Goa if the treatment is an emergency provided the private hospital is nearer from his/her residence than the hospital under the Directorate of Health Services/Goa Medical College. It is further subject to the condition that the concerned Government servant shall obtain a certificate immediately from the Doctor of the private hospital where the patient is admitted in emergency stating the nature and seriousness of sickness and produce the same within 3 days to the Dean, Goa Medical College or in charge of the Government Hospital (which is nearest to him from his residence) for their countersignature who shall certify the emergency of the sickness to admit the respective patient in the private hospital in emergency.
5. The Doctor in charge of the Hospitals under the Directorate of Health Services/Dean, Goa Medical College, Panaji shall return the said certificate duly countersigned with certifying or otherwise the emergency of the sickness to admit him/her in the private hospital to the Government servant who shall submit this certificate (duly countersigned by the hospital in-charge/Dean, Goa Medical College) to the Controlling Authority alongwith the medical reimbursement bills.
6. No Government servant his/her dependant shall be allowed to take treatment outside state of Goa and claim medical reimbursement unless the said Government servant his /her dependant is referred to outside hospital by the Authorized Medical Attendant in Goa Medical College on the condition that treatment is not available in the Hospitals under Goa Medical College. In such cases, the Authorized Medical Attendants from Medical College should clearly mention in the certificate the name of the Government/Municipal/private hospital in the state outside Goa which is approved by the Government of Goa or given in the Medical Attendance Rules where the patient is being referred by him for further investigation/treatment. Such certificate should always be countersigned by the head of the respective institution referring the patient.
7. While Government servant his/her dependant is referred to the private recognized hospital outside the state of Goa by the Authorized medical Attendant in the Goa Medical College, then the concerned Government servant may submit the medical reimbursement bill with a copy of case paper to his controlling Authority alongwith the certificate envisaged above who should submit the said bill alongwith the copy of cases papers and all other relevant papers to the Public

Health Department. The Public Health Department shall refer such bills to the Dean Goa Medical College for certifying the reasonableness of the bills.

8. The expenditure towards medical treatment/attendance incurred by employee by availing facilities in Government recognized private hospitals, shall be reimbursed in full provided the Dean, Goa Medical College, Panaji is satisfied about the reasonableness of the claim preferred by the Government employees concerned.
9. No Government servant his/her dependant shall take treatment in private hospital outside the state of Goa which is not recognized by the Government of Goa or mentioned in the Medical Attendant Rules unless the treatment is not available in the private hospital recognized by the Government. In case the doctors in the said private recognized hospital directs the patient to go in the private hospital for further treatment/investigation, the respective Government servant should produce a certificate signed by Director/Medical Supdt. of the referred recognized private hospital stating that the respective facility/treatment is not available in their hospital and hence the patient is referred to other private non-recognized hospital. In such cases, the reasonableness of the medical expenses incurred will be decided according to merit of the case after being verified from the respective authorized medical Attendant referring the Government servant or his/her dependant outside State of Goa.
10. The other terms and conditions as specified in the Medical Attendant Rules for undertaking specialized treatment outside the State of Goa and other instruction issued in this regard by the Government from time to time shall remain unaltered.

Foregoing guidelines may be brought to the notice of all the Government servant for their information and necessary action.

Sd/-

(P.S. Nadkarni)

(Under Secretary (Health))

Public Health Department

No. 13/104/87-I/PHD

Dated 25th March, 1991

OFFICE MEMORANDUM

Subject: Advance to the Government servants towards specialized treatment undertaken outside the State of Goa under the Medical Attendance Rules.

Representations have been received from Government servants that an advance to the extent of 80% of the anticipated expenditure on specialized treatment under-taken outside the State of Goa to which they are entitled for the reimbursement under the Medical Attendance Rules, should be given to the Government servants concerned because the cost of such specialized treatment is enormous and normally beyond the means of a Government servants. The Government has considered this demand of the Government servants and has decided to authorize the Controlling Officer of the Government servant concerned to sanction an advance to the extent of 80% of the estimated/anticipated expenditure for the specialized treatment of the Government servant or member of his/her family for which he/she is entitled for reimbursement under the Medical Attendance Rules subject to the following conditions:-

1. The advance sanctioned would be adjusted in the medical reimbursement bill;
2. Advance is to be sanctioned to wife or legal heir when the Government servant is unable to apply for advance due to serious illness;
3. The grant of an advance to temporary Government servant under these orders should be subject to production of surety of a permanent Government servant;
4. The medical claim should invariably be settled/adjusted in medical reimbursement bill within one month from the date of discharge from the hospital/fitness certificate issued by the Hospital/medical attendance whichever is earlier. The balance amount of advance, if any,

remained unadjusted would have to be recovered by the Controlling Officer from the salary bill or by other means which the Controlling Officer deems necessary for the purpose of recovery.

5. In the event of non submission of medical reimbursement bill within the specified period of one month or such further period as may be allowed by the Controlling Officer, the defaulting Government servant would be liable for disciplinary action besides the recovery of advance to be effected by the Controlling Officer from the salary bill or by other means which the Controlling Officer may deem necessary for the purpose of recovery.
6. The other terms and conditions as specified in the Medical Attendance Rules for undertaking specialized treatment outside the state of Goa shall remain unaltered.

This issue with the concurrence of the Finance Department vides their U.O. Fin (Exp.)/5706/90 dated 18-12-90.

Sd/-
(Armando Mascarenhas)
Under Secretary (Health)

Miscellaneous

PERSONNEL DEPARTMENT

Department of Information and Publicity

No. DI/INF/60/E-Tel-Dir/2021/1535

Dated : 16-07-2021

To,

Heads of Department/Autonomous Bodies/Corporation/Central Government Dept.

Sub:- E-Telephone Directory of Government of Goa.**Ref: DI/INF/60/E-Tel-Dir/2021 dated February 15, 2021**

Sir,

With reference to above cited subject, it is to inform you that this Department has designed/created an e-Telephone Directory with the help of Info Tech Corporation Goa in webcast format which will be available to general public on internet and website of Department.

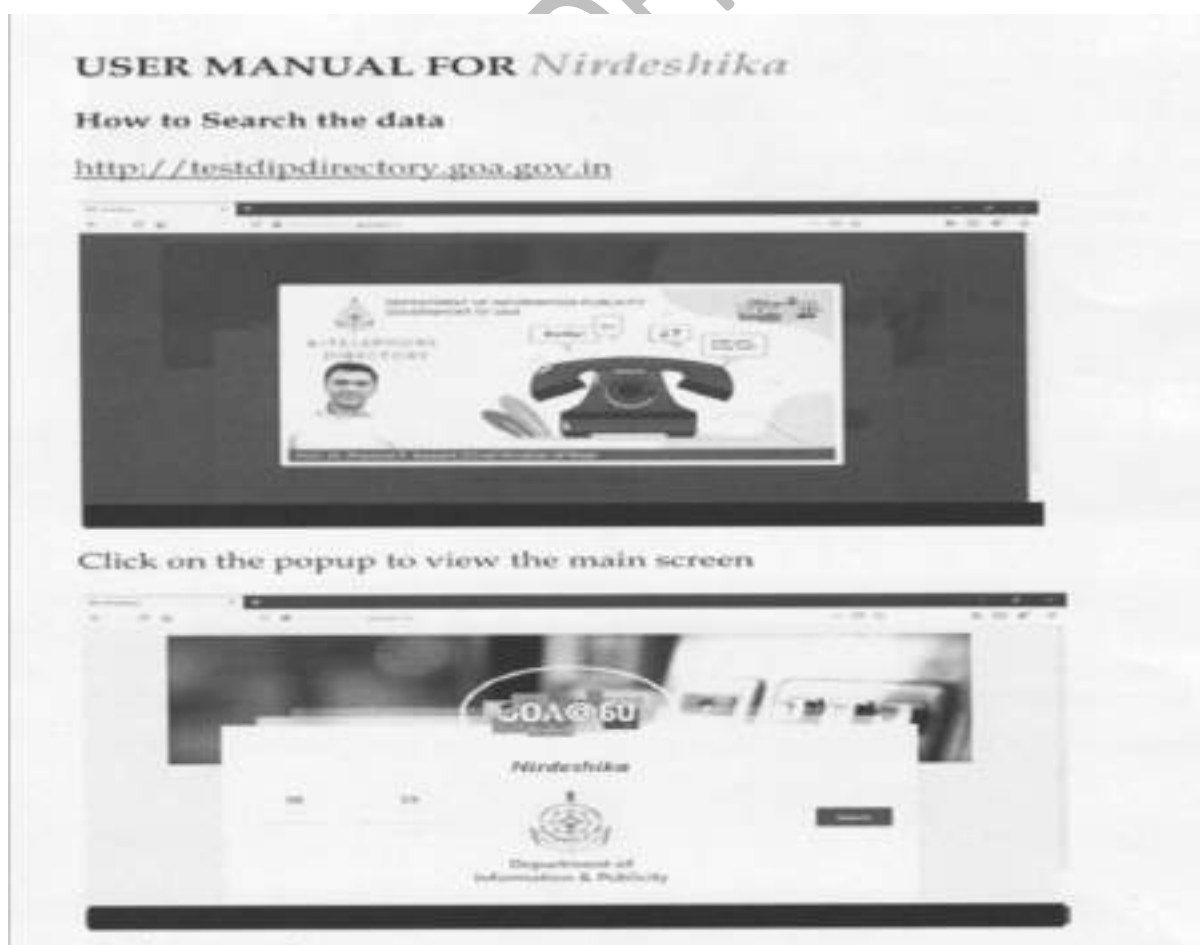
The Department has created login ID of every department/corporation to facilitate continuous updation of data pertaining to your department/corporation. The enclosed manual may be read to edit and update your Departments/Corporation page accordingly. The login details should be provided to only those who would be entrusted with the task of updation of the e-Tel directory.

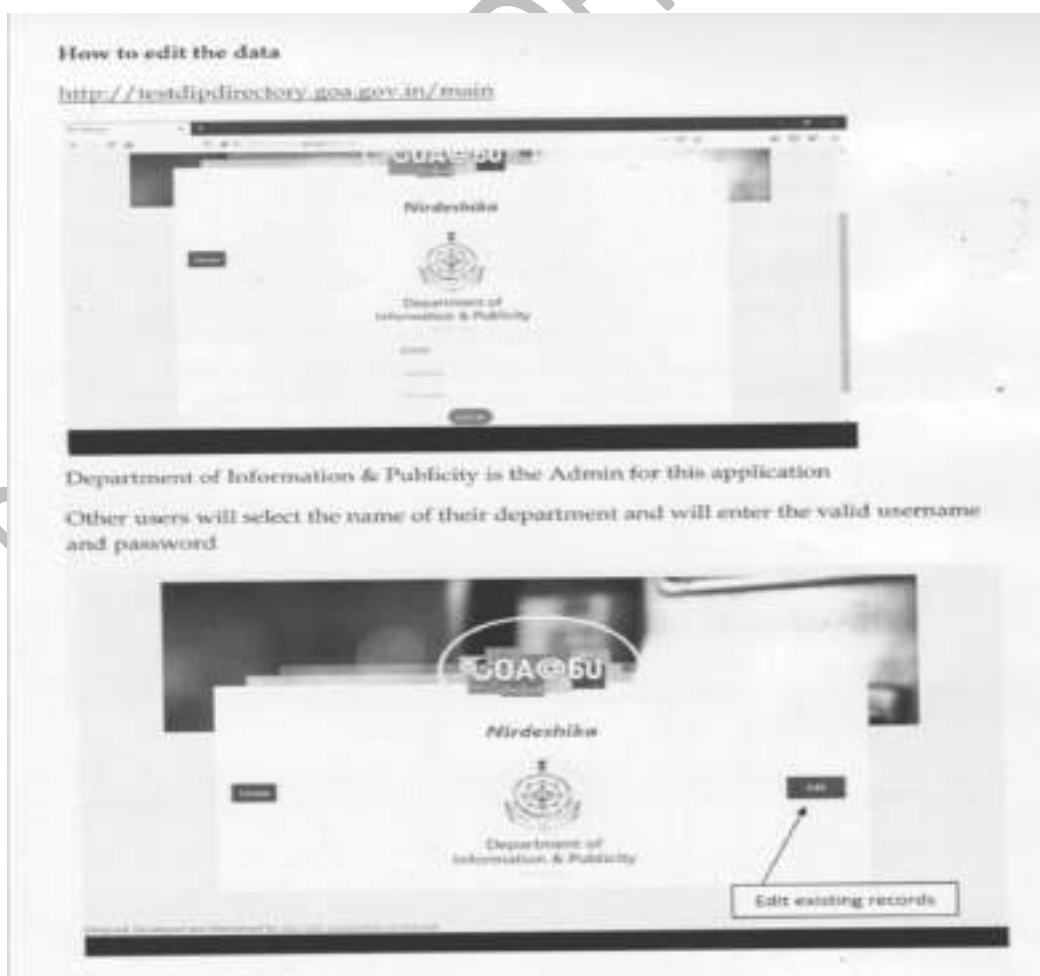
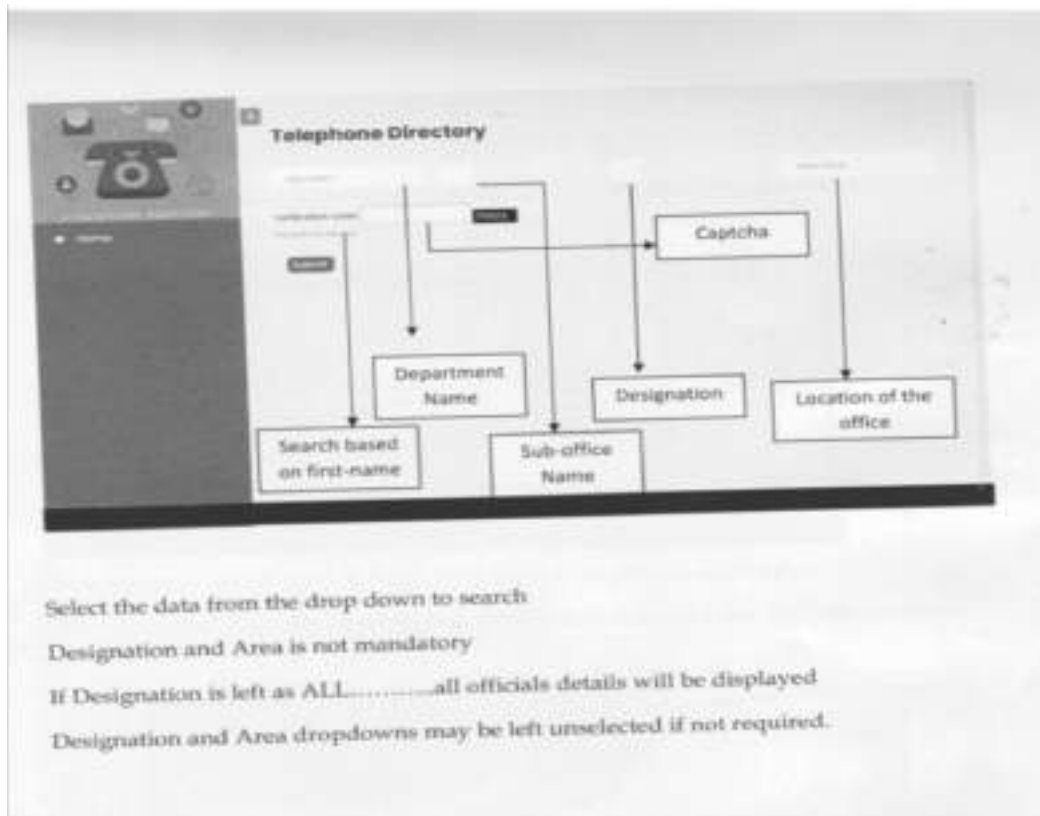
The Department of Information and Publicity has the sole right of E-Telephone Directory. You are requested to kindly update your e-Telephone directory urgently, by July 30, 2021, so as to throw it open for general public. In case it is not updated by the given date, it would be assumed that the date is correct and requires no updation.

Sd/-

(Dipak M. Bandekar)

Director, Information & Publicity





EDIT DETAILS

Department details



Procedure: select the name of the department from the dropdown for which details are to be edited and click on submit. Following screen will be available to edit the details.




Sub-office details



Procedure: select the name of the department and the sub-office from the dropdown for which details are to be edited and click on submit. Following screen will be available to edit the details.




Telephone numbers



Procedure: select the name of the department and the sub-office from the dropdown for which details are to be edited and click on submit. Following screen will be available to edit the details



Procedure: click on the designation highlighted in blue colour. Following screen will be available to edit the details.



Note: Please ensure that all the details filled in are correct before clicking on submit button.

Important to note:

- When clicked on department dropdown, automatically sub-offices will be populated in the corresponding box. Please ensure correct details are selected.

Department of Information and Publicity

No. DI/INF/Advt Konkani/2021/3986

Dated: 10-02-2021

MEMORANDUM**Ref:- Circular No.DI/Inf/Release of Advt/08/6570 dt March 20, 2008.**

The Department would like to draw the attention of all Heads of Departments/Corporations/Autonomous bodies to the above referred circular (copy attached) and would like to request that advertisements, tender notice and public announcements of all Government Departments would have to be mandatorily released to at least one newspaper in each language, i.e. English, Marathi and Konkani, with immediate effect.

It may be further informed that incase the department(s) does not indicate so, then this Department will ensure that the advertisements are released to one daily in each language and the concerned department will have to settle the bills towards the release of advertisement.

Sd/-

(Sudhir S. Kerkar)

Director, Information & Publicity

Encl:- As above

Finance (Revenue & Control)

No. 18/1/2020-Fin(R&C)/Mis

Dated 10/06/2020

OFFICE MEMORANDUM**Sub : Rationalisation of Expenditure due to the current COVID-19 crisis in the State.**

Due to the rise in COVID-19 cases across the nation, there has been continuous lockdown since March 2020. The various restrictions in force during this lockdown period have affected the economic activities across all the sectors in the State, which has led to a fall in the State revenue collections. The current trend is expected to continue for the next few months, for which necessary steps in order to maintain fiscal prudence and discipline ought to be taken.

In view of above and in order to efficiently manage the financial affairs of the State, the Government has decided to undertake the following measures with immediate effect.

1. Defer the expenditure sanction for all capital works, which have been granted administrative approval, of all the State Government Departments/autonomous bodies/state PSUs/Local Bodies till December 2020, except the ones which are partly/wholly funded by Central Government or deposit works.
2. Defer the recruitment in all the Government Departments /autonomous bodies/state PSUs/Local Bodies receiving grants from the State up to December 2020.
3. Defer the project-specific borrowings of all Government Departments/autonomous bodies/state PSUs/Local Bodies till December 2020.
4. Ban on foreign tours and non-essential domestic tours funded by State Government till December 2020.

5. Compulsory travel in Economy Class, while travelling by air, for all the tours funded by State Government till December 2020.
6. Defer all new proposals involving hiring/outsourcing of vehicles till December 2020. However, extension for already hired/outsourced vehicles will be permitted.
7. Ban on purchases of following items:
 - i. Furniture, cupboards and office furnishings, electrical, electronics appliances/fixtures etc.
 - ii. Computers, Printers, Computer related peripherals etc.
 - iii. Photocopier machines, Xerox machines,
 - iv. Air-Conditioners,
 - v. Telephone instruments and fax machines.
 - vi. Office vehicles/staff cars.

For any expenditure required to be carried out in respect of the above mentioned works/items due to urgency, prior administrative approval of Hon'ble Chief Minister shall be taken by justifying the proposal in detail. Thereafter, the proposals shall be referred to Finance Department for expenditure sanction.

This issues with the approval of Hon'ble Finance Minister/Chief Minister.

Sd/-

(Daulat A. Hawaldar)

Finance Secretary

Forest Department

No. 7-5-2005/FOR

Dated:- 24/04/2020

NOTIFICATION

Read:-Notification No. 7-5-2005/FOR/310 dated 14-08-2012.

In supersession of Notification No. 7-5-2005/FOR/310 dated 14-08-2012, the Government of Goa is pleased to revise the “**Scheme for grant of compensation on account of loss of human life, permanent disability or injury and/or damage to cattle or property caused by Wild Animals**” herein after called “**Compensation for damage by wild animals**” in order to simplify the procedure for determination and timely disbursement of appropriate compensation to the affected person(s). The term ‘Wild Animal’ will be as defined in the Wild Life (Protection) Act, (Central Act 53 of 1972).

2. The compensation for damage by wild animals for causing death/ injury to human and loss to cattle/damage to property will be determined and paid based on the terms and conditions and the rates as mentioned below.

Table- I

The rate of compensation on account of loss of human life or permanent disability or injury caused by wild animals

S. No.	Injury/ loss to human life	Compensation
1.	Ex-gratia payment for death / injury to human life	
(a)	Death	Rs.10,00,000/-
(b)	permanent disability (viz. loss of limb, eye, etc.)	Rs.5,00,000/-
(c)	Injury other than permanent	Rs.1,00,000/-, or the entire cost of

	disability	treatment whichever is less
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Table- II

The rate of compensation for loss of cattle or damage to property caused by wild animals

	Loss of cattle/ property	Maximum Compensation*
2.	Death of cattle	
(a)	Calf	Rs. 10,000/-
(b)	Local cow / buffalo / bullock	Rs. 25,000/-
(c)	Jersey Cow	Rs. 50,000/-
(d)	Pig / Sheep / Goat	Rs. 5,000/-
3.	Injury to cattle	Rs.15,000/-, or as per actual assessment, whichever is less
4.	Damage to House/ other property	Rs. 25,000/- or actual assessment, whichever is less

Note: * The amount of actual compensation to be paid should take into account factors listed at para 4 (vi) below and in no case should exceed the maximum amount notified in the table-II of the notification.

3. In respect of any other item not mentioned above, the DCF concerned shall decide the amount on merit after examining the case submitted by the RFO.

4. The procedure for assessment of amount of loss / damage and grant of compensation-

- (i) The Compensation for attack on human being by wild animal will be admissible to bonafide residents of the area/ authorized visitors only if the incident has taken place inside any of the Wildlife Sanctuaries or National Parks. For attack outside Wildlife Sanctuary / National Park, the compensation shall be available to any person. However, in case of attack on cattle, the compensation shall be available even if the cattle was killed/ attacked inside Wildlife Sanctuary/National Park.
- (ii) The cases of compensation shall be dealt by concerned Park Manager/ Deputy Conservator of Forests (DCF) (Wildlife & Eco-tourism) and the Range Forest Officer (RFO) (Wildlife) in case the incident has taken place within Wildlife Sanctuary / National Park or within Eco- Sensitive Zone of that particular Wildlife Sanctuary/National Park. For cases occurring beyond Eco Sensitive Zone, concerned DCF (Territorial) and the RFO (Territorial) shall deal the case.
- (iii) The investigation in the incidence of attack by wild animal shall be initiated as early as possible by concerned RFO on receipt of the information. For the purpose of assessment of the loss/damage caused to the livestock/other property such as house, huts, livestock sheds etc., the applicant should report the claim to the nearest RFO of the Wildlife Division/ Territorial Division, as the case may be, within 3 days of the incident. The RFO shall forward the same immediately to the DCF alongwith his/her report and Damage Assessment Report from Veterinary Officer (in case of cattle etc.) / Assistant Engineer, PWD (in case of house and other property).
- (iv) In cases of loss of human life, concerned DCF shall investigate the case and arrange to obtain the post mortem report from the Authorized Medical Officer and on satisfying on genuineness of the claim shall arrange to pay the compensation to affected person(s) within maximum 3 working days after receipt of post-mortem

report. The compensation for loss of human life shall be granted in the following order of preference to:

- (a) Wife or husband, as the case may be.
 - (b) Sons, unmarried or divorced daughters (equal share).
 - (c) Daughters (equal share).
 - (d) Grand children being children of sons or daughters (equal share).
 - (e) Father or mother.
 - (f) In case of any dispute as per the succession certificate issued by the competent authority.
- (v) In case of death of cattle suspected to be caused by wild animals, the owner of the cattle shall submit the claim to the RFO alongwith the post-mortem report from the concerned Government Veterinary Officer within 3 days. The concerned nearest Veterinary Officer shall visit the site within 48 hours of the receipt of complaint and furnish certificate to the owner mentioning loss in Rupees taking various parameters mentioned at (vi) below.
- (vi) The maximum amount of compensation to the owner/owners of the cattle due to the attack by wild animal has been given in Table-II. For determining the actual compensation payable in case of death or injury of cattle caused by wild animals, RFO shall record his finding that the death of the live-stock / cattle was entirely due to the attack by wild animal and not due to any other reason. The RFO shall record following information/ details in the report: —
- a) Age of the animal.
 - b) Milk yield of the animal in case of female.
 - c) Maintenance cost of the animal by the owner.
 - d) Quantity of the animal dropping.
 - e) Health of the animal or its disease status.
 - f) Life history and productive capacity of the animal etc.
- **Cattle include cow (including cross-bred cow), bullock, buffalo, calf, pig, goat, sheep, etc.
- (vii) In cases of loss or injury of cattle/ damage to property, concerned DCF shall investigate the case and on satisfying on genuineness of the claim, shall arrange to pay the compensation to affected person(s) within maximum 3 working days after receipt of post-mortem report.

5. The expenditure shall be debitale under the appropriate Scheme/Head of Account of the Forest Department and arranged to be paid by the DCF/ Divisional Head.

6. To ensure immediate disbursement of compensation, an interest-bearing account dedicated for “**Wildlife Compensation Fund**” shall be opened under Goa Forest Development Corporation with initial corpus of Rs. 25 lakh. For this purpose, the Government shall provide fund from the appropriate budget- head of Forest Department or otherwise, which shall be recouped from time to time. This Wildlife Compensation Fund may also receive donation from corporate houses/societies.

7. After receipt of recommendations and sanction from concerned DCF, the Goa Forest Development Corporation shall affect the payment immediately in not more than 2 days from the ‘**Wildlife Compensation Fund**’ to the affected party as recommended by DCF concerned.

8. DCF shall report all cases of loss/ damage by wild animals and payment of compensation to the Chief Wildlife Warden within three days of payment of compensation. The cases where time limits are exceeded due to any unforeseen circumstance, the same should be brought to the notice of the Chief Wildlife Warden.

This order issues with the concurrence of the Finance Department vide its U. O. No. 1400070882 dated 20-04-2020.

By order and in the name of the
Governor of Goa

Sd/-
(Shaila G. Bhosle)
Under Secretary (Forests)

Department of Finance (Revenue & Control)

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

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

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

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

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

Order No. 8/1/2016-Fin (R&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.

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 25th 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 7th 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 6th July 2017 of Department of Expenditure.

4. As mentioned at Sl.No.46 of the Appendix-II of the said Resolution dated 6th 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 1st 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 7th 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

Ministry of Personnel, Public Grievances & Pensions

(Department of Pension & Pensioners Welfare)

No. 42/14/2017-P&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

Ministry of Personnel, Public Grievances & Pensions

(Department of Pension & Pensioners Welfare)

OFFICE MEMORANDUM

No. 38/37/16-P&PW(A)(iv)

Dated: 08-11-2017

Sub:- Implementation of Government's decision on the recommendations of the Seventh Central Pay Commission – Fixation of Pension of medical officers retired during 1.1.2016 to 30.06.2017.

In accordance with Rule 33 of Central Civil Services (Pension) Rules, 1972 the emoluments reckoned for calculation of pension include Non-practicing Allowance (NPA) granted to medical officers in lieu of private practice.

2. In the case of medical officers who have retired from 1.1.2016 to 30.06.2017, the pension is based on emoluments which included NPA @ 25% of the pre-revised pay. Orders have been issued by Ministry of Finance (Department of Expenditure) vide OM No.12-2/2016-EIII.A dated 7th July, 2017 for grant of NPA to serving medical officers @ 20% of basic pay w.e.f. 01.07.2017. Accordingly, the medical officers retired/retiring on or after 1.7.2017 are entitled to pension based on emoluments which include NPA at the rate of 20% of the revised basic pay.

3. The matter regarding revision of pension of the medical officers who retired during 1.1.2016 to 30.06.2017 based on revised rate of NPA has been examined by the Government. It has been decided that the pension/family pension in respect of medical officers who retired/died during 1.1.2016 to 30.06.2017 shall be further revised w.e.f. 1.7.2017 by adding NPA @ 20% to the basic pay on the date of retirement.

4. The fixation of pension/family pension of retired medical officers in the above manner will be further subject to the condition that emoluments (i.e. Basic Pay + NPA) to be reckoned for pension do not exceed Rs. 2,37,500/- (Rupees two lakhs thirty seven thousand and five hundred only).

5. This issues with the approval of Ministry of Finance, Department of Expenditure vide their I.D. No. 1(18)/E-V/2017 dated 23rd October, 2017.

Sd/-
(**Harjit Singh**)
Director

Ministry of Finance
(Department of Expenditure)

F. No. 4-21/2017-IC/E.III(A)

Dated 31st July, 2018

OFFICE MEMORANDUM

Subject: Date of next increment – Rule 10 of CCS (RP) Rules, 2016 – regarding.

The undersigned is directed to invite attention to Rule 10 of CCS (RP) Rules 2016 which provides, inter alia, that there shall be two dates for increment namely 1st January and 1st July of every year, instead of the provision of one date of increment on the 1st July during the 6th Pay Commission pay structure. The Rule further provides that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of appointment, promotion or grant of financial upgradation. The Sub-Rule (2) thereof provides that increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2. The proviso to Sub- Rule 2 of Rule 10 of CCS (PR) Rules, 2016 provides that the next increment after drawal of increment on 1st day of July 2016 shall accrue as on 1st day of July 2017.

3. A number of references have been received in the Ministry of Finance seeking clarification whether in case of an employee promoted on 1st July 2016, whose pay was fixed on 01/07/2016 in terms of the rules governing fixation of pay on promotion, the next increment may be allowed on 1st January 2017 or on 1st July 2017.

4. The matter has been considered. During the regime of pay structure obtaining immediately prior to 01/01/2016, when the annual increment was admissible uniformly on 1st July every year, the increment was admissible on 1st July, provided the condition of 06 months service was fulfilled. Thereafter, the next increment used to be given after a period of 12 months.

5. Accordingly, keeping in view the principle followed during the period before 1.1.2016 immediately prior to coming into force of the CCS (RP) Rules, 2016, which has been modified in the

revised pay structure in terms of Rule 10 thereof by way of 2 dates of increment on 1st January and 1st July, it is clarified that in case an employee is promoted or granted financial upgradation including upgradation under the MACP scheme on 1st January or 1st July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the Rule 13 of the CCS (RP) Rules, 2016, the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January, as the case may be, provided a period of 6 months qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.

6. This order is issued in consultation with office of C& AG in its application to employees working in Indian Audit and Accounts Department.

Sd/-

(Ram Gopal)

Under Secretary to the Government of India

Ministry of Finance
(Department of Expenditure)

No. 1-6/2016-IC

3rd August, 2017

OFFICE MEMORANDUM

Subject: Recommendations of the 7th Central Pay Commission (CPC) - bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.

With reference to the subject mentioned above and in continuation of this Department's OM of even number dated 07/09/2016 and 13/06/2017, detailed instructions are hereby being issued on the application of the benefit on account of bunching of stages while fixing the pay in the revised pay structure as a response to a large number of references received from Ministries/Departments.

2. The provisions giving effect to the recommendations of the 7th CPC on extending the benefit on account of bunching were notified vide DoE O.M. dated 07.09.2016. Benefits on account of bunching have been extended during the initial fixation of pay in the revised pay structure while implementing the recommendations of earlier CPCs also. Bunching occurs in the fixation of pay when the pay at two or more consecutive stages in a Pay Scale/Grade Pay in the pre revised scale get fixed at the same stage in the corresponding Pay Scale/ Level in the revised pay structure.

3. The modalities of determining the extent of bunching and the nature of benefits to be extended on account thereof, based on the recommendations of the CPCs, have differed across different Pay Commission periods. While the 5th CPC recommended that benefits be extended when more than four stages get bunched, the 6th CPC recommended that benefits be extended when two or more stages get bunched. The fitment tables drawn by the 6th CPC and notified by the Government subsequently provided for the benefit of bunching only when more than two stages were bunched. As regards the benefits to be extended on account of bunching, the 5th CPC recommended benefit of one increment for every four consecutive stages bunched, the 6th CPC recommended benefit of one increment for every two consecutive pay stages bunched. For HAG scales, however, benefit of one increment was given at each of the pay stages in the 6th CPC pay structure.

4. In terms of the DoE O.M. dated 07.09.2016 based on the 7th CPC recommendations, bunching occurs when two or more stages get bunched and benefit of one increment is to be given for every two stages bunched. These provisions are to be applied while revising the pay from the 6th CPC regime to the 7th CPC regime. In the 6th CPC pay structure, about 35 pay scales existing in the 5th CPC pay structure were replaced by a system of running pay bands recommended by the 6th CPC. The 6th CPC pay structure consisted of 19 grades spread across four distinct pay bands and 4 distinct scales including two fixed scales. The 6th pay structure being replaced by the 7th CPC recommended Pay Matrix, thus, consists of 4 Pay Bands with 15 levels of Grade Pay, along with 4 standalone scales, viz., HAG scale, HAG+ scale, Apex scale (fixed) and the scale of Cabinet Secretary (fixed).

5. While in the 5th CPC structure, the stages in every pay scale were well defined, the stages were not well defined in the 6th CPC structure. The pay was to be fixed in the running Pay Band by rounding off to the next higher multiple of 10. Every multiple of 10 was a pay stage in the 6th CPC regime. However, all consecutive 10 rupee stages for any Grade Pay cannot be taken as consecutive stages for the purpose of bunching in reference to the 7th CPC recommendations as is also clear from the illustration contained in para 5.1.37 of the 7th CPC Report. Based on the illustration contained in para 5.1.37 of the 7th CPC Report, Department of Expenditure's O.M. dated 07.09.2016 provided that a difference of at least 3%, the rate of annual increment, in the 6th CPC pay structure was essential for counting of two stages. The 6th CPC had replaced the system of equidistant pay stages in a pay scale based on equal annual increments in the 5th CPC regime by a system of annual increment of 3% on the sum of pay in the running pay band and the Grade Pay which was to be added to the running pay as increment. Therefore, the pay stages in any given Grade Pay were specific to an employee and depended upon the initial fixation of pay in that Grade Pay. As a result, the amount of increment earned in the same Grade Pay would differ in the same Pay Scale/ Grade Pay not only between different employees but also across years for the same employee. To illustrate, an employee whose pay was fixed at Rs 46,100 in GP of 8700 in PB-4 would have the first annual increment of Rs 1390 which would be added to his running pay in the Pay Band, another employee whose pay initially was fixed at Rs 46,400 in the same Grade Pay would have the first annual increment of Rs 1400. In such a scenario where the pay stages are specific to the employee, it is not possible to arrive at universal pay stages for the purpose of determining the extent of bunching. Therefore, for the purpose of determining the extent of bunching in a system of running pay bands, the consecutive pay stages that need to be considered are the pay stages which are specific to the employee.

6. In the 5th CPC structure, the maximum and the minimum of every pay scale were well defined. In the 6th CPC structure, Entry Pay was separately notified for most Grade Pay levels to govern the entry pay of direct recruits in that level. The pay of those moving from a lower grade to a higher one on promotion was regulated in terms of provisions contained in Rule 13 of CCS(RP) Rules, 2008. As such, the Entry Pay notified for a given Pay Scale/ Grade Pay is the effective minimum of that Grade Pay for direct recruits. For an employee getting promoted, the sum of the minimum of the relevant Pay Band and the Grade Pay is the effective minimum pay. The 7th CPC in its Report, has commented that this led to many situations where direct recruits drew higher pay as compared to personnel who reached that stage through promotion. Demands were received by the 7th CPC from many staff associations and employees for removal of this disparity which the 7th CPC refers to as differential entry pay.

7. In the revised dispensation for pay fixation in the New Pay Structure as recommended by the 7th CPC direct recruits shall start at the minimum pay corresponding to the level to which recruitment is made, which will be the first cell of each level. For those promoted from the previous level, the fixation of pay in the new level will depend on the pay they were already drawing in the previous level. The pay, however, cannot be less than the first stage of the relevant level. While enumerating the benefits of migrating to the new system at para 51.47 of the 7th CPC Report, it has been stated that **'the issue of differential entry pay has been resolved'**. At para 5.1.36 of the 7th CPC Report it has also been mentioned that rationalization has been done with utmost care to ensure minimum bunching at most levels. Rationalization has been done by the 7th CPC through the Index of Rationalisation (IoR) which has been multiplied with the Entry Pay in the 6th CPC regime to arrive at the first cell of each level. With the Entry Pay along with IOR being used as the determiner of the first cell, pay stages below the Entry Pay have been consciously brought up to the level of Entry Pay and its corresponding pay stage in the revised pay structure. As a result, all pay stages below the Entry Pay in any Level will, on re-fixation, converge to the first pay stage in that level. As this convergence takes place on account of a conscious decision of the 7th CPC intrinsic to the architecture of the Pay

Matrix by indicating the Entry Pay as the starting point of each Level, benefit on account of bunching cannot be extended with reference to pay stages lower than the Entry Pay indicated by the 7th CPC for that level in the Pay Matrix. Extending the benefit of bunching with reference to pay stages below the entry pay will perpetuate the difference in pay on account of differential Entry Pay which was addressed by the 7th CPC.

8. Based on the above, it is clarified that the following shall be kept in view while determining the extent of bunching as also the benefits to be extended on account of bunching at the time of initial fixation of pay in the 7th CPC pay structure:

- (i) Benefit on account of bunching is to be extended when two or more stages get bunched.
- (ii) Benefit of one increment is to be extended on account of bunching of every two consecutive stages.
- (iii) As stipulated in MoF OM dated 07.09.2016, a difference of 3% to be reckoned for determination of consecutive pay stages, specific to each employee.
- (iv) All pay stages lower than the Entry Pay in the 6th CPC pay structure as indicated in the Pay Matrix contained in the 7th CPC Report are not to be taken into account for determining the extent of bunching.

9. All Ministries/Departments are advised to review all cases wherein benefit on account of bunching has been extended in terms of this Department's OM dated 07/09/2016 and to re-fix the pay in terms of the instructions contained herein.

Sd/-
V. K Singh
Director

Directorate of Accounts Control Section

No. DA/Control/7-9(xi)/2018-19/TR-296/201

Date 01-10-2018

CIRCULAR

Your kind attention is invited to Circular No. 7/13/2011/Fin (EXP) dated 20-09-2018 issued by Finance (R&C) Department (copy enclosed) regarding switching over from the present mode of payment being made to the "third parties" i.e. from present system of issuing PAO (MICR) cheques to "e-payment" effective from the monthly salary bills of staff for the month of October 2018.

The instructions/guidelines to be followed are already summarized in the Circular referred above issued by Finance (R&C) Department, to all Head of Departments and Drawing and Disbursing Officers.

All the Drawing and Disbursing Officers including self Drawing and Disbursing Officers are, therefore, directed to adhere to the instructions contained in the said Circular, as this Directorate shall not issue PAO (MICR) cheques (third party cheques) for the purpose of salary effective from the month of October 2018.

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

Department of Finance (Expenditure)

No. 7/13/2011/Fin (Exp)

Dated 20-09-2018

CIRCULAR

1. Government of Goa vide Circular No. 7/13/2011/Fin-Exp dated 15-12-2011 implemented "e-payment" through ECS mode for making payments to all beneficiaries of schemes of Central Government and State Government, including all other payments done by the State Government, in a phased manner, as part of its day to day functioning and for disbursement of pay and allowances to

Gazetted Officers instead of issuance of PAO cheques. Subsequently, Fully Vouched Contingent (FVC) bills were brought under the purview of the ECS mode and thereafter vide Circular No. 7/13/2011/Fin-Exp dated 07-11-2012, the disbursement of pay and allowances through “e-payment” mode was implemented to all Non-Gazetted Establishments of the State Government.

2. While the entire payment system has been transferred under electronic mode through ECS (NACH)/RTGS/NEFT; some payments are still being made by means of PAO (MICR) cheques. Majority of these PAO (MICR) cheques are “third party payments” towards deductions made through salary of Government employees viz. insurance premiums, loan deductions of co-operative banks/societies, Postal Recurring Deposits etc.

3. Government of India has launched its flagship “Digital India” programme with a vision to transform India into a digitally empowered society and economy. With an aim to promote digital payments and converting India to a cashless society, a large number of policy and implementation initiatives are being undertaken by the Central Government and State Government.

4. As a step forward towards implementation of the “Digital India” programme in the State, the Government of Goa has now decided to switch over from the present mode of payment being made to the “third parties” i.e. from present system of issuing PAO (MICR) cheques to “e-payment”.

The following guidelines are hereby issued which would come into force with the disbursement of salary for the month of October 2018 onwards:

- i) All DDOs shall open a bank account (current account) in a branch of the State Bank of India, preferably closest to the location of their office. The account so opened shall not have any cash and cheque withdrawal facility.
- ii) The DDO concerned shall prepare the monthly salary bills in respect of non-gazetted staff under their control and the amount towards “third party payments” shall be uploaded to this particular current account opened in State Bank of India for the purpose. The “third party payments” for the purpose would include, payments of insurance premiums, loan instalments to bank/co-operative society etc.
- iii) The Directorate of Accounts shall electronically transfer the consolidated amount towards all “third party payments” to this particular current account of the DDO concerned on the designated date after the salary of the employees has been released.
- iv) The DDO concerned, in turn will make arrangements to transfer the funds to the “third parties” viz. insurance companies, co-operative banks/societies etc. in electronic mode only. For this purpose the DDO concerned shall obtain and provide mandatory details such as name, bank account number, IFSC code and amount in respect of each employee/group of employees to the bank. The DDO concerned may avail the assistance of State bank of India in this process.
- v) The bank will then transfer the amounts into the respective bank accounts of the “third parties” as per the list provided by the DDO concerned and thereafter immediately inform the DDO concerned the unique transaction code/record details of the transfer made.
- vi) The DDO concerned shall inform the details of the amount transferred to the “third parties” giving all details i.e. the name of the employee, amount per employee, account number and the unique transaction code/record details, for credit to the account of the employee.
- vii) The amount, being credited to the said current account by the Directorate of Accounts, shall be disbursed to all the “third parties” electronically latest by 10th of the subsequent month i.e. to say the amount in the credit of current account shall be brought to zero/nil DDO concerned shall forward a certificate in the following text for every subsequent monthly salary bill being submitted to the Directorate of Accounts:

“Certified that the amount credited to the current account has been fully disbursed in favour of the respective parties and balance therein is NIL as on date.”

5. All DDOs shall follow this methodology for the first few months. After the DDOs are confident and acquainted with this procedure, they are advised to avail internet banking facility from State

Bank of India and transfer the amount directly into the bank account of the beneficiaries i.e. “third parties” without manual intervention of the bank.

6. Likewise, in the case of Gazetted Officers (self DDO’s), no “third party” PAO (MICR) cheques will be issued by the Directorate of Accounts and such PAO (MICR) cheque payment to “third parties”, will have to be made by the Officer personally, either by giving suitable instructions/mandate to the Bank concerned or making payments through other banking modes. The Directorate of Accounts shall not be responsible for making any “third party” payments on behalf of the Officer nor shall be held responsible for delay in payments, if any, by the Officer concerned.
7. Directorate of Accounts shall ensure that no PAO (MICR) cheque is issued for the purpose of salary effective from the month of October 2018.

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

Department of Finance (Revenue & Control)

No. 38/5/2018-Fin (R&C)/1493

Dated 11th September, 2018

OFFICE MEMORANDUM

Sub: Measures to be taken by various State Government Authorities for ensuring compliance to GST by taxpayers/contractors/suppliers, etc.

1. The Goods & Services Tax (GST) regime has been implemented in India w. e. f. 01/07/2017 and by now, after more than a year, the GST common Portal has stabilized and taxpayers are filing their returns online on the portal [https:// www.gst.gov.in](https://www.gst.gov.in). It has been noticed that there are sizeable number of registered taxpayers from the works contract sector who are non-compliant on GST common Portal and have failed to make timely payments of GST collected by them, while filing returns.
2. The provisions of section 51 of GST law (Centre Goods & Services Act, 2017 and the Goa Goods & Service Tax Act, 2017) relating to Tax Deduction at Source (TDS) have still not been implemented and as such TDS deductions are not being presently made. As a result of this situation, the Works Contractors/Suppliers are getting into their hands the entire portion of tax amount of 12% of the value of contract from the Government without any TDS. Thus if a works contractors/supplier commits any default in filing his GST returns on time, he is able to utilize this tax amount for his business without depositing the same into Government Treasury.
3. In view of the above and in the interest of Revenue collection, the Government has decided to link the GST compliance of all Works contractors/Suppliers dealing with any State Government Department/Government Corporations/Government Companies/Other Government Controlled Bodies/Local Bodies/Public Sector Undertakings/Autonomous Bodies, etc. (herein after referred to as “Concerned Authorities”) and it is directed to take the following steps for ensuring GST return filing compliance which in turn will lead to increase in the tax collection:

The Concerned Authorities shall immediately take the following steps.

i) Eligibility for participating in any Tender for procurement goods or services.

The Concerned Authorities shall obtain a copy of Application Reference Number (ARN) generated on GST common Portal www.gst.gov.in by the Taxpayer after filing his latest return which was due as per GST Law. The concerned Authorities shall carry out necessary changes in their Rules/Byelaws/Manuals/Tender documents, etc. as may be required for making the submission of documentary proof mandatory towards GST compliance upto date for being eligible to participate in any tender/quotation etc.

ii) Eligibility for receiving any work/supply order

The Concerned Authorities shall obtain before issuing any work order/supply order, a copy Application Reference Number (ARN) generated on GST common Portal www.gst.gov.in by the Taxpayer after filling his latest return which was due as per GST Law. The concerned Authorities shall carry out necessary changes in their Rules/Byelaws/Manuals/Work Order/Letter of Intent, etc. as may be required for making the submission of documentary proof mandatory towards GST compliance upto date for being eligible to receive any work order/supply order.

iii) Eligibility for receiving any payments

The Concerned Authorities shall obtain before sanctioning/making any payments, a copy of Application Reference Number (ARN) generated on GST common Portal www.gst.gov.in by the Taxpayer after filing his latest return which was due as per GST Law. The concerned Authorities shall carry out necessary changes in their Rules/Byelaws/Manuals/Work Orders/issued/Tender documents, etc. as may be required for making the submission of documentary proof mandatory towards GST compliance upto date for being eligible to receive any payments.

iv) For issuing any permission/consent/NOC for holding Exhibitions/Exhibition-cum-Sale/any Event for Supply of goods/services

The Concerned Authorities shall incorporate a condition in any such permission/consent/NOC issued for holding/organising Exhibitions/Exhibition-cum-Sale/any Event within the State of Goa for supply of goods/services, that the organizer of such event shall obtain GST registration as a Taxpayer and shall also ensure that all persons to whom stalls are allotted at such events are registered under GST either as Regular Taxpayer or as a Composition Taxpayer/Casual Taxable Person/Non-resident Taxable Person and that a board showing GSTIN, Legal Name, Trade name is displayed in a conspicuous place at such event by each of the stall owner. The organizer of such event shall submit to the local Ward Office of Commercial Tax Department, a list of all stall holders with their respective GSTIN at least one (01) day prior to the start of such event.

v) Verification of compliance status on GST common Portal before taking any actions at points (i) to (iv) above.

The Concerned Authorities shall, before taking action at points (i) to (iv) above, visit the GST common Portal at [https:// www.gst.gov.in](https://www.gst.gov.in) and click on ‘search by GSTIN/UIN’ on home page and then enter GSTIN of the Taxpayer and thereafter click on ‘search’. The entire registration details and return filing status of the concerned Taxpayer will be displayed on the screen. Upon conforming that concerned Works Contractor/Supplier/Taxpayer has filed all returns till date, the Concerned Authorities shall endorse a certificate on the file noting that the status has been duly verified on GST Common Portal and thereafter proceed further for processing of the matter for issuing tender form/work order/releasing payment/issuing permission as the case may be. The statutory time limits for online filing of each type of returns are made available on the GST common Portal.

4. The Concerned Authorities shall issue necessary Circulars/Instructions to all their sub-ordinate authorities/Undertakings under their administrative control to ensure compliance and mark copies of the same to the Finance Department and the Commissioner, State Taxes.

5. The Director of Municipal Administration shall issue necessary directions to the City Corporation of Panaji and all Municipal Councils in Goa and the Director of Panchayats shall issue necessary directions to the Village Panchayats and Zilla Panchayats in Goa, to ensure this compliance.

6. All HODs shall submit compliance report to the Finance (R&C) Department within 30 days from the date of receipt of this Office Memorandum.

7. This Office Memorandum shall not apply to procurement of any supply of goods and/or service by the Concerned Authorities for transaction value upto Rs.50,000/- (Rupees fifty thousand only).

Sd/-
(Sushama D. Kamat)

Under Secretary Finance (R&C)

Revenue Department

No. 16/1/2018-RD

Dated 16-08-2018

CIRCULAR**Sub: Mutation & partition of Government acquired land on the basis of declaration by the Head of Department.**

Attention of all the concerned is drawn to the provisions of section 96 of Land Revenue Code and rules made thereunder, wherein the mutation of land acquired by Government is to be carried out without issuing any notice as required under Rule 10 of Goa, Daman & Diu Land Revenue (Record of Right & Register of Cultivators) Rules, 1969.

Further, as per proviso to section 61 (3) of Land Revenue Code, the Director of Settlement & Land Records has been empowered to carry out partition within six months of the receipt of the mutated index form from the concerned Mamlatdar and effect necessary change in the land records on the basis of records relating to possession obtained under such law regarding land acquisition.

The process of mutation followed by partition of many lands acquired by the Government has remained pending due to non availability of possession certificate, award, etc. The instance have also being brought to the notice of this Department where part of the land acquired by Government of Goa, the name of the owner continuing as co-occupant in addition to the name of the applicant, which shows that such partly acquired properties of the Government are not partitioned till date.

In order to resolve the difficulties in carrying out mutations due to non-availability of possession Certificate, Award, etc. it proposed that the affidavit of Head of Department who is in possession of such land should be taken alongwith the copy of the award and certificate that the payment was made to the occupants/interested parties/deposited in court as required under the Land Acquisition Act, 1894. The said instruction should be followed in cases of all the Departments where the application for mutation is filed on the basis of Award under Land Acquisition Act, 1894. Based on such declaration the mutation should be carried out by the Mamlatdar/Certifying Officers dealing with mutation After the mutation of the acquired land is completed, the process of partition as provided under proviso to section 61(3) of Land Revenue Code should be followed to complete the process in the required time frame.

This circular is issued with the approval of the Government.

Sd/-
(Sudin A. Natu)
Under Secretary (Revenue-I)

General Administration Department

No. 1/56/2017-GAD-IV

Dated 06-04-2018

CIRCULAR

1. Government has decided to have uniform guidelines for tendering canteen services in all Government Institutions/Departments. It is therefore, enjoined upon in all the Heads of Departments to incorporate, the classification/categorization of the canteen service in their respective Government Institutions/Departments based on the conditions stipulated herein below.

2. Canteen Services may be classified in 03 generally broad categories, viz.

- (a) Non-Commercial:- wherein the service is primarily provided exclusively for the employees of the Department/Office.
- (b) Semi-commercial:- wherein the service is provided for the employees of the Department/Office, as also the visiting public who visit the Office for deriving certain services of the Department (where public access is around 25% of the business).

- (c) Commercial: wherein the service is provided for the employees if the Department/Office as well as visiting public who derive services from the Department as well as general public who can also avail canteen services (where public access is generally more than 75% of the business).

3. The license fees to be charged and item-wise pricing for the above 03 categories will be as follows:

- | | |
|---------------------|---|
| (a) Non-commercial | No license fee is chargeable and item-wise pricing will be as determined by the Department concerned for maximum 10 items. |
| (b) Semi-commercial | License fee is chargeable as per PWD assessment rates and item pricing will be as determined by the Department concerned for maximum 10 items. |
| (c) Commercial | License fee will be assessed in the tender process (as per highest bid received), and item pricing will be determined by the canteen service provider. <u>(A special pricing list for the exclusive use of Departmental officials/employees can also be maintained for maximum 10 items).</u> |

(Note: For all three categories viz. (a), (b), and (c), the bidder/canteen service provider shall necessarily reimburse the costs of electricity and water supply)

4. The selection criteria for evaluating the tenders for Canteen services under the 03 categories will be as follows:

- | | |
|---------------------|--|
| (a) Non-commercial | <p>Should meet the general requirements of</p> <ul style="list-style-type: none"> (i) FDA Licensing (ii) Health Department certification for workers (Health Cards), (iii) Wet Waste disposal arrangement (iv) Security clearances (wherever required) viz. in sensitive Departments like Police, Vigilance, Secretariat, Collectorates, etc. (v) Police antecedents report (vi) Registration under VAT/Service Tax/GST, wherever applicable (vii) ITR for last 03 years, if applicable. (viii) Declaration from applicant that he/she has not been blacklisted for providing canteen services. (ix) Experience in offering canteen/catering/Hotel/Restaurant services. <p>Ideally should have existing canteen/catering/Hotel/Restaurant services doing atleast Rs.10 lakhs turnover (not applicable in case of Self Help Groups) for preceeding three financial years. (New canteen service providers can be considered, if other bidders do not meet eligibility criteria)</p> |
| (b) Semi-commercial | Should meet above conditions; except that the sole criteria for determining canteen service provider/bidder will be experience in offering canteen services. |

(Note: (i) Self Groups are also eligible to offer their bids for canteen facilities under category (a) and (b) above.

- | | |
|----------------|--|
| (c) Commercial | Should meet above conditions; and the highest bid for monthly license fees will be the criteria for selection. |
|----------------|--|

5. Each Department/Office shall constitute a Committee comprising of the Head of Department, 02 Departmental representatives, one representative each of FDA and DHS. The functions of the Committee shall be as follows:

For category (a) and (b) above,

- (i) The Committee will conduct inspection of the existing facilities of the service provider, to check for general cleanliness, kitchen utilities, services being rendered as well as the taste and quality of the food items being prepared, and accordingly decide the award of canteen services.
- (ii) The Committee shall within a period of three months confirm the operator and award the contract of the canteen services.
- (iii) A maximum ten items shall be put under controlled (but reasonable and not subsidized) price/rate.

For category (c) above,

- (i) The codal formalities in two envelop system shall be followed and the contract shall be awarded to the highest bidder for monthly license fee. The Committee, however, will conduct inspection of the existing facilities of the service provider, to check for general cleanliness, kitchen utilities, services being rendered as well as the taste and quality of the food items being prepared.
6. Each Department/Office who has the administrative control over the Government Building where space for operating the canteen facility is available shall decide the classification of the canteen facility on the basis of above criteria.
7. The canteen facility for all the categories shall be provided on leave and license basis, through the tendering process, by entering into a valid leave and license agreement initially for a period of one year. The agreement may be considered for further renewal based on the satisfactory performance of the licensee with revision of license fees and the rate of food items served etc. depending upon the classification of the canteen facility.
8. Each department wherever applicable, may constitute their own committees for ensuring smooth functioning of the canteen facilities and performance assessment in lines with point 5 above.

This issues with the approval of the Government.

Sd/-
(Varsha S. Naik)
Under Secretary (GA-II)

Finance (Expenditure) Department

No. 7/22/2011 (Fin-Exp)

Dated 20th February, 2018

CIRCULAR

Sub: Ceiling on expenditure in respect of:-

- (a) Serving light refreshment at formal/informal meetings.
- (b) Expenditure on lunch/dinner.

In supersession of earlier instructions on the subject cited above, it has been decided to fix the following limits on expenditure incurred by the Competent Authorities under Goa Delegation of Financial Powers Rules, 2008, as detailed below:

<u>Nature of Expenditure</u>	<u>Ceiling Limit</u>
1 Serving of light refreshment for formal and informal meetings	₹ 200/- per head per meeting (inclusive of all taxes)
2 Lunch/Dinner	₹ 1,500/- per head (inclusive of all taxes)

Note:

- (i) Prior approval of the Chief Minister is necessary for holding official lunch/dinner. In case of exigency, prior intimation should be given to the Office of Chief Minister, followed by the proposal for ex-post sanction to be submitted on the following day.
- (ii) The number of guests to be entertained per occasion shall be restricted to:
- | | | |
|-----|--|-------------|
| (a) | Chief Minister | 200 persons |
| (b) | Speaker | 200 persons |
| (c) | Dy. Chief Minister | 150 persons |
| (d) | Dy. Speaker | 100 persons |
| (e) | Minister and Leader of Opposition | 100 persons |
| (f) | Other VIP's with Cabinet status | 100 persons |
| (g) | Chief Secretary | 50 persons |
| (h) | Principal Secretary/Secretary | 30 persons |
| (i) | Heads of Department/Joint Secretary/Additional Secretary/Special Secretary | 20 persons |
- (iii) Proposals need not be routed through Protocol Department in case expenditure is proposed to be debited to the concerned Department's Budget Head.
- (iv) Prior approval of Finance Department is required in case the above limits are required to be exceeded.

Sd/-
(Sushama D. Kamat)
Under Secretary (Fin-Exp)

Finance (Debt Management Division)

No. 7/11/2012-Fin(DMU)

Dated:- 11-12-2017

OFFICE MEMORANDUM

Read : (i) Order No. 1-18-2002-Fin (Bud) dated 5th September, 2002.

(ii) Addendum No. 1-18-2002-Fin (Bud) dated 13/01/2003

(iii) Addendum No. 1-18-2002-Fin (Bud) dated 05/11/2003

(iv) Addendum No. 1-18-2002-Fin (Bud) dated 22/12/2003

Sub : Guidelines regarding expenditure to be incurred by Chairman/Vice Chairman of Corporations/Autonomous Bodies etc.

In supersession of all relevant provisions made in the above read Order and subsequent addendum issued from time to time on the captioned subject; Government has decided to revise the guidelines on expenditure to be incurred by Chairman of Corporation/Autonomous Bodies etc. under the captioned items as follows with effect from 01.2.2017.

1. **Personal Staff (on co-terminus basis):**

The Chairman and Vice-Chairman (except in case of Ministers or those holding Cabinet Rank) of a Corporation will be entitled to employ personal staff as under :

Chairman:-

(i)	Driver	01
(ii)	Multi Tasking Attendant	01
(iii)	Personal Assistant	02
(iv)	Personal Secretary	01

Note 1 : In case of a Chairman being a Minister or holding Cabinet rank, than he shall be entitled to engage one (01) Personal Secretary in the Corporation concerned

Vice-Chairman :-

(i) Driver	01
(ii) Multi Tasking Attendant	01
(iii) Personal Assistant	01
(iv) Personal Secretary	01

Note 2 : In case of a Vice-Chairman being a Minister or holding Cabinet rank, than he shall be entitled to engage one (01) Personal Secretary in the Corporation concerned.

- Provided that, in case of the Chairman/Vice Chairman being a MLA, then the Chairman/Vice Chairman, shall be allowed to all the entitlements of staffing and other perquisites/facilities as applicable to a MLA, in addition to above.
- Provided further that, if Chairman/Vice Chairman are entitled for certain limited or extra facilities/entitlements as per the Statutory Rules in force, than those conditions of Rules shall apply, in addition to above.
- Provided further that, if the staff to be engaged / appointed are Government or Grant-in-Aid employees than prior approval of the Administrative Department and Hon'ble Chief Minister shall be required to be taken.
- The pay scales of the personal staff to the Chairman and Vice-Chairman appointed on co-terminus basis will be as under :-

Position	Pay scales
(i) Driver	PB-I, Rs. 5200-20200+1900
(ii) Multi Tasking Attendant	PB-I, Rs. 5200-20200+1800
(iii) Personal Assistant	PB-I, Rs. 5200-20200+1900
(iv) Personal Secretary	PB-I, Rs. 5200-20200+2400

2. Mobile phones/telephones :

The Chairman/Vice Chairman (except in case of Ministers or those holding Cabinet Rank) may be provided with residential telephone connection (with STD facility) and a mobile phone as per the entitlements of Ministers. The total bill per month payable by the Corporation shall be restricted to Rs. 6,000/-p.m. subject to maximum of Rs. 80,000/- per year (exclusive of taxes).

3. Travel & Stay:

- The Chairman/Vice Chairman (except in case of Ministers or those holding Cabinet Rank) shall travel by economy class (air travel) and AC 1st Class by rail within the country on official visit. A maximum of six (06) such trips will be permissible within the country without prior approval of Government. For additional such trips, prior approval of Government is to be taken.
- Stay should be arranged in State Guest House to the maximum extent possible. In case of non-availability of such facility, a maximum expenditure of Rs. 10,000/- per day (exclusive of taxes) may be permissible (inclusive of stay, food and other miscellaneous expenditure). If accommodation is provided than the total expenditure should be limited to Rs. 2,000/- per day (exclusive of taxes). Prior approval of the Government should be taken to all official foreign tour.

4. Staff Car & Other Vehicles: Vehicles for the official use of the Chairman/Vice Chairman

(except in case of Ministers or those holding Cabinet Rank) would be as per existing guidelines issued by Finance (R&C) Department. A maximum amount of 400 litres of petrol / diesel consumption will be provided on a monthly basis.

5. **Entertainment expenses (in all cases)** : Entertainment expenses for Chairman is to be restricted to Rs. 10,000/- per month (exclusive of taxes) and for Vice Chairman Rs. 7,500/- per month (exclusive of Taxes).

This issues with the approval of Hon'ble Chief Minister /Finance Minister.

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

General Administration Department

No. 35/4/2007-GAD-III/Part File/3304

Dated: 06/11/2017

OFFICE MEMORANDUM

Secretary, Department of Posts, Ministry of Communications, Government of India, New Delhi, vide their D.O. letter No. 51-12/2017-BD&MD dated 27th September, 2017, have informed that the department of post have been entrusted with the privilege of providing postal communications in the country and a range of services which have been made available by the Department to their end. Out of these, Speed post is a premium service providing time bound and express service which ensures delivery of letters and parcels weighing upto 35 kg between across the country.

The following features have been introduced from time to time to make it more customers-friendly:-

1. Free pick-up from customer premises
2. Credit facility under Book Now Pay Later (BNPL) Scheme
3. Additional discount on advance payment of Speed Post charges
4. Attractive discounts for high volume customer
5. Complete end-to-end Track and Trace through internet & android based mobile application
6. Delivery information through SMS without any extra cost
7. Centralised billing under National Account Facility
8. Cash on Delivery (CoD)

Further, the use of Speed Post instead of private couriers makes good business sense, wherein private couriers, which are not regulated by any rules or norms, unlike Department of post, which is legally bound by the provisions of the Indian Post Office Act, has seen that the best is care bestowed on mails.

Likewise, in a test check conducted by Comptroller and Auditor-General (CAG), it was found that the delivery through Speed Post is better than private couriers. Test check is available on <http://www.cag.gov.in/content/report-no-20-15-union-government-communications-and-it-sector> for reference.

Taking into consideration the effective delivery of Speed Post service by the Department of Posts, the Goa State Government has decided to make optimum use of the aforesaid services.

It is therefore, enjoined upon all Heads of Departments/Offices/Corporation/Boards to take note of the above and to issue suitable instructions to all the subordinate Offices/Officials under their control, to make use of Speed Post instead of private couriers for Official dispatch. The Head of Departments may Co-ordinate with the Postmasters General located in their station/area for required assistance and also to work out customized packages for any special requirements.

Sd/-
(**Varsha S. Naik**)
Under Secretary (GA-I)

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 16th August, 2017 regarding grant of Children Education Allowance.
2. O.M. No. 17014/2/2014-Trg. (7th CPC) 25th July, 2017 regarding abolishment of Sumptuary Allowance.
3. O.M. 19030/1/2017-E.IV dated 13th July, 2017 regarding Travelling Allowance Rules.
4. O.M. No. 19030/1/2017-E.IV dated 18th 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 04th September, 2017 regarding Travelling Allowance Rules (clarification regarding TA/DA entitlement of Officers in Level 13 A).
6. O.M. No. 31011/8/2017-Est.A-IV dated 19th 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

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

Ministry of Personnel, P.G. and Pensions

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

Dated : 16-08-2017

OFFICE MEMORANDUM

Subject: Recommendations of the Seventh Central Pay Commission Implementation of decision relating to the grant 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 OM dated 28-04-2014:-

- (a) The amount fixed for reimbursement of Children Education allowance will be Rs. 2250/- pm.
- (b) The amount fixed for reimbursement of Hostel Subsidy will be Rs. 6750/- pm.
- (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 Allowance on the revised pay structure goes up by 50 %. The allowance will be double for differently abled children.

2. Further, reimbursement will be done just once a year, after completion of the financial year. For reimbursement of CEA, a certificate from the head of institution, where the ward of government employees studies, will be sufficient for this 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 of expenditure mentioned, or the ceiling as mentioned above, whichever is lower, shall be paid to the employee.

3. These orders shall be effective from 1st July, 2017.

4. Insofar as persons serving in the Indian Audit and Accounts Departments 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

Ministry of Personnel, P.G. and Pensions

No. 17014/2/2014-Trg.(7th CPC)

Dated : 25-07-2017

OFFICE MEMORANDUM

Subject: Implementation of the recommendation of the 7th Central Pay Commission – abolishment of Sumptuary Allowance

Consequent upon the acceptance of the recommendations of Seventh Central Pay Commission by the Government conveyed vide Ministry of Finance, Department of Expenditure Resolution No. 11-1/2016-IC dated July 6, 2017, the President, in supersession of all existing orders issued on the subject from time to time, is pleased to decide Sumptuary Allowance in all the Training Establishments/ Academics/ Institutes stands abolished.

2. These orders shall be effective from 1st July, 2017.

3. In so far as the employees working in the Indian Audit and Accounts Departments are concerned, these orders issued with the concurrence of the Comptroller and auditor General.

Sd/-
(Biswajit Banerjee)
Under Secretary to the Govt. of India

Ministry of Finance (Department of Expenditure)

No. 19030/1/2017-E.IV

13th July, 2017

OFFICE MEMORANDUM

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

Consequent upon the decisions taken by the Government on the recommendations of the Seventh Central Pay Commission relating to Travelling Allowance entitlements 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 the Pay Matrix as defined in Rule 3(8) of Central Civil Services (Revised Pay) Rules, 2016 and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP) or any other type of pay like special pay, etc.

4. However, if the Travelling Allowance entitlements in terms of the revised 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 of 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.

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

6. 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.

7. These orders shall take effect from 01st July, 2017.

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

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

Sd/-
(Nirmala Dev)

Deputy Secretary to the Government of
India

ANNEXURE

Annexure to Ministry of Finance, Department of Expenditure O. M. No. 19030/1/2017-E. IV dated 10th July, 2017

In supersession of Department of Expenditure's O. M. No. 19030/3/2008-E.IV dated 23.09.2008, in respect of Travelling Allowance the following provisions will be applicable with effect from 01.07.2017:

2. Entitlements for Journeys on Tour or Training

A. (i) Travel Entitlements within the Country

Pay Level in Pay Matrix	Travel Entitlement
14 and above	Business/Club class by air or AC-I by train
12 and 13	Economy class by air or AC-I by train
6 to 11	Economy class by air or AC-II by train
5 and below	First Class/AC-III/AC Chair car by train

(ii) It has also been decided to allow the Government officials to travel by Premium Trains/Premium Tatkal Trains/Suvidha Trains, the reimbursement to Premium Tatkal Charges for booking of tickets and the reimbursement of Dynamic/Flexi-fare in Shatabdi/Rajdhani/Duronto Trains while on official tour/training. Reimbursement of Tatkal Seva Charges which has fixed fare, will remain continue to be allowed. Travel entitlement for the journey in Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Duronto Trains will be as under:-

Pay Level in Pay Matrix	Travel Entitlements in Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani/Duronto Trains
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12 and above	Executive/AC 1 st Class (In case of Premium/Premium Tatkal/Suvidha/Shatabdi/Rajdhani Trains as per available highest class)
6 to 11	AC 2 nd Class/Chair Car (In Shatabdi Trains)
5 and below	AC 3 rd Class/Chair Car

(iii) The revised Travel entitlements are subject to following:-

- 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.
- 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.
- 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.
- In case of non-availability of seats in entitled class, Govt. servants may travel in the class below their entitled class.

B. International Travel Entitlement:

Pay Level in Pay Matrix	Travel Entitlement
17 and above	First class
14 to 16	Business/Club class
13 and below	Economy class

C. Entitlement for journeys by Sea or by River Steamer

(i) For places other than A & N Group of Islands and Lakshadweep Group of Island:-

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Highest class
6 to 8	Lower class if there be two classes only on the steamer
4 and 5	If two classes only, the lower class. If three classes, the middle or second class. If there be four classes, the third class
3 and below	Lowest class

(ii) For travel between the mainland and the A & N Group of Islands and Lakshadweep Group of Island by ships operated by the Shipping Corporation of India Limited:-

Pay Level in Pay Matrix	Travel Entitlement
9 and above	Deluxe class
6 to 8	First/'A' Cabin class
4 and 5	Second/'B' Cabin class
3 and below	Bunk class

D. Mileage Allowance for Journeys by Road:

(i) At places where specific rates have been prescribed:-

Pay Level in Pay Matrix	Entitlements
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14 or above	Actual fare by any type of public bus including AC bus OR At prescribed rates of AC taxi when the journey is actually performed by AC taxi OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
6 to 13	Same as above with the exception that journeys by AC taxi will not be permissible.
4 and 5	Actual fare by any type of public bus other than AC bus OR At prescribed rates for auto rickshaw for journeys by auto rickshaw, own car, scooter, motor cycle, moped, etc.
3 and below	Actual fare by ordinary public bus only OR At prescribed rates for auto rickshaw for journeys by autorickshaw, own scooter, motor cycle, moped, etc.

(ii) At places where no specific rates have been prescribed either by the Directorate of Transport of the concerned State or of the neighboring States:

For journeys performed in own car/taxi	Rs. 24/- per km.
For journeys performed by auto rickshaw, own scooter, etc.	Rs. 12/- per km.

At places where no specific rates have been prescribed, the rate per km. will further rise by 25 percent whenever DA increases by 50 percent.

E (i). Daily Allowance on Tour

Pay Level in Pay Matrix	Entitlement
14 and above	Reimbursement for hotel accommodation/guest house of up to Rs. 7,500/- per day, Reimbursement of AC taxi charges as per actual expenditure commensurate with official engagements for travel within the city and Reimbursement of food bills not exceeding Rs. 1200/- per day.
12 and 13	Reimbursement for hotel accommodation/guest house of up to Rs. 4,500/- per day, Reimbursement of AC taxi charges of up to 50 km. per day for travel within the city, Reimbursement of food bills not exceeding Rs. 1000/- per day.
9 to 11	Reimbursement for hotel accommodation/guest house of up to Rs. 2,250/- per day, Reimbursement of non-AC taxi charges of up to Rs. 338/- per day for travel within the city, Reimbursement of food bills not exceeding Rs. 900/- per day.
6 to 8	Reimbursement for hotel accommodation/guest house of up to Rs. 750/- per day, Reimbursement of non-AC taxi charges of up to Rs. 225/- per day for travel within the city, Reimbursement of food bills not exceeding Rs. 800/- per day.
5 and below	Reimbursement for hotel accommodation/guest house of up to Rs. 450/- per day, Reimbursement of non-AC taxi charges of up to Rs. 113/- per day for travel within the city, Reimbursement of food bills not exceeding Rs. 500/- per day.

(ii) Reimbursement of Hotel charges:- For levels 8 and below, the amount of claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-

certified claim should clearly indicate the period of stay, name of dwelling, etc. Additionally, for stay in Class 'X' cities, the ceiling for all employees up to Level 8 would be Rs. 1,000/- per day, but it will only be in the form of reimbursement upon production of relevant vouchers. The ceiling for reimbursement of hotel charges will further rise by 25 percent whenever DA increases by 50 percent.

(iii) Reimbursement of Travelling charges:- Similar to Reimbursement of staying accommodation charges, for levels 8 and below, the claim (up to the ceiling) may be paid without production of vouchers against self-certified claim only. The self-certified claim should clearly indicate the period of travel, vehicle number, etc. The ceiling for levels 11 and below will further rise by 25 percent whenever DA increases by 50 percent. For journeys on foot, an allowance of Rs. 12/- per kilometer travelled on foot shall be payable additionally. This rate will further increase by 25% whenever DA increases by 50%.

(iv) Reimbursement of Food charges:- There will be no separate reimbursement of food bills. Instead, the lump sum amount payable will be as per Table E(i) above and, depending on the length of absence from headquarters, would be regulated as per Table (v) below. Since the concept of reimbursement has been done away with, no vouchers will be required. This methodology is in line with that followed by Indian Railways at present (with suitable enhancement of rates) i.e. Lump sum amount payable. The lump sum amount will increase by 25 percent whenever DA increase by 50 percent.

(v) Timing restrictions

Length of Absence	Amount Payable
If absence from headquarters is < 6 hours	30% of Lump sum amount
If absence from headquarters is between 6-12 hours	70% of Lump sum amount
If absence from headquarters is > 12 hours	100% of Lump sum amount

Absence from Head Quarter will be reckoned from midnight to midnight and will be calculated on a per day basis.

(vi) In case of stay/journey on Government ships, boats, etc. or journey to remote places on foot/mules, etc. for scientific/data collection purposes in organization like FSI, Survey of India, GSI, etc., daily allowance will be paid at rate equivalent to that provided for reimbursement of food bill. However, in this case, the amount will be sanctioned irrespective of the actual expenditure incurred on this account with the approval of the Head of Department/controlling officer.

Note: DA rates for foreign travel will be regulated as prescribed by Ministry of External Affairs.

3. T. A. on Transfer

TA on Transfer includes 4 components:- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance.

(i) Travel Entitlements:

(a) Travel entitlements as prescribed for tour in Para 2 above, except for International Travel, will be applicable in case of journeys on transfer. The general conditions of admissibility prescribed in S. R. 114 will, however, continue to be applicable.

(b) The provisions relating to small family norms as contained in para 4(A) of Annexure to M/o Finance O. M. F. No. 10/2/98-IC & F. No. 19030/2/97-EIV dt. 171, April 1998, shall continue to be applicable.

(ii) Composite Transfer and Packing Grant (CTG):

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of transfer involving a change of station located at a distance of or more than 20 kms. from each other. However, for transfer to and from the island territories of Andaman, Nicobar & Lakshadweep,

CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while determining entitlement for CTG.

(b) In cases of transfer to stations which are at a distance of less than 20 kms. from the old station and of transfer within the same city, one third of the composite transfer grant will be admissible, provided a change of residence is actually involved.

(c) In cases where the transfer of husband and wife takes place within six months, but after 60 days of the transfer of the spouse, fifty percent of the transfer grant on transfer shall be allowed to the spouse transferred later. No transfer grant shall be admissible to the spouse transferred later, in case both the transfers are ordered within 60 days. The existing provisions shall continue to be applicable in case of transfers after a period of six months or more. Other rules precluding transfer grant in case of transfer at own request or transfer other than in public interest, shall continue to apply unchanged in their case.

(iii) Transportation of Personal Effects

Level	By Train/Steamer	By Road
12 and above	6000 Kg. by goods train/4 wheeler wagon/1 double container	Rs. 50/- per km.
6 to 11	6000 Kg. by goods train/4 wheeler wagon/1 single container	Rs. 50/- per km.
5	3000 Kg.	Rs. 25/- per km.
4 and below	1500 Kg.	Rs. 15/- per km.

The rates will further rise by 25 percent whenever DA increases by 50 percent. The rates for transporting the entitled weight by Steamer will be equal to the prevailing rates prescribed by such transport in ships operated by Shipping Corporation of India. The claim for reimbursement shall be admissible subject to the production of actual receipts/vouchers by the Govt. servant. Production of receipts/vouchers is mandatory in r/o transfer cases of North Eastern Region, Andaman & Nicobar Islands and Lakshadweep also.

Transportation of personal effects by road is as per kilometer basis only. The classification of cities/towns for the purpose of transportation of personal effects is done away with.

(iv) Transportation of Conveyance

Level	Reimbursement
6 and above	1 motor car etc. or 1 motor cycle/scooter
5 and below	1 motorcycle/scooter/moped/bicycle

The general conditions of admissibility of TA on Transfer as prescribed in S. R. 116 will, however, continue to be applicable.

4. T. A. Entitlement of Retiring Employees

TA on Retirement includes 4 components:- (i) Travel entitlement for self and family (ii) Composite Transfer and packing grant (CTG) (iii) Reimbursement of charges on transportation of personal effects (iv) Reimbursement of charges on transportation of conveyance

(i) Travel Entitlements

Travel entitlements as prescribed for tour/transfer in Para 2 above, except for International Travel, will be applicable in case of journeys on retirement. The general conditions of admissibility prescribed in S. R. 147 will, however, continue to be applicable.

(ii) Composite Transfer Grant (CTG)

(a) The Composite Transfer Grant shall be paid at the rate of 80% of the last month's basic pay in case of those employees, who on retirement, settled down at places other than last station(s) of their duty located at a distance of or more than 20 km. However, in case of settlement to and from the Island territories of Andaman, Nicobar & Lakshadweep, CTG shall be paid at the rate of 100% of last month's basic pay. Further, NPA and MSP shall not be included as part of basic pay while

determining entitlement for CTG. The transfer incidentals and road mileage for journeys between the residence and the railway station/bus stand, etc., at the old and new station, are already subsumed in the composite transfer grant and will not be separately admissible.

(b) As in the case of serving employees, Government servants who, on retirement, settle at the last station of duty itself or within a distance of less than 20 kms. may be paid one third of the CTG subject to the condition that a change of residence is actually involved.

(iii) Transportation of Personal Effects:- Same as Para 3(iii) above.

(iv) Transportation of Conveyance:- Same as Para 3(iv) above.

The general conditions of admissibility of TA on Retirement as prescribed in S. R. 147 will, however, continue to be applicable.

Ministry of Finance
(Department of Expenditure)

No. 19030/1/2017-E.IV

18th August, 2017

OFFICE MEMORANDUM

**Subject: Travelling Allowance 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 recommendations of 7th CPC on Travelling Allowance (TA), various references are being received in this Department seeking clarifications regarding admissibility of Composite Transfer Grants (CTG) and TA/Daily Allowance (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 prior 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 assumed 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 an employee has retired prior to 01.07.2017, the employee will be eligible for CTG as 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

Ministry of Finance
(Department of Expenditure)

No. 19030/1/2017-E.IV

04th September, 2017

OFFICE MEMORANDUM

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

Consequent upon the issuance of this Department's O.M of even number dated 13.07.2017 regarding implementation of recommendations of 7th CPC on Travelling Allowance (TA), various references are being received in this Department seeking clarifications regarding TA/Daily Allowance (DA) entitlements of Officers in Level 13A. Level 13A (pre-revised Grade Pay of Rs. 8900/-) 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. 8900/-) shall be equivalent to TA/DA entitlements of Officers in Pay Level 13 (pre-revised Grade Pay of Rs. 8700/-) 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

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

No. 31011/8/2017-Estt.A-IV

19th September, 2017

OFFICE MEMORANDUM

**Subject: Travel entitlements of Government employees for the
For the purpose of LTC post of Seventh Central Pay
Commission-clarification reg.**

The undersigned is directed to refer to this Department's O.M. No. 31011/4/2008-Estt.A-IV dated 23-09-2008, which inter-alia provides that travel entitlements for the purpose of official tour/transfer or LTC, will be the same but no daily allowance shall be admissible for travel on LTC. Further, the facility shall be admissible only in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

2. Consequent upon the decisions taken by Government on the recommendations of Seventh CPC relating to Travelling Allowance entitlements of Central Governments employees, TA Rules have undergone changes vide Ministry of Finance's O.M. No. 19030/1/2017.

3. In this regard, it is clarified that the travel entitlements of Government servants for the purpose of LTC shall be the same as TA entitlements as notified vide Ministry of Finance's O.M. dated 13.07.2017 **except the air travel entitlements for Level 6 to Level 8 of the Pay Matrix**, which is allowed in respect of TA only and not for LTC.

4. Further the following conditions may also be noted :

- i. No daily allowance shall be admissible for travel on LTC.
- ii. Any incidental expenses and the expenditure incurred on local journeys shall be admissible.
- iii. Reimbursement for the purpose of LTC shall be admissible in respect of journeys performed in vehicles operated by the Government or any Corporation in the public sector run by the Central or State Government or a local body.

iv. In case of journey between the places not connected by any public/Government means of transport, the Government servant shall be allowed reimbursement as per his entitlement for journey on transfer for a maximum limit of 100 Kms covered by the private/personal transport based on a self-certification from the Government servant. Beyond this, the expenditure shall be borne by the Government servant.

v. Travel by Premium trains/Premium Tatkal trains/Suvidha trains is now allowed on LTC. Further, reimbursement of tatkal charges or premium tatkal charges shall also be admissible for the purpose of LTC.

vi. Flexi fare (dynamic fare) applicable in Rajdhani/Shatabdi/ Duronto trains shall be admissible for the journey(s) performed by these on LTC. This dynamic fare component shall not be admissible in cases where a non-entitled Government servant travels by air and claims reimbursement for the entitled class of Rajdhani/Shatabdi/Duronto trains.

5. This O.M. will take effect from July 1, 2017.

Sd/-
(Surya Narayan Jha)

Deputy Secretary to the Government of India

Department of Finance (Revenue & Control)Ph: 0832-2419779 Email usrc-sect.goa@nic.in

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

Dated 25-07-2017

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

ORDER

In pursuance to the Order read above, the following 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 7th July, 2017 regarding grant of Transport Allowance.
2. O.M. No. 2/5/2017-E.II (B) dated 7th July, 2017 regarding grant of House Allowance (HRA).
3. O.M. No. 12/2/2016-E.III dated 7th July, 2017 regarding Revision of rates of Non-Practicing Allowance (NPA) in respect of medical posts.
4. O.M. No. 12/2/2016-E.III dated 7th July, 2017 regarding Revision of rates of Non-Practicing Allowance (NPA) in respect of veterinary posts.
5. O.M. No. 12(4)/2016-E.III (A) dated 7th July, 2017 regarding discontinuance of Family Planning Allowance for adoption of small norms.

All the OMs, referred to above is available on the website of the Directorate of Accounts, www.accounts.gov.in.

Sd/-

(Sushama D. Kamat)

Under Secretary Finance (R&C)

Ministry of Finance Department of Expenditure

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

Dated the 7th July 2017.**OFFICE MEMORANDUM**

Subject: Implementation of the recommendations of the 7th Central Pay Commission relating to grant of Transport Allowance to Central Government employees.

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

Employees drawing pay in pay Level	Rates of Transport Allowance 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 Transport Allowance shall be subject to the following conditions:

- (i) The allowance shall not be admissible to those employees who have been provided with the facility of Government transport.
- (ii) In respect of those employees who opt to continue in their pre-revised Pay-structure/Pay Scales, 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 allowance under these orders.

- (iii) Physically disabled employees as Mentioned in DoE O.M. No. 19029/1/78-E.IV(B) dated 31-08-1978 and subsequent orders in respect of the categories viz. visually impaired, orthopaedically handicapped, deaf and /dumb/hearing impaired, spinal deformity, shall continue to be paid Transport Allowance at double the normal/rates, subject to fulfilment of the stipulated conditions, which shall, in no case, be that Rs.2,250/- p.m. plus applicable rates of Dearness Allowance.
- (iv) Officers drawing pay in Levels 14 and above in the pay Matrix, who are entitled to the use of Official car in terms of Department of 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 facility or to draw Transport Allowance at the rates of Rs.15,750/- p.m. plus Dearness Allowance thereon. Before, allowing Transport Allowance @ Rs. 15,750/- plus D.A 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 term 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 an employee is absent from the Headquarters /Place of Posting for full calendar month(s) due to tour, he/she will not be entitled to Transport Allowance during that/those calendar month/months. However, if the absence does not cover any calendar month(s) in full, Transport Allowance will be admissible for full month.
- (d) During training treated as duty: The allowance may be granted during such training, if no Transport Facility/Travelling Allowance/Daily Allowance is provide for attending the training institute. During official tour in the training course, the allowance will not be admissible when the period of the tour covers the whole calendar month. Also during training abroad, no Transport Allowance will be admissible when the period such training covers the whole 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 gives compensate for the expenditure incurred for commuting for both to and fro between place of duty and residence. 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 Allowance during that calendar month.
- (f) To vacation staff: Vacation staff is entitled to Transport Allowance provide no free transport facility is given to such staff. However, the allowance shall not be admissible when such vacation spell, including all kinds of leave, cover the whole calander month(s).
- (g) During suspension: As a Government employee under suspension is not required to attend office he/she is not entailed Transport Allowance during suspension where suspension cover 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 allowance payable for that month shall be reduced proportionality.

4. These orders shall be effective from 1st July 2017.

5. These orders will apply to all civilian employee of the Central Government. The orders will also apply to the civilian employees paid from the Defence Service Estimates. In respect of the Armed

Forces Personnel and Railway employees, separate orders will be issued by the Ministry of Railway, respectively.

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

Hindi version is attached.

Sd/-

(Annie) George mathew)

Joint Secretary to the Government of India

**Ministry of Finance
Department of Expenditure**

No.. 2/5/2017-E.II(B)

dated the 7th July 2017.

OFFICE MEMORANDUM

Subject: Implementation of the recommendations of the Seventh Central Pay Commission relating to grant of House Rent Allowance (HRA) to Central Government employees.

Consequent upon the decision taken by the Government on the recommendations of the Seventh Central Pay Commission, the President is pleased to decide that, in Ministry's O.M. No 2 (37)-E.II (B)/64 dated 27-11-1965 as amended from the time to time, O.M. No.2 (13)/2008-E.II (B) dated 29-08-2008 and O.M. No. 2/5/2014-E.II(B) dated 21-07-2015, the admissibility of House Rent Allowance (HRA) shall be as under:

Classification of Cities/Towns	Rate of House Rent Allowance per month as a percentage of Basic Pay only
X	24%
Y	16%
Z	8%

2. The rates of HRA will not be less than Rs. 5,400/-, 3,600/- & 1,800/- at X,Y&Z class respectively.

3. The rates of HRA will be revised to 27% 18% & 9% for X,Y & Z class cities respectively when Dearness Allowance (DA) crosses 25% and further revised to 30%, 20% & 10% when DA crosses 50%.

4. The term "basic pay" in the revised pay structure means the pay drawn in the prescribed pay levels in the pay Matrix and does not include Non-Practising Allowance (NPA), Military Service Pay (MSP), etc or any other type of pay like special pay, etc.

5. The list of cities classified as 'X', 'Y' and 'Z' vide DoE's O.M. No. 2/5/2014-E.II (B) dated 21-07-2015, for the purpose of grant House Rent Allowance is enclosed as Annexure to these orders.

6. Special orders on continuance of HRA at Delhi ("X" class city) rates to Central Government employees posted at Faridabad, Ghazibad, NOIDA and Gurgaon, at Jalandhar "Y" class city rates to Jalandhar Cantt., at "Y" class city rates to Shillong, Goa & Port Blair and HRA at par with Chandigarh ("Y" class city) to Panchkula, S.A.S. Nagar (Mohali) which have been allowed to continue vide Para'4' of this Ministry's O.M. No.2/5/2014-E.II(B) dated 21-07-2015 and O.M. No. 2/2/2016-E.II(B) dated 03-02-2017, shall continue till further orders.

7. All other conditions governing grant of HAR under existing orders, shall continue to apply.

8. These orders shall be effective from 1st July, 2017.

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

10. In so far as the person serving in the India Audit and Account Department are concerned, these orders issue in consolation with the Comptroller & Auditor General of India.

Hindi version is attached.

Sd/-

(Annie George Mathew)

Joint Secretary to the Government of India

ANNEXURE

O.M. No. 2/5/2017-E.II (B)

dated 07-07-2017

LIST OF CITIES/TOWN CLASSIFIED FOR GRANT OF HOUSE RENT ALLOWANCE TO CENTRAL GOVERNMENT EMPLOYEES

Sr. No.	States/Union Territories	Cities Classified as "X"	Cities Classified As "Y"
1	ANDAMAN & NICOBAR ISLAND	—	—
2	ANDHAR PRADESH/TELANGANA	Hyderabad (UA)	Vijayawada (UA), Warangal (UA), Greater Visakhapatnam (M.Corp.), Guntur (UA), Nellore (UA)
3	ARUNACHAL PRADESH	—	—
4	ASSAM	—	Guwahati (UA)
5	BIHAR	—	Patna (UA)
6	CHANDIGARH	—	Candigarh (UA)
7	CHHATTISGARH	—	Durg-Bhilai Nagar (UA), Raipur (UA)
8	DADRA & NAGAR HAVELI	—	—
9	DAMAN & DIU	—	—
10	DELHI	Delhi (UA)	—
11	GOA	—	—
12	GUJARAT	Ahmadabad (UA)	Rajkot (UA), Jamnagar (UA), Bhavnagar (UA), Vadodara (UA), Surat (UA)
13	HARYANA	—	Faridabad * (M.Corp.), Gurgaon *(UA)
14	HIMACHAL PRADESH	—	—
15	JAMMU & KASHMIR	—	Srinagar (UA), Jammu (UA)
16	JHARKHAND	—	Jamshedpur (UA), Dhanbad (UA), Ranchi (UA), Bokaro Steel City (UA)
17	KARKATAKA	Bengalore/Bengaluru UA)	Belgaum (UA), Hubli-Dharwad (M.Corp.), Mangalore (UA), Mysore (UA), Gulbarga (UA)
18	KERALA	—	Kozhikode (UA), Kochi (UA), Thiruvananthapuram (UA), Thrissur (UA), Malappuram (UA), Kannur (UA), Kollam (UA)
19	LAKSHADWEEP	—	—
20	MADHYA PRADEHS	—	Gwalior (UA), Indore (UA), Bhopal (UA), Jabalpur (UA), Ujjain (M.Corp.)
21	MAHARASHTRA	Greater Mumbai (UA), Pune (UA),	Amravati (M.Corp.), Nagpur (UA), Aurangabad (UA), Nashik (UA), Bhiwandi (UA), Solapur (M. Corp.) Kolhapur (UA), Vasai-Virar City (M. Corp.) Malegaon (UA), Nanded-Waghala (M. Corp.) Sangli
22	MANIPUR	—	—

23	MEGHALAYA	—	—
24	MIZORAM	—	—
25	NAGALAND	—	—
26	ODISHA	—	Cuttack (UA), bhubaneswar (UA), Raurkela (UA)
27	PUDUCHERRY (PONDICHERRY)	—	Puducherry/Pondicherry (UA)
28	PUNJAB	—	Amritsar (UA), Jalandhar (UA), Ludhiana (M. Corpn.)
29	RAJASTHAN	—	Bikaner (M. Corpn.), Jaipur (M. Corpn.), Jodhpur (UA), Kota (M. Corpn.), Ajmer (UA)
30	SIKKIM	—	—
31	TAMIL NADU	Chennai (UA)	Salem (UA), Tiruppur (UA), Coimbatore (UA), Tiruchirappalli (UA), Madurai (UA), Erode (UA)
32	TRIPURA	—	—
33	UTTAR PRADESH	—	Moradabad (M. Corpn.), Meerut (UA), Ghaziabad (UA), Aligarh (UA), Agra (UA), Bareilly (UA), Lucknow (UA), Kanpur (UA), Allahabad (UA), Gorakhpur (UA), Varanasi (UA), Saharanpur (M. Corpn.), Noida* (CT), Firozabad (NPP), Jhansi (UA)
34	UTTARAKHAND	—	Dehradun (UA)
35	WEST BENGAL	Kolkata (UA)	Asansol (UA), Siliguri (UA), Durgapur (UA)

* Only for the purpose of extending HRA on the basis of dependency.

Note: The remaining cities/towns in various States/UTs which are not covered by classification as “X” or “Y” are classified as “Z” for the purpose of HRA.

Ministry of Finance Department of Expenditure

F. No. 12-2/2016-EIII-A

Dated 7th July 2017.

OFFICE MEMORANDUM

Subject: Revision of rates of Non-Practicing Allowance (NPA) in respect of medical posts other than the posts included in the Central Health Services-recommendations of the 7th Central Pay Commission.

1. The undersigned is directed to refer to this Ministry's O.M. No. 7 (19)/2008-E-III A dated 30-8-2008 regarding the existing rates of Non-Practising Allowance (NPA) admissible to medical posts other than the posts included in the Central Health Services and to say that as provided for in para 7 of this Ministry's Resolution No. 1-2/2016-IC dated 25th July, 2016, the question of revision of rates of allowance (except Dearness Allowance) based on the recommendations of the 7th Central Pay Commission was referred to a Committee under the Chairmanship of Finance Secretary and until a final decision thereon, all allowances were required to be paid at the existing rates in the existing pay structure (the pay structure based on 6th Commission) as in the pay has not been revised w. e. f. 1st January, 2016. Accordingly, NPA was also required to paid at the existing rates specified in the aforesaid O.M. dated 30-08-2008.

2. The decisions of the Government on the revised rates of various allowance based on the recommendations of the 7th Central Pay Commission and in the light of the recommendation of the Committee under the Chairmanship of the Finance Secretary have since been notified as per the Resolution No. 11-1/2016-IC dated 6th July, 2017.

3. Accordingly, the President is pleased to decide that in modification of the existing rates of NPA as contained in the aforesaid O.M. dated 30-8-2008, the NPA shall now be paid at the rate of 20% of the basic pay in the revised pay structure in vogue based on the recommendations of the 7th Central Pay Commissions, as contained in the CCS (RP) Rules, 2016, subject to the condition that the sum of basic pay and NPA does not exceed Rs.2,37,500 (Rupees two lakh thirty seven thousand and five hundred only). The following conditions shall regulate the grant of NPA under these orders.

- (i) The term “basic pay” in the revised pay structure shall mean “basic pay” as defined in Rule 3 (x) of CCS(RP) Rules, 2016, i.e. “basic pay” in revised pay structure means the pay drawn in the prescribed level in the Pay Matrix.
- (ii) The NPA shall continue to be treated as pay for the purpose of computation of Dearness Allowance and other allowances, except those allowances in respect of which the applicable orders provide otherwise, including calculation of retirement benefits. Dearness Allowance under these orders shall mean dearness allowance as sanctioned by the Central Government from time to time in the 7th Pay Commission-related pay structure.
- (iii) NPA shall continue to be restricted to those medical posts for which medical qualifications recognised under the India Medical Council Act, 1956 or under the Dentist Act, 1948 have been prescribed as an essential qualification. The following conditions shall also be fulfilled as hitherto:
 - (a) The post is a clinical one.
 - (b) The posts is a whole time post.
 - (c) There is ample scope for private practice, and
 - (d) It is necessary to prohibit private practice in public interest.

4. The revised rate of NPA in terms of these orders shall take effect from 7th July, 2017.

5. In respect of medical posts under the Ministry of Railways, Defence and Department of Atomic Energy, separate orders will be issued by the concerned administration authorities in these Ministries.

6. Hindi version of these orders is attached

Sd/-
(Amarnath Singh)
Director

**Ministry of Finance
Department of Expenditure**

F. No. 12(4)2016-EIII-A

Dated 7th July 2017.

OFFICE MEMORANDUM

Subject: Discontinuance of Family Planning Allowance for adoption of small family norms recommendations of the 7th Central Pay Commission.

1. The undersigned is directed to refer to this Ministry's O.M. No. 7 (20)/2008-E-III A dated 24-9-2008 regarding the existing rates of Family Planning Allowance (FPA) admissible to Central Government employees and to say that as provided for in para 7 of this Ministry's Resolution No. 1-2/2016-IC dated 25th July, 2016, the matter regarding allowances (except Dearness Allowance) based on the recommendations of the 7th Central Pay Commission was referred to a Committee under the Chairmanship of Finance Secretary and until a final decision thereon, all allowances were required to be paid at the existing rates in the existing pay structure (the pay structure based on 6th Commission) as if the pay has not been revised w. e. f. 1st January, 2016, Accordingly, NPA was also required to be paid at the existing rates specified in the aforesaid O.M. dated 24-9-2008.

2. The decisions of the Government on various Allowances based on the recommendations of the 7th Central Pay Commission and in the light of the recommendations of the Committee under the Chairmanship of the Finance Secretary, have since notified as per the Resolution No. 11-1/2016-IC dated 6th July, 2017.

3. As mentioned at Sr. No. 60 of the Appendix-II of the said Resolution dated 6th July, 2017, the recommendation of the 7th Central Pay Commission to abolish Family Planning Allowance has been

accepted and this decision is effective from 1st July, 2017. According, FPA Family Planning Allowance, as admissible hitherto, shall cease to exist in all cases.

4. These orders shall take effect from 1st July, 2017 and hence Family Planning Allowance shall stand discontinued w. e. f. 1st July, 2017.

5. In their application to the employees serving in the Indian Audit & Accounts Department, these orders are issued in consultation with the Office of C & AG.

6. Hindi version of these orders is attached.

Sd/-

(Annie George Mathew)

Joint Secretary to the Government of India

Office of the Chief Minister

(Government of Goa)

No. 1-6-2017/CM/

Date 14th March, 2017.

Sub: Entitlements and procedure for appointment for personal staff to the Ministers.

Each Member of the Council of Ministers in the Government of Goa is entitled to appointed certain personal staff and officers, to assist them in their day to day functioning, as also the functioning of his Office at the Secretariat. These entitlements cover appointments of Group 'A'/Group 'B' Officers and other officials including support staff, a list of which is appended as Annexure A to this note.

The Officers and other personal staff being appointed to assist the Minister, is required to have the highest level of personal integrity with utmost devotion and dedication to their work. This a pre-requisite as they would be involved in the decision making process being a staff appointed to assist the Minister in discharging his constitutional duties.

While making appointments of such staff it is imperative that, certain standards are observed for which a general criteria is hereby prescribed which is appended hereto as Annexure B.

You are required to adhere to the aforesaid standards while recommending the names for appointments of these posts and submit the list to my Office.

All appointments need to be sent to GAD for issue of orders.

Sd/-

(Manohar Parrikar)

Chief Minister

To, All cabinet Minister

CONFIDENTIAL

ANNEXURE-A

Cabinet Ministers/Leader of Opposition

Sr. No.	Designation of the Post	No of posts	Pay scale
1	Officer on Spl. Duty (to be filled by Personnel Dept.)	01	PB – 3: Rs. 15,600 – 39,100 + GP:6600/-
2	Under Secretary (To be filled by Personnel Dept.)	1	PB – 3 Rs. 15,600 – 39,100 + 5,400
3	Private Secretary	2	PB – 2 Rs. 9,300 – 34,800 + 4,600
4	Personal Assistant	1	PB – 1 Rs. 5,200 – 20,200 + 2,800
5	Junior Assistant	3	PB – 1 Rs. 5,200 – 20,200 + 1,900
6	Computer Operate–Cum–Telephone	2	PB – 1 Rs. 5,200 – 20,200 + 1,900
7	Driver	2	PB – 1 Rs. 5,200 – 20,200 + 1,900
8	Peon	4	S-1 Rs. 4,440-7,440 + 1,300
	Total	16	For each cabinet minister

ANNEXURE-B

Following persons will not be eligible for appointment as personal staff of the Minister:

- 1) A person convicted for any crime having punishment of imprisonment.
- 2) A person against whom a Charger Sheet is filed for any crime like murder, rape, molestation, crime involving moral turpitude, dowry, bigamy or any other offences where the punishment is more than three years imprisonment
- 3) A person whom a FIR is registered in serious cases involving cases of murder, crime against women, cases involving moral turpitude etc.
- 4) A Government servant (including retired) or an employee of Grant in Aid institution against whom major penalty has been imposed or against whom major penalty proceedings have been initiated.
- 5) A Government servant against whom prosecution for criminal charge is pending.
- 6) Family members which includes parents, brother/sister/daughter/son and their spouses.

Appointment orders issued to the personal staff will be temporary in nature and will be confirmed subject to the verification based on the above criteria.

Directorate of Accounts

No. DA/Control/3-2/2016-2017/TR-463/434

Date 10-03-2017 Saka 19th Phalgun, 1938

Sub: Withdrawal of 6th Pay Arrears of Staff under New Pension scheme

Read: Circular No. DA/ Control//3-2/2014-2015/355, dated 20-11-2014.

CIRCULAR

The 6th arrears of the employees of Government and Grants-in Aid Institutions, covered under New Defined Pension Contribution Scheme (NPS), and as per the instructions contained in the Government Orders No. 8/7/2008-Fin (R&C) dated 10-10-2008, No. 8/7/2008-Fin (R&C)/Part dated 16-02-2009 and No. 8/7/2008-Fin (R&C)/Part dated 31-03-2009, these arrears are to be paid to the employees concerned, after the expiry of the lock-in-period.

In order to facilitate the process the Head of Offices/Head of Departments/Head of the GIA Institutions were requested to submit their applications to Directorate of Accounts in the prescribed format enclosed herewith. The format in which the bill has to be preferred after issue of the "Authority" by Directorate of Accounts was also specified. Alternatively, the application form and bill form was uploaded on our website www.accounts.goa.gov.in However, inspite of clear instructions, it is observed that many employees have still not claimed the arrears.

Now, in the view of the above, all the Head of Offices/Head of Departments/Head of the GIA Institutions are once again requested to expedite the cases under their administrative control, by April 2017, failure to which, the amount not claimed shall be credited to the Suspense Account.

Sd/-

(G.P. Kanekar)

Director of Accounts.

Finance (Expenditure) Department

No. 3/2/92-Fin (Exp)

Dated 04-04-2017

OFFICE MEMORANDUM

A copy of the under mentioned Office memoranda dated 07-03-2017 received from the Government of India, Ministry of Personnel, PG & pensions Department of Pension & Pensioner's Welfare, New Delhi is transcribed below and has been adopted by the State Government.

Sd/-
(Sushama D. kamat)
Under Secretary (Fin-Exp)

Ministry of Personnel, PG & Pensions
Department of Pension & Pensioners' Welfare Desk-F

No.3/2/2017-P&PW (F) (i)

Dated 7th March, 2017

OFFICE MEMORANDUM

Subject: Amendment to the provisions of General Provident Fund (Central Service) Rules 1960-liberalization of provisions for drawal of advance from the Fund by the subscribers-regarding.

1. The General Provident Fund (Central Service) Rules came into force in 1960. Rule 12 of the said rules provide for drawal of advance by the subscribers, to be sanctioned by the competent authority for reasons indicated in the Rules. Some amendments have been made from time to time to address the concerns raised by the subscribers. However, the provisions, largely remain restrictive. There is a felt need to liberalize provisions, raise limits and simplify the procedure.

2. The provisions in the rules have now been reviewed and it has been decided to permit the subscriber to prefer an advance from General Provident Fund (Central Service) Rules 1960 for the following purposes:

- (i) Illness of self, family members or dependents,
- (ii) Education of family members or dependent of the subscriber.
Education will include primary, secondary and higher education covering all streams and educational institutions
- (iii) Obligatory Expenses viz betrothal, marriage, funerals, or other ceremonies,
- (iv) Cost of Legal proceedings,
- (v) Cost of defence,
- (vi) Purchase of consumer durables,
- (vii) Pilgrimage and visiting place of eminence. This will include any travel and tourism related activities.

3. It has been decided to enhance the limit of advance upto 12 months of pay on three-fourth of the amount at credit, whichever is less. Amount of advance will be recoverable in a maximum of 60 instalments. The advance may be sanctioned by the declared Head of office.

4. The declared Head of Department is competent to sanction an advance from the fund for reasons not covered above.

5. Maximum time limit of fifteen days is being prescribed for sanction and payment of an advance from the Fund. In case of emergencies like illness etc, the time limit may be restricted to seven days.

6. In all the above cases of advance, no documentary proof is required to be furnished by the subscriber. A simple declaration by the subscriber explaining the reasons for advance would be sufficient.

7. Necessary amendment to the GPF (Central Service) Rules 1960, giving effect to the above provisions will be issued in due course.

8. In so far as persons serving in India Audit and Accounts Departments are concerned, those orders issue in consultation with the Comptroller and Auditor General of India.

9. This issues with approval of Department of Expenditure vide their ID No. 4(1)/EV/2017 dated 28-02-2017.

10. Hindi version of this O.M. will follow.

Sd/-

(Sujasha Choudhury)
Director

Ministry of Personnel, PG & Pensions

Department of Pension & Pensioners' Welfare Desk-F

No.3/2/2017-P&PW (F) (ii)

Dated 7th March, 2017

OFFICE MEMORANDUM

Subject: Amendment to the provisions of General Provident Fund (Central Service) Rules 1960-liberalization of provision for withdrawals from the Fund by the subscribers-regarding.

1. The General Provident Funds (Central Service) Rules came into force in 1960, and Rule 15 of the said rules provide for withdrawal by the subscribers. Some amendments have been made from time to time to address the concerns raised by the subscribers. However, the provisions largely remain restrictive. There is a felt need to liberalize provisions, raise limits and simplify the procedure.

2. The provisions in the rules have been reviewed and it has now been decided to permit withdrawals from the fund by the subscriber for the following purposes:

- (i) Education— This will include primary, secondary and higher education, covering all streams and educational institutions,
- (ii) Obligatory Expenses viz betrothal, marriage, funerals, or other ceremonies of self or family members and dependants,
- (iii) Illness of self, family members or dependents,
- (iv) Purchase of consumer durables.

3. It has been decided to permit withdrawal of upto twelve months pay or three-fourth of the amount standing at credit, whichever is less. For illness, the withdrawal may be allowed upto 90% of the amount standing at credit of the subscriber. A subscriber may seek withdrawal after completion of ten years of service.

- (v) Housing including building or acquiring a suitable-house or a ready-built flat for his residence.
- (vi) Repayment of outstanding housing loan,
- (vii) Purchase of house site for building a house,
- (viii) Constructing house on a site acquired,
- (ix) Reconstructing or making additions on a house already acquired,
- (x) Renovating, additions or alterations of ancestral house.

4. A subscriber may be allowed to withdraw upto ninety percent of the amount standing at credit for the above purposes. It is also decided do away with the present instructions which lay down that subsequent to the sale of house for which GPF withdrawal has been availed, the amount withdrawn has to be deposited back. GPF withdrawal for housing purpose will no longer be linked with the limits prescribed under HBA rules. A subscriber may be permitted to avail the facility at any time during his service.

- (xi) Purchase of motor car/motorcycle/scooter etc. or repayment of loan already taken for the purpose,
- (xii) Extensive repair/overhauling of motor car,
- (xiii) Making deposit to book a motor car/motorcycle/scooter, moped etc.

5. A subscriber may be permitted to withdraw three-fourth of the amount standing at credit or cost of the vehicle, whichever is less for the above purposes. Withdrawal for the above purpose will be permitted after completion of 10 years of service.

6. Presently, Withdrawal of upto 90% of balance without assigning reason is allowed for Government servants who are due to for retirement on superannuation within a year. It is proposed

that this may be allowed for upto two years before superannuation.

7. In all cases of withdrawal from the fund by the subscriber, the declared Head of Department is competent to sanction withdrawal. No documentary proof will be required to be furnished by the subscriber. A simple declaration form by the subscriber explaining the reasons for withdrawal would be sufficient.

8. As per the GPF(CS) Rule 1960, no time limit has been prescribed for sanction and payment of withdrawal amount. Therefore, it has been decided to prescribe a maximum time limit of fifteen days for sanction and payment of withdrawal from the Fund. In case of emergencies like illness etc. the time limit may be restricted to seven days.

9. Necessary amendment to the GPF (Central Service) Rules 1960, giving effect to the above provisions will be issued in due course.

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

11. This issue with approval of Department of Expenditure, vide their ID No. 4(1)/EV/2017 dated 28-02-2017.

12. Hindi version of this O.M. will follow.

Sd/-
(Sujasha Choudhury)
Director

Department of Finance (Revenue & Control)

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

Dated 30th November, 2016

ORDER

1. Government of India has issued several Notifications/Office Memoranda/Orders regarding implementation of the recommendation of the Seventh Central Pay Commission on pay and other allowances like Dearness Allowance, House Rent Allowance, Transport Allowance etc. to the employees of the Central Government; and the same was under the consideration of the Government of Goa, for implementing them to the employees of the State Administration and GIA Educational Institutions.

2. Various Notifications/OMs/Orders/Resolution issued by the Government of India (GOI) in this respect are listed below:

- i) GOI, Ministry of Finance, Resolution No. 1-2/2016-IC dated 25-07-2016 published in The Gazette of India (Extraordinary), part I-Sec I.
- (ii) GOI, Ministry of Finance, Dept. of Expenditure, Notification G.S.R. 721 (E) No. 1-2/2016-IC dated 25-07-2016 published in The Gazette of India (Extraordinary), part-II-Sec 3(i)
- (iii) GOI, Ministry of Finance, Dept. of Expenditure, O.M. No. 1-6/2016-IC dated 07-09-2016 regarding bunching of stages in the revised pay structure under C.C.S. (Revised Pay) Rules, 2016.
- (iv) GOI, Ministry of Finance, Dept. of Expenditure, O.M. No. 1-6/2016-IC dated 07-09-2016 regarding employees stagnating at the maximum of pay band and grade pay or scale in the pre-revised structure under C.C.S. (Revised Pay) Rules, 2016.
- (v) GOI, Ministry of Finance, Dept. of Expenditure, O.M. No. 1-6/2016-IC(Pt.) dated 29-09-2016 regarding fixation of pay and grant of increment in the revised pay structure – clarifications.
- (vi) GOI, Ministry of Finance, Dept. of Expenditure, O.M. No. 12(1)/E.II(A)//2016-IC dated 07-09-2016 regarding grant of advances and amendment to rules on advances to Government servants (02 Om's).

- (vii) GOI, Ministry of Finance, Dept. of Expenditure, O.M. No. 1/2/2016-E-II(B) dated 04-11-2016 regarding grant of 2% Dearness Allowance w. e. f. 01-07-2016.

3. Now, after careful consideration of the matter, the Government of Goa is pleased to adopt the above detailed Resolution/O.M.'s/Notifications/Orders and make it applicable to the employees of the Government of Goa/GIA Educational Institutions of the Government of Goa on the following terms and conditions:

- (i) The revised pay matrix will be implemented in respect of all the Government employees and employees of aided educational institutions with effect from 01-01-2016. Actual payment through monthly salary shall commence from the month of January, 2017. Only Part 'A' of the Schedule appended to the CCS (Revised pay) Rules, 2016 as adopted by the Government of Goa, shall be implemented.
- (ii) Fixations shall be done as per the Pay matrix table provided in the CCS (Revised Pay) Rules, 2016 by the Departments by taking an undertaking from the employees for subsequent recovery/adjustment of differential amount, if any, due to possible error in fixation. The employee shall exercise an option as provide under these Rules. For the purpose of exercising an option and giving a undertaking, the form appended to these Rules, only shall be used.
- (iii) The revised pay structure effective from 01-01-2016 include the Dearness Allowance of 125% sanctioned from 01-01-2016 in the pre-revised pay structure. Thus, Dearness Allowance in the revised pay structure shall be zero from 01-01-2016. The Dearness Allowance shall stand revised at 2% from 07-01-2016.
- (iv) These Orders shall not cover the judicial and non-judicial officers/employees functioning in the Court whose pay is separately governed by orders issued by the Ministry of Law and Justice (GOI) and under specific recommendation of certain judicial pay commissions.

So also, these orders, shall not be applicable to the employees of Corporations/Autonomous Bodies/Societies/Agencies and PSU in whose cases separate instructions shall be issued in due course of time after detailed examination by Committee to be constituted for the purpose.

Further, these orders shall not apply for the employees working for panchayati Raj Institution and Urban Local Bodies, whether belonging to common cadre or otherwise, in whose cases separate instructions shall be issued in due course of time, after detailed examination by a Committee to be constituted for the purpose.

- (v) In case the teaching faculty covered by the benefit under the UGC and AICTE guidelines, as adopted by the Government of Goa; the pay shall be fixed in the revised pay matrix in the following manner.

Academic Grade Pay	Level
6000	10
7000	11
8000	12
9000	13
10000	14

In the event of separate recommendation being issued by the UGC & AICTE, as regards the pay and other benefits of such teaching faculty, the same shall be reviewed separately by the Government at the relevant point of time.

- (vi) The decision on the revised rates and the date of effect of all Allowances (other than Dearness Allowance), based on the recommendations of the Seventh Central Pay Commission shall be notified subsequently and separately. Until then, all such Allowances shall continue to the reckoned and paid at the existing rates under the terms and conditions prevailing in the pre-revised pay structure as half the existing pay structure has not been revised under C.C.S. (Revised Pay) Rules, 2016.

- (vii) The contributions under the Goa State Government Employees Group Insurance Scheme-1996 (GSGEIS-1996) shall continue to be applicable under the existing rates until further orders.
- (viii) The existing system on interest free advances for medical treatment, Travelling Allowances for family of deceased, Travelling Allowance on tour or transfer and Leave Travel Concession shall continue as hitherto.

The interest free advances as indicated in the Annexure to O.M. No. 12(1)/E.II(A)/2016 dated 07-10-2016 (reg. amendment of Rules of Compendium of Rules on Advances to Government Servants), shall stand discontinued with immediate effect.

Similarly, interest bearing advances relating to Motor Car Advances and Motorcycle/Scooter/Moped Advances shall stand discontinued with immediate effect.

- (ix) Pay fixations shall be done in the modified Annexure enclosed to this Order. As regards, the pay fixation in respect of Non-Gazetted employees, the same shall be supported with a photocopy of relevant page of the service book wherein the increment/pay as on 01-01-2016 is derived for the purpose of switch over. It should indicate the name of the employee and be duly attested by the Head of Office. The statement/annexure of fixation of pay in the revised pay structure as per C.C.S. (Revised Pay) Rules, 2016 shall be prepared and submitted in duplicate to the Directorate of Accounts, Panaji or South Branch, Margao as the case may be.

In case of employees of Aided Educational Institutions, their pay fixation shall be prepared and submitted to the Zonal Offices concerned of the Directorate of Education, Directorate of Higher Education and Directorate of Technical Education, as the case may be.

- (x) Directorate of Accounts or the authority concerned in respect of GIA Educational Institutions shall check the pay fixations done separately on cent percent basis. Directorate of Accounts shall constitute a special cell drawn from the retired & experienced accounts cadre personnel to facilitate quick disposal of pay fixations. The pay fixations for approval shall reach the Directorate of Accounts up to 31-12-2016 and on approval shall reach the respective Department by 31-05-2017. Directorate of Accounts shall not accept any pay fixation statement beyond the cut off date without prior approval of Finance Department.
- (xi) A copy of the approved pay fixation statement by the Directorate of Accounts shall be placed in the service book of the employee concerned after making an appropriate entry/record in the service book concerned. One copy of the approved fixation statement shall be placed in the personal file of the official.
- (xii) The arrears in the revised pay consequent upon fixation of pay under C.C.S. (Revised Pay) Rules, 2016 shall be regulated/ disbursed as under:
 - (a) Pay in the revised pay structure shall commence with effect from the disbursement of salary for the month of January, 2017. That is to say salary bill for the month of January, 2017 shall be purely pay bill for the month under the revised structure without any arrears whatsoever.
 - (b) Arrears of pay in the revised pay structure with effect from 01-01-2016 to 31-12-2016 shall be claimed/preferred separately by enclosing approved copy of pay fixation statement. These arrears shall be credited to the respective GPF/special account in respect of employees covered under NPS of the employee concerned.
 - (c) DDO's shall ensure that the claims relating to arrears are submitted to the Directorate of Accounts for payment on or before 20/06/2017.
 - (d) Interest on the arrears shall accrue w. e. f. 01/01/2017, provided the above conditions are complied with.
 - (e) In respect of employee having GPF account, the amount arrears shall be credited to their account in one instalment with lock-in-period of three years. The lock-in-period shall not be applicable to those employees who have retired w. e. f. 01-01-2016 till the date of issue

of this order. In case of the employees who are retiring on or after the date of issue of this order during the lock-in-period, the amount of arrears shall be released alongwith final payments.

- (f) In respect of employees covered under the NPS, the arrears of contribution shall be credited to a special account in one instalment.
- (xii) DDO's shall ensure that action is taken simultaneously in regard to Government contributions towards enhanced subscriptions under GPF and NPS while authorizing arrears, Income Tax as due shall also be deducted and credited to Government in accordance with the instructions on the subject. Due care may be taken to ensure that TDS is not deducted/adjusted from the amount to be credited to the respective NPS accounts as Government contribution.
- (xiv) In case of officers belonging to the All India Service and serving in the State of Goa, their pay shall be fixed, as follows:
 - (i) In terms of IAS (Pay) Rules, 2016 issued by the Ministry of Personnel, Public Grievances and Pensions vide Notification G.S.R. 870(E) dated 08-09-2016 published in The Gazette of India (Extraordinary), [part II-Sec 3(i)].
 - (ii) In terms of IPS (Pay) Rules, 2016 issued by the Ministry of Personnel, Public Grievances and Pensions vide Notification G.S.R. 910(E) dated 23-09-2016 published in The Gazette of India (Extraordinary), [part II-Sec 3(i)].
 - (iii) In terms of IFS (Pay) Rules, 2016 issued by the Ministry of Personnel, Public Grievances and Pensions vide Notification G.S.R. 924(E) dated 28-09-2016 published in The Gazette of India (Extraordinary), [part II-Sec 3(i)].

Further their arrears of pay w. e. f. 01-01-2016 upto 31-12-2016 shall be paid in one instalment, by 28-02-2017.

- (xii) There are many cases/instance of anomalies on account of merger of pay scales during the implementation of Sixth pay Commission recommendations, as well as, anomalous situation arising out of hierarchical structure in Departments, wherein promotion/up gradation take place in the same pay scale/pay band.
 - (i) In some cases, though the employees are carrying out almost similar duties, they have been appointed with separate set of RR's with different pay scales, again leading to an anomalous situation within the same Department and its offices. So also in some cases, employees with same designation are existing in different pay scales on account of separate RR's leading to an anomaly across Departments concerned.
 - (ii) In order to overcome such situation and to provide for a clear distinction in up gradation/promotion, remove anomalous situations and restructure the hierarchy, it is required that a thorough work study of such situations be carried out and for this purpose, it is proposed to set up a 02 member Work Study-cum-Anomaly Committee, comprising of:
 - (a) Shri Shyam Sunder Korgaonkar (Ombudsman) (b) Shri Nobert Moraes, retired Director of Accounts.
 - (iii) All such cases shall referred to the Committee. The Committee shall analyse each of these cases(s) and shall have the powers to call for and examine any record/document/files on the subject matter from the Department concerned as well as from the Secretariat Departments.
 - (iv) The Committee shall make its recommendation in a time bound manner preferably within a period of six months, with an option to make recommendation on individual set of cases (s) as and when they complete the same, to the Government through Finance Department.
 - (v) Finance Department shall within a period of 45 days from the receipt of the recommendations(s) of the Committee, examine the recommendation(s) and place the same before the Council of Ministers, for their consideration, after obtaining the views of the

Department to which the case(s) relates to, as well as, the views of the Department of Personnel.

- (vi) The Committee shall be assisted by a representative of the O/o Additional Secretary (Personnel) and the O/o Additional Secretary (Finance), as well as, an Officer to be nominated by the Head of Department concerned to which the individual case(s) relates too, as and when the Committee so desires.
- (vii) The Committee shall function from the office of the Ombudsman.
- (viii) The remuneration payable to the Members as well as honorarium to the supporting staff shall be decided separately by the Government.

This issues with the approval of the Council of Ministers in its XXXX IIIrd Cabinet Meeting held on 25-11-2016.

By order and in the name of
the Governor of Goa
Sd/-
(Daulat A. Hawaldar, IAS)
Secretary (Finance)

ANNEXURE

Statement of Fixation of Pay Under Central Civil Service (Revised Pay) Rules, 2016. [Government Order No. 8/1/2016-Fin (R&C) dated 30-11-2016]

- 1 Name of the Government Servant :
- 2 Designation of the post in which pay is to be fixed as on :
January 1, 2016
- 3 Status (substantive/officiating) :
- 4 Pre-revised Pay Band and Grade pay or Scale :
- 5 Existing emoluments :
 - (a) Basic pay (Pay in the applicable pay Band plus applicable Grade pay or basic pay in applicable scale)
in the pre-revised structure as on **January 1, 2016**
 - (1) Pay in the Pay Band
 - (2) Grade pay
 - (3) Total (1 + 2)
 - (b) Dearness Allowance sanctioned w. e. f. 01-01-2016 (125%)
 - (c) Existing emoluments (a + b)
- 6 Basic pay (Pay in the applicable Pay Band plus applicable Grade Pay or basic pay in the applicable scale) in the Pre-revised structure as on **January 1, 2016** :
- 7 Applicable Level in pay Matrix corresponding to pay Band and Grade Pay or scale shown at Sl. No. 4 :
- 8 Amount arrived at by multiplying basic pay as at Sl. No. 6 by 2.57 :
- 9 Applicable Cell in the Level either equal to or just above the Amount as Sl. No.8 :
- 10 Revised Basic Pay (as per Sl. No. 9) :
- 11 Stepped up pay with reference to the revised pay or Junior, if applicable [Rule 7 (8) and 7 (10) of CCS (RP) Rules, 2016] name and pay of the junior also to be indicated distinctly. :
- 12 Revised pay with reference to the Substantive pay in cases where the pay fixed in the officiating post is lower than the pay fixed in :

the substantive post if applicable [Rule 7 (11)]

- 13 Personal Pay, if any [Rule 7(7) and 7(9)] :
- 14 Non-Practicing Allowance as admissible at present in the existing pe-revised structure :
- 15 Date of next increment (Rule 10) and pay after grant of increment :

Date of Increment	Pay After Increment In Applicable Level of Pay Matrix

- 16 Any other relevant information :

Certificate

Certified that I have personally verified actually pay drawn in the pre-revised pay band as shown above from the service book of the official concerned, option if applicable as well as undertaking has been obtained from the employee.

Dated:

Head of Office

FORM OF OPTION

[See rule 6(2) of the CCS (Revised Pay) Rules, 2016]

*1. I, _____ hereby elect the revised pay structure with effect from 1st January, 2016.

*2. I, _____ herewith elect to continue on Pay band and Grade Pay of my substantive/officiating post mentioned below until:

* the date of my next increment/the date of my subsequent increment raising my pay to Rs. _____ /I vacate or cease to draw pay in the existing pay structure/the date of my promotion/up gradation to the post of _____.

Existing pay Band and Grade pay _____

Signature _____

Name _____

Designation _____

Office in which employed _____

*To be scored out, if not applicable.

UNDERTAKING

I hereby undertake that in the event of my pay having been fixed in a manner contrary to the provisions contained in these Rules, as detected subsequently, any excess payment so made shall be refunded by me to the Government either by adjustment against future payments due to me or otherwise.

Signature _____

Name _____

Designation _____

Date:

Place:

Department of Finance (Revenue & Control),

No. 8/3/2016-Fin(R&C)/(Part – I/(A)

Dated 30th November, 2016**OFFICE MEMORANDUM**

Sub: Economy measures and rationalisation of Expenditure for the Financial Year 2016-17.

1. In order to achieve the targets set in the Goa Fiscal Responsibility and Budget Management Act, 2006; Government has issued various instructions containing economy measures vide O.M. No. 8/3/2006-Fin (R&C) dated 20-11-2006, O. M. No. 8/3/2006-Fin (R&C) (Part-I) dated 31-12-2014 and O.M. No. 8/3/2006-Fin (R&C) (Part-I) dated 15-01-2016.
2. It has been brought to the notice of the Government that Departments have the tendency of indulging in bulk financial year, in order indulging in bulk purchases at the fag end of the financial year, in order to incur expenditure of unspent budgetary provisions allotted for the given financial year. Most of the time, these provisions exceed the requirement which leads to wasteful expenditure by the Departments. In order to curb above tendency, a ban on purchases of the following items is ordered with immediate effect upto 31-03-2017 (or such date which may be ordered, whichever is later):
 - (a) Furniture, cupboards and Office furnishings, electrical, electronic appliances/fixtures, etc.
 - (b) Computers, Printers, Computer related peripherals, etc.
 - (c) Photocopier machines, Xerox machines, etc.
 - (d) Air Conditioners,
 - (e) Telephone instruments, fax machines, etc.
 - (f) Office vehicles/staff cars.
1. The Director of Accounts is directed not to entertain any bills of purchases made from the date of issue of this O.M. and even if the Departments resort to such purchases during this period and thereafter submit the bills in the following financial years, the same should not be entertained.
2. In the event Departments are in urgent need of the aforestated items, then specific prior approval of Department of Finance (Expenditure) should be obtained.
3. For the current Financial Year 2016-17, not more than 12.5% of the budgetary estimates shall be spent in the last three months of this financial year, except under the flagship schemes of the Government and wherever possible Non-Plan side expenditure may be reduced by 40% till the financial year end. During the month of February and March, the expenditure of each Department should be limited to 8% of the Budget Estimate and in no case should it exceed the limit prescribed. This limit is to be enforced both Scheme-wise as well as for the Demands for Grants as a whole, subject to the additional provisions in the Revised Estimates, if any.
4. In the month of January to March, payment should be made for the goods and services actually procured and other related expenses, in the previous months and the reimbursement of the expenses already incurred and not for new items of purchase of goods and services with the exception of the following:
 - (i) Advance payment/payment to contractors, for work orders already issued.
 - (ii) Loans and advances, for Government servants and other relief measures as per schemes.
 - (iii) For other exceptional cases with the prior approval of the Finance Department.
5. These directions/instructions are to be strictly complied with and it is to be ensured that Departments curb all types of wasteful expenditure which takes place during the amount of January to March. The Department/ Offices should restrain themselves from making fresh purchases, issuing

orders for items and schemes for which budgetary provisions are not available. The Department/offices are required to ensure that all procedures are complied with and there is no infructuous and wasteful expenditure and the Heads of Departments/Offices are required to ensure compliance thereof.

The above measures for rationalization of expenditure are intended to curb unnecessary revenue expenditure and provide funds for developments activities under Capital Account as well as provision for payment of revised pay on account of implementation of Seventh Pay recommendations. Therefore, Finance Department encourages the Departments to surrender savings under Revenue Account by making judicious assessment of their requirements.

Sd/-

(Daulat A. Hawaldar, IAS)
Finance Secretary

Department of Finance (Revenue & Control),

No. 8/3/2016-Fin(R&C)/(Part-I/(B)

Dated 30th November, 2016

OFFICE MEMORANDUM

Sub: Economy measures.

Government of Goa has taken the decision for implementing the recommendation of the Seventh Central Pay Commission to the employees of the Government Departments and GIA educational institutions as well as pensioners/family pensioners. This involves huge payments to be made on account of revised monthly salaries/pensions as well as arrears of pay and pension. The revenue resource base of the State is limited and therefore it is required that all Departments take up urgent measures to rationalize the expenditure in various components of its spending and at the same time explore additional avenues to mop up revenue resources, in order to minimize the immediate effects on the State Finance over the next five years.

Therefore, in order to rationalize the expenditure and consolidate the State Finances it is required to bring into effect, stringently, the economy measure, which are elaborated below:

(i) There shall be no further creation and/or revival of any post in the State Administration including GIA Institution. All post vacant for more than 05 year shall stand abolished.

Relaxation in the field of Education, Health and Departments related to Essential Services, for specialized positions, can be granted; but with prior assessment of Administrative Reforms Department, approval of Department of Personnel and concurrence of Finance (R&C) Department.

(ii) All Departments should finalize their sanctioned strength and maintain the same for next 03 years after conducting detailed work study through Administrative Reforms Department and with approval of Department of Personnel and concurrence of Finance (R&C) Department.

(iii) "Green Measures": There should be a mandatory cut in purchase of office stationery, use of paper, power, water and fuel consumption, etc.

The Department/Offices should reduce their power and water consumption so as to reduce the billing by at least 15% of the previous year. Every Department/ Offices should strive to achieve utmost economy in the use of Office Stationery and other resources by adopting green measure, viz. reduce, reuse and recycle, in their Departments thereby encouraging saving paper, other resources, etc.

Department/Offices should further strive to reduce consumption fuel for its Office vehicles and other vehicles attached, by at least 15% of the previous year's consumption and wherever possible, try to reduce the number of trips being affected for petty works for running errands and other Office work by scheduling their Office movement and travel, wherever possible, in one vehicle instead of using multiple vehicles.

To ensure this implementation, the Budgetary provisions, under the detailed heads of Office expenses, Other charges, Other charges, materials and supplies, POL etc., shall be reduced by 20%

from BE 2017-2018 onwards.

(iv) There shall be review of all schemes including those relating to public welfare, subsidies, grants, scholarship, infrastructure etc., so as to consolidate them and to ensure that the benefits are provided to the targeted beneficiary or group, as the cases may be.

The Department of Planning, Statistic & Evaluation shall carry out detail review and consolidation exercise with each Department.

(v) There shall be a review of all developmental works being undertaken by various work Department (i.e. PWD, Electricity, WRD etc. and other agencies (like GSIDC, Sewerage Corporation, GSUDA, DRDA etc.) so that need based developmental works are carried out, as per the actual requirements and field/site condition.

From BE 2017-18, onwards, Plan and Non-Plan allocation is being merged into a single Revenue account only, and therefore it would be ideal to maintain a sum equivalent of 15% of the allocation made, towards various maintenance works, including those being currently undertaken as Non-Plan works

All projects with the Government Departments and these Government agencies shall be reviewed, to lay emphasis on effective completion of the ongoing projects, in the first instance and thereafter analyze requirement for new infrastructure project towards Socio-Economic development of the State.

(vi) The following austerity measures shall be brought into force with immediate effect,

(a) Ban on all visits abroad (including those for promotion of industry, trade and tourism);

(b) Ban on purchase of vehicles (purchase to be allowed against condemnation only);

(c) Ban on organisation of events/seminars/conferences (where State fund is involved);

(d) Ban on purchase of Office related equipments like furniture, office furnishings, electrical and / electronic appliances /fixtures, computers, printers /photocopier/Xerox machines, air-conditioners, telephone instruments/facsimile machines, etc. purchases to be allowed against replacement only);

(e) Air travel shall be done by economy class;

(f) Ban on release of promotional advertisements departmentally (which will be done only through Department of Information & Publicity only);

(g) Austerity measure on hosting dinners/lunches, Government functions, sponsoring event/programmes etc; and

(h) Review of hiring of vehicles by Departments (ban on further hiring of vehicles).

These instructions shall be reviewed every six months. In case of exigency prior concurrence of Finance (R&C) Department shall be required.

(vii) All Department including Grant-in-Aid Institutions shall observe economy measures in expenditure and try to curtail revenue expenditure so as to make available funds for payments of enhanced salaries for staff to the extent possible.

(viii) Measures shall be taken by individual Departments to constitute working cells in their Departments, so as to tap to the fullest extent all available Central Government schemes and other assistance, so as to minimize dependence on State resources for similar type of programmes being implemented by Central Government.

(ix) Measures shall be taken to review all revenue recovery cases/imposition of penalties/recovery of dues/recovery of taxes and duties etc. in all Departments and they shall take appropriate measures to increase revenue receipts, by stringent and enhanced enforcement of the various provisions of various laws in force.

It shall be the responsibility of the Secretaries to the Government of the Department concerned to ensure full compliance of the measures outlined above.

This issue, consequent to the decision taken by the Council of Ministers in XXX IIIrd Cabinet meeting held on 25-11-2016.

Sd/-
(Daulat A. Hawaldar, IAS)
Finance Secretary

General Administration Department

No. 24/1/2012-/GA & C (XVII)

Dated 23-02-2016

CIRCULAR

It has been observed that the Refreshment Bills submitted by the various offices of the Ministers/Leader of Opposition/Chief Minister in the Secretariat, are not being certified in proper manner, which makes it difficult for the Competent Authority to pass the bill for payment. Therefore it has been suggested that the bills should bear the following certificate:

“Certificate that the Billed items were served for (Indicate the no of persons) persons for Formal/Informal meetings only and that the items included in the Bill were incurred in accordance with the terms and conditions laid down by the Government in Circular No. 7/22/2011 (Fin-Exp) and that the prescribed monetary limit has not been exceeded”.

Further, the bills should be certified by the concerned Officers availing the benefit or by his/her P.A only, who are in regular service. In cases of Ministers, the same are to be certified by the authorities not below the rank of Under Secretaries to the Ministers or other officers who are servant and not contractual or co-terminus staff.

The person certifying the bill shall be fully accountable for the certified amount in the bills.

Sd/-
(Vijay M. Paranjapee)
Joint Secretary (GA)

General Administration Department

No. 35/2/2013-/GAD-III

Dated 05-11-2015

CIRCULAR

The Directorate of Social Welfare is implementing various welfare schemes for the Senior Citizens in the State of Goa. However, complaints are received from the Senior Citizens that special preference such as separate que, sitting arrangement, sympathetic approach and due respect is not given to them when they approach the Government department.

It is therefore enjoined upon all departments in the Secretariat to provide the following facilities to the Senior Citizens visiting the Secretariat for whatsoever purposes:

1. Offering a seat to a Senior Citizen when approached in the Office;
2. A special queue for Senior citizens;
3. Disposal of matters concerning Senior Citizen on priority;
4. Status of their matters to be conveyed over phone to avoid repeated trips.

Security Guards in the Secretariat are also directed to guide the Senior Citizens visiting the Secretariat for any purpose.

The above instructions shall followed strictly.

Sd/-
(Biju R. Naik)
Under Secretary (GA-I)

NRI Commission

No. Comm/NRI/120/13-14/1143

Date 14-01-2014

CIRCULAR

The Government of India, Ministry of External Affairs (MEA), New Delhi attests personal, educational and commercial documents of individuals/companies before such documents are presented to Diplomatic Missions/Consulates of foreign Governments in India in support of the applicant's claim to take up jobs, studies, assignments etc, abroad. As per the procedure laid down by the Government of India, all such documents, in original, are required to be authenticated first by the designated authorities of the concerned State/Union Territory, and thereafter attested by MEA on the basis of the signature of the designated signing authorities.

2. In so far as Goa is concerned, the Government of India, Ministry of HRD, New Delhi, with the concurrence of MEA, has authorized the officers of the State Education Department to authenticate the educational certificates of residents of Goa holding qualifications conferred by recognized bodies located with in Goa after proper verification of the genuineness of the same from the concerned academic institutions. Accordingly, the Government vide Orders No. 3611/2006/HE/1834 dated 28-09-2006 notified the Director Education, the Director of Higher Education, the Director of Technical Education and the State Director of Craftsmen Training, as the Competent Authorities to authenticate the educational certificates of the courses of study of the educational institutions coming within the purview of the respective Directorates, for the benefit of persons going abroad for employment or higher studies.

3. As regards personal and commercial documents, including legal Heirship Certificates, Power of Attorney for death compensation claims and other documents required for legal purposes abroad, the powers of pre-attestation of such documents vest in the District Magistrates concerned, whose signatures are then countersigned by the Under Secretary (Home), Secretariat, Porvorim, Goa.

4. In spite of the above instructions, some of the applicants and recruiting agents have brought to the notice of MEA that it takes between 2 to 6 months in getting pre-authentication of personal and educational documents from the authorities concerned in State/ Union Territory Governments, and that some authorities insist on personal appearance of the applicants who might be residing abroad. This apart, MEA has observed that there are several auxiliary documents such as Short Term Diploma/CA/CS Certificates issued by private or even Government institutions, mark sheets, Driving Licence, Experience/Medical/Hospital/Nursing Certificates, Power of Attorneys/Personal Affidavits, Bank Statements, Photocopies of various IDs, etc. which are of great help to Indian nationals seeking jobs abroad especially in the gulf countries, which are, reportedly, not being attested by most of the State/Union Territory Governments.

5. It needs to be appreciated that skilled and unskilled Indian nationals including professionals like Doctors and Engineers who get opportunities to work abroad are often required to fulfil various procedural formalities within a short period of time. The fear of losing the opportunities due to inordinate delays in attesting personal/educational documents and non-attestation of other documents is resulting in such applicants approaching unscrupulous touts who resort to malpractices.

6. The question of designating a local authority for Consular Legalization of such documents for Apostille under the Hague Convention was taken up with the Government of India, Ministry of External Affairs, which has been pleased to decide that the residents of Goa may submit the documents to the Regional passport Officer, Goa, who in turn, will send the collected documents by courier every week to the Attestation Cell of CPV Division of MEA in Patiala House Annexe, New Delhi. Thereafter, the MEA, after doing the needful, couriers back such documents, to the Passport Officer Goa for delivery to the beneficiary concerned.

7. It is therefore enjoined upon the Competent Authorities who have been notified to pre-authenticate the personal/educational documents, to do so in a reasonable period of time of 2 to 3 weeks after ascertaining the genuineness of such documents from the Educational Institutions

concerned, so that the Goan youth seeking jobs abroad or pursuing higher education abroad, do not lose their precious opportunities because of the procedural delays.

This is being with the approval of the Government.

By Order and in the name of the Governor of Goa

Sd/-
(B. Vijayan)
Chief Secretary

Finance (Exp) Department

No. 7/22/2011 (Fin-Exp)

Dated 11-06-2013

CIRCULAR

Sub: Ceiling on expenditure in respect of

- (a) Serving light refreshment at formal/informal meetings.
- (b) Expenditure on lunch/dinner.

In supersession of earlier instructions on the subject, it has been decided to fix the following limits on expenditure incurred by the Competent Authorities under Goa Delegation of Financial Powers Rules, 2008 as detailed below:

<u>Nature of Expenditure</u>	<u>Ceiling limit</u>
1 Serving of light refreshment for formal and informal meetings	180/-per head per meeting (inclusive of all taxes)
2 Lunch/Dinner	1,300/-per head (inclusive of all taxes)

Note:

- (i) Prior approval of the Chief Minister is necessary for holding official lunch/dinner. In cases of exigency, prior intimation should be given to the Office of Chief Minister followed by proposal for ex-post sanction to be submitted on the following day.
- (ii) The number of guests to be entertained per occasion shall be restricted to:

(a) Chief Minister	200 persons
(b) Dy. Chief Minister	150 persons
(c) Minister and Leader of Opposition	100 persons
(d) Chief Secretary	50 persons
(e) Principal Secretary/Secretary	30 persons
(f) Heads of Department/Joint Secretary Addl. Sec./Special Sec.	20 persons
- (iii) Proposals need not be routed through Protocol Department in case expenditure is proposed to be debited to the concerned Department's Budget Head.
- (iv) Prior approval of Finance Department is required in case the above limits are required to be exceeded.

Sd/-
(Sushama D. Kamat)
Under Secretary (Fin-Exp)

General Administration Department

No.32/1/2012-GAD-III

Dated 08-05-2013

CIRCULAR

A copy of the mailing list of All Heads of Departments/Offices, Corporations/Autonomous Bodies/Boards and Secretariat Departments/Offices of Ministers is enclosed herewith for reference and record for mailing the official correspondence.

Sd/-
(Harish N.Adconkar)
Under Secretary (GA-I)

Mailing List of Secretariat Departments/Office of Ministers

Circular/Notification/Office Memorandum No.: _____

Dated: _____

Sr. No.	Name of the Department	Signature of Receiver
1	2	3
1	Office of Chief Minister	
2	Office of Secretary to C.M.	
3	Office of O.S.D. to C.M.	
4	Office of Joint Secretary to C.M.	
5	Office of Under Secretary to C.M.	
6	Office of Deputy Chief Minister	
7	Office of Minister for Public Works	
8	Office of Minister for Health	
9	Office of Minister for Water Resources	
10	Office of Minister for Sports	
11	Office of Minister for Industries	
12	Office of Minister for Tourism	
13	Office of Minister for Power	
14	Office of Minister for Co-operation	
15	Office of Minister for Labour	
16	Office of Minister for Forest	
17	Office of Leader of Opposition	
18	Office of Advocate General, Panaji	
19	Office of Chief Secretary	
20	Office of Principal Secretary (PWD)	
21	Office of Principal Secretary (Health)	
22	Office of Secretary (Panchayati Raj)	
23	Office of Secretary (CEO/Education)	
24	Office of Secretary (Social Welfare)	
25	Office of Secretary (Ports)	

1	2	3
26	Office of Secretary (Public Grievances)	
27	Office of Secretary (Agriculture)	
28	Office of Secretary to Governor	
29	Office of Secretary (Law)	
30	Office of Raj Bhavan, Dona Paula.	
31	Office of Additional Secretary (PER)	
32	Office of Additional Secretary (Health)	
33	Office of Additional Secretary (Budget)	
34	Office of Joint Secretary (Finance)	
35	Office of Joint Secretary (Administrative Reforms)	
36	Office of Joint Secretary (D.M.U)	
37	Office of Joint Secretary (GA)	
38	Office of Joint Secretary (Protocol)	
39	Office of Joint Secretary (Law)	
40	Office of Director N.R.I.	
41	Department of Personnel	
42	Pre-Employment Training Cell	
43	Public Health Department (Medical)	
44	Public Health Department (Health)	
45	General Administrative Department – Sec. I	
46	General Administrative Department – Sec. II	
47	General Administrative Department – Sec. III	
48	General Administrative Department – Sec. IV	
49	Protocol Department	
50	Finance (Budget) Department	
51	Finance (Expenditure) Department	
52	Finance (Revenue & Control) Department	
53	Finance (Audit)	
54	Finance (DMU)	
55	Home Department (General)	
56	Home Department (Foreigner & Citizenship Division)	
57	Revenue Department – I	
58	Revenue Department – II	
59	Industries Department	
60	Labour Department	
61	Housing Department	
62	Forest Department	
63	Administrative Reform Department	

1	2	3
64	Law Department (Establishment)	
65	Law Department (Legal Affairs)	
66	Public Private Partnership (PPP) Cell	
67	Office of Commissioner NRI	
68	Public Grievances Cell	
69	The Office of the Ombudsman,	

Mailing List of Heads of Departments/Offices

Circular/Notification/Office Memorandum No.: _____

Dated: _____

Sr. No.	Name of the Department/Office	Signature of Receiver
1	Directorate of Accounts, Panaji	
2	Directorate of Agriculture, Panaji	
3	Directorate of Art & Culture, Panaji	
4	Directorate of Archaeology, Panaji	
5	Directorate of Animal Husbandry & Vet. Services, Panaji	
6	Chairman, Administrative Tribunal, Panaji	
7	Directorate of Civil Supplies & Price Control, Panaji	
8	Captain of Ports, Panaji	
9	Custodian of Evacuee Property, Panaji	
10	Chief Town Planner, Town & Country Planning, Panaji	
11	Chief Electoral Officer, Altinho, Panaji	
12	Chief Electrical Engineer, Panaji	
13	Chief Engineer WRD, Panaji Goa	
14	Principal Chief Engineer, PWD Altinho, Panaji	
15	Chief Inspector of Factories & Boilers, Altinho, Panaji	
16	Commissioner of Labour, & Employment Junta House, Panaji	
17	Commissioner of Excise, Panaji	
18	Commissioner of Commercial Tax & Ent. Tax, Panaji	
19	Controller, Legal Metrology Altinho Panaji	
20	Collector, North Goa, District Panaji	
21	Collector, South Goa, District Margao	
22	Dy. Commandant General, Home Guards, Panaji	
23	The Registrar, High Court, Altinho, Panaji, Goa	
24	District & Session Court, Panaji	
25	District & Session Court, Margao	

Sr. No.	Name of the Department/Office	Signature of Receiver
26	District Registrar Goa-cum-Head of Reg. & Notary Services	
27	The Dean, Goa Medical College, Bambolim	
28	The Dean, Goa Dental College & Hospital, Bambolim	
29	Directorate of Education, Panaji	
30	Directorate of Higher Education, Panaji	
31	Directorate of Technical Education, Porvorim-Goa	
32	Directorate of Fisheries, Panaji	
33	Directorate of Food & Drugs. Administrative Old GMC, Panaji	
34	Directorate of Fire & Emergency Services, St. Inez, Panaji	
35	Principal Chief Conservator of Forests, Panaji	
36	Goa Legislature Secretariat, Porvorim	
37	Directorate of General of Police, Panaji Goa	
38	Goa Gaztters Department, Panaji	
39	Directorate of Health Services, Panaji	
40	Directorate, Institute of Psychiatry Human Behaviour, Bambolim	
41	Directorate of information & Publicity, Panaji Goa	
42	Directorate of information & Technology, Porvorim	
43	Directorate of Industries Trade & Commerce, Panaji Goa	
44	Inspector General of Prisons, Panaji	
45	Directorate of Municipal Administration, Panaji Goa	
46	Directorate of Museum, Panaji	
47	Directorate of Mines, & Geology, Panaji Goa	
48	Directorate of Official Language Panaji	
49	Directorate, Printing & Stationery, Panaji	
50	Directorate Planning Statistics & Evaluation, Panaji	
51	Directorate of Prosecution, Panaji	
52	Directorate of Panchayat, Panaji	
53	Directorate of Park & Gardens, Panaji	
54	Directorate Public Grievances Panaji	
55	River Navigation, Betim	
56	Resident Commissioner, Goa Sadan, New Delhi	
57	Register of Co-operative Societies, Panaji	
58	Directorate of Settlement & Land Records, Panaji	
59	Directorate of Sports, & Youth Affairs, Campal Panaji Goa	
60	Directorate of Social Welfare, Panaji	

Sr. No.	Name of the Department/Office	Signature of Receiver
61	Directorate of State Lotteries, Panaji	
62	Directorate Science, Technology & Environment, Panaji Goa	
63	Secretary Department of Sainik Welfare, Panaji	
64	State Director of Craftsmen Training, Panaji	
65	Directorate of Transport, Panaji	
66	Directorate of Tourism, Panaji	
67	Directorate of Tribal Welfare, Panaji Goa	
68	Directorate of Vigilance, Altinho, Panaji	
69	Directorate of Women & Child Development, Panaji	
70	Office of Lokayukta, Panaji	

Mailing List of Autonomous Bodies/Corporations/Boards

O. M. No. _____ Dated: _____
 Circular No. _____ Dated: _____
 Order No. _____ Dated: _____
 Notification No. _____ Dated: _____

Sr. No.	Name of the Autonomous Bodies/Corporations/Boards
1	Bal Bhavan, Campal, Panaji-Goa
2	District Rural Development Agency, Shanta Bldg. St. Inze-Panaji-Goa
3	Economic Development Corporation Ltd. Edc House, Panaji-Goa
4	Goa Board of Secondary and Higher Secondary Education, Porvorim-Goa
5	Goa Energy Development Agency (GEDA), Saligao-Goa
6	Goa Daman & Diu Khadi & Village Industrial Board, Junta, Panaji-Goa
7	Goa Institute of Rural Development & Administration Ela Old-Goa
8	Goa State Social Welfare Advisory Board, Fountainhas, Panaji-Goa
9	Goa State Women's Commission, old GMC Compus-Panaji
10	Goa State Pollution Control Board, Patto-Panaji
11	Goa State Commission for Backward Classes, Old GMC Compus-Panaji
12	Goa University, Taleigao-Plateau
13	Goa Public Men's Corruption Commission, Altinho, Panaji-Goa
14	Goa Konkani Academy, Panaji-Goa
15	Gomantak Marathi Academy, Rani Pramila Arcade- Panaji-Goa
16	Goa State Urban Development Agency (GSUDA), Panaji-Goa
17	Goa State Biodiversity Board O/o Department of Science Techno & Environment Saligao-Goa
18	Goa State Council for Science & Technology, Saligao
19	Goa State Scheduled Tribes, Finance & Development Corporation Ltd. Panaji-Goa
20	Goa Rehabilitation Board, Panaji-Goa
21	Goa Meat Complex Ltd, St. Inez, Panaji-Goa

Sr. No.	Name of the Autonomous Bodies/Corporations/Boards
22	Goa Housing Board, Porvorim-Goa
23	Goa Forest Development Corporation Ltd, St. Cruz, Panaji-Goa
24	Goa Industrial Development Corporation Patto, Panaji Goa
25	Goa State Horticulture Corporation Ltd. Old GMC Complex, Panaji-Goa
26	Goa Electronic Ltd. EDC House Panaji-Goa
27	Goa Tourism Development Corporation, Panaji Goa
28	GHRSSIDC, Neugi Nagar, Mala Panaji Goa
29	Goa State SC & Other Backward Classes Fin. Dev. Corp., Patto Panaji Goa
30	Goa State Infrastructure Development Corporation, EDC House, Panaji Goa
31	Goa Tillari Irrigation Development Corporation Ltd. Panaji Goa
32	Goa Infotech Corporation Ltd, Porvorim-Goa
33	Goa Education Development Corporation, Porvorim-Goa
34	Goa Auto Accessories Ltd, Honda Sattari-Goa
35	Indian Red Cross Society-Goa, Municipal Complex-Panaji-Goa
36	Institute of Public Assistance, Provedoria, Mala Fountain has- Panaji Goa
37	Kala Academy, Goa, Campal, Panaji Goa
38	Kadamba Transport Corporation Ltd. Porvorim-Goa
39	Planning & Development Authority, North Goa, Mala, Panaji Goa
40	Planning & Development Authority, South Goa, Mala, Margao Goa
41	Planning & Development Authority, Vasco-da-Gama, Goa
42	Planning & Development Authority, Mapusa-Goa
43	Sports Authority of Goa, Campal, Panaji-Goa
44	State Election Commission, Altinho, Panaji-Goa
45	Sewage & Infrastructural Development Corporation Ltd. Panaji Goa
46	The Administrative Commnidades, Central Zone, Panaji-Goa
47	Zilla Panchayat, North, Panaji-Goa
48	Zilla Panchayat, South, Panaji-Goa
49	The Secretary (GPSC), Panaji-Goa
50	The Secretary, Goa Human Rights Commission, Panaji-Goa
51	Entertainment Society of Goa Panaji Goa
52	Goa State Aids Control Society Panaji
53	Goa State Commission for Protection of Child Rights, Panaji,Goa
54	The Registrar, Goa University, Taleigao, Goa
55	The Commissioner, Goa State Election Commission
56	Goa Sarva Shiksha Abhiyan, Alto Betim Goa

General Administration Department

No. 16/1/2013-GAD-III

Dated 01-03-2013

CIRCULAR

The Hon'ble Governor of Goa has desired that the use of salutation "His Excellency" may be avoided while addressing him. Instead he may addressed as "Hon'ble Governor" or Hindi equivalent "राज्यपाल महोदय"

All are requested to take note of the above.

Sd/-
(Gurudas P. Pilarnekar)
Joint Secretary (GA)

Department of Personnel

No. 10/9/2012-PER

Dated 21-08-2012

CIRCULAR

It has been observed that the District Collectors, Taluka Mamlatdars, etc. requisition various categories of staff from different Departments/Offices directly on the basis of names available with them without consultation with the concerned Department, for implementation of various Schemes/Programmes such as National Population Register, Socio Economic and caste Census, Other Survey Disaster Management, etc. due to which the routine functioning of the Department/Office is adversely affected.

Such practice should not be undertaken henceforth, and Personnel Department is designated as the Co-ordinating Department for deployment of staff from various Departments, for such requisitions. The Additional Secretary (Personnel)/Jt. Secretary (Personnel) will co-ordinate with the Departments and provide the list of such requisitioned staff to the District Administration, including list of vehicles, computers etc. within 10 days from the date of requisition received from the District Administration/Acquiring Department, so as to avoid sudden shortage to staff in the Departments. In future, all such requests should invariably be referred to the Personnel Department for the needful.

The above procedure be followed in all cases except during Election time where the Model Code of Conduct is in force and in emergent situation such as disaster, etc.

Sd/-
(Yetindra M. Maralkar)
Additional Secretary (Personnel)

Finance (Rev& Cont.) Department

No. 8/7/2008-Fin (R&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 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 Memoranda/Resolution issued by the Government of India.

1. Resolution dated 29-08-2008 published in the Extraordinary, the Gazette of India No. 304.
2. Office Memorandum No. 1/1/2008-IC dated 13-09-2008-regarding clarifications on CCS (Revised pay) Rules, 2008.
3. Office Memorandum F. No. 19030/3/2008-E.IV dated 23-09-2008 regarding Travelling Allowance Rules.
4. Office Memorandum F. No. 31011/4/2008-Estt. (A) dated 23-09-2008 regarding recommendation relating to LTC-Acceptance.
5. Office Memorandum No. F. No. 7(20)/2008-E-III (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(1)/E-II(A)/2008 dated 07-10-2008 regarding Amendments to Rule 31, 35, 38, 53, 58, 66, of Compendium of Rules on advances to Government servants.

Copies of above Resolution/Office memoranda are enclosed.

Sd/-
(S.Shanbhogue)
Joint Secretary (Budget)

Department of Information and Publicity

No. DI/INF/Release of Advt/08/16570

Dated:- 20/03/2008

C I R C U L A R

The Department of Information and Publicity is the Nodal Agency for releasing various advertisements, tender notices and public announcements of all Government Departments.

It is noticed that some Departments forward to this Department, advertisements for publication in English, Marathi and Konkani, while equally large number of Departments request to release only in two newspapers i.e. one in English and one in regional language mentioning the language. This practice deprives one of the regional languages of Government advertisement.

The matter has been examined by the Government and it has been decided to make it mandatory for Government Departments to release every advertisement to at-least one newspaper in each language (to be decided by the Department of Information & Publicity) in English, Marathi and Konkani.

This practice of releasing advertisement to one newspaper in English, Marathi and Konkani shall be put into practice with immediate effect.

This issues with the approval of the Government.

Sd/-
(Nikhil U. Desai)
Director, Information & Publicity
&
Ex-officio Jt. Secretary

Department of Personnel & A.R.

No. 3/63/78-ARD

Dated 09-06-1995

OFFICE MEMORANDUM

Subject: Authorities empowered to dispose off general cases in the secretariat.

1. Attention is invited to O.M. 3/63/78-ARD dated 12-8-1987 and 11-11-1987 enclosing therein statement indicating the level of disposal of general cases in the secretariat. The existing position has been reviewed by the Government and accordingly a fresh consolidated statement showing the disposal of cases/proposal is circulated herewith.

2. This supersedes the statement issued vide O.M. and addendum of even number dated 12-8-1987 and 11-11-1987.

Sd/-
(B.N. Bhat)
Under Secretary (Personnel)

Statement showing the level of disposal of cases of common nature at the Secretariat

Sr. No.	Nature of cases	Authority	Remarks
1	2	3	4

I. Service matters

(i) Appointments & Connected Matters:

*1	Appointment, Promotions, Confirmations, Transfer, appeals, revision, extension of services	Chief Minister
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1	2	3	4
	and re-employment etc. of Group 'A' & 'B' Officers.		
*2	Mutual Transfer	Secretary	
*3	Transfer under F.R.15	Secretary	
*4	Crossing of EB by Group 'B' Officers.	Secretary	
*5	Crossing of EB by Group 'A' Officers.	Chief Minister	
*6	Acceptance of Resignation of Group 'A' and 'B' Officers.	— do —	
*7	Honorarium to Group 'A' and 'B' Officers.	— do —	
*8	Pension and gratuity cases of Group 'A' and 'B' Officers.	— do —	
*9	Condonation of break in service upto one year for Group 'A' and '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.	Minister	
*13	Institution of disciplinary actions against Group 'A' Officers.	Chief Minister	
*14	Training of Officers other than AIS & GCS within and outside State upto one year.	Minister	
*15	Training of Officers borne on AIS/GCS Cadre, within and outside State upto one year.	Chief Minister	
*16	Training of Officers abroad.	Chief Minister	Subject to availability of Foreign Exchange
*17	Deputation of:	Chief Minister	
	(a) Group 'A' Officers		
	(b) Group 'B' Officers		
18	Matters relating to derservation of vacancies of Group 'A' and 'B' Officers.	Chief Minister	
19	Charge allowance under FR 49 (3) in respect of Gazette Officers.		
	(a) upto three months	Minister	
	(b) Exceeding three months	Chief Minister	
(ii) LEAVE			
20	Intimation of Casual Leave by Gazetted Officer other than Secretaries to Government.	Secretary	
21	Intimation of Casual Leave of Secretaries to Government other Chief Secretary.	Chief Secretary	
*22	Leave other than casual leave to Gazetted Officers (Excluding study leave)	Secretary	
*23	Study leave of Gazetted Officers and Non-Gazetted	Chief	

1	2	3	4
	Officers.	Minister	
*24	Leave other than casual leave of Secretary to Government.	Chief Minister	
(iii) TOUR			
25	Tour Proposal of Group 'A' and Group 'B' Officers including Head of Department other than I.C.P. Collector and Secretaries to the Government.	Minister	
26	Tour proposal of Collector of Chief Minister Goa, I.G.P. & Secretaries the Government	Chief Minister	
27	Permission on for taking staff car outside the State on duty.	Minister	
28	Travel by Air by non-entitled Officers.	Chief Minister	
(iv) ADVANCES			
*29	Advance of GPF under Rule 12 (2)	Secretary	
*30	Withdrawal of GPF of Group 'B' Officers.	Minister	
*31	Withdrawal of GPF of Group 'A' Officers.	Chief Minister	
*32	Sanction of proposals within the competence of head of Department under GFR, S. Rs. F Rs. And other Rules.	Secretary	
*33	Grant of Advance		
	(a) Conveyance advance	Secretary	
	(b) Other Special advance	— do —	
	(c) (i) TA advances counter signature of TA Bills/Medical Advance Bills of Gazetted Officers.	— do —	
	(ii) In respect of Secretaries to Government 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	
(II) FINANCIAL MATTERS			
*1	Drawal of money on A.C. Bills when no previous A.C. Bills are outstanding.	Secretary	
*2	Creation/revival/review of posts on Temporary basis.		
	(a) Group 'A'	Chief Minister	Through Finance Department
	(b) Group 'B'		
*3	Creation of posts on permanent basis		
	a) Group A		
	b) Group B		
(III) LEGAL MATTERS			
1	Matters relating to suits, Writs, Petitions to Administrative Tribunal.	Secretary (in	

1	2	3	4
		consultation with Law and Department)	
(a) of Administration nature		Minister	
(b) other than service matters		(in consultation with Law Department)	

(IV) MISCELLANEOUS MATTERS

1	L. A. Qs	Minister	
2	Government assurance	Minister	
3	Lok Sabha/Rajya Sabha Questions	Secretary	
4	Inclusion of Agenda for Cabinet meeting	Chief	
		Minister	
5	Constitution, nomination and composition of statutory Committees.	Chief	Through Minister in charge.
		Minister	
6	Nomination of Government servant on non- statutory Committees.	Chief	
		Minister	
7	Approval of annual administration reports	Chief	
		Minister	
8	Issue of Press notes, Communiqués statements on policy matters.	Chief	
		Secretary	
9	Correspondence with Government of India and other State Government on important questions of policies etc.	Chief	
		Minister	
10	Amendment to Rules	Chief	
		Minister	
11	Important decisions conveyed by the Government of India to the submitted for information	Chief	Through Minister in charge.
		Minister	

*Statutory provisions.

General Administration & Coordination Division

No. 23/1/87-GA&C (i)

Dated 30th May, 1987

NOTIFICATION

In exercise of the powers conferred by clause (2) of article 166 of the Constitution and in super session of the existing orders in this behalf, the Governor of Goa, hereby makes the following rules, namely:

1. These rules may be called the Authentication (Orders and other Instruments) Goa Rules, 1987.
2. Orders and other instruments made and executed in the name of the Governor shall be authenticated by the signature of the Chief Secretary, a Secretary, a Special Secretary, an Additional Secretary, a Joint Secretary, Deputy Secretary or an Under Secretary in any of the Departments of the Government or by the Secretary to the Governor.

By order and in the name of the
Governor of Goa
Sd/-
(G.G. Kambli)
Under Secretary (GA)

NMR / Daily Wages

PERSONNEL DEPARTMENT

Department of Personnel

No. 9/58/2001-PER Part –I

Date:- 11-05-2015

Read: (1) Circular No. 18/23/93-PER-Part dated 27-03-2001.

(2) Circular No. 9/1/90-Fin (R& C) dated 29-10-1990.

(3) O. M. No. 9/58/2001-PER-Part dated 10-02-2014.

CIRCULAR

Attention of all the Heads of Departments/Offices are invited to Circular (1) referred to above wherein information as regards to NMR/Daily Wages were called in order to take up cases of their regularization. It was clearly instructed therein that under no circumstances should there be any further recruitment of NMR/Daily Wages in the Department. It was also mentioned that further recruitment of NMR/Daily Wages in any Government Departments Municipalities, State Government Undertakings and Semi-Governments, Organizations are banned in totality. It is also brought to the notice that the concerned department/offices should not make any recruitment of NMR/Daily Wages and in case of violation in this regards they will be held personally responsible. However, when vide this Department O.M. referred (2) above the information on NMR/Daily Wages workers was called again in prescribed proforma, as to place the same before the Scrutiny Committee, it was noticed that most of the recruitment of NMR/Daily Wages has been done after the ban imposed by the Government on recruitment of Daily Wages i.e. after 29-10-1990.

Therefore, it is enjoined upon all the Heads of Departments/ Offices to furnish and clarify as per the proforma enclosed by 25-05-2015 positively without fail.

Proforma

Annexure - I

Name of the Department:-

Sr. No.	Recruitment made after 29-10-1990	Reason for Recruitment	Whether relaxation has been obtained from Personnel Department to Recruit NMR/Daily Wagers	If Not, Reasons for Violation of the instruction conveyed vide Circular O. M. No. 9-1-90-Fin (R & C) dt. 29-10-1990	Remarks
1	2	3	4	5	6

Annexure - II

Name of the Department

Sr. No.	Recruitment made after 29-10-1990	Name of the Incumbent with designation	Date of continuous engagement/appointment	Whether fulfills Educational qualification as per the RR's	Date of Birth	Present Pay	Remarks
1	2	3	4	5	6	7	8

Sd/-
R. Aga
Under Secretary (Personnel-II)

Department of Personnel

No. 9/58/2001-PER Part

Date:- 10-02-2014

OFFICE MEMORANDUM

It is observed by the Government that the NMR/Daily wages workers in many Departments are working beyond 5 years. As per the Government Policy, they need to be regularized. Therefore, all the Departments are requested where such NMR Workers have crossed 05 years of service may furnish the information as per the proforma indicate below:-

Proforma

Name of the Department:-

Sr. No.	Name of the Incumbent with designation	Educational Qualification	Date of continuous engagement/a ppointment	Whether fulfills Educational qualification as per the RR's	Date of Birth	Present Pay	Whether Salary Portion funded by State Budget or Central Grants	Remarks
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Signature of Head of Department/Offices

The above information prepared by the Department shall be furnished to the Personnel Department, by 31-03-2014 positively, so as to place the matter before Scrutiny Committee. The information received on or after 31-03-2014 will not be entertained and the responsibilities will be fixed on the concerned Head of Department.

Sd/-

R. Aga

Under Secretary (Personnel-II)

Department of Personnel

No. 9/58/2001-PER Part

Date:- 31-03-2008

OFFICE MEMORANDUM

Sub: Protection of pay of daily wages employees with temporary status on their regularization — reg.

As per the Government of India's order No. 21 below F.R. 22 (Nineteenth Edition 2008), the pay of the casual Labours with temporary status, on their regularization, has to be fixed at the minimum of the time scale of the posts on which they are appointed on regular basis.

In one of the case, the petitioner whose remuneration which he was drawing while he was working as daily wages basis, was reduced filed a W.P. No. 263 of 2000 in the Hon'ble Court of Bombay at Goa and the Hon'ble Court pleased to passes an oral judgment dated 20-9-2000, in the said W.P. directing the Government to rectify the error and protect his remuneration which he was drawing on the previous day of his regularization. The relevant Para 8 of the said oral judgment dated No. 20-9-2000 is reproduced below:-

Para 8: Another contention raised in the petition is that after the said notification, the petitioner's service was regularized by the Government of Goa. In that process, his remuneration that he was receiving before the date of regularization was reduced. This can never happen in service jurisprudence. The present remuneration of an employee cannot be reduced without any valid reasons nor with any notice to the employee. Therefore, if the petitioner's contention is correct that his

remuneration has been reduced, the Government is directed to rectify that error and protect his remuneration that he was drawing on the previous day of his regularization.

The above matter has been examined in consultation with the law Department and Finance Department and it has been decided to protect the pay of daily wages staff with temporary status on their regularization.

All the Heads of Department are advised to comply with the above direction strictly while regularizing the daily wages employees with temporary status against a regular post.

Sd/-

Yetindra M. Maralkar
Joint Secretary (Personnel)

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 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 Memorandum.

3. Government now makes it unnecessary for Department 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 Wages who are eligible for regularization as per the guidelines issued on the subject and possess the required qualification 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/promotion 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 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, 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. 9/58/2001-PER

Date:- 10-01-2006

Read: (1) O. M. No. 9/58/2001-PER dated 21-12-2001.

OFFICE MEMORANDUM

Vide this Department's O.M. of even number dated 21-12-2001 (copy enclosed for reference) cited above, all Heads of Departments/Offices were requested to furnish the information of all Group 'C' (Drivers) and Group 'D' Employees who are engaged as NMRs/Daily Wages/Work charged between one month and above indicating the date of initial continuous appointment whose services can be considered for regularization as per R.Rs of the post and also a list of staff whose services cannot be considered for want of educational qualifications as prescribed under the R.Rs.

The list so prepared were furnished to this Department by the concerned Heads of Departments/Offices and on the basis of the same, regularization of some of the employees were taken up long back. However, in some of the Departments regularization could not be made.

Now, all Heads of Department/Offices are requested to furnish to this Department the details of Daily wagers/NMR workers i.e. No. of daily wagers/NMR workers regularized No. of incumbents regularized against existing vacancies in the Department, No. of temporary posts created for regularization of these daily wagers etc. in the proforma prescribed below:-

Proforma				
Sr. No.	Name of the incumbent with designation	Whether N.M.R. or daily wager (Pl. specify)	Date of continuous engagement/appointment	Whether possesses educational qualification as prescribed under R.Rs
1.	2.	3.	4.	5.
If not, please specify the actual educational qualification possessed for which relaxation is required	No. of incumbents regularized against existing vacancies in the Department	No. of temporary posts created for regularization of these daily wagers	Whether prior permission of the Government was obtained for appointment, if not, reasons thereof for not obtaining prior permission	Remarks
6.	7.	8.	9.	10.

Sd/-
Yetindra M. Maralkar
Joint Secretary (Personnel)

Department of Personnel

No. 3/1/89-PER

Date:- 29-11-2005

CIRCULAR

1. Attention of all the Heads of the Departments/Offices is invited to the 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.

2. The said office memorandums were subsequently modified vide circular No. 9/10/92-PER (IX) dated 10-08-2005 relaxing the instruction thereby permitting the department to fill up the posts by promotion.

3. A review of vacancies has shown that a large number of group 'C' & 'D' posts are lying vacant which is not conducive to the effective and smooth functioning of departments/offices. The Government therefore has decided to relax further the conditions contained in the Office memorandum referred to above subject to the following conditions.

- (i) 25% of the Vacancies meant for direct recruitment shall be reserved for an appointment on compassionate grounds and they shall be filled in accordance with the guidelines issued by the Government from time to time.
 - (ii) The vacancies meant for direct recruitment shall be filled from the surplus cell and eligible NMR/Daily wagers in the first instance and only any remaining recruitment vacancies can be filled by direct recruitment from the open market as per recruitment rules in force and guidelines issued by this Department, and with strict adherence to the reservation roster.
 - (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 vide Finance Department's Circular No. 9/2/88-FIN (R & C) dated 13-11-1997 (whereby a post that has been vacant for more than 2 years after it fell vacant, is considered lapsed).
 - (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.

This issues in suppression of all the previous circulars.

Sd/-
Gurudas P. Pilarnekar
Joint Secretary (Personnel)

Department of Personnel

No. 9/58/2001-PER Part –I

Date:- 21-12-2001

- Read:**
- (1) O. M. No. 9/1/90-Fin (R & C) dated 29-10-1990.
 - (2) O. M. No. 9/1/90-Fin (R& C) dated 28-01-1992.
 - (3) Circular No. 18/23/93-PER dated 22-02-1994.

(4) O. M. No. 18/23/93-PER dated 07-06-2000.

(5) Circular No. 18/23/93-PER dated 27-03-2001.

OFFICE MEMORANDUM

The issue relating to regularization of N.M.Rs./daily wagers and work-charged staff engaged in different departments has been under consideration.

1. After careful consideration, it has been decided by the Government to consider regularization of N.M.Rs./Daily Wagers/work-charged staff subject to the following conditions:-

2. All departments/offices shall prepare a list of all Group 'C' (Drivers) and Group 'D' employees who are employed as N.M.Rs./daily wagers/work-charged between one month and above indicating the date of initial continuous appointment whose services can be considered for regularization as per R.Rs. of the post and also a list of staff whose services cannot be regularized for want of educational qualifications as prescribed under the R.Rs. and age eligibility as on date, but they possess basic qualifications like valid driving license, etc.

3. The list so prepared by the department shall be furnished to the Personnel Department by 31-12-2001 so as to place the matter before the Government for approval.

4. The information may be furnished by the Head of the Department in the Proforma indicated below:

Proforma

Sr. No.	Name of the incumbent with designation	Whether N.M.R. or daily wager or workcharge (Pl. specify)	Date of continuous engagement/appointment	Whether possesses educational qualification as prescribed under R.Rs
1.	2.	3.	4.	5.
If not, please specify the actual educational qualification possessed for which relaxation is required		Whether Govt. approval was taken for engagement of the person in view of the prevailing ban for such appointment	Reasons for not obtaining prior permission	Remarks
6.	7.	8.	9.	

N.B.: Please use separate proforma for the employees who have completed continuously as on 31-12-2001

- (i) 5 yrs. Or more
- (ii) 2 yrs. Or more but less than 5 yrs.
- (iii) 1 month or more but less than 2 yrs.

Sd/-
D. M. Borkar
Under Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER-Part

Date:- 27-03-2001

- Read:** (i) O. M. No. 9/1/90-Fin (R & C) dated 29-10-1990.
(ii) O. M. No. 9/1/90-Fin (R& C) dated 28-01-1992.
(iii) Circular No. 18/23/93-PER dated 22-02-1994.

CIRCULAR

Attention of all the Heads of Departments/Offices and other respective authorities is invited to the O.M./Circular dated 29-10-1990 wherein it was clearly instructed that under no circumstances should there be any further recruitment of N.M.R./daily wagers in the Department. Further vide O.M. dated

28/01/1992 it was reiterated that further recruitment of N.M.R./daily wage in any Government Departments, Municipalities State Government Undertakings and Semi-Government organizations is banned in totality.

Again, vide Circular dated 22-02-1994 it was informed that the question of those persons who had completed 240 days of service as daily wage/N.M.R. employee was examined separately. All the Heads of Departments/Offices/Appointing Authorities were however instructed that such of the daily wage/N.M.R. employees who had not completed 240 days as on the date of the issue of this circular should be discontinued/services terminated forthwith. They should also ensure that no more appointments were to be made in their places.

However, in spite of the above clear cut instructions, it is observed that persons are appointed on daily wages in some Departments in violation of the aforesaid instructions. It is therefore, once again brought to the notice of all concerned not to make any recruitment on N.M.R./daily wage basis and in case of to make any recruitment on N.M.R./daily wage basis and in case of violation in this regard they will be held personally responsible.

Sd/-
D. M. Borkar
Under Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 07-06-1990

Read: O. M. No. 9/1/90-Fin (R & C) dated 29-10-1990.

OFFICE MEMORANDUM

The Government vide O. M. No. 9/1/90-Fin (R&C) dated 29-10-1990 from Finance (Rev. & Control) Department had issued instructions to the effect that once the employee completes 5 years of continuous services as NMRs/Daily Wager, he/she would automatically qualify for being considered for regularization subject to the conditions laid down therein.

Now, the Government has further decided that those who have completed 5 years in Government service are to be regularized.

By order and in the name of the
Governor of Goa
Sd/-
D. M. Borkar
Under Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 06-04-2000

Read: 1. Notification No. 18/23/93-PER dated 14-05-1997.

2. Notification No. 18/23/93-PER dated 10-10-1997.

NOTIFICATION

Subject: Grant of Temporary Status to daily wage workers.

The Government of Goa is hereby pleased to amend the Daily wages (Grants of Temporary Status), Scheme of the Government of Goa, 1997 as follows:-

1. *Short title and commencement.*— (1) (This Scheme shall be called the Government of Goa Daily Wagers (Grants of Temporary Status) (Amendment) Scheme, 2000.

(2) It shall be deemed to have come into force from 01-01-2000.

2. *Amendment of clause 2.*— In clause 2 of the Daily Wages (Grant of Temporary Status) Scheme of Government of Goa 1997, in sub-clause (i) for the expression “who have rendered a continuous

service of at least five years as on the date of issue of this Notification”, the expression “who have rendered or on completing a continuous service of at least five years on or after the date of issue of this Notification” shall be substituted.

By order and in the name of the
Governor of Goa

Sd/-
J. S. Monteiro
Under Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 18-03-1998

Read: 1. Notification No. 18/23/93-PER dated 14-05-1997.
2. Notification No. 18/23/93-PER dated 10-10-1997.

NOTIFICATION

Sub.: Grant of Temporary Status to Daily Wage Workers

The Government vide Notification dated 14-5-1997 and 10-10-1997 has granted Temporary Status to the Daily Wage Workers under the Specific conditions mentioned therein.

Clause 3(i) of the Notification dated 14-5-1997 states that the Daily wage Workers who have been conferred Temporary Status are entitled to wages at daily rates with reference to the minimum of the pay scale for a corresponding regular Group ‘C’ and/or Group ‘D’ official including DA/HRA and C.C.A.

Consequent upon implementation/recommendation of the 5th Pay Commission to its employees, the Government is pleased to extend this benefits to the Casual Labourers i.e. Group ‘C’ and ‘D’ posts who have been conferred Temporary Status with reference to the minimum of the revised pay scale with effect from 1-1-1996.

As far as the payment of arrears from 1-1-1996 to 31-10-07 on adoption of the instructions is concerned, the same will be regulated in terms of the general orders which will be issued by the Finance Department in due course.

By order and in the name of the
Governor of Goa

Sd/-
S. S. Keshkamat
Joint Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 10-10-1998

Read: 1. Notification No. 18/23/93-PER dated 14-05-1997.

Sub: Grants of Temporary Status to Daily Wage Workers.

NOTIFICATION

The Notification of even number dated 14-5-1997 lays down various pre-conditions including sponsoring the names of the daily wagers (NMR/Daily Wage Employees) for the purpose of conferring Temporary Status on them.

In accordance with the ruling of the Hon’ble High Court of Judicature at Bombay, Panaji Bench, laid down in writ Petition No. 300/89 and 237/96 decided on 23-7-1997, Clause 5 of the Notification of even number dated 14-5-1997 is hereby amended to the extent that the condition regarding

sponsoring of the named by the Employment exchange for grant of temporary status shall not be insisted upon. Other conditions shall remain unchanged.

By order and in the name of the
Governor of Goa
Sd/-
S. S. Keshkamat
Joint Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 14/05/1997

NOTIFICATION

Sub: Grant of Temporary Status to Daily Wage Workers.

The Government of Goa is hereby pleased to frame a Scheme to regulate the grant of temporary status to daily wage workers of the Government of Goa, as follows:-

1. *Short title applicable and commencement.*— (1) This Scheme shall be called the Daily Wages (Grants of Temporary Status) Scheme of Government of Goa, 1997.

(2) It shall be applicable to the daily wage workers in employment in various Departments offices of the Government of Goa on the date of issue of this Notification.

2. *Temporary Status.*—

- (i) Temporary Status shall be conferred on all daily wagers NMR/daily wage employees) who are in employment and who have rendered a continuous service of at least five years as on date of issue of this Notification, which means that they must have been engaged for a period of (5 x 240 days) or (5 x 206 days) in case of offices observing 5 days week.
- (ii) Such conferment of temporary status would be without reference to the creation/availability of regular Group 'C' and 'D' posts.
- (iii) Conferment of temporary status to the daily wager would not involve any change in this duties and responsibilities. Engagement will be on daily rates of pay on need basis. He/She may be deployed anywhere within the department/office on the basis of availability of work.
- (iv) Such daily wagers who acquire temporary status shall not however, be brought on to the permanent establishment unless they are selected through regular selection process for Group 'C' and 'D' posts.

3. *Entitlement.*—

Temporary status shall entitle the daily wagers to the following benefits:-

- (i) Wages at daily rates with reference to the minimum of the pay scale for a corresponding regular Group 'C' and or Group 'D' official including DA/HRA and CCA.
- (ii) Leave entitlement will be on a pro-rata basis at the rate of one day for every 10 days of work. Casual or any other kind of leave, except maternity leave, shall not be admissible. They will also be allowed to carry forward the leave at their credit in the event of their regularization. They shall not be entitled to the benefits of encashment of leave on termination of service for any reason or on their quitting service.
- (iii) Maternity leave to lady labourers as admissible to regular Group 'C' and 'D' employees will be allowed.
- (iv) 50% of the service rendered under temporary Status would be counted for the purpose of retirement benefits in the event of their regularization.
- (v) Until they are regularized and subject to fulfillment of other conditions of this Scheme they would be entitled to Productivity Linked Bonus/Ad-hoc bonus only at the rates as applicable to casual labourers.

- (vi) Benefits of annual increment: On completion of each qualifying spell corresponding to 240/206 paid days in service, the quantum of wages shall be raised adding one increment and its consequential increase in total wages to the existing monthly wages of corresponding category employee. For example, if at the minimum basic pay of a post, in regular establishment, the monthly wages are Rs. 2626/-, then the corresponding daily wage would be Rs. 88/-. If the monthly wages on receipt of one increment goes upto Rs. 2676/-, the corresponding daily wage may be fixed at Rs. 89/- as and when the worker completes 12 months qualifying service for increments.
- (vii) Festival Advance: The provisions in GFRs as they are, now do not permit grant of festival advance to daily wage workers. However, the employees in question may be treated on par with other temporary staff and granted festival advance on production of surety bonds from permanent employees.
- (viii) Contribution to General Provident Fund: Privilege is restricted to only those employees who are on regular service. One daily wagger gets selected to regular establishment, he/she will be eligible to apply for and get membership of General Provident Fund.
- (ix) No benefits other than those specified above shall be admissible to daily wagers with temporary status. However, if any additional benefits are at present admissible to daily wagers working in industrial establishment in view of the provisions of the Industrial Disputes Act, 1947 (Central Act 14 of 1947), they shall continue to avail those benefits if found more advantageous.
- Despite conferment of temporary status the services of daily wagger may be dispense with by giving a notice of one month in writing. A daily wagger with temporary status may also quit service by giving a written notice of one month. The wages for the notice on which such casual worker is engaged on work.
- (x) A comprehensive department wise list of all daily wagers eligible for these concessions (containing all personal details of each worker) shall be maintained both at the department level as well as in Personnel Department and conferment of "temporary" status done only those who have completed Five years of service unless in the meantime they are selected to posts in regular establishment through the normal process.

4. Service Book and leave account shall be opened and maintained by each Department to monitor the benefits given now and that are likely accrue thereafter in respect of each such worker enjoying the temporary status.

5. The benefit of this temporary status will be granted to the daily wagers of the State subject to fulfillment of criteria as above and that recruitment of daily wage employee/NMRs was done after the candidate was sponsored by Employment Exchange and the appointment was made after obtaining prior sanction of the Finance Department. No benefits shall be conferred on daily wagers employees/NMR recruited in contravention of following Government circulars:

- (i) No. 2/38/75-PER (Vol. II) dated 12-7-1985
- (ii) No. 19/11-92/PER dated 4-10-1993
- (iii) No. 18/23/93-PER dated 22-2-1994 & dated 15-4-1994
- (iv) No. 9/1/90-Fin (R & C) dated 29-10-1990

By order and in the name of the
Governor of Goa

Sd/-
S. S. Keshkamat
Joint Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 15-04-1994

CIRCULAR

Attention of all the Heads of the Departments/Offices and respective Authorities is invited to the Para 3 of the circular of even number dated 22-2-1994, wherein it was instructed to discontinue services of terminate forthwith, the daily wages/NMR employees who have not completed 240 days as on 22-2-1994.

All the Heads of Departments/Offices are therefore requested to send the compliance report thereon on top priority basis.

Sd/-

S. S. Keshkamat
Under Secretary (Personnel)

Department of Personnel

No. 19/11/92-PER

Date:- 22nd June, 1994**CIRCULAR**

The matter relating to appointment of NMRS/Daily wagers deployed in different Departments against regular vacancies was engaging the attention of the Government for some-time in the past.

2. It is found that besides NMR/Daily wage employees cases of appointments on compassionate grounds (harness cases) and also of redeployment of surplus need to be considered.

3. After careful consideration of the merits of the above three categories, the Government has decided as under:-

- i) Appointments on compassionate grounds may be given priority over other since the scheme envisages immediate assistance to the family of the deceased Government servant in distress.
- ii) The next preference will be for those employees who have been declared surplus on the basis of the assessment report of Department of Administrative Reforms.

Chief Secretary is the competent authority to sanction appointment in both the above two categories.

- iii) Those vacancies which remain after considering the above two categories may be filled by NMR/Daily wage employees, subject to the conditions laid down in Finance Department's Office Memorandum No. 9/1/90-Fin (R&C) dated 29-10-1990 and subsequent instructions issued on the subject. For this purpose necessary N.O.C. will be issued by the Personnel Department in the context (ii) above.

- iv) Regarding appointment made in violation of ban orders vide Finance Department's Office Memorandum dated 29-10-1990 and 28-1-1992, those who have put in continuous service of 240 days may continue.

However the services of the remaining employees who do not fulfill such conditions should be terminated forthwith. In this connection instruction issued vide Circular No. 18-23-93-PER dated 22-2-1994 may also be referred to.

4. All Departments/Offices should therefore continue to notify the vacancies to the Personnel Department for seeking N.O.C. as per the existing instructions.

Sd/-

S. S. Keshkamat
Under Secretary (Personnel)

Department of Personnel

No. 18/23/93-PER

Date:- 22-02-1994

CIRCULAR

Attention of all the Heads of Departments/Offices and the respective Authorities is invited to O.M. No. 9-1-90-Fin (R&C) dated 29-10-1990 instructing interalia that under no circumstances should there be any further recruitment of NMRs/Daily wages in any department. Again vide O.M. of the same number dated 28-1-1992 issued by Finance Department it was once again reiterated that further recruitment of NMR/Daily wage in any Government Departments Municipalities, State Government Undertaking and Semi-Government Organization is banned in totality.

2. In spite of the above clear cut instructions, it is found from the information received recently from various departments that persons are appointed on daily wages in some departments in violation of the aforesaid instructions. It is therefore again brought to the notice of all the authorities competent to make appointments that they should not make any recruitment on NMR/Daily wage basis and in case of violation in this regard the appointing authority concerned will be held personally responsible. The wages of employees so appointed are liable to be recovered from the officer responsible for such appointment.

3. It is further informed that the question of those persons who have completed 240 days of service as daily wage/NMR employee is being examined separately. All the Heads of departments/office Appointing Authorities are however instructed that such of the daily/wage/NMR employees who have not completed 240 days as on the date of the issue of this circular should be discontinued/services terminated forthwith. They should also ensure that no more appointments are made in their places.

Sd/-
T. J. Faleiro
Under Secretary (Personnel)

Department of Personnel

No. 19/11/92-PER

Date:- 4th October, 1993**CIRCULAR**

It has been decided by the Government that a study should be conducted of those daily wages workers who have completed 5 years of service, with a view to consider their cases for regularization.

All the Departments are therefore requested to furnish the information of the employees working on daily wages as on 30-9-1993 in the enclosed proforma.

In the above connection, attention of the Department is invited to the Para 3 of the O.M. No. 9-1-90-Fin (R&C) dated 29-10-1990, wherein it was clearly instructed that, under no circumstances should there be any further recruitment of N.M.R./daily wagers in any Department. Attention is also invited to the subsequent O.M. No. 9-1-90/Fin (R&C) dated 28-01-1992 in the third para of the O.M. it was once again reiterated that further recruitment on N.M.R./daily wagers is banned in totality.

In view of the above instructions, the Departments should indicate in the remarks column of the proforma, the authority under which appointment of NMR/daily wagers were made if any, after issue of the above instructions.

The above information should reach in this Office by 15-10-1993 positively.

Sd/-
S. S. Keshkamat
Under Secretary (Personnel)

Department of Personnel

No. 9/10/92-PER-PART

Date:- 19th July, 1993**CIRCULAR**

Attention is invited to the instructions issued vide this Department's circular of even number dated 26-11-92 and 15-1-93 whereby it is enjoined upon all Heads of Departments/offices to obtain N.O.C. from this Department for filling up the vacancies by direct recruitment.

2. In spite of the above instructions it is reported that some of the Departments are still notifying the vacancies including daily wages nature, short term durations, etc. to the Employment Exchange without obtaining N.O.C. from this Department as required under above circular.

3. It is therefore clarified that N.O.C. from this Department should be obtained before notifying the vacancy to the Employment Exchange. It is further clarified that N.O.C. from this Department is required to fill up of vacancies of daily wages nature, short term duration, etc.

Sd/-
S. V. Shiroadkar
Under Secretary (Personnel)

Department of Personnel

No. 9/1/90-Fin (R&C)

Date:- 28th January, 1992**OFFICE MEMORANDUM**

Ref: O. M. No. 9/1/90-Fin (R & C) dated 29-10-1990.

Vide O.M. referred to above, Government has decided to consider regularization of NMRs/daily wagers and work changed staff deployed in different departments who have completed more than 5 years of regular service subject to certain conditions mentioned therein:-

On implementation of the aforesaid O.M. it is experienced that the benefits extended there under could not reach a large number of employees for some reasons or other. The matter has therefore, been reconsidered by Government keeping in view the fact that the casual employees ordinarily belonging to the economically weaker sections of the society face abrupt termination of their services which causes them undue hardship. It has therefore, has been decided that the benefit of regularization should be extended to all the NMRs/daily wagers and work charged employees irrespective of the fact whether they are sponsored by the Employment Exchange or not. Consequently condition No. (ii) Of Para 3 of the O.M. dated 29-10-90 shall stand deleted. The department may, therefore consider regularization of NMRs/daily wagers and work charged staff subject to other condition mentioned in the O.M. referred to above.

It has further been decided to extend the benefit of regularization to the NMRs/daily wagers and work charged and employed in municipalities, State Government undertakings and Semi-Government Organization subject to the same terms and condition as applicable to such employees working in Govt./Dept. However, it is once again reiterated that further recruitment on NMRs/daily wagers in any Government Departments, Municipalities, State Government Undertakings and Semi-Government Organizations is banned in totality.

All Heads of Department/offices and the respective Appointing Authorities are hereby requested to ensure implementation of the above decision in all departments in letter and spirit. Any officials found violating the above Government decision would be liable for strict disciplinary action.

Sd/-
S. K. Usgaonkar
Joint Secretary (Finance)

Department of Personnel

No. 9/1/90-Fin (R&C)

Date:- 29th October, 1990**OFFICE MEMORANDUM**

The matter relating to possible regularization of NMRs/Daily Wagers and work charged staff deployed in different Departments has been engaging the attention of the Government.

2. After careful examination, the Government has decided on the following course of action.

3. In regard to NMRs/Daily Wagers, Government has decided to consider regularization of employees who have completed more than 5 years of continuous service subject to the following conditions.

- i) That work should be available on a continuous basis.
- ii) That in case any recruitment has taken place after 12th May, 1985, the candidate should have been sponsored by the Employment Exchange. This condition is imposed because the Central Government has already exempted appointment to Group 'D' posts from the purview of Employment Exchange where such appointments have taken place prior to 12th May, 1985.
- iii) That the persons concerned should qualify for the post as per the recruitment rules applicable for departmental candidates. Here, age limit prescribed in the Recruitment Rules shall not be made applicable to such cases.
- iv) That the resultant vacancy should not be filled up under any circumstances.
- v) That on retirement of the incumbent, review may be carried out by the Department concerned whether the post is required or not any further.

Once the employee completes 5 years of continuous service as NMRs/Daily Wagers, he would automatically qualify for being considered for regularization subject to the conditions for being considered for regularization subject to the conditions stated above. However, under no circumstances, should there be any further recruitment of NMRs/Daily Wagers in any Department.

4. In respect of work charged employees (whether permanent or temporary) Government has decided to give benefits of regular pay scale and other benefits to all the work charged staff subject to the conditions already stated in Para 3 above.

All Heads of Departments/Offices are hereby requested to ensure implementation of the above decision as early as possible.

Sd/-
R. S. Sethi
Commissioner & Secy.
(Finance)

Department of Personnel

No. 2/38/75-PER (Vol.II)

Date:- 12th July, 1985**CIRCULAR**

Instances have come to the notice of the Government that after circulation of the Government of India Memorandum No. 49014/18/84-Estt. (C) dated the 7th May, 1985, vide this Division's Memorandum No. 2/38/75-PER-Vol.II dated the 12th June, 1985 regarding regularization of services of casual Worker in Group 'D' posts, certain Heads of Departments/Offices terminated the services of a number of casual workers.

2. The matter has been carefully considered by the Government and it has been decided that except for seasonal labourers daily wages workers should be appointed only after obtaining the names from the Employment Exchange. Further action to advance this principle may be taken prospectively by all Heads of Departments/Offices and the services of the existing daily wages workers may not be

terminated merely because their names had not been called from the Employment Exchange in the past. The Government has also decided that in accordance with the guidelines laid down by the Govt. of India, the question of the regularization of the daily wage workers who have been working for a long time may be considered by all Departments/offices, as early as possible.

3. All the Heads of Department/offices are, therefore, requested to send a report on the action taken by them in the light of these instructions to the Administrative Department in the Secretariat within a period of one month from the date of issue of this circular.

4. The receipt of this circular may please be acknowledged.

Sd/-
K. K. Mathur
Chief Secretary

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PERSONNEL DEPARTMENT

Pay Fixation and Related Matter

Department of Finance (Revenue & Control)

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

Dated:- 28/11/2018

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

Order No. 8/1/2016-Fin(R&C) dated 04.09.2017

Order No. 8/1/2016-Fin(R&C) dated 29.09.2017

Order No. 8/1/2016-Fin(R&C) dated 25.10.2017

Order No. 8/1/2016-Fin(R&C) dated 14.06.2018

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. F. No. 38/37/16--P&PW(A)(iv) dated 08/03/2018 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 Central 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.

Sd/-

(Michael D'Souza)

Additional Secretary (Finance)

Ministry of Finance

No. 4-21/2017-IC/E.III(A)

Dated:- 31/07/2018

OFFICE MEMORANDUM**Subject :** Date of next increment– Rule 10 of CCS (RP) Rules, 2016 regarding.

The undersigned is directed to invite attention to Rule 10 of CCS (RP) Rules, 2016 which provides, inter alia, that there shall be two dates for increment namely 1st January and 1st July of every year, instead of the provision of one date of increment on the 1st July during the 6th Pay Commission pay structure. The Rule further provides that an employee shall be entitled to only one annual increment either on 1st January or 1st July depending on the date of appointment, promotion or grant of financial upgradation. The Sub-Rule (2) thereof provides that increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between the 2nd day of January and 1st day of July (both inclusive) shall be granted on 1st day of January and the increment in respect of an employee appointed or promoted or granted financial upgradation including upgradation under MACP during the period between 2nd day of July and 1st day of January (both inclusive) shall be granted on 1st day of July.

2. The proviso to Sub-Rule 2 of Rule 10 of CCS (PR) Rules, 2016 provides that the next increment after drawal of increment on 1st day of July 2016 shall accrue as on 1st day of July 2017.

3. A number of references has been received in the Ministry of Finance seeking clarification whether in case of an employee promoted on 1st July, 2016, whose pay was fixed on 01/07/2016 in terms of the rules governing fixation of pay on promotion, the next increment may be allowed on 1st January, 2017 or on 1st July 2017.

4. The matter has been considered. During the regime of pay structure obtaining immediately prior to 01/01/2016, when the annual increment was admissible uniformly on 1st July every year, the increment was admissible on 1st July, provided the condition of 6 months service was fulfilled. Thereafter, the next increment used to be given after a period of 12 months.

5. Accordingly, keeping in view the principle followed during the period before 1.1.2016 immediately prior to coming into force of the CCS (RP) Rules, 2016, which has been modified in the revised pay structure in terms of Rule 10 thereof by way of 2 dates of increment on 1st January and 1st July, it is clarified that in case an employee is promoted or granted financial upgradation including upgradation under the MACP scheme on 1st January or 1st July, where the pay is fixed in the Level applicable to the post on which promotion is made in accordance with the Rule 13 of the CCS (RP) Rules, 2016, the first increment in the Level applicable to the post on which promotion is made shall accrue on the following 1st July or 1st January, as the case may be, provided a period of 6 months qualifying service is strictly fulfilled. The next increment thereafter shall, however, accrue only after completion of one year.

6. This order is issued in consultation with office of C&AG in its application to employees working in Indian Audit and Accounts Department.

Sd/-
(Ram Gopal)

Under Secretary to the Government
of India

Department of Finance (Revenue & Control)

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

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

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

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

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

Order No. 8/1/2016-Fin (R&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. 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(G) dated 08-11-2017 regarding fixation of pension of Medical Officers retire 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 Central Civil Services (Revised Pay) Rules, 2016.

All the guidelines/OMs, referred to above is available on the website of the Directorate of Accounts, www.accountsgao.gov.in.

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

Ministry of Finance
Department of Expenditure

No. 1-6/2016-IC

3rd August, 2017

OFFICE MEMORANDUM

Subject: Recommendations of the 7th Central Pay Commission (CPC)-bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.

With references to the subject mentioned above and in continuation of this Department's OM of even number dated 07-09-2016 and 13-06-2017, detailed instructions are hereby being issued on the application of the benefit on account of bunching of stages while fixing the pay in the revised pay structure as a response to a large number of references received from Ministries/Departments.

2. The provisions giving effect to the recommendations of the 7th CPC on extending the benefits on account of bunching were notified vide DoE O.M. dated 07-09-2016. Benefits on account of bunching have been extended during the initial fixation of pay in the revised pay structure while implementing the recommendations of earlier CPCs also. Bunching occurs in the fixation of pay when the pay at two or more consecutive stages in a Pay Scale/Grade Pay in the pre revised scale get fixed at the same stages in the corresponding Pay Scale/Level in the revised pay structure.

3. The modalities of determining the extent of bunching and the nature of benefits to be extended on account thereof, based on the recommendations of the CPCs, have differed across different Pay Commission periods. While the 5th CPC recommended that benefits be extended when more than four stages get bunched, the 6th CPC recommended that benefits be extended when two or more stages get bunched. The fitment tables drawn by the 6th CPC and notified by the Government subsequently provided for the benefits of bunching only when more than two stages were bunched. As regards the benefits to be extended on account of bunching, the 5th CPC recommended benefit of one increment for every four consecutive stages bunched, the 6th CPC recommended benefit of one increment for every two consecutive pay stages bunched. For HAG scales, however, benefit of one increment was given at each of the pay stages in the 6th CPC pay structure.

4. In terms of the DoE O.M. dated 07-09-2016 based on the 7th CPC recommendations, bunching occurs when two or more stages get bunched and benefit of one increment is to be given for every two stages bunched. These provisions are to be applied while revising the pay from the 6th CPC regime to the 7th CPC regime. In the 6th CPC pay structure, about 35 pay scales existing in the 5th CPC pay structure were replaced by a system of running pay bands recommended by the 6th CPC. The 6th CPC pay structure consisted of 19 grades spread across four distinct pay bands and 4 distinct scale including two fixed scales. The 6th pay structure being replaced by the 7th CPC recommended Pay Matrix, thus, consists of 4 Pay Bands with 15 levels of Grade Pay, along with 4 standalone scales, viz., HAG scale, HAG+ scale, Apex scale (fixed) and the scale of Cabinet Secretary (fixed).

5. While in the 5th CPC structure, the stages in every pay scale were well defined, the stages were not well defined in the 6th CPC structure. The pay was to be fixed in the running Pay Band by rounding off to the next higher multiple of 10. Every multiple of 10 was a pay stage in the 6th CPC regime. However, all consecutive 10 rupee stages for any Grade Pay cannot be taken as consecutive stages for the purpose of bunching in reference to the 7th CPC recommendations as is also clear from the illustration contained in para 5.1.37 of the 7th CPC Report. Based on the illustration contained in para 5.1.37 of the 7th CPC Report, Department of Expenditure's O.M. dated 07-09-2016 provided that a differences of at least 3%, the rate of annual increment, in the 6th CPC pay structure was essential for counting of two stages. The 6th CPC had replaced the system, of equidistant pay stages in a pay scale based on equal annual increments in the 5th CPC regime by a system of annual increment of 3% on the sum of pay in the running pay band and the Grade Pay which was to be added to the running pay as increment. Therefore, the pay stages in any given Grade Pay were specific to an employee and depended upon the initial fixation of pay in that Grade Pay. As a result, the amount of increment earned in the same Grade Pay would differ in the same Pay Scale/Grade Pay not only between different employees but also across years for the same employee. To illustrate, an employee whose pay was fixed at Rs 46,100 in GP of 8700 in PB-4 would have the first annual increment of Rs

1390 which would be added to his running pay in the Pay Band, another employee whose pay initially was fixed at Rs 46,400 in the same Grade Pay would have the first annual increment of Rs 1400. In such a scenario where the pay stages are specific to the employee, it is not possible to arrive at universal pay stages for the purpose of determining the extent of bunching. Therefore, for the purpose of determining the extent of bunching in a system of running pay bands, the consecutive pay stages that need to be considered are the pay stages which are specific to the employee.

6. In the 5th CPC structure, the maximum and the minimum of every pay scale were well defined. In the 6th CPC structure, Entry Pay was separately notified for most Grade Pay levels to govern the entry pay of direct recruits in that level. The pay of those moving from a lower grade to a higher one on promotion was regulated in terms of provision was regulated in terms of provisions contained in Rule 13 of CCS (RP) Rules, 2008. As such, the Entry Pay notified for a given Pay Scale/Grade Pay is the effective minimum of that Grade Pay for direct recruits. For an employee getting promoted, the sum of the minimum of the relevant Pay Band and the Grade Pay is the effective minimum pay. The 7th CPC, in its Report, has commented that this led to many situations where direct recruits drew higher pay as compared to personnel who reached that stage through promotion. Demands were received by the 7th CPC from many staff associations and employees for removal of this disparity which the 7th CPC refers to as differential entry pay.

7. In the revised dispensation for pay fixation in the New Pay Structure as recommended by the 7th CPC, direct recruits shall start at the minimum pay corresponding to the level to which recruitment is made, which will be the first cell of each level. For those promoted from the previous level, the fixation of pay in the new level will depend on the pay they were already drawing in the previous level. The Pay, however, cannot be less than the first stage of the relevant level. While enumerating the benefits of migrating to the new system at para 5.1.47 of the 7th CPC Report, it has been stated that **‘the issue of differential entry pay has been resolved’**. At para 5.1.36 of the 7th CPC Report it has also been mentioned that rationalization has been done with utmost care to ensure minimum bunching at most levels. Rationalization has been done by the 7th CPC through the Index of Rationalization (IoR) which has been multiplied with the Entry Pay in the 6th CPC regime to arrive at the first cell of each level. With the Entry Pay along with IOR being used as the determiner of the first cell, pay stages below the Entry Pay have been consciously brought up to the level of Entry Pay and its corresponding pay stages in the revised pay structure. As a result, all pay stages below the Entry Pay in any Level will, on re-fixation, converge to the first pay stage in that level. As this convergence takes place on account of a conscious decision of the 7th CPC intrinsic to the architecture of the Pay Matrix by indicating the Entry Pay as the starting point of each Level, benefit on account of bunching cannot be extended with reference to pay stages lower than the Entry Pay indicated by the 7th CPC for that level in the Pay Matrix. Extending the benefits of bunching with references to pay stages below the entry pay will perpetuate the difference in pay on account of differential Entry Pay which was addressed by the 7th CPC.

8. Based on the above, it is clarified that the following shall be kept in view while determining the extent of bunching as also the benefits to be extended on account of bunching at the time of initial fixation of pay in the 7th CPC pay structure:

- (i) Benefit on accounts of bunching is to be extended when two or more stages get bunched.
- (ii) Benefit of one increment is to be extended on account of bunching of every two consecutive stages.
- (iii) As stipulated in MoF OM dated 07-09-2016, a difference of 3% to be reckoned for determination of consecutive pay stages, specific to each employee.
- (iv) All pay stages lower than the Entry Pay in the 6th CPC pay structure as indicated in the Pay Matrix contained in the 7th CPC Report are not to be taken into account for determining the extent of bunching.

9. All Ministries/departments are advised to review all cases wherein benefit on account of bunching has been extended in term of this Department's OM dated 07-09-2016 and to re-fix the pay in terms of the instructions contained herein.

Sd/-
(V. K Singh)

Director

Ministry of Finance
Department of Expenditure

No. 1-6/2016-IC (Pt.)

Date: 13th June, 2017

OFFICE MEMORANDUM

Subject: Recommendations of the 7th Central Pay Commission-bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.

With references to the subject mentioned above and in continuation of this Department's OM of even number dated 07-09-2016, the undersigned is directed to inform that, a large number of references have been received from Ministries/Departments seeking clarifications regarding to the application of the benefit on account bunching of stages while fixing the pay in the revised pay structure.

2. It has also been brought to the notice of this department that some offices have extended the benefits on accounts of bunching based on subjective interpretation of the provisions of OM dated 07-09-2016, which may not be consistent with the principles and philosophy of the 7th CPC recommendations on bunching. Implementation of such pay fixation orders are not in conformity with the 7th CPC principles on bunching and may create further anomalies. In order to ensure consistency of approach in applying the provisions relating to bunching and to address the queries on various aspects of bunching, it has been decided to issue detailed guidelines on bunching.

3. All Ministries/Departments are, therefore, advised that the implementation of the provisions on bunching in OM dated 07-09-2016 may be put on hold till the time the detailed instructions in this regards are issued by Departments of Expenditure. It is also requested that if orders on accounts of bunching have already been issued by Ministries/Departments but not implemented, the same may not be given effect to.

Sd/-
(V.K Singh)
Director (IC)

Ministry of Finance
Department of Expenditure

No. 1-6/2016-IC (Pt.)

Dated 7th September, 2016

OFFICE MEMORANDUM

Subject: Recommendations of the 7th Central Pay Commission-bunching of stages in the revised pay structure under Central Civil Services (Revised Pay) Rules, 2016.

The undersigned is directed to say that in view of the recommendation of the 7th Central Pay Commission regarding bunching of stages in the revised pay structure, it has been decided that in cases where in revision of pay, the pay of Government servants drawing pay at two or more stages in pre-revised Pay Band and Grade Pay or Scale, as the case may be, get fixed at same Cell in the applicable Level in the new Pay Matrix, one additional increment shall be given for every two stages bunched and the pay of Government servant drawing higher pay in pre-revised structure shall be fixed at the next vertical Cell in applicable Level.

2. For this purpose, pay drawn by two Government servants in a given Pay Band and Grade Pay or scale where the higher pay is at least 3% more than the lower pay shall constitute two stages. Officers drawing pay where the difference is less than 3% shall not be entitled for this benefit.

3. As per illustration given in para 5.1.37 of the Report of the 7th Central Pay Commission, if two persons drawing pay of Rs 53,000 and Rs 54,590 in the GP Rs 10,000 are to be fitted in the new Pay Matrix, the person drawing pay of Rs 53,000 on multiplication by a factor of 2.57 will expect a pay corresponding to Rs 1,36,210 and the person drawing pay of Rs 54,590 on multiplication by a factor of 2.57 expect a pay corresponding to Rs 1,40,296. Revised pay of both should ideally be fixed in the first cell of level 14 in the pay of Rs 1,44,200 but to avoid bunching the person drawing pay of Rs 54,590 will get fixed in second cell of Level 14 in the pay of Rs 1,48,500.

Sd/-
(R. K Chaturvedi)
Joint Secretary to the Govt. of India

Department of Finance (Revenue & Control)

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

Dated:- 29-09-2017.

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

OFFICE MEMORANDUM

In pursuance to the Order read above, the following Office Memoranda are adopted by the State Government.

1. Office Memorandum No. 13/02/2017-Est.(Pay-I) dated 27th July, 2017 issued by the DoPT, Ministry of Personnel, Public Grievances and Pensioners, 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. 1-6/2016-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.accountsgoa.gov.in.

Sd/-

(Sushama D. Kamat)

Under Secretary Fin (R&C)

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

No. 13/02/2017-Est.(Pay-I)

Dated 27th 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-regading.

Prior to implementation of 6th CPC Report, the pay fixation on promotion was governed by provisions of FR 22(I)(a)(1). In 6th 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 7th 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 provision 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 provided 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, 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 1st July or 1st 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 fixed from the date of his/her next increment (either 1st July or 1st 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
4	Pay in the upgraded Level i.e.	1	18000	19900	21700	25500	29200
	Level 5: 30100 (next higher to 29600 in Level 5)	2	18500	20500	22400	26300	30100
5	Pay from the date of promotion till DNI: 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

4 Pay from the date of promotion till DNI: 30100	1	18000	19900	21700	25500	29200
5 Re-fixation on DNI: Pay after giving two increment in Level 4: 31400	2	18500	20500	22400	26300	30100
	3	19100	21100	23100	27100	31000
6 Pay in the upgraded Level i.e.	4	19700	21700	23800	27900	31900
Level 5: 30900 (either equal to or next higher to 31400 in Level 5)	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

(iv) 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 pos 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 with effect from date of promotion/DNI shall 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/-
(Pushpender Kumar)
Joint Secretary to the Government of India

Department of Expenditure

No. 1-6/2016-IC (Pt.)

Dated the 29th September, 2016

OFFICE MEMORANDUM

Subject: Fixation of pay and grant of increment in the revised pay structure-clarifications-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.	As per the provisions of FR 22(I)(a)(1), the Government servants (other than those appointed on deputation to ex-cadre post or adhoc 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.	Under the changed circumstances after notification of CCS (RP) Rules, 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.

	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. 25th July, 2016, the option submitted by such employees has now turned out to be disadvantageous. Whether such employee may be allowed to revise their option under FR 22(I)(a)(1) at this stage.	
2.	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.	Since the provision 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.

Sd/-

(R. K Chaturvedi)

Joint Secretary to the Govt. of India

Department of Finance (Revenue & Control)

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

Dated:- 04-04-2017.

Read: 1) O.M. No. 1/2/2012-PER dated 21-11-2016.

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

CIRCULAR

The Personnel Department vide above O.M. dated 21-11-2016 (read at (1) above) has issued guidelines regarding extension of the benefits of the Sixth Central Pay Commission recommendation of granting Pay Band -1, Rs 5200-20200+GP Rs 1800 to Group 'D' employees.

Subsequently, Government vide Order dated 30-11-2016 (read at (2) above) has implemented VII Central Pay Commission recommendation as adopted by Government of India, to the employees of the State Government and GIA Educational Institutions.

The Directorate of Accounts has encountered with certain points of doubts during the process of scrutiny/approval of pay fixation statements in respect of Group 'D' employees and has requested the Finance Department for intervention/examination and clarification with reference to the above referred orders.

Finance (R&C) Department has examined the matter in detail in consultation with Department of Personnel and in order to resolve the issues pertaining to pay and allowances in respect of Group 'D' employees the following clarifications are given:

Clarification as per O.M. No. 1/2/2012-PER dated 21-11-2016.

- (a) Those Group 'D' employees who have been recruited on or after 01-01-2006 and who possess SSCE (X) or ITI, shall be placed in PB-I, Rs 5200-20200+GP Rs 1800.

Illustration:- Mr. ABC was appointed as a Peon, in XYZ Department in the pay scale IS- Rs 4440-7440+GP Rs 1300 on 01-01-2011. At the time of appointment, he was possessing Std. X pass qualification. However, since his appointment was done as per the RR's prevailing, his pay was fixed at Rs 4440-7440+GP Rs 1300.

In such case, his pay as on 01-01-2011, will be fixed at Rs 5200 with GP Rs 1800, in the PB I, Rs 5200-20200+GP Rs 1800 [as per clause (v) of the O.M. dated 21-11-2016]. The fixation of pay shall be notionally done w.e.f. 01-01-2011 upto 31-12-2015, and he will be able to draw monetary benefit w.e.f. on or after 01-01-2016.

- (b) There may be cases, where Group 'D' employees have acquired Std. X or ITI qualification after their appointment in the service. e.g. A Peon or a Lab. Attendant has acquired Std X (SSCE) through National Institute of Open Schooling.

Than is such cases applying the same principle as in clause (a) above, the employee shall be placed in PB I, Rs 5200-20200+ GP Rs 1800 and his pay shall be notionally fixed w.e.f. the date of acquiring this qualification. For the purpose of determining the date of acquiring this qualification, the date of issue of mark sheet or passing certificate shall be considered.

- (c) There are many cases in certain Departments, who have been granted the pay scale of PB I, Rs 5200-20200 + GP Rs 1800, even when the employee did not possess the required qualification of SSCE pass or ITI pass. The pay scale granted is not according to the RR's in force which were not amended neither was the relevant pay scale in Pay Band 1S replaced.

In such cases, the employee's pay shall be fixed in relevant Pay Band 1S, notionally w.e.f. from the date of appointment and he shall than be placed in PB I Rs 5200-20200 + GP Rs 1800 w.e.f. 01-01-2016. In terms of the clause (ii) of O.M. dated 21-11-2016 these employees will have to undergo training.

- (d)(i) As per clause (ii) of O.M. dated 21-11-2016, all Group 'D' employees who do not possess requisite qualification of Std X pass or ITI pass and those who were not, trained in terms of Fin. (R&C) Dept. Circular dated 19-04-2009, have to undergo training. Upon completion of this training, their pay shall be fixed in terms of clause (v) of the O.M. dated 21-11-2016, in those cases whose appointment was made upto 31-12-2015.
- (ii) In cases of those who have been appointed on or after 01-01-2016, and who do not possess the requisite qualification as on the date of their appointment, shall have to undergo training and their pay shall be fixed in PB I, Rs 5200-20200 + GP Rs 1800 on the date of their appointment, only after successful completion of their training as certified by the Appointing Authority. Till such time, they will continue to draw their pay in the pre-revised VI Pay Scale.

Sd/-

(Sushama D. Kamat)

Under Secretary Finance (R&C)

Department of Finance (Revenue & Control)

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

Dated 30th November, 2016

ORDER

1. The Government of India (GOI) has issued Notification/Office Memoranda/Orders Resolution regarding implementation of the recommendation of the Seventh Central Pay Commission to regulate payment 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 is 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 term 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) 4th August, 2016.
- (ii) GOI, Ministry of Personnel, Public Grievances and Pensions, Department of Pension & Pensioners' Welfare, Office Memorandum F. No. 38/37/2016-P&PW (A) (i) dated 4th 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 4th 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, No. 42/15/2016-P&PW (G) dated 16-11-2016 regard grant of Dearness 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 6th 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 pension/family pension, as had been fixed at the time of implementation of the 6th Central Pay Commission (CPC) recommendations, by a fitment factor of 2.57 till the revised pensions 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 consolidated in the prescribed proforma appended to this orders. 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 pensioner benefits forms for authorising the revised pension/family pension under the 7th 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 instalment on or before 28-02-2017
2	Pensioners whose age is 75 years and above	100% of the arrears in one instalment on or before 28-02-2017
3	Pensioners below 75 years	Arrears shall be paid in three instalments in February-

	March'2017, April-May'2017 and June-July'2017.
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12. 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 on 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.

These issues with the approval of the Council of Ministers in its XXXX IIIrd Cabinet Meeting held on 25-11-2016.

By order and in the name of
The Government of Goa
Sd/-
(Daulat A. Hawaldar, IAS)
Secretary (Finance)

ANNEXURE

Form of intimation by the Pension Disbursing Authority to the Pension Accounting Office/Pay and Accounts Office regarding Consolidation of Pension/family pension in terms of Department of Pension and Pensioners Welfare Office Memorandum.

1. Name of the Pensioner/Family Pensioner: _____
2. PPO. No.: _____
3. Date of Birth/age: _____
4. Date of retirement/Death (in case of family pension): _____
5. Scale of pay on the date of retirement/death: _____
6. Corresponding pay band and grade pay/pay scale w. e. f. 1-1-2006: _____
7. Date of increment in the above scale: _____
8. No. of increments earned in the above scale: _____
9. PAN No.: _____
10. Aadhaar No.: _____

Computation of Pension

11. Computation of consolidated pension/family pension

*Pension/*Family Pension/(at enhanced rate)

Pension			Amount
A)	Existing basic pension (inclusive of commuted portion) (excluding the effect of merger of 50% of dearness relief)	Rs.	
B)	2.57 Factor Multiple	Rs.	
C)	Total	Rs.	
D)	Rounded to nearest Rupee	Rs.	
E)	Basic Pension	Rs.	

Family Pension/Enhanced Family Pension			Amount
A)	Existing basic Family pension/Enhanced family pension (excluding the effect of merger of 50% of dearness relief)	Rs.	
B)	2.57 Factor Multiple	Rs.	
C)	Total	Rs.	
D)	Rounded to nearest Rupee	Rs.	

E)	Basic Pension	Rs.	
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(* If not applicable draw a line across)

Note:

1. The verification/final revision of pension/family pension in respect of pensioners will be done by the Pay & Accounts Office concerned.

12. Remarks if any.

Signature of Pension Disbursing Authority

To The Deputy Director of Account, PA-I Section

Departments of Personnel

No. 1/2/2012-PER

Dated:-21-11-2016

OFFICE MEMORANDUM

Sub: Extension of the benefits of the Sixth Central Pay Commission recommendation of grantion Pay Band-I, Rs. 5,200-20,200 with Grade Pay of Rs. 1,800 to Group 'D' employees.

The Government of Goa had extended the benefits of the Sixth Central Pay Commission recommendations of granting Pay Band-I, Rs. 5,200-20,200 with Grade Pay of Rs. 1,800 to Group 'D' employees vide Circular No. 8/21/2008-Fin(R&C) Part-I dated 15-04-2009.

Vide Office Memorandum No. AB-14017/6/2009-Estt(RR) dated 30-04-2010 of the Government of India, Ministry of Personnel, Public Grievances & Pensions, Dept. Of Personnel & Training, has recommended that all Group 'D' Posts in the Government will stand upgraded to Group 'C', in Pay Band-I, with Grade Pay of Rs. 1,800/-. Accordingly, the Department of Personnel, Government of Goa, framed Recruitment Rules vide Notification No. 1/2/2012-PER dated 13-03-2015 published in the Official Gazette SERIES I No. 52 dated 26-03-2015, whereby all such Group 'D' category Staff, have been designated as 'Multi Tasking Staff' with essential qualification of SSCE (Xth Standard)/ITI pass.

It is observed that, pursuant to the Circular dated 15-04-2009, issued by Finance (R&C) Department, most of the Departments have continued with the recruitment of various Group 'D' staff, under the old Recruitment Rules, as existing, wherein many non-matriculate/non-ITI candidates were selected and appointed.

Further, it has been observed that most of the Departments are now facing problem in re-designating the existing Group 'D' employees, more particularly due to the fact that many from existing Group 'D' employees are not fulfilling the requirement of educational qualifications.

In view of the above, and in order to mitigate the hardship faced by these set of employees, as well as the Departments concerned, Government has decided that;

- (i) All employees recruited after 01/01/2006, under various posts in Group 'D' category and who possesses the minimum educational qualification of SSCE (Xth) pass/ITI pass, shall be placed in Pay Band-I, Rs. 5,200-20,200 + Rs. 1,800/- (Grade Pay)
- (ii) All those Group 'D' employees who do not posses the revised minimum educational qualification of (SSCE (Xth) pass/ITI pass, recruited after 01/01/2006 and who were not covered under the Finance (R&C) Departments circular dated 15/4/2009, shall undergo a training preferably within a period of 03 months. The training package would need to be evolved separately for each of the individual Departmental Organisation keeping in view their specific needs. After retraining, these Group 'D' staff will also be placed in the placed in the Pay Band-I, with Grade Pay of Rs. 1,800/-.
- (iii) All the Group 'D' employees shall be classified as Group 'C' and designated as "Multi Tasking Staff" with the actual duties as enumerated in Annexure appended. For other categories of posts, Departments may adopt single designation for such position whose duties are similar in nature and where the officials can easily be switched over from one task to another; other than those which are enumerated for the Multi Tasking Staff as listed in

Annexure appended; and refer the same to the Department of Personnel for amendment to the Recruitment Rules and for clubbing up of the posts in question.

- (iv) All Recruitment Rules relating to various posts in Group 'D' categories shall be rescinded and henceforth, only one singular Recruitment Rule for Multi Tasking Staff shall be in force as published vide Notification No. 1/2/2012-PER dated 13-03-2015 in Official Gazette Series I no. 52 dated 26-03-2015.
- (v) The fixation of pay shall be notionally done as on date of appointment or as on date of completion of training, as the case may be and actual benefits shall be given from 01-01-2016 or on the date of completion training, as the cases may be.
- (vi) Recruitment to all type of Multi Tasking Staff (earlier Group 'D' position) in all Departments of the Government shall be stopped forthwith. So also, all Recruitment process initiated individually shall be stopped forthwith. These instructions shall also apply to staff drawing funds from the state treasury under charged establishment etc.
- (vii) All types of recruitments to the various posts other than "Multi Tasking Staff", as specified in item (ii) above, shall be outsourced through the Goa Human Resource Development Corporation or such other agency as decided by the Government.
- (viii) In case of other categories of employees in Group 'C' having minimum qualification as non-matriculate, the notified Recruitment Rules shall stand rescinded. The Department of Personnel shall notify the Recruitment Rules for said Group 'C' categories with minimum qualification as SSCE (Xth)/ITI pass. Individual Departments having such Group 'C' posts with such Recruitment Rules, prescribing non-matriculate educational qualification should inform the Department of Personnel for making changes to the Recruitment Rules concerned immediately.

It is therefore enjoined upon all the Heads of Departments/Offices/Corporations/Autonomous Bodies above decision of the Government for strict compliance.

This has the concurrence of Finance (R&C) Department vide their U.O. No. 1456879 date 22-08-2016 and the Council of Ministers vide decision taken in the XXXXIst Cabinet Meeting held on 28-10-2016.

The receipt of this communication shall be acknowledged.

Sd/-
(Yetindra M. Maralkar)
Additional Secretary (Personnel)

ANNEXURE

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestener Operator, Farash, Chowkidar, Safaiwala, Mali etc).

New suggested designation: MULTI TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/unit.
- f) Assisting in routine office work like diary, dispatch etc., including on computer.
- g) Delivering of dark (outside the building)
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.

- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possessions of valid driving license.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

Note: The above list of duties only illustrative and not exhaustive. Ministries/Department may add to the list, duties of similar nature ordinarily performed by officials at this level.

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

No. AB-14017/6/2009-Estt (RR)

Dated:- 30-04-2010

OFFICE MEMORANDUM

Subject: Model Recruitment Rules for Group 'C' posts in pay Band-1 with Grade pay of Rs.1,800/- (pre-revised Group 'D' posts)

The 6th CPC recommended that all Group 'D' posts in the Government will stand upgraded to Group 'C', Pay Band-1 with Grade Pay of Rs.1,800, along with the incumbents (after suitable training, wherever required). The other recommendations of the Commission, in this regard include:

- (i) There will be not further recruitment in Group 'D'
- (ii) The existing Group 'D' posts will be place in Group 'C' Pay Band-1 with Grade Pay of Rs.1800.
- (iii) The minimum qualification for appointment to this level will be either 10th pass or ITI equivalent.
- (iv) Multi-skilling, with one employee performing jobs hitherto performed by different Group 'D' employees.
- (v) Common Designation for these posts.

2. Model Recruitment Rules (Annex-I) have been framed keeping in view the recommendations of the Pay Commission. All the Ministries/Departments are requested to amend the Recruitment Rules for the erstwhile Group 'D' posts as per Model RRs and the recommendations of the Pay Commission.

3. Powers for framing/amendment of RRs for Group 'C' posts have already been delegated to Ministries/Departments. Therefore the RRs may be framed accordingly, in consultation with Ministry of Law without further reference to this Department. This Department needs to be consulted only if any deviations from the model RRs are proposed.

4. Ministries/Departments may adopt the designation of **MULTI TASKING STAFF** for some common categories of posts in the secretariat offices. Annex-II indicates the categories of erstwhile Group 'D' posts which may be given this designation and illustrative list of duties attached to these posts. For other categories of posts. Ministries/Departments may adopt single designation for posts whose duties are similar in nature and where the officials can easily be switched from one task to another. In all cases it may be ensured that:

- a) The posts are classified as Group 'C'
- b) The posts are placed in Pay Band-1 with Grade Pay of Rs. 1,800.
- c) The minimum qualification for appointment is prescribed as 10th pass. Where technical qualifications are considered necessary. ITI in the relevant subject may be prescribed as the minimum qualification.

5. Ministry of Home affairs etc. are requested to bring the contents of this O.M. to the notice of all their Attached/Subordinate Offices. The autonomous/statutory bodies may adopt the same with the approval of the competent authority as per their rules/statutes.

6. Hindi version follows.

Sd/-

(J.A. Vaidyanathan)

Deputy Secretary to the Government of India

ANNEX-I

Model Recruitment Rules for the posts which were in Group 'D' Scales prior to Sixth Pay Commission and which have been placed in Group 'C'-Pay Band-1 (Rs.5,200-20,200)+ Grade Pay Rs. 1,800/-.

- | | | |
|----|---|---|
| 1 | Name of Post | ¶¶
(To be indicated by the Ministry/Department/Organization concerned) |
| 2 | Name of Post | (number) * (year of framing)
* Subject to variation dependent on workload |
| 3 | Classification | General Central Service Group 'C' Non-Gazetted, Non-Ministerial |
| 4 | Pay Band and Grade Pay | Pay Band – 1 (Rs. 5,200-20,200) + Grade Pay Rs. 1,800/- |
| 5 | Whether Selection post or non selection post | Not applicable |
| 6 | Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 | Not applicable |
| 7 | Age limit for direct recruitment | Between 18 and 25 years of age
<i>Note:</i> The crucial date for determining the age limit shall be the closing date for receipt of application from candidates in India (and not the closing date prescribed for those in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagaland, Tripura, Sikkim, Ladakh Division of J&K State Lahual & Spiti district and Pangi Sub Division of Chamba district of Himachal Pradesh, Andaman & Nicobar Island or LakshawEEP).
In the case of recruitment made through the Employment Exchange, the crucial date for determining the age limit shall be the last date upto which the Employment Exchange is asked to submit the names. |
| 8 | Educational and other qualifications required for direct recruits | Matriculation or equivalent pass
OR
ITI pass*
May be adopted as per special requirements of the post, if any |
| 9 | Whether age and educational qualifications prescribed for direct recruitment will apply in the cases of promotes | Not applicable |
| 10 | Period of probation, if any | Two years |
| 11 | Method of recruitment whether by direct recruitment or by promotion or by deputation/absorption and percentage of the vacancies to be filled by various methods | By direct recruitment |
| 12 | In case of recruitment by promotion/deputation/absorption grades from which promotion/deputation/absorption | Not applicable |

- | | |
|--|---|
| <p>to be made</p> <p>13 If DPC exists, what is its composition</p> <p>14 Circumstance in which UPSC is to be consulted in making recruitment</p> | <p>Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)</p> <p>Not applicable</p> |
|--|---|

¶¶ (Designation of Multi Tasking Staff may be adopted for some of the more common categories as indicated in Annex II)

DOP&T O.M. No. AB-1407/6/2009-Estt (RR) dated:-30-04-2010

ANNEX-II

DESIGNATION AND INDICATIVE LIST OF DUTIES

(Erstwhile Group 'D' posts of Peon, Daftary, Jamadar, Junior Gestener Operator, Farash, Chowkidar, Safaiwala, Mali etc).

New suggested designation: MULTI TASKING STAFF

The duties would broadly include:

- a) Physical Maintenance of records of the Section.
- b) General cleanliness & upkeep of the Section/Unit.
- c) Carrying of files & other papers within the building.
- d) Photocopying, sending of FAX etc.
- e) Other non-clerical work in the Section/unit.
- f) Assisting in routine office work like diary, dispatch etc., including on computer.
- g) Delivering of dark (outside the building)
- h) Watch & ward duties.
- i) Opening & closing of rooms.
- j) Cleaning of rooms.
- k) Dusting of furniture etc.
- l) Cleaning of building, fixtures etc.
- m) Work related to his ITI qualifications, if it exists.
- n) Driving of vehicles, if in possessions of valid driving license.
- o) Upkeep of parks, lawns, potted plants etc.
- p) Any other work assigned by the superior authority.

Note: The above list of duties only illustrative and not exhaustive. Ministries/Department may add to the list, duties of similar nature ordinarily performed by officials at this level.

Finance (R&C) Department

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

Dated:- October 10, 2008

ORDER

1. The Government of India has issued Notifications/Office Memorandums/Orders regarding the Sixth Central Pay Commission recommendations on pay scales and other aspects like Dearness Allowances, House Rent Allowance, and Transport Allowances etc. and the same were under consideration of the Government of Goa.
2. The various communication/office memorandums received so far from the Government of India is this regard are enclosed.

3. Government of Goa considers it expedient to allow to its employees the benefit of revised pay scales subject to following conditions.
- (a) The revised pay scales will be implemented in respect of all the government employees and employees in aided institution with effect from 1-1-2006. Actual payment through monthly salary shall commence from the month of November, 2008.
 - (b) All revisions/upgradations of pay scales done for Secretariat and non-Secretariat staff (excluding Part B scales given to the teachers), subsequent to the implementation of Fifth Pay Commission recommendations effective from 1-1-1995 shall be ignored, without protecting the basic pay in the up graded scales, for the purpose of fixation of replacement pay scales under Sixth Pay Commission pay bands and grade pay. The cases of such revisions/up gradations of pay scales including those effected pursuant to Court orders shall be reviewed by the Finance Department on case basis for appropriate decision by the Government. Therefore, all the Heads of Departments/Offices are advised to submit the details of such cases along with relevant file on which decision was taken and orders were issued earlier to the Joint Secretary (Budget) within one week of issue of this order.
 - (c) Sixth Pay Commission, States shall not be made applicable to the employees governed by the UGC and AICTE pay scales.
 - (d) Fixation may be done as per detailed fixation tables provided in the above referred OMs without pre-check by taking an undertaking from the employees for subsequent adjustment of differential amount, if any, due to possible errors in fixation. For the said purpose the text of the undertaking prescribed in the Government of India notification shall be used.
 - (e) Directorate of Accounts shall check the pay fixation done separately on cent per cent basis.
 - (f) Only the existing category of allowance presently in vogue in the Government of Goa which have been continued in the Sixth Pay Commission recommendation and accepted by the Government of India shall be implement as per the Commission's recommendations. No new category of allowance recommended by the Sixth Pay Commission will be implemented even through it is accepted by the Government of India, This will however not be applicable in respect of All India Services Officials, who would be eligible for all such allowances accepted by Government of India.
 - (g) The Transport Allowance shall not be admissible to those employees who have been provided with Government Transport.
4. The directions as regards arrears for the period 1-1-2006 to 31-10-2008 shall be as follows.
- (a) Arrears for the months of September 2008 and October 2008 may be paid in cash only after making necessary budget provision in the Supplementary Demand for Grand 2008-09 (Second batch), if necessary.
 - (b) Arrears for the period 1-1-2006 to 31-10-2008 are to be complied by the Directorate of Accounts by 31-12-2008.
 - (c) It is proposed that arrears for the period 1-2-2006 to 31-8-2008, in respect of employees having GPF be credited to their account in 3 equal installment with a (lock in) period of 3 years. However, separate orders will be issued in the regard after ascertaining the actual financial liability.
 - (d) In respect of employees covered under the New Defined Pension Contribution Scheme it is proposed to open a separate account under the Public Account of the State to deposit their arrears in 3 equal installments with a lockin period of 3 years. However, separate orders will be issued in this regard after ascertaining the actual financial liability.
 - (e) In case All India Service officers the Government of India guidelines shall be applicable mutatis mutandis for payment of arrears.
5. The revised pension structures to the pensioners will be effective from 1-1-2006. The Directorate of Accounts shall coordinate fixation on pension to the pensioners. Pension payment may be started in the revised structure once the fixation is done. Arrears from 1-1-

2006 shall be compiled by the Directorate of Accounts by 31-10-2008 to enable Finance Department to take decision on payment modalities.

6. Higher/revised pay scales for certain common categories of staff mentioned in Part-B of the First Schedule of the Central Civil Services (Revised Pay) Rules 2008 notified by the Department of Expenditure, Ministry of Finance, Government of India vide Notification dated 29th August 2008 published in the Gazette of India Extraordinary (Series II-Sec 3(i)) have not been accepted by the Government of Goa for implementation. Therefore, no fixation should be done on higher pay scale to any such categories of staff and normal replacement scales prescribed in the Sixth Pay Commission recommendations may be made applicable.
7. The leave encashment facility extended to the employees vide notification No. 6/5/87-PER 30-3-2007 stands withdrawn with immediate effect.
8. All the departments are directed to observe economy measure in expenditure and try to curtail revenue expenditure so as to make available funds for payment of enhanced salaries of the staff to the extent possible.

By order in the name of Governor

Sd/-

(Uddipta Ray)

Secretary (Finance)

Department of Finance (Revenue & Control)

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

Dated:- 07-03-2017.

OFFICE MEMORANDUM

The Office Memorandum F. No. 18/03/2015-Estt. (Pay-I) dated 02-03-2016 issued by the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

Sd/-

(Ajit S. Pawaskar)

Under Secretary Finance (R&C)

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

F. No. 18/03/2015-Estt. (Pay-I)

2nd March, 2016

OFFICE MEMORANDUM

Sub: Recovery of wrongful/excess payments made to Government servants.

The undersigned is directed to refer to this Department's OM No. 18/26/2011-Estt (Pay-I) dated 6th February, 2014 wherein certain instructions have been issued to deal with the issue of recovery of wrongful/excess payments made to Government servants in view of the law declared by Courts, particularly, in the case of Chandi Prasad Uniyal And Ors. vs. State of Uttarakhand And Ors., 2012 AIR SCW 4742, (2012) 8 SCC 417. Para 3(iv) of the OM inter-alia provides that recovery should be made in all cases of overpayment barring few exceptions of extreme hardships.

2. The issue has subsequently come up for consideration before the Hon'ble Supreme Court in the case of State of Punjab & Ors vs Rafiq Masih (White Washer) etc in CA No. 11527 of 2014 (Arising out of SLP(C) No. 11684 of 2012) wherein Hon'ble Court on 18-12-2014 decided a bunch of cases in which monetary benefits were given to employees in excess of their entitlement due to unintentional mistakes committed by the concerned competent authorities, in determining the emoluments payable to them, and the employees were not guilty of furnishing any incorrect information/misrepresentation/fraud, which had led the concerned competent authorities to commit the mistake of making the higher payment to the employees. The employees were as innocent as their employers in

the wrongful determination of their inflated emoluments. The Hon'ble Supreme Court in its judgment dated 18th December, 2014 *ibid* has, *inter-alia*, observed as under:

"7. Having examined a number of judgments rendered by this Court, we are of the view, that orders passed by the employer seeking recovery of monetary benefits wrongly extended to employees, can only be interfered with, in cases where such recovery would result in a hardship of a nature, which would far outweigh, the equitable balance of the employer's right to recover. In other words, interference would be called for, only in such cases where, it would be iniquitous to recover the payment made. In order to ascertain the parameters of the above consideration, and the test to be applied, reference needs to be made to situations when this Court exempted employees from such recovery, even in exercise of its jurisdiction under Article 142 of the Constitution of India. Repeated exercise of such power, "for doing complete justice in any cause" would establish that the recovery being effected was iniquitous, and therefore, arbitrary. And accordingly, the interference at the hands of this Court."

"10. In view of the afore-stated constitutional mandate, equity and good conscience, in the matter of livelihood of the people of this country, has to be the basis of all governmental actions. An action of the State, ordering a recovery from an employee, would be in order, so long as it is not rendered iniquitous to the extent, that the action of recovery would be more unfair, more wrongful, more improper, and more unwarranted, than the corresponding right of the employer, to recover the amount. Or in other words, till such time as the recovery would have a harsh and arbitrary effect on the employee, it would be permissible in law. Orders passed in given situations repeatedly, even in exercise of the power vested in this Court under Article 142 of the Constitution of India, will disclose the parameters of the realm of an action of recovery (of an excess amount paid to an employee) which would breach the obligations of the State, to citizens of this country, and render the action arbitrary, and therefore, violative of the mandate contained in Article 14 of the Constitution of India. "

3. The issue that was required to be adjudicated by the Hon'ble Supreme Court was whether all the private respondents, against whom an order of recovery (of the excess amount) has been made, should be exempted in law, from the reimbursement of the same to the employer. For the applicability of the instant order, and the conclusions recorded by them thereafter, the ingredients depicted in paras 2&3 of the judgment are essentially indispensable.

4. The Hon'ble Supreme Court while observing that It IS not possible to postulate all situations of hardship which would govern employees on the issue of recovery, where payments have mistakenly been made by the employer, in excess of their entitlement has summarized the following few situations, wherein recoveries by the employers would be impermissible in law:-

- (i) Recovery from employees belonging to Class-III and Class-IV service (or Group 'C' and Group 'D' service).
- (ii) Recovery from retired employees, or employees who are due to retire within one year, of the order of recovery.
- (iii) Recovery from employees, when the excess payment has been made for a period in excess of five years, before the order of recovery is issued.
- (iv) Recovery in cases where an employee has wrongfully been required to discharge duties of a higher post, and has been paid accordingly, even though he should have rightfully been required to work against an inferior post.
- (v) In any other case, where the Court arrives at the conclusion, that recovery if made from the employee, would be iniquitous or harsh or arbitrary to such an extent, as would far outweigh the equitable balance of the employer's right to recover.

5. The matter has, consequently, been examined in consultation with the Department of Expenditure and the Department of Legal Affairs. The Ministries/Departments are advised to deal with the issue of wrongful/excess payments made to Government servants in a accordance with above decision of the Hon'ble Supreme Court in CA No. 11527 of 2014 (arising out of SLP (C) No.11684 of 2012) in *State of Punjab and others etc vs Rafiq Masih (White Washer) etc*. However, wherever the waiver of recovery in the above-mentioned situations is considered, the same may be allowed with the express approval of Department of Expenditure in terms of this Department's OM No. 18/26/2011-Estt (Pay-I) dated 6th February, 2014.

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

7. Hindi version will follow.

Sd/-

(A. K. Jain)

Deputy Secretary to the Government of India

Directorate of Accounts

No. DA/Control/3-2/2015-2016/TR-93/106

Dated:- 01-07-2015.

CIRCULAR

Consequent to the implementation of Sixth Central Pay Commission recommendations by the State Government, vide Order no. 8/7/2008-Fin(R&C) dated 10-10-2008 the pay fixations of the Government employees were done as per the relevant clause envisaged under CCS (RP) Rules 2008. The methodology of rounding off of increment was adopted as envisaged under clause 9 and clause 13 of the CCS (RP) Rules, 2008, wherein, the increments were rounded off to the next multiple of 10 without ignoring the paisa.

Subsequently, clarification was issued vide O.M. No.1/1/2008-IC dated 29-01-2009 wherein, it was stated that the paisa should be ignored, but any amount of a rupee or more should be rounded off to next multiple of ten. However, the above clarification was not adopted and circulated by the State Government.

Prior to issue of O.M. dated 29-01-2009, on account of the methodology adopted initially, there are some isolated pay fixation cases approved by the pay audits/pay fixation cell of this Directorate; wherein, a difference of ten rupees has occurred, due to rounding off to the next multiple of ten.

Now, the Finance Department has given the approval that such cases of pay fixation done by the Directorate of Accounts by grant of normal increments, increments due to appointments/promotion, financial upgradations (MACPS) etc. between the period w.e.f. 01-01-2006 (i.e. prior to the issue of O.M. dated 29-01-2009) and upto 01-07-2015 (incremental period) shall not be re-opened. And the methodology for rounding off increment provided vide O.M. dated 29-01-2009 shall be made effective from 01-07-2015 onwards to the employees of the State Government.

All the Heads of Departments are required to bring the contents of this Circular to the notice of the subordinate offices under their control, if any.

This issues with the concurrence of the Finance (Rev. & Cont.) Department vide their U.O. No. 1400011744 dated 21-05-2015.

Sd/-

(G. P. Kanekar)

Director of Accounts

Ministry of Finance (Department of Expenditure)

F. No.1/2008-1C

Dated : 29th January, 2009.

OFFICE MEMORANDUM

Subject: Fixation of pay and grant of increments in the revised pay structure - clarifications regarding.

Following the notification of the CCS (Revised Pay) Rules, 2008, this Department has received references from some administrative departments, seeking clarification regarding various aspects of fixation of pay in the revised pay structure as also pay fixation and grant of increments in future under the revised pay structure. The matter has been considered in this Department. The points of doubt raised by administrative departments and the clarifications thereto are issued as under: -

Sl No.	Point of Doubt	Clarifications
1.	As per the provisions of FR22(1)(a)(i), split option has to be by the eligible employee than those appointed on deputation to ex-	DOP&Ts OM No.16/8/2000- Estt.(Pay-I) dt. 25.2.2003 provides that a Government Servant may give a revised option for pay fixation under

	<p>cadre post or adhoc basis or 'on direct recruitment basis) within one month of promotion. Some of the employees, promoted before 1.1.2006 as well as after 1.1.2006 but before notification of Revised Pay Rules, 2008 implementing 6th CPC recommendations, had opted for their pay fixation on promotion from the date of their next increment which was falling after 1.1.2006 in the 5th CPC scales as per the rules/pay structure then in force. Consequent upon implementations of recommendation of 6th CPC in August/Sept. 2008 effective from 1.1.2006, the option submitted by a number of employees has now turned to be disadvantageous. Whether such employees may be allowed to revise their options under FR22(1)(a)(l).</p>	<p>FR 22 (1)(a)(l) within one month of from the date of orders of such unforeseen developments or change of rules. In any such cases, that have resulted from the notification of CCS (Revised Pay) Rules, 2008, Government Servants may be allowed to exercise a revised option for fixation of their pay in the promotion post <u>within one' month from the date of issue of these clarification</u>, if they have already not been allowed to do so under DOPT's O.M. dated 25.2.2003 mentioned above.</p>
2.	<p>As per Rule 5 of the Central Civil Services (Revised Pay) Rules 2008, a Govt. Servant placed in a higher pay scale between 1.1.2006 and the date of notification of these rules on account of promotion, upgradation of pay scales etc. can elect to switch over to the revised pay structure from the date of such promotion (i.e. after placement in the promotional grade), upgradation etc. The employees promoted or upgraded to higher grade have option to have their pay fixed/re-fixed as per the provisions of FR 22/FR 23 from the date of next increment etc.</p> <p>Whether such employees covered by Rule 5 of CCS(RP) Rules, 2008 can also revise their options now to choose either from the date of promotion/ upgradation or the date of increment etc. (which may fall on the 1st July 2006, 2007, 2008 or 2009 etc.). as annual increment in the new structure is given uniformly on 1st July?</p> <p>Whether such option will also be available in the cases of ad-hoc promotions (whether or not followed by regularization without break)</p>	<p>Proviso to Rules 5 of CCS (RP) Rules, 2008 states that a Government servant may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale, or until he vacates his post, or ceases to draw pay in that scale.</p> <p>The Rules ibid further provides that in cases where a Government servant has been placed in a higher pay scale between 1.1.2006 and the date of notification of these Rules on account of promotion, upgradation of pay scale etc., the Government servant may elect to switch over to the revised pay structure from the date of such promotion, upgradation, etc.</p> <p>It is clarified that such cases will be regulated under proviso to Rule 5 of the CCS (Revised Pav) Rules, 2008. After switching over to the revised pay structure, Clarification, 2 (the method of fixation of pay on promotion after 1.1.2006) issued vide O.M. No.1/1/2008-1C dated 13.9.2008 will apply.</p> <p>In the case of ad-hoc promotions granted between 1.1.2006 and date of notification of CCS (RP) Rules, 2008, a Government Servant has the option to have his pay fixed under proviso to Rule 5. However, Clarification 2 (the method of fixation of pay on promotion after 1.1.2006) issued vide O.M.No.1/1/2008-1C dated 13.9.2008 will not apply in such cases.</p>
3.	<p>As per Rule 13(i) of CCS(RP) Rules, 2008, in the case of promotion from one grade pay to another and that involving change of pay band, one increment equal to 3% of basic may be allowed and in addition higher grade pay of the promotional post may also be allowed. As per clarification 2 of MOF OM No.1/1/2008-1C dated 13.09.2008, on</p>	<p>Point No.(a)FR.22(1)(a)(l) still holds good.</p> <p>Point No.(b) & (c) Clarification No.2 of this Department's O.M. No.1/1/2008-1C dated 13th September, 2008 prescribes the method of fixation of pay under FR.22(1)(a)(l) after introduction of the system of pay bands and grade pay.</p>

	<p>promotion from one grade to another, a Govt. servant has an option under FR22(I)(a)(I) to get his pay fixed In the higher post either from the date 'of his promotion, or from date of his next increment. As per the provisions of FR22(I)(a)(I), the benefit of fixation under above rule is admissible only in cases of appointment involving duties & responsibilities of greater importance. Further, the grant of option under above FR is also subject to the condition that the appointment is not on deputation on ex-cadre basis / ad-hoc or direct recruitment basis. It is not clear whether:</p> <p>(a)FR 22(I)(a)(1) still holds good in its present form with all the attendant conditions; or</p> <p>(b) The same has got modified on introduction of Sixth CPC Pay structure; and if yes</p> <p>(c)What is the extent of modification to above FR.</p>	
4.	<p>Methodology for rounding off:</p> <p>As per Rule 9 of the notification, the rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. Whether rounding off to next multiple of 10 has to be done in terms of rupees or even a paisa has to be rounded off to next multiple of 10. For example, if the pay after drawl of increment works out to Rs.10510.10 the same has to be rounded off to 10520 or 10510.</p>	<p>In the case Fitment Tables annexed with this Department's OM of even number dated 30.08.2008, rounding off has already been done and the same should be implemented without any modification.</p> <p>In case of calculation on increments under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10. To illustrate, if the amount of increment comes to Rs. 1900.70 paise, then the amount will be rounded off to Rs. 1900, if the amount of increment works out to be Rs.1901, then it will be rounded off to Rs. 1910.</p>
5.	<p>Grant of stagnation increment:</p> <p>Whether the employees who have been granted stagnation increment between February 2005 or thereafter are to be granted additional increment w.e.f. 1.1.2006, while fixing the pay or not? Since they have reached at the maximum of the existing pay scale.</p>	<p>In all cases, where a Government servant has been granted an increment (whether normal annual increment or stagnation increment) after January 1, 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.</p>

2. All Ministries/Departments are requested to take note of the above clarifications.

Sd/-
(ALOK SAXENA)
DIRECTOR

Department of Finance (Rev. & Cont.)

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

Dated:- 18-02-2014.

OFFICE MEMORANDUM

The Office Memorandum F. No. 18/26/2011-Estt. (Pay-I) dated 6th February, 2014 issued by the Government of India, Ministry of Personnel, PG and Pensions, Department of Personnel & Training, New Delhi which is transcribed below is hereby adopted by the Government of Goa.

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

Ministry of Personnel, PG and Pensions

Department of Personnel & Training

North Block, New Delhi,

F. No. 18/26/2011-Estt. (Pay-I)

Dated the 6th February, 2014

OFFICE MEMORANDUM

Sub: Recovery of wrongful/excess payments made to Government servants.

The undersigned is directed to say that the issue of recovery of wrongful/excess payments made to Government servants has been examined in consultation with the Department of Expenditure and the Department of Legal Affairs in the light of the recent judgement of the Hon'ble Supreme Court in Chandi Prasad Uniyal And Ors vs State Of Uttarakhand And Ors, 2012 AIR SCW 4742, (2012) 8 SCC 417, decided on 17th August, 2012. The Hon'ble Court has observed as under:

15. We are not convinced that this Court in various judgments referred to herein before has laid down any proposition of law that only if the State or its officials establish that there was misrepresentation or fraud on the part of the recipients of the excess pay, then only the amount paid could be recovered. On the other hand, most of the cases referred to hereinbefore turned on the peculiar facts and circumstances of those cases either because the recipients had retired or on the verge of retirement or were occupying lower posts in the administrative hierarchy.

16. We are concerned with the excess payment of public money which is often described as "tax payers money" which belongs neither to the officers who have effected over-payment nor that of the recipients. We fail to see why the concept of fraud or misrepresentation is being brought in such situations. Question to be asked is whether excess money has been paid or not may be due to a bona fide mistake. Possibly, effecting excess payment of public money by Government officers may be due to various reasons like negligence, carelessness, collusion, favouritism etc. because money in such situation does not belong to the payer or the payee. Situations may also arise where both the payer and the payee are at fault, then the mistake is mutual. Payments are being effected in many situations without any authority of law and payments have been received by the recipients also without any authority of law. Any amount paid/received without authority of law can always be recovered barring few exceptions of extreme hardships but not as a matter of right, in such situations law implies an obligation on the payee to repay the money, otherwise it would amount to unjust enrichment.

2. Hon'ble Supreme Court also distinguished the cases like Shyam Babu Verma v UOI, 1994 SCR (1) 700, 1994 SCC (2) 52, Syed Abdul Qadir and Ors. v. State of Bihar and Ors, (2009) 3 SCC 475, Sahib Ram v. State of Haryana, 1995 Supp (1) SCC 18 etc., where it had not allowed recovery of excess payment in view of the peculiar facts and circumstances of those cases so as to avoid extreme hardship to the concerned employees, for example, where the employees concerned were mostly junior employees, or they had retired or were on verge of retirement, the employees were not at fault, and recovery which was ordered after a gap of many years would have caused extreme hardship.

3. In view of the law declared by Courts and recently reiterated by the Hon'ble Supreme Court in the above cited case, Chandi Prasad Uniyal And Ors vs State Of Uttarakhand And Ors, 2012 AIR SCW 4742, (2012) 8 SCC 417, the Ministries/Departments are advised to deal with the issue of wrongful/excess payments as follows:

- i. In all cases where the excess payments on account of wrong pay fixation, grant of scale

without due approvals, promotions without following the procedure, or in excess of entitlements etc come to notice, immediate corrective action must be taken.

- ii. In a case like this where the authorities decide to rectify an incorrect order, a show-cause notice may be issued to the concerned employee informing him of the decision to rectify the order which has resulted in the overpayment, and intention to recover such excess payments. Reasons for the decision should be clearly conveyed to enable the employee to represent against the same. Speaking orders may thereafter be passed after consideration of the representations, if any, made by the employee.
- iii. Whenever any excess payment has been made on account of fund, misrepresentation, collusion, favouritism, negligence or, carelessness, etc., roles of those responsible for overpayments in such cases, and the employees who benefitted from such actions should be identified, and departmental/criminal action should be considered in appropriate cases.
- iv. Recovery should be made in all cases of overpayment barring few exceptions of extreme hardships. No waiver of recovery may be allowed without the approval of Department of Expenditure.
- v. While ordering recovery, all the circumstances of the case should be taken into account. In appropriate cases, the concerned employee may be allowed to refund the money in suitable installments with the approval of Secretary in the Ministry, in consultation with the FA.
- vi. Wherever the relevant rules provide for payment of interest on amounts retained by the employee beyond the stipulated period etc as in the case of TA, interest would continue to be recovered from the employee as heretofore.

Sd/-
(Mukesh Chaturvedi)
Deputy Secretary to the Government
of India

Department of Finance (Rev. & Cont.)

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

Dated:- 06-06-2013.

OFFICE MEMORANDUM

The Office Memorandum No. 1/1/2008-IC dated 22nd May, 2013 issued by the 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 Finance (R&C)

Ministry of Finance
Department of Expenditure

No. 1/1/2008-IC

Dated the 22nd May, 2013

OFFICE MEMORANDUM

Subject: Grant of one increment in pre-revised pay scale -OM dated 19-3-2012 - clarification regarding.

The undersigned is directed to invite a reference to this Ministry's Office Memorandum of even no. dated 19-3-2012 which provides that those Central Government employees who were due to get their annual increment between February to June during 2006, may be granted one increment as on 1-1-

2006 in the pre-revised pay scale as a onetime measure and, thereafter, will get the next increment in the revised pay structure on 1-7-2006.

2. As per this Ministry's OM No. F. No. 1/1/2008-IC dated 30th August, 2008, fitment tables have been prescribed in Annexure-1 thereto, specifying the stages of revised pay in the revised pay band with reference to each stage of pre-revised pay in various pre-revised pay scales. As per the fitment tables, the stage of revised pay in the pay band has been mentioned at the same stage in respect of two consecutive pre-revised stages of pay in cases of certain pre-revised scales.

3. This Ministry has been receiving references as to whether in cases where the fitment table provides for the same revised stage in case of two consecutive pre-revised stages in a particular pre-revised scale of pay, the benefit of bunching is admissible after grant of one increment in the pre-revised pay scale by virtue of this Ministry's OM dated 19-3-2012.

4. The matter has been considered and it is clarified that Fitment Table contained in the aforesaid OM dated 30-8-2008 is to be strictly followed for fixation of pay in the revised structure without any deviation.

5. In cases where the stages of fixation of pay in the revised pay band as per fitment table contained in the aforesaid OM dated 30-8-2008 provides for the same revised stage in the Pay Band with reference to two consecutive stages of pre-revised pay in the corresponding pre-revised scales, then in such cases due to application of this Ministry's OM dated 19-3-2012, there will be no change in the revised pay as on 1-1-2006, if the revised stage with reference to the pre-revised pay after accounting for one increment in the pre-revised scale does not undergo any change as per the Fitment Table. It is also clarified that no further bunching will be allowed in such cases and no re-fixation of pay will be admissible in the revised pay as on 1-1-2006.

Sd/-

(Amar Nath Singh)

Deputy Secretary to the Government
of India

Department of Finance (Rev. & Cont.)

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

Dated:- 14-02-2013.

OFFICE MEMORANDUM

The Office Memorandum No. 10/02/2011-E.III/A dated 7th January, 2013 issued by the 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 Finance (R&C)

Ministry of Finance

Department of Expenditure

10/02/2011-EIII/A

7th 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 5th 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 benefit 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 the grant of this benefit were fully 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 & Auditor General of India.

5. The Hindi version of this OM will follow.

Sd/-
(Amar Nath Singh)
Deputy Secretary to the Government
of India

Department of Finance (Rev. & Cont.)

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

Dated:- 24-01-2013.

OFFICE MEMORANDUM

The Office Memorandum No. 10/02/2011-E-III(A) dated 3rd January, 2013 issued by the 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 Finance (R&C)

Ministry of Finance **Department of Expenditure**

No. 10/02/2011-E-III/(A)

Dated the 3rd January, 2013

OFFICE MEMORANDUM

Subject: Central Civil Services (Revised Pay) Rules, 2008 - the re-exercise of option under Rule 6 of the Central Services (Revised Pay) Rules, 2008 in case of employees covered under the OM dated 19-3-2012.

The undersigned is directed to invite a reference to Rules 5 & 6 of the CCS(RP) Rules, 2008, as per which a Central Government employee had an option to elect to come over to the revised pay structure either from 1-1-2006 or from the date of his next increment or from the date of promotion, upgradation of pay scales. Such an option was to be exercised within 3 months from the date of publication of CCS (RP) Rules, 2008. The rule also provides that the option once exercised shall be final.

2. This Ministry issued instructions vide this Department's OM No. 10/2/2011-E-III A dated 19-3-2012, providing that those Central Government employees who were due to get their annual increment between February, 2006 to June, 2006 may be granted one increment on 1-1-2006 in the pre-revised pay scale as a onetime measure and, thereafter, they will get the next increment in the Revised Pay structure on 1-7-2006 as per Rule 10 of the CCS (RP) Rules, 2008.

3. In view of the benefit extended to Central Government employees as per the aforesaid OM dated 19-3-2012, the issue relating to according of a fresh opportunity to Central Government employees to re-exercise their option to come over to the revised pay scale as per CCS(RP) Rules, 2008 was raised by the Staff side of the Joint Consultative Machinery in the meeting of the National Anomaly Committee held on 17-7-2012.

4. The matter has been considered by the Government and having regard to the fact that the provisions of the aforesaid OM dated 19-3-2012 bring about a material change in the basis for exercise of option to come over to the revised pay structure in terms of the CCS(RP) Rules, 2008 in respect of employees who are covered under the said OM dated 19-3-2012, the President is pleased to decide that all those employees who are covered under the provisions of the aforesaid OM dated 19-3-2012 may once again be permitted to re-exercise their option to come over to the Revised pay structure.

5. The benefit under these orders for re-exercise of option shall be available for a period up to 31-3-2013. The revised option shall be intimated to the head of the office by the concerned Government employees in accordance with the provision of Rule 6 (2) of the CCS (RP) rules, 2008.

6. All the Ministries and Departments are requested to bring the content of this OM to the notice of their employees so that such employees can avail themselves of the same within the stipulated time period.

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

Sd/-

(Amar Nath Singh)

Deputy Secretary to the Government
of India

Department of Finance (Rev. & Cont.)

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

Dated:- 15-05-2012.

OFFICE MEMORANDUM

The Office Memorandum No. 10/02/2011-E-III/A dated 19th March, 2012 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.

The pay of the eligible employees shall be refixed accordingly and the same shall be disbursed in the month of June 2012 onwards.

The arrears of pay and related allowances, to be paid for the period from 01-01-2006 to 31-12-2009 shall be deposited in GPF Account of the employee concerned and the remainder of the amount shall be paid in cash after deducting Income Tax payable. All claims in this respect may be settled by end of August, 2012.

In respect of these Government employees who have already retired on or after 01-01-2006, the arrears payable will be paid in cash.

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

Ministry of Finance
Department of Expenditure

No. 10/02/2011-E-III/A

Dated 19th March, 2012

OFFICE MEMORANDUM

Subject: Central Civil Services (Revised Pay) Rules, 2008 – Date of next increment in Revised Pay structure under Rule 10 of the CCS(RP) Rules, 2008.

In accordance with the provisions contained in Rule 10 of the CCS (RP) Rules, 2008, there will be a uniform date of annual increment, viz. 1st July of every year. Employees completing 6 month and above in the revised pay structure as on 1st of July will be eligible to be granted the increment. The first increment after fixation of pay on 1-1-2006 in the revised pay structure will be granted on 1-7-2006 for those employees for whom the date of next increment was between 1st July, 2006 to 1st January, 2007.

2. The Staff Side has represented on this issue and has requested that those employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 01-01-2006 in the pre-revised scale.

3. On further consideration and in exercise of the powers available under CCS(RP) Rules, 2008, the President is pleased to decide that in relaxation of stipulation under Rule 10 of these Rules, those central government employees who were due to get their annual increment between February to June during 2006 may be granted one increment on 01-01-2006 in the pre-revised scale as a onetime measure and thereafter will get the next increment in the revised pay structure on 1-7-2006 as per Rule 10 of CCS(RP) Rules, 2008. The pay of the eligible employees may be re-fixed accordingly.

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

Sd/-
(Renu Jain)
Director

Directorate of Accounts

No. DA/Control/3-2/2010-11/363

Dated:- 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 Clerks 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. 4200 (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 01-10-2009.

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-1 or ACP-II shall not be entitled for 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 alongwith photocopies of pay fixation statements approved earlier for verification. This Directorate shall return this statements to the departments duly approved/rectified. Thereafter Pay bills with effect from January 2011 shall be prepared as per approved statements 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 issues with the approval of Finance Department.

Sd/-
(P.S. Gude)
Director of Accounts

Department of Finance (Rev. & Cont.)

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

Dated:- 26-11-2009.

OFFICE MEMORANDUM

Government of Goa is pleased to adopt and make applicable the O.M. F. No. 1/1/2008-IC dated 13-11-2009 issued by the Department of Expenditure, Ministry of Finance, Government of India; to Goa Government employees, subject to the restriction as laid down in Order No. 8/7/2008-Fin(R&C) dated 11-11-2009, to those employees who are now covered under the said Order dated 11-11-2009.

A copy of the said O.M. dated 13th November, 2009 is forwarded for information and necessary action to:-

1. All Secretaries to Government.
2. All Heads of Departments/Offices
3. All Secretariat Departments.
4. The Director of Accounts, Panaji.
5. The Accountant General (Goa), Audit Bhavan, Provorum.

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

Ministry of Finance
Department of Expenditure

F. No. 1/1/2008-IC

Dated 13th November, 2009.

OFFICE MEMORANDUM

Subject: Grant of the revised pay structure of grade pay of Rs. 4600 in the pay band PB-2 to posts that existed in the pre-revised scale of Rs. 6500-10500 as on 1-1-2006 and which were granted the normal replacement pay structure of grade pay of Rs. 4200 in the pay band PB-2

Sixth Pay Commission recommended merger of the three pre-revised scales of Rs. 5000-8000, Rs. 5500-9000 and Rs. 6500-10500 and replaced them by the revised pay structure of grade pay of Rs. 4200 in the pay band PB-2. Vide para 2.2.21 (v) of its report, the Commission recommended that on

account of the merger of these 3 scales, some posts which constituted feeder and promotion grades would come to lie in an identical grade. The Commission gave specific recommendations in its Report granting higher grade pay of Rs. 4600 to some categories of these posts. As regards the other posts, the Commission recommended that it should first be seen if the posts in these 3 scales can be merged without any functional disturbance and if possible, the same should be done. Further, the Commission recommended that in case it is not feasible to merge the posts in these pay scales on functional consideration, the posts in the scale of Rs. 5000-8000 and Rs. 5500-9000 should be merged with the posts in the scale of Rs. 6500-10500 being upgraded to the next higher grade in the pay band PB-2 with grade pay of Rs. 4600 corresponding to the pre-revised scale of Rs. 7450-11500. In case a post already exists in the scale of Rs. 7450-11500, the post being upgraded from the scale of Rs. 6500-10500 should be merged with the post in the scale of Rs. 7450-11500.

2. The above recommendation of the Sixth Pay Commission were notified vide para (ii), Section I in parts B and C of the First Schedule to the CCS(RP) Rules, 2008. While Part B of the First Schedule to the CCS(RP) Rules relates to revised pay scale for common categories of staff, Part C notifies revised pay structure for certain posts in Ministries, Departments and Union Territories. The above provisions of the Rule specially mentioned that upgradations in terms of para (ii) Section I may be done in consultation with Department of Expenditure, Ministry of Finance.

3. Consequent upon the Notification of CCS (RP) Rules, 2008, Department of Expenditure has received a large number of references from administrative ministries/departments proposing upgradation of the posts which were in the pre-revised scale of Rs. 6500-10500 as on 1-1-2006 by granting them grade pay of Rs. 4600 in the pay band PB-2. The matter has been considered and it has now been decided that the posts which were in the pre-revised scale of Rs. 6500-10500 as on 1-1-2006 and which were granted the normal replacement pay structure of grade pay of Rs. 4200 in the pay band PB-2, will be granted grade pay of Rs. 4600 in the pay band PB-2 corresponding to the pre-revised scale of Rs. 7450-11500 w.e.f. 1-1-2006. Further, in terms of the aforementioned provisions of CCS (RP) Rules, 2008, in case a post already existed in the pre-revised scale of Rs. 7450-11500, the posts being upgraded from the scale of Rs. 6500-10500 should be merged with the post in the scale of Rs. 7450-11500.

4. Accordingly, in terms of Rule 6 of CCS (RP) Rules, 2008, revised pay of Government servant in the pre-revised scale of Rs. 6500-10500 who were earlier granted grade pay of Rs. 4200 and who have already exercised their option for drawal at of pay in the revised pay structure in the format prescribed in the Second Schedule to the Rules, will be fixed again in accordance with illustration 4A annexed to CCS (RP) Rules, 2008.

5. In case of all such Government servants in the pre-revised scale of Rs. 6500-10500 who were earlier granted grade pay of Rs. 4200 and who had opted to have their pay fixed under CCS (RP) Rules, 2008, action as prescribed in this Department's O.M. of even number dated 30th August, 2008 will be taken. In case a Government servant desires to revise his earlier option for coming over to the revised pay structure, he may be permitted to do so without making any reference to this Department.

6. On account of pay fixation in the revised pay structure of grade pay of Rs. 4600 in the pay band PB-2, arrears of pay will be recalculated and difference of arrears in respect of the entire amount will be paid immediately. The manner of drawal of arrears has already been indicated in this Department's O.M. of even number dated 30-8-2008.

7. Hindi Version will follow.

Sd/-
(Alok Saxena)
Director

Department of Finance (Rev. & Cont.)

No. 8/21/2008-Fin(R&C) Part I

Dated:- 15-04-2009.

OFFICE MEMORANDUM

Subject:- Implementation of the Sixth Central Pay Commission-Decision relating to the benefits of Pay Band-I to group- 'D' employees.

Government of Goa has accepted the recommendation of the Sixth Central Pay Commission vide Order No. 8/7/2008-Fin(R&C) dated 10-10-2008.

As per the Notification dated 29-08-2008 from Ministry of Finance (Department of Expenditure), Government of India; the pay of Group-D employees, in the revised pay structure will be fixed initially in the -1S pay band as per Clause (A), with the appropriate grade pay and arrears paid accordingly. Thereafter, pay of such of those Group-D employees who already possess the revised minimum qualifications recommended by the Commission prescribed for entry into PB-1 would be fixed with effect from 01-01-2006 in PB-1 with grade pay of Rs. 1800.

Such of those existing Group-D employees who do not possess the revised minimum qualification for entry into PB-1 would be retrained by the concerned Department preferably within a period of 6 months so that payment of arrears on account of upgradation are not delayed. As per the report of Sixth Pay Commission the training package would need to be evolved separately for each of the individual Ministry/Department/ /Organization keeping in view their specific needs. After retraining, these Group-D staff will also be placed in the Pay Band PB-1 with the grade pay of Rs. 1800 with effect from 1-1-2006 and arrears drawn accordingly. Once placed in the PB-1 Pay Band, this category of Group-D staff will regain their seniority vis-a-vis the other category of Group-D staff that already possessed the minimum qualifications and were, therefore, placed in the PB-1 Pay Band as on 01-01-2006. Inter-se Seniority of all the employees in erstwhile Group-D will be fully maintained with Group-D employees in a higher pre-revised pay scale being placed higher visa-vis an employee in a lower pay scale. Within the same pre-revised pay scale, seniority which existed prior to revision would continue.

All Heads of Departments are therefore required to evolve suitable training package keeping in view their specific needs and retrain their Group-'D' employees who do not possess the revised minimum qualification recommended by the Sixth Pay Commission, as early as possible, so that payment of arrears on account of upgradation are not delayed.

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

Department of Finance (Rev. & Cont.)

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

Dated:- 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 Heads of Departments/Offices.
4. All OSD/PS to Ministers.
5. The Accountant General (Goa), Audit Bhavan, Provorum.
6. The Director, 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

F. No. 1/1/2008-IC

Dated the 13th 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 1st of January of a year due to Sunday or Gazetted holiday clarification regarding.

As per the provision of Rule 10 of CCS (PR) 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. 1st of July of every year. Government servants completing six months and above in the revised pay structure as on 1st of July are eligible to be granted the increment. From the above provision of CCS (RP) Rules it flow that Government servants who have rendered less than 6 months of service as on 1st 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 1st July. Accordingly, all the Government servant who join posts in a particular grade on account of promotion/appointment etc., on 1st of January of a year will be eligible to draw their annual increment on the 1st July of that year. However, those who join the posts between 2nd January and 30th June will not be eligible for the same.

2. In the light of the above position, some administrative departments have sought clarification from this Department regarding date of next increment in cases where Government servants are not able join posts in a particular grade pay on promotion/appointment on 1st of January on a falling Sunday or Gazetted 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 1st of January of a year, but he could not join the post only because 1st of January of the year happened to be a Sunday or Gazetted holiday, the Government servants who join posts on the 1st working day of the year will be treated to have completed 6 months of service on 1st of July of that year for the purpose of granting them annual increment on that day.

Sd/-
(Alok Saxena)
Director

Ministry of Finance
(Department of Expenditure)

F. N o.1/1/2008-1C

Dated : 29th January, 2009.

OFFICE MEMORANDUM

Subject: Fixation of pay and grant of increments in the revised pay structure - clarifications regarding.

Following the notification of the CCS (Revised Pay) Rules, 2008, this Department has received references from some administrative departments, seeking clarification regarding various aspects of fixation of pay in the revised pay structure as also pay fixation and grant of increments in future under the revised pay structure. The matter has been considered in this Department. The points of doubt raised by administrative departments and the clarifications thereto are issued as under: -

Sl No.	Point of Doubt	Clarifications
1.	As per the provisions of FR22(1)(a)(i), split option has to be by the eligible employee than those appointed on	DOP&Ts OM No.16/8/2000- Estt.(Pay-I) dt. 25.2.2003 provides that a Government Servant may give a revised option for pay fixation

	<p>deputation to ex- cadre post or adhoc basis or 'on direct recruitment basis) within one month of promotion. Some of the employees, promoted before 1.1.2006 as well as after 1.1.2006 but before notification of Revised Pay Rules, 2008 implementing 6th CPC recommendations, had opted for their pay fixation on promotion from the date of their next increment which was falling after 1.1.2006 in the 5th CPC scales as per the rules/pay structure then in force. Consequent upon implementations of recommendation of 6th CPC in August/Sept. 2008 effective from 1.1.2006, the option submitted by a number of employees has now turned to be disadvantageous. Whether such employees may be allowed to revise their options under FR22(1)(a)(1).</p>	<p>under FR 22 (1)(a)(1) within one month of from the date of orders of such unforeseen developments or change of rules. In any such cases, that have resulted from the notification of CCS (Revised Pay) Rules, 2008, Government Servants may be allowed to exercise a revised option for fixation of their pay in the promotion post <u>within one' month from the date of issue of these clarification</u>, if they have already not been allowed to do so under DOPT's O.M. dated 25.2.2003 mentioned above.</p>
2.	<p>As per Rule 5 of the Central Civil Services (Revised Pay) Rules 2008, a Govt. Servant placed in a higher pay scale between 1.1.2006 and the date of notification of these rules on account of promotion, upgradation of pay scales etc. can elect to switch over to the revised pay structure from the date of such promotion (i.e. after placement in the promotional grade), upgradation etc. The employees promoted or upgraded to higher grade have option to have their pay fixed/re-fixed as per the provisions of FR 22/FR 23 from the date of next increment etc.</p> <p>Whether such employees covered by Rule 5 of CCS(RP) Rules, 2008 can also revise their options now to choose either from the date of promotion/upgradation or the date of increment etc. (which may fall on the 1st July 2006, 2007, 2008 or 2009 etc.). as annual increment in the new structure is given uniformly on 1st July?</p> <p>Whether such option will also be available in the cases of ad-hoc promotions (whether or not followed by regularization without break)</p>	<p>Proviso to Rules 5 of CCS (RP) Rules, 2008 states that a Government servant may elect to continue to draw pay in the existing scale until the date on which he earns his next or any subsequent increment in the existing scale, or until he vacates his post, or ceases to draw pay in that scale.</p> <p>The Rules ibid further provides that in cases where a Government servant has been placed in a higher pay scale between 1.1.2006 and the date of notification of these Rules on account of promotion, upgradation of pay scale etc., the Government servant may elect to switch over to the revised pay structure from the date of such promotion, upgradation, etc.</p> <p>It is clarified that such cases will be regulated under proviso to Rule 5 of the CCS (Revised Pay) Rules, 2008. After switching over to the revised pay structure, Clarification, 2 (the method of fixation of pay on promotion after 1.1.2006) issued vide O.M. No.1/1/2008-1C dated 13.9.2008 will apply.</p> <p>In the case of ad-hoc promotions granted between 1.1.2006 and date of notification of CCS (RP) Rules, 2008, a Government Servant has the option to have his pay fixed under proviso to Rule 5. However, Clarification 2 (the method of fixation of</p>

		pay on promotion after 1.1.2006) issued vide O.M.No.1/1/2008-IC dated 13.9.2008 will not apply in such cases.
3.	<p>As per Rule 13(i) of CCS(RP) Rules, 2008, in the case of promotion from one grade pay to another and that involving change of pay band, one increment equal to 3% of basic may be allowed and in addition higher grade pay of the promotional post may also be allowed. As per clarification 2 of MOF OM No.1/1/2008-IC dated 13.09.2008, on promotion from one grade to another, a Govt. servant has an option under FR22(I)(a)(I) to get his pay fixed in the higher post either from the date of his promotion, or from date of his next increment. As per the provisions of FR22(I)(a)(I), the benefit of fixation under above rule is admissible only in cases of appointment involving duties & responsibilities of greater importance. Further, the grant of option under above FR is also subject to the condition that the appointment is not on deputation on ex-cadre basis / ad-hoc or direct recruitment basis. It is not clear whether:</p> <p>(a)FR 22(I)(a)(I) still holds good in its present form with all the attendant conditions; or</p> <p>(b) The same has got modified on introduction of Sixth CPC Pay structure; and if yes</p> <p>(c)What is the extent of modification to above FR.</p>	<p>Point No.(a)FR.22(I)(a)(I) still holds good.</p> <p>Point No.(b) & (c) Clarification No.2 of this Department's O.M. No.1/1/2008-IC dated 13th September, 2008 prescribes the method of fixation of pay under FR.22(I)(a)(I) after introduction of the system of pay bands and grade pay.</p>
4.	<p>Methodology for rounding off:</p> <p>As per Rule 9 of the notification, the rate of increment in the revised pay structure will be 3% of the sum of the pay in the pay band and grade pay applicable, which will be rounded off to the next multiple of 10. Whether rounding off to next multiple of 10 has to be done in terms of rupees or even a paise has to be rounded off to next multiple of 10. For example, if the pay after drawl of increment works out to Rs.10510.10 the same has to be rounded off to 10520 or 10510.</p>	<p>In the case Fitment Tables annexed with this Department's OM of even number dated 30.08.2008, rounding off has already been done and the same should be implemented without any modification.</p> <p>In case of calculation on increments under the revised pay structure, paise should be ignored, but any amount of a rupee or more should be rounded off to next multiple of 10. To illustrate, if the amount of increment comes to Rs. 1900.70 paise, then the amount will be rounded off to Rs. 1900, if the amount of increment works out to be Rs.1901, then it will be rounded off to Rs. 1910.</p>

5.	<p>Grant of stagnation increment:</p> <p>Whether the employees who have been granted stagnation increment between February 2005 or thereafter are to be granted additional increment w.e.f. 1.1.2006, while fixing the pay or not? Since they have reached at the maximum of the existing pay scale.</p>	<p>In all cases, where a Government servant has been granted an increment (whether normal annual increment or stagnation increment) after January 1, 2005, no increment will be allowed on 1.1.2006 at the time of fixation of pay in the revised pay structure.</p>
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2. All Ministries/Departments are requested to take note of the above clarifications.

Sd/-

(ALOK SAXENA)
DIRECTOR

Department of Finance (Rev. & Cont.)

No. 8/13/2008-Fin (R&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 the 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)

Directorate of Accounts

No. DA/Control/2-3/408/TR-365

Dated:- 04/11/2008

CIRCULAR

References is invited to Government Order No. 8/7/2008-Fin. (R&C) dated 10-10-2008 regarding benefit of revised pay scales as per the recommendations of Sixth Pay Commission to the State Government employees w.e.f. 1-1-2006. As per the said Government Orders dated 10-10-2008, actual payments of salaries in the revised pay scales shall commence from the month of November, 2008.

All the Heads of Offices may therefore fix the pay of the employees under their control in terms of CCS (Revised Pay) Rules, 2008 in the prescribed statement attached to Government Orders dated 10-10-2008. It may also be ensured that the pay of the employees whose revision/upgradation of pay scales done subsequent to the implementation of Vth Pay Commission recommendation/effective

from 1-1-1996 to 31-12-2005 and the notional pay arrived at may be taken for fixation of pay under CCS (Revised Pay) Rules, 2008.

All the Heads of Offices may also ensure that the pre-revised pay as on 1-1-2006, in respect of the employees under their control, taken for fixation of pay is as per the pay recorded in the Service Book.

All the Drawing & Disbursing Officers/Heads of Offices are hereby directed to furnish the statements of fixation of pay under CCS (Revised Pay) Rules, 2008 alongwith the pay bill, **in duplicate**, for the month of November, 2008 to this Office/South Branch Office, Margao, as the case may be. A certificate to the effect that an option and undertaking has been obtained from each and every employee may also be recorded in the pay bill for the month of November, 2008.

Sd/-

(Rajan V. S. Kunkolienkar)
Director of Accounts

Department of Finance (Rev. & Cont.)

No. 8/8/2004-Fin(R&C)

Dated:- 29-10-2004.

CIRCULAR

Two Writ Petitions No. 114/1999 and 597/2003 were decided by the Hon. High Court of Judicature at Mumbai, Panaji Bench on 28-7-2004.

2. The legal question which arose before the Hon. High Court was whether;

- (a) The personal pay which is granted to an employee in order to protect his pay which he was earlier drawing can be continued during the entire term of service notwithstanding the fact that there will be subsequent revisions.
- (b) Is it open to the State Government to remove such disparities and bring about and streamline all such pay scales of all the employees in the Cadres into one pay scale?

3. The Petition was heard where the Ld. Advocate General appeared for the State of Goa and opposed the Petitions. The Hon. High Court after hearing the arguments put forth by the Ld. Advocate General was pleased to dismiss the petitions upholding the contention raised for and on behalf of the State Government.

4. It has been observed by Ld. Advocate General that during the course of the hearing what he found was that the wordings in the Government's own reference was sought to be used against the State Government and it was in fact capable of militating against the Government's interest, in view of use of the words the scale of pay as "personal pay scale".

5. There is nothing called as "personal scale of pay". Under the Fundamental Rules, there is what we call personal pay which is personal to the employee or employees concerned. Therefore, the words used in the letter that these pay scales will be personal scales of pay gave an impression that these will be continued throughout their tenure/till retirement.

6. It should have been clearly mentioned in the reference that it is issued only to protect the existing pay scales of the employees who were drawing the same and that this protection of pay granted is a onetime measure and it should have been clarified that such protection is limited to drawal of pay under the Fourth Pay Commission and the Government was free to change it as and when the future pay revisions take place. If the above referred reference had clarified all these aspects then perhaps it would have made several matters easy. But unfortunately, for the words in the letter as they appeared, gave rise not only to the petitioners filling the Writ Petitions but it brought several difficulties in the way in justifying the subsequent order; thereby tendering to prejudice the public exchequer.

7. In view of above, all Heads of Department/Offices are directed to ensure that proper wordings are being used in the letters, orders, circulars, etc. in future. Further in the interest of public revenue and for the sake of public exchequer, all the Heads of Department/Offices are also requested to take appropriate steps well in advance to rectify such disparities and bring about a parity whereby such personal scales of pay which are granted are corrected and done away with at the time of next pay

revision.

Sd/-
(Shrikant M. Polle)
Under Secretary (Fin-Exp.)

Department of Finance (Rev. & Cont.)

No. 8/10/2001-Fin(R&C)

Dated:- 1st August, 2001

OFFICE MEMORANDUM

A copy of the undermentioned O.M. No. 169/2/2000-IC dated 24-11-2000 from Government of India, Ministry of Finance (Department of Expenditure) New Delhi is forwarded for information and necessary action to: -

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat

Sd/-
(Yvonne Cunha)
Under Secretary (Fin-Exp.)

Ministry of Finance
Department of Expenditure

F. No. 169/2/2000-IC

Dated 24th November, 2000.

OFFICE MEMORANDUM

Subject:- Recommendations of Fifth Central Pay Commission-Upward revision of pay scales as a result or feeder and promotion posts being placed in an identical revised pay scale.

The Fifth Central Pay Commission had, as a measure of rationalisation, merged some of the pre-revised pay scales and had recommended single replacement by scale (s) in such cases. These recommendations had been accepted by the Government and have been duly notified. This has necessitated the placement of feeder and promotion posts in certain ministries and departments in an identical revised pay scale notwithstanding the facts that such posts were in separate and distinct pay scales earlier.

2. This Department has been receiving a number of proposals from various ministers and departments requesting appropriate upward revision of the pay scales of the promotion posts concerned so as to restore the earlier relativity. It is clarified in this context that the mere fact that the feeder and promotion posts in certain ministries and departments have been placed in an identical revised pay scale cannot by itself be adequate justification for placing the promotion posts in the hierarchy in a higher pay scale. Upward revision of the pay scale of posts on this consideration alone is not being accepted as a general policy unless there are other extenuating circumstances that might justify the adoption of such a course of action. What is envisaged in such a situation is that the affected cadres themselves should be appropriately restructured and the relevant recruitment rules amended so as to reduce the number of levels in the hierarchy. This is also the spirit underlying the 5th CPC recommendations relating to the merger of different pay scales.

3. Therefore, ministries/departments should, in the first instance, examine in depth the feasibility of appropriately restructuring the cadres in question. Only in cases where this is not found to be feasible on functional, operational and administrative considerations, only extension of the benefits of fixation of pay under FR 22(I)(a)(1) could be considered on the merits of each case and provided that all the conditions precedent for the grant of this benefits are fully satisfied and promotion to the posts in question actually involves the assumption of higher responsibilities. All cases for extension of the pay fixation benefit in such cases should be referred to the Department of Expenditure for prior approval.

4. Ministries and departments of the Government of India are accordingly requested to review all such cases on a priority basis in consultation with their Financial Adviser and make available specific proposals for the consideration of this Department, in case this has not already been done. The

proposals should contain detailed justification indicating the reasons for the inability of the ministries and departments to re-structure the cadres, the nature of functions and responsibilities and establish conclusively that the assumption of higher responsibilities is actually involved.

Sd/-
(Manoj J. Joshi)
Deputy Secretary to the Government
of India

Department of Finance (Rev. & Cont.)

No. 8/1/99/Fin(R&C)/FPC

Dated:- 11-10-2000.

CIRCULAR

Consequent upon issue of Central Services (Revised Pay) Rules, 1997, as per recommendations of Fifth Pay Commission, it is found that two or more pay scales have been merged into one pay scale in some cases. As a result, some of the promotional posts are also clubbed together into one pay scale. The question of fixation of pay on promotion in the above cases has been examined in consultation with the Government of India.

The Government of India has clarified that since both the posts have been placed in a single scale of pay, these will be treated as merged and where both the posts have been merged, the question of making promotions in such cases does not arise. In other words, this will not be treated as a promotion for the purpose of pay fixation. Hence, there is no question of pay fixation under F.R. 22.I(a)(1).

All Heads of Departments/Offices may take note of the above clarification and regulate the cases accordingly.

Sd/-
(Yvonne Cunha)
Under Secretary (Fin-Exp.)

Department of Finance (Rev. & Cont.)

No. 8/5/96-Fin(R&C)

Dated:- 07-04-1999.

CIRCULAR

Recommendation of IVth Pay Commission as incorporated in the Central Civil Service Rules, 1986, were made applicable from 1-1-86 to the employees of the then Govt. of Union Territory of Goa Daman and Diu.

As per Govt. of India O.M. No. 7(21)-E.III/87 dated 4-5-87 at SI. No. 1. It was clarified that "Increment in the pre-revised Scale is to be allowed first where the increment fell on 1-1-86 and then pay fixed in the revised Scale thereafter. The pay scale of employees were fixed accordingly.

Subsequently under G.O.I. vide O.M. No. 1(2)-E.III/95 dated 23-3-95 it was further clarified that a Government servant whose increment fell on 1-1-86 may be allowed an option to get his pay refixed from 1-1-86 may be allowed an option to get his pay refixed from 1-1-86 in the following manner:-

"The pay in the revised scale as on 1-1-86 may be fixed without taking into account the increment due on 01-01-86. After the pay in the revised scale is so fixed, the increment may be allowed on 1-1-86 in the revised scale".

The question of adoption of the O.M. dated 23-3-1995 mentioned above is under examination of Finance Department. Now, in order to assess the additional liability that would be thrown on its adoption it is desired that the concerned Department/Offices may workout the number of likely be beneficiaries (Non-Gazetted employees) alongwith additional financial liability and submit the

requisite information to this department by 15th May, 1999.

Sd/-
(A. S. Aras)
Under Secretary (Fin-Exp.)

Department of Finance (Rev. & Cont.)

No. 8/62/98/Fin(R&C)/FPC

Dated:- 5th April, 1999.

OFFICE MEMORANDUM

A copy of the undermentioned O.M. is forwarded for necessary action. The Government is pleased to adopt the same to the Employees of Goa State Government.

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat

Sd/-
(A. S. Aras)
Under Secretary (Fin-Exp.)

Ministry of Finance
Department of Expenditure

No. 7(73)/F.III-A/88

14th December, 1998.

OFFICE MEMORANDUM

Subject:- Central Civil Service (Revised pay) Rules, 1997-Efficiency Bar-Clarification regarding.

Doubts have been expressed by various Ministries/Departments about the manner in which cases relating to fixation of pay in the revised scales of Government servant who have been considered unfit to cross the Efficiency Bar in the pre-revised scale and were drawing pay at the relevant EB stage as on 1-1-1996 are to be regulated. Clarifications have also been sought in regard to fixation of pay those Government servants in respect of whom sanctions permitting them to cross the Efficiency Bar in the pre-revised scale have not been due to administrative reasons. It is clarified that fixation of pay in the revised scale in such cases may be regulated as indicated below:

- (a) The Pay of a Government servant who was considered unfit to cross the Efficiency Bar operative in the pre-revised scale before 1-1-1996 may be fixed in the applicable revised scale with reference to the stage immediately preceding such efficiency bar in the pre-revised scale and the subsequent annual increments admissible in the revised scale released. The cases of such Government servants may, however, be placed before the respective Departmental Promotion Committees for review in terms of the instructions on the subject. If the concerned Government servants are found fit to cross the EB based on this review, their pay may be re-fixed initially in the applicable pre-revised scale in accordance with the decision of the DPC and thereafter in the corresponding revised scale. If, however, the concerned Government servant is not found fit to cross EB even after such review, no subsequent review need to be made.
- (b) In case where a Government servant has reached the EB stage prior to 1-1-1996 and whose case has not been decided due to administrative reasons, the competent authority may consider to whether the employee was fit or unfit to cross the EB from that date. Based on the decision of the competent authority, the case may regulated. Thereafter his pay may be/ fixed in the revised scale of pay with reference to the pay admissible as on 1-1-1996 and subsequent annual increments released.

2. In the case of the Government employees who have opted to retain the pre-revised scale of pay, Efficiency Bar, if any, applicable should be abolished with effect from 1-1-1996.

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

Sd/-
(B. Kumar)
Deputy Secretary to the Govt. of India

Department of Personnel

No.2/1/93-PER

Dated:- 18-05-1993

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievances and Pensions, (Department of Personnel and Training), New Delhi Office Memorandum No. 13/24/92-Estt(Pay-I) dated 22-1-93 alongwith Government of India, Ministry of Finance O.M. No. 3379-E.III(B)/65, dated 17-6-65 is reproduced below and circulated for information and necessary action to :-

- 1) All Heads of Departments/Offices.
- 2) All Departments in the Secretariat.

Sd/-
(G.J. Prabhudesai)
Under Secretary (Personnel)

Ministry of Personnel, Public Grievances & Pensions

No. 13/24/92-Estt.(Pay-I)

Dated : 22-01-1993

OFFICE MEMORANDUM

Subject : Condonation of resignation for purpose of pay fixation

The undersigned is directed to invite attention to Ministry of Finance O.M. No. 3379-E.III(B)/65 dated 17th June, 1965 which provides that in cases where Govt. Servants applied for posts in the same or the other Departments through proper channel and on selection, they are required to resign the previous posts for administration reasons, the benefit of past service, if otherwise admissible under rules, be given for purposes of fixation of pay in the new posts treating the resignation as a "technical formality". A question has now been raised as to whether this benefit is admissible to Govt. Servants who applied for posts in same or other Departments before joining Govt. service and on that account the application was not routed through proper channel. The matter has been examined and the President is now pleased to decide that the benefit of past service subject to the same allowed in such cases also subject to the fulfillment of the following conditions:-

- i) The Govt. servant at the time of joining should intimate the details of such application immediately on their joining.
- ii) The Govt. servant at the time of resignation should specifically make a request, indicating the dates that he is resigning to take up another appointment under the Govt./Govt. organization for which he applied before joining the Govt. Service and that his resignation may be treated as "technical resignation".
- iii) The authority accepting the resignation should satisfy itself that had the employee been in service on the date of application for the post mentioned by the employee, his application would have been forwarded through proper channel.

Sd/-

(Smt. Revathy Iyer)
Deputy Secretary to the Govt. of India

To,
All Ministries/Departments of Govt. of India
(as per standard distribution list)

Condonation of resignation for purposes of fixation of pay.- The question whether the benefit of past service for purposes of fixation of pay can be given to a Government servant who resigns his post before taking up appointment in the new post in the same or another Department, has been under consideration of the Government of India. Normally, the benefit of past service is given only in those case where such service has not been terminated by resignation/removal/dismissal. The President is, however, pleased to decide that in cases where Government servants apply for posts in the same or other departments through proper channel and on selection, they are asked to resign the previous posts for administrative reasons, the benefit of past service may, if otherwise admissible under rules, be given for purposes of fixation of pay in the new post treating the resignation as a "technical formality". The pay in such cases may be fixed under F.R. 27.

(G.I., M.F., O.M. no. 3379-E.III(B)/65, dated 17th June, 1965).

Department of Finance

No. 8/18/86/Fin. (FPCC)

Dated:- 25-05-1987

OFFICE MEMORANDUM

A copy of the undermentioned paper is forwarded for information and necessary action to:- (1) All Heads of Departments/Offices(2) All Departments in the Secretariat

Sd/-
(K. M. Nambiar)
Under Secretary (Finance)

Ministry of Finance
(Department of Expenditure)

F. No. 7(21)-E.III/87

Dated:- 04-05-1987

OFFICE MEMORANDUM

Subject:- Central Civil Service (Revised Pay) Rules, 1986-Clarification regarding.

The undersigned is directed to state that references are being received from Ministries/Departments seeking clarifications regarding application of certain provisions of C.C.S. (RP) Rules, 1986. Based on the issues raised, following clarifications are issued for the guidance of all concerned.

Sl. No.	Point raised	Clarification
1.	In case of a Government servant whose increment accrued in the pre-revised scale on 1-1-1986, whether the increment in the pre-revised scale is to be allowed first and pay fixed in the revised scale under CCS (RP) Rules, 1986 later or pay fixed in the revised scale first and increment allowed later in the revised scale.	Increment in pre-revised scale is to be allowed first on 1-1-86 and pay fixed in the revised scale thereafter.

2.	Where increments has/have been allowed under provisions 3 and 4 to Rule 8 of CCS(RP) Rules, 1986, whether the next increment would be allowed after qualifying period of 12 months reckoned from the date of last increment in the pre-revised scale or after completion of qualifying period of 12 months from 1-1-1986.	The next increment in revised scale to Govt. servants to whom the benefit of increment(s) under provisions 3&4 to Rule 8 of CCS(RP) Rules, 1986 has been given would be admissible after qualifying period of 12 months from 1-1-1986, under FR 26. In other words the next increment in such cases would accrue on 1-1-1987, subject to the maximum of the revised scale not being exceeded.
3.	Whether the benefit of one more increment under 4th proviso to Rule 8 of CCS (RP) Rules, 1986 could be granted to a Govt. servant, who has been stagnating at the maximum of the pre-revised scale for more than two years as on 1-1-86 but has not actually been granted and ad-hoc increment on account of same court case/vigilance/disciplinary proceedings pending against him.	As the grant ad-hoc increment on account of stagnation at the maximum of the existing scale is subject to vigilance clearance, among other things, such cases may be decided in due course in the light of the outcome of Court case/vigilance or disciplinary proceedings
4.	Whether a Govt. servant, who has been stagnating at maximum of the pre-revised scale for more than two years but has not been actually granted ad-hoc increment, could be allowed one more increment under proviso 4 to Rule 8 of CCS (RP) Rules, 1986.	If ultimately the ad-hoc increment for stagnating is allowed respectively from the date upto and including 1-1-1986, one more increment under Proviso 4 to Rule 8 of CCS (RP) Rules, 1986, become admissible on 1-1-1986.
5.	Whether a Govt. servant who would have completed a period of two years of stagnating at the maximum of the existing scale after 1-1-1986 and would have been granted one ad-hoc increment on account of stagnation but for introduction of revised Scales of Pay could opt for coming over to the revised scales of pay after 1-1-1986.	A Govt. servant who has already reached maximum of the pre-revised scale has no date of next or subsequent increment in the pre-revised scale and as such he has no option to opt for the revised scale of pay from next or subsequent increment after 1-1-1986, as stagnation increment allowed in terms of O.M. 27-7-1983 is in the form of personal pay.
6.	Whether in the case of a Government servt. who was held up at the EB stage in the pre-revised scale, the pay can be fixed at a stage beyond E.B. stage in the revised scale irrespective of the fact that he was not cleared to cross this stage in the old scale.	While fixing pay under CCS (RP) Rules, 1986, the E.B. will become operative only with references to such bare in the revised scale occurring after initial fixation of pay irrespective of whether a Govt. servant had crossed or not crossed or had been held up at the EB stage in the pre-revised scale on the analogy of Note-1 below Rule 8 to CCS (RP) Rules 1986.
7.	What will be the mode/manner of fixation of pay under CCS (RP) Rules, 1986, of persons who are drawing reduced pay as on 1-1-1986 in the existing scale on account of imposition of penalty under the provisions of CCS (CCA) Rules, 1965?	The pay in such cases may be fixed as under:- (a) On the basis of pay actually drawn on 1-1-1986 and (b) On the basis of pay which would have been drawn but for the penalty. The revised pay as fixed at (a) above may be allowed from 1-1-1986, to the date of expiry of penalty and the revised pay fixed as at (b) above from the date following the date of the expiry of

		the penalty after allowing increments if any, that might have notionally fallen due in the revised scale during the period from 1-1-86 to the date of expiry of the penalty. The next increment in the revised scale will be regulated in accordance with Rule of the CCS (RP) Rules, 1986.
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2. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders are issued in consultation with the following Comptroller and Auditor General of India.

Hindi version of this O.M. will follow.

Sd/-
(M. S. Mathur)
Director (Coordination)

Department of Finance
(Central Coordinate Cell)

No. 8/18/86/Fin. (FPCC)

Dated:- 25-05-1987

OFFICE MEMORANDUM

A copy of the undermentioned paper is forwarded for information and necessary action to:-

- (1) All Heads of Departments/Offices
- (2) All Departments in the Secretariat

Sd/-
(K. M. Nambiar)
Under Secretary (Finance)

Ministry of Finance
(Department of Expenditure)

No. 5(12)-E.III/87

Dated:- 23-04-1987.

OFFICE MEMORANDUM

Subject:- Central Civil Service (Revised Pay) Rules, 1986-Clarification regarding- Grant of next increment in the revised scale to Group 'A' Officers drawing pay in pre-revised scales having biennial increments.

The undersigned is directed to refer to rule 8 of the Central Civil Services (Revised Pay) Rules, 1986, since extended to Group 'A' Officers vide Central Civil Services (Revised Pay) Amendment Rules, 1987, which provides that the next increment of a Govt. servant whose pay has been fixed in the revised scale under Rule 7(1) of those Rules shall be granted, except in cases falling under the second proviso to Rule 8, on the date he would have drawn his increment had he continued in the existing scale. In this connection attention is also invited to recommendations contained in para 30.3 of Fourth Central Pay Commission's Report which, inter alia, stipulates that next increment in all cases may be given on the anniversary of the last increment.

2. The question as to the next date of increment of a Govt. servant who was borne on a pre-revised scale of pay having biennial increments who opts for revised scale of pay, has been examined in the context of the above rule position. The President is pleased to decide as follows:-

- i) Where the biennial increments in the pre-revised scale to a Govt. servant was due for payment in 1986, it would be payable on the due date of 1986.
- ii) Where the biennial increment in the pre-revised scale to a Govt. servant was due for

payment later than 1986, the increment would be admissible on the anniversary of the election for the revised scale of pay.

3. In so far as the 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/-
(M. S. Mathur)
Director (Coordination)

Department of Finance

No. Fin(Bud)/11-24/86/Vol.XX

Dated:- 21st July, 1986.

OFFICE MEMORANDUM

A copy of the undermentioned paper is forwarded for information and necessary action to:-

- (1) All Heads of Departments/Offices
- (2) All Secretariat Departments

Sd/-
(S. V. Shirodkar)
Under Secretary Finance (Budget)

List of paper forwarded: No. 13011/7/86-Finace II dated 9-7-86, from Govt. of India, Ministry of Home Affairs, New Delhi alongwith copy of Office Memorandum (Department of Expenditure)

Ministry of Personnel & Training Admn, Reform and Public Grievances & Pensions

Department of Personnel & Training

No. 7/1/85-Estt. (Pay-I)

18th Nov., 1985

OFFICE MEMORANDUM

Subject:- Provisional payment of pay to officers-regarding..

The undersigned is directed to say that the question of further delegation of powers regarding provisional payment of pay to officers has been under consideration of the Government of India, Generally, provisional payment of pay to officers becomes necessary in the following three situations:-

- i. When the last pay certificate of the officers transferred/appointed to a new post is not available;
- ii. When the sanction for the post against which the officer is appointed does not exist and action for issuing the sanction for the post is under consideration; and
- iii. on re-employment of an officer when the full particular of pension and pre-retirement pay are not available.

2. In cases falling in the first category referred to in the preceding paragraph, provisional payment can be authorised for a period of three months at the request of the officers himself in the first instance, and can be extended later upto six months on a further request. Only when the necessity for provisional payment due to non-receipt of the last pay certificate is felt beyond the period of six months, the approval of the Department of Personnel & Training (earlier the Ministry of Finance) is necessary in accordance with the provisions of the Ministry of Finance O.M. No. Fin (15) E.III(A)/64,

dated 18-5-1964.

3. When provisional payment of pay is necessitated due to delay in issue of sanction for the continuance of temporary posts, gazetted officers are authorized to draw their pay provisionally upto a period of three months after the expiry of the sanction to the post. In cases where further delay is anticipated, the officer concerned will have to approach the Audit office through the Head of the Department for authorisation of provisional pay beyond three months vide the Ministry of Finance O.M. No. 7(45)-E.III(A)/73, dated the 24th October, 1973. Grant of provisional pay beyond six months will need the approval of the Department of Personnel and training. With the drawal of pay of gazetted officers by the Drawing & Disbursing Officers as for non-gazetted establishments, these provisions have also since become slightly obsolete and now need to be revised.

4. As regards payment of provisional pay of re-employed pensioners, administrative Ministries/Departments can sanction provisional pay for a period of six months in accordance with the provisions of the Ministry of Finance O.M. No. 8(63)-E.III/60 dated the 12th January, 1961, as amended from time to time. Again administrative Ministries/Departments which are competent to fix the pay of officers on re-employment, can delegate their powers to appointing authorities to fix the pay on re-employment in accordance with the Ministry of Finance O.M. No. 8(34)-E.III/57 dated the 25th Nov., 1958, as amended from time to time subject to the condition that cases where pay is to be fixed above the minimum under paragraph 1(b), or where the provisions contained in paragraph 1(d) of the O.M. dated the 25th Nov., 1958 are to be invoked, will continue to be decided by the Administrative Ministries.

5. With a view to further liberalising the provisions in regard to provisional payment of pay to Government servants, the Government of India have now decided as follows:

- i. In the cases referred to in paragraph 2 supra, the administrative Ministries/Departments will have full powers in the matter of grant of provisional pay even beyond six months.
- ii. As regards cases referred to in paragraph 3 supra, a time lag of six months will be quite sufficient for issue of orders extending/continuing posts. In view of this, for provisional payment of pay beyond six months, the administrative Ministries/Departments will have to obtain the approval of this department as at present.
- iii. As regards cases referred to in para 4 supra, the administrative Ministries/Departments may delegate their powers for provisional pay fixation on re-employment, in respect of posts for which lower authorities have been already empowered by them to fix the pay on reemployment. The payment of provisional pay by the appointing authorities in such cases will be limited to three months and cases beyond three months should be continues to be decided by the administrative Ministries/Departments.

6. The Ministry of Finance, etc. are kindly requested to note that expeditious action is taken to ensure that provisional payment of pay is limited to the barest minimum period. While making provisional payment, it is necessary to obtain an undertaking from the officer concerned to the effect that, in the event of three being over-payments on fixation of pay on regular basis, the same will be liable to adjustments.

7. In so far as the officers working in the Indian Audit & Accounts office are concerned, these orders have issued in Consultation with the Comptroller and Auditor General of India.

Sd/-
(S. Hari Harsh)
Deputy Secy. to the Govt. of India

PERSONNEL DEPARTMENT

Procedure for Disposal of Condemned Articles

Department of Finance (Revenue & Control)

No. 21/8/2011-Fin(R&C)

Dated: 19-06-2014

CIRCULAR

Read: Government Circular No. 21/8/2011-Fin(R&C) dated 27-06-2012

In spite of instructions issued vide Circular read above to dispose off all condemned/old vehicles and other scrapped/dumped vehicles, it has been noticed by the Government that number of vehicle are still lying around at various places.

It is therefore, enjoined upon all Heads of Departments/Offices to ensure that necessary action is initiated immediately to dispose of all condemned/old vehicles and scrapped/dumped vehicles.

Heads of Departments/Offices are also hereby instructed to file a certificate issued by the Administrative Secretary concerned stating that no vehicle belonging to the Department is lying around at any place by 30th September, 2014 positively. Henceforth, pending such certificate from the concerned Administrative Secretary, no proposals for purchase of vehicles will be entertained by the Finance (Revenue & Control) Department for Government approval.

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

Finance (Expenditure) Department

Secretariat, Porvorim-Goa

No. 7-4-2013/Fin.(Exp.)

Dated: 08-07-2013

OFFICE MEMORANDUM

Sub.: Procedure for disposal of condemned articles (vehicles, machinery & equipment, Furniture & other items).

In supersession 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 Committee 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./Elect.) PWD, Panaji or his representative not below the rank of Assistant Engineer | : | Member |
| 3. | Under Secretary (Finance) or a representative of Finance Department not below the reank of Section Officer | : | Member |
| 4. | A representative of the Directorate of Accounts not below the rank of Assistant Account Officer (but excluding the Accounts Officer of the Department concerned) | : | Member |

(b) Constitution of the Committee for the disposal of furniture and other items.

- | | | | |
|---|--------------------|---|----------|
| 1 | Head of Department | : | Chairman |
|---|--------------------|---|----------|

2. Accounts Officer : Member
 3. Executive Engineer (Bldg.) works Division I/V/VIII/XVI/XIX of PWD or his representative not below the level of Assistant Engineer : Member
 4. A Section Officer of the Finance Department : Member
- (ii) 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/authorized 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 authorized representative of the Directorate of Accounts not below the rank of Assistant Account 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 Committee 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 ₹ 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), 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 bais 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) of 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/unservicable 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. Unservicable 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 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 unservicable 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 equipments, 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/-

(Sushama D. Kamat)
G. S. Fin-Exp.)

Finance (Revenue & Cont.) Department

No. 21/8/2011-Fin (R&C)

Dated: 27-06-2012

CIRCULAR

Several proposals regarding purchase of new vehicles are received by Finance Department from various Government Departments/Corporations/Autonomous Bodies etc. It is observed that the proposal for new vehicles is being submitted prior to condemnation & against the disposal of old vehicles, which is not in accordance to the guidelines/instructions issued from time to time. It is also observed that several condemned/old vehicles are still left to be disposed.

2. Government, therefore, desires that the condemned/old vehicles in off-road conditions should be disposed off at the earliest and in any case by 31-08-2012, by following the procedure for disposal of condemned vehicles. Accordingly, no new proposal for purchase of new vehicles by any Department/Corporation/Autonomous Bodies etc. shall be processed for clearance by Finance Department unless the condemned vehicles are disposed off and an undertaking to this effect is given by the Head of Department/Budget Controlling Authority,

3. It is hereby enjoined upon all Heads of Departments/Budget Controlling Authority, to ensure that necessary action is initiated immediately for disposing the condemned vehicles within the specified date.

4. Further, it is ordered that while submitting fresh proposal for purchase of vehicles, the Departments should compare the price of the proposed model/variant of the vehicle, sought to be purchased with the DGS&D rate (excluding the value of entry tax, if applicable) with the local ex-showroom price (excluding the value of VAT) and accordingly recommend the lower price for approval.

5. This issue's with the approval of the Government.

Sd/-

(Ajit Pawaskar)

Under Secretary Finance (R&C)

Office of the Chief Secretary

Secretariat-Panaji

No. CE/PWD/736/2000

Dated: 21/02/2002

ORDER

Sub.: Procedure for disposal of condemned articles

In supersession of all earlier orders instructions on the subject it has been decided to decentralize the procedure for the disposal of condemned articles.

The disposal shall take place in accordance with the procedure out med in the following paras:-

(1) All Departments will constitute separate Committees for the disposal of vehicles and heavy machinery equipments etc. and for the disposal of furniture and other items. The Constitution of these Committees will be as under:-

(I) 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 (Mechanical Elect.) PWD. Panaji or his representative not below the level of AE : Member
3. Joint Secretary (Finance) or a representative of FD not below the rank of Under Secretary : Member
4. A Representative of the Accounts Department not below the rank of Assistant Accounts Officer (but excluding the Accounts Officer of the Department) : Member

(II) 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 Div. I, PWD of his representative not below the level of AE : Member
4. A representative of the Finance Department not below the rank of Superintendent/Section Officer : Member

2. The Committee will follow the following procedure:-

- a) All items will be disposed of by auction.
- b) All items will be kept in lots, Bids will be accepted lot-wise.
- c) The Notice of auction should be clearly displayed in the Notice Board of the respective office and also the Secretariat. copies are to be marked to Chief Engineer PWD. Joint Secretary (Finance), and Joint Secretary to C.M. This Notice should be displayed at least 10 days in advance of the date of auction and should contain all the relevant information about the items to be disposed.
- d) Security deposit will be collected. This will be Rs. 2000 in the case of Disposal of Vehicles and Heavy Machinery Equipments etc. and Rs. 1,000- in the case of Disposal of furniture and other items. The Security Deposit will be taken from all bidders in the form of D.C.R. Security Deposit of those whose bids are not accepted will be returned within 4 days after the date of auction. Security Deposit of those whose bids have been accepted will be adjusted against the final bid(s)

- e) The highest bidder(s) shall deposit 25% of the bid price on the same day. The balance amount should be given within a week.
- f) Before the auction the Committee will reach a conclusion on the approximate valuation of the items based on the age (date when they were purchased and price of each item on the date of purchase. If this is not possible the estimated current price should be kept. The condition of the item is also to be considered. This will be done one hour before the time of the auction on the same day.
- g) Auction is to be held in the premises of the Department during the fore noon of the day of auction. The bidders will be allowed to see the items starting from working days before the date of auction and upto previous date of auction upto 4.00 p.m. Bids are to be received in sealed bids, lot-wise.
- h) The bids received should be accepted or rejected on the basis of the valuation made. The Committee can recommend disposal of Items at a level below the value initially arrived at up to a maximum of 30% below this value. However the decision of the Committee in this regard should be unanimous.
- i) The Report of the Committee should be submitted for the approval of the Secretary of the Administrative Department who will have powers to accept or reject the recommendation of the Committee. The Secretary will however be permitted to accept disposal of items upto 50% below the value initially arrived at. This has to be done by 4.00 p.m. on the date of auction.
- j) After obtaining approval of the Secretary the proposal will have to be submitted to Finance Department for perusal on the same date.
- k) Whenever vehicles and heavy machinery are proposed to be disposed of the proposal should have the prior approval of the Minister concerned.
- l) All Officers of the Committee are to be present at the auction. In case Head of Department cannot be present his/her link officer should be present. In case the Accounts Officer of the Department is unable to be present at that date and time then a representative of the Accounts Department not below the rank of Assistant Accounts Officer shall be present.
- m) The concerned Executive Engineer PWD will prepare a calendar indicating the dates on which department will go to auction. The larger departments will be indicated first and auction will be held, Department wise on every Friday. A newspaper notice to this effect will issued by PWD. either every month or every two months.
- n) The successful highest bidder(s) shall take away the items within 3 weeks of receiving the intimation from the department. If this is not done then the amount deposited by them as per Clause 2(e) shall stand forfeited. The Notices issued under 2(c) and 2(m) should specifically mention this point.

3. PROCEDURE FOR FIELD LEVEL OFFICERS:

In respect of Department of Education which has a large number of schools and other departments which have field level offices, the recommendation for disposal can be made by a Committee of two local officials which can be placed for a decision before the Committee headed by the Head of Department. The Secretary of the Administrative Department will decide the constitution of this local level Committee, and a copy of the order shall be sent to Chief Engineer (PWD), Joint Secretary (Finance) Joint Secretary to C.M.

4. PROCEDURE TO BE FOLLOWED IN CASE OF ANTIQUE AND OLD FURNITURE

All 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 Chief Architect. PWD or her representative and they will give written clearance as to the items which can be disposed of by the Department/s as per the procedure in this order. The antique and old wooden furniture so identified by the Chief Architect. PWD, or her representative will be taken by them and

kept in a separate godown by the Public Works Department. Receipt in this regard is to be given by the Chief Architect or her representative to the Department.

5. The revenue generated from the disposal of condemned articles shall be credited to under the relevant Head of Account.
6. The Goa Delegation of Financial Power Rules 1997 are being amended to bring them in line with this Order.
7. The form in which the Committee has to submit its recommendations will be supplied by the concerned Executive Engineer, PWD.
8. Any recommendation not received in the proper format and which does not follow the procedure detailed above will not be considered.
9. All Heads of Department are directed to ensure strict compliance with this Order.

Sd/-
(Baleshwar Rai)
Chief Secretary

PERSONNEL DEPARTMENT