



GOVERNMENT OF GOA
DEPARTMENT OF PERSONNEL
Secretariat, Porvorim, Goa

Compendium of Instructions

VOLUME III

COMPENDIUM OF INSTRUCTIONS

Volume III

TOPICS COVERED

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DISCLAIMER

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

DR. PRAMOD SAWANT
CHIEF MINISTER, GOA



FOREWORD

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

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

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

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

(Dr. Pramod Sawant)
Chief Minister

PARIMAL RAI, IAS
CHIEF SECRETARY



FOREWORD

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

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

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

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

PARIMAL RAI
Chief Secretary

PREFACE



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

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

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

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

Acknowledgments...

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

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

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

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

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

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

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

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

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



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

PROCUREMENT/TENDERS

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/Advt Konkani/2021/3986	10/02/2021		Release of advertisement, tender notice and public announcement mandatorily to be released in atleast in one newspaper in each language i.e. English, Marathi and Konkani.	2
2.	Finance (Expenditure) (GOG)	7-5-2020/Fin(Exp.)-I	18/12/2020		All proposals costing 2 crores and above towards procurement of goods & services & infrastructure works requires prior approval of Finance (Exp.). The Circular dated 26/11/2020 stands withdrawn.	2
3.	Finance (Expenditure) (GOG)	7-5-2020/Fin(Exp)/	26/11/2020		All proposals costing 2 crores and above towards procurement of goods & services & infrastructure works requires prior approval of Finance (Exp.)	2
4.	Ministry of Finance (GOI) Finance (Expenditure) (GOG)	F.9/4/2020-PPD 7-5-2020/Fin(Exp.)-I	12-11-2020	01-03-2021	Performance Security	3
5.	Finance (Expenditure) (GOG)	7-5-2020/Fin (Exp)	16/09/2020		Prior approval of FD incase of extending the validity of contracts/ tenders and placing orders for execution of work/supply	4
6.	Finance (R&C) (GOG)	8/1/2020-Fin(R&C)	16/06/2020		Permanent exemption of officials/representatives of Dte. Accounts from attending the tender opening process.	5
7.	Finance (Expenditure) (GOG)	7/11/2018-Fin(Exp)	05/06/2020		Adoption of General Financial Rules, 2017	5
8.	Dept. of IT (GOG)	8/33/DoIT/2019/SOP-SWAPP/1607	20/01/2020		Guidelines to undertake new software application development	6
9.	Department of Information Technology (GOG)	7(373)/2011/DoIT/e-procurement Correspondence/1053	17/10/2019		Tenders costing above 5 lakhs by using e tendering/e-auctioning solution	7
10.	Finance (Exp) (GOG)	7/13/2018-FIN(Exp)	12/10/2018		Exemption to certain departments for procurement of Hardware through State Designated Agency	7
11.	Department of Information Technology (GOG)	13(10)/2009/DoIT/Web site-Circulars/1266	03/10/2018		Appointment of Goa Electronics Ltd as State Designated Agency for website related activities	8
12.	Department of Information Technology (GOG)	7(43)/2017-18/DoIT/SDA for Hardware Procurement/380	15/06/2018		Info Tech Corporation of Goa Ltd is the Designated Agency for procurement of all ICT equipments.	10

13.	Directorate of Accounts (GOG)	DA/Control/7-25/2017-18/TR-488/412	08/03/2018		Accounting procedure for procurement of printing and stationery items through the Dept of Printing & Stationery	11
14.	Finance (R&C) (GOG)	38/5/2017-Fin (R&C)	06/11/2017		Applicability of Goods and Service Tax (GST) on works contracts in Govt. Depts – Instructions on billings, payments and rates ...	12
15.	Finance (R&C) (GOG)	38/5/2017-Fin (R&C)	12/10/2017		Applicability of Goods and Service Tax (GST) on works contracts in Govt. Depts – Instructions on billings, payments and rates ...	15
16.	Finance (R&C) (GOG)	8/1/2017-Fin (R&C)	25/07/2017		Tax Deductions at source as per Section 51 of Goa Goods and Services Act, 2017 and Sections 51 of the Central Goods and Service Tax Act, 2017 and procedure /guidelines to be followed by DDO	17
17.	Finance (Exp) (GOG)	7/14/2014-Fin (Exp)/Part	08/12/2014		Cases of single tenders / bids	20
18.	Department of Information Technology (GOG)	7(368)/2011/DoIT/AM C Guidelines/1214	21/08/2014		Guidelines for timely and effective execution of Annual Maintenance Contract.	21
19.	Finance (Exp) (GOG)	7-3-2012/Fin (Exp)	23/05/2012		Issue of brief tender notice instructions	28
20.	Finance (Exp) (GOG)	7-5-2001/Fin(Exp) I	23/05/2012		Goa State Works Board	28
21.	Finance (Exp) (GOG)	7-5-2001/Fin(Exp) II	23/05/2012		Expenditure Finance Committee	33
22.	Finance (Exp) (GOG)	7-5-2012/Fin(Exp) III	23/05/2012		Non plan works	36
23.	Finance (Exp) (GOG)	7-5-2012(Exp) IV	23/05/2012		Review of all works which are approved but have not actually started during previous financial year and obtaining fresh expenditure and administrative approval	37
24.	Finance (Exp) (GOG)	7-5-2012(Exp) V	23/05/2012		Financial Sanctions for works & store purchases	38
25.	Finance (Exp) (GOG)	7-13-2011/Fin-Exp	23/05/2012		e-Procurement/ e-Tendering—Guideline	39
26.	Finance (Exp) (GOG)	7/13/2011/Fin (Exp)	13/10/2011		e-Procurement/ e-Tendering – Processing fees	40
27.	Finance (Exp) (GOG)	7/13/2011/Fin (Exp)	07/06/2011		e-Procurement/ e-Tendering	41
28.	Finance (Exp) (GOG)	7/4/82-Fin (Exp)	24/09/2008		Supply of dietary and non-dietary items to Govt. Depts/institutions reg.	42
29.	Finance (Aud) (GOG)	1-3-2007-Fi n (Aud)	02/06/2008		Instruction reg. purchasing Computer Hardware and allied equipments	43
30.	Department of Information and Publicity (GOG)	DI/INF/Release of Advt/08/16570	20/03/2008		Release of advertisement, tender notice and public announcement mandatorily to be released in at least in one newspaper in each language i.e. English, Marathi and Konkani.	43

RECRUITMENT 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.
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2.	Personnel (GOG)	RRs/OMs/RELAX/2019-PER/(PART-I)	24/04/2020		Relaxation of any provision in Recruitment Rules to be routed through Personnel Department.	46
3.	Personnel (GOG)	1/2/2012-PER/3084	09/11/2018		Amendment of expression Group "D" to "C" in the Recruitment Rules in various Govt. Departments.	47
4.	Personnel (GOG)	10/1/77-PER(Part)	04/09/2017		Classifying group "D" employees as Group "C"- Multi Tasking - Grade pay of Rs. 1800/-	47
5.	Finance (R&C) (GOG)	8/1/2016-Fin(R&C)(B)	04/04/2017		Extension of benefits of the 6th Central pay comm. - granting pay band 1 Rs. 5200-20200 + GP 1800 to Group D	48
6.	Personnel (GOG)	RRs/MISC/2015-PER	21/02/2017		Procedure for submitting the proposal for framing/ amendment of Recruitment Rules	49
7.	Personnel (GOG)	RRs/MISC/2003-PER(Pt.III)	16/02/2017		Updating of Recruitment Rules which are more than 10 years old	54
8.	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	54
9.	Personnel (GOG)	1/2/2012-PER	09/04/2015		Cir. Reg. Multi-Tasking staff alongwith the copy of Recruitment Rules of Multi-Tasking	60
10.	Personnel (GOG)	1/2/2012-PER	13/03/2015		Government of Goa Group "C" Non Gazetted Non Ministerial common post Recruitment Rules 2015	61
11.	Personnel (GOG)	1/2/2012-PER	04/01/2013		All Group D posts stand upgraded to Group C in pay band - I with GP 1800/-	60
12.	Personnel (GOG)	1/49/76-PER(Pt.III)	29/10/2012		Notification reg. Knowledge of Konkani and/or Marathi - Group "A" and "B" (for group C and D - Refer notification dated 7/3/96)	63
13.	Personnel (GOG)	1/6/83-PER(Vol.II)(Pt. III)	23/10/2012		Amendment to Recruitment Rules - to replace Higher Secondary School Certificate to Higher Secondary School Certificate or All India Council of Technical Education or equivalent qualification	63

14.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	1-11019/12/2008-CRD 1/1/82-PER Part VI	20/11/2009	02/06/2015	Attributes of organized cadre Group "A" Central Services - Clarification	64
15.	Finance (R&C) (GOG)	8/9/2008-Fin(R&C)	21/07/2009		Reg. clarification relating to the benefit of Pay Band - I of Group D employees	65
16.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	11012/7/2008-Estt(A) 11012/07/2008-Estt.(8) 2/3/96-PER	17/04/2009 09/04/2009	17/06/2009	Classification of posts under the CCS (CCA) Rules, 1965	65
17.	Finance (R&C) (GOG)	8/21/2008- Fin(R&C)Part-I	15/04/2009		Implementation of the Sixth Central Pay Commission - Decision relating to the benefits of Pay Band - I to Group D employees	67
18.	Personnel (GOG)	1/49/76-PER	06/10/2000		Knowledge of Konkani as essential qualification and Marathi as desirable- instruction to modify Recruitment Rules	68
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3.	Personnel (GOG)	1-49-76-PER(Pt. II)	23/06/2016		Age enhancement to 45 years in entry to Group A and B	71
4.	Personnel (GOG)	1-49-76-PER(Pt.II)	23/06/2016		Age enhancement to 45 years in entry to Group C and D	72
5.	Personnel (GOG)	1/49/76-PER(Pt.II)	12/11/2014		Enhancement of age by two years for Group A and Group B posts - shall remain in force for one year	73
6.	Personnel (GOG)	1/49/76-PER(Pt.II)	28/10/2014		Enhancement of age by two years for Group C and Group D posts-shall remain in force for one year	73
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					02 years	
8.	Personnel (GOG)	1/49/76-PER(Pt.II)	06/08/2012		Enhancement of age by two years for Group C and Group D posts –the notification shall remain in force for 02 years	74
9.	Personnel (GOG)	1-49-76-PER	06/06/2001		Not exceeding 40 years for entry for Group “A” and “B” posts (Relaxable by 05 years for Govt. Servant)	75
10.	Personnel (GOG)	1-49-76-PER	09/04/2001		Not exceeding 40 years for entry for Group “C” and “D” posts (Relaxable by 05 years for Govt. Servant)	75
11.	Personnel (GOG)	1/49/76-PER(Pt.II)	10/10/2000		Amendment of Recruitment Rules to Group “A” and “B” posts –Persons who have crossed the age of 35 years and on live register of Employment Exchange shall be given 5 years relaxation for employment	75
12.	Personnel (GOG)	1/49/76-PER(Pt.II)	29/08/2000		Amendment of Recruitment Rules to Group “C” and “D” posts – Persons who have crossed the age of 35 years and on live register of Employment Exchange shall be given 5 years relaxation for employment	76
13.	Ministry of Personnel, Public Grievances & Pensions (GOI) Personnel (GOG)	43019/28/86-Estt(D) 1/49/76-PER	01/02/1999	08/04/1999	Grant of Age Concession to blind, deaf-mute and orthopedically handicapped persons for appointment to posts/services filled through Open Competitive Examination	76
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20.	Ministry of Personnel & Training Adm. Reforms and Public Griev. & Pension (GOI) Personnel & AR (GOG)	35014/4/79-Esttt(D) 4/4/74-Estt(D) 2/38/75-PER	24/10/1985 20/07/1976	26/11/1985	Relaxation of upper age limit for departmental candidates for appointment to Group “C” and “D” posts in their own Department.	80

RESERVATION/MAINTENANCE OF ROSTER

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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2.	Social Welfare (GOG)	13/7/2020/BC/SWD/N CSC/835	18/06/2021		State Level Internal Grievance Redressal Committee to redress internal grievances related to service/employment of Scheduled Caste employees at various Government Department/Autonomous Bodies	84
3.	Home Department (GOG)	11/13/91-HD(G)/Vol.I/858	23/03/2021		Extension of validity of scheme for providing employment in Government to the children of freedom fighters	85
4.	Social Welfare (GOG)	50/300/2013-14-HC/5813	06/04/2020		Banning the use of the Expression "Handicapped"	86
5.	Social Welfare (GOG)	61-02-2019-BC/DSW/RES/PART/5 723	16-03-2020		Reservation points for Economically Weaker Section (EWS)	87
6.	Social Welfare (GOG)	50-326-2013-14-HC/PART-II/2935	01/11/2019		Withdrawal of Circular dated 04/03/2015	88
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8.	Home Department (GOG)	11/13/91-HD(G)/Vol.I/1941	11/07/2019		Extension of validity of scheme for providing employment in Government to the children of freedom fighters	89
9.	Ministry of Personnel, Public Grievances & Pensions (GOI) Directorate of Social Welfare (GOG)	36039/1/2019-Estt(Res) 61-02-2019-BC/DSW/RES/977	31/01/2019	21/06/2019	Issuance of Income and Assets Certificate for the purpose of Reservation for Economically Weaker Sections (EWSs) Reservation for Economically Weaker Sections (EWSs) in Civil Posts and Services in the Government of India	90
10.	Ministry of Personnel, Public Grievances & Pensions (GOI) Directorate of Social Welfare (GOG)	36039/1//2019-Estt(Res) 61-02-2019-BC/DSW/RES/977	19/01/2019	21/06/2019	Reservation for Economically Weaker Sections (EWSs) in Civil Posts and Services in the Government of India	93
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12.	Ministry of Personnel, Public Grievances and Pensions (GOI) Social Welfare (GOG)	36035/02/2017 -Estt(Res) 50-326-98-99-HC/Part-I/2692	15/01/2018	08/08/2018	Reservation for the persons with Benchmark disabilities - 4 % reservation reg.	97
13.	Social Welfare (GOG)	61-25-2017-BC/DSW/3872	25/09/2017		SC / ST migrated from the state of origin to Goa for the purpose of seeking education, employment etc. will be deemed to be SC ST of the state of Origin and will derive the benefits from the state of origin	102
14.	Social Welfare (GOG)	61-2-2002-BC/(11)/PartI/3079	14/08/2017		Corrigendum to Circular dated 14/06/2017. Panel for DSC for filling up posts reserved for SC/ST/OBC by Direct.	103
15.	Home (General) (GOG)	11/13/91-HD(G)/2050	18/07/2017		Scheme for providing employment in Govt. to the children of freedom fighters	103
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18.	Home (General) (GOG)	11/13/91-HD(G)/2028	15/06/2016		Scheme for providing employment in Govt. to the children of freedom fighters	105
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21.	Ministry of Personnel, Public Grievances and Pensions (GOI) Social Welfare (GOG)	25012/1/2015 -Estt(A-IV) 50-326-98-99-HC/Part-I/2303	19/05/2015	16/07/2015	Request for Voluntary retirement from persons suffering from Disability - Supreme Court order in Bhagwan Dass Vs Punjab State Electricity Board	108
22.	Home (General) (GOG)	11/13/91-HD(G)	18/05/2015		Scheme for providing employment in Govt. to the children of freedom fighters	109
23.	Social Welfare (GOG)	50-326-13-14-HC/Part	04/03/2015		3 % Reservation for persons with disabilities - Separate roster to be maintained exclusively for Persons with Disabilities <i>(Stands withdrawn vide circular dated 01-11-2019)</i>	110
24.	Social Welfare (GOG)	61-2-2006-BC/Part/9391	24/02/2014		OBC reservation - updating of Post Based Roster (Horizontal and vertical reservation)	110

25.	Social Welfare (GOG)	13/7/2005/SWD/Part/8420	22/01/2014		Enhancement of %age of reservation for OBC from 19.5 to 27 %	111
26.	Social Welfare (GOG)	13-35-2013-SWD/Part/6755	15/11/2013		Verification of Social Status (Caste) certificate	111
27.	Social Welfare (GOG)	13/19/89/SWD/3983	07/08/2013		Issuance of Social Status (Caste Certificate) [Issued Corrigendum vide O.M. dated 12/11/2019]	113
28.	Home (General) (GOG)	11/13/91-HD(G)/2050	20/08/2013		Scheme for providing employment in Govt. to the children of freedom fighters	126
29.	Social Welfare (GOG)	61-2-2006BC/9326	19/10/2009		Appointment of Liaison officer for submitting the Roster to Social Welfare Department for verification	129
30.	Home (GOG)	15/5/89-HD(G)Vol-I	05/12/2008		2 % reservation -Earmarking points for Ex-servicemen for Group "C" and "D" posts as per the Post Based Roster	130
31.	Home (GOG)	11-13-91-HD(G)	17/07/2008		Reservation points earmarked for the Children of Freedom Fighter in Post Based Reservation Roster.	130
32.	Social Welfare (GOG)	13-8-91/SWD/Misc./7185	08/02/2008		Issue of Caste Certificate to SC/ST	131
33.	Social Welfare (GOG)	13-7-96/SWD	05/09/2007		Govt. Aided Education Institutions which are receiving Grant in Aid from the Govt. to provide reservation for SC /ST in posts.	131
34.	Social Welfare (GOG)	61-2-2006-BC/5331	14/11/2006		Switching over from vacancy Based Roster to Post Based Roster	132
35.	Social Welfare (GOG)	13/14/90-SWD(II)	31/10/2006		Peripatetic Training Course for officers and officials of Government of Goa	132
36.	Ministry of Personnel, Public Grievances and Pensions (GOI) Social Welfare (GOG)	336035/3/2004-Estt (Res) 36035/8/2003-Estt (Res) 50-405(7)-2007-08-HC/3004	29/12/2005 26/04/2006	23/07/2010	Reservation for the persons with disabilities.	133
37.	Social Welfare (GOG)	13/19/89-SWD/921	17/06/2005		Constitution of Committee for verification of caste certificate of the persons belonging to OBC	143
38.	Personnel (GOG)	2/7/76-PER(Vol.III)(Part)	15/03/2005		Secretary (Department of Sainik Welfare) be invited for filling up Group C and D posts reserved for Ex-Serviceman	144
39.	Social Welfare (GOG)	13/7/2003-SWD/ST/4337	14/03/2005		Constitution of Committee for verification of caste certificate of the persons belonging to ST	144

40.	Social Welfare (GOG)	13-14-90-SWD/(Vol-II)/3049	24/12/2004		Reservation points for SC/ST	144
41.	Social Welfare (GOG)	13/5/2002-SWD/SC/1455	20/08/2004		Constitution of Committee for verification of caste certificate of the persons belonging to SC	145
42.	Ministry of Personnel, Public Grievances & Pension (GOI) Social Welfare (GOG)	22011/1/02-Estt D 61-2-BC(Part) 2002(45)/4450	15/11/2003	14/3/2003	Clarification regarding zone of consideration for promotion to “Selection posts “ for Scheduled Castes and Scheduled Tribes.	146
43.	Social Welfare (GOG)	13-14-90-SWD/(Vol-II)/189	22/04/2003		Reservation points for SC/ST	147
44.	Social Welfare (GOG)	13-14-90-SWD/(Vol-III)	22/04/2003		Reservation points for OBC	147
45.	Social Welfare (GOG)	50-300-97-98-HC/2285	21/08/2002		Reservation for person with disabilities in Group “A” and Group “B” posts.	148
46.	Social Welfare (GOG)	13/19/89-SWD/722	26/04/2001		Acceptance of Caste certificate as a Provisional Certificate till the decision given by the Scrutiny Committee.	149
47.	Social Welfare (GOG)	13/1/97-SWD/1016	30/06/2000		Reservation points for OBC	150
48.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	36036/8/98-Estt(Res) 2/8/92-PER	16/03/1999	22/04/1999	Verification/acceptance of caste certificate produced by candidates	151
49.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	43019/28/86-Estt(D) 1/49/96-PER	01/02/1999	08/04/1999	Grant of age concession to blind, deaf-mute and orthopedically handicapped persons for appointment to posts/services filled through open competitive examination	152
50.	Social Welfare (GOG)	13-8-91/SWD/ Part/ 2008	03/09/1998		Claims through marriages – No person who was not OBC by birth will be deemed to be member of OBC merely because he/she married a person belonging OBC	152
51.	Home (GOG)	15-5-89-HD(G)	27/11/1997		2 % Reservation for Ex-servicemen	153
52.	Ministry of Personnel, Public Grievances & Training (GOI) Social Welfare	36012/2/96-Estt.(Res.) 36012/2/96-Estt. (Res.) Pt. II 13-12-2000-SWD/5302	02/07/1997 13/08/1997	13/03/2002	i) Reservation Roster –Post Based-Implementation of the Supreme Court Judgement in the case of R. K. Sabharwal v State of Punjab ii) Reservation for S.C. & S.T. in promotion	156

	(GOG)					
53.	Social Welfare (GOG)	13/1/97-SWD	13/05/1997		Roster points for OBC	171
54.	Personnel (GOG)	15/14/86-PER/Part	30/01/1997		Issue of Scheduled Castes / Scheduled Tribes certificates to migrants from Other States / Union Territories – Superseded vide circular dated 25/09/2017	171
55.	Social Welfare (GOG)	13/1/96-SWD	31/01/1997		Corrigendum to Notification No. 13/7/96-SWD dated 18/11/1996	173
56.	Social Welfare (GOG)	13/7/96-SWD	18/11/1996		Reserved points for SC and ST in 100 point Roster	174
57.	Personnel (GOG)	2/9/94-PER	13/07/1995		Benefits of reservation for SC in the State of Goa shall not be extended to the SC migrated from other states	174
58.	Personnel (GOG)	2/9/94-PER	08/12/1994		Benefits of reservation for SC in the State of Goa shall not be extended to the SC migrated from other states	175
59.	Home (GOG)	5/3/89-HD(G)	25/04/1994		Reservation of 10 % vacancies to Home Guards in the post of Police Constables, Excise Guard, Jail Guards, Fireman, Forest Guard	176
60.	Ministry of Personnel, Public Grievances and Pensions (GOI) Social Welfare (GOG)	36035/8/89-Estt(SCT) 50-326-98-99-HC/Part I/2303	20-11-1989	10-12-1999	Reservation for the physically handicapped in posts filled by promotion	176

SALARIES / TDS DEDUCTIONS/OTHER PAYMENTS

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.	Directorate of Accounts (GOG)	DA/Control/7-9(xiv)/2021-2022/74/TR-102	09-07-2021		Implementation of Pay Roll Software (e-Pagaar) for Gazetted Officers.	179
2.	General Administration Department (GOG)	DA/Control/7-2/2020-2021/222	24-11-2020		Implementation of pay roll software (e-pagaar)	180
3.	Directorate of Accounts (GOG)	DA/Control/7-2/2020-2021/222	24-11-2020		Implementation of pay roll software (e-pagaar)	181
4.	Directorate of Accounts (GOG)	DA/Control/7-9(x)2019-20/TR-62/51	14-05-2019		E-payments towards third party payments	181
5.	Directorate of Accounts (GOG)	SAL/ACCTs/GA&C/2018-19/1506	03-10-2018		Furnishing of details of payment to the third party - e-payments	183
6.	Directorate of Accounts	DA/Control/7-9(xi)2018-19/TR-	01-10-2018		E-payments towards third party payments	183

	(GOG)	296/201				
7.	Directorate of Accounts (GOG)	DA/Control/7-9(ix)/2018-19/TR-60/40	09-05-2018		Implementation of Digital India Programme... Providing PoS Machines reg.	184
8.	Directorate of Accounts (GOG)	DA/Control/7-25(88)/2018-19/TR-59/39	08-05-2018		Discontinuance of payment of PLI premium by book adjustment	184
9.	Directorate of Accounts (GOG)	DA/Control/7-9/2018-19/TR-50/33	03-05-2018		e-payment through ECS mode to all beneficiaries of schemes	185
10.	Directorate of Accounts (GOG)	DA/Control/7-9/2017-18/TR-329-244	13-11-2017		Timely presentation of monthly pay and allowances bills.	188
11.	Directorate of Accounts (GOG)	DA/Control/3-2/7-2/2016-17/63	16-06-2016		Implementation of Pay Roll Software(e-pagaar)	188
12.	Directorate of Accounts (GOG)	DA/Control/7-2/2013-14/TR-120/170	27-06-2013		Streamlining of Procedure reg. collection of energy/water charges and POL	189
13.	Directorate of Accounts (GOG)	DA/Control/7-2/2012-13/253/Tr-220	09-11-2012		Payment of salaries to Non-Gazetted establishment through "e-payment" module	189
14.	Directorate of Accounts (GOG)	DA/Control/7-25(ii)/2012-13/Tr-112/121	12-07-2012		submission of TDS online	190
15.	Directorate of Accounts (GOG)	DA/Control/7-10/2012-13/81/TR-78	30-05-2012		Debiting expenditure of bills to works regarding.	192
16.	Directorate of Accounts (GOG)	DA/Control/7-25(ii)/2012-13/TR-40/53	03-05-2012		Filing of quarterly returns with the TIN.	192
17.	Directorate of Accounts (GOG)	DA/Control/3-2/2011-12/532	10-02-2012		Switching over to e-payment through ECS mode while making payments to all beneficiaries of the Scheme.	194
18.	Finance (Exp) (GOG)	7/13/2011/Fin-Exp	15-12-2011		Switching over to e-payment through ECS mode while making payment of salaries to Gazetted officer/Scheme of Central Govt.	195
19.	Directorate of Accounts (GOG)	DA/Control/2-3/TR-386/981	04-02-2011		Instructions to indicate GPF Account No. in all papers/communications/ salary bills advance sanction orders/challans	197
20.	Directorate of Accounts (GOG)	DA/Control//2-3/09-10/TR-504/518	26-03-2010		Revision of recovery amount towards loss of token	198

SENIORITY RULES

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Personnel (GOG)	2/33/76-PER	19/07/2002		Instructions to comply direction contained in Notification no. 2/33/76-PER dated 12/06/2002	200
2.	Personnel (GOG)	OSD/RRVS/43/66	21/02/1969		The Goa Government (Seniority) Rules, 1967 with all amendments.	200

SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

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.	Directorate of Women & Child Development (GOG)	1-572/2017-18/DWCD/Writ Pet. (Civil)1224/2017/Vol.I II/767	08/05/2019		Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013	207
2.	Ministry of Personnel, Public Grievance & Pensions (GOI) Finance Exp. (GOG)	13018/1/2014-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	209
3.	Directorate of Women & Child Development (GOG)	1/181/2012/W&CD/S ECTT.CELL/	24/07/2014		Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - Constitution of Internal Committee	209
4.	Directorate of Women & Child Development (GOG)	1/181/2001-DW&CD/06169	09/05/2014		Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 - District Collector to exercise the function under the Act- Constitution of Internal Committee	210
5.	Ministry of Law & Justice (GOI) Directorate of Women & Child Development (GOG)	14 of 2013 -- 1/181/2001/DW&CD/ Sectt. Cell(Part)/04441	22/04/2013 09/12/2013	03/03/2014	1) Constitution of Internal Complaints Committee as mandated in the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 2) The sexual harassment of women at workplace (Prevention, Prohibition & Redressal) Act, 2013 3) The sexual harassment of women Rules, 2013	210
6.	Personnel (GOG)	2/8/92-PER(Part-I)	14/02/2013		Direction issued by Hon'ble Supreme Court in the matter of Vishaka v/s State of Rajasthan reg. Sexual harassment against the woman. (with a copy of Judgement of Hon'ble Supreme Court in Writ Petition No. 173-177 of 1999.	225

SINGLE FILE SYSTEM / GRANT OF EX-OFFICIO STATUS

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.	General Administration (GOG)	26/1/88-GAD/840	15/07/2020		Declaration of Director, Non-Conventional Sources of Energy as Ex-Officio Jt. Secretary to the Government.	233
2.	General Administration (GOG)	26/1/88-GAD	08-06-2015		Grant of ex-officio status under single file system	233
3.	General Administration (GOG)	26/1/88-GAD/251	29-04-2015		Grant of ex-officio status under single file system	234
4.	Finance Budget (GOG)	1-10-2013/Fin (Bud)	22-12-2014		Declaration of Director of Civil Aviation as Head of Department	234
5.	General	13/7/2000/GAD	24-12-2013		Grant of ex-officio status under	235

	Administration (GOG)				single file system	
6.	General Administration (GOG)	26/1/88-GA&C	04-07-2013		Grant of ex-officio status under single file system	235
7.	General Administration (GOG)	13/7/2000/GAD (II)	20-06-2006		Grant of ex-officio status under single file system	236
8.	General Administration (GOG)	26/1/88-GA&C	24-11-2003 (06-06-2003)		Grant of ex-officio status under single file system	236
9.	General Administration (GOG)	26/1/88-GA&C	31-03-2003		Grant of ex-officio status under single file system	237
10.	General Administration (GOG)	13/7/2000/GAD	04-03-2003		Single file system in Urban Development Dept (Town and Country Planning)	238
11.	General Administration (GOG)	13/7/2000/GA&C	24-12-2001		Grant of ex-officio status under single file system	238
12.	Personnel (GOG)	6/2/98-PER(Part)	25-09-2001		Grant of ex-officio status under single file system –Director of State Lotteries shall function as Ex-Officio, Director of Provedoria.	238
13.	General Administration (GOG)	26/1/88-GA&C	23-10-2001		Grant of ex-officio status under single file system	238
14.	General Administration (GOG)	13/7/2000/GAD	04-07-2001		Grant of ex-officio status under single file system	239
15.	General Administration (GOG)	26/1/88-GA&C	05-10-1999		Grant of ex-officio status under single file system	239
16.	General Administration (GOG)	13-19-96-GA&C	26-05-1998		Re-organisation of Secretariat work through Single File System	239
17.	General Administration (GOG)	26/1/88-GA&C	26-05-1998		Grant of ex-officio status under single file system	240
18.	General Administration (GOG)	26/1/88-GA&C	08-05-1997		Grant of ex-officio status under single file system	241
19.	General Administration (GOG)	23/1/87-GA&C(i)	26-03-1997		Grant of ex-officio status to Under Secretary (Official Language) under single file system	241
20.	General Administration (GOG)	26/1/88-GA&C	13-02-1997		Grant of ex-officio status under single file system	242
21.	General Administration and Co-ordination (GOG)	26/1/88-GA&C	25-10-1996		Re-organisation of Secretariat work through single file system-clarification	242
22.	General Administration and Co-ordination (GOG)	26/1/88-GA&C	30-08-1996		Grant of ex-officio status under single file system-Corrigendum	243
23.	General Administration and Co-ordination (GOG)	26/1/88-GA&C	29-08-1996		Grant of ex-officio status under single file system	243
24.	General Administration	26/1/88-GA&C	19-08-1996		Re-organisation of Secretariat work through single file system	245

	and Co-ordination (GOG)					
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STREAMLINING OF OFFICE PROCEDURE — A. OFFICE PROCEDURE

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.	GAD (GOG)	1/2019-GAD/3090	25/09/2019		Ban on single use plastics	248
2.	GAD (GOG)	35/1/2019-GAD-III/786	05/03/2019		For speedy disposal of correspondence all the Secretaries/HoD's/Addl. Sec./U.S should invariably check their emails regularly	248
3.	GAD (GOG)	1/4/2018-GAD-IV/560	12/02/2018		LAQ need not be forwarded to GAD in view of paperless assembly.	248
4.	Social Welfare (GOG)	83-9-2006-SDB/5774	10/01/2018		Separate queue for Senior Citizens and seating arrangements for Senior Citizens	249
5.	Office of Chief Secretary (GOG)	1-17-2017-CS/MISC	30/11/2017		Direction issued by CM to dispose of files within 07 days	249
6.	Information and Publicity (GOG)	DI/INF/Design-PRO/Pub/2015-16/3579	27/11/2017		Appointment of Public Relation Officers in the Department - who will be responsible for updation of website and to liaise with Media monitoring cell	250
7.	GAD (GOG)	35/5/2007-GAD-III/partfile/1212	08/08/2017		Instructions reg. maintenance of Office files reg.	250
8.	GAD (GOG)	35/1/96-GAD/partfile/1774	06/06/2017		Instructions reg. maintenance of Office files reg.	251
9.	General Administration (GOG)	2-1-2017-GAD-I	22/6/2017		Implementation of Aadhaar enabled Bio-metric Attendance System (AEBAS)	252
10.	General Administration (GOG)	GA&C(MISC)/2000/GAD-II/1643	23/05/2017		Display of Portrait in offices	255
11.	General Administration (GOG)	2/1/2016/GAD-II(MISC)(CIR)2727	24/08/2016		Wearing of Khadi one day a week - "Man ki Baat"	256
12.	Information and Publicity (GOG)	DI/Advt./SC-Guidelines/15/2016-17/729	13/05/2016		Not to include photographs of state functionaries (alongwith Supreme Court Order in Writ Petition No. 13/2003, 197/2004 & 302/2012)	256
13.	Personnel (GOG)	22/55/85-PER(Part)	02/02/2016		File referred for advice be examined first in Dept.	260
14.	Social Welfare (GOG)	83-9-2006-SDB/Part I/3905	24/09/2015		Separate queue for Senior Citizens and seating arrangements for Senior Citizens	261
15.	Public Grievances (GOG)	DGP/COMMITTEE	10/06/2015		Replacement of an affidavit by a self declaration	261
16.	Personnel (GOG)	6/20/2014-PER	24/02/2015		Circular - Instruction Reg. oral direction shall seek confirmation – Supreme Court judgement	262

17.	Office of Chief Secretary (GOG)	3/5/2009-ARD	21/01/2015		Timely and expeditious clearance of files containing "CRITICAL" proposals by Govt.	262
18.	General Administration (GOG)	14/8/2013-GAD-LAQ	14/08/2014		LAQ to be submitted prior to 48 hours	263
19.	General Administration (GOG)	2/7/2014-GAD-II	04/08/2014		A single flower to be given on the occasion to cut down the expenditure	264
20.	General Administration (GOG)	45/1/95-GAD	24/07/2014		Observance of punctuality - to monitor bio-metric attendance	264
21.	General Administration (GOG)	35/5/2013-GAD-III	08/07/2014		Maintenance of file	265
22.	Ministry of Personnel Public Grievances & Pensions Administrative Reforms (GOG)	K-11022/67/2012-AR 3/9/2013/ARD 3/9/2013-ARD	29/10/2013 04/07/2013	10/05/2013	Self Certification of Documents	266
23.	General Administration (GOG)	35/5/2007-GAD-III/Part file	14/05/2013		Instructions reg. maintenance of file	267
24.	General Administration (GOG)	36/12/2000-GAD	14/06/2012		Maintenance of file	268
25.	General Administration (GOG)	1-2-82-Record/GAD-III	18/07/2011 (15/02/2002 14/11/1969)		Instruction reg. Weeding out of old records.	268
26.	ARD (GOG)	3/5/2009-ARD	17/08/2009		Speedy clearance of files	274
27.	ARD (GOG)	3/5/2009-ARD	09/06/2009		Instructions reg. speedy clearance of files.	276
28.	Finance (Bud) (GOG)	2/3/80-Fin(Bud)	25/02/2009		Avoid mingling of private money for office expenditure - instructions	276
29.	Finance (Exp) (GOG)	7-1-2009/Fin(Exp)	11/02/2009		Extra work done on holidays be compensated by sanctioning compensatory off - instructions	277
30.	Personnel (GOG)	8/7/Assembly-2009-PER	08/05/2009		Timely submission of LAQ to Goa Legislature	277
31.	Finance (Audit) (GOG)	1-22-2007/Fin(Aud)	05/03/2008		Submission of Explanatory notes to be submitted to the office of Accountant General through their administrative Dept.	278
32.	Finance (Audit) (GOG)	1-13-2007/Fin(Aud)	25/09/2007 (05/11/1975 20/08/1978 21/08/1996)		Creation of Internal Inspection Cell	278
33.	Finance (Budget) (GOG)	1-56-2006/Fin(Bud)	02/08/2007		Strict adherence of General Financial Rules.	282
34.	Ministry of Personnel Public Grievances and	AB. 14017/30/2006-Estt.(RR)	29/11/2006	11/01/2007	Implication of overstay while on deputation	283

	Pensions (GOI) Personnel (GOG)	--				
35.	General Administration (GOG)	35/1/96-GAD	14/11/2003		No social, religious, private function shall be held in the office premises during hours on working day	284
36.	Personnel (GOG)	2/38/75-PER(Vol.III)	07/11/2002		Criticizing Govt. Policies-violation of CCS conduct rules.	284
37.	Personnel (GOG)	15/42/2001-PER	09/01/2002		Taking part in politics and Election –Violation of CCS conduct Rules.	285
38.	Personnel (GOG)	7-6-99-PER(Part File) III	10/09/2001		Route all papers through Hon'ble C.M to Hon'ble Governor.	286
39.	Administrative Reforms Department (GOG)	3/149/85-ARD-Vol.II	08/12/2000		Maintenance of Movement Register	286
40.	Administrative Reforms Department (GOG)	5/1/2000-ARD	05/12/2000		Follow up of files submitted to higher authorities.	287
41.	Administrative Reforms Department (GOG)	3/1/49/85-ARD-Vol.II	04/07/2000		Punctuality in attendance by Govt. servants and maintenance of absolute devotion to duty	287
42.	General Administration (GOG)	41-1-95-GA&C	25/01/1999		Punctuality in attendance.	288
43.	Administrative Reforms (GOG)	3/149/85-ARD(Vol-II)	17/12/1998		Streamlining Office Procedure	288
44.	Administrative Reforms (GOG)	3/149/85-ARD (Vol-II)	07/12/1998		Streamlining Office Procedure	289
45.	Personnel & A.R (GOG)	3/42/77-ARD Vol. III	02/12/1997		Procedure and & system on maintenance and processing of files - Brochure	289
46.	General Administration (GOG)	35/10/94-GA&C	30/04/1997		Cleanliness in office premises	299
47.	Office of Chief Secretary (GOG)	1/8/97-CS	04/02/1997		Timely processing of files.	299
48.	Department of Information and Publicity (GOG)	DI/P.Advt./94/7799/10 8	24/02/1994		Publication of State Emblem in any Government display advertisement/invitation	299
49.	Ministry of Home Affairs (GOI) GAD (GOG)	7/2/90-Public 29-3-85-GA&C(i)	09/11/1993	07/12/1993	Dress for Civilian Officers (Men & Women) Maintenance of proper decorum in dress on Independence Day.	300

50.	ARD (GOG)	7-1-79-Div.III	02/07/1979		Submission of material annually guidelines	302
51.	Personnel & ARD (GOG)	3-40-AR-77/Div.II	28/12/1977		Maintenance of weekly diary	304

STREAMLINING OF OFFICE PROCEDURE — B. CITIZEN CHARTER

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.	ARD (GOG)	3/4/2006-ARD	14/03/2006		Uploading of Citizen Charter on website	307
2.	ARD (GOG)	3/33/2003-ARD	13/10/2004		Appointment of Contact Officer for implementation of Citizen Charter in their respective Department	307
3.	ARD (GOG)	3/17/2001-ARD	16/12/2002		Framing of Citizen Charter based on recommendation of study team	310
4.	ARD (GOG)	3/10/1999-ARDPt.Vol.IV	27/02/2002		Uploading of Citizen Charter on website	310
5.	ARD (GOG)	3/1/2002-ARD	05/02/2002		Translation of Citizen Charter in Konkani and Marathi	311
6.	ARD (GOG)	3/17/2001-ARD	29/11/2001		Citizen Charters and other Citizen friendly initiatives taken up by the State	311
7.	ARD (GOG)	3/10/99-ARD	09/07/1999		Citizen friendly initiatives taken in the context of transparency in Govt. Offices	312
8.	ARD (GOG)	3/10/99-ARD	01/02/1999		Citizen friendly initiatives taken in the context of transparency in Govt. Offices	316

SURPLUS STAFF RULES

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1.	Personnel (GOG)	9/10/92-PER	26/08/1999		The Goa Redeployment of Surplus staff against vacancies of Group "C" and "D" posts (Amendment) Rules, 1999	318
2.	Personnel (GOG)	9-10-92/PER	12/06/1995		The Goa Redeployment of Surplus staff against vacancies of Group "C" and "D" posts (Amendment) Rules, 1995	318
3.	Personnel (GOG)	9/10/92-PER	16/07/1993		The Goa Redeployment of Surplus staff against vacancies of Group "C" and "D" posts Rules, 1993	319
4.	Ministry of Personnel, Public Grievances & Pensions (GOI) Home Affairs (GOG) Personnel	1/10/86-CS.III 3/27/65-CS.II 9/2/79-PER	13/08/1986 (25/02/1966)	17/11/1986	Central (Surplus Staff) cell – Surrender of Surplus Staff and procedure for payment of pay and allowances to them.	320

	Department (GOG)					
TOURS/ FOREIGN TOURS/TRAINING						
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.	Directorate of Vigilance (GOG)	15/06/2019-VIG/1940	17/07/2019		Vigilance Clearance is mandatory for foreign visit	329
2.	Personnel (GOG)	19/2/2017-PER/043	02-01-2018		Prior approval of officers for personal/Official tours	329
3.	Personnel (GOG)	7/7/2016-PER	29-02-2016		No clubbing of holidays/ casual leave with official tour	329
4.	Ministry of External Affairs (GOI) Personnel (GOG)	22121/FS/15 19/11/2002-PER	31-12-2015	08-02-2016	Grant of Political Clearances-visits abroad /Foreign tour by Ministers, Legislators and all officials of the Central/State/UT Govt. & PSU's	331
5.	Personnel (GOG)	19/21/2014-PER	21-08-2014		Guidelines for conduct of foreign tours by Constitutional and Statutory Authorities, Officers and employees of the Govt. Autonomous Bodies/ Undertakings/Corporations etc.	332
6.	Ministry of Finance (GOI) Personnel (GOG)	24/Uttarakhand/EM/ 2014 19/11/2002-PER	31-07-2014	19-08-2014	Foreign travel by the functionaries of State Govt. / Union Territory on official account reg.	334
7.	Personnel (GOG)	7/11/2012-PER(Part)	27-11-2013		Submission of details in proforma while Proceeding on tour on official and on leave	335
9.	Ministry of Home Affairs (GOI)	II/21022/58(97)/ 2011	11-06-2012		Acceptance of Foreign hospitality under Foreign Contribution (Regulation) Act, (FCRA), 2010 – Filing of online application	335
10.	Ministry of Home Affairs (GOI) Personnel (GOG)	II/21022/58(97)/ 2011-FCRA-I 19/11/2002-PER	20-09-2011	07-02-2012	Guidelines for consideration of proposal acceptance of Foreign Hospitality under the Foreign Contribution (Regulation) Act, 2010	336
11.	Personnel (GOG)	19/11/2002-PER	02-02-2011		Circular reg. tour (official / Private) outside the state	346
12.	Personnel (GOG)	19/11/2002-PER	04-11-2010		Circular reg. tour/training/ meeting outside the state -Avoid clubbing of holidays	347
13.	Personnel (GOG)	19/1/2008-PER	26-07-2010		No TA / DA for leaving the headquarters without the approval of the Govt. on official Tour	348
14.	Personnel (GOG)	19/1/2008-PER	11-11-2009		Obtaining prior approval of Govt. for attending training	348
15.	Personnel (GOG)	19/11/2002-PER	21-07-2009		Avoid attending training/ workshop/fellowship/ tours abroad -	349

					instructions	
16.	Ministry of Finance (GOI) Finance (R&C) (GOG)	19030/3/2008-E.IV 8/9/2008-Fin (R&C)	22-01-2009	30-04-2009	Travelling Allowance Rules – Implementation of Sixth Central Pay Commission.	350
17.	Finance (Audit) (GOG)	1-28-2007/Fin(Aud)	21-10-2008		Personnel Dept. is the nodal agency for foreign tours in respect of all the elected representatives, official of Govt. Dept's and Autonomous bodies – Addendum to OM dated 22/02/2008 (Tourism is exempted from the purview of above O.M)	351
18.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	11013/7/2008-Estt(A) 2/3/96-PER	06-10-2008	13-11-2008	CCS (Conduct) Rules, 1964- Permission to avail of mileage points earned by Govt. Servants on ticket purchased for official travel.	351
19.	Personnel (GOG)	19/11/2002-PER	05-09-2008		The proposal for grant of Political clearance to be made 6-8 weeks in advance before the proposed date of departure on foreign tour.	352
20.	Personnel (GOG)	19/1/2008-PER	23-04-2008		Secretaries to avoid tours during working season so that financial and physical targets are met.	352
21.	Finance (Audit) GOG	1-28-2007/Fin(Aud)	22-02-2008		Personnel Dept. is the nodal agency for foreign tours in respect of all the elected representatives, official of Govt. Dept's and Autonomous bodies	353
22.	Finance (Audit) GOG	1-28-2007/Fin(Aud)	22-02-2008		Personnel Dept. is the nodal agency for foreign tours.	353
23.	Personnel (GOG)	19/3/2002-PER	21-01-2008		No ex-post facto approval for the foreign tour - instructions	354
24.	Finance (Bud) (GOG)	1-28-2007/Fin(Bud)	24-09-2007		No advance shall be allowed to draw to dignitaries/Officers without submission of clearance from Govt. of India	354
25.	Ministry of External Affairs (GOI) Personnel (GOG)	8232/FS/2007 19/11/2002-PER	02-07-2007	04-10-2007	Political Clearance for visits of High Dignitaries, Ministers and Officials of the Central Govt., State Govt. to countries abroad.	354
26.	Ministry of Finance (GOI) Department of Tourism (GOG)	23(2)/2006/E Coord. 1-1C(2)/2013	18-08-2006	08-07-2013	Restriction on foreign visits - not more than 4 times in a year	356
27.	Personnel (GOG)	19/15/2002/PER-Part C/230	15-12-2005		Delegation of powers to DGP to depute training outside Goa within the country all categories of Police Officials below rank of DySP.	356
28.	Ministry of Finance (GOI) Finance (Audit) (GOG)	19031/1/E-IV/2004 3/4/79-Fin. (Exp.)	25-11-2004	16-03-2005	Admissibility for reimbursement of Taxi/Scooter charges to officials while on tour.	357
29.	Ministry of Finance (GOI) Personnel	32/52/EC/04	24-06-2004	22-07-2004	Foreign visits of C.M./ Ministers/MLA/ State Govt. officials to be submitted 2 months	357

	(GOG)	12/1/80-PER (Part II)			advance.	
30.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	15/3/2004-FA(UN) 19/11/2002-PER	16-02-2004	04-03-2004	Deputation of officers for Training Programmes/ Seminars/Workshops etc abroad- Timely submission of papers	358
31.	Ministry of Non-Conventional Energy Sources (GOI) Personnel (GOG)	3/11/IR-2002 19/11/2002-PER	01-07-2002	23-07-2002	Foreign visit in renewable energy area should be submitted first to Ministry of Non-Conventional Energy Sources	359
32.	Prime Ministers Office (GOI) Personnel (GOG)	885/27/P/I/2000/POL 12/1/80-PER(Part II)	19-02-2001	04-08-2003	Instructions reg. foreign visit of Ministers.	360
33.	Finance (Exp) (GOG)	7-3-97-Fin(Exp)	21-11-2000		No non-entitled officers should perform the air journey without the prior approval of Finance.	361
34.	Ministry of Home affairs (GOI) Ministry of Home affairs (GOI) Personnel (GOG)	II/21022/9(1)/98-FCRA-I — 12/1/80-PER (Part)	18-03-1999 23-02-1999	23-07-1999	Foreign Contribution (Regulation) Act, 1976-Permission for acceptance of foreign hospitality under section 9 of the Act	362
35.	Finance (Exp) (GOG)	7/3/97/Fin(Exp) Part II	16-06-1998		Declaring HoD/Jt. Secretaries as their own Controlling Officers for the purpose of Rule 191 of the Supplementary Rules	364
36.	Cabinet Secretariat (GOI)	21/1/7/94-Cab.	30-03-1995		Instruction reg. foreign travel	365
37.	Ministry of Finance (GOI)	1/67/EC/84	17-12-1985		Guidelines regarding foreign travel of Ministers of State Government and Union Territories...	373
38.	Cabinet Secretariat (GOI)	21/1/1/81-Cab (GOI)	16-08-1982		Guidelines regarding foreign travel of Ministers of State Government and Union Territories...	374

TRAINING POLICY

Sr. No	Name of the Department	O.M./Circular/ Notification No. of Central/State Government	Date	Date of Adoption by the State Government	Subject	Page No.
1..	Personnel (GOG)	10/1/2014-PER(Par-I) 824	10/03/2016		Goa State Training Policy, 2016	377

TRANSFER/TRANSFER UNDER FR-15/TRANSFER ON DEPUTATION

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,	2/6/2016-Estt(Pay-II)	17/02/2016	27/05/2019	Delegation of Powers to Ministers/Departments/ Borrowing	386

	Public Grievances and Pensions (GOI) Personnel (GOG)	13/1/2016-PER/1494			Organisations to extend deputation tenure upto 7 years in cases of Deputations covered by DoP & T's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17/06/2010-reg.	
2.	Personnel (GOG)	2/1/79-PER	09/10/2012		Revised guidelines for FR-15	387
3.	Personnel (GOG)	2/1/79-PER	26/09/2012		Revised guidelines for FR-15 - Only where mutual transfers are involved	387
4.	Ministry of Personnel Public Grievances and Pensions (GOI) Personnel (GOG)	14017/2/2007-Estt(RR) 13/4/74-PER	28/03/2012	03/09/2012	Consolidated deputation guidelines dated 29.2.08 for members of the organised Group A and B services of the central Govt.	388
5.	Ministry of Personnel Public Grievances and Pensions (GOI) Personnel (GOG)	6/8/2009-Estt(PayII) 13/4/74-PER	01/03/2011	11/05/2011	Overstay while on deputation	389
6.	Ministry of Personnel Public Grievances and Pensions (GOI) Personnel (GOG)	6/8/2009-Estt(PayII) 13/4/74-PER	17/06/2010	20/11/2013	Transfer on deputation / foreign service of Central Govt. employees to ex-cadre posts and vice versa regulation of pay, deputation allowance and other terms and conditions	390
7.	Ministry of Personnel Public Grievances and Pensions (GOI) Personnel (GOG)	2/22/2008-Estt(Pay II) 13/4/74-PER	03/11/2009	26/02/2010	Restriction on pay plus deputation (duty) allowance – reg.	398
8.	Ministry of Personnel Public Grievances and Pensions (GOI) Personnel (GOG)	2/23/2008-Estt(Pay II) 13/4/74-PER	28/05/2009	04/08/2009	Revision of rates of Deputation (duty) allowance / pay fixation on appointment on the personal staff of Ministers reg.	399
9.	Ministry of Personnel Public Grievances and Pensions (GOI)	2/22(B)/2008-Estt(Pay II)	03/09/2008	15/05/2009	Grant of Deputation (Duty) Allowance – Recommendation of Sixth Central Pay Commission.	400

	Personnel (GOG)	13/4/74-PER				
10.	GAD (GOG)	14/37/97/GA&C (VolII)	23/02/2004		Transfer guidelines – OM. No. 14/3777/GA&C(Vol.II) dated 16/03/1998	401
11.	Personnel (GOG)	13/4/74-PER	02/05/2001		Transfer on deputation of State Govt. employees to ex-cadre posts – Deputation (Duty) allowance and other terms and conditions. – Amendment to O.M. dated 12.02.1999	401
12.	Personnel (GOG)	13/4/74-PER	05/01/2000		Transfer on deputation of State Govt. employees to ex-cadre posts – Deputation (Duty) allowance and other terms and conditions- Para 5.4 of OM dated 12/02/1999 stand deleted.	402
13.	General Administration (GOG)	14/37/77/GA&C Vol. II	17/09/1999		Transfer guidelines -Amendment	402
14.	Personnel (GOG)	13/4/74-PER	12/02/1999		Transfer on deputation of State Govt. employees to ex-cadre posts – Deputation (Duty) allowance and other terms and conditions.	402
15.	General Administration (GOG)	14/37/77/GA&C	16/03/1998		Transfer guidelines	407
16.	GA&C (GOG)	14/37/77-GA&C (Vol. II) 14/37/77-GA&C (Vol. II)	01/04/1993 26/02/1996		Transfer Policy & Adherence of transfer policy	408
17.	Personnel (GOG)	13/4/74-PER(Part)	10/10/1990		Transfer on deputation on State Government employees to ex-cadre posts – Deputation (Duty) Allowance and other terms and conditions.	411
18.	Personnel and AR (GOG)	2/1/79-PER	10/05/1983		Transfers under FR-15 – Corrigendum to O.M. dated 21/04/1983	415
19.	Personnel and AR (GOG)	2/1/79-PER	21/04/1983		Transfers under FR-15	415

VIGILANCE 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.	Vigilance (GOG)	13/71/2019-VIG/part 2764	20/10/2020		E-Services of Directorate of Vigilance	418
2.	Vigilance (GOG)	15/06/2020-VIG	03/09/2020		Agitation/Representations against Govt. policies/orders.	418
3.	Vigilance (GOG)	5/04/2020-VIG/STE/2262	31/08/2020		Execution of works in private property	418
4.	Vigilance (GOG)	1/3/2004-VIG/MISC/237	17/01/2020		Conduct of Preliminary inquiry within 30 days from the date of approval of disciplinary proceedings	419
5.	Vigilance (GOG)	13/7/2003-VIG/337	31/01/2019		Grant of Honorarium to Inquiry Officers / Presenting Officers – In	419

6.	Vigilance (GOG)	13/60/2018-VIG/4280	23/08/2018		partial modification Timely furnishing of compliance report to the Lokayukta- vigilance	420
7.	Vigilance (GOG)	13/4/2018-VIG/545	09/02/2018		Govt. employees to stay away from agitation/ criticism	420
8.	Vigilance (GOG)	1/3/2004VIG/MISC/34 16	28/12/2017		Instruction reg. withholding of Vigilance clearance	421
9.	Vigilance (GOG)	5/64/2015VIG/(Part-I)/2812	25/10/2017		Registration of FIR without waiting for the outcome of disciplinary proceedings	421
10.	Vigilance (GOG)	13/7/2003- /(Part-I)2704	14/10/2017		Appointment of Inquiry officers and Presenting officer taking into the consideration the gravity of charges and past experience in performing the role of inquiry officer	422
11.	Vigilance (GOG)	15/18/2012-VIG/2523	27/09/2017		Completion of inquiry within the period of six months	422
12.	Vigilance (GOG)	13/7/2003VIG/PART-II/2043	04/08/2017		Grant of Honorarium to Inquiry Officers / Presenting Officers	422
13.	Vigilance (GOG)	1/3/2004VIG/PER (14)/730	03/04/2017		Vigilance clearance in respect of officers/ officials of vigilance department through Personnel Department	423
14.	Vigilance (GOG)	13/1/2017-VIG/647	24/03/2017		Reg. Inquiry/ Vigilance cases vetting of charges through Vigilance officer in case of Group "C" and "D" employees	424
15.	Ministry of Personnel & Public Grievances & Pensions (GOI)	A-54/2/2014-AR (Ad-I) 104/76/2011-AVD (I)Estt(Pay-I)	12/03/2014 18/10/2013		Guidelines for handling complaints in Ministers /Department - No action against anonymous complaints.	424
16.	Ministry of Personnel & Public Grievances & Pensions (GOI) Personnel (GOG)	6/3/2013-Estt(Pay-I) 2/3/96-PER	06/02/2014	28/03/2014	Regulation of pay on imposition of a penalty under CCS (CCA) Rules, 1965	425
17.	Directorate-of Vigilance (GOG)	15/9/2006-VIG(Part)	10/04/2012		Constitution of Committee for review of Suspension under rule 10 of CCS (CCA) Rules, 1965	427
18.	General Administration (GOG)	US(GA-II)/872/2011	09/09/2011		Agitation/Hunger strike within Govt. premises shall be treated as illegal	428
19.	Ministry of Personnel & Public Grievances & Pensions (GOI) Personnel (GOG)	11012/12/2010-Estt.(A) 2/3/96-PER	12/11/2010	01/02/2011	Communicating tentative reasons for disagreement under rule 15(2) of the CCS (CCA) Rules, 1965	428
20.	Ministry of Personnel & Public Grievances & Pensions	11012/16/2008-Estt.(A)	07/07/2008	28/08/2008	CCC(CCA) Rules, 1965- Promotion to a higher Grade or post clarification reg. effect of warnings etc. on promotion.	429

	(GOI) Personnel (GOG)	12/14/89-PER				
21.	Vigilance (GOG)	1/3/93-VIG/2005	18/10/2005		Extension of jurisdiction of Vigilance over State Public Sector Undertakings, Autonomous bodies etc.	430
22.	Vigilance (GOG)	1/4/78-VIG(Vol.VII)	18/10/2005		Duties of the Vigilance Officers	431
23.	Ministry of Personnel, Public Grievances and Pensions (GOI)	142/4/2005-AVD.I	18/05/2005	02/09/2005	Delay in Disciplinary Proceedings and other related matters.	431
	Personnel (GOG)	12/14/89-PER				
24.	Ministry of Personnel, Public Grievances and Pensions (GOI)	22012/1/99-Estt(D)	25/10/2004	09/12/2004	Cases of persons whose conduct is under investigation or against whom a charge sheet is pending- Consideration for promotion.	432
	Personnel (GOG)	12/14/89-PER				
25.	Vigilance (GOG)	5/6/2004-Vig/1848	11/06/2004		Unauthorised absence	433
26.	Vigilance (GOG)	59/100/2003 STE/1966	02/06/2004		Implementation of directions issued by Directorate of Vigilance.	434
27.	Vigilance (GOG)	13/11/88-VIG(Vol.IV)	10/10/2003		Appointment of retired Govt. Officers as the Inquiry Officers	434
28.	Vigilance (GOG)	15/9/2000-VIG	21/12/2000		Review of suspension cases	435
	Secretary (Vigilance) (GOG)	13/11/88-VIG-Part V	20/12/2000			
29.	Vigilance (GOG)	15-9-2000-VIG	17/08/2000		Report on review of cases of officials/officers placed under suspension	436
30.	Vigilance (GOG)	5/48/99	11/10/1999		Instructions related to CCS (Conduct) Rules, 1964	437
31.	Vigilance (GOG)	13/3/99-VIG	11/02/1999		Improving Vigilance Administration	445
32.	Ministry of Personnel, Public Grievances and Pensions (GOI)	142/10/97ADV	14/01/1998	13/04/1998	Sanction for prosecution	446
	Vigilance (GOG)	1/1/98-VIG(B)				
33.	Ministry of Personnel, Public Grievances and Pensions (GOI)	22011/4/91-Estt. A	14/09/1992	23/08/1993	Review of Instructions on promotion of Government Servants against whom disciplinary proceedings are pending and whose conduct is under investigation	447
	Personnel (GOG)	12/14/89-PER				

34.	Ministry of Personnel, Public Grievances and Pensions (GOI) Personnel (GOG)	22011/1/91-Estt. A 12/14/89-PER	31/07/1991	03/04/1992	Review of Instructions on promotion of Government Servants whose conduct is under investigation	447
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WARRANT OF PRECEDENCE

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.	Protocol & Hospitality (GOG)	3-1-87-P&HD	25-01-1988		Warrant of Precedence Notification dated. 25/01/1988 with all amendments	453

GOI – Government of India

GOG – Government of Goa

GDD – Goa Daman & Diu

Procurement / Tenders

PERSONNEL DEPARTMENT

Department of Information & 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 departments (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

Finance Department (Expenditure)

No. 7-5-2020/Fin(Exp.)-I

Dated:- 18/12/2020

CIRCULAR**Read Circular No. 7-5-2020/Fin(Exp.) dated 26/11/2020**

Government is pleased to withdraw circular mentioned in the preamble with immediate effect.

This is issued with the approval of Hon'ble Finance Minister.

Sd/-

Premraj Shirodkar

Under Secretary Finance (Exp.)

Finance (Expenditure) Department

No. 7-5-2020/Fin(Exp)/

Dated:- 26/11/2020.

CIRCULAR

1. For better qualitative appraisal of the projects and efficient utilization of the State resources, Government has decided that all proposals costing 2 crores and above towards procurement of goods and services and infrastructure works shall require prior approval of this department before carrying out tender formalities.

2. This has to be exercised without prejudice to the powers and mandate of Expenditure Finance Committee and Goa State Works Boards as per OM: 7-5-2012/Fin(Exp)-II, dated 23/05/2012 and OM: 7-5-2012/Fin(Exp)-I, dated 23/05/2012 respectively. All proposals which require to be put forth before EFC and GSWB shall be placed accordingly as per the provisions of the above mentioned OMs, without giving effect to this Circular.

3. All other proposals for Expenditure sanction below 2 crores shall be referred to this department only after making sufficient budget provisions, administrative approval and after following tender procedure.

4. This is issued with the approval of Hon'ble Finance Minister and comes into force with immediate effect.

Sd/-
(Premraj Shirodkar)
Under Secretary (Fin-Exp)

Finance Department (Expenditure)

File No.7-5-2020/Fin (Exp)-I

Dated:- 01-03-2021

OFFICE MEMORANDUM

The Government of India, Ministry of Finance, Department of Expenditure Procurement Policy Division, New Delhi, Office Memorandum No. F.9/4/2020-PPD dated 12th November 2020, is hereby adopted with immediate effect and circulated for information and necessary action to:

Sd/-
(Premraj Shirodkar)
Under Secretary (Fin-Exp)

Ministry of Finance

No.F.9/4/2020-PPD

Dated the 12th November 2020

OFFICE MEMORANDUM

Subject : Performance Security.

As per Rule 171 of General Financial Rules (GFRs) 2017, Performance Security is to be obtained from the successful bidder awarded the contract for an amount of five to ten percent of the value of the contract to ensure due performance of the contract. Similar provisions also exist in the Manual for Procurement of Works 2019 and Manual for Procurement of Consultancy & other Services 2017 issued by this Department.

2. The Government is in receipt of many representations that on account of slowdown in economy due to the pandemic, there is acute financial crunch among many commercial entities and contractors, which in turn is affecting timely execution of the contracts. It has also been represented that this may affect the ability of contractors to bid in tenders and hence reduce competition. Requests are being received for reduction in quantum of Security Deposits in the Government contracts.

3. In view of all above, it is decided to reduce Performance Security from existing 5-10% to 3% of the value of the contract for all existing contracts. However, the benefit of the reduced Performance Security will not be given in the contracts under dispute wherein arbitration/court proceedings have been already started or are contemplated.

4. Further, all tenders/contracts issued/concluded till 31.12.2021 should also have the provision of reduced Performance Security.

5. In all contracts where Performance Security has been reduced to 3% in view of above stipulations, the reduced percentage of Performance Security shall continue for the entire duration of the contract and there should be no subsequent increase of Performance Security even beyond 31.12.2021.

Similarly, in all contracts entered into with the reduced percentage of Performance Security of 3%, there will be no subsequent increase in Performance Security even beyond 31.12.2021.

6. Wherever, there is compelling circumstances to ask for Performance Security in excess of three percent as stipulated above, the same should be done only with the approval of the next higher authority to the authority competent to finalise the particular tender, or the Secretary of the Ministry/Department, whichever is lower. Specific reasons justifying the exception shall be recorded.

7. These instructions will be applicable for all kinds of procurements viz Goods, Consultancy, Works, non-consulting Services etc and are issued under Rule 6 (1) of the GFRs 2017.

Sd/-

(Kotluru Narayana Reddy)

Deputy Secretary to the Govt. of India

Finance (Expenditure) Department

No. 7-5-2020/Fin(Exp)

Dated:- 16/09/2020

CIRCULAR

Ref: 1) OM. No. 7/13/2011/Fin-Exp dated 23/05/2012

2) OM. No.7/5/2012/Fin(Exp)-v(1) dated 30/04/2013

3) OM. No. 7/14/2014/Fin-Exp/Part dated 8/12/2014

1. It has been observed that some of the departments have been extending the validity of contracts/tenders and are also placing orders for execution of work/supply of materials and services without obtaining prior approvals/concurrence of the Finance Department as required under the provisions of the Goa Delegations of Financial Powers Rules, 2008.

2. Some of the instances wherein cases are referred to the Finance Department for post facto concurrence/expenditure sanctions and relaxation of financial rules are cited here below:

- i) Extension of contracts for procurement of goods & services and execution of works.
- ii) Procurement of additional quantities of materials/equipments for the parties, the tender validity whereof has already expired.
- iii) Execution of works by call of quotations where the cost exceeds rupees five lakhs citing urgency of work and then processing the files for post factor expenditure sanctions after a periods of three months or so, seeking relaxations.
- iv) Execution of works and procurements of goods and services without following codal formalities.

v) Inviting tenders/calling of quotations without obtaining administrative approvals.

vi) Outsourcing of services/engagement of consultants without approval of Finance Department.

3. Subsequently, these files are referred to the Finance Department for seeking ex-post factor financial approvals/concurrence.

4. In this connection, all the Heads of Departments/Budget controlling Authorities are informed to strictly adhere to the relevant provisions of Financial Rules and instructions issued from time to time for procurement of goods & services and execution of works and seek prior approvals of Finance Department wherever required.

5. It may be noted that henceforth no proposal for ex-post facto concurrence/expenditure sanctions shall be considered by the Finance Department and that the concerned departments shall

have to take recourse to rule 7(2) of Rules of Business of the Government of Goa, 1991 for regularization of such orders.

For strict compliance.

This is issued with the approval of the Hon'ble Chief Minister/Finance Minister.

Sd/-
(Premraj Shirodkar)
Under Secretary (Fin-Exp.)

Department of Finance (Revenue & Control)

No. 8/1/2020-Fin(R&C)

Dated:- 16/06/2020

To,
All Heads of Department /Offices

Sub : Permanent exemption of Officials/representatives of the Directorate of Accounts from attending the tender opening process.

Sir/Madam,

I am directed to invite your kind attention to the O.M. No. DA/Control/7-10/2017-18/TR-379/311 dated 21 December, 2017, issued by the Directorate of Accounts, wherein the Directorate of Accounts has observed that the role of the Accounts Department Officers has become minimal as the tender documents and the schedules are verified online and automated comparative statement and other reports generated, which does not involve any manual workings. However, as per the prevailing practice, intimation is sent to the Directorate of Accounts to depute its representatives even though he plays no role in the tender opening process.

In view of the above facts the matter was brought to the notice of the Finance Department and on recommendation of the Finance Department Government had exempted the presence of Officials/representatives of the Directorate of Accounts from attending the tender opening process for the financial year 2017-18, and review the matter thereafter.

Now, it has been brought to the notice of this Department by the Directorate of Accounts that upon preliminary review made by them it is observed that the process of e-tender opening is carried on smoothly in the absence of the representatives of the Directorate of Accounts and no complaints have been received from any of the Departments viz. Public Works Departments, Water Resources Department and Electricity Department.

Hence, you are requested to submit your comments/suggestions on the subject cited above latest **by 30/06/2020** in order to take further necessary action in the matter.

Yours faithfully,
Sd/-

(Pranab Bhat)

Under Secretary Finance (R&C)

Finance (Expenditure)

No. 7/11/2018-Fin(Exp)

Dated 05/06/2020

OFFICE MEMORANDUM

The State Government is pleased to adopt the General Financial Rules, 2017. All the provisions of these Rules will come into force with immediate effect.

The PDF copy of General Financial Rules is available at Link-
https://doc.gov.in/sites/default/files/GFR2017_0.pdf

This is issued with the approval of Council of Ministers vide their decision XXVIth Cabinet meeting held on 13/05/2020.

Sd/-

(Pranab G. Bhat)
Under Secretary (Fin-Exp.)

Department of Information Technology

No. 8(33)/DOIT/2019/SOP-s/wapp/1607

Dated: 20/01/2020.

CIRCULAR

The Department of Information Technology (DoIT) act as a nodal agency for ICT (Information and Communication Technology) activities for the state of Goa. DoIT under its vision to create a suitable IT ecosystem that would enable benefits of Information and Communication Technology (ICT) to reach to the masses of Goa endeavours to serve as the Enabler for Promotion of Information Technology Industry in Goa and to further promote E-Governance, E-education and streamlining of IT in Goa as a way of life. DoIT through its implementing agencies, have been hosting, managing, guiding various government departments/corporations/other entities falling under the jurisdiction of Government of Goa, to develop and implement software application. In this regards, DoIT is required to issue a No Objection Certificate (NOC) for development of software application after analyzing their software requirement to the indenting Government Department/corporations/other entities falling under the jurisdiction of Government of Goa on their requisition. As such, it is necessary to ensure that the departments/organization intending to develop a new application follow specified guidelines to ensure accessibility, safety, adaptability, no vendor locking, data ownership etc.

In view of above, all the departments/organization intending to undertake any new development of software application, is instructed to strictly adhere to the guidelines mentioned in the Annexure I.

The guidelines indicated at Annexure I, issues with the approval of Hon'ble Minister (Information Technology) vide U.O. No. 251/F; dated 09/01/2020

Sd/-
(Ankita Anand, IAS)
Director (IT)

Annexure I

1. The software to be developed/procured should be Open Source and adhere to Open Standards to allow interoperability between various platforms and to ensure there is no vendor locking.
2. The Ownership of Data should reside with the <intending Department>.
3. As the proposed software would ideally be web based, the software should be hosted at the State Data Centre, Government of Goa.
4. The prevailing Guidelines for Indian Government Websites (GIGW) and Web Content Accessibility Guidelines (WCAG) issued by the Government of India from time to time and all changes shall be incorporated in the software accordingly, to ensure quality, usability, user – centricity and accessibility of the software across their lifecycle. The guidelines are accessible at <http://www.web.guidelines.gov.in>.
5. The software should adhere to the security guidelines issued by CERT-IN from time to time which are available at www.cert-in.org.in in order to prevent the system from being compromised.
6. Ministry of IT & Electronics (MietY), Government of India had published e-Governance standards which are available at <http://egovstandards.gov.in/> and also NIC guidelines for Good Gov application available at <http://guidelines.gov.in/gudapps/theme/images/download/guidelines.pdf>, the same may also adopted while developing applications.
7. Proper Service Level Agreement (SLA) and Exit Plan may be specified in the RFP or Tender

Document for smooth transition of the application software to a new vendor (if required)

Directorate of Information Technology

No. 7(373)/2011/DOIT/e-Procurement correspondence/1053

Dated: 17-10-2019

CIRCULAR

- Ref. 1) Circular No. 7/13/2011/Fin-Exp. Dtd. 7-6-2011
2) Circular No. 7/13/2011/Fin-Exp. Dtd. 13-10-2011

This has reference to the above mentioned circulars towards implementation of e-Tendering /e-Auctioning project in the State of Goa which aims at enhancing Electronic platform for electronic tendering and electronic auction (forward and reverse) thereby automating the entire procurement process.

2. The e-Tendering/e-Auctioning solution of M/s CI India Pvt. Ltd. Has been selected through the State Designated Agency (SDA) M/s ITG for the project after floating the RFP and performing the codal formalities as per the guidelines of the Government.

3. The new solution of e-Tendering /e-Auctioning will be hosted on <https://goaenivida.gov.in> which also contains self learning cum training presentation and user/vendor manual for facilitating the user to use the e-Tendering/e-Auctioning solution in efficient manner.

4. The training with regards to the new e-Tendering / e-Auctioning platform has been conducted for the Departmental Users as well as the registered bidders wherein the necessary guidance, instruction along with hands-on experience have been provided to the end users by the team from the e-Tendering/e-Auctioning solution.

5. In view of the above, all the Departments/Corporations/Autonomous Bodies are requested to float all their tenders costing above Rs. 5 Lakhs by using e-Tendering/e-Auctioning solution hosted on <https://goaenivida.gov.in> with effect from 17/10/2019 and **not** through old e-Tendering system (<https://etender.goa.gov.in/>). However, ongoing tender issued before 17/10/2019 shall be processed further through old e-Tendering system (<https://etender.goa.gov.in/>) .

6. For any further assistance and information you may contact M/s Info Tech Corporation of Goa at the following address.

M/s Info Tech Corporation of Goa Ltd.
IT Hub, 3rd Floor, Altinho, Panaji-Goa 403 001
Phone : +91(832)2226024, +91(832)2225192
Email-id: enivida.goa@gov.in

7. This issues with the approval of Minister (IT) vide U.O. Number **189/F** Dated **16/10/2019**.

Sd/-

(Ankita Anand, IAS)

Director (IT)

Jt. Secretary to Government of Goa

Finance (Expenditure)

No. 7/13/2018-Fin.(Exp)

Dated: 12/10/2018

ORDER

Read : Circular No. 7(43)/2017-18/DoIT/SDA for Hardware Procurement/380 dated 15/06/2018

Vide Circular dated 15/06/2018 (*read above*), Government of Goa, through the Department of Information Technology (DoIT), has nominated M/s InfoTech Corporation of Goa Ltd. (M/s ITG), as the State Designated Agency for executing the procurement of all ICT equipments for all Government Departments, PSUs and Autonomous Bodies. The Circular also stated that prior NOC of the Department of Information Technology shall be obtained before placing the order with M/s ITG.

2. The Legislature Secretariat and the Directorate of Education, sought for exemption from the operation of the Circular dated 15/06/2018 (*read above*) in respect of their Departments/Schemes of

the Department. It is also seen that the Directorate of Higher Education and Directorate of Technical Education, have different set of technical requirements for the ICT equipments and they have the technical expertise to handle the procurement of such ICT equipments of their own .

Similarly, the Directorate of Accounts, Excise Department and Commercial Taxes (State Taxes) Department; have separate set of technical requirements and with the assistance of NIC, Goa (*who are presently managing their ICT needs*), the procurement can be handled individually by the Departments concerned.

3. Likewise for the requirements of procurement/development/sourcing of any software needed for various Departmental activities and e-Governance programmes, these Departments have their own capabilities to meet the specific needs of the Department concerned.

4. The matter has been examined by the Government and Finance (Expenditure) Department in file No. 7(43) /2017-18/DoIT/SDA for Hardware Procurement (1400049610), and in file No. IT/IT-Cadre/13/2018/DHE (1400054156); and the Government has decided that the contents of the said circular dated 15/06/2018 (*read above*) shall not apply in respect of the following Departments viz.-

- i) Legislature Secretariat,
- ii) Directorate of Education (and Institutions under its control),
- iii) Directorate of Higher Education (and Institutions under its control),
- iv) Directorate of Technical Education (and Institutions under its control)
- v) Directorate of Accounts
- vi) Commercial Taxes (State Taxes) Department, and
- vii) Excise Department

So also, the aforementioned Departments are exempted from the requirement of obtaining prior NOC for procurement/development/sourcing of any software and related matters, for their Departmental activity and/or those related to e-Governance programmes being implemented in Departments/Institutions concerned.

5. These Departments may choose to procure their requirements of ICT equipments through the Rate Contract of M/s ITG (DoIT) or through the open market or through GeM portal (*provided the dealers /suppliers are registered and have their establishment in the State of Goa, as also, have a fully functional after sales maintenance set up in the State*); by following the codal procedures and with prior approval of the Finance (Expenditure) Department.

6. This issues with the approval of Hon'ble Finance Minister/Chief Minister vide u.o. No. 2102/F(1400049610) dated 06/08/2018, vide u.o. No. 2266(A)/F(1400054156) dated 01/10/2018 and vide u.o. No. 2680(F) (1400056748) dated 10/10/2018.

Sd/-

(Sushama D. Kamat)

Under Secretary Finance (Exp.)

Directorate of Information Technology

No. 13(10)/2009/DOIT/Website-Circulars/1266

Dated: 03/10/2018

CIRCULAR

The Department of Information Technology (DoIT) acts as a nodal agency for implementation of ICT(Information and Communication Technology) activities for the state of Goa. In order to assist /facilitate the State Government Departments/Corporations and other entities falling within the jurisdiction of the Government of Goa, has appointed M/s. Goa Electronics Ltd. (GEL) as State Designated Agency (SDA) for all website related activities such as design, development, hosting, security audit, STQC audit, GIGW compliance, maintenance and monitoring of State Government websites.

The cost towards design, development and maintenance of the website, SSL certificate purchase, security audit and additional 5 % of service charge of the total cost of the website to be paid to SDA shall be borne by the concerned intending department/corporation etc.

The said appointment shall be valid for a period of TWO years from the date of issue of this circular. DoIT reserves the right to renew, extend or cancel the appointment of SDA based on its performance.

The details of the contact persons from SDA are indicated at **Annexure-I** enclosed. The standard operating procedures (SOP) to be followed by SDA are placed at **Annexure II** for reference.

The circular issues with the approval of the Hon'ble Chief Minister/Finance Minister vide U.O. No. 2016/F; dated : 02/08/2018.

Sd/-
(Praveen Volvotkar)
Director (IT)

Annexure I

Details of State Designated Agency : Goa Electronics Limited

Sr. No.	Name of the Contact Person form State Designated Agency	Address	Phone No and email Id
1	Ms Revati Muzumdar Chief Executive Officer	Goa Electronics Ltd. (GEL) Ground Floor, Shramshakti Bhavan, EDC Complex Patto Plaza, Panjim Goa 403001	revati@goaelectronics.co.in
2	Shri Anant Yende Chief Technical Officer	Goa Electronics Ltd. (GEL) Ground Floor, Shramshakti Bhavan, EDC Complex Patto Plaza, Panjim Goa 403001	anant@goaelectronics.co.in

Annexure II

Standard Operating Procedures

- M/s Goa Electronics Ltd (GEL) shall be the State Designated Agency (SDA) for all website related activities such as design, development, hosting, quarterly security audit, STQC audit, maintenance and monitoring of State Government websites as per the requirements specified by the concerned department.
- SDA shall empanel the agencies for design, development and maintenance of websites following Government prescribed codal formalities.
- SDA shall strictly abide by prevailing Guidelines for Indian Government websites (GIGW Version 2.0) issued by the Government of India from time to time, and all changes shall be incorporated in the websites accordingly to ensure quality, usability, user-centricity and accessibility of websites across their lifecycle. The guidelines are accessible at <http://www.webguidelines.gov.in>.
- SDA shall develop /enable Government websites in the state to be accessible to persons with disabilities (Divyangjan) as per GIGW Version 2.0/WCAG 2.0 standards.
- SDA shall comply with the Court order WP No. 29214/2015, Dated :09/12/2016 issued by Hon'ble High Court of judicature at Madras with respect to compliance of GIGW.
- SDA shall comply with website security guidelines issued by CERT-IN from time to time which are available at www.cert-in.org.in in order to prevent websites being compromised.

- vii. SDA shall comply with metadata and data standards which are available at www.egovstandards.gov.in from time to time.
- viii. SDA shall comply with State Data Centre (SDC) guidelines for deployment of websites at SDC and for availing fourth level domain name.
- ix. SDA shall submit a monthly report indicating website Updation status, last updated date, last security audit conduct date to this department without fail for onward submission to the Chief Secretary.
- x. SDA shall develop an application to submit website Updation reports by the department where in DoIT, Chief Secretary and Chief Minister/IT Minister can view the status updation done by the departments for their websites at one glance.
- xi. SDA shall assist departments to carry out websites security audit.
- xii. SDA shall furnish Website Security Audit Certificate issued by CERT-IN and Website Quality Certification issued by STQC to DOIT on completion of respective audit.
- xiii. SDA shall assist the departments in procuring SSL certificate.
- xiv. SDA shall ensure the timely updation of the content of websites and security of websites.
- xv. SDA shall comply with guidelines issued by Government of India and /or Government of Goa from time to time.
- xvi. SDA shall act as a single point of contract for all matter related to State Government websites, and any reports /status if required by DoIT shall be furnished in a time bound manner.
- xvii. Department shall obtain NOC from DoIT prior to creation of website through SDA.
- xviii. State Departments/Corporations shall approach SDA for all website related activities such as design, development, hosting, SSL certificates purchase, security audit, STQC audit, GIGW compliance and maintenance, and SDA shall be carrying out these activities for Government Department / Corporations only through empanelled agencies.
- xix. The cost towards website related activities provided by ERNET India, Govt. of India will act as base price for website related activities to be carried out by SDA, and the quotes offered by SDA shall be comparable to the costing provided by ERNET India.
- xx. A Service Charge of 5 % of the total cost of the website shall be paid by the intending Department to SDA in addition to the website cost.
- xxi. The cost towards design, development and maintenance of the websites, SSL purchase, security audit and additional 5 % of service charge of the total cost of the website to be paid to SDA shall be borne by the indenting Department.
- xxii. Taxes if any, shall also be borne by the intending department.

Department of Information Technology

No. 7(43)/2017-18/DoIT/SDA for Hardware Procurement/380

Date: 15-06-2018

CIRCULAR

The State Government Departments, PSUs and other autonomous bodies have been procuring ICT Equipments such as Desktop Computers, Laptops, Servers, Printers, Scanners, UPSs etc., for the office use.

It has been noticed that there are various issues for undertaking procurements for each department/PSUs, etc such as non-presence of IT domain expert, calling for individual quotations, etc.

The Government has therefore decided to nominate Info Tech Corporation of Goa Limited (Government of Goa Undertaking) as the State Designed Agency (SDA) for executing the procurement of all ICT equipments for all Government Departments, PSUs and autonomous bodies.

The SDA shall levy 5% service charges on the total amount of Procurements.

All State Government Departments, PSUs and autonomous bodies shall route all the procurements of ICT equipments through the State Designated Agency.

All State Government Departments/PSUs and autonomous bodies shall obtain prior NOC of Department of Information Technology and also obtain approval of all other competent authorities as per the laid down government guidelines issued from time to time before placing the order with the SDA.

This issues, with the approval of Government vide U. O. No. 1390/F, dated: 16/05/2018 and concurrence of Finance Department (Expenditure) vide U. O. No. 1400049610, dated: 02/05/2018.

Sd/-
Srinet Kothwale
Director (IT)

Directorate of Accounts

No. DA/Control/7-25/2017-18/TR-488/412

Date:- 08 March, 2018

CIRCULAR

Sub:- Accounting procedure for procurement of printing & stationery items through the Department of Printing & Stationery-reg.

The Department of Printing & Stationery vide Circular No. 8/1 (A)/2008/GPP/2246 dated 25-10-2010 issued instructions to all indenting departments to compulsorily furnish a certificate authorising them to adjust the bill amount towards supplies by book transfer. This procedure necessitated the proposing of Transfer entries by this Directorate thereby giving credit to the receipt head of the Department of Printing and Stationery and debit to the respective expenditure head of the indenting departments. The adoption of this procedure resulted in proposing a huge amount of transfer entries leading to unnecessary generation of paper work which is against the green initiative policy of the Government

Streamlining of this procedure to fall in line with Government Accounting Rules and initiatives was under the consideration of Government for quite some time.

The Government has now decided that for settlement of Inter departmental transactions as far as indenting the material and supplies from the Department of Printing & Stationery is concerned, the following procedure shall be adopted:-

- a) The Consumer Department/DDO will make a requisition to the Department of Printing & Stationery for supply of stationery items.
- b) The Department of Printing & Stationery on supply of the stationery items will issue bills to the Consumer Department/DDO concerned indicating therein the detailed Receipt Head of Account to which the amount is to be credited by means of book adjustment through the Directorate of Accounts.
- c) The Consumer Department will prepare a fully Vouched Contingent Bill and submit the same to the Directorate of Accounts.
- d) The Directorate of Accounts on scrutiny of the bill, if in order, will settle the bill and credit the amount under the appropriate Receipt Head of Account by means of Book Adjustment.

- e) Subsequently the Consumer Department/DDO concerned will intimate to the Department of Printing & Stationery the details of settlement of bill with relevant details such as voucher number, date of payment, amount of bill etc.

This procedure shall come into force with effect from 01st April 2018.

This issues with the concurrence of Finance (R&C) Department vide U. O. No. 186/F(FMS: 1400045188) dated 16-01-2018.

All Heads of Departments are requested to bring the contents of this Circular to the notice of Heads of Offices/Drawing and Disbursing Officers under their control for strict compliance.

Copy of this Circular is available at this Directorate website www.aaccountsgao.gov.in

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

Department of Finance (Revenue & Control)

No. 38/5/2017-Fin. (R&C)

Date: 06-11-2017

OFFICE MEMORANDUM

Sub: Applicability of Goods and Services Tax (GST) on works contracts in Government Departments Instructions on billings, payments and rates reg.

At present for an work involving goods (like supply of construction materials) as well as services, (like labour, building contractors etc.); estimates are prepared as per the items involved in the work concerned and the rates of these items are defined in the respective Goa Schedule of Rates (GSR) (as applicable for Civil, Electrical, Mechanical, etc.). In case items are not covered under the relevant GSR, than competitive market rates of the items (after carrying out rate analysis for reasonability) are considered. This estimate forms the basis for the Notice for Inviting Tender (NIT) for the work concerned. This estimate also includes a notional 15% component of the total cost towards profits and overheads.

As per this exercise, as also the analysis of the GSR, it is observed that the rates of several taxes (like Excise Duty, CST, VAT, Services tax on services, countervailing duty/Special Additional duty in case of imports, etc.) are subsumed in the rate so derived.

2. Upon implementation of the Goods and Services Tax (GST) with effect from 01st July, 2017, these taxes have been subsumed in a single rate, whereby the effective market rates have either decreased or increased on each of the items.

Further, now, the works contractors are eligible to avail Input Tax Credit (ITC) for the materials as well as services component on the procurements of the goods and services, on or after 01-07-2017. This benefit of ITC being availed by the works contractor, needs to be passed on to the Government Department and/or suitably deducted or added from the quoted rates or the rates claimed in the Running Account Bill or Final Bill, as the case may be, and thereafter CST will have to be levied.

For such works contracts, the incidence of GST will have to be calculated based upon the rate of Excise Duty/ CST and/ or VAT/ Service tax leviable on the works contract as a whole. This includes item wise, as well as, in cases where items wise analysis cannot be done than the whole contract itself.

3. Prior to 01-07-2017, a VAT component of 08% was chargeable on average 70% of the entire work contract (as per provisions of the Goa VAT Act, 2005), considering average 30% being pure service like labour etc. This component of materials to services, forming part of the works contract, varies based upon the type of construction/works involved as defined under Works Contract Tax, as per provisions of the Goa VAT Act, 2005.

Further, service tax was leviable @ 15% on 40% of the entire work (original work contracts) or on 70% of the entire work in cases of repairs & maintenance; based upon the extant guidelines of the Service Tax Regime.

Considering the extant provisions of the earlier tax regime, the present GST, the costs inbuilt in the GSR etc.; the calculations worked out for a given type of works contract reveals certain variation in the works contract value; post implementation of G.S.T. w.e.f. 01-07-2017.

4. In view of the above, it has been decided that in all such works,—

- (i) For the goods component (items including materials supply, machinery equipments etc.); the rate quoted by the contractor shall be reduced by the relevant Excise Duty/Countervailing Duty & Special Additional Duty (in case of imports)/CST or VAT and thereafter appropriate incidence of GST shall be applied.
- (ii) For service component, the rate of service tax leviable shall be reduced and appropriate incidence of GST shall be levied.
- (iii) In cases of ongoing works, for the portion of the work completed prior to 01-07-2017, the extant guidelines and structure of taxation existing prior to implementation of GST shall be applicable as per the provisions of the Central Goods and Services Tax Act, 2017, as well as, the Goa Goods and Services Tax Act, 2017.
- (iv) In cases of ongoing works and in all cases where, work orders are yet to be issued or where tenders are being finalized or where NIT have been issued; the work order cost or estimate, as the case may be, shall be analysed and reworked as per details given and formula prescribed in Annexure appended.
- (v) In case of variations in the rate exceeding (+) 05%, the proposal for issue of new work order shall have to be referred to the Finance (Expenditure) Department for concurrence, alongwith the detailed statement of the rate analysis done item wise.
- (vi) The amount of ITC claimed by the works contractor may be reduced from the Running Account bill, upon verification of documentary evidence of the ITC claimed by the works contractor or DDO (Executive Engineer concerned) may seek a self declaration, stating therein the amount of ITC claimed or not having claimed in the transaction leading towards the supply of services and good of the works contract alongwith the copy 61 the relevant GST return filed.
- (vii) The extant rates of items in the GSR shall be revised by the appropriate authority concerned, based upon the current incidence of tax rates.

5. All DDO's viz. the Executive Engineers are advised to adhere to these instructions carefully and ensure that the claims for payments made by works contractors are correctly preferred.

The Directorate of Accounts is authorized to simultaneously carry out test audits to verify the payments being done by the DDO's of the Works Divisions of such Works executing Departments and Agencies. In the event of any difficulty being faced by the DDO's or the Directorate of Accounts (Head Quarters, Panaji) or the O/o Jt. Director of Accounts (South Branch, Margao); they may seek clarification on the applicability or incidence of the relevant rates of taxes from the O/o Addl. Commissioner of Commercial Taxes/State Taxes at Panaji or Margao.

In case of any difficulties faced by the Works executing Departments arising out of these instructions issued or in event of certain cases not fully covered by these instructions, then the matter shall be referred to the Finance (Expenditure) Department for analysis and clarifications thereon.

6. These instructions shall also apply to Government autonomous agencies/Corporations which execute various works contracts for the Government Departments.

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

ANNEXURE

Instructions for regulation of payments being made to work contractors post implementation of GST w.e.f. 01-07-2017

- (i) In all cases of ongoing works where the works contract value is below Rs. 20.00 lakhs, no change in the contract value or in the bill payment process, shall be effected.
- (ii) In all cases of ongoing works where the financially assessed work executed by the works contractor exceeds 50% of the value of the works contract, where the work contract value is more than Rs. 20.00 lakhs and does not exceed Rs. 05.00 crores; no change in the contract value or in the bill payment process shall be effected.
- (iii) In all other cases of ongoing works, which are not covered under clause (i) and clause (ii) above; the payments of the bills (Running Account claims, etc.) shall be regulated as given below:-
 - (a) Determine the value of taxes in the bill amount which have been subsumed in GST viz. VAT (i.e. Tax on Works Contract), CST, Excise Duty, Countervailing Duty/Special Additional Duty (in case of imports) and Service Tax.
 - (b) Reduce the amount of the Bill by the amount determined as per (a) above.
 - (c) Thereafter, calculate GST as applicable on the reduced value of the bill and process for payments.

For the above purpose, the value of taxes in the Bill amount shall be determined as a percentage value arrived at, in the formulation given below:-

$$\% \text{ value for reduction} = A+B+ \sum(P_n \times Q_n)$$

where,

- (i) 'A' is the percentage value of VAT payable on the works contract as per % component of materials forming part of the works contract as per WCT under Goa VAT Act, 2005;
- (ii) 'B' is the percentage value of the Service Tax payable on the works contract as per % component of the services in the works contract (viz. 40% of for original/networks and 70% for repairs & maintenance);
- (iii) 'P_n' is the % weightage of the excisable components (n) in the works contract; and
- (iv) 'Q_n' is the rate of Excise Duty and / or CST @ 2% on the excisable components (n)

Illustration:-

Consider that the amount of the Running Account Bill of a works contract, viz, execution of a road works, is say Rs. 1,00,000/-.

- (i) As per Goa VAT Act, 2005, and the provisions of WCT thereunder, 70% of the works contract value was chargeable @8% as VAT.
- (ii) Being a new/original work, the service tax was chargeable @ 15% on 40% of the gross contract value.
- (iii) In the road works of the material/goods utilized in the works contract is excisable and attracts duty of averagely 12.5% while asphalt is 14%. The goods also involve CST @2% being produced from outside the State.

Then, (a) A=5.185, calculated as

$$\left[70 \times \frac{8}{100+8} \right] \text{ where 70 is the \% component assessable for VAT and 08 is the rate of VAT for WCT}$$

(b) B=5.217, calculated as

$\left[40 \times \frac{15}{100+15}\right]$ where 40 is the % component assessable for Service Tax and 15 is rate of Service Tax

(c) $P_1=0.075$, where 7.5% is asphalt component of the material used being excisable material

(d) $Q_1=16.28$, calculated as

$\left[14 + 114 \times \frac{2}{100}\right]$ Where 14 is the rate of excise duty on asphalt and 2% is the CST chargeable on the excisable material

(f) $Q_2=14.75$, calculated as

$\left[12.5 + 112.5 \times \frac{2}{100}\right]$ Where 12.5 is the rate of excise duty and 2% is the CST chargeable on the excisable material.

(e) $P_2=0.175$, where 17.5% is the other excisable material.

(g) Therefore, the percentages value to be reduced from the RA Bill will be,

$$= 5.185 + 5.217 + 0.075 \times 16.28 + 0.175 \times 14.75 \\ = 14.204$$

(h) Thus, the reduced value of the RA Bill is Rs. 85,796.

(i) On the reduced value add incidences of GST as applicable.

Note 1:- The above procedure as at clause (iii) above, shall apply for all new works, as well as, on estimates, tendered amount quoted by the L₁ contractor, reasonability of rates etc.; post implementation of GST.

Note 2:- The above illustration is only of the purpose of understanding the methodology of calculation and arriving at the % value of reduction. The rates of taxes & duties and actual % of the excisable material as also % component of material forming part of the works contract, may vary from case to case, depending upon the type of the works.

Department of Finance (Revenue & Control)

No. 38/5/2017-Fin. (R&C)

Date: 12-10-2017

OFFICE MEMORANDUM

Sub: Applicability of Goods and Services Tax (GST) on supplies of goods and services in Government Departments... Instructions on billings, payments and rates reg.

The Goods and Services Tax (GST) has been made applicable w.e.f. 01st July, 2017 in terms of the provisions contained in the Central Goods and Services Tax Act, 2017, as well as, the Goa Goods and Services Tax Act, 2017. Upon implementation of GST, certain central taxes and duties (like Excise Duty, Service Tax, CST etc.) and certain state taxes (like VAT etc.) have been subsumed under one rate of tax for a particular type of goods or services. Thus these taxes which formed the basis of pricing a good or a service, has undergone a change and prices of a particular type of goods or services has either increased or decreased. Suppliers of goods or services are now able to derive benefits of Input Tax Credits (ITC) on the materials procured during the course of supply and installation of a particular product and providing services. Thus, any benefit of the new tax regime, availed by a supplier, in the course of supply of goods and services to Government Departments needs to be passed on to the Government and vice versa any resultant increase in rates or pricing on the supply of goods and services needs to be reimbursed to the supplier.

2. For the purpose of billing and certification of claims being made by the supplier of goods or services, before processing the claims for payment; each Drawing and Disbursing Officer (DDO) shall examine each claim, as per the following instructions:

(a) In cases of pure services (e.g. labour contracts, consultancy, watch and ward services etc.)

being provided, and where the service tax component was inclusive of the prices, than the claim of the supplier/contractor shall be reduced by the amount equivalent to that calculated on the basis of the erstwhile service tax rate, and thereafter the relevant incidence of GST shall be calculated.

In the event, the prices were exclusive of service tax and the same was being charged separately than the relevant incidence of GST as claimed shall be verified and the payments made accordingly.

- (b) In cases of services involving supply of materials or in which materials/goods are being utilized (e.g. Operation and Maintenance services, sweeping and swabbing, housekeeping and sanitation etc.), than the claim shall be reduced to such extent equivalent to the ITC availed by the supplier/ contractor. For this purpose the DDO, shall either verify the documentary evidence of the ITC claimed by the supplier/contractor or shall seek a self declaration, stating therein the amount of ITC claimed or not having claimed in the transaction leading towards the supply of services, alongwith the copy of the relevant GST return filed.

The bills will then have to be processed as specified in para (2)(a) above, after reducing the amount of ITC claimed or declared.

(c) For supplies of goods and for contracts involving purely supply of materials:

In case of supply of goods and for contracts which wholly involve supply of materials and goods (including fixtures, items involved in day to day requirement of operation and maintenance etc.), the claims made by the supplier/contractor shall be analyzed and dealt with item wise as per the following sub-cases viz. -

- (i) In case of Imported material: In such a case, the Countervailing Duty and/or Special Additional Duty (which stands subsumed in GST); shall be reduced and thereafter incidence of GST should be calculated.

In case of GST or VAT (which also stands subsumed in GST), was levied/leviable, the same should also be reduced before applying the relevant GST rate.

- (ii) **In case of material procured directly from the manufacturer:** In such a case, the Excise Duty and/or VAT chargeable or CST (in case of supplies from outside the state) shall be reduced and thereafter incidence of GST shall be calculated.
- (iii) **In case of material procured from a supplier/trader (other than a manufacturer):** In such a case, the Excise Duty which is in built in the cost of the material, will have to be verified and reduced accordingly, as also the CST and/or VAT chargeable. Thereafter, incidence of CST shall be calculated.

Note 1: In the event of combination of one or more of the above instances, than the incidence of GST will have to be calculated separately, for each case.

- (iv) **In case of ITC availed by the supplier:** In case the supplier/ contractor is eligible for availing or has availed ITC than amount equivalent to ITC claimed shall be deducted from the claim raised by the supplier/ contractor.

3. All DDO's are advised to adhere to these instructions carefully and ensure that the claims for payments made by suppliers/contractors are correctly preferred to the Directorate of Accounts. The Directorate of Accounts is required to verify the claims made by DDO's and accordingly process them for payments. In the event of any difficulty being faced by the DDO's or the Directorate of Accounts (Head Quarters, Panaji) or the O/o Jt. Director of Accounts (South Branch, Margao); they may seek clarification on the applicability or incidence of the relevant rates of taxes from the O/o Addl. Commissioner of Commercial Taxes/State Taxes at Panaji or Margao.

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

Department of Finance (Revenue & Control)

No. 8/1/2017-Fin. (R&C)

Date: 25-07-2017

CIRCULAR

Sub: Tax Deduction at source as per Section 51 of Goa Goods and Services Tax Act, 2017 and Section 51 of the Central Goods and Services Tax Act, 2017 and procedure/guidelines to be followed by Drawing and Disbursing Officers (DDO's)/Government Departments or Government Agencies/Local authorities etc. of the State Government.

The Goa Goods and Services Tax Act, 2017 (SGST) and the Central Goods and Services Tax Act, 2017 (CGST) has come into force with effect from 01st July, 2017. The Goods and Services Tax Acts envisages the tax on supply of goods and services or both. The Goods and Services Tax (GST) is also applicable for the supplies or services or both, made to the Government Departments/Agencies/Local authorities, in the course of its day to day activity.

The relevant procedure for registration of a deductor, payment of tax to Government, issuance of TDS certificates, filing monthly returns etc. are explained hereunder.

1. Deductor:

Section 51 of SGST as well as CGST, provides that every Department or establishment of the Central Government or the State Government or local authority or Government agencies, shall deduct tax at source (TDS).

As provided in Section 51 of the 'Goa Goods and Services Act, 2017' a deductor is a,-

- (a) Department or establishment of the Central Government or State Government, or
- (b) Local Authority; or
- (c) Government Agencies; or
- (d) Such person or category of person as may be notified by the Government on the recommendations of the Council (viz. Goods and Services Tax Council), as tax deductor.

2. Registration:

- (a) The registration as a deductor is compulsory for every Drawing and Disbursing Officer (DDO) in the State of Goa. For obtaining registration as deductor, an application in Form "REG 07", will have to be filled appropriately and uploaded on the GST portal of the Goods and Services Network (GSTN) viz. www.gst.gov.in.
- (b) The applicant/DDO should have a valid TAN as also valid e-mail ID/address.
- (c) During the registration process, DDO is advised to quote TAN (Tax Account Number) allotted by the Income Tax Department in place of PAN (Permanent Account Number).
- (d) The GST portal, will allot an unique GSTIN (Goods & Service Tax Identification Number).
- (e) Each DDO shall intimate the GSTIN allotted; to the Directorate of Accounts by 14th August, 2017.

Note 1: The registration process for DDO's is expected to commence from 28th July, 2017 on the GST portal.

3. TDS under GST:

- (a) Section 51 of Goa Goods and service Act, 2017 provides the procedure for deduction of tax at source (TDS) at the rate of 02% by a deductor from the payment made or credited to the supply of taxable goods or services or both, where the total value of supply of goods or services or both, under a contract, exceeds two lakh fifty thousand rupees; except in cases where the location of the supplier and the place of supply is different from the State of registration of the DDO.

Illustration:

DDO "XYZ" purchases computers for the office costing Rs. 20,00,000/- (basic price) from a local dealer.

On such a purchase incidence of GST as notified for such supplies to be charged by the local dealer is 18% (i.e. 9% CGST plus 9% SGST). For any purchase done by Government above Rs. 2,50,00/- a deduction of TDS @ 2% (i.e. 1 % CGST and 1 % SGST) has to be made; except in cases of procurement done from a dealer outside the State of Goa.

The invoice given to DDO "XYZ", by the local dealer, will be as follows:

- (i) Basic price ... Rs. 20,00,000/-
- (ii) CGST 9% ... Rs. 1,80,000/-
- (iii) SGST 9% ... Rs. 1,80,000/-
- (iv) Total ... Rs. 23,60,000/-

(b) Method to pay GST:

- (i) The DDQ "XYZ" shall deduct 02% TDS in terms of Section 51 of the SGST Act and CGST Act, in the following manner:

- i) Basic Price ... Rs. 20,00,000/-
- ii) 02% TDS ... Rs. 40,000/- (1% CGST plus 1% SGST)

Note 2: In terms of Notification No. 38/1/2017 - Fin (R&C)(6) dated 30-06-2017, section 51 of the SGST Act, as also, section 51 of the CGST Act has not been brought into force and the above levy shall be made on such supplies which are billed on or after the date on which section 51 comes into force.

Note 3: "Basic Price" means price after including base price, charges towards packaging & forwarding, C & F, Insurance, Freight etc. except CGST and SGST plus cess. That is to say, no tax shall be deducted on SGST, CGST or IGST (Integrated Goods and Services Tax) tax amount shown in the bill or invoice.

- (ii) While preparing the FVC (Fully Vouched Contingency) Bill, the above details as per illustration (as given in 3(a) above) shall be provided on the FVC, wherein the amount payable to the local dealer shall be as follows:

- (i) Amount payable ... Rs. 23,60,000/-
- (ii) Less: TDS @2% ... Rs. 40,000/-
- (iii) Net payable ... Rs. 23,20,000/- (amount payable to the local dealer)

- (iii) The amount of TDS so deducted, shall be remitted into a separate bank account (current account) permitted to be opened in the name of the DDO, in any branch of State Bank of India only.

- (iv) The DDO shall, as per the sub-section (2) of Section 51 of the SGST and CGST Acts, make the payment of SGST as well as CGST, within ten days after the end of the month in which such deduction is made. That is to say, by the tenth day of succeeding month, in which the FVC bill has been cleared and paid by the Directorate of Accounts.

Illustration: In the example given above, if the invoice and supply was done by the dealer on 02nd July, 2017 to the DDO, who thereafter processed the FVC bill for payment to the Directorate of Accounts; which in turn was cleared on 22nd July, 2017; then the payment of TSD shall have to be made on or before 10th August, 2017.

- (v) For the purpose of making payment of TDS deducted as per clause 3(b)(ii) above, the DDO, shall generate an online tax payment challan from the GST portal, in Form "GST-PMT-06". He may then proceed to make payment of this challan, by quoting the unique CPIN (common portal identification number) which is generated alongwith the online tax payment challan; either:-

(1) through online payment, using SBI payment gateway or SBI Internet Banking facility, or

(2) through NEFT/RTGS at any SBI branch; only.

Note 4: DDO should ensure that while making payments CPIN is clearly visible and quoted during this transaction.

- (vi) Thereafter, the DDO shall furnish a certificate in Form “GSTR-7A” to the deductee (viz. the dealer), electronically, in respect of the TDS deducted and paid to the Government; clearly mentioning therein the contract value, rate of deduction, amount deducted and amount paid to the Government. This certificate shall have to be issued not later than five days from the date of making payment to the Government.

Illustration: in the example given under clause 3(b)(iv) above, if the payment of TDS deducted was paid to the Government on 10th August, 2017; then the TDS certificate has to be issued on or before 15th August, 2017.

Note 5: DDO should mention the CIN (challan identification number), which is generated after the challan is paid, on the TDS certificate being issued so as to enable the deductee to avail credit of TDS.

- (c) DDO should note the provision of sub-sections (3), (4) and (6) of section 51 of the SGST as well as CGST Acts; which inter alia provides for penalties in delays in making tax payments and issue of TDS certificate to the local dealer (compulsorily within five days of making such payment) in the prescribed Form “GSTR- 7A”.
- (d) DDO is required to file a monthly return, electronically, in the prescribed Form “GSTR-7”; within ten days after the end of the month in which deductions are made, as provided under sub-section (3) of section 39 of the SGST as well as CGST Acts.

Illustration: In the example given under clause 3 (b) (iv) above, since the deductions were made in the month of July' 2017, the monthly return shall have to be filed on or before 10th August, 2017.

- (e) In case the DDO fails to pay/remitt to the Government the amount deducted, within the prescribed time limits; he shall be liable to pay interest at the rate of 18% in addition to the amount of tax deducted for the period of delay; in terms of sub-section (6) of section 51 read with sub-section (1) of section 50 of the SGST as well as CGST Acts.

DDO shall be personally liable to pay this amount in case of the aforementioned default, which shall be recovered from his pay and allowances.

Illustration: In the example given above, if the TDS deducted is paid on 30th September, 2017 beyond the prescribed date of 10th August, 2017; then an interest calculated at the rate of 18% will have to be paid for the period 11th August, 2017 to 30th September, 2017 (i.e. 51 days). The interest amount payable will be Rs. 1006/- {i.e. $40000 \times (18/100) \times (51/365)$ }.

- (f) In case TDS certificate is not issued to the deductee within prescribed time limit, deductor i.e. DDO shall be liable to pay late fee of Rs. 100/- per day, subject to the maximum amount of Rs. 5000/-; from the expiry of the 05th day till the TDS certificate is issued.

DDO shall be personally liable to pay this amount in case of the aforementioned default, which shall be recovered from his pay and allowances.

- (g) If a deductor, i.e. DDO fails to deduct TDS as provided in section 51 of SGST as well as CGST Acts, or deducts an amount which is less than the amount required to be deducted or fails to pay to the Government the amount deducted as tax, then the deductor i.e. DDO shall be liable to pay a penalty equivalent to the amount of TDS not deducted or short deducted or deducted but not paid to the Government or Rs. 10,000/-, whichever is higher; in terms of sub-section (1) of section 122 of the SGST as well as CGST Acts.

DDO shall be personally liable to pay this amount in case of the aforementioned default,

which shall be recovered from his pay and allowances.

4. All DDO's / Heads of Departments are required to strictly adhere to the aforesaid instructions and ensure timely deduction of TDS, its payment, issuance of TDS certificate and filing of monthly returns.
5. Instructions contained in this Circular are for the guidance of the Drawing and Disbursing Officers of the State Government and are clarificatory in nature and cannot be made use for interpretation of the provisions of law as in force.
6. This issues with the approval of the Government vide UO. No. 1132/F (1400039445) dated 21-07-2017.

Sd/-
(Daulat A. Hawaldar, IAS)
Finance Secretary

Department of Finance (Expenditure)

No. 7/14/2014/Fin –Exp/Part

Date: 08-12-2014

To,

1. Principal Chief Engineer, Public Works Department;
2. Chief Engineer, Water Resource Department;
3. Chief Electrical Engineer, Electricity Department;
4. Principal Chief Conservator of Forest, Forest Department;
5. Director of Agriculture;
6. Director of Sports & Youth Affairs;
7. Director of Education;
8. Director of Tourism;
9. Director of Municipal Administration;
10. Director of Health Services;
11. Dean, Goa Medical College;
12. Dean, Goa Dental College;
13. Director of Information Technology;
14. Managing Director, Goa State Infrastructure Development Corporation;
15. Managing Director, Goa Tourism Development Corporation;
16. Managing Director, Goa State Urban Development Agency;
17. Managing Director, Sewerage & Infrastructure Development Corporation;

Sub: Cases of single tenders/bids..... reg.

Sir,

I am directed to state that various issues regarding acceptance of single bid(s)/tender(s) was under the consideration and examination of the Department of Finance (Expenditure) for some time.

2. After examining the issue in detail, it has been decided by the Government that single bids can be accepted with detailed justification as many times re-tendering causes certain inconvenient situations, causes delays and at times relaxation of bid conditions do not attract qualified bidders. Further, it was noticed by the Department that when single tenders have been rejected and thereafter on subsequent calls, the rate accepted has been much higher.

3. In this regard, the following guidelines may be followed in the event of single tender relating to purchase/execution of the work:

- (a) If, on the date of opening of a tender it is observed that a single response/offer is received, then the Department concerned, may extend the date of opening of tender and further observe whether there is sufficient competition and if additional bids can be obtained. Generally, the date of opening of the bid/ tender may be extended by 10 to 15 days.
- (b) In the event, after following the process as at (a) above, a single bid is received and in the event it is technically qualified, then the Financial Bid may be opened and the rate compared with the reasonable / justified amount arrived at by the Department prior to the date of opening of the bid. In such cases and subject to the powers vested with the Heads of Departments (HODs)/Administrative Authority (AA), the single tender/bid may be accepted, subject to the certification by the HoD/AA:
- (i) that the rates are reasonable, and re-tendering of the purchases/work may not be able to attract additional bidders,
 - (ii) that the likely-hood of the chances of the prices going high to the disadvantage of the Department are more; and
 - (iii) that the HoD /AA is personally satisfied that the offer received meets the requirement of the Department concerned.
- (c) If it is the opinion of the HoD/AA concerned that there is need of re-tendering by relaxing the criteria/ specifications or making further changes in the specifications/criteria of the tender, as per the existing market conditions, which may be beneficial in obtaining additional bids and may result in better competition and better price discovery; than the HoD/AA concerned shall proceed to issue a fresh tender with or without modifications.
- (d) When a single bid is received and it is opinion of the HoD/AA that further issuance of tender will not serve any purpose and will not be in the interest of the Department, then the single bid may be accepted by fully justifying the case as detailed below, and the matter shall be forwarded to the Government/Finance (Expenditure) Department as the case may be.

In such cases or when a single tender / single offer has to be accepted due to certain exigencies of work / purchase, based upon the requirement of the Department concerned, then proper justification should be recorded by the HoD / AA concerned highlighting:-

- (i) that re-tender may not invite better competition / better price discovery,
- (ii) that the work is of urgent nature and re-tendering will further delay the process beyond reasonable time period thereby causing loss to the Government and will not sub-serve any public interest, and,
- (iii) that the HoD/AA is personally satisfied that the offer concerned meets the requirement of the Department, due to exigency in executing the work/purchase and that the price is reasonable considering the urgency of the purchase/work to be executed.

Yours faithfully,

Sd/-

(Sushama D. Kamat)

Under Secretary (Finance- Exp.)

Department of Information Technology

No. 7(368)/2011/DOIT/AMC Guidelines/ 1214

Dated: 21/08/2014

CIRCULAR

Various Government departments and organizations have been acquiring IT infrastructure viz. ICT Equipments (PCs, Laptops, Servers, Printers, Scanners, UPSs etc.), Networking (Switches, Routers etc.) and Software (Operating System, System Software etc.), as a part of e-Governance

initiatives undertaken by the State. The timely maintenance of these IT infrastructures is very much essential after the expiry of warranty period.

Although the exhaustive Guideline for Annual Maintenance Contract (AMC) of IT Infrastructure (Version 1.0) is in place, it is observed that most of these departments/Organizations are reluctant to execute the AMC by their own citing reasons of non presence of IT domain expert at their end and staff not having required experience in IT domain. This has resulted into non-functioning of most of the IT Infrastructure, affecting the day-to-day business processes of Government Departments/Organizations.

To address this issue, Department of Information Technology has updated the Guideline for Annual Maintenance Contract of IT Infrastructure (Version 2.0) and Info Tech Corporation of Goa Limited (Government of Goa Undertaking) is identified as the State Designated Agency (SDA) for executing the AMC of IT Infrastructure for all Government departments and organizations. The guidelines may be downloaded from the Official Portal of Government of Goa i.e. <http://goa.gov.in>.

All Government departments & organizations including Info Tech Corporation of Goa Limited (SDA) are requested to strictly follow these guidelines for timely & effective execution of Annual Maintenance Contract.

The charges to be paid to SDA for execution of AMC include the following:

- AMC charges : Lowest quote offered by empanelled AMC Vendor to SDA
- Service charges of SDA : 7% of the AMC charges
- Service Tax on Service Charges of SDA : Calculation as per applicable Service Tax

This issues with the approval of Government vide U. O. No. 7457/F, dated 16/08/2013, and concurrence of Finance vide U. O. No. 1803/F, dated 02/08/2014.

Note: *NOC from Department of Information Technology is not required for entering into Annual Maintenance Contract*

Sd/-

(Nilesh B. Fal Dessai)
Director (IT)

Annual Maintenance Contract of IT Infrastructure

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* ANNEXURE-I

List of Abbreviations used:

AMC	Annual Maintenance Contract
DoIT	Department of Information Technology
IT	Information Technology

ITES	Information Technology Enabled Service
SDA	State Designated Agency
ICT	Information & Communication Technology
GoG	Government of Goa
UPS	Uninterrupted Power Supply
PSU	Public Sector Organizations
SLA	Service Level Agreement
OEM	Original Equipment Manufacturer

Definitions:

In this document, the following terms shall be interpreted as indicated below:

- "State Designated Agency" means a nodal agency for execution of AMC for all IT Infrastructure for Departments/ Organization under GoG.
- "AMC Vendor" means the AMC Service Provider identified by SDA for the execution of AMC in Government Departments/Organizations.
- "IT Infrastructure" means equipment, systems, software, and services used in common across Government Departments/ Organizations regardless of mission/program/project and serves as the foundation upon which mission/program/project-specific systems and capabilities are built.
- "Unsatisfactory" means failure of AMC Vendor to provide AMC services proactively or repeatedly failing to provide AMC services as per defined SLA.

1. Background

The Department of Information Technology was created with an aim of Promoting and Developing the IT Industry in planned manner, and in order to keep pace with rapidly growing IT Industry.

The Department of Information Technology has been created for evolving suitable IT programme with the basic philosophy to realize the dream of taking the benefits of Information and Communication Technology to the masses of Goa. Thus, aims towards creating an e-Citizen for all transactions and for all-purpose and making Goa as an **"Intelligent State"** of the decades.

2. Objective

The technological advancements in Information & Communication Technology are very rapid and continuous. The e-Governance Application development is in various stages of implementation in almost all State Government Departments & Government Organizations. The various Government Departments & Organizations has setup this IT Infrastructure for use of e-Governance Application. In order to get efficient management of IT Infrastructure existing in their Offices, a number of requests are received from these Departments & Organizations. Maintenance of this IT Infrastructure is absolutely necessary.

It is therefore felt that Guidelines must be in place to address the concerns for management of IT Infrastructure in various Departments and Organizations under the Government.

3. AMC Guidelines**3.1 Applicable to**

- All Government Departments/Institutions under GoG
- All Corporations/ Autonomous Bodies/PSUs/Local Bodies under GoG

3.2 Grounds for AMC

As and when the default warranty period of IT Infrastructure in a Government Department/Organization expires, it is mandatory for the respective Department/Organization to enter into AMC with SDA for that particular IT Infrastructure based on AMC guidelines.

3.3 Validity of AMC

Normally the AMC shall be taken up beyond the warranty period and not exceeding five (5) years life-span of IT Infrastructure, however shall be extended further at the sole discretion of Department/Organization. Even within the AMC period, the SDA and Department/Organization has to jointly review the performance of the AMC Vendor on half yearly basis during AMC period.

3.4 Eligibility Criteria for AMC Vendor

The AMC Vendors shall possess the following minimum criteria for eligibility:-

- 3.4.1 The AMC Vendor shall have a registered IT/IT Services/ITES office in the State of Goa by the same name as the quoting company in the State of Goa for last two (2) years.
- 3.4.2 The AMC Vendor shall have the experience of providing AMC Services for IT infrastructure in Government Departments/ Public Sector Undertaking/Banks/Financial Institution/ Central Autonomous Bodies/State Autonomous Bodies/ reputed firms during the preceding two (2) years.
- 3.4.3 The AMC Vendor shall have minimum five (5) qualified Service Engineers on its own pay roll within the State of Goa with at least one year experience in respective areas.
- 3.4.4 The AMC Vendor shall have a turnover of minimum Rs. 20 Lakhs during the preceding two (2) financial years time.
- 3.4.5 The AMC Vendor shall neither have any pending case with the GoG, nor be blacklisted or barred by GoG from rendering services to any of the Government Departments/ Organizations at the time AMC. The AMC Vendor shall give an undertaking to support this criteria.
- 3.4.6 The AMC Vendor shall submit authentic documentary evidence to support the eligibility criteria.

3.5 Selection of AMC Vendor

3.5.1 The SDA shall empanel the various AMC Vendors based on the AMC guidelines, which shall be valid for a period of two (2) years. However for providing AMC of Server and UPS (Online 5KVA & above), the AMC Vendors shall possess authorization letter from the concerned OEM.

3.5.2 The SDA shall invite quotations from the empanelled AMC Vendors to determine the lowest (L1) quote for IT Infrastructure. Thereafter;

- a) The SDA shall then place before the empanelled AMC Vendors a list of the lowest (L1) rates obtained for each of the IT Infrastructure Component/ Services
- b) All the empanelled AMC Vendor shall be given an opportunity to match the lowest (L1) rates obtained for each of the IT Infrastructure equipment obtained by SDA.
- c) Before placing the AMC order of any Department/Organization/office on the AMC Vendor, the SDA will communicate to the empanelled AMC Vendors about their willingness to carry out the respective AMC. Based on the acceptance communications received by SDA from the empanelled AMC Vendors, the AMC order will be awarded. The objective is to provide prompt and efficient AMC service to the various Departments/Organizations that are spread across the State.

- d) Preference will be given to the empanelled AMC Vendors willing to undertake the AMC of all/maximum ICT equipment at the determined LI rate for any Department/Organization/Office.
- e) The SDA will be the final authority who will decide on which AMC Vendor the AMC contract should be awarded. The decision of the SDA will be final in this regard.

3.5.3 The SDA can negotiate with the lowest quoted vendors for any reduction in rates before the matching of L1 rates.

3.5.4 The quote shall be valid for a period of one (1) year only. The SDA shall finalize the next tender well within the validity of the last tender so that the next tender is finalized on time.

3.6 General Guidelines

3.6.1 The AMC shall be on-site comprehensive, covering both preventive as well as corrective maintenance of IT Infrastructure.

3.6.2 The AMC Vendor shall maintain adequate stock of spare parts for smooth execution of AMC Contract.

3.6.3 The AMC Vendor shall check all the equipment before taking the AMC Contract and those ICT equipment which are not working will be first repaired on approval of Department/Organization and SDA, and then taken under AMC. The cost of the repairs will be borne separately by the Department/ Organization.

3.6.4. Under corrective maintenance, any defects in the IT Infrastructure shall be rectified, and all defective components of IT Infrastructure necessary for normal operation, except Consumables such as tapes, ribbons, toners, cartridges, UPS Batteries etc., are to be replaced with the respective OEM products/ parts of equivalent or higher make/configurations, free of cost to the Department/Organization. If the respective OEM products/parts are not available for any reason, the AMC Vendor shall replace the defective products/ parts with similar or higher make/configurations by taking written consent of the SDA for the type of products/parts being replaced and its warranty. However problems caused by electric failure/surge, lighting, floods, physical damage, etc., shall not be covered under AMC.

3.6.5. Preventive Maintenance activity shall include updation of Service packs, drivers & Operating System patches, physical cleaning & testing of equipments, carrying out system diagnostic tests & taking remedial action, point-to-point connectivity test etc. At least one preventive maintenance activity shall be scheduled per quarter during the maintenance period.

3.6.6. The Department/Organization shall initiate the process of AMC of IT Infrastructure well in advance, preferably three (3) months before expiry of warranty period of IT Infrastructure.

3.6.7. The Departments/Organizations shall identify the IT Infrastructure to be taken up for AMC and approach the SDA with necessary details as per Annexure-I.

3.6.8. The SDA shall sign the agreement with the selected AMC Vendor in compliance with the AMC Guidelines.

3.6.9. The AMC Vendor shall maintain the entire IT Infrastructure under the AMC Contract in proper working condition throughout the Contract period to provide consistent AMC support to the Department/Organization.

3.6.10. The SDA shall provide a detailed Service Escalation Matrix with contact details (escalation hierarchy, contact person, number, address and e-mail) to which the

Department/Organization shall contact for AMC support. The AMC Vendor has to perform as per the defined Service Level Agreement (SLA), and any deviation to the SLA shall attract penalty as per the agreement signed between SDA & the AMC Vendor.

- 3.6.11. The repair/replacement of defective products/ parts shall be carried out at the office premises of the Department/ Organization only, and not to the repair centers. If the fault is of serious nature and requires the support of the repair centre, thereby necessitating shifting of the equipment, then the shifting/ transportation, installation, re-installation, and loading of the software packages shall be carried out at no additional cost to the Department/Organization and with prior approval of Department/Organization.
- 3.6.12. If the faulty equipment is required to be carried out of the office premises of the Department/Organization, which may affect the business process of the Department/Organization., then equivalent standby equipment has to be provided until the original equipment has been repaired and brought back and installed successfully.
- 3.6.13. There shall be at least 90% uptime on all working days in respect of IT Infrastructure covered under AMC, except for Servers and active networking equipments which shall have 99% uptime. The uptime shall be computed on calendar month basis in a non-cumulative manner.
- 3.6.14. Any activity, as a part of AMC, that requires stopping of services or shutdown of equipments shall be carried out in consultation with the Department/Organization after necessary intimation, and this activity shall be taken up only during the non-working hours or on holidays in order to reduce non-availability of services.
- 3.6.15. The down-time penalty charges if not rectified within the stipulated time shall be as follows:

Response Time	Period	Penalty that shall be levied by the SDA to the AMC Vendor
	Above 24 Hrs & below 48 Hrs	Warning
	Above 48 Hrs & up-to 1 Week	1 % of the equipment AMC cost per day
	Above 1 Week	SDA may get the same rectified from outside & the cost towards rectification will be borne by AMC Vendor

- 3.6.16. In case of large volumes of IT Infrastructure i.e. 100 plus, covered under AMC, the AMC Vendor has to provide appropriate certified skilled resident engineer at the Department/Organization site. The resident engineer shall report to the Department/Organization on all working days during office hours, and the record of the same shall be maintained at Department/ Organization in the Health card.
- 3.6.17 In case of failure of the AMC Vendor in rectifying the faults within stipulated period as defined in the SLA, the downtime shall be recorded in the Health Card. The SDA shall validate the downtime against the committed service levels and the downtime penalty charges as defined shall be deducted from the subsequent installment of AMC charges to the AMC Vendor and passed to the respective Department/Organization.
- 3.6.18 If the AMC service provided by the AMC Vendor is found unsatisfactory, the Department/Organization shall give written complaint to the SDA. In such case, SDA shall ensure that the AMC Vendor provides satisfactory service to the Department/Organization.

- 3.6.19 The SDA and Department/Organization shall jointly review and monitor the performance of the AMC vendor on a half yearly basis & the same shall be recorded by SDA for future reference.
- 3.6.20 The Department/Organization shall release yearly payment to the SDA in equal installments as a advance towards the maintenance charges on commencement of each year. Additionally all the applicable service charges/fixed margin charges towards execution of AMC shall be released to SDA by the Department/Organization in a single installment before the commencement of AMC.
- 3.6.21 The payments towards the AMC charges shall be released to the AMC Vendor by SDA after the expiry of each half year, and after getting certificate of good performance from the SDA in consultation with Department/Organization. Any increase or decrease of taxes, duties or prices of components, etc., shall not affect the AMC rates during the entire period of AMC contract.
- 3.6.22. The AMC Vendor shall not sub-contract the AMC to any Organization, person, firm or its franchisee. If, at any time, it comes to the notice of the SDA that such sub-letting has been done, then the SDA, at its discretion, may terminate the contract without referring the matter further to the AMC Vendor, and such Vendor shall be liable for blacklisting.
- 3.6.23 The Health Card shall be maintained by AMC Vendor in the Department/Organization for all IT Infrastructure covered under AMC. The AMC Vendor shall record therein each incident of IT Infrastructure malfunction, date/ time of commencement of downtime and successful completion of the repair/ maintenance work, nature of repair work performed on the IT Infrastructure along with description of the malfunction and the root cause thereof.
- 3.6.24 It shall be the responsibility of the AMC Vendor to keep IT Infrastructure in working condition. If the services of the AMC Vendor are found unsatisfactory during the AMC period or if the AMC Vendor fails to carry out any of its obligations/ duties mentioned as per the agreement, the SDA may terminate the contract by giving one month's notice to the AMC Vendor in writing.
- 3.6.25 The AMC Contract may be terminated by the AMC Vendor by giving one month's notice in writing to SDA. If the notice period is not given or if a shorter notice is given by the AMC Vendor, any maintenance costs and / or damages incurred by the SDA to support the maintenance of IT Infrastructure contracted to the AMC Vendor till alternate arrangement is made, shall be deducted from the dues payable to the AMC Vendor, or shall be paid by the AMC Vendor on demand if such dues fall short of such costs.
- 3.6.26 In case of termination of AMC contract, the SDA shall ensure to execute the AMC of IT Infrastructure through alternate arrangement in compliance with AMC guidelines.
- 3.6.27 At the end of each AMC contract, the SDA in coordination with Department/Organization shall certify that the IT Infrastructure is in satisfactory working condition and that no faults or complaints are pending from AMC Vendor.
- 3.6.28. The DoIT reserves the right, at its sole discretion, to review and update the AMC Guidelines as and when required.

ANNEXURE-I

(For the use by Government Departments/Organizations)

Name of Department/ Organization: _____

Sr. No.	Description of IT Infrastructure	Make/ Brand	Model	Serial Number	Purchase Cost	Purchase Date	Warranty / expiry Date	If under AMC, Expiry date of AMC
1								
2								
3								
4								
5								
6								

Department of Finance (Expenditure)

No. 7/3/2012/FIN(EXP)

Date: 23-05-2012.

CIRCULAR

In order to control the huge expenditure on advertisement cost pertaining to publication of Notices Inviting Tenders/Expression of Interest/ Request for Proposals etc., issued by various Government Departments and Government Aided Institutions, Corporations, Autonomous Bodies etc.; it has now been decided by the Government that all the Heads of Department including the Works Departments, henceforth should publish only brief tender notice indicating the highlights and comprising maximum of 02 to 03 column size and within maximum 05 to 10 centimeters column height. All the detail information pertaining to the said Notice Inviting Tender etc. should be hosted/published on:-

- (i) Website of the Department concerned.
- (ii) Website of the Department of Information & Publicity:- www.dip.goa.gov.in
- (iii) Goa Government Website:- www.goagovt.nic.in
- (iv) Website of the Directorate of Information & Technology:- www.goagovt.nic.in
- (v) Goa Vacancy and Tender Bulletin of the Department of Printing & Stationery.

2. This issue with the approval of Finance Minister/Chief Minister.

Sd/-
(Surendra F. Naik)
Under Secretary (Fin Exp.)

Department of Finance (Expenditure)

No. 7-5-2012/Fin. (Exp.)-I

Date: 23-05-2012.

ORDER

Sub :- Goa State Works Board.

In supercession of all Memorandum/Instructions/Orders and Guidelines issued on the above subject matter, the Government has decided to reconstitute the Works Advisory Board which shall henceforth be called as "Goa-State Works Board (GSWB)".

The composition of the G.S.W.B. shall be as follows:

- | | |
|--------------------------------------------------------------------------------------------------------------------------------|----------|
| (i) Chief Secretary | Chairman |
| (ii) Principal Secretary (Finance) | Member |
| (iii) Secretary of the concerned Administrative Department | Member |
| (iv) Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/Head of Department concerned (as the case may be) | Member |

(v) Joint Secretary (Finance)

-- Member Secretary

2. All proposals to be submitted to GSWB should have prior administrative approval of the Minister-in-charge of the Department concerned.

3. The cost of works which is more than the delegated powers of the Secretaries to Government/Heads of Departments concerned, shall submit the same to the Finance Department for placing them before the GSWB.

4. All such proposals shall be required to be submitted to the Member Secretary of GSWB in Finance (Expenditure) Department in the format annexed to this Order. Alongwith the format, the file records of the tender in original should be submitted for perusal of the GSWB. The file should contain in original the technical estimates and sanctions, EFC approvals obtained (as the case may be), Administrative approval, e-tender details with NIT, Technical Bid, Financial Bid, Minutes of Pre-Bid meeting (if any) etc.

5. The following works/ tenders shall be referred to GSWB for prior approval: .

- i) All tenders costing more than Rs. 500.00 lakhs.
- ii) All single tender costing more than Rs. 100.00 lakhs.
- iii) Award of work in case of-exigency, without call of tender costing more than Rs. 5.00 lakhs.
- iv) All tenders above 5% of the reasonable/justified amount

Note 1:- Reasonable/justified amount should be worked out separately as per the procedure in force and placed in a sealed cover which shall be opened only after financial bids are opened, for further scrutiny by the Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/ Head of Department concerned and GSWB. The reasonable/justified rate shall be approved by the Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/Head of Department concerned.

6. The Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/Head of Department concerned shall accept the tenders, the cost of which exceeds upto 5% above the reasonable/justified amount subject to obtaining prior concurrence of the Finance Department after tendering process.

7. The tenders which are required to be accepted by G.S.W.B. will not be rejected by any authority lower than that of the-rank-of Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/ Head of Department concerned and all such tenders should be submitted to the GSWB for its consideration. It will be for the GSWB to reject them or to approve them or to authorize negotiations. In all such cases, negotiations, if authorized by the GSWB should be conducted by the Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/Head of Department concerned only.

8. The draft minutes of the GSWB meeting shall be drawn by Pr. Chief Engineer, (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/Head of Department concerned as the case may be within two days of the meeting and should be submitted to Nodal Officer, GSWB {Finance (Exp.) Department} for obtaining signature of the Members of the GSWB. Thereafter a copy of the minutes may be endorsed to the Minister-in-charge of the Department. The same may be posted-on-the website also.

9. All decisions of the GSWB are subject to the approval by Chief, Minister/Minister for Finance or the Cabinet as the same may be. The approval of the GSWB decisions would be obtained by the Finance (Exp.) Department. If it requires the approval of the Cabinet, the same shall be obtained by the Department concerned, by following the Rules of Business. After approval by the Competent Authority, the Department concerned shall issue an order conveying-approval of GSWB for the proposal concerned, citing therein the U.O. reference number of the Finance (Exp.) Department, copy of which should be endorsed to the Directorate of Accounts.

10. GSWB shall be serviced by Finance (Expenditure) Department.

11. A format for submitting the proposal to GSWB is attached herewith.

12. The above procedure and setting up of Goa-State Works Board is duly approved by the

Government and shall come in force with immediate effect.

By order and in the name of
the Governor of Goa

Sd/-
(Surendra F. Naik)
Under Secretary (Fin Exp.)

MEMO FORWARDING TENDERS TO GOA STATE WORKS BOARD

1. Name of Work :
2. Projected date of completion of the work [Project],
Based on PE & A/A & E/S (in the event ES has been granted) :
3. Ref. to administrative approval and expenditure 'sanction
(In the event of ES has been granted) :
- (i) Authority :
- (ii) No. & date :
- (iii) Amount :
- (iv) Corresponding amount available for the work included in the present tender :
- (v) Total No. of packages :
- (vi) Details of other packages :

Package Number	Contents of Package	Corresponding amount available	Status including amount of work awarded

4. Position of balance items of works/Projects (not included in the tender) as per A/A & E/S in the following format.

Sl. No.	Description of sub-head/items	Amount as per A/A & E/S	Present Status

5. Ref. to technical sanction.

- (i) Scope of work :
 - (ii) Authority :
 - (iii) No. & date :
 - (iv) Amount :
6. Scope of work for which tenders have been called for, clearly indicating the items omitted from the sanctioned estimate and how the omitted items shall be executed :

7. Ref. to approval of N.I.T.

- (i) Authority :
- (ii) No. & date :
- (i) Estimated amount put to tender :

7 (A) - E-tender

- (i) Whether tendering process is by electronic mode :
- (ii) If not, the reasons why e-tender process was not used :
- (iii) Whether prior approval of the competent Authority was obtained to tender the, works in relaxation of the instructions pertaining to e-tender :
- (ii) If yes, details of the approval :

8. Ref. to publicity:

- (i) Date on which notice inviting tenders was placed on notice board in Divisional Office :
- (ii) Date on which it was circulated to 'other offices' :
- (iii) Name of newspapers (with date) in which the notice inviting tenders was actually advertised :

9. The date and time at which tenders were due to be received in Divisional Office :

- (i) Postponed date and time, if any :
- (ii) Reasons for postponement :
- (iii) Reference to publicity in regard to postponement of tenders :

10. The date from which tenders were available for sale to contractors :

11. Particulars of contractors to whom tenders were sold. (Quote authority for issue of tenders to contractors not eligible to tender in remarks column).

Name of contractor	Class in which registered	Department in which enlisted	Date issue of tenders	Remarks
1	2	3	4	5
(i)				
(ii)				
(iii)				
(iv)				
(v)				

12. Opening of tenders

- (i) Date and time at which tenders were due to be opened :
- (a) Date and time at which tenders were, actually opened :
- (b) Name & designation of officer who actually opened the tenders :
- (ii) Name of contractors present at time of opening of tenders :
- (iv) Name and designation of any other person present :
- (v) Have all the contractors deposited earnest money in proper form? :

13. List of persons who tendered for the job, with their tendered amount :

Name of	Tendered amount percentage above or	Net tendered amount after negotiations,
---------	-------------------------------------	-----------------------------------------

contractor	below	if any
1	2	3

14. Justified/reasonable percentage as worked out by CE :

15. Date on which validity/extended validity of tender of lowest expires :

16. Important information

- (i) Availability of site
- (ii) Availability of stipulated materials
- (iii) Approval to layout plan
- (iv) Approval to buildings plan clearance from Planning Authority and Local body
- (v) Comment on the capabilities of lowest tenderer including financial and technical resources
- (vi) List of works in hand with lowest tenderer indicating the name of works, tendered amount, date of start stipulated period, progress made and remarks:
- (vii) Is this the first call of tenders? If not, details of previous calls and results :
- (viii) Status of Architectural working drawings and programme of same :
- (ix) Status of structural drawings and programme of same :
- (x) Status of services drawings and programme of same :
 - (a) Internal Electrical Installation.
 - (b) Internal Water Supply and Sanitary.
 - (c) External Electrical services.
 - (i) Street light cabling.
 - (ii) Substation Equipments.
 - (d) External Water Supply and Sanitary Lines/Installations.
 - (e) Fire Fighting System including fire alarm systems
 - (f) Lifts, Air Conditioning
 - (g) Sewerage treatment Plant.
 - (h) Water treatment plant.
- (xi) Time period of completion of :
 - a. the total Project :
 - b. the work :
- (xii) Availability of funds :
- (xiii) Justification :
- (xiv) Any other information :

17. Reference to forwarding of tenders by the Executive Engineer to the Chief Engineer no. and date :

18. Date of receipt of tenders and date of forwarding the same or date of forwarding of comments and justification for sub works in case of composite tender to the next authority/CE.:

Date of receipt

Date of forwarding to higher office.

- | | | |
|----------------|---|---|
| (a) EE (Civil) | : | : |
| (b) EE (Elect) | : | : |
| (c) SE (Civil) | : | : |
| (d) SE (Elect) | : | : |

19. Plant/Equipment required for each activities as assessed by CE and minimum requirement indicated in tender/or during negotiation

20. Details of milestones of activity (not included in tender for withholding payment but for

execution of project):**Details of milestones.**

Sl. No.	Description of milestones	Time allowed in days (from date of start)	Amount to be withheld in case of non achievement of milestones.

21. Recommendations of Chief Engineer Head of Department:

Signature of Chief Engineer/Head of Department

22. Recommendations of the Secretary concerned.

Signature of the Secretary to Government

Department of Finance (Expenditure)

No. 7-5-2012/Fin. (Exp.)-II

Date: 23-05-2012.

ORDER

Sub:- Expenditure Finance Committee

In supercession of, all orders/circulars issued in respect of the subject matter above and in order to facilitate qualitative appraisal of Projects, Government has decided to establish an Expenditure Finance Committee (EFC) With immediate effect.

2. The Government has further decided that all expenditure proposals in respect of capital intensive schemes, civil or electrical works and purchases the cost estimate of which is Rupees ten crores (Rs. 10.00 crores) or above shall be submitted to the EFC for its approval.

3. The EFC shall consist of the following officials:-

- | | | |
|--------------------------------------------------------------------------------------------------------------------------------|----|------------------|
| (i) Chief Secretary | -- | Chairman |
| (ii) Principal Secretary (Finance) | -- | Member |
| (iii) Secretary of the concerned Administrative Department | -- | Member |
| (iv) Pr. Chief Engineer (PWD)/Chief Electrical Engineer/Chief Engineer (WRD)/Head of Department concerned (as the case may be) | -- | Member |
| (v) Director, Department of Planning, Statistics & Evaluation | -- | Member |
| (vi) Additional Secretary (BudgetjDMU) | -- | Member |
| (vii) Joint Secretary (Finance) | -- | Member Secretary |

4. It is further ordered that:-

- All proposals for seeking EFC's approval shall be routed through the Finance Department after obtaining the prior administrative approval of the Minister-in-charge of the Department concerned.
- All proposals shall be submitted to Finance Department alongwith a detailed Memorandum, complete in all respect as per the format enclosed.
- In respect of Capital Works, the financial limits shall apply in respect of each specific project under consideration and approval shall be subject to availability of funds under the relevant Budget Head. Such projects should be part of approved Plan Scheme. Estimates

have to be prepared by the Public Works Department/Electricity Department/Water Resource Department or any other Agency as approved by the Government of Goa.

- (d) If the component parts of the scheme are not mutually independent of each other and are dependent on the execution of one or more component parts, then the entire, component shall be included in a single comprehensive proposal. Departments shall ensure that there is no artificial splitting up of estimates.

5. In respect of Plan Schemes, approval of EFC shall be accorded subject to the following:-

- (i) Inclusion of the Plan Scheme in the approved Plan for the given Financial Year
- (ii) Availability of funds under the relevant Budget Head.
- (iii) Guidelines and/or pattern of assistance for the Scheme being approved by the, Department of Planning, Statistics & Evaluation & Finance Department.
- (iv) Cumulative expenditure under the scheme shall not exceed the budgetary limit in any given financial year.

6. All Capital Works/Schemes with estimate cost of Rs. 10.00 crores (Rupees ten crores) and above (including revised estimates) will require prior concurrences/approval of Expenditure Finance Committee (EFC) before conducting the process of issuing Tenders/Expression of Interest and issue of expenditure sanction by the Finance Department.

7. In respect of Boards, Planning and Development Authorities, Corporations and any other Agency, which receive budgetary support from the Government of Goa; all schemes/projects costing above Rs. 5.00 crores shall be required to be placed before the EFC. These bodies will have powers to approve project/scheme costing less than Rs. 5.00 crores only.

8. In cases below Rs. 10.00 crores, the delegated powers of the concerned Head of Departments wherever applicable, shall continue subject to the approval of the Goa State Works Board (GSWB) as per the existing instructions.

9. The draft minutes of the meeting shall be drawn by Pr. Chief Engineer (PWD)/Chief Electrical Engineer /Chief Engineer (WRD)/Head of Department concerned, as the case may be, within two days of the EFC meeting and the same should be submitted to the Member Secretary (EFC) {Finance (Exp.) Department} for obtaining signature of the Members of the EFC

10. All decisions of the EFC are subject to the approval by Chief Minister/Minister for Finance or the Cabinet as the case may be. The approval of the EFC decisions shall be obtained by the Finance (Exp.) Department concerned as per Rules of Business. On obtaining the approval of the EFC, the Department concerned shall issue an order conveying the EFC approval of the proposal concerned, citing therein the U.O. reference number of the Finance (Exp.) Department.

11. Expenditure Finance Committee shall be serviced by Joint Secretary (Finance).

12. A format for submitting the proposal to EFC is attached as Annexure-I.

13. This is issued with the approval of the Chief Minister/Finance Minister and will come into force with immediate effect.

By order and in the name of
the Governor of Goa

Sd/-
(Surendra F. Naik)

Annexure-I

Format for submitting the proposals to EFC

S1. No	Item	
1.	STATEMENT OF PROPOSAL	
(i)	Reasons and justification for proposal:	
(ii)	How did the need arise?	
(iii)	Are there any other alternative?	
(iv)	Ultimate objective sought to be achieved:	
(v)	What is the plan budgetary provision for the proposal?	
(vi)	Has the proposal been gone into by other Department concerned or by any Committee (Department or Legislative) and what are the findings?	
2.	ECONOMICS OF THE PROPOSAL	
(i)	What detailed studies have been made for establishing its need, its, economics and other relevant aspects?	
(ii)	In case its nature is commercial what is the cost/benefit ratio, its Economic Rate of Return (E.R.R) and its Financial Rate of Return (F.R.R.)?	
(iii)	In case its nature is non-commercial what is the result of the Social Cost Benefit analysis?	
(iv)	What are the future 'financial implications after completion (including staff costs, operational costs and other costs)?	
3.	EXPENDITURE INVOLVED	
(i)	What is the total expenditure (non-recurring and recurring)?	
(ii)	What will be the year wise- expenditure till completion?	
(iii)	Details of budget provision. If no provision has been made, how funds are proposed to be arranged?	
(iv)	Has any expenditure been incurred already?	
(v)	Does proposal involve funding the scheme/work through borrowing from other Financial Institutions/Banks, etc?	
(vi)	Does proposal involve Foreign Exchange Component? If Yes, details thereof (including necessary clearances and availability of credit facility etc.)	
4.	PROGRAMME SCHEDULE	
(i)	Has the implementation schedule been worked out in all its details? If so, add PERT chart giving detailed time schedules for various activities particularly the following components:-	
	a) Land Acquisition:	
	b) Construction of buildings:	
	c) Other civil works:	
	d) Procurement of Plant & Machinery and other equipments	
	e) Manpower:	
(ii)	Target date for completion:	
(iii)	Expected date for commencement of benefits:	
5.	ADD FOLLOWING STATEMENTS	
(i)	Statement showing detailed cost benefits analysis and/or social cost benefit analysis:	
(ii)	PERT chart with detailed completion schedule for various activities/ components:	
(iii)	Numbers of posts required and the pay scales, together with basis adopted for staffing, both in current year and future year for functioning of the scheme/work;	

(iv)	Item wise details of expenditure on Building/Roads/other civil works etc. alongwith its basis and phasing:	
(v)	Break up of total expenditure on various components viz. Land/Building/Plant & Machinery/Equipments/Roads/Other civil works, etc:	
6.	Supplementary information if any:	
7.	Points on which decision/sanctions are needed; ..	

Signature of the Head of Department

Secretary of the Secretary to Govt.
In charge of the Department
concerned.

Department of Finance (Expenditure)

No. 7-5-2012/Fin. (Exp.)-III

Date: 23-05-2012.

ORDER

Sub:- Non-Plan Works

In supercession of all earlier instructions in respect of the subject matter above; Government has decided that the following types of Operation and Maintenance works only shall be taken up under Non-Plan Budget Head.

- i. Up keeping of Civil, Mechanical and Electrical components through normal repairs and routine maintenance of Government buildings and other structures.
- ii. Operation/Handling of Plant and Equipments, water meters, flow meters, pumps, motors, valves, transformers, panel board including periodical inspection and testing.
- iii. Periodical testing of water to ascertain quality of water at different points.
- iv. Sufficient inventory of consumables/lubricants of stores and spares of machinery to tackle exigencies and breakdowns. Department should not resort to emergency purchases on each occasion but should ensure sufficient supplies of essential spares are available in stock at all times.
- v. Construction of Katcha Bunds, maintenance of intake jack well, maintenance & upkeep of bhandaras, protective & non-protective bunds, upkeep and maintenance of Lift Irrigation schemes, ponds, wells, dams & canals; strainers and-pipelines etc.
- vi. Maintenance and urgent protection of flood prone areas and structures.
- vii. Periodical painting of all appurtenances/buildings/bridges.
- viii. Proper lighting arrangement, watch and ward and security arrangements.
- ix. Replacement of worn out parts/burnt/non-functioning out of order parts.
- x. Attending breakdown of pipelines, periodical inspection, repair and replacement of leaking pipes, removal of choked pipes, repairs/replacement of joints, meters valves, tanks, repair of chambers/ manholes, provision of anchor blocks etc.
- xi. To check and prevent contamination in distribution systems, replacement of aged/corroded pipes, provision of water supply/tanker supply in case of exigencies, maintenance of vehicles.
- xii. Payment towards electricity charges, raw water charges, payment of salaries/wages of operation and maintenances staff.
- xiii. Expenditure towards water billing/electricity billing systems, communication system, computer system etc.

- xiv. Minor maintenance and repairs of roads to the extent of repair to drains, storm water drains, cross-drainage, culverts and re-surfacing.
- xv. Minor maintenance and repairs of anti-sea erosion measures.
- xvi. Operation and Maintenance of sub-stations, transmissions and distribution networks, running & maintenance of meter and relay testing laboratories/workshops/transformer repairs, pole, manufacturing unit.

2. All the individual works costing upto Rs. 15.00 lakhs shall be sanctioned within the administrative and financial powers to be exercised by the Principal Chief Engineer (PWD)/Chief Engineer (WRD)/Chief Electrical Engineer/HoD's, as the case may be. Works beyond this limit shall be taken under Plan sector. Artificial splitting of estimates below the limit of Rs.15.00 lakhs is strictly prohibited and the HoD concerned shall be solely responsible for the same.

3. Strict watch and proper records shall be kept to control the expenditure under Non-Plan Budget Head to bare minimum.

4. These instructions are in supercession of earlier order in these regards and shall come into force with immediate effect.

By order and in the name of
the Governor of Goa

Sd/-

(Surendra F. Naik)

Under Secretary (Fin Exp.)

Department of Finance (Expenditure)

No. 7-5-2012/Fin. (Exp.)-IV

Date: 23-05-2012.

OFFICE MEMORANDUM

Sub:- Review of all works which are approved but have not actually started during previous financial years and obtaining fresh expenditure & administrative approval regarding.

Several Expenditure/Administrative Sanctions for various projects/purchases were issued by Finance Department (FD) or by other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial Power Rules, 2008; during the previous financial years. However, it is understood that many of these projects/purchases have not been tendered or actual work has so far not started or supplies not effected, even after issue of work/supply orders. All these works/projects/purchases need to be reviewed.

2. Hence all the Heads of Departments (HoD's) are informed that financial sanctions already issued by the Finance Department (FD) or by other Expenditure Sanctioning Authorities in previous financial years in terms of the Goa Delegation of Financial Power Rules, 2008; are deemed to have lapsed from the date of issue of these orders.

3. In case the works/projects/supplies & procurements are urgent in nature and are required to be processed further for issue of tender/issue of works/supply orders/commencement of works etc.; the HoD/ Work Executing Agency/procuring authority concerned, should submit a fresh proposal with proper justification and with prior approval of the Minister-in-Charge of the Department concerned for whom the work/project/supply is being considered, to the FD or other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial Power Rules, 2008; for issue of fresh financial sanctions.

4. All HoD's are directed to review all such projects/works/supplies & procurements and obtain fresh administrative approval and tender the work/supplies & procurements, which are essential and

required, and thereafter refer the same to FD or other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial Power Rules, 2008 for post tender expenditure sanction.

5. In supersession of all previous instructions & provisions. contained in the rules/guidelines/manuals etc.; all expenditure sanctions issued by the FD or other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial Power Rules, 2008, shall be valid only for a period of one year i.e. till the end of the Financial year in which the expenditure sanction has been issued. Request for revalidation of the Expenditure Sanction shall be on the basis of a proper justification submitted to FD or other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial power Rules, 2008; alongwith commitments of funds, as provided in the Budget for the succeeding Financial Year or else the proposal would be required to be considered afresh for decision.

6. Further while submitting the proposals for expenditure sanction to FD or other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial Power Rules, 2008; it is required that draft work orders/supply orders/expenditure sanction order as the case may be, should be placed in file, conveying therein all the relevant details more particularly the firm amount of the work/supply/purchases/ expenditure sanctioned, as the case may be.

Upon issue of the work of the orders/supply orders/expenditure sanction order as the case may be, a copy of the same should be endorsed to the Directorate of Accounts. The Director of Accounts, shall arrange to provide a copy to the Pay and Audit sections in the Directorate of Accounts, based on which the concerned section shall process the claims for payments being submitted by the HoD's/DDO's/Budget Controlling Authorities concerned. In case of works, the Director of Accounts shall provide the copy to the Divisional Accountant/Asst. Accounts Officer/Dy. Director of Accounts. Jt. Director of Accounts, in the departments concerned who in turn shall process the claims for payments, strictly, based on the work orders supply orders expenditure sanction order issued.

In case of any doubts or complaints or for the purpose of test audit, the Director of Accounts may verify the details of the work orders/supply orders/expenditure sanction order; by calling for the original records from the Department concerned for verification and cross-reference. A report of such cases, which are called for verification, should be provided to the FD on monthly basis.

7. These instructions shall come into force with immediate effect.

Sd/-
(Surendra F. Naik)
Under Secretary (Fin Exp.)

Department of Finance (Expenditure)

No. 7-5-2012/Fin. (Exp.)-V

Date: 23-05-2012.

OFFICE MEMORANDUM

Sub:- Financial Sanctions for works & store purchases.

In supersession of all other guidelines/instructions contained in various OM's/Works Manuals issued in this regard and in terms of Budget Announcement made by Hon'ble Finance Minister/Chief Minister in Budget Speech for the Financial Year 2012-13; the Government of Goa hereby directs that henceforth all expenditure sanctions shall be granted only after administrative approval and tender process of the project/ work is completed.

2. The above instructions are applicable to all works under Plan/Non-Plan as well as to all store purchases/procurements.

3. The Work/Supply orders should be issued within the financial year by all Competent Authorities in which the Expenditure Sanction was issued, failing which the validity of the Expenditure Sanction is deemed to have expired. Request for revalidation of the Expenditure Sanction shall be on the basis of a proper justification submitted to Finance Department or other Expenditure Sanctioning Authorities in terms of the Goa Delegation of Financial Power Rules, 2008; alongwith commitments of funds as provided in the Budget for the succeeding Financial Year or else the proposal would be required to be considered afresh for a decision.

4. These instructions shall come into force with immediate effect.

Sd/-
(Surendra F. Naik)
Under Secretary (Fin Exp.)

Department of Finance (Expenditure)

No. 7-13-2011/Fin-Exp

Date: 23-05-2012.

Read: 1. Circular No.7 / 13/2011/ Fin-Exp dated 07-06-2011.

2. Circular No.7 /13/ 2011/ Fin-Exp dated 13-10-2011.

OFFICE MEMORANDUM

Vide Circular No. 7/13/2011/Fin-Exp dated 07-06-2011, Government was pleased to introduce e-Procurement/e-Tendering procedure for all purchases /tenders costing Rs. 5.00 lakhs and above. Further, vide Circular No.7/13/2011/Fin-Exp dated 13-10-2011, processing charges/fees were prescribed for e-procurement/e-tender process.

2. As per the announcements in the Budget Speech of Hon'ble Chief Minister for the year 2012-13; it has been decided by the Government, that all Departments, Autonomous Bodies, Corporations, Agencies of the Government shall compulsorily switch over to e-procurement/e-tendering process by 30-06-2012 for all tenders and purchases costing Rs. 5.00 lakhs and above.

3. Pursuant to these instructions, Finance (Expenditure) Department shall not consider any case for post tender financial sanction without a Certificate issued by the Budget Controlling Authority (see Annexure-I) that the tender or purchase in question, for which expenditure sanction is sought for has been undertaken through e-tendering/or e-procurement process. This shall also be accompanied by the electronically generated statement under the e-tender process, indicating the financial bid details, duly attested by the DDO/Budget Controlling Authority.

4. Further, the Director of Accounts shall not accept any bills/claims for payments in respect of any works/purchases/supplies without an undertaking given by the Drawing and Disbursing Officer (DDO) (see Annexure-I) to the effect that e-tendering /e-procurement process has been followed for all purchases made /works costing Rs. 5.00 lakhs and above.

5. In the event any procurement/supply/services are to be incurred in proprietary cases, then prior relaxation for procurement/supply/services without follow e-tendering/e-procurement shall be obtained from Finance Department.

In the event of any emergency purchases arising out of unforeseen exigencies proper justification shall be recorded by the Budget Controlling Authority/Drawing and Disbursing Officer with prior Administrative Approval as well as concurrence of the Finance Department.

Sd/-
(Surendra F. Naik)
Under Secretary (Fin-Exp)

ANNEXURE-I

(see para 3 and 4 of the O. M. No. 7/13/2011/Fin-Exp dated 23-05-2012.)

CERTIFICATE

It is certified that e-procurement/e-tendering process has been followed in the present case for procurement of goods/services/issue of tenders for the works undertaken in this Department and that the undersigned shall be personally liable for the correctness of the above facts.

Place:-

Date:-

Budget Controlling Authority/
Drawing & Disbursing Officer
(Name of the Department/Office)

Department of Finance (Expenditure)

No. 7-13-2011/Fin-Exp/

Date: 13-10-2011.

CIRCULAR

Consequent upon the introduction and implementation of e-tendering to improve and expediency in tendering process vide Circular No. 7/13/2011 Fin-Exp dated 07-06-2011 and to encourage the e-Tendering process, it has now been decided by the Government that the processing fees shall be charged as per table below:

Sr. No.	Details	Processing Charges
1. a	Estimate value Based tender Tender Type: Works Electronic tender processing charges collected from each participating Vendor.	0.1% of Estimate tender value (Zero point one percent only) Minimum-Rs. 500/- only Maximum-Rs. 4000/- only
1. b	Non-Estimate Value Based Tender Tender Type: Goods/Consultancy Electronic tender processing charges collected from each participating Vendor.	Rs. 1500/- only (Flat Rate per vendor)
2.	Product Training for Department persons and the vendors. Hands on training for department official at respective offices or any other premises indicated by the department throughout the State of Goa. During training course material, user manuals and multimedia training CD are to be provided.	FREE for all the sessions
3.	Registration Charges in e-Tendering Website for Vendor/Supplier Includes help manuals, e-tender User Accounts, Support, training services, etc. (Payable annually by each Vendor/Supplier)	₹ 1000/- (Rupees one thousand only) per year

The total cost of tender documents including processing fee shall not exceed Rs. 10,000/- (for Tenders above Rs. 1.00 Crore). The Department should charge the fee maximum of Rs. 6,000/- for the tender document. This amount will be paid to a separate account maintained by ITG, which ITG will remit on weekly basis by e-challan to the Receipt Head of the respective Departments concerned.

The EMD amount as per the value specified in the e-tender shall be paid in a Single Common Pooled Account maintained by ITG. This amount would be pooled, disbursed, refunded as the case may be, at various stages of the tender process. This would also include remitting the amount of the successful bidders to the State Treasury by means of e-challan as per the directives of the tendering authorities. The MIS report would be generated indicating receipts, payments and balance, with entire details of transaction in and out of the Single Common Pooled Account, on weekly basis.

All the Departments are required to adhere to the contents of this Circular with immediate effect.

This issues with the approval of the Government vide U.O. No.45866 dated 19-09-2011.

Sd/-
(Surendra F. Naik)
Under Secretary Fin (Exp)

Department of Finance (Expenditure)

No. 7-13-2011/Fin-Exp

Date: 07-06-2011.

CIRCULAR

Government of Goa has decided to implement e-Procurement/e-Tendering in order to improve the transparency and expediency in Tendering process for all the Departments and Corporations. The Government has decided to float all the tenders costing above Rs. 5.00 lakhs by using e-Procurement/e- Tendering solution w.e.f. 1-7-2011 which will be implemented by M/s Info Tech Corporation Limited (ITG), for a period of 4 years.

2. The e-Tendering/e-Procurement solution will be hosted on www.etender.goa.gov.in, which also contains self learning cum training presentation and User/Vendor Manual for facilitating, the users to use e-Procurement Solution in efficient manner.

3. In order to implement this project in speedy and efficient manner, all the Department officials are required to adhere to the following:

- a. Identify all the Single Point of Contact (SPOC), by identifying the official in charge for the e-Procurement/e-Tendering Project implementation.
- b. Procure Digital Signatures for the Single Point of Contact directly from authorized certifying authorities viz. NIC, MTNL, e-Mudhra, TCS, Safescrypt, GNFC, etc. details of these including fee structure, application form, etc. are available on <http://cca.gov.in>.
- c. The Department should inform the vendors/contractors to obtain the Digital Signature from the above agencies mentioned at Point 3 b.
- d. Department needs to contact ITG for hands on training on e-Procurement/e-Tendering solution wherein IGT will be providing 1st session of training free of cost and subsequent training session will be provided on chargeable basis at the rate of Rs. 10,000/-.

4. The contact details is as follows:

M/s Info Tech Corporation of Goa Ltd.,
Above Alcon Hyundai Showroom, 3rd Floor,
NH-17, Porvorim, Goa
Tel. Nos.: (0832) 2416024/2415192
Fax: (0832) 2412855
Email: etender.goa@nic.in

5. The Tender document fees and Earnest Money Deposit (EMD) from the participating contractor will be collected through the existing manual method through Demand Drafts/Bank Guarantee and submitted to the concerned Department's Single Point of Contact. Meanwhile, the online payment System shall be introduced so that Vendors can use the e-Payment Gateway to make the payments towards Tender document fees and EMD. All the Departments are requested to forward the bank details and Single Point of Contact's details as per Annexure-A to ITG.

6. To ensure training/hand holding is imparted much before the date of publication of tender notice, Single Point of Contact while making aforesaid request, are required to specifically inform M/s ITG the following:

- i. The necessary Digital Signatures of tender inviting officials (procurement) have been physically obtained.

- ii. The User ID has been allotted to the Tender Inviting officials by ITG.
 - iii. The e-Tender process manual for the department has been obtained from ITG.
 - iv. The proposed date of publication of tender notice, the last date for sale of tenders, date and time of receipt and opening of tenders.
 - v. Other information relevant to the easy execution.
7. For any further technical assistance and support clarifications the Departments are requested to contact M/s Infotech Corporation of Goa.
8. All the Departments are requested to adhere to this Circular with immediate effect.

Sd/-
(Surendra F. Naik)
Under Secretary Fin (Exp)

Annexure-A (Challan Details):

Demand Number			
Major Head Number			
Minor Head Number			
STO Code Number			
DDO Code Number			

Department of Finance (Expenditure)

No. 7/4/82-Fin (Exp)

Date: 24th September, 2008.

Read Circulars:-

1. No. 11-62/74 Fin (Exp) dated 11-4-1972
2. No. 7-4/82-Fin (Exp) dated 4-9-1986
3. No. 7-4/82-Fin (Exp) dated 21-6-1989
4. No. 7-4/82-Fin (Exp) dated 23-6-1990
5. No. 7-4/82-Fin (Exp) dated 9-11-1990
6. No. 7-4/82-Fin (Exp) dated 7-7-1992
7. and Addendum dated 31-7-1992
8. No. 7-4/82-Fin (Exp) dated 1-3-1999
9. No. 7-4/82-Fin (Exp) dated 13-11-1997
10. No. 7-4/82-Fin (Exp) dated 28-2-2000
11. No. 7-4/82-Fin (Exp) dated 28-2-2003
12. No. 7-4/82-Fin (Exp) dated 3-6-2006

CIRCULAR

Subject:- Supply of dietary and non-dietary items to Government Departments/Institutions, reg.

Under the Government Circular cited above at Sr. No. 1, instructions were issued for guidance of all Government Departments and Institutions including Hospitals, Jails, Autonomous Bodies, Government undertakings and Government aided Institutions etc. that the Departmental requirements of dietary items such as food grains, groceries, etc. should hereafter be met by purchasing such

articles preferably from Goa Co-operative Marketing and Supply Federation Ltd., provided that the rates charged are certified as reasonable by the Assistant Registrar (Marketing). Tenders need not be invited by the Indenting Department for supply of such dietary articles.

2 In supersession of Circular of even number dated 13-11-1997 cited at Sr. 9, it has now been decided by the Government that the above instructions are also made applicable for purchase of consumable stores from the following Co-operative Institution:-

1) Goa Bagayatdar Sahakari Kharedi Vikri Saunstha Maryadit, Ponda Goa.

3. In case of purchases of non-dietary items by the Government Departments/Institutions, they should invariably obtain quotations in this regard from the Goa Co-operative Marketing & Supply Federation Ltd. and should purchase such items from said Federation, if prices quoted by them are found to be competitive. In case, purchase orders are not placed with the federation conserved reasons, if any for not placing the orders shall be specifically recorded/included in the proceedings of the Purchase Committee.

4. The above instructions are valid until further orders and shall be scrupulously followed henceforth.

Sd/-
(S. M. Polle)
Under Secretary (Fin-Exp)

Department of Finance (Audit)

No. 1-3-2007/Fin (Aud)

Date: 02-06 2008.

It has been observed that many Departments have been purchasing Computer Hardware and allied equipments without proper planning. Resultantly, the procured hardware cannot be put to use due to non-availability of either the application software or the installation locations or the power supply, ere, thus leading to unnecessary expenditure/parking of funds.

The Government has taken a serious note of the same. It has, therefore, been requested that proper analysis of the set-up in terms of hardware/software required, place of installation, site readiness, etc. may be made before making any major purchases so as to avoid unnecessary expenditure/parking of funds and to ensure proper utilization of the assets procured at a high cost.

This issues with the approval of the Secretary (Finance).

Sd/-
(Surendra F. Naik)
Under Secretary Finance (Audit)

Department of Information & Publicity

No. DI/INF/Release of Advt./08/6570

Dated:- 20-03-2008

CIRCULAR

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 language 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 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

PERSONNEL DEPARTMENT

Recruitment Rules

PERSONNEL DEPARTMENT

I. INSTRUCTIONS RELATED TO RECRUITMENT RULES**Department of Personnel**

No. RRs/MISC/2020-PER/1382

Dated 05/06/2020

OFFICE MEMORANDUM**Subject : Submissions to the Courts regarding Notification of Recruitment Rules – reg.**

It has come to the notice of the Government that various Departments/Autonomous Bodies are making submissions to the Court/s on matters relating to Recruitment Rules without consulting the Personnel Department.

As per the Business of the Government of Goa (Allocation) Rules, 1987, the Personnel Department has been entrusted with framing or amending of Recruitment Rules/making policy regarding Recruitment Rules.

Framing or amending of Recruitment Rules involves thorough verification of provisions, study of its implications, checking their conformity with the prevailing Acts/Rules/guidelines/instructions, comparison with existing Recruitment Rules of similar posts in other Departments etc. Thereafter, Recruitment Rules are submitted for Government approval, vetting of Law Department and in case of Group “A” and “B” posts consultation with Goa Public Service Commission is carried out. The exact timeline of framing and amending Recruitment Rules differs based on the nature of posts and the Recruitment Rules.

However, it was observed that some Departments without consulting Department of Personnel have made submissions before the Courts committing to timeline for notification of Recruitment Rules. This is not practical and would result in the said Department being in contempt of Court on account of not abiding to the timeline.

All the Head of Departments/Offices and Autonomous Bodies are instructed not to make submissions without consulting Personnel Department on matters relating to framing and amending of Recruitment Rules.

Sd/-

(Tariq Thomas, IAS)

Special Secretary (Personnel)

Department of Personnel

No. RRs/OMs/RELAX/2019-PER(PART-I)

Dated:- 24/04/2020

OFFICE MEMORANDUM

It has come to the notice of the Government that various Departments are submitting proposals for relaxation of qualifying service directly to the Goa Public Service Commission without routing the file to Personnel Department.

2. The Departments are aware, that the recruitment rules are notified by the Personnel Department under Article 309 of the Constitution of India, as per the Rules of Allocation of Business of Government of Goa 1987.

3. The recruitment Rules for Group A and B posts are notified only after consultation with the Goa Public Service Commission.

4. The Recruitment Rules contain a rule usually numbered at 5, namely power to relax which reads as follows:

Where the Government is of opinion that it is necessary of expedient so to do, it may by Order, for reasons to be recorded in writing and in consultation with the Goa Public Service Commission, relax any of the provisions of these rules with respect to any class or category of persons.

5. Invocation of this rule is done only in rarest of the rare case and cannot be invoked to relax the fundamental features of the Recruitment rules such as age or essential qualification etc.

6. Proposal for relaxation of any provision of the Recruitment Rules shall be submitted to Personnel Department since Rule 5 can be invoked only by the Personnel Department.

7. Proposal in respect of group A and B posts shall be referred to the Commission only by the Personnel Department and not by the interested department.

This issues with the approval of Government.

Sd/-

(Tariq Thomas, IAS)

Special Secretary (Personnel)

Department of Personnel

No. 1/2/2012-PER/3084

Dated:-09-11-2018

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with section 21 of the General Clauses Act, 1897 (Act 10 of 1897), the Governor of Goa hereby amends the Recruitment Rules for the Group 'C' and Group 'D' post in various Departments under the Government of Goa (hereinafter referred to as the "principle Rules"), as follows namely:

In the principle Rules:—

- (i) for the expression "Group 'C' and Group 'D', wherever it occurs, the expression "Group 'C' shall be substituted;
- (ii) for the expression "Group 'D' ", wherever it occurs, the expression "Group 'C' shall be substituted;
- (iii) in the Schedule, —
 - (a) for the expression "Group 'D' ", wherever it occurs, the expression "Group 'C' shall be substituted;
 - (b) wherever the essential educational qualification specified is below S.S.C.E or equivalent or I.T.I. pass, for such essential educational qualifications, the following essential educational qualification and 'Note' shall be substituted, namely:
"Passed the Secondary School Certificate Examination from a recognized Board/Institution.

OR

Successfully completed the course conducted by a recognized Industrial Training Institute or equivalent, in the relevant trade.

(Note: Course conducted by the Industrial Training Institute or equivalent qualification, in the relevant trade, shall be considered only in case of posts related to technical work.)

This Notification shall come into force from the date of its publication in the Official Gazette.

By Order and in the name of
the Government of Goa

Sd/-

(Isha Khosla, IAS)

Special Secretary (Personnel.)

Department of Personnel

No. 10/1/77-PER (Part)

Dated:- 04-09-2017

Read: O.M. No. 1/2/2012-PER dated 21-11-2016.

CIRCULAR

Attention is invited to this Department's O.M. referred above wherein instruction are issued classifying Group 'D' employee as Group 'C' and designated as "Multi Tasking Staff". Further, all

the Recruitment Rules relating to various posts in Group 'D' categories shall be rescinded henceforth, only one singular Recruitment Rule for Multi Tasking Staff shall be in force vide Notification dated 13-03-2015.

In case of other categories of employees in Group 'C' having minimum qualification as non-matriculate, the notified RRS shall stand rescinded. It was also decided that the Department of Personnel shall notify the Recruitment Rules for said Group 'C' post categories with minimum qualification as SSCE (Xth)/ITI pass. The Individual Departments having such Group 'C' post with such Recruitment Rules, prescribing non-matriculate educational qualification were instructed to inform the Department of Personnel for making changes to RRs concerned immediately.

However, it is noticed that many Department have not approach this Department for said purpose.

It is, therefore, enjoined upon all the Heads of such Department having such Group 'C' posts with Recruitment Rules prescribing "non matriculate educational qualification" to submit the proposal for changing the RRs of the concerned posts after obtaining administrative approval to this Department in the prescribed format along with soft copy on or before 15/10/2017 positively. It may be noted that, no such proposals the prescribed date will be entertained by this Department.

Sd/-

(Shashank V. Thakur)

Under Secretary (Personnel-II)

FORMAT

Name of the Department

Sr. N o.	Name of the Post	Pay of the Post in pre-revised scale	Categor y of the post	Essential Qualificati on	Desirable Qualificati ons	Duties of the post	Whether the post can be classified under MTS	Remar k
1	2	3	4	5	6	7	8	9

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.5,200-20200 + GP Rs. 1800 to Group 'D' employees.

Subsequently, Government vide Order date 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 Education 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 issue pertaining to pay and allowance in respect of Group 'D' employees the following clarifications are given:

Clarifications as per O.M. 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 1S- Rs. 4,440-7,440 + GP Rs.1,300 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.5,200 with GP Rs.1,800, 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 up to 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 in such applying the same principle as in clause (a) above, the employee shall be placed in PB I, Rs.52,00-20,200 + 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 1-S replaced.

In such cases, the employees 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 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 Personnel

No. RRs /MISC/2015-PER

Dated:-21-02-2017

CIRCULAR

Sub: Proposal for Framing/Amendment of Recruitment Rules.

It is observed that some of the Departments while submitting the proposal for framing/amendment of Recruitment Rules, do not submit the same in the Form 4 prescribed for framing of Recruitment Rules and Form 5 prescribed for amendment of Recruitment Rules, as the case may be and also do not attach relevant documents.

It is, therefore instructed that while forwarding the proposal, either for framing or for amendment of Recruitment Rules, Department should submit the same in prescribed Form 4/Form 5

alongwith proposed draft schedule of Recruitment Rules, typed in font size of 14 and duly filled and signed by the competent authority, with soft copies of both documents along with other relevant documents such as copy of existing Recruitment Rules for the post proposed and up to lower rung in the feeder grade, an extract of the noting of administrative approval of the Government, order of creation of post, order of revival of post if any, order of up gradation/re-designation of post if any, copy of Act/ Norms is applicable in case. Such proposals must be submitted **vide letter instead of file** so as to avoid time consumption for taking Xerox of the papers in the file submitted by the referring Departments.

It is therefore, enjoined upon all Head of Departments to follow above procedure, so as to avoid time consumption during examining/finalizing the proposals.

The receipt of this communication shall be acknowledged.

Sd/-
(Yetindra M. Maralkar)
Additional Secretary (Personnel).

FORM 4**Form for referring proposals for framing Recruitment Rules for posts.**

1	Name of 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)	Level in the Pay Matrix:	
e)	Group/Service/Department to which the posts belong:	
f)	Ministerial or non-Ministerial (as defined under F.R.9 (17))	
3	Appointing authority:	
a)	Who is the appointing authority:	
4	Duties attached:	
a)	Duties and responsibilities of the post in detail	
5	Method adopted:	
a)	Describe briefly the methods (s) adopted for filling the post hitherto:	
6	Method proposed:	
a)	Method (s) of recruitment proposed:	
7	If promotion 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 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 qualification possessed by the persons in the field of promotion.	

	iii) In case of 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) Reason for the proposal in (i) above:	
h)	If a D.P.C. exist, what is its composition:	
	(i) Indicate if the feeder posts are having promotion channels other then 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 servants?	
10	Qualifications:	
a)	Educational and other qualifications required for direct recruits. (It may please be noted that the essential qualifications prescribed are relaxable at Commission's discretion in case of candidates otherwise well qualified):	
b)	Whether Essential qualifications 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 extracts from the Act(s).	
11	Earlier Advertisement:	
a)	Has the post been advertised by the Commission in the past? If so, please quote Commissions reference number.	
12	Other Methods:	
a)	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 the educational qualifications proposed for direct recruits apply in case of promotion?	
	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? 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 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 method is proposed fails, by what method are such vacancies proposed to be filled:	
b)	Whether the recruitment rules relate to a post which has	

I. Instructions related to Recruitment Rules

	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 down graded. If so, whether the 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 condition:	

16 Consultation:

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

17 Reference:

a)	If these proposals are being sent in response to reference from the Commission, please quote Commission's reference No.:	
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18 Discussion authority:

	Particular of Department's Representative with whom these proposals may be discussed if necessary, for clarification/early decision:	
a)	Name :	
b)	Address:	

Designation of the Head of Department: Name of the Head of Dept.

Place:

Date:

Office Seal

Signature _____

Enclosed : Schedule

FORM No. 5**Form for referring proposals for amendments of Recruitment Rules**

1.	Designation of the post	
2.	Name of the referring Department	
3.	Name of the Department in which post is located:	
4.	Reference number and date of the Commission's letter approving existing Recruitment Rules (copy enclosed)	
5.	Proposed amendments:-	(As follows)

Column No. 1	Existing provision	Proposed Amendment
1.	2.	3.

Column No.	Reason for proposed amendment

(Note: For each designation use separate form)

Designation of the Head of Department: Name of Head of Department

Signature _____

Place:

Date:

Office Seal

SCHEDULE (For single category/designation)

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 rule 30 of CCS (Pension) Rules 1972	Educational and other qualifications required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	6(a)	(7)

Whether age and 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/contr act and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/deputation/transf er, grades from which promotion/deputation/transf er is to be made	If a D.P.C./ D.S.C. exists, what is its composition	Circumstanc es in which the Goa Public Services Commission is to be consulted in making recruitment.
(8)	(9)	(10)	(11)	(12)	(13)

(Name of the Head of Department)
Designation of the Head of Department

SCHEDULE (For more than one categories/designations)

Sr. No.	Name / Designation of Post	Number of posts	Classification	Level in the Pay matrix	Whether selection post or non- selection port	Age limit for direct recruits	Whether the benefit of added years of service is admissible under rule 30 of CCS (Pension) Rules, 1972.	Education al and other qualificati ons required for direct recruits.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	7(a)	(8)

Whether age and 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 method.	In case 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	Circumstanc es in which the Goa public Service Commission is to be consulted in making recruitment.
(9)	(10)	(11)	(12)	(13)	(14)

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(Name of the Head of Department)

Designation of the Head of Department

Departments of Personnel

No. RRs/MISC/2003-PER (Pt. III)

Dated:-16-02-2017

CIRCULAR**Sub: Amendment of Recruitment Rules.**

It has been brought to the notice of the Government that there has been increase in number of Government Departments over the years, and in many of the Departments specially in the engineering and health sector in specialized position, requires new and advanced areas of learning which are made available by universities and institution in the country in general and Goa in particular. Further it has been observed that over the period, the Government has made many changes in the eligibility conditions of the posts viz. age limits, knowledge of local language, etc. However the same are not incorporated in these Recruitment Rules.

It is, therefore, imperative that, all departments take necessary step to update all the Recruitment Rules of all Group 'A' and Group 'B' posts which are more than 10 years old by suitably amending the requirement of the post taking into the consideration, the instructions/guidelines issued by the Government from time to time.

It is enjoined upon all the Heads of Departments/Offices to adhere to instructions stipulated as above as this matter should be carried out in a time bound manner so that entire process from drafting to seeking concurrence of the Commission and subsequent notification is completed well before 30-04-2017.

The receipt of this communication shall be acknowledged.

Sd/-

(Yetindra M. Maralkar)

Additional Secretary (Personnel)

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 possess 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 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 XXXIst 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) |
| 3 | Classification | * Subject to variation dependent on workload
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 Pangri 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 | Matriculation or equivalent pass
OR |

	recruits	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 to be made	Not applicable
13	If DPC exists, what is its composition	Group 'C' Departmental Promotion Committee for considering confirmation (specific composition to be indicated)
14	Circumstance in which UPSC is to be consulted in making recruitment	Not applicable
¶¶ (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:

- Physical Maintenance of records of the Section.
- General cleanliness & upkeep of the Section/Unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the Section/unit.
- Assisting in routine office work like diary, dispatch etc., including on computer.
- Delivering of dark (outside the building)
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixtures etc.
- 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 in 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 complied 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 Personnel

No. 1/2/2012-PER

Dated:- 09-04-2015

CIRCULAR

The Department of Personnel in pursuance of Office Memorandum No. AB-14017/6/2009-Estt (RR) dated 30-04-2010 received from Government of India, has framed the Recruitment Rules for some common categories of Group 'D' post whose are similar in nature, with common designation as 'Multi-Tasking Staff (Group 'C' post in Pay Band-I, with Grade Pay of Rs. 1,800/-), as recommended by the 6th Central pay Commission.

The Recruitment Rules for the common post of 'Multi-Tasking Staff have been notified vide Notification No. 1/2/2012-PER dated 13-03-2015, in the Official Gazette, Series I No.52 dated 26/03/2015.

All Heads of Departments/Officers/Autonomous/Statutory bodies/Corporations/Boards, may adopt Recruitment Rules along with the designation of 'Multi-Tasking Staff for common categories of Group 'D' posts, whose duties are similar in nature and where the official can easily be switched from one task to another, with the concurrence Administrative Reforms Department and Finance (R&C) Department Secretariat.

Sd/-

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 official at this level.

Department of Personnel

No. 1/2/2012-PER

Dated: 13th March, 2015

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 to regulate the recruitment to the Group 'C', Non-Gazetted, Non-Ministerial, Common post, Government of Goa, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Government of Goa, Group 'C', Non-Gazetted, Non-Ministerial, Common post, Recruitment Rules, 2015.

(2) They shall apply to the post specified in column (1) of the Schedule to these rules (hereinafter called as the "said Schedule").

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

2. *Number, classification and scale of pay.*— The number of posts, classification of the said post and the scale of pay attached thereto shall be as specified in columns (2) to (4) of the said Schedule:

Provided that the Government may vary the number of posts as specified in column (2) of the said Schedule from time to time subject to exigencies of work.

I. Instructions related to Recruitment Rules

3. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said post, age limit, qualifications and other matters connected therewith shall be as specified in columns (5) to (13) of the said Schedule.

4. *Disqualification.*— No person who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the service:

Provided that the Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of this rule.

5. *Power to relax.*— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

6. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

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

Sd/-

Yetindra M. Maralkar,
Additional Secretary (Personnel).

SCHEDULE												
1	2	3	4	5	6	7	8	9	10	11	12	13
Manner of filling up of the post	Number of posts	Class of post	Grade of post	Whether selection post or not	Age limit for direct recruitment	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Person) Rules, 1972	Education and other qualifications required for direct recruitment	Whether age is educational qualification prescribed for the direct recruitment will apply in the case of promotion	Period of probation, if any	Method of recruitment by direct recruitment or by promotion	Minimum period by which transfer is to be made	Class of post to which the person is to be transferred
As sanctioned to the Department	10	Group 'C'	Rs. 5,200-20,280	Yes	Not exceeding 40 years (Relaxable for Government servants upto five years in year in service at the time of recruitment)	Not exceeding 30 of CCS (Person) Rules, 1972	(1) Passed Secondary School Certificate Examination from a recognized Board/Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, from a recognized Institution. Size Course conducted by Industrial Training Institute or equivalent qualification in relevant trade, may be considered in case posts relate to technical work. (2) Knowledge of Konkani, Deshastha, Marathi, Hindi, English, Sanskrit, Urdu, Persian, Arabic, etc. (3) Knowledge of Marathi, Hindi, English, Sanskrit, Urdu, Persian, Arabic, etc. (4) Multi tasking skills such as knowledge of operating office machines including computers.	Not applicable	Not applicable	By direct recruitment or by promotion	Not applicable	Group 'C'

All Heads of Departments/Offices are, therefore, requested to furnish a copy of Recruitment Rules for all the Group 'D' existing in their Departments, alongwith details of duties and qualifications entrusted to the posts and promotional avenues for the posts, if any as to enable this Department to forward the same to the Finance Department to decide as to whether the said O.M. is to be adopted or not.

The details as requested be furnished on or before 11/01/2013 positively Even, nil information should be sent to this Department within the above stipulated date.

Sd/-

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

Department of Personnel

1/49/76-PER (Pt. III)

Dated 29th October, 2012

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, and in supersession of the Government Notification No. 1/49/76-PER dated 7-3-1996, published in the official Gazette Series II No. 14 dated 04-07-1996, the Governor of Goa is hereby pleased to order that the column in the Schedule to the Recruitment Rules for Group 'A' and 'B' posts under the Government of Goa, so far as it relates to knowledge of Konkani and/or Marathi, shall stand amended as follows:—

“(i) Knowledge of Konkani is essential.

Note: in the case of non-availability of suitable candidates with the knowledge of Konkani for the posts in professional colleges, Consultants in Directorate of Health Services and highly technical/scientific posts, this requirement can be relaxed.

(ii) Knowledge of Marathi is desirable”.

This is issued in constitution with the Goa Public Service Commission conveyed vide its letter No. COM/II/13/89/2112 dated 12-10-2012.

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

Sd/-

Yetindra M. Maralkar, Additional Secretary (Personnel).
Panaji, 29th October, 2012.

Department of Personnel

1/6/83-PER (Vol.II) (Pt. III)

Dated 23rd October, 2012

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Governor of Goa hereby amends the Recruitment Rules for Group 'C' posts in various Departments under the Government of Goa, as follows, namely:—

In the Schedules to the Recruitment Rules for the Group 'C' posts in various Departments under the Government of Goa, in the relevant column, for the essential qualification “Higher Secondary School Certificate/Std. XII or equivalent qualification from a recognized institution”, the following shall be substituted, namely:—

“Higher Secondary School Certificate or All Indian Council for Technical Education approved Diploma awarded by a recognized State Board of Technical Education or equivalent qualification from a recognized institution”.

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

Sd/-

Yetindra M. Maralkar, Additional Secretary (Personnel).
Panaji, 23rd October, 2012.

Department of Personnel

No. 1/1/82-PER (Part-VI)

Dated:-02-06-2015

CIRCULAR

A copy of below mentioned Office Memorandum No. I-11019/12/2008-CRD dated 20th November, 2009 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.

Sd/-

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

Ministry of Personnel, Public Grievances and Pensions Department of Personnel and training

No. 1-11019/12/2008-CRD

Dated: November 20, 2009

OFFICE MEMORANDUM

Subject: Attributes of Organized Group 'A' Central Services – Clarification regarding.

1. The Department of Personnel and Training has been receiving number of references seeking clarifications about the attributes and definition of the Organized Group 'A' Central Services. Many service associations have also filed applications in various courts claiming the status of an Organized Group 'A' Service and the consequential benefits. It appears that the difference between an Organized Group 'A' Service and other Services/Cadres has not been appreciated in its true sense. The attributes of an Organized Group 'A' Service are clearly laid down in the existing Monograph on Cadre Management published by this Department. In order however, to remove any doubt, the same are reiterated below:

- (i) The highest cadre post in such services is not below the level of Rs. 37,400 – 67,000 plus Grade pay of Rs. 10,000 (SAG);
- (ii) Such services have all the standard grades namely Rs. 15,600 – 39,100 plus Grade pay Rs. 5,400 (JTS), Rs.15,600 – 39,100 plus Grade pay Rs. 6,600 (STS) Rs.15,600 – 39,100 plus Grade pay Rs. 7,600/Rs. 37,400 – 6,700 plus Grade pay of Rs. 8,700 (JAG/NFSG) and Rs. 37,400 – 67,000 plus Grade pay of Rs. 10,000 (SAG);
- (iii) At least 50% of the vacancies in Junior Time Scale (JTS) in such services are required to be filled by direct recruitment;
- (iv) All the vacancies above JTS and upto SAG level in such services are filled up by promotion from the next lower grade;
- (v) While a service may comprise one or more distinct cadre (s), all such cadres should be governed by composite Service Rules facilitating horizontal and vertical movement of officers of a particular cadre at least upto SAG level. The cadre posts of an Organized Service expressly belong to that service. The posts not belonging to any service are classified as General Central Service and, therefore, an Organized Group 'A' Service cannot have posts/grades classified as General Central Service; and
- (vi) Such a service consists of two distinct components, namely Regular Duty Posts and Reserves. The Reserves are generally of four types, viz (i) Probationary Reserves. (ii) Leave Reserve, (iii) Training reserve and (iv) Deputation Reserve. The various types of reserves are usually created and accounted for in the Junior Time Scale.

Note: The existing Organized Group 'A' Services have evolved over a period of time and may have minor deviations owing to their respective functional requirements. The Services already declared as such need not, however, be reviewed.

1. The above are certain basic attributes of an Organized Group 'A' Service. There is, however, nothing to suggest that the services/cadres fulfilling these criteria would be automatically conferred the status of an Organized Group 'A' Service. An Organized Group 'A' Service is one which is constituted consciously as such by the Cadre Controlling Authorities and such a service can be constituted only through the established procedures.

Sd/-

(Pratima Tyagi)

Under Secretary to the Govt. of India

Finance (Rev. & Cont.) Department

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

Dated:-21-07-2009

To,
The Administrative-cum-Accounts Officer,
River Navigation Department,
Betim – Goa.

Sub: Regarding clarification relating to the benefit of Pay Band-1 of Group 'D' employees.

Sir,

I am directed to refer to your letter dated 08-07-2009, on the above cited subject and to State the Sixth Pay Commission has recommended that all Group 'D' pay scales in the Government will stand up graded to Group 'C' alongwith the incumbents (after suitable retraining, wherever required) with no further recruitment taking place in any of the existing Group 'D' posts. The minimum Grade in which all future recruitments takes place will be the PB-1 (Group 'C' Pay Band of Rs. 5,200-20,200 with the grade pay of Rs. 1,800. The recruitment in this grade will be amongst the candidates possessing minimum qualifications of either 10 or ITI or equivalent. As regards to the type of training to be imparted to the class 'D' staff clear instructions has been given at para 3 of the Circular dated 15-4-2009.

Your faithfully,

Sd/-

(Vasanti H. Parvatkar.)

Under Secretary Finance (R&C)

Department of Personnel

No. 2/3/96-PER

Dated:-17-06-2009

OFFICE MEMORANDUM

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

- 1) All Heads of Departments/Offices
- 2) All Department in the Secretariat

Sd/-

(Umeshchandra. L. Joshi)

Under Secretary (Personnel-I)

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

No. 11012/7/2008-Estt.(A)

Dated 17th April, 2009

OFFICE MEMORANDUM

Subject: Classification of posts under the CCS (CCA) Rules, 1965

Under the Central Civil Services (Classification, Control and Appeal) Rules, 1965, all Central Government posts are classified into four categories, viz. Group "A", "B", "C" and "D". This classification at present is based on the norms prescribed by the Department of Personnel and Training vide S.O. 332(E) dated 20-04-1998 published in the Gazette of India Extraordinary.

2. A per clause (4) Central Civil Services (Revised Pay) Rules, 2008 notified vide notification No. G.S.R. 622(E) dated 29-08-2008, **the pay band grade pay** or the pay scales, as applicable, of every post/grade specified in column 2 of the First Schedule thereto shall be as specified against it in columns 5 and 6 thereof. Consequent upon the notification of the said rules, it has become necessary to prescribe revised norms for categorization of posts into the above mentioned four categories based on the pay band and grade pay or pass scales as applicable, as approved by the Government. Accordingly, an Order classifying the various Central Civil Services posts into Group "A", "B", "C" and "D" based on the revised norms of pay has been notified in the Gazette of India Extraordinary vide S.O. 946(E) dated 09-04-2009. A copy of the order is enclosed. All posts in the Central Civil Services would now stand classified strictly in accordance with the norms of pay band and grade scales as prescribed in the said Order.

3. In some Ministries/Departments, posts may exist which are not classified as per the norms laid down by this Department. If for any specific reason, Ministry/Department proposes to classify the posts differently, it would be necessary for that Department to send a specific proposal to Department of Personnel and Training giving full justification in support of the proposal **with in three months** of this O.M. so that the exceptions to the norms of classifications laid down in S.O. 946(E) dated 09-04-2009 can be notified.

Sd/-

(P. Prabhakaran)

Deputy Secretary to the Government of India

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

No. 11012/7/2008-Estt.(A)

9th April, 2009

ORDER

S.O.946(E).— In exercise of the powers conferred by the proviso to article 309 and clause 5 of article 148 of the Constitution read with rule 6 of the Central Civil Services (Classification, Control and Appeal) Rules, 1965 and in supersession of the notification of the Government of India in the Department of Personnel and Training number S.O. 332(E) dated the 20th day of April, 1998, and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, except as respects things done or omitted to be done before such supersession, the President hereby directs that with effect from the date of publication of this order in the Official Gazette, all civil posts under the Union, shall be classified as follows:-

Sl. No.	Description of Posts	Classification of Posts
(1)	(2)	(3)
1. (a)	A Central Civil post in Cabinet Secretary's scale (Rs. 90000-fixed), Apex Scale (Rs. 80000-fixed) and Higher Administrative Grade plus scale (Rs. 75500-80000); and	
(b)	A Central Civil post carrying the following grade pays:-	Group A

	Rs. 12000, Rs. 10000, Rs. 8900 and Rs. 8700 in the scale of pay of Rs. 37400-67000 in Pay Band-4 and Rs. 7600, Rs. 6600 and Rs. 5400 in the scale of pay of Rs. 15600-39100 in Pay Band-3	
2.	A Central Civil post carrying the following grade pays:- Rs. 5400, Rs.4800, Rs.4600 and Rs. 4200 in the scale of pay of Rs. 9300-34800 in Pay Band-2.	Group B
3.	A Central Civil post carrying the following grade pays:- Rs. 2800, Rs.2400, Rs. 2000, Rs.1900 and Rs. 1800 in the scale of pay of Rs. 5200-20200 in Pay Band-1	Group C
4.	A Central Civil post carrying the following grade pays:- Rs. 1300, Rs.1400, Rs.1600, Rs.1650 in the scale of pay of Rs. 4440-7440 in 1.5 scale.	Group D (till the posts are upgraded)

Explanation: For the purpose of this order Pay Band, in relation to a post, means the running Pay Bands specified in Part-A, Section 1 of column 5 of the First Schedule to the Central Civil Services (Revised Pay) Rules, 2008.

Sd/-

C. B. Paliwal, Jt. Secy.

Finance (Rev.& Cont) Department

No. 8/21/2008-Fin (R&C) Part I

Dated:-15-04-2009

CIRCULAR

Sub: 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 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 1-S 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 of Rs. 1,800.

Such of those existing Group 'D' employees who do not possess the revised minimum qualification for entry into PB-I would be refrained by the concerned Department preferably within a period of 6 months so that payment of arrears on account of up gradation 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. 1,800 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-à-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' employee in a higher pre-revised pay scale being placed higher vis-à-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 Department 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 qualifications recommended by the Sixth Pay Commission, as early as possible, so that payments of arrears on account of up gradations are not delayed

Sd/-

(Vasanti H. Parvatkar.)

Department of Personnel

No. 1/49/76-PER,

Dated 6th October, 2000**CIRCULAR**

1. It has been observed that many of the Government departments have been advertising vacancies for various posts in the Government departments without incorporating 'Knowledge of Konkani' as essential qualification and "Knowledge of Marathi" as desirable qualification thereby ignoring the provisions contained in the Government Notifications no. 1/49/76-PER dated 7-3-1996 issued by the Personnel Department.

2. It is once again enjoined on all Heads of Departments/Offices to ensure that the provisions of the above notification are strictly followed while inviting applications for various posts in the Government departments under all concerned Recruitment Rules failure on the part of the departments to do so will be viewed seriously.

3. It is also observed that some of the Governments departments/Departments in the Secretariat have framed Recruitment Rules for Semi-Government Bodies/Autonomous Bodies like PDAs, Municipalities etc. and they are hereby directed to modify the similar provisions on the line of the above said notifications within one month so as to be in conformity with the Government Policy.

4. Director of Education and Director of Higher Education are also directed to modify the Recruitment Rules for the aided schools and colleges in a like manner within a month.

5. Moreover, Government Corporations and statutory Bodies are also hereby requested to modify their Recruitment Rules in a similar manner.

Sd/-
(Ashoke Nath)
Chief Secretary

Department of Personnel

No. 1/49/79-PER,

Dated 7th March 1996**NOTIFICATION**

Read: Notification No. 1/49/76-PER dated 1-11-1995.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is pleased to order that in the Recruitment Rules for Group 'C' and 'D' posts under the Government of Goa, Column 7, so far as it relates to knowledge of Konkani and/or Marathi, shall stand amended as follows;

"(i) Knowledge of Konkani is essential.

(ii) Knowledge of Marathi is desirable."

By order and in the name of
the Governor of Goa.
Sd/-
(S.S Keshkamat)
Joint Secretary (Personnel)

Department of Personnel

No. 1/49/79-PER,

Dated 1st November, 1995**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is pleased to make the following amendment to the Recruitment Rules for all Group 'C' and 'D' posts in various Departments under the Government of Goa, namely:

In the Schedule annexed to the Recruitment Rules for various Group 'C' and Group 'D' posts under the Government of Goa, in column 7, wherever knowledge of Konkani is prescribed as a desirable

qualification or wherever the requirement of Knowledge of Konkani is not prescribed, "Knowledge of Konkani" shall be incorporated as an essential qualification.

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

Sd/-

(B. N Bhat)

Under Secretary (Personnel)

Department of Personnel

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

Dated 11th April, 1988

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Government of Goa hereby amends all the rules relating to recruitment to all Group 'C' and 'D' post under this Administration (hereinafter called the ('said Rules') as follows, namely:

In the Schedule appended to the said Rules, after the existing entry in column 11, the following note shall be added, namely:

Note: In computing the regular service in the grade the ad-hoc service, if followed without break by regular appointment, shall be treated as regular services of the purpose of promotion:

Provided that where any official is considered for promotion, all persons senior to him in the grade have successfully completed the period of probation shall also be considered notwithstanding the length of service rendered by them in the grade.

Provided further that the ad-hoc appointment referred to above has been made after having complied with the following criteria:

- i) there existed a regular vacancy;
- ii) the appointment was made as per then notified Recruitment Rules;
- iii) the appointment was made on the recommendations of a duly constituted DSC/DPC and all eligible candidates as sponsored by Employment Exchange or falling in the zone of consideration, as the case may be, were considered.

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

Sd/-

(A.V. Pimenta)

Under Secretary (Personnel)

Department of Personnel & A.R

No. 1/20/74-PER (Vol. III)

Dated:- 20-11-1985

OFFICE MEMORANDUM

1. A reference was made to the Union Public Service Commission about the effect of an amendment to the existing Recruitment Rules while considering eligible candidates for promotion against vacancies in a grade existing on a particular time prior to the amendment to the existing Recruitment Rules.

2. The clarification given by the Commission is hereby reproduced for information and guidance:

As per the established practice, vacancies in a grade existing on a particular time are to be filled in accordance with the Recruitment Rules then prevalent.

Sd/-

(N.P. Gaunkar)

Under Secretary (Personnel)

Special Department

No. SPL-Est-2065

Dated 31/12/1973

CIRCULAR

All Heads of Department/Offices are aware that the educational qualifications prescribed in the Recruitment Rules for various class IV posts in "Middle Class".

A question has been raised as to which standard "Middle Class" is equivalent where S.S.C.E. is 11th Standard and also where S.S.C.E. is 10th Standard for purpose of employment in Government service.

On a reference made to the Government of India, Ministry of Education and Social Welfare, New Delhi, it has been clarified that the middle stage is the stage the passing of which entitles one to be admitted to the Secondary stage and its duration, which is normally 7 to 8 years, is not dependent on the total duration of the School course. Since the middle stage in this Union Territory extends over seven years of schooling within 11 years of Secondary education, it has been decided that a pass in 7th standard be treated as equivalent to pass in "Middle Class" for purpose of employment in Government service.

Sd/-

(M.K. Bhandare)

Deputy Secretary (Appointment)

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PERSONNEL DEPARTMENT

II. AGE**Department of Personnel**

No. 1/49/76-PER

Dated:-05-08-2016

CIRCULAR

The Government vide Notification No.1/49/76-PER dated 23-06-2016 published in the Official Gazette Series I No. 12 dated 23-06-2015 has enhanced the upper age limit for Group 'A' and 'B' posts from present 40 years to 45 years.

Further, it has been decided that the cases in which the posts have been advertised for recruitment under the above mentioned categories by any department and if the last date for receipt of application is yet not over, the department shall issue a corrigendum in the form of notification in the press informing about the relaxation of the age by the Government and also by extending the last date for filling application by 10 days.

It is, therefore, enjoined upon all the Head of Department/Officers to take appropriate action in view of the above decision of the Government.

Sd/-
(Yentindra M. Maralkar)
Additional Secretary (Personnel)

Department of Personnel

No. 1/49/76-PER (Pt.II)

Dated: 24-06-2016

CIRCULAR

The Government vide Notification No.1/49/76-PER (Pt. II) dated 23-06-2016 has enhanced the upper age limit for Group 'C' and 'D' posts from present 40 years to 45 years, which shall come into force from the date of its publication in the Official Gazette.

Further, it has been decided that the cases in which the posts have been advertised for recruitment under the above mentioned categories by any department and if the last date for receipt of application is yet not over, the department shall issue a corrigendum in the form of notification in the press informing about the relaxation of the age by the Government and also by extending the last date for filling application by 10 days.

It is, therefore, enjoined upon all the Head of Department/Officers to take appropriate action in view of the above decision of the Government.

Sd/-
(Meghana Shetgaonkar)
Under Secretary (Personnel -I)

Department of Personnel

No. 1-49-76-PER

Dated: 23rd June, 2016

- Read: (1) Government Notification No. 1/49/ 76-PER (Pt. II) dated 16-10-2012, published in the Official Gazette, Series I No. 29 dated 18-10-2012; and
- (2) Government Notification No. 1/ /49/76-PER (Pt. II) dated 12-11-2014, published in the Official Gazette, Series I No. 34 dated 20-11-2014.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India and in consultation with the Goa Public Service Commission conveyed vide its letter No. COM/13/54(1)/2014/495 dated 15-06-2016, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'A' and 'B' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group 'A' and 'B' posts under the Government of Goa, for the existing entry prescribing age limit in the relevant column, the following entry shall be substituted, namely:—

“Not exceeding 45 years (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time).

Note: This shall not be applicable to Group 'A' and 'B' posts wherever the present age limit is above 40 years”.

This Notification shall come into force from the date of its publication in the Official Gazette and is issued in supersession of the Government Notification No. 1-49-76-PER dated 06-06-2001, published in the Official Gazette, Series I No. 11 dated 14-6-2001.

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

Sd/-

Yetindra M. Maralkar,
Additional Secretary (Personnel)

Department of Personnel

No. 1-49-76-PER

Dated: 23rd June, 2016

- Read: (1) Government Notification No. 1/49/ 76-PER (Pt. II) dated 06-08-2012, published in the Official Gazette, Series I No. 19 dated 09-08-2012; and
(2) Government Notification No. 1/49/76-PER (Pt. II) dated 28-10-2014, published in the Official Gazette, Series I No. 31 dated 30-10-2014.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the constitution of India the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'C' and 'D' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group 'C' and 'D' posts under the Government of Goa, for the existing entry prescribing age limit in the relevant column, the following entry shall be substituted, namely:—

“Not exceeding 45 years (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government from time to time).

Note: This shall not be applicable to Group 'C' and 'D' posts wherever the present age limit is below 40 years”.

This Notification shall come into force from the date of its publication in the Official Gazette and is issued in supersession of the Government Notification No. 1-49-76-PER dated 09-04-2001, published in the Official Gazette, Series I No. 7 dated 17-5-2001.

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

Sd/-

Yetindra M. Maralkar,
Additional Secretary (Personnel)

Department of Personnel

No. 1-49-76-PER (Pt. II)

Dated: 12th November, 2014

Read: (1) Government Notification No. 1/49/76-PER (Pt. II) dated 16-10-2012, published in the Official Gazette, Series I No. 29 dated 18-10-2012.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in consultation with the Goa Public Service Commission conveyed vide its letter No. COM/II/13/54(1)/2014/1867 dated 7-11-2014, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'A' and 'B' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group 'A' and 'B' posts under the Government of Goa, for the existing entry prescribing age limit in the relevant column, the following entry shall be substituted, namely:—

“Not exceeding 42 years (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)”.

Note: (1) This shall not be applicable to Group 'A' and 'B' posts wherever the present age limit is above 40 years.

(2) This Notification shall come into force from the date of its publication in the Official Gazette and shall remain in force for a period of one year from the date of its commencement.

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

Sd/-

Yetindra M. Maralkar,
Additional Secretary (Personnel)

Department of Personnel

No. 1-49-76-PER (Pt. II)

Dated: 28th October, 2014

Read: (1) Government Notification No. 1/49/76-PER (Pt. II) dated 6-8-2012, published in the Official Gazette, Series I No. 19 dated 9-8-2012.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'C' and 'D' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group 'C' and 'D' posts under the Government of Goa, the existing age limit in the column prescribed for direct recruitment shall be enhanced by two years.

The relaxation in age limit provided to Government servants and other categories of personnel, wherever applicable, shall be in addition to the above increase in age limit of two years.

This Notification shall come into force from the date of its publication in the Official Gazette and shall remain in force for a period of one year from the date of its commencement.

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

Sd/-

Yetindra M. Maralkar,
Additional Secretary (Personnel)

Department of Personnel

No. 1-49-76-PER (Pt. II)

Dated: 16th October, 2012**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India and in consultation with the Goa Public Service Commission conveyed vide its letter No. COM/II/13/89/1085 dated 5-9-2012, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'A' and 'B' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group "A" and "B" posts under the Government of Goa, for the existing entry prescribing age limit in the relevant column, the following entry shall be substituted, namely:—

"Not exceeding 42 years (relaxable for Government servants upto five years in accordance with the instructions or orders issued by the Government)".

Note: (1) This shall not be applicable to Group 'A' and 'B' posts wherever the present age limit is above 40 years.

(2) This Notification shall come into force from the date of its publication in the Official Gazette and shall remain in force for a period of two years from the date of its commencement.

By order and in the name
of the Governor of Goa.
Sd/-
Yetindra M. Maralkar,
Additional Secretary (Personnel).

Department of Personnel

No. 1-49-76-PER (Pt. II)

Dated: 6th August, 2012**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'C' and 'D' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group 'C' and 'D' posts under the Government of Goa, the existing age limit in the column prescribed for direct recruitment shall be enhanced by two years.

The relaxation in age limit provided to Government servants and other categories of personnel wherever applicable shall be in addition to the above increase in age limit of two years.

This notification shall come into force from the date of its publication in the Official Gazette and shall remain in force for a period of two years from the date of its commencement.

By order and in the name
of the Governor of Goa.
Sd/-
Yetindra M. Maralkar,
Additional Secretary (Personnel)

Department of Personnel

No. 1-49-76-PER

Dated: 6th June, 2001**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in consultation with the Goa Public Service Commission conveyed vide their letter No. COM/ /II/13/89 dated 23-4-2001, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'A' and 'B' posts in various Departments under the Government of Goa, as follows:-

In the Schedule annexed to the Recruitment Rules for various Groups 'A' and 'B' posts under the Government of Goa, for the existing entry in column (6), the following entry shall be substituted, namely:—

"Not exceeding 40 years (relaxable for Government servants by five years in accordance with the instructions or orders issued by the Government)."

Note:— This shall not be applicable to Group 'A' and 'B' posts wherever the present age limit is above 35 years.

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

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

Department of Personnel

No. 1-49-76-PER

Dated: 9th April, 2001**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is hereby pleased to make the following amendment to the Recruitment Rules for Group 'C' and Group 'D' posts in various Departments under the Government of Goa, as follows:—

In the Schedule annexed to the Recruitment Rules for various Group 'C' and Group 'D' posts under the Government of Goa, for the existing entry in column (6), the following entry shall be substituted, namely:—

"Not exceeding 40 years (relaxable for Government servants by five years in accordance with the instructions or orders issued by the Government)".

NOTE: This shall not be applicable to Group 'C' and 'D' posts wherever the present age limit is below 35 years.

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

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

Department of Personnel

No. 1/49/76-PER (Pt. II)

Dated:- 10-10-2000

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitutions, the Governor of Goa is pleased to make the following amendment to Recruitment Rules for Group 'A' and 'B' posts in various Departments under the Government of Goa, as follows:

In the Schedule annexed to the Recruitment Rules for various Group 'A' and 'B' posts under the Government of Goa after the existing entry in column number (6), the following shall be added, namely:

“Note: persons who have crossed the age of 35 years and are on the live register of the Employment Exchange as on the date of this Notification, shall be given relaxation of 5 years for employment in Government service.

Whenever such persons apply for Group 'A' and Group 'B' posts, their applications shall be accompanied by (i) the Employment registration; and (ii) Evidence to the effect that they are on the live register of the Employment Exchange as on date”.

This issues with the approval of the Goa Public Service Commission vide their letter No. Com/II/13/80 dated 12-9-2000.

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

Sd/-

(D.M. Borkar)

Under Secretary (Personnel)

Department of Personnel

No. 1/49/76-PER (Pt. II)

Dated 29th August, 2000

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is pleased to make the following amendment to Recruitment Rules for Group 'C' and 'D' posts in various Departments under the Government of Goa, as follows:

In the Schedule annexed to the Recruitment Rules for various Group 'C' and 'D' posts under the Government of Goa, after the existing entry in column number (6), the following shall be added, namely:

“Note: Persons who have crossed the age of 35 years and are on the live register of the Employment Exchange on the date of this notification shall be given relaxation of 5 years for employment in Government service.”

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

Sd/-

(D. M. Borkar)

Under Secretary (Personnel)

Department of Personnel

No. 1/49/76-PER

Dated 8th April, 1999

OFFICE MEMORANDUM

A copy of the O.M. No. 43019/28/86-Estt(D) dated 1-2-1999 received from the Government of India, Ministry of Personnel Public Grievances and Pension (Department of Personnel and Training), regarding grant of age concession to blind, deaf-mute and orthopaedically handicapped persons for appointment to posts/services filled through open Competitive Examination is transcribed below.

The Government of Goa is pleased to adopt the instructions contained therein and make it applicable to the employees of this State with immediate effect.

Sd/-

(G. J. Prabhudesai)

Joint Secretary (Personnel)

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

No. 43019/28/86-Estt(D)

February 1-1999

OFFICE MEMORANDUM

Subject: Grant of age concession to blind, deaf-mute and orthopaedically handicapped persons for appointment to posts services filled through open Competitive Examination.

The undersigned has been directed to invite reference to the Department of Personnel and Training Office Memorandum No. 15012/6/77-Estt(D) dated July 27-1995 (copies enclosed) on the afore-mentioned subject and to say that the question whether relaxation in the upper age limit should be granted to physically handicapped persons for appointment to various post/services under the Central Government filled through open Competitive Examination has been considered in consultation with the Union Public Service Commission and the Comptroller and Auditor General of India. It has now been decided to allow relaxation of ten years (15 years for SC/ST and 13 years for OBC) in the upper age limit to blind, deaf-mute and orthopaedically handicapped persons for appointment to all civil posts/services under the Central Government filled through Open Competitive Examination.

Sd/-
(K.K. JHA)
Director (Establishment)

Social Welfare Department

No. 13/1/96-SWD

Dated:- 27-12-1996

NOTIFICATION

Government is pleased to relax the upper age limit prescribed for direct recruitment by 3 years in respect of candidates belonging to Other Backward Classes to fill up the vacancies reserved for them. Government is also pleased to provide relaxation of Standard in written examination and interview to fill up the quota reserved for Other Backward Classes.

This will come into effect immediately and will be applicable to all Government Departments, State owned undertakings and Organization/Institutions wherever reservation is applicable.

By order and in the name of
the Governor of Goa.
Sd/-
(E. Silveira)
Under Secretary to the
Government of Goa Social Welfare

Department of Personnel

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

Dated 2nd March, 1990

OFFICE MEMORANDUM

A copy of the Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training O.M. No. 15012/1/88-Estt.(D) dated 30th January, 1990 is hereby forwarded for information & guidance to:

1. All Heads of Department/Offices.
2. All Departments in the Secretariat.

Sd/-
(Smt. Prabha Chandran)
Under Secretary (Personnel)

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

No. 15012/1/88-Estt.(D)

Dated:- 30-01-1990

OFFICE MEMORANDUM

Subject: Relaxation of Upper Age Limit for Departmental Candidates for Group 'C' and 'D' posts.

The undersigned is directed to say that this Department's O.M. dated 20th May, 1988 provides that departmental candidates may be allowed to compete alongwith candidates from open market for appointment to Group 'C' posts upto the age of 40 years in the cases of general candidates and 45 years in the case of candidates belonging to Scheduled Castes and Scheduled Tribes Subject to the usual condition that the Group 'C' posts to which direct recruitment is being made are in the same line or allied cadres and that a relation ship could be established that service rendered in the post will be useful for efficient discharge of the duties in other categories of posts. It has been decided to extend this concessions for departmental candidates for appointment to Group 'D' posts also subject to the same conditions.

2. it is also clarified that the age-relaxation upto 40/45 years, as the case may be, for appointment to Group 'C' and Group 'D' post will be available only to those departmental candidates who have rendered at least 3 years continuous service under Government.

Sd/-
(K. Sarkar)
Deputy Secretary

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

No. 15012/1/88-Estt.(D)

Dated 20th May, 1988**OFFICE MEMORANDUM**

Subject: Relaxation of Upper Age Limit for Departmental Candidates to Group 'C' posts.

1. The undersigned is directed to invite attention to the instructions contained in this Department O.M. No. F. 4/4/74-Estt. (D) dated the 20th July, 1976, and the Office Memorandum of the same number dated 9th April, 1981, regarding relaxation of age limits for Departmental candidates for appointment to Group 'C' and 'D' posts.

2. The staff Side of the National Council suggested for appointment that the age limit for the departmental candidates for appointment to Group 'C' and 'D' posts should be liberalized. They contended that in the case of Group 'D' employees there is no scope for promotion in the normal course and there is justification to increase the age limit at least for the Government servant to compete for higher grades by direct recruitment. The matter has been carefully examined and it has been decided that the departmental candidates may be allowed to compete along with candidates from the open market up to the age of 40 years for Group 'C' posts in the case of general candidates and 45 years in the case of Scheduled Castes and Scheduled Tribes. This concession will be subject to the usual conditions that the direct recruitment posts in Group 'C' posts are in the same line or allied cadres and a relationship could be established that service rendered in the posts will be useful for efficient discharge of duties in the other categories of posts.

3. The Ministry of Finance etc. are requested to bring the above decision to the notice of all the attached and subordinate offices under them for guidance.

Sd/-
(M.V. Kesavan)
Director

Department of Personnel

No. 1-49-76-PER

Dated: 13th July, 1989**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in consultation with the Goa Public Service Commission vide their letter. No. COM/II/13/42(2)/89 dated 7-6-1989, the Governor of Goa is pleased to make the following amendments to the Recruitment Rules to the Group 'B' posts in various Departments under the Government of Goa.

In the Schedule annexed to the Recruitment Rules to various Group 'B' posts under the Government of Goa, for the existing entry under column 6, the following entry shall be substituted, namely:—

"Not exceeding 35 years (relaxable for Government servants by five years in accordance with the instructions or orders issued by the Government)".

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

Sd/-
(Smt. Prabha Chandran)
Under Secretary (Personnel).

Department of Personnel

No. 1-49-76-PER

Dated: 20th March, 1989**NOTIFICATION**

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa. is pleased to make the following amendment to Recruitment 'Rules for Group 'C' and Group 'D' posts in various Departments under the Government of Goa.

In the Schedule annexed to the Recruitment Rules for various Group 'C' and Group 'D', posts under the Government of Goa, for the existing entry under column 6, the following entry shall be substituted, namely:—

"Not exceeding 35 years (relaxable for Government servants by five years in accordance with the instructions or orders issued by the Government)".

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

Sd/-
Smt. Prabha Chandran,
Under Secretary (Personnel).

Department of Personnel

No. 2/38/75-PER

Dated 13th November 1987

A copy of the under mentioned papers are forwarded for information and guidance to:

1. All Heads of Department/Offices.
2. All Departments in the Secretariat, Panaji.

Sd/-
(Smt. Prabha Chandran)
Under Secretary (Personnel)

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

New Delhi,

No. 15034/13/887-Estt.(D)

Dated:- 07-10-1987

OFFICE MEMORANDUM

Subject: Relaxation of upper age limit for departmental candidates for appointment to Group 'C' and 'D' posts.

1. The undersigned is directed to say that as per this Department O.M. No. F. 4/4/74-Estt. (D) dated the 20th July, 1976, read with the O.M. No. 35014/4/79-Estt(D) dated 24th October, 1985, age

relaxation upto 35 years is available for the departmental candidates in direct recruitment to Group 'C' and 'D' posts/services. The age relaxation is admissible to all those departmental candidates who have rendered at least 3 years' continuous service and who are working in posts which are in the same line or allied cadres and where a relationship could be established that the service already rendered in a particular post will be useful for the efficient discharge of the duties of the posts recruitment to which has been advertised. The question of determining the same line or allied cadres has been left to be decided by the administrative Ministries/Departments in such cases.

2. The staff Selection Commission makes recruitment to all Group 'C' non-technical posts. With a view to reducing delays in processing of applications submitted by departmental candidates with reference to advertisements issued by SSC, it has been decided that it will be entirely within the discretion of the Staff Selection Commission to take a view whether the nexus principle is satisfied or not individual cases, whether the duties of the posts concerned are not clear, the Commission may consult the organizations in which the posts in question are located.

3. All the Ministries/Departments are requested to bring this decision to the notice of all the Attached/Subordinate Office under their administrative control for their guidance.

Sd/-

(K.S.R Krishna Rao)

Deputy Secretary to the Govt. of India

Department of Personnel

No. 1-56-76-PER (Part)

Dated: 6th March, 1986

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution read with the Government of India, Ministry of External Affairs Notification No. F. 7 (11) 62-Goa dated 25th July, 1963, and in supersession of Notification No. 1/56/76-PER (Part) dated 12th March, 1984 and published in the Official Gazette, Series I, No. 1, dated 5th April, 1984, the Lieutenant Governor of Goa, Daman and Diu hereby makes the following amendment to all the existing Recruitment Rules governing recruitment to Group 'C' and Group 'D' posts in the Union Territory of Goa, Daman and Diu, namely:—

In the Schedule appended to all the existing Recruitment Rules for the various Group 'C' and Group 'D' posts under this Administration for the entry under column 6, relating to relaxation of age limit the following entry shall be substituted, namely:—

"The upper age limit shall be relaxable for Government servants upto the age of 35 years in accordance with the instructions or orders issued by the Central Government".

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

Daman and Diu.

Sd/-

N. P. Gaunekar

Under Secretary (Personnel)

Department of Personnel

No. 2/38/75-PER

Dated 26th November 1985

OFFICE MEMORANDUM

A copy of the Government of India, Ministry of Personnel Training, Administrative Reforms and Public Grievances & Pensions, Office Memorandum No. 35014/4/79-Estt.(D) dated 24th October, 1985, regarding Relaxation of upper age limit for departmental candidates for appointment to Group 'C' & 'B' posts in their own Department is forwarded herewith for information and guidance to:

1. All Heads of Department/Offices.
2. All Departments in the Secretariat, Panaji.

Sd/-
(N.P. Gaunekar)
Under Secretary (Personnel)

**Ministry of Personnel, & Training, Admn. Reform
And Public Grievance and Pensions
(Department of Personnel & Training)**

No. 35014/4/79-Estt.(D)

Dated 24th October, 1985

OFFICE MEMORANDUM

Subject: Relaxation of upper age limit for departmental candidates for appointment to Group 'C' and 'D' posts in their own Department.

1. The undersigned is directed to say that as per this Department O.M. No. F. 4/4/74-Estt. (D) dated the 20th July, 1976, (copy enclosed) the age relaxation upto 35 years in favour departmental candidates for direct recruitment in group 'C' and 'D' posts/services will be available for the posts under the control of the same Ministry/Department.

2. On a review of the above mentioned instructions, it is observed that the requirement of there being a nexus between the duties of the post to which recruitment is being made and those of the post held by the departmental candidate for availing of the age concession, is met even if the earlier service was under some other Ministry/Department as the duties of common posts, e. g. Clerk, are same by and large, in all the Ministries/Departments. This restriction of consideration of the department candidates to the vacancies under the same Ministry/Department seems to be unnecessary. Accordingly, it has been decided they the words "and the age relaxation will be available for the posts under the control of the same Ministry/Department" appearing in the last sentence of para 2 of this Department's O.M. dated 20th July 1976 shall be omitted.

3. All other conditions for eligibility to avail of the age concession stipulated in the above mentioned O.M. will continue to be applicable. The specific provisions relating to age relaxations already existing in the recruitment rules for different services will continue to be operative.

4. Ministry/Departments are requested to bring the above decision to the notice of all the Attached/Subordinate Offices under their control for their guidance.

Sd/-
(K.S.R Krishna Rao)
Deputy Secretary to the Govt. of India

**Ministry of Home Affairs
(Department of Personnel & A.R)**

No. F4/4/74-Estt(D)

Dated 20th July, 1976

OFFICE MEMORANDUM

Subject: Relaxation of upper age limit for departmental Candidates for appointment to Group 'C' and 'D' posts in their own Department.

1. The undersigned is directed to say that the staff Side of the National Council (JCM) had suggested that the Departmental Candidates who possess the prescribed qualifications may be allowed to compete with relaxed age limit with the nominees of Employment Exchange/open market candidates for higher posts which are to be filled by direct recruitment in any office in the same department.

2. The request made by the Staff Side of the National Council (JCM) has now been examined and it has been decided that for direct recruitment in Group 'C' and 'D' posts/services, the upper age

limit will be relaxable upto the age of 35 years in respect of persons who are working in posts which are in the same line or allied cadres and where a relationship could be established that services rendered in the Department will be useful for efficient discharge of the duties in other categories of posts in the same Department. The age concession will be admissible only where an employee has rendered not less than three years continuous service in the same Department. The question of determining the same line or allied cadres is, however, left to be decided by each Ministry/Department and the age relaxation will be available for the posts under the control of the same Ministry/Department.

3. The existing age concessions available to Group 'D' employees for appointment to Group 'C' posts and to clerks for appointment as Stenographers in the Central Secretariat Stenographers Service and only other existing concession shall continue.

4. The Ministry of Finance etc. are requested to bring the above decisions to the notice of all the attached and subordinate offices under them for their guidance.

Sd/-

(T. G. Gothi)

Under Secretary to the Govt. of India

PERSONNEL DEPARTMENT

Reservation/Maintenance of Roster

PERSONNEL DEPARTMENT

General Administration Department

No. 35/1/2018-GAD-III/1217

Dated: 14/07/2021

READ: Letter No.01/2020-21/UDID/992 dated 2/7/2021.

C I R C U L A R

The Ministry of Social Justice and Empowerment, Department of Empowerment of Persons with Disabilities, Government of India, New Delhi has launched Unique Disability Identity Card (UDID) Project under which Person with Disabilities are being issued identity card directly by the Ministry which can be used by the Person with Disabilities throughout India for the purpose of availing various benefits provided by central and various State Government for their empowerment.

The said “implementation of Unique Disability Identity Card (UDID)” project is accessible at <http://www.swavlambancard.gov.in/pwd/application>.

All the Head of Departments/Corporations/Commissions/Autonomous Bodies/Grant-In-Aid institutions in the State of Goa are therefore requested to bring the above content of the Circular to the notice of the staff under their control to support the Persons with Disabilities working in their respective departments in filling up of the UDID form online on web portal using their own office infrastructure. Further, it is also requested that the compliance of registration of PwD may be forwarded to the Directorate of Social Welfare within 15 days of receipt of this circular for smooth implementation of the Unique Disability ID (UDID) project in the State of Goa.

In case of any queries on implementation of Unique Disability Identity Card (UDID), the Departments may call on 0832-2223784/0832-223225.

Sd/-
(Shripad Arlekar)
Under Secretary (GA)

Directorate of Social Welfare

No. 13/7/2020/BC/SWD/NCSC 835

Dated: 18/06/2021

O R D E R

In pursuance to the directions issued by the National Commission for Scheduled Castes Government of India New Delhi vide their letter no. 39/Misc-2/IGR Committee/2020/SSW-I dated 29/07/2020 the Government of Goa is pleased to constitute a State Level Internal Grievances Redressal Committee in order to redress internal grievances related to service/employment of scheduled caste employees at various Government Department/Autonomous Bodies coming under the administrative control of Government of Goa.

(i)	Shri Nikhil Desai	Chairperson
(ii)	Dr. Uday N. Kudalkar	Member (SC)
(iii)	Smt. Sneha S. Morajkar	Member (SC)
(iv)	Shri Harish Adconkar	Member
(v)	Shri Rajan Satardekar	Member (SC)

By order and in the name of
Governor of Goa

Sd/-
(Umeshchandra Joshi)
DIRECTOR OF SOCIAL WELFARE
& EX-OFFICIO JOINT SECRETARY

Department of Home

No.11/13/91-HD(G)/Vol.I/858

Dated:- 23-03-2021

NOTIFICATION

- Read: (1) Notification No.11/13/91-HD (G) dated 20-08-2013 published in the Official Gazette Series I No.22 dated 29-08-2013
(2) Notification No.11/13/91-HD (G)/1485 dated 18-05-2015 published in the Official Gazette Series I No.8 dated 21-05-2015.
(3) Notification No.11/13/91-HD (G)/2028 dated 15-06-2016 published in the Official Gazette Series I No.12 dated 23-06-2016
(4) Notification No.11/13/91-HD (G)/1226 dated 02-05-2017 published in Official Gazette Series I No.6 dated 11-05-2017.
(5) Notification No.11/13/91-HD (G)/Vol-I/1941 dated 11-07-2019

The Government of Goa vide Notification No.11/13/91-HD(G) dated 20-08-2013, published in Official Gazette, Series I No.22 dated 29-08-2013 (hereinafter called the "Principal Notification") framed the scheme for providing employment in Government to the children of freedom fighters as announced in the Budget Speech 2013-14. The Government desired that the continuity of the said Scheme is essential to bestow the benefits under the said Scheme to the children of Freedom Fighters registered with the Home Department, the Government of Goa is pleased to amend the said Scheme as under:

Amendment of clause 3

Clause 3 (c) of the said scheme shall be read as under:

" (c) However, the prevalent reservation of 2% points under Group 'A' and 'B' based on roster points shall continue vis-a-vis posts filled through GPSC for further period of two years w.e.f. 1st March, 2021".

Amendment of clause 5

Below mentioned clause (c) shall be added after clause 5 (b)

" (c) All eligible candidates who are registered with the department shall be temporarily engaged by the Goa Human Resource Development Corporation as per their qualification, till such time that they are provided employment benefits under the scheme".

Amendment of clause 6

Below mentioned clause shall be added after clause 6 (c)

“(d) The relevant Recruitment Rules shall be relaxed to provide employment benefits to such eligible candidates, registered under the scheme who do not possess the requisite qualification, on case to case basis”.

Amendment of clause 7

Clause 7 of the scheme shall be read as under:

“ The scheme shall be valid for further period of two years w.e.f. 01-03-2021 to 28-02-2023”.

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

Sd/-

Eshant V. Sawant

Under Secretary (Home-II).

Social Welfare Department

No.50-300-2013-14-HC/5813

Dated 06/04/2020

CIRCULAR

Sub : Banning the use of the Expression “Handicapped”

The Chief Commissioner of Persons with Disabilities hereby seeks to impress upon you the need for discouraging and banning the use of the expression “Handicapped” at least in the context of official correspondence, official reports, Government institutions, Organizations etc. It goes without saying that the expression “Handicapped” violates and undermines the dignity of Persons with Disabilities which is so manifestly against the spirit of the Constitution of India.

Moreover, the use of such other expressions as “Differently Abled” should also be discouraged as such an expression harps more on the differentiability dimension at a time when we need to promote equality dimension. In addition, no two living entities under the sun are uniformly Abled or uniformly disabled in all respects. In that sense, each one of us, regardless of our ability or disability, happens to be unique and different. Therefore, it is erroneous to single out and to describe only the persons with Disabilities as “Differently abled”.

In view of above, it would be appropriate to describe such persons as “Persons with Disabilities” or for that matter, as “Persons with Blindness”, “Persons with Speech and Hearing impairment”, “Persons with Locomotor Disabilities” etc whichever such description is both necessary and relevant.

It is therefore, enjoyed upon all the Heads of Government Department, Autonomous bodies, Municipalities/Panchayats, Commissions, Corporations, Aided/Non-Aided Educational Institutions to strictly refrain from using/exhibiting the words “Handicapped”, “Differently abled” etc and follow the above instruction strictly

Sd/-

(Umeshchandra Joshi)

**Director of Social Welfare
Ex-Officio Joint Secretary (SW)**

Social Welfare Department

No. 61-02-2019-BC/DSW/RES/PART/5723

Dated:- 16-03-2020

To,

All Heads of Departments/
PSUS/Autonomous Bodies

Sub:- **Regarding reservation for Economically Weaker Section (E.W.S.)**

Sir,

In pursuance to O.M. No. 36039/1/2019-Estt(Res.) dated 19/01/2019 issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi and in continuation to our O.M. No.61-02-2019-BC/DSW/RES/977 dated 21/06/2019, I am to enclose herewith the list of points earmarked for Economically Weaker Sections for the purpose of Reservation for Roster to be maintained by all the Govt. Departments and their subordinate Offices for compliance. The above mentioned list of points has been approved by the Government.

Yours faithfully,

Sd/-

(Umeshchandra Joshi)
Director of Social Welfare
Ex-Officio Joint Secretary

Encl:- As above

ROSTER POINTS**ANNEXURE**

RO STER No.	SC 2%	ST 12%	OBC 27%	EWS 10%	CATEGORY FOR WHICH EARMARKED	ROSTER NO.	SC 2%	ST 12%	OBC 27%	EWS 10%	CATEGORY FOR WHICH EARMARKED
1	0.02	0.12	0.27	0.1	UR	51	1.02	6.12	13.77	5.1	UR
2	0.04	0.24	0.54	0.2	UR	52	1.04	6.24	14.04	5.2	UR
3	0.06	0.36	0.81	0.3	UR	53	1.06	6.36	14.31	5.3	OBC-14
4	0.08	0.48	1.08	0.4	OBC-1	54	1.08	6.48	14.58	5.4	UR
5	0.1	0.6	1.35	0.5	UR	55	1.1	6.6	14.85	5.5	UR
6	0.12	0.72	1.62	0.6	UR	56	1.12	6.72	15.12	5.6	OBC-15
7	0.14	0.84	1.89	0.7	UR	57	1.14	6.84	15.39	5.7	UR
8	0.16	0.96	2.16	0.8	OBC-2	58	1.16	6.96	15.66	5.8	UR
9	0.18	1.08	2.43	0.9	ST-1	59	1.18	7.08	15.93	5.9	ST-7
10	0.2	1.2	2.7	1	EWS-1	60	1.2	7.2	16.2	6	OBC-16
11	0.22	1.32	2.97	1.1	UR	61	1.22	7.32	16.47	6.1	EWS-6
12	0.24	1.44	3.24	1.2	UR	62	1.24	7.44	16.74	6.2	UR
13	0.26	1.56	3.51	1.3	OBC-3	63	1.26	7.56	17.01	6.3	OBC-17
14	0.28	1.68	3.78	1.4	UR	64	1.28	7.68	17.28	6.4	UR
15	0.3	1.8	4.05	1.5	OBC-4	65	1.3	7.8	17.55	6.5	UR
16	0.32	1.92	4.32	1.6	UR	66	1.32	7.92	17.82	6.6	ST-8

17	0.34	2.04	4.59	1.7	ST-2	67	1.34	8.04	18.09	6.7	UR
18	0.36	2.16	4.86	1.8	UR	68	1.36	8.16	18.36	6.8	OBC-18
19	0.38	2.28	5.13	1.9	OBC-5	69	1.38	8.28	18.63	6.9	UR
20	0.4	2.4	5.4	2	EWS-2	70	1.4	8.4	18.9	7	EWS-7
21	0.42	2.52	5.67	2.1	UR	71	1.42	8.52	19.17	7.1	OBC-19
22	0.44	2.64	5.94	2.2	UR	72	1.44	8.64	19.44	7.2	UR
23	0.46	2.76	6.21	2.3	OBC—6	73	1.46	8.76	19.71	7.3	UR
24	0.48	2.88	6.48	2.4	UR	74	1.48	8.88	19.98	7.4	OBC-20
25	0.5	3	6.75	2.5	ST-3	75	1.5	9	20.25	7.5	ST-9
26	0.52	3.12	7.02	2.6	OBC-7	76	1.52	9.12	20.52	7.6	UR
27	0.54	3.24	7.29	2.7	UR	77	1.54	9.24	20.79	7.7	UR
28	0.56	3.36	7.56	2.8	UR	78	1.56	9.36	21.06	7.8	OBC-21
29	0.58	3.48	7.83	2.9	EWS-3	79	1.58	9.48	21.33	7.9	UR
30	0.6	3.6	8.1	3	OBC-8	80	1.6	9.6	21.6	8	EWS-8
31	0.62	3.72	8.37	3.1	UR	81	1.62	9.72	21.87	8.1	UR
32	0.64	3.84	8.64	3.2	UR	82	1.64	9.84	22.14	8.2	OBC-22
33	0.66	3.96	8.91	3.3	OBC-9	83	1.66	9.96	22.41	8.3	UR
34	0.68	4.08	9.18	3.4	ST-4	84	1.68	10.1	22.68	8.4	ST-10
35	0.7	4.2	9.45	3.5	UR	85	1.7	10.2	22.95	8.5	UR
36	0.72	4.32	9.72	3.6	UR	86	1.72	10.3	23.22	8.6	OBC-23
37	0.74	4.44	9.99	3.7	UR	87	1.74	10.4	23.49	8.7	UR
38	0.76	4.56	10.26	3.8	OBC-10	88	1.76	10.6	23.76	8.8	UR
39	0.78	4.68	10.53	3.9	UR	89	1.78	10.7	24.03	8.9	OBC-24
40	0.8	4.8	10.8	4	EWS-4	90	1.8	10.8	24.3	9	EWS-9
41	0.82	4.92	11.07	4.1	OBC-11	91	1.82	10.9	24.57	9.1	UR
42	0.84	5.04	11.34	4.2	ST-5	92	1.84	11	24.84	9.2	ST-11
43	0.86	5.16	11.61	4.3	UR	93	1.86	11.2	25.11	9.3	OBC-25
44	0.88	5.28	11.88	4.4	UR	94	1.88	11.3	25.38	9.4	UR
45	0.9	5.4	12.15	4.5	OBC-12	95	1.9	11.4	25.65	9.5	OBC-26
46	0.92	5.52	12.42	4.6	UR	96	1.92	11.5	25.92	9.6	UR
47	0.94	5.64	12.69	4.7	SC-1	97	1.94	11.6	26.19	9.7	SC-2
48	0.96	5.76	12.96	4.8	OBC-13	98	1.96	11.8	26.46	9.8	OBC-27
49	0.98	5.88	13.23	4.9	ST-6	99	1.98	11.9	26.73	9.9	ST-12
50	1	6	13.5	5	EWS-5	100	2	12	27	10	EWS

Social Welfare Department

No. 50-326-2013-14-HC/PART-II/2935

Dated 01/11/2019

CIRCULAR

Read Circular No. 50-326-13-14-HC/Part/9084 dated 04/03/2015

Circular No. 50-326-13-14-HC/Part/9084 dated 04/03/2015 issued by Directorate of Social Welfare, Panaji-Goa stands withdrawn with immediate effect.

This issues with the approval of Government vide U.O. No. 171 dated 10/10/2019.

Sd/-

(Parag Nagarcenkar)

Director of Social Welfare &
Ex-Officio Joint Secretary

Social Welfare Department

No. 59-24-2012-13/BC/DSW/3182

Dated: 12/11/2019

CORRIGENDUM**Read :** Office Memorandum no. 13/19/89/SWD/3983 dtd. 07/08/2013

In pursuance to the guidelines issued by Hon'ble Supreme Court in the matter of Kum. Madhuri Patil & another V/s Additional Commissioner, Tribal Development and another, the Government of Goa hereby modifies the above cited Office Memorandum.

In view of the above, the word "**PROVISIONAL**" which has been inserted at Annexure – I (B), Annexure – II (B), Annexure – I (A) and Annexure – II (A) of the aforesaid Office Memorandum stands deleted with immediate effect.

Sd/-
(**Parag Nagarcenkar**)
Director of Social Welfare &
Ex-Officio Joint Secretary

Department of Home

No.11/13/91-HD(G)/Vol.I/1941

Dated:- 11-07-2019

NOTIFICATION

- Read: (1) Notification No.11/13/91-HD (G) dated 20-08-2013 published in the Official Gazette Series I No.22 dated 29-08-2013
(2) Notification No.11/13/91-HD (G) dated 18-05-2015 published in the Official Gazette Series I No.8 dated 21-05-2015.
(3) Notification No.11/13/91-HD (G)/2028 dated 15-06-2016 published in the Official Gazette Series I No.12 dated 23-06-2016
(4) Notification No.11/13/91-HD (G)/1226 dated 02-05-2017 published in Official Gazette Series I No.6 dated 11-05-2017.

Whereas, the Government of Goa vide Notification No.11/13/91 HD(G) dated 20-08-2013, published in the Official Gazette, Series I No.22 dated 29-08-2013 (hereinafter called the "principal Notification") framed the scheme for providing employment in Government to the children of freedom fighters as announced in the Budget Speech 2013-14. As per the principal notification the said scheme was initially valid upto 28-02-2015. The said scheme was extended from time to time. The latest extension of the said Scheme was upto 28-02-2019 as extended vide the Government Notification referred to at Serial No.(4) in the preamble.

And whereas, the Government desired that the continuity of the said Scheme is essential to below the benefits under the Scheme to the children of freedom fighters registered with the Home Department, the Government of Goa is pleased to extend the validity of the said Scheme for a further period of two years with effect from 1st March, 2019. Consequently, the provision as contained in Clause 3 (c) of the said scheme, regarding reservation of 2% posts under Group A and B based on roster points shall continue for a further period of two years w.e.f. 1st March, 2019.

Now, therefore, the Governor of Goa is pleased to extend the validity of the said Scheme for a further period of two years w.e.f. 1-03-2019 upto 28-02-2021.

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

Sd/-
Nilesh K. Dhaigodkar
Under Secretary (Home-I).

Department of Social Welfare

No. 61-02-2019-BC/DSW/RES/978

Dated:- 21/06/2019

OFFICE MEMORANDUM

Subject : *Issuance of Income and Assets Certificate for the purpose of Reservation for Economically Weaker Sections (EWSs).*

The Government of Goa has decided to adopt the O.M. No. 36039/1/2019-Estt(Res.) dated 31/01/2019 issued by the Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi, Government of India. The Mamlatdars of the concerned Talukas shall issue Income and Assets Certificate to the applicants from Economically Weaker Sections (EWSs) for availing the benefits as stipulated in the aforesaid Office Memorandum. Copy of the O.M. No. 36039/1/2019-Estt(Res.) dated 31/01/2019 is forwarded herewith. The Mamlatdar of concerned taluka shall issue the Income & Assets Certificate in the format enclosed hereto in accordance with the guidelines specified at Sr. No. 4 of the above said Office Memorandum.

Sd/-
(Parag Nagarsekar)
Director of Social Welfare &
Ex- officio Joint Secretary

Ministry of Personnel, Public Grievances & Pensions

No. 36039/1/2019-Estt (Res)

Dated : 31/01/2019

OFFICE MEMORANDUM

Subject : *Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India*

In continuation to this Department's Office Memorandum of even number dated 19.01.2019, the following instructions are issued in consultation with Ministry of Social Justice and Empowerment and Department of Legal Affairs regarding reservation for EWSs not covered under the reservation scheme for SCs/STs/OBCs in respect of direct recruitment in civil posts and services in the Government of India.

2. QUANTUM OF RESERVATION

The persons belonging to EWSs who, are not covered under the scheme of reservation for SCs, STs and OBCs shall get 10% reservation in direct recruitment in civil posts and services in the Government of India.

3. EXEMPTION FROM RESERVATION:

3.1 "Scientific and Technical" posts which satisfy all the following conditions can be exempted from the purview of the reservation orders by the Ministries/Departments:

- (i) The posts should be in grades above the lowest grade in Group A of the service concerned.

(ii) They should be classified as “scientific or technical” in terms of Cabinet Secretariat [OM No. 85/11/CF-61 (1) dated 28.12.1961], according to which scientific and technical posts for which qualifications in the natural sciences or exact sciences or applied sciences or in technology are prescribed and, the incumbents of which have to use that knowledge in the discharge of their duties.

(iii) The posts should be ‘for conducting research’ or ‘for organizing, guiding and directing research’.

3.2 Orders of the Minister concerned should be obtained before exempting any posts satisfying the above condition from the purview of the scheme of reservation.

4. CRITERIA OF INCOME & ASSETS:

4.1 Persons who are not covered under the scheme of reservation for SCs, STs and OBCs and whose family has gross annual income below Rs. 8.00 lakh (Rupees eight lakh only) are to be identified as EWSs for benefit of reservation. Income shall also include income from all sources i.e salary, agriculture, business, profession, etc. for the financial year prior to the year of application.

Also persons whose family owns for possesses any of the following assets shall be excluded from being identified as EWS, irrespective of the family income:-

- i. 5 acres of agricultural land and above ;
- ii. Residential plot of 1000 sq. ft. and above;
- iii. Residential plot of 100 sq. yards and above in notified municipalities;
- iv. Residential, plot of 200 sq. yards and above in areas other than the notified municipalities.

4.2. The property held by a “Family” in different locations or different places/cities would be clubbed while applying the land or property holding test to determine EWS status.

4.3. The term “Family” for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years

5. INCOME AND ASSET CERTIFICATE ISSUING AUTHORITY AND VERIFICATION OF CERTIFICATE :

5.1 The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the following authorities in the prescribed format as give in **Annexure –I** shall only be accepted as proof of candidate’s claim as belonging to EWS :-

- (i) District Magistrate/Additional District Magistrate/Collector/Deputy Commissioner/Additional Deputy Commissioner/ 1st Class Stipendary Magistrate/Sub-Divisional Magistrate/ Taluka Magistrate Executive Magistrate/Extra Assistant Commissioner
- (ii) Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate
- (iii) Revenue Officer not below the rank of Tehsildar and
- (iv) Sub-Divisional Officer or the area where the candidate and/or his family normally resides.

5.2 The Officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.

5.3 The crucial date for submitting income and asset certificate by the candidate may be treated as the closing date for receipt of application for the post, except in cases where crucial date is fixed otherwise.

5.4 The appointing authorities should, in the offer of appointment to the candidates claiming to be belonging to EWS, include the following clause :-

*“The appointment is provisional and is subject to the Income and asset certificate being verified through the proper channels and if the **verification** reveals that the claim to belong to EWS is fake/false the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate.”*

The appointing authority should verify the veracity of the Income and asset certificate submitted by the candidate through the certificate issuing authority.

5.5 Instructions referred to above should be strictly followed so that it may not be possible for an unscrupulous person to secure employment on the basis of a false claim and if any person gets an appointment on the basis of such false claim, her/his services shall be terminated invoking the conditions contained in the offer of appointment.

6. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS :

6.1 Department of Personnel and Training had circulated Office Memorandum No.36012/2/96-Estt(Res) dated July 2, 1997 regarding implementation of post based reservation roster. The general principles for making and operating post based reservation roster would be as per the principles laid down in the said Office Memorandum.

6.2 Every Government establishment shall now recast group-wise post-based reservation roster register for direct recruitment in accordance with format given in **Annexure II, III, IV and V**, as the case may be, for effecting 10% reservation for EWSs interpolating them with the SCs, STs and OBCs. While fixing roster point, if the EWS roster point coincides with the roster points of SCs/STs/OBCs the next available UR roster point has been allotted to the EWSs and also the principle of “squeezing” has been kept in view. While drawing up the rosters, the cadre controlling authorities may similarly ‘squeeze’ the last points of the roster so as to meet prescribed 10% reservation.

6.3 Where in any recruitment year any vacancy earmarked for EWS cannot be filled up due to non availability of a suitable candidate belonging to EWS, such vacancies for that particular recruitment year shall not be carried forward to the next recruitment year as backlog.

6.4 Persons belonging to EWS selected against the quota for persons with benchmark disabilities/ex-servicemen shall be placed against the roster points earmarked for EWS.

7. ADJUSTMENT AGAINST UNRESERVED VACANCIES :

A Person belonging to EWS cannot be denied the right to compete for appointment against an unreserved vacancy. Persons belonging to EWS who are selected on the basis of merit and not on account of reservation are not be counted towards the quota meant for reservation.

8. FORTNIGHTLY/ANNUAL REPORTS REGARDING REPRESENTATION OF EWS:

The Ministries/Departments shall send single consolidated fortnightly report including their attached/subordinate offices beginning from 15.2.2019 as per format at **Annexure- VI**.

From 01-01-2020, the Ministries/Departments shall upload data on representation of EWSs in respect of posts/services under the Central Government on the URL i.e. www.rrcps.nic.in as on 1st January of every year. All Ministries/Departments have already been provided respective usercode and password with guidelines for operating the URL.

9. MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT :

9.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

9.2 Any person aggrieved with any matter relating to discrimination in employment against any EWS may file a complaint with the Grievance Redressal Officer of the respective Government establishment. The name, designation and contact details of the Grievance Redressal Officer may be displayed prominently on the website and in the office of the concerned establishment.

10. LIAISON OFFICER:

Ministries/Departments/Attached and Subordinate Offices shall appoint Liaison Officer to monitor the implementation of reservation for EWSs.

11. The above scheme of reservation will be effective in respect of all direct recruitment vacancies to be notified on or after 01-02-2019.

12. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities, under their control. In case of any difficulty with regard to implementation of the provisions of this OM, the concerned authorities may consult DOP&T through their administrative Ministry/Department.

Encl: As above.

Sd/-
(G. Srinivasan)
Director

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Department of Social Welfare

No. 61-02-2019-BC/DSW/RES/977

Dated:- 21/06/2019

OFFICE MEMORANDUM

Subject : *Reservation for Economically Weaker Sections (EWSs).*

Read : 1. *Notification No.13/14/90-SWD(Vol.II)/3049 dated 24.12.2004*

2. *Notification No.13/7/2005/SWD/SWD/Part/8420 dated 22.01.2014*

A copy of the under mentioned O.M. No. 36039/1/2019-Estt(Res.) dated 19/01/2019 issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, New Delhi which is adopted by the Government of Goa is hereby forwarded to all the Heads of the Government Departments/Offices, Public Sector Undertakings and all Autonomous Bodies for compliance. It is, therefore, enjoined upon all the concerned

Departments/Educational Institutions to give appropriate effect to the aforesaid Office Memorandum dated 19.01.2019 and to modify the existing parameters in respect of reservation for the Economically Weaker Sections (EWSs) in accordance with the provision of aforesaid Office Memorandum.

Sd/-
(Parag Nagarsekar)
Director of Social Welfare &
Ex- officio Joint Secretary

Ministry of Personnel, Public Grievances & Pensions

No. 36039/1/2019-Estt (Res)

Dated : 19/01/2019

OFFICE MEMORANDUM

Subject : *Reservation for Economically Weaker Sections (EWSs) in direct recruitment in civil posts and services in the Government of India*

Reference is invited to Ministry of Social Justice and Empowerment O.M. No. F.No.20013/01/2018-BC-II dated 17.1.2019 on the above mentioned subject, which, inter-alia, reads as under:-

- “1. In pursuance of insertion of clause 15(6) and 16(6) in the Constitution vide Constitution (One Hundred and third Amendment) Act, 2019 and in order to enable the Economically Weaker Sections (EWSs) who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the Socially and Educationally Backward Classes, to receive the benefits of reservation on a preferential basis in civil posts and services in the Government of India and admission in Educational Institutions, it has been decided by the Government to provide 10% reservation to EWSs in civil posts and services in Government of India and admission in Educational Institutions.
2. Persons who are not covered under the existing scheme of reservations for the Scheduled Castes, the Scheduled Tribes and the socially and Educationally Backward Classes and whose family has gross annual income below Rs. 8.00 lakh are to be identified as EWSs for the benefit of reservation. Family for this purpose will include the person who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years. The income shall include income from all sources i.e. salary, agriculture, business, profession etc. and it will be income for the financial year prior to the year of application. Also persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income :
 - i. 5 acres of agricultural land and above;
 - ii. Residential plot of 1000 sq. ft. And above;
 - iii. Residential plot of 100 sq. yards and above in notified municipalities;
 - iv. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
3. The income and assets of the families as mentioned in para 2 would be required to be certified by an officer not below the rank of Tehsildar in the States/UTs. The officer who issues the certificate would do the same after carefully verifying all relevant documents following due process as prescribed by the respective State/UT.
5. Instructions regarding reservation in employment and admission to educational institutions will be issued by DOPT and Ministry of HRD respectively.”
2. In pursuance of the above Office Memorandum, it is hereby notified that 10% reservation would be provided for Economically Weaker Sections (EWSs) in central government posts and

services and would be effective in respect of all Direct Recruitment vacancies to be notified on or after 01.02.2019.

3. Detailed Instructions regarding operation of roster and procedure for implementation of EWSs reservation will be issued separately.

Sd/-
(Gyanendra Dev Tripathi)
Joint Secretary to the Government of India

Annexure –I

Government of Goa
(To be issued by Mamlatdar of Concerned Taluka)

**INCOME & ASSET CERTIFICATE TO BE PRODUCED BY
ECONOMICALLYWEAKER SECTIONS**

Certificate No. _____

Date: _____

VALID FOR THE YEAR _____

This is to certify that Shri/Smt./Kumari _____ son/daughter/wife of
_____ permanent resident of
_____, Village/Street _____ Post. Office District
_____ in the State/Union Territory _____ Pin Code _____
whose photograph is attested below belongs to Economically Weaker Sections, since the gross
annual income * of his/her "family** is below Rs. 8 lakh (Rupees Eight Lakh only) for the
financial year _____. His/her family does not own or possess any of the following
assets *** :

- I. 5 acres of agricultural land and above ;
- II. Residential plot of 1000 sq. ft. and above;
- III. Residential plot of 100 sq. yards and above in notified municipalities;
- IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.

2. Shri/Smt./Kumari _____ belongs to the
_____ caste which is not recognized as a Scheduled Caste,
Scheduled Tribe and Other Backward Classes (Central List)

Signature with seal of
Office _____
Name _____
Designation _____

Recent
Passport
Size
Attested
photograph of

the applicant

* **Note 1** : Income covered all sources i.e. salary, agriculture, business, profession, etc.

****Note 2**: The term “Family” for this purpose include the person, who seeks benefit of reservation, his/her parents and siblings below the age of 18 years as also his/her spouse and children below the age of 18 years.

*****Note 3**: The property held by a “Family” in different locations or different places/cities have been clubbed while applying the land or property holding test to determine EWS status.

Office of the Chief Secretary

No. 50-314-97-98-HC/Vol.I/234

Dated:- 06-04-2018

CIRCULAR

Sub:-Reservation for Persons with Disabilities

Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 casts responsibilities on the appropriate Governments to take measures for empowerment of persons with disabilities (PWDs). As per section 33 of the said Act, every appropriate Government shall appoint in every establishment such percentage of vacancies not less than three percent vacancies in a cadre of Group A, B, C, and D in direct recruitment for persons or class of persons with disabilities of which one percent each shall be reserved for persons suffering from (i) blindness or low vision; (ii) hearing impairments; (iii) locomotors disability or cerebral palsy in the posts identified for each disability.

In this regards various circulars/letters have been issued by Directorate of Social Welfare time to time to all the Heads of Departments/Autonomous Bodies/Corporations etc. to maintain Roster for Persons with Disabilities as per the guidelines.

However, it is noticed that some of the Departments have not maintained the Roster for Persons with Disabilities as required. The review of the action taken by various Department in this regard is being taken by the Hon'ble High Court in Writ Petition (Civil) No. 52 of 2017 filed by Gabriella Chrystyn De Mello v/s State of Goa & 3 others, directing the Government to ensure compliance of the direction of the Hon. Apex Court order dated 8th October 2013 in the matter of National Federation of Blind vs Union of India & ors wherein vide para no. 55(3), Apex Court has directed all the State Governments to scrupulously follow the guideline as regards the appointment's of Person with Disabilities in Government services against the posts identified for them. Further, Hon'ble High Court also directed the State Government to inform as to whether the State has earmarked 1% vacancies to person with visual impairment in the services and whether these vacancies have been filled up as required.

In view of the above all the Heads of Departments/Chief Executive Officers of Autonomous Bodies are hereby directed to take following action immediately:

1. Maintain the Roster for Person with Disabilities as per the guidelines and submit it for the verification by the Directorate of Social Welfare annually or after every round of recruitment to ensure that the recruitment policy is properly followed.

2. All the Department shall ensure that while seeking the NOC for recruitment from the Personnel Department necessary information is furnished regarding verification of roster and also take note that no NOC will be granted by the Personnel Department unless the above directions are complied.

Failure to comply with the above directions shall invite disciplinary action against the concerned Heads of Departments/Chief Executive Officers of Autonomous Bodies etc and the respective Liaison

Officers, as the case may be towards dereliction of duties mandated under the guidelines.

This is for strict compliance.

Sd/-
Dharmendra Sharma, IAS
Chief Secretary

Directorate of Social Welfare

No. 50-326-98-99-HC/Part/2692

Dated:- 08-08-2018

OFFICE MEMORANDUM

A Copy of the under mentioned O. M. NO. 36035/02/2017-Estt (Res) Dated 15th January 2018, issued by Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Personnel & Training, North Block, New Delhi is forwarded for strict compliance by all the Heads of Government Departments/Offices, Public Sector undertaking and Autonomous bodies.

S. V. Naik
Director of Social Welfare
Ex-Officio/Addl. Secretary (SW)

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

No. 36035/02/2017-Estt (Res)

Dated :-15-01-2018

OFFICE MEMORANDUM

Subject Reservation for the Persons with Benchmark Disabilities-reg.

With enactment of THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016 from 19th April 2017 and notification of THE RIGHTS OF PERSONS WITH DISABILITIES RULES, 2017' on 15th June, 2017, the following instructions are issued in line with the provisions made therein regarding reservation for Persons with Benchmark Disabilities, as defined under Section 2(r) of the Act against the posts and services of the Central Government.

2. QUANTUM OF RESERVATION

2.1 In case of direct recruitment, four per cent of the total number of vacancies to be filled up by direct recruitment, in the cadre strength in each group of posts i.e. Groups A, B and C shall be reserved for persons with benchmark disabilities.

2.2 Against the posts identified for each disabilities, of which, one per cent each shall be reserved for persons with benchmark disabilities under clauses (a), (b) and (c) and one per cent, under clauses (d) and (e), unless otherwise excluded under the provisions of Para 3 herein under:-

(a) blindness and low vision; (b) deaf and hard of hearing; (c) locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy; (d) autism, intellectual disability, specific learning disability and mental illness; (e) multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

3. EXEMPTION FROM RESERVATION: If any Ministry/Department in the Central Government considers it necessary to exempt any establishment or any cadre or cadres fully or partly from the provisions of reservation for persons with benchmark disabilities, it shall make a reference to the Department of Empowerment of Persons with Disabilities giving full justification for the proposal, who having regard to the type of work carried out in any Government establishment by notification and subject to such condition, if any, as may be specified in the notification, in

consultation with the Chief Commissioner for Persons with Disabilities (CCPD) may exempt any Establishment or any cadre(s) fully or partly from the provisions of reservation for persons with benchmark disabilities.

4. ADJUSTMENT AGAINST UNRESERVED VACANCIES:

4.1 In the category of posts which are identified suitable for persons with benchmark disabilities, a person with benchmark disability cannot be denied the right to compete for appointment by direct recruitment against an unreserved vacancy. Thus a person with benchmark disability can be appointed by direct recruitment against vacancy not specifically reserved for the persons with benchmark disability, provided the post is identified suitable for persons with benchmark disability of the relevant category.

4.2 Persons with benchmark disabilities selected without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with benchmark disabilities which will thus comprise of candidates with benchmark disabilities who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards.

5. CERTIFICATE OF DISABILITY:

A person who wants to avail the benefit of reservation will have to submit a certificate of disability issued by a Competent Authority. Such certificate in the event of selection of such person for any post, will be subject to such verification/re-verification as may be decided by the competent authority.

6. COMPUTATION OF NUMBER OF POSTS TO BE RESERVED:

6.1 The number of posts to be reserved for persons with benchmark disabilities in case of Group C posts shall be computed on the basis of total number of vacancies in the cadre strength of Group C posts, in the establishment, although the recruitment of the persons with benchmark disabilities would only be against the category of posts identified suitable for them. The number of vacancies to be reserved for the persons with benchmark disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in Group 'C' posts for being filled by direct recruitment in a recruitment year both in the identified and non-identified category of posts under the establishment. Since reservation, wherever applicable, for Persons with Benchmark Disabilities is provided computing total number of vacancies in the cadre strength in identified category of posts as well as unidentified category of posts, it may be possible that number of persons appointed by reservation in an identified category of post may exceed four per cent.

6.2 Reservation for persons with benchmark disabilities in Group 'A' or Group 'B' posts shall be computed on the basis of total number of vacancies occurring in direct recruitment quota in the cadre in all the Group 'A' posts or Group 'B' posts respectively, and the computation of total vacancies shall include vacancies arising in the identified and non-identified category of posts.

7. EFFECTING RESERVATION - MAINTENANCE OF ROSTERS:

7.1 Every Government establishment shall maintain group-wise a separate vacancy based 100 point vacancy based reservation roster register in the format given in Annexure for determining/effecting reservation for the Persons with Benchmark Disabilities - one each for Group 'A' posts filled by direct recruitment, Group 'B' posts filled by direct recruitment and Group 'C' posts filled by direct recruitment.

7.2 Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into four blocks, comprising the following points:

1st Block - point No. 01 to point No. 25

2nd Block - point No. 26 to point No. 50

3rd Block - point No. 51 to point No. 75

4th Block - point No. 76 to point No. 100

7.3 Points 1, 26, 51 and 76 of the roster shall be earmarked for persons with benchmark disabilities - one point each for four respective categories of disabilities. The Head of the establishment shall ensure that vacancies identified at SI. No.1, 26, 51 and 76 are earmarked for the respective categories of the persons with benchmark disabilities. However, the Head of the establishment shall decide the placement of the selected candidate in the roster register.

7.4 All the vacancies arising irrespective of vacancies reserved for Persons with Benchmark Disabilities shall be entered in the relevant roster. If the vacancy falling at point no. 1 is not identified for the Person with Benchmark Disability or the Head of the establishment considers it desirable not to fill it up by Persons with Benchmark Disabilities or it is not possible to fill up that post by the Persons with Benchmark Disabilities for any other reason, one of the vacancies falling at any of the points from 2 to 25 shall be treated as reserved for the person with benchmark disability and filled as such.

7.5 Likewise, a vacancy falling at any of the points from 26 to 50 or from 51 to 75 or from 76 to 100 shall have to be filled by the Persons with Benchmark Disabilities. The purpose of keeping points 1, 26, 51 and 76 as reserved is to fill up the first available suitable vacancy.

7.6 There is a possibility that none of the vacancies from 1 to 25 is suitable for any category of the person with benchmark disability. In that case two vacancies from 26 to 50 shall be filled as reserved for persons with benchmark disabilities. If the vacancies from 26 to 50 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 51 to 75. This means that if no vacancy can be reserved in a particular block, it shall be carried over into the next block

7.7 After all the 100 points of the roster are covered, a fresh cycle of 100 points shall start.

7.8 If the number of vacancies in a year is such as to cover only one block (say 25 vacancies) or two (say 50 vacancies), the category of the persons with benchmark disabilities should be accommodated as per the roster points. However, in case, the said vacancy is not identified for the respective category, the Head of the establishment shall decide the category on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

8. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:

8.1 Where in any recruitment year any vacancy cannot be filled up due to non availability of a suitable person with benchmark disability or for any other sufficient reason, such vacancy shall be carried forward in the succeeding recruitment year and if in the succeeding recruitment year also suitable person with benchmark disability is not available, it may first be filled by interchange among the following four categories of disabilities, at one percent each to each category:

(A)

(a) Blindness and low vision;

(B)

(b) Deaf and hard of hearing;

(C)

(c) Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy;

(D)

(d) Autism, intellectual disability, specific learning disability and mental illness;

(e) Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness,

8.2 Only when there is no person with benchmark disability available for the post in that year, the

employer shall fill up the vacancy by appointment of a person, other than a person with benchmark disability.

8.3 If the nature of vacancies in an establishment is such that a given category of person cannot be employed, the vacancies may be interchanged with the prior approval of Department of Empowerment of Persons with Disabilities, among the above mentioned four categories.

8.4 If any vacancy reserved for any category of benchmark disability cannot be filled due to non-availability of a suitable person with that benchmark disability or, for any other sufficient reason, such vacancy shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

8.5 In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that benchmark disability is not available, it may be filled by interchange among the categories of benchmark disabilities identified for reservation. In case no suitable person with benchmark disability is available for filling up the vacancy in the succeeding year also, the employer may fill up the vacancy by a person other than a person with benchmark disability. If the vacancy is filled by a person with benchmark disability of the category for which it was reserved or by a person of other category of benchmark disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with benchmark disability in the subsequent recruitment year, reservation shall be carried forward for a further period upto two recruitment years whereafter the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

8.6 The Government establishment shall interchange vacancies only if due process of recruitment viz. proper advertisement of vacancy to fill up the vacancies reserved for persons with benchmark disabilities has been complied with.

8.7 In order to ensure that cases of lapse of reservation are kept to the minimum, any recruitment of the persons with benchmark disabilities candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the current vacancies would be carried forward if not filled up provided that in every recruitment, the number of vacancies reserved for Persons with Benchmark Disabilities including carried forward vacancies will be announced beforehand, for the information of all aspirants.

9. HORIZONTALITY OF RESERVATION FOR PERSONS WITH BENCHMARK DISABILITIES:

9.1 Reservation for backward classes of citizens (SCs, STs and OBCs) is called vertical reservation and the reservation for categories such as persons with benchmark disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called interlocking reservation) and persons selected against the quota for persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST /OBC/Unreserved depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for the persons with benchmark disabilities and out of two persons with benchmark disabilities appointed, one belongs to Scheduled Caste and the other belongs to Unreserved category, then the SC candidate with benchmark disability shall be adjusted against the SC point in the reservation roster and the Unreserved candidate with benchmark disability against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs, the candidate under benchmark disability belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

9.2 Since the persons with benchmark disabilities have to be placed in the appropriate category viz. SC/ST/OBC/Unreserved in the roster meant for reservation of SCs/STs/OBCs, the application form for the post should require the candidates applying under the quota reserved for persons with benchmark disabilities to indicate whether they belong to SC/S T /OBC or Unreserved Thus, reservation for persons with benchmark disabilities is horizontal.

10. CERTIFICATE BY REQUISITIONING AUTHORITY:

10.1 In order to ensure proper implementation of the provisions of reservation for persons with benchmark disabilities, the requisitioning authority while sending the requisition to the recruiting agency or authority as the case may be for filling up of posts shall furnish the following certificate to the recruiting agency:-

"It is certified that the requirements of the 'THE RIGHTS OF PERSONS WITH DISABILITIES ACT, 2016' which has become effective from 19th day of April, 2017 and the policy relating to reservation for persons with benchmark disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no of cycle no of 100 point reservation roster out of which number of vacancies are reserved for persons with benchmark disabilities."

10.2 At the time of initial appointment against a vacancy reserved for persons with benchmark disabilities, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

11. RELAXATION OF STANDARD OF SUITABILITY:

11.1 If sufficient number of candidates with benchmark disabilities candidates are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. However, this provision shall not be used to allow any relaxation in the eligibility criteria laid down for the issuance of certificate of disability.

11.2 Same relaxed standard should be applied for all the candidates with Benchmark Disabilities whether they belong to Unreserved/SC/ST /OBC. No further relaxation of standards will be considered or admissible in favour of any candidate from any category whatsoever.

12. MEDICAL EXAMINATION:

As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with benchmark disabilities for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with benchmark disabilities of the relevant category and the candidate shall then be examined medically keeping this fact in view.

13. ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH BENCHMARK DISABILITIES:

The Ministries/Departments shall continue to upload data on representation of Persons with Benchmark Disabilities along with data on SCs, STs, OBCs in respect of posts/services under the Central Government on the URL i.e. www.rrcps.nic.in as on 1st January of every year. All Ministries/Departments have been provided respective user code and password with guidelines for operating the URL.

14. MAINTENANCE OF REGISTER OF COMPLAINTS BY THE GOVERNMENT ESTABLISHMENT:

14.1 Every Government establishment shall appoint a senior officer of the Department as the Grievance Redressal Officer.

14.2 The Grievance Redressal Officer shall maintain a register of complaints of persons with disabilities with the following particulars, namely:-

- (a) Date of complaint;
- (b) Name of complainant;
- (c) The name of the establishment or person against whom the complaint is made;
- (d) gist of the complaint;

- (e) date of disposal by the Grievance Redressal Officer; and
(f) any other information.

14.3 Any person aggrieved with any matter relating to discrimination in employment against any person with disability may file a complaint with the Grievance Redressal Officer of the respective Government establishment.

14.4 Every complaint filed as per Para 14.3 above, shall be inquired into within two months of its registration and outcome thereof or action taken thereon shall be communicated to the complainant / Person with Benchmark Disability.

15. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control

Sd/-
G. Srinivasan
Deputy Secretary to the Govt. of India

RESERVATION ROSTER FOR PERSONS WITH BENCHMARK DISABILITIES

Year of Recruitment	Cycle No.	Point No.	Name of the Post	Identified suitable for persons with benchmark disabilities covered under the following respective categories:				Unreserved or Reserved**	Name the person appointment and date of appointment	Whether the person appointed is in a, b, c and (d&e) or None***	Remarks, If any
				a	b	c	(d & e)				

Respective Categories

- Blindness and low vision
- Deaf and hard of Hearing
- Locomotor disability including cerebral palsy, leprosy cured, dwarfism, acid attack victims and muscular dystrophy
- Autism, intellectual disability, specific learning disability and mental illness
- Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.

** If identifies reserved, write **a/b/c/(d & e)** as the case may be, otherwise write UR

*** Write **a/b/c/(d & e)** or None, as the case may be

Directorate of Social Welfare

No. 61/25/2017-BC/DSW/3872

Dated:- 25-09-2017

CIRCULAR

Sub:- **Issue of Scheduled Caste/Scheduled Tribe Certificate to migrants from other States/Union Territories**

Read:- **Notification No. 13/19/89-SWD/709 dated 24-4-2001**

1. It has come to the notice of the Government that persons belonging to SC/ST who have migrated to Goa from other States/Union Territories for the purpose of employment, education, etc. experience difficulty in obtaining caste/tribe certificate from the State/Union Territories from which they have migrated.

2. In order to remove this difficulty, the Government has decided that Caste Certificate to the migrated SC/ST residing in the State of Goa shall be issued by the respective Deputy Collector & SDO on the basis of the Caste Certificate issued to his/her father by the competent authority of the State of father's origin. If, however, the Deputy Collector & SDO feels that detailed enquiry is necessary through the State of origin before issue of the certificate, he should conduct the enquiry and issue the certificate only after the enquiry is completed.

3. It is clarified that all SC/ST person who has migrated from the State of origin to Goa for the

purpose of seeking education, employment etc. will be deemed to be a SC/ST of the State of his origin and will be entitled to derive benefits from the State of origin and not from Goa.

4. This supersedes Circular No. 15/14/06-PER/Part dated 30-1-1997.

Sd/-
S. V. Naik
Director of Social Welfare
Ex-Officio/Addl. Secretary

Social Welfare Department

No.61-2-2002-BC/(11)/Part I/3079

Dated 14/08/2017

CORRIGENDUM

In the Circular referred above, the name of the Officer stipulated at Sr. No. 12 may be read as “Shri. Mahesh V. Corjuenkar” instead of Shri. Mahesh Chorjuvekar.

The rest of the contents of the above Circular shall remain intact.

Sd/-
(S.V.Naik)
**Director of Social Welfare &
Ex-Officio Addl. Secretary (SW)**

Department of Home (General)

No. 11/13/91-HD(G)/2050

Dated: 18/07/2017

Read:- 1) Notification No. 11/13/91-HD(G) dated 20-08-2013 Published in the Official Gazette Series I No. 22 dated 29-08-2013.

- 2) Notification No. 11/13/91-HD(G) dated 18-05-2015.
- 3) Notification No. 11/13/91-HD(G) dated 15-06-2016.
- 4) Notification No. 11/13/91-HD(G) dated 02-05-2017.

ADDENDUM

After 6 (c) following may be added to the Notification dated 20-08-2013 referred above:-

“6(d) person selected for appointment in Government under the Scheme for providing Employment in Government to the Children of Freedom Fighters shall be adjusted in the recruitment roster against the appropriate category, viz, SC/ST/OBC/General depending upon the category to which he/she belongs. For example if he/she belongs to SC category, he will be adjusted against the SC reservation point and, if he/she belongs to General Category, he/she will be adjusted against the vacancy point meant for General category”.

The above instruction shall be effective from the date of issue of this Addendum.

By Order and in the name
of the Governor of Goa
Sd/-
Neetal P. Amonkar
Under Secretary (Home-I)

Directorate of Social Welfare

No. 61-2-2002-BC/(11)/Part I/1450

Dated:- 14-06-2017

CIRCULAR

Read: (i) Circular No. 61-2-2002-BC/(11)/8693 dated 11-01-2013.

In supersession of Circular referred above, Government is pleased to nominate the following Officers on the Panel of Departmental Selection Committee/Departmental Promotion Committee while filling up the posts reserved by direct recruitment and promotion for Scheduled Castes,

Scheduled Tribes and other backward Classes in the Government Departments/Government Undertakings etc:-

1. Shri. S. V. Naik (OBC)
2. Shri. Srinet N. Kotwale (OBC)
3. Shri. Jayant G. Tari (OBC)
4. Shri. Gurudas Pilarnekar (OBC)
5. Shri. Harish Adkonkar (OBC)
6. Shri. Vaibhav U. Naik (OBC)
7. Shri. Siddhivinayak Naik (OBC)
8. Shri. Kedar A. Naik (OBC)
9. Shri. Prasad G. Volvoikar (OBC)
10. Shri. Rohan J. Kaskar (OBC)
11. Shri. Meghanath Porob (OBC)
12. Shri. Mahesh Khorjuvekar (OBC)
13. Shri. Sanjiv M. Gadkar (SC)
14. Shri. Yetindra M. Maralkar (SC)
15. Shri. Vinesh V. Arlekar (SC)
16. Shri. Gopal A. Parsekar (SC)
17. Shri. Damodar S. Morajkar (SC)
18. Smt. Sneha S. Morajkar (SC)
19. Shri. Dashrath M. Redkar (SC)
20. Shri. Shripad Arlekar (SC)
21. Shri. Devidas Gaonkar (ST)
22. Shri. Anthony D'Souza (ST)
23. Shri. Shambhu S. Ghadi (ST)
24. Shri. Santosh S. Kundaikar (ST)
25. Shri. Pipi T. Murgaonkar (ST)
26. Shri. Sagun R. Velip (ST)
27. Shri. Amul S. Gaunkar (ST)
28. Shri. Shankar B. Gaonkar (ST)
29. Kum. Triveni Paik Velip (ST)
30. Shri. Arvind B. Khutkar (ST)

It is, therefore enjoined upon all the Departments/ Public Undertakings that whenever any interview for direct recruitment and Departmental promotion is proposed to be held then any of the Officers envisaged on the Panel from respective category shall be called for the purpose as per the suitability. This Circular comes into force with immediate effect.

This Circular supersedes the Circular cited above.

Sd/-
S. V. Naik
Director of Social Welfare
Ex-Officio/Addl. Secretary

Department of Home (General)

No. 11/13/91-HD(G)/1226

Dated:- 02-05-2017

Read:-1) Notification No. 11/13/91-HD(G) dated 20/08/2013 Published in the Official Gazette Series I No. 22 dated 29-08-2013.

- 2) Notification No. 11/13/91-HD(G) dated 27-02-2015.
- 3) Notification No. 11/13/91-HD(G) dated 18-05-2015.
- 4) Notification No. 11/13/91-HD(G) dated 15-06-2016.

NOTIFICATION

The Government of Goa vide Notification No. 11/13/91-HD(G) dated 20-08-2013 published in the Official Gazette Series I No. 22 dated 29-08-2013 (hereinafter called the "principal Notification") framed the scheme for providing employment in Government to the children of freedom fighters as announced in the Budget Speech 2013-14. As per the principal notification the scheme is valid upto 28-02-2015 & thereafter further extended vide notification referred to at serial no.2 above upto 28-02-2017.

Since the continuity of the scheme is essential to bestow the benefits under the scheme to children of freedom fighters registered with the Home Department, the Government of Goa is pleased to extend the validity of the aforesaid scheme as per clause 7 of the Principal Notification for a further period of two years with effect from 1st March, 2017.

Further, as per Clause 3(c) of the aforesaid scheme, it inter-alia provides that the prevalent reservation of 2% posts under Group A and B based on roster points shall be continued for a period of two years. Since the validity of the Scheme is being extended by another two years, it is proposed to substitute period of two years by six so as to be in synchronizes with the policy of the Government.

Accordingly, the validity of the Scheme is further extended by period of two years i.e. upto 28-02-2019.

By Order and in the name of
the Governor of Goa

Sd/-
(Neetal P. Amonkar)
Under Secretary (Home-I)

Department of Home (General)

No. 11/13/91-HD(G)/2028

Dated:-15-06-2016

Read:- 1) Notification No. 11/13/91-HD(G) dated 20-08-2013 published in the Official Gazette Series I No. 22 dated 29-08-2013,

- 2) Notification No. 11/13/91-HD(G) dated 18-05-2015 published in the Official Gazette Series I No. 8 dated 21-05-2015.

NOTIFICATION

The Government of Goa vide Notification No. 11/13/91-HD(G) dated 20-08-2013 published in the Official Gazette Series I No. 22 dated 29-08-2013 (hereinafter called the "Principal Notification") framed the scheme for providing employment in Government to the children of freedom fighters as announced in the Budget Speech 2013-14. As per the principal Notification the scheme was valid upto 28-02-2015.

Subsequently, as the continuity of the scheme was essential to bestow the benefits under the scheme to children of freedom fighters registered with the Home Department, the Government of Goa

was pleased to extend the validity of the aforesaid scheme as per clause 7 of the Principal Notification for a further period of two years with effect from 1st March, 2015.

As the Scheme is devised for the Children of Freedom Fighters. The Government of Goa decided to accept belated applications subject to the conditions as mentioned below:-

- 1) Application for providing Employment for Children of Freedom fighters may be accepted after the due date.
- 2) The belated application received after the due date for providing Employment for Children of Freedom fighters would be covered or considered only after the present applications are disposed off by the Home Department (General), Secretariat, Porvorim-Goa.
- 3) The belated applications for Employment of Children of Freedom Fighters after due date would not below any right for granting employment or seniority.
- 4) No further extension in validity of the scheme will be granted. As such any applications remain pending/unprocessed etc. during the validity period shall be deemed to be rejected without any further notice/intimation.

By Order and in the name of
the Governor of Goa
Sd/-
(Rohan J. Kaskar)
Under Secretary (Home-I)

Directorate of Social Welfare

No. 13/19/89-SWD/5590

Dated:- 15-12-2015

NOTIFICATION

Read:- Notification No. 13/19/89-SWD/921 dtd. 17-06-2005.

In supersession of the Government Notification referred to above, the Government of Goa is pleased to reconstitute the Scrutiny Committee for verification of the Social Status Certificate issued by the Competent Authority i.e. Dy. Collector & SDO's of the persons belonging to Other Backward Classes, as per the directives of the Supreme Court as under:-

1. Secretary (Social Welfare) - Chairman
2. Director of Social Welfare and Ex-Officio Joint Secretary - Member
3. Shri. Jayant Tari -Expert Member from OBC Community

By Order and in the name of
the Governor of Goa
Sd/-
(Meena H. Naik Goltekar)
Ex-Officio Joint Secretary &
Director of Social Welfare

Department of Tribal Welfare

No. 1/11/2015-16/VER/DTWST/10495

Dated 08/09/2015

ORDER

Sub : Verification of Social Status (Caste) Certificate

Read : Order No. 13-35-2013-SWD/Part/6755 dated 15-11-2013

In pursuance to the Judgement and Order dated 23rd September, 2013 of Hon'ble High Court of Bombay at Goa in Writ Petition No. 268/2013, the following procedure shall be strictly adhered for verification of Social Status (Caste Certificate).

(A) *The Procedure to be adopted by the Vigilance Cell.*- (i) Upon receipt of the Social Status Certificate by the concerned Vigilance Cell from the Directorate of Tribal Welfare the Vigilance Cell from the Tribal the Vigilance Cell shall forward the same to the concerned Police Station. The Station House Officer of the concerned Police Station shall depute an Officer not below the rank of Head Constables to conduct the preliminary inquiry pertaining to the Grant of Verification Certificate by the Scrutiny Committee.

(ii) The concerned Head Constable shall obtain necessary information as contained in the proforma and shall also make detailed inquiries regarding the veracity of the information provided by the applicant. The Head Constable shall also obtain an Affidavit sworn by the Applicant before Notary Public/Executive Magistrate and such other documentary evidence from the applicant in support to the information furnished by the applicant.

(iii) The Head Constable shall submit the report of the preliminary inquiry along with the documents submitted by the applicant to the concerned Station House Officer.

(iv) The concerned Station House Officer shall prepare a detailed report based on the preliminary inquiry and the document submitted by the applicant. The concerned officer shall then forward the report to the Vigilance Cell.

(v) The Vigilance Officer shall prepare a report based on the report based on the report of the concerned Station House Officer and forward the same to the Scrutiny Committee. The inquiry by the Vigilance Cell shall be completed within a period of three months from the date of receipt of the application from the Director of Tribal Welfare.

(B) *Procedure to be followed by Scrutiny Committee for Grant of Verification Social Status (Caste) Certificate.*- (i) The Scrutiny Committee shall obtain the report prepared by Sub-Divisional Magistrate based on the information provided by the applicant at the time of issue of Provisional Caste Certificate by the Sub-Divisional Magistrate/Deputy Collector.

(ii) The report of Sub-Divisional Magistrate shall be verified by the Scrutiny Committee, Vis-à-vis with the inquiry report of the Vigilance Cell and the information furnished by the applicant on an Affidavit duly sworn before Notary Public /Executive Magistrate.

(iii) The Scrutiny Committee shall independently verify the report prepared by concerned Sub-Divisional Magistrate at the time of issue of Provisional Caste Certificate and compare the information with the Vigilance Cell inquiry report and also information provided by the Applicant in the Affidavit.

(iv) The Scrutiny Committee shall pass a brief reasoned Order incorporating the information such as Vigilance Cell Inquiry Report, information provided by Applicant, report prepared by concerned Sub-Divisional Magistrate etc.

(v) In case of refusal of Grant Verification Certificate, the Scrutiny Committee shall give a reasonable opportunity to the applicant to show cause as to why the application for Grant of Verification Certificate should not be rejected. Similarly if any objections are received by the Scrutiny Committee for the Grant of Verification Certificate to the applicant then the Committee shall give a reasonable opportunity to hear concerned applicant and the objector. The Scrutiny Committee then shall pass an order dealing with all the issues raised by the objector.

It is enjoined upon all the concerned to follow the above mentioned instructions scrupulously.

This is issued in accordance with the guidelines of Supreme Court.

This issues in supersession of earlier order No. 13-35-2013-SWD/6755 dated 15-11-2013, and this order will come into force w.e.f. 29th January, 2010.

By order and in the name of the

Governor of Goa

Sd/-

(Sandhya Kamat)

**Director & Ex-Officio Joint Secretary
(Tribal Welfare)**

Directorate of Social Welfare

No. 50-326-98-99-HC/PART-I/2303

Dated:- 16-07-2015

OFFICE MEMORANDUM

A copy of the O. M. No. 18017/1/2014-Estt.(Res) dated 25-02-2015 issued by Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training, Establishment (A-IV) Desk New Delhi is forwarded for strict compliance by all the Heads of Government Departments/Offices, Public Sector Undertaking and Autonomous Bodies.

Sd/-
(**Meena Naik Goltekar**)
Director of Social Welfare &
Ex-Officio Joint Secretary (SW)

Directorate of Social Welfare

No. 2501/1/2015-Estt.(A-IV)

Dated: 19th May, 2015

OFFICE MEMORANDUM

Subject: Request for Voluntary retirement from persons suffering from Disability-Supreme Court Order in Bhagwan Dass & Anr Vs Punjab State Electricity Board (2008)1 SCC 579.

The Undersigned is directed say that vide Department of Personnel and Training's OM No. 18017/1/2014-Estt.(Res) dated 25/02/2015, certain clarifications regarding treatment of leave and absence of disabled Government servants have been issued.

2. Instances have come to notice where Government servants apply for Voluntary retirement under various provisions like Rules 38, Rule 48 and 48A of CCS(Pension)Rules, 1972 or Rule 56 of the Fundamental Rule on account of hardships faced by them due to a disability, as they are unaware of the protection provided by the Section 47 of the Persons with Disabilities(Equal Opportunities, Protection of Rights and Full Participation)Act, 1995(PWD Act). Section 47 of the PwD Act,1995 is reproduced below for reference:

"Non-discrimination in Government Employment - (1) No establishment shall dispense with, or reduce in rank an employee who acquires a disability during his service.

Provided that if an employee, after acquiring disability is not suitable for the post he was holding, could be shifted to some other post with the same pay scale and service benefits;

Provided further that if it is not possible to adjust the employee against any post, he may be kept on a supernumerary post until a suitable post is available or he attains the age of superannuation, whichever is earlier.

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 provisions of this section.

3. The issue had come up Bhagwan Dass & Anr Vs Punjab State Electricity Board(2008) 1 SCC 579, decided by the Hon'ble Supreme Court where the employee who had during his service suffered from blindness, had applied for voluntary retirement. The Hon'ble Supreme court has observed that the petitioner was not aware of any protection that the law afforded him and apparently believed that the blindness would cause him to lose his job, which was the source of livelihood of his family. In those circumstances, it was the duty of the superior officers to explain to him the correct legal position and to tell him about his legal rights.

4. Keeping in view the provisions of the Section 47 of the PwD Act. 1995 and abovementioned judgement, it has been decided that whenever a Government servant seeks voluntary retirement citing

medical grounds, or when the said notice has been submitted due to a disability, the administrative authorities shall examine as to whether the case is covered under Section 47 of the PwD Act, 1995. In case the provisions are applicable, the Government servant shall be advised that he/she has the option of continuing in service with the same pay scale and service benefits.

5. In case a disabled Government servant reconsiders his decision and withdraws the notice for voluntary retirement, his case shall be dealt with under the Provisions of the Section 47 read with the Department of Personnel and Training OM dated 25th February, 2015, mentioned above. If however, inspite of being so advised, such Government servant still wishes to take voluntary retirement, the request may be processed as per the applicable rule.

6. All the Ministers and Departments are requested to keep the above in view while processing cases of requests for voluntary retirement from disabled Government servant.

7. Hindi version follows.

Sd/-
(Mukesh Chaturvedi)
Director

Department of Home (General)

No. 11/13/91/HD(G)

Dated:-18-05-2015

Read:- 1) Notification No. 11/13/91-HD(G) dated 20-08-2013 published in the Official Gazette Series I No. 22 dated 29-08-2013,

NOTIFICATION

The Government of Goa vide Notification No.11/13/91-HD(G) dated 20-08-2013 published in the Official Gazette Series I No. 22 dated 29-08-2013 (hereinafter called the "Principal Notification") framed the scheme for providing employment in Government to the children of Freedom Fighters as announced in the Budget Speech 2013-14. As per the Principal Notification the scheme is valid upto 28/02/2015.

Since the continuity of the scheme is essential to bestow the benefits under the scheme to children of Freedom Fighters registered with the Home Department, the Government of Goa in partial modification to the Principal Notification, is pleased to extend the validity of the aforesaid scheme as per clause 7 of the Principal Notification for a further period of two years with effect from 1st March, 2015.

Further, in the Principal Notification, in clause 3(c), for the words, "for two years" the words "for four years" after the expression "vis-a-vis post filled through Goa Public Service Commission" shall be substituted.

In the Principal Notification after the Para 4, the following proviso shall be added.

"Notwithstanding what is provided in the Principal Notification, all the eligible children of Freedom Fighters who were qualified for registration under the said scheme as on the date of publication of the principal notification, but could not submit their applications, may apply within a period of 30 days from the date of publication of this Notification."

By Order and in the name of
the Governor of Goa

Sd/-
(Harish N. Adconkar)
Under Secretary (Home)

Directorate of Social Welfare

No. 50-326-13-14-HC/PART

Dated:- 04-03-2015

CIRCULAR

Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 casts responsibilities on the appropriate Governments to take measures for empowerment of persons with disabilities (PwDs). As per section 33 of the said Act, every appropriate Government shall appoint in every establishment such percentage of vacancies not less than three percent vacancies in a cadre of Group D, C, Band A in direct and promotional recruitment for persons or class of persons with disabilities of which one percent each shall be reserved for persons suffering from (i) blindness or low vision; (ii) hearing impairment; (iii) locomotor disability or cerebral palsy in the posts identified for each disability.

It is further informed to maintain reservation roster exclusively for Person with Disabilities enclosed in Annexure – A and submit the roster for verification to this Directorate for onwards submission to Ministry of Social Justice & Empowerment, New Delhi.

Sd/-

(Meena Naik Goltekar)

Director of Social Welfare /Additional
Commissioner for Persons with Disabilities

Annexure – A

Name of Cadre:- Group D/Group C/Group B/Group A

Year of recruitment	Cycle No. and point No.	Name of the Post	Whether identified suitable for PWD			Unreserved or reserved	Name of the person appointed and date of appointment	Whether the person appointed is VH/HH/OH/	Remark if any
			V H	H H	O H				

Directorate of Social Welfare

No. 61-2-2006-BC/Part/9391

Dated: 24th February, 2014

Read:- Notification No. 13/7/2005-SWD/Part/8420 dated 22-01-2014

CIRCULAR

The Government has enhanced the percentage of reservation for Other Backward Classes (OBCs) from existing 19.5% to 27%. The reservation percentage is applicable for Direct recruitment to all the Service/Posts under the State Government and State Undertakings.

You are therefore, requested to calculate the entitlement of OBCs as per 27% and update the Post Based Roster and produce the same for verification within one month to this Directorate. The following shall be the shares of entitlement of OBC for the purpose of Post Based Roster in a cycle of 100 point No's 4, 8, 13, 15, 19, 23, 26, 30, 33, 38, 41, 45, 48, 53, 56, 61, 63, 68, 71, 74, 78, 82, 86, 89, 93, 95, 98.

POST BASED ROSTER

VERTICAL RESERVATION

Category	Roster Entitlement
OBC (27%)	4, 8, 13, 15, 19, 23, 26, 30, 33, 38, 41, 45, 48, 53, 56, 61, 63, 68, 71, 74, 78, 82, 86, 89, 93,

	95, 98
ST (12%)	9, 17, 25, 35, 42, 50, 59, 69, 75, 84, 92, 100
SC (2%)	49, 99

HORIZONTAL RESERVATION

Category	Roster Entitlement
Disabled Persons	1, 34, 67
Ex-Servicemen	3, 32....Group "C" 12, 27.....Group "D"
Children of Freedom Fighter	10, 60

Directorate of Social Welfare

No. 13/7/2005-SWD/Part/8420

Dated:- 22-01-2014

Read:- Notification No. 13/1/7-SWD/1016 dated 30-06-2000

Corrigendum No. 13/ 14/90-SWD-Vol.III dated 22-04-2003

NOTIFICATION

The Government is pleased to enhance the percentage of reservation for Other Backward Classes (OBC) from existing **19.5% to 27%**.

The reservation shall be applicable for Direct recruitment to Services under State Government and State Undertakings and for admission in the Government/Government Aided Educational Institution.

The reservation will, however, not be applicable to the persons falling within 'Creamy Layer' limit notified by the Government from time to time. This supersedes the Corrigendum No.13/14/90-SWD-Vol. III dated 22-04-2003

This Notification shall come into force with immediate effect from the date of publication in the Official Gazette.

Sd/-

(Meena H. Naik Goltekar)
Ex-Officio Joint Secretary &
Director of Social Welfare

Directorate of Social Welfare

No. 13-35-2013-SWD/Part/6755

Dated:- 15-11-2013

ORDER**Sub:- Verification of Social Status (Caste) Certificate**

Read:- Office Memorandum 13/19/89/SWD/3983 dtd. 07/08/2013.

In pursuance to the Judgement and Order dated 23rd Sept., 2013 of Hon'ble Court of Bombay at Goa in the Writ Petition No. 268/2013. The following procedure shall be strictly adhered for Verification of Social Status (Caste Certificate).

(A) The procedure to be adopted by the Vigilance Cell.

- (i) Upon receipt of the Social Status Certificate by the concerned Vigilance Cell from the Director of Social Welfare or the Director of Tribal Welfare on the case may be; the Vigilance Cell shall forward the same to the concerned Police Station. The Station House Officer of the concerned Police Station shall depute an Officer not below the rank of Head Constable to conduct the preliminary inquiry in terms of the proforma contained in the Office Memorandum dated 07/08/2013 pertaining to the Grant of Verification Certification by the Scrutiny Committee.

- (ii) The concerned Head Constable shall obtain necessary information as contained in the proforma and shall also make detailed inquiries regarding the veracity of the information provided by the applicant. The Head Constable shall also obtain an Affidavit sworn by the Applicant before Notary Public/Executive Magistrate and such other documentary evidence from the applicant in support to the information furnished by the applicant.
 - (iii) The Head Constable shall submit the report of the preliminary inquiry along with the documents submitted by the applicants to the concerned Station House Officer.
 - (iv) The concerned Station House Officers shall prepare a detailed report based on the preliminary inquiry and the document submitted by the applicant. The concerned Officer shall then forward the report to the Vigilance Cell.
 - (v) The Vigilance Officer shall prepare a report based on the report of the concerned Station House Officer and forward the same to the Scrutiny Committee. The inquiry by the Vigilance Cell shall be completed within a period of three months from the date of receipt of the application from the Director of Social Welfare or the Director of Tribal Welfare as the case may be.
- (B) Procedure to be followed by Scrutiny Committee for Grant of Verification Social Status (Caste) Certificate.**
- (i) The Scrutiny Committee shall obtain the report prepared by Talathi/Sub-Divisional Magistrate based on the information provided by the applicant at the time of issue of Provisional Caste Certificate by the Sub-Divisional Magistrate/Deputy Collector.
 - (ii) The report of Talathi/Sub-Divisional Magistrate shall be verified by the Scrutiny Committee. Vis-a-vis with the inquiry report of the Vigilance Cell and the information furnished by the applicant on an Affidavit duly sworn before Notary Public/Executive Magistrate.
 - (iii) The concerned Research Officer/Expert Member as the case may be shall prepare a brief report on the background of the Caste of the Applicant for which Social Status Certificate has been sought by the applicant.
 - (iv) The Scrutiny Committee shall independently verify the report prepared by concerned Talathi/Sub-Divisional Magistrate at the time of issue of Provisional Caste Certificate and compare the information with the Vigilance Cell inquiry report and also information provided by the Applicants in the Affidavit.
 - (v) The Scrutiny Committee shall pass a brief reasoned Order incorporating the information such as Vigilance Cell inquiry Report, information provided by Applicant, Report prepared by concerned Talathi/Sub-Divisional Magistrate, Report prepared by the Research Officer/Expert Member.
 - (vi) In case of Refusal of Grant of Verification Certificate the Scrutiny Committee shall give a reasonable opportunity to the applicant to show cause as to why the application for Grant of Verification Certificate should not be rejected. Similarly if any objections are received by the Scrutiny Committee from third party objection for the Grant of Verification Certificate to the applicant then shall give a reasonable opportunity to hear concerned applicant and the objector. The Scrutiny Committee then shall pass an order dealing with all the issues raised by the Objector.

It is enjoined upon all the concerned to follow the above mentioned instructions scrupulously

Sd/-
(Meena H. Naik Goltekar)
Director of Social Welfare &
Ex-Officio Joint Secretary
(Social Welfare)

Social Welfare Department

No. 13/19/89/SWD/3983

Dated: 07/08/2013

OFFICE MEMORANDUM

Whereas, in pursuance with the judgment of the Hon'ble Supreme Court in the matter **Kumari Madhuri Patil and another V/s Additional Commissioner, Tribal Development and another**; reported in 1994(6) SCC the Government has issued following Notifications/Order for the issuance of Social Status certificates and their scrutiny.

- (i) Vide Notification No. 13/19/89-SWD/709 dated 24.04.2001 Government has designated Deputy Collector and Sub- Divisional Magistrate as a Competent Authority to issue Caste Certificates (Social Status Certificate) for the Scheduled Castes/Scheduled Tribes/Other Backward Classes.
 - (ii) Vide Notification No. 13/19/89-SWD/711 dated 24.04.2001 Government has constituted the Scrutiny Committee for Verification of Castes Certificates issued by the Competent Authority to persons belonging to Scheduled Castes/Scheduled Tribes/Other Backward Classes.
 - (iii) Vide Order No. E-I/VIG-Cell/6426 dated 06.09.1999 Government has constituted a Vigilance Cell consisting of Deputy Superintendent of Police (Crime Branch) and two more Police Officers to personally verify and collect all the facts of the Social Status claimed by the Candidate or the parent or guardian, as the case may be.
- 2. And Whereas** the Government has prescribed the following procedure in terms of directions of Supreme Court for issuance of Social Status Certificate/Caste Certificate, their scrutiny and their approval, in suppression of the Circular No. 13/19/89-SWD/722 dated 26.4.2001.
- (i) The application for grant of Social Status Certificate/Caste Certificate shall be made to the Deputy Collector and Sub Divisional Magistrate as per **Annexure I (A) & I (B)**.
 - (ii) The parent, guardian, or the candidate, as the case may be shall file an Affidavit before the Dy. Collector duly sworn and attested by a Competent Gazetted Officer with particulars of caste and sub-caste, tribe, tribal community, parts or group of tribes or tribal communities, the place from which he/she originally hails from and other particulars as **prescribed** by the Directorate concerned, as per **Annexure II (A) and II (B)**.
 - (iii) The application for Verification of Caste Certificate by the Scrutiny Committee shall be filed at least 6 months in advance before seeking admission into educational institution or an appointment to a post as per **Annexure III (A) and III (B)**.
 - (iv) The Directorate concerned shall forward the copies of Status Certificate to the Vigilance Cell for verification.
 - (a) The Vigilance Officer shall go to the local place of residence and original place from which the candidate hails and usually resides or in case of migration to the town or city, the place from which he originally hailed from. The Vigilance Officer shall personally verify and collect all the facts of the Social Status claimed by the Candidate or the parent or guardian, as the case may be. **He shall also examine the school records, birth registration if any. He shall also examine the parents**, guardian or the candidate in relation to their caste etc. or such other persons who have knowledge of the social status of the candidate and then submit a report to the Directorate of Social Welfare or Directorate of Tribal Welfare as the case may be; together with all particulars as **envisaged** in the **Proforma** as per **Annexure IV(A) & IV (B)**, in particular, or of the Scheduled Tribes relating to their peculiar anthropological and ethnological traits, deity, rituals, customs, mode of marriage, death ceremonies, method of burial of dead bodies etc. by the Castes or Tribes.
- 3. And Whereas**, the Director concerned, on receipt of the report from the Vigilance Officer if he found the claim for social status to be "not genuine" or "doubtful" or spurious or falsely or wrongly claimed, the Director concerned shall issue Show-cause Notice supplying a copy of the

report of the Vigilance Officer to the Candidate by a Registered Post with acknowledgement due or through the Head of the Educational Institution/Organization concerned in which the candidate is studying or employed. The notice shall indicate that the representation or reply, if any, would be made within two weeks from the date of the receipt of the Notice and in no case on request not more than 30 days from the date of receipt of the Notice. In case, the candidate seeks for an opportunity of hearing and claims an inquiry to be made in that behalf, the Director on receipt of such representation/reply shall convene the meeting of Scrutiny Committee and the Chairperson who shall give reasonable opportunity to the candidate/parent/guardian to adduce all evidence in support of their claim. A public notice or any other convenient mode shall be published in the village or locality and if any person or association opposes such a claim, an opportunity to adduce evidence may be given to him/her. After giving such opportunity either to the person or through Counsel, the Committee shall make such inquiry as deems expedient and consider the claims vis-à-vis the objections raised by the candidate or opponent and pass an appropriate order with brief reasons in support thereof.

4. **Whereas**, in case the report is in favour of the candidate and found to be genuine and true, **no further action needs to be taken**, the concerned Directorate shall issue a Certificate or Verification as prescribed in **Annexure V**, except where the report or the particulars given are procured or found to be false or fraudulently obtained and in later event the same procedure as in envisaged in para 3 above to be followed.
5. **And Whereas**, the findings recorded by the Scrutiny Committee holding that the certificate obtained was false, on its cancellation and confiscating simultaneously, same shall be communicated to the educational institution/organization concerned or the appointing authority by registered post with acknowledgment due with a request to cancel the admission or the appointment. The Principal of the educational institution responsible for making the admission or the appointing authority shall cancel the admission/appointment and debar the candidate from further study or continue in office in a post.
6. The Order passed by the Scrutiny Committee shall be final and conclusive only subject to the proceedings under Article 226 of the Constitution of India.
7. **Now therefore** it is enjoined upon all the Government Departments, Educational Institutions etc. to accept the provisional Status Certificates issued by competent authority till the final decision is given.

By Order and in the name of
Governor of Goa
Sd/-
V. M. Paranjape
Director of Social Welfare &
Joint Secretary (Social Welfare)

ANNEXURE-I (B)

FORM OF APPLICATION FOR OBTAINING PROVISIONAL OBC CERTIFICATE

To,

The Deputy Collector &
Sub Divisional Officer

----- Sub Division

----- Goa

Affix passport
size photograph

Sir/Madam,

I, Shri/Smt/Kum: _____ hereby applies for the issue of OBC certificate

I am submitting the following information's along with the documentary evidences in support of my claim as: _____

1. Purpose for which certificate is required: _____
 2. Name of the applicant: _____
 3. Present Residential Address: _____

 4. Contact No. _____
 5. Date of Birth: _____
 6. Present Occupation: _____
 7. Hereditary Occupation: _____
 8. Fathers Name: _____
 9. Present Occupation: _____
 10. Name of the OBC community: _____
 11. Synonym/Generic name if any: _____
 12. Religion Professed by applicant: _____
 13. Religion Professed by applicant's father: _____
 14. Name of original village with complete address in which applicant/applicants parents originally hails from prior to 19.2.1968: _____
 15. Whether staying in the same village as on the date of this application: YES/NO
 16. If No, kindly furnish the following details
 - a) Year of leaving original Village of residence: _____
 - b) Reason for leaving the original Village of residence: _____
 17. Place of birth: _____
 18. Name of the primary school in which applicant has studied: _____
_____ from _____ to _____
 19. Name of the Secondary School in which applicant has studied: _____
_____ from _____ to _____
 20. Annual family Income from all sources:- Rs. _____
(Excluding Salaries and Income from Agricultural land)
 21. Whether applicant's father or any relatives from paternal side have obtained the Caste Certificate:- YES/NO
 22. If Yes; Kindly attach a copy of the certificate
Signature of the Applicant: _____
- Date:- _____
- Place: _____

DECLARATION

(To be signed by applicant if he/she attained the age of 18 years. In case he/she is minor it will be signed by father/guardian of the applicant)

I, _____ son/daughter/wife
of _____ do hereby declare that the facts given

in the application are correct and nothing has been concealed. I shall be liable for prosecution for furnishing false and incorrect information/documents as per the provision of Indian Penal Code.

Signature: _____

Name in BLOCK LETTERS: _____

Date: _____

Place: _____

Documentary evidences in support of Caste Claim to be enclosed

1. Birth Certificate of the applicant
2. Birth Certificate of applicant's father or any relatives from parental side
3. Applicant's School Leaving Certificate or Bonafide Certificate issued by School Authorities
4. Document showing applicant's father or Grandfather belongs to OBC notified by Govt.
5. Documents showing that applicant/applicants father was residing in Goa prior to 19.2.1968
6. Income Certificate issued by Competent Authority
7. Affidavit in prescribed format.

ANNEXURE-II (B)

FORMAT FOR AFFIDAVIT FOR OBTAINING PROVISIONAL OBC CERTIFICATE

Affidavit to be submitted to the Deputy Collector/SDO with the Application form to obtain a OBC Certificate by the Applicant.

(To be sworn before the Executive Magistrate or Notary public of Rs. 20/- non judicial stamp paper by the Parent/Guardian or Candidate)

A F F I D A V I T

I, _____ son/daughter of _____ aged ____ years,
 occupation _____ residing at _____ village
 _____ Taluka _____ District _____
 State of Goa; since _____ do hereby solemnly affirm and state on Oath as under.

• I say that, I belong to _____ OBC recognized by the Government of Goa. I further state that I belong to _____ religion.

• I say that, I originally hail from _____ village _____
 Taluka _____ District _____ State.

• I say that I am/my parents/Grand parents were/are originally hail from village prior to 19th February, 1968.

• I say that, I have applied/not applied; OBC certificate to this effect in the State of Goa or any other State.

• I say that no one from my relatives from paternal side has received/been refused OBC certificate in the State of Goa or any other State.

• I say that, the status certificate received by my near relative viz. _____ (1) _____ (2) _____ from paternal side is enclosed with the application. The said person is my _____ in relation. (if available)

• I say that none of my parents (Father/Mother) is a Group “A”/Class I Officer under Central/State Government or belongs to any service in any PSU, Bank, Insurance Company, Educational Institution, or in Private employment comparable to Group A/Class I service under Central/State Government or holds any Constitutional Post.

• I say that none of my parents (Father/Mother) is a Group “B”/Class II Officer under Central/State Government or belongs to any service in any PSU, Bank, Insurance Company, Educational Institution, or in Private employment comparable to Group B/Class II service under Central/State Government or holds any Constitutional Post.

• I say that annual income of my parent’s from Salaries is Rs. _____ (in words)

• I say that annual income of my parent’s from other sources including business or properties is Rs. _____ (in words)

• I say I do/do not belong to Creamy layer.

• I say that the present Affidavit is sworn by me in order to produce the same in the Office of Dy. Collector and SDO _____ for obtaining my status certificate for me/my son/daughter/ward.

• I say that the content of the foregoing paras are true and nothing is false.

DEPONENT

ANNEXURE-III (B)

Form of Application to be submitted to the OBC Scrutiny Committee for verification of Caste Certificate

To,
The Director,
Directorate of Social Welfare,
Panaji – Goa 403 001.

Subject: Scrutiny and verification of Other Backward Class Certificate.

Sir,

I, the undersigned _____ request to verify a OBC certificate for _____ purpose. I am submitting information and documents in support of my OBC. Two attested copies of the status certificate issued by Dy. Collector, _____ are enclosed herewith.

1. Full name of the applicant : _____
2. Present address of Village/Town/City,: _____
a. Taluka and District : _____
3. Phone number/contact number : _____
4. Full name of the applicant’s father : _____
5. Permanent address of the father : _____

(In case, the father is not alive, the Permanent address of the father at the time of his death.

6. Present occupation of the applicant's : _____

Father with address and phone number

7. If father is serving, post held and : _____

address of the employer with phone number

8. Father's education : _____

9. Family traditional occupation : _____

10. a) Applicant's original Place, Post, : _____

Taluka, District : _____

If the place has been changed, when : _____

and why it was changed.

11. The name of the place : _____

(Village/Town/City, Taluka and District)

where applicant's father/grandfather was

hailing from prior to 19th February, 1968

12. The authority from whom the applicant

has obtained his OBC : _____

a. Certificate and number and : _____

b. Date of the certificate : _____

13. Educational Information:

Stages of Education	Name of the Educational Institution and Address	Period of Education
Primary Education (give information from 1 st Std.)		
Secondary Education		
College Education		
Any other		

14. Whether any member of the family has verified Status Certificate before this?

YES/NO

a. If yes,

Name of the family member: _____

Relationship with the applicant: _____

Enclose a copy of Validity Certificate

15. If the OBC certificate is to be verified for the purpose service then give the details of the appointing authority with address and phone number:

16. If the OBC Certificate is to be verified for the purpose of election, then give the information of election:

17. Type of election & place, Taluka, District : _____

Date of election : _____

18. Name and number of the ward : _____

19. Annual income of Father : _____

20. Whether belongs to Creamy Layer or Non Creamy Layer: _____

21. Following documents (attested copies) to be enclosed:

i) OBC Certificate of the applicant (two copies)

ii) Applicant's Primary School Leaving Certificate or an extract of School Admission Register

iii) Attested copies of following documents in respect of applicant's father:

(a) Primary School Leaving Certificate or an extract of School Admission Certificate or Birth Certificate of father or OBC Certificate of father or any other valid document showing that father of the applicant was resident of Goa prior to 19.02.1968.

(b) Any other relevant evidence/documents, in support of claim.

I declare on oath, that the information furnished in the application form by me is true and correct to the best of my knowledge and belief.

Yours faithfully,

(Applicant's Signature)

Place: _____

Date: _____

(Signature of the applicant's father/guardian if the applicant is minor)

ANNEXURE-IV (B)

PRESCRIBED PERFORMA FOR REPORTING BY VIGILANCE CELL

OBC CERTIFICATE NO. _____ **dated** _____

issued by Deputy Collector/SDO: _____

1. Name of the applicant: _____

2. Present Residential Address: _____

3. Police Station: _____

4. Post Office: _____

5. Purpose for which certificate is required: _____

6. Present Occupation: _____

7. Traditional Occupation of Father/forefathers: _____

8. Fathers name: _____

9. Present Occupation: _____

10. Hereditary Occupation: _____

11. Name of the OBC: _____

12. Sub Caste: _____

13. Religion Professed by applicant: _____

14. Religion Professed by applicant's father/forefathers: _____

15. Religion Professed by applicant's mother: _____

16. Name of village in which applicant/applicants parents were residing prior to 19.02.1968:

17. Whether staying in the same village as on the date of this application: YES/NO

18. If No; kindly furnish the following details

a) Year of leaving original Village: _____

b) Reason for leaving the original Village: _____

19. Place of Birth: _____

20. Name of the Primary School in which applicant has studied: _____

_____ from _____ to _____

21. Name of Secondary School in which applicant has studied: _____

_____ from _____ to _____

22. Whether applicant's parents are working as Group A/Group B Officer of the Central/State Government: _____

23. If yes:

(i) Place of Work: _____

(ii) Designation: _____

(iii) Monthly Salary: _____

24. Annual family income from all Sources: Rs. _____

(Excluding Salaries and Income from Agricultural land)

25. Whether applicant's father or any relatives from paternal side have obtained the Caste Certificate: YES/NO

If Yes, kindly enclose a copy of the Caste Certificate.

Certified that Shri/Smt./ _____

Belongs to OBC Category notified by the Government of Goa.

Signature of the Reporting Officer

Designation: _____

Date: _____



Government of Goa
Directorate of Social Welfare
18th June Road, Panaji-Goa

ANNEXURE-V

CERTIFICATE OF VERIFICATION

No. _____

Date: _____

After considering the documents and associated facts, it is certified that Shri/Smt/Kum
_____ belongs to the _____ (SC/OBC/ST)

Therefore, his/her Scheduled Castes/OBC/ST Certificate bearing No. _____ dated _____ issued by the Deputy Collector/Sub Divisional Officer _____ and verified by Vigilance Cell Vide their report No. _____ dated _____ is held VALID.

(Name _____)

Director of Social/ Tribe Welfare

ANNEXURE-I (A)

FORM OF APPLICATION FOR OBTAINING PROVISIONAL SC/ST CERTIFICATE

To,
The Deputy Collector &
Sub Divisional Officer
----- Sub Division
----- Goa
Sir/Madam,

Affix
passport size
photograph

I, Shri/Smt/Kum: _____ hereby applies for the issue of SC/ST certificate

I am submitting the following information's along with the documentary evidences in support of my claim as: _____

1. Purpose for which certificate is required: _____
2. Name of the applicant: _____
3. Present Residential Address: _____

4. Contact No. _____
5. Date of Birth: _____
6. Present Occupation: _____
7. Hereditary Occupation: _____
8. Fathers Name: _____
9. Present Occupation: _____
10. Name of the SC/ST: _____
11. Sub Caste/ Tribe: _____
12. Religion Professed by applicant: _____
13. Religion Professed by applicant's father: _____
14. Name of original village with complete address in which applicant/applicants parents originally hails from prior to 19.2.1968: _____
15. Whether staying in the same village as on the date of this application: YES/NO
16. If No, kindly furnish the following details
 - a) Year of leaving original Village of residence: _____
 - b) Reason for leaving the original Village of residence: _____

17. Place of birth: _____

18. Name of the primary school in which applicant has studied: _____

_____ from _____ to _____

19. Name of the Secondary School in which applicant has studied: _____

_____ from _____ to _____

20. Whether applicant's father or any relatives from paternal side have obtained the Caste Certificate:- YES/NO

21. If Yes; Kindly attach a copy of the certificate

Signature of the Applicant: _____

Date:- _____

Place: _____

DECLARATION

(To be signed by applicant if he/she attained the age of 18 years. In case he/she is minor it will be signed by father/guardian of the applicant)

I, _____ son/daughter/wife of _____ do hereby declare that the facts given in the application are correct and nothing has been concealed. I shall be liable for prosecution for furnishing false and incorrect information/documents as per the provision of Indian Penal Code.

Signature: _____

Name in BLOCK LETTERS: _____

Date: _____

Place: _____

Documentary evidences in support of Caste Claim to be enclosed

1. Birth Certificate of the applicant
2. Birth Certificate of applicant's father or any relatives from parental side
3. Applicant's School Leaving Certificate or Bonafide Certificate issued by School Authorities
4. Document showing applicant's father or Grandfather belongs to SC/ST notified by Govt.
5. Documents showing that applicant/applicants family was residing in Goa prior to 19.2.1968
6. Affidavit in prescribed format.

ANNEXURE-II (A)

FORMAT FOR AFFIDAVIT FOR OBTAINING PROVISIONAL SOCIAL STATUS CERTIFICATE

(SC/ST)

Affidavit to be submitted to the Deputy Collector/SDO with the Application form to obtain a Scheduled Caste/ Scheduled Tribe Certificate by the Applicant.

(To be sworn before the Executive Magistrate or Notary public of Rs. 20/- non judicial stamp paper by the Parent/Guardian or Candidate)

AFFIDAVIT

I, _____ son/daughter of _____ aged _____ years, occupation _____ residing at _____

village _____ Taluka _____ District _____
State of Goa; since _____ do hereby solemnly affirm and state on Oath as under.

• I say that, I belong to _____ Scheduled Caste/ Scheduled Tribe recognized by the Government of Goa. I further state that I belong to _____ religion.

• I say that, I originally hail from _____ village _____ Taluka _____ District _____ State.

• I say that I am/my parents/Grand parents were/are originally hailing from _____ village prior to 19th February, 1968.

• I say that, I have applied/not applied; Scheduled Caste/ Scheduled Tribe certificate to this effect in the State of Goa or any other State.

• I say that no one from my relatives from paternal side has been refused Scheduled Caste/ Scheduled Tribe certificate in the State of Goa or any other State.

• I say that, the status certificate received by my near relative viz. _____ (1) _____ (2) _____ from paternal side is enclosed with the application. The said person is my _____ in relation.

• I say that the present Affidavit is sworn by me in order to produce the same in the Office of Dy. Collector and SDO _____ for obtaining my status certificate for me/my son/daughter/ward.

• I say that the content of the foregoing paras are true and nothing is false.

DEPONENT

ANNEXURE-III (A)

Form of Application to be submitted to the SC/ST Scrutiny Committee for verification of SC/ST Certificate

To,
The Director,
Directorate of Social Welfare/Tribal Welfare,
Panaji – Goa 403 001.

Subject: Scrutiny and verification of Scheduled Caste/ Scheduled Tribe Certificate.

Sir,

I, the undersigned _____ request to verify a Scheduled Caste/ Scheduled Tribe certificate for _____ purpose. I am submitting information and documents in support of my Scheduled Caste/ ST. Two attested copies of the status certificate issued by Dy. Collector, _____ are enclosed herewith.

1. Full name of the applicant : _____
2. Present address of Village/Town/City,: _____
a. Taluka and District : _____
3. Phone number/contact number : _____
4. Full name of the applicant's father : _____
5. Permanent address of the father : _____

(In case, the father is not alive, the Permanent address of the father at the time of his death.

6. Present occupation of the applicant's : _____

Father with address and phone number

7. If father is serving, post held and : _____

address of the employer with phone number

8. Father's education : _____

9. Family traditional occupation : _____

10. a) Applicant's originally hails from : _____

Taluka, District : _____

If the place has been left, when : _____

and why it was left.

11. The name of the place : _____

(Village/Town/City, Taluka and District)

where applicant's father/grandfather was

originally hailing from prior to 19th February, 1968

12. (a) Since when the applicant : _____

is staying at the present address

and the reasons for leaving original place

13. At present who is staying at the permanent : _____

place, address and phone number

a. Is there a house, land at the native place.

b. In case of land, it contains entry in

form I & XIV (enclose a copy) : _____

14. Name of the educational institution, where the applicant is presently studying : _____

address with phone

15. Educational Information:

Stages of Education	Name of the Educational Institution and Address	Period of Education
Primary Education (give information from 1 st Std.)		
Secondary Education		
College Education		
Any other		

16. (a) Whether any member has obtained Scheduled Caste/ ST Certificate :-YES/NO

If yes, kindly enclose a copy of the certificate

17. (a) Whether any member of the family has verified Scheduled Caste/ ST Certificate before this?

_____-:YES/NO

a. If yes,

Name of the family member: _____

Relation with the applicant: _____

b. If validity certificate was obtained, : _____

kindly enclose a copy. : _____

18. If the Scheduled Caste/ ST certificate: _____

a. (claim) is to be verified for the purpose of

Service give the details of the

appointing authority of the applicant,

address and phone number:-

19. Following documents (attested copies) to be enclosed:-

i) SC/ST Certificate of the applicant. (two copies)

ii) Applicant's primary School leaving certificate or an extract of school admission register

iii) Attested copies of following documents in respect of applicant's father:-

(a) Primary School leaving certificate or an extract of School admission Certificate of Birth certificate of father or SC/ST certificate of father or any other valid document showing that father of the applicant was hailing from Goa prior to 19.2.1968

(b) Any other relevant evidence/documents, in support of claim.

vi) Any other relevant evidence/documents, in support of claim.

I declare on oath, in writing that the information furnished in the application from by me is true and correct to the best of my knowledge and belief.

Yours faithfully,

Place: _____

Date: _____

(Applicant's Signature)

(Signature of the applicant's father/guardian
if the applicant is minor)

ANNEXURE-IV (A)

PRESCRIBED PERFORMA FOR REPORTING BY VIGILANCE CELL

SC/ST Certificate No. _____ dated _____ issued by Deputy Collector/SDO: _____

1. Name of the applicant: _____

2. Present Residential Address: _____

3. Police Station: _____

4. Post Office: _____

5. Purpose for which certificate is required: _____

6. Present Occupation: _____

7. Traditional Occupation of Father/forefathers: _____

8. Fathers name: _____

9. Present Occupation: _____

10. Hereditary Occupation: _____

11. Name of the SC/ST _____

12. Sub Caste/Tribe _____

13. Religion Professed by applicant: _____
14. Religion Professed by applicant's father/forefathers: _____
15. Religion professed by applicant's Mother: _____
16. Name of village in which applicant/applicants parents originally hailing from _____ village
_____ Taluka prior to 19.02.1968
17. Whether staying in the same village as on the date of this application: YES/NO
18. If No; kindly furnish the following details
- a) Year of leaving original Village: _____
- b) Reason for leaving the original Village: _____
19. Place of Birth: _____

Department of Home

No. 11/13/91-HD(G)/2050

Dated:- 20/08/2013

SCHEME FOR PROVIDING EMPLOYMENT IN GOVERNMENT TO THE CHILDREN OF FREEDOM FIGHTERS

Government is pleased to frame the following scheme for the benefit of children of freedom fighters as announced in the Budget Speech 2013-14.

Object of the Scheme.— At present there is 2% reservation in Government job to the children of freedom fighters for Group 'A', 'B', 'C', and 'D' posts in Government Departments. However, even after 50 years of Liberation of Goa, children of freedom fighters remained unemployed. The Government of Goa has, therefore, decided to provide employment to children of freedom fighters in Government Departments by filling 5% of vacancies under direct recruitment of Group 'C' and 'D' posts through this scheme.

1. The scheme shall be called the "Scheme for providing employment in Government to the children of Freedom Fighters".

2. **Definitions.**— (I) "Freedom Fighter" means person declared by Home Department as a bonafide freedom fighter as per the definition under the Goa Freedom Fighters Welfare Rules, 1988 and that such declaration is not revoked or cancelled.

(II) "Children of Freedom Fighters" means—(a) Son of freedom fighter including legally adopted son (prior to publication of this scheme) below the age of 47 years as on the date of registration with Home Department and not already employed under any Government Department or Corporations owned by the Government or the local self governing bodies.

(b) Daughter of freedom fighter including legally adopted daughter (prior to publication of this scheme) married daughter, below the age of 47 years as on the date of registration with Home Department and not already employed under any Government Department, Corporations owned by the Government or the local self governing bodies.

(III) "Government" means Government of Goa.

(IV) "Competent Authority" means—

(a) Secretary, General Administration Department in case of recruitment in Secretariat;

(b) Head of the Department in case of recruitment in case of offices other than Secretariat.

(V) "Scheme" means the present scheme.

3. **5% vacancies to the Children of Freedom Fighters.**— (a) 5% of the vacancies under direct recruitment quota under Group 'C' & 'D' shall be filled from freedom fighter category. The said scheme shall be applicable for all vacancies under direct recruitment quota except vacancies under Group A and B, for which recruitment is done by Goa Public Service Commission.

(b) The existing policy of 2% reservation in Government job shall cease to be in force from the date of publication of this scheme.

(c) However, the prevalent reservation of 2% posts under Group 'A' and 'B' based on roster points shall continue vis-à-vis posts filled through GPSC for a period of two years.

(d) The above scheme shall be not applicable for posts of technical nature or which require successful completion of physical test as a pre-condition for employment in any of the Government Departments such as Police Force, Fire Department, etc.

4. **Registration by Children of Freedom Fighters for availing benefit under the said Scheme.**— (a) All the eligible children of freedom fighters shall within a period of ninety days from the date of publication of this notification register themselves with Home Department as per the form appended here below.

(b) Upon culmination of the period of ninety days earmarked for registration, the Home Department shall arrange to prepare a list of all such eligible children of freedom fighters as defined in the Scheme after due process of scrutiny of the applications.

(c) The Home Department shall prepare seniority list based on the age of the candidate and the junior most candidate shall be placed at the bottom.

(d) The primary classification of this list shall be based on educational qualification. For instance, a basic list of non-matriculate candidates, those candidates who are holding matriculation certificate, a list of those candidates who hold HSSCE certificate and so forth, shall be separately maintained.

(e) Further, the list shall be periodically pruned upon selection of candidate from the list and the names of such candidates shall be deleted once intimation about his/her joining is received by the Home Department.

5. **"Procedure".**— (a) Whenever a Government Department desires to fill the 'C' and 'D' vacant posts, the Competent Authority shall seek No Objection Certificate from the Personnel Department as per rules and regulations in force (as per the practice in force).

(b) The Personnel Department shall seek list of children of freedom fighters to be considered under this scheme from Home Department, Secretariat. Based on the request, Home Department shall sponsor the candidates in the precedence of seniority by age from the eligible list.

6. **"Other Conditions".**— (a) The age of the candidate shall be considered by the Home Department as on the date of his application under this scheme and the candidate sponsored by the Home Department shall be deemed to be within the prescribed age limit as on the date of his appointment in relaxation of all rules in this regard.

(b) Upon culmination of recruitment process and finalization of select list of candidates, the Competent Authority shall forward a list of candidates selected and appointed under this scheme for information of Home Department.

(c) The inter se seniority of persons appointed under this scheme shall be fixed below the seniority of direct recruitment candidates.

7. **"Validity of the scheme".**— (a) The scheme shall be valid for 18 months from the date of issue of the same.

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

Sd/-

(**Harish N. Adconkar**)

Under Secretary

Form-I

Affix
Photograph

Application Form for registering by Children of Freedom Fighters with the Home Department, Secretariat, Porvorim Goa under the Employment Scheme

To,

The Under Secretary (Home-I),
Home Department (General),
Secretariat, Porvorim Goa

Sl. No.	Particulars	Details
1.	Full Name of the Applicant:	
2.	Sex:	
3.	Date of Birth (proof):	
4.	Detailed Address	H. No. Wado Village
5.		
6.		
7.		
8.		
9.		
10.		
11.	Mobile/Telephone No.:	
12.	Religion:	
13.	Category/Caste:	
14.	Marital Status	
15.	Details of the Freedom Fighter (indicate whether father/mother):	
	Educational Qualification (proof):	
	Knowledge of Computers, If so, then details of computer course:	
	Other Qualification:	
	Aadhar Number	
	Last 15 years Residence Certificate of the applicant in the State of Goa:	
	Registration No. of Employment Card:	
16.	Languages Known	language Read Write Speak
	English	
	Konkani	
	Marathi	

Hindi				
17.	Experience:			
18.	Any other information:			
19.	Name of Siblings:			
Sl. No.	Name(s) of siblings	Relationship with the applicant	Age	Employed or not (if employed particulars of employment)
(1)	(2)	(3)	(4)	(5)

Declaration/Undertaking

I hereby declare that whatever information provided herein above by the undersigned is true and correct and shall be held responsible for any false information or for concealment of information.

Place:

Date

Signature of the Applicant

Name

Address.....

Documents to be attached

1. Copy of Birth Certificate.
2. Copy of Education Qualification Certificate.
3. Copy of Experience Certificate.
4. Copy of last 15 years Residence Certificate in the State of Goa.
5. Copy of Employment Card.
6. Copy of Aadhar Card.
7. Details of Freedom Fighters:
 - (a) P.P.O No.
 - (b) Copy of Certificate being Freedom Fighter.

Directorate of Social Welfare

No. 61-2-2006-BC/9326

Dated:- 19-10-2009

CIRCULAR

During the recent visit of National Commission for Scheduled Castes New Delhi to Goa State, it has been emphasized by the Commission that concerned Department has to appoint a Liaison Officer. The Liaison Officer appointed shall be responsible for reservation roster and the roster shall be signed by the concerned liaison officer before the same submitted for verification to the Directorate of Social Welfare.

All the Heads of the Departments/Corporations/Commissions/Municipalities and all other Public Sector Undertaking are hereby enjoined upon to appoint liaison Officer for the purpose. A copy of the appointment of Liaison Officer shall be pasted on the roster for the information of verifying Department. It may also be noted here that while forwarding the de-reservation proposal a copy of the Post Based Roster duly signed by the Liaison Officer be enclosed with the proposal.

All the Heads of Departments/Public Sector Undertakings are hereby requested to take note that henceforth all the de-reservations proposals shall be submitted to this Directorate with the approval of concerned Administrative Secretary.

Yours Faithfully,

Sd/-

(N. B. Narvekar)
Director of Social Welfare &
Ex-Officio Joint Secretary

Department Home(General)

No. 15/5/89-HD(G)Vol-I

Dated:- 05-12-2008

Ref: O.M No. 15/5/89-HD(G) dated 27-11-1997

OFFICE MEMORANDUM

Attention is invited to the above referred Office Memorandum wherein the decision of the Government reserving 2% Government jobs for the Ex-Servicemen in Group 'C' and 'D' posts by direct recruitment was made. In the Office Memorandum cited above at para 2, the points 3 and 31 in Group 'C' and 11 and 26 in Group 'D' were fixed in the 100 point roster for Ex-Servicemen.

Due to switching over of reservation roster from vacancy based to post based roster Government has earmarked point No. 3 and 32 for Group 'C' and point No.12 and 27 for Group 'D' posts with immediate effect.

All the Heads of Department/Offices concerned with the filling up of Group 'C' and 'D' posts by direct recruitment are hereby requested to implement the above decision without further delay.

This issues with the approval of Government.

Sd/-

Sidhivinayak Surendra Naik
Under Secretary (Home)

Department of Home

No. 11/13/91-HD(G)

Dated:- 17/07/2008

- Ref : 1) O.M. No. 11-13-91-HD(G) dated 11-09-1996
2) O.M. No. 11-13-91-HD(G) dated 15-01-1997
3) O.M. No. 11-13-91-HD(G) dated 09-05-1997
4) O.M. No. 11-13-91-HD(G) dated 07-08-2002
5) O.M. No. 11-13-91-HD(G) dated 24-12-2003
6) O.M. No. 11-13-91-HD(G) dated 12-07-2005

OFFICE MEMORANDUM

Attention is invited to the above referred Office Memorandum wherein the decision of the Government reserving 2 % of Government jobs for the children of Freedom Fighters in group "A", "B", "C" and "D" posts by direct recruitment only has been communicated. In the Office Memorandum cited above at Para 2, the points 9 and 59 have been fixed in the 100 point roster for children of freedom fighters.

Due to switching over of reservation roster from vacancy based to post based roster point No. 9 & 59 which were earlier reserved for children of Freedom Fighters have gone to Schedule Tribe category. Accordingly, Government has earmarked point no. 10 & 60 to be reserved for children of Freedom Fighters for direct recruitment only.

All the Heads of Department /Offices concerned with the filling up group A, B, C & D post by direct recruitment are requested to fill reserved post for the children of Freedom Fighters under point No. 10 & 60 on Post Based Reservation Roster.

This issues with the approval of the Government.

Receipt of this OM may kindly be acknowledged.

Sd/-
(**Diwan Chand**)
Special Secretary (Home)

Social Welfare Department

No. 13-8-91/SWD/Misc/7185

Dated: 08/02/2008

CIRCULAR

Sub : Issue of Caste Certificate to SC/ST

Attention is invited to Government Notification No. 13/19/89-SWD dated 24/04/2001, wherein as per directives of Hon'ble Supreme Court, Dy. Collectors and SDOs concerned are authorized to issue caste certificate (Social Status Certificate) for SC/ST/OBC.

It has been brought to the notice of the Government by the various representatives of the Organization of Scheduled Castes and Scheduled Tribes that some of the Government Departments and Educational Institutions, autonomous bodies etc. are not accepting the Social Status Certificates issued by the Dy. Collector and SDO to the said communities on the ground that the validity period of three years after issuing the caste certificate has expired and insisting for production of fresh certificates.

In regards of the SC and ST certificates issued by the concerned Dy. Collector and SDO, it is clarified that income criteria is not applicable to the SC and ST people for obtaining their caste certificates. Creamy Layer is also not applicable to the SC and ST category. Therefore, the certificate issued to SC/ST community is valid for lifetime of the beneficiary. It must be therefore ensured that the certificate holders are not made to suffer on basis of above cited ground.

Sd/-
(N.B. Narvekar)
**Officio Joint Secretary &
Director of Social Welfare**

Directorate of Social Welfare

No. 13/7/96-SWD

Dated:-05-09-2007

NOTIFICATION

1. Attention is invited to O. M. No. 27/12/73-Estt.(SCT) dated 7-10-1974 of the Government of India, wherein it is clarified that the Government aided education institutions which are receiving Grant-in-Aid from the Government should provide reservation for Scheduled Castes and Scheduled Tribes in posts and services as per the policy of the State.

2. All the Government Departments which are providing Grants in Aid to the privately managed Organizations/Institutions are hereby directed to incorporate the following provision in the Grants Sanction Order while releasing Grant-in-Aid.

“(a) The recipient body employs more than 20 persons on a regular basis and at least 50 per cent of its recurring expenditure is met from grant-in-aid from Central/State Government; and

(b) The body is a registered society or a cooperative institution and is in receipt of a general purpose annual Grants-in-Aid of Rs. 2 lakhs and above from consolidated Fund of India.

(c) The organization shall maintain post based roster, and provide representation in services to

SC/ST/OBC, failing which further grants will not be released.”

3. The Grant Sanctioning Department shall also ensure the provision of reservation in services is implemented. Roster for reservation maintained by the organization shall be furnished to the Directorate of Social Welfare for Physical verification as and when vacancies are filled up.

By Order and in the name of
the Governor of Goa

Sd/-

P. K. Velip Kankar
Ex-Officio Joint Secretary &
Director of Social Welfare

Social Welfare Department

No.61-2-2006-BC/5331

Dated 14/11/2006

CIRCULAR

As per the decision given by the Hon'ble Supreme Court of India in the case of R.K. Sabharwal V/s State of Punjab, all the State Government Departments are required to maintain Post Based Roster. A copy of the instructions in this regard has already been circulated by this Officer letter No. 13-12-2000-SWD/5302 dated 13/3/2002.

A comprehensive training to all the Head of the Departments with the assistance of I.S.T.M. New Delhi has been organized to all H.O.D's and their respective Officers in respect of maintenance of Post Based Roster on 13th & 14th November, 2006.

All the Departments are hereby requested to complete the exercise for switching over from Vacancy Based Roster to Post Based Roster and submit their Rosters for the inspection to the Director of Social Welfare. Detail time schedule for inspection will be informed separately.

Sd/-

(N. D. Agrawal)
Director of Social Welfare &
Ex-Officio Joint Secretary

Office of Chief Secretary

No. 13/14/90-SWD(11)

Dated:- 31/10/2006

CIRCULAR

Sub : Peripatetic Training Course for officers and officials of Government of Goa

The State Government has decided to implement Post Based Roaster in place of Point Based Roaster as per directions of the Hon'ble Supreme Court. To build capacity of officials and staff in this regard, the State Government with help of The institute Secretariat Training & Management, Department of Personnel & Training (DoPT) is organizing a Peripatetic Training for Management of Post Based Roster.

It is necessary that all the staffs and officers of the State Government should be trained in Maintenance of Post Based Roster. Accordingly, all the Secretaries and Heads of Departments and Managing Directors of Corporations/Commissions should submit the names of at least 4 nominees each to the Director of Social Welfare by 7/11/06 from the following category of officers :-

1. Heads of Departments or his immediate assistant (Asst. Director/Dy. Director) looking after establishment matter.
2. Section Officer/Head Clerk of the Department.

3. Dealing assistant who is looking after roster matters.

Sd/-
(J. P. Singh, IAS)
CHIEF SECRETARY

Directorate of Social Welfare

No. 50-405(7)-2007-08-HC/3004

Dated:- 23-07-2010

OFFICE MEMORANDUM

A copy of the under mentioned O. M. No. 336035/3/2004-Estt. (Res.) dated 29-12-2005 and O. M. No. 36035/8/2003-Estt. (Res.) dated 26-04-2006 issued by Government of India, Ministry of Personnel, Public Grievances & Pensions; Department of Personnel & Training, New Delhi is forwarded for strict compliance by all the heads of Government Departments/Offices, Public Sector undertaking and Autonomous bodies.

Sd/-
(N. B. Narvekar)
Director of Social Welfare/
Ex-Officio Joint Secretary (SW)

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

No. 336035/3/2004-Estt (Res)

Dated:- 29-12-2005

OFFICE MEMORANDUM

Sub: Reservation for the Persons with Disabilities

With a view to consolidating the existing instructions, bringing them in line with the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and clarifying certain issues including procedural matters, the following instructions are issued with regard to reservation for persons with disabilities (physically handicapped persons) in posts and services under the Government of India. These instructions shall supersede all previous instructions issued on the subject so far.

2. QUANTUM OF RESERVATION:

i. Three percent of the vacancies in case of direct recruitment of Group A,B,C & D posts shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy in the posts identified for each disability;

ii. Three percent of the vacancies in case of Promotion to Group D, and Group C posts in which the element of direct recruitment, if any, does not exceed 75% shall be reserved for persons with disabilities of which one per cent each shall be reserved for persons suffering from (i) blindness or low vision, (ii) hearing impairment and (m) locomotor disability or cerebral palsy in the posts identified for each disability.

3. EXEMPTION FROM RESERVATION: If any Department/Ministry considers it necessary to exempt any establishment partly or fully from the provision of reservation for persons with disabilities, it may make a reference to the Ministry of Social justice and Employment giving full justification for the proposal. The grant of exemption shall be considered by an Inter-Departmental Committee set up by the ministry of Social justice and Empowerment.

4. IDENTIFICATION OF JOBS/POSTS: The Ministry of Social Justice and Empowerment

have identified the jobs/posts suitable to be held by persons with disabilities and the physically requirement for all such jobs/posts vide their Notification No. 16- 25/99/NLI dated 03-05-2001. It may however, be noted that:

a. The nomenclature used for any job/post & shall mean and include nomenclature used for other comparable jobs/posts having identical functions.

b. The list of jobs /posts notified by the Ministry of Social justice & Empowerment is not exhaustive the concerned Ministries/Departments shall have the discretion to identify jobs/posts in addition to the jobs /posts already identified by the Ministry of Social justice & Empowerment However, no Ministry/Department/Establishment shall exclude any identified job/post from the purview of reservation at its own discretion.

c. If a job/post identified for persons with disabilities is shifted from one group or grade to another group or grade due to change in the pay-scale or otherwise, the job/post shall remain identified.

5. RESERVATION IN POSTS IDENTIFIED FOR ONE OR TWO CATEGORIES: If a post is identified suitable only one category of disability, reservation in that post shall be given to Persons with disability only. Reservation of 3% shall not be reduced in such cases and total reservation in the post will be given to persons suffering from disability for which it has been identified. Likewise in case the post is identified suitable for two categories of disabilities, reservation shall be distributed between persons with those categories of disabilities equally, as far as possible. It shall, however, be ensured that reservation in different posts in the establishment is distributed in such a way that the persons of three categories of disabilities, as far as possible get equal representation.

6. APPOINTMENT AGAINST UNRESERVED VACANCIES: In the posts which are identified suitable for persons with disabilities, a person with disability cannot be denied the right to compete for appointment against an unreserved vacancy. Thus a person with disability can be appointed against an unreserved vacancy, provided the post is identified suitable for persons with disability of the relevant category.

7. ADJUSTMENT OF CANDIDATES SELECTED ON THEIR OWN MERIT: Persons with disabilities selected on their own merit without relaxed standards along with other candidates, will not be adjusted against the reserved share of vacancies. The reserved vacancies will be filled up separately from amongst the eligible candidates with disabilities which will thus comprise physically handicapped candidates who are lower in merit than the last candidate in merit list but otherwise found suitable for appointment, if necessary, by relaxed standards. It will apply in cases of direct recruitment as well as promotion, wherever reservation for persons with disabilities is admissible.

8. DEFINITIONS OF DISABILITIES: Definitions of categories of disabilities for the purpose of those Office Memorandum are given below:

(i) (a) **Blindness:** "Blindness" refers to a condition where a person suffers from any of the following conditions namely:-

(i) Total absence of sight; or

(ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses; or
(iii) limitation of the field of vision subtending an angle of 20 degree or worse;

(b) **Low vision:** "Person with low vision" means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device.

(ii) **Hearing Impairment:-** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

(iii) (a) **Locomotor disability:** "Locomotor disability" means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

(b) **Cerebral palsy:** - "Cerebral palsy" means a group of non-progressive conditions of a person

characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre-natal, peri-natal or infant period of development.

(c) All the cases of Orthopaedically handicapped persons would be covered under the category of "locomotor disability or cerebral palsy."

9. DEGREE OF DISABILITY FOR RESERVATION: Only such persons would be eligible for reservations in services/posts who suffer from not less than 40% of relevant disability. A person who wants to avail of benefit of reservation would have to submit a Disability Certificate issued by a competent authority in the format given in Annexure I.

10. COMPETENT AUTHORITY TO ISSUE DISABILITY CERTIFICATE:- The competent authority to issue Disability Certificate shall be Medical Board duly constituted by the Central or a State Government. The Central/State Government may constitute medical Board(s) consisting of at least three members out of which at least one a specialist in the particular field for assessing locomotor/cerebral/visual/hearing disability, as the case may be.

11. The Medical Board shall, after due examination, give a permanent disability certificate in cases of such permanent disabilities where there are no chances of variation in the degree of disability. The Medical board shall indicate the period of validity of the certificate, in cases where there are chances of variation in the degree of disability. No refusal of disability certificate shall be made unless an opportunity is given to the applicant of being heard. On representation by the applicant, the Medical Board may review its decision having regard to all the facts and circumstances of the case and pass such orders in the matter as it thinks fit.

12. At the time of initial appointment and promotion against a vacancy reserved for persons with disability, the appointing authority shall ensure that the candidate is eligible to get the benefit of reservation.

13. COMPUTATION OF RESERVATION: Reservation for persons with disabilities in case of Group C and Group D posts shall be computed on the basis of total number of vacancies occurring in all Group C or Group D posts, as the case may be, in the establishment, although the recruitment of the persons with disabilities would only be in the posts identified suitable for them. The number of vacancies to be reserved for persons with disabilities in case of direct recruitment to Group 'C' posts in an establishment shall be computed by taking into account the total number of vacancies arising in group 'C' posts for being filled by direct recruitment in recruitment year both in the identified and non- identified posts under the establishment. The same procedure shall apply for Group 'D' posts. Similarly, all vacancies in promotion quota shall be taken into account while computing reservation in promotion in group 'C' and Group 'D' posts. Since reservation is limited to identified posts only and number of vacancies reserved is computed on the basis of total vacancies (in identified posts as well as unidentified posts), it is possible that number of persons appointed by reservation in an identified post may exceed 3 percent.

14. Reservation for persons with disabilities in Group 'A' posts shall be computed on the basis of vacancies occurring in direct recruitment quota in all the identified Group 'A' posts in the establishment. The same method of computation applies for Group 'B' posts.

15. EFFECTING RESERVATION- MAINTENANCE OF ROSTERS:

(a) All establishment shall maintain separate 100 point reservation roster registers in the format given in Annexure II for determining/ effecting reservation for the disabled- one each for Group 'A' posts filled by direct recruitment, Group B posts filled by direct recruitment, group 'C' posts filled by direct recruitment, Group 'c' posts filled by promotion, Group 'D' posts filled by direct recruitment and Group 'D' posts filled by promotion.

(b) Each register shall have cycles of 100 points and each cycle of 100 points shall be divided into three blocks, comprising the following points:

1st Block -point No. 1 to point No. 33

2nd Block -point No. 34 to point No. 66

3rd Block -point No.67 to point No. 100

(c) Points I, 34 and 67 of the roster shall be earmarked reserved for persons with disabilities- one point for each of the three categories of disabilities. The head of the establishment shall decide the categories of disabilities for which the points I, 34 and 67 will be reserved keeping in view all relevant facts.

(d) All the vacancies in group C posts falling in direct recruitment quota arising in the establishment shall be entered in the relevant roster register. If the post falling at point no. 1 is not identified for the disabled or the head of the establishment considers it desirable not to fill it up by a disabled person or it is not possible to fill up that post by the disabled for any other reason, one of the vacancies falling at any of the points from 2 to 33 shall be treated as reserved for the disabled and filled as such. Likewise a vacancy falling at any of the points from 34 to 66 or from 67 to 100 shall be filled by the disabled. The purpose of keeping points I, 34 and 67 as reserved is to fill up the first available suitable vacancy from 1 to 33, first available suitable vacancy from 34 to 66 and first available suitable vacancy from 67 to 100 by persons with disabilities.

(e) There is a possibility that none of the vacancies from 1 to 33 is suitable for any category of the disabled. In that case two vacancies from 34 to 66 shall be filled as reserved for persons with disabilities. If the vacancies from 34 to 66 are also not suitable for any category, three vacancies shall be filled as reserved from the third block containing points from 67 to 100. This means that if no vacancy can be reserved in a particular block, it shall be carried into the next block.

(f) After all the 100 points of the roster are covered; a fresh cycle of 100 points shall start.

(g) if the number of vacancies in a year is such as to cover only one block or two, discretion as to which category' of the disabled should be accommodated first shall vest in the head of the establishment, who shall decide on the basis of the nature of the post, the level of representation of the specific disabled category in the concerned grade/post etc.

(h) A separate roster shall be maintained for group C posts filled by promotion and procedure as explained above shall be followed for giving reservation to persons with disabilities. Likewise two separate rosters shall be maintained for Group D posts, one for the posts filled by direct recruitment and another for posts filled by promotion.

(i) Reservation in group A and Group B posts is determined on the basis of vacancies in the identified posts only. Separate rosters for Group A posts and Group B posts 'in the establishment shall be maintained. In the rosters maintained for Group A and Group B posts, all vacancies of direct recruitment arising in identified posts shall be entered and reservation shall be effected the same way as explained above.

16. INTER SE EXCHANGE AND CARRY FORWARD OF RESERVATION IN CASE OF DIRECT RECRUITMENT:

(a) Reservation for each of the three categories of persons with disabilities shall be made separately. But if the nature of vacancies in an establishment is such that a person of a specific category of disability cannot be employed, the vacancies may be interchanged among the three categories with the approval of the Ministry of Social Justice & Empowerment and reservation may be determined and vacancies filled accordingly.

(b) If any vacancy reserved for any category of disability cannot be filled due to non- availability of a suitable person with that disability or, for any other sufficient reason, such vacancy shall not be filled and shall be carried forward as a 'backlog reserved vacancy' to the subsequent recruitment year.

(c) In the subsequent recruitment year the 'backlog reserved vacancy' shall be treated as reserved for the category of disability for which it was kept reserved in the initial year of recruitment. However, if a suitable person with that disability is not available, it may be filled by interchange among the three categories of disabilities. In case no suitable person with disability is available for filling up the post in the 'subsequent year also, the employer may fill up the vacancy by appointment of a person other than a person with disability. If the vacancy is filled by a person with disability of

the category for which it was reserved or by a person of other category of disability by inter se exchange in the subsequent recruitment year, it will be treated to have been filled by reservation. But if the vacancy is filled by a person other than a person with disability in the subsequent recruitment year, reservation shall be carried forward for a further period up to two recruitment years where after the reservation shall lapse. In these two subsequent years, if situation so arises, the procedure for filling up the reserved vacancy shall be the same as followed in the first subsequent recruitment year.

17. In order to ensure that cases of lapse of reservation are kept to the minimum any recruitment of the disabled candidates shall first be counted against the additional quota brought forward from previous years, if any, in their chronological order. If candidates are not available for all the vacancies, the older carried forward reservation would be filled first and the relatively later carried forward reservation would be further carried forward.

18. CONSIDERATION ZONE INTERSE EXCHANGE AND FORWARD OF RESERVATION IN CASE OF PROMOTION

(a) While filling up the reserved vacancies by promotion by selection, the disabled candidates who are within the normal zone of consideration shall be considered for promotion. Where adequate number of disabled candidates of the appropriate category of handicap are not available within the normal zone, the zone of consideration may be extended to five times the number of vacancies and the persons with disabilities falling within the extended zone may be considered. In the event of non availability of candidates even in the extended zone, the reservation can be exchanged so that post can be filled by a person with other category of disability, if possible. If it is not possible to fill up the post by reservation, the post may be filled by a person other than a person with disability and the reservation shall be carried forward for up to three subsequent recruitment years, where after it shall lapse.

(b) In posts filled by promotion by non-selection, the eligible candidates with disabilities shall be considered for promotion. against the reserved vacancies and in case no eligible candidate of the appropriate category of disability is available, the vacancy can be exchanged with other categories of disabilities identified for it. If it is not possible to fill up the post by reservation .even by exchange the reservation shall be carried forward for up to three subsequent recruitment years where after it shall lapse.

19. HORIZONTALITY OF RESERVATION FOR PERSONS WITH DISABILITIES:

Reservation for backward classes of citizens (SCs STs and OBCs) is called vertical reservation and the reservation for categories such as persons with disabilities and ex-servicemen is called horizontal reservation. Horizontal reservation cuts across vertical reservation (in what is called inter-locking reservation) and persons selected against the quota for persons with disabilities have to be placed. In the appropriate category viz. SC/ST/OBC/General candidates depending upon the category to which they belong in the roster meant for reservation of SCs/STs/OBCs. To illustrate, if in a given year there are two vacancies reserved for person with disabilities and out of two persons with disabilities appointed, one belongs to Schedule Caste and other to general category then the disabled SC candidate shall be adjusted against the SC point in the reservation roster and the general candidate against unreserved point in the relevant reservation roster. In case none of the vacancies falls on point reserved for the SCs the disabled candidate belonging to SC shall be adjusted in future against the next available vacancy reserved for SCs.

20. Since the persons with disabilities have to be placed in the appropriate category viz./SC/ ST/ OBC/General in the roster meant for reservation of SCs/STs/OBCs the application Form for the post should require the candidates applying under the quota reserved for persons with disabilities to indicate whether they belong to SC/ST/OBC or General category.

21. RELAXATION IN AGE LIMIT:

(i) Upper age limit for persons with disabilities shall be relax able (a) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'C' and Group D. posts; (b) by 5 years (10 years for SCs/STs and 8 years for OBCs) in case of direct recruitment to Group 'A' and

Group 'B', posts where recruitment is made otherwise than through open competitive examination; and (c) by ten years (15 years for SCs/STs and 13 years for OBCs) in case of direct recruitment to Group 'A' and Group 'B' posts through open competitive examination. .

(ii) Relaxation in age limit shall be applicable irrespective of the fact whether the post is reserved or not, provided the post is identified suitable for persons with disabilities.

22. RELAXATION OF STANDARD OF SUITABILITY: If sufficient number of persons with disabilities are not available on the basis of the general standard to fill all the vacancies reserved for them, candidates belonging to this category may be selected on relaxed standard to fill up the remaining vacancies reserved for them provided they are not found unfit for such post or posts. Thus, to the extent the number of vacancies reserved for persons with disabilities cannot be filled on the basis of general standards, candidates belonging to this category may be taken by relaxing the standards to make up the deficiency in the reserved quota subject to the fitness of these candidates for appointment to the post/posts in question.

23. MEDICAL EXAMINATION: As per Rule 10 of the Fundamental Rules, every new entrant to Government Service on initial appointment is required to produce a medical certificate of fitness issued by a competent authority. In case of medical examination of a person with disability for appointment to a post identified as suitable to be held by a person suffering from a particular kind of disability, the concerned Medical Officer or Board shall be informed beforehand that the post is identified suitable to be held by persons with disability of the relevant category and the candidate shall then be examined medically keeping this fact in view.

24. EXEMPTION FROM PAYMENT OF EXAMINATION FEE AND APPLICATION FEE: Persons with disabilities shall be exempt from payment of application fee and examination fee, prescribed in respect of competitive examinations held by the Staff Selection Commission, the Union Public Service Commission etc. for recruitment to various posts. This exemption shall be available only to such persons who would otherwise be eligible for appointment to the post on the basis of standards of medical fitness prescribed for that post (including any concession specifically extended to the disable persons) and who enclose with the application form, necessary Certificate from a competent authority support of their claim of disability.

25. NOTICE OF VACANCIES: In order to ensure that persons with disabilities get a fair opportunity in consideration for appointment to an identified post, the following points shall be kept in view while sending the requisition notice to the Employment Exchange, the SSC, the UPSC etc. and while advertising the vacancies:-

(i) Number of vacancies reserved for SCs/STs/OBCs/Ex-Servicemen/Persons suffering from Blindness of Low Vision/Persons suffering from Hearing Impairment/Persons suffering from locomotor disability or Cerebral Palsy should be indicated clearly.

(ii) In case of vacancies in posts identified suitable to be held by persons with disability. It shall be indicated that the post is identified for persons with disabilities suffering from blindness or low vision; hearing impairment; and/or locomotor disability or cerebral palsy, as the case may be, and that the persons with disabilities belonging to the category/categories for which the post is identified shall be allowed to apply even if no vacancies are reserved for them. Such candidates will be considered for selection for appointment to the post by general standards of merit.

(iii) In case of vacancies in posts identified suitable for persons with disabilities, irrespective of whether any vacancies are reserved or

(iv) not, the categories of disabilities viz blindness or low vision, hearing impairment and locomotor disability or cerebral palsy, for which the post is identified suitable along with functional classification and physical requirements for performing the duties attached to the post shall be indicated clearly.

(v) It shall also be indicated that persons suffering from not less than 40% of the relevant disability

shall alone be eligible for the benefit of reservation.

26. CERTIFICATION BY REQUISITIONING AUTHORITY: In order to ensure proper implementation of the provisions of reservation for persons with disabilities, the requisitioning authority while sending the requisition to the UPSC, SSC etc. for filling up of posts shall furnish the following certificate to the recruiting agency:-

“It is certified that the requirement of the Persons with Disabilities (Equal Opportunities, Protection of Rights & Full Participation) Act, 1995 and the policy relating to reservation for persons with disabilities has been taken care of while sending this requisition. The vacancies reported in this requisition fall at points no. _____ of cycle no. _____ of 100 point reservation roster out of which _____ Number of vacancies are reserved for persons with disabilities.”

27. ANNUAL REPORTS REGARDING REPRESENTATION OF PERSONS WITH DISABILITIES: (i) Soon after the 1st January of every, each appointing authority shall send to its administrative Ministry/Department:-

(a) PWD Report-I in the prescribed Proforma (Annexure III) showing the total number of employees, total number of employees in the posts which have been identified suitable for persons with disabilities and number of employees suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy as on the 1st January of the year, and

(b) PWD Report-II in the prescribed Proforma (Annexure IV) showing the number of vacancies reserved for persons suffering from blindness or low vision, hearing impairment, and locomotor disability or cerebral palsy and number of such persons actually appointed during the preceding calendar year.

(ii) The administrative Ministry/Department shall scrutinize the information received from all appointing authorities under it and send consolidated PWD Report-II prescribed Proforma in respect of the Ministry/Department including information in respect of all attached and subordinate offices under its control to the Department of Personnel and Training by the 31st March of each year.

(iii) The following points may be kept in view while sending the reports to the Department of Personnel & Training:-

(a) The reports sent to the DOPT should not include information in respect of public sector undertakings, statutory, semi-Government and autonomous bodies. Statutory, semi-Government and autonomous bodies shall furnish consolidated information in the prescribed Proforma to the administrative Ministry/Department concerned who may scrutinize, monitor and maintain it at their own level. The Department of Public Enterprises may collect similar information in respect of all public sector undertakings.

(b) The attached/subordinate offices shall send information to their administrative Ministry/Department only and shall not send it direct to this department.

(c) The figures in respect of persons with disabilities shall include persons appointed by reservation as well as appointed otherwise.

(d) The PWD Report I relates to persons and not to posts. Therefore, while furnishing this reports the posts vacant etc. should not be taken into account. In this report persons in deputation should be included in the establishment of the borrowing Ministry/Department/Office and not in the parent establishment. Person's permanent in one grade but officiating or holding temporary appointment in the higher grade shall be included in the figures relating to the Class of service to which the higher grade belongs.

28. LIAISON OFFICER FOR PERSONS WITH DISABILITIES:

Liaison Officers appointed to look after reservation matters for SCs/STs shall also work as liaison Officers for reservation matters relating to persons with disabilities and shall ensure compliance of these instructions.

29. All the Ministries/Departments are requested to bring the above instructions to the notice of all appointing authorities under their control.

Sd/-
(K. G. Verma)
Deputy Secretary

ANNEXURE-I

NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. _____

Date: _____

DISABILITY CERTIFICATE

Recent photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board

This is certified that Shri/Smt/Kum _____
son/wife/daughter of Shri _____ age _____ Sex _____
identification marks(s) suffering from permanent disability of following category:

A. Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip (c) Ataxic
- (iv) OA-One arm affected (a) Impaired reach
(b) Weakness of grip (c) Ataxic
- (v) BH-Striff back and Hips (cannot sit or stoop)
- (vi) MW-Muscular weakness and limited physical endurance.

B. Blindenss or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve
Reassessment of this case is not recommended/is recommended after a period of _____ years
_____ months.

3. Percentage of disability in his-her case is percent.

4. Shri/Smt/Kum meets the following physical requirement for discharge of his/her duties:-

- | | |
|-----------------------------------------------------|--------|
| (i) F-can perform work by manipulating with fingers | Yes/No |
| (ii) PP-can perform work by pulling and pushing | Yes/No |
| (iii) L-can perform work by lifting | Yes/No |
| (iv) KC-can perform work by kneeling and crouching | Yes/No |

(v) B-can perform work by bending Yes/No
 (vi) S-can perform work by sitting Yes/No
 (vii) ST-can perform work by standing Yes/No
 (viii) W-can perform work by walking Yes/No
 (ix) SE-can perform work by seating Yes/No
 (x) H-can perform work by hearing/speaking Yes/No
 (xi) RW-can perform work by reading and writing Yes/No
 (Dr. _____) (Dr. _____) (Dr. _____)
 Member Member Chaiperson
 Medical Board Medical Board Medical Board

Countersigned by the
 Medical Superintendent/CMO/Head of
 Hospital (With seal)

* Strike out which is not applicable.

ANNEXURE-II

RESERVATION ROSTER FOR PERSONS WITH DISABILITIES

Year of Recruitment	Cycle No. and point No.	Name of Post	Whether identified suitable for Persons with Disabilities suffering from			Unreserved or Reserved *	Name of the person appointed and date of the appointment	Whether the persons appointed is VH/HH/OH or none **	Remarks if any
			VH	HH	OH				
1	2	3	4	5	6	7	8	9	10

* If identified reserved, write VH/HH/OH, as the case may be, otherwise write UR

** Write VH, HH, OH or None, as the case may be.

*** VH, HH, OH stand for visually handicapped, Hearing handicapped and Orthopaedically Handicapped.

ANNEXURE III

PWD Report-I

ANNUAL STATEMENT SHOWING THE REPRESENTATION OF THE PERSONS WITH DISABILITIES IN SERVICES (As on 1st January of the year)

Group	Number of Employees				
	Total	In Identified posts	VH	HH	OH
1	2	3	4	5	6
Group A					
Group B					
Group C					
Group D					

Total					
-------	--	--	--	--	--

Note:

VH stands for Visually Handicapped (persons suffering from blindness or low vision)

HH stands for Hearing Handicapped (persons suffering from Hearing impairment)

OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

ANNEXURE IV

PWD Report II

STATEMENT SHOWING THE NUMBER OF PERSONS WITH DISABILITIES APPOINTED DURING THE YEAR

For the year _____)

MINISTRY/DEPARTMENT

ATTACHED/SUBORDINATE OFFICE:

Group	Direct Recruitment								Promotion							
	No. of vacancies reserved				No. of appointments made				No. of vacancies reserved				No. of appointments made			
	VH	HH	OH	Total	Identified Posts	VH	HH	OH	VH	HH	OH	Total	In Identified posts	VH	HH	OH
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Group A									Nil	Nil	Nil					
Group B									Nil	Nil	Nil					
Group C																
Group D																

Note: VH stands for Visually Handicapped (persons suffering from blindness or low vision)

HH stands for Hearing handicapped (persons suffering from Hearing impairment)

OH stands for Orthopaedically Handicapped (persons suffering from locomotor disability or cerebral palsy)

There is no reservation for person with disabilities in case of promotion to Group A and B posts. However, persons with disabilities can be promoted to such posts, provided the concerned post is identified suitable for persons with disabilities.

Ministry of Personnel, Public Grievances & Pensions

Department of Personnel & Training

No. 36035/8/2003-Estt (Res)

Dated:- 26-04-2006

OFFICE MEMORANDUM

Sub: Reservation for the Persons with Disabilities

The undersigned is directed to say that the persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 which came into existence on 1-1-1996 provides for reservation for persons with disability in the posts identified for three categories of disabilities namely (i) blindness or low vision, (ii) hearing impairment and (iii) locomotor disability or cerebral palsy. Instructions have also been issued by this Department for providing reservation for such persons. In spite of the Act and the instructions of this Department, vacancies were not earmarked reserved or were not filled by reservation in some establishments.

2. The matter has been considered carefully and it has been decided that reservation for persons

with disabilities should be implemented in right earnest and there should be no deviation from the scheme of reservation after the Act came into effect. In order achieve this objective, all the establishments should prepare the reservation roster registers as provided in this Department's O.M. No. 36035/3/2004-Estt (Res) dated 29-12-2005 starting from the year 1996 and reservation for persons with disabilities be earmarked as per instructions contained in that O. M. If some or all the vacancies so earmarked had not been filled by reservation and were filled by able bodied persons either for the reason that points of reservation had not been earmarked properly at the appropriate time or persons with disabilities did not become available, such unutilized reservation may be treated as having been carried forward to the first recruitment year occurring after issue of this O.M. and be filled as such. If it is not possible to fill up such reserved vacancies during the said rear recruitment, reservation would be carried forward for further two years, where after it may be treated as lapsed.

3. It has been observed that some recruiting agencies declare in their advertisements that blind/partially blind candidates need not apply and that separate examination would be conducted for visually handicapped candidate. Attention is invited to para 7 of this Department's O.M. No. 36035/3/2004-Estt (Res) dated 29-12-2005 which provides that persons with disabilities selected on their own merit will not be adjusted against the reserved share of vacancies. It means that persons with disabilities who are selected on their own merit have to be adjusted against the unreserved vacancies and reservation has to be given in addition. If visually handicapped candidate or any other category of handicapped candidates are debarred from applying on the ground that a separate examination would be eliminated.

Thus debarring of any category of handicapped candidates in the above manner is against the provisions contained in the aforesaid O.M. It is, therefore, requested that persons with disabilities should not be debarred from applying for the posts identified suitable for them and should be provided opportunity to compete for the unreserved vacancies as well by holding a common examination.

4. Contents of this O.M. may be brought to the notice of all concerned.

Sd/-
(K. G. Verma)
Deputy Secretary

Department Social Welfare

No. 13-19-89-SWD/921

Dated:- 17-06-2005

NOTIFICATION

Read:- Notification No. 13/19/89-SWD/711 dated 24-4-2001

In supersession of the Government Notification referred to above the Government of Goa is pleased to reconstitute the Scrutiny Committee for verification of the Social Status Certificate issued by the Competent Authority Dy. Collector & SDO's of the persons belonging to Other Backward Classes, as per the directives of the Supreme Court as under:-

- | | |
|-------------------------------|------------|
| 1. Secretary (Social Welfare) | - Chairman |
| 2. Director of Social Welfare | - Member |
| & | |
| 3. Shri Gurudas P. Pilarnekar | - Member |

By Order and in the name of
the Governor of Goa

Sd/-
Dr. Dilraj Kaur
Ex-Officio Joint Secretary &
Director of Social Welfare

Department of Personnel

No. 2/7/76-PER (Vol. III) (Part)

Dated: 15-03-2005

CIRCULAR

The recruitment to the Group 'C' and Group 'D' posts in all Government Department reserved for Ex-Servicemen is being done on the recommendation of Departmental Selection Committee and Departmental Promotion Committee.

Now, the Government has taken a decision that Secretary (Department of Sainik Welfare) Panaji shall be called to attend the interview whenever filling up of Group 'C' and 'D' posts reserved for Ex-Servicemen are involved held up.

All Heads of Departments/Offices are therefore advised that Secretary Department of Sainik Welfare shall be appointed as member of DSC DPC for the selection to the posts reserved for Ex-Servicemen.

The above instruction shall strictly be adhered to.

Sd/-
(Gurudas P. Pilarnekar)
Joint Secretary (Personnel)

Department Social Welfare

No. 13/7/2003-SWD/ST/4337

Dated:- 14-03-2005

Read:- Notification No. 13/07/2003-SWD/ST dated 20th October, 2004**NOTIFICATION**

In supersession of the Government Notification referred to above the Government of Goa is pleased to reconstitute the Scrutiny Committee for verification of the Social Status Certificate issued by the Competent Authority Dy. Collector & SDO's of the persons belonging to Scheduled Tribes, as per the directives of the Supreme Court as under:-

1. Secretary (Social Welfare) - Chairman
2. Director of Social Welfare - Member
- &
3. Shri Anthony D'Souza - Member

By Order and in the name of
the Governor of Goa

Sd/-
(Sanjiv Gadkar)
Ex-Officio Joint Secretary &
Director of Social Welfare

Social Welfare Department

No. 13-14-90-SWD/(Vol-II)/3049

Dated: 24/12/2004

NOTIFICATION

Keeping in view the Scheduled Caste and Scheduled Tribe population in the State of Goa, the Government of Goa is pleased to reserve in favour of Scheduled Castes 2 % and in favour of Scheduled Tribes 12 % of all categories of posts (i.e in group A, B, C and D) in the State Government Departments, Autonomous Bodies, Local Bodies, State Government Undertakings and all other organizations /offices in this State for which reservation policy is applicable, both for direct recruitment and promotions.

Accordingly, the 100 point roster to be maintained both for direct recruitment and promotions for all categories of posts separately will be as per the points indicated below :

1. **Scheduled castes** 2 and 51 (2%)
2. **Scheduled Tribes** 4, 13, 22, 30, 39, 48, 56, 64, 73, 81, 91 and 99 (12 %)

Further, in view of provisions contained in section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Acts, 1995 (Central Act 1 of 1996) the Government of Goa is pleased to notify 3 % reservation of jobs and posts to the Physical disabled persons in identified posts notified vide Government of India O.M. No. 36034/4/86/Estt (SCT) dated 25-11-1986 in groups A, B, C and D posts filled by promotions (i) from group "C" to "B", (ii) within group "B" and (iii) from group "B" to the lowest rung of group "A".

Accordingly, roster points No. 1,34 and 67 in the 100 point roster shall be earmarked for persons with disability both for direct recruitment and promotions of all category of posts separately as envisaged in Government of India's O.M. No. F.36034/4/86/Estt(SCT) dated 25-11-1986, Government of India's letter No. 36035/7/87-Estt(SCT) dated 14/08/1987 and Government of India's OM No. 36035/14/98-Estt(Res) dated 28-8-1998. The existing policy of reservation for Scheduled Castes and Scheduled Tribes, including for the physically disabled, in promotion, in all groups shall be applicable to all grades and services, where the element of direct recruitment does not exceed 75%.

In case disabled candidate belongs to the category viz. Scheduled Caste and Scheduled Tribe then the procedure as specified in O.M. No. 36035/7/95-Estt(SCT) dated 18-2-97 as modified by O.M. 36025/7/95-Estt(SCT) dated 4-7-97 and O.M. No. 36035/7/95-Estt.(Res) 16-1-98 and O.M. No. 36035/14/98-Estt.(Res) dated 28-8-1998 issued by Department of Personnel and Training, Government of India, shall be followed for reservation to the physically handicapped in case of promotion as well as direct recruitment.

This supercedes the earlier Notification No. 13/14/90-SWD(Vol-II) /189 dated 22-4-2003.

By order and in the name of
Governor of Goa.

Sd/-

(Sanjiv Gadkar)

**Director of Social Welfare
& ex-Officio Joint Secretary**

Department Social Welfare

No. 13/5/2002-SWD/SC/1455

Dated:- 20-08-2004

Read:- Notification No. 13/19/89-SWD/710 dated 24-4- 2001

NOTIFICATION

In supersession of the Government Notification referred to above the Government is pleased to reconstitute the Scrutiny Committee for verification of the Social Status Certificate issued by the Dy. Collector & SDO's of the persons belonging to Scheduled Castes, as per the directives of the Supreme Court as under:-

1. Secretary (Social Welfare) - Chairman
2. Director of Social Welfare - Member

3. Shri Yatindra Maralkar

- Member

By Order and in the name of
the Governor of Goa

Sd/-

Sanjiv Gadkar

Ex-Officio Joint Secretary &
Director of Social Welfare

Social Welfare Department

No. 61-2-BC (Part) 2002(45)/4450

Dated:- 14/03/2003

CIRCULAR**Subject:- Clarification regarding zone of consideration for promotion to “Selection posts “ for Scheduled Castes and Scheduled Tribes.**

I am directed to forward herewith a copy of Government of India, Department of Personnel & Training, New Delhi, O.M. No.22011/1/02-Estt.(D) dated 15.11.2002 on the subject captioned above for compliance.

It is, therefore, enjoined upon all the Heads of Departments/Offices and all affiliated Institutions/Colleges/Municipalities to adhere scrupulously to the instructions contained in the aforesaid Office Memorandum.

Sd/-

(A. K. Wasnik)

Director of Social Welfare

&

Ex-Officio Joint Secretary

Ministry of Personnel, Public Grievances and Pensions

No. 22011/1/02-Estt.(D)

Dated:- 15/11/2002

OFFICE MEMORANDUM**Subject :- Zone of consideration for promotion to ‘Selection posts – Clarification regarding.**

The undersigned is directed to say that extant instructions on the subject of zone of consideration to be adopted while determining the number of officers to be considered for promotion to posts in any Group by ‘selection’, including an extended zone of consideration for **SC/ST** employees are prescribed vide this Department’s **O.M. No.22011/1/90-Estt.(D)** dated **12th** October, 1990 read **with** O.M. No. 22011/1/90-Estt (D) dated 22nd April, 1992 (copies enclosed).

2. Reference have been received in this Department seeking to know whether various instructions of Department of Personnel and Training relating to the size of zone of consideration for selection posts, particularly in regard to zone of consideration for **SC/ST** candidates, that were issued prior to 12.10.1990 continue to be valid, as aforementioned DOPT **Office** Memorandum dated 12.10.1990 (read with **Office** Memorandum dated 22.4.1992) do not specifically provide that they have been issued in supersession of the earlier orders on the subject issued by this Department.

3. To clear the doubts expressed in this regard, it is, hereby, clarified that provisions of this Department’s Office Memoranda dated 12.10.1990 and 22.4.1992 ibid are self-contained and are in replacement of all previous orders issued by this Department for regulating the size of zone of

consideration for promotion by 'selection' to posts, in all Groups, including an extended zone of consideration for filling up vacancies reserved for **SC/ST** candidates. Therefore, for any original DPC held after issue of aforesaid Office Memoranda, the size of zone of **consideration/extended** zone of consideration wadis required to be considered only on the basis of provisions of these Office Memoranda and no reference is to be made to any other **instruction** on the subject issued by this Department prior to 12.10.1990.

Sd/-

(Alok Saxena)

Deputy Secretary to the Government of India

Social Welfare Department

No. 13-14-90-SWD/(Vol-II)/189

Dated: 22/04/2003

NOTIFICATION

Keeping in view the SC/ST population in the State of Goa, the Government of Goa is hereby pleased to reserve in favour of SCs & STs respectively of this State, 2 % and 7 ½ % of all categories of posts (Group A, B, C and D) in the Government Departments, Autonomous Bodies, local bodies and State Government Undertakings and all other organizations /offices in this State to which reservation policy is applicable, both for direct recruitment and promotion with immediate effect.

2. 100 point roster shall be maintained both for direct recruitment and for promotion for all categories of posts. The reserved points for various categories of posts in 100 point roster shall be as under :-

1. **Scheduled castes** - 2 and 51 (2%)
2. **Scheduled Tribes** - 4, 17, 30, 43, 56, 69, 81, 94 (7 ½ %)*.
3. **Physically Disabled** - 1, 34, 67 (3 %)

This supercedes all the Government Notification issued earlier in this regard.

NB :- * Point No. 94 in the second cycle of Roster for ST has to be skipped and will be made available for General Candidate.

BY ORDER AND IN THE NAME OF
GOVERNOR OF GOA.

Sd/-

(A.K. WASNIK)

**DIRECTOR OF SOCIAL WELFARE
& EX-OFFICIO, JOINT SECRETARY**

Social Welfare Department

No. 13-14-90-SWD/(Vol-III)

Dated: 22/04/2003

CORRIGENDUM

Read : Notification No. 13/1/97-SWD/1016 dated 30th June, 2000.

In partial modification of the Notification read above, Government is pleased to modify reservation percentage in service and roster points for Other Backward Classes and substitute the same and under :-

“i. The existing reservation percentage for O.B.C. Communities, vide Government Notification cited above for direct recruitment for service under State Government and State Undertakings, shall be decreased from 27% to 19 ½ % with immediate effect . The roster points for O.B.C. in 100 point roster will be 5, 10, 15, 20, 25, 29, 35, 40, 45, 50, 55, 60, 65, 70, 75, 80, 85, 90, 95, 100, (19 ½ % Points).”**

NB:- ** Point No. 100 in the second cycle of Roster for OBC has to be skipped and will be made available for General Candidate.

By order and in the name of
Governor of Goa.
Sd/-
(A.K. Wasnik)
**Director of Social Welfare
& Ex-Officio Joint Secretary**

Department Social Welfare

No. 50-300-97-98-HC/2285

Dated:- 21-08-2002

OFFICE MEMORANDUM

Sub:- Reservation for person with Disabilities in Group "A" and Group "B" posts.

- Ref: 1. Govt. of India, Dept of Personnel and Training
O. M. No. 36035/16/91 Estt (Sct) Dt. 18-2-1997
2. O. M. No. 36035/7/95 Estt (Sct) dt. 16-1-1998
3. O. M. No. 36035/14/98 Estt (Res) dt. 28-8-1998
4. O. M. No. 50-36-91-92-HC/2634 dt. 10-11-1999 issued by Directorate of Social Welfare, Panaji.

Section 33 of "The person with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995 (Central Act of 1996) envisages that Government shall appoint in every establishment such percentage of vacancies not less than 3% for person or class of persons with Disabilities of which 1% each shall be reserved for persons suffering from

- (i) Blindness or low vision
 - (ii) Hearing/speech impairment
 - (iii) Locomotor Disability or cerebral palsy
2. With the enactment of the aforesaid law, the Government of Goa is pleased to extend the reservation of jobs/posts to the physically disabled persons to identified Group 'A' and 'D' posts filled through Direct recruitment as well as post filled by promotion (i) from Group 'C' to group 'B' (ii) within Group 'B' and (iii) from Group 'B' to the lowest rung of Group 'A'.
 3. The existing policy of reservation for SC/ST including for the physically disabled in promotion in all groups shall be applicable to all Groups and services applicable to all grades and services where the element of direct recruitment does not exceed 75%
 4. The applicability of the reservation will however be limited to the promotion being made to these posts that are identified as being capable of being filled/held by the appropriate category of physically disabled persons. A list of identified post as being held by persons with disabilities have been notified vide O. M. No. 36035/4/86 Estt (SCT) dt. 25-11-1986 issued by Govt. of India.
 5. For effecting the reservation for physically disabled in Group A and B post for direct recruitment as well as in promotion each Department shall maintained separate roaster of 100 points and roaster point's no. 1, 34 and 67 shall be earmarked for persons with Disabilities in a cycle of 100 vacancies.
 6. In case disabled candidates belong to the category viz SC/ST then the procedure as specified in O. M. No. 36035/7/95-Estt (SCT) dt. 18-2-1997 as modified by O. M. No. 36035/3/97-Estt (Res) dt. 4/7/1997 and O. M. No. 36035/7/95 Estt (Sct) dated 16-01-1998 Issued by Deptt. Of per. And Training Govt. of India shall be followed for the reservation to the physically

handicapped in cases of promotion as well as for direct recruitment.

Sd/-
A. K. Wasnik
Director of Social Welfare
Ex-Officio, Jt. Secy (Social Welfare)

Social Welfare Department

No. 13/19/89-SWD/722

Dated: 26/04/2001

CIRCULAR

In pursuance to the Supreme Court Judgement, the Caste Certificate (Social Status Certificate) for Scheduled Castes/ Scheduled Tribes/Other Backward Classes is to be issued by Deputy Collector and Sub-Divisional Magistrate. Before issuing the Caste Certificate, an affidavit is to be filed by the Parent/Guardian or candidate as the case may be before the competent authority to obtain the Caste Certificate.

The Government has constituted a Scrutiny Committee (i) for Scheduled Castes and (ii) for Other Backward Classes to verify the Caste Certificate. Any applicant seeking benefit through the Caste Certificate should apply to the Scrutiny Committee for verification of the Caste Certificate the application for verification of the caste certificate by the Scrutiny Committee shall be filed atleast six months in advance before seeking admission into Educational Institution or an appointment to a post.

The Vigilance Cell consisting of Deputy Superintendent of Police, Crime Branch and two more Officers is already constituted vide Order No. E-I/VIG.Cell/6426 dated 6th September, 1999. This Vigilance Cell will investigate into the matters of Caste Certificate (Social Status Certificate). The Report of the Vigilance Cell /Vigilance Officer regarding claim of Social Status shall be examined by the Director of Social Welfare and if found "not genuine or doubtful" or "Spurious" or "faulty" or "wrongly claimed", a Show Cause Notice will be issued to the applicant supplying the copy of the report of the Vigilance Officer to the candidate by a registered post with acknowledgement due or through the Head of Educational Institution concerned in which the candidate is studying or employed. The order should indicate that the representation or reply, if any, would be made within two weeks from the date of the receipt of the notice and in no case on request not more than 30 days from the date of the receipt of the notice. In case the applicant seeks an opportunity of hearing and claims, an enquiry to be made in that behalf, the Director of Social Welfare shall convene a meeting of the Scrutiny Committee who shall give reasonable opportunity to the applicant /Parent/Guardian to adduce all the evidence in support of their claim.

It is enjoined upon all the Government Departments, Educational Institutions, etc, to accept the Caste Certificate (Social Status Certificate) as a Provisional Certificate till the final decision is given by the Caste Scrutiny Committee. If after inquiry, the Caste Scrutiny Committee finds the claim to be false or spurious, they should pass an order cancelling the certificate issued and confiscate the same. The result of the enquiry should be communicated to the parent/guardian and the applicant within one month from the date of the conclusion.

As soon as the findings is received by the Scrutiny Committee holding that the Certificate obtained was false, on its cancellation and confiscation simultaneously, it should be communicated to the Educational Institution concerned or the appointing authority, and the principal etc. of the Educational Institution responsible for making the admission or the appointing authority and they should cancel the admission or appointment without any further notice to the candidate and debar the candidate from further study or continue in the office in a post.

The order passed by the Scrutiny Committee shall be final and conclusive only subject to the proceeding under article 226 of the Constitution.

By order and in the name of
Governor of Goa.

Sd/-

(A.K. Wasnik)

**Director of Social Welfare
& Ex-Officio Joint Secretary (SW)**

Social Welfare Department

No. 13/1/97-SWD/1016

Dated: 30/06/2000

NOTIFICATION

Read : (1) Government Order No. 13/3/84/LAWD/OBC dated 12/06/1987
and 9/7/1987

- (2) Notification No. 13/1/97-SWD dated 3.3.1987
- (3) Notification No. 13/1/97-SWD dated 13.5.1997
- (4) Notification No. 13/1/97-SWD dated 12.12.1997
- (5) Notification No. 13/1/97-SWD/2122 dated 23.9.1998
- (6) Notification No. 13/25/92-SWD-Part dated 4.10.1995

The Government of Goa, after taking into account the Resolution dated 27.10.1999 and 6.12.1999 of the Ministry of Social Justice and Empowerment, Government of India, published in the Gazette of India /Extra Ordinary, PART – I section 1 dated 27.10.1999 and 6.12.1999, respectively and further, on the recommendations of the Goa State Other Backward Classes Commission hereby notifies inclusion of below mentioned communities in the State list of OBC.

- (1) Kumbhar including Christian Kumbhar.
- (2) Teli.
- (3) Shimpi.
- (4) Christian Mahar.
- (5) Kalaikar/Blacksmith/Tinsmith.
- (6) Pagui/Gabit.
- (7) Christian Barber.
- (8) Satarkar.
- (9) Bhandari Naik

The Government is also pleased to notify that the existing reservation percentage for OBC Communities notified vide Government Orders and Notifications cited above, for direct recruitment, for service under State Government and State Undertakings, shall be increased from 15 % to 27 % with immediate effect. The roster points for OBC in 100 point roster will be 5, 8, 11, 15, 17, 21, 25, 29, 35, 39, 43, 47, 53, 55, 57, 61, 65, 69, 71, 73, 77, 79, 83, 87, 91, 95, 99. (27 points)

This reservation will, however, not be available to persons falling within the “creamy layer”, the criteria for which, is as specified by the Government Notification No. 13/25/92-SWD-PART dated 4.10.1995.

This Notification shall come into force with immediate effect.

By order and in the name of
Governor of Goa.

Sd/-

(S.V. Shirodkar)

**Director of Social Welfare &
Ex-Officio Joint Secretary**

Department of Personnel

No. 2/8/92-PER

Dated:- 22-04-1999

OFFICE MEMORANDUM

A copy of the under mentioned papers are forwarded for information and guidance to:-

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat, Panaji.
3. All autonomous bodies/Corporations/Boards.

Sd/-

G. J. Prabhudessai
Joint Secretary (Personnel)

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

No. 36036/8/98-Estt(Res)

Dated:- 16-03-1999

To,

The Chief Secretaries of All States and
Administrators of all UTs

Sub:- Verification/acceptance of caste certificates produced by candidates.

I am directed to say that the Government has decided to accept the following recommendation of the National Commission for SCs/STs contained in its third report:-

“The Government of India should also issue and reiterate instructions to all its Ministries/Departments and Public Sector Enterprises, educational and Professional institutions and other bodies under its control to take necessary steps for proper verification of caste/community certificate and for taking suitable action against the offenders. Suitable instruction on similar lines should also be issued to the States/UTs. It is all the more necessary to check the certificates at the time of entry in educational institutions, where the false caste certificates holders can really deprive the deserving candidates of an opportunity to gain knowledge and skills and subsequently to secure employment.”

2. Attention is invited to Ministry of Home Affairs O. M. No. 42/34/52-NGS dated 17th April, 1953 according to which the Scheduled Castes and Scheduled Tribes should be appointed provisionally on the basis of whatever prima facie evidence they are able to produce in support of their claim to be belonging to SCs or STs and that such claim should then be verified through the District Magistrates of the places where they and/or their families are ordinarily resident in the prescribed manner. If in any particular case the verification reveals that the candidate's claim is false, his services should be terminated.

3. Attention is also invited to O. M. No. 36012/6/88-Estt. (SCT) dated the 24-4-90 according to which the appointing authorities should, in the offer of appointment include a clause as follows:-

“The appointment is provisional and is subject to the castes/tribes certificates being verified through the proper channels and if the verification reveals that the claim to belong to Scheduled Caste and Scheduled Tribe, as the case may be is false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of false certificate.”

4. All States Governments/UTs are required to strictly observe the above quoted instructions regarding verification of caste certificates and also bring the same to the notice of all concerned.

Yours faithfully,

Sd/-

J. Kumar
Under Secretary

Department of Personnel

No. 1/49/76-PER

Dated:- 08-04-1999

OFFICE MEMORANDUM

A copy of the O. M. No. 43019/28/86-Estt(D) dated 1-2-1999 received from the Government of India, Ministry of Personnel Public Grievances and Pensions (Department of Personnel and Training), regarding grant of age concession to blind, deaf-mute and orthopaedically handicapped persons for appointment to posts/services filled through Open Competitive Examination is transcribed below.

The Government of Goa is pleased to adopt the instructions contained therein and makes it applicable to the employees of the State with immediate effect.

Sd/-

G. J. Prabhudessai
Joint Secretary (Personnel)

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

No. 43019/28/86-Estt(D)

Dated:- 01-02-1999

OFFICE MEMORANDUM

Subject: Grant of age concession to blind, deaf-mute and orthopedically handicapped persons for appointment to posts/services filled through Open Competitive Examination.

The undersigned has been directed to invite reference to the Department of Personnel and Training Office Memorandum No. 15012/6/77-Estt(D) dated July 27, 1995 (copies enclosed) on the aforementioned subject and to say that the question whether relaxation in the upper age limit should be granted to physically handicapped persons for appointment to various posts/services under the Central Government filled through Open Competitive Examination has been considered in consultation with the Union Public Service Commission and the Comptroller and Auditor General of India. It has now been decided to allow relaxation of ten years (15 years for SC/ST and 13 years for OBC) in the upper age limit to blind, deaf-mute and orthopedically handicapped persons for appointment to all civil posts/services under the Central Government filled through Open Competitive Examination.

Sd/-

K. K. Jha
Director (Establishment)

Department of Social Welfare

No. 13-8-91/SWD/Part/2008

Dated:- 03-09-1998

NOTIFICATION

Government of Goa, after considering the inclusion of various Communities in the State list of Other Backward Classes, is pleased to prescribe the following guidelines as regards the issue of O.B.C. certificate:

CLAIMS THROUGH MARRIAGES:

The guiding principle is that no person who was not Other Backward Class by birth will be deemed to be a member of Other Backward Class merely because he or she married a person belonging to Other Backward Class.

Similarly a person who is a member of Other Backward Class would continue to be a member of

that Other Backward Class even after his or her marriage with a person who does not belong to a Other backward Class.

Sd/-
S. V. Shirodkar,
Ex-Officio Joint Secretary (S. W.).

Department Home (General)

No. 15-5-89-HD(G)

Dated:- 27-11-1997

Ref:- Office Memorandum No. 2/38/75-PER dated 7th June, 1983.

OFFICE MEMORANDUM

Attention is invited to the above referred Government Office Memorandum wherein the reservation of 10% in Group 'C' and 20% in Group 'D' posts for direct recruitment of Ex-servicemen was made.

Government of Goa has reviewed the above arrangement and it has been decided to fix the reservation of 2% in Group 'C' and 2% in Group 'D' posts for direct recruitment of Ex-servicemen. The points fixed for the above reservation are 3 & 31 in Group 'C' and 11 & 26 in Group 'D' posts with immediate effect.

All the Heads of Departments/Offices concerned with the filling up of Group 'C' and 'D' posts by direct recruitment are hereby once again requested to implement the above decision without further delay.

However, it may be noted that the half yearly return in the revised proforma as attached to the Office Memorandum No. 15-5-89-HD(G) dated 7-7-1997 may be furnished on due date without fail.

Receipt of this Office Memorandum may please be acknowledged.

Sd/-
A. Mascarenhas
Under Secretary (Home)

Social Welfare Department

No.13-12-2000-SWD/5302

Dated 13/03/2002

Copy of under mentioned O.M.No.36012/2/96-ESTT(RES) dated 2/7/1997 from Government of India is forwarded for information and necessary compliance with immediate effect.

Sd/-
(A.K. WASNIK)
Ex-Officio Joint Secretary &
Director of Social Welfare

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

No: 36012/2/96-Esstt.(Res.)

Dated : 02-07-1997

Subject:- Reservation roster – post based – implementation of the Supreme Court Judgement in the case of R.K. Sabharwal v. State of Punjab.

The undersigned is directed to say that under the existing instructions, vacancy-based rosters have been prescribed in order to implement the Government's policy relating to reservation of jobs for the Scheduled Castes, the Scheduled Tribes and the Other Backward Classes. The application of reservation on the basis of these rosters was called into question before Courts. The Constitution bench of Supreme Court in the case of R. K. Sabharwal Vs. State of Punjab as well as J.C. Mallick Vs. Ministry of Railways has held that the reservation of Jobs for the Backward Classes SC/ST/OBC

should apply to posts and not to VACANCIES. The Court further held that the vacancy-based rosters can operate only till such time as the representation of the persons belonging to the reserved categories, in cadre, reaches the prescribed percentage of reservation. Thereafter, the rosters cannot operate and vacancies released by retirement, resignation and promotion, etc of the persons belonging to the general and reserved categories are to be filled by appointment of persons from the respective category so that the prescribed percentage of reservation is maintained.

2. The Court also held that persons belonging to the reserved categories, who are appointed on the basis of Merits - and not on account of reservation - are not to be counted towards the quota meant for reservation.

3. With a view to bring the policy of reservation in line with the law laid down by the Supreme Court. It has been decided that the existing 200 point, 40 point and 120 point VACANCY based roster shall be replaced by POST based rosters. All Ministries/Departments and concerned authorities are requested to prepare the respective rosters based on the principles elaborated in Explanatory/Notes given in Annexure-I to this Office Memorandum and illustrated in the Model Rosters annexed to this O.M. as Annexures - II, III and IV, Similarly, the concerned authorities may prepare rosters to replace the existing 100 point rosters in respect of local recruitment to Group 'C' & 'D' posts on the basis of the same principles.

4. The Principles for preparing the rosters, elaborated upon in the explanatory notes are briefly recapitulated below:-

(a) Since reservation for OBCs does not apply in promotions, there shall be separate rosters for direct recruitment and for promotions.

(b) The number of points in the roster shall be equal to the number of post in cadre. In case there is any increase or decrease in the Cadre strength in future, the rosters shall be expanded/contracted correspondingly;

(c) Cadre, for the purpose of a roster, shall mean a particular grade and shall comprise the number of posts to be filled by a particular mode of recruitment in terms of applicable recruitment rules. Thus, in a cadre of, say 200 posts, where the recruitment rules prescribe a ratio of 50:50 for direct recruit and promotion, two rosters one for direct recruitment and one for promotion (when reservation in promotion apply) each comprising of 100 points shall be drawn up on the lines of the respective model rosters;

(d) Since reservation does not apply to transfer on deputation/transfer, where the recruitment rules prescribed percentage of posts to be filled by this method, such post shall be excluded while preparing the rosters;

(e) In small cadre up to 13 posts, the method prescribed for preparation of rosters does not permit reservation to be made for all the three categories. In such cases, the Administrative Ministries/Departments may consider grouping of posts in different cadres as prescribed in this Department's O.M. No.42/21/49-NGS, dated 28-1-1952 and subsequent orders reproduced at page 70 to 74 of the Brochure on reservation for Scheduled Caste and Scheduled Tribe (eight editions) and prepare a common rosters for such groups. In the event it is not possible to resort to such grouping, the enclosed roster (Appendices to Annexures - II, III & IV) for cadre strength up to 13 post may be followed. The principles of operating these rosters are explained in the explanatory notes.

5. At the stage of initial operation of roster, it will be necessary to adjust the existing appointment in the roster. This will also help in identifying the excesses/shortage, if any, in the respective categories in the cadre. This may be done starting from the earliest appointment and making an appropriate remark "utilized by SC/ST/OBC/Gen" as the case may be, against the each point in the roster as explained in the explanatory notes appended to the model rosters. In making these adjustments, appointment of candidates belonging to SCs/STs/OBCs which were made on merit (and not due to

reservation) are not to be counted towards reservation so far as direct recruitment is concerned. In other words, they are to be treated as general category appointments.

6. Excess, if any, would be adjusted through future appointments and the existing appointment would not be disturbed.

7. All Ministries/Departments are requested to initiate immediate action to prepare rosters and operate them according to these guidelines.

8. That the existing order on the subject are deemed to have been amended to the extent herein.

9. The Orders shall take effect from the date of their issue. However, where selection have already been finalized, they did not be disturb and the necessary adjustment in such cases may be made in future. In other cases; recruitment may be withheld till the revised rosters are brought into operation and recruitment effected in accordance with these instructions.

ANNEXURES-I

O.M. No.36012/2/96-Estt. (Res.) dated 2.7.1997

EXPLANATORY NOTES:-

PRINCIPLES FOR MAKING AND OPERATING POST-BASED ROSTERS

1. As hitherto, these rosters are only an aid to determine the entitlement of different categories with regard to the quota reserved for them. They are not to determine seniority.

2. The model rosters have been drawn of keeping in mind two fundamental principles – the reservation for the entitled categories is to be kept within the prescribed percentage of reservation and the total reservation should in no case exceed 50% of the cadre.

3. There should be separate roster for direct recruitment and for promotions, where reservation in promotion applies.

4. The number of points in each roster shall be equal to the number of posts in a cadre.

5. While cadre is generally to be construed as the number of posts in a particular grade, for the purpose of preparation of roster, it shall comprise post required to be filled by particular mode of recruitments in terms of the applicable recruitment rules. To illustrate, in a cadre comprising 200 posts, where the recruitment rules prescribed a ratio 50:50 for direct recruitment and promotion, the roster for direct recruitment shall have 100 points and that for promotion shall have 100 points thus making a total of 200.

6. As indicated in the model roster, the method for making a roster is to multiply each post by the prescribed percentages of reservation for the different reserved categories. The point at which the multiple for a community obtains a complete numbers or oversteps the number is to be reserved for that community – while taking care to evenly space out the different reserved categories. Thus, at point No.15, in the roster at Annexure-II, both OBC and SC get entitled. However, since earlier reserved point has gone to OBCs point No.15 has been reserved for SC and point No.16 for OBC.

7. Since reservation does not apply to transfer/transfer on deputation, where rules prescribed a percentage of posts to be filled by this method, the corresponding proportion of post should be excluded while drawing up the rosters.

8. It would be noted that at the end of the roster, “squeezing” has been done for the reserved categories to reach the number of posts to be reserved for them without violating the 50 percent limit laid down by the Courts. While the drawing up the rosters, -the cadre controlling authorities should similarly “Squeeze” the last point of the roster. Such squeezing may not, however, be done where it would violate the rule of 50 percent.

9. Whenever there is any increase or decrease in the cadre strength the roster shall be correspondingly expanded or contracted. The same will also apply whenever there is change in recruitment rules which affects the proportion of posts to be filled by a particular mode of recruitment.

10. The roster is to be operated on the principle of replacement and not as “running account” as hitherto. In other words, the points at which reservation for different categories applies are fixed as per the roster and vacancies caused by retirement, etc., of persons occupying those points shall be filled by appointment of persons of the respective categories.

11. While operating the roster, person belonging to communities whom reservation has been made, but who were appointed on merit and not owing to reservation, should not be shown against reserved points. They will occupy the unreserved points.

12. In the case of the same cadres (upto 13 posts) all the posts shall be earmarked on the same pattern as in the model post based rosters. Initial recruitment against these post shall be by the category for which the post is earmarked. Replacement of incumbents of posts shall be by rotation as shown horizontally against the cadre strength as applicable. While operating the relevant rosters, care will have to be taken to ensure that on occasion the percentage of reserve category candidates exceed 50% if such a situation occurs at any time, the relevant reserved point occurring as a result of rotation will be skipped.

INITIAL OPERATION

1. At the point of initial operating of the roster, it will be necessary to determine the actual representation of the incumbents belonging to the different categories in a cadre vis a vis the points earmarked for each category viz SC/ST/OBC and general in the roster. This may be done by plotting the appointment made against each point of roster starting with the earliest appointee. Thus, if the earlier appointee in the cadre happens to be candidate belonging to the Scheduled Caste, against point number 1 of the roster, the remark “utilized by the SC” shall be entered. If the next appointee is general category candidate, the remark “utilized by general category” shall be made against the point No. 2 : and so on and so forth till appointment are adjusted in the respective roster. In making these adjustments, SC/ST/OBC candidates on merit, in direct recruitment shall be treated as General category candidates.

2. After completing the adjustment as indicated above, a tally should be made to determine actual percentage of representation of appointees belonging to the different categories in the cadre. If there is an excess 50%, it shall be adjusted in the future recruitment. Vacancies arising from retirement, etc. of candidates belonging to such categories shall be filled by appointment of candidate belonging to the categories to which the relevant roster points against which the excesses occurs, belong.

3. Since, recruitment is generally vacancy based it may happen that the actual number of promotees and direct recruit in the cadre doesn't correspond to the number of post earmarked in the respective reservation of roster. For the purpose of calculations of representation of reserved category in a cadre, total of promote and direct recruit may be taken. Rectification of the representation as per prescribed percentage by the prescribed mode of recruitment at the earliest possible however should be the goal.

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

No.36012/18/95-Estt.(Res.) Pt.-II

Dated: the 13th August, 1997.

OFFICE MEMORANDUM

Subject:- Reservation for Scheduled Caste and Scheduled Tribes in promotion.

The undersigned is directed to invite attention to this Department's O.M. No. 36012/37/93-Estt.(SCT) dated 19.08.1983 clarifying that the Supreme Court had in the Indra Sawanay Case, permitted the reservation, for the Scheduled Castes and the Scheduled Tribes, in promotion, to continue for a period of five years from 16.11.1992.

2. Consequent to the Judgement in Indra Sawaney's case, the Constitution was amended by the Constitution (seventy seventh Amendment) Act, 1995 and Article 16 (4A) was incorporated in the Constitution. This Article enables the State to provide for reservation in matters of promotion, in favour of the Scheduled Caste, Scheduled Tribe, which in the opinion of the State are not adequately represented in the services under the State.

3. In pursuance of Article 16 (4A), it has been decided to continue the reservation in promotion, as at present, for Scheduled Caste, Scheduled Tribe in the services/posts under the Central Government beyond 15.11.1997 till such time as the representation of each of the above two categories in each cadre reaches the prescribed percentage of reservation whereafter, the reservation in promotion shall continue to maintain the representation to the extent of the prescribed percentages for the respective categories.

4. All Ministries/Departments are requested to urgently bring these instructions to the notice of all their attached/subordinate offices as also the public sector Undertakings and statutory bodies etc.

Sd/-
(**Y. G. Parande**)
Director (Reservation)

ANNEXURE –II

FOR DIRECT RECRUITMENT

Objective:- Representation of each of the reserved category at no point of time exceed the reservation prescribed for it.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASES BY OPEN COMPETITION

S. No. of Posts	Share of entitlement			Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	OBC @ 27%	
001.	0.15	0.075	0.27	UR
002.	0.30	0.15	0.54	UR
003.	0.45	0.225	0.81	UR
004.	0.6	0.3	1.08	OBC-1
005.	0.75	0.375	1.35	UR
006.	0.90	0.45	1.62	UR
007.	1.05	0.525	1.89	SC-1
008.	1.2	0.6	2.16	OBC-2
009.	1.35	0.675	2.43	UR
110.	1.5	0.75	2.7	UR
011.	1.65	0.825	2.97	UR
012.	1.8	0.9	3.24	OBC-3
013.	1.95	0.975	3.51	UR
014.	2.1	1.05	3.78	ST-1
015.	2.25	1.125	4.05	SC-2
016.	2.40	1.2	4.32	OBC-4
017.	2.55	1.275	4.59	UR
018.	2.70	1.35	4.86	UR

019.	2.85	1.425	5.13	OBC-5
020.	3.00	1.5	5.4	SC-3
021.	3.15	1.575	5.67	UR
022.	3.30	1.65	5.94	UR
023.	3.45	1.725	6.21	OBC-6
024.	3.60	1.8	6.48	UR
025.	3.75	1.875	6.75	UR
026.	3.90	1.95	7.02	OBC-7
027.	4.05	2.025	7.29	SC-4
028.	4.20	2.1	7.56	ST-2
029.	4.35	2.175	7.83	UR
030.	4.50	2.25	8.1	OBC-8
031.	4.65	2.325	8.37	UR
032.	4.80	2.4	8.64	UR
033.	4.95	2.475	8.91	UR
034.	5.10	2.55	9.18	OBC-9
035.	5.25	2.625	9.45	SC-5
036.	5.40	2.7	9.72	UR
037.	5.55	2.775	9.99	UR
038.	5.70	2.85	10.26	OBC-10
039.	5.85	2.925	10.53	UR
040.	6.00	3	10.8	ST-3
041.	6.15	3.075	11.07	SC-6
042.	6.30	3.15	11.35	OBC-11
043.	6.45	3.225	11.61	UR
044.	6.60	3.3	11.88	UR
045.	6.75	3.375	12.15	OBC-12
046.	6.90	3.45	12.42	UR
047.	7.05	3.525	12.69	SC-7
048.	7.20	3.6	12.96	UR
049.	7.35	3.675	13.23	OBC-13
050.	7.50	3.75	13.5	UR
051.	7.65	3.825	13.77	UR
052.	7.80	3.9	14.04	OBC-14
053.	7.95	3.975	14.31	UR
054.	8.10	4.05	14.58	SC-8
055.	8.25	4.125	14.85	ST-4
056.	8.40	4.2	15.12	OBC-15
057.	8.55	4.275	15.39	UR
058.	8.70	4.35	15.66	UR
059.	8.85	4.425	15.93	UR
060.	9.00	4.5	16.2	OBC-16
061.	9.15	4.575	16.47	SC-9

062.	9.30	4.65	16.74	UR
063.	9.45	4.725	17.01	OBC-17
064.	9.60	4.8	17.01	UR
065.	9.75	4.875	17.55	UR
066.	9.90	4.95	17.82	UR
067.	10.05	5.025	18.09	OBC-18
068.	10.20	5.1	18.36	SC-10
069.	10.35	5.175	18.63	ST-5
070.	10.50	5.25	18.9	UR
071.	10.65	5.325	19.17	OBC-19
072.	10.80	5.4	19.44	UR
073.	10.95	5.475	19.71	UR
074.	11.10	5.55	19.98	SC-11
075.	11.25	5.625	20.25	OBC-20
076.	11.40	5.7	20.52	UR
077.	11.55	5.775	20.79	UR
078.	11.70	5.85	21.06	OBC-21
079.	11.85	5.925	21.33	UR
080.	12.00	6	21.6	ST-6
081.	12.15	6.075	21.87	SC-12
082.	12.30	6.15	22.14	OBC-22
083.	12.45	6.225	22.41	UR
084.	12.60	6.3	22.68	UR
085.	12.75	6.375	22.95	UR
086.	12.90	6.45	23.22	OBC-23
087.	13.05	6.525	23.49	SC-13
088.	13.20	6.6	23.76	UR
089.	13.35	6.675	24.03	OBC-24
090.	13.50	6.75	24.3	UR
091.	13.65	6.825	24.57	UR
092.	13.80	6.9	24.84	UR
093.	13.95	6.975	25.11	OBC-25
094.	14.10	7.05	25.38	SC-14
095.	14.25	7.125	25.65	ST-7
096.	14.40	7.2	25.92	UR
097.	14.55	7.275	26.19	OBC-26
098.	14.70	7.35	26.46	UR
099.	14.85	7.425	26.73	SC-15*
100.	15.00	7.5	27	OBC-27*
101.	15.15	7.575	27.27	UR
102.	15.30	7.65	27.54	UR
103.	15.45	7.725	27.81	UR
104.	15.60	7.80	28.08	OBC-28

105.	15.75	7.875	28.35	UR
106.	15.90	7.95	28.62	UR
107.	16.05	8.025	28.89	SC-16
108.	16.2	8.10	29.43	ST-8
109.	16.35	8.175	29.43	OBC-29
110.	16.50	8.25	29.70	UR
111.	16.65	8.325	29.97	UR
112.	16.80	8.40	30.24	OBC-30
113.	16.95	8.475	30.51	UR
114.	17.10	8.55	30.78	SC-17
115.	17.25	8.525	31.05	OBC-31
116.	17.40	8.70	31.32	UR
117.	17.55	8.775	31.59	UR
118.	17.70	8.85	31.86	UR
119.	17.85	8.925	32.13	OBC-32
120.	18	9	32.40	ST-9
121.	18.15	9.075	32.67	SC-18
122.	18.30	9.15	32.94	UR
123.	18.45	9.225	33.21	OBC-33
124.	18.60	9.30	33.48	UR
125.	18.75	9.375	33.75	UR
126.	18.90	9.45	34.02	OBC-34
127.	19.05	9.525	34.29	SC-19
128.	19.20	9.60	34.56	UR
129.	19.35	9.675	34.83	UR
130.	19.50	9.75	35.10	OBC-35
131.	19.65	9.825	35.37	UR
132.	19.80	9.90	35.64	UR
133.	19.95	9.975	35.91	UR
134.	20.10	10.05	36.18	OBC-36
135.	20.25	10.125	36.45	SC-20
136.	20.40	10.20	36.72	ST-10
137.	20.55	10.275	36.99	UR
138.	20.70	10.35	37.26	OBC-37
139.	20.85	10.425	37.53	UR
140.	21	10.50	37.80	SC-21
141.	21.15	10.575	38.07	OBC-38
142.	21.30	10.65	38.34	UR
143.	21.45	10.725	38.61	UR
144.	21.60	10.80	38.88	UR
145.	21.75	10.875	39.15	OBC-39
146.	21.90	10.95	39.42	UR
147.	22.05	11.025	39.69	SC-22

148.	22.20	11.10	39.96	ST-11
149.	22.35	11.175	40.23	OBC-40
150.	22.50	11.25	40.50	UR
151.	22.65	11.325	40.77	UR
152.	22.80	11.40	41.04	OBC-41
153.	22.95	11.475	41.31	UR
154.	23.10	11.55	41.58	SC-23
155.	23.25	11.625	41.85	UR
156.	23.40	11.70	42.12	OBC-42
157.	23.55	11.775	42.39	UR
158.	23.70	11.85	42.66	UR
159.	23.85	11.925	42.93	UR
160.	24	12	43.20	ST-12
161.	24.15	12.075	43.47	OBC-43
162.	24.30	12.15	43.74	SC-24
163.	24.45	12.225	44.01	OBC-44
164.	24.60	12.30	44.28	UR
165.	24.75	12.375	44.55	UR
166.	24.90	12.45	44.82	UR
167.	25.05	12.525	45.09	OBC-45
168.	25.20	12.60	45.36	SC-25
169.	25.35	12.675	45.63	UR
170.	25.50	12.75	45.90	UR
171.	25.65	12.825	46.17	OBC-46
172.	25.80	12.90	46.44	UR
173.	25.95	12.975	46.71	UR
174.	26.10	13.05	46.98	SC-26
175.	26.25	13.125	47.25	ST-13
176.	26.40	13.20	47.52	OBC-47
177.	26.55	13.275	47.79	UR
178.	26.70	13.35	48.06	OBC-48
179.	26.85	13.425	48.33	UR
180.	27	13.50	48.60	SC-27
181.	27.15	13.575	48.87	UR
182.	27.30	13.65	49.14	OBC-49
183.	27.45	13.725	49.41	UR
184.	27.60	13.80	49.68	UR
185.	27.75	13.875	49.95	UR
186.	27.90	13.95	50.22	OBC-50
187.	28.05	14.025	50.49	SC-28
188.	28.20	14.10	50.76	ST-14
189.	28.35	14.175	51.03	OBC-51
190.	28.50	14.25	51.30	UR

191.	28.65	14.325	51.57	UR
192.	28.80	14.40	51.84	UR
193.	28.95	14.475	52.11	OBC-52
194.	29.10	14.55	52.38	SC-29
195.	29.25	14.625	52.65	UR
196.	29.40	14.70	52.92	UR
197.	29.55	14.775	53.19	OBC-53
198.	29.70	14.85	53.46	ST-15*
199.	29.85	14.925	53.73	SC-30*
200	30	15	54	OBC-54

* To allot requisite number of posts without violating rule of 50 percent.

ANNEXURE –III **FOR PROMOTION**

Objective:- Representation of each of the reserved category should at no point of time exceed the reservation prescribed for it.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS

S.No. of Posts	Share of entitlement		Category for which the post should be earmarked
	SC @ 15%	ST @ 7.5%	
001.	0.15	0.075	UR
002.	0.30	0.15	UR
003.	0.45	0.225	UR
004.	0.6	0.3	UR
005.	0.75	0.375	UR
006.	0.90	0.45	UR
007.	1.05	0.525	SC-1
008.	1.2	0.6	UR
009.	1.35	0.675	UR
010.	1.5	0.75	UR
011.	1.65	0.825	UR
012.	1.8	0.9	UR
013.	1.95	0.975	UR
014.	2.1	1.05	ST-1
015.	2.25	1.125	SC-2
016.	2.40	1.2	UR
017.	2.55	1.275	UR
018.	2.70	1.35	UR
019.	2.85	1.425	UR
020.	3.00	1.5	SC-3

021.	3.15	1.575	UR
022.	3.30	1.65	UR
023.	3.45	1.725	UR
024.	3.60	1.8	UR
025.	3.75	1.875	UR
026.	3.90	1.95	UR
027.	4.05	2.025	SC-4
028.	4.20	2.1	ST-2
029.	4.35	2.175	UR
030.	4.50	2.25	UR
031.	4.65	2.325	UR
032.	4.80	2.4	UR
033.	4.95	2.475	UR
034.	5.10	2.55	UR
035.	5.25	2.625	SC-5
036.	5.40	2.7	UR
037.	5.55	2.775	UR
038.	5.70	2.85	UR
039.	5.85	2.925	UR
040.	6.00	3	ST-3
041.	6.15	3.075	SC-6
042.	6.30	3.15	UR
043.	6.45	3.225	UR
044.	6.60	3.3	UR
045.	6.75	3.375	UR
046.	6.90	3.45	UR
047.	7.05	3.525	SC-7
048.	7.20	3.6	UR
049.	7.35	3.675	UR
050.	7.50	3.75	UR
051.	7.65	3.825	UR
052.	7.80	3.9	UR
053.	7.95	3.975	UR
054.	8.10	4.05	SC-8
055.	8.25	4.125	ST-4
056.	8.40	4.2	UR
057.	8.55	4.275	UR
058.	8.70	4.35	UR

059.	8.85	4.425	UR
060.	9.00	4.5	UR
061.	9.15	4.575	SC-9
062.	9.30	4.65	UR
063.	9.45	4.725	UR
064.	9.60	4.8	UR
065.	9.75	4.875	UR
066.	9.90	4.95	UR
067.	10.05	5.025	UR
068.	10.20	5.1	SC-10
069.	10.35	5.175	ST-5
070.	10.50	5.25	UR
071.	10.65	5.325	UR
072.	10.80	5.4	UR
073.	10.95	5.475	UR
074.	11.10	5.55	SC-11
075.	11.25	5.625	UR
076.	11.40	5.7	UR
077.	11.55	5.775	UR
078.	11.70	5.85	UR
079.	11.85	5.925	UR
080.	12.00	6	ST-6
081.	12.15	6.075	SC-12
082.	12.30	6.15	UR
083.	12.45	6.225	UR
084.	12.60	6.3	UR
085.	12.75	6.375	UR
086.	12.90	6.45	UR
087.	13.05	6.525	SC-13
088.	13.20	6.6	UR
089.	13.35	6.675	UR
090.	13.50	6.75	UR
091.	13.65	6.825	UR
092.	13.80	6.9	UR
093.	13.95	6.975	UR
094.	14.10	7.05	SC-14
095.	14.25	7.125	ST-7
096.	14.40	7.2	UR

097.	14.55	7.275	UR
098.	14.70	7.35	UR
099.	14.85	7.425	SC-15*
100.	15.00	7.5	UR
101.	15.15	7.575	UR
102.	15.30	7.65	UR
103.	15.45	7.725	UR
104.	15.60	7.80	UR
105.	15.75	7.875	UR
106.	15.90	7.90	UR
107.	16.05	8.025	SC-16
108.	16.2	8.10	ST-8
109.	16.35	8.175	UR
110.	16.50	8.25	UR
111.	16.65	8.325	UR
112.	16.80	8.40	UR
113.	16.95	8.475	UR
114.	17.10	8.55	SC-17
115.	17.25	8.625	UR
116.	17.40	8.70	UR
117.	17.55	8.775	UR
118.	17.70	8.85	UR
119.	17.85	8.925	UR
120.	18	9	ST-9
121.	18.15	9.075	SC-18
122.	18.30	9.15	UR
123.	18.45	9.225	UR
124.	18.60	9.30	UR
125.	18.75	9.375	UR
126.	18.90	9.45	UR
127.	19.05	9.525	SC-19
128.	19.20	9.60	UR
129.	19.35	9.675	UR
130.	19.50	9.75	UR
131.	19.65	9.825	UR
132.	19.80	9.90	UR
133.	19.95	9.975	UR
134.	20.10	10.05	UR

135.	20.25	10.125	SC-20
136.	20.40	10.20	ST-10
137.	20.55	10.275	UR
138.	20.70	10.35	UR
139.	20.85	10.425	UR
140.	21	10.50	SC-21
141.	21.15	10.575	UR
142.	21.30	10.65	UR
143.	21.45	10.725	UR
144.	21.60	10.80	UR
145.	21.75	10.875	UR
146.	21.90	10.95	UR
147.	22.05	11.025	SC-22
148.	22.20	11.10	ST-11
149.	22.35	11.175	UR
150.	22.50	11.25	UR
151.	22.65	11.325	UR
152.	22.80	11.40	UR
153.	22.95	11.475	UR
154.	23.10	11.55	SC-23
155.	23.25	11.625	UR
156.	23.40	11.70	UR
157.	23.55	11.775	UR
158.	23.70	11.85	UR
159.	23.85	11.925	UR
160.	24	12	ST-12
161.	24.15	12.075	UR
162.	24.30	12.15	SC-24
163.	24.45	12.225	UR
164.	24.60	12.30	UR
165.	24.75	12.375	UR
166.	24.90	12.45	UR
167.	25.05	12.525	UR
168.	25.20	12.60	SC-25
169.	25.35	12.675	UR
170.	25.50	12.75	UR
171.	25.65	12.825	UR
172.	25.80	12.90	UR

173.	25.95	12.975	UR
174.	26.10	13.05	SC-26
175.	26.25	13.125	ST-13
176.	26.40	13.20	UR
177.	26.55	13.275	UR
178.	26.70	13.35	UR
179.	26.85	13.425	UR
180.	27	13.50	SC-27
181.	27.15	13.575	UR
182.	27.30	13.65	UR
183.	27.45	13.725	UR
184.	27.60	13.80	UR
185.	27.75	13.875	UR
186.	27.90	13.95	UR
187.	28.05	14.025	SC-28
188.	28.20	14.10	ST-14
189.	28.35	14.175	UR
190.	28.50	14.25	UR
191.	28.65	14.325	UR
192.	28.80	14.40	UR
193.	28.95	14.475	UR
194.	29.10	14.55	SC-29
195.	29.25	14.625	UR
196.	29.40	14.70	UR
197.	29.55	14.775	UR
198.	29.70	14.85	ST-15*
199.	29.85	14.925	SC-30*
200.	30	15	UR

* To allot requisite number of posts without violating rule of 50 percent.

ANNEXURE –IV

FOR DIRECT RECRUITMENT

Objective:- Representation of each of the reserved category at no point of time exceed the reservation prescribed for it.

MODEL ROSTER OF RESERVATION WITH REFERENCE TO POSTS FOR DIRECT RECRUITMENT ON ALL INDIA BASES OTHERWISE THAN BY OPEN COMPETITION

S.No. of Posts	Share of entitlement			Category for which the post should be earmarked
	SC @ 16.66%	ST @ 7.5%	OBC@25.84%	
001.	0.166	0.075	0.258	UR
002.	0.332	0.150	0.516	UR
003.	0.498	0.225	0.774	UR
004.	0.664	0.300	1.032	OBC-1
005.	0.830	0.375	1.290	UR
006.	0.996	0.450	1.548	UR
007.	1.162	0.525	1.806	SC-1
008.	1.328	0.600	2.064	OBC-2
009.	1.494	0.675	2.322	UR
010.	1.660	0.750	2.580	UR
011.	1.826	0.825	2.838	UR
012.	1.992	0.900	3.096	OBC-3
013.	2.158	0.975	3.354	SC-2
014.	2.324	1.050	3.612	ST-1
015.	2.490	1.125	3.870	UR
016.	2.656	1.200	4.128	OBC-4
017.	2.822	1.275	4.386	UR
018.	2.988	1.350	4.644	UR
019.	3.154	1.425	4.902	SC-3
020.	3.320	1.500	5.160	OBC-5
021.	3.486	1.575	5.418	UR
022.	3.652	1.650	5.676	UR
023.	3.818	1.725	5.934	UR
024.	3.984	1.800	6.192	OBC-6
025.	4.150	1.875	6.480	SC-4
026.	4.316	1.950	6.708	UR
027.	4.482	2.025	6.966	ST-2
028.	4.648	2.100	7.224	OBC-7
029.	4.814	2.175	7.482	UR
030.	4.980	2.250	7.740	UR
031.	5.146	2.325	7.998	SC-5
032.	5.312	2.400	8.256	OBC-8
033.	5.478	2.475	8.514	UR
034.	5.644	2.550	8.772	UR
035.	5.810	2.625	9.030	OBC-9

036.	5.976	2.700	9.288	UR
037.	6.142	2.775	9.546	SC-6
038.	6.308	2.850	9.804	UR
039.	6.474	2.925	10.062	OBC-10
040.	6.640	3.000	10.320	ST-3
041.	6.806	3.075	10.578	UR
042.	6.972	3.150	10.836	UR
043.	7.138	3.225	11.094	SC-7
044.	7.304	3.300	11.352	OBC-11
045.	7.470	3.375	11.610	UR
046.	7.636	3.450	11.868	UR
047.	7.802	3.525	12.126	OBC-12
048.	7.968	3.600	12.384	UR
049.	8.134	3.675	12.642	SC-8
050.	8.300	3.750	12.900	UR
051.	8.466	3.825	13.158	OBC-13
052.	8.632	3.900	13.416	UR
053.	8.798	3.975	13.674	UR
054.	8.964	4.050	13.932	ST-4
055.	9.130	4.125	14.190	OBC-14
056.	9.296	4.200	14.448	SC-9
057.	9.462	4.275	14.706	UR
058.	9.628	4.350	14.964	UR
059.	9.794	4.425	15.222	OBC-15
060.	9.960	4.500	15.480	UR
061.	10.126	4.575	15.738	SC-10
062.	10.292	4.650	15.996	UR
063.	10.458	4.725	16.254	OBC-16
064.	10.624	4.800	16.512	UR
065.	10.790	4.875	16.770	UR
066.	10.956	4.950	17.028	OBC-17
067.	11.122	5.025	17.286	SC-11
068.	11.288	5.100	17.544	ST-5
069.	11.454	5.175	17.802	UR
070.	11.620	5.250	18.060	OBC-18
071.	11.786	5.325	18.318	UR
072.	11.952	5.400	18.576	UR
073.	12.118	5.475	18.834	SC-12

074.	12.284	5.550	19.092	OBC-19
075.	12.450	5.625	19.350	UR
076.	12.616	5.700	19.608	UR
077.	12.782	5.775	19.866	UR
078.	12.948	5.850	20.124	OBC-20
079.	13.114	5.925	20.382	SC-13
080.	13.280	6.000	20.640	ST-6
081.	13.446	6.075	20.898	UR
082.	13.612	6.150	21.156	OBC-21
083.	13.778	6.225	21.414	UR
084.	13.994	6.300	21.672	UR
085.	14.110	6.375	21.930	SC-14
086.	14.276	6.450	22.188	OBC-22
087.	14.442	6.525	22.446	UR
088.	14.608	6.600	22.704	UR
089.	14.774	6.675	22.962	UR
090.	14.940	6.750	23.220	OBC-23
091.	15.106	6.825	23.478	SC-15
092.	15.272	6.900	23.736	UR
093.	15.438	6.975	23.994	UR
094.	15.604	7.050	24.252	OBC-24
095.	15.770	7.125	24.510	ST-7
096.	15.936	7.200	24.768	UR
097.	16.102	7.275	25.026	SC-16
098.	16.268	7.350	25.284	OBC-25
099.	16.434	7.425	25.542	UR
100.	16.600	7.500	25.800	UR
101.	16.766	7.575	26.058	OBC-26
102.	16.932	7.650	26.316	UR
103.	17.098	7.725	26.574	SC-17
104.	17.264	7.800	26.832	UR
105.	17.430	7.875	27.090	OBC-27
106.	17.596	7.900	27.348	UR
107.	17.762	8.025	27.606	ST-8
108.	17.928	8.100	27.864	UR
109.	18.094	8.175	28.122	OBC-28
110.	18.260	8.250	28.380	SC-18

111.	18.426	8.325	28.638	UR
112.	18.592	8.400	28.896	UR
113.	18.758	8.475	29.154	OBC-29
114.	18.924	8.550	29.412	UR
115.	19.090	8.625	29.670	SC-19
116.	19.256	8.700	29.928	UR
117.	19.422	8.775	30.186	OBC-30
118.	19.588	8.850	30.444	ST-9
119.	19.754	8.925	30.702	SC-20*
120.	19.920	9.000	30.960	OBC-31*

* To allot requisite number of posts without violating rule of 50 %

Social Welfare Department

No. 13/1/97/SWD

Dated:- 13th May, 1997

NOTIFICATION

Read: (1) Government Orders No.13-3-84/LAWD/OBC dated 12.6.1987 and 9.7.1987
(2) Notification No.13/1/97-SWD dated 3.3.97

Government is pleased to notify that the existing reservation percentage for the O.B.C. Communities notified vide Government Orders and Notification cited above, for direct recruitment to services under State Government and State undertakings shall be increased from 2% to 15% with immediate effect. The Roster points for O.B.C. in a 100 – point roster will be 7, 13, 19, 25, 30, 39, 43, 51, 57, 63, 71, 77, 83, 89 and 96.

This reservation will, however, not be available to persons falling within the creamy layer, definition of which is given in the Government Notification No.13/25/92-SWD-Part dated 4.10.1995.

By order and in the name of the
Governor of Goa
Sd/-
(**E. Silveira**)
Under Secretary (Social Welfare)

Department of Personnel

No. 15/14/86-PER/Part

Dated:- 30-01-1997

CIRCULAR

Sub:- Issue of Scheduled Caste/Scheduled Tribe Certificate to migrants from other States/Union Territories.

It has come to the notice of the Government that persons belonging to SC/ST who have migrated to Goa from other States for the purpose of employment, education, etc. experience difficulty in obtaining caste/tribe certificate from the State from which they have migrated.

2. In order to remove this difficulty the Government has decided that caste certificate to the migrated SC/ST residing in the State of Goa shall be issued by the respective Mamlatdar as per the format enclosed on the basis of the Caste Certificate issued to his/her father by the competent authority of the State of the father's origin. If however, the Mamlatdar feels that detailed enquiry is necessary through the State of origin before issue of the certificate, he should conduct the enquiry and issue the certificate only after the enquiry and issue the certificate only after the enquiry is completed.

3. It is clarified that all SC/ST person who has migrated from the State of origin to Goa for the purpose of seeking education, employment etc. will be deemed to be a SC/ST of the State of his origin and will be entitled to derive benefits from the State of origin and not from Goa.

Sd/-
S. S. Keshkamat
Joint Secretary (Personnel)

APPENDIX 2

FORM OF CERTIFICATE PRESCRIBED

Form of Certificate as prescribed in Ministry of Home Affairs O. M. No. 42/21/49-N.G.S., dated 28-1-1952, as revised in Department of Personnel & A.R. letter No. 36012/6/76-Estt.(S.C.T.), dated 29-10-1977, to be produced by a candidate belonging to a Scheduled Caste or Scheduled Tribe in support of his claim.

FORM OF CASTE CERTIFICATE

(Note: This certificate shall not entitle the holder to any benefit in the State of Goa.)

This is to certify that Shri/Shrimati/Kumari
..... son/daughter of Village/town
..... in District/Division*
..... of the State/Union Territory* belongs to
the

Caste/Tribe* which is recognised as a Schedule Caste/Scheduled Tribe* under:

The Constitution (Scheduled Castes) Order, 1950

The Constitution (Scheduled Tribes) Order, 1950

The Constitution (Scheduled Castes) (Union Territories) Order, 1951.

The Constitution (Scheduled Tribes) (Union Territories) Order, 1951.

As amended by the Scheduled Castes and Scheduled Tribes lists (modification order) 1956, the Bombay Reorganisation Act, 1960, the Punjab Reorganisation Act, 1956, the State of Himachal Pradesh Act, 1970, the North-Eastern as (Reorganisation) Act, (Amendment) Act, 1976.)

The Constitution (Jammu and Kashmir) Scheduled Castes Order 1956;

The Constitution (Andaman and Nicobar Islands) Scheduled Tribes Order, 1959, as amended by the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1976;

The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962;

The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962;

The Constitution (Pondicherry) Scheduled Castes Order, 1964.

The Constitution Scheduled Tribes (Uttar Pradesh) Order, 1957.

The Constitution (Nagaland) Scheduled Tribes Order, 1970

The Constitution (Sikkim) Scheduled Castes Order, 1978.

The Constitution (Sikkim) Scheduled Tribes Order, 1978.

The Constitution (Jammu and Kashmir) Scheduled Tribes Order, 1989.

The Constitution (Scheduled Tribes) Order (Amendment) Act, 1990.

The Constitution (Scheduled Tribes) Order (Amendment) Act, 1991.

The Constitution (Scheduled Tribes) Order Second Amendment Act, 1991.

2. This certificate is issued on the basis of the Scheduled Castes/Scheduled Tribes Certificate issued to Shri/Shrimati* father/mother* of Shri/Shrimati/Kumari* of village/town* in District/Division* of the State/Union Territory* who belong to the Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* in the State/Union Territory* issued by thedated

3. Shri/Shrimathi*/Kumari* and/or* his/her* family ordinarily reside(s) in village/town* of District/Division* of the State/Union Territory* of

Signature

Designation

Palce

Date

Note 1: This certificate shall not entitle the holder for any benefit in the State of Goa He/She shall avail of the benefit in his/her State of origin.

Note 2: The term “Ordinarily resides” used here will have the same meaning as in Section 20 of the Representation of the peoples Act, 1950.

* Please delete the words which are not applicable

Social Welfare Department

No. 13/7/96-SWD

Dated 31/01/1997

CORRIGENDUM

In the Government Notification No. 13/7/96-SWD dated 18.11.96, published in the Official Gazette, Series II No.44 dated 30.01.97.

(i) in paragraph (1), for the expression “both for direct recruitment and for promotion”, the expression “ for direct recruitment” shall be read.

(ii) after paragraph (1) and before paragraph (2) the following shall be read, namely:-

“ However, so far as promotees are concerned, the aforesaid reservation of 2% and 1/2% in favour of SCs and STs respectively shall come into force with effect from 16.11.1997 and the existing percentage of reservation for SC/STs i.e. 15% and 7 ½ % respectively in the matter of promotion shall continue to be in force upto 15.11.1997.”

By order and in the name of the

Governor of Goa

Sd/-

(E. Silveira)

Under Secretary

Social Welfare Department

No.13/7/96-SWD

Dated 18/11/1996

NOTIFICATION

- (1) Keeping in view the SC/ST population in the State of Goa, the Government is hereby pleased to reserve in favour of SCs and STs respectively of this State, 2 % and $\frac{1}{2}$ of all categories of posts (Group A, B, C, and D) in the Government Departments, Autonomous bodies, local bodies and State Government undertakings and all other organizations/offices in this State to which the reservation policy is applicable, both for direct recruitment and for promotion, with immediate effect.
 - (2) 100 point roster shall be maintained both for direct recruitment and for promotion for all categories of posts. The reserved points for various categories of posts in 100 point roster shall be as under :-
 - (i) Scheduled Castes -- 1 and 50 (2 %)
 - (ii) Scheduled Tribes -- 4 ($\frac{1}{2}$ %)
 - (iii) Other Backward Classes -- 7 and 57 (2 %) (for direct recruitment only)
 - (iv) Handicapped -- 34, 67, 100 (3 %) (for direct recruitment only)
- Explanation** :- However, in case of STs, in view of $\frac{1}{2}$ % reservation, one full roster will be skipped after a vacancy is filled up and before next vacancy is available.
- (3) While advertising Group "A" and "B" vacancies in the reserved category, the option to treat the posts as unreserved may be exercised in case suitable candidates are not found.
 - (4) This supersedes the Government Notification of even number dated 25-9-1996, published in the Official Gazette series II no. 28. dated 10-10-1996.

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

Sd/-

(E. Silveira)

Under Secretary (Social Welfare)

Department of Personnel

No. 2/9/94-PER

Dated:- 13-07-1995

Read: Office Memorandum No. 2/9/94-PER dated 8-12-1994

OFFICE MEMORANDUM

After the issue of Office Memorandum read above many Departments approached this Department seeking clarifications on various points which are reproduced below:-

- 1) Whether the decision can be made applicable so far as the reservation for the Professional College is concerned.
- 2) From what date this decision is to be made applicable
- 3) Whether Scheduled Caste Government employees earlier migrated from other State, and who are presently in Government services can be given the benefit of reservation, so far as their further promotion is concerned.
- 4) Which is the cut point date of migration
- 5) Some children of the migrated Scheduled Caste Government servants or individuals, who (children) were born in Goa, studied solely in Goa, whether they can be given or not the benefits as envisaged in the Office Memorandum read above.

- 6) Some Scheduled Caste Officers from outside states have been recruited to different posts in this Administration by virtue of All India advertisement. Are they to be considered as migrated migrants.

The matter has been examined in consultation with Law Department and the point-wise clarifications as approved by the Government are reproduced below for information & necessary action of All Heads of Departments/Offices.

- 1) The decision is applicable to all the Departments and as such it is applicable also to all Institutions run by the Government.
- 2) Decision is effective from the date of the issue of Office Memorandum read above.
- 3) The Scheduled Caste Government employees earlier migrated from other states and who are presently in Government service should not be granted the benefit of reservation so far as their further promotion is concerned.
- 4) The date of entry in this State.
- 5) Children of the Migrated Scheduled Caste Government servants or individuals who are born in Goa, studied solely in Goa can be considered for the benefits of the said reservation provided their castes is included in the list of Scheduled Caste declared for this State.
- 6) Some Scheduled Caste Officers from outside the States recruited to different posts in this Administration by virtue of All India Advertisement should be considered as migrated.

By Order and in the name of
the Governor of Goa

B. N. Bhat
Under Secretary (Personnel)

Department of Personnel

No. 2/9/94-PER

Dated:- 08-12-1994

OFFICE MEMORANDUM

The question to whether a candidate belonging to SC/ST and migrated from other State could be entitled to appointment in the Government of Goa against vacancy reserved for such categories was engaging attention of Government. The matter has been examined in consultation with Law Secretary and Advocate General.

2. It is observed that in a case which came up before the Supreme Court, (reported, in SCC 1990 Vol. III page 130,) the Supreme Court has taken a view that a Scheduled Caste candidate on migration to another State is not entitled to get the benefits available to SC in that State. The aforesaid decision has been reiterated by the Supreme Court in the decision in the case of Action Committee on issue of Scheduled Castes & Another v/s. Union of India and Another (reported in Judgement Today 1994, Vol. 4, Page 423.) As such a scheduled caste of other State cannot claim appointment to a post reserved for a scheduled caste in the State of Goa, in light of Article 341 of the Constitution of India.

3. In view of the above position, Government has decided that the benefits of reservation for S.C. in the State of Goa shall not be extended to the S.C. migrated from other States.

4. All Heads of Departments are, therefore, requested to take note of the above. They may also communicate the decision to all Public Sector Undertakings, Institutions, and Local Bodies under them, wherever the reservation policy is followed.

By Order and in the name of
the Governor of Goa

Sd/-
S. S. Keshkamat
Under Secretary (Personnel)

Home Department

No.5/3/89-HD(G)

Dated:- 25/04/1994

OFFICE MEMORANDUM

The Commandant General Home Guards and Director, Civil Defence, Panaji represented Goa Administration in 10th All India Civil Defence and Home Guards Biennial Conference held at New Delhi from 11th to 13th September, 1989. In the said conference it was informed that many states have reserved vacancies of constables/Guards in Police Force and Excise Department for Home Guards. The said conference recommended all other states to consider reservation of vacancies for Home Guards in various Departments to provide them incentives to put in spirited work and be regular for duty/parade.

2. The recommendations of the above conference have been considered by this state Government and it has been decided in principle to reserve 10% vacancies of Police Constables, Excise Guard, Jail Guard, Fireman and Forest Guard in favour of the Home Guards personnel subject to the condition that the candidates fulfil the conditions laid down in the Recruitment Rules for the respective post.

3. For the purpose of implantation this decision it was felt necessary to examine further whether an amendment to the Recruitment Rules is needed or it can be implemented by issue of O.M./order as the reservation is also sought to be made in different Departments.

4. The Cabinet in its meeting held on 25-2-1994 considered these issues and approved reservation of 10% of vacancies to Home Guards in the post of Police Constables, Excise Guard, Jail Guard, Fireman and Forest Guard. For this purpose it has been decided that the concerned Department shall maintain a 100 point roster and fill up the reserved vacancies/posts at point nos. 5, 15, 25, 35, 45, 55, 65, 75, 85, 95 etc of this roster.

5. The receipt of this O.M. may be acknowledged.

Sd/-
(S.S. Keshkamat)
Under Secretary (Home)

Directorate of Social Welfare

No. 50-326-98-99-HC/PART-I/2303

Dated:- 10-12-1999

OFFICE MEMORANDUM

Ref:- Govt. of India Department of Per. & Trg.

O. M. No. 36035/5/84/ESTT(SOT) dated 28-2-1986

A copy of the O. M. No. 36035/8/89-ESTT(SCT) dated 20-11-1989 received from the Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel and Training, New Delhi regarding promotion of the disabled within Group 'D' from Group 'D' to Group 'C' and within Group 'C' is transcribed below.

The Government of Goa is pleased to adopt the instructions contained therein and make it applicable to the employees of this State with immediate effect. A list of identified posts is available in Swamy's Compilation – "Reservation and Concessions in Govt. Services".

S. V. Shirodkar

Directorate of Social Welfare &
Ex-Officio Jt. Secretary (SW)

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

No. 36035/8/89-Estt. (SCT)

Dated:- 20-11-1989

OFFICE MEMORANDUM

Subject: Reservation for the physically handicapped in posts filled by promotion.

The Undersigned is directed to say that the Government has under consideration a proposal to introduce reservation in favour of the physically handicapped persons in posts filled by promotion. The matter has been examined and it has now been decided that when promotions are being made.

(i) Within Group 'D'. (ii) From Group 'D' to Group 'C' and (iii) within Group 'C' reservation will be provided for the three categories of the physically handicapped persons namely the visually handicapped, the hearing handicapped and the orthopedically handicapped.

The applicability of the reservation will, however, be limited to the promotions being made to these posts that are identified as being capable of being filled/held by the appropriate category of physically handicapped.

2. Each of the three categories of the physically handicapped persons will be allowed reservation at one percent each. Through the reservations will be effective only in those posts that are identified as being capable of being held by the appropriate category of the physically handicapped persons, the number of vacancies that will be reserved for the physically handicapped persons when promotions are being made to such identified posts will be computed by taking into account of the total number of vacancies that arise for being filled by promotion in a recruitment year both in the non-identified as well as identified posts. If the appropriate category of the physically handicapped persons are not available in the feeder grade from which promotion is being made to the next higher grade of the identified posts than an interse exchange will be permitted subject to the condition that:-

(i) the post to which promotion is to be made is one that can be hold by the category of the physically handicapped persons available in the feeder grade; and

(ii) the reservation so exchanged is carried forward to the next three recruitment years after which the reservation shall lapse;

3. Ministry of Finance etc. are requested to give immediate effect to these orders.

Sd/-

K. N. K. Karthivani
Director

Salaries / TDS Deductions/Other Payments

Directorate of Accounts

No. DA/Control/7-9(xiv)/2021-2022/74/TR-102

Dated: 09/07/2021

C I R C U L A R**Subject:-** Implementation of Pay Roll Software (e-Pagaar) for Gazetted Officers**Refer:-** 1) Circular No.DA/Control/7-9(xiv)/2021-2022/68 dated 01.07.2021

A reference is invited to the above mentioned circular wherein it is envisaged to roll out the Pay Roll Software or e-Pagaar20 to the Gazetted and Non-Gazetted employees in a phased manner.

The e-Pagaar20 Payroll Software has been rolled out in 5 phases covering 498 DDO's for online submission of non-gazetted salary bills.

Now, in the sixth phase all the Gazetted Officers should submit the July 2021 salary bills online before the due date for submission of salary bills as per the prevalent norms.

The Gazetted Officers shall generate salary bills using e-pagaar20 Pay Roll Software only and submit a physical copy of the bill to the Directorate of Accounts alongwith online submission by printing the bill from the report tab of E-Pagaar website. The Login id and password will be sent to the mobile number of the individual Gazetted Officer via SMS text separately.

Further, it may be noted that a Help Video for Gazetted Officers for assistance in submitting their pay bills online is available on the E-Pagaar website which can be accessed at <http://10.190.22.11/epagaar20>. NIC will also run a hand holding service everyday from 12.00 pm to 1.00 pm on Google Meet from 12.07.2021 to 31.07.2021, the link of which is available on the above website. Any query arising in the course of preparing and submitting bills online can be addressed therein.

The concerned Heads of Departments are requested to bring the contents of this Circular to the notice of all Gazetted Officers in their Department. A copy of this circular is available on this Directorate website www.accountsgoa.gov.in

Sd/-

(Dilip K. Humraskar)
Directorate of Accounts

Appendix –XVIII (Contd)

**(3) Form of Certificate of Non – Employment/Re-employment.
(Referred to in Regulation 83)****PART-I**

I declare that I am not serving in any capacity either in a Govt.Dept/Office, Company, Corporation, Autonomous body or Society of Central or State Government or Union Territory or Local Body, RBI/SBI/PSBs

OR

I declare that I have been employed/re-employed in the office of _____ with effect from _____ which is a partly/fully financed by _____ Govt.

Required certificate from re-employee authority is enclosed.

Signature _____

Name of the Pensioner

Place :

P P O No. :

Date :

TS/PS No. :

Bank Account No.

(Part II is to be completed by re-employing Authority and to be submitted only once by pensioner re-employed)

PART-II**Certificate of Re-Employing Authority in respect of Re-employed pensioner.***(To be obtained and submitted in Pension Disbursing Authority only once after re-employment)*

It is certified that SHRI _____ is re-employed with this office w.e.f. _____. He has retired from military service from the rank of _____ which is not a Commissioned rank or included in classified as group 'A' Post.

(b) It is further certified that the entire pension sanctioned by Central Government was ignored in fixation of pay on his/her re-employment.

(c) The pay of the re-employed pensioner was fixed at the minimum of the scale of pay in which he is re-employed.

OR

(d) The pay of _____ was fixed at Rs. _____ because of advance increment (s) which is higher than minimum of scale on the scale of pay of Rs. _____ on the date of his re-employment i.e. _____. No protection of pay last drawn in Military service is given.

Place :-

Signature

Date:-

Designation

Address of Office/Department

Directorate of Accounts

No. DA/Control/7-2/2020-2021/222

Dated:- 24/11/2020

CIRCULAR**Subject : Implementation of Pay Roll Software (e-Pagaar)**

Government has contemplated the implementation of Pay Roll Software, which is known as "e-Pagaar" designed by NIC (Goa) for all the Gazetted and Non-Gazetted employees of Goa Government by December, 2020.

Pay Roll Software or e-Pagaar aims at digitally submitting pay bills by the respective DDOs and Gazetted Officers. It is web based application and shall substitute existing system of submission of pay bills, which varies in each Department.

In this regard, a presentation cum training session has been organized for all the Heads of Departments tentatively on 01st and 02nd December 2020 at Seminar Hall, Secretariat Porvorim-Goa. The detailed schedule for the training is being announced / circulated by FD separately.

This is issued in consultation with Finance Department.

Sd/-
(Dilip K. Humraskar)
Director of Accounts

Directorate of Accounts

No. DA/Control/7-2/2020-2021/222

Dated:- 24/11/2020

CIRCULAR

Subject: Implementation of Pay Roll Software (e-Pagaar)

Government is contemplating of implementing Pay Roll Software, which is known as 'e-Pagaar' designed by NIC (Goa) for all the Gazetted and Non-Gazetted employees of Goa Government.

Pay Roll Software or e-Pagaar aims at submission of digitally signed pay bills by the respective DDOs and Gazetted Officers. It is a web based application and shall substitute existing system of submission of pay bills, which varies in each Department.

In order to implement this system of Pay Roll Software, 'e-Pagaar' it has been decided to impart training on 01st December and 02nd December 2020 at SCERT Building (as per the schedule enclosed at Annexure I) to all the Departments.

The Heads of Departments may attend the training along with one dealing hand from their Accounts Section, having computer knowledge and well conversant in preparation of Pay bill.

The trainees are requested to get along with them few sample cases of Gazetted and Non-Gazetted Staff (at least 05 samples in each category) which shall include the employee name, date of birth, date of entry in Government Service, PAN No., Aadhar Card Number, Pay Level and relevant Pay Cell, details of earnings and deductions, GPF A/c No, PPAN/PRAN (A/c number), loan account number allotted by Directorate of Accounts, if advances are drawn, designation, address of the employee, gender, qualifications, residential status, entitlement to TA and HRA along with a copy of the latest Pay bill.

All the Heads of Departments are hereby requested to make it convenient to attend the training as per the schedule given in the enclosed annexure, so as to implement the Pay Roll Software, 'e-Pagaar' in the State of Goa in a time bound and phased manner by December 2020.

This is issued with the approval of Finance Department.

Sd/-
(Dilip K. Humraskar)
Director of Accounts

Directorate of Accounts

No.DA/Control/7-9(x)/2019-20/TR-62/51

Dated:- 14/05/2019

CIRCULAR

Government of Goa vide Circular No.7/13/2011/Fin (Exp) dated 20/09/2018 had issued instructions for switching over from the system of issuing PAO(MICR) cheques to e-payment towards "third party payments" by authorizing the DDOs to open a current account in State Bank of India.

2. Government of Goa had further given directions to the Directorate of Accounts to issue separate guidelines as regards making payments for office telephone bills etc. through their DDO current account. Accordingly it has now been decided to discontinue the present system of issuing PAO (MICR) cheques towards payment of office landline telephone charges.

3. The following guidelines are hereby issued which would come into force from 1st June, 2019:

a) The DDOs shall prepare a Fully Vouched Contingent (FVC) Bill for settlement of the landline office telephone bill and the ECS Receipt will be in favour of the current account of the DDO opened in accordance with the above stated Circular dated 20/09/2018.

b) Directorate of Accounts shall electronically transfer the amount to the respective current accounts of the DDO after the verification and settlement of the FVC bill by the Directorate.

c) The DDO concerned, in turn will make arrangements to transfer the funds to the telephone service provider i.e. BSNL etc in electronic mode only. For this purpose, the DDO concerned shall obtain and provide mandatory details such as name of service provider, bank account number, IFSC code and amount to their banks.

d) The bank will then transfer the amounts into the bank account of the telephone service provider as per the details provided by DDOs and thereafter immediately inform the DDO concerned the unique transaction code/record details.

e) The DDO concerned shall then inform the details of the payment to the telephone service provider giving all details i.e. bill number, amount and unique transaction code/record details.

f) The amount credited to the current account towards telephone charges shall be transferred to telephone service provider within 5 days from the date of credit in the account.

g) The certificate to be forwarded by the DDO concerned as per Para 4 (vii) of the Circular dated 20/09/2018 to the Directorate of Accounts in the monthly salary bill shall be modified as under:

“Certified that the amount credited to the current account other than payment of telephone charges, has been fully disbursed in favour of the respective parties and balance therein is NIL as on date”.

4. The above guidelines are applicable only for payment of office landline telephone bills and not for telephone (landline) provided at the residence and/or mobile connections allotted to the Government Officers (which are to be settled as per reimbursement procedure/instructions set out by the General Administration Department, Secretariat).

5. No PAO (MICR) cheque shall be issued for the purpose of payment of office landline telephone bill and/ or landline bill provided at residence/mobile connections etc. from the month of June 2019.

6. All the Heads of Departments are requested to bring the contents of this Circular to the notice of the Drawing and 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.

7. This issue with the approval of Finance Department vide their U.O. no.1400065076 dated 06-05-2019.

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

Department of General Administration

No. SAL/ACCTS/GA&C/2018-19/1506

Dated:- 03-10-2018

OFFICE MEMORANDUM

Reference is invited to Circular No. 7/13/2011/Fin(Exp) dated 20-09-2018 issued by Finance (Exp) Department regarding switching over from the present PAO (MICR) cheque payments done to the "third parties" to "e-payment".

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 the present system of issuing present PAO (MICR) cheques to "e-payment".

It is therefore, enjoined upon all the Secretariat/Ministerial non-gazetted staff to furnish the details of payments made through salary of the Government employees towards "third party payments" i.e. Bank/Society loans, postal, LIC etc. in the proforma annexed.

The above information has to be duly filled and signed by the concerned employees and has to be submitted to GAD-I Section latest by 08-10-2018, as the Directorate of Accounts shall not issue PAO (MICR) cheques of salary deductions effective from October 2018.

Sd/-

Drawing & Disbursing Officer,
General Administration Department,
Secretariat, Provorim-Goa

ANNEXURE

Sr. No.	Name of the employee	Name of Bank/ Society loans/Postal/ LIC etc. & Branch	Bank/Society/ Postal/LIC Account No for credit purpose	Employee Loan, A/C No/LIC policy No/Postal RD No.	MICR code of the Bank/ Society/Postal, LIC	IFSC code of the Bank/ Society/ Postal/LIC	Loan/ premium amount	Email id of the Bank/ Society/ Postal/ LIC etc
1.								
2.								
3.								
4.								

Signature _____

Place _____

Name: _____

Date: _____

Designation: _____

Seal: _____

Directorate of Accounts

No. DA/Control/7-9(xi)/2018-19/TR-296/201

Dated:- 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 Accounts

No. DA/Control/7-9(ix)/2018-19/TR-60/40

Dated:- 09-05-2018

CIRCULAR

Subject: Implementation of Digital India Programme... Providing Pos Machines-reg.

The Digital India programme is a flagship programme of the Government of India 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 taken by the Government.

With a view to the above, the Hon'ble Chief Minister has recently announced that within six months from 01st April 2018, the State Government transactions will be 100% digitized and no Government payments will be accepted in cash from 01st October 2018 onwards.

As a step towards implementation of the Digital India Programme in the State, the Directorate of Accounts on behalf of the Government has signed an agreement with the State Bank of India to provide PoS machines to the Government Departments. The Department shall be provided with one PoS machine per DDO. In case of specific requirement of additional PoS machine, the Department can place an intent with the State Bank of India and the same may be provided based on the operational requirements.

All the Departments are hereby requested to contact the below mentioned officials of the State Bank of India, Zonal Office, St.-Inez, Panaji Goa for installation of PoS machine as per their requirement.

- 1) Shri M. Senthilkumar, Nodal Officer - 8806661165
- 2) Shri. Mulla Kassam, Nodal Officer - 8806660770

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 is available on this Directorate website www.accountsgoa.gov.in.

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

Department of Accounts

No. DA/Control/7-25(88)/2018-19/TR-59/39

Dated:- 08-05-2018

CIRCULAR

Subject:- Discontinuance of payment of PLI premium by book adjustment.

References have been to this Directorate regarding the difficulties faced for remittance of the Postal Life Insurance (PLI) amount of Government employees to the Department of Posts. It is brought to the notice of this Directorate that the premium amount, which needs to be deducted on monthly basis from the salary bill of the employee, changes frequently due to revision in tax rates, surcharges, etc. These changes in the premium amount are usually communicated by the Department of Posts, after a

considerable lapse of time by way of Circulars and related instructions.

In the intervening time period, from the date of issue of Instructions/Circular and its communication, the premium amount already deducted differs from the actual premium amount payable. As a consequence, the Department of Posts refuses to accept the premium amount thus further delaying the payment.

The matter has been examined by this Directorate and it has been decided to discontinue the practice of deduction of PLI premium through salary by book adjustment/deductions.

The PLI subscribers shall pay their premium amount directly to the Departments of Posts in whichever mode of payment most suitable to them from the month of June 2018 onwards.

Further, discrepancies if any, in respect of PLI subscriptions effected through salary deductions/book adjustments till date shall be taken up with this Directorate separately.

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 is available on this Directorate website www.accounts.goa.gov.in.

This issues with the approval of the Finance (revenue and Control) Department vide their U.O. No. 10158 (FMS: 1400045186) dated 02-05-2018.

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

Department of Accounts

No. DA/Control/7-9/2018-19/TR-50/33

Dated:- 03-05-2018

CIRCULAR

In pursuance to the instructions of the Ministry of Finance, Government of India, the Government of Goa vide Circular No. 7/13/2011/Fin-Exp dated 15-12-2011 has switched over to "e-payment" through ECS mode for making payments to all beneficiaries of schemes of Central Government and State Government including payments done by the State Government as part of its day to day functioning and for disbursement of pay and allowances to Gazetted Officers instead of the then existing system of issuance of PAO cheques.

Subsequently, vide circular No. DA/Control/3-2/2011-12/532 dated 10-02-2012 Fully Vouched Contingent (FVC) bills were brought under the purview of the ECS mode. The disbursement of pay and allowances through e-payment mode to all Non- Gazetted Establishments of State Government employees was introduced vide circular No. 7/13/2011/Fin- Exp dated 07-11-2012.

Consequent upon switching over to e-payment, clarifications are being sought by various Departments on certain issues in connection with ECS mode of payment.

The doubts raised by various quarters have been duly examined and a list of Frequently Asked Questions (FAQs) along with point-wise clarification are summarized and given in the Annexure enclosed herewith.

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 Head of Offices functioning under them. Copy of this circular is available on this Directorate website www.accounts.goa.gov.in.

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

F. A. Q'S ON ELECTRONIC CLEARING SYSTEM (ECS)

(Circular No. DA/Control/7-9/2018-19/TR-50/33)

Dated 03-05-2018

1. What is eddo?

Eddo (electronic drawing and disbursing officer) was launched by DOA in the year 2012 and is used by more than 600 Drawing and Disbursing Officers (DDOs) in the entire State of Goa.

2. What is ECS?

ECS stands for Electronic Clearance Service. ECS is a mode of electronic funds transfer in a paper less mode of transaction, introduced by Reserve Bank of India. ECS facilitates bulk transfer of money from one bank account to many bank accounts or vice versa using the services of an ECS location.

3. What is MICR?

Magnetic Ink Character Recognition Code (MICR Code) is a character recognition technology used mainly by the banking industry to ease the processing and clearance of cheques.

4. What is IFSC code?

The Indian Financial System Code (IFS Code) is an alphanumeric code that uniquely identifies a bank-branch participating in the two main Electronic Funds Settlement Systems in India - the Real Time Gross Settlement (RTGS) and the National Electronic Funds Transfer (NEFT) Systems.

5. Who can use eddo software online?

Eddo software online can only be used by Drawing and Disbursing Officers (DDOs) by providing necessary documents to DOA for obtaining unique username and password issued by DOA, later on password can be changed by eddo user as desired. Further, it is requested to keep the changed password confidential and secret in order to avoid misuse.

6. Can any DDO use eddo (electronic drawing and disbursing officer) on Internet?

No. In order to access the eddo (electronic drawing and disbursing officer) you need to contact your network administrator to configure the network and enable the access of eddo having a working GBBN connection.

7. Which browser supports the eddo? (Electronic Drawing and Disbursing Officer)

One should use the latest version of Internet Explorer, Mozilla Firefox, or Google Chrome browser. This web based application is best viewed with 1024 by 768 screen resolution at web address i.e. <http://10.190.22.10/eddo>.

8. Where can I find help file on eddo?

DDO users can access detailed help files to operate the eddo system and is available on the home page of eddo i.e. <http://10.190.22.10/eddo>.

9. Is it mandatory to enter the mandate on eddo (electronic drawing and disbursing officer) for making payment?

Yes, State Government has made it mandatory to disburse any type of payment through ECS (Electronic Clearing Service).

10. What are the documents to be considered during uploading of mandate?

It is advisable for eddo user to be very careful while uploading the user mandate data on eddo application. The data to be uploaded shall accurately match with the information provided by the Bank, which has to be supported by a copy of cancelled cheque or passbook, so as to avoid further inconvenience to the beneficiary and for successful authentication of the bank transaction.

11. Can mandate uploaded by eddo (electronic drawing and disbursing officer) user be modified/edited?

Yes, ECS mandate can be edited by using the option 'Edit Mandate'. If the 'Edit Mandate' option does not allow for changes/editing the ECS code, then a written request shall be forwarded to DOA, for unlocking the respective ECS code for the purpose of editing the same by the eddo user.

12. What if the bank mentioned by the beneficiary is not available on eddo (electronic drawing and disbursing officer)?

In such cases, the eddo (electronic drawing and disbursing officer) shall send a written request to DOA along with a copy of cancelled cheque of the bank desired to be uploaded on eddo. Alternately, the request can be made through e-mail by attaching a scanned copy of the cheque.

13. Can eddo user upload bills on eddo (electronic drawing and disbursing officer) programme?

Yes, eddo user has been given different type of options to upload all types of bills alongwith options to edit, import and view bill. The eddo user can also check the status of its bills which are uploaded on eddo server.

14. Can eddo user transfer its employee to another eddo user?

Yes, under certain circumstances eddo user can transfer its employee to another eddo user by using the option 'Manage Employees'. The eddo user can also allow its Head of Accounts to be used by another eddo user under 'Allow Heads'.

15. How to handle ECS rejections?

A) In such cases, eddo users are advised to cross check the details of mandate uploaded on eddo server. If the details are not matching with the mandate form or found to be inaccurate, the eddo user is advised to make necessary changes by using the 'Edit Mandate' option. If the 'Edit Mandate' option does not allow for changes/editing the ECS code, then a written request shall be forwarded to DOA for unlocking the respective ECS code. Later on, the eddo user shall edit the respective ECS code, save the corrections affected and then click on the rectified box under the option 'ECS Status' for successful authentication ECS transaction.

B) If the ECS Code is edited and on clicking the save button a message "Account Number already exists in the system" then a letter from the concerned office should be made to this Directorate to transfer the amount from the existing ECS Code to the desired ESC Code having the required bank details.

16. How to deal with ECS code which is rejected due to multiple ECS code for a same beneficiary?

Under such circumstances, the eddo users are advised to locate/find the correct ECS code of the respective beneficiary by cross checking on the bank details. Then, a written request shall be forwarded to DOA for rectification thereby mentioning the details thereon.

17. What documents are required to upload bank/branch?

DDO concerned shall submit the photocopy of cancelled cheque/passbook for uploading the same.

18. Request for UNLOCK of ECS code/ auto Unlock of ECS Code?

DDO concerned shall submit a letter requesting to UNLOCK ECS Code to Directorate of Accounts. There is auto UNLOCK OF ECS Code when the rejection takes place for which separate request to unlock of ECS code is not required.

19. Request for rectification of ECS entries, unlocking?

All the requests for rectification of ECS entries/unlocking can also be sent through email aocomp-acco.goa@nic.in/doacomp@accouints.gov.in from the concerned office/department official email ID generated on Government portal under the authority of the DDO concerned.

Directorate of Accounts

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

Dated: 13/11/2017

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

Reference is invited to this Department's Circular No. DA/Control/7-2/2012-13/253/TR-220 dated 09-11-2012 whereby instructions were clearly given, to present the monthly pay and allowances bills of the Gazetted as well as non-Gazetted Government employees on or before 15th of every month (instead of 20th of the month) in order to ensure timely credit of the salary of all Government employees. It was also stated that Directorate of Accounts shall not be responsible for delay in crediting the salary, due to presentation of bills after 15th of the month.

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

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

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

Sd/-

(P.R. Pereira)

Director of Accounts

Department of Accounts

No. DA/Control/3-2/2016-17/63

Dated:- 16-06-2016

CIRCULAR**Subject: Implementation of Pay Roll Software (e-Pagaar).**

Government is contemplating of implementing Pay Roll Software, which is known as 'e-Pagaar' designed by NIC (Goa) for all the Gazetted and Non-Gazetted employees of the Goa Government.

Pay Roll Software or e-Pagaar aims at submission of digitally signed bills by the respective DDOs and Gazetted Officers. It is a web based application and shall substitute existing system of submission of pay bills, which varies in each Department.

The Pay Roll Software or e-Pagaar envisages seeding of the employee data available on the first page of Service Book/Service Card and other details such as date of entry in Government service, PAN, Aadhar Card Number, GPF account number, NPS/PPAN/PRAN (account number), loan account numbers i.e. HBA/MCA allotted by Directorate of Accounts alongwith amount sanctioned, number of installments recovered/outstanding, etc. The PAN will be used as an unique ID for the employees of the State Government.

All the Heads of Departments/Heads of Offices/DDOs are therefore requested to ensure that all the relevant details in respect of employees under their control are obtained in a time bound manner and kept ready for seeding in the upcoming e-Pagaar portal.

All the Heads of Departments are requested to bring the contents of this circular to the notice of Head of Offices/DDOs under their control for strict compliance.

This issues with the approval of Finance Department.

Sd/-
(G. P. Kanekar)
Director of Accounts

Directorate of Accounts

No.DA/Control/7-2/2013-14/Tr-120/170/

Dated:-27/06/2013

CIRCULAR

The streamlining of procedure regarding collection of energy charges, water charges and POL by the Electricity Department and Public Works Department respectively from the Government Departments/DDOs has been attracting attention of the Government for quite some time. It has been observed that under the presently prevailing system a PAO cheque is obtained from the Directorate of Accounts by the consumer i.e. the respective DDO/HOD and thereafter forwarded to the Electricity Department or Public Works Department for crediting to their Head of Account (Receipt Head concerned) which is tedious and time consuming process.

The matter has been examined and it has been decided that the following procedure shall be followed:-

1. The Department of Electricity and Public Works Department shall as issue bills to the user/consumer Department/ DDO concerned along with a separate slip indicating therein the detailed Head of Account to which the amount is to be credited by means of book adjustment through the Directorate of Accounts.

2. Directorate of Accounts on scrutiny of the bill shall admit the bills, if in order, and credit the bill amount under the appropriate Head of Account by means of Book adjustment.

3. The consumer Department/HOD/DDO concerned shall compulsorily intimate to the respective Department the details of settlement of bill with the relevant details such as voucher number, date of payment, amount of bill etc.

4. The Electricity and Public Works Department shall reconcile the receipts periodically as per the existing procedure.

5. This revised procedure comes into force with effect from 01/07/2013 and thereafter no PAO cheques will be issued for this purpose.

6. If the POL, Water & Electricity charges are not settled by the HOD/DDO within a time frame of 30 days, than the Electricity Department/Public Works Department shall intimate the details of amount and the name of the DDO/HOD; and the Directorate of Accounts, shall without any further intimation, proceed to settle the amount by means of Book adjustment from any Head of Account of the DDO/HOD concerned where funds are available.

All the Heads of Departments are requested to bring the contents of this circular to the notice of DDOs under their control for strict compliance.

Copies of this circular are also available at this Departments web site "<http://accounts.goa.gov.in/>

This issues with the approval of Finance Department.

Sd/-
(G.S. Potekar)
Director of Accounts

Department of Accounts

No. DA/Control/7-2/2012-13/253/Tr-220

Dated:- 09-11-2012

CIRCULAR

Subject:- Payment of salaries to Non-Gaz. Est. through "e-payment" mode.

Vide Circular No. 7/13/2011/Fin-Exp dated 07-11-2012 issued by the Finance Department, the disbursement of salaries including arrears of pay and allowances to all the employees under Non-

Gazetted establishments of the State Government have been brought under the purview of “e-payment” mode compulsorily with effect from the payment of salary for the month of November, 2012 onwards. As envisaged therein w.e.f. 15-11-2012, the Directorate of Accounts shall accept all types of bills duly processed for “e-payment” clearance only (i.e. ECS/NEFT/RTGS) except in case of time bound & utility claims like telephone bills, postage stamps, recoupment of permanent advance bills and AC Bills.

Needless to state that monthly salary is to be credited to the respective bank account of the Government servant on the stipulated date. In order to ensure this requirement, the existing system has been reviewed and following revised guidelines/instructions are issued.

- 1) In partial modification to the existing instructions, the date for submission of pay bills (Gazetted as well Non-Gazetted establishment) shall stand advanced to 15th of every month instead of 20th. This arrangement has been done to meet the pre-audit and banking requirement. It may please be noted that the Directorate of Accounts shall not be held responsible for delay in credit of salary amount for bills presented after 15th of the month.
- 2) DDO's shall take utmost care and ensure that the pay bills presented to this Directorate are error free with respect to overwriting, mathematical calculations etc. The pay bills found not in order are liable to be returned for compliance, since the “e-payment” software does not allow intervention once uploaded. It may please be noted that for pay bills resubmitted after compliance, the corrections/over writings if any, should be attested by the concerned DDO only.
- 3) DDO's are advised to make use of pay roll package software developed by NIC, Goa or IT Department for generating computerized clean and neat pay bills and further avoid manual errors.
- 4) In cases where the DDO prepares more than one bill, it shall be ensured that as far as possible, all the bills shall be presented at the cash counters of this Directorate at a time.
- 5) Each pay bill shall tally by itself for the third party payments in who's favour the cheques have been requested. That is to say that for eg. LIC, bank deductions in respect of employees included in a particular bill shall be for the employees included in the said bill itself. While efforts are being made and procedure worked out for making e-payments to the third parties also, it may please be noted that this Directorate shall issue cheques for effecting payments towards third party i.e. LIP, banks etc. as usual.
- 6) It is once again brought to the notice of all the concerned that with effect from 15-11-2012, the Directorate of Accounts shall accept all types of bills due processed for “e-payment” clearance only (i.e. ECS/NEFT/RTGS) except in case of time bound & utility claims like electricity bills, water supply bills, POL bills, telephone bills, postage stamps, recoupment of permanent advance bills and AC Bills)

Contents of this circular may be brought to the notice of all the Heads of Offices/Drawing and Disbursing Officers under your control for strict compliance.

Copies of this circular are also available at the following website:- <http://www.accountsgoa.gov.in/>

Sd/-
(G. S. Potekar)
Director of Accounts

Department of Accounts

No. DA/Control/7-2/2012-13/Tr-112/121

Dated:- 12th July, 2012

CIRCULAR

A reference is invited to the contents of Circular No. DA/Control/7-25(ii)/2012-13/Tr-40/53 dated 03-05-2012 issued by this office wherein detailed instructions/guidelines have been issued regarding

submission of month wise TDS figures with effect from the financial year 2010-11 and 2011-12, to facilitate this office in filing of Income Tax statement in Form No 24-G and thereafter generate and make available the necessary Book Identification Number (BIN) to the respective DDO's/TAN holders. In spite of specific directions it is observed that quite a few number of DDO's/TAN holders have not submitted the requisite information. Needless to state that filing of income returns is a time bound matter and any delay thereon attracts penalty.

The existing procedure therefore has been reviewed with reference to relevant income tax rules & guidelines in force, so as to enable this office as well as the DDO's/TAN holders to file the returns within the time frame.

National Informatics Centre (NIC), Goa have now developed a separate module to suit the requirement which would facilitate DDO's/TAN holders to submit the TDS figures online. The existing procedure therefore stands modified to the following extent.

1. Each DDO/TAN holder shall log in site "e-DDD Online Fund Allocation System" software using "http://10.190.22.10/eddo/" address and select "Monthly TDS" menu. On selection of this menu a screen showing Month, Year, TAN Number, Income Tax Head, Description of Head and Amount will appear. The screen will also display the amount of income tax deducted/collected by this office through the various types of bills under various heads of accounts from the particular DDO through the IBPS i.e. "Integrated Bill Processing System" software.
2. The DDO/TAN holder shall then enter the amount of tax deducted for the month as per the classification/Head of Account in the appropriate column. This entry of tax deduction should be verified with the income tax deduction figure indicated by Directorate of Accounts and any difference/mismatch therein should be reconciled. There have been instances in the past wherein DDO's have furnished gross amount of pay/salary instead of tax deduction amount. Due care should be taken to avoid such errors.
3. DDO/TAN holder shall check the correctness of data shown in the list and enter the TDS figure and if any mismatch is found in the list, bring it to the notice of Directorate of Accounts to make necessary rectification in the TDS data.
4. The requisite data shall be entered in the system commencing from the month of March, 2012 onwards regularly. While the backlog data i.e. from March, 2012 onwards till date should be entered immediately, the details of each month thereafter should be entered regularly (excluding Gazetted Officers) by 2nd of the succeeding month. In case 2nd of the month is a holiday/non working day the same.
5. Failure to enter the requisite data by stipulated date will automatically deactivate ECS uploading facility and the same would be activated only after necessary data is entered.
6. Directorate of Accounts shall file income tax returns/24G and make available the requisite BIN details on "e-ODD Online Fund Allocation System" and also in the Departmental website <http://www.accountsgoa.gov.in> which in turn would facilitate all the DDO's/TAN holders to file quarterly returns with the TIN facilitation centre. Alternately DDO's/TAN holders may also obtain the BIN number by registration of TAN number at the TIN centre or by accessing Income Tax Department /NSDL site.
7. The existing procedure of furnishing tax deduction details in Annexure-A prescribed vide circular of even number dated 03-05-2012 stands withdrawn. However data up to the financial year 2011-12 shall be furnished by following the old/existing procedure only i.e. by Annexure-A.

This revised procedure comes into force with immediate effect. All the Heads of Departments are requested to bring the contents of this circular to the notice of Heads of Offices/DDO's/TAN holders under their control for strict compliance.

Copies of this Circular can be also downloaded from the department website:
<http://www.accountsgoa.gov.in>

Sd/-
(G. S. Potekar)
Director of Accounts

Directorate of Accounts

No. DA/Control/7-10/2012-13/81/TR-78

Dated:- 30-05-2012

CIRCULAR**Subject :** Debiting expenditure of bills to works regarding

It has been observed since quite a long time that expenditure of following types of bills viz. advertisement, water, electricity, telephone, petty bills of payments etc. was debited to the estimate of works under contingencies and was accounted in the Government Account through monthly accounts of the Divisions sent to the Directorate of Accounts.

It has now been decided by the Government to desist debiting the cost of these types bills to works account and prefer the same for settlement through Fully Vouched Contingent bills under Revenue Account allotted to the Division. The revised procedure shall come into force with immediate effect. This issues with the concurrence of Finance Department vide their Advice No. 1/May/2012.

Contents of this circular may be brought to the notice of all the concerned for strict compliance.

Copies of this circular are also available at this Departments web site
<http://www.accounts.gov.in/>

Sd/-
(G.S. Potekar)
Director of Accounts

To,

1. The Principal Chief Engineer,
Public Works Department,
Altinho, Panaji-Goa
2. Chief Engineer,
Water Resources Department,
Panaji-Goa
3. Chief Engineer,
Electricity Department,
Vidhyut Bhavan, Panaji-Goa
4. Director,
Directorate of Agriculture,
Panaji-Goa
5. Principal Chief Engineer,
Forest Department,
Panaji-Goa.

Directorate of Accounts

No. DA/Control/7-25(ii)/2012-13/TR-40/53

Dated:- 03-05-2012

CIRCULAR

A reference is invited to the CBDT Notification No. 41/2010 dated 31/05/2010 wherein Income Tax Rules, 1962 have been amended substituting therein Rule 30, 31, 31A and 31AA and inserted a new Rule 30 namely "Time and mode of payment to Government account of tax deducted at source or tax paid under sub-section (1A) of Section 192".

Rule No. 30(4) therein provides that in case of an office of the Government, where tax has been paid to the credit of the Central Government without production of a challan, the Pay and Accounts Officer reports the tax so deducted and who is responsible for crediting such sum to the credit of the Central Government shall :- (a) Submit a statement in Form 24 G within 10 days from the end of the month to the agency authorized by the Director General of Income Tax (Systems) in respect of tax deducted by deductors and reported to him for that month; and (b) Intimate the unique number viz. Book Identification Number (BIN) generated by the agency to each of the deductors in respect of whom the sum deducted has been credited.

A number of representations / letters have been received from various Departments /offices/DDO's by this Directorate seeking therein details of BIN number so as to facilitate their filing of quarterly returns with the TIN facilitation Centre.

The matter has been examined in this Directorate and following instructions are issued for immediate compliance.

- 1) All the Heads of Departments/Drawing and Disbursing Officers/Heads of Offices/TAN holders shall submit to this Directorate information duly filled in the enclosed "Annexure A" along with a Xerox copy of TAN allotment letter issued by the competent authority. The information is required from the financial year 2010-11 onwards till date. Separate form should be used for each financial year.
- 2) Once the date in relevant Annexure is received in this Department duly completed in all respects, the necessary BIN number shall be generated and intimated at the "e-mail id" address given by the Department/DDO in column no. 13 of "Annexure A".
- 3) All the DDO's shall henceforth submit monthly figures of tax deducted at source viz. salary and non-salary components separately (excluding Gazetted officers) by 2nd of the succeeding month. Thereafter this Directorate shall upload the figures against the respective TAN number and the BIN numbers shall be e-mailed regularly on the e-mail id address.
- 4) The information duly filled and completed in all respects shall be addressed to "Dy. Director of Accounts, A.C. & D. Section, Directorate of Accounts, Panaji, Goa with the subject as "Application for BIN Number".

All the Heads of Departments are requested to bring the contents of this circular to the notice of Heads of Offices/D.D.O's/TAN holders under their control for strict compliance.

Copies of this Circular can be also downloaded from the following website :-
<http://www.accountsgoa.gov.in/>

Sd/-
(G.S. Potekar)
Director of Accounts

Directorate of Accounts

No. DA/Control/3-2/2011-12/532

Dated:- 10/02/2012

CIRCULAR

A reference is invited to the contents of circular no. 7/13/2011/Fin-Exp dated 15-12-2011 issued by Finance Department wherein Government decision has been conveyed to switch over to “e-payment” through ECS mode while making payments to all the beneficiaries of the schemes of Central and State Government including payments being done by the State Government as part of its day to day functioning ; instead of present system of issuance of PAO cheques.

For implementation ECS system as envisaged in the aforesaid circular, NIC Goa is in the process of designing the necessary software programme and the same is being test checked before being rolled out for the final usage by all the departments. Needless to point out that this would require imparting of necessary training to all the user departments.

For a smooth switch over to ECS mode it is proposed to implement the system in a phased manner. To begin with all the FVC (fully vouched contingents bill) bills would be bought under the purview of ECS mode with effect from 16-02-2012. All DDO's will submit their FVC from /Directorate of Accounts using the software, this will also serve as training in use of the same. Necessary help will be provided at DOA in the matter. Thereafter the DDO shall submit the bills at the cash counter for further processing.

Following instructions are therefore issued for information and necessary action:-

- 1) The DDO shall depute to the Directorate of Accounts (training hall) an official who is computer literate with the FVC Bill and bank details of the suppliers in the format prescribed overleaf.
- 2) The bank details of the suppliers shall be entered using the software and a unique ECS Transaction Code (ECSTXNCODE) and receipt will be generated for the bill. This shall be enclosed to the FVC bill. The respective DDO would be responsible for correctness of the data fed therein.
- 3) The “ECSTXNCODE” shall be quoted on GFR-8 and on face of the FVC bill.
- 4) The FVC bill shall be then submitted to the cash counter of this Directorate as usual.
- 5) Once the official is fully acquainted with the procedure involved, the bills shall be submitted directly to the case section of this Directorate as usual by accessing the necessary website.
- 6) Those offices which do not have internet facility/connectivity shall use the facility available at their respective Head of Office or Head of the Department as the case may be.
- 7) This revised procedure comes into force with effect from 16-02-2012 for FVC Bills except those exempted vide Para 3 (Time Bound Utility bills like electricity bill, telephone bills, water supply bills fuel/POL bills) of the circular dated 15-12-2011.

Similar arrangements would be made at South Branch of the Directorate. It may please be noted that Directorate of Accounts shall not accept bills at the cash counter without compliance of above procedure.

Contents of the circular may please be brought to the notice of all the Heads of Offices/Drawing and Disbursing Officers under their control for strict compliance.

Sd/-

(P.S. Gude)

Director of Accounts

Check list for submission of FVC Bills

Sr. No	Name of the party to whom the payment is to be done	Mobile number of the party/supplier	Bank details						Amount to credited to the bank/amount to be paid
			Name of the bank	Branch	Account No.	Type of A/c (sav/current)	MICR Code	IFSC Code(if available)	
1	2	3	4	5	6	7	8		9

Signature of D.D.O.

Department of Finance (Exp.)

No. 7/13/2011/Fin-Exp

Dated: 15/12/2011

CIRCULAR

Consequent upon the instruction of the Ministry of Finance, Government of India vide their letter No. 8-11/2011-F1 dated 19/08/2011, it has now been decided by the Government of Goa to switch over to “e-payment” through ECS mode while making payments to all the beneficiaries of the schemes of Central Government and State Government including payments being done by the State Government as part of its day to day functioning; instead of the present system of issuance of PAO cheques.

Following detail guidelines for implementation of “e-payment” system through ECS mode for the State of Goa are hereby issued which would come into implementation with effect from 01.01.2012.

1. All the payments of salary to all Gazetted Officers would be compulsorily done through ECS payment. All Gazetted Officers should be covered under ECS mode to be effective from the payment of salary for the month of **January, 2012**. So also, all claims for TA/DA, medical reimbursement, phone bill reimbursement, etc., for all Gazetted Officers would be done through ECS mode only.
2. The Directorate of Accounts and the Secretariat (GAD) should themselves take the lead and move for disbursing salaries for the month of January, 2012 onwards to their employees through ECS mode only, as being done in some Departments like Directorate of Settlement & Land Records, Directorate of Art and Culture etc. Henceforth all other claims pertaining to the employees of Non Gazetted establishments in all Departments like payment of T.A. /D.A., medical reimbursement, tuition fee reimbursement, overtime allowance etc., should be paid through ECS mode only.
3. All FVC bills (except utility bills like electricity bill, telephone bills, water supply bills, fuel/POL bills) shall be paid through ECS payment mode only. In order to facilitate payments to various parties/suppliers etc., the concerned Drawing and Disbursing Officer, shall provide the bank account details of the party concerned, alongwith the FVC bills, as per the proforma prescribed herein below :

Sr. No.	Name of the party to whom the payment is to be done	Bank details, Account number & name of the Bank with branch	IFSC code	Amount to be credited to the bank / amount to be paid
(1)	(2)	(3)	(4)	(5)

Signature of DDO

The DDO shall verify the details so provided and the statement as above duly signed by the DDO shall be submitted alongwith FVC Bill. No FVC Bills without the enclosure in the proforma as above, shall be processed for payment.

4. Grants being disbursed by various Departments to concerned Grant-in-Aid institutions including those under Directorate of School Education, Directorate of Higher Education, Directorate of Technical Education, Directorate of Art & Culture etc.; shall be made through ECS mode only. The Department concerned should submit a CD containing all information pertaining to the payment being made in the above proforma in MS Excel format (soft copy) alongwith the bill. The Directorate of Accounts will not accept any bill/claim without a CD and details in hard copy as above.

5. Payments to all beneficiaries under various schemes of the Government (wherever payment is done through PAO cheque mode) shall be done through ECS payment mode. Departments concerned should obtain Bank Account details to the individual beneficiary and provide the same alongwith the FVC claim with a soft copy (in MS Excel format) and a hard copy to the Directorate of Accounts without which the bills /claims concerned shall not be accepted by Directorate of Accounts. However, this instructions shall not be applicable for disbursement of amounts/claims under Natural Calamity Relief programme, Disaster Relief etc.

6. It has also been decided to switch over from the present mode of payments to the contractors of various works i.e from present system of issuing PAO/MICR cheques to payments through ECS mode only.

The present system of issuing of PAO/MICR cheque by the Executive Engineer of the Division/Section concerned for payment to various works to the contractors pertaining to PWD, WRD, Electricity Department, Agriculture (Soil Conservation Division), Forest Department etc. shall be discontinued and will be switched over to payments by ECS mode only. Every month the Executive Engineer of the Division /Section concerned shall forward to the Directorate of Accounts, a format of bills pending for payment in the order of precedence (first in – first out), duly signed by the Executive Engineer of the Division/Section concerned and countersigned by Principal Chief Engineer/Chief Engineer /Head of Department of the Department concerned as per the prescribed format below.

Sr. No.	Name of the work	Budget Head with details of BE Amount spent and Amount Balance	Plan/Non Plan	Emergency work / maintenance work/ Regular Work / New Project (Give details)
(1)	(2)	(3)	(4)	(5)

Constituency /Assembly segment	Work order Amount (initial)	Revised amount if any	Amount already paid	Balance left amount
(6)	(7)	(8)	(9)	(10)

Running Account Bill No. /Final payment (give)	Name of the contractor/ works execution agency	PAN details	Bank Account number with details	IFSC code for Bank
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details)				
(11)	(12)	(13)	(14)	(15)
Amount to be paid		Amount Deducted for Tax (TDS)		Final amount to be paid
(16)		(17)		(18)

7. Further, it has been decided to introduce the CINB (Corporate Internet Banking) System and the Checker and Maker powers would be vested with the Directorate of Accounts. This system will be started on trial basis in Division-I of PWD.

8. It has also been decided in consultation with the Senior Officers from the State Bank of India, that State Bank of India (SBI) would not charge any transaction fees/ transfer charges in respect of payment of salary, other claims in respect of Government servants and payments to be made to beneficiaries of various schemes of Government of Goa/Government of India, including Grant-in-Aid to Institutions etc. and SBI would be free to levy transfer charges/transaction fees as prescribed by RBI in case of payments being made to contractors/other agencies / parties /suppliers etc. as per the prevailing system /rates being followed by the banks concerned.

This issues with the approval of F.M. /C.M.

Sd/-

(Surendra Naik)

Under Secretary (Fin-Exp)

Directorate of Accounts

No.DA/Control/2-3/TR-386/981

Dated:- 04/02/2011.

CIRCULAR

Attention of all concerned is invited to this Directorate's circular No. DA/Control/2-3/TR-312/176 dated 27/9/2002, containing therein instructions to invariably indicate the GPF Account Number of the employees in all papers, communications, bills and advance sanction orders (viz. HBA, MCA, OCA etc) issued by them as well as in the schedules of recovery attached to the pay bills including chalans in case the amount is credited into Treasury so as to facilitate proper and accurate accounting of advances given and to get quick information at any given time. In spite of these instructions it has been observed that quite a number of D.D.O.'s do not adhere to these instructions and are enclosing recovery schedules pertaining to their employees without quoting the GPF Account number. Accounts of this Directorate have been computerized, and in absence of the GPF number it becomes very difficult to identify and thereafter post/credit the recovery to the respective Government servants account. On some occasions credit recoveries are kept out of the account under suspense head due to non-identification of concerned account holder. Needless to point out that this further delays the closure of monthly/annual accounts.

In view of the above, it is once again reiterated that GPF Account Number should be invariably mentioned in all papers, communications, salary bills, advance sanction orders and chalans (in case of amount credited to treasury) without fail. In respect of employees covered under New Defined Contributory Pension Scheme the 16- digit PPAN number shall be quoted. It may please be noted that failure for compliance of these instructions may result in return of salary bills unpassed for which this Directorate shall not be held responsible.

The Heads of Departments are requested to bring the contents of this circular to the notice of Heads of offices and DDO's working under their control for strict compliance.

Sd/-
(P.S. Gude)
Director of Accounts

Directorate of Accounts

No. DA/Control/2-3/09-10/TR-504/518

Dated:- 26/03/2010

CIRCULAR

As per the standing instructions, whenever a token is lost by the Department, an amount of Rs. 10/- per token is payable by challan in State Bank of India and the token is removed from circulation. The amount of Rs. 10/- so charged at present for loss of one token is negligible and instances have come to the notice of this Directorate that due to negligible recovery amount towards the cost of lost token, the officials of Departments entrusted with the work of submitting bills and collecting the tokens do not take care in handling the movement of tokens properly resulting in increase in loss of tokens. The number of lost token is on increase every year and this number and corresponding value is required to be written off.

The question of enhancing the recovery amount charged for the lost tokens has been under consideration of the Government for quite some time so that at least some care is taken by the concerned officials of the Department to handle the movement of tokens.

Government has now decided to revise the quantum of recovery amount towards loss of token from Rs. 10/- to Rs. 50/- with effect from 01-04-2010.

All the Heads of Departments may bring the contents of this order to the notice of all D.D.O.s under their control.

This issues with the concurrence of Finance Department vide U.O. No. 627-F dated 8/3/2010.

By order and in the name of
the Governor of Goa
Sd/-
(Pramod Y. Ramani)
Director of Accounts &
Ex-Officio Jt. Secretary to Govt.

Seniority Rules

PERSONNEL DEPARTMENT

Department of Personnel

No. 2/33/76-PER

Dated:- 19-07-2002

Read: Notification No. 2/33/76-PER dated 12-06-2002.**OFFICE MEMORANDUM**

In terms of the proviso to clause (ii) of rule 6 of the Goa Government (Seniority) Rules, 1967, inserted vide the Goa Government (Seniority) (Second Amendment) Rules, 1997, circulated vide Notification of even number dated 23-4-1997, if a candidate belonging to the Schedule Caste or the Scheduled Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior general/OBC candidate who is promoted later to the said immediate higher post/grade, the general/OBC candidate will regain his seniority over such earlier promoted candidate of the Scheduled Caste and the Scheduled Tribe in the immediate higher post/grade.

The aforesaid proviso to clause (ii) of rule 6 of the said Rules, 1967 has been omitted with effect from 2-5-1997 vide Notification of even number dated 12-6-2002. Consequently, Seniority of SC/ST is required to be revised.

All the Heads of Departments/Offices are, therefore requested to finalise the seniority of SC/ST and consequential benefits to them as follows:-

- (1) Seniority drawn in accordance with the Goa Government (Seniority) (Second Amendment) Rules, shall be revised as if the said rules were never issued.
- (2) On the basis of the revised seniority, consequential benefits like promotion, pay, pension, etc. should be allowed to the concerned SC/ST Government servants (but without arrears by applying principle of no work no pay).
- (3) For this purpose, senior SC/ST Government servants may be granted promotion with effect from the date of promotion of their immediate junior general/OBC Government servants.
- (4) Such promotion of SC/ST Government servant may be ordered with the approval of Appointing Authority of the post to which the Government servant is to be promoted at each level after following normal procedure of D.P.C. (including consultation with G.P.S.C.).
- (5) Except seniority, other consequential benefits like promotion, pay etc. (including retiral benefits in respect of those who have already retired) allowed to general/OBC Government servant by virtue of the Goa Government (Seniority) (Second Amendment) Rules, 1997 and/or in pursuance of the directions of C.A.T./Court should be protected as personal to them.
- (6) Necessary action to implement the decisions contained in paragraph (1) above may be completed within three months from the date of issue of this O.M. and decision in paragraph (2) above may be completed within 6 months from the date of issue of this O.M.

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

Department of Personnel**NOTIFICATION**

No. OSD/RRVS/43/66

Date: 21-02-1969

OSD/RRVS/43/66 dated 21-02-1969 published in Government Gazette Series I No. 49
dated:- 06-03-1969

In exercise of the powers conferred by proviso to article 309 of the Constitution, read with the Government of India, Ministry of External Affairs letter no. F.7 (11)/62-Goa, dated the 25th July, 1963 and Ministry of Home Affairs letter no. F.1/29/68-GP dated 29th January, 1968, the Administrator of Goa, Daman and Diu is pleased to make the following rules for determining the seniority inter-se of

officers of the Goa Government, namely:-

1. Short title, commencement and application.—

- (1) These Rules may be called the Goa Government (Seniority) Rules, 1967.
- (2) They will come into effect from the date of the Notification.
- (3) They shall apply to all Class I, Class II, Class III and Class IV Officers of the Government of Goa, Daman and Diu, except-
 - (a) Officers in respect of whom special provision is made by or under any law for the time being in force, in regard to the matters covered by these rules, and
 - (b) Officers who are on deputation from the Central Government or from any State Government/Union Territory.

2. Definitions - In these rules, unless the context otherwise requires.— 1. "competent authority" means the Administrator and includes any other officer empowered by the Administrator in writing to exercise any of the powers of the competent authority under these rules; and

2. "grade" means a post or a group of posts created for work of the same nature in a department or office.

Provided that where posts have been created for work of the same nature in different departments or offices, the competent authority may, by order, declare any or all such posts to be in a single grade for the purposes of these rules.

3. Seniority of persons appointed before the reinforcement of these rules.— Subject to the provisions of rule 4, persons appointed in a substantive or officiating capacity to a grade prior to the enforcement of these rules shall retain the relative seniority already assigned to them or such seniority as may hereafter be assigned to them under the existing orders applicable to their cases and shall en bloc be senior to all others in that grade.

Explanation.- For purposes of these rules (a) persons who are confirmed retrospectively with effect from a date earlier than the enforcement of these rules, and (b) persons who are appointed on probation to a permanent post substantively vacant in a grade prior to the enforcement of these rules shall be considered to be permanent officers of the grade.

4. Permanent officers to rank senior to officiating officers.— Subject to the provisions of rule 5, permanent officers of each grade shall rank senior to officers who are officiating in that grade.

1[Provided firstly where the persons not belonging to one cadre but belonging to one grade are eligible for promotion to posts belonging to a common cadre, the relative seniority of such persons shall be determined in accordance with the dates of their appointments in the Grade irrespective of their being permanent or officiating;

Provided secondly that while so determining seniority, relative seniority of such persons determined in their respective cadre shall not be changed.]

2[Provided further, when persons belonging to one grade but not to a Common Cadre are encadred together on formation of a Common Cadre for the said grade, the relative seniority of such persons shall be determined in accordance with the date of their appointment to the grade irrespective of their being permanent or officiating. The relative seniority of such persons already determined in their respective cadres shall not be changed.]

5. Direct recruits.— Notwithstanding the provisions of rule 4, *the relative seniority of all direct recruits shall be determined by the order of merit in which they are selected for such appointment, on the recommendations of the Union Public Service Commission or other selection authority,* persons appointed as a result of earlier selection being senior to those appointed as a result of a subsequent selection.

Provided that where persons recruited initially on a temporary basis are confirmed subsequently in an order different from the order of merit indicated at the time of their appointment, seniority shall follow the order of confirmation and not the original order of merit.

6. Promotees.— (i) The relative seniority of persons promoted to the various grades shall be determined in the order of their selection for such promotion.

Provided that where persons promoted initially on a temporary basis are confirmed subsequently in

an order different from the order of merit indicated at the time of promotion, seniority shall follow the order of confirmation and not the original order of merit.

(ii) Where promotions to a grade are made from more than one grade, the eligible persons shall be arranged in separate lists in the order of their relative seniority in their respective grades and the selecting authority shall select persons for promotion from each list upto the prescribed percentage, if any, and arrange all the candidates selected from different lists in a consolidated order of merit which will determine the seniority of the persons on promotion to the higher grade.

5[]

Explanation.— Where promotions are made on the basis of selection by a selecting authority, the seniority of such promotees shall be in the order of merit in which they were recommended for such promotion by the authority. Where promotions are made on the basis of seniority subject to the rejection of the unfit, the seniority of persons considered fit for promotion at the same time shall be the same as the relative seniority in the lower grade from which they are promoted. Where, however, a person is considered as unfit for promotion and is superseded by a junior, such persons shall not, if he is subsequently found suitable and promoted, take seniority in the higher grade over a junior who had superseded him.

Illustration.— Where 75% of the vacancies in the grade of Head Clerk are reserved for promotion from the grade of Upper Division Clerk and 25% from the grade of Store-keepers, the eligible Upper Division Clerks and Store-keepers, shall be arranged in the separate lists with reference to their relative seniority in those grades. The selecting authority will make selection of three candidates from the list of U.D.C.s and one from the list of Store-keepers. Thereafter the selected person from each list shall be arranged in a single list in a consolidated order of merit assessed by the selecting authority, which will determine the seniority of the persons on promotion to the higher grade.

7. Relative seniority of direct recruits and promotees.— The relative seniority of direct recruits and of promotees shall be determined according to the rotation of vacancies between direct recruits and promotees which shall be based on the percentage of vacancies reserved for direct recruitment and promotion respectively in the recruitment rules.

Note (1) A register should be maintained based on the reservation of vacancies for direct recruitment and for promotion in the Recruitment rules. Where 75% of the vacancies are reserved for promotion and 25% for direct recruitment, each direct recruit shall be ranked in seniority below three promotees. Where the percentage is 50% each, every direct recruit shall be ranked below a promotee and the roster shall run as follows :-

1. Promotion,
2. Direct recruitment,
3. Promotion,
4. Direct Recruitment, and so on.

Appointment shall be made in accordance with this roster and seniority determined accordingly. If for any reason a direct recruit or a promotee ceases to hold the appointment in the grade, the seniority list shall not be re-arranged merely for the purpose of ensuring the proportion concerned.

Note (2) A promotee shall not necessarily be placed over a direct recruit. The relative seniority of a departmental promotee vis-a-vis a direct recruit depends on the starting point in the roster as determined by the appointing authority. If the first point in the roster starts with a direct recruit, the relative order of seniority against the departmental promotees and direct recruits will be, first direct recruit followed by a departmental promotee and vice-versa

3[Provided that the principle of rotation of quotas will still be followed for determining the inter-se seniority of direct recruits and promotees, the present practice of keeping vacant slots for being filled up by direct recruits of later years, thereby giving them unintended seniority over promotees who are

already in position, shall be dispensed with. In case an adequate number of direct recruits do not become available in any particular year, rotation of quotas for purpose of determining seniority will take place only to the extent of the available direct recruits and the promotees. In other words, to the extent direct recruits are not available, the promotees will be bunched together at the bottom of the seniority lists, below the last position up to which it is possible to determine seniority, on the basis of rotation of quotas with reference to the actual number of available direct recruits. The unfilled direct recruitment quota vacancies shall, however, be carried forward and added to the corresponding direct recruitment vacancies of the next year (and to subsequent years where necessary), for taking action for direct recruitment for the total number according to the usual practice. Thereafter, in that year while seniority will be determined between direct recruits and promotees, to the extent of the number of vacancies for direct recruits and promotees as determined according to the quota for that year, the additional direct recruits selected against the carried forward vacancies of the previous year shall be placed en-bloc below the last promotee (or direct recruit as the case may be), in the seniority list based on the rotation of vacancies for that year. The same principle holds good in determining seniority in the event of carry forward, if any, of direct recruitment or promotion quota vacancies (as the case may be), in the subsequent years.

Illustration:

Where the Recruitment Rules provide 50 % of the vacancies in a grade to be filled by promotion and the remaining 50 % by direct recruitment, and assuming there are 10 vacancies in the grade arising in each of the year 1986 and 1987 and that 2 vacancies intended for direct recruitment remained unfilled during 1986 and they could be filled during 1987, the seniority position of the promotees and direct recruits of these two years

1986		1987	
1.	P1	9.	P1
2.	D1	10.	D1
3.	P2	11.	P2
4.	D2	12.	D2
5.	P3	13.	P3
6.	D3	14.	D3
7.	P4	15.	P4
8.	P5	16.	D4
		17.	P5
		18.	D5
		19.	D6
		20.	D7

In order to help the appointing authorities in determining the number of vacancies to be filled during a year under each of the methods of recruitment prescribed, a Vacancy Register giving a running account of the vacancies arising and being filled from year to year may be maintained in the proforma enclosed.

With a view of curbing any tendency of under-reporting/suppressing the vacancies to be notified to the concerned authorities for direct recruitment, it is clarified that promotees will be treated as regular only to the extent to which direct recruitment vacancies are reported to the recruiting authorities on the basis of the quotas prescribed in the relevant Recruitment Rules. Excess promotees, if any, exceeding the share falling to the promotion quota based on the corresponding figure, notified for direct recruitment shall be treated only as ad-hoc promotees.

Seniority already determined in accordance with the existing rules on the date of issue of this Notification will not be reopened. In respect of the vacancies for which recruitment an action has already been taken, on the date of issue of this Notification either by way of direct recruitment or promotion, seniority will continue to be determined in accordance with the existing rules.]

8. Transferees.— (i) The relative seniority of persons appointed by transfer to the various grades from offices of the Central Government or State Governments/Union Administrations shall be determined in accordance with the order of their Selection for such transfer, provided that, if transferees have also competed with Direct recruits, the provisions of Rule 5 will apply to them.

(ii) Where such transfers are effected against specific quotas in the recruitment rules therefore, the relative seniority of such transferees vis-a-vis direct recruits and promotees shall be determined according to rotation of vacancies which shall be based on the quotas reserved for transfer/direct recruitment and promotion respectively in the recruitment rules.

(iii) Where a person is appointed by transfer in accordance with a provision in the recruitment rules providing for such transfer in the event of non availability of a suitable candidate by direct recruitment or promotion, such transfers shall be grouped with direct recruits or promotees, as the case may be, for the purpose of rule 7. He shall be ranked below all direct recruits or promotees, as the case may be selected on the same occasion.

9. Regulation of seniority of officers selected for appointment to different posts in the same grade requiring different qualifications.— The relative seniority of persons selected for appointment to various posts in the same grade requiring different qualification (e.g. posts of Asst. Lecturer in History, Economics, Physics, Chemistry, etc.) shall be determined by the consolidated order of merit drawn up by the selecting authority which shall invariably be asked by the department concerned while sending their requisitions for recruitment to such posts, to indicate such an order of merit while making selection to such posts.

The authority responsible for approving appointments by transfer shall indicate the inter-se order of seniority of selected persons.

In cases where no order of merit has been indicated by the selecting authority/authorities approving appointment by transfer, the relative seniority of direct recruits/transferees shall be determined on the basis of their length of service in the next lower grade. In cases of equal length of service, older in age shall rank senior to the younger one.

10. Ad-hoc appointees.— Until persons appointed on ad-hoc basis to a grade are replaced by persons approved for regular appointment by direct recruitment, promotion or transfer as the case may be, they will be shown in the order of their ad-hoc appointments and below all persons regularly appointed to the grade.

11. Regulation of seniority of certain special categories of officers.— Notwithstanding anything contained in these rules, the seniority of officers belonging to the following categories shall be regulated by the instructions contained in the Office Memorandum against each such category, as amended from time to time :-

(a) Ex-Govt. servants penalised for their patriotic activities - M/O Home Affairs O.M. No. 6/4/5/2-STNG, dated 29-5-1957.

(b) Central Govt. Employees discharged on account of affliction with T.B. pleurisy or leprosy - O.M. No. 37/1/52-DGS, dated 10-7-1964, No. 13/4/56-RPC dated 29-9-1956 and No. 13/44/57-RPS dated 14-7-1958.

12. Removal of difficulties.— If any difficulty arises in giving effect to the provisions of these rules, the competent authority, may by order, as occasion requires do anything which appears to it to be necessary for the purpose of removing the difficulty.

13. Interpretation.— If any question arises relating to the interpretation of these rules, the matter shall be referred to be competent authority whose thereon shall be final.

Sd/-
G. K. Bhanot
Chief Secretary

1. Substituted vide Notification No. OSD/RRVS/43/66 dated 16-10-1971 published in the Official Gazette Sr. I No. 31 dated 28-10-1971.
2. Substituted vide Notification No. 2/33/77-DIV-I dated 12-8-1977 published in the Official Gazette Sr. I No. 20 dated 18-08-1977.
3. Substituted vide Notification No. 2/33/76-PER dated 5-1-1987 published in the Official Gazette Sr. I No. 45 dated 05-02-1987.
4. Inserted the following proviso in Rule 6 after clause (ii) vide Notification No. 2/33/76-PER dated 23-04-1997 published in the Official Gazette Sr. I No. 5 dated 02-05-1997 "Provided that if a candidate belonging to the Schedule Caste or Schedule Tribe is promoted to an immediate higher post/grade against a reserved vacancy earlier than his senior General/OBC candidate who is promoted later to the said immediate higher post/grade, the General/OBC candidate will regain his seniority over such earlier promoted candidate of the SC/ST in the immediate higher post/grade.
5. Ommitted vide Notification No. 2/33/76-PER dated 12-06-2002 published in the Official Gazette Sr. I No. 14 dated 04-07-2002.

PERSONNEL DEPARTMENT

**Sexual Harassment of Women
at Workplace**

PERSONNEL DEPARTMENT

Directorate of Women & Child Development

No. 1-572/2017-18/DWCD/Writ Pet. (Civil)1224/2017/Vol.III/767

Dated : 08/05/2019

NOTICE

To,
All Head of Department,

Subject : Sexual Harassment of Women at Workplace (Prevention,
Prohibition and Redressal) Act, 2013

Ref : 1) Circular no. 1-181-2001-Sectt. Cell(part)/04441, dated 03.03.2014
2) Circular no. 1-181-2001-Sectt.Cell/, dated 24.07.2014
3) Press Note issued vide letter no. 1-181-2001-WCD/10366, dated
02.12.2014
4) Press Note issued vide letter no. 1-572-2017-18/DWCD/Writ Pet.
(civil) 1224/2017/8917, dated 23.03.2018.

Sir,

With reference to the subject cited above this is to inform you that the Sexual harassment of women at workplace results in violation of the fundamental rights of woman to equality as per Article 14 and 15 of her right to live with dignity as mentioned under Article 21 of the Constitution.

The Government India has enacted the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013**. This Act is an extension on the basis of the Guidelines laid down by the Supreme Court of India in its landmark judgment in the case of Vishaka V/s State of Maharashtra in 1997. The Act ensures a safe working environment for women and provides protection to women at their workplace from any form of sexual harassment and for redressal of any complaints of harassments. This Act is also much wider in scope bringing within its ambit larger areas including even the unorganized and the domestic workers.

A Writ Pet. (Civil) 1224 of 2017 is pending before the Hon'ble Supreme Court, to ensure the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 in all States/Union Territories.

All efforts are being taken by this Directorate to ensure the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 at all workplaces be it public or private or even the unorganized sector, regardless of their age and status of employment time and again.

As per the provisions of Section 5 of the Act, the District Magistrate of North Goa District and South Goa District are appointed as District Officers vide Notification dated 09/05/2014 and published in the Official Gazette Sr. II No. 6 dated 9/5/2014.

As per the provisions of Section 6 & 7 of the Act, the Local Complaint Committees are constituted by the District Officer/District Magistrate of North Goa District vide Order dated 14/09/2017, and by the District Officer/District Magistrate of South Goa District vide Order dated 20/09/2017.

All the Mamlatdars in the North Goa District are appointed as "Nodal Officers" for their respective Taluka's by the District Officer/District Magistrate of North Goa District vide Order dated 15/09/2017.

All Chief Officers and Mamlatdars of respective Talukas / Municipalities are appointed as “Nodal Officers” in their respective jurisdiction by the District Officer/District Magistrate of South Goa District vide Order 22/08/2014.

As per the provisions of Section 4 of the Act, every department /Organisation /undertaking /industrial establishment, educational institutions /private sector organization, hospitals, Sport Institutes, etc. are required to constitute Internal Complaint Committee at workplace.

The composition of the Internal Complaint Committee is as under :-

- a) A “Presiding Officer” who shall be a woman employed at a senior level at workplace from amongst the employees ;
- b) Not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- c) One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment

The Committee constituted shall be in force for a period of three years and subsequently it is required to be re-constituted.

As per the Provisions 6 (1) of the Act where the Internal Complaint Committee has not been constituted due to having less than 10 workers or if the complaint is against the employee, complaint can be entertained by the Local Complaint Committee.

As per the Provisions 6 (2) of the Act, the nodal Officers designated by the District Officers in all block/Taluka i.e. Mamledar & Municipality shall receive the complaints from aggrieved woman and forward them to the respective Local Complaint Committee within a period of seven days.

It is mandatory, as per the provisions of Section 19 of the Act, the employer is required to provide safe working environment, display the gist of the provisions of the Act at any conspicuous place in the workplace, create awareness programmes at regular intervals, to assist women etc.

As per the provisions of Section 21 (1) of the Act, the Internal Complaint Committees are required to submit Annual reports to the respective District Officer.

All the Govt. departments / Organisations / undertakings / industrial establishments, educational institutions /private sector organizations, hospitals, Sport Institutes, etc are hereby directed to ensure the implementation of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013, failure shall attract penalty which may extend to Rs. 50,000/- as prescribed under Section 26 of the Act for non compliance of the Provision of the Act.

Further all stake holders are hereby directed to display this notice as well as the Order of the constituted Internal Complaint Committee at the prominent place.

Sd/-

(DIPAK DESAI)

Director & Ex-officio Jt. Secretary to the Government
Women & Child Department

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 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

Directorate of Women & Child Development

No. 1/181/2012/W&CD/SECTT.CELL/

Dated : 24/07/2014

Read : 1) Circular No. 1-181-2001/DW&CD-Sectt. Cell Part, dated 03.03.2014
Reg. Sexual Harassment of Women at Workplace (Prevention,
Prohibition and Redressal) Act, 2013

CIRCULAR

In continuation to above referred Circular issued by this Department, it is observed that most of the Departments/Organizations/Undertaking/Industrial establishment and educational institutions in the State have not complied with provision of section 4 of the Act as regards to constitution of Internal Complaints Committee under the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

As per provision of section 4 (Chapter II) of the **Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013** the internal Complaints Committee shall be constituted with the following members and is to be headed by the “**Presiding Officer**”. The Committee so constituted shall be named as “**Internal Complaints Committee**”.

The composition of the Internal Complaint Committee is as under :-

- a) Women employed at senior level in the office shall be the Presiding Officer. If not available shall be nominated from other offices/Administrative units of work place of the organization (Unit) ;
- b) Not less than 2 Members amongst employees preferably committed to the cause of women or who have experience in social work or have legal knowledge.
- c) One member from amongst Non-Governmental organization working for the cause of women.
- d) At least one half of the total members so nominated shall be women.
respective District Officer.

All the Government Departments / Organisations / Undertakings / Industrial establishments and educational institutions in the state are hereby requested to ensure the constituting / reconstitution of the internal complaints committee under the Act a fresh as mandated under the Act within 30 days.

Please note that failure to constitute the Internal Complaints Committee as per requirements of section 4 (Chapter II) of the Act shall attract penalty as prescribed under section 26 of the Act.

Sd/-

(**Vikas S. N. Gaunekar**)

Director & Ex-officio Jt. Secretary to the Government
Women & Child Department

Directorate of Women & Child Development

No. 1/181/2001-DW&CD/06169

Dated : 09/05/2014

NOTIFICATION

In exercise of the powers conferred by Section 5 of the Sexual Harassment of Women at Work Place (Prevention, Prohibition and Redressal) Act, 2013 (Central Act No. 14 of 2013) (hereinafter referred to as the “Said Act”), the Government of Goa hereby notifies the District Magistrate of North-Goa and the District Magistrate of South Goa as the District Officers to exercise powers and discharge functions under the said Act, within the limits of their respective jurisdiction with immediate effect.

By order and in the name of the Governor of Goa

Sd/-

(**Vikas S. N. Gaunekar**)

Director & Ex-officio Jt. Secretary to the Government
Women & Child Department

Department of Women & Child Development

No. 1/181/2001/DW&CD/Sectt. Cell (part)/04441

Dated:- 03-03-2014

CIRCULAR

Sexual harassment of women at workplace is a violation of women’s right to gender equality, life and liberty. The Sexual Harassment of Women at Workplace (Prevention, Probation and Redressal) Act, 2013 has come into force from 09/12/2013. The Rules under this Act have also been

notified on 09/12/2013. The Act needs to be implemented in an effective manner in order to provide a safe and secure working environment to women. A copy of the Act and Rules is enclosed which are also available at Ministry's website i.e. www.wcd.nic.in.

As mandated under the Act, an Internal Complaints Committee is required to be constituted in every department/organisation/undertaking/industrial establishment and educational institutions.

All the stakeholders viz every department/organisation/undertaking/industrial establishment and educational institutions are therefore hereby requested to ensure constitution of Internal Complaints Committee as mandated in the Act, immediately.

Sd/-

Sunil P. Masurkar
Director & Ex-Officio Jt. Secretary
to the Government Women & Child Development

Ministry of Law and Justice

Legislature Department

The following Act of Parliament received the assent of the President on the 22nd April, 2013, and is hereby published for general information:—

THE SEXUAL HARASSMENT OF WOMEN AT WORKPLACE (PREVENTION, PROHIBITION AND REDRESSAL) ACT, 2013

(No. 14 of 2013)

Dated:- 22-04-2013

An Act to provide protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto.

Whereas sexual harassment results violation of the fundamental rights of a woman to equality under articles 14 and 15 of the Constitution of India and her right to life and to live with dignity under article 21 of the Constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to a safe environment free from sexual harassment;

And whereas the protection against sexual harassment and the right to work with dignity are universally recognised human rights by international conventions and instruments such as Convention on the Elimination of all Forms of Discrimination against Women, which has been ratified on the 25th June, 1993 by the Government of India;

And whereas it is expedient to make provisions for giving effect to the said Convention for protection of women against sexual harassment at workplace.

Be it enacted by Parliament in the Sixty-fourth Year of the Republic of India as follows:-

CHAPTER I

Preliminary

1. *Short title extent and commencement.*— (1) This Act may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.

(2) It extends to the whole of India

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

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

(a) “aggrieved woman” means—

(i) in relation to a workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment by the respondent;

(ii) In relating to a dwelling place or house, a woman of any age who is employed in such a dwelling place or house;

(b) “Appropriate Government” means—

(i) in relating to a workplace which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly—

(A) by the Central Government or the Union territory administration, the Central Government;

(B) by the State Government, the State Government;

(ii) in relation to any workplace not covered under sub-clause (i) and falling within its territory, the State Government;

(c) “Chairperson” means the Chairperson of the Local Complaints Committee nominated under sub-section (1) of section 7;

(d) “District Officer” means an officer notified under section 5;

(e) “domestic worker” means a woman who is employed to do the household work in any household for remuneration whether in cash or kind, either directly or through any agency on a temporary, permanent, part time or full time basis, but does not include any member of the family of the employer;

(f) “employee” means a person employed at a workplace for any work on regular, temporary, ad hoc or daily wage basis, either directly or through an agent, including a contractor, with or without the knowledge of the principal employer, whether for remuneration or not, or working on a voluntary basis or otherwise, whether the terms of employment are express or implies and includes a co-worker, a contract worker, probationer, trainee, apprentice or called by any other such name;

(g) “employer” means—

(i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institutions, office, branch or unit or such other officer as the appropriate Government or the local authority as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i) any person responsible for the management, supervision and control of the workplace.

Explanation.— For the purposes of this sub-clause “management” includes the person or board of committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

(h) “Internal Committee” means the Internal Complaints Committee constituted under section 4;

- (i) “Local Committee” means the Local Complaints Committee constituted under section 6;
- (j) “Member” means a Member of the Internal Committee or the Local Committee, as the case may be;
- (k) “prescribed” means prescribed by rules made under this Act;
- (l) “presiding Officer” means the Presiding Officer of the Internal Complaints Committee nominated under sub-section (2) of section 4;
- (m) “respondent” means a person against whom the aggrieved woman has made a complaint under section 9;
- (n) “sexual harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-
 - (i) Physical contact and advances; or
 - (ii) A demand or request for sexual favours; or
 - (iii) Making sexually coloured remarks; or
 - (iv) Showing pornography; or
 - (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;
- (o) “workplace” includes—
 - (i) any department, organisation, undertaking, establishment, enterprise institution, office branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society;
 - (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishments, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service;
 - (iii) hospitals or nursing homes;
 - (iv) any sports institute, stadium, sports complex or competition games venue, whether residential or not used for training sports or other activities relating thereto;
 - (v) any place visited by the employee arising out of or during the course of employment including transportation provided by the employer for undertaking such journey;
 - (vi) A dwelling place or a house;
- (p) “unorganised sector” in relation to a workplace means an enterprise owned by individuals or self-employed workers and engaged in the production or sale of goods or providing service of any kind whatsoever, and where the enterprise employs workers, the number of such workers is less than ten.

3. Prevention of sexual harassment.— (1) No woman shall be subjected to sexual harassment at any workplace.

(2) The following circumstances, among other circumstances, if it occurs or is present in relation to or connected with any act or behaviour of sexual harassment may amount to sexual harassment:-

- (i) implied or explicit promise of preferential treatment in her employment; or
- (ii) implied explicit threat of detrimental treatment in her employment; or
- (iii) implied or explicit threat about her present or future employment status; or
- (iv) interference with her work or creating an intimidating or offensive or hostile work environment

for her; or

- (v) humiliating treatment likely to affect her health or safety.

Chapter II

CONSTITUTION OF INTERNAL COMPLAINTS COMMITTEE

4. Constitution of Internal Complaints Committee.— (1) Every employer of a workplace, shall, by an order in writing, constitute a Committee to be known as the “Internal Complaints Committee”.

Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

(2) The Internal Committee shall consist of the following members to be nominated by the employer, namely:-

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees:

Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section (1):

Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organisation;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organisation or associations committed to the cause of women or a person familiar with the issue relating to sexual harassment;

Provided that at least one-half of the total Members so nominated shall be women.

(3) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

(4) The Member appointed from amongst the non-governmental organisations or associations shall be paid such fees or allowance for holding the proceedings of the Internal Committee, by the employer as may be prescribed.

(5) Where the Presiding Officer or any Member of the Internal Committee.—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

CHAPTER III

CONSTITUTION OF LOCAL COMPLAINTS COMMITTEE

5. Notification of District Officer.— The appropriate Government may notify a District Magistrate or Additional District Magistrate or the Collector or Deputy Collector as a Director Officer for every District to exercise powers or discharge functions under this Act.

6. Constitution and Jurisdiction of local complaint committee.— (1) Every District Officer shall constitute in the district concerned, a committee to be known as the “Local Complaints Committee” to receive complaints of sexual harassment from establishment where the Internal Complaints Committee has not been constituted due to having less than ten workers or if the complaint is against the employer himself.

(2) The District Officer shall designate one nodal officer in every block, Taluka and tehsil in rural or tribal area and ward or municipality in the urban area, to receive complaints and forward the same to the concerned Local Complaints Committee within a period of seven days.

(3) The jurisdiction of the Local Complaints Committee shall extend to the areas of the district where it is constituted.

7. Compositor, tenure and other terms and conditions of local complaint committee.— (1) The Local Complaints Committee shall consist of the following members to be nominated by the District Officer, namely:-

(a) a Chairperson to be nominated from amongst the eminent women in the field of social work and committed to the cause of women;

(b) One Member to be nominated from amongst the women working in block, taluka or tehsil or ward or municipality in the district;

(c) two Members, of whom at least one shall be a woman, to be nominated from amongst such non-governmental organisations or associations committed to the cause of women or a person familiar with the issue relating to sexual harassment, which may be prescribed;

Provided that at least one of the nominees should, preferably, have a background in law or legal knowledge.

Provided further that at least one of the nominees shall be a woman belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes or minority community notified by the Central Government, from time to time;

(d) the concerned officer dealing with the social welfare or women and child development in the district, shall be a member ex-officio.

(2) The Chairperson and every Member of the Local Committee shall hold office for such period, not exceeding three years, from the date of their appointment as may be specified by the District Officer.

(3) Where the Chairperson or any Member of the Local Complaints Committee—

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or

(c) has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) had so abused his position as to render his continuance in office prejudicial to the public interest,

such Chairperson or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

(4) The Chairperson and Members of the Local Committee other than the Members nominated

under clauses (b) and (d) of sub-section (1) shall be entitled to such fees or allowances for holding the proceeding of the Local Committee as may be prescribed.

8. *Grants and audit.*— (1) The Central Government may, after due appropriation made by Parliament by law in this behalf, make to the State Government grants of such sums of money as the Central Government may think fit, for being utilised for the payment of fees or allowances referred to in sub-section (4) of section 7.

(2) The State Government may set up an agency and transfer the grants made under sub-section (1) to that agency.

(3) The agency shall pay to the District Officer, such sums as may be required for the payment of fees or allowances referred to in sub-section (4) of section 7.

(4) The accounts of the agency referred to in sub-section (2) shall be maintained and audited in such manner as may, in consultation with the Accountant General of the State, be prescribed and the person holding the custody of the accounts of the agency shall furnish, to the State Government, before such date, as may be prescribed, its audited copy of accounts together with auditors' report thereon.

CHAPTER IV

COMPLAINT

9. *Complaint of Sexual Harassment.*— (1) Any aggrieved woman may make, in writing a complaint of sexual harassment at workplace to the Internal Committee if so constituted, or the Local Committee, in case it is not so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident:

Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee or the Chairperson or any Member of the Local Committee, as the case may be, shall render all reasonable assistance to the woman for making the complaint in writing:

Provided further that the Internal Committee or, as the case may be, the Local Committee may, for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the woman from filing a complaint within the said period.

(2) Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may a complaint under this section.

10.(1) The Internal Committee or, as the case may be, the Local Committee may before initiating an inquiry under section 11 and at the request of the aggrieved woman take steps to settle the matter between her and the respondent through conciliation;

Provided that no monetary settlement shall be made as a basis of conciliation.

(2) Where a settlement has been arrived at under sub-section (1) the Internal Committee or the Local Committee, as the case may be, shall record the settlement so arrived and forward the same to the employer or the District Officer to take action as specified in the recommendation.

(3) The Internal Committee or the Local Committee, as the case may be, shall provide the copies of the settlement as recorded under sub-section(2) to the aggrieved woman and the respondent.

(4) Where a settlement is arrived at under sub-section(1), no further inquiry shall be conducted by the Internal Committee or the Local Committee, as the case may be.

11. *Inquiry into complaint.*— (1) Subject to the provisions of section 10, the Internal Committee or the Local Committee, as the case may be, shall, where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules applicable to the respondent and where no such rules exist, in such manner as may be prescribed or in case of a domestic worker, the Local Committee shall, if prima facie case exist, forward the complaint to the

police, within a period of seven days for registering the case under section 509 of the Indian Penal Code, and any other relevant provisions of the said Code where applicable:

Provided that where the aggrieved woman informs the Internal Committee or the Local Committee, as the case may be, that any term or condition of the settlement arrived at under sub-section (2) of section 10 has not been complied with by the respondent, the Internal Committee or the Local Committee shall proceed to make an inquiry into the complaint or, as the case may be, forward the complaint to the police:

Provided further that where both the parties are employees, the parties shall, during the course of inquiry, be given an opportunity of being heard and a copy of the findings shall be made available to both the parties enabling them to make representation against the findings before the Committee.

(2) Notwithstanding anything contained in section 509 of the Indian Penal Code, the court may, when the respondent is convicted of the offence, order payment of such sums as it may consider appropriate, to the aggrieved woman by the respondent, having regard to the provisions of section 15.

(3) For the purpose of making an inquiry under sub-section (1), the Internal Committee or the Local Committee, as the case may be, shall have the same powers as are vested in a civil court under the Code of Civil Procedure, 1908 when trying a suit in respect of the following matters, namely:—

- (a) summoning and enforcing the attendance of any person and examining him on oath;
 - (b) requiring the discovery and production of documents; and
 - (c) any other matter which may be prescribed.
- (4) The inquiry under sub-section (1) shall be completed within a period of ninety days.

CHAPTER V

INQUIRY INTO COMPLAINT

12. *Action during pendency of inquiry.*— (1) During the pendency of an inquiry, on a written request made by the aggrieved woman, the Internal Committee or the Local Committee as the case may be, may recommend to the employer to

- (a) transfer the aggrieved woman or the respondent to any other workplace; or
- (b) grant leave to the aggrieved woman up to a period of three months; or
- (c) grant such other relief to the aggrieved woman as may be prescribed

(2) The leave granted to the aggrieved woman under this section shall be in addition to the leave she would be otherwise entitled.

(3) On the recommendation of the Internal Committee or the Local Committee, as the case may be, under sub-section(1), the employer shall implement the recommendations made under sub-section(1) and send the report of such implementation to the Internal Committee or the Local Committee, as the case may be.

13. *Inquiry report.*— (1) On the completion of an inquiry under this Act, the Internal Committee or the Local Committee, as the case may be, shall provide a report of its findings to the employer, or as the case may be, the District Officer within a period of ten days from the date of completion of the inquiry and such report be made available to the concerned parties.

(2) Where the Internal Committee or the Local Committee, as the case may be, arrives at the conclusion that the allegation against the respondent has not been proved, it shall recommend to the employer and the District Officer that no action is required to be taken in the matter.

(3) Where the Internal Committee or the Local Committee, as the case may be arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be—

(i) to take action for sexual harassment as a misconduct in accordance with the provisions of the service rules applicable to the respondent or where no such service rules have been made, in such manner as may be prescribed;

(ii) to deduct, notwithstanding anything in the service rules applicable to the respondent, from the salary or wages of the respondent such sum as it may consider appropriate to be paid to the aggrieved woman or to her legal heirs, as it may determine, in accordance with the provisions of section 15;

Provided that in case the employer is unable to make such deduction from the salary of the respondent due to his being absent from duty or cessation of employment it may direct to the respondent to pay such sum to the aggrieved woman;

Provided further that in case the respondent fails to pay the sum referred to in clause (ii), the Internal Committee or, as the case may be, the Local Committee may forward the order for recovery of the sum as an arrear of land revenue to the concerned District Officer.

(4) The employer or the District Officer shall act upon the recommendation with sixty days of its receipt by him.

14. *Punishment for false or malicious complaint and false evidence.*— (1) Where the Internal Committee or the Local Committee, as the case may be, arrives at a conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or the District Officer, as the case may be, to take action against the woman or the person who has made the complaint under sub-section (1) or sub-section (2) of section 9, as the case may be, in accordance with the provisions of the service rules applicable to her or him or where no such service rules exist, in such manner as may be prescribed:

Provided that a mere inability to substantiate a complaint or provide adequate proof need not attract action against the complainant under this section:

Provided further that the malicious intent on part of the complainant shall be established after an inquiry in accordance with the procedure prescribed, before any action is recommended.

(2) Where the Internal Committee or the Local Committee, as the case may be arrives at a conclusion that during the inquiry any witness has given false evidence or produced any forged or misleading document, it may recommend to the employer of the witness or the District Officer, as the case may be, to take action in accordance with the provisions of the service rules applicable to the said witness or where no such service rules exist, in such manner as may be prescribed.

15. *Determination of compensation.*— For the purpose of determining the sums to be paid to the aggrieved woman under clause (ii) of sub-section (3) of section 13, the Internal Committee or the Local Committee, as the case may be, shall have regard to—

- (a) the mental trauma, pain, suffering and emotional distress caused to the aggrieved woman;
- (b) the loss in the career opportunity due to the incident of sexual harassment.
- (c) medical expenses incurred by the victim for physical or psychiatric treatment;
- (d) the income and financial status of the respondent;
- (e) feasibility of such payment in lump sum or in instalments.

16. *Prohibition of publication or making known contents of complaint and inquiry proceedings.*— Notwithstanding anything contained in the Right to Information Act, 2005, the contents of the complaint made under section 9, the identity and addresses of the aggrieved woman, respondent and witnesses, any information relating to conciliation and inquiry proceedings, recommendations of the Internal Committee or the Local Committee, as the case may be, and the action taken by the employer or the District Officer under the provisions of this Act shall not be published, communicated or made known to the public, press and media in any manner:

Provided that information may be disseminated regarding the justice secured to any victim of sexual harassment under this Act without disclosing the name, address, identity or any other particulars calculated to lead to the identification of the aggrieved woman and witnesses.

17. *Penalty of publication or making known contents of complaint and inquiry proceedings.*— Where any person entrusted with the duty to handle or deal with the complaint, inquiry or any recommendations or action to be taken under the provisions of this Act, contravenes the provisions of section 16, he shall be liable for penalty in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist, in such manner as may be prescribed.

18. *Appeal.*— (1) Any person aggrieved from the recommendations made sub-section (2) of section 13 or under clause (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer and appeal to the court or tribunal in accordance with the provisions of the service rules applicable to the said person or where no such service rules exist then, without prejudice to provisions contained in any other law for the time being in force, the person aggrieved may prefer an appeal in such manner as may be prescribed.

(2) The appeal under sub-section (1) shall be preferred within a period of ninety days of the recommendations.

CHAPTER VI

DUTIES OF EMPLOYER

19. *Duties of employer.*— Every employer shall –

(a) provide a safe working environment at the workplace which shall include safety from the persons coming into contact at the workplace;

(b) display at any conspicuous place in the workplace, the penal consequences of sexual harassments; and the order constituting, the Internal Committee under sub-section (1) of section 4;

(c) organize workshops and awareness programmes at regular intervals for sensitizing the employees with the provisions of the Act and orientation programmes for the members of the Internal Committee in the manner as may be prescribed;

(d) provide necessary facilities to the Internal Committee or the Local Committee, as the case may be, for dealing with the complaint and conducting an inquiry;

(e) assist in securing the attendance of respondent and witnesses before the Internal Committee or the Local Committee, as the case may be;

(f) make available such information to the Internal Committee or the Local Committee, as the case may be, as it may require having regard to the complaint made under sub-section (1) of section 9;

(g) provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.

(h) cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place;

(i) treat sexual harassment as a misconduct under the service rules and initiate action for such misconduct;

(j) monitor the timely submission of reports by the Internal Committee.

CHAPTER VII

DUTIES AND POWERS OF DISTRICT OFFICER

20. *Duties and powers of District Officer.*— The District Officer shall,

- (a) monitor the timely submission of reports furnished by the Local Committee;
- (b) take such measures as may be necessary for engaging non-governmental organizations for creation of awareness on sexual harassment and the rights of the women.

CHAPTER VIII

Miscellaneous

21. *Committee to submit annual report.*— (1) The Internal Committee or the Local Committee, as the case may be, shall in each calendar year prepare, in such form and at such time as may be prescribed, an annual report and submit the same to the employer and the District Officer.

(2) The District Officer shall forward a brief report on the annual reports received under sub-section (1) to the State Government.

22. *Employer to include information in annual report.*— The employer shall include in its report the number of cases filed, if any, and their disposal under this Act in the annual report of his organization or where no such report is required to be prepared, intimate such number of cases, if any, to the District Officer.

23. *Appropriate Government to monitor implementation and maintain data.*— The appropriate Government shall monitor the implementation of this Act and maintain data on the number of cases filed and disposed of in respect of all cases of sexual harassment at workplace.

24. *Appropriate Government to take measures to publicise the Act.*— The appropriate Government may, subject to the availability of financial and other resources,—

(a) develop relevant information, education, communication and training materials, and organize awareness programmes, to advance the understanding of the public of the provisions of this Act providing for protection against sexual harassment of woman at workplace.

(b) formulate orientation and training programmes for the members of the Local Complaints Committee.

25. *Power to call for information and inspection of records.*— (1) The appropriate Government, on being satisfied that it is necessary in the public interest or in the interest of women employees at a workplace to do so, by order in writing,—

(a) call upon any employer or District Officer to furnish in writing such information relating to sexual harassment as it may require;

(b) authorise any officer to make inspection of the records and workplace in relation to sexual harassment, who shall submit a report of such inspection to it within such period as may be specified in the order.

(2) Every employer and District Officer shall produce on demand before the officer making the inspection all information, records and other documents in his custody having a bearing on the subject matter of such inspection.

26 *Penalty for non-compliance with provisions of the Act.*— (1) Where the employer fails to—

- (a) constitute an Internal Committee under sub-section (1) of section 4;
- (b) take action under sections 13, 14 and 22; and
- (c) contravenes or attempts to contravene or abets contravention of other provisions of his Act or any rules made thereunder,

he shall be punishable with fine which may extend to fifty thousand rupees.

(2) If any employer, after having been previously convicted of an offence punishable under this Act subsequently commits and is convicted of the same offence, he shall be liable to —

(i) twice the punishment, which might have been imposed on a first conviction, subject to the punishment being maximum provided for the same offence:

Provided that in case a higher punishment is prescribed under any other law for the time being in force, for the offence for which the accused is being prosecuted, the court shall take due cognizance of the same which awarding the punishment;

(ii) cancellation, of his licence or withdrawal, or non-renewal, or approval, or cancellation of the registration, as the case may be, by the Government or local authority required for carrying on his business or activity.

27. *Cognizance of offence by court.*— (1) No court shall take a cognizance of any offence punishable under this Act or any rules made thereunder, save on a complaint made by the aggrieved woman or any person authorised by the Internal Committee or Local Committee in this behalf.

(2) No court inferior to that of a Metropolitan Magistrate or a Judicial Magistrate of the first class shall try any offence punishable under this Act.

(3) Every offence under this Act shall be non-cognizable.

28. *Act not in derogation of any other law.*— The provisions of this Act shall be in addition to and not in derogation of the provisions of any other law for the time being in force.

29. *Power of appropriate Government to make rules.*— (1) The Central Government may, by notification in the Official Gazette, 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 fees or allowances to be paid to the Members under sub-section (4) of section 4;
- (b) nomination of members under clause (c) of sub-section (1) of section 7;
- (c) the fees or allowances to be paid to the Chairperson, and Members under sub-section (4) of section 7;
- (d) the person who may make complaint under sub-section (2) of section 9;
- (e) the manner of inquiry under sub-section (1) of section 11;
- (f) the powers for making an inquiry under clause (c) of sub-section (2) of section 11;
- (g) the relief to be recommended under clause (c) of sub-section (1) of section 12;
- (h) the manner of action to be taken under clause (i) of sub-section (3) of section 13;
- (i) the manner of action to be taken under sub-sections (1) and (2) of section 14;
- (j) the manner of action to be taken under section 17;
- (k) the manner of appeal under sub-section(1) of section 18;
- (l) the manner of organizing workshops, awareness programmes for sensitising the employees and orientation programmes for the members of the Internal Committee under clause (c) of section 19; and
- (m) the form and time for preparation of annual report by Internal Committee and the Local Committee under sub-section (1) of section 21.

(3) Every rule made by the Central Government under this Act shall be laid as soon as may be after it is made, before each House of Parliament, while it is in session, for a total period of thirty days which may be comprised in one session or in two or more successive sessions, and if, before the expiry of the session immediately following the session or the successive sessions aforesaid, both Houses agree in making any modification in the rule or both Houses agree that the rule should not be made, the rule shall thereafter have effect only in such modified form or be of no

effect, as the case may be; so, however, that any such modification or annulment shall be without prejudice to the validity of anything previously done under that rule.

(4) Any rule made under sub-section (4) of section 8 by the State Government shall be laid, as soon as may be after it is made, before each House of the State Legislature where it consists of two Houses, or where such Legislature consists of one House, before that House.

30. *Power to remove difficulties.*— (1) If any difficulty arises in giving effect to the provisions of this Act, the Central Government may, by order published in the Official Gazette, make such provisions, not inconsistent with the provisions of this Act, as may appear to it to be necessary for removing the difficulty:

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

(2) Every order made under this section shall be laid, as soon as may be after it is made, before each House of Parliament

P.K. MALHOTRA
Secy. to the Govt. of India

MINISTRY OF WOMEN AND CHILD DEVELOPMENT
NOTIFICATION

9th December, 2013

G.S.R. 769(E).— In exercise of the powers conferred by section 29 of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013), the Central Government hereby makes the following rules, namely:—

1. *Short title commencement.*— (1) These rules may be called the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Rules, 2013.

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

2. *Definitions.*— In these rules, unless the context otherwise requires,—

(a) “Act” means the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (14 of 2013);

(b) “complaint” means the complaint made under section 9;

(c) “Complaints committee” means the Internal Committee or the Local Committee, as the case may be;

(d) “incident” means an incident of sexual harassment as defined in clause (n) of section 2;

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

(f) “special educator” means a person trained in communication with people with special needs in a way that addresses their individual differences and needs;

(g) words and expressions used herein and not defined but defined in the Act shall have the meanings respectively assigned to them in the Act.

3. *Fees or allowances for Member of Internal Committee.*— (1) The Member appointed from amongst non-government organizations shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the Internal Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The employer shall be responsible for the payment of allowances referred to in sub-rule (1).

4. *Person familiar with issues relating to sexual harassment.*— Person familiar with the issues relating to sexual harassment for the purpose of clause (c) of sub-section (1) of section 7 shall be a

person who has expertise on issues relating to sexual harassment and may include any of the following.—

(a) a social worker with at least five years' experience in the field of social work which leads to creation of societal conditions favourable towards empowerment of women and in particular in addressing workplace sexual harassment;

(b) a person who is familiar with labour, service, civil or criminal law.

1. Fees or allowances for Chairperson and Members of Local Committee.— (1) The Chairperson of the Local Committee shall be entitled to an allowance of two hundred and fifty rupees per day for holding the proceedings of the said Committee.

(2) The Members of the Local Committee other than the Members nominated under clauses (b) and (d) of sub-section (1) of section 7 shall be entitled to an allowance of two hundred rupees per day for holding the proceedings of the said Committee and also the reimbursement of travel cost incurred in travelling by train in three tier air condition or air conditioned bus and auto rickshaw or taxi, or the actual amount spent by him on travel, whichever is less.

The District Officer shall be responsible for the payment of allowances referred to in sub-rules (1) and (2).

6. Complaint of sexual harassment.— For the purpose of sub-section (2) of Section 9,—

(i) where the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed by—

(a) her relative or friend; or

(b) her co-worker; or

(c) an officer of the National Commission for Women or State Women's Commission;

(d) any person who has knowledge of the incident, with the written consent of the aggrieved woman.

(ii) where the aggrieved woman is unable to make a complaint on account of her mental incapacity a complaint may be filed by

(a) her relative or friend; or

(b) a special educator; or

(c) a qualified psychiatrist or psychologist; or

(d) the guardian or authority under whose care she is receiving treatment or care; or

(e) any person who has knowledge of the incident jointly with her relative or friend or a special educator or qualified psychiatrist or psychologist, or guardian or authority under whose care she is receiving treatment or care;

(iii) where the aggrieved woman for any other reason is unable to make a complaint, a complaint may be filed by any person who has knowledge of the incident, with her written consent;

(iv) where the aggrieved woman is dead, a complaint may be filed by any person who has knowledge of the incident, with the written consent of her legal heir.

7. Manner of inquiry into complaint.— (1) Subject to the provisions of section 11, at the time of filling the complaint, the complainant shall submit to the Complaints Committee, six copies of the complaint along with supporting documents and the names and addresses of the witnesses.

(2) On receipt of the complaint, the Complaints Committee shall send one of the copies received from the aggrieved woman under sub-rule (1) to the respondent within a period of seven working days.

(3) The respondent shall file his reply to the complaint along with his list of documents, and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the documents specified under sub-rule (1).

(4) The Complaints Committee shall make inquiry into the complaint in accordance with the principles of natural justice.

(5) The Complaints Committee shall have the right to terminate the inquiry proceedings or to give an ex-parte decision on the complaint, if the complainant or respondent fails, without sufficient cause, to present herself or himself for three consecutive hearings convened by the Chairperson or Presiding Officer, as the case may be:

Provided that such termination or ex-parte order may not be passed without giving a notice in writing, fifteen days in advance, to the party concerned.

(6) The parties shall not be allowed to bring in any legal practitioner to represent them in their case at any stage of the proceedings before the Complaints Committee.

(7) In conducting the inquiry, a minimum of three Members of the Complaints Committee including the Presiding Officer or the Chairperson, as the case may be, shall be present.

8. Other relief to complainant during pendency of inquiry .— The Complaints Committee at the written request of the aggrieved woman may recommend to the employer to.

(a) restrain the respondent from reporting on the work performance of the aggrieved woman or writing her confidential report, and assign the same to another officer;

(b) restrain the respondent in case of an educational institution from supervising any academic activity of the aggrieved woman.

9. Manner of taking action for harassment.— Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent has been proved, it shall recommend to the employer or the District Officer, as the case may be, to take any action including a written apology, warning, reprimand or censure, withholding of promotion, withholding of pay rise or increments, terminating the respondent from service or undergoing a counselling session or carrying out community service.

10. Action for false or malicious complaint or false evidence.— Except in cases where service rules exist, where the Complaints Committee arrives at the conclusion that the allegation against the respondent is malicious or the aggrieved woman or any other person making the complaint has made the complaint knowing it to be false or the aggrieved woman or any other person making the complaint has produced any forged or misleading document, it may recommend to the employer or District Officer, as the case may be, to take action in accordance with the provisions of rule 9.

11. Appeal.— Subject to the provisions of section 18, any person aggrieved from the recommendations made under sub-section (2) of section 13 or under clauses (i) or clause (ii) of sub-section (3) of section 13 or sub-section (1) or sub-section (2) of section 14 or section 17 or non-implementation of such recommendations may prefer an appeal in the appellate authority notified under clause (a) of section 2 of the Industrial Employment (Standing Orders) Act, 1946 (20 of 1946).

12. Penalty for contravention of provisions of section 16.— Subject to the provisions of section 17, if any person contravenes the provisions of section 16, the employer shall recover a sum of five thousand rupees as penalty from such person.

13. Manner to organize workshops, etc.— Subject to the provisions of section 19, every employer shall-

(a) formulate and widely disseminate an internal policy or charter or resolution or declaration for prohibition, prevention and redressal of sexual harassment at the workplace intended to

promote gender sensitive safe spaces and remove underlying factors that contribute towards a hostile work environment against women;

(b) carry out orientation programmes and seminars for the Members of the Internal Committee;

(c) carry out employees awareness programmes and create forum for dialogues which may involve Panchayati Raj Institutions, Gram Sabha, women's groups, mothers committee, adolescent groups, urban local bodies and any other body as may be considered necessary;

(d) conduct capacity building and skill building programmes for the Members of the Internal Committee;

(e) declare the names and contact details of all the Members of the Internal Committee;

(f) use modules developed by the State Governments to conduct workshops and awareness programmes for sensitising the employees with the provisions of the Act.

14. Preparation of annual report.— The annual report which the Complaints Committee shall prepare under Section 21, shall have the following details:-

(a) number of complaints of sexual harassment received in the year;

(b) number of complaints disposed off during the year;

(c) number of cases pending for more than ninety days;

(d) number of workshops or awareness programme against sexual harassment carried out;

(e) nature of action taken by the employer or District Officer.

[F. No. 19-5/2013-WW]

Dr. SHREERANJAN. Jt. Secy.

Department of Personnel

No. 2/8/92-PER(Part-I)

Dated:- 14-02-2013

CIRCULAR

Attention is invited to this Departments circular of even number dated 26-03-1998, 27-2-2001, 25-7-2002, 13-7-2004, and order dated 13-3-2006, by which directions issued by the Hon'ble Supreme Court in Vishaka v/s State of Rajasthan have been circulated for compliance. Now, the Hon'ble Supreme Court has issued directions in WP (Crl.) No. 173-177 of 1999.

A copy of relevant extract judgement of Supreme Court of India is hereby circulated for compliance.

Sd/-

N. P. Signapurkar
Under Secretary (Personnel-II)

IN THE SUPREME COURT OF INDIA ORIGINAL/APPELLATE JURISDICTION

WRIT PETITION (CRIMINAL) NOS. 173-177 of 1999

Medha Kotwal Lele and others

.....

Petitioners

V/s.

Union of India and others Respondents

.....

With

T.C. (c) No of 2001 Civil Appeal No 5009 of 2006

Civil Appeal No. 5010 of 2006

JUDGEMENT**R. M. Lodha J.**

The Vishaka Judgment came on 13-8-1997. Yet, 15 years after the guidelines were laid down by this Court for the prevention and redressal of sexual harassment and their due compliance under Article 141 of the Constitution of India until such time appropriate legislation was enacted by the Parliament, many women still struggle to have their most basic rights protected at workplaces. The statutory law is not in place. The Protection of Women Against Sexual Harassment at Work Place Bill, 2010 is still pending in Parliament though Lok Sabha is said to have passed that Bill in the first week of September, 2012. The belief of the Constitution framers in fairness and justice for women is yet to be fully achieved at the workplaces in the country.

2. This group of four matters- in the nature of public interest litigation-raises principally the grievance that women continue to be victims of sexual harassment at workplaces. The guidelines in Vishaka¹ are followed in breach in substance and spirit by state functionaries and all other concerned. The women workers are subjected to harassment through legal and extra legal methods and they are made to suffer insult and indignity.

3. Beijing Declaration and Platform for Action, inter alia, states, "Violence against women both violates and impairs or nullifies the enjoyment by women of human rights and fundamental freedoms. In all societies, to a greater or lesser degree, women and girls are subjected to physical, sexual and psychological abuse that cuts across lines of income, class and culture."

4. Vishaka guidelines require the employers at workplaces as well as other responsible persons or institutions to observe them and ensure the presentation of sexual harassment to women. These guidelines read as under:

"Duty of the employer or other responsible persons in workplaces and other institutions:

It shall be the duty of the employer or other responsible persons in workplaces or other institutions to prevent or deter persons in workplaces or other harassment and to provide the procedures for the resolution, settlement or prosecution of acts of sexual harassment by taking all steps required.

2. Definition:

For this purpose, sexual harassment includes such unwelcome sexually determined behaviour (whether directly or by implication) as:

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually-coloured remarks;
- (d) Showing pornography;
- (e) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature.

Where any of these acts is committed in circumstances where under the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work whether she is drawing salary, or honorarium or voluntary, whether in government, public or private enterprise such conduct can be humiliating and may constitute a health and safety problem. It is discriminatory for instance when the woman has reasonable grounds to believe that her objection would disadvantage her in connection with her employment or work including recruiting or promotion or when it creates a hostile work environment. Adverse consequences might be visited if the victim does not consent to the conduct in question or raises any objection thereto.

3. Preventive steps:

All employers or persons in charge of workplace whether in the public or private sector should take

appropriate steps to prevent sexual harassment. Without prejudice to the generality of this obligation they should take the following steps.

(a) Express prohibition of sexual harassment as defined above at the workplace should be notified, published and circulated in appropriate ways.

(b) The rules/regulations of government and public sector bodies relating to conduct and discipline should include rules/regulations prohibiting sexual harassment and provide for appropriate penalties in such rules against the offender.

(c) As regards private employers steps should be taken to include the aforesaid prohibitions in the standing orders under the Industrial Employment (Standing Orders) Act, 1946.

(d) Appropriate work conditions should be provided in respect of work, leisure, health and hygiene to further ensure that there is no hostile environment towards women at workplaces and no woman employee should have reasonable grounds to believe that she is disadvantaged in connection with her employment.

4. Criminal Processings:

Where such conduct amounts to a specific offence under the Indian Penal Code or under any other law, the employer shall initiate appropriate action in accordance with law by making a complaint with appropriate authority.

In particular, it should ensure that victims or witnesses are not victimized or discriminated against while dealing with complaints of sexual harassment. The victims of sexual harassment should have the option to seek transfer of the perpetrator or their own transfer.

5. Disciplinary action:

Whether such conduct amounts to misconduct in employment as defined by the relevant service rules, appropriate disciplinary action should be initiated by the employer in accordance with those rules.

6. Complaint mechanism:

Whether or not such conduct constitutes an offence under law or a breach of the service rules, an appropriate complaint or mechanism should be created in the employer's organization for redress of the complaint made by the victim. Such complaint mechanism should ensure time-bound treatment of complaints.

7. Complaints Committee:

The complaint mechanism, referred to in (6) above, should be adequate to provide, where necessary, a Complaints Committee, a special counsellor or other support service, including the maintenance of confidentiality.

The Complaints Committee should be headed by a woman and not less than half of its members should be women. Further, to prevent the possibility of any undue pressure or influence from senior levels, such Complaints Committee should involve a third party, either NGO or other body who is familiar with the issue of sexual harassment.

The Complaints Committee must make an annual report to the Government Department concerned of the complaints and action taken by them.

The employers and person-in-charge will also report on the compliance with the aforesaid guidelines including on the report of the Complaints Committee to the Government Department.

8. Worker's initiative:

Employees should be allowed to raise issues of sexual harassment at workers meeting and in other appropriate forum and it should be affirmatively discussed in employer-employee meetings.

9. Awareness:

Awareness of the rights of female employees in this regard should be created in particular by prominently notifying the guidelines (and appropriate legislation when enacted on the subject) in a suitable manner.

10. Third-party harassment:

Where sexual harassment occurs as a result of an act or omission by any third party or outsider, the employer and person-in-charge will take all steps necessary and reasonable to assist the affected persons in terms of support and preventive action.

11. The Central/State Governments are requested to consider adopting suitable measures including legislation to ensure that the guidelines laid down by this order also observed by the employers in private sector.

12. These guidelines will not prejudice any rights available under the Protection of Human Rights Act, 1993.”

5. In these matters while highlighting few individual cases of sexual harassment at the workplace, the main focus is on the lack of effective implementation of Vishaka guidelines. It is stated that the attitude of neglect in establishing effective and comprehensive mechanism in letter and spirit of the Vishaka guidelines by the States as well as the employers in private and public sector has defeated the very objective and purpose of the guidelines.

6. In one of these matters, *Medha Kotwal Lele* this Court has passed certain orders from time to time. Notices were issued to all the State Governments. The States have filed their responses. On 26-4-2004, after hearing the learned Attorney General and learned counsel for the States, this Court directed as follows:

“Complaints Committees as envisaged by the Supreme Court in its judgement in *Vishaka*’s case will be deemed to be an inquiry authority for the purposes of Central Civil Services (Conduct) Rules, 1964 (hereinafter called CCS Rules) and the report of the Complaints Committee shall be deemed to be an inquiry report under the CCS Rules. Thereafter the disciplinary authority will act on the report in accordance with the rules.”

This Court further directed in the order dated 26-4-2004 that similar amendment shall be carried out in the Industrial Employment (Standing Orders) Rules. As regards educational institutions and other establishments, the Court observed that further directions would be issued subsequently.

7. On 17-1-2006, this Court in couple of those matters passed the following order:

“These matters relate to the complaints of sexual harassment in working places. In *Vishaka vs. State of Rajasthan*, (1997) 6SCC 241, this Court issued certain directions as to how to deal with the problem. All the States were parties to that proceeding. Now, it appears that the directions issued in *Vishaka* case were not properly implemented by the various States/Departments/Institutions. In a rejoinder affidavit filed on behalf of the petitioner, the details have been furnished. The counsel appearing for the States submit that they would do the needful at the earliest. It is not known whether the Committees as suggested in *Vishaka* case have been constituted in all the Departments/Institutions having members of the staff 50 and above and in most of the District level offices in all the States members of the staff working in some offices would be more than 50. It is not known whether the Committees as envisaged in the *Vishaka* case have been constituted in all those offices. The number of complaints received and the steps taken in these complaints are also not available. We find it necessary to give some more directions in this regard: We find that in order to co-ordinate the steps taken in this regard, there should be a State level officer, i.e., either the Secretary of the Woman and Child Welfare Department or any other suitable officer who is in charge and concerned with the welfare of women and children in each State. The Chief Secretaries of each State shall see that an officer is appointed as a nodal agent to collect the details and to give suitable directions whenever necessary.

As regards factories shops and commercial establishments are concerned the directions are not fully complied with. The Labour Commissioner of each State shall take steps in that direction. They shall work as nodal agency as regards shops factories, shops and commercial establishments are concerned. They shall also collect the details regarding the complaints and also see that the required Committee is established in such institutions. Counsel appearing for each State shall furnish the

details as to what steps have been taken in pursuance of this direction within a period of eight weeks. Details may be furnished as shown in the format furnished by the petitioners in the paper books. A copy of this format shall form part of the order. The above facts are required at the next date of hearing. A copy of this order be sent to the Chief Secretary and Chief Labour Commissioner of each State for taking suitable action.”

8. From the affidavits filed by the State Governments the following position emerges in respect of each of these States:

GOA

The amendments in the Civil Services Conduct Rules and the Standing Orders have not been made so far.

9. From the affidavits filed by the State Governments, it transpires that the States of Orissa, Meghalaya, Himachal Pradesh, Goa, Arunachal Pradesh and West Bengal have amended the Rules relating to duties, public rights and obligations of the government employees but have not made amendments in Civil Services Conduct Rules. Similarly, the States of Sikkim, Madhya Pradesh, Gujarat, Mizoram, Orissa, Bihar, Jammu & Kashmir, Manipur, Karnataka, Rajasthan, Meghalaya, Haryana, Himachal Pradesh, Assam, NCT of Delhi, Goa, Nagaland, Arunachal Pradesh, Jharkhand and Tamil Nadu have not carried out amendments in the Standing Orders. These States appear to have not implemented the order passed by this Court on 26-4-2004 quoted above. The States which have carried out amendments in the Civil Services Conduct Rules and the Standing Orders have not provided that the report of the Complaints Committee shall be treated as a report in the disciplinary proceedings by an Inquiry Officer. What has been provided by these States is that the inquiry, findings and recommendations of the Complaints Committee shall be treated as a mere preliminary investigation leading to a disciplinary action against the delinquent.

10. The States like Rajasthan, Meghalaya, Himachal Pradesh, Assam and Jammu and Kashmir seem to have not formed Complaints Committees as envisaged in the Vishaka guidelines. Some States have constituted only one Complaints Committee for the entire State.

11. The Union Territories of Andaman and Nicobar Islands, Daman and Diu, Lakshadweep, Dadra and Nagar Haveli and Puducherry have not made amendments in the Standing Orders. The Union Territory of Chandigarh does not seem to have carried out amendments in the Civil Services Conduct Rules. Some of the Union Territories like Dadra and Nagar Haveli and Chandigarh are reported to have not yet formed Complaints Committees, Daman and Diu have formed one Complaints Committee for the Union Territory.

12. While we have marched forward substantially in bringing gender parity in local self-governments but the representation of women in parliament and the Legislative Assemblies is dismal as the women represent only 10-11 per cent of the total seats. India ranks 129 out of 147 countries in United Nations Gender Equality Index. This is lower than all South-Asian Countries except Afghanistan. Our Constitution framers believed in fairness and justice for women. They provided in the Constitution the States commitment of gender parity and gender equality and guarantee against sexual harassment to women.

13. The implementation of the guidelines in Vishaka has to be not only in form but substance and spirit so as to make available safe and secure environment to women at the workplace in every aspect and thereby enabling the working women to work with dignity, decency and due respect. There is still no proper mechanism in place to address the complaints of sexual harassment of the women lawyers in Bar Associations, lady doctors and nurses in the medical clinics and nursing homes, women architects working in the offices of the engineers and architects and so on and so forth.

14. In *Lapcha* this Court gave the following directions:

“(i) The State Government shall give comprehensive publicity to the notifications and orders issued by it in compliance of the guidelines framed by this Court in *Vishaka*’s case and the directions given in *Medha Kotwal*’s case by getting the same published in the newspapers having maximum circulation in the State after every two months.

(ii) Wide publicity be given every month on Doordarshan Station, Sikkim about various steps taken

by the State Government for implementation of the guidelines framed in Vishaka's case and the directions given in Medha Kotwal's case.

(iii) Social Welfare Department and the Legal Service Authority of the State of Sikkim shall also give wide publicity to the notifications and orders issued by the State Government not only for the Government departments of the State and its agencies/instrumentalities but also for the private companies.

15. As a largest democracy in the world, we have to combat violence against women. We are of the considered view that the existing laws, if necessary, be revised and appropriate new laws be enacted by parliament and the State Legislatures to protect women from any form of indecency, indignity and disrespect at all places (in their homes as well as outside), prevent all forms of violence-domestic violence, sexual assault, sexual harassment at the workplace, etc.; and provide new initiatives for education and advancement of women and girls in all spheres of life. After all they have limitless potential. Lip service, hollow statements and inert and inadequate laws sloppy enforcement are not enough for true and genuine upliftment of our half most precious population the women.

16. In what we have discussed above, we are of the considered view that guidelines in Vishaka should not remain symbolic and the following further directions are necessary until legislative enactment on the subject is in place.

(i) The States and Union Territories which have not yet carried out adequate and appropriate amendments in their respective Civil Services Conduct Rules (By whatever name these Rules are called) shall do so within two months from today by providing that the report of the Complaints Committee shall be deemed to be an inquiry report in a Complaints Committee shall be deemed to be an inquiry report in a disciplinary action under such Civil Services Conduct Rules. In other words, the disciplinary authority shall treat the report/findings etc. of the Complaints Committee as the findings in a disciplinary inquiry against the delinquent employee and shall act on such report accordingly. The findings and the report of the Complaints Committee shall not be treated as a mere preliminary investigation or inquiry leading to a disciplinary action but shall be treated as a finding/report in an inquiry into the misconduct of the delinquent.

(ii) The State and Union Territories which have not carried out amendments in the Industrial Employment (Standing Orders) Rules shall now carry out amendments on the same lines, as noted above in clause (i) within two months.

(iii) The States and Union Territories shall form adequate number of Complaints Committees so as to ensure that they function at taluka level, district level and state level. Those States and/or Union Territories which have formed only one Committee for the entire State shall now form adequate number of Complaints Committees within two months from today. Each of such Complaints Committees shall be headed by a woman and as far as possible such Committees and independent member shall be associated.

(iv) The State functionaries and private and public sector undertakings/organisation/bodies/institutions etc. shall put in place sufficient mechanism to ensure full implementation of the Vishaka guidelines and further provide that if the alleged harasser is found guilty, the complainant-victim is not forced to work with/under such harasser and where appropriate and possible the alleged harasser should be transferred. Further provision should be made that harassment and intimidation of witnesses and the complainants shall be met with severe disciplinary action.

(v) The Bar Council of India shall ensure that all bar associations in the country and persons registered with the State Bar Councils follow the Vishaka guidelines. Similarly, Medical Council of India, Council of Architecture, Institute of Chartered Accountants, Institute of Company Secretaries and other statutory Institutes shall ensure that the organizations, bodies, associations, institutions and persons registered/affiliated with them follow the guidelines laid down by Vishaka. To achieve this, necessary instructions/circulars shall be issued by all the statutory bodies such as Bar Council of India, Medical Council of India, Council of Architecture, and Institute of Company Secretaries within two months from today. On receipt of any complaint of sexual harassment at any of the places referred to above the same shall be dealt with by the statutory bodies in accordance with the Vishaka guidelines and the guidelines in the present order.

17. We are of the view that if there is any non-compliance or non-adherence to the Vishaka guidelines, orders of this Court following Vishaka and the above directions, it will be open to the aggrieved persons to approach the respective High Courts. The High Court of such State would be in better position to effectively consider the grievances raised in that regard.

18. Writ petitions (including T.C.) and appeals are disposed of as above with no orders as to costs.

..... J.

(R. M. Lodha)

..... J.

(Anil R. Dave)

..... J.

(Ranjan Gorgoi)

NEW DELHI

October 29, 2012

PERSONNEL DEPARTMENT

Single File System / Grant of Ex-Officio Status

PERSONNEL DEPARTMENT

General Administration Department

No. 26/1/88-GAD/840

Dated:- 15-07-2020

- Read : 1. Order No. 3/26/74-GA&C dated 29/12/1994
2. Order No. 3/26/74-GA&C dated 23/06/1995
3. Order No. 1/18/2017/Fin(Bud) dated 11/05/2018
4. Order No. 1/18/2017/Fin(Bud) dated 11/05/2018
5. Order No. 7/2/2020-PER /1305 dated 05/06/2020

NOTIFICATION

Consequent upon Director, Non Convention Sources of Energy being declared as Head of Department and Budget Controlling Authority for Demand No. 86 vide Orders dated 11/05/2018 and 11/05/2018 respectively, Government is pleased to declare the "Director, Non Conventional Sources of Energy" as "Ex-Officio Joint Secretary to the Government", with immediate effect.

The Director, Non Conventional Sources of Energy as Ex-Officio Joint Secretary shall carry out his duties in connection with the Secretariat work directly under supervision and control of the Secretary, Non-Conventional Sources of Energy, without any extra remuneration.

The Secretary, Non Conventional Sources of Energy shall be overall in charge of Department of Non Conventional Sources of Energy and all matters not within the competence of the Ex-Officio Joint Secretary shall be referred to the Secretary, Non Conventional Sources of Energy, in the Secretariat.

In his capacity as Ex-Officio Joint Secretary to the Government, the Director, Non Conventional Sources of Energy, shall sign the communications, Orders and Notifications on behalf of Government with due approval of the Secretary/Minister/Chief Minister.

The Secretary, Non Conventional Sources of Energy shall specify the powers / duties that may be exercised by the Ex-Officio Joint Secretary to the Government as far as Secretariat work is concerned.

If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary, Non Conventional Sources of Energy.

This is in supersession of Order No. 3/26/74-GA&C dated 23/06/1995.

By order and in the name of the
Governor of Goa,
Sd/-
(Shripad Arlekar)
Under Secretary (GA-I)

Department of General Administration

No. 26/1/88-GAD/

Dated:- 08-06-2015

Read: 1) Government Order No. 1-10-2013/Fin(bud) dated 22-12-2014.

NOTIFICATION

Consequent upon formation of new Directorate of Civil Aviation which has started functioning in all respect including utilization of its Budget under Demand No. 84 (Airport), the Government is pleased to declare the "**Director of Civil Aviation**" as "**Ex-Officio Joint Secretary to Government**" with immediate effect.

The Director of Civil Aviation as Ex-Officio Joint Secretary shall carry out his duties in connection with the Secretariat work directly under supervision and control of the Secretary, Civil Aviation without any extra remuneration.

The Secretary, Civil Aviation shall be overall in charge of Civil Aviation Department and all matters not within the competence of the Ex-Officio Joint Secretary shall be referred to the Secretary (Civil Aviation) in the Secretariat.

In his capacity as Ex-Officio Joint Secretary to Government, the Director of Civil Aviation shall sign the communications, orders and Notifications on behalf of Government with due approval of the Secretary/ Ministers/Chief Minister.

The Secretary, Civil Aviation shall specify the powers/duties that may be exercised by the Ex-Officio Joint Secretary to Government as far as Secretariat work is concerned.

If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary, Civil Aviation Department.

By order and in the name
of Governor of Goa
Sd/-
(Varsha S. Naik)
Under Secretary (GA-I)

Department of General Administration

No. 26/1/88-GAD/251

Dated:- 29-04-2015

- Read: 1) Government Notification No. 26/1/88-GA&C dated 29-08-1996.
2) Government Notification No. 26/1/88-GA&C dated 24-11-2003.
3) Government Notification No. 26/1/88-GA&C dated 04-07-2013.

NOTIFICATION

Consequent upon posting of selection Grade Officer of Goa Civil service as Director of Vigilance vide Order No. 6/4/91-PER(Part III) B dated 20-09-2013, the Government of Goa is pleased to declare the Director of Vigilance as Ex-Officio Addl. Secretary to Government with immediate effect.

Consequently, the Ex-Officio status accorded to the post of Addl. Director of Vigilance and Dy. Director of Vigilance stands withdrawn.

By order and in the name
of Governor of Goa
Sd/-
(Prashant P. Shirodkar)
Under Secretary (GA-I)

Department of Finance Budget

No. 1-10-2013/Fin(Bud)

Dated:- 22-12-2014

ORDER

Government of Goa is pleased to declare the Director of Civil Aviation as Head of Department under sub-rule (g) of Rule 2 of Goa Delegation of Financial Powers Rules, 2008.

The exercise of these powers shall be subject to the restrictions and conditions laid down in the Goa Delegation of Financial Powers Rules, 2008 as well as other special or general orders issued by the Government from time to time relating to the aforesaid Rules.

By order and in the name
of Governor of Goa
Sd/-
(Meena Priolkar)
Under Secretary (Budget-I)

Department of General Administration

No. 13/7/2000/GAD

Dated:- 24-12-2013

NOTIFICATION

Consequent upon creation of Department of Tribal Welfare vide Notification No. 23/1/87-GA&C(Vol.I) dated 29-01-2010 issued by General Administration Department, Secretariat, Porvorim, the Government of Goa is pleased to declare the Director of Tribal Welfare as Ex-Officio Joint Secretary (Tribal Welfare) with immediate effect.

The Department of Tribal Welfare will temporarily be operated by division of some staff from the Social Welfare Department till the exact modalities including creation of posts, etc. is finalized and the funding required for operating the Department would be made available by Department of Social Welfare till full bifurcation takes place.

The Department of Tribal Welfare as Ex-Officio Joint Secretary shall carry out his duties in connection with the Secretariat work directly under supervision and control of the Secretary (Tribal Welfare) without any extra remuneration.

The Secretary (Tribal Welfare) shall be overall in charge of Department of Tribal Welfare and all matters not within the competence of the Ex-Officio Joint Secretary shall be referred to the Secretary (Tribal Welfare).

In the capacity as Ex-Officio Joint Secretary to Government, the Director of Tribal Welfare shall sign the Communications, Orders and Notifications on behalf of Government with due approval of the Secretary/ Ministers/Chief Minister.

The Secretary (Tribal Welfare) shall specify the powers/duties that may be exercised by the Ex-Officio Joint Secretary to Government as far as Secretariat work is concerned.

If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary (Tribal Welfare).

By order and in the name
of Governor of Goa

Sd/-
(Harish N. Adconkar)
Under Secretary (GA-I)

Department of General Administration

No. 26/1/88-GA&C

Dated:- 04-07-2013

Read: 1) Government Notification No. 26/1/88-GA&C dated 24-11-2003.
2) Government Order No. 6/12/2010-PER dated 17-02-2011.

NOTIFICATION

Consequent upon designating Officers in the Secretariat as Additional Secretary to the Government vide Government Order read in preamble at (2) and Government Notification read in preamble at (1) above, the Additional Director of Vigilance is declared as "Ex-Officio additional Secretary to Government" with immediate effect.

By order and in the name
of Governor of Goa

Sd/-
(Harish N. Adconkar)
Under Secretary (GA-I)

Department of General Administration

No. 13/7/2000/GAD(II)

Dated:- 20-06-2006

Read: Government Order No. 13/7/2000/GAD dated 20-06-2006.

NOTIFICATION

Consequent upon the introduction of Single File System in the Directorate of Mines, vide Government order cited above, the Government of Goa is pleased to declare the Director of Mines as Ex-Officio Joint Secretary to Government with immediate effect.

The Director of Mines as Ex-Officio Joint Secretary shall carry out his duties in connection with the Secretariat work directly under supervision and control of the Secretary (Mines) without any extra remuneration.

The Secretary (Mines) shall be overall in charge of Directorate of Mines and all matters not within the competence of the Ex-Officio Joint Secretary shall be referred to the Secretary (Mines).

In his capacity as Ex-Officio Joint Secretary to Government, the Director of Mines shall sign the communication, orders and Notification on behalf of Government with due approval of the Secretary/Ministers/Chief Minister.

The Secretary (Mines) shall specify the powers/duties that may be exercised by the Ex-Officio Joint Secretary to Government as far as Secretariat work is concerned.

If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary (Mines).

By order and in the name
of Governor of Goa
Sd/-

(D. H. Kenaudekar)
Under Secretary (GA)

Department of General Administration

No. 26/1/88-GA&C,

Dated:- 24-11-2003

Read: Government Order No. 6/20/97-PER dated 06-06-2003.

NOTIFICATION

Consequent upon the up gradation of one post of Dy. Director of Vigilance included in the Goa Civil Service to that of Additional Director of vigilance vide Government order cited above, the Government is pleased to declare the Additional Director of Vigilance as Ex-Officio Joint Secretary to Government with immediate effect.

The Additional Director of Vigilance as Ex-Officio Joint Secretary shall carry out his duties in connection with the Secretariat work directly under supervision and control of the Secretary (Vigilance) without any extra remuneration.

The Secretary (Vigilance) shall be overall in charge of Directorate of Vigilance and all matters not within the competence of the Ex-Officio Joint Secretary shall be referred to the Secretary (Vigilance).

In his capacity as Ex-Officio Joint Secretary to Government, the Additional Director of Vigilance shall sign the communication, orders and Notification on behalf of Government with due approval of the Secretary/Ministers/Chief Minister.

The Secretary (Vigilance) shall specify the powers/duties that may be exercised by the Ex-Officio Joint Secretary to Government as far as Secretariat work is concerned.

If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary (Vigilance).

By order and in the name
of Governor of Goa
Sd/-

(Arvind D. Loliyekar)
Under Secretary (GA)

Copy of Order dated 06-06-2003

Department of Personnel

No. 6/20/97-PER

Dated:- 06-06 2003

ORDER

Sanction is hereby accorded for up-gradation of one post of Deputy Director of Vigilance included in the Goa Civil Service in the pay scale of Rs. 8000-275-13500 to that of Additional Director of Vigilance in the pay scale of Rs. 10000-325-15200.

This issues with the concurrence of Finance (R&C) Department and Administration Reforms Department vide their U.O. No. 1755-F dated 20-5-2003 and U.O. No. US/AR/279-F dated 27-5-2003 respectively.

By order and in the name
of Governor of Goa
Sd/-
(Vikas Mardolkar)
Under Secretary (Personnel)

Department of General Administration

No. 26/1/88-GA&C,

Dated:- 31-03-2003

Read: Government Order No. 13/7/2000/GAD dated 4-03-2003.

NOTIFICATION

Consequent upon the introduction of Single File System in the Town and Country Planning Department vide Government order cited above, the Government is pleased to declare the Chief Town Planner as Ex-officio Joint Secretary to Government with immediate effect.

The Chief Town Planner as Ex-Officio Joint Secretary shall carry out his duties in connection with the Secretariat work directly under supervision and control of the Secretary, Town and Country Planning without any extra remuneration.

The Secretary, Town and Country Planning shall be overall in charge of Town and Country Planning Department and all matters not within the competence of the Ex-Officio Joint Secretary shall be referred to the Secretary Town and Country Planning in the Secretariat.

In his capacity as Ex-Officio Joint Secretary to Government, the Chief Town Planner shall sign the communication, orders and Notification on behalf of Government with due approval of the Secretary/Ministers/Chief Minister.

The Secretary, Town and Country Planning shall specify the powers/duties that may be exercised by the Ex-Officio Joint Secretary to Government as far as Secretariat work is concerned.

If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary, Town and Country Planning Department.

By order and in the name
of Governor of Goa
Sd/-
(Ashok Korgaonkar)
Under Secretary (GA)

Department of General Administration

No. 13/7/2000/GAD

Dated:- 04-03-2003

Read: Government Order No. 13/7/2000/GAD(I) dated 4-07-2001.

ORDER

In partial modification to Government order cited above, the Single File System in the Urban Development Department (Town & Country Planning Department) shall come into force with immediate effect.

By order and in the name
of Governor of Goa
Sd/-
(Ashok Korgaonkar)
Under Secretary (GA)

Department of General Administration

No. 13/7/2000/GA&C

Dated:- 24-12-2001

ORDER

The Government is pleased to declare the State Director of Craftsman Training as Ex-Officio Joint Secretary to Government with immediate effect.

By order and in the name
of Governor of Goa
Sd/-
(M. P. Tendulkar)
Under Secretary (GA)

Department of Personnel

No. 6/2/98-PER(Part)

Dated:- 25-09-2001

ORDER

The post of Director of Provedoria is hereby abolished with immediate effect and the incumbent holding the post of Director of State Lotteries shall function as Ex-Officio Director of Provedoria.

By order and in the name
of Governor of Goa
Sd/-
(D. M. Borkar)
Under Secretary (Personnel)

Department of General Administration

No. 26/1/88-GA&C

Dated:- 23-10- 2001

Read: Government Order No. 7/8/74-PER (Vol. I) dated 9-8-2001.

NOTIFICATION

Consequent upon the bifurcation of the Department of Sports and Youth Affairs into Directorate of Sports and Directorate of Youth Affairs, the Government is pleased to declare the Director of Sports and Youth Affairs as Ex-Officio Joint Secretaries to Government with immediate effect.

By order and in the name
of Governor of Goa
Sd/-
(Elvis Gomes)
Under Secretary (GA-I)

Department of General Administration

No. 13/7/2000/GAD(II)

Dated:- 04-07-2001

- Read: 1) Order No. 13/7/2000/GAD dated 4-7-2001.
2) Notification No. 26/1/88-GA&C dated 29-8-1996.
3) Notification No. 26/1/88-GA&C dated 8-5-1997.

NOTIFICATION

Consequent upon withdrawal of Single File System Vide Order read in preamble (1) the powers of Heads of Department declared as ex-officio Addle. Secretary/Jt. Secretary/Under Secretary for these departments vide order in preamble (2) & (3) above, stands withdrawn after completion of 60 days from the date issue of this notification i.e. from 4-7-2001 so as to enable respective Heads of Department to sort out pending issues and emergencies.

The powers of ex-officio Addle-Secretary/Jt. Secretary/Under Secretary conferred on Chief Engineer (PWD), Chief Engineer (Irrigation), Chief Electrical Engineer, Director of Education and Registrar of Co-operative Societies shall continue as these powers were vested on them much before the introduction of Single File System.

By order and in the name
of Governor of Goa
Sd/-
(M. P. Tendulkar)
Under Secretary (GA)

Department of General Administration

No. 26/1/88-GA&C

Dated:- 05-10-1999

Read: Notification No. 26/1/88-GA&C dated 13-2-1997.

NOTIFICATION

Consequent upon ceasing of the existence of Single File System in the Department of Health ordered vide order No. 26/1/88-GA&C dated 4-10-1999, the powers of Ex-Officio Joint Secretary given to (1) Director of Health Services, (2) Director of Food & Drugs Administration and the powers of Ex-Officio Additional Secretary given to (1) The Dean, Goa Medical College, (2) The Dean, Goa Dental College and Hospital and (3) The Director, Institute of Psychiatry & Human Behaviour vide order No. 26/1/88-GA&C dated 13-2-1997 are hereby withdrawn with effect from 4-10-1999.

By order and in the name
of Governor of Goa
Sd/-
(Vasant P. Bodnekar)
Under Secretary (GA)

Department of General Administration

No. 13-19-96-GA&C

Dated:- 26-05-1998

Read: Government Order No. 26/1/88-GA&C dated 19-8-1996.

Sub.: Re-organisation of Secretariat work through single file system**ORDER**

Attention is invited to Government Order referred to above, a copy of which is enclosed along with and to the guidelines/instructions contained in the said order.

2. After taking into consideration the functioning of Single File System presently in operation in some of the Departments of the Secretariat, it has now been decided by the Government to introduce Single File System in the following Secretariat Departments:-

- i) Department of Social Welfare.
- ii) Department of Women & Child Development.
- iii) Department of Food & Civil Supplies.
- iv) Department of Parks & Gardens.

3. The Single File System in the above mentioned Departments would come into force with effect from 1-6-1998.

4. The Secretaries, Jt. Secretaries, Head of Departments/Offices and Under Secretaries of the above mentioned Departments/Offices shall comply with the guidelines/instruction contained in the Order No. 26/1/88-GA&C dated 19-8-1996 and finalise entire process as required for introducing of Single File specified in the Order No. 26/1/88-GA&C dated 19-8-1996 before 28-5-1998.

By order and in the name
of Governor of Goa

Sd/-
(P. R. Bumb)
Secretary (GA)

Department of General Administration

No. 26/1/88-GA&C

Dated:- 26-05-1998

- Read: 1) Notification No. 26/1/88-GA&C dated 29-08-1996.
2) Notification No. 26/1/88-GA&C dated 13-02-1997.
3) Notification No. 26/1/88-GA&C dated 08-05-1997.

NOTIFICATION

In continuation to Notifications of even number dated 29-8-1996, Governor is pleased to order officer mentioned below as ex-officio Jt. Secretary/Jt. Secretary to Government.

1. Ex-Officio Jt. Secretary

1. Director of Women & Child Development
2. Director of Parks & Gardens.

- (i) The above ex-officio Joint Secretaries shall carry out his duties of Secretariat work in terms of Government order No. 26/1/88-GA&C dated 19-8-96 without any extra remuneration or compensation.
- (ii) They shall carry out their duties under the immediate supervision and control of the Administrative Secretary concerned.
- (iii) The Administrative Secretary shall be in overall charge of the Department concerned and all matters not within the competence of the ex-officio Joint Secretary/Joint Secretary shall be referred to the Administrative Secretary in the Secretariat.
- (iv) In their capacity as ex-officio Joint Secretary/Joint Secretary they shall sign communications, orders and notification on their behalf of the Government of Goa with due approval of the Secretary/Ministers/ Chief Minister.
- (v) Secretary concerned shall specify the powers/duties that may be exercised by the ex-officio Joint Secretary/Joint Secretary as far as Secretariat work is concerned.
- (vi) If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary concerned.

By order and in the name
of Governor of Goa

Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of General Administration

No. 26/1/88-GA&C

Dated:- 08-05-1997

- Read: 1) Notification No. 26/1/88-GA&C dated 29-8-1996.
2) Notification No. 26/1/88-GA&C dated 13-2-1997.

NOTIFICATION

In continuation to Notifications of even number dated 29-8-1996, Governor is pleased to order Officers mentioned below as ex-officio Jt. Secretary/Jt. Secretary.

1. Ex-Officio Jt. Secretary
 1. Director of Accounts.
 2. Director of Art & Culture.
 3. Director of State Lotteries.
2. Joint Secretaries
 1. Director, Rural Development Agency.
 2. Director of Provedoria.
 - (i) The above Joint Secretaries shall carry out his duties of Secretariat work in terms of Government order No. 26/1/88-GA&C dated 19-8-96 without any extra remuneration or compensation.
 - (ii) They shall carry out their duties under the immediate supervision and control of the Administrative Secretary concerned.
 - (iii) The Administrative Secretary shall be in overall charge of the Department concerned and all matters not within the competence of the ex-officio Joint Secretary/Joint Secretary shall be referred to the Administrative Secretary in the Secretariat.
 - (iv) In their capacity as ex-officio Joint Secretary/Joint Secretary they shall sign communications, orders and notification on their behalf of the Government of Goa with due approval of the Secretary/Ministers/ Chief Minister.
 - (v) Secretary concerned shall specify the powers/duties that may be exercised by the ex-officio Joint Secretary/Joint Secretary as far as Secretariat work is concerned.
 - (vi) If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary concerned.

By order and in the name of
Governor of Goa
Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of General Administration

No. 23/1/87-GA&C(i)

Dated:- 26-03-1997

NOTIFICATION

The Government is pleased to establish Directorate of Official Language by converting the existing Department of Official Language, with immediate effect.

Consequent upon formation of the new Directorate, Under Secretary (Official Language) is designated as ex-officio Director of Official Language.

The existing staff working in the Department of Official Language shall continue to look after the work of above Directorate.

By order and in the name of
Governor of Goa
Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of General Administration

No. 26/1/88-GA&C

Dated:- 13-02-1997

Read: Notification No. 26/1/88-GA&C dated 29-8-1997.

NOTIFICATION

In continuation to Notifications of even number dated 29-8-1996 Governor is pleased to order officers mentioned below as ex-officio Jt. Secretary/ex-officio Additional Secretary as the case may be, to the Government, as specified below:

Ex-Officio Jt. Secretary

1. Director of Health Services
2. Director, Food & Drug Administration.

Ex-officio Addl. Secretary

1. Dean, Goa Medical College
 2. Dean, Goa Dental College & Hospital
 3. Director, Institute of Psychiatry & Human Behaviour
- (i) All these ex-officio Joint Secretaries/Additional Secretaries shall carry out their duties of Secretariat work in terms of Government order No. 26/1/88-GAPC dated 19-8-96 without any extra remuneration or compensation.
 - (ii) They shall carry out their duties under the immediate supervision and control of the Administrative Secretary concerned.
 - (iii) The Administrative Secretary shall be in overall charge of the Department concerned and all matters not within the competence of the ex-officio Under Secretaries/Joint Secretaries/Additional Secretaries shall be referred to the Administrative Secretary in the Secretariat.
 - (iv) In their capacity as ex-officio Joint Secretaries/Additional Secretaries they shall sign communications, orders and notification on behalf of the Government of Goa with due approval of the Secretary/Ministers/Chief Minister.
 - (v) Secretary concerned shall specify the powers/duties that may be exercised by the ex-Officio Joint Secretaries/Additional Secretaries concerned as far as Secretariat work is concerned.
 - (vi) If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary concerned.

By order and in the name of
Governor of Goa
Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Government Admn. & Coordn. Dept.

No. 26/1/88-GA&C

Dated:- 25-10-1996

CIRCULAR

For smooth conduct of business of Government in the Secretariat, a link officer is provided for every Secretary to the Government vide Government order No. 12/29/88-PER dated 16-10-96. After introduction of Single File System in some of the Departments, many Heads of departments/Offices have been declared also Under Secretary/Joint Secretary/Additional Secretary to the Government by Government Order No. 26/1/88-GA&C dated 29-8-96.

2. It has now come to the notice of the Government that some of the Under Secretaries/Joint Secretaries/Additional Secretaries, whenever their respective Secretaries are on leave/tour, are sending the files directly to the Minister concerned without routing through the link officer to the respective Secretaries. This is not envisaged in the Single File System. It is, therefore, reiterated that whenever any Secretary is on leave/tour the respective files of the Secretary concerned should invariably be sent to the link officer by the Under Secretary/Joint Secretary/Additional Secretary. Any departure from the same will disrupt the smooth functioning of the Government.

3. It is impressed upon all concerned to follow these instructions.

By order and in the name of
Governor of Goa
Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of General Administration & Coordination

No. 26/1/88-GA&C

Dated:- 30-08-1996

ADDENDUM

Read: Notification No. 26/1/88-GA&C dated 29th August, 1996.

In the Government Notification read above under, heading Ex-officio Joint Secretaries, "Director of Printing & Stationery" shall be added at serial No. 25 below.

By order and in the name of
Governor of Goa
Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of General Administration & coordination

No. 26/1/88-GA&C

Dated:- 29-08-1996

NOTIFICATION

In continuation to notifications of even number dated 17-4-96 Governor is pleased to order officers mentioned below as ex-officio Under Secretary/Joint Secretary/Additional Secretary as the case may be, to the Government, as specified below:

Ex-officio Under Secretaries

1. Dy. Director of Vigilance.
2. Controller of Weight & Measures.

Ex-Officio Joint Secretary

1. Director of Agriculture
2. Chief Town Planner
3. Director of Planning & Statistics
4. Director of Education
5. Director of Panchayats
6. Registrar of Cooperative Societies
7. Director of Science, Technology & Environment
8. Director of Provedoria

9. Director of Animal Husbandry
10. Director of Fisheries
11. Project Director of Rural Development agency
12. Captain of Ports
13. Director of Municipal Administration
14. Director of Archives
15. Director of Sports & Culture
16. Director of Industries
17. Labour Commissioner
18. Director of Information & Publicity
19. Director of Tourism
20. Director of Transport
21. Director of Social Welfare
22. Director of Food & Civil Supplies
23. Director of Employment
24. Inspector General of Factories & Boilers
25. Director of Printing & Stationery

Ex-officio Addl. Secretaries

1. Conservator of Forests
 2. Chief Engineer, P.W.D.
 3. Chief Engineer, Irrigation
 4. Chief Engineer, Projects
 5. Chief Electrical Engineer
- 2 (i) All these ex-officio Under Secretaries/Joint Secretaries Additional Secretaries shall carry out their duties of Secretariat work in terms of Government order No. 26/1/88-GA&C dated 19-8-96 without any extra remuneration or compensation.
- (ii) They shall carry out their duties under the immediate supervision and control of the Administrative Secretary concerned.
- (iii) The Administrative Secretary shall be in overall charge of the Department concerned and all matters not within the competence of the ex-officio Under Secretaries/Joint Secretaries/Additional Secretaries shall be referred to the Administrative Secretary in the Secretariat.
- (iv) In their capacity as ex-officio Under Secretaries/Joint Secretaries/Additional Secretaries, they shall sign communications, orders and notification on behalf of the Government of Goa with due approval of the Secretary/Ministers/Chief Minister.
- (v) Secretary concerned shall specify the powers/duties that may be exercised by the ex-Officio under Secretaries/Joint Secretaries/Additional Secretaries concerned as far as Secretariat work is concerned.
- (vi) If any further clarification concerning the Secretariat work is required, the same shall be issued by the Secretary concerned.

This Notification is issued in suppression of all earlier notification except the one quoted above.

By order and in the name of
Governor of Goa

Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of General Administration & Coordination Dept.

No. 26/1/88-GA&C

Dated:- 19-08-1996

ORDER**Sub:- Reorganization of Secretariat Work through single-file system.**

The question of introducing Single-File System for the Secretariat Departments has been under consideration of the Government for quite some time. The Cabinet in its meeting held on 2-7-1996, has approved the introduction of Single-File-System in some of the Secretariat Departments with effect from 1-9-1996. With a view to implement the decision of the Cabinet, it is decided to introduce Single-File-System in identified Departments in a phased manner.

2. After considering all the aspects in the Single-File-System, the following instructions are issued for due compliance:—

- (i) The Single-File System would come into force w.e.f. 2-9-96 in the Departments of Agriculture, Animal Husbandry & V.S. Fisheries, R.D.A. Labour, Employment, Art & Culture, Archives, Sports & Youth Affairs, P.W.D. Irrigation, Power, Information & Publicity, Tourism, Town & Country planning, Urban Development (Municipalities), Weights & Measures, Printing & Stationery and Inspector of Factories & Boilers.
- (ii) The Secretaries would work out the modalities for introduction of Single File System w.e.f. 2-9-1996 with the respective Heads of Departments who have been declared as ex-officio Addl. Secretaries/Joint Secretaries/Under Secretary, as the case may be while moving the files/ papers by the Heads of Departments to the respective Secretaries, they shall link up all the previous papers/Correspondence/Govt. decisions, complete in all respects.

3. All the Secretaries would ensure that Heads of Depts./Offices for the Department, mentioned at para 2 (i) who have declared ex-officio Addl. Secretary/Joint Secretary/Under Secretary, carry out all the secretariat work pertaining to their subjects w.e.f. 2-9-96.

(i) The Jt. Secretary/Under Secretary concerned for the Departments mentioned at para 2 (i) above would prepare a detailed handling over note highlighting the matters which may need immediate attention and also the problem areas which need to be focused and make over the same to the respective secretaries. In addition the Jt. Secretary/Under Secretary concerned would hand over all the periodical reports/files which are required to be sent to various Ministries from time to time, to the Secretary concerned. To facilitate this work, J. S. (Dev.) J. S. (Ind. & Lab.), U. S. (Edn), U. S. (PWD), U. S. (Inf. & Tourism), U. S. (U.D.) and U. S. (Civil Supplies) would list out all the reports which are to be sent periodically to various Ministries and hand over the same with a copy of the format to the Secretary concerned.

(ii) It is specifically made clear to all the Secretaries that no additional-hand would be given to them or posted to the .respective Head of Depptt. unless a specific request is received from the Secretaries justifying the need for posting of such staff.

(iii) The Secretariat Departments in which Single-File-System would be introduced in the first phase w.e.f. 2-9-96, with the assistance of the staff under the supervision of Section Officer and Under Secretary, would start listing the files under the charge of each dealing hand w.e.f. 19-8-96. They should first identify all the records/files/papers which are to be handed over to the Head of Department and complete this task without fail on or before 2-9-96. Thereafter, from 2-9-96 onwards, they should sort out all the records as per the standing instructions from General Admn. Department

the records/files papers which are to be sent to the Record Room. While doing so, they shall scrupulously comply with the instructions issued in this regard, from time to time. Thereafter, they shall identify the records/files/papers which are required to be weeded out from their respective Departments and the respective dealing hands may do so after following the laid down procedure. The Under Secretaries of the respective Departments shall be responsible for completing the work and also to render the required certificates. While carrying out this operation, if any doubt arises about preservation of any file or weeding it out, the decision of the Secretary concerned shall be final. While the Under Secretaries would be responsible for completing this task on or before 30-9-96, the overall responsibility shall be of the secretary concerned.

Sd/-
(Dr. G. C. Srivastava)
Chief Secretary

PERSONNEL DEPARTMENT

Streamlining of Office Procedure

PERSONNEL DEPARTMENT

A. OFFICE PROCEDURE**General Administration Department**

No.6/1/2019-GAD/3090

Dated: 25/09/2019

CIRCULAR

Government of Goa has decided to ban usage of single use plastic water bottles/plates etc in the Government Offices, meetings and functions w.e.f. from 2nd October 2019.

All the offices are hereby directed to discontinue use of single use plastic water bottles/glasses/plates etc and to use item/equipments which are eco-friendly and re-usable, to provide water and other items in the offices/meeting and functions.

It is further directed that single use plastic water bottles/glasses/plates shall also not be used in the Departmental canteens.

This is issued with the approval of the Hon'ble Chief Minister.

Sd/-

(Shripad Arlekar)
Under Secretary (GA)

General Administration Department

No. 35/1/2019-GAD-III/786

Dated: 05/03/2019

CIRCULAR

It has been noticed that even though official email ids have been provided to the Officers of the rank of Secretaries/HoDs/Addl. Secretaries/Jt. Secretaries/Under Secretaries the Government, the same is rarely used by the Officers, thereby matters received via emails are unintentionally overlooked causing delays in processing the same.

It is therefore imperative that when the Government is set to take steps for paperless system, the need of the hour should be that the Officers should support the said system. Thus, in order to ensure timely submission and early response of any matter sent via emails by the Office of the Chief Secretary and for giving response on the issues flagged for Government of Goa by the Government of India and for that matter for speedy disposal of any correspondence communicated via e-mode, it is desired that all the Secretaries/HoDs/Addl. Secretaries/Jt. Secretaries/Under Secretaries to Government should invariably check their emails regularly without fail and take action on them appropriately.

The above instructions should be scrupulously adhered to by all the Officers as mentioned above.

Sd/-

(Manuel Barreto)
Under Secretary (GA-I)

General Administration Department

No. 1/4/2018-GAD-IV/560

Dated: 12/02/2018

CIRCULAR

As per practice in vogue, during of legislative Assembly, all the State Government Departments/Autonomous Bodies/Agencies, submit a copy of reply of LAQ's pertaining to their department to the Monitoring cell, in General Administration Department, Secretariat, Porvorim-Goa.

Now, with the implementation of e-assembly and in view of the efforts taken to have paperless assembly, the monitoring cell of General Administration Department-IV has been discontinued. All

the Head of Department / Autonomous Bodies /Agencies are hereby informed that henceforth LAQ replies need not be forwarded to the General Administration Department.

This issues with the approval of Chief Secretary.

Sd/-
(Varsha S. Naik)
Under Secretary (GA-II)

Social Welfare Department

No.83-9-206-SDB/5774

Dated 10/01/2018

CIRCULAR

This is to inform you that the Directorate of Social Welfare is implementing various welfare schemes for the Senior Citizens in the State of Goa. Despite of circular issued by this Directorate vide No. 83-9-2006-SDB/Part-I/3905 dated 24/09/2015 complaints/representations are being received from the Senior Citizen that the Government Departments, Autonomous bodies, Hospitals, Banks etc are not providing the services to the Senior Citizen in their offices, such as separate queue for Senior Citizens, Seating Arrangement and sympathetic approach and due respect from the officials towards Senior Citizens.

In view of above all the Heads of the Departments and Autonomous Bodies and Public undertaking are once again requested to provide all the above mentioned facilities to the Senior Citizen in their office and first preference is to be given for Senior Citizen. This may be treated as Top Priority.

Sd/-
(S. V.Naik)
**Director of Social Welfare &
Ex-Officio Joint Secretary (SW)**

O/o. Chief Secretary

No. 1/17/2017-CS/MISC

Dated:- 30-11-2017

OFFICE MEMORANDUM

Rules of Business of Government of Goa provides that Minister concerned shall be primarily responsible for disposal of Business of the Government. When the file is approved or directions are issued by the Minister concerned or Chief Minister the same are to be complied within letter and spirit.

It has been observed by the Hon'ble Chief Minister that decision of Minister concerned or Chief Minister are not complied within reasonable time.

Accordingly, it is informed that the decisions of the Government henceforth are to be executed/implemented forthwith. In case of any impediment in executing the decision, the same shall be brought to the notice of Minister or Chief Minister within seven days for further directions.

It shall be responsibility of the Secretaries of the Department concerned to ensure adherence of above directions please.

Sd/-
Dharmendra Sharma
Chief Secretary

Department of Information and Publicity

No. DI/INF/Desig-PRO/Pub/2015-16/3579

Dated:- 27-11-2017

CIRCULAR

The Department of Information & Publicity is the nodal agency of the Government of Goa to disseminate information on government policies programmes, initiatives and achievements. It functions as an interface between the Government and the people.

With a view of appraising general public on a regular basis of the developmental and progressive activities undertaken by different organisations of the State Government and to effectively deal with critical news emanating due to lack of information or otherwise the Government has decided to designate one officer in every department/autonomous body as the Public Relations Officer (PRO) who will serve as Departmental Publicity Officers (DPO). The officer to be designated as PRO should be a responsible gazetted officer in the Department.

It shall be the responsibility of the PROs to liaise with the Media Monitoring cell of the Department of Information & Publicity on a regular basis and if need arises, issue Press statements, backgrounders through DIP only. The PROs shall on real time basis monitor print, electronic, digital and social media channels and if need arises issue appropriate rebuttals to critical/adverse coverage's after proper approval from their Administrative Secretary. The PRO shall give necessary information to the press, address a joint press conference with the Director of Information & Publicity ensure cordial relations with the public and responsible for projecting a positive image of the Department/Autonomous body. The PROs shall also conduct press tours in coordination with the Department of Information & Publicity to the installation and projects by their Department/Autonomous bodies. The PROs shall responsible to execute and oversee publicity campaign of their Departments/Autonomous Bodies through all mediums/Channels in coordination with Department of Information and Publicity. They shall also advise their Departments/Autonomous bodies on all matters pertaining to information needs of media and publicity requirements.

It shall be the responsibility of the PROs to oversee maintenance of their Department's/Autonomous Body's website with real time updation and information available to the public on the same shall be correct at any given point of time. The websites should be made dynamic and the interface should be user friendly and smart phone compatible.

All the Heads of Departments/Autonomous bodies are therefore directed to designate officer in their respective Departments/Autonomous bodies as Public Relation Officer within 20 days and intimate the same along with their contact details and email ID to the Director, Information & Publicity.

This Circular supersedes the earlier circular NO. DI/INF/Prop-Appt-PRO/08/2971 dated 19-08-2008.

Sd/-

Sudhir Mahajan
Secretary, Information & Publicity

General Administration Department

No. 35/5/2007-GAD-III/part file/1212

Dated: 08/08/2017

Read: (1) Circular No. 35/5/2013-GAD-III dated 08/07/2014

(2) Circular No. 35/5/2007-GAD-III /Part file dated 14/05/2013

(3) Circular No. 36/12/2000-GAD dated 14/06/2012

(4) Circular No. 35/1/96-GAD/Part file dated 06/06/2017

CIRCULAR

In pursuance to Order dated 06/06/2017 attention of all Secretaries to Government /Additional Secretaries/Joint Secretaries/Under Secretaries in the Secretariat /Heads of Department is invited to the Circulars read in preamble wherein instructions were issued regarding proper

maintenance of office Files and submissions of the Notes /proposal for the decision of the Government.

It has been noticed that despite of instructions issued from time to time for proper maintenance of files, the Files are not maintained properly. Therefore, in addition to instructions issued vide above Circulars, the following instructions are issued for strict compliance :-

- 1) The folders / file covers used in carrying the correspondence in the file shall be of hard cover. No files should be bound with a soft cover. All files should be tied up neatly with file boards. No worn out files covers should be in use. The files covers should be changed or replaced periodically.
- 2) Noting sheets which are torn or in bad shape shall be properly maintained and preserved by using transparent cello tape wherever necessary. Notes which are very old (5 years and above) should be preserved and secured properly.
The H.O.Ds & H.O.Os shall ensure that all the Section Officers, Superintendent /Dealing hand shall observe with the above instructions meticulously.

This issues with the approval of the Government.

Sd/-

(Varsha S. Naik)

Under Secretary (GA-I)

General Administration Department

No. 35/1/96-GAD/part file/1774

Dated: 06/06/2017

- Read: (1) Circular No. 35/5/2013-GAD-III dated 08/07/2014
(2) Circular No. 35/5/2007-GAD-III /Part file dated 14/05/2013
(3) Circular No. 36/12/2000-GAD dated 14/06/2012

CIRCULAR

Attention of all Secretaries to Government /Additional Secretaries/Joint Secretaries/Under Secretaries in the Secretariat/Heads of Departments is invited to the Circulars read in preamble wherein instructions were issued regarding proper maintenance of office Files and submissions of the Notes /proposal for the decision of the Government.

It has been noticed that despite of instructions issued from time to time Head of Departments are not complying with the instructions in its true spirit. The Files are continued to be maintained in a disorderly manner with torn covers, pages beaming out of the file cover so also the submission.

The Hon'ble Chief Minister has taken a note of such lapses and has issued specific directions as follow:-

- 1) The files submitted for approval should be maintained in good condition. All papers should be in their proper place. Papers of large size should be properly folded to the foolscap size and the entire file should have a neat appearance. Torn covers should be changed and the File No. & subject should be legibly written.
- 2) The Correspondence and the Noting side placed in the file shall be properly numbered. Fresh proposal submitted should be submitted on a new note sheets and it should bear the file number on the subject.
- 3) The contents of the Notes beyond a certain limit must be typed and should not be handwritten, unless the handwriting is good and written with proper spacing and with reasonable / legible font size, and care should be taken to correctly number the Correspondence and Noting papers. The submissions typed or handwritten must be read and rechecked before being submitted for approval. The Heads of Department / Under Secretaries and other Officers should keep proper vigil in such matters as the files are legal documents.
- 4) The Dealing Hand shall append full signature, name and date on the left, below the Note. An Officer shall append full signature on the right hand side of the Note with name, designation and date.

- 5) Files endorsed to the Hon'ble Chief Minister on a fresh page on the Noting side shall contain either the file number or the subject on the page.
- 6) Secretaries shall ensure that their notings capture the essence of the proposal and record their specific recommendations on the proposal while submitting the files.
- 7) Files and papers must be in a well-arranged position instead of putting them in a jumbled manner, as it involves the risk of urgent cases being mixed up with others or papers being misplaced, resulting in avoidable delay. The Dealing Assistants should set their tables in proper order while leaving office and also check up the papers before they begin work the next day.
- 8) No multiple files on the same subject shall be opened.
- 9) If the issues raised in two or more current files are inter-connected, the relevant files shall be linked. After completion of action, the linked files be de-linked after taking relevant extracts.
- 10) Files which are required to be disposed at the level of Administrative Secretaries or the Ministers concerned, shall not be sent to the Office of the Hon. Chief Minister.
- 11) In matters related to "**Centrally Sponsored Scheme**", on top of the said file, it may carry in Red ink words "**Centrally Sponsored Scheme**" for being treated on priority.

It is therefore, enjoined upon all the Secretaries to Government/Additional Secretaries/Joint Secretaries/Under Secretaries in the Secretariat/ Heads of Departments to meticulously follow the aforesaid instructions.

This issues with the approval of the Government.

Sd/-
(Varsha S. Naik)
Under Secretary (GA-I)

General Administration Department

No. 2-1-2017-GAD-I

Dated: 22/06/2017

CIRCULAR

Government has decided to implement the Aadhaar Enabled Bio Metric Attendance System (AEBAS) in all Government Departments in the State of Goa. For the successful implementation of the said AEBAS system, certain preliminaries are required to be completed in a time bound manner as detailed below:-

(I)(A) Appointment of one Technical Nodal Officer (TNO) by each HoD/MD for Boards/Corporations, Details of these TNOs to be provided as details in the On-boarding form attached at Annexure – A (The person to be appointed as TNO should have sound knowledge of IT operations & awareness on computer usage.)

(B) The duly filled up on-boarding Form (Annexure A) is to be signed and stamped by the concerned HoD/MD of that dept./Board/Corporation. Upload this filled form (only jpeg format) at <http://goa.attendance.gov.in/register/organization> to register their department on the portal. Instructions for filling the form is attached at Annexure- B.

(C) Meeting of TNOs from all depts../Boards/Corporations to be held at various stages to provide overview of attendance system and to convey the roles and responsibilities of TNOs.

(II)(A) Directions be issued to all employees of departments, who still don't have Aadhaar number, to get enrolled and obtain their Aadhaar numbers from the permanent Aadhar Camp.

(III) Department wise list of employees working in Directorates/Boards /Corporations and their field offices located at different locations are required to be complied by the respective HoDs/MDs (as per Annexure –C).

(IV) The Technical Nodal Officers (TNO) are required to feed their employees data at their department attendance portal along with Scanned Photograph of each employee.

(V) TNOs at HQ/Directorate level will coordinate with its District Head Quarter (DHQ) for seeding /registering the employees data at attendance portal. DHQs location will be added by TNO at HQ subdomain to facilitate DHQ employees to register. HQ level TNO will identify technical resource at DHQ level offices. Overall responsibility will lie with HQ level TNO.

(VI) Requirement / Procurement of AEBAS devices :

Formula for accessing number of AEBAS devices and WiFi Accessing Points will be

- a) For every 20 staff one AEBAS finger-print devices.
- b) 1-2 Tablet AEBAS for each floor.
- c) One finger print device to each officer and his /her staff.

All the Head of Departments/Head of Offices are hereby required to complete all the aforesaid preliminaries and furnish the requisite information by 30/06/2017 in a prescribed format (as per Annexure-D). Separate annexures should be used for each office or sub-office.

Sd/-

(Varsha S. Naik)

Under Secretary (GA)

Annexure A

Organization Type	[] Ministry [] Department under Ministry [] Attached Office [] Autonomous Bodies [] Central Offices [] Semi Government Office [] State Government [] Central Public Sector Unit
Organization Name	
Address	
District	
State	
NIC Coordinator Mobile	
NIC Coordinator e-mail	
Website	
No. of Employees	
Office Timings	

Nodal Office Name	
Aadhaar No.	
Designation	
Mobile	
E-mail	

Note : Only official (Govt.) email ids-@nic.in/@gov.in will be accepted and treated as authenticated for both NIC co-ordinator & Nodal Officer.

Date :

Name & Designation

Head of the department with Signature & Seal

Instructions for Organization On-Boarding

1. After submission of the online form, the application will undergo for the approval process
2. Upon approval the nodal officer will be provided with login credentials to the portal.

3. The **sub-domain website** of the organization will also be created which should be used for employee registration and all activities concerned to the organization.
4. It should be ensured that the user name and password are received by the organization admin user.
5. Necessary **master data** should be created in the system before the commencement of employee registration on the organization attendance website. While most of the designation and Office locations are readily available to be mapped in the system. There might be some missing designation & office location for which request can be sent to the helpdesk for inclusion in the global master.
6. The master data sets referred to are **Office Location, Employee Designation and Division /Unit** within the organization.

Eg. **Office Location** : CGO Complex, Block A, Vigyan Bhawan

Employee Designation : Deputy Secretary/ Joint Secretary

Division/ Unit : Administration, Training etc

7. Division /Unit within the organization should be carefully mapped and created so that the employees are grouped accordingly.
8. Office Location & Employee Designation are required to be added from the global master to the organization office location and designation, while the division/unit are required to be created by the nodal officer. The above steps will help in simplifying the generation reports from the system.

Annexure B

Steps to complete the Organization On-boarding process :

1. Download the Organization On-boarding form from <http://goa.attendance.gov.in/register/organization> link.
2. Fill the downloaded form with the required information and get it signed by the Head of the organization/department, with the organization stamp/seal.
3. Scan the filled, signed & stamped form and save it in “jpg” format of max file size 200 kb. The scanned file should be uploaded along with the web form.
4. Steps to fill the online form
 - Select the name of your organization, it will assist you in completing the name as you key in, if the name is available in our database. If your organization name does not show please get in touch with our help desk.
 - Enter the communication address of the organization
 - Select the state (Currently only for Delhi)
 - Enter your pin code.
 - Enter the landline phone number
 - Enter the email address of NIC Co-ordinator
 - Enter the name of the nodal officer
 - Provide the Aadhaar number of the nodal officer
 - Please enter the designation of the nodal officer
 - Enter the Mobile number of the nodal officer
 - Please select the scanned file which you need to upload with the form
5. Please review the form before submission

Note :

- a. After submitting the form, a One Time Password (OTP) will be sent to the nodal officer email and mobile, to verify the form data submitted
- b. After your request is processed, you will receive an email with your account details
- c. If your organization does not feature in the list, please get in touch with the Attendance helpdesk or email us at helpdesk-attendance@gov.in

Annexure C
Details of Officers/Officials**Department :****Address :**

Sr. No.	Name	Date of Birth	Gender	Mobile No.	Designation	Email Id	Aadhar Number

Imp Note : Apart from all these details each employees photograph in jpg format (max size 150KB) is also required for seeding employees data in attendance portal.

Annexure D
Hardware and BAS details

1. Name of the Office with complete Address :
2. Total Number of Employees in this location :
(include Contractual & Outsourced Employees)
3. Total Number of employees entered in attendance System :
4. Total No. of Desktop in working condition :
5. Total No. of Printers in working condition :
6. Network Connectivity :
LAN Yes/No If Yes, No of nodes :
Wi-Fi Yes/No If Yes No of access Points :
7. Electrical points at AEBAS installation premises : Yes/No
If Yes, details :
8. No. of AEBAS devices already installed :
9. IS AEBAS implemented ?
10. ISUPS Power Supply available ?
If yes, Capacity of UPS :
Backup time :

General Administration Department-II

No. GA&C(Misc)/2000-GAD-II/1643

Dated:- 23-05-2017

Read: Circular No. 27/12/91-GA & C dated 04-03-2002.**CIRCULAR**

Circular regarding display of the Portraits of the following National Leaders in all the Government Offices/Government Primary Schools/Government Secondary & Higher Secondary Schools/Government Colleges/Autonomous bodies was issued on 04-03-2002. The contents of the same are reiterated.

1. Mahatma Gandhi.
2. Dr. Babasaheb Ambedkar
3. President of India.
4. Prime Minister of India.

All the concerned Head of Departments/Offices/Principals of Government Colleges/Principals of Secondary & Higher Secondary Schools/Headmasters of Primary Schools/Head of Autonomous Bodies are directed to comply with aforesaid instruction and to furnish their requirements of the portraits of the above mentioned National Leaders directly to the Directorate of Information & Publicity, Government of Goa, Panaji on or before 31st May, 2017.

This supersedes the earlier Circular read in preamble.

Sd/-

Varsha S. Naik
Under Secretary (GA-II)

General Administration Department-II

No. 2/1/2016-GAD_II (MISC) (CIR)/2727

Dated:- 24-08-2016

APPEAL

It is known all over world that Khadi is the heritage fabric in India and is providing employment opportunities to lakhs of rural artisans in the country. Khadi is hand woven and hand spun, skin friendly fabric and has zero carbon footprints which is available in cotton, silk, woollen and with polyester blends.

The Hon'ble Prime Minister has also given a clarion call through his "Man Ki Baat" to all countrymen to buy at least one product of Khadi to support the rural artisans. Presently, the mission of the Government of India is to pursue the concept of Khadi popularization in a true spirit of democracy and personal choice of people, underlined by an aspiration to enhance life support to the artisans who weaver this earthy fabric in the broad rural expanse of India.

The spirit of this mission secures inspiration from Gandhiji's appeal to the nation in the pre-independence days to wear and encourage khadi as a means of strengthening self-reliance and providing sustenance to rural India.

Keeping in the spirit of "Make in India" campaign, the Khadi & Village Industries Commission, Government of India, appeals to the people and organisation in India to support this symbol, of India's self-reliance by way of considering wearing it. The basic idea behind this is to pursue a mission of National re-awakening on the product.

The Government, therefore, appeals all the employees of Government of Goa to wear khadi fabrics voluntarily for one day in a week, i.e. on Friday to pursue the concept of khadi popularization in the State of Goa.

All the Heads of Departments/Offices, Autonomous Bodies/Corporations/Boards are, therefore, requested to bring the contents of the appeal to the notice of all concerned for compliance.

Sd/-

Prashant P. Shirodkar
Under Secretary (GA-II)

Department of Information & Publicity

No. DI/Advt./SC-Guidelines/15/2016-17/729

Dated:- 13-05-2016

Read: (1) Circular No. DI/Advt./SC-Guidelines/15/763 dated 25 May, 2015.

CIRCULAR

Vide Circular referred above issued by the Chief Secretary, directions were issued inter-alia not to include photographs of any State functionaries not allowed by the Hon'ble Supreme Court in terms of the Judgment dt. 13-05-2015 passed in WP (Civil) No 13 of 2003.

The Hon'ble Supreme Court has recently reviewed its earlier Judgment in Review Petition No. 1879-1881/2015 in W.P. (C) No. 13 of 2003, 197 of 2004 and 302 of 2012 and has passed order dt. 18-03-2016 permitting the publication of certain other photographs.

A copy of the said order dt. 18-3-2016 is enclosed herewith for information & compliance of all the Government Department/Autonomous Bodies/Corporations.

Sd/-

R. K. Srivastava
Chief Secretary

Special Messenger/Speed Post out Today-Most Urgent
Supreme Court India

D.No. 1312/2004/SC/PIL(W)

Dated:- 19-03-2016

From: Assistant Registrar, PIL (Writ)

To:

1. Union of India
Ministry of Information & Broadcasting
Through its Secretary
Shastri Bhawan
New Delhi-110001
2. Union of India
Through the Cabinet Secretary
Cabinet Secretariat
Rashtrapati Bhawan
New Delhi
3. State of Andhra Pradesh
Through Chief Secretary
Government of Andhra Pradesh
C-Block Secretariat
Hyderabad 500 002.
(Andhra Pradesh)
4. States of Arunachal Pradesh
Through Chief Secretary
Government of Arunachal Pradesh
Banquet Hall, Niti Vihar
Itanagar 791111
(Arunachal Pradesh)
5. State of Assam
Through Chief Secretary
Government of Assam
Assam Secretariat (Civil)
Block-C 3rd Floor
Dispur, Guwahati-781 006
(Assam)
6. State of Bihar
Through Chief Secretary
Government of Bihar
Main Secretariat
Patna-800 015 (Bihar)
7. State of Chhattisgarh
Through Chief Secretary
Government of Chhattisgarh
D.K.S. Bhavan, Mantralaya
Raipur- 492 001
(Chhattisgarh)

8. State of Goa
Through Chief Secretary
Government of Goa
Secretariat
Porvorim, Goa- 403 001
(Goa)
9. State of Gujarat
Through the Chief Secretary
Government of Gujarat
New Sachivalaya
Ghandinagar- 382 010
(Gujarat)
10. State of Haryana
Through Chief Secretary
Government of Haryana
Room No. 4, 4th Floor, Haryana Civil Secretariat
Sector-1, Chandigarh- 160 001
(Haryana)
11. State of Himachal Pradesh
Through Chief Secretary
Government of Himachal Pradesh
HP Secretariat
Shimla- 171 002
(Himachal Pradesh)
12. State of Jammu and Kashmir
Through Chief Secretary
Government of Jammu & Kashmir
Room No. 2/7, 2nd Floor, Main Building
Civil Secretariat
Jammu- 180 001, (Jammu & Kashmir)
13. State of Jharkhand
Through Chief Secretary
Government of Jharkhand
Project Building
Dhurwa Post Office
Ranchi- 834 004
(Jharkhand)

**Supreme Court of India
Record of Proceedings**

R.P. (C) No. 1879-1881/2015

IN

W.P. (C) No. 13/2003, 197/2004 & 302/2012

State of Karnataka

.....

Petitioners

Versus

Common Cause and Ors. Etc. Etc

.....

Respondents (s)

With

R.P. (C) No. 1876-1877/2015 in W.P. (C) No. 197/2004

R.P. (C) No. 1834/2015 in W.P. (C) No. 197/2004

R.P. (C) No. 2703-2705/2015 in W.P. (C) No. 13/2003, 197/2004 & 302/2012

R.P. (C) No. 3191-3193/2015 in W.P. (C) No. 13/2003, W.P. (C) No. 197/2004, W.P. (C) No. 302/2012

R.P. (C) No. 3275-3277/2015 in W.P. (C) No. 13/2003, W.P. (C) No. 197/2004, W.P. (C) No. 302/2012.

R.P. (C) No. 3259/2015 in W.P. (C) 197/2004

R.P. (C) No. 3674-3676/2015 in W.P. (C) Nos. 13/2003, 197/2004 & 302/2012

R.P. (C) Nos. 123/125/2016 in W.P. (C) Nos. 13/2003, 197/2004 & 302/2012

Date: 18-03-2016 these petitions were called on for pronouncement of order today.

For parties:

Mr. T.R. Andhyarujina, Sr. Adv.

Mr. Joseph Aristotle S., AOR

Mrs. Priya Aristotle, Adv.

Mr. M.B. Elakkumanan, Adv.

Mr. Soumitra G. Chaudari, Adv.

Mr. Parijat Sinha, AOR

For M/s Corporate Law Group, AOR

Mr. M. Yogesh Kanna, AOR

Mr. Jayant Patel, Adv.

Mr. Abhisht Kumar, AOR

Mr. Sbhishhek Kumar Singh, Adv.

Ms. Archana Singh, Adv.

Mr. Som Raj Chaudhary, Adv.

Mr. Sudeep Kumar, Adv.

Mr. Sanjeeb Panigrahi, AOR

Mr. Prashant Bhushan, AOR

Mr. Shreekant N. Terdal, AOR

Mr. C. D. Singh, AOR

Ms. Sakshi Kakkar, Adv.

Mr. K. V. Mohan, AOR

Mr. Siddharth Bhatnagar, Adv.

Ms. Garima Tiwari, Adv.

Ms. Hemantika Wahi, AOR

Ms. Ruchi Kohli, AOR

Mr. D. S. Mahra, AOR

Ms. Meera Bhatia, Adv.

Mr. Balraj Dewan, Adv.

Hon'ble Mr. Justice Ranjan Gogoi pronounced the order of the Bench comprising His Lordship and Hon'ble Mr. Justice Pinaki Chandra Ghose.

The review petitions are disposed of in terms of the signed reportable order.

Vinod Lakhina

Asha Soni

Court Master

Court Master

[Signed reportable order is placed on the file]

**In the Supreme Court of India,
Civil Original Jurisdiction**

Review Petition (C) Nos. 1879-1881/2015

IN

Writ Petition (C) NOS. 13/2003, 197/2004 & 302/2012

State of Karnataka

.....

Petitioner

Versus

Common Cause and Ors. Etc. Etc

.....

Respondents

With

R.P. (C) No. 1876-1877/2015 in W.P.(C) No. 197/2004, R.P.(C) No. 1834/2015 in W.P.(C) NO. 197/2004, R.P.(C) Nos. 2703-2705/2015 in W.P.(C) Nos. 13/2003, 197/2004 & 302/2012, R.P.(C) Nos. 3191-3193/2015 in W.P. (C) Nos. 13/2003,

197/2004 & 302/2012, R.P. (C) Nos. 3275-3277/2015 in W.P.(C) Nos. 13/2003, 197/2004 & 302/2012, R.P.(C) No. 3259/2015 in W.P.(C) No. 197/2004, R.P.(C) Nos. 3674-3676/2015 in W.P.(C) Nos. 13/2003, 197/2004 & 302/2012, R.P.(C) Nos. 123-125/2016 in W.P.(C) Nos. 13/2003, 197/2004 & 302/2012.

ORDER

1. We have heard the learned counsels for all the contesting parties. Upon due consideration, we review our judgement dated 13th May, 2015 passed in Writ Petition (Civil) No. 13 of 2003, Writ Petition (Civil) No. 197 of 2004 and Writ Petition (Civil) NO. 302 of 2012 to the extent indicated below:

- (i) The exception carved out in paragraph 23 of the aforesaid judgement dated 13th May, 2015 permitting the publication of the photographs of the President, Prime Minister and Chief Justice of the country, subject to the said authorities themselves deciding the question is now extended to the Governors and the Chief Ministers of the States
- (ii) In lieu of the photograph of the Prime Minister, the photograph of the Departmental (Cabinet) Minister/Minister In-Charge of the concerned Ministry may be published is so desired.
- (iii) In the States, similarly, the photograph of the Departmental (Cabinet) Minister/Minister In-charge in lieu of the photograph of the Chief Minister may be published, if so desired.
- (iv) All other observations/directions in the aforesaid judgement dated 13th May, 2015 shall continue to remain in force subject to the above modification.

2. The review petitions are disposed of in the above terms.

..... J.

(Ranjan Gorgoi)

..... J.

(Pinaki Chandra Ghose)

Department of Personnel

No. 22/55/85-PER (Part)/166

Dated:- 02-02-2016

CIRCULAR

It has been observed that proposals regarding service matters for seeking advice/clarifications are merely forwarded to this Department without examining in detail as per the guidelines in force, although time to time necessary guidelines are being issued by the Personnel Department. As a result, this Department has to return the proposals to the Department concerned which consumes a considerable time, delay in disposing of the matters and also amounts to duplication of work.

It is, therefore, enjoined upon all Heads of Departments/Offices to get the proposals examined with reference to the guidelines/rules in force and then submit the proposals for advice/clarification to this Department. The heads of Departments/Offices shall also ensure that the proposals are first referred to the Administrative Department and thereafter are routed through the concerned Secretary to Government before referring to the Personnel Department.

All Heads of Departments/Offices are therefore, requested to ensure that henceforth the proposals are referred to this Department by following proper procedure as mentioned above to ensure proper examination of cases, avoid duplication of work and curb delay in disposal of cases.

The proposals received without file and without proper examination/relevant details will not be entertained and returned to the said Department forthwith.

This Circular is issued with the approval of Chief Secretary.

Sd/-

(Surendra F. Naik)

Under Secretary (Personnel-II)

Social Welfare Department

No.83-9-206-SDB/Part-I/3905

Dated 24/09/2015

CIRCULAR

This is to inform you that the Directorate of Social Welfare is implementing various welfare schemes for the Senior Citizens in the State of Goa. In this regard the Directorate of Social Welfare has received complaints /representations from the Senior Citizen that the Government Departments, Autonomous bodies, Hospitals are not providing the services to the Senior Citizen in their offices, such as separate queue for Senior Citizens, Seating Arrangement and sympathetic approach and due respect from the officials towards Senior Citizens.

In view of above all the Heads of the Departments and Autonomous Bodies and Public undertaking are requested to provide all the above mentioned facilities to the Senior Citizen in their office and first preference is to be given for Senior Citizen. The Action Taken Report is to be submitted to this Office within a period of 15 days from the date of receipt of this Circular.

This Circular is issued with approval of the Government vide No. 438, dated 02/09/2015.

Sd/-

(Meena Naik Goltekar)

**Director of Social Welfare &
Ex-Officio Joint Secretary (SW)****Department of Public Grievance**

No. DGP/COMMITTEE/2014-2015/635

Dated:- 10-06-2015

OFFICE MEMORANDUM**Sub: Replacement of an Affidavit by a Self-Declaration.**

1. The Government of Goa, has examined the Interim Report submitted by the Committee on Simplification of procedures for Effective Delivery of Public services and concluded that the existing system of submitting an Affidavit by applicants or their Legal guardians to get various certificates and entitlements such as Residence Certificate, Income Certificate, Ration Card, Construction License, etc. creates unavoidable burden. Hence, there is a need for replacing an Affidavit by a Self- declaration as there are enough provisions under the law for stern action against wrong declaration including that under sections 177, 199 and 200 of the Indian Penal Code, 1860.
2. Now, therefore, the Government of Goa hereby directs that no Government Departments/ Organizations (including Municipalities and Panchayats) shall ask for Affidavits from the applicants or their legal guardians, except in those cases where Affidavits are explicitly mandated under the law or Court order. An Affidavit shall instead be replaced by a self-declaration which would also carry signed photo of the applicant or his/her legal guardian.
3. This system shall be implemented with effect from (1st day of July, 2015). The Government further directs that the Self-declaration forms shall be made available at all sub-ordinate offices of the concerned departments or organizations before the date of coming into force of this system.
4. All the Government departments or Organization shall intimate the details about the said changed system to the Department of Public Grievances, Government of Goa Secretariat, and Porvorim-Goa. They shall also inform the Department of Public Grievances about all the cases in which Affidavit are mandatorily required to be continued due to an existing law or Court Order in force. This will enable the Government to bring in suitable amendments, if so felt necessary to simplify the process.
5. The process shall be completed by (31st August, 2015).

Sd/-

(R. K. Srivastava)
Chief Secretary

Department of Personnel

No. 6/20/2014-PER

Dated:- 24-02-2015

CIRCULAR

Attention of all Head of Department/offices is invited to the provisions to Rule 3 (2) (ii-iv) of the CCS Conduct Rules, 1964, which provides as follows:-

“[(ii) No Government Servant shall, in the performance of his official duties, or in the exercise of powers conferred on him, act otherwise than in his own best judgment except when he is acting under the direction of his official superior.

(iii) The direction of the official superior shall ordinarily be in writing. Oral direction to subordinate shall be avoided, as far as possible. Where the issue of oral directions becomes unavoidable, the official superior shall confirm it in writing immediately thereafter.

(iv) A Government servant who has received oral direction from his official superior shall seek confirmation of the same in writing as early as possible, whereupon it shall be the duty of the official superior to confirm the direction in writing.]

Explanation I A Government servant who habitually fails to perform a task assigned to him within the time set for the purpose and with the quality of performance expected of him shall be deemed to be lacking in devotion to duty within the meaning of the Clause (ii) of sub-rule (1);

Explanation II- Nothing in clause (ii) of sub-rule (2) shall be construed as empowering a Government servant to evade his responsibilities by seeking instructions from or approval of, a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities”.

2. In pursuance to the orders of the Hon’ble Supreme Court vide its judgment dated 31st October, 2013 in Writ Petition (Civil) No. 82 of 2011 (TSR Subramanian and others v/s Union of India and Other) read with Writ Petition (Civil) No. 234 of 2011, and in accordance with the Ministry of Home Affairs OM No. 14040/22/2013-UTS01 dated 31st December, 2013 all Secretaries/Special Secretaries/Heads of Departments/Offices in the State of Goa shall bring the provisions of the above rule to the knowledge of all officials/officers working with them and ensure strict compliance and adherence to the provision of above rule.

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

Office of Chief Secretary

No. 3/5/2009-ARD

Dated:- 21-01-2015

CIRCULAR

Sub: Timely and expeditious clearance of files containing ‘CRITICAL’ proposals by Government Departments/Institutions.

It has been observed that files containing proposals which require expeditious decision making and where time is the essence, are moved in a routine manner and decisions making process is often delayed beyond reasonable period of time. This affects timely execution of projects/schemes including procurement of essential goods/services. (E.g. matters pertaining to purchase of drugs/essential medicines in critical in nature for Goa Medical College (GMC).

In order to address this problem, it has been decided that each department will identify projects/schemes or goods and services to be procured that are critical to the department and get the

same approved by the Hon. Chief Minister. Once the subject matter is identified and approved as critical the file shall be moved on fast track basis as per the following procedure:-

- 1) The File containing the proposal shall be flagged as "Critical" by the concerned Head of the Department while submitting the same to the Administrative Secretary.
- 2) No file other than the file containing the subject matter as approved as "Critical" shall be flagged as such.
- 3) The Administrative Secretaries and the Ministries concerned shall direct their personal staff that files flagged as "Critical" shall be placed before them as soon as the same are received in their respective offices without any delay.
- 4) In case the concerned Administrative Secretary is absent on account of leave or official duty, the file shall be placed before the link Secretary for directions.
- 5) Administrative Secretaries must ensure that the files are cleared on top priority and sent to the concerned Ministries/FD as the case may be.
- 6) Where Finance Department's concurrence is required; the FD shall give up priority for clearing the files flagged "Critical".
- 7) Once the file is cleared by the Minister/Administrative Secretary/F.D. it must be ensured that the file's downward movement follows the same fast track process to the Department.
- 8) The Head of the Department concerned must either himself or through a senior officer follow up the movement of the file containing "CRITICAL" proposal. It must be ensured that any queries raised at the higher level or at the level of Finance is attended to on priority.
- 9) As far as possible, the entire process from the initiation of the proposal to receiving back the same with appropriate decision shall be completed within the period of 07 working days.
- 10) Hon'ble Chief Minister will periodically review the status of Critical projects/Schemes. A quarterly report is required to be submitted by each HoD to the office of Hon'ble C.M.

Administrative Secretaries and Head of the Department shall follow up and ensure that the time lines indicated are adhered to.

This issue with the approval of Hon'ble Chief Minister.

Sd/-
(K. K. Sharma)
Chief Secretary

Department of General Administration

No. 14/8/2013-GAD-LAQ

Dated:- 14-08-2014

CIRCULAR

It has been brought to the notice of the Government by the Goa legislative assembly secretariat that most of the government departments are not submitting answers to the legislative assembly questions 48 hours prior to the date of answer as required by the legislature secretariat.

Further, it is also observed that sometimes the answers are submitted only few hours before the date of answer, as a result of which it becomes practically impossible to upload the answers online, so as to make them available to the Hon'ble members of legislative assembly.

It is therefore, enjoined upon all the heads of departments to ensure that answers to the legislative assembly questions to their administrative departments are submitted to the legislature department at least 48 hours prior to the date of answer, so as to make the same available to the Hon'ble members of legislative assembly online.

This issue with the approval of Chief Secretary.

Sd/-

Department of General Administration

No. 2/7/2014-GAD-II

Dated:- 04-08-2014

CIRCULAR

Attention is invited to this office circular no. GA & C/Misc/2001 dated 07-12-2001 and dated 04-12-2003 pertaining to expenditure being incurred lavishly on flowers, decorations etc. at various functions by the Government offices. It has come to the notice of the Government that in spite of instructions issued, the Government offices continue to spend lavishly on decorations/bouquets for Government functions which needs to be stopped. Instead of bouquets, a single flower could be given to the dignities on the occasion.

It is, therefore once again enjoined upon all Government Departments/Offices to strictly follow above instructions scrupulously, to avoid unnecessary expenditure on bouquets.

Sd/-

Ramakant R. Talkar
Under Secretary (GA-II)

Department of General Administration

No. 45/1/95-GAD

Dated:- 24-07-2014

CIRCULAR

In spite of numerous Circulars issued to all Government Officials for strict observance of punctuality, effective presence in the Office and to maintain absolute devotion to duty, it is observed that the said instructions are not adhered to by most of the Government employees and Departments/Offices scrupulously which has resulted in inconvenience to the general public.

Therefore, in the meeting convened of all the Heads of Departments on 21-07-2014, regarding time bound delivery of public services and other related issues of administration; the Hon'ble Chief Minister has expressed his concern over the non punctuality of Government employees and discharging of inefficient services to the general public thus causing inconvenience to them.

He has therefore observed, that it is the responsibility of all the Heads of Departments to ensure punctuality in attendance, office discipline and discharge of prompt and efficient services to the general public by adhering to the instructions as follows:-

- 1) To inspect their own and subordinate offices twice a month. On inspection a report has to be submitted to their respective Secretaries under intimation to the Office of Hon'ble Chief Minister and the Minister concerned.
- 2) To maintain a movement register so as to curb the practice of leaving the Office during Office hours by the employees. The movement register prescribed by Circular of even number date 23-10-2001 (copy enclosed for ready reference) should be maintained under direct supervision of Branch Officer/Section Officer/Head of Office as required.
- 3) To monitor regularly, the Bio Metric attendance of late arrivals and early departures of the employees and to punish the habitual late comers accordingly.

All Secretaries/Additional Secretaries/Joint Secretaries/Under Secretaries to Government and Heads of Departments/offices are therefore, requested to adhere to the contents of this circular for strict compliance.

This issue with the approval of the Chief Secretary.

Annexure

Movement Register for Government Servants

Dated: - _____

Sl. No.	Name and Designation	Time of Departure	Time of return	Place and purpose of visit	Signature of official	Signature of Head of Office/Controlling Officer
(1)	(2)	(3)	(4)	(5)	(6)	(7)

Guidelines

- Separate page shall be maintained for each day.
- Head of Department/Office/Controlling Officer shall countersign in Column No. 7 before the departure of the official outside his work area on official duty.
- The register shall be in the custody of Heads of Department/offices/Controlling Officer.
- Secretaries to Government/head of Departments and other senior officials visiting subordinate offices shall inspect the Movement Register and record their remarks duly signed with date.
- In case any official who has signed the muster roll is found absent from his work place and his movement is not recorded in the Register, one day Casual Leave is liable to be deducted from his leave account in addition to disciplinary action as per rules.
- Officials visiting the Secretariat on official work shall carry a note from the Head of Department/offices indicating the purpose for which the official is visiting the Secretariat and the movement has been registered in the register, failing which entry into the Secretariat shall not be allowed.

Department of General Administration

No. 35/5/2013-GAD-III

Dated:- 08-07-2014

Read: (1) Circular No. 35/5/2007/GAD-III/Part file dated 14-05-2013

(2) Circular No. 36/12/2000-GAD dated 14-06-2012.

CIRCULAR

Attentions of all Secretaries to Government/Additional Secretaries/Heads of Departments/Joint Secretaries/Under Secretaries in the Secretariat are invited to the Circulars read in preamble.

It has been noticed that in spite of the repeated standing instructions issued by this Department from time to time, with regard to submission/movement/content of files, the above instruction are not adhered to in toto.

It is therefore enjoined upon all the Secretaries to Government/Additional Secretaries/Heads of Departments/Joint Secretaries/Under Secretaries in the Secretariat to strictly adhere to the above and following instructions:-

- Files which are required to be disposed at the level of Administrative Secretaries or the Ministers concerned shall not be sent to the office of the Hon. Chief Minister;
- The correspondence and the noting side placed in the file shall be properly numbered.

- (3) Files endorsed to the Hon. Chief Minister on a fresh page on the noting side shall contain either the file number or the subject on the page.
- (4) No separate files on the same subject shall be opened.
- (5) The files submitted for approval should be in a good condition.
- (6) Handwritten Notes of Head of Departments and Secretaries should be legible and more than 03 lines should invariably be types especially by those whose handwriting is difficult to decipher.
- (7) Secretaries shall ensure that their noting capture the essence of the proposal and record their recommendations on the proposal while submitting the files.

This issue with the approval of the Chief Secretary.

Sd/-
(V. M. Paranjape)
Joint Secretary (GA)

Administrative Reforms Department

No. 3/9/2013-ARD

Dated:- 29-10-2013

Read: Circular letter No. 3/9/2013-ARD dated 4th July, 2013 along with Office Memorandum No. K-11022/67/2012-AR dated 10th May, 2013.

OFFICE MEMORANDUM

In pursuance of the Office Memorandum dated 10th May, 2013 cited above of the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances, New Delhi with regard to the recommendations made by the Second Administrative Reforms Commission in its 12th Report titled "Citizen Centric Administration-The Heart of Governance", Government is pleased to adopt the recommendation of self-certification provision for simplifying procedures.

The self certification means "the True Copy of the original certificate". The self certification shall apply to personal documents only to be attested by a person himself/herself" by endorsing the following words on the copy:-

"The certificate is True Copy of the original".

It has therefore, been decided that henceforth the provision of self certificate by the applicants/stakeholders be adopted instead of asking for an attested copy of documents by a Gazette officer or Magistrate, otherwise specifically required under the Statue/Law/Rules. The original documents are required to be produced and verified by the authorities concerned at the final stage i.e. at the time of actual grant of any benefit/facilities or grant of benefits under the scheme or appointment in Government/Semi Government/State Public Sector Undertakings/Local Bodies, etc. or at the time of Admission in respect of students.

All Heads of Departments are, therefore, directed to review the existing procedure of requirements of attested copies of documents or affidavit at eh time of application, wherever possible.

Sd/-
Sharmila Zuzarte
Under Secretary (Admn. Reforms)

Ministry of Personnel, Public Grievances & Pensions

No. K-11022/67/2012-AR

Dated:- 10-05-2013

OFFICE MEMORANDUM

Sub: Self Certification

The Second Administrative Reforms Commission in its 12th Report titled “Citizen Centric Administration-The Heart of Governance” has recommended adoption of self certification provision for simplifying procedures. (www.darpg.gov.in).

2. Taking a cue from this some Ministries/State Governments have adopted the provisions of self-certification of documents like mark sheet, birth certificate etc. by the applicants/stakeholders instead of asking for an attested copy of the documents by a Gazette officer or filling of affidavits. Under the self attestation method, the original documents are required to be produced at the final stage.

3. You will appreciate that the above method is citizen friendly and obtaining either an attested copy or affidavit not only cost money but also involves wastage of time of the citizens and the Government officials.

It is requested to kindly review the existing requirements of attested copy or affidavit in various application forms in a phased manner and wherever possible make provision for self-certification of documents, after obtaining the approval of the competent authority.

Sd/-

Sanjay Kothari

Secretary to the Government of India

Administrative Reforms Department,

Secretariat-Provorim.

No. 3/9/2013-ARD

Dated:- 04-07-2013

To,

1. All Heads of Departments
2. All Departments in the Secretariat

Subject: - Self certification

Sir/Madam,

I am directed to enclose herewith a copy of the Office Memorandum No. k-11022/67/2012-AR dated 10th May, 2013 issued by the Government of India, Ministry of Personnel, Public Grievances and Pensions, Department of Administrative Reforms & Public Grievances, New Delhi on the subject mentioned above and to request you to furnish your comments on the same to this Department positively by 12th July, 2013.

Yours faithfully,

Sd/-

Vasanti H. Parvatkar

Under Secretary (Admn. Reforms)

Department of General Administration

No. 35/5/2007/GAD-III/Part file

Dated:- 14-05-2013

CIRCULAR

Arrangement of files, papers is an important duty of dealing assistants. All papers should be in their proper place. Papers of large size should be properly folded to the foolscap size and the entire file should have a neat appearance. Torn covers should be changed and the heading of the file should be legibly written. Files and papers must be in a well-arranged position instead of putting them in a confused state, which involves the risk of urgent cases being mixed up with others or papers being misplaced, resulting in avoidable delay. The dealing assistants should set their tables in proper order while leaving office and also check up the papers before they begin work the next day.

The dealing assistants should be more diligent while numbering the Correspondence and Noting papers and care should be taken to correctly number the Correspondence and Noting papers. The submissions typed or handwritten to be read and rechecked before being submitted for approval. The Heads of Departments/Under Secretaries and other Officers should keep proper vigil in such matters as the files are legal documents.

It is therefore, enjoined upon all the Heads of Departments/Under Secretaries and other Offices/Officials to ensure that the above instructions are strictly observed.

Sd/-

Harish N. Adconkar
Under Secretary (GA-I)

Department of General Administration

No. 36/12/2000-GAD

Dated:-14-06-2012

Read: Circular letter No. 1/3/2000/SGA dated 03-01-2001

No. 36/12/2000-GAD dated 08-06-2001

CIRCULAR

Attention of all Spl. Secretaries/Secretaries to Govt. /Heads of Departments/Addl. Secretaries/Joint Secretaries/under Secretaries/Section Officers/Suptds. is invited to the Circulars mentioned above wherein it was instructed to submit the files in thick covers.

However inspite of the said instructions, Hon'ble Chief Minister has observed that poor maintenance of files with torn note sheets and shabby status of thin covers are still being submitted.

All Secretaries to emphasize that Heads of Departments/Offices shall strictly ensure, the condition of the file, its note sheets, correspondence sheets, serial numbers and tags are in order before the file is put up to senior Officer. The manual of the Office procedure indicate the various components of its maintenance which need to be followed while submitting the proposals/files to the Government.

Sd/-

(Prabhakar V. Vaigankar)
Under Secretary (GA)

Department of General Administration

No. 1/2/82-Record/GAD-III

Dated:-18-07-2011

Read: Circular No. 8/6/68-CVD dated 14-11-1969

Circular No. 1/2/82-Record-GAD-III dated 15-02-2002

CIRCULAR

Attention is invited to the circulars read in preamble wherein guidelines have been issued for weeding out the old and unwanted records.

Now, it has been observed that most of the Government Departments/Offices are piling up their old records, files, etc. on the gallery of the Offices where they are based. Recently one such incident has been brought to the notice of this Department through the photo picture appeared in one of the local daily dated 31-05-2011 wherein one of the Government Offices based in the Junta House Building has piled up bundles of files including chairs, fans etc in the gallery.

All Heads of Department/Offices are therefore, requested that the weeding of old records be carried out in their respective Departments/Offices and ensure that no unwanted/old records files etc, are piled on the gallery of Departments/Offices where they are based.

Copies of the Circulars read in preamble are annexed hereto for carrying out the weeding. The weeding should be carried out as per the guidelines issued vide Circulars No. 8-6-68 CVD dated 14-11-1969 on priority.

SD/-

Prabhakar V. Vaigankar
Under Secretary (GA)

Department of General Administration

No. 1/2/82-Record/GAD-III

Dated:-15-02-2002

CIRCULAR

Attention of all Heads of Departments/Office in invited to the instructions issued from time to time regarding weeding of old records in Government Departments. Some of the Departments/Offices have informed that they do not have copies of existing guidelines to carry out the weeding of old records. Copy of guidelines issued vide Circular No. 8-6-68-CVD dated 14-11-1969 is therefore, enclosed herewith.

It has now been decided that all the Departments/Offices should weed out the old and unwanted record as per above guidelines before 30th April, 2002.

After the above deadline Chief Secretary/Secretaries of the concerned Department will carry out surprise physical inspections and Heads of Departments/offices who have not complied with the above inspections shall attract disciplinary action.

Review of above; all the Heads of Departments/Offices/All Branch Officers in the Secretariat are requested to ensure that the weeding of old records is carried out in their offices on priority basis. A compliance report in this regard should be submitted to General Administration Department on or before 30-2-2002 positively.

This issue with the approval of Secretary (GA).

Sd/-

(M. F. Tendulkar)
Under Secretary (GA)

Department of Confidential & Vigilance

No. 8/6/68-CVD

Dated:-14-11-1969

CIRCULAR

Read: Preservation and destruction of records.

Reference: Circular No. SAD/Record room/67/1/dated 5/7/67 and
Memo No. CRR/1/67/68 dated 16/7/68 and
No. CRR/MISC/9/69 dated 12-12-69.

In the earlier circulars of Record Rooms, the Departments of the Secretariat have been stressed the urgent necessity of classifying their records and files with a view to transferred them to the Record Room, wherever necessary, as provided in the Central Secretariat Manual of Office Procedure Diglot Edition. It is, however, noticed that not a single Department has made a beginning in this direction. It is understood that this could not be done for want of copies of manual. In order to do away with this difficulty, the relevant Para of the manual are reproduced in the appended annexure.

The need for taking up this work without further delay cannot be over emphasized. Record management has great importance in the present day office management. It is necessary to understand

the importance of the proper records management, particularly the adverse effect or accumulation of unwanted records. If proper classification, filing, maintaining and weeding of records are ensured, they will be conducive to efficient working of the organization as a whole.

Sd/-
(D. V. Sawant)
Under Secretary (Apptts.)

ANNEXURE

Recording: Recording is the process of closing a file after action on all the issues under consideration thereon has been completed.

ii) When the Assistant is satisfied that no further action is required to be taken on a file, he will put it up to the Section Officer for this approval to the file being recorded under one of the following classes:-

(a) Class 'A'-Meaning 'Keen and print'- No file will be included in this class without the approval of the Branch Officer. This category will be allotted to a file in which important questions have been discussed or which contains orders establishing important precedents or general instructions or rulings of a permanent importance and which are likely to be required frequently for reference in future in the Ministry concerned or in other Ministries. In practice, a file to be included in this class should either contain documents so precious that its original must be preserved in fact for a considerably long period and the damage likely to be caused to it by frequent handling minimized, or will have to be cared for by frequent handling for day to day work by two or more sections/units. Use of the originals of 'A' category files for reference purpose should be restricted to the barest minimum so as to avoid possible damage to them as a result of their frequent handling. The originals of all files of this class will be preserved.

(b) Class 'B' Meaning 'Keep out do not print'- This class will also cover files which contained orders and instructions, etc of permanent importance but which are not likely to be required very frequently for reference.

(c) Class 'C'- Meaning 'Destroy after a specified number of years'-This class will consist of files of secondary importance which it is desired to preserve for a limited period say 3,5, to 10 years but which need not be retained thereafter.

(iii) Every file which is to be recorded will be stamped on the outer cover with the words 'For/Not for sectional Note Book and the Section Officer while destroying the classifications of the file for record, will indicate whether or not a note of the file should be kept in the Sectional Note Book by cutting out 'For' or 'Not' as the case may be, and attest his action by putting his initials.

(iv) The Section Officer will also make sure if any decision taken or order issued on the file has a bearing on the standing Guard file on the subject, the necessary amendment or its relevant parts have already been, or will be made before recording.

(v) A note to the effect that the file has been recorded will also be made in the file Movement Register as the last entry.

Destruction of ephemeral files: - Files which are of purely ephemeral nature will not be recorded but will be destroyed as soon as they are one year old.

Preservation of records of historical value: Care should be taken to see that files containing papers which are important or are likely to become important in future, however indirectly, as sources of information on any aspect of history whether political, military, social, economic, etc., or which are, or may in future prove to be, of biographical or antiquarian interest are not destroyed. Each Ministry will draw up in consultation with the National Archives, the specific categories of its records which may be treated as genuine source of historical information. However, files containing papers of the following type, which have a definite historical value should invariably be preserved:-

(i) Originals of dispatches from and to the former Secretaries of State.

(ii) Holograph and autograph letters and originals of the notes of the former viceroys and Governors General, former member of viceroys, Executive Councils the president, the Prime Minister, the Ministers, the Commander in Chief and other eminent personages on important matters.

(iii) Original papers containing discussions of important principal and questions of policy.

(iv) Original paper relating to legislation enacted by the centre.

Preparing a file for record. After a file has been made or record it should be arranged properly for recording. This would involve the following action:-

(i) Amendment of revision of the title of the file, where necessary to ensure that it described adequately its contents at that stage and underlining of the words under which the title should be indexed.

(ii) Completing reference, that is removing alphabetical slons and giving permanent identification marks to the reference quoted in notes and correspondence (where this has not already been done and making number of previous or later files on the subject on the cover of the file.

(iii) Preparing a fresh cover for the file with the revised title and details of previous and later reference, etc., where necessary.

(iv) Noting in the file Register the date of recording, classification and in case of 'C' files the year of destruction.

(v) Removing from the file routine notes and papers, such as those described in Para 0, which may not have been weeded out already in terms of the paragraph.

Item (i) and (ii) above will be completed by the dealing Assistant himself. The file will then be passed on to the Index Clerk who will attend to the remaining item of work. He will also mark on the cover the classification of the file as approved by the Section Officer within the file. In the case of files classified 'C' the year in which it will be due for destruction, should also be written on the cover thus destroying _____. The indexing Clerk will then submit the file to the Section Officer who will initial the outer cover, below the classification in taken of his approval. The file will thereafter be made over to the Section Daftary who after stitching it neatly will keep it in the bundle of recorded files.

Editing and printing of files recorded under Class 'A'

(i) Files classified 'A' will edited for printing by the Assistant in accordance with the detailed instruction given in Appendix III to the Rules of printing and binding. The Section Officer will check whether the editing has been done properly before a file is sent to the press.

(ii) The number of copies to be printed should be determined in each case according to the requirements of the Ministry itself and of other Ministries or Officers who may need copies.

(iii) Custody of Records: Recorded files will be kept serially arranged in the Section concerned for more than 3 calendar years. Thereafter they will be transferred to the Departmental Record Room.

(ii) Files transferred by a section to the Departmental Record Room will be accompanied by a list of files, in duplicate, in the form given at Appendix I. The person in-charge of the Record Room will verify that all the files mentioned in the list have been received, retain one copy of the list and return the other, duly signed, in taker of receipt, to the section concerned. The lists thus retained by the Record Room from time to time will be filed section wise in separate files.

(III) The Record Room will also maintain a simply register in the form of reminder diary in which few pages will be allotted to each future year. Files marked for review in a particular year will be entitled in the portion of the register earmarked for that year and will be take out review in the appropriate years by reference to the Register.

(iv) Files other than those marked 'Secret' or 'Top Secret' surviving the third review undertaken on their attaining the 25th year of life will be returned to the National Archives repository Files transferred to the National Archives will be accompanied by the list of files, in duplicate, one copy of

which will be retained by the national Archives and other duly signed in taken or receipt to the Departmental Record Room for record. Secret and top secret files will remain in the custody of the Ministry concerned until they have been downgraded to the confidential or non-confidential category.

(v) In the eve of transfer, of work from one Section to another all files connected with that work, whether current or recorded will be transferred to the Section to which the work has been transferred.

Obtaining recorded files from National Archives of India:-

(i) To get a file from the National Archives, a requisition in form S-43 will be sent over the signature of a Section Officer. If the file number of the diary number of the paper for which it is required is not known, the requisition slip should clearly specify the purpose for which and the officer by whom, it is needed.

(ii) If the National Archives receive a requisition from a Ministry for a file belonging to another Ministry such requisition will not ordinarily be complied with unless it is accompanied by the written consent of the owning Ministry. If the file asked for is 'Confidential' it will invariably be routed through the owning Ministry.

(iii) A file borrowed from the National Archives should not be retained for more than six months. If, however it becomes necessary to retain it beyond that period, the national Archives should be informed of the further period for which it is likely to be required. In the event of the file not being returned, within the period, as the case, may be, the Director, National Archives may seek the assistance of the O & M Officer of the Minister concerned in securing its expeditious return.

(iv) If a file borrowed by one Ministry is also required by another Ministry, it should not ordinarily be passed on direct to the other Ministry. Should this become necessary for special reasons, the files should be lent only against a requisition slip in form S-43 which should be passed to the Director, National Archives of India to enable him to complete his records.

Changes Slip: If a recorded file initially obtained for a case subsequently put up with another case a revised requisition superscribed with the words 'Change Slip' and showing the number of the new file, should be made over to the Section Daftary of Record Keeper of the Ministry's Record Room or sent to the National Archives, as the case may be, for replacing the original slip.

Review and Weeding of Records: No file other than ephemeral files mentioned in Para 107, will be weeded out without first reviewing contents issued under preservation of records and registers maintained in a Section are to be preserved for less than 5 years, while the reviewed on the expiry of the periods indicated on such files. All other files will be reviewed at the end of the 5th, 10th 25th year of their life. The last review will be made in association with the representatives of the National Archives. Files which according to departmental retention schedules, are marked for retention for a period of 10 years even in the first instance need not come up for review at the earlier point, namely the 5th years.

(i) Files, which according to departmental retention schedules

(iii) 'A' and 'B' category files will also be reviewed every 25 years after their retirement to the National Archives. There is additional number of printed copies of 'A' category files retained in the Ministry will also be reviewed at the time of number printed copies of files is maintained.

(iv) In January each year the person in charge of the Departmental Record Room will send to the sections concerned files marked for review in that year. Similarly, the National Archives will send to the departmental record each year's files ripe for review during the year. On receipt of those files, the departmental record rooms will distribute them to the sections concerned.

(v) The files received in each section for review will be examined by, on under the direct supervision of the section officer. Files which, on review, are found still to be use, will be returned to the Departmental record room or the National Archives, as the case may be for retention until the next review. Files which can be destroyed will be sent separately to the Departmental Record Room for

destruction. Before destroying such files, the person in charge of the Record Room will complete column 4 of the list of files.

(vi) Records not falling within the category of 'Files' should also be subjected to periodic reviews and those no longer needed weeded out.

(vii) The period prescribed for review or retention of a file or record should count from the year of its closing and not from the year of its common cement.

Preservation of Records and registers maintained in a Section:

(i) The destruction of records (including correspondence) connected with accounts of governed by the instructions contained in Appendix 17 to the General Financial Rules, Volume II.

(ii) The list specifying the periods for which the various registers and records prescribed in the Manual should be preserved is contained in Appendix V-A.

Appendix V-A

List showing the periods for which various registers etc. should be preserved.

Sl. No.	Description of the Register/Record	Period for which to be preserved (to be reckoned after the close of the year to which the record related.)
1.	Receipt Register	3 years
2.	Invoice of challan	1 year
3.	Section Diary	3 years
4.	Weekly statement of cases disposed of without reference to the Minister	1 year
5.	Monthly Summary for the cabinet	3 years
6.	Monthly note for Indian Missions abroad	3 years
7.	Issue section Diary	1 year
8.	Work Sheet for Typist	1 year
9.	Dispatch Register for postal work	5 years
10.	Peon Book	1 year
11.	Postal Stamps Account Register	5 years
12.	File Register (List of files)	10 years
13.	File Movement Register	1 year
14.	Movement Diary for Steno, P.As and P.S.	1 year
15.	Sectional Note Book	permanent
16.	List of Files sent to Central Record Room/National Archives	1 year
17.	Weekly Arrears Statement	1 year
18.	Call Book	1 year
19.	Arrears Statement relating to indexing and recording	1 year
20.	Suspense and Reminder Diary	1 year
21.	List of periodical reports and returns, both in-coming and out-going	The standing list & current register should be maintained

		old ones being destroyed as and whom they become obsolete.
22.	Register of Assurances given Parliament	3 years
23.	Inspection Reports	1 year
24.	Statement showing number of inspection carried out	1 year

(iii) To ensure that files and other records are not prematurely destroyed not kept for longer periods than necessary, every Ministry should issue detailed departmental office orders prescribing period for which files treating as specific subject possible show the specific categories of records which are capable of examination by classes so as to avoid the need of having to review the files individually.

Maintenance and destruction of spare copies. Each section will keep in separate bundles spare copies of important communications issued by it. A register indication number and dates of communications in respect of which spare copies have been kept will also be maintained in each section. These bundles should be examined every year and all spare copies which are not likely to be required any longer should be destroyed under the orders of the Section Officer. Any papers which are still of use should be marked for retention till the next annual examination.

Administrative Reforms Department

No. 3/5/2009-ARD

Dated: 17/08/2009

CIRCULAR

Read :-Circular of even number dated 09.06.2009

Attention is invited to the Circular referred to above and to request all concerned to comply with the directions contained therein as desired by Chief Secretary in the attached proforma for taking necessary action on various points. The various Annexures mentioned in the said proforma are also enclosed for ready reference.

The progress will be reviewed in the forthcoming weekly meeting of Secretaries as well.

Sd/-

(V. M. Paranjape)

Jt. Secretary (Admn. Reforms)

PROFORMA

ACTION TAKEN REPORT ON THE SPEEDY CLEARANCE OF FILES AND CURTAIL OF DELAYS.

Sr. No.	Name of the Department	File No. and date of receipt	Date of disposal	Name of the Nodal Officer appointed for the purpose	Whether file movement index system is introduced	Whether dealing hand diary is maintained by the dealing hands	Whether weekly arrears statement is prepared

ANNEXURE I

INDEX

MOVEMENT OF THE FILES

Name of the	Designation of	In Date	Out Date	Marked to	Initial
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Department	the Official				

ANNEXURE II**PROFORMA FOR DEALING HAND DIARY**

Sr. No.	Receipt no. of communication	Subject	File No.	Time Spent	Date of Communication

Note :- In addition to the disposal of receipts to be shown as above, a dealing hand may be spending time on some miscellaneous items as preparing original notes, attending meetings and discussions etc. which should also be accounted for by writing the brief particulars thereof across the columns No. 2,3 and 4.

ANNEXURE III**WEEKLY ARREARS STATEMENT**

Name of Section _____ Week ending _____

Name of Section		Week ending _____							Initials of the dealing hand
Sr. No.	Name of the Dealing Assistant	No. of receipt/ cases							
		B/f from previous week	Received during the week	Dealt with during the week	In hand *				
					For 3 days or under	4 to 7 days	Over 7 days +	Total	
1	2	3	4	5	6	7	8	9	10

* The period of pendency of a paper will count from the date of its receipt by Assistant

+ A statement showing details of receipts /cases in hand for over 7 days is annexed.

ANNEXURE IV**ANNEXURE TO WEEKLY ARREAR STATEMENT FORM****Details of Receipts /cases in hand for more than 7 days**

(vide column 7 of the weekly arrear statement form for individual Assistants)

Week ending	Diary/File No.	Date from which pending	Brief Subject	Reason for delay	Remarks of Section officer/ Branch Officer	Action taken on the remarks of the Section Officer/Branch Officer
1	2	3	4	5	6	7

Administrative Reforms Department

No. 3/5/2009-ARD

Dated: 09/06/2009

CIRCULAR

A meeting of all Secretaries to the Government of Goa was held in my chamber of Wednesday, 3rd June, 2009. After discussing the issue of speedy clearance of files and curtail delays, it was agreed to adopt the following measures:

- 1) Files should be disposed expeditiously and delay at all levels should be avoided.
- 2) Files/matters should not remain pending at any level for more than seven days. The seven-day period is inclusive of non-working days, such as Public Holidays, Saturdays and Sundays.
- 3) Each Secretary to the Government will nominate a Senior Officer of his Department as **Nodal Officer** to ensure that these instructions are complied with by all concerned.
- 4) File Movement Index (FMI) should be introduced by all Departments using good quality thick paper, which will exhibit movement of files from one officer to the other so that delays, if any, would be visible from the Index at a glance. Clerical staff should use Dealing Hand's Diary as well as Weekly Arrears Statement, so as to ensure they are kept up to date. Nodal Officers will ensure that the File Movement Index, Dealing Hand's Diary and Weekly Arrears Statement are effectively utilized by the officials within their Department to monitor disposals and reduce time taken in disposal of files/cases.
- 5) In case any delay of more than seven days is noticed, Secretary of the Department will ensure that oral warning is given to the official concerned on the first occasion. Explanation should be called on the second default. If these measures do not produce the desired result, disciplinary proceedings for lack of devotion to duty etc. should be drawn up.

These measures, if sincerely implemented, are expected to instill a sense of responsibility and discipline among all government employees, in addition to ensuring that government servants are held accountable for their acts of commission and omission.

Sd/-
(**Hauzel Haukhum**)
Chief Secretary

Department of Finance Budget

No. 2/3/80-Fin (Bud)

Dated:-25-02-2009

CIRCULAR

The Director of Accounts has brought to the notice of this Department that some of the Drawing and Disbursing Officers attached to the offices of various Departments have incurred expenditure of thousands of rupees on account of Government work/purchases from out of their own money or money borrowed from some other private parties and presented the bills for issuing cheques in favour of Drawing and Disbursing Officers though in some cases the amount was to be paid to third parties. The above procedure followed by the Drawing and Disbursing Officers is not in conformity with the provisions of G.F.Rs/Government of Goa (Receipts & Payments) Rules, 1997, which are adopted by the Goa Government. The procedure to draw money in emergent cases has been laid down under relevant rules. The Money required for Government works/purchases in urgent cases has to be spent from permanent advance sanctioned to the said offices or by drawing money on A.C. Bills.

All the Heads of Departments/Offices are therefore, requested to instruct the Drawing and Disbursing Officers to avoid mingling of private money for office expenditure and to follow strictly the relevant rules and regulations as laid down.

Sd/-

(Surendra F. Naik)

Under Secretary Finance (Budget-I)

Department of Finance (Exp.)

No. 7/1/2009-Fin (Exp)

Dated:-11-02-2009

CIRCULAR

Instances have come to the notice of the Government whereby the Departments have engaged staff under their control to work beyond office hours including holidays and Sundays to complete time bound work or additional work of seasonal nature (year-end works) or managing visits of dignitaries/ Commissions etc. and later submitted proposals for sanction of honoraria for discharge of such additional duties.

Hon'ble Chief Minister in this regard has expressed his displeasure over such proposals since it would set wrong precedent and desired that the Department should not make this into a habit.

All the Heads of Departments/Offices are therefore directed to compensate for extra work done by the staff beyond working hours and on holidays by sanctioning compensatory off as far as possible. Besides, the financial limits laid down under FR 46 for payment of honorarium shall be strictly followed.

Sd/-

(Shrikant M. Polle)

Under Secretary (Fin-Exp.)

Personnel Department

No. 8/7/Assembly

Dated: 08/05/2009

CIRCULAR

Instances have come to the notice of the Government for a quite long time past, whereby some of the Heads of Departments are found to be submitting the reply to LAQs beyond the date and time prescribed by the Goa Legislature Secretariat, thereby resulting into placing the reply on the table of the House.

It has also been noticed that some of the H.O.Ds and subordinate staff under them do not cooperate Secretariat Departments for compiling the accurate reply to be submitted to the Goa Legislature Secretariat.

During the last Assembly Session held from 23/03/2009 to 24/03/2009, the same situation has been repeated, which not only invited breach of privilege of the House, but the functioning of the Government in power was also badly criticized by the opposition.

Government has taken a serious cognizance of the attitude of the H.O.Ds and the subordinate staff under them showing casual approach towards submitting the reply to LAQs and has directed that, henceforth, the reply to LAQs should reach the Goa Legislative Secretariat on the scheduled date and time prescribed by them. Failure on the part of the H.O.Ds and the subordinate staff under them to comply with the above instructions will strictly render them liable for disciplinary action, which may please be noted.

Sd/-

(Yetindra M. Maralkar)

Jt. Secretary (Personnel)

Department of Finance (Audit)

No. 1/22/2007-Fin (Aud)

Dated:-05-03-2008

CIRCULAR**Sub: Submission of Explanatory Notes.**

As per procedure of PAC, immediately after laying of the Audit Report before the House, the Explanatory Notes are required to be furnished by all the Departments to the Office of the Accountant General, Goa for vetting the said Explanatory Notes. However, the office of the Accountant General, Goa has observed that the concerned offices/Corporation/Autonomous Bodies, etc., are furnishing the same directly to the office of the Accountant General without routing it through their Administrative Department and has desired that henceforth, all the Explanatory Notes are to be routed through the respective Administrative Departments.

Therefore, all Heads of Offices/Corporations/Autonomous Bodies are requested to ensure that the Explanatory Notes pertaining to them are routed through their Administrative Department to the office of the Accountant General Goa, henceforth.

Sd/-
(Surendra F. Naik)
Under Secretary Finance (Audit)

Department of 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 existing instructions issued by this 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 Department/Administrative Department concerned and Compliance Report need to 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 F. Naik)
Under Secretary Finance (Audit)

Department of Finance (Budget)

No. 30/7/75-Fin (Bud)

Date:- 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 especially 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 initialed by the Drawing and Disbursing Office. 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 initialed 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 initialed and dated by the Drawing Officer.

2. Maintenance 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 totaling 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 is 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 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-à-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 Bill	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. Dead stock Register:

An inventory of dead stock should be maintained in all the Government offices showing of items received, their cost, price per unit, number of item 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.

Finance (Budget) Department

Secretariat-Panaji.

No. 30/7/75/Fin (Bud)

Dated: 20-08-1978

To,

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Subject: - Compliances of the inspection reports and stores verification reports.

Sir,

I am directed to say that the Directorate of Accounts conducts Internal Inspection and Stores verification in all government officers, and sends its reports thereon to the offices concerned and to their administrative department in the Secretariat. It has been reported by the Directorate of Accounts that the administrative departments in the secretariat merely send the comments of the offices on these reports to the Directorate of A/cs and do not take any follow up action to ensure that the defects/irregularities pointed out in these reports are set right.

It has, therefore, been decided that necessary follow up action on the Internal Inspection reports and stores verification report of the Directorate of Accounts should be taken by the administrative department concerned, and that compliance report in this regard need not be sent to the Directorate of Accounts, since verification of compliance by the offices will be done in subsequent inspections.

Yours faithfully,

Sd/-

S. S. Sukthankar

Under Secretary (Finance)

Department of Finance (Bud)

No. 30/7/75-Fin (Bud)

Date:- 21-08-1996

CIRCULAR

All the Heads of Departments/Offices are aware that an Internal Inspection Cell to conduct Internal Inspection of various Drawing and Disbursing Officers has been created by Finance Department vide Memorandum No. 30-7/75/Fin(Bud) dated 5-11-1975. Inspection parties of this Cell are required to conduct cent percent audit which should not last beyond the period of 7 days. As per standing instructions, the Inspection is to commence with the check of Cash Book etc. from the beginning or

from the date of last inspection conducted by the Auditors of Office of Sr. Dy. Accountant General (Audit), Goa (R.A.O.), Panaji.

In addition to above, the works of statutory Inspection of Municipal Councils, Village Panchayats, P.D.As and other Special audits, entrusted by Government from time to time, are also entrusted to the Internal Inspection Cell of the Directorate of Accounts. Considering the increase in volume of transactions in various Departments and also increased number of Drawing and Disbursing Officers, it has been decided as follows:-

1. As far as the period of records to be audited by the Inspection Parties of the Directorate of Accounts, this period is curtailed to 3 years prior to the data of inspection or from the period of the last inspection conducted by the office of Sr. Dy. Accountant General (Audit), Goa, Panaji, whichever is later.
2. Instead of cent percent Audit, the inspection parties will conduct only test check of 3 different months of each year. However, if a prima-facie case is established of any irregularity, cent percent check will be conducted for the entire period of 3 years. The inspection parties will follow the usual guidelines for conducting the internal instruction as contained in Memorandum No. 30-7/75-Fin (Bud) dated 5-11-75 and other instructions issued from time to time.
3. In these Department where the post of Sr. Accounts Officers or Accounts Officers are existing, the duty of carrying out the Internal Inspection in respect of the establishment (D.D.Os) subordinate to them will devolve entirely on them. It is only where the above said posts are not existing in the Departments; Internal Inspection Cell of the Directorate of Accounts will arrange to conduct the Internal Inspection of the Drawing and Disbursing Officers in those offices.

All Heads of Departments/Offices are requested to take note of above decisions and issue suitable instructions to all Drawing and Disbursing Officers under their Administrative control at the earliest under intimation to this Department.

Sd/-
(G. S. Zuarkar)
Under Secretary Finance (Budget)

Department of Finance (Budget)

No. 1/56/2006-Fin (Bud)

Dated:- 02-08-2007

OFFICE MEMORANDUM

Subject: Strict adherence of General Financial Rules.

As all the departments are aware that Government funds are to be utilized judiciously giving highest regard to the various provisions laid down in the General Financial Rules, it is extremely necessary to avoid malpractice in the award and execution of works/contracts and also procurement of goods and services, etc. Recklessness and financial imprudence in such cases will result infructuous expenditure and loss to the Government. Cases have been reported where the departments are deviating from the procedure circumventing the General Financial Rules. For instance, procurement of huge quantity of items in piece meal manner, tendering of bigger project in a piece meal by breaking them into smaller projects etc. is in violation of General Financial Rules. This Department has already circulated the guidelines of Central Vigilance Commission on procurements, including irregularities/lapse observed in stores/purchase contracts vide this Office Memorandum of even number dated 2-6-2006.

In view of above, all the Departments, Autonomous Bodies and Public Sector Undertakings are once again directed to ensure that General Financial Rules are strictly followed while spending public money for various purposes. The Director of Accounts is also hereby directed to ensure thorough scrutiny of bills before passing them and if any deviation it observed, it should be brought to the notice of the Finance Department.

Sd/-

(Ramesh Negi)

Commissioner & Secretary (Finance)

Personnel Department

No. --

Dated: 11/01/2007

OFFICE MEMORANDUM

A copy of the undersigned letter is forwarded for information and necessary action.

- 1) All Heads of Departments/Offices
- 2) All Departments in the Secretariat

Sd/-

(Shivaji Dessai)

Under Secretary (Per-I)

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

No. AB.14017/30/2006-Estt.(RR)

Dated : 29/11/2006

Sub : Implications of overstay while on deputation

It has been brought to note of the Government that the even though the terms and conditions of deputation issued by the various ministries/Departments/Offices specify the period of deputation , there have been a number of cases of overstay without the approval of the competent authority. A number of proposals for regularization of such overstay are also being received for approval by the Competent Authority. It is necessary to ensure that there is no laxity on the part of the controlling authorities in relieving the deputationist and the deputationist should not go by the presumption that he needs to join his parent cadre only after been formally relieved by the borrowing Department. It has, therefore, been decided that in future all cases of deputation shall be regulated by the following conditions viz.-

- (i) The terms and conditions of deputation shall clearly lay down not only period of deputation as per the Recruitment Rules for the post or as approved by the Competent Authority but also the date of relieving of the deputationist. No further orders for Relieving the officer will be necessary.
- (ii) The deputationist officer including those who are presently on deputation would be deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals extended the period of deputation, in writing, prior to the date of its expiry. It will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In cases where officers are on deputation on the date of issue of these orders and the normal tenures are getting over in a period of six months, the concerned officers/organizations may be allowed an extension of not more than one month, on a case to case basis with the approval of the DoPT.
- (iii) That in the events of the officer overstaying for any reason whatsoever, he is liable to disciplinary action and other adverse Civil/Service consequences which would include that the period of unauthorized overstay shall not count against Services for the purpose of penions and that any increment due during the period of unauthorized overstay shall be deferred with Cumulative effect till the date on which the officer rejoins his parent cadre.

2. Written consent of the officer concerned shall be taken to the terms and conditions of deputation (inclusive of the condition in para 1 ibid) before the deputation orders are issued. The contents of these instructions will be conveyed to all officers presently on deputation for information/compliance.

3. These instruction will apply to all deputationist including State Government Officers /All India Services Officers joining Central Government posts on deputation and to officers proceeding on deputation to State Governments /autonomous & statutory institution /foreign Bodies, etc.

4. If the borrowing Organisations would like a relaxation from these terms, they should obtain approval of DoPT to it, prior to the start of deputation.

Sd/-
(**Smita Kumar**)
Director

Department of General Admn.

No. 35/1/96-GAD

Dated:- 14-11-2003

CIRCULAR

The Government has received number of complaints from public and various organizations pertaining to holding Social/religious/private functions in Government Offices/premises during working hours. It is observed that office hours are wasted in organizing/holding these functions which many a time continues for a whole day disrupting office work. In addition, introduction of 5 days week in Government service, work hours have been tightly regulated and any disruption causes grave inconvenience to general public leading to widespread criticism on such practices.

In view of above, Government hereby directs that no social/religious/private functions of non-official nature shall be held in the Office Premises during Office hours on any working day. However, Heads of Departments/Offices may allow their employees to conduct such functions if absolutely necessary after office hours or on Saturdays, Sundays or holidays to ensure that organization of such functions do not interfere with official work.

All the Heads of Departments/Offices are therefore, requested to ensure that the above instructions are scrupulously followed in their offices. Any lapse on part of Head of Departments/Offices or employees will be viewed seriously.

Sd/-
(Arvind D. Loliyekar)
Under Secretary (GA)

Personnel Department

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

Dated: 07/11/2002

OFFICE MEMORANDUM

According to Government of India's decision 11 below Rule 3 of C.C.S. (Conduct) Rules, 1964, Government servants are not required to take permission for seeking redress in Courts of Law of grievances arising out of their employment or conditions of service. In this connection, Government of India's instructions are reproduced below :-

- (a) Government servants seeking redress of their grievances arising out of their employment or conditions of service should, in their own interest and also consistently with official propriety and discipline, first exhaust the normal official channels of redress before they take the issue to a Court of Law.
- (b) Where, however, permission to sue Government in a Court of Law for the redress of such grievance is asked for by any Government servant either before exhausting the normal official channels of redress or after exhausting them, he may be informed that such permission is not necessary.

2. Further, according to Rule 9 of C.C.S. (Conduct) Rules, 1964, no Government Servant shall, in (any radio broadcast, telecast through any electronic media) or in any document published in his own name or anonymously, pseudonymously or in the name of any other person or in any communication

to the press or in any public utterances, make any statement of fact or opinion which has the effect of an adverse criticism of any current or recent policy or action of the Government.

3. It is observed by Government that some Government Servants have criticized Government policies/filed statements before the Courts which are not connected with their employment or conditions of service, thereby violating the provisions of Conduct Rules, Government has taken serious view of such acts of Government officials.

4. It is enjoined upon all Government Servants to take note of the above instructions, failing which defaulting Government official shall be liable for disciplinary action as deemed fit.

Sd/-

(D.M. Borkar)

Joint Secretary (Personnel)

Personnel Department

No. 15/42/2001-PER

Dated: 09/01/2002

CIRCULAR

Attention of all Heads of Department /Offices is invited to the provisions of Rule 5 of the Conduct Rules relating to "Taking part in politics and Elections" which emphasis that :

- (1) No Government servant shall be a member of or be otherwise associated with, any political party or any organization which takes part in politics nor shall he take part in, subscribe in aid of or assist in any other manner any political movement or activity.
- (2) It shall be the duty of every Government servant to endeavour to prevent any member of his family from taking part in subscribing in aid of or assisting in any other manner any movement or activity which is or tends directly or indirectly to be, subversive of the Government as by law established and where a Government servant is unable to prevent a member of his family from taking part in or subscribing in aid movement or activity, he shall make a report to that effect to the Government.
- (3) If any question arises, whether a party is a political party or whether any organization takes part in politics or whether any movement or activity falls within the scope of sub-rule (2), the decision of the Government thereon shall be final.
- (4) No Government servant shall canvass or otherwise interfere with, or use his influence in connection with or take part in an election to any legislative or local authority :

Provided that –

- (i) a Government servant qualified to vote at such election may exercise his right to vote, but where he does so, he shall give no indication of the manner in which he proposes to vote or has voted ;
- (ii) a Government servant shall not be deemed to have contravened the provisions of this sub-rule by reason only that he assists in the conduct of an election in the due performance of a duty imposed on him by or under any law for the time being in force.

2. All the Government servants shall strictly adhere to the above provisions of Conduct Rules. Violation of any of the provisions by them shall be viewed very seriously and they shall be liable for disciplinary action.

3. All Heads of Departments /Offices are hereby instructed to bring the contents of the Circular to the notice of the officials under their control and to initiate disciplinary proceedings against those who are found violating the provisions of the Conduct Rules.

By order and in the name of
Governor of Goa.

Sd/-

(D.M. Borkar)

Under Secretary (Personnel)

Department of Personnel

No. 7/6/99-PER (Part file) III

Dated:- 10-09-2001

CIRCULAR

The Rules of Business of Government of Goa require that certain types of case shall be submitted to His Excellency the Governor of Goa, through Hon'ble Chief Minister.

2. It is observed by the Government that some of the Heads of Departments/Secretaries refer papers/cases to His Excellency the Governor of Goa directly without routing through Hon'ble Chief Minister thereby putting the Government in an embarrassing position.

3. All the Heads of Departments/Secretaries are hereby instructed to route the correspondence/cases to be sent to His Excellency the Governor of Goa, through Hon'ble Chief Minister in future.

4. Receipt of this Circular may be acknowledged.

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

Administrative Reforms Department

No. 3/149/85-ARD-Vol.II

Dated 08/12/2000

CIRCULAR**Sub : Maintenance of Movement Register**

It has been observed that all the departments and offices in the Government of Goa do not maintain Movement Registers. Often, even the office is unaware of the Officials. This causes great inconvenience to the public, leads to indiscipline amongst the Government officials and causes disruption in discharge of official duties.

2. Henceforth, all the Government Departments including Secretariat shall maintain a Movement Register as prescribed in the enclosed proforma. The Movement Register shall be in the custody of the Branch-in-Charge.

3. All Heads of the Departments as well as other senior officers shall also maintain separate Movement Register for themselves.

Sd/-
(Ashoke Nath)
Chief Secretary

PROFORMA**MOVEMENT REGISTER FOR GOVERNMENT OFFICIALS****Date :**

Sr. No.	Name & Designation	Time of Departure	Purpose of visit	Office visited	Time of Return	Signature of the Official	Remarks & Signature of Controlling officers

Administrative Reforms Department

No. 5/1/2000-ARD

Dated: 05/12/2000

CIRCULAR**Sub : Follow up of files submitted to higher authorities**

A few incidences have come to the notice of the Government wherein certain files have been misplaced. Long pendency of files at a particular level often leads to this situation. The Government has taken a very serious view of this misplacement of files.

2. All concerned officers are, therefore, directed to follow up the files with senior officers and Ministers. Normally a file should not be kept pending for more than a week at any level. However, there may be certain exceptional cases in which files are kept for discussion, etc. In the event of a file remaining for more than 10 days with the Secretaries or the Ministers, the Heads of Departments/Joint Secretaries/Under Secretaries should send a reminder to the office of the concerned Secretary/Minister for return of the file.

3. This issues with the approval of the Chief Minister.

Sd/-
(Ashoke Nath)
Chief Secretary

Administrative Reforms Department

No. 3/1/49/85-ARD-Vol.II

Dated 04/07/2000

CIRCULAR

Sub : Punctuality in attendance by Government Servants and maintenance of absolute devotion to duty.

This is in continuation of instructions issued vide circular No. 41/1/99-GA&C dated 1/2/2000.

2. Government has from time to time issued instructions to its employees to maintain punctuality and effective presence in the office during working hours for the smooth functioning of the department/office.

3. In spite of these clear instructions, instances have come to the notice of violations of these instructions by some Government officials thereby jeopardizing the functioning of the department and placing the public into a great deal of inconvenience.

4. In order to inculcate a sense of discipline, devotion to duty and strict adherence to the Conduct Rules, it is enjoined upon all the employees including H.O.Ds and Officers to strictly adhere to office timings and effective presence in the office during the working hours.

5. All Secretaries, H.O.D.s, Officers should enforce punctuality of all the employees working under them and for this purpose, the system of late muster roll should be implemented. Further, with a view to curb practice of leaving the office during office hours, a movement register should be maintained under the direct supervision of the Branch Officer.

6. It is also brought to the information of all concerned that spot inspections will be carried out in the Departments/offices by unknown persons who will be either from the members of the public or senior Government officers to enforce punctuality and effective presence of officials in the offices.

7. It may be noted that action deemed fit will be taken against the defaulting officials based on the reports submitted by the person appointed by the Government for carrying out spot inspections of Departments/offices.

8. Heads of Departments shall appoint a Nodal Officer in each of the offices in their Departments. This Nodal Officer shall check the attendance daily in the morning and occasionally, at the closing hours. Daily report shall be submitted to the Head of the Department or Head of the office. Necessary action as provided under the rules should be taken against habitual late comers or absentees. The monthly review shall also be undertaken by the H.O.D.

9. All the Secretaries, H.O.Ds and Officers should bring the contents of this Circular to the notice of their subordinate staff.

10. Please acknowledge receipt.

Sd/-
(Ashoke Nath)
Chief Secretary

Department of General Administration

No. 41/1/95-GA&C

Dated:- 25-01-1999

Sub.: Punctuality in attendance by Govt. Employees

- Read:** 1) Circular No. 41/1/95-GA&C dated 28-3-95
2) Circular No. 41/1/95-GA&C dated 24-8-95
3) Circular No. 41/1/95-GA&C dated 28-9-95
4) Circular No. 41/1/95-GA&C dated 13-10-95
5) Circular No. 41/1/95-GA&C dated 9-1-96
6) Circular No. 41/1/95-GA&C dated 18-4-96
7) Circular No. 41/1/95-GA&C dated 5-5-97
8) Circular No. 41/1/95-GA&C dated 28-8-97
9) Circular No. 41/1/95-GA&C dated 9-9-97

CIRCULAR

Instructions regarding punctuality and effective presence of officials in Government offices have been issued vide Circulars referred to above. However, it has been noticed that they are not being followed strictly. The punctuality in Government offices has been found to be poor and that some officials reach office late and leave the office early. It has therefore been desired to have a proper check on the attendance of the staff so as to ensure punctuality and effectively presence in the Government offices.

2. All the Heads of Departments/Offices are informed to check the muster rolls daily at 9.40 a.m. and 2.10 p.m. and mark absentees with Red Cross. Action may also be taken to deduct half day's casual leave and debit to the casual leave account of the Government employee as per Appendix III of the Central Civil Services (Leave) Rules, 1972. The extract of which is reproduced below:-

“Half day's casual leave to be debited for late attendance:-

The Government of India have had under consideration for some time past measures to enforce punctuality and ensure prompt and efficient transaction of work in Central Government offices. It has been found that in many offices, late attendance, with or without permission, is frequent. While occasional late attendance due to unavoidable reasons, e.g., illness in the family, a cycle puncture, late running of buses/train, etc., may be condoned, there is no justification for frequent late attendance for these reasons. In fact, frequent late attendance even with prior permission is not conducive to the efficient transaction of work. It has accordingly been decided that half a day's casual leave should be debited to the casual leave account of a Government servant for each late attendance but late attendance up to an hour, on not more than two occasions in a month may be condoned by the competent authority, if he is satisfied that it is due to unavoidable reasons like those mentioned earlier. In case such a course does not ensure punctual attendance of the Government servant, suitable disciplinary action may be taken against him in addition to debiting half a day's casual leave to his casual leave account on each occasion of such late attendance.

Sd/-
(S. V. Madaikar)
Under Secretary (GA)

Government of Goa, Secretariat

No. 3/149/85-ARD (Vol. II)

Dated:- 17-12-1998

CIRCULAR

It has been decided by the Government that all the Departments should prepare a chart of work done by them dealing with the public and the time frame in which it is to be completed. This chart should be painted on a board and kept near the reception counter at the entrance of the department itself, by 24-12-1998.

2. Every department should also keep a complaint box duly painted wherein the members of the public can put their complaints. The complaints boxes should be kept at all Government offices/Departments all over Goa and they should be opened every day by the Head of Office/Department to collect the complaints lodged. They should be serially entered in a register and the replies should be sent to the complainants within one week. It is not possible to finally dispose of the complaints within one week, an acknowledgement should always be sent of the receipt of the complaint and intimating the time likely to be taken by the department to dispose of the complaint.

3. Every department/Office should have an Enquiry Counter immediately at the entry of the office wherein a properly trained and motivated official is kept in charge. This official should deal with the public politely and should be able to give the information about the work done in the department and the officials dealing with that work. He should be able to guide the person through the concerned person and receive and acknowledge any representation made to the office personally.

4. All the officials are requested to be punctual in attendance courteous in their dealings with the members of the public.

Sd/-

(A. Ventaratnam)
Secretary (A.R.D.)

Department of Administrative Reforms

No. 3/149/85-ARD (Vol. II)

Dated:- 07-12-1998

Sub.: Streamlining office procedure

Read: 1) Circular No. 3/42/77-ARD-Vol.II dated 9-7-97 on the submission of weekly arrears statements.

2) Circular No. 3/42/77-ARD-Vol.II (Pt. I) dated 27-6-1995 and 2-12-97 on the subject of processing and submission of files.

3) Circular No. 3/149/85-ARD (Vol. II) regarding observation of punctuality.

CIRCULAR

The Government attaches a lot of importance for toning up the administration. A number of Circulars have already been issued in the past on the subjects of monitoring and disposal of cases; following the correct office procedure and submission of files by properly numbering the pages and Para, docketing and referencing of the previous papers; and on the subject of observing punctuality.

2. It has come to the notice of the Government that enough attention is not being paid by the departments on the instructions already issued. It need not be emphasized that one of the important aspects of good governance is to reduce the delay in disposal of the cases, thereby reducing public grievances.

3. All the Heads of Departments/Offices should follow strictly the instructions already laid down.

Sd/-

A. Ventaratnam
Secretary (Admn. Reforms)

Department Admn. Reforms

No. 3/42/77-ARD-Vol.III

Date:- 02-12-1997

CIRCULAR

The Administrative Reforms Department in the past had issued various Circulars regarding procedure & system on maintenance and processing of files. A brochure laying down detailed procedure and system on maintenance & processing of files was also sent to all the departments.

2. These instructions were mainly followed by all the administrative departments in the Secretariat where files moving onwards to Secretary, Chief Secretary, and Ministries were processed. The subordinate departments seldom followed these instructions. Since the introduction of single file system in this Government, the Heads of the departments who have been declared as ex-officio Addl. Secretaries/Joint Secretaries are submitting the files directly to their Secretaries. Chief Secretary has observed that there is no uniformity in numbering the files as each department is following its own procedure. In case of some departments, he observed that pages on the noting side/correspondence side are not numbered. There is no uniform standard of opening of files. Some file covers bears more than one file number. Flags, slips, labels, etc. are not used if used are not removed after their utility is over. Docketing of correspondence is not done.

3. A copy of this brochure is therefore sent herewith to all the Heads of the Departments with instructions that the guidelines given in the brochure should be followed scrupulously by all the Departments.

Sd/-

A. Ventaratnam
Secretary (A.R.D.)

Report Regarding Procedure and Systems Connected with Maintenance of Files in the Secretariat of

The Government of Goa, Daman and Diu

Introductory

The question of improving efficiency in the office procedure involving paper work management in the Secretariat of the Government of Goa, Daman and Diu, was under consideration of the Administrative Reforms Division of the Department of Personnel and Administrative Reforms for some time past. In this context, the Administrative Reforms Division took up the study relating to the files systems and noting and drafting etc. in the Secretariat.

1.2 The object of the study was to find out weaknesses in the existing system, reasons thereof and offer some literature to the dealing hands and all other concerned to be used as ready reference, for guidance and a uniform procedure.

1.3 Random sampling of the files of different departments was done to find out the existing procedure. Reasons for the weaknesses in the existing system could be ascertained by having several discussions at different levels. Instructions issued in the past were also perused.

Background

2.1 The radical change in Administration of Goa, Daman and Diu on account of liberation in 1961 naturally resulted in a big shift in the procedure of office management and paper work. Everyone had to follow his own methods during the transitory period as per guidance available from any source. The local Administration adopted somewhere during 1966 the procedures laid down in the Central Secretariat Manual of Office Procedure for being followed in the Secretariat of Government of Goa, Daman and Diu.

2.2 However, no uniform procedure regarding maintenance of files and paper related thereto could be evolved of even minimum required standards on account of lack of any precise literature available for guidance of the staff and also any organized training facilities.

Present Condition

3.1 One or other of the following defects are most common at present:-

- (a) Files are opened by the Lower Division Clerks/Upper Division Clerks without the approval of the Section/Branch Officers which causes unsystematic and irrational growth in the number of files.

- (b) The method of numbering and opening the files and giving title etc., is not uniform and needs much improvement.
- (c) There is no uniform standard of opening and dealing with the 'Part file'.
- (d) Sometimes files are opened even without being recorded in the file register.
- (e) More than one file come into existence with the same number without closing of the previous volume/s.
- (f) File covers do not bear all the relevant details as name of the Department, date of opening the files, volume No. etc., and sometimes the title given to the file is not in conformity with its contents.
- (g) File covers bear more than one file number.
- (h) Files move without file covers in the shape of loose papers pinned or tagged together.
- (i) Even when the files become bulky and unwieldy, these are not closed by opening new volumes.
- (j) Closed volumes of files are not stitched in book form.
- (k) Pages of correspondence and note sheets are not properly numbered.
- (l) Besides numbering of the pages on the correspondence side, actual receipts and issues are not serially numbered.
- (m) Notices and paragraphs under each noting on the note sheets are not numbered properly.
- (n) Lot of space (sometimes one complete side) on the note sheets is left blank and such blank gaps on the note sheets are highly objectionable.
- (o) Spare note sheets are not placed in the files at the time of submission.
- (p) Correspondence and references are pointed out in the noting only by citing flags without docketing these properly on the note sheets.
- (q) Separate tags are not used for note sheets and correspondence even when the pages increase in the file.
- (r) Use of slips for urgency grading of the files is generally abused. Wrong priorities get attached than necessary due to irrational use of slips.
- (s) Security instructions regarding maintenance and movement of files containing classified official information and documents are not followed.
- (t) Flags/Slips/Labels are not removed after their utility is over.
- (u) Verbatim correspondence is reproduced in the noting instead of précis of the relevant parts and then bringing out only the relevant issues for consideration.
- (v) Previous decision/s in the same case or in other similar cases in the past are not cited.
- (w) Dealing hands do not make suggestions and do not put up drafts or fair copies even in the routine stereotyped cases and thus increase scope for more rounds and rounds of the file.
- (x) Intermediary officers mostly at the level of Superintendents and Branch Officers even while merely passing the file record some remarks like 'as proposed; May agree', 'may approve', 'I agree' or 'I have nothing to add' which sound ridiculous at these remarks neither change the substance of the notings as the lower level and nor the responsibility of the intermediary officer endorsing the noting of the lower level.
- (y) Oral discussions are not recorded in the relevant file in the prescribed manner.
- (z) A copy of the note recorded on the main files, is not retained in the receiving department, before the file is returned to the originating department.

3.2 The net result of all the above short-comings is delayed and/or defective disposal of Government business which results in unnecessary frustration at different levels and thus speedy and smooth disposal of work gets hampered.

A File, its Main Para and Method to Maintain

4.1 Ordinarily every file has two main parts, the correspondence and notes. There are two popular methods of maintaining files. One is that every file should have two separate folders, one for keeping note-sheets and the other for correspondence. This method is followed in the Ministries of the Government of India. The other method is to maintain complete file only in one folder by placing note-sheets on the left side flap of the folder and by keeping correspondence on the right side of the folder. This is the method in practice in this Administration.

4.2 The method of maintaining a file into two separate folders, one for correspondence and the other for note sheet is desirable in those cases which involve more detailed examination at several levels and the nature of the case is such that it is likely to drag on for quite a long time. It is recommended to follow this method in the matters involving court litigations or where policies are to be evolved. A care is to be taken that both the folders of a file remain together.

4.3 The present method of maintaining complete file i.e. both the parts of a file viz. the correspondence and the notes in only one folder meets the requirements of this Administration in most of the cases. This method is quite convenient, simple and economical. However, the standard practice of closing a volume of a file as soon as the total number of pages on the correspondence side reach 200 and opening a new volume is not followed which actually creates inconvenience as the file continues to remain in the same folder inspite of its becoming bulky and unwieldy with the passage of time. A file should go on changing volumes after gathering particular number of papers on correspondence aside and old/previous volumes should be placed below the new current volumes for purposes of referencing and linking, if necessary. Further two separate tags should be used, one for correspondence and the other for note sheets so that the file does not look cumbersome, crumpled and shabby.

Numbering of Pages, Notes, Paras under each note and Correspondence

5.1 There is a standard method of numbering pages in a file giving serial numbers to the notes as well as to all the letters on the correspondence side whether received from outside or issued and numbering of paragraphs in the notes and drafts.

5.2 Pages in both the parts of a file are numbered separately. All the pages on the correspondence side are numbered in one sequence and are referred to as C/1, C/2, and C/3 and so on. The existing practice in certain cases is that instead of numbering the pages on correspondence side, only leaves of papers are numbered which is not correct. Similarly pages of the note sheets should be numbered separately as N/1, N/2, and N/3 and so on. These numbers whether on correspondence or note sheets is recorded on the right side top corner in a distinctive manner.

5.3 Each note on the note sheets should bear a distinct serial number. Notes can be numbered either by just writing the serial number in a brackets in the middle of the page as (1), (2), (3) and so on or by clearly writing 'Minute No. 1', 'Minute No. 2', 'Minute No. 3' and so on. The same serial numbers should continue in the note sheets in one folder till the volume of the file is closed. However, no blank gaps on the note sheets in between different notes should be left. Signature on the notes must be amended with full dates. Each note may consist of one Para or more paras. Paras under each note should be numbered separately. The existing practice of serially numbering all the paras under different notes on the note sheets in one sequence till the volume of the file is closed is wrong.

5.4 In addition to numbering of all the pages on the correspondence side, all communications received or issued in the correspondence side of the file should be given separate serial numbers in red ink on the right top corner of its first page, with two distinct marks. Communications received are classified as Receipts and are serially numbered as R-1, R-2, and R-3 and so on. Similarly communications issued are classified as issues and are serially numbered as I-1, I-2, I-3 and so on. Each communication whether received or issued thus gets only one separate serial number

irrespective of the number of pages in each communication. Such numbering of correspondence is helpful to ensure that no communication is missing from the file and reveals at a glance the volume of correspondence in any file.

Docketing of Correspondence and Referencing in the Notes

6.1 Normally each paper on the correspondence side is expected to get mentioned correspondingly in the notes as and when it is placed in the file. Whenever any correspondence in the file or references from some-where else are cited in the noting, those have to be indicated fully by mentioning their reference number and date, page number or Serial Number in the correspondence side of the same volume of the file or some previous volume or in some other file place below. It is necessary to note down in the note sheets full particulars of any paper placed in the file in a manner that it gets properly identified at a particular page or serial number as 'letter No. dated From Regarding is placed at R-5, C-10 to C-20'. Similarly when any reference to any previous note or correspondence in the same volume of the file or any other file is cited, full particulars as 'in note No. at N/17 or in letter No. Dated from At I-5, C/10 to C/20 in file No. Volume Of Department', must be recorded. This type of docketing is very essential for the purpose of easy and sure referencing at the later stages. The very purpose of docketing is nothing else except referencing in an exact manner.

6.2 Sometimes referencing is done merely by relying on the flags without docketing the correspondence or references cited in the notes. In case, the flags get detached during the courses of movement of files, the note cannot be appreciated properly without consulting the author of the note. Similarly it will be very difficult to identify and locate the references cited in any note at later stages, if not docketed properly and flags get removed. Flags should not substitute the docketing but rather should be considered as an additional facility for saving time of busy authorities. Such double referencing is very essential as otherwise it will be impossible for anyone else than the dealing hand to locate the material which was referred to.

6.3 Flags for quick location of the references cited and accordingly docketed by pencil in the note should be pinned in a manner that the papers do not get torn and flags also do not get easily detached. However, when the purpose gets served, all flags should be removed so that the pins do not get rusted and the old flags do not create confusion at any later stage.

Use of Slips, Flags and Labels

7.1 Flags bearing different alphabets are used for quick location of the references cited in the notes as mentioned earlier. Alphabetical flags should normally be used when some material not forming part of the file is put up and referenced to or just to make it more convenient for officers at higher levels to locate the reference quickly. As already said this is an aid to referencing in addition to the main method of docketing and, therefore, the alphabet references to the slip used should be marked on the margin of the notes by pencil which can be erased when the flag slip is removed and purpose is served.

7.2 Slips bearing abbreviations as P.U.C. (Paper under Consideration), D.F.A. (Draft for approval), F.R. (Fresh Receipts), etc., are used to facilitate consideration at higher levels and thus save time.

7.3 Similarly two labels viz. 'Immediate' and 'Priority' are used on the file covers to attract the attention of the higher officers according to the degree of agencies to the attached to different files. The label 'Immediate' is used only in cases requiring prompt attention. The priority label is used for cases which though not warranting prompt attention, have normally to be given precedence over these not bearing any such labels.

7.4 Labels like 'Assembly Question' 'Lok Sabha Question' etc., are used to give the highest priority in consideration and movement of the papers.

7.5 The grading of urgency assigned to a case is reviewed by all concerned at different stages of its progress and, where necessary revised.

7.6 Besides such priority labels, security labels, like 'Top Secret', 'Secret' and 'Confidential' and also used according to the classification of official information and documents.

Departmental Security Instructions

8.1 Security precautions regarding maintenance and movement of files containing classified official information and documents are not satisfactory though the instructions issued by the Government of India, Ministry of Home Affairs as contained in their booklet 'Departmental Security Instruction' were circulated vide Confidential and Vigilance Department.

Noting and Drafting etc.

9.1 Noting and drafting is an art and certain principles are to be observed to make these exercises purposeful and of utility instead of reducing it more paper loquacity. Instructions as contained in paras 21 to 26 and paras 47 to 50 of the Central Secretariat Manual of Office Procedure, Seventh Edition 1977 are enclosed as Annexure 'A' for guidance and ready reference.

9.2 Besides the general guidelines as above, the quality of noting and drafting mainly depends on the knowledge of the dealing hand about the subject, his proficiency in the language and mainly on his character enabling him to examine any subject in a rational/dispassionate manner without any prejudices and partialities in mind or getting guided with some preconceived notions/apprehensions.

Numbering and Opening of Files, etc.

10.1 How and when to open a new file and how to give subject title is a very important aspect of filing system. Though there is no uniform practice, filing system based on subject classification is in vogue in the Secretariat. Section Officers should take personal care to ensure that standard heads and sub-heads are classified in manner that broad subjects and thereof get covered in limited number of files. The copy of Para 67 of the Central Secretariat Manual of Office Procedure, Seventh Edition 1977 containing detailed guidelines is enclosed as Annexure 'B'.

10.2 Instructions regarding instances where file need not be opened, maintenance of file register, part files, transfer, reconstruction and renumbering of file as contained in paras 69, 70, 71 and 72 of the Central Secretariat Manual of Office Procedure, Seventh Edition 1977 are also enclosed for guideline as Annexure 'C'.

General

11.1 The shape of any file and quality of noting therein immediately exposes the personality of the dealing hand/Superintendent and Branch Officer concerned. Whether ordinary routine is correctly observed or not mainly depends on the sense of devotion to work and a habit of having systematic disciplined approach to office Procedure.

11.2 Systems as a rule prove stronger than top-man in any administration. Dealing hands and Superintendents and Branch Officers continue for longer periods, whereas the Secretaries come and go on leaving this Administration after completing their terms. It is, therefore, very necessary in the interest of this Administration that a good system of office procedure and management gets built up at the level of dealing hands and Branch Officers etc., to prove as basic sinews of Administration.

Annexure 'A'

Extracts from Central Secretariat Manual of Office Procedure Seventh Edition 1977.

21. Running summary of facts:- To facilitate consideration and to obviate repeated recapitulation, a running summary of facts will be prepared and placed on the file in a separate folder labelled as such in every case in which it is evident that such a summary would contribute to its speedy disposal. This summary will also include the advice or views of other departments consulted in the matter but not opinions of individual officers within departments. It should be kept up to date whenever further developments take place.

22. Guidelines for notions: - (1) All notes should be concise and to the point lengthy notes should normally conclude with a Para bringing out clearly but briefly the points for consideration or decision. Paragraphs of notes should be serially numbered.

(2) The verbatim reproduction of extracts from of paraphrasing of the paper under consideration, fresh receipts, or any other part of correspondence or notes on the same file, should not be attempted.

(3) When passing orders or making suggestions, an officer will confine his note to the actual points he proposes to make without reiterating the ground already covered in the previous notes. If he agrees to the line of action suggested in the preceding note, he will merely append his signature.

(4) Any officer, who has to note upon a file on which running summary of facts if available will, in drawing attention to the facts of the case, refer to the appropriate part of the summary without repeating it in his own note.

(5) Unless a running summary of facts is already available on the file or the last note on the file itself serves that purpose, a self-contained summary will be put up with every case submitted to the Minister such a summary will bring out briefly but clearly relevant facts, including the views expressed on the subject by other departments, if any, consulted in the matter and the points or points on which the orders of the Minister are sought.

(6) If apparent errors of mis-statements in a case have to be pointed out or if an opinion expressed therein has to be criticized care should be taken to couch the observations in courteous and temperate language free from personal remarks.

(7) When a paper under consideration raises several major points each requiring detailed examination and orders each point will be noted upon separately in sanctioned notes.

(8) Notes and orders will normally be recorded on note sheets.

(9) The dealing hand will append his initials with date on the left below his note. The Section Officer and higher officers will append their signatures on the right hand side of the notes.

23. Noting on files receiving from other departments:-

(1) If the references seeks the opinion, ruling or concurrences of the receiving department and requires detailed examinations such examination will normally be done separately through routine notes and only the final result will be recorded on the file by the officer responsible for commencing upon the reference. The Officer to whom such a note is submitted will either accept that note or record a note of his own. In the former case, he may direct that the note in question or specified portion thereof may be reproduced on the main file for communication to the department concerned. In the later case, he will record a suitable note on the main file itself. In other case, a copy of the note recorded on the main file will be kept on the routine notes for retention in the receiving departments before the file is returned to the originating department.

(2) Where the reference requires information of a factual nature or other action based on a clear precedent or practice, the dealing hand in the receiving department may note on the file straightway.

(3) Where a note on file is recorded by an officer after obtaining the orders of a higher officer, the fact that the views expressed therein have the approval of the letter should be specifically mentioned.

24. Aids to Processing: - To facilitate the processing of cases, each section will develop and maintain the following for important subjects dealt with by it:

- (1) Standing guard files
- (2) Standing notes;
- (3) Precedent book (vide Para 78)
- (4) Standard process sheets (for repetitive items of work only); and
- (5) Reference folders containing copies of circulars etc.

25. Oral discussions: (1) All points emerging from discussions between two or more officers of the same department and the conclusions reached will be recorded on the relevant file by the officer authorizing action.

(2) All discussions/instructions/decisions which the officer recording them considers to be important enough for the purpose, should be get confirmed by all those who have participated in or are responsible for them. This is particularly desirable in cases where the policy of the Government is not clear or where some important departure from the prescribed policy is involved or where two or more levels differ on significant issues or the decision itself, though agreed upon by all concerned, is an important one.

26. Channel of Submission: - Unless otherwise provided for in the departmental instructions, each case will travel up to the appropriate decision making level through all the intermediate levels in the hierarchy.

27. Procedure for drafting: - (1) No draft will normally be prepared in simple and straight forward cases or those of a repetitive nature for which standard forms of communication exist. Such cases may be submitted to the appropriate officer with fair copies of the communication for signature.

(2) When the line of action is obvious and no noting need be done (vide Para 19) or when noting is necessary but examination of the matter develops a clear line of action, a draft will be put up straight for approval, otherwise, a draft will be put up only after the appropriate officer has indicated or approved the line of action and/or what the contents of the communication should be.

(3) An officer who has formulated his views on a case may either have the fair communication made for his signature and authorize its issue or prepare draft and submit it to the appropriate officer for approval.

28. General Instructions for drafting: - (1) A draft should carry the message sought to be conveyed in a language that is clear, concise and incapable of misconstruction.

(2) Lengthy sentences, abruptness, redundancy, circumlocution, superlatives and repetition, whether of words, observations or ideas, should be avoided.

(3) Communications of some length or complexity should generally conclude with a summary.

(4) Where appropriate, the subject should be mentioned communications (including reminders).

(5) The number and date of the last communications in the series, and if this is not from the addressee, his last communication on the subject, should always be referred to. Where it is necessary to refer to more than one communication or a series of communications, this should be done in the margin of the draft.

(6) All drafts put up on a file should bear the file number. When two or more communications are to issue from the same file to the same addressee on the same date, a separate serial number may be inserted before the numeral identifying the year to avoid confusion in reference e.g. 8/5(I)/54 Est., 8/5(II)/54-Est.

(7) A draft should clearly specify the enclosures which are to accompany the fair copy. In addition, short oblique lines should draw at appropriate places in the margin for ready reference by the typist, the comparers and the dispatcher. The number of enclosures should also be indicated at the end of the draft on the bottom left at the page, 'Encl. 3'.

(8) If copies of an enclosures referred to in draft are available and are, therefore, not to be typed, an indication to that effect will be given in the margin of the draft below the relevant oblique line.

(9) If the communication to be dispatched by post is important (e.g. a notice cancelling a license or with drawing an existing facility) or encloses a valuable document such as an agreement, service book or cheque it should be sent under registered post, insured cover or postal certificate, as appropriate.

(10) The name, designation and telephone number of the officer over whose signature the communication is to issue should invariably be indicated on the draft.

(11) The writing or typing a draft, sufficient space should be left for the margin and between successive lines to admit of additions or interpolation of words, if necessary.

(12) A slip bearing the words 'Draft for approval' should be attached to the draft. If two or more drafts are put up on a file, the drafts as well as the slips attached thereto will be marked 'D.F.A.I.', 'D.F.A.II', 'D.F.A.III and so on.

(13) Drafts which are to issue as 'Immediate' or 'Priority' will be so marked under the orders of an officer not lower in rank than a Section Officer.

(14) The officer concerned will initial on the draft in token of his approval.

49. Authentication of Government orders: - 1) All orders and other instruments made and executed in the name of the President should be expressed to be made in his name and signed by an officer having regular or ex-officio Secretariat status of and above the rank of Under Secretary, or other specifically authorised to authenticate such orders under Authentication (orders and other instruments) Rules 1958.

(2) Where the power to make orders, notifications, etc. is conferred by a status on the Central Government, such orders and notifications will be expressed to be made in the name of the Central Government.

50. Addressing Communication to officers by name: - Normally no communication, under than that of a classified nature or a demi-official letter should be addressed or marked to an officer by name, unless it is intended that the matter raised therein should receive his personal attention either because of its special nature, urgency or important, or because some ground has already been covered by personal discussions with him and he would be in a better position to deal with it.

Annexure 'B'

Extracts from Central Secretariat Manual of Office Procedure Seventh Edition 1977.

67. Filing system based on subject classification: - (1) Each section will maintain approved lists of:
- (a) Standard heads i.e. main subject headings concerning it; and
 - (b) Standard sub-heads, i.e. aspects of the main subject headings.
- (2) The standard heads will bear consecutive serial numbers No such numbers, however, will be allotted to stand sub-heads.
- (3) The lists of standard heads and sub-heads will be reviewed at the beginning of each year and revised, if necessary with the approval of the branch officer concerned. The serial numbers once allotted to the standard heads should not ordinarily be changed.
- (4) Before opening a new file, the dealing hand will ascertain the standard head to which the paper under consideration relates. He will then proposed suitably title of the file the approval of the section officer. The title will consist of:
- (a) Standard head
 - (b) Sub-head which will be more indicative of the precise subject than the 'Head', (where it is necessary to have more than one sub-head in a title, the wider and more abstract should generally precede the narrower and more concrete) and,
 - (c) A briefly content indicating the question or issue under consideration in relating to the standard head and sub-head, and, where necessary, the specific institution, person, place or thing involved.
- (5) The titale should be as brief as possible but should give at a glance sufficient indication of the contents of the file so as to serve as an aid to its identification. It should be articulated i.e. broken up into components each consisting of the minimum possible substantive works and expressing an element in the subject matter. Each part will begin with a capital letter and will be separate from the preceding one by a hold dash.

- (6) As far as possible, there should be a separate file for each distinct aspect of the subject. The title of a file should not be corched in very general or wide terms which might attract large number of receipts on different aspects of the matter, thereby making the file unwieldy.
- (7) If the issue raised in a fresh receipt or in the note on a current file goes beyond the original scope, a new file may be opened to deal with it, after placing the relevant extract or copies thereon.
- (8) Every file will be assigned a file number which will consist of:
 - (a) The serial number allotted to the standard heads;
 - (b) The serial number of the file opened during the year under the standard head;
 - (c) The year of opening the file (last two digits only) and
 - (d) An abbreviated symbol identifying the section.

The first three elements in the file number will be separate from one another by a slant stroke and the last two by a dash. Thus, files opened in, say State Re-organization Section during 1971 under the standard head bearing serial number 131, will be numbered consecutively as 3/1/71-SR-, 3/2/71-SR and so on, where 'SR' represents the section.

Annexure 'C'

Extracts from Central Secretariat Manual of Office Procedure Seventh Edition 1977.

67. Instances where files need not be opened: - Normally, no new files will be opened for dealing with receipts of a purely routine nature (e.g. requests for supply of unclassified factual information, notices of holidays, miscellaneous circulars) which,

- (1) Can be disposed of straightaway by noting the reply on the source receipts and returning them to the originators, or
- (2) Are unlikely to generate further correspondence and therefore can be placed in a miscellaneous file to be destroyed at the end of the year, or placed in the folder of circular etc., on the subject.

70. **File Register:** - A record of files opened during the calendar year will be kept in a file register (Appendix 17) to be maintained by the diarist. A list of approved standard heads along with the serial numbers identifying them should be pasted at the beginning of the register. The pages allotted to the standard heads in the register should be indicated against each.

71. **Part File:-** (1) If the main file on a subject is not likely to be available for some time and it is necessary to process a fresh receipt or a note without waiting for its return, a part file may be opened to deal with it. This device may also be resorted to where it is desired to consult simultaneously two or more section or officers and it necessary for each of them to see the receipt noted upon.

- (2) A part file will normally consist of:
 - (a) Receipt of note dealt with; and
 - (b) Notes relating thereto.
- (3) Where two or no part files are opened, each will be identified by a distinct number, e.g. part file I, part file II, and so on.
- (4) A part file will be incorporated with the main file as soon as possible, duplicate papers, if any, being removed.

72. Transfer, reconstruction and renumbering of files:-

Whenever work is transferred from one department/section to another the former will promptly transfer all the related records including files, both current closed, to the latter. The department/section taking over the records will not divide, reclassify or renumber the closed files transferred to it. In the case of current files the endeavour should be to close them at the earliest possible stage and to open new files according to the department sections own Scheme of classification for dealing with the matter further.

Department of General Administration

No. 35/10/94-GA&C

Dated:-30-04-1997

CIRCULAR

It is observed and also reported to the Govt. that the cleanliness in almost all the Govt. Departments/Offices spread throughout Goa leaves much to be desired thereby bringing a bad name to Govt.

2. The cleaning operation conducted recently in the Departments of the Secretariat for better working environment has had its salutary effects resulting in a cleaner atmosphere for work.

3. In this regard, it is desired by the Hon. Chief Minister that the Head of Departments/Offices should take personal interest to maintain utmost cleanliness in their respective Departments/Offices. In this connection the pens attached to the Departments/Offices should be instructed to clean the racks, cupboards, tables and other furniture everyday besides other work.

4. It is also informed that smoking and spitting by the employees and visitors within the precincts of the Department/Office should be stopped. For this purpose necessary sign boards may be displayed in the Department/Office at prominent places to convey the message.

5. It is further desired by the Hon. Chief Minister that the cleaning of the Department/Offices should be completed within a period of 2 days after receipt of this circular. If any Department/Office is found in an uncleaned condition, the concerned Head of Department/Office shall be held responsible for the same.

Sd/-

Anthony Ferrao
Under Secretary (GA)

Office of the Chief Secretary

No. 1/8/97-CS

Dated:-04-02-1997

CIRCULAR

It has been brought to my notice that sometimes there is inordinate delay in processing files. An instance has been brought to my notice in which delay of almost four years was caused in implementing direction of the Hon. High Court.

2. The matter is of grave concern and all the Heads of the Departments/Secretaries are hereby directed that they should ensure that cases are processed expeditiously and no file is kept pending. Similarly, in cases where there is order/direction from the Honorable High Court or any other Court of Law, as regards the disposal of any case within a stipulated time, no delay whatsoever should be caused. The personal staff of Ministers should also ensure that delay is not caused in the Offices of Ministers.

3. If it is found that delay is caused in dealing with any case, the responsibility will be fixed and stern action will be taken against the officer who is found to have delayed the processing of any file.

Sd/-

Anthony Ferrao
Under Secretary (GA)

Department of Information And Publicity

No.DI/P.Advt/94/7799/108

Dated: 24/02/1994

CIRCULAR

It has been verified that some departments are submitting display advertisement matter/invitation for publication in newspapers/magazines without state emblem.

The publication of state emblem in any Government display advertisement /invitation is mandatory as per Government of India's order.

You are, therefore, in future, while submitting display advertisements to this office for publication, to verify whether the state emblem with the wordings "Satyamev Jayate" are printed in the advertisement matter, without fail.

A copy of the state emblem is enclosed herewith for your record. If you desire more copies, you may contact Printing Press, Panaji.

This may please be treated as important.

Sd/-
(G.K. Pai)
Director, Information & Publicity



General Administration and Co-ordination Department

No.29-3-85-GA & C (i)

Dated: 7th December, 1993.

MEMORANDUM

A copy of the letter No. 7/2/90 – Public dated 9-11-1993 from Government of India, Ministry of Home Affairs, New Delhi, regarding dress for Civilian Officers (Men & Women) maintenance of proper decorum in dress on Independence Day etc is forwarded for information and necessary action.

1. All Heads of Department/Offices.
2. All Department of the Secretariat.

Sd/-
(S. V. Shirodkar)
Under Secretary (GA)

Ministry of Home Affairs/Grih Mantralaya, New Delhi

No.7/2/90-Public

9th Nov. 1993.

To,
The Chief Secretaries of all State Government/
Union Territory Administrations.

Subject : Dress for Civilian Officers (Men & Women) maintenance of proper decorum in dress on Independence Day, etc.

Sir,

As you aware, the recommendations of the Government of India regarding the dress to be worn by Civilian Officers on formal and other occasions are contained in the two Office Memoranda and the letter issued by this Ministry's O.M. No.(1) 38/54-Public dated 27-1-54, (2) O.M. NO. F.38/54-Public dated 23-2-54 (3) Letter No.F.7/1/86-Public, dated 26-8-86. The recommendations are reproduced below for your information.

RECOMMENDED DRESS FOR CIVILIAN OFFICERS (MEN & WOMEN)

RECOMMENDATION

1. Formal or ceremonial occasions

2. For less formal occasions and evening parties

3. Office dress

- Note: (1) The material may be cotton, silk or wool, as found suitable, but it should be swadeshi, preferably hand-spun and hand-woven.
- (2) On all formal occasions when officials have to meet the President or at formal functions at which the President is present, it is the President's desire that the clothes worn by them should be of hand spun and hand-woven material.
- (3) Senior Officers who go to receive the Prime Minister in hot weather need not wear Black Bandgalas (Black buttoned-up coats).

RECOMMENDATION

1. For formal or ceremonial occasions
2. For less formal occasions and evening parties
3. Office Dress

- Note: (1) Materials, colour schemes and designs should be such as would help to maintain dignity and decorum. Saris and blouses worn in Office should be of sober colours and blouse pieces should be of adequate length. Very bright colours, gay or florid designs and striking patterns should be avoided; the same applies to Sharwar and Kamiz and Skirt and Blouse.

- (2) The materials should be Swadeshi, if possible hand-spun and woven.

2. The receipt of this letter may please be acknowledged.

MEN

Black sherwani and white or cream chooridar pyjama or a black short buttoned-up coat and black, white or cream trousers.

In the hot weather, the sherwani or the coat may also be white or cream.

A black, short buttoned-up coat/ and black or white trousers.

In the hot weather a white or cream coloured coat may be worn,

A short buttoned-up coat and trousers which need not be of the same colour. Either garment may be white, grey or of any other quiet shade. Loud or gaudy colours should be avoided. In the hot weather a bush-shirt may be worn informally in office.

WOMEN

Sober coloured Sari, of plain material – the border, if any to be simple

Sari as in 1 above or Shalwar, Kamiz and Doopata.

Plain cotton or silk Sari without a border or with simple border; or Shalwar Kamiz and Doopata (or for those who habitually wear them, skirt and blouse).

Yours faithfully,
Sd/-
(L. B. Sinat)
Director

Secretariat Administrative & Coordn. Division

No. 7-1-79-DiV. III

Dated: 02/07/1979

OFFICE MEMORANDUM

The Heads of the Departments/Offices and the Secretaries to the Governments are aware that they are called upon to submit the material for the following reports annually either towards December end or at the beginning of new year for compilation and submission to the agencies concerned:-

- i) Material for Annual Report of the Ministry of Home Affairs.
- ii) Material for Annual Administration Report of this Administration.
- iii) Material for Lt. Governor's Address to the Legislative Assembly.
- iv) Material for Finance Minister's speech to the Legislative Assembly.
- v) Material for Annual Conference of Governors/ Lt. Governors.

2. It has been experienced that the material furnished by the Heads of the Departments to their Administrative Departments in the Secretariat, is at times unwieldy and haphazard. There is no uniformity of sequence in the material drafted, and even insignificant issues are focused therein, with the result that the compilation at the level of Secretaries to the Government and /or the undersigned requires lot of editing /condensing and re-drafting of the material so furnished. This naturally contributes to the impression that the Heads of the Departments do not exercise due care and control in preparation of the material, let alone causing avoidable delay in submission thereof to their administrative Department in the Secretariat.

3. It is therefore, considered expedient to lay down definite guidelines in the matter of submission of material for the reports and addresses as under.

3 (A) Material for Annual Reports of Ministry of Home Affairs:

The material is required to be submitted to the Ministry of Home Affairs by the first week of December every year. This material is included in the Annual Report of the Ministry which is circulated to the Members of Parliament before "Demand of Grants" are taken up in the Lok Sabha, in the middle of March. Since, the Directorate of Printing New Delhi needs about 40 working days for printing the report, the Ministry of Home Affairs desires that relevant material pertaining to this Administration should reach them by first week of December every year. It is therefore necessary that the material should reach the Administrative Secretary by the 20th November to enable them to furnish the same to S.A. & C. Division by the 25th November.

The report should include important activities and achievements of this Administration in various fields during the Annual Financial year. The report, interalia should contain information on the following aspects of Administration:-

- a) Structure and functions of the Departments.
- b) Performance, activities and achievements.
- c) Public Sector undertakings Appraisal of their performances.
- d) Autonomous bodies and institutions – Appraisal its functioning.
- e) Important Committees and Commissions.
- f) Conferences held.
- g) List of publications brought out.
- h) Administrative improvements and innovations.

3 (B) Material for the Annual Administrative report of this Administration:

The material for the above Report should be drafted by a responsible officer at the Senior Level in the Department. It should not be mere catalogue of facts and figures but should contain factual information, have a sense of direction and articulate the aims and objects of the Department so as to project a total integrated impression of the Administration.

(ii) The material for this report has to be furnished to the Director of Planning and Statistics by 15th January every year. The Report should indicate the factual position of activities undertaken for the first 9 months of the financial year i.e from April to December and also give a general indication of the work likely to be done in the next 3 months i.e. from January to March. The copy of the material so furnished to the Director of Planning & Statistics should be endorsed to the Secretary of the Administrative department concerned who will scrutinize the material submitted and suggest changes, if any, to the Director of Planning & Statistics by 20th January, failing which it will be presumed that the Administrative Secretaries have no changes to suggest. The Director of Planning & Statistics will scrutinize, Audit, condense and, if necessary, rewrite the material submitted by the different departments and submit a consolidated draft of the Annual Administrative Report to the undersigned by 31st January. This report when finally printed is circulated among the members of the Legislative Assembly and also placed on the table of the House during the Budget Session of the Legislative Assembly. The intervening period of 2 months is necessary for the approval of the material and the printing of the report.

(iii) The material for this report should be submitted in not more than 4 to 5 typed (double spacing) pages. It should be drafted in suitable paragraphs, and each paragraph should be given a suitable head or sub-heading. A brief outline of the organizational set up of each department should be given in the first paragraph itself. This should indicate the set-up in the Head office and subordinate offices at the regional and sub-regional levels. The total strength of the staff of the department should also be indicated.

(iv) The organizational set-up should be followed up by a brief outline of the normal functions and duties carried out by the departments, including special assignments, if any.

(v) A mention should be made of Acts and Rules, either Central or local, implemented by the departments. The relevant data on this aspects should be presented in brief.

(vi) The various physical achievements of the departments (actually for first 9 months and expected for the next 3 months) should be incorporated in the material. Rather than writing lengthy reports highlighting achievements or performances under various schemes, brief but sufficient write-up is desirable.

(vii) The financial aspects of plan and non-plan schemes should assessed in brief towards the end of the report. Instead of details of each and every scheme, presentation by major heads (plan and non-plan) of development would be more appropriate.

3 (C) Material for Lt. Governor's Address to the Legislative Assembly (Budget Session):

i) This material is to be drafted by the Secretaries themselves. It should be concise in form and highlight the important achievements and activities in the field of development as well as indicate future plans of action. It should not reflect details of the facts and figures relating to out-going schemes. Rather, emphasis should be on how schemes and major achievements only of the year than current. Since it is desired that the duration of the address should not exceed half an hour, the Secretaries will ensure that the material furnished by them does not exceed a few typed pages and that the same compared favourably with the facts and figure to be reflected in the Finance Minister's Speech which follow immediately thereafter.

ii) While preparing the draft paras of the speech, the Secretaries will bear in mind the important achievements of the year then current, with financial expenditure involved, important schemes/work proposed for the ensuing financial year and important Legislative or Administrative measures contemplated.

iii) The material should reach the Under Secretary of the Secretariat Admn. And Coord. Division by name and under confidential cover by 15th February of every year positively, so as to give him sufficient time to do the spade work and come out with a draft for consideration and approval of Lt.

Governor before February end. Since, the address is normally presented to the Legislative Assembly by the middle of the March, it is necessary that clear time of 15 days is available at the disposal of the Government for finalizing and printing of this important document.

3 (D) Material for Finance Minister's Speech to the Legislative Assembly

i) The material for this speech should be such that the speech is meaningful and informative. A special responsibility devolves on the Budget Controlling Authorities in the making of this speech, which should highlight important schemes undertaken during the year then current vis-à-vis those proposed to be undertaken in the ensuing financial year, important achievements and targets, details of the scheme completed and those in hand and important legislation, if any, introduced as well as proposed to be introduced. The material should, in no case contradict or be in variation with the facts and figures reflected in the previous year of L.G.'s address preceding the budget speech.

ii) The material should reach the Under Secretary (Finance) by name and under confidential cover by the 15th of February so that the speech is ready side by side with the Lt. Governor's address.

3 (E) Material for Annual Conference of Governors/Lt. Governors

This conference is converted by the President's Secretariat, mostly during March. The agenda for the conference is received from the President's Secretariat about a fortnight in advance and normally devolves on the following aspects of Administration:

a) Political and administrative situation in the states with particular reference to law and order.

b) Review of the economic situation in the states with special reference to Agriculture-assistance to small and marginal farmers, minimum price guarantee plans for accelerated and integrated rural developments including small scale, cottage and village industries and employment generation.

c) Family Welfare with special reference to propaganda and promotional measures for population control and child welfare.

d) Review of measures for the safety and welfare of SC/ST, Backward Classes and minority classes and reservation of jobs.

(ii) A comprehensive note on the items pertaining to the departments under the administrative control have to be furnished by the Secretaries concerned, immediately on receipt of the agenda item from this Division.

It is hoped that elaborate instruments issued as above will serve as a guidelines in the preparation of the material of all the reports and speeches in future, and that no necessity will be felt to issue repeat instruments on each occasion.

The receipt of this O.M. should be acknowledged.

Sd/-

(R. H. Agrawal)

Chief Secretary

Personnel & Administrative Reforms Department

No. 3/40/AR-77/Div.II

Dated: 28/12/1977

CIRCULAR

It has been observed that there is inordinate delay in disposal of cases at all levels in various Departments. The delay in disposal not only invite public criticism but also lead to inefficiency and corruption in the administration and thus affects the image of Government adversely. In spite of the instructions issued in the past from time to time, there has not been any marked improvement in this regard. This state of affairs is highly objectionable and call for remedial action. It is, therefore, necessary to adopt an inbuilt system to have a proper check, control and supervision at all levels so as

to streamline the administrative machinery and make it service oriented. The following instructions are therefore, issued for strict compliance :-

(i) **Job allocation order** :- Each dealing hand must be made aware of the jobs /subjects allotted to him as stipulated in Circular No. 3-13-AR-77/Div. II dated 16th November, 1977. This should be done at once, if no action in this regard has been taken so far.

(ii) **Maintenance of Assistant Daily Diary** :- Each dealing hand must maintain the Assistant Daily Diary as indicated in the proforma given in Annexure "A".

(iii) **Weekly arrears statement** :- Each section/Division/Branch should prepare the weekly arrears statement in the proforma in Annexure "B" and "C" as prescribed in the Circular No. 8-1-67-Div.I dated 7.7.1977. This statement should indicate the pendency of arrears which must tally physically with the pendency with the dealing hands and the same be put up to the concerned Branch Officers on the first working day of the week relating to the preceding week.

2. The procedure in this regard which is already laid down in the Manual of Office Procedure will end in futility and will not achieve the desired results if the supervisory staff members at all levels remain complacent and indifferent to the duties/responsibilities cast on them. The Superintendents and Head Clerks acting as supervisory officials should not merely assign themselves with the supervisory role only but should also assign to themselves certain important cases and deal with them accordingly at their own level and consider themselves as half dealing hand. The Officers at the level of Branch Officers must assert, address and involve themselves in such a way that they play a positive role in giving necessary guidance, direction and help to the staff under their control.

It shall be the personal responsibility of each Branch Officer in the Secretariat and Head of Department /Office to introduce the three essentials mentioned in para one above with effect from the 1st week of January, 78 and send a certificate to this effect to Shri. M. N. Bhartiya, Management Analyst, Department of Personnel and Administrative Reforms, before 12-1-1978 at the latest.

Sd/-

(R.M. Agrawal)
Chief Secretary

ANNEXURE "A"

PROFORMA FOR DEALING HAND DIARY

Sr. no.	Receipt no. of communication	Subject	File No.	Time Spent	Date of Submission

Note :- In addition to the disposal of receipts to be shown as above, a dealing hand may be spending time on some miscellaneous items as preparing original notes, attending meetings and discussions etc. which should also be accounted for writing the brief particulars thereof across the columns No. 2,3 and 4.

ANNEXURE "B"

(19) WEEKLY ARREARS STATEMENT (Chapter X. para 124 (ii))

Name of Section _____

Week ending _____

Name of Section		Week ending								Initials of the dealing hand
Sr. No.	Name of the Dealing Assistant	No. of receipt/ cases								
		B/f from previous week	Received during the week	Dealt with during the week	In hand *					
					For 3 days or under	4 to 7 days	Over 7 days +	Total		
1	2	3	4	5	6	7	8	9	10	

* The period of pendency of a paper will count from the date of its receipt by Assistant
+ A statement showing details of receipts /cases in hand for over 7 days is annexed.

Sectional Officer**“ANNEXURE C”****ANNEXURE TO FORM (19-A)****Details of Receipts /cases in hand for more than 7 days**

(vide column 7 of the weekly arrear statement form for individual Assistants)

Week ending	Diary/File No.	Date from which pending	Brief Subject	Reason for delay	Remarks of Section officer/ Branch Officer	Action taken on the remarks of the Section Officer/ Branch Officer
1	2	3	4	5	6	7

PERSONNEL DEPARTMENT

B. CITIZENS CHARTER**Administrative Reforms Department**

No. 3/4/2006-ARD

Dated: 14/03/2006

CIRCULAR

Vide our circular bearing No. 3/10/99-ARD-Part-Vol-IV dated 27/02/2003, all the Heads of the Department were requested to prepare Citizen Charter and to put the same on the Organisation Website and also to give wide publicity for the same for the sake of evaluation of former from the Citizens/ user point of view. However, it is observed that many Departments have not complied with the said instructions till today.

All the Heads of Department are, therefore, once again requested to initiate immediate action to prepare the Citizen Charter if not yet prepared by them and to put up the same on the Internet and update the same from time to time. It is also requested that the compliance report may be submitted to this Office immediately.

Sd/-
(V.M. Paranjape)
Jt. Secretary (Adm. Reforms)

Administrative Reforms Department

No. 3/33/2003-ARD

Dated: 13/10/2004

CIRCULAR

Citizen's/Client's Charter is a tool devised to improve quality of public services, address the needs and expectations of the citizens/clients and to set clear standards of services being provided by the Organisation. Most of the Departments/Organisations of this Administration have formulated their own Citizen's Charters.

The Department of AR&PG has been coordinating the efforts of formulation and operationalisation of Citizen's Charters in the Central Government Departments/Organisations as well as in the State Governments and UT Administrations and issuing guidelines on the subject of formulation and implementation of Citizen's Charter from time to time.

It has been decided to appoint a Contact Officer on Citizen Charter to be nominated in all Departments/Organisations in the State. The responsibilities of "Contact Officer on Citizen's Charters" in all Departments/Organisations in State Government who would be responsible for various activities involved in formulation and implementation of Citizen's Charter in their respective Departments / Organisation are as per (Annexure B), enclosed.

It is therefore requested that all the Heads of the Department / Organisation should nominate the Officer who could act as a Contact Officer for Citizen's Charter in their Department under intimation to this Department. Compliance be reported within two weeks time.

It is also impressed upon the Departments / Organisations who have not formulated the Citizens Charter till date, to take up the same on priority.

Sd/-
(S.V. Naik)
Jt. Secretary (Adm. Reforms)

Encl. : Annexure "B"

Annexure “B”**Duties and Responsibilities of “Contact Officers of Citizen’s Charter in State Governments/ Union Territory Administrations for Formulation and Implementation of Citizen’s Charter in various Departments / Organisations of State Governments /Union Territory Administrations.****1. Citizens /Clients Charter :-**

- 1.1 Citizens/Clients Charter is a document which represents a Systematic effort to focus on the commitment of the Organisation towards its Citizens/Clients in respect of Standard of services, Information, Choice and Consultation , Non-discrimination and Accessibility, Grievances Redress, Courtesy and Value for Money. This also includes expectations of the Organisation from the Citizen/Client for fulfilling the commitment of the Organisation.
- 1.2 A Charter comprises of the following components :-
 - (vii) Vision and Mission Statement;
 - (viii) Details of Business transaction by the Organisation;
 - (ix) Details of Customers Clients;
 - (x) Statement of services provided to each Citizen /Client group separately and time limits for the same;
 - (xi) Details of Grievances Redress Mechanism and how to access the same; and
 - (xii) Expectations from the Citizen/Client.

2. Duties and Responsibilities of Contact Officer of Citizen’s Charter :-

Each Department /Public Sector Undertaking /Organisation of the State /UT Administration shall appoint a “Contact Officer on “Citizen’s Charter” responsible for formulation /implementation of the Citizen’s Charter in their respective Organisations. The duties and responsibilities of the Contact Officers Citizen’s Charter are given below :-

- I. Job Title : Contact Officer for Citizen’s Charter
- II. Responsible to :- Principal Secretary /Head of the Organisation

The Contact will be responsible for various activities involved in formulation and implementation of Citizen’s Charter in the Organisation enumerated below.

2.1 Formulation of Citizens Charter

- (a) Formulation of a Task Force in the Organisation to oversee the formulation of the Citizen’s Charter. The contact Officer shall act as a Member Secretary for the Task Force. The composition of the Task Force shall be :-
 - (i) 1-2 representatives from top management
 - (ii) 2-3 Representatives from Middle Management
 - (iii) 2-3 Representatives from cutting edge level staff
 - (iv) Representatives from Staff Associations/Unions
 - (v) 2-3 Representatives from Citizen’s Charter / Client’s /Citizen’s Associations / NGOs/Consumer Groups.

2.1.1 Duties of Task Force

- (i) Identification of all stakeholders/clients and services/products provided by the Organisation in consultation with the officers /staff /clients representatives etc.

(ii) Determining the standards of output/service etc. provided by the organization in consultation with all stakeholders and Officers /Staff etc. (particularly at cutting edge level)

(iii) Preparation of a draft Charter and circulation amongst various clients /stakeholders, management levels and staff for comments/suggestions.

(iv) Modifications of draft Charter to include suggestion etc.

(v) Submission of draft Charter for consideration by the “Core Group on Citizens Charter” of the State /UT Administration and liaisoning with the Nodal Officer for Citizen’s Charter of the State /UT Administration.

(vi) Modification of the draft Charter on the basis of suggestions /observations made by the Core Group on Citizen’s charter.

(vii) Seeking the approval of Minister-in-Charge.

(viii) Issue /release /publish the Charter in public domain.

2.2 Implementation of Citizens Charter

2.2.1 Ensuring wide publicity of the Charter. Conduct awareness campaigns. Putting up the Charter on the Department/Organisation’s website and sending copies to people’s representatives and all stakeholders and their representative associations etc.

2.2.2 Organising training programmes, workshops etc. for orientation and motivation of officers and staff of the Organisation for aligning the workforce to the commitments made in the Charter so as to ensure proper implementation of the Citizen’s Charter.

2.3 Monitoring of Citizen’s Charter

2.3.1 Set up an Integrated Performance Monitoring System and monitor Organisation’s performance vis-à-vis commitments made in the Charter on a regular basis and keep the Head of the Department informed.

2.3.2 Publish data relating to performance of the Organisation, vis-à-vis, commitments made in the Citizen’s Charter , in the Annual Report and share with Citizens/clients using appropriate media.

2.4 Evaluation and Review of Citizen’s Charter

2.4.1 Arrange for regular internal and external evaluation of implementation of Citizen’s Charter in the Organisation and assessment of the level of satisfaction among Citizen/client. Report to the Head of the Department / Organisation on a regular basis.

2.4.2 Based on the feedback/assessment /evaluation, taking necessary steps for review / revision of the Citizen’s Charter.

2.4.3 Ensuring that activities related to formulation /implementation of Citizen’s Charter form a part of the Annual Action Plan of the Organisation.

2.4.4 Ensuring that all the activities relating to Citizen’s Charter during the year are included in the Annual Reports of the concerned Departments/Organisation.

Administrative Reforms Department

No. 3/17/2001-ARD

Dated: 16/12/2002

CIRCULAR

A study team from Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, New Delhi, had visited this State from 19/2/2002 – 26/02/2002 to study the implementation of Citizen's Charter and other citizen friendly initiatives taken by the various Government Departments. Based on this study, Government of India has forwarded the following recommendations for implementation :

- (i) That the Departments should consult the user groups before framing the Citizen's Charter.
- (ii) Proper publicity and awareness of the Citizen's Charter among the staff as well as the public be ensured.
- (iii) Wherever the Public Grievances Officers are appointed, registers be maintained showing the actual work done by the Public Grievance Officer.
- (iv) While showing the time frame for handling various services certain levels are omitted which may defeat the purpose of Citizen's Charter, hence time taken at every stage be indicated.
- (v) Proper assessment as regards the implementation of the Charter by the concerned Departments be ensured.
- (vi) Periodical review of Citizen's Charter covering all the above points, be held.

All Heads of Departments wherein Citizen's Charters are framed, are requested to get the recommendations of the study team examined for compliance and action taken report be submitted to this Department for onward submission to Government of India, at the earliest The Department who have not finalized their Citizen Charters shall cover the above recommendation in their Citizen Charters.

Sd/-

(S.V. Naik)

Jt. Secretary (Adm. Reforms)

Administrative Reforms Department

No. 3/10/1999-ARD/Pt. Vol. IV

Dated: 27/02/2002

CIRCULAR

As per instructions issued by Government of India, all Citizens Charter are required to be put on the organizations website is to be given wide publicity for the sake of evaluation of former from the citizen/user point of view. The Departments may take necessary steps in this regard.

Further, Government of India also desires that all departments who have formulated Citizen's Charter should set up Information Facilitation Centers in their respective departments.

All Heads of Departments are requested to initiate necessary action in this regard, immediately.

Sd/-

(G.P.Chimulkar)

Jt. Secretary (Adm. Reforms)

Administrative Reforms Department

No. 3/1/2002-ARD

Dated: 05/02/2002

CIRCULAR

Hon. Chief Minister desires that all Citizens Charters have to be translated in Konkani and Marathi, on priority.

All Heads of Department are, therefore, requested to take note of the same and get the Citizens Charter pertaining to their departments translated in Konkani and Marathi.

Sd/-
(G.P.Chimulkar)
Jt. Secretary (Adm. Reforms)

Administrative Reforms Department

No. 3/17/2001-ARD

Dated: 29/11/2001

CIRCULAR

**Sub : Citizen Charters and other Citizen friendly initiatives taken up
by the State of Goa**

A study team under the leadership of Shri. Alok, Director (PG), Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Administrative Reforms & Public Grievances, will be visiting Goa shortly to study the formulation of Citizens Charter and various other Citizen friendly initiatives taken up by this State Government .

To facilitate this study, the Department of Administrative Reforms & Public Grievances, Government of India requires certain details/information like a brief on Citizens Charter and other Citizen friendly initiatives alongwith detailed information in the Questionnaire Annexed.

It is therefore, requested to kindly complete the enclosed questionnaire with information relating to your Department and submit the same to this Department by 12/12/2001 positively.

Sd/-
(G.P.Chimulkar)
Jt. Secretary (Adm. Reforms)

Questionnaire for Evaluation of implementation of the Citizen's Charter

Name and address of the Ministry/Department _____

I. Formulation of the Charter

- (i) Date of finalization of the Charter
- (ii) Whether the main activities of the organization are included in the Charter ?
- (iii) Whether the Charter contains standards of Service in terms of fixing time-limits for execution of each particular job ?
- (iv) Whether the quality of service with regard to the courtesy, efficiency being extended by the Deptt. is described in the Charter ?
- (v) Whether in cases where the commitment is not being fulfilled, the avenue for grievance redress is notified ?
- (vi) Whether the name of Nodal Officer for proactive action regarding the Citizens Charter has been included in the Charter ?
- (vii) Whether any Consumer Groups were consulted for drafting /preparing the Charter. Give details thereof ?

II. Implementation /Operationalisation of the Charter

- (a) Details of publicity given to the Charter, i.e, in in-house journal, Press, AIR/TV, through consumer groups etc.
- (b) Details of motivation and orientation of staff at various levels regarding the Charter, i.e. steps taken to provide training to staff, issue of Office Orders, Instructions to organize workshops etc.
- (c) Availability of Charters at all levels of management and staff.
- (d) Response of the field offices regarding Implementation of the Charter.

III. Review of the Charter

- (a) (i) Whether any internal or external review Of the Charter has been conducted, if so, details thereof.
- (b) Do you feel need to revise the time-limits set in the Charter so as to achieve greater Citizen satisfaction ?
- (c) If an annual schedule of review, revision and Republicity has been fixed ? If so, details.
- (d) Exist polls conducted to assess staff and consumer awareness and satisfaction.

Administrative Reforms Department

No. 3-10-99-ARD

Dated: 09/07/1999

CIRCULAR**Sub : Citizen-friendly initiatives taken in the context of transparency in Government Offices in the State of Goa**

Attention is invited to the Circular No. 3/10/99-ARD dated 01/02/1999 by which all Heads of Departments were requested to prepare Citizens Charters and submit a copy of the same duly printed. Though, most of the Departments have prepared and submitted the same to this Department, many departments are yet to frame the Citizens Charters. They are requested to prepare the same and furnish urgently.

Secondly, it has been observed that some of the Departments have not followed the guidelines while framing the Charter. All departments are required to review the Citizen's Charter prepared by them to conform to the principles of Citizen's Charter enclosed and a fresh Citizens Charter on the guidelines given therein is required to be prepared. These guidelines will reveal that a Charter is a commitment of an organization providing service to the public incorporating:

- (a) Statement on the services being provided by it;
- (b) standard of service in terms of fixing time limit for execution of each particular job ;
- (c) quality of service with reference to the approach towards courtesy and efficiency ; and
- (d) avenues for grievance redress in cases where the commitment is not being adhered to.

Further, Government of India desire that while preparing the Citizen's Charter, the consumer groups are also to be involved in formulation of Charters so as to ensure its acceptability. A list of Voluntary Consumer Organisations located in this state are given below :

1. President,
Consumers of Goa Society (COGS),
Albamar Apartments, 2nd Floor,
Miramar, Goa
Phone no. 222129

2. President,
Goa Consumers Association,
1st Floor, Mahalaxmi Chamber,
18th June Road,
Panaji-Goa (Phone no. (R) 224805, 254947).
3. President,
Mapusa Consumers Guidance Forum,
Liberty Apartments, Feira Alta,
Mapusa, Goa. (Phone no. 252660)
4. President,
Consumer Assistance and Research,
Centre, (Conarc)
227, Malbat,
Margao, Goa.
5. President,
Consumer Guidance Society of India,
(Goa Branch),
John Paul Bldg, 1st Floor,
Church Square,
Panaji-Goa.
Phone no. 224996.

It is once again reiterated that all the departments should keep in mind the guidelines enclosed as stated above and prepare a fresh Citizens Charter within 30 days from the receipt of this Circular and submit 5 copies thereby to this department.

Kindly acknowledge the receipt of this Circular.

Sd/-
(S.V. Madkaikar)
Under Secretary (Adm. Reforms)

ACCOUNTABLE AND CITIZEN-FRIENDLY GOVERNMENT

1. Citizens Charter

I.1(i) In the Conference of Chief Ministers held in May, 1997 on "Effective and Responsive Administration", a number of important actions were identified for ensuring accountability and transparency in the agencies engaged in providing services to the people. A concrete manifestation of the Government's concern would be the phased introduction of Citizens Charter by all departments and agencies with a public interface. The Charter would incorporate the Citizens entitlement to public services, access to information, simplifying procedures for complaints, time bound redressal of grievances, and a provision for independent scrutiny of performance.

I.1(ii) Each Ministry/Department and its public agencies were asked to work out their own Citizens Charter and related actions in terms of the nature of their work and, more importantly, the client groups, geographical spread, or regulatory functions and paid for services.

I.1(iii) Ministries/Departments were also asked to evolve a plan containing both long term and short term moving targets for improved public satisfaction and efficient performance through systems improvement, technology and information inputs, staff orientation, work place changes, use of alternative providers, citizen's partnerships, etc. And there would also be set up an in-built machinery for system audit and periodic monitoring of performance with reference to the Charter principles. Once the areas/activities sought to be improved/streamlined were identified, adequate publicity was proposed to be given so that the people are made aware of the proposed changes. It was emphasized that consumer organizations, citizens groups, experts, retired public servants and others are involved in this process so as to ensure that the reforms introduced actually meet the

priority needs and grievances of the people, and built in mechanism for outside scrutiny and feedback.

I.1(iv) Task forces were set up by the departments assisted by field agencies and representatives of Consumer groups to formulate their Charters. It was suggested that only a few prioritized services of the Departments are being taken up and all out efforts made to fulfill the commitments. Based on the experience gained, further areas and services will be covered in a phased and time bound manner.

I.1(v) A Core Group under the Chairmanship of Secretary has been set up to monitor the progress of initiatives taken by different Ministries/Departments and their agencies. The steps taken for opening by the information facilitation Counter by the offices of Central Government Departments and its allied agencies are seen as first tentative steps towards transparency and easy access to Government services.

I.1(vi) The Citizens Charter envisaged by the states include important areas like municipal services, police, health care, electricity, education, transport etc.

I.1(vii) A model for Citizens Charter and guidelines thereto have been prepared by the Department of Administrative Reforms and Public Grievances for the use of the Ministries/Departments and the states which is as follows :

Model for a Citizens Charter

- The Charter arises from the dissatisfaction of the citizen/ consumer/ customer with the quality of service we offer.
- To be useful, the Charter must be simple.
- The Charter must be framed not only by senior experts but by interaction with consumer/client associations and your cutting-edge staff who will finally implement it and with the users (individual and organizations).
- Merely announcing the Charter will not change the way we function. Create conditions through interaction and training for generating a responsive climate.
- Begin with a statement of the service(s) you are offering.
- Place against each service the entitlement of the user, service standards and remedies available to the user for the non-adherence to standards.
- Procedures/costs/charges should be made available on line/display boards/booklets/enquiry counters, etc, at places specified in the Charter.
- Indicate clearly that while these are not justifiable the commitment enshrined in the Charter are in the nature of a promise to be fulfilled with.
- Frame a structure for obtaining feedback and performance audit and fix a schedule for reviewing your charter every six months at least.
- Separate Charters can be framed for distinct services and for organization /agencies attached or subordinate to the Ministry /Department.

Citizens Charter : General Structure Guidelines

- A brief statement regarding the concerned service.
- Public Interface of the concerned service to be addressed. (e.g. reservation , passenger amenities by the Railways; mail delivery, premium services by post; etc.)
- Commitment to standards (Time frame, quality of service)
- Our Staff : *What to expect from them ?*
Where they are located ?
- Keeping you informed : *What information do you need ?*
How to obtain it ?
- If things go wrong : *What could go wrong ? ;*
Whom to contact ? ;
What to expect to set it right ?.
- How you can help us ?

Do's and Don'ts for Implementing the Charter**Do's**

1. Make haste, slowly
2. List areas of interfact.
3. Phase out areas for introduction of small steps.
4. Involve customer and staff in formulating and implementing it.
5. Prepare a Master Plan for formulation and implementation over five years and budget for it.
6. Win Consumer confidence with small, highly visible measure.
7. Remember, Citizens Charter is a process constantly evolving.
8. Inform the customer of the proposed commitments.
9. Use simple language
10. Train your staff.
11. Delegate power.
12. Set up system for feedback and independent scrutiny.

Don'ts

- Don't merely make haste.
- Don't be unrealistic.
- Don't take on more than you can commit.
- Don't involve only senior officers in the formulation and implementation.
- Don't rush into an overall package for the whole Ministry Department/ organization.
- Don't promise more than you can deliver.
- Don't look upon it as a one-time exercise, with a final outcome.
- Don't inform the customer unless you are sure of delivering the service
- Don't use difficult language or jargon.
- Don't leave yourself out.
- Don't centralize.
- Don't continue blindly without regular periodic assessment of performance.

Illustrative Check-list on Citizens Charter highlights

1. Preparation of Draft Charter and approval by Minister.
2. Publicity to Charter.
3. Agreement on Charter principles and follow up action with the agencies.
4. Communication to agency staff at all levels and agreement on actions under the Charter.
5. Necessary training and orientation of supervisory and operational staff.
6. Sanction of budget for various improved services, computerization, etc.
7. Appointment of or activation of Advisory Committee with representatives of consumer organization s and client groups, staff, etc. and periodic monitoring in Ministry.
8. Information to be given to the public and staff on procedures and activities of Department.
9. Enquiry counter to be set up (computerized) for generating information, waiting list, etc.
10. Telephone access to concerned officers/information centres inside and outside complex; voice mail for enquiry, etc.
11. Basic amenities of waiting rooms, water, drug stool (for hospital), fans assistance to old and handicapped, provision for help through voluntary agencies.
12. Fixing of time limits for various tasks involving public interface, flexible timings.
13. Provision for independent scrutiny by citizen /consumer groups.
14. Grievances redressal procedures, delegation and decentralization of financial other powers.

Department of Administrative Reforms

No.3/10/99-ARD

Dated:- 01/02/1999

CIRCULAR**Sub : Citizen – friendly initiatives taken in the context of transparency in
Government Offices in the State of Goa**

Sir,

I am directed to state that a Study Team under the leadership of Devika Kumar, Director (PG), Ministry of Personnel, Public Grievances & Pensions, Govt. Of India, will be visiting Goa from 18th to 21st February, 1999 to study the Citizen-friendly initiatives taken in the state. Since preparation of Citizens Charter is one of the most important step in this regard, you are requested to prepare the Citizen Charter and submit a copy of the same duly printed to this department latest by 08/02/1999 in order to place the same before the Study Team.

Yours faithfully,

Sd/-

(G.M. Salkar)

Under Secretary (Admn. Reforms)

PERSONNEL DEPARTMENT

Surplus Staff Rules

PERSONNEL DEPARTMENT

Department of Personnel

No. 9/10/92-PER

Date:- 26-08-1999

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is pleased to make the following rules so as to further amend the Goa Re-deployment of Surplus Staff against Vacancies of Group 'C' and 'D' posts rules, 1993, as follows, namely:-

1. Short title and Commencement:— (1) These rules may be called the Goa Re-deployment of Surplus Staff against Vacancies of Group 'C' and 'D' posts (Second Amendment) Rules, 1999.

(2) They shall come into force at once.

2. Insertion of new rule:— In the Goa Re-deployment of Surplus Staff against Vacancies of Group 'C' and 'D' posts rules, 1993 after rule 7, the following shall be inserted namely:-

“7A. Transfer T.A. to surplus staff:— The surplus Staff re-deployed in other Departments/Offices of the Government shall be entitled to transfer T.A. as per relevant rules in force”.

By order and in the name of the
Governor of Goa

Sd/-

J. S. Monteiro
Under Secretary (Personnel)

Department of Personnel

No. 9/10/92-PER

Date:- 12-06-1995

NOTIFICATION

In exercise of the Powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is pleased to make the following rules so as to amend the Goa Re-deployment of Surplus Staff against vacancies of Group 'C' and 'D' posts Rules 1993, as follows, namely:-

1. Short title and Commencement:— (1) These rules may be called the Goa Re-deployment of Surplus Staff against vacancies of Group C and D posts (Amendment) Rules, 1995.

(2) They shall come into force at once.

2. Amendment of Preamble:— In the preamble to the Goa Re-deployment of Surplus Staff against vacancies of Group C and D posts Rules, 1993 (hereinafter called the 'Principal Rules'), for the expression "Group C and D", the expression "Group A, B, C, D" shall be substituted.

3. Amendment of rule 1:— (1) In rule 1 and in any other rule of the principal rules, for the expression "Group C and D", wherever it occurs, the expression "Group A,B,C, and D" shall be substituted.

(2) For sub-rule (3) of rule 1 of the principal rules, the following shall be substituted namely:—
“(3) They shall apply to all Government employees on regular basis.”

4. Amendment of rule 7:— After rule 7 of the principal rules the following proviso shall be inserted, namely:-

Provided that the pay and allowances of the staff so declare surplus shall continue to be drawn and paid by the parent Department/Offices etc. for a period of six months from the date on which they are declared surplus or till they are relieved from their posts on their deployment in other posts whether, in the same or other posts whether in the same or other departments or till the date of their reversion or retirement from service or termination of their services otherwise, whichever is earlier at the same rates of pay and allowances as would have been ordinarily applicable to them during the period.

By order and in the name of the Governor of Goa

Sd/-

B. N. Bhat
Under Secretary (Personnel)

Department of Personnel

No. 9/10/92-PER

Date:- 16-07-1993

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution, the Governor of Goa is pleased to make the following rules for regulating the redeployment of Surplus Staff against vacancies in posts under the Government of Goa, Group 'C' and 'D' as follows, namely:-

1. Short title and Commencement and Application:— (1) These rules may be called the Goa Re-deployment of Surplus Staff against vacancies of Group C and D posts Rules, 1993.

(2) They shall come into force at once.

(3) They shall apply to all Government employees and also to employees working on ad-hoc/casual work charged or contract basis.

2. Definitions:— In these rules, unless the context otherwise requires.—

(a) 'CELL' means the Goa (Surplus Staff) CELL in the Personnel Department of the Secretariat;

(b) 'Surplus Staff' means persons who have been rendered surplus as a result of:—

(i) Introduction of Administrative Reforms;

(ii) Studies by the Economy Committee Constituted for this State;

(iii) Studies of work measurement of other administrative reforms undertaken by the Government Departments/Offices;

(iv) Abolition or winding up of an organization of the Government.

3. Re-deployment of surplus staff:— (1) All vacancies of Group C and D posts under the Government of Goa which are required to filled by direct recruitment , otherwise than on the basis of competitive examination held by the Goa Public service Commission, shall be filled from amongst the Surplus Staff sponsored by the Cell.

(2) The Government Department or office shall notify all vacancies in writing to the Cell giving below mentioned particulars, where practicable, in respect of each type of vacancy.

1. Name and address of Department/Office

2. Name of Vacancy

a) Type of employee required (designation)

b) Description of duties

c) Qualification required

i) Essential

ii) Desirable

d) Age Limit if any

e) Whether woman are eligible

3. Number of vacancies—

i) Regular

ii) Temporary

4. Pay allowances

5. Place of work (name of District/Town/Village in which it is situated)

6. Probable date by which the vacancy will be filled

7. Particulars regarding interview

8. Designation and address of the officer to whom the employee should report

(3) The Government Department/office shall ensure that the vacancy required to be notified to the Cell, shall be notified at least 15 days before the date on which the surplus staff may be redeployed, if found suitable for the post.

(4) A surplus staff sponsored for re-deployment shall not get the benefit of his past seniority in his parent Department. However, the service rendered by such person in the Government, shall be counted towards his pensionary benefits.

(5) A surplus staff sponsored for re-deployment after considering his suitability by the Chief Secretary, shall ordinarily be appointed against the vacant post. If for any specific reasons, the competent authority finds such surplus staff not fit in the particular post, detailed reasons in that behalf shall be recorded and communicated to the Cell.

4. Age Limit.— The maximum age limit prescribed for direct recruitment to Group C and D posts may be deemed to have been relaxed in the case of surplus staff redeployed through the Cell.

5. Educational Qualification.— The surplus staff sponsored by the Cell for redeployment against the vacancies of Group C and D posts under the Government of Goa shall not be subject to any tests or interviews for the purpose of appointment unless otherwise decided in consultation with the Cell.

(2) The surplus staff shall not be ineligible for appointment in recipient organization on the ground that they do not possess the minimum educational qualification prescribed for the posts to which they are redeployed by the Cell except in cases where certain minimum technical qualification are prescribed for a particular post.

6. Medical Examination.— The surplus staff redeployed by the CELL shall not be required to undergo fresh medical examination unless different medical standards have been prescribed for the post in the recipient Department or Office or unless the person concerned had not been medically examined in respect of his previous post or, if examined, had been declared medically unfit.

7. pay.— A Government servant who on being declared surplus is retrenched and appointed to another post carrying identical scale of pay, his pay shall be fixed in accordance with the Government of India, Ministry of Finance O. M. No. F.1 (25)-E.III(A)/64 dated 23-7-1968 reproduced below F.R. 22.

However, if such a Government servant is appointed from a higher post to a lower post then he shall be allowed the facility of drawing his pay in his previous pay scale while working in the new post on the lines to Government of India, Ministry of Home Affairs Memo No. 1/10/68-C.S.(III) dated 4-12-1968.

8. Power of the Chief Secretary.— The Chief Secretary shall be the competent authority to sponsor against a vacancy to be filled by direct recruitment, suitable surplus staff from the Surplus Staff Cell and shall decide about the suitability or otherwise of surplus staff for redeployment against vacancies of Group C and D respectively in the Department and offices of the Government.

9. Amendment of Recruitment Rules.— All rules regulating the recruitment of persons to Group C and D posts shall be deemed to have been amended to the extant provided for in these rules.

By order and in the name of the Governor of Goa

Sd/-

G. J. Prabhudessai

Under Secretary (Personnel)

Department of Personnel & A.R.,

No. 9/2/79-PER

Date:- 17-11-1986

A copy of the below mentioned O.M. is forwarded to the following for information and necessary action:-

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-

N. P. Gaunkar

Under Secretary (Personnel)

**Ministry of Personnel Public Grievances & Pension
Department of Personnel & Training**

No. 1/10/86-CS.II

Date:-13-08-1986

OFFICE MEMORANDUM

Subject:- Central (Surplus Staff) Cell-Surrender of surplus staff and procedure for payment of pay and allowances to them.

The undersigned is directed to refer to the Ministry of Home Affairs O.M. No. 3/27/67-CS.III dated 25-2-1966 and O.M. No. 7/2/67-CS.III dated 1-3-1968 regarding scheme relating to the redeployment surplus staff and procedure for payment of pay and allowances to them.

2. According to the procedure followed at present under the Scheme for Disposal of Surplus Staff, the surplus staff belonging to Group 'A', 'B' and 'C' are transferred to the Central (Surplus Staff) Cell in this Department hereinafter referred to as the 'Surplus Staff Cell or the Cell'. As regards the posts held by the surplus personnel before transfer to the Surplus Cell, attention is drawn to the instructions contained in sub-Para (1) to (5) of the Ministry of Finance O.M. No. F. 10(24)-E(Coord)/67 dated 17-5-1968 as amended by the then Department of Personnel & Administrative Reforms, Ministry of Home Affairs O.M. No. 1/11/79-CS.III dated 29-1-1981. The orders contained in those Office Memorandum, inter alia, provide that the temporary posts held by the surplus personnel are to be deemed to have been transferred and created in the Central pool while permanent posts held by them are to be deemed to have been abolished in the transferring organization and corresponding supernumerary permanent posts are to be deemed as created in the Central (Surplus Staff) cell by the competent authority with effect from the date of transfer on the same terms and conditions and with the same scale of pay and designation. Their posts can exist in the Central Pool for a maximum period of six months or till such earlier date on which the surplus employees demit their posts whether on transfer/appointment to other posts or retirement or termination of services or reversion to a lower post etc.

On the transfer of these employees to the Surplus Staff Cell, their salary and other dues are drawn by this Department. The surplus employees are also served with notices of termination of services under the appropriate rules applicable to them i.e. under rule 5(1) and rule 7 of the CCS (Temporary Service) Rule 1965 in the case of temporary and quasi-permanent employees respectively and under Rule 30 of the CCS (Pension) Rule. 1972 in the case of permanent employees, by this Department in such a manner that the termination of their services becomes effective on the date of completion of their six months stay on the rolls of the Surplus Staff Cell unless they have already demitted their post of reemployment, reversion, resignation, etc. In the event of their being redeployed, the orders of their formal transfer from the Central (Surplus Staff) Cell in the Department of Personnel & Training to the recipient organization/Department and their LPCs are issued by the Cell. In the event of their non-redeployment, the terminal dues including, where admissible compensation superannuation pension are also allowed by the Department of Personnel & Training.

3. The procedure followed above has been reviewed recently in the light of a recommendation made by the Committee of Secretaries under the Chairmanship of the Cabinet Secretary, and in consultation with the Ministry of Finance, Department of Expenditure. Accordingly the President has been pleased to decide as follows:

(1) Unless directed otherwise in any case, the staff identified as surplus in the contingencies and according to the criteria/procedure already laid down, or as may hereafter be laid down, shall continue to remain on the rolls of the administrative Ministry/department/office in which they were serving prior to being identified and declared as surplus. However, the Competent authority of the Parent Ministry/Department etc., shall inform every employee concerned of the fact of having been declared surplus and shall further serve him with a notice under the appropriate rule informing him that (i) unless he is redeployed, in the meantime, against another post or has retired, reverted or otherwise demitted the post held by him in accordance with the rules, his services shall stand terminated on the expiry of six months from the date from which he has been declared surplus, and (ii) the post held by

him shall stand abolished on the date of expiry of the aforesaid period of six months or from such earlier date on which he demits such post on redeployment/adjustment in another post or in any other circumstances.

(2) The pay and allowances of the Staff so declared surplus shall continue to be drawn and paid by the parent Ministry/Department etc. for a period of six months from the date on which they are declared surplus or till they are relieved from their posts on their redeployment in other posts whether in the same or other Department or till the date of their reversion or retirement from service or termination of their services otherwise, whichever is earlier at the same rates of pay and allowances as would have been ordinarily applicable to them during this period.

(3) Immediately after orders are issued for declaring an employee surplus from a specified date, the bio-data of the person concerned shall be forwarded to the Central (Surplus Staff) Cell in this Department in the enclosed proforma (in six copies for Group 'A' & 'B' officers and in three copies for Group 'C' Officers). The bio-data should be forwarded to the Surplus Staff Cell at least one month in advance of the date from which the employees are going to be declared surplus, so that this Department has adequate opportunity to examine that the employees declared surplus are eligible for redeployment through the Cell and to take steps to look for alternative posts for them. The Central (Surplus Staff) Cell shall then take further action to arrange the redeployment of the surplus employee concerned in suitable post as per the provisions of the Scheme for Disposal of Surplus Staff and the various orders issued in pursuance thereof, subject to the availability of appropriate vacancies. Where more than one employee belonging to the same cadre is declared surplus from the same date, their names should be forwarded to the Central (Surplus Staff) Cell arranged in the order of their approved inter-se seniority.

(4) Where a person is redeployed in another Department of Office through the Central (Surplus Staff) Cell or is adjusted in another Department within the parent Department concerned, the necessary orders of transfer from the date the employee concerned is relieved from his previous post to join the new post/organization shall be issued, with all convenient dispatch, by the parent Ministry/Department. A copy of such order shall be endorsed to the Central (Surplus Staff) Cell.

(5) In any case in which it has not been possible to arrange the redeployment of a surplus employees in another Office/Department nor has it been possible to adjust him against another long term and clear vacancy available within the same Department, or the employee has refused to accept, or fails to join the post offered to him within the specified time-limit and consequently the services of such an employee are terminated in pursuance of the notice under the appropriate rule issued to him in terms of sub-Para (1) above, the parent Department shall take immediate action to process his claims for payment of terminal dues including sanction of compensatory or superannuation pension as may be due to him under the rules.

(6) The proposals for adjustment of a surplus employee against another post available within the same Department shall be cleared in advance with the Central (Surplus Staff) Cell.

(7) If any surplus employee gives notice of his intention to seek Voluntary retirement in terms of rule 29(1) of the CCS (Pension) Rules, 1972 within a period of two months from the date from which he has been declared surplus, or before the commencement of such period, he shall be/deemed to be formally transferred to the rolls of the Central (Surplus Staff) Cell in the Department of Personnel & Training with effect from the date on which he is so declared surplus by his parent Ministry/office etc., along with his post as per the existing procedures referred to above. In that case his option for voluntary retirement should be forwarded to the Central (Surplus Staff) Cell. The Salary and other dues of such an employee during and relating to the period of this stay on the rolls of the surplus cell, which shall be restricted to six months from the date from which he is declared by his parent Ministry/Department to be surplus. His pay be drawn and disbursed by the parent Ministry/Department etc. by initially debiting the payment to the Head 858-Suspense Account-P.A.O. Suspense' and thereafter sending the account of the payment together with a copy of the Last Pay Certificate (to be attached to the first such claim) and paid vouchers to the P.A.O., Ministry of Personnel, Public Grievances & Pension, Department of Personnel & Training for reimbursement of

the bill paid by it. The formal sanctions for retirement and payment of terminal dues, including pension where admissible shall in such a case be issued by the Department of Personnel & Training though the cases for issue of such sanctions shall be processed and forwarded to this Department by the parent Ministry/Department concerned.

(8) The above decisions shall come into force from the 1st July, 1986. The existing procedure shall to the extent of any conflict with these orders stand modified accordingly.

4. The decisions contained above will not apply to the surplus employees of (i) the Ministry of Railways (excluding the incumbents of the posts located in Headquarters Office of Railway Board); and (ii) The Ministry of Defence Lower field formation, as these Ministries have their own Schemes for adjustment of their surpluses.

5. As regards the surplus staff of the Offices under the Comptroller and Auditor General of India, separate orders will issue.

6. Hindi version will follow.

Sd/-
A. S. Taneja
Deputy Secretary to the
Government of India

Ministry of Home Affairs

No. F. 3/27/65-CS.II

Date:-25-02-1966

OFFICE MEMORANDUM

Subject:- Redeployment of staff rendered surplus as a result of introduction of administrative reform or studies by Staff, Inspection Unit, Ministry of Finance-Imposition of ban on direct recruitment to Government Organizations.

As the Ministries and Department of Government of India are aware, the Department of Administrative Reforms has been carrying out studies aimed at seeing whether better methods of work can replace the old procedures, and whether existing organizations can be streamlined and made fitter for meeting the current requirements of administration. Some of the changes affected as a result of these studies would involve a reduction in the workload in the organizations, leading in turn to a reduction in a number of posts. Also, a certain amount of surplus staff is identified in the course of the staff assessment studies carried out periodically by the Staff Inspection Unit of the Ministry of Finance. The question has, therefore, been examined of how such surplus staff should be dealt with.

2. After reviewing the existing arrangements for the placement of surplus personnel, the Government of India have decided upon a new scheme, as detailed in Annexure I to this Memorandum. Briefly stated the scheme visualizes the transfer of all personnel identified as surplus, whether in Ministries or in field offices, to a central pool to be operated by a special cell in the Ministry of Home Affairs, so that organization in which they are located are physically relieved of such surplus staff. The special cell, which has since come into being in the Ministry of Home Affairs is now charged with the responsibility for arranging the placement of such staff elsewhere against fresh needs. The cell will also work out and arrange for programmes of retraining the surplus staff in skills like stenography, accountancy and so on, to facilitate their placement. The central cell has already started work on framing the necessary training programmes; the details will be made known as soon as possible.

3. The new scheme also provides that surplus staff transferred to the Central pool would have the option to retire voluntarily on terms which would be generous and attractive enough to induce them to opt for retirement at their own initiative. The voluntary retirement terms are expected to be notified shortly. Those who do not opt to retire and cannot be placed and are also unwilling to undergo training in fresh skills would be retrenched under existing rules. (Annexure II)

4. The particular attention of the Ministries is invited to the provisions in the scheme vesting in them the primary responsibility for effecting amendment of the sanction for posts as well as the

budget allocation within one month of the decision giving rise to surplus staff in their Ministry or in the organizations under their control. The Ministry may also make a special note of the requirement, also to be completed within a period of one month, the junior most staff shall have to be surrendered against a reduction in their cadre strength except only to the extent that senior persons opt to go over to the cell's rolls in order to avail of the scheme of voluntary retirement or otherwise.

5. Since the essential and imperative function of the special cell of finding alternative jobs for the redeployment of surplus personnel can be performed effectively and speedily only by already availability of vacancies in different Govt. Offices, it has been decided that, with the issue of this Memorandum, a total ban on the lines of the ban imposed in the Ministry of Home Affairs Office Memorandum No. 14/74/59-RPS, dated the 2nd January, 1960 shall operate on direct recruitment being made in all Government organizations to Ministerial non-gazetted post like Assistant, U.D.C. and L.D.C. unless a certificate is obtained from the cell for each category of posts and on every occasion, to the effect that the central pool has no suitable candidates to offer. This ban, like the earlier one, would not apply to recruitment made through the normal channels of recruitment like the annual competitive examinations conducted by the Union Public Commission. It is also intended that the actual number to be recruited in this manner should be adjusted and kept as low as possible, to enable a speedier placement to be effected of persons taken on the rolls of the special cell from time to time.

6. The Ministry of Finance, etc., are requested to take immediate action to enforce this ban and for securing strict compliance of the other provisions of the scheme. The Ministries are also requested to circulate the scheme to the public sector undertakings under them, with suitable directives that they might assist the special cell in the Home Ministry in finding suitable alternative jobs for surplus personnel.

Sd/-

C. P. Gupta
Joint Secretary to the
Government of India

Scheme for the disposal of personnel resulting in surplus due to improvement suggested by Department of Administrative Reforms or reduction in posts suggested by Staff Inspection Unit, Ministry of Finance.

I. Basic assumptions

The scheme is based on the following assumptions:-

- (i) That if the job of pruning away superfluous personnel in Government organizations is to have priority, there must be a really effective procedure for disposing of personnel identified as surplus. Without a truly effective procedure there can be no real success in any exercise of pruning or re-organizations the staffing patterns of Government organizations.
- (ii) That identifying surplus personnel and then leaving them in their parent organizations against supernumerary posts is a self-defeating procedure because work can always be found to justify absorption within the organization itself of such surplus personnel.
- (iii) That, arising out of (ii) above, the only effective procedure would be to draw surplus personnel away from organization physically and hold them in a pool at a central place pending their disposal.
- (iv) That pending placement of surplus personnel, it is better for Government to pay such personnel for simply staying at home (on some kind of special leave) rather than allowing them to clutter up offices through devices like supernumerary posts.
- (v) That, while every effort should be made to place personnel rendered surplus and even to impart training in new skills to facilitate placement, in the long run it would be economical to offer attractive retirement benefits which would help to liquidate the bulk of such surpluses without the need to resort to placement procedures.

II. Outline of the Scheme

- (i) A new cell should be brought into existence centrally in the Home Ministry headed if necessary by a whole time officer of appropriate rank. The function of this Cell would be to hold in a central pool all surpluses identified in Ministries, included offices and in field organizations and transferred from there, and thereafter to dispose of them in accordance with accepted policy.
- (ii) Where the findings regarding surplus staff contained in the reports of the Department of Administrative, Reforms or staff Inspection Unit have been discussed and agreed upon at the appropriate level, it shall be incumbent upon Ministries/Offices to give formal effect to the reduction in sanctioned strength within one month of the receipt of the report. A drill should be prescribed to ensure that each administrative step is promptly taken for surrendering agreed surpluses in the shape of bodies to the central pool. For each administrative step primary as well as over-seeing responsibility should be as under, and completed within the time limits specified:
 - (a) Amending the sanction for posts as also for budget allocation.

Primary responsibility	—	Organization concerned.
Overseeing responsibility	—	Finance Ministry though Financial Adviser in the case of Ministries, included offices and administrative Ministry concerned in the case of field organizations. The “overseeing” authority should have powers to enforce reductions in strength where the “primary” authority fails to take action. This could be done by the “overseeing” authority addressing the audit officer, with copy to the concerned organization, mentioning the date from which the existing sanctioned strength should be treated as reduced to the new levels.

Time limit (Within one month of decision).

(b) Amending the cadre strength, taking account of consequential effect on leave and training Reserves, if any (primary and overseeing responsibility as well as time limit. The same as for (a) above.

(c) Naming of persons against cadre reduction.

(primary responsibility	Organization concerned
Overseeing responsibility	Central Cell in Home Ministry for Ministries/included offices and administrative Ministry concerned for field organizations.

Time limit (Within one month of decision).

- (iii) The junior-most temporary persons should be surrendered against reduced cadre strength followed if necessary by junior-most quasi-permanent and then permanent staff. The rule of “junior most” should insisted upon and the central cell in the Home Ministry would have authority to see to the strict and prompt observance of the rule. There shall, however, be no bar to other persons higher in the seniority ladder volunteering for the purpose, particularly if they wish to avail of the voluntary retirement benefits which would be available in the a central pool.
- (iv) The surplus personnel named by the above procedure shall then be transferred to the central cell. If necessary, the Home Ministry shall have the authority to issue statutory orders taking away such surpluses from Government organizations and holding them in the central pool. On transfer to the central pool such personnel would continue to receive pay and allowances in their previous scales. The central pool would, if necessary, i.e. Where placements have not been decided upon and some delay is anticipated on this account, grant special leave to

personnel on its rolls, which would be on fully pay and allowances and which would not be debitable to the normal leave account. In view of Para (v) (i) below the outside limit for special leave of an individual shall be six months.

(v) Disposal of personnel in the central pool shall be governed by the following policy:-

- (a) The first objective would be to place personnel in other Government organizations including public sector undertakings as quickly as possible.
- (b) To facilitate this, the central cell shall obtain and keep information of placement opportunities in the various Government organizations, and if possible also in public sector undertakings, so that a continuous matching operation can go on.
- (c) A total ban shall operate on direct recruitment to all Government organization unless a certificate is obtained from the central cell for each category of post on each occasion to the effect that the central pool has no suitable candidates to offer. On the analogy of the orders issued in January, 1960, the ban would not apply to recruitment made through the normal channel of recruitment like the annual competitive examinations conducted by the U.P.S.C. The actual number to be recruited in this manner shall, however, be adjusted and kept as low as possible.

While it is not intended that such a total ban should operate against recruitment to posts in the public sector undertakings it is envisaged that these undertakings should also be requested to cooperate with the central cell in the Home Ministry in finding appropriate placement in their organizations for suitable persons from the cell. To this extent the undertakings should be requested to follow on their own a 'self-denying policy' of resorting to direct recruitment only after the cell has been consulted on the availability of suitable persons in the pool.

- (d) While efforts shall be made to take the view point of receiving organizations into account the central cell shall have eventual authority to decide whether a particular persons should be accepted by a particular organization. This will not apply to public sector undertakings.
- (e) While the attempt in individual placements should be to match the pay scale of the individual with the pay scale of the recipient post as far as possible, the central cell should have authority to put through placement even where exact match is not possible. In that event, if the pay scale of the recipient post is lower, the individual should be allowed the facility of carrying his previous pay scale along with him, even if he was only officiating in it. Decisions of the central cell in such matters should be binding on recipient Government Organizations.
- (f) Personnel borne on the books of the Central pool shall be provided with honourable conditions while in the pool. The emphasis would be on training these persons in new skills. The central cell would operate training Schemes or arrange for them through other organizations so that new skills (e.g. stenography aspects of business management like accountancy etc.) can be imparted to the persons in the central pool thus improving their chances for satisfactory placement. Where necessary pool staff would also be used for ad-hoc jobs like weeding out old files in departments where this work has got into arrears.
- (g) There shall be a scheme for voluntary retirement, which it should be possible for every person brought into the central pool to avail of. The terms of the scheme should be generous and attractive enough to serve as an inducement to surplus personnel to retire on their own initiative.
- (h) Those who do not opt to retire, and cannot be placed and are also unwilling to undergo training in fresh skills shall be retrenched in accordance with the existing rules indicated in Annexure II. This procedure would also be adopted in cases where an individual refuses placement ordered by the central cell.
- (i) The overall object would be now to allow any person to remain in the central pool for longer than six months.

III. Existing Rules of Retrenchment

(i) Purely temporary employees:

Rule 5 of the Central Civil Services (Temporary Services) Rules, 1964 provides that the services of a purely temporary Government servant may be terminated by the appointing authority by the issue of one month's notice of in lieu of it a month's pay plus allowances.

(iii) Quasi-permanent employees

Rule 6 of the Central Civil Service (Temporary Services) Rules, 1964 provides that the service of a Government servant in quasi-permanent service shall be terminated if the appointing authority certified that a reduction has occurred in the number of posts available for Government servants not in permanent services. The conditions to be satisfied are:-

- (a) That all temporary persons holding similar posts under the same appointing authority should have already been retrenched;
- (b) That among quasi-permanent Government servants, termination of service shall be according to the juniority;
- (c) That a gratuity equal to half a month's pay for each completed year of quasi-permanent service is given.

(iii) Permanent Government servants who have put in less than 30 years of service:

Article 426 of the Civil Service Regulation states that if an officer is selected for discharge owing to the abolition of a permanent post, he shall, unless he is appointed to another post, the conditions of which are deemed by the authority competent to discharge him, are at least equal to that of his own have the option:-

- (a) of taking any compensation pensions and gratuity to which he may be entitled for the service he has already rendered, or
- (b) of accepting any post or transfer to another post even on lower pay if offered and count his previous services for pension.

The compensation pension and gratuity are regulated according to the prescribed scales under the liberalized Pension Rules or the old pension Rules, whichever is applicable.

(iv) Permanent Government Servants who have put in 30 or more years of service.

Para 2(2) of the Liberalized Pension Rules provides that Government may require a Government servant to retire after he has completed 30 years of qualifying service provided that the appropriate authority gives a notice in writing to the Government servant at least 3 months before the date on which he is required to retire.

Tours/ Foreign Tours/Training

Vigilance Department

No. 15/06/2019-VIG/1940

Dated: 17/07/2020

MEMORANDUM

1. It has come to the notice of Government, that some of the Authorities/Cadre Controlling Authorities are sanctioning the leave of Gazetted Officer to visit foreign country without obtaining Vigilance clearance from the Directorate of Vigilance.
2. The Heads of the Department should ensure that no leave Sanction Order is issued to any Gazetted Officers to visit foreign country without obtaining prior Vigilance clearance from the Directorate of Vigilance.
3. Vigilance clearance is compulsory to visit foreign countries in terms of Office Memorandum No. 19/21/2014-PER dated 21/08/2014.
4. The proposal for obtaining Vigilance Clearance for Gazetted Officer should be submitted to the Directorate of Vigilance at least 20 days prior to the date of departure but not later than 15 days before the date of departure.
This is for strict compliance.
This issued with the approval of the Government.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)**Department of Personnel**

File No. 19/2/2017-PER/043

Dated:- 02-01-2018

OFFICE MEMORANDUM

It is observed by Government, that proposals for personal/official tours are submitted for ex-post facto approval of Hon'ble Chief Minister/Appropriate Authority as against established procedure of obtaining prior approval as envisaged under rule made in this regard.

It is therefore, enjoined upon all Secretaries, head of Departments, officers to take prior approval of the Government/Appropriate Authority vis-à-vis proposal for official or personal tour. Such proposal shall invariably be sent at least 10 days in advance, so as to enable the concerned Department/Authority to communicate its decision/issue of sanction order, as the case may be.

Further, seeking post-facto approval for any tour shall be avoided and the officers shall travel only upon approval/receipt of tour sanction order. However, in case of emergency, the concerned Secretary/Head of the Department/officer shall seek oral permission from the Hon'ble Chief Minister or from Principal Secretary/Secretary/Under Secretary to Chief Minister, and the said fact shall be clearly mentioned in the proposal referred for ex-post facto sanction.

This issues with the approval of the Government.

Sd/-

(Shashank V. Thakur)
Under Secretary (Personnel-II)**Department of Personnel**

File No. 7/7/2016-PER

Dated:- 29-02-2016

CIRCULAR

An instance has come to the notice of the Hon'ble Chief Minister where permission has been sought by a senior officer to attend some meeting in Delhi which was of the least consequence to the interest of the State Government and the said visit was clubbed along with leave of different descriptions/weekend's etc. making it an official tour rendering long absence in the headquarter. A serious concern has been raised by the Competent Authority on this matter and attention of all the

Secretaries/Head of Departments has been drawn to the Circular No. 19-11-2002-PER dated 04-11-2010 issued by the Department of Personnel, Secretariat, Goa (copy enclosed).

All the officers are, therefore, directed to evaluate whether the Resident Commissioner stationed at Delhi could attend any such meetings and represent the State Government of Goa. And if so, sufficient material/report may be made available to him timely to facilitate meaningful discussion and participation in the meeting. Whenever the officers feels that their participation in the meeting is necessary, they may definitely do so. However, with respect to any personal work outside Goa, the officers are directed to take leave and travel at their own expense and are further directed to follow the instructions laid down in the above mentioned circular scrupulously. In addition, tour approval must be obtained from the Competent Authority before proceedings on official tour.

Sd/-
(R. K. Srivastava)
Chief Secretary

Department of Personnel

File No. 19/11/2002-PER

Dated:- 08-02-2016

OFFICE MEMORANDUM

Letter vide D.O. No. 2211/PS/FS/15 dated 31-12-2015 transcribed below received from Government of India, Ministry of External Affairs, New Delhi, alongwith letter vide No. AA/551/2/2016 dated 05-01-2016 Government of India, Ministry of External Affairs, (Coordination Division), New Delhi, is forwarded for information and strict compliance.

1. OSD/P.S. to Chief Minister/Ministers/Speaker.
2. All Secretaries to Government.
3. All Head of Departments/Corporation/Autonomous Bodies/Offices in the Secretariat.

Sd/-
(Surendra F. Naik)
Under Secretary (Personnel-II)

Ministry of External Affairs

F. No. 22121/FS/15

Dated: 31-12-2015

Subject: Grant of political clearances for visits abroad by Ministers, Parliamentarians, Legislators and all officials of the Central/State/UT Governments and PSUs.

As you are aware, the Ministry of External Affairs is the nodal Ministry for processing and grant of political clearances for visits abroad by Ministers, Parliamentarians, Legislators and all officials of the Central/State/UT Governments and PSUs.

2. To speed up & streamline the processing of applications for political clearances for visits abroad, the Ministry is launching e-Political Clearances System on a pilot basis on 1st January, 2016 to enable eligible applicants to apply for political clearances online. This portal epolclearance.gov.in can be used for seeking political clearances or the MEA for all outgoing visits that require such clearance. This is an initiative under the ambit of the Digital India program to improve delivery of services by the Ministry and is hosted on the GI Cloud with the support of NIC.

3. In order to promote the use of this online portal, I request you to kindly encourage all Departments /Organizations/Institutions/Division under your charge to begin using this portal for submitting applications for political clearance to the MEA. On successful completion of this pilot phase, we envisage making online applications mandatory. An overview of this portal with salient features is attached for your kind reference.

Yours sincerely,
Sd/-
(Dr. S Jaishankar)

Ministry of External Affairs

F. No. 22121/FS/15

Dated: 31-12-2015

Overview

The Internet portal <http://epolclearance.gov.in> has been launched by the Ministry of External Affairs to facilitate online application for grant of political clearances for visits abroad by the constituents at various levels in Central and State Governments in India. The system is designed to automatically generate acknowledgements for online applications along with a unique reference number for easy tracking. Upon completion of processing of applications, the system immediately generates MEA's political clearance in PDF format and forwards it to the applicants directly by email.

Salient features

- Portal is available 24 x 7 and can be accessed over the internet;
- System automatically identifies and forwards online applications directly to the concerned Divisions(s) within MEA cutting down on time taken in transit;
- Single applications form for individual visit or for delegations;
- Online form also applicable for visits to multiple countries;
- Facility to upload supporting documents;
- Features OTP verification through SMS for user registration;
- Applications can be submitted by the visitor or on behalf of visitor (s) by nodal officer;
- Facility to check status of application online;
- Easy to use website, to the drop-down menus;
- Automatic generation of political clearance upon completion of processing, which is forwarded directly to the applicant, copy sent to CPV Division, MEA to facilitate the issue of Diplomatic/ Official Passport and visa notes;
- Outcome reports can be submitted online once the visit is completed;

Description of process flow

After a one-time registration on the portal, either the visitor or the nodal officer of the concerned Department in Central/State/UT Governments, PSUs can submit online applications for political clearances. The interface is simple and user-friendly and allows uploading of scanned supporting documents. Status of applications can be checked online using the unique reference number generated at the time of application. Copies of the political clearance generated by the portal are also sent to CPV Division, MEA to facilitate the issue of Diplomatic/Official Passports and visa notes. Once the visit is completed, the portal offers the facility for uploading outcome reports.

Support - Any queries on using this system may please be directed to:

MEA e-polclearance Support Team

1025 A Wing Jawarlal Nehru Bhavan.

23-D Janpath, New Delhi 110 011

Email [jnbsupport\[at\]mea\[dot\]gov\[dot\]in](mailto:jnbsupport[at]mea[dot]gov[dot]in)

[epolclearance\[at\]mea\[dot\]gov\[dot\]in](mailto:epolclearance[at]mea[dot]gov[dot]in)

Tel: 91 114901 8371

Department of Personnel

File No. 19/21/2014-PER

Dated:- 21-08-2014

OFFICE MEMORANDUM**Sub: Guidelines for conduct of foreign tours by Constitutional and Statutory Authorities, Officers and employees of the Government/Autonomous Bodies/Undertakings/Corporations, etc.**

The Department of Personnel has been issuing various guidelines in respect of conduct of foreign tours by Constitutional and Statutory Authorities, Officers and employees of the Government/Autonomous Bodies/ Undertakings/ Corporations, etc. from time to time based on and consistent with the Government of India policy on such matters communicated vide Circulars of the Cabinet Secretariat, Government of India, dated 30-03-1995 and 26-08-2010.

2. In spite of these instructions, instances have come to light where appropriate approvals/permissions from State Government Departments as well as Central Government Departments concerned, as applicable, have neither been obtained nor guidelines adhered to/ complied with and which in turn has resulted in non-settlement of tour claims, etc.

3. These aspects have been engaging the attention of the Government for quite some time and the Government having examined the matter consistent with the instructions on the similar subject by the Govt. of India, is pleased to frame the following guidelines for the purpose of conduct of foreign tours by Constitutional and Statutory Authorities, Officers and officials of the State Government/Autonomous Bodies/Undertakings/Corporations, etc.

4. General Instruction:- The following general instruction on foreign tours must be scrupulously adhered to while submitting proposals to the Government.

- (a) Foreign tours must be undertaken only when it is absolutely essential and are in the interest of the State.
- (b) The purpose of the tour must be clearly spelt out along with the tasks proposed to be achieved during the tour.
- (c) The delegation must be compact in size comprising people directly connected with the subject matter.
- (d) The expenditure on the tour must be kept to the bare minimum and within the limits of entitlements. The proposal for foreign tour must indicate clearly the likely expenditure, the source of funding, budgetary provisions, etc.
- (e) After conclusion of the foreign tour, a post visit report shall be submitted to the Administrative Minister and the Chief Minister of the State. No further foreign tour shall be considered for the financial year, if such report is not submitted within a period of fifteen days from the date of completion of the tour.
- (f) The proposal for foreign tours must contain details of the foreign tours undertaken by the person concerned at Government cost during the last 03 years and also brief details as to how the tour has benefitted the State.
- (g) In respect of participation in international exhibitions/marts by Departments like Tourism, etc., the administrative approval and expenditure sanction for the entire delegation, both official and non-official members, shall be obtained separately and shall not be included in tender for setting up stalls, etc. through event management companies.

5. Permissions and approvals required.- Foreign tours shall be categorized into four categories:

- (A) Those fully/partly sponsored by/funded by Government of India or any Department/Authority/ Agency, etc. of the Government of India;
- (B) Those which are fully/partly funded by the State Government and/or its Agencies/Corporations/ Undertakings, etc.
- (C) Those which are fully or partly funded by non-Government External Agencies; and

(D) Personal tour/tour conducted with own funds.

6. In respect of Category (A) above, the following permissions/approvals shall be required:

- (a) Permission from the Department of Personnel, Government of Goa. The proposal should be submitted to the Department of Personnel at least 30 days prior to the date of departure but not later than 20 days before the date of departure.
- (b) Permission from the Department of Economic Affairs, Ministry of Finance, Govt. of India.
- (c) Permission from the Ministry of External Affairs, Govt. of India, for the purpose of political clearance.
- (d) Permission and concurrence from the Finance Department, Govt. of Goa, in case the tour is partly funded by the State Government or its Agencies/Corporations, etc.

The above permissions are compulsory; failing which the State Government shall not grant approval to the person concerned to leave headquarters to proceed on the tour.

Note 1: In the case of Chief Minister and the Ministers of the State Cabinet, prior approval of the Office of the Prime Minister, Govt. of India, (Political clearance), is mandatory.

7. In case of Category (B) above, the following permissions/approvals shall be required:

- (a) Permission from the Department of Personnel, Government of Goa. The proposal should be submitted to the Department of Personnel at least 30 days prior to the date of departure but not later than 20 days before the date of departure.
- (b) Permission from the Ministry of External Affairs, Govt. of India, for the purpose of political clearance.
- (c) Permission and concurrence from the Finance Department, Govt. of Goa.

The above permissions are compulsory; failing which the State Government shall not grant approval to the person concerned to leave headquarters to proceed on the tour.

Note 2: In the case of Chief Minister and the Ministers of the State Cabinet, prior approval of the Office of the Prime Minister, Govt. of India, (political clearance), is mandatory.

8. In respect of Category (C) above, Government does not encourage its Officers in undertaking such kind of tours. However, based on the nature and contents of the tour programme which may be related to enhancing individual capacities as well as related to academic, infrastructure, governance, etc., the tour shall be conducted with prior approval of the State Government through the Department of Personnel and with stipulation of conditions as applicable in Category (B) above.

9. In respect of Category (D) above, the following permissions/approvals shall be required:

- (a) Permission from the Department of Personnel, Government of Goa. The proposal should be submitted to the Department of Personnel, with proper justification.
- (b) In the case of Officers of the State Government.-
 - Prior approval of the Government that is the Administrative Minister.
 - Vigilance clearance.
 - Leave Sanction from Competent Authority/Cadre Controlling Authority, if any.

Note 3: In case of Chief Minister and Ministers of the State Cabinet, prior approval of the Office of the Prime Minister of Govt. of India for political clearance, would be required.

Note 4: In case of MLA's, prior approval of Hon'ble Speaker of the Goa Legislative Assembly would be required.

This is for strict compliance.

By order and in the name of
Governor of Goa

Sd/-
(Yetindra M. Maralkar)
Additional Secretary (Personnel)

Department of Personnel

File No. 19/11/2002-Per

Dated:- 19-08-2014

OFFICE MEMORANDUM

Letter dated 31-07-2014 transcribed below received from Government of India, Ministry of Finance, Department of Economic Affairs, (Capital Markets Division) North Block, New Delhi, is forwarded for information and strict compliance.

1. O.S.D/P.S. to Chief Minister/Ministers/Speaker.
2. All Secretaries to Government.
3. All Head of Departments/ Corporation/Autonomous Bodies/Offices in the Secretariat.

Sd/-
(R. Aga)
Under Secretary (Personnel-II)

**Ministry of Finance,
Department of Economic Affairs**

F. No. 24/Uttarakhand/EM/2014

Dated:- 31-07- 2014

Subject: Foreign travel by the functionaries of State Government/Union Territory on official account regarding.

Sir/Madam,

1. As you are aware, the procedure for processing foreign visits on official account by the functionaries of State/UT Governments is laid down in Cabinet Secretariat's letter No. 21/1/1/81-Cab. Dated the 16th August, 1982 as amended from time to time. In accordance with the procedure, Department of Economic Affairs, Ministry of Finance processes such proposals in consultation with the concerned Union Ministry/ Department from essentiality angle. Prior clearance of the Ministry of External Affairs from political angle and the Ministry of Home Affairs from FCRA angle, wherever foreign hospitality is involved are mandatory before processing such proposal by Department of Economic Affairs.

2. However, in a number of cases it is observed that such proposals are received in Department of Economic Affairs after the commencement of the visit or day or two before the scheduled date of journey, because of which it becomes difficult to process the case in timely manner for prior approval of Hon'ble Finance Minister through the Screening Committee of Secretaries. On some occasions, the functionaries concerned have undertaken the journey without approval.

3. Further, it is requested to strictly follow the guidelines of Cabinet Sectt. as mentioned above and send the complete proposal along with clearances from all concerned with regard to the foreign visits of Chief Ministers/Ministers/Speakers/State Government Officials to this Department at least two weeks before the scheduled date of departure so that these may be processed and submitted to the Hon'ble Finance Minister through the Screening Committee of Secretaries for consideration, well in time.

Yours faithfully,

Sd/-
(Sanjeev Kaushik)
Director (EM)

Department of Personnel

File No. 7/11/2012-PER(Part)

Dated:- 27-11-2013

CIRCULAR

It has come to the notice of the Government that some officers, including some AIS Officers, are taking advantage of leniency of the Government by leaving Goa or arriving in Goa a day prior to or a day after the prefixed or suffixed holidays as the case may. This tendency has been noticed both at the time of going on official tour as well as on leave. Therefore, the following instructions are being issued for compliance, both in letter and in spirit:

- (i) All AIS officers other than those working under statutory authorities, office of the Hon'ble Chief Minister and Hon'ble Governor, shall compulsorily submit the request for leave/official tours to the Chief Secretary through proper channel.
- (ii) If the officer leaves the Head Quarters during the working hours or arrives during the working hours without the prior approval of the competent authority either while proceedings on or coming back from leave or official tour, it shall be treated as leave and shall be deducted accordingly from the leave account of the officer concerned.
- (iii) Any persistent default on the part of the officers shall be duly reflected in the PAR of the officer concerned.
- (iv) No official tour or leave proposals shall be entertained for approval by the competent authority unless the following details are also furnished:-
 - (a) Date and time of departure from Goa;
 - (b) Details of the official works like date and time and the nature of work alongwith supporting documents;
 - (c) The likely time and date of arrival in Goa.
- (v) All leave and official tour programme approved by the link Chief Secretary in the absence of the regular Chief Secretary, should be send to US to Chief Secretary for informing the regular Chief Secretary on his return as well as to update the leave account of the officer concerned.

Sd/-

(Yetindra M. Maralkar)

Additional Secretary (Personnel)

Ministry or Home Affairs/Grih Mantralaya
Foreigners Division

F. No. II/21022/58(97)/2011-FCRA.I,

Dated:- 11-06-2012

OFFICE MEMORANDUM

Subject: Acceptance of foreign hospitality under Foreign Contribution (Regulation) Act (FCRA), 2010 filing of online application in FC-2 form-regarding.

The provisions under the FC(R)A,2010/FC(R)R,2011 relating to foreign hospitality and guidelines to be followed for consideration of proposals for acceptance of the same was circulated for information and compliance by all concerned vide this Ministry's OM of even number dated 20-09-2011.

2. Under Section 6 of FCRA, 2010 no member of a Legislature or office-bearer of a political party or Judge or Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality.

Rule 7 of FCRR, 2011 provides:-

- (1) Any person belonging to any categories specified in Section-6 of FCRA, 2010 who wishes to avail foreign hospitality is required to apply to the Central Government in Form FC-2 for prior permission to accept such foreign hospitality.
- (2) Every application for acceptance of foreign hospitality shall be accompanied by an invitation letter from host or the host country, as the case may be, and administrative clearance of the Ministry or Department concern in case of visits sponsored by a Ministry or Department of the Government.
- (3) The application for grant of permission to accept foreign hospitality must reach the appropriate authority ordinarily two weeks before the proposed date of onward journey.
- (4) In case of emergent medical aid needed on account of sudden illness during a visit abroad, the acceptance of foreign hospitality shall be required to be intimated to the Central Government within sixty days of such receipt giving full details including the source, approximate value in Indian Rupees, and the purpose for which and the manner in which it was utilized.

4. It has now been decided to submit online application in FC-2 Form which is required in all cases from 15-07-2012 on this Ministry web-site- http://mha.nic.in/feraweb/fc_online.htm and hard copy thereof duly signed by the applicant along with invitation letter from host or the host country, as the case may be, and administrative clearance of the concerned Ministry or Department of the Government may be sent to this Ministry for necessary action.

5. All Ministries/Departments of Government of India, all State Governments/UTs, are requested to bring to the notice or all concerned that application in FC-2 Form may invariably be submitted on online.

6. Lok Sabha Secretariat/Rajya Sabha Secretariat are requested to bring suitably to the notice of all Members of Parliament that their applications may invariably be submitted on online and hardcopy thereof duly signed by the applicant along with invitation letter from host or the host country, as the case may be, are routed through the Lok Sabha Secretariat/Rajya Sabha Secretariat with their administrative clearance to this Ministry for necessary action.

Sd/-
(Rais Ahmad)
Director (FCRA)

Department of Personnel

File No. 19/11/2002-PER

Dated:- 07-02-2012

To,

- 1) P. S. to Hon'ble Chief Minister,
Secretariat, Porvorim.
- 2) P. S. to all Ministers,
Secretariat, Porvorim.
- 3) All Heads of Departments/Offices (by name)
- 4) All Departments in the Secretariat.

Sub:- Guidelines for consideration of proposal acceptance of Foreign Hospitality under the Foreign contribution, (Regulation) Act, 2010.

Sir/Madam

I am directed to forward herewith a copy of Office Memorandum No. II/21022/58 (97)/2011-FCRA-I dated 20-09-2011 received from Dy. Secretary, Government of India, Ministry of Home Affairs, New Delhi alongwith its enclosures on the subject mentioned above for information.

Yours faithfully,

Sd/-
(N. P. Singnapurker)
Under Secretary (Personnel-II)

Ministry or Home Affairs/Grih Mantralaya
Foreigners Division

No. II/21022/58(97)/2011-FCRA.I

Dated:- 20-09-2011

OFFICE MEMORANDUM

Subject: Guidelines for consideration of proposals for acceptance of foreign hospitality under the Foreign Contribution (Regulation) Act, 2010.

The Foreign Contribution (Regulation) Act, 2010 (FCRA, 2010) and the Foreign Contribution (Regulation) Rules, 2011 (FCRR, 2011) have come into force with effect from 01-05-2011. The provisions under the Act/Rules relating to 'foreign hospitality' and guidelines to be followed for consideration of proposals for acceptance of the same are hereby circulated for information and compliance by all concerned

2. Statutory Provisions: The relevant provisions of FCRA, 2010 are reproduced below:

Section 2(1) (i): "Foreign Hospitality" means any offer, not being a purely casual one, made in cash or kind by a foreign source for providing a person with the costs of travel to any foreign country or territory or with free boarding, lodging, transport or medical treatment.

Section 2 (1) (j): "Foreign source" includes -

- (i) the Government of any foreign country or territory and any agency of such Government;
- (ii) any international agency, not being the United Nations or any of its specialized agencies, the World Bank, International Monetary Fund or such agency as the Central Government may, by notification, specify in this behalf;
- (iii) a foreign company;
- (iv) a corporation, not being a foreign company, incorporated in a foreign country or territory;
- (v) a multi-national corporation referred to in sub-clause (iv) of clause (g)*;
- (vi) a company within the meaning of the Companies Act, 1956, and more than one-half of the nominal value of its share capital is held, either singly or in the aggregate, by one or more of the following, namely:-
 - (A) the Government of a foreign country or territory;
 - (B) the citizens of a foreign country or territory;
 - (C) corporation incorporated in a foreign country or territory;
 - (D) trusts, societies or other associations of individuals (whether incorporated or not) formed or registered in a foreign country or territory;
 - (E) foreign company.
- (vii) a trade in any foreign country or territory, whether or not registered in such foreign country or territory;
- (viii) a foreign trust or a foreign foundation, by whatever name called or such trust or foundation mainly financed by a foreign country or territory;
- (ix) a society, club or other association of individuals formed or registered outside India;
- (x) a citizen of a foreign country.

*A corporation incorporated in a foreign country or territory shall be deemed to be a multi-national corporation if such corporation-

- (a) has a subsidiary or branch or place of business in two or more countries or territories; or

- (b) carries on business, or otherwise operates, in two or more countries or territories.

Section 2 (1) (k): “Legislature” means-

- (A) either House of Parliament;
- (B) the Legislative Assembly of a State, or in the case of a State having a Legislative Council, either House of the Legislature of that State;
- (C) Legislative Assembly of a Union Territory constituted under the Government of Union Territories Act, 1963;
- (D) Legislative Assembly for the National Capital Territory of Delhi referred to in the Government of National Capital Territory of Delhi Act, 1991;
- (E) Municipality as defined in clause (e) of article 243P of Constitution;
- (F) District Councils and Regional Councils in the States of Assam, Meghalaya, Tripura and Mizoram as provided in the Sixth Schedule to the Constitution;
- (G) Panchayat as defined in clause (d) of article 243 of the Constitution;
or
- (H) Any other elective body as may be notified by the Central Government.

Section 2 (1) (m): “person” includes:-

- (i) an individual;
- (ii) a Hindu undivided family;
- (iii) an association;
- (iv) a company registered under section 25 of the Companies Act, 1956.

Section 2 (1) (n): “political party” means:-

- (i) an association or body of individual citizens of India-
 - (A) to be registered with the Election Commission of India as a political party under section 29A of the Representation of the People Act, 1951; or
 - (B) which has set up candidates for election to any Legislature, but is not so registered or deemed to be registered under the Election Symbols (Reservation and Allotment) Order, 1968;
- (ii) a political party mentioned in column 2 of Table 1 and Table 2 to the notification of the Election Commission of India No. 56/J&K/02, dated the 8th August, 2002, as in force for the time being.

Section 6-Restriction on acceptance of foreign hospitality:

No member of a Legislature or office-bearer of a political party or Judge or Government servant or employee of any corporation or any other body owned or controlled by the Government shall, while visiting any country or territory outside India, accept, except with the prior permission of the Central Government, any foreign hospitality:

Provided that it shall not be necessary to obtain any such permission for an emergent medical aid needed on account of sudden illness contracted during a visit outside India, but where such foreign hospitality has been received, the person receiving such hospitality shall give, within one month from the date of receipt of such hospitality an intimation to the Central Government as to the receipt of such hospitality, and the source from which, and the manner in-which, such hospitality was received by him.

Section 9-Power of the Central Government to prohibit receipt of foreign hospitality in certain cases-

The Central Government may-

- (b) require any person or class of persons, not specified in section 6, to obtain prior permission of the Central Government before accepting any foreign hospitality;
- (e) require any person or class of persons, not specified in section 6, to furnish intimation, within such time and in such manner as may be prescribed, as to the receipt of any foreign hospitality, the source from which and the manner in which such hospitality was received;

Provided that no such prohibition or requirement shall be made unless the Central Government is satisfied that the acceptance of foreign contribution by such person or class of persons, as the case may be, or the acceptance of foreign hospitality by such person, is likely to affect prejudicially-

- (i) the sovereignty and integrity of India; or
- (ii) public interest; or
- (iii) freedom or fairness of election to any Legislature; or
- (iv) friendly relations with any foreign State; or
- (v) harmony between religious, racial, social, linguistic or regional groups, castes or communities.

3. Provisions under the Rules: The relevant provisions of FCRR, 2011 are reproduced below:

Rule 7- Receiving foreign hospitality by specifies categories of persons.-

- (1) Any person belonging to any of the categories specified in Section 6 who wishes to avail of foreign hospitality shall apply to the Central Government in Form FC-2 for prior permission to accept such foreign hospitality.
- (2) Every application for acceptance of foreign hospitality shall be accompanied by an invitation letter from the host or the host country, as the case may be, and administrative clearance of the Ministry or Department concern in case of visits sponsored by a Ministry or Department of the Government.
- (3) The application for grant of permission to accept foreign hospitality must reach the appropriate authority ordinarily two weeks before the proposed date of onward Journey.
- (4) In case of emergent medical aid needed on account of sudden illness during a visit abroad, the acceptance of foreign hospitality shall be required to be intimated to the Central Government within sixty days of such receipt giving full details including the source, approximate value in Indian Rupees, and the purpose for which and the manner in which it was utilized.

Provided that no such intimation is required if the value of such hospitality in emergent medical aid is upto one lakh rupees or equivalent thereto.

4. A copy of Form FC-2 is at Annexure-1. The form is also available on MHA's web-site--
<http://mha.nic.in/fcra/forms/fc-2.pdf>

5. The agencies of the United Nations and other International Organisations, which are not treated as "foreign source", are listed at Annexure-2. The list is also available on the web site
<http://mha.nic.in/fcra/intro/FCRA-exemptedAgenciesUN.pdf>

6. The following cases need not be submitted to this Ministry for grant of permission to accept foreign hospitality:-

- (i) Where the entire expenditure on the proposed foreign visit is being met by the Central/State Government or any Central/State PSU etc.
- (ii) Where the proposed foreign visit is being undertaken by a person in his/her personal capacity and the entire expenditure thereon is being met by the person concerned.
- (iii) Where the foreign hospitality is being provided by an Indian national living in a foreign country or territory.
- (iv) Cases involving acceptance of an assignment on salary, fee or remuneration etc.

- (v) Cases involving funding offered by an agency/organization mentioned in Annexure-2.
- (vi) Cases involving visits undertaken by the Members of an Indian Parliamentary, delegation under bilateral exchange.
- (vii) Cases involving visits undertaken in pursuance of a bilateral agreement between the Government of India and the Government of the country concerned, approved by the Ministry of Finance (Department of Economics Affairs).
- (viii) Cases involving long term/short term foreign training courses approved by the Ministry of Personnel, Training and Public Grievances.

7. The responsibility of ensuring full compliance with the provisions FCRA, 2010 lies with the person proposing to avail the foreign hospitality. It should, therefore, be ensured that the foreign visit involving acceptance of foreign hospitality is undertaken only after obtaining the requisite permission under the said Act.

8. Permission accorded under FCRA, 2010 to accept foreign hospitality should not be construed as equivalent to administrative clearance, which has to be obtained separately by the person concerned from the competent authority in the concerned Ministry/Department

9. All Ministries/Departments are requested to ensure that the following points have been complied with while forwarding application to the Ministry of Home Affairs, Foreigners Division:

- (i) All columns in Form FC-2 must be filled up.
- (ii) All proposals for acceptance of foreign hospitality should be accompanied with a specific recommendation of the Administrative Ministry/Department.
- (iii) The Administrative Ministry/Department should certify the essentiality of the foreign visit. It should also be clearly indicated whether the proposal has the approval of the Ministry of External Affairs, the cadre controlling authority (applicable in respect of training programme/workshop/ seminar/study tour organized by international agencies), and the competent authority.
- (iv) A copy of the offer/invitation containing details of the foreign hospitality being offered should be invariably enclosed with each application.
- (v) Each application for grant of permission to accept foreign hospitality, complete in all respects, should reach the Ministry of Home Affairs, Foreigners Division at least 10 working days before the scheduled date of departure of the person(s) concerned.

Sd/-

(J.K. Chattopadhyay)

Deputy Secretary to the Government of India

Tel: 23071157

Annexure-I
FORM FC-2

[See rule 7(1)]

The Secretary to the Government of India,
Ministry of Home Affairs,
FCRA Wing/Foreigners Division,
“Jaisalmer House”,
26, Mansingh Road,
New Delhi-110 011.

Subject: Application for seeking prior permission of the Central Government to accept foreign hospitality.

[Note: For foreign hospitality availed in case of emergent medical aid situation, intimation to be given on plain paper to the Secretary, Ministry of Home Affairs, at the address mentioned in FORM FC-2, within sixty days of such receipt of foreign hospitality.]

1. Name in full (block letters):
2. Date of Birth:
3. Name of father/husband:
4. Present address:
5. Permanent address:
6. Passport particulars (if already in possession):
7. Status: -
 - (a) Member of Legislature:
 - (b) Office bearer of a political party:
 - (c) Judge of Supreme Court/High Court:
 - (d) Government servant:
 - (e) Employee of a Company/Corporation:
 - (f) Any other person or class of persons not specified in section 6
8. Names of countries/places to be visited with duration of stay:
9. The countries and places where foreign hospitality is to be accepted:
10. Duration and purpose of visit to the country(s)/place(s) mentioned in Column 9 with specific dates:
11. Particulars of host(s): -
 - (a) If an individual, his personal particulars including name, present address, permanent address, nationality, profession:
 - (b) If an Organisation/Institutional/Association/Trust/Foundation/Trade Union etc., full particulars thereof including-
 - (i) Full name and complete address:
 - (ii) Address of Head office/Principal office:
 - (iii) Aims and Objects:
 - (iv) Particulars of important office bearers:
12. [@]Full particulars, as in Column 11(a) and (b) of the foreign source, in case the actual source extending the hospitality is located in a country other than actually proposed to be visited:
13. Nature and duration of foreign hospitality proposed to be accepted with specific dates and with specific details:
14. Nature of connection/dealing with the host and/or foreign source extending the hospitality:
15. Approximate expenditure to be incurred on hospitality:
16. Any other information of significance which the applicant may like to furnish:

DECLARATION

I hereby declare that the above particulars furnished by me are true and correct.

Place:

Date:

Signature of the applicant
(Name, in block letters)

[@] Delete if not applicable.

ANNEXURE-II

List of agencies of the United Nations, and other international agencies and organisations notified by the Central Government to be not covered by the definition of 'foreign source', under section 2(1)(j)(ii) of the Foreign Contribution (Regulation) Act, 2010

The United Nations System**I. Secretariat**

1. Office of Internal Oversight Services, New York.
2. Office of Legal Affairs, New York.
3. Department of Political Affairs, New York.
4. Department for Disarmament Affairs, New York.
5. Department of Peacekeeping Operations, New York.
6. Office for the Coordination of Humanitarian Affairs, New York.
7. Department of Economic and Social Affairs, New York.
8. Department for General Assembly Affairs and Conference Services, New York.
9. Department of Public Information, New York.
10. Department of Management, New York.
11. United Nations Office at Geneva.
12. United Nations Office at Vienna.
13. United Nations Office at Nairobi.

II. Bodies of the United Nations

14. International Research and Training Institute for the Advancement of Women (INSTRAW), Santo Domingo, Dominican Republic.
15. Joint United Nations Programme on HIV/AIDS (UNAIDS), Geneva.
16. Office of the UN High Commissioner for Human Rights (OHCHR), Geneva.
17. Office of the UN High Commissioner for Refugees (UNHCR), Geneva.
18. United Nations Capital Development Fund (UNCDF), New York.
19. United Nations Conference on Trade and Development (UNCTAD), Geneva.
20. United Nations Development Fund for Women (UNIFEM), New York.
21. United Nations Institute for Disarmament Research (UNIDIR), Geneva.
22. United Nations Institute for Training and Research (UNITAR), Geneva.
23. United Nations Interregional Crime and Justice Research Institute (UNICRI), Rome.
24. United Nations Office for Project Services (UNOPS), New York.
25. United Nations Relief and Works Agency for Palestine Refugees in the Near East (UNRWA), Gaza and Amman.
26. United Nations Research Institute for Social Development (UNRISD), Geneva.
27. United Nations University (UNU), Tokyo.
28. United Nations Volunteers (UNV), Bonn.

III. Funds and Programs

29. United Nations Children's Fund (UNICEF), New York.
30. United Nations Development Programme (UNDP), New York.
31. United Nations Environment Programme (UNEP), Nairobi.
32. United Nations International Drug Control Programme (UNDCP), Vienna.
33. United Nations Population Fund (UNFPA), New York.
34. World Food Programme (WFP), Rome.

IV. Regional Commissions

35. Economic Commission for Africa (ECA), Addis Ababa, Ethiopia.
36. Economic Commission for Asia and the Pacific (ESCAP), Bangkok, Thailand.
37. Economic Commission for Europe (ECE), Geneva.
38. Economic Commission for Latin America and the Caribbean (ECLAC), Santiago, Chile.
39. Economic Commission for Western Asia (ESCWA), Beirut, Lebanon.

V. Law of the Sea Treaty Bodies

40. International Seabed Authority, Kingston.
41. International Tribunal for the Law of the Sea, Hamburg.
42. Commission on the Limits of the Continental Shelf, United Nations Divisions for Ocean Affairs and the Law of the Sea, New York.

VI. Environmental Bodies

43. Secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), Bonn.
44. Intergovernmental Panel on Climate Change (IPCC), Geneva.
45. Ozone Secretariat to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substance that Deplete the Ozone Layer, Nairobi.
46. Secretariat of the Convention on Biological Diversity (CBD), Montreal.
47. Secretariat of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES), Geneva.
48. UNEP/CMS Secretariat of the Convention on the Conservation of Migratory Species of Wild Animals (CMS or Bonn Convention), Bonn.
49. Secretariat of the Basel Convention on the Control of Trans-boundary Movements of Hazardous Wastes and their Disposal, Geneva.
50. Secretariat of the United Nations Convention to Combat Desertification in Countries Experiencing Serious Drought/or Desertification, especially in Africa (CCD), Bonn.
51. Global Environment Facility, Washington D.C.
52. Bureau (Secretariat) of the Convention on Wetlands (Ramsar) , Gland, Switzerland.

VII. SPECIALISED AGENCIES

53. International Labour Organisation (ILO), Geneva.
54. Food and Agriculture Organization (FAO), Rome.
55. United Nations Educational, Scientific and Cultural Organisation (UNESCO), Paris.
56. International Civil Aviation Organisation (ICAO), Montreal.
57. World Health Organisation, Geneva.
58. Universal Postal Union (UPO), Berne, Switzerland.
59. International Telecommunication Union (ITU), Geneva.
60. World Meteorological Organization (WMO), Geneva ..
61. International Maritime Organization (IMO), London.
62. World Intellectual Property Organization (WIPO), Geneva.
63. International Fund for Agricultural Development (IFAD), Rome,
64. United Nations Industrial Development Organisation (UNIDO), Vienna.

VIII. The World Bank Group

65. International Bank for Reconstruction and Development (IBRD), Washington D.C.
66. International Development Association (IDA), Washington D.C.
67. International Monetary Fund (IMF) Washington D.C.
68. International Finance Corporation (IFC), Washington D.C.

69. Associated Organisations of World Bank Group:

- A) International Centre for the settlement of Investment Disputes (ICSID), Washington D.C.
- B) Multilateral Investment Guarantee Agency (MIGA), Washington D.C.
- C) Consultative Group on International Agricultural Research (CGIAR), Washington D.C.
(It has 16 Research centres)

- i. International Plant Genetic Resource Institute (IPGRI), Rome.
- ii. International Wheat and Maize Improvement Centre (CIMMYT), Mexico.
- iii. International Centre for Living Aquatic Resource Management (ICLARM),

Philippines.

- iv. International Irrigation Management Institute (IIMI), Colombo.
- v. International Food Policy Research Institute (IFPRI) Washington D.C.
- vi. International Centre of Research in Agro-forestry (ICRAF), Nairobi.
- vii. International Centre for Agricultural Research in Dry Areas (ICARDA), Syria.
- viii. International Centre for Tropical Agriculture (CIAT), Columbia.
- ix. International livestock Research Institute (ILRI), Nairobi.
- x. West Africa Development Association (WARDA), Abidjan.
- xi. International Service of National Agricultural Research (ISNAR), The Netherlands.
- xii. International-Crops Research Institute For the Semi-Arid Tropics (ICRISAT),

Hyderabad.

- xiii. International Rice Research Institute, Manila, Philippines.
- xiv. International Potato Centre, Peru.
- xv. Centre for International Forestry Research (CIFOR), Indonesia.
- xvi. International Institute of Tropical Agriculture (IITA), Nigeria.

IX. Regional Development Banks

- 70. African development Bank (ADB), Abidjan.
- 71. Inter-American Development Bank (IDB), Washington D.C.
- 72. Asian Development Bank (ADB), Manila.
- 73. Caribbean Development Bank (CDB), St. Michael, Barbados.

X. Other Bodies Related to United Nations

- 74. International Atomic Energy Agency (IAEA), Vienna,
- 75. Organisation for the Prohibition of Chemical Weapons (OPCW), The Hague.
- 76. Provisional Technical Secretariat (PTS) for the Comprehensive Nuclear Test Ban Treaty Organization (CTBTO), Vienna,
- 77. International Consultative Group on Food Irradiation (ICGFI), Vienna.
- 78. International Narcotics Control Board (INCB), Vienna.
- 79. International Trade Centre UNCTAD/WTO (ITC), Geneva.
- 80. International Union for the Protection of New Varieties of Plants (UPOV), Geneva;
- 81. World Tourism Organisation (WTO/OMT), Madrid.
- 82. World Food Council (WFC).
- 83. United Nations Social Defence Research Institute (UNSDRI).
- 84. United Nation's Statistical Office (UNSCO).

XI. Other International organisations

- 85. United Nations Outer Space Committee.
- 86. International Sugar Organisation, London.
- 87. Asian Productivity Organisation, Tokyo.

88. Asian and Pacific Development Administration, Kuala Lumpur.
89. Asian African Legal Consultative Committee, New Delhi.
90. Asia/Pacific Cultural Centre for UNESCO (ACCU), Japan.
91. Commonwealth Secretariat, London.
92. Afro-Asian Rural Reconstruction Organisation (AARRO), New Delhi.
93. Centre on Integrated Rural Development for Asia and the Pacific, (CIRDAP), Dhaka.
94. International Centre for Genetic Engineering and Biotechnology (ICGEB), New Delhi.
95. Asia and Pacific Centre of Transfer of Technology (APCTT), New Delhi.
96. Centre for Science and Technology of the Non-Aligned and Other Developing Countries (NAM S&T Centre). New Delhi.
97. Commonwealth Agricultural Bureaux International (CABI), UK.
98. The Asia Pacific Association of Agricultural Research Institution (APAARI), Bangkok
99. The Regional Co-ordination centre for Research and Development of coarse Grains, Pulses, Roots and Tubercrops in the Humid Tropics of Asia and the Pacific (CGPRT Centre), Indonesia.
100. The Regional Network for Agriculture Machinery (RNAM), Bangkok.
101. Commission on Genetic Resources for Food and Agriculture (CGRFA), Rome.
102. The International, Seeds Testing Association (ISTA), Zurich.
103. International Water Management Institute (IMI), Sri Lanka.

(Notified in the Gazette of India, Extraordinary, Part II-Section 3- Sub-section (ii) vide S.O. No. 1014 (E) dated the 13th November, 2000).

104. World Trade Organisation (WTO), Geneva, Switzerland
105. International Organisation for Standardisation (ISO), Geneva, Switzerland
106. Common Fund for Commodities (CFC), Amsterdam, Netherlands
107. International Cotton Advisory Committee, Washington, USA
108. The Global Fund to Fight Aids, Tuberculosis and Malaria, Geneva, Switzerland.

(Added vide Gazette of India, Extraordinary, Part II-Section 3- Sub-section (ii) vide S.O. No. 1133 (E) dated the 1st May, 2009).

109. Global Development Network (GDN)

(Added vide Gazette of India, Extraordinary, Part I-Section 3- Sub-section (H) vide S.O. No. 1433(E) dated the 20th June, 2011).

Proforma for Political clearance

Preferably type: If filled in manually, than write in separate letters (not in running style as that sometimes become illegible) Please ensure clarity/details, completeness and that abbreviations/acronyms, if used are defined.

1.	Name and designation of the leader of the delegation (equivalent rank in GOI e.g. Secretary/Addl. Secretary/Joint Secretary)	
	Pay Scale	
2.	Details of other members of delegation (Name, designation, roles etc.)	
	Confirmation the above contains complete list of all the visitors from your Ministry/Department/Agency.	
	If not, then details of those in whose respect political clearance is likely to be sought separately	
	Justification why, instead of the visit, Indian Mission abroad cannot be asked to represent our interests	
3.	Country(ies): Dates: Purpose of the visit	

	Nature: Bilateral/Multilateral/Private transit	
4.	Anticipated outcome of the visit	
	Last outcome if the visit is not undertake/postponed	
5.	Whether as invitation received from visiting countries. If so, detail (place enclose a copy)	
	If multilateral event, level of participation from other countries.	
6.	Details of meeting fixed in countries /places being visited	
7.	Whether concerned Indian missions/posts have consulted on arrangement and meeting required	
8a	Competent Authority for granting administrative approval for undertaking the visit abroad	
8b	Whether administrative approval for the visit has been obtained from the competent authority	
9	Sources of funding for the visit	
	If any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained	

(Signature with Seal)

Contact No:

Email Address (must):

Department of Personnel

File No. 19/11/2002-PER

Dated:- 02-02-2011

CIRCULAR

- Read:-
1. Circular No. 19/11/2002-PER dated 5-9-2008
 2. Circular No. 19/11/2002-PER dated 21-7-2009
 3. Office Memorandum No. 19/1/2008-PER dated 23-04-2008
 4. No. 19/11/2002-PER dated 04/11/2010.

Instances have come to the notice of the Government that some Government employees including Head of Departments while proceeding on tour (Official/ private) leave the Head Quarters without prior permission and subsequently submit the proposal for ex-post facto approval of the Competent Authority. The action on the part of the employees concerned is contrary to the instructions issued by this Department from time to time.

2. It is therefore, enjoined upon all the Head of Departments to strictly follow the instructions and also to bring the contents of this Circular and the instructions already issued in the past to the notice of all the employees working under their control with the advice to strictly adhere to the said instructions. Failure on the part of any Government employees including the personal staff attached to the Ministers to adhere to the said instructions, excepting extraordinary/emergency situations, shall be viewed seriously by the Competent Authority and such tours may also be treated as unauthorized.

3. All Heads of Departments are directed to follow the instructions issued by the Government vide Circular/Office Memorandum read above scrupulously failing which strict action shall also be initiated against the officer concerned in addition to the action indicated in para (2) above.

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

Department of Personnel

File No. 19/11/2002-PER

Dated:- 04-11-2010

Read:- 1. Circular No. 19/11/2002-PER dated 5-9-2008

2. Circular No. 19/11/2002-PER dated 21-7-2009

3. Office Memorandum No. 19/1/2008-PER dated 23-04-2008

CIRCULAR

Attentions of Secretaries/Head of Departments (HODs) are invited to various Circulars/Office Memorandums issued by the Government from time to time regarding the tour/training/meeting outside the state. Now, it has been decided by the Government that all the Secretaries / Head of Departments (HODs) of Government of Goa, to keep maximum restrain on their journey outside State by giving priorities to only those meetings/training convened/conducted by the Central Government involving maximum interest of the-State.

- (2) It is further decided that the Secretaries/HODs should avoid attending the meetings/trainings of the Central Government where their presence is not required. In all such cases, either Secretaries of any other Department visiting Delhi, at the time OR Deputy Resident Commissioner, Goa Sadan may be asked to attend the meeting. In all such situation, a brief note for attending meeting may be provided to the office concerned, as the case may be.
- (3) Further, it is decided that the no meetings/training should be attended by the officers without the prior approval of the Government/Competent Authorities. Any permission granted by Head of Department's without due approval of the Government will make all such journey unauthorized and Head of Department's will be held responsible for such unauthorized act.
- (4) Instances also have come to the notice that some of the Officers are proceeding outside the Goa on receipt of "Court Notice" for their attendance as witness, etc. without due approval. In every such Court case, the Head of Department Secretary will ascertain whether he/she or subordinate officer can be spared for such travel, alternatively the court should be requested to give another date for the appearance in the court. In no case, any outside travel will be undertaken and in such eventuality, not only visit will be treated as unauthorized, further such officer will be advised either to move to the respective court for seeking their travel expenses as per Rules or bear the expenses of the same of their own.
- (5) Further, it is also decided that the Secretary/HODs on tour/training should avoid clubbing holidays and weekends for official tours to avoid their long absence in their respective offices. In no case, official visit should be linked up with Earned leave or any kind of leave. It has also been decided that the officers on tour/training shall submit the report immediately after they resume their duties on completion of the tour to respective authorities.

All the Secretaries/Head of Department (HODs) of Government of Goa are hereby informed to follow the above instructions scrupulously and not to recommend any nominations for any tour/training/ workshops /fellowships outside the country at Government cost without proper justification. This has also a reference to meeting taken by Chief Minister with all Secretaries/Senior Police Officers on 6th August, 2010.

This issues with the approval of Hon'ble Chief Minister/Finance Minister.

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

Department of Personnel

File No. 19/1/2008-PER

Dated:- 26-07-2010

OFFICE MEMORANDUM

1. It has been observed by the Government that inspite of several instructions issued for obtaining prior approval of the Government by the officers to leave Headquarters, the same are not being adhered to and many officers still continue to proceed to outstation for attending meeting or Court cases on Government expenditure.

2. It has also been observed that officers leave Headquarters on receipt of Court Notices frequently to attend Court as witness at Government cost without seeking prior approval and submit the proposal for ex-post facto approval which is highly objectionable.

3. To curb-tendency of leaving Headquarters without prior approval of Government and to curtail the huge expenditure on Government exchequers towards Air travel etc. the Secretaries/Head of Departments/ Officers while deploying their subordinate officers for meetings or Court cases outside State should henceforth take into consideration the following points:-

- (a) Officers going to attend meetings/trainings /Court cases, etc. without Government approval shall not be entitled for travel TA/DA.
- (b) The HOD's shall treat the said such tours as unauthorized.

All the Secretaries to Government, Head of Departments should take note of the above directions for strict compliance.

This issues with the approval of the Hon'ble Chief Minister.

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

Department of Personnel

File No. 19/1/2008-PER-Part

Dated:- 11-11-2009

CIRCULAR

It has been observed by the Government, since quite sometime now, that the officers of various Department submit the proposals for attending training/workshop within India, a few days in advance, as a result of which it becomes difficult for the Personnel Department to obtain approval of the Competent Authority in time and at times it is noticed that few Officers leave the Headquarters to attend the said training workshop without getting the prior approval of the Competent Authority. It is also noticed that the course content/subject of training/workshop also sometimes does not carry such a content which needs HODs to depute the officers incurring expenditure on such training/workshop thereby putting heavy burden on the ex-chequer. Even at times, such training courses can be easily organised at GIRDA (Goa Institute of Rural Development and Administration) or other training institutions in Goa, which may cover 30-50 officials instead of just deputing one or two staff from a Department.

2. While taking serious cognizance of the above matter, the Government has decided to insist upon all Secretaries, HODs/Officers to strictly obtain prior approval of the Competent Authority for such training/workshop to be attended by themselves and their subordinate officers, before actually leaving the Headquarter and not submit the proposals for according ex- post facto approval.

3. Further Secretaries/Heads of Departments/Offices should justify their own and their subordinate Officer's deputation for such training/workshop in the proposals submitted by them to the Competent Authority and should give/obtain a detailed report about the training/ workshop on return from the tour and submit to the Competent Authority who has accorded necessary approval for such tour. Also a copy of 'note' prepared by Officer who has undergone training/workshop/meetings should be

invariably enclosed, while submitting their TA/DA bill for approval/Countersignature of their controlling authority.

4. Department should prepare a list of training courses/workshop attended by their Officers in last 10 years, to enable proper utilization of their skill up-gradation in their day to day working.

5. Failure to comply with the above instructions, the Secretaries/Heads of Departments/Offices and their subordinate Officers, as the case may be, who attend such training workshop without prior approval shall render themselves liable for incurring the total expenditure of such tour from their own pockets, as well as face the appropriate action for leaving Headquarter and absence thereafter without authorized approval of the Government.

The receipt of the above Circular shall be acknowledged.

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

PROFORMA

Sr No.	Name of the Officer & Designation	Date of initial appointment and the grade/post to which appointed	Date of appointment in the present grade/post	Details such as names duration and venue of the training/workshop attended (indicate date from ____ to ____) from the date of initial appointment	Venue and duration of the training Course/ Workshop proposed to be deputed	State briefly the usefulness of the said training/ workshop to the officer in discharge of his day-to-day duties	Remark if any
1	2	3	4	5	6	7	8

Department of Personnel

No. 19/11/2002-PER

Dated:- 21-07-2009

CIRCULAR

The Government has been observing, since quite some time now, that attending training/workshops/ fellowships/tours abroad at Government expense, has almost become a regular feature, thereby putting heavy burden on the State Exchequer. Significantly, the Government has also observed that such programmes can also be attended within the country, achieving benefits provided by training courses in India, which have conditions and environment more similar to those existing in Goa.

Accordingly, the need to curb such practices of attending training/workshops/fellowships/tours abroad by Officials has now been accepted by the Government of Goa.

It has, therefore, been decided that henceforth, no proposal for nomination of officers to any such Programme should be forwarded or recommended by any Administrative Secretary or Heads of the Departments. In exceptional cases, requests from officers may be examined, subject to following conditions:

1. that the Department can spare their services and no substitute will be required,
2. that they should apply for regular leave as per their entitlement.
3. that they should apply and obtain prior permission to leave Headquarters/Country .
4. that they should bear the expenditure of such programmes out of their own funds.

All the appropriate authorities are hereby informed to follow these instructions scrupulously and not to recommend any nominations for any tour/training/workshops/fellowships in foreign countries at Government cost.

This issues with the prior approval of Hon'ble Chief Minister.

Sd/-
(Hauzel Haukhum)
Chief Secretary

Department of Finance (Rev. & Cont.)

No. 8/9/2008-FIN(R&C)

Dated:- 30-04-2009

CIRCULAR

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 OSDIPS to Ministers.
5. The Accountant General (Goa), Audit Bhavan, Porvorim
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

No. 19030/3/2008-E.IV

22nd January, 2009

OFFICE MEMORANDUM

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

Consequent upon the issue of this Department's OM of even number dated 23-9-2008 and 19-11-2008 on the subject cited above, references have been received regarding para 3 of OM dated 23-9-2008 on daily allowance on tour.

2. Keeping in view the references received, it is advised that "Rates of Daily Allowance on Tour" may be regulated either in accordance with the provisions of this Department's OM dated 23-9-2008, or as per the old rates prevalent prior to the issue of the said OM, whichever is claimed by the employee. The option to claim will be available as complete package for a particular tour and not by taking part of either orders. In other words, officers may choose to be governed either by orders dated 23-09-2008 or dated 17th April, 1998, in regard to daily allowance on tour.

3. In case the rate of Daily Allowance on tour is regulated as per old rates prevalent prior to issue of the said OM, dated 23-9-2008, (a) the revised pay range, i.e. pay in the pay band for the purpose of regulation of Daily Allowance only would be as under:

Pay range (as per OM)	Revised pay in the pay band
Rs. 16,400 and above	Rs. 30,500 and above
Rs. 8000 and above but less than Rs. 16,400	Rs. 15,000 and above but less than Rs. 30,500
Rs. 6500 and above but less than Rs. 8,000	Rs. 12,500 and above but less than Rs. 15,000
Rs. 4100 and above but less than Rs. 6,500	Rs. 8000 and above but less than Rs. 12,500
Below Rs 4,100	Below Rs 8000

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

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

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

Sd/-
(Karan Singh)
Under Secretary to the Govt. of India

Department of Finance (Audit)

No. 1-28-2007/Fin (Aud)

Dated:- 21-10-2008

ADDENDUM

Read: Office Memorandum No. 1-28-2007/Fin (Aud) dated 22-2-2008

The Government of Goa is pleased to grant exemption to the Tourism Department from the purview of the above mentioned Office Memorandum in view of the fact that their Calendar of Events is drawn in advance, with prior concurrence of the Finance Department. However, it shall be the sole responsibility of the Tourism Department for obtaining all required clearances from Government of India as well as concerned authorities for conducting the Foreign tours to avoid audit paras.

This issues with the approval of the Hon'ble Minister for Finance/Hon'ble Chief Minister.

Sd/-

(Meena Priolkar)

Under Secretary Finance (Audit)

Department of Personnel

No. 2/3/96-PER

Dated:- 13-11-2008

OFFICE MEMORANDUM

A Copy of the under mentioned paper is forwarded for information and necessary action to:-

- 1) All Heads of Departments/Offices.
- 2) All Secretariat Departments.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary Finance (Personnel-I)

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

No. 11013/7 /2008-Estt. (A)

Dated:- 06-10-2008

OFFICE MEMORANDUM

Subject:- CCS (Conduct) Rules, 1964-Permission to avail of mileage points earned by Government servants on tickets purchased for official travel.

The undersigned is directed to refer to the instructions issued. by the Department of Personnel and Training vide O.M. 11013/2/97-Estt. (A) dated 05-03-1997, O.M. No. 11013/2/97-Estt. (A) dated 19-08-1997 and O.M. No. 11013/2/97-Estt. (A) dated 15-09-1999 on acceptance of Free Companion tickets by Government servants and their families under the schemes introduced by the various airlines and to say that in pursuance of a recommendation of the Sixth Central Pay Commission, the Travelling Allowance Rules have been amended by the Ministry of Finance (Department of Expenditure) as follows:-

"Henceforth, all mileage points earned by Government employees on tickets purchased for official travel shall be utilized by the concerned department for other official travel by their officers. Any usage of these mileage points for purposes of private travel by an officer will attract departmental action. This is to ensure that the benefits out of official travel which is funded by the Government, should accrue to the Government".

4. In View of the aforementioned amendment to the TA Rules, the DOPT's instructions contained in the abovementioned Office Memorandum dated 05-03-1997, 19-08-1997 and 15-09-1999 shall stand modified to the extent that the mileage points earned on account of travel for official tours/visits shall not be used for purposes of private travel in the form of free companion tickets or other variations thereof by a Government servant or members of his (or her) family. Any action to the contrary shall render a Government servant liable for departmental action.

5. All Ministries/Departments are requested to please bring the foregoing to the notice of all concerned for information and necessary action.

Sd/-

(P. Prabhakaran)

Deputy- Secretary to the Government of India

Department of Personnel

No. 19/11/2002-PER

Dated:- 05-09-2008

CIRCULAR

It has been recently observed by the Government of India that foreign tours are often conducted by Elected Representatives, Government officials, without obtaining prior political clearance from the Ministry of External Affairs, which is not appropriate. It is further stated that, as per the existing foreign guidelines of Government of India, it is necessary to approach the Ministry of External Affairs well in advance i.e. 6-8 weeks prior to the visit, to examine the request and seek the approval of competent authority for grant of political clearance well in time.

The Government of India has taken a serious note of the same. It has, therefore, been requested that the proposal for grant of political clearance should be made to Ministry of External Affairs 6-8 weeks in advance before the proposed date of departure.

In view of above, all the Elected Representatives, Officers of Government Departments, Public Undertakings and Autonomous Bodies desiring to undertake foreign tour shall submit the proposal for political clearance to the Personnel Department in the prescribed proforma duly filled in, 6-8 weeks prior to commencement of the visit.

This issues with the approval of Chief Secretary.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary Finance (Personnel-I)

Department of Personnel

No. 19/1/2008-PER

Dated:- 23-04-2008

OFFICE MEMORANDUM

It has been observed by the Government that most of the Secretaries are frequently absenting from Headquarters either on tour or training. Since each Secretary is holding 5-6 departments, their frequent absence from the Headquarters, adversely affect the progress of the work of the departments under them. Infact as a matter of rule, the Secretaries should not be encouraged to proceed on training or on tours during the working season (barring the monsoon period) so that financial and physical targets can be met. In this connection, the Chief Secretary has already instructed all Secretaries to avoid frequent tours outside the State particularly during working season.

Secondly, while accepting invitations for training programmes or official tours to Delhi and elsewhere, it must be ensured that these are of maximum relevance in our State and will result in adding value to our functioning. The National Institute of Disaster Management holds many training programmes which are of little or direct relevance to this State. Infact it would be more economical both financially and otherwise for the State to organize a comprehensive Disaster Management course for a week in the State itself so that all officials can obtain requisite exposure from faculty drawn by NIDM. Similarly, many meetings are being organized by various Ministries in Delhi and Secretaries/Head of Departments should attend the meeting only if it is absolutely necessary. The training programmes if any should be ideally attended during the monsoon period only, as far as possible.

All Secretaries to the Government should take a note of the above directions for strict compliance.

This issues with the approval of the Hon'ble Chief Minister.

Sd/-

(Yetindra M. Maralkar)

Joint Secretary (Personnel)

Department of Finance (Audit)

No. 1-28-2007/Fin (Aud)

Dated:- 22-02-2008

OFFICE MEMORANDUM

The Directorate of Accounts has informed the Finance Department of various pending Bills pertaining to various elected representatives, Government Officials and others in respect of foreign tours for want of prior clearance as required under the standing instructions issued from time to time. The Government has taken a serious note of the same and accordingly have made the Personnel Department the nodal agency for foreign tours by Office Memorandum No. 1-28-2007/Fin (Aud) dated 22-2-2008.

As regards the bills pending at the level of Directorate of Accounts in respect of foreign tours conducted earlier, it has been decided that all such Departments may move Cabinet Note seeking relaxation for the approvals which were not obtained by them in conducting such tours so as to facilitate settlement of these pending Bills.

This issues with the approval of the Hon'ble Finance Minister and Hon'ble Chief Minister

Sd/-
(Surendra F. Naik)
Under Secretary Finance (Audit)

Department of Finance (Audit)

No. 1-28-2007/Fin (Aud)

Dated:- 22-02-2008

OFFICE MEMORANDUM

It has been observed that foreign tours are often conducted by the elected representatives, Government Officials and others without taking prior necessary approvals, including the approval of Government of India, as required under the various guidelines issued by the State Government and the Government of India from time to time. In the absence of the required approval, a number of Bills have been pending for settlement at the Directorate of Accounts in respect of the tours already conducted.

Presently the Departments are processing foreign tour proposals independently and there is no nodal agency for checking confirmation to the guidelines and conveying such approvals as well as to maintain the records on such foreign tours leading to the above stated situation. The violation of guidelines and procedure is expected to attract serious audit objection, which may also result in recovery of expenditure incurred.

The Government has taken a serious note of the same. It has, therefore, been decided that henceforth the Personnel Department will be the nodal agency for conveying approvals and issuing Orders for all foreign tour proposals in respect of all the elected representatives, and officials of Government Departments, Public Undertakings and Autonomous Bodies. Nobody will, hereafter, be allowed to proceed on foreign tours unless a formal Order is issued by the Personnel Department, nor the accounts be allowed to be settled in case of foreign tours conducted without the approval of the Personnel Department.

This issues with the approval of the Hon'ble Minister for Finance; and the Hon'ble Chief Minister.

Sd/-
(Surendra F. Naik)
Under Secretary Finance (Audit)

Department of Personnel

No. 19/3/2002-PER

Dated:- 21-01-2008

OFFICE MEMORANDUM

Read:- Office Memorandum No. 8/3/2006-Fin (R&C) dated 20/11/2006.

Instances have come to the notice of the Government that some of the Officers undertakes foreign tours on the ground of attending Seminars, Conferences, Workshop including Study Tour in violation of the instruction issued by the Finance Department vide their O.M. No. 8/3/2006-Fin (R & C) dated 20-11-2006. As per the standing instructions, the concurrence of the Finance Department is mandatory and should be obtained in advance before proceeding on the foreign tour. The action on the part of these Officers in performing the tour and then obtaining ex-post facto approval has been seriously viewed by the Government.

Taking cognizance of the above action on the part of these Officers, the Government had decided that henceforth no ex-post facto approval shall be accorded for the proposals moved by the departments wherein the Offices have already performed the foreign tour in anticipation of Government approval and Finance Department's concurrence.

All Head of Departments, Corporation & Autonomous bodies, Semi-Government Organizations and Local bodies may take note of the above instructions and process the proposals of foreign tours of the Officers as per the guidelines/instructions laid down by the Government from time to time for prior approval of the Government before proceeding on tour. Failure on the part of the Officers to observe the above instructions and the guidelines/instructions issued by the Government from time to time through various Circulars/Office Memorandum, the officer shall be liable for stern disciplinary action.

Sd/-

(Yetindra M. Maralkar)
Joint Secretary (Personnel)**Department of Finance (Audit)**

No. 1-28-2007/Fin(Bud)

Dated:- 24-09-2007

OFFICE MEMORANDUM

It has been observed that foreign tours are conducted without following the procedure laid down for the purpose. In a number of cases tours are conducted without taking approval of Government of India including Cabinet Secretariat. Financial advances taken in such cases have remained unsettled for want of approval from Government of India. Audit too has taken serious note of the same.

In view of above, it is decided that no dignitary/Officer shall be allowed to draw advance without submission of clearance from Government of India. This shall also apply to Corporations and Autonomous Bodies.

This issues with the approval of the Minister for Finance.

Sd/-

(S. M. Pole)
Under Secretary (Finance-I)**Department of Personnel**

No. 19/11/2002-PER

Dated:- 04-10-2007

To,

- 1) All Ministers to Government of Goa.
- 2) All Secretaries to Government.
- 3) All Departments in Secretariat.
- 4) All Heads of Departments.

Sub:- The political clearance for visits abroad by Ministers, other dignitaries and officials of the Central Government/State Governments and Union Territories.

Sir,

I am directed to forward herewith a copy of letter No.' 8232/FS/2007 dated 02/07/2007 along with its enclosures received from the Foreign Secretary, Ministry of External Affairs, New Delhi, on the above mentioned subject and to request you to submit the proposals for political clearance in the enclosed proforma.

Yours faithfully,

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

Ministry of External Affairs

No. 8232/FS/2007

Dated:-02-07-2007

Subject: Political clearance for visits of high dignitaries, Ministers and officials of the Central Government, State Governments and Union Territories to countries abroad.

Dear Secretary/Chief Secretary

MEA receives a large number of proposals for political clearance for visits abroad by Ministers, other dignitaries and officials of the Central Government/State Governments and Union Territories

2. To enable expeditious processing of proposals for political clearance, MEA has prepared a proforma seeking necessary information from the sponsoring Ministries/other organizations. A copy is attached if full information contained in this proforma is provided; MEA will be able to clear such proposals within one week if the concerned Indian mission/missions have already been consulted. If not, we will need two weeks, I shall be grateful if you could issue instructions to concerned officers in your Ministry/Government to send proposals for political clearance to us in future as per this proforma.

Yours Sincerely,

Sd/-
(S. Menon)
Foreign Secretary

PROFORMA FOR POLITICAL CLEARANCE

PART-I

1.	Visit of: Name & designation of Leader of Delegation)	
2.	Accompanied by:(Please give names & designation of all accompanying members)	
3.	Place and Details of Visits:	
4.	Purpose of Visit: (including specific objectives to be achieved/tasks to be completed)	
5.	Whether an invitation received from visiting countries if so, details (please enclose a copy)	
6.	Details of meetings fixed in countries being visited	
7.	Whether concerned Indian Missions/Posts have been consulted on arrangement and meetings required	
8.	Source of funding for the visit if any foreign hospitality is proposed to be accepted, whether approval of MHA from FCRA angle has been obtained.	

Department of Tourism

File No. 1-IC (2)/2013

Dated:- 08-07-2013

Dear Madam/Sir

Please find enclosed a copy of Office Memorandum No. 23(2)/2006/E-Coord, dated 18th August, 2006 of the Department of Expenditure, Ministry of Finance, Government of India regarding the proposals for foreign visits in the context of functional necessity as well as the austerity measures. Since, the Ministry of Tourism gives 'no objection' for the tourism related visits of various non-officials and officials, your Department may like to follow these instructions mutatis mutandis.

This Ministry will strictly adhere to these instructions while processing all requests received from the States/UTs.

Yours sincerely,
Sd/-
(Anand Kumar)

**Ministry of Finance,
Department of Expenditure**

No. 23(2)/2006/E-Coord.

Dated:- 18-8-2006

Subject: Consideration of proposals for foreign visits in the context of functional necessity as well as the austerity measures

As the Ministries/Departments are aware, detailed instructions have been issued on the subject of "Expenditure Management-Economy Measures, Rationalization of Expenditure and Measures for Augmentation of Revenues" vide Department of Expenditure's OM No.7(3)/E-Coord/2006 dated July 22, 2006. Paragraph 2.7 of the OM deals with 'Foreign Travel'.

With a view to rationalizing the expenditure on foreign travel, it has been decided that generally no officer should undertake more than 4 (four) official visits abroad a year. If in certain Ministry/Department, nature of work demands a larger number of visits, a calendar of visits for the entire year should be prepared in advance and visits prioritized. For a proposal relating to visits exceeding four by an officer detailed justification would need to be furnished, and such visits would be allowed only in exceptional cases. Approval for foreign visits has to be based on functional necessity and not on number of visits/trips already made.

3. Accordingly, the Ministries/Departments are requested to carefully examine, with the concurrence of their Financial Adviser concerned, the proposals for foreign visits whether these are to be approved by themselves or to be referred to the Screening Committee for approval, to ensure that the proposals are covered by extant norms, budget provisions and the guidelines.

4. This issues with the approval of the Prime Minister.

Sd/-
(Adarsh Kishore)
Finance Secretary

Department of Personnel

No. 19/15/2002-PER-Part C/230

Dated:- 15-12-2005

ORDER

Sanction of the Government is hereby accorded to delegate the powers to the Director General of Police to depute for training outside of Goa within the country all the categories of Police Officials below rank of Dy. Superintendent of Police subject to following conditions:-

1. The training shall be restricted to official below 55 years of age.
2. The selection of the Official for the training to be made by the 2 or 3 members Screening Committee headed by D.G.P.

3. A time period of minimum 2 years (cooling off period) be followed to lapse for the same Official who has already undergone training to be considered for the second training.
4. A quarterly statement showing the deputation for training by D.G.P. under delegated powers shall be submitted to this Department positively by 5th of the month following the quarter.

By order and in the name of
Governor of Goa

Sd/-

(Jayant G. Tari)

Under Secretary (Personnel-II)

Department of Finance (Audit)

No. 3/4/79-Fin(Exp.)Vol.1

Dated:- 16-03-2005

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

3) All Heads of Departments/Offices.

4) All Secretariat Departments

Government is pleased to make it applicable to the employees of this State Government.

Sd/-

(Shrikant M. Polle)

Under Secretary Finance (Exp)

Ministry of Finance, Department of Expenditure,

F. No. 19031/1/E-IV/2004

Dated:- 25-11-2004

OFFICE MEMORANDUM

Subject: Admissibility for reimbursement of Taxi/Scooter charges to Officials while on tour

SR 51 (2) provides that the rates of Daily Allowances for different cities/towns shall be related to the classification of the cities/towns for purpose of grant of Compensatory (City) Allowances. For the purpose of Compensatory (City) Allowances, the limits of the locality shall be those of the Urban Agglomeration adopted for the population census or, if the named place is not an Urban Agglomeration, the named Corporation/Municipality.

2. The undersigned is directed to clarify that reimbursement of Taxi/Scooter charges while on official tour to officials residing in cities with Urban Agglomeration need to be paid from the places of residences in the UA to the Railway Station/Bus Station/Airport. Accordingly, the Central Government employees living in cities with Urban Agglomeration (UA) may be reimbursed to and from Taxi/Scooter charges from the residence in the UA to the Railway station/Bus station/Airport.

Sd/-

(Mahendra Kumar)

Deputy Secretary to the Govt. of India

Department of Personnel

No. 12/1/80-PER (Part-II)

Dated:- 22-07-2004

OFFICE MEMORANDUM

The Government of India, Ministry of Finance, Department of Economic Affairs, New Delhi D.O. letter No. 32/52/EC/04 dated 24-6-2004 is reproduced below for information and guidance to:-

1. All Secretaries to Government.
2. P.S. to Chief Minister/Ministers.
3. All Departments in the Secretariat.
4. All Heads of Departments/offices.

Sd/-

(Vikas Mardolkar)

Under Secretary (Personnel)

**Ministry of Finance,
Department of Economic Affairs**

D.O. No. 32/52/EC/04

Dated:- 24-06-2004

Dear Shri Negi,

Cabinet Secretariat's letter No. 21/1/1/81-Cab dated 16th August, 1982 and Department of Economic Affairs letter No. 1/67/EC/84 dated 17th December, 1985 prescribe guidelines and procedures to be followed by the state Government for the foreign visits of Chief Ministers/Ministers/MLA/State Government Officials. These guidelines stipulate that the proposals of foreign visits should be submitted to this Department at least 2 months before the date of departure in order to process these proposal in consultation with the Ministry of External Affairs (political angle), concerned administrative Ministry (essentiality angle) and Ministry of Home Affairs (from Foreign Contribution Regulation Act angle). After obtaining the advice of these Ministries, proposals of Chief Ministers, Ministers, MLA are submitted for the consideration and approval by the Prime Minister. This department has written to the Chief Secretaries of all the State Government time and again to comply with these guidelines, but of late, it has been observed that these guidelines are not being adhered to.

The Principal Secretary to PM in his letter dated 14th June, 2004 has stressed upon the need that the State Government must strictly follow the existing guidelines for scheduling foreign visits. Prior scrutiny by the Administrative Ministry concerned and the Ministry of External Affairs would be necessary for visits abroad. Proposal without their recommendations would not be considered. To avoid any embarrassment on account of last minute cancellation, no scheduling of visits should be finalized with foreign Government either directly or through our diplomatic missions prior to obtaining the Prime Minister's approval. Therefore, Prime Minister's clearance should be sought well in advance. Except in exceptional circumstances proposals seeking approval of the Prime Minister should be initiated with the Ministry/Department concerned at least two months in advance so that sufficient time is available for arranging the visits after obtaining the requisite approval.

I once again request you to please ensure that proposal for the foreign visits of Chief Ministers/Ministers/MLA/State Government Officials should be submitted two months before the date of departure to this Department so that these could be processed and submitted to the Prime Minister for his consideration well before time.

Yours Sincerely,
Sd/-
(D.C. Gupta)
Finance Secretary

Department of Personnel

No. 19/11/2002-PER

Dated:- 04-03-2004

OFFICE MEMORANDUM

Government of India, Ministry of Personnel, Public Grievances and Pension, New Delhi, correspondence reproduced below for information and guidelines.

1. All Secretaries to Government.
2. All Departments/Offices in the Secretariat.

Sd/-
(Vikas Mardolkar)
Under Secretary (Personnel)

**Ministry of Personnel, Public Grievances and Pension,
Department of Personnel and Training**

F. No. 15/3/2004-FA(UN)

Dated:- 16-02-2004

To,

1. The Chief Secretaries of all State Government/Union Territories.
2. The Secretaries of all Ministries/Departments of Government of India.

**Subject: Deputation of officers for Training Programmes/Seminars/Work Shops etc abroad-
timely submission of proposals-regarding.**

Sir/Madam,

I am directed to invite references to the Department of Personnel and Training's Circular letter No. 37/15/97-EO(F) dated 5th March 1999 read with Circular letter of same number dated 18-11-99 regarding deputation/nomination of officers for Training Programmes/Seminars/Work Shops etc abroad.

2. The instructions on the subject provide for submission of proposals seeking cadre clearance in favour of officers who are nominated for Training Programmes etc abroad, well in time to enable the Department of Personnel and Training to scrutinize the proposal and seek orders of the competent authority. However, it has been noticed from time to time that such proposals are sent at the last moment and at times on the date of proposed departure of the officer leaving little or no time to examine such proposals.

3. Time and again the competent authorities have expressed their displeasure to the manner such proposals are made. The State Governments/Ministries/Departments of the Government of India are hereby again requested that proposals for grant of cadre clearances etc in favour of officers who are nominated for Training/Seminars/Work Shops etc abroad should be made at least three weeks in advance and in any case not less than two weeks before the proposed date of departure. The proposals must clearly state whether the officers is clear from the Vigilance angle; whether the officers stands debarred or not from Central Deputation and the details with period of his nomination for visits abroad during the last three years alongwith a copy of the order nominating him for such programme. In future proposals received at a late stage shall not be entertained.

Yours faithfully,

Sd/-
(Sushil Kumar)
Director

Department of Personnel

No. 19/11/2002-PER

Dated:- 23-07-2002

OFFICE MEMORANDUM

Government of India, Ministry of Non-Conventional Energy Sources, New Delhi, correspondence reproduced below for information and guidelines.

1. All Secretaries to Government.
2. All Department/Offices in the Secretariat.

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

Ministry of Non-Conventional Energy Sources,

D. O. No. 3/11/IR-2002

Dated:- 01-07- 2002

Dear Sir Rai,

You are aware that human resource development in non-conventional energy is an integral part of our programme and MNES has always encouraged participation in the renewable energy seminars, study tours and conferences abroad. However, recently we have come across some proposals for the foreign visits by the state Government officials in renewable energy area which were neither directly related to their activity nor was it necessary to undertake the visits. Instances have come to our notice where even private companies implementing renewable energy projects in the concerned state have proposed to sponsor the foreign visits of the state officials and have approached this Ministry directly to support such proposals. As such there appears to be a tendency on part of some state officials to undertake foreign visits on flimsy grounds and sidelining our advice in our capacity as line Ministry. Instances have also come to the notice of this Ministry where State Government officials have proceeded on tours despite this Ministry's refusal. This is a serious matter and therefore I am writing this to draw your attention to the laid down procedure.

2. The Cabinet Secretariat has from time-to-time circulated guidelines regarding foreign travel by state government officials. The guidelines stipulated that before submitting proposals for foreign visit to the Department of Economics Affairs, it should inter-alia be endorsed by the central administrative Ministry concerned with the subject matter of the visits. The guidelines also do not permit acceptance of foreign hospitality, especially from private commercial organizations.

3. In view of the above, I request you to issue suitable instructions that in future all the proposals for foreign visit in renewable energy area should be first sent to this Ministry before referring them to Ministry of External Affairs/Ministry of Finance (Department of Economics Affairs) for clearance. I hope this would be taken in the right spirit and a procedure would be developed within state for submitting such proposals to this Ministry.

With regards,

Yours Sincerely,
Sd/-
(A. K. Mangotra)

Department of Personnel

No. 12/1/80-PER (Part-II)

Dated:- 04-08-2003

OFFICE MEMORANDUM

The Government of India, Ministry of External Affairs, New Delhi letter No. AA/122/43/2003 dated 2-7-2003, is reproduced below for information and necessary action to:-

1. All Secretaries to Government.
2. All Departments in the Secretariat.
3. All Heads of Departments/Offices.

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

Prime Minister's Office

No. 885/27/P/1/2000-POL

Dated:- 19-02- 2001

Brajesh Mishra
Principal Secretary
Dear Secreatry,

PM has observed that in a number of cases where his approval has been sought for foreign tours of Ministers from the Union or State Governments, the proposed tours cannot be justified on political and functional consideration.

PM has obviously not approved the visit in such cases. It has then transpired that the preparations for the proposed visits has already been in advanced stages in the concerned countries and the host

governments were put to considerable inconvenience in cancelling the arrangements made. It would be appreciated that such erratic behaviour goes not project a very favourable image abroad of the functioning of our government; nor does it help our bilateral relations with the concerned countries.

3. Prime Minister has therefore asked me to impress on Union Ministries and State Governments the need to exercise strict restraint in the matter of foreign ministerial visits and also to follow the procedural guidelines laid down for arranging such visits.

4. In particular, both the administrative Ministry and the Ministry of External Affairs may scrutinize every proposal for a foreign visit in the light of its political and functional justification vis-a-vis the financial implications, before recommending PM's approval. Further, in order to avoid the embarrassment of last minute cancellation of arrangements, it should be ensured that no discussions should be entered into with foreign governments either directly or through their Embassies/High Commissions in India or our Embassies/High Commissions abroad before PM's approval has been granted for the tour. In this regard MEA is also being advised that no request for visa notes should be entertained until proof of PM's approval has been produced. Instances have recently come to our notice where visa notes have been obtained from CPV Division from MEA on the undertaking that the visits would be undertaken only after PM's approval. Thereafter, the visits have taken place without such approval.

5. Following the above procedure would obviously also entail that papers for PM's approval should be moved well in advance of the proposed visits, so that the pressures of last minute arrangements are not imposed on the foreign host government when a visit is finally approved. Except in exceptional cases, papers seeking PM's approval should be initiated with the concerned Ministry/Department at least two months in advance of the proposed visit, so that is sufficient time to arrange the visit after PM's approval.

6. There instructions of PM may kindly be brought to the notice of all concerned.

Yours Sincerely,

Sd/-

(Brajesh Mishra)

Department of Finance (Expenditure)

No. 7-3-97-Fin (Exp.)

Dated:- 21-11-2000

OFFICE MEMORANDUM

As per the Rules, travel by air is permissible only in case of officers in receipt of pay of Rs. 16,400/- and above (Basic pay+ NPA+SI) at their discretion while on tour/transfer. The Officers drawing pay between Rs. 12,300/- and Rs. 16,400/- may travel by air on tour/transfer at their discretion if the distance involved is more than 500km. and the journey cannot be performed overnight (ordinarily covered between 6 p.m. and 8 a.m.) by a direct train/direct slip coach services. In all other cases of travel by air while on tour/transfer by non-entitled officers, prior approval of the Government is required.

It has come to notice of the Government that non-entitled officers are performing air journey without obtaining prior approval. The proposals are being referred for ex-post-facto approval as all matter of practice in a routine manner.

It has been decided that in no case air journey should be performed by non-entitled officers without the prior approval of the Finance Department.

All Heads of Departments are advised to take note of the above instructions and bring them to the notice of the Officers working in their Department for strict compliance.

Sd/-

(Yvonne Cunha)

Under Secretary (Finance-Exp)

Department of Personnel

No. 12/1/80-PER (Part)

Dated:- 23-07-1999

OFFICE MEMORANDUM

Office Memorandum No. II/21022/9(1)/98-FCRA. I dated 18-3-1999 received from Director, Govt. of India, Ministry of Home Affairs, New Delhi, alongwith its enclosure is reproduce herebelow for information and guidance:-

1. All Secretaries to the Government.
2. P.S. to Ministers.
3. All Heads of Departments/Offices.

Sd/-
(J.S. Monteiro)
Under Secretary (Personnel)

Ministry of Home Affairs/Grih Mantralaya

No. II/21022/9(1)/98-FCRA. I

Dated:-18-03-1999

OFFICE MEMORANDUM

Foreign Contribution (Regulation) Act, 1976. Permission for acceptance of foreign hospitality under section 9 of the Act-Guidelines for consideration of proposal regarding.

The under signed is directed to invite attention to this Ministry's O.M. of even No. dated 21-7-98 on the above subject and to state that instances have come to the notice of this Ministry, where administrative departments/cadre controlling authorities etc., have insisted on permission being obtained from this ministry to accept foreign hospitality, even from agencies excluded from the definition of "foreign source" given in the Act.

2f It is clarified that in terms of the provisions of section 2(e) (ii) of the Foreign Contribution (Regulation) Act, 1976, the Central Government may, by notification in the Official Gazette, specify any international agency to the 'excluded from the definition of 'foreign source' given in the said Act.

3. A copy of the latest notification issued by the Central Govt. in this regard is enclosed (Annexe-1)

4. Besides the agencies mentioned in the aforesaid notification, the other bodies that are also excluded from the definition of 'foreign source' are the United-Nations or any of its specialised agencies (Annex-2) the World Bank and the International Monetary Fund.

5. Ministries/Departments need not insist on prior permission being obtained from this ministry by the person concerned in case the foreign hospitality is proposed to be accepted from any of the bodies/agencies mentioned in this O.M.

Sd/-
(Sanjiv Datta)
Director

Ministry of Home Affairs

Dated:- 23-02-1999

SO 125(E) In exercise of the powers conferred by sub-clause (ii) of clause (e) of sub-section (1) of section 2 of the foreign Contribution (Regulation) Act, 1976 (49 of 1976), and in super-session of the notifications of the Government of India in the Ministry of Home Affairs number SO 452(E) dated, the 24th June 1980 and SO 841 (E), dated the 10th December, 1991, except as respects, things done or omitted to be done before such supersession the Central Government hereby specifies that the following agencies of the United Nations and other international agencies and organisations, shall not be treated as "foreign source" for the purposes, of the said Act, namely:-

I. Agencies of the United Nations:

1. Economic Commission for Europe (ECE).
2. Economic Commission for, Latin America (ECLA).
3. Economic Commission for Africa (ECA)

4. Economic Commission for Western Asia (ECWA)
5. Economic and Social Commission for Asia and Pacific (ESCAP)
6. United Nations Relief and Works Agency for Palestine Refugees (UNRAW)
7. United Nations Conference on Trade and Development (UNCTAD)
8. United Nations International Children's Emergency Fund (UNICEF)
9. Office of the United Nations High Commissioner for Refugees (UNHCR).
10. United Nations Institute for Training and Research (UNITAR)
11. United Nations Development Programme (UNDP)
12. United Nations Industrial Development Organisations (UNIDO)
13. United Nations Environment Programme (UNEP).
14. United Nations University (UNU)
15. World Food Council (WFC)
16. United Nations Research Institute for Social Development (UNRISD)
17. United Nations Social Defence Research Institute (UNSDRI).
18. United Nations Statistical Office (UNSO)
19. United Nations Fund for Population Activities (UNFPA).

II Other International Organisation

1. United Nations Outer Space Committee.
2. International Rice Research Institute, Philippines.
3. International Potato Centre, Peru.
4. International Crops Research Institute at, Semi-Arid Tropics, Hyderabad.
5. International Sugar Organisation, London.
6. Asian Productivity Organisation, Tokyo.
7. Asian and Pacific Development Administration, Kuala Lumpur.
8. Asian African Legal Consultative Committee, New Delhi.
9. European Community (EC).
10. International Labour Organisation (ILO), Geneva
11. Asian Development Bank (ADB), Manila.
12. Asia/Pacific Cultural Centre for UNESCO (ACCU), Japan.
13. Commonwealth Secretariat, London.
14. Afro-Asian Rural Reconstruction Organisation (AARRO), N. Delhi.
15. Centre on Integrated Rural Development for Asia and the Pacific, (CIRDAP), Dhaka.
16. International Centre for Genetic Engineering and Biotechnology (ICGEB), New Delhi.
17. Asia and Pacific Centre of Transfer of Technology (APCTT) New Delhi.
18. Centre for Science and Technology of the Non-Aligned and Other Developing Countries (NAM S&T Centre), New Delhi.
19. Commonwealth Agricultural Bureaux International (CABI), UK:
20. The Asia Pacific Association of Agricultural Research Institution (APAARI), Bangkok.
21. The Regional Co-ordination Centre for Research and Development of Coarse Grains, Pulses, Roots and Tubercrops in the Humid Tropics of Asia and the Pacific (CGPHT Centre), Indonesia.
22. The Regional Network for Agriculture Machinery, (RNAM), Bangkok.
23. Commission on Genetic Resources for Food and Agriculture (CGRFA), Rome.
24. The International Seeds Testing Association, (ISTA), Zurich.
25. The following eleven centres of the Consultative Group on, International Agricultural Research, (CGIAR), Washington, namely:-
 - (i) International Plant Genetic Resource Institute (IPGRI), Rome.
 - (ii) International Wheat and Maize Improvement Centre (CINMYT), Mexico;

- (iii) International Centre for Living Aquatic Resource Management (ICLARM), Philippines;
- (iv) International Water Management Institute, (IMI) Sri Lanka.
- (v) International Food Policy, Research Institute, (IFPRI), Washington;
- (vi) International Centre of Research in Agroforestry (ICRAF), Nairobi.
- (vii) International Centre for Agricultural Research in Dry Areas (ICARDA), Syria;
- (viii) International Centre for Tropical Agriculture (CIAT), Columbia;
- (ix) International Livestock Research Institute (ILRI) Nairobi;
- (x) West Africa Development Association . (WARDA), Cote d' Ivoire;
- (xi) International Service of National Agricultural Research (ISNAR); Netherlands.

Annexure-II

Specialised agencies of the United Nations.

1. International Labour Organisation (ILO).
2. Food and Agriculture Organisation (FAO).
3. United Nations Educational, Scientific and Cultural Organisation (UNESCO).
4. World Health Organisation (WHO).
5. World Bank/International Bank for Reconstruction and Development (IBRD).
6. International Development Association (IDA).
7. International Finance Corporation (IFC).
8. International Monetary Fund (IMF).
9. International Civil Aviation Organisation (ICAO).
10. Universal Postal Union (UPU).
11. International Telecommunication Union (ITU).
12. World Metelological Organisation (WMO).
13. World Intelctual Property Organisation (WIPO).
14. International Maritime Organisation (IMO).
15. International Fund of Agriculture Development (IFDA).
16. United Nations Industrial Development Organisation (UNIDO).

Department of Finance (Expenditure)

No. 7-3-97-Fin (Exp.) Part II

Dated:- 16-06-1998

ORDER

Government is pleased to declare all Heads of Department and Joint Secretaries of the State Government as their own Controlling Officers for the purpose of Rule 191 of the Supplementary Rules with immediate effect, subject to prior approval of the Competent Authority being obtained before going on tour/availing LTC/medical reimbursement.

The sanction order conveying tour approval for the HOD/Jt. Secretary will be signed by the concerned Secretary to Government henceforth.

By order and in the name of
Governor of Goa

Sd/-
(L. F. Correia)
Under Secretary (Finance Exp.)

Cabinet Secretariat (Mantrimandal Sachivalaya)

No. 21/1/7/94-Cab

Dated:-30-03-1995

OFFICE MEMORANDUM

Subject:- Instructions/guidelines regarding foreign travel of (i) Government Officials (ii) Ministers of the Central Government on official duty (iii) Members of Parliament and non-officials as members of Government, sponsored delegations and (iv) Ministers of state Government and Union Territories, Members of the state Legislature & Union Territories & State Government Officials.

* * * *

Guidelines and instructions about travel abroad of different categories of personnel have been issued from time to time. It has been found necessary to update these and issue a comprehensive set of guidelines and instructions on the subject. Accordingly, in supersession of earlier instructions/guidelines, the following instructions/guidelines are issued for compliance:-

1. Foreign Travel by Central Ministers/Personal Staff of Ministers.

- (i) Proposals relating to visits abroad of Central Ministers (Cabinet Ministers, Minister of state holding independent charge, Minister of state or Deputy Ministers) require prior approval of the Prime Minister.
- (ii) Such proposals should be submitted to the Prime Minister directly after obtaining political clearance from the Ministry of External Affairs. The visits should be coordinated through Ministry of External Affairs to avoid duplication of visits and for effective presentation of our view points with foreign Governments.
- (iii) Minister-level visits abroad should be undertaken only in response to formal governmental invitations from the country concerned.
- (iv) Minister-level visits should be proposed only if the minister concerned has to attend an international conference abroad, and it has been certified by our Embassy/High Commission concerned that attendance at that conference is going to be at the level of ministers.
- (v) Minister-level visits can also be undertaken for meetings of bilateral joint commissions, where the minister concerned from our side happens to be the co-Chairman.
- (vi) Minister-level visits in response to invitations from various non-governmental bodies would not be advisable unless specifically recommended by MEA and our Embassy/High commission concerned.
- (vii) Proposals for minister-level visits for other reasons e.g. attracting foreign investment; negotiating economic/commercial arrangements; "study tours"; etc-are not advised.
- (viii) Deputation proposals in no case be initiated by direct contact with our Missions abroad or Foreign Missions in India without consulting the Ministry of External Affairs.
- (ix) Ministers and Secretary level officers and above may travel by First Class. Ministers may be provided suites in hotels.
- (x) Ministers of Cabinet rank are entitled to take their Private Secretaries along with them take.
- (xi) A Minister of State, holding Independent Charge, is entitled to take his Private secretary along with him except when (i) he is accompanied by officials in a delegation which include an officer of the rank of Director or below; and (ii) when he is accompanied by other Ministers and he is not leading the delegation.
Private Secretaries and other personal staff are not intended to replace technical officials of the Department.
Request for departure from this policy should not be made.
- (xii) Proposals for the deputation of a Private Secretary or members of the personal staff of Ministers should be sent to the Prime Minister for his approval along with the proposals for

the deputation of the Minister concerned. In no circumstance should the proposals for the deputation of the Private Secretary or any member of the personal staff be considered under the delegated power of the Ministry/Department.

- (xiii) The exact date of departure from India and return from aboard should be indicated clearly in the note put up to the Prime Minister.
- (xiv) Instructions issued by the Ministry of Finance and Ministry of External Affairs regarding the ceiling on gifts, entertainment class of travel and hotel accommodation should be followed. It is important that the choice of gifts be decided in consultation with the Mission/Territorial Division/MEA Protocol such consultation would avoid the choice of inappropriate gifts.
- (xv) In regard to expenditure on entertainment and contingencies etc., to be incurred by the Minister, the extant orders of the Ministry of Finance would apply.
- (xvi) Deputation proposals should be submitted at least 15 days before the scheduled date of departure. A copy of the previous tour report, of the concerned Minister and information regarding funding of such, tour etc. should be attached.
- (xvii) Last minute cancellations of bilateral visits cause serious embarrassment and may be avoided.
- (xviii) Requests for visa notes shall be processed by the Ministry of External Affairs and kept ready for issue. They may, as a general rule, transmitted to the Embassy concerned by Ministry of External Affairs only after all clearances, including PM's approval, where necessary, are obtained for the visit. Only in exceptional cases visa notes may be issued in anticipation of PM's approval, if the schedule of the visit is likely to be jeopardised for want of such advance action.
- (xix) In the event of a convention being organised abroad by NRI Institutions, the representation may normally be limited to the Mission in that country and in the case of a Conference organised by NRI in India, where a Minister's participation on substantive issues becomes unavoidable, a brief on the issues, may be obtained from the administrative Ministry/Ministry of External Affairs. The offer of a membership of any Committee, constituted by NRI organisations, may be politely declined.

2. GOVERNMENT OFFICIALS

- (i) In respect of, deputation abroad of officials and non-officials, the guidelines of the Ministry of External Affairs (Annexure I) and the instructions issued by the Ministry of Finance from time to time should be strictly followed.
- (ii) Cases of deputation abroad of officials at the level of Joint Secretary and below will be decided by Ministries/Departments in consultation with the Financial Adviser and with the approval of Minister-in-Charge. However, in cases of composite delegations being led by Secretary/ Additional Secretary and comprising officers of the level of Joint Secretary and below, the proposals should not be split but the complete proposals should be sent to the screening Committee.
- (iii) Cases of deputation abroad of officials of the rank of Secretary and Additional Secretary are required to be sent to the Screening Committee of Secretaries for prior approval, except visits to SAARC countries which may be decided by Ministries/Departments in consultation with Financial Advisers. In case of Secretary to the Government of India, approval of the Minister-in-charge should be taken in advance and wherever proposal of the Administrative Ministry/ Department is not concurred in by the screening Committee of Secretaries, such cases may be submitted to the Minister-in-Charge and the Finance Minister for orders.
Case of deputation of Secretaries to the Government of India which are fully financed by International organisations or Foreign Government etc. should also be submitted to the Screening committee of Secretaries for approval.

- (iv) In cases relating to deputation abroad, on training or scholarship, the procedure as in sub-para (ii) above shall apply.
- (v) The proposals of foreign travel of officers should be sent simultaneously to the Ministry of External Affairs for political clearance and to the Ministry of Finance for obtaining screening Committee of Secretaries approval. However, where foreign hospitality is proposed to be availed of, clearance in terms of the Foreign contribution Regulation Act (FCRA) should be obtained from the Ministry of Home Affairs before referring the proposal for consideration of the Screening Committee of Secretaries. Clearance from FCRA angle as well as political clearance shall not be required in cases where the Government delegates receive invitations in their capacity as Chairman/member, delegates, adviser/consultants in the International bodies of which India is a member.
- (vi) While sending the proposal to the Ministry of Finance for consideration of the Screening Committee of secretaries, the Ministries/ Departments should fill in the proforma prescribed by the Finance Ministry duly signed by the Joint Secretary-in-charge and the Financial Adviser, alongwith a list of foreign trips undertaken by the officer during the last 3 years.
- (vii) In case of composite proposals in which officers from different Departments are required to be deputed, the proposal should be coordinated by the nodal Ministry. The nodal Ministry will obtain the list of officer from different Ministries on the prescribed proforma duly signed by the Joint Secretary (Administration)/Financial Advisers concerned and submit a consolidated proposal to the Screening Committee. The names of all officials including those whose cases are proposed to be cleared under the delegated powers should be mentioned alongwith the other relevant information like the number of tours undertaken by these officers during last 3 years and the availability of funds under the foreign travel budget etc.
- (viii) Delegations should be compact in size, comprising only the technical personnel and senior official(s) directly connected with the subject matter. The practice of including, as a routine, representatives from the nodal Ministries and the Ministry of External Affairs should be avoided. If need be, assistance from our Missions may be obtained.
- (ix) Presentation of gifts and entertainment should be restricted to the minimum possible. In this regard instructions issued by the Ministry of Finance vide their O.M. No. 19036/1/92-E.IV dated 31st January, 1992 (Annexure II) should be followed. The gifts should be well chosen and must also reflect the quality and image of our technologically advanced sectors as well as the excellence of our traditional arts and crafts.

The provision for entertainment should not be made as a matter of course. If in any particular case the ceiling limit of entertainment allowance is considered inadequate to further the objective of the delegation/deputation, the proposals for adequate provision may be made indicating the detailed justification and the amount required should be placed for clearance before the Screening Committee. The amounts proposed could be determined in consultation with the Embassies to reflect local costs and condition. When sanctioned, it should be obligatory to support it with original vouchers in TA claims in the absence of which the claim would be disallowed.
- (x) Normally, the expenditure on deputation of Government Officers should be debited to the Ministry/Department concerned, unless the journey is undertaken specifically in connection with the affairs of public sector undertakings. In case of the latter the expenditure may be borne by the public sector enterprise concerned, the entitlement of the officer remaining the same as his entitlement under the Government Rules. Specific reasons for charging the expenditure to the PSU must be spelt out in the proposal.
- (xi) After each visit, a detailed report indicating also the follow up action required on the nature of substantial work undertaken must be submitted as soon as possible and forwarded to the Ministry of External Affairs as well as to the Cabinet secretary.

- (xii) The officers of the Government of India should accept invitations from foreign agencies only after approvals from the Screening committee of Secretaries or the Prime Minister as the case may be, have been obtained .

3. Composite Delegation Consisting of Central Ministers and Officials.

- (i) In the case of composite delegations consisting of Central Ministers and Officials, the proposals relating to officials proposed to be included in the delegation should first be examined in the nodal Ministry/Department in consultation with other Ministries and thereafter the matter should be referred to the Screening committee after getting the clearance of the Ministry of Home Affairs and Ministry of External Affairs from FCRA/Political angle. If the delegation is to be led by a Central Minister, it should be clearly mentioned in the proposal for the Screening Committee that the delegation will be led by the Minister and names of all the Officers proposed to be deputed including those coming within the purview of the delegated powers should be mentioned.
- (ii) In respect of a Central Minister and his Private Secretary, the proposal will require the approval of the Prime Minister. Simultaneously, the proposal of the accompanying official delegation (if the officers of Additional Secretary and above level are to be deputed) should be sent to the Ministry of Finance for obtaining the concurrence of the Screening Committee. If Secretary is also to be included in the delegation, prior approval of the Minister-in-charge should be obtained. After the clearance of the proposal by the Prime Minister in respect of Minister and his Private Secretary and by the Screening Committee in respect of officers accompanying the Minister, the nodal Ministry will issue a combined financial sanction stating clearly therein the terms of deputation of the members of the deputation.
- (iii) The Minister and the Secretary should normally, be away from the Headquarters at same time. If, however, both are required to be deputed abroad, the necessity for deputing Secretary at the same time as the Minister may be brought out clearly for consideration of Screening Committee of Secretaries.
- (iv) The secretaries to the Government of India should not be, normally away from the Headquarters for a period of more than 7 days.

4. Nomination of Members of Parliament and Non- Officials which include Eminent Persons from Public Life.

- (i) No Administrative Ministry/Department should propose the name of any Member of Parliament for inclusion in a Government sponsored delegation. The selection of MPs to be deputed is to be made by the Minister for Parliamentary Affairs in consultation with Minister incharge of the Administrative Ministry and the Minister for External Affairs and with the approval of the Prime Minister name of any officer to be included in the delegation should be suggested by the Nodal Ministry after following the Screening Committee procedure.
- (ii) In respect of non-official in respect of whom the expenditure is being borne by the Government of India, the approval of the Prime Minister will be required even if their names are included in a composite delegation. Such cases should be submitted to the Prime Minister through the Screening committee. The objectives of including the non-officials should be clearly mentioned and the expenditure likely to be incurred on the visit indicated. It should also be mentioned if the same non-official was sponsored by the Government for a visit abroad during the last 3 years.

5. Composite Delegation Consisting of Central Ministers/Members of Parliament & Central Government Officials

- (i) Proposals relating to delegations of this category are first to be examined in the nodal Ministry/ Department sponsoring the delegation in consultation with other Ministries/Departments as may be necessary. The procedure of clearance in respect of

Ministers, Members of Parliament and Government officials may be followed as indicated in the preceding paragraph.

- (ii) All proposals requiring approval of the Screening Committee and the Prime Minister (if necessary) should be sent to the Ministry of Finance at least 15 days before the schedule departure, for submission to the Screening Committee or the Prime Minister, as the case may be.

6. Ministers of the State Government and Union Territories Members of the State Legislature and Union Territories and State Government Officials

All proposals for visits of members of state Government abroad in official capacity will be sent by the state Government addressed to Secretary to Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange and copies of the letter would be endorsed to Ministry of External Affairs, Ministry of Home Affairs and the Central Administrative Ministry concerned with the subject matter of the visit. The detailed procedural guidelines are at Annexures III, IV and V.

7. Acceptance of Foreign Hospitality.

- (i) Generally, no government functionary shall accept free passage or hospitality from a foreign Government/Organisation for visits abroad except under the circumstances mentioned in the succeeding paragraphs.
- (ii) Officers of the Government of India should not accept invitations from foreign agencies particularly private commercial organisations, private bodies or trusts etc. Such an invitation should be accepted only after the requisite approval of the Screening Committee or the Prime Minister has been obtained. Even in such cases, the entire expenditure should be met from Government of India's funds.
- (iii) Where an invitation has been received without specifying a particular name or designation and the choice of nominating someone is left to the Government, there should be no objection to accept to and fro international fare and hospitality offered by the foreign Government provided the concerned Ministries/Departments are satisfied that the participation of the officer concerned is essential.
- (iv) If the deputation abroad is covered under a bilateral agreement or under a regular exchange programme, the cost of travel, etc., could be met by foreign sponsors.
- (v) Similarly, there should be no objection in accepting international fare and hospitality from an International Body, of which India is a member.
- (vi) In case where the invitation is accepted and the officer is sponsored on deputation, the terms and conditions of deputation cannot be further supplemented with the terms and conditions on deputation offered by the Government of India. In other words, the mode and class of travel, payment of cash allowance and other allowances including local travel and stay in hotels would be as per the terms offered by the foreign Government/sponsors.
- (vii) In cases where foreign hospitality is proposed to be accepted, clearance of the Ministry of Home Affairs under the Foreign Contributions Regulation Act (FCRA) will be necessary. FCRA clearance shall not, however, be required when the Government delegates receive invitations in their capacity as Chairman, Members of the Committee in International bodies or are delegates, advisers/ consultants to the International Bodies of which India is a members.

8. Briefing of Delegations.

- (i) The Ministry of External Affairs will supply Country Notes and political briefs whenever required. The sponsoring Ministry should ensure that the members of the delegation are properly briefed on the subject of discussions/negotiations. The Ministry concerned should ensure that the Embassy is advised of the purpose of the delegation and the Embassy in turn should ensure that proper arrangements are made for the briefing of the delegates.

- (ii) The leader of the delegation should sent immediately on return from tour abroad a brief note to inform his Minister all the major achievements of his Mission and a copy of the report should be sent to the Cabinet Secretary. A copy should also be sent to the Ministry of External Affairs. This has to be in addition to the detailed reports of the delegation.
- (iii) The members of the delegation should ensure that they are medically fit and physically capable of undertaking journey, specifically to those countries where medical care is not up to the mark and evacuation is not easy due to lack of direct flights to India. Those with chronic problem should carry sufficient quantities of the required medicines.

Sd/-

(B. B. Tandon)

Additional Secretary to the Cabinet.

Annexure-I

Guidelines for Ministries/Departments of Govt. of India for Conduct of Official Visits Abroad and Receiving Overseas as Visitors in India

For Visits Abroad

- 1) Ministry of External Affairs should be kept informed while planning for visits/exchanges. Copies of communications to/from our Missions abroad should be marked to the concerned Territorial Division in the Ministry of External Affairs (list of Territorial Divisions is enclosed).
- 2) Details of visits must be finalised 6-8 weeks in advance. These details should include the list of delegation; embarkation and disembarkation; special interests, if any etc. These details should not be altered, as far as possible especially at the eleventh hour.
- 3) Clearance from Committee of Secretaries, Ministry of Home Affairs for acceptance of foreign hospitality under FCRA, if required, Ministry of External Affairs from political angle must be applied for well in advance, say 6-8 weeks prior to the commencement of the visit.
- 4) The Ministry of External Affairs will supply country note political briefs whenever required. Speeches, if any, are to be sent to MEA for vetting atleast 3-4 weeks before the commencement of the visit. MEA will guide the concerned Ministry/Deptt. on local protocol practices, local ranks and designations, etc.
- 5) Booking of airlines seats, hotels and transport arrangements, if any, should be undertaken well in advance and the concerned Indian Mission should be informed directly by the sending MIN/DEPTT. giving flight details and listing the arrangements required to be made abroad.
- 6) Sanction must clearly and in some details mention all entitlements of the delegation members during the period of their stay abroad, such as hotel rent, DA (must mention the grade of the officials concerned), incidental expenditure, entertainment allowance, etc., including any expenditure envisaged en route to the final destination. The foreign exchange component of pre-determined entailments such as DA, entertainment allowance, etc., should be arranged for in India, especially in the case of large delegations, since the concerned Mission will not have sufficient funds to cater to the entire needs of the delegation. In case where it is not possible to arrange for the foreign exchange component of the delegation to be collected prior to their departure from India, the concerned Min/Deptt. must ensure that sufficient funds are transferred to the account of the Mission concerned, after ascertaining details like Bank name, account number, etc., from the Head of Chancery (HOC) of the Mission.
- 7) Delegations who require our Mission abroad to arrange for lunch/dinner/reception for their local hosts must ensure that sufficient funds are earmarked for the purpose in the sanction and funds carried with them/transferred to the Mission, after consultation with the Mission.
- 8) Booking for use of restricted/ceremonial lounge and also security passes for the restricted areas of the airport must be made well in advance by the sending Min/Deptt. in consultation with the Protocol Division of MEA.
- 9) MEA and/or our Missions abroad will try to make arrangements for Indian delegations and request for programme as indicated in advance by the Indian side, by making suitable

representation with the host Government/Embassy in New Delhi. The concerned Min/Deptt. may also directly correspond with our Mission abroad/concerned Embassy in Delhi, but must keep MEA informed at all stages. There is no guarantee that all requests made by the Indian side with regard to their programme/arrangements abroad will be acceded by the hosting side. Before departure from India the delegation should be fully aware of what is possible and not possible and not make unreasonable demands after reaching their destination.

- 10) As far as possible one member of the Indian Embassy/High Commission concerned should be included as a member of the Indian delegation. Where it is not possible for the Head of Mission (HOM) to be on the delegation, he may assign one other member of the Mission to do so.
- 11) Missions abroad will receive official Indian delegations, including those transiting through, with due courtesy. Use of the VIP lounge in airports abroad are guided by local protocol practices and so sometimes it may not be possible for the Mission to receive the delegation through this channel, even though the delegation may have availed of this facility when departing from India. Costs incurred by our Missions abroad for such reception/seeing off at airport, travel within the country of their jurisdiction, etc., including booking of cars/taxis for use by members of the delegation will be debited to the Min/Deptt. concerned. Indian Missions abroad will try to fulfil the requirements of the delegation as far as possible and within the constraints placed by the country of their accreditation. However, our delegation should not expect them or their officials to go beyond normal protocol or ethical practices and any other such act as would be damaging to the interests and the image of India in the country of their accreditation.
- 12) Indians travelling abroad are all ambassadors of our nation. Delegations must ensure a minimum dignity and decorum in the conduct of their business abroad. Requests for changes/alterations in the programme mid-way through the visits should be avoided and should be made only in consultation with our Mission.
- 13) Delegation members must ensure that they are physically capable of undertaking journeys abroad, especially to those countries where medical care is not up to the mark and evacuation is not easy due to lack of direct flights to India. Those with chronic problems should carry sufficient quantities of the requisite medication. Delegation members should not expect Indian/home-type food wherever they travel and may consider avoiding such travel, if they are extremely particular about their dietary habits.

For Visitors Coming to India

- 1) Ministry of External Affairs/Indian Missions abroad should be kept informed about the official visits to India from abroad including details of delegation members. The passport details of the members of the delegation should be sent to Indian Missions abroad for issue of visas. The concerned Ministry/Deptt. should also inform the sending side to get in touch with the Indian Mission along with this information.
- 2) A letter of invitation is required by the sending side which should be sent by the host Ministry/Deptt. at the earliest through MEA or through our Mission abroad. The letter should clearly specify the number of people invited, duration stay in India, terms of offer of the invitation-whether both local hospitality and international airfare is being offered or the invitation is confined to local hospitality only.
- 3) The programme in India should be drawn up keeping in mind the type and level of treatment meted out to a similar Indian delegation, if any, that might have visited that country earlier. For example, other than for Head of State/National level visits, there is no need to provide special aircraft for internal travel within the country which should be done on commercial air flight or train. The level at the delegation should be met and the VVIP visitors the delegation may call on should be finalised in consultation with MEA.

- 4) MEA will provide on request, country note and political, briefs for all level of visitors. For very high level visitors MEA may even suggest talking points and points to be included in speeches, if any. For other visitors, the concerned Ministry/Deptt. will have to formulate talking points according to the subject of the discussion and incorporating the points mentioned in the political brief supplied by MEA. Any agreement/MOU/Protocol/Memorandum of Consultation envisaged during the visit abroad should first be cleared by MEA and MEA must be kept fully in the picture for any agreement which have any bilateral or multilateral implications.
- 5) All arrangements at the international and national airports, hotels, air booking, cars, etc., for the visitors, will have to be made by the receiving side, and if necessary, in consultation with Protocol Division of MEA (for Delhi only) and with state Government Protocol for places outside Delhi.
- 6) MEA must be consulted on level of the visitor/visitors and its advice on these matters is binding even if the Embassy/High Commission of the visiting delegation feels otherwise.

Contacts with Foreign Embassies/High Commissions/Consulates in India

- 1) Ministries/Departments of the GOI as well as State Governments and Union Territories must follow the guidelines laid down from time to time by Cabinet Secretary regarding contacts with foreign mission and diplomats in India.
- 2) As a general rule it is good to keep the concerned Territorial Division informed prior to meeting with diplomats or foreign Embassies/High Commissions in Delhi.

Territorial Divisions

IPA DIVISIONS: Pakistan, Afghanistan and Iran.

BSM DIVISIONS: Bangladesh, Myanmar, Sri Lanka and Maldives.

ASEAN-SOUTH EAST ASIA DIVISION: Indonesia, Singapore, Malaysia, Thailand, Philippines, Brunei, Laos, Cambodia and Vietnam.

ASIA-PACIFIC-DIVISION: Australia, New Zealand, Japan, Korea, South Korea, Fizi and Pacific Islands.

NORTH-EAST-DIVISION: Nepal, Bhutan, China, Hong Kong and Mangolia.

CENTRAL ASIA DIVISION: Kazakhstan, Kyrghyzstan, Uzbekistan, Turkmenistan, Tadzhakistan and Turkey.

GULF DIVISION: Kuwait, Iraq, Baharin, Qatar, Oman, Saudi Arabia, Yaman and U.A.E.

WANA DIVISION: Syria, Lebanon, Jordan, Israel, Libya, Egypt, Tunisia, Algeria, Morocco, Somalia, Sudan, Djibouti, Sharawi Arab Republic and State of Palestine.

AFRICA DIVISION: African countries excluding countries of North Africa under WANA Division.

EUROPE EAST DIVISION: Poland, Hungary, Czech Republic, Slovac Republic, Russia, Bulgaria, Romania, Latvia, Lithuania, Estonia, Azerbaijan, Ukraine, Moldova, Belarus, Georgia, Armenia and countries of former Yugoslavia.

EUROPE WEST DIVISION: UK, Portugal, Spain, France, Germany, Belgium, Nitherlands, Denmark, Luxembourg, Switzerland, Austria, Italy, Greece, Cyprus, Finland, Sweden, Norway, Ireland and Iceland.

AMS DIVISION: Canada and the USA.

LAC DIVISION: Mexico, Central American countries, Carribean countries and South American countries.

UN DIVISION: Matters related with UN.

**Ministry of Finance
(Department of Economic Affairs)**

No. F.1/67/EC/84

Dated:- 17-12-1985

CONFIDENTIAL

To, the Chief Secretaries to the State Govt./Union Territories

Subject:- Guidelines regarding foreign travel of Ministers of State Govts/Union Territories, Territories and State Govt. Official.

Sir,

I am directed to invite a reference to Cabinet Sectt. Letter No. 21/1/1/81-Cab. dated the 16th August, 1982 on the above mentioned following guidelines for considering the proposals regarding travel abroad by Ministers of State Govts/Union Territories and State Govt. Officials.

A. Study tours/exploratory visits.

- i) Visits abroad for gathering general information or knowledge which are in the nature of general purpose study tours need not be approved in any circumstances.
- ii) If, however, the study tour abroad is related to any pending scheme of development in the State, such a visit may be approved for a period not exceeding 10 days provided some specific issue or aspect need to be studied. In such cases, the visit abroad will be approved only if the development project is an approved one and is covered by Plan allocation.
- iii) Pre/post conference study tours would be restricted to six days duration only. Such pre/post conference study tours would be allowed only when they are of the nature indicated at (ii) above.
- iv) In the case of delegates participating in the Commonwealth Parliamentary Conferences, the duration of study tours would be restricted to six days and three countries, excluding travel time.

B. Visits abroad on hospitality basis.

Visits abroad on an invitation from a private source/organisations would not be encouraged/approved. Visits on hospitality basis will, however, be regulated keeping in view are following:

- i) Invitations should have been received either from a foreign Government or from an international body (like UN and its specialised agencies, recognised international organisations regional groups or any other such body with the approval of the Ministry of External Affairs, etc.). These should have been received through Ministry of External Affairs.
- ii) In case of national political parties, the expenditure relating to international travel should be borne by the concerned political parties/individual, etc., as the case may be, and not by any foreign government/organisation etc.
- iii) In the case of Ministers, the invitations should bear a relationship to their porforfolio.
- iv) Invitation should have been extended on some important occasion like National Day, or an anniversary, etc. being celebrated by the host country. The period should not exceed normally 2 weeks.

C. Visits abroad for attracting NRI investment/external assistance/Finalising collaboration agreement

(a) NRI Investment

- i) The projects (promoted) by the State Govt in the State Sector should be approved plan projects covered by plan allocations.
- ii) Sufficient advance planning should have been made before delegations are sent for attracting NRI investment for specific projects.
- iii) It would be necessary to send projects profile to the concerned offices abroad of the Indian investment Centre to enable them to locate potential investors, etc.

iv) Chief Ministers/Ministers need not be excluded from undertaking the visits.

(b) External Assistance

Separate visits abroad by Ministers of State Governments/Officials to negotiate external assistance for such projects need not be approved as this subject is within the purview of the Central Government which coordinates all external assistance

(c) Collaboration agreements

Collaboration agreement proposals both from the public sector and private sector are considered on merits of each case. Among other things, profitability aspect of the proposal is to be justified fully in each case. Negotiations with foreign parties in connection with collaboration agreements are matters which are required to be carried out by technical authorities connected with the project. While giving its approval in principle, in these cases, Govt. of India indicates broad parameters within which agreement has to be finalised with the overseas parties. In cases where any change is sought by the project authorities they have to seek Govt. of India's approval first. It is therefore, proposed that the visits abroad by the Minister/Chief Ministers for discussions/negotiation in connection with collaboration agreement need not be encouraged.

4. It is requested that the above guidelines may please be kept in view while forwarding the proposals to the Department of Economic Affairs., It is hereby clarified that unless all procedural requirements are met and proposals are submitted to the Department of Economic Affairs at least three weeks in advance, it would be difficult for this Department to clear such proposals in time.

Yours faithfully,

Sd/-

(J. L. Bajal)

Joint Secretary to the Govt. of India.

Cabinet Secretariat (Mantrimandal Sachivalaya)

No. 21/1/1/81-Cab.

Dated:-16-08-1982

CONFIDENTIAL

To, the Chief Secretaries to the State Governments/Union Territories.

Sub:- Guidelines regarding foreign travel of Ministers of State Governments and Union Territories, Member of State Legislatures and Union Territories and State Government officials.

Sir,

I am directed to say that references are received from time to time from State Governments for giving clearance to visits abroad of Ministers of State Governments in their official capacity or of Members of State Legislatures or of officials as members of official delegations or on invitation by foreign Governments or organisations. In this connection the following guidelines are being indicated which may be followed in the future in all such cases in respect of travel abroad of the aforesaid categories of persons:-

- i) All proposals for visits of members of State Governments abroad in their official capacity will be sent by the State Government addressed to Secretary to Government of India in the Ministry of Finance, Department of Economic Affairs for approval and release of foreign exchange , End copies of the letter would be endorsed to:-
 1. Ministry of External Affairs;
 2. Central Administrative Ministry concerned with the subject matter of the visit; and
 3. Ministry of Home Affairs.

It may be noted that MHA have also be consider applications under FCRA specifically when foreign hospitality or financial assistance is involved. It is the responsibility of the person concerned to obtain this clearance where such hospitality is involved.

This procedure will be applicable even in the case of proposals where the expenditure is borne by State Public Sector Undertakings or Corporations.

- (ii) In case of official delegations, their composition and background of the members may be indicated.
 - (iii) The work proposed to be transacted in each place of visit together with duration may be indicated, specially where official meetings are to take place with functionaries of foreign Governments. It would be appreciated that keeping in view the need for conserving foreign exchange, the duration of stay abroad should be the minimum necessary.
 - (iv) On receipt of recommendations from the different concerned Ministries, Department of Economic Affairs will consolidate the case and issue final orders regarding clearance of the visit, the number of persons to go abroad, the places to be visited and duration of visit at each place.
 - (v) Department of Economic Affairs will thereafter issue instructions to the Reserve Bank of India for release of foreign exchange towards personal incidentals. Simultaneously, Ministry of External Affairs would be advised to issue instructions to the Missions for release of Daily Allowance and other allowances as per rates prevalent in the country of visit and also for extending appropriate courtesies to the official delegation.
 - (vi) On the basis of formal clearance from the Department of Economic Affairs State Government would issue necessary formal deputation orders endorsing copies thereof to all concerned Ministries of the Central Government and our Missions in the places to be visited. The number and date of clearance received from the Department of Economic Affairs should be quoted in the deputation orders. Without the Department of Economic Affairs reference number, the Mission will not be in a position to honour these deputation orders.
 - (vii) 1. In places of visit where there are no Missions, or if otherwise DA etc. is required to be released in India itself, a certificate of entitlement may be obtained from the Ministry of External Affairs and forwarded to the Department of Economic Affairs for release of foreign exchange.
2. In making a reference to the Department of Economic Affairs, the name of the branch of the Reserve Bank of India from where the foreign exchange is required to be released should be clearly indicated.
 - (viii) Within three weeks of the completion of the visits, the leader of the delegation should send a report to the Ministry of Finance, Department of Economic Affairs with copies to the Ministry concerned with the subject matter of the visits.
2. Attention is drawn in this connection to the provisions of the foreign contribution (Regulation) Act of 1976 which lays down certain restrictions on acceptance of foreign hospitality. Prior permission of the Central Government is necessary before such hospitality (which includes travel assistance or concession) can be accepted by a Minister, Member of Legislature, Office bearer of a political party, Government servant or employee of a Corporation. In cases where foreign hospitality is involved, including travel expenses, therefore, specific and prior clearance of the Ministry of Home Affairs is required before any acceptance is conveyed. A separate reference in the prescribed form FC 2 indicating the source from which the travel and stay expenses are proposed to be met should be made directly to that Ministry well in time.
3. The above instructions may please be brought to the notice of the Chief Minister, all ministers and other officials.

Yours faithfully,

Sd/-

(Prem Kumar)

Additional Secretary to the Cabinet.

Training Policy

PERSONNEL DEPARTMENT

Personnel Department

No.10/1/2014-PER(Part-I)824

Dated 10-03-2016

NOTIFICATION**Sub : “The Goa State Training Policy, 2016”.**

The Government of Goa is pleased to introduce the “Goa State Training Policy 2016”. The mission of the Goa State Training Policy is to develop a training framework for the workforce in institutions of governance, to instill values, attitude, competencies to empower them to discharge their duties efficiently and effectively to the citizens through a systematic process of training.

Sd/-

(Yetindra M. Maralkar)

Additional Secretary(Personnel).

GOA STATE TRAINING POLICY, 2016

1. *Short title & commencement.*— (1) This policy shall be called as the “Goa State Training Policy 2016”.

(2) It shall come in force at once.

2. *Introduction.*— The Government of Goa is pleased to introduce the “Goa State Training Policy 2016” on the lines of the National Training Policy, 1996.

The main aim of the policy is to achieve excellence in the administration and to make Government efficient, effective, responsible, responsive, competent, forward looking and technology savvy; there is need to impart suitable training to employee at all levels.

In order to achieve this objective, it is felt necessary that State shall have its own training policy. Moreover the State Training Policy will be a tool to focus on the training and capacity building measures which are vital to build responsive and trained professionals in the Government set up.

3. *Vision.*— Build a culture of training and to foster excellence at all levels of governance.

4. *Mission.*— To develop a training framework for the workforce in institutions of governance, to instil values, attitude, competencies to empower them to discharge their duties efficiently and effectively to the citizens through a systematic process of training.

5. *Salient features/Thrust areas.*—

- Strengthening the State Training Institutions at State, district and taluka level.
- Linking training to service rules and grass root realities.
- Training for all.
- Need based training.
- Continuous training.
- Competency based approach to training.

6. *Objectives.*— (1) Develop a conceptual framework and develop a culture of training in the State administration.

(2) Build institutions of excellence in training.

(3) Ensure every government employee is given training relevant for his current position in shortest period of time.

(4) Ensure every official/elected representative entering the workforce is given training.

(5) Analyze and quantify the requirements for training.

(6) Ensure regular, relevant training at various stages of workforce.

(7) Identify relevant values and instil them in the workforce.

(8) Develop skills and competence.

(9) Benchmark and constantly improve and innovate training.

7. *Strategy.*— 7.1 Develop a philosophy of training.

Adopting a framework wherein training is conceived as a necessary intervention in providing efficiency in the governance processes. It will be conducted in a scientific manner, grounded in the realities of the State, so that the administration becomes people centric. Low cost as well as innovative training methodologies will be adopted.

7.2.1 Hierarchy of training institutions.

The Government will develop **GIPARD** as the apex State training Institute for training and capacity building of employees and Elected Representatives in the State. Other training institutions, if any will also be strengthened and brought under the aegis of GIPARD. There shall be a State Training Council which will monitor and guide the Government in implementing the State Training Policy. The State Training Council will be headed by the Chief Secretary of the Government of Goa, consisting of the representatives of the State Government, Administrative Heads of major Departments and other major organizations of the Government, Major Training Institutions and organizations within and outside the State. The council will monitor and guide the Government in implementing the State Training Policy.

7.2.2 Decentralized Training.

To ensure training for all government officers at regular interval the training will be designed on decentralized plan. Training may be imparted at Training Institutions; at workplace and/or on a decentralized basis at district and taluka level or by distance learning. The choice would depend on cost-benefit analysis, availability of physical training infrastructure, ability to spare the participants for training and need of the trainees. The departments may also identify competent NGOs and reputed private training institutions for deputing their employees for effective training

An integrated training package of induction, functional & managerial training should be imparted to officers. These should be in addition to on the job training. The training at the taluka level will be conducted by the departments in house or by utilizing taluka level training facilities, if any so that the employees can avail timely and regular training.

7.3.1 Identification of responsibilities and skills set for Elected Representatives.

The Systematic Approach to Training (SAT) will be strictly followed through the following four steps:

- (a) Training Needs Analysis.
- (b) Design of Training.
- (c) Delivery of Training.
- (d) Evaluation of Training.

The standard modules of TNA, DoT, DTS & EoT as prescribed by DoPT, GoI, will be used to carry out the complete cycle of SAT. The training shall include training courses on office procedure, functional efficiency, managerial competence, good governance, personality development, stress management, general awareness, etc. Apart from classroom sessions, the training may include projects and fieldwork.

7.3.2 The Annual Training Plan will be a tool to ensure consistency, discipline and thus help to meet the mandate of the training policy.

The Goa Institute of Public Administration and Rural Development (GIPARD) will prepare Annual Training Calendar at the beginning of each year and circulate it latest by 1st April of every year. The training calendar will consist of the programmes to be conducted directly by GIPARD as well as those to be conducted by other institutes under the various departments. This will ensure consistency and coherence in the training activities in the State and help in manpower planning and forecasting.

- The training plans will also include cadre wise enumeration of officers of each department, year wise expected volume of officers becoming eligible for different types of training on account of induction, promotion, change of cadre, etc. GIPARD will maintain a systematic database of all cadres of employees of all Departments. A unique identification number will be provided to each employee

and a track will be maintained of the trainings completed by him/her as per the mandatory requirements.

- *Each training plan will consist of two components:* Administrative Training & Technical Training. The administrative training will cover the common areas of administrative knowledge and skills required by officers whereas technical training will focus on the specific domain knowledge (such as agriculture, health, education, etc.) of each department.

7.3.3 Better Utilization of Budget/fund.

For proper and full utilization of Budget/Fund allocated for development of training infrastructure and manpower, GIPARD shall oversee and coordinate training activities in all departments. Besides this the Institute will work out the budgetary requirements of training through evolving norms of expenditure per day per participants.

7.4.1 Training to Elected Representatives.

The Elected Representatives both from urban and rural bodies should be given minimum of three trainings in their term of office of which one will be the foundation course of four days duration, soon after they take charge of office after elections.

Rural Development: The areas of training will focus on rules and regulations, rural development/welfare programmes, rural planning and livelihoods, role of N.G.Os in rural development, handling media, conflict management, ethics and values.

Urban Development: Decentralization and urban Governance, urban land issues, urban environment, urban transport, urban planning and infrastructure development, urban poverty and social development, municipal accounts and finance, e-Governance for urban development, handling media, conflict management, ethics, values.

7.5.1 Data Management and Mapping of the Government workforce.

To meet the requirement of department services and officers of different grades, Nodal Officers will be appointed in each department and organization with specific responsibilities such as identifying the training requirement of the staff working under him/her and ensuring implementation of the department/organization training plan.

7.5.2 Clear classification of posts with clear job description. This process would involve—

- Understanding the department structure and distinct roles.
- Collating existing published and unpublished sources of information regarding the list of distinct roles in the Organization.
- Conducting meetings with the key stakeholders to understand the structure and distinct roles within the department.
- Documenting the job descriptions for all the distinct roles which would include basic information on the role, organization chart, job purpose, dimensions, principal accountabilities, key decisions, key interactions and the knowledge, skills and experience required for a job.

7.6.1 Design training modules.

To meet the suitable needs of target groups, training modules, course material, compendium of instructions will be developed for training and reference purposes.

7.6.2 Periodic training, pre induction and mid career stages as well as refreshers and exposure visits.

The officers/officials shall receive the different types and levels of training including—

(i) **Induction Training.**— Immediately after selection or recruitment of an employee in the Government Department compulsory induction training shall be imparted to the employee which may vary from short term to medium term depending upon the position and scale for which an employee is recruited. The induction training shall also include a compulsory component of computer literacy for all employees.

(ii) **Refresher Training**.— at suitable intervals during career progression, preferably once in five years, subject to the limitations of training capacity and budgetary allocation. The refresher training shall also include a compulsory component of computer literacy for all employees who are less than 50 years of age and who have not undergone the induction.

(iii) **Promotion Linked Training**.— of one month's duration either before or after promotion, within a specific time interval, preferably five years.

(iv) **Orientation Training**.— such type of training shall be conducted on identified issues for a short period of one to two weeks. It shall be imparted to employees who have completed 9 years of service. Orientation programme shall not be repeated before a period of two years.

(v) **Specialized Training**.— specialized training can be short term as well as long term depending upon the area of specialization. It shall be imparted for specific needs and in pre-identified situations.

(vi) Distance e-learning.— supplement their current programmes with distance and e-Learning courses;

(vii) In situ—Training.— in house training in their respective departments.

7.6.3 *Planning training interventions relevant to career cycles*. To determine training interventions every department/organization will conduct preparatory tasks of analyzing goals and objectives, Training Needs Analysis, etc. prior to designing specific training programme. To bring the consistency in training periodic training, pre-induction training and mid career training as well as refresher courses and exposure visits will be organized at regular interval.

7.7.1 Identify value systems.

- Honesty – being truthful and open.
- Integrity – putting the obligations of public service above your own personal interests.
- Impartiality – acting solely according to the merits of the case and serving equally well governments of different political persuasions.
- Objectivity – basing your advice and decision on rigorous analysis of the evidence.
- Compassion – concern for the weaker and underprivileged sections of society.
- Effectiveness - timely discharge of duties.

7.8.1 *Identification of skills sets*.

For the purpose of conducting relevant training and in order to design appropriate training modules, a Training Need Analysis shall be conducted and it shall be divided into four levels each with its specific training needs.

- (i) The lowest operative level at the cutting edge, where the focus is on functional skill.
- (ii) The supervisory level where the focus is on extracting work from others involving co-ordination, coaching, counseling skills, interpersonal skills and a role model function.
- (iii) The middle administration level concentrating on professional excellence and leadership.
- (iv) The top level officers of the State Administration to be intellectually and professionally equipped for policy analysis, strategic planning, lateral thinking and policy formulation.

7.8.2 *Developing Skills and Competency*.

To increase the levels of commitment, self confidence and motivation, training emphasis will be on development of skills and competency based on four “Es”.

Ethos	Ethics	Equity	Efficiency
<ul style="list-style-type: none"> • People First • Strategic Thinking • Organizational Awareness • Commitment to the Organization 	<ul style="list-style-type: none"> • Integrity • Self Confidence • Attention to Details • Taking Accountability 	<ul style="list-style-type: none"> • Consultation and consensus Building • Decision Making • Empathy • Delegation 	<ul style="list-style-type: none"> • Results orientation • Conceptual Thinking • Initiative and Drive • Seeking

• Leading others			Information <ul style="list-style-type: none"> • Planning and Coordination • Desire for knowledge • Innovative Thinking • Problem Solving • Developing others • Self Awareness and Self – Control • Communication skills • Team-working
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7.9.1 Develop mechanism for improving the training process.

Feedback will also be obtained from the participants as to how far the training has benefitted him/her in discharge of duties as well as periodic feedback will be obtained from the respective departments to ascertain the performance of the participants after the training.

7.9.2 Monitoring, research and evaluation for improvement of training by modification and innovations in the curricula, content and training methodologies.

GIPARD will undertake activities such as research, monitoring & evaluation of government functioning, policy analysis, documentation of best practices, etc. Similarly these findings will be utilized to enhance the relevance and richness of training as well as to suggest policy interventions required at various stages in administration. For continuous evaluation GIPARD will expand its networking with other institutions to share learning resources, experience, expertise; and conducting third party evaluations.

8. Action Plan to meet the objectives set in the State Training Policy:

Action required by the stakeholders:

8.1 Role of the Government:

- Constitution of the State Training Council which will monitor and guide the Government in implementing the State Training Policy. This shall be headed by the Chief Secretary of the Government of Goa, consisting of the representatives of the State Government, Administrative Heads of major Departments and other major organizations of the Government, Major Training Institutions and organizations within and outside the State. The council will monitor and guide the Government in implementing the State Training Policy.

- The State Training Institute – Goa Institute of Public Administration and Rural Development (GIPARD) will be developed as the apex State institute for training, capacity building and research activities for the State of Goa, with the requisite staff, infrastructure and finances to perform their functions.

- The other training institutes if any will be placed under the aegis of GIPARD. This mechanism will help to roll out the training functions and requirements in a well structured manner.

- GIPARD shall act as the Nodal Institution for training of all employees of Government of Goa and its autonomous bodies/Corporations, Panchayati Raj Institutions and Urban Local Bodies. GIPARD will conceive, frame, design and conduct appropriate training programmes for all categories of employees.

- Each department shall make the necessary annual budgetary provision for the training of its officers. For this purpose, each department shall create a separate budget head for training. The funds

will be allocated to the Goa Institute of Public Administration and Rural Development or the training institutes of various departments depending on the venue of training.

- The State Government will provide timely and adequate funds to the various training institutions, for infrastructure and manpower support so as to enable them to perform and meet the mandate of training requirements.

- A Circular to be issued to all concerned HOD's, Secretaries to ensure that while writing Annual Performance Appraisal Report (APAR), the Reporting and Reviewing Officers should make special reference to the details of trainings attended by the officials/officers. Similarly the department should make training compulsory and any employee engaged for imparting training or deputed for training shall be considered on duty.

- This policy will be reviewed once in every 7 years and changes will be incorporated if required.

8.2 Role of the Training Infrastructure: (GIPARD)

8.2.1 Development of the Annual Training Calendar:

- Based on the overall training plans of various departments, The Goa Institute of Public Administration and Rural Development (GIPARD) will prepare Annual Training Calendar at the beginning of each year and circulate it latest by 1st April of every year. The training calendar will consist of the programmes to be conducted directly by GIPARD as well as those to be conducted by other institutes under the various departments. This will ensure consistency and coherence in the training activities in the State and help in manpower planning and forecasting.

- The training plans will also include cadre wise enumeration of officers of each department, year wise expected volume of officers becoming eligible for different types of training on account of induction, promotion, change of cadre, etc. GIPARD will maintain a systematic database of all cadres of employees of all departments. A unique identification number will be provided to each employee and a track will be maintained of the trainings completed by him/her as per the mandatory requirements.

- Each training plan will consist of two components: Administrative Training & Technical Training. The administrative training will cover the common areas of administrative knowledge and skills required by officers whereas technical training will focus on the specific domain knowledge (such as agriculture, health, education, etc.) of each Department.

8.2.2 Development of trainers:

- Ensure that all trainers who join the institute are deputed at the earliest possible opportunity to undergo programmes for 'Training of Trainers'.

- Facilitate the development of domain specific trainers and provide stability of tenure and opportunities for faculty development;

- The training institutions should also use innovative methods like Video Conferencing, e-learning, web based training, etc.

8.2.3 Training target:

- GIPARD will conduct training programmes all employees in the trainable age in the next five years in the State administration as well as for the Elected Representatives. Training will also be imparted to employees requiring professional and technical knowledge such as para medical, engineering, etc. As a general principle, the training of Group A & B officers will be conducted by GIPARD directly, whereas the training of Group C & D employees will be conducted in the respective departmental training centres/institutes. In case of Departments which do not have their own training centres/institutes, the training of Group C & D employees will also be organized by GIPARD at suitable facilities/venues subject to the availability and capacity of such facilities.

- The elected Representatives both from urban and rural bodies should be given minimum of three trainings in their term of office of which one will be the foundation course of four days duration, soon after they take charge of office after elections. The other two will be refresher courses upgrade their skills and knowledge and competency building. The core areas of these training programmes will be as follows:

* *Rural Development*: The areas of training will focus on rules and regulations, rural development/welfare programmes, rural planning and livelihoods, role of N.G.Os in rural development, handling media, conflict management, ethics and values.

* *Urban Development*: decentralization and urban Governance, urban land issues, urban environment, urban transport, urban planning and infrastructure development, urban poverty and social development, municipal accounts and finance, e-Governance for urban development, handling media, conflict management, ethics, values.

8.2.4 *Development of modules and material*:

- Prepare modules on specific areas of training as well as training material.
- Constantly review and modify their curricula, content and training methodologies to take account of training feedback and the needs of clients;

Assimilate technologies with a view to enabling learning anywhere, anytime for their clients.

8.2.5 *Research and Consultancy*:

- Provide advisory and/or consultancy services (as applicable);
- Play a key role in assisting the Departments in the process of shifting to a Competency based-framework for training (as applicable);
- Conduct field studies and research as part of the process of becoming repositories of knowledge in the areas of their sectoral or functional specialization (as applicable);
- Put in place a rigorous system of evaluation of training programmes and assessment of their impact on individuals' performance over time; and
- Undertake activities such as research, monitoring & evaluation, policy analysis, documentation of best practices, etc., and to utilize its findings in training so as to enhance the relevance and richness of training as well as to suggest policy interventions required at various stages in administration.

8.2.6 *Networking*:

- Goa Institute of Public Administration and Rural Development will also facilitate activities supportive and complementary to training such as research, documentation of best practices, creation of systematic data and knowledgebase on current issues in administration, pilot projects on use of technology for business process reengineering, monitoring & evaluation of schemes/programmes, etc.
- The outcome of research activities will be used to enrich the content, quality, impact of training as well supplement policy measures to the Government in various areas.
- Goa Institute of Public Administration and Rural Development will endeavour to develop linkages with the Universities, Training Institutes within and outside Government, Research Institutes, Management Institutes as well as national & international eminence so as to facilitate exchange of knowledge and skills towards achieving excellence in training.

8.2.7 *Monitoring and evaluation of training*:

- Evaluation would be an integral part of learning and development process. Training would be assessed through a series of tests and assessments to ascertain whether a training programme has achieved the objectives specified.
- GIPARD and the other institutes involved in imparting training will systematically record the feedback of trainee officers at the end of each training programme and internally review the feedback.
- At least once every three years, the impact of training will be evaluated through assigning an independent third-part evaluation agency of suitable competency and reputation.

8.3 *Role of the Departments*:

- Prepare an Annual Training Plan (ATP) for all the cadres under its control;
- Implement the Annual Training Plan, by using the institutions under it or outside, so that the limitations on internal training capacity do not constrain the implementation of the training plan;

- Develop the Cadre Training Plans (CTP), based on the competencies required and training needs.
- Appoint a Training Manager who will be the Nodal Person for the implementation of the training function in that Department//Organization;
- Make the immediate supervisor responsible and accountable for the training of the staff working under them;
- Classify all posts with a clear job description and competencies required;
- Link the training and development of competencies of individuals to their career progression and ensure this by suitably amending service rules/issuing administrative instructions;
- Allocate appropriate funds to enable the training to be carried out by institutions under its control or outside;
- The Administrative Training Institute shall workout the budgetary requirements of training through evolving norms of expenditure per day per participant at different levels/types of training taking into account the required level of facilities & inputs for each level/type of training and get the same as training fee from the concerned department.
- Incorporate a separate section in the Department's annual report on the training and capacity building activities undertaken during the year:
- Efforts to be made strengthen the function of Human Resource through Competency Framework as is mentioned in the National Training Policy. For this purpose, State level awareness for the competency based HRM to be created through workshops at ATI.

8.4 Role of the State Government:

- The State Government shall create a corpus fund for the Administrative Training Institute (**GIPARD**) to be given annually over a period of time;
 - The State Government shall continue to give Grant-in-Aid to the ATI (**GIPARD**) covering the cost of administration and salary expenditures with sufficient increase each year to keep with inflation, until the outflows from the corpus funds become significant;
 - The State Government shall also give a special Annual Grant-in-Aid to cover capital and infrastructural projects; and
 - Review the implementation of the Annual Training Plan and the functioning of Training Institution(s) under the Department (including attached/subordinate offices).
 - * Utilization of the training capacity;
 - * Quality of training conducted;
 - * Adequacy of the physical and training infrastructure, faculty, finances and delegation of powers for carrying out the institute's mandate;
 - * Training of the Group 'B' and 'C' staff, particularly those at the cutting edge level (as may be applicable); and
 - * Proper selection and development of faculty, incentives for them, and stability of their tenure.
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**Transfer/Transfer Under FR-15/
Transfer on Deputation**

Department of Personnel

No. 13/1/2016-PER/1494

Dated:- 27-05-2019

OFFICE MEMORANDUM

Government of India's Office Memorandum No. 2/6/2016-Estt (pay-II) dated 17th February, 2016 adopted by the Government of Goa is forwarded for information and necessary action.

This issues with the concurrence of Finance (R&C) Department vide their U.O. No. 140030424 dated 18-04-2019.

Sd/-

(Shashank Thakur)

Under Secretary (Per-II)

Ministry of Personnel, Public Grievance and Pensions**Department of Personnel and Training.**

No. 2/6/2016-Estt.(Pay-II)

Dated: 17-02- 2016

OFFICE MEMORANDUM

Subject: Delegation of power to Ministries/Departments/ Borrowing Organizations to extend deputation tenure upto 7 years in Cases of Deputations covered by DOP & T's O.M. No. 6/8/2009-Estt. (Pay-II) dated 17th June 2010-regarding.

1. This Department O.M. No. 6/8/2009-Estt (Pay-II) dated 17th June 2010 regulates Pay, Deputation (Duty) Allowance, Tenure of Deputation/Foreign Service and other terms and conditions on the Subject of deputation/foreign service of Central Government employees to ex-cadre posts under the Central Government, State Governments, Public Sector Undertaking, Autonomous Bodies, Universities/Union Territories Administration, Local Bodies etc. and vice-versa (copy enclosed), subject to its applicability as provided in Para 2 of the O.M. these instructions cover cases of deputation/foreign service where Central Government is either lending authority for borrowing authority or both. It provide for duration of maximum Deputation Tenure as 5 years at a stretch. As per Para 8. 3. (iii) of this O.M. no further extension beyond the fifth year shall be considered.

2. Various administrative Ministries/departments/Borrowing Organization have been approaching this Department for relaxation of the 5 years deputation tenure condition on case to case basis, citing exigencies, quoting provision of Para 10 of the O.M. dated 17-6-2010.

3. It has been decided that if the administrative Ministries/Departments and other borrowing organization wish to retain an officer beyond 5 years, they may extend tenure of deputation covered by O.M. No. 6/8/2009-Esst (Pay-II) dated 17th June 2010, where absolutely necessary in public interest, upto a period not exceeding 7 years at a stretch. This shall be done with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned, keeping in view the exigencies and subject to fulfillment of all other requirements such as willingness and vigilance clearance of the Officer concerned NOC of the lending authority, UPSC/ACC approval wherever applicable. Thus, no case of extension shall be referred to Department Personnel & Training, New Delhi.

4. All other terms and conditions issued vide O.M. No. 6/8/2009 Estt (Pay-II) dated 17th June 2010, will remain unchanged.

5. In cases where necessity to have deputation tenures longer than seven years is felt, the concerned administrative Ministries/Departments/borrowing organization may amend the relevant Recruitment Rules of such deputation post accordingly, after following the requisite procedure. No extension of deputation beyond 7 years is to be allowed unless provided in the relevant Recruitment Rules of such deputation post. It is reiterated that no case for extension beyond five years shall be referred to DOPT.

6. It is also clarified that cases which are not covered by the O.M. dated 17-6-2010 including those where Central Government is neither lending authority nor borrowing authority, will continue to be decided in term of the relevant provision/rules instructions etc. governing them.

7. These order shall come into effect from the date of issue of this O.M.

Sd/-

(Ashok Kumar Jain)

Department of Personnel

No. 2/1/79-PER

Dated:- 09-10-2012

OFFICE MEMORANDUM

Read: 1) Office Memorandum No. 2/1/97-PER dated 21-04-1983.

2) Corrigendum No.2/1/79-PER dated 10-05-1983.

1. According to F.R.15, the Heads of Departments are competent to effect transfers of Government servants from one Departments to another in public interest or at the request of persons concerned.

2. It has come to the notice of the Government that in many cases transfers have been effected under F.R.15 which could not be strictly covered under this Rule. After careful examinations of the matter, it has been decided to issue following guidelines, for transfer under F.R.15:

- a) When a request is received from a Government servant for his/her transfer from one Department to another, it should be made clear to him that his seniority in the Department for which he/she applies for transfer will not be counted in the Department to which he/she wishes to be transferred i.e. his/her seniority in the latter Department will be fixed from the date he/she joins it, but his/her service in the Department for which he/she wishes to be transferred will be counted for the purpose of pay, leave, pension, etc.
- b) While effecting transfers in public interest, it should be ensured that there are no disciplinary proceeding pending against them. In case disciplinary proceeding pending or being contemplated, provision of F.R.15 should not be invoked till such time the proceedings are completed.
- c) When a request is received for transfer to another Department under F.R. 15 the Heads of Departments, while recommending the cases, should be fully satisfied that the request is genuine and if the request is granted it will not affect the working of his own Department.
- d) Only cases where mutual transfers are involved will be considered for transfer under F.R. 15 on case to case basis. No, individual cases will be considered to transfer under F.R. 15 against vacant posts.
- e) Only cases where designations and pay are same will be considered under F.R. 15.
- f) No cases will be considered under F.R.15. where transfers are involved within same taluka.

Sd/-

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

Department of Personnel

No. 2/1/79-PER

Dated:- 26-09-2012

OFFICE MEMORANDUM

Read: 1) Office Memorandum No. 2/1/97-PER dated 21-04-1983.

2) Corrigendum No.2/1/79-PER dated 10-05-1983.

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for he/she applies for transfer will not be counted in the Department to which he/she wishes to be transferred i.e. his/her seniority in the latter Department will be fixed from the date he/she joins it, but his/her service in the Department for which he/she wishes to be transferred will be counted for the purpose of pay, leave, pension, etc.

- b) While effecting transfers in public interest, it should be ensured that there are no disciplinary proceeding pending against them. In case disciplinary proceeding pending or being contemplated, provision of F.R.15 should not be invoked till such time the proceedings are completed.
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- d) Only cases where mutual transfers are involved will be considered for transfer under F.R. 15 on case basis .No. individual cases will be considered to transfer under F.R. 15 against vacant posts.
- e) Only cases where designations and pay are same will be considered under F.R. 15.
- f) No cases will be considered under F.R.15. where transfers are involved within same taluka.

Sd/-

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

Department of Personnel

No. 13/4/74-PER

Dated:- 03-09-2012

OFFICE MEMORANDUM

Copy of the under mentioned Office Memorandum is forwarded for information and necessary action to:

1. All Head 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. AB-14017/2/2007-Estt. (RR)

Dated:- 28-03-2012

OFFICE MEMORANDUM

Subject: Consolidated Deputation Guidelines dated 29-2-08 for members of the organized Group 'A' and Group 'B' Services of the Central Government.

Attention is invited to this Department's O.M. No. AB-14017/2/2007-Estt. (RR) dated 29-02-08 laying down consolidated guidelines on deputation/foreign service of Members of the Organized Group 'A' and Group 'B' Services of the Central Government. The guidelines contained in this O.M. have been reviewed and the provisions contained in paragraphs 1.1 and 2.2 of the said guidelines are hereby substituted by following provisions:

1.1 Central Staffing Scheme (CSS) Posts that are to be covered:

1. Ministers/Departments of Government of India, Union Public Service Commission, and Election commission of India, Central Vigilance Commission and Central Information Commission.

Procedure to be followed for appointment:

Civil Services Board (below JS), with ACC approval for JS and above.

Tenure to be applicable

US level	3 years
DS level	4 years
Dir level	5 years
JS level	5 years
JS/AS level	7 years (Subject to 3 years in the second post, and also subject further to a minimum of 5 years in the Centre.)
AS level	4 years
Secy. Level	No ceiling

2.2 Autonomous body, trust, society, etc. not controlled by the Government or a private body.

Posts that are to be covered:

- i) Registered Societies or Trusts or Foundations or non-profit organizations or NGOS of cooperatives;
- ii) Apex bodies of Industries and Commerce;

Provided that such autonomous or private bodies fulfill all four of the Following criteria:

- a) they are functionally autonomous of the Central and State Governments;
- b) they are not substantially funded by the Central and State Government;
- c) the Central or State Government do not have powers to give them directions;
- d) they are not companies (except Section 25 companies) registered under the Registration of Companies Act.

Provided further that deputation to Section 25 Companies shall be allowed only on standard Government deputation terms.

Procedure to be followed for appointment:

A Committee under the Chairmanship of Cabinet Secretary with Secretary (Personnel), Finance Secretary will screen all proposals for deputation on foreign service terms of Officers of the level of JS and above, on a case to case basis, after the proposals have been approved by the Cadre Controlling Authority. Such screening in the case of Officers below the level of JS will be by a Committee chaired by the Secretary of the Cadre Controlling Ministry/Department with a member each, not below the level of JS from the DOPT and Department of Expenditure. A final decision in the recommendations of the Screening Committee may be taken at the level of Minister-in-charge in the case of officers holding posts below JS-level and with the approval of PM in the case of officers holding JS-level posts or above.

Tenure to be applicable: Maximum of 5 years at a stretch.

Provided that total period of deputation under all categories under 2-1 & 2-2 shall not exceed a maximum of 7 years in the entire service.

Sd/-
(Smita Kumar)
Director (E.I)

Department of Personnel

No. 13/4/74-PER

Dated:- 11-05-2011

OFFICE MEMORANDUM

Copy of the under mentioned Office Memorandum is forwarded for information and necessary action to:

- 1. All Head of Departments/Offices.
- 2. All Secretariat Departments.

Sd/-

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

No./6/8/2009-Estt (Pay-II)

Dated:-01-03-2011

OFFICE MEMORANDUM**Sub: Overstay while on deputation.**

Undersigned is directed to refer to this Department's O.M. of even number dated the 17th June, 2010 and to say that as per existing instructions no extension in deputation beyond the fifth year is allowed. Further, as per the O.M. No. 14017/30/2006-Estt (RR) dated 29th November, 2006 the deputationist officer is deemed to have been relieved on the date of expiry of the deputation period unless the competent authority has with requisite approvals, extended the period of deputation, in writing prior to the date of its expiry. It is observed that despite these clear instructions, proposals for regularization of overstay of officers on deputation beyond the five years period continue to be received in the Department. It is reiterated that it will be the responsibility of the immediate superior officer to ensure that the deputationist does not overstay. In the event of the officer overstaying for any reason whatsoever, he/she is liable to disciplinary action and other adverse Civil/Service consequences which would include the period of unauthorized overstay not being counted for service for the purpose of pension and that any increment due during the period of unauthorized overstay being deferred with cumulative effect, till the date on which the officer rejoins his parent cadre.

2. All Ministries/Departments may please note that henceforth no ex-post facto approval for regularization of overstay on deputation would be allowed.

Sd/-

(Mukesh Chaturvedi)

Deputy Secretary to the Government of India

Department of Personnel

No. 13/4/74-PER

Dated:- 20-11-2013

OFFICE MEMORANDUM

Copy of the under mentioned Office Memorandum is forwarded for information and necessary action to:

1. All Head of Departments/Offices.
2. All Secretariat Departments.

Sd/-

(R. Aga)

Under Secretary (Personnel-II)

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

New Delhi

No./6/8/2009-Estt (Pay-II)

Dated:- 17-06-2010

OFFICE MEMORANDUM

Subject: Transfer on deputation/Foreign Service of Central Government employees to ex-cadre posts under the Central Government/State Governments/Public Sector Undertaking/Autonomous Bodies, Universities/UT Administration, Local Bodies etc. and vice-versa-Regulation of Pay, Deputation (duty) Allowance, tenure of deputation/foreign and other terms and conditions regarding.

The undersigned is directed to refer to this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5th January, 1994 as amended/revise from time to time. A need has been felt to consolidate all these

orders in one place and accordingly, it has been decided, in consultation with Department of Expenditure, to bring out a self contained O.M. in super session on O.M. dated 5-1-94 and subsequent amendments on the subject, incorporating the provisions of earlier orders with suitable modifications, wherever necessary.

2. Application

2.1 These orders will apply to all Central Government employees, who are regularly appointed on deputation/foreign Service in accordance with Recruitment Rules of the ex-cadre posts, under the same or some other Department of Central Government or under the State Governments/Union Territories Administration/Local Bodies or under Central State PSUs/s Autonomous Bodies etc. set up or controlled by Central/State Governments provided the foreign service under such PSUs/autonomous bodies has been permitted in relaxation of appointment on immediate absorption basis. These orders will also cover the cases of regular appointment on deputation/foreign services of employees of State Government/local bodies etc, as well as PSUs/Autonomous Bodies of Central/State Government as per recruitment rules in the Central Government.

2.2 However, the following cases shall not be covered under these orders for whom separate orders exist:

(a) Members of All India Services and those deputed to posts, whose terms are regulated under specific statutory rules or orders;

(b) Officers appointed on deputation to posts under the Central Staffing Scheme (CSS) for whom separate orders as issued from time to time will continue to apply;

(c) Deputation to posts operated outside India;

(d) Appointment of a specific category of employees to a specified class of posts, such as appointment made in the Personal Staff of Ministers etc. in respect of which special orders are already in existence. However, the terms and conditions set out in this O.M. will apply to those cases to the extent these are not specifically covered under such, special orders.

(e) Appointment of the nature of deemed deputation or transfer to ex-cadre posts made in exigencies of service with the specific condition that on deputation (duty) allowance will be admissible e.g. (i) interim arrangement in the event of conversion of a Government office/organization or a portion thereof into a PSU/autonomous body or vice-versa; and (ii) appointment to the same post in another cadre.

3. Scope of Term 'deputation/foreign service' Restrictions on treating an appointment as on deputation/Foreign Service.

3.1 The terms deputation/Foreign Service will cover only those appointments that are made by transfer on a temporary basis provided the transfer is outside the normal field of deployment and is in public interest. The question whether the transfer is outside the normal field of deployments or not be decided by the authority which controls the service or post from which the employee is transferred.

3.2 The following types of appointments will not be treated as deputation/ foreign service for the purposes of these orders:

(a) Appointments of serving employees made either by promotion or by direct recruitment from amongst open market candidates whether on permanent or temporary basis.

(b) Permanent appointment made by transfer.

(c) Temporary appointment made on the basis of personal request of employees.

(d) Arrangement necessitated by staff imbalance arising on re-organization of office on the same of different stations, subject to the specific condition that no deputation (duty) allowance will be admissible in such cases.

3.3 A person in a higher Grade Pay/scale of pay shall not be appointed on deputation to a post in lower Grade Pay/scale of pay if the deputation is from Central Government to Central Government and also in cases where the scale of pay and dearness allowance in the parent cadre post and ex-cadre

post are similar.

3.4 However, no appointment on deputation/foreign service shall be made from/to Central Government/an organization where the pay scale and DA in the parent cadre post and ex-cadre post are dissimilar, if the basic pay in the parent cadre increased by one increment plus dearness allowance (s) including interim relief if any, admissible to a person in the parent cadre post exceed the basic pay plus dearness allowance(s) including interim relief, if any, at the maximum of the pay scale of the ex-cadre post. In the revised pay structure, the maximum of the scale would mean the sum of the Grade Pay of the ex-cadre post and maximum of the Pay Band PB 4 i.e. Rs. 67,000. For example, if the ex-cadre post is in the Grade Pay of Rs. 4,200, then the maximum would be Rs. 71,200. i.e. Rs. 4,200 plus Rs. 67,000(maximum of PB 4.)

4. Exercise of option

4.1 An employee appointed on deputation/foreign service, may elect to draw either the pay in the scale of pay of deputation/foreign service post or his/her basic pay in the parent cadre plus deputation (duty) allowance thereon plus personal pay, if any. However, in case of Government employees on deputation/foreign service to CPSES, this option will not be allowed and their pay will be governed in terms of the orders issued by Department of Public Enterprise vide O.M. dated 26-11-2008 and clarifications issued thereafter.

4.2 The borrowing authority shall obtain the option of the employee within one month from the date of joining the ex-cadre post unless the employee has himself furnished the option.

4.3 The option once exercised shall be final.

4.4 However, the employee may revise the option under the following circumstance which will be effective from the date of occurrence of the same:

(a) When he/she received Performa promotion or is appointed to non-function selection grade or up-gradation of scale in the parent cadre:

(b) When he/she is reverted to a lower grade in the parent cadre:

(c) When the scale of pay of the parent post on the basis of which his emoluments are regulated during deputation/foreign service or of the ex-cadre post held by the employee on deputation/foreign service is revised either prospectively or from a retrospective date.

(d) Based on the revised/same option of the employee, in the event of Proforma promotion/appointment to non-function Selection Grade/revision/up-gradation of scale of pay in the parent cadre, his/her pay will be re-fixed with reference to the revised entitlement of pay in the parent cadre. However, if the initial option was for the pay scale of the deputation post and no change in option already exercised is envisaged, the pay already drawn in deputation post will be protected if the pay re-fixed is less.

Note: Revision in the rates of DA, HRA or any other allowance either in the parent or borrowing organization shall not be an occasion for revision of the earlier option.

4.5 If the pay of an employee in his cadre post undergoes downward revision, the pay in the ex-cadre post is also liable to be re-fixed on the basis of revised pay and in accordance with the revised option or existing option if the employee does not revise his option.

5. Pay fixation

5.1 When an employee on deputation/Foreign Service elect to draw pay in the scale of pay attached to the ex-cadre post, his/her pay may be fixed as under:

(i) Deputation from Central Government to Central Government

If the scale of pay/Grade Pay of the ex-cadre post is higher, the pay may be fixed after adding one increment to the existing pay in the Pay band of the parent cadre post. The grade pay corresponding to the ex-cadre post would thereafter be granted in addition to this pay in the pay band. However, in cases where the fixation of pay in the ex-cadre post involves change of Pay band also, if the pay in the pay band after adding the increment is less than the minimum of the pay band

corresponding to the grade pay of the ex-cadre post, the pay in the pay band will be fixed at the minimum of the Pay Band.

In case the Grade Pay/scale of employee's cadre post and the ex-cadre post are identical, the employee would continue to draw his/her existing basic pay.

In case the Grade pay of the ex-cadre post is upto Rs. 10,000, the Basic Pay, from time to time after pay fixation should not exceed the maximum of the pay band PB-4 (Rs. 67,000) plus the grade pay of the post held on deputation. In case the ex-cadre post in the HAG or HAG+ pay scale, the Basic pay, from time to time after pay fixation should not exceed Rs. 79,000 or Rs. 80,000 respectively.

(ii) In foreign service/Reverse Foreign Service

(a) When the pay scale of the post in the parent cadre and the attached to ex-cadre post are based on the same index level and the DA pattern is also same, the pay may be fixed as under (i) above.

(b) If the appointment is made to a post whose pay structure and/or DA pattern is dissimilar to that in the parent organization, pay may be fixed by adding one increment to the pay in the parent cadre post in the scale of his regular parent post (and if he/she was drawing pay at the maximum of the scale, by the increment last drawn) and equating the pay so raised plus dearness allowance (and additional or ad-hoc dearness allowance, Interim relief etc. if any) with emoluments comprising of pay plus DA, ADA, Interim relief etc. if any, admissible, in the borrowing organization and the pay may be fixed at the stage in the pay scale of the ex-cadre post at which total emoluments admissible in the ex-cadre post as above equal the emoluments drawn in the cadre.

5.2 In cases of appointment from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of the ex-cadre post, the pay in the second or subsequent ex-cadre post should be fixed under the normal rules with reference to the pay in the cadre post only. However, in respect of appointments to ex-cadre posts carrying Grade Pay identical to that of the ex-cadre post (s) held on an earlier occasion (s), it may be ensured that the pay drawn in subsequent appointment should not be less than the pay drawn earlier.

5.3 In cases of appointments to a second or subsequent ex-cadre post (s) in a higher pay scale/grade pay than of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions, the employee should have opted to draw pay in the scale of pay/Grade Pay attached to the ex-cadre posts.

Note – 1: The term parent post and basic pay means the post held on regular basis in the parent organization and pay drawn/admissible in such a post respectively.

Note – 2: An officer who may be holding a higher post in adhoc basic in the cadre at the time of proceeding on deputation/foreign service would be considered to have vacated the post held on adhoc basic and proceeded on deputation/foreign service from his/her regular post. During the period of Deputation/foreign service, he/she shall earn notional increments in the parent cadre post on reversion. If he/she is re-appointed to the higher post on regular or adhoc basic his pay will get fixed with reference to the pay admissible in the lower post on the date of such re-appointment. In such cases, if his pay gets fixed at a stage lower than that of his junior (s) who continued to serve in the cadre, no stepping up will be admissible as per extant rules in so far as Central Government employees are concerned. However, if the pay so fixed is less than the pay drawn earlier while holding the post on ad-hoc basis the pay earlier drawn will be protected. Therefore, those Central Government employees who are already holding a higher post on ad-hoc basis or expecting it shortly in the parent cadre may weigh all relevant considerations before opting for deputation/foreign service. This note of caution will be applicable to employees of other organisations wishing to apply for posts on deputation in Central Government, if governed by similar rules in parent organisation.

Note – 3: Pay of an officer appointed on deputation/foreign service on adhoc basis pending selection of a regular incumbent may also be regulated in accordance with provisions of Para 5.1 & 6.1 of this O.M.

Note – 4: The provisions of this Para as well as Para 6 will not apply to appointments on Personal Staff of Ministers. Such appointments will be regulated by separate specific orders issued by the Government in that behalf.

6. Deputation (duty) Allowance

6.1 The deputation (duty) allowance admissible shall be at the following rates:

(a) In case of deputation within the same station, the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs. 2,000 p.m.; and

(b) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of the employee's basic pay subject to a maximum of Rs. 4,000/- p.m.

(c) The deputation (duty) allowance as above shall further be restricted as under:–

Basic Pay, from time to time, plus Deputation (Duty) Allowance shall not exceed the maximum of the pay band PB-4 (Rs. 67000) plus the grade pay of the post held on deputation in case the Grade Pay of the post held on deputation is upto Rs. 10000. In case the post held on deputation is in the HAG or HAG+ pay scales, the Basic Pay, from time to time, plus Deputation (Duty) Allowance should not exceed Rs. 79000 and Rs. 80000 respectively.

Note: Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay/allowance etc.

The rates of deputation (duty) allowance as above shall take effect from 1-9-2008.

Note: 1. 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: 2 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.

6.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area on account of the condition of living there being particularly arduous or unattractive. Where special rate is more favourable than that given in Para 6.1 above, employees deputed to the area will be given the benefit of the special rate.

6.3.1. If an employee with the permission of the competent authority, proceeds on deputation/foreign service from one ex-cadre post to another ex-cadre post in the same or another organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first one, the rate of deputation (duty) allowance would remain unchanged.

6.3.2. In cases where a person on deputation/foreign service is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will be refixed as per 6.1 (b).

7. Admissibility of pay, allowances & benefits while on deputation/foreign service

7.1. Any project allowance admissible in a project area in the borrowing organization may be drawn in addition to deputation (duty) allowance.

7.2 Any special allowance granted to an employee in the parent Department under FR 9(25) or a corresponding rule of parent organization should not be allowed in addition to deputation (duty) allowance. However, the borrowing department may allow in addition to deputation (duty) allowance, under special circumstances, any special allowance attached to the post held by the employee in

his/her parent Department, by suitably restricting the deputation (duty) allowance. This will require the specific and prior approval of Department of Personnel & Training.

7.3 In case special allowance is attached to the scale of pay of the ex-cadre post and the employee has opted to draw pay in that scale, then, in addition to the pay in the scale, he will also be entitled to draw such special allowance. However, such special allowance will not be admissible if he has opted to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance.

7.4 Personal pay, if any, drawn by an employee in his parent department will continue to be admissible on deputation/foreign service if he/she opts to draw pay in the parent cadre scale/grade pay plus deputation (duty) allowance. No deputation (duty) allowance on this personal pay will however, be admissible.

7.5 Increments- The employee will draw increment in the parent cadre grade or in the scale of pay/grade pay attached to the deputation post as the case may be, depending on whether he has opted for the parent cadre pay plus deputation (duty) allowance or the pay scale/grade pay of the deputation post, notional increments shall also continue to accrue to him in the post held on regular basis in the parent cadre/organization for the purpose of regulation of pay on repatriation to the parent post at the end of the tenure.

7.6 Admissibility of allowances and benefits while on deputation/foreign service.

(a) Such allowances as are not admissible to regular employees of corresponding status in the borrowing organization shall not be admissible to the officer on deputation/foreign service, even if they were admissible in the parent organization.

(b) Following allowances will be regulated with mutual consent of the lending and borrowing organization:

- (i) HRA/Transport Allowance
- (ii) Joining time and Joining Time Pay
- (iii) Travelling Allowances and Transfer T.A.
- (iv) Children Education Allowance.
- (v) LTC.

(c) Following allowance/facilities will be regulated in accordance with the rules as explained against each:

(i) Dearness Allowance-The employee shall be entitled to dearness allowance at the rates prevailing in the borrowing organization or in the lending organization depending on whether he has opted to draw pay in the pay Scale/grade pay of the ex-cadre post or the parent grade plus deputation (duty) allowance.

(ii) Medical Facilities This will be regulated in accordance with the rules of the borrowing organization.

(iii) Leave - An officer on deputation/foreign service shall be regulated by the Leave Rules of the parent organization. If however an employee proceeds from vacation department to non-vacation department, or vice-versa, he shall be governed by Leave Rules of the borrowing organization. At the time of reversion from the deputation post to the parent cadre, the borrowing organization may allow him/her leave not exceeding two months. The employee should apply for further leave to his Cadre Controlling Authority.

7.7 Leave salary/pension/NPS Contribution.

(i) As at present, allocation of leave salary and pension contribution between different Ministries/Departments of Central Government and between Central and State Government has been dispensed with. In such cases of deputation from Central Government to State Government and Vice-versa, liability for bearing leave salary vests with the Department from which the officer proceeds on leave or which sanctioned leave and no contributions are payable to the lending organization. Liability for pension/employee's contribution to CPF will be borne by the parent department, to which the

officer permanently belongs at the time of retirement and no proportionate contribution will be recovered.

(ii) In case of deputation of Central Government employees on foreign service terms to Central Public Sector Undertakings/State Public Sector Undertaking and Autonomous Bodied/etc. leave salary contribution (except for the period of leave availed of an foreign service) and pension contribution/CPF (Employer's share) contribution are required to be paid either by the employee himself or by the borrowing organization to the Central Government.

(iii) In cases of reverse deputation from Central Public Sector Undertaking/State Public Sector Undertaking/Autonomous Bodies/local bodies to Central Government, the question regarding leave salary and pension contribution will be decided by mutual consent.

(iv) In case employees covered under New Pension Scheme (NPS), the borrowing department shall make matching contribution to the NPS account of the employee.

8. Tenure of deputation/foreign service.

8.1 The period of deputation/foreign service shall be as per the Recruitment Rules of the ex-cadre post or 3 years in case no tenure regulations exist for the ex-cadre post.

8.2 In case where the period of deputation/foreign service prescribed in the recruitment rules of the ex-cadre post is 3 years or less, the administrative Ministry/borrowing organization may grant extension upto 4th year after obtaining orders of their Secretary (in the Central Government)/Chief Secretary (in the State Government)/equivalent officer (in respect of other cases) and for the fifth year with the approval of the Minister of the borrowing Ministry/Department and in respect of other organization with the approval of the Minister of the borrowing Ministry/Department with which they are administratively concerned.

8.3 The borrowing Ministries/Departments/Organization may extend the period of deputation upto the fifth where absolutely necessary in public interest, subject to the following conditions:

(i) The extension would be subject to the prior approval of the lending organization, the consent of the official concerned and wherever necessary, the approval of the UPSC/State Public Service Commission and Appointment Committee of Cabinet (ACC).

(ii) If the borrowing organization wishes to retain an officer beyond the prescribed tenure, it shall initiate action for seeking concurrence of lending organization, individual concerned etc. six months before the date of expiry of tenure. In no case it should retain an official beyond the sanctioned term unless prior approval of the competent authority to grant further extension has been obtained.

(iv) No further extension beyond the fifth year shall be considered.

8.3.2. Where extension is granted up to the fifth year, the official concerned will continue to be allowed deputation (duty) allowance, if he/she has opted to draw deputation (duty) allowance.

8.4 There shall be a mandatory 'cooling off' period of three years after every period of deputation/foreign service up to Joint Secretary level posts and one year for Additional Secretary level posts.

8.5 A central Government employee shall be eligible for deputation/foreign service to posts in State Government/State Government Organisations/Government of UTs/Government of UT's Organisations/Autonomous Bodies, Trusts, Societies, PSUs etc. not controlled by the Central Government only after he has completed 9 years of service and is clear from the vigilance angle.

8.6 If during the period of deputation/foreign service, on account of proforma promotion in the parent cadre the official concerned becomes entitled to a higher Pay Scale/Pay Bank & Grade Pay in the parent cadre vis-à-vis that of the ex-cadre post, the official shall complete his/her normal/extended tenure of deputation already sanctioned with the approval of the competent authority. The pay shall be regulated as under:

(a) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post after getting proforma he may be allowed the pay in the pay band + Grade Pay of the post to which he is promoted till the time he completes the normal/extended period of deputation (if he gets proforma promotion in the extended period) already sanctioned, if he so opts. No extension in the period of deputation shall be allowed to him after completing the sanctioned period of deputation.

(b) If he draws the pay in the pay band+ Grade pay attached to the deputation post, on reversion to his parent cadre, his pay may be fixed by allowing him notional increments in his regular post in the parent department +the Grade pay attached to it.

(c) If the Grade pay of the officer in the parent cadre becomes higher than that of the deputation post on getting financial upgradation under the ACP/MACP scheme, the officer may be allowed to draw the pay in the pay band + Grade Pay to which he becomes entitled to under the ACP/MACPS, if opted for by him, as laid down in Para 27 of Annexure I to the DOPT OM No. 35034/3/2008-Estt.(D) dated 19th May, 2009.

9. Premature reversion of deputationist to parent cadre.

Normally, when an employee is appointed on deputation/foreign service, his services are placed at the disposal of the parent Ministry/Department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist, his services could be so returned after giving an advance notice of at least three months to the lending Ministry/Department and the employee concerned.

10. Relaxation of conditions.

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel & Training.

11. Date of Effect

These orders will take effect from 1-1-2006 and shall be applicable to all officers who were on deputation on 1-1-2006 or appointed thereafter except for the revised rates of deputation (duty) allowance which shall be applicable from 1-9-2008 as mentioned below Para 6.1 of this OM.

12. In so far as persons serving in the Indian Audit and Accounts Department are concerned, these orders will apply for deputation outside Indian Audit and Accounts Department as concurred in by the Comptroller and Auditor General of India.

13. Hindi version will follow.

(Rita Mathur)
Director

ANNEXURE

CHECKLIST (vide para 8.4)

1. Name of the Officer.
2. Name of the parent office.
Designation of the post held in parent office & pay scale of that post
3. Present basic pay in the parent cadre post.
4. Designation & pay scale of the post held on deputation and the present basic pay in the ex-cadre post.
5. Has the officers been given NBR proforma promotion/s. If so pay scale of the post to which promoted.
6. Normal period or deputation prescribed in Recruitment Rules for the ex-cadre post.
7. Date of appointment on deputation.
8. Is the officer drawing grade pay + d(d)a?

- If so, has the d(d)a been stopped during the 5th year/2nd year in excess of the period prescribed in the Recruitment Rules.
9. Whether the extension for 1st year/2nd year in excess of period prescribed in the RRs of the Post has been given with the approval of the Secy. and Minister incharge of the administrative Ministry/Department respectively.
 10. Does the proposed extension also requires the approval of UPSC/ACC?
 11. What is the specific public interest involved in the proposed extension?
 12. Whether the concurrence of lending organization/individual concerned has been obtained for the proposed extension?
 13. Efforts made to select a suitable replacement for the officer?
 14. According to Recruitment Rules can the post be filled up by promotion? If so, are there any eligible officers available from the feeder cadre (if there is one) and if so, why are they not being considered for promotion instead of seeking further extension for existing incumbent?
 15. Any other relevant information considered necessary.

Signature and Designation

Department of Personnel

No. 13/4/74-PER

Dated:- 26-02-2010

OFFICE MEMORANDUM

Copy of the under mentioned letter is forwarded 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 its U.O. no. 3315 (1442200) dated 29-12-2009.

Sd/-

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

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

No. 2/22/2008-Estt. (Pay II)

Dated:- 03-11- 2009

OFFICE MEMORANDUM**Subject: Restriction on pay plus Deputation (Duty) Allowance – regarding.**

The Undersigned is directed to say that consequent upon acceptance of the recommendations of Sixth Central pay Commission, the deputation (Duty) allowance shall be restricted as under:

“Basic pay, from time to time plus Deputation (Duty) Allowance should not exceed the maximum of the pay band PB-4 (Rs. 67,000) plus the grade pay of the post held on deputation subject to the grade pay not exceeding Rs. 10,000. The term ‘basic pay’ in the revised pay structure means pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.”

2. These orders shall take effect from 1st September, 2008.

3. Insofar as application of these orders to the officers of the Indian Audit and Accounts Department is concerned, these orders issue in Consolation with the Comptroller and Auditor General of India.

Sd/-

(B.K. Mukhopadhyay)
Director

Department of Personnel

No. 13/4/74-PER

Dated:- 04-08-2009

OFFICE MEMORANDUM

Copy of the under mentioned letter is forwarded for information and necessary action to:

1. All Head 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. 2/23/2008-Estt. (Pay II)

Dated:-28th May, 2009**OFFICE MEMORANDUM**

Subject: Revision of the rates of Deputation (Duty) Allowance/pay fixation on appointment on the Personal Staff of Ministries – regarding.

Consequent upon the implementation of the recommendations of the Sixth Central pay Commission, the President is pleased to decide that in super session of all earlier orders on the subject, the pay of employees who are appointed on the personal staff of Ministers will be regulated in the following manner:

I. Officers of Central Government/Autonomous Bodies Appointed on the Personal Staff of Ministers:

(i) When officers of the Central Government/Autonomous Bodies holding posts at lower levels or those who are not cleared for appointments at levels at which the post in the Personal Staff of Minister exists are appointed to higher post, in addition to their basic pay, they may be allowed Deputation (Duty) Allowance at the rate of 15% of the basic pay subject to a maximum of Rs. 4,000 per month.

(ii) As regards officers who go on deputation to equivalent and/or analogous post on the Personal Staff of the Ministers, in addition to their basic pay, they may be allowed Deputation (Duty) Allowance in accordance with this Department's O.M. No. 2/22(B)/2008-Estt. (Pay-II) dated 3rd September 2008 on the subject of "Grant of Deputation (Duty) Allowance –Recommendations of the Sixth Central Pay Commission".

(iii) In the cases of officers of All-India Services and Organized Group 'A' Services who are appointed on the personal Staff of Minister under the Central Staffing Scheme, they may be allowed Central Secretariat (Deputation on Tenure) Allowance in accordance with the Departments O.M. No. 2/22(A)/2008-Estt. (Pay II) dated 3rd September, 2008 on the subject of revision of the rates of Central Secretariat (Deputation on Tenure) Allowance and special pay applicable etc. in the case of organized Group 'A' officers; and as per the provisions of relevant Pay Rules in the case of All-India Services officers.

II. Officers from the State Government/Public Sector Undertaking Appointed on the Personal Staff of Ministers:

In the case of officers from State Government/Public Sector Undertakings, their terms of appointment may be governed by the orders contained in this Department's O.M. No. 2/29/91-Estt. (Pay II) dated 5th January 1994. The rate of Deputation (Duty) Allowance payable in their case will be in accordance with this Department's O.M. No. 2/22(B)/200-Estt. (Pay II) dated 3rd September 2008 on the subject of "Grant of Deputation (Duty) Allowance-Recommendations of the Sixth Pay Commission".

III. Officer from Private Sector Appointed on the Personal Staff of Ministers:

1. In the case of officers from Private Sector appointed on the Personal Staff of the Minister, they may be granted the grade pay corresponding to the post in which they are appointed and their pay in pay band may normally be fixed at the entry level pay prescribed for their grade pay vide Section II, Part A of First Schedule to the CSS (RP) Rules, 2008. However, where it is proposed to fix their pay by granting advance increments(s), the approval of this Department will have to be obtained.

2. Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.

3. These orders shall come in to effect w. e. f. 1-9-2008.

4. Insofar as persons serving in the Indian Audit & Account Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

Sd/-

(Rita Mathur)
Director

Department of Personnel

No. 13/4/74-PER

Dated:- 15-05-2009

OFFICE MEMORANDUM

Copy of the under mentioned letter is forwarded for information and necessary action to:

1. All Head 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. 2/22(B)/2008-Estt. (Pay II)

Dated:- 03-09-2008

OFFICE MEMORANDUM

Subject: Grant of Deputation (Duty) Allowance-Recommendations of the Sixth Central Pay Commission.

Consequent upon the acceptance of the Report of the Sixth Central pay Commission by the Government, the President is pleased to decide the following regarding Deputation (Duty) Allowance:

- a) Deputation (Duty) allowance will continue to be paid case of appointments made in Public interest outside the normal field of deployment.
- b) In case of deputation within the same station the allowance will be paid at the rate of 5% of basic pay subject to a maximum of Rs. 2,000 p.m.
- c) In other cases, Deputation (Duty) Allowance will be payable at the rate of 10% of basic pay subject to a maximum of Rs.4,000 p.m.

2. Basic Pay in the revised pay structure means the pay drawn in the prescribed pay band plus the applicable grade pay but does not include any other type of pay like special pay, etc.

3. Insofar as persons serving in the India Audit & Account Department are concerned, these orders issue after consultation with the Comptroller & Auditor General of India.

4. These orders shall take effect from 1st September, 2008.

Sd/-

(Rita Mathur)
Director

General Administration Department

No. 14/37/97/GA & C (Vo-II)

Dated:- 23-02-2004

CIRCULAR

Read: Transfer guidelines—O.M. 14/37/77-GA&C (VoI-II) Dated 16-3-1998.

Government had issued transfer guideline vide above mentioned O.M. however, it has been brought to the notice of the Government that the guidelines are not being implemented strictly. It has also been observed that some employees are continuing to work in the same office/section for a number of years. In some cases, it has been observed that the transfers are effected as an eye wash and the employees are brought back to their original place of posting within a short period thereby defeating the very purpose of periodic transfers of officials.

It has also been brought to the notice of the Government that the employees who are within two years of their superannuation, are also being transferred in violation of the transfer guidelines. Recently Hon'ble high Court of Bombay Panaji Bench has struck down such a transfer order issued by one of the Government Departments causing embarrassment to the Government.

In view of the above, while reiterating the necessity to implement the transfer guideline in general, the following specific directives are issued:

- i) All Government employees who have completed five years in a particular place of posting shall be transferred in the month of April, 2004 and a compliance report submitted to the undersigned by 30th April, 2004.
- ii) The remaining employees, who fall within the purview of the guidelines shall be transferred during the next two years so as to enforce the transfer guidelines in toto. Thereafter, every year, such transfer exercise should take place in the month of April.
- iii) The Government employees who are within two years of their superannuation and who are exempted from transfers shall not be transferred unless on the request of the employees concerned subject to administrative convenience.

All Head of the Departments are directed to take a strict note of the above and submit a compliance report by 30th April, 2004 Non-compliance will be viewed seriously and concerned Heads of the Departments shall be personally held responsible.

Sd/-
(D.S. Negi)
Chief Secretary

Department of Personnel

No. 13/4/74-PER (Part)

Dated:- 02-05-2001

Read 1. O.M. No. 13/4/74-PER dated 12-2-1999.

2. O.M. No. 13/4/74-PER dated 5-1-2000.

ADDENDUM

In Para 7-1, after clause (b), of O.M. dated 12-2-1999. Cited above, the following shall be added:

- (a) The personal staff of Ministers brought on deputation will have an option to draw either (i) pay of the deputation post OR (ii) his basic pay in the parent cadre plus 10% Deputation (Duty) Allowance being restricted to a maximum of Rs. 1,000/- p.m.

Shall be effective from 1-3-2001.

Sd/-

Department of Personnel

No. 13/4/74-PER (Part)

Dated:- 05-01-2000

Read 1. O.M. No. 13/4/74-PER dated 12-2-1999.

OFFICE MEMORANDUM

Sub: Transfer on deputation of state Government employees to ex-cadre post – Deputation (Duty) Allowance and other terms and conditions regarding.

The Para 5-4 of O.M. read above shall stand deleted with immediate effect.

Sd/-
(J.S. Monteiro)
Under Secretary (Personnel)

General Administration Department

No. 14/37/77/GA & C (Vo-II)

Dated:- 17-09-1999

OFFICE MEMORANDUM

Read: Office Memorandum No. 14/37/77/GA&C (Vol. II) dated 16-3-1998 regarding Transfer Guidelines.

Government has further examined the above referred transfer guidelines and has decided that all Group 'D' posts of Government should also be considered for transfer.

Accordingly it is decided to substitute clause (vi) of para 1 of the above referred Office Memorandum as follows:

- (vi) All Group 'D' employees are also covered under the transfer guidelines of the O.M. cited above. However, drivers belonging to all the categories shall not normally be transferred except when they voluntarily seek Transfer.

Clauses (vii) and (viii) stands amended to read as follows:

- (vii) Transfer of Group 'D' and 'C' employees will be limited within the Taluka of their present posting, whenever possible or to the nearby Taluka.
- (viii) Transfer of 'D' 'C' and 'B' employees will be done by the respective Heads of Departments, and exceptions, if any, may be done with the approval of the Minister concerned. Transfer of Group 'A' officers may be done by the Heads of Department with the approval of the Minister concerned and exceptions, if any, will be done, with the approval of the Chief Minister.

Sd/-
(Pukh Raj Bumb)
Under Secretary (GA)

Department of Personnel

No. 13/4/74-PER (Part)

Dated:- 12-02-1999

OFFICE MEMORANDUM

Sub: Transfer on deputation of state Government employees to ex-cadre post – Deputation (Duty) Allowance and other terms and conditions regarding.

1. The undersigned is directed to inform that at present the deputation of Government employees to ex-cadre posts is governed under this Department's Office Memorandum of even number dated 10-10-1990 read with corrigendum and Addendum dated 27-10-1995 and 5-2-1998, respectively. In super session of all these guidelines. Revised guidelines on the basis of recommendations of the Fifth Central Pay Commission have been framed in consultant with the Finance Department as under:

2. These orders will take effect from 1-8-1997.

3. Application:

These orders will apply to all State Government employees who are regularly appointed on deputation in accordance with the instructions contained in the relevant Recruitment Rules including personal staff of Ministries except in the following cases:

(a) Deputation to posts outside India;

(b) Appointments of a specific category of employees to a specified class of posts which shall be governed by special orders issued in this behalf, to the extent the provisions contained therein are at variance with those contained in these orders.

4. Scope of Admissibility:

4.1 The term "deputation" will cover appointments made by transfer on a temporary basis to other posts in the same or other department/offices of the state Government provided the transfer is outside the normal field of deployment and is in the public interest.

4.2 The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the services or the post from which the employee is transferred.

4.3 The temporary transfers of employees in foreign service to bodies (whether incorporated or not) wholly or substantially owned or controlled by the Government and also to organizations like Municipalities, Universities etc. shall also be treated as "deputation" for the purpose of fixing Deputation (Duty) Allowance.

4.4 Appointment for serving Government servants made either by promotion or by direct recruitment alongwith open market candidates whether on a permanent or temporary basis, will not be regarded as "deputation"

4.5 Permanent appointments made by transfer will also not be treated as "deputation"

4.6 Temporary transfer made on the basis of personal requests of employee otherwise than in public interest will also not be treated as "deputation"

5. Exercise of option:

5.1 An employee on deputation may elect to draw either the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus personal pay, if any, plus deputation (duty) allowance. In no case will the pay so fixed be less than the minimum of the scale of the ex-cadre post.

Provided that where appointment of an employee in his cadre post is not on regular basis, the pay may be restricted under F.R. 35 so as not to exceed the basic pay of the deputationists by more than the amount show below:

- | | |
|-----------------------------------------------------------------------|----------------------------------------------------------------------|
| (a) For employees in receipt of basic pay upto Rs. 8,000/- per month | 15% of the basic pay subject to a maximum of Rs. 1,000/- per month |
| (b) For employees in receipt of basic pay above Rs. 8,000/- per month | 12½ % of the basic pay subject to a maximum of Rs. 1,000/- per month |

5.2 The borrowing authority should obtain the option of the employee within a period of one month from the date of joining the ex-cadre post.

5.3 The option once exercised shall be final. However, the employee may revise the option under the following circumstances;

- (a) When he receives Performa promotion in his parent cadre under the Next below Rules.
- (b) When he is reverted to a lower grade in his parent cadre.
- (c) When he is appointed to another grade in the borrowing organization; and
- (d) When the scale of pay of the cadre post on the basis of which his emoluments are regulated during the deputation or of the ex-cadre post held by the employee on deputation is revised either with retrospective effect or from a prospective date.

5.4 Government servant while working in any Government Department on deputation shall not be entitled to deputation allowance/pay of the deputation post. However deputation allowance will be allowed if they transferred and posted in autonomous bodies.

6. Pay fixation:

6.1 When an employee on deputation elects to draw pay in the scale of pay attached to the ex-cadre post, his pay may be fixed under the normal rules with reference to his pay in the cadre post to which he has been appointed on a regular basis.

6.2 In case of appointment/promotion from one ex-cadre post to another ex-cadre post where the employee opts to draw pay in the scale of pay of the ex-cadre post, the pay in the scale of the second or subsequent ex-cadre post shall be fixed under the normal rules with reference to pay in the cadre post only. In respect of appointment to ex-cadre posts on time-scale of pay identical with the time-scale or pay of ex-cadre posts(s) held on an earlier occasion (s), the benefit of provision 1 (iii) of F.R. 22 (3) will however, be admissible.

6.3 In cases of appointments to a second or subsequent ex-cadre post in a higher pay-scale than that of the previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be allowed as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasions the employer should have opted to draw pay in the scale of pay attached to the ex-cadre posts.

6.4 If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion in his cadre under the Next Below Rule or otherwise, the deputation of the employee should be restricted to a maximum period of six months from the date on which his pay thus exceeds such maximum and he should be reverted to his parent department within the said period.

6.5 No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the ex-cadre post or the fixed pay of the ex-cadre post as the case may be, shall be deputed to such a post.

7. Deputation (Duty) Allowance;

7.1 The deputation (duty) allowance admissible shall be at the following rates:

- (a) 5% of the employee's basic pay subject to a maximum of Rs. 500/- per month when the transfer is within the same stations; and
- (b) 10% of the employee's basic pay subject to a maximum of Rs. 1,000/- per month in all other cases.

7.2 The deputation (duty) allowance shall be further restricted as under:

- (i) Pay + Deputation (Duty) Allowance shall not exceed the maximum of the scale of pay of ex-cadre post; and
- (ii) Pay + Deputation (Duty) Allowance shall at no time exceed Rs. 22,400/- per month

Note: (1) The term 'same station' for this purpose will be determined with reference to the station, where the person was on duty before proceeding on deputation.

Note: (2) When 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.

7.3 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area, on account of conditions of living there being particularly arduous or unattractive. Where special rate is more favorable than that under 1, above employees deputed to the area will be given the benefit of the special rate.

7.4 The deputation (duty) allowance as admissible vide 7.1 above, shall be further so restricted that the basic pay of the employee in his parent cadre from time to time plus deputation (duty) allowance does not exceed the maximum of the scale of pay of the post held on deputation.

7.5 The employee on deputation may be given the benefit of the Next Below Rule subject to the application of the provisions of 6.3 above in regard to the regulation of the deputation (duty) allowance.

7.6 Whenever extension of the period of deputation for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance/pay of the deputation post.

7.7 If an employee (with the permission of the competent authority) proceeds on deputation from one post in one Ministry/Department/organization to another post in the same or another Ministry/Department/organization without reverting to his parent cadre, and if the second ex-cadre post, is at the same station as the first ex-cadre post, then the rate of deputation (duty) allowance would remain unchanged.

7.8 In cases where a deputationist is transferred by the borrowing authority from one station to another without any change in the post held by him, the rate of deputation (duty) allowance will remain the same as was decided at the time of initial posting and will not undergo any change.

8. Admissibility of any other pay and allowances while on deputation:

8.1 Any project allowance admissible in a project area may be drawn in addition to deputation (duty) allowance.

8.2 Any other special pay drawn by an employee in the parent department should not be allowed in addition to the deputation (duty) allowance provided, however, the Government may, by general or special order, suitably restrict the deputation (duty) allowance where, under special circumstance the special pay drawn by an officer in a non-tenure post in his parent cadre is allowed to be drawn, in addition to basic pay, in his deputation post. This will require the specific prior concurrence of the department of Personnel.

8.3 The personal pay, if any, drawn by an employee in his parent department will continue to be admissible until absorbed in other increases in pay i.e. increments or increase of pay by promotion or for any other reason it is personal pay (or special pay in the nature of personal pay like qualification pay etc.) of non-absorbed nature.

8.4 In case special pay is attached to the scale of pay of the ex-cadre post and the employee has opted to draw in that scale, in addition to his pay in that scale, he will also be entitled to draw special pay.

9. Tenure of Deputation:

9.1 The period of Deputation shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed the Recruitment Rules.

9.2 The Administrative Department may grant extension beyond this limit upto one year, after obtaining orders of their Secretary in case where such extension is considered necessary in public interest.

9.3 When extension of the period of deputation is considered the period of extension may be so decided upon as to enable the officer concerned to continue on deputation till the completion of the academic year in cases where the officer has school/college going children.

9.4 For computing the total period of deputation, the period of deputation, including the period of deputation in another ex-cadre post held immediately preceding the current appointment, in the same or some other organization/department of the Government, shall also be taken into account.

9.5 An officer should not be allowed to jump from one deputation to another in continuation in the same or some other organization/Department of the Government. He must come back on expiry of his first Deputation to his parent cadre and cool off at least for two years before going for another deputation.

9.6 If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of Proforma promotion in his cadre under the Next Below Rule or otherwise, the deputation of the employee should be restricted to a maximum period of six months from date on which his pay thus exceed such maximum and he should be reverted to his parent department within the said period.

9.7 If during the period of deputation, on account of proforma promotion in the parent cadre under the Next Below Rule the employee becomes entitled to a scale of pay higher than the scale of pay attached to the ex-cadre post, he may be allowed to complete the normal tenure of deputation subject to 7.8 above but no extension of the period of deputation should be allowed in such cases.

10. Promotions during period deputation:

10.1 When an employee already on deputation is to be promoted/appointed to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion/appointment.

10.2 The employees on deputation may be given the benefit of the Next Below Rule subject to application of the other provisions contained in this office Memorandum.

11. Grant of leave on expiry of tenure of deputation:

On reversion from the deputation post to the parent cadre the employee concerned might be allowed leave not exceeding two months by the borrowing department/organization. The employee concerned should apply for further leave to his cadre controlling authority.

12. Premature reversion of deputationist to parent cadre:

Normally, when employee is appointed on deputation, his services are replaced at the disposal of the parent department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist his services could be so returned after giving reasonable notice to the lending Ministry/Department and the employee.

13. Sanctioning of Deputation (Duty) Allowance:

The administrative Departments will be competent to sanction the deputation (duty) allowance of their employee and those in offices under them in accordance with these terms and conditions. Such sanctions may be issued either by the Department transferring the employees or by the Department borrowing the services of the employee, as may be appropriate in the circumstances of each case.

14. Relaxations of conditions:

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel.

Sd/-

(Armando Mascarenhas)

Department of General Administration

No. 14/37/77/GA& C (VoI-II)

Dated:- 16-03-1998

OFFICE MEMORANDUM**Subject: Transfer Guidelines.**

1. Government is pleased to issue with immediate effect the following instruction in supersession of all the previous instructions issued in the past in this regard:

- (i) The transfer orders of the Government servants shall be generally issued by 15th April every year and latest by mid May, requiring the officials, so transferred, to join their posting by the first week of June. No transfer order shall be issued after 15th May, except on humanitarian or any other pressing Bonafide grounds. The transfer orders should indicate the date of relief and consequential movement of other officials.
- (ii) Government servants who have completed three years at one place as on 31st March should normally be transferred. Government servants who have completed four years at one place as on 31st March should invariably be transferred. Normally no official will be transferred unless he has completed 3 years in his present post. However, while making such transfer it should be borne in mind that families are not disturbed i.e. as far as possible husband and wife should not be made to work at different places.
- (iii) Subject to the approval of the Competent Authority and public interest, mutual transfer will be allowed, provided the two Government servants apply for such transfers in writing, giving their consent and indicating the reasons for such a mutual transfer. However, no T.A./D.A. will be admissible to employees, in case of mutual transfer. Also no request for mutual transfer will be entertained in the case of Government servant, who requests to return to the same office where he/she was previously working unless he/she has completed a period of three years in the new place. Also, no mutual transfer will be permitted in the case of the employees working at the same station.
- (iv) If any post falls vacant, in the middle of the years, a Government servant may be transferred on the said vacant post during the year, if the Competent Authority decides in its discretion, that there is no objection for such transfer, Transfer resulting on account of promotion of an employee, will also be allowed in the middle of the year.
- (v) Request transfer application will be considered only if the applicant has completed two years in his place of posting No TA/DA will be admissible in such cases.
- (vi) Group 'D' employees, except those in the Police, Forest and Excise Departments are normally exempted from transfer unless they apply for the same due to their convenience. Also drivers belonging to all the categories who are Group 'C' employees shall not normally be transferred except when they voluntarily seek transfer.
- (vii) Transfer of Group 'C' employees will be limited within the taluka of their present posting, whenever possible or to the nearby taluka.
- (viii) Transfer of Group 'C' & 'B' employees will be done by the respective Heads of Departments, and exceptions, if any, may be done with the approval of the Minister concerned. Transfer of Group 'A' officers may be done by the Heads of Department with the approval of the Minister concerned and exceptions, if any, will be done with the approval of the Chief Minister.
- (ix) A Government employees and his/her spouse, when both happen to be in the Government service shall as far as possible, be posted at the same station. In such case, if one of them has not completed two years, in one post or place, considerations will be shown by issuing

transfer orders earlier than when it becomes due. In case the husband and wife are working in separate departments, the transfer of both of them will be co-ordinated following an application to be made by one of them with a copy of the Competent Authority to transfer his or her spouse.

- (x) Subject to the administrative convenience, Government servants retiring on superannuation, within two years will be exempted from transfer altogether, unless they request for a transfer. Also subject to the availability of vacancy, such a Government servant may be posted near his hometown or the place where he wishes to settle down after retirement.
- (xi) In order to avoid dislocation of work and to maintain continuity in the Department, the authority competent to effect transfers while ordering such transfers, shall see that the transfers in a department do not, as far as possible, exceed 43 of the total strength under such category.
- (xii) Normally in technical departments, in order to utilize the experience gained by an employee, relation of such technical staff should be done taking into account/his/her qualifications and experience gained in a particular technical field.
- (xiii) These instructions in general are applicable to the personal staff like stenographers, Assistants, Jr. Secretaries and they are also liable to be transferred after completion of five years. However, such staff shall be transferred in consultation with the officers under whom they are working.
- (xiv) In case of any Government servant having mentally retarded children, requests for their posting at a particular place for the purpose of medical attendance and educational for such mentally retarded children, such cases should be considered sympathetically on merits.
- (xv) So far as the Education Department is concerned only the non-teaching staff will be governed by these guidelines. The teaching staff will be governed by different guidelines as issued by the Department of Education from time to time.
- (xvi) The above guidelines shall not apply to the employees working in the District & Subordinate court which are subject to the jurisdiction and control of the High Court of Bombay.

2. Transfer should not be used as an instrument of harassment of honest officials nor should it be used for punishment. Similarly, legitimate transfers should not be interfered with. It may however be noted that administration convenience and exigencies of service are the main considerations in running the administration and, therefore, these guidelines do not confer any right on any employee.

3. It is impressed upon all the Secretaries to Government to review the positions of transfer and see that the above guidelines are correctly followed by the respective Heads of Departments under their control.

Sd/-
(R.I. Jaiprakash)
Special Secretary (GA)

General Administration & Coordination Department

No. 14/37/77/GA& C (Vol-II)

Dated:-01-04-1993

OFFICE MEMORANDUM

Read: Office Memorandum i) No. 14/37/77/GA&C (Vol. II) dated 5-6-1985.

ii) No. 14/37/77/GA&C (Vol. II) dated 2-2-1990.

iii) No. 14/37/77/GA&C (Vol. II) dated 26-6-1990.

Subject: Transfer Policy Guidelines.

The Government of Goa had issued its transfer policy guidelines vide O.M. of even number dated 5-6-1985. Instances have however, come to the notice of the Government that some

Departments have been issuing transfer orders of their employees in violation of these guidelines. Some amendment in the policy have also been issued from time to time after 5-6-85 and therefore. It is felt necessary to issue composite guidelines for information and guidance of all the Departments. The composite guidelines are accordingly issued hereunder which should invariably be followed by all the Departments/Offices.

- (1) The transfer orders of the Government servants shall be generally issued by 15th April every year and latest by mid May, requiring the officials, so transferred, to join their posting by the first week of June. No transfer order shall be issued after 15th May, except on humanitarian or any other pressing Bonafide grounds. The transfer orders should indicate the date of relief and consequential movement of other officials.
- (2) Government servants who have completed three years at one place as on 31st March should normally be transferred. Government servants who have completed four years at one place as on 31st March should invariably be transferred. Normally no official will be transferred unless he has completed 3 years in his present post. However, while making such transfer it should be borne in mind that families are not disturbed i.e. as far as possible husband and wife should not be made to work at different places. Whenever it is required to make an exception to this policy, approval of the Chief Secretary should be obtained.
- (3) Subject to the approval of the Competent Authority and public interest, mutual transfer will be allowed, provided the two Government servants apply for such transfers in writing, giving their consent and indicating the reasons for such a mutual transfer. However, no T.A./D.A. will be admissible to employees, in case of mutual transfer. Also no request for mutual transfer will be entertained in the case of Government servant, who requests to return to the same office where he/she was previously working unless he/she should accepted a period of three years in the new place. Also, no mutual transfer will be permitted in the case of the employees working at the same station.
- (4) If any post falls vacant, in the middle of the years, a Government servant may be transferred on the said vacant post during the years, if the Competent Authority decides in its discretion, that there is no objection for such transfer, Transfer resulting on account of promotion of an employee, will also be allowed in the middle of the year.
- (5) Request transfer application will be considered only if the applicant has completed two years in his place of posting.
- (6) Group 'D' employees are normally exempted from transfer, unless they apply for the same due to their convenience. Also drivers, belonging to all the categories, who are Group 'C' employees shall not normally be transferred except when they voluntarily seek transfer.
- (7) Transfer of Group 'C' employees will be limited within the taluka of their present posting, whenever possible or to the nearby taluka.
- (8) Transfer of Group 'C' & 'D' employees beyond 20 Kms. will be subject to the approval by the respective Administrative Secretary unless it is on mutual request.
- (9) A Government employee and his/her spouse, when both happen to be in the Government service shall as far as possible, be posted at the same station. In such case, if one of them has not completed two years, in one post or place, considerations will be shown by issuing transfer orders earlier than when it becomes due. In case the husband and wife are working in separate departments, the transfer of both of them will be co-ordinated following an application to be made by one of them with a copy of the Competent Authority to transfer his or her spouse.
- (10) Subject to the administrative convenience, Government servants retiring on superannuation, within two years will be exempted from transfer altogether, unless they request for a transfer. Also subject to the availability of vacancy, such a Government servant may be posted near his hometown or the place where he wishes to settle down after retirement.

- (11) Transfer orders once issued will not be cancelled, except on extreme compassionate grounds, and with the approval of the Chief Secretary.
- (12) In order to avoid dislocation of work and to maintain continuity in the Department, the authority competent to effect transfers while ordering such transfers, shall see that the transfers in a department do not, as far as possible, exceed 1/3 of the total strength under such category.
- (13) Normally in technical departments, in order to utilize the experience gained by an employee, rotation of such technical staff should be done taking into account/his/her qualifications and experience gained in a particular technical field.
- (14) These instructions in general are applicable to the personal staff like stenographers, U.D.Cs. L.D.Cs Peons attached to the Secretaries/Joint Secretaries and they are also liable to be transferred after completion of five years. However, such staff shall be transferred in consultation with the officers under whom they are working.
- (15) In case of any Government servant having mentally retarded children, requests for their posting at a particular place for the purpose of medical attendance and education for such mentally retarded children, such cases should be considered sympathetically on merits.
- (16) So far as the Education Department is concerned, only the non-teaching staff will be governed by these guidelines. The teaching staff will be governed by different guidelines as issued by the Department of Education from time to time.
- (17) The above guidelines shall not apply to the employees working in the District & Subordinate courts which are subject to the jurisdiction and control of the High Court of Bombay.
- (18) Transfer should not be used as an instrument of harassment of honest officials nor should it be used for punishment. Similarly, legitimate transfers should not be interfered with. It may however be, noted that administrative convenience and exigencies of service are the main considerations in running the administration and, therefore, these guidelines do not confer any right on any employee. However in order to avoid injustice to an employee and to prevent misuse of the powers all exceptions should be made with the prior approval of the concerned Secretary or the Chief Secretary as the case may be.

With the issue of this Office Memorandum, all the earlier instructions on the subject issued on different occasion stand repealed, with immediate effect.

Sd/-
(P.S. Bhatnagar)
Chief Secretary

General Administration & Coordination Department

No. 14/37/77/GA& C (VoI-II)

Dated:- 26-02-1996

OFFICE MEMORANDUM

1. Attention is invited to the transfer policy guidelines contained in this Department's Office Memorandum of even number dated 1-4-93.

2. The Cabinet in its meeting held on 1-2-96, has observed that sub-para 2 of para 1 of the guidelines quoted above are not being adhered strictly by some of the Departments/Offices.

3. All the Heads of Department/Offices are therefore, instructed to adhere to the transfer policy guideline in force. The transfer policy guideline referred to above is one again circulated to all the Departments/Offices for perusal and compliance.

Sd/-
(Anthony Ferrao)
Under Secretary (GA)

Department of Personnel

No. 13/4/74-PER (Part)

Dated:- 10-10-1990

OFFICE MEMORANDUM

Sub: Transfer on deputation of state Government employees to ex-cadre post – Deputation (Duty) Allowance and other terms and conditions regarding.

1. The erstwhile Union Territory of Goa, Daman and Diu has been following the instructions/orders issued by Government of India from time to time on deputation of Government employees to ex-cadre posts. The Government of India, Ministry of Personnel, P.G. & Pension, Department of Personnel and Training, vide O.M. No. 2/12/87-Estt(Part-II) dated 29th April, 1998 had issued consolidated instructions on deputation of Central Government employees to ex-Cadre post under Government. While doing so they have also reviewed the entire matter to bring about rationalization in the instructions/orders.

2. On attainment of statehood it is considered desirable to frame our own instruction/orders to govern deputation of Government employee to ex-cadre post. Instructions are accordingly formulated in consultation with Finance Department as under:

3. These orders take effect from 1st April, 1990 (in so far as the modifications incorporated now are concerned).

4. Application:

These orders will apply to all State Government employees who are regularly appointed on deputation in accordance with the instructions of the relevant Recruitment Rules except in the following cases:

- (a) Deputation to posts outside India;
- (b) Appointments of a specific category of employees to a specified class of posts which shall be governed by special orders issued in this behalf such as appointments made in the personal staff of Ministers etc. to the extent to the provisions contained therein are at variance with those contained in these orders.

5. Scope of Admissibility:

5.1 The term “deputation” will cover appointments made by transfer on a temporary basis to other posts in the same or other department/offices of the state Government provided the transfer is outside the normal field of deployment and is in the public interest.

5.2 The question whether the transfer is outside the normal field of deployment or not will be decided by the authority which controls the services or the post from which the employee is transferred.

5.3 The temporary transfer of employee in foreign service to bodies (whether incorporated or not) wholly or substantially or controlled by the Government and also to organizations like Municipalities, Universities etc. shall also be treated as “deputation” for the purpose of fixing Deputation (Duty) Allowance.

5.4 Appointment for serving Government servants made either by promotion or by direct recruitment alongwith open market conditions whether on a permanent or temporary basis, will not be regarded “deputation”

5.5 Permanent appointments made by transfer will also not be treated as “deputation”.

5.6 Temporary transfer made on the basis of personal requests of employees otherwise than in public interest will also not be treated as “deputation”.

5. Exercise of option:

6.1 An employee on deputation may elect to draw either the pay in the scale of pay of the deputation post or his basic pay in the parent cadre plus personal pay, if any, plus deputation (duty) allowance. In no case will the pay so fixed be less than the minimum of the scale of the ex-cadre post.

Provided that where appointment of an employee in his cadre post is not on regular basis, the pay may be restricted under F.R. 35 so as not to exceed the basic pay of the deputations. by more than the amount shown below:

- (a) For employees in receipt of basic pay upto Rs. 2,200/- 12% of the basic pay of Rs. 330/-, whichever is more
- (b) For employees in receipt of basic pay upto Rs. 1,000/- upto Rs. 2,200/- 15% of the basic pay of Rs. 200/-, whichever is more
- (c) For employees in receipt of basic pay of and below Rs. 1,000/- 20% of the basic pay.

6.2 The borrowing authority should obtain the option of the employees within a period of one month from the date of joining the ex-cadre post.

6.3 The option once exercised shall be final. However, the employee may revise the option under the following circumstances:

- (a) When he receives proforma promotion in his parent cadre under the Next Below Rules;
- (b) When he is reverted to a lower grade in his parent cadre;
- (c) When he is appointed to another grade in the borrowing organization; and
- (d) When the scale of pay of the cadre post on the basis of which his emoluments are regulated during the deputation or of the ex-cadre post held by the employee on deputation is revised either with retrospective effect or from a prospective date.

7. Pay fixation:

7.1 When an employee on deputation elect to draw pay in the scale of pay attached to the ex-cadre post, his pay may be fixed under the normal rules with reference to his pay in the cadre post to which he has appointed on a regular basis.

7.2 In case of appointments/promotion from one ex-cadre to another ex-cadre post where the employee opts to draw pay in the scale of pay of the ex-cadre post. The pay in the scale of the second or subsequent ex-cadre post shall be fixed under the normal rules with reference to pay in the cadre post only. In respect of appointments to ex-cadre posts on time-scale of pay identical with the time-scale or pay of ex-cadre posts(s) held on an earlier occasion (s), the benefit of provisional (iii) to F.R. 22 (3) will however, be admissible.

7.3 In case of appointments to a second or subsequent ex-cadre post in a higher pay-scale than that previous ex-cadre post, the pay may be fixed with reference to the pay drawn in the cadre post and if the pay so fixed happens to be less than the pay drawn in the previous ex-cadre post, the difference may be approved as personal pay to be absorbed in future increases in pay. This is subject to the condition that on both the occasion the employee should have opted to draw pay in the scale of pay attached to the ex-cadre posts.

7.4 If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or the fixed pay of the post, on account of proforma promotion in his cadre under the Next below Rule or otherwise, the deputation of the employee should be restricted to a maximum period of six months from the date on which his pay thus exceeds such maximum and he should be reverted to his parent department within the said period.

7.5 No employee whose basic pay at the time of his proposed deputation exceeds the maximum of the scale of pay of the ex-cadre post or the fixed pay of the ex-cadre post as the case may be, shall be deputed to such a post.

8. Deputation (Duty) Allowance;

8.1 The deputation (duty) allowance admissible shall be following rates:

- (a) 5% of the employee's basic pay subject to a maximum of Rs. 250/- per month when the transfer is within the same stations;

- (b) 10% of the employee's basic pay subject to a maximum of Rs. 500/- per month in all other cases provided that the basic pay plus the deputation (Pay) allowance shall at no time exceed Rs. 7,300/- Per month.

Note: (1) The term 'same station' for this purpose will be determined with reference to the station, where the person was on duty before proceeding on deputation.

Note: (2) When 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.

8.2 Special rates of deputation (duty) allowance may be admissible under separate orders in any particular area, on account of conditions of living there being particularly arduous or unattractive. Where special rate is more favorable than that under 7.1. above, employees deputed to the area will be given the benefit of the special rate.

8.3. The deputation (duty) allowance as admissible vide 7.1 above, shall be further so restricted that the basic pay of the employee in his parent cadre from time to time plus deputation (duty) allowance does not exceed the maximum of the scale of pay of the post held on deputation.

8.4 The employee on deputation may be given the benefit of the Next below Rule subject to the application of the provisions of 7.3 above in regard to the regulation of the deputation (duty) allowance.

8.5 Whenever extension of the period of deputation for the fifth year or the second year in excess of the period prescribed in the Recruitment Rules is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance/pay of the deputation post.

8.6 If an employee (with the permission of the competent authority) proceeds on deputation from one post in one Ministry/Department/organization to another post in the same or another Ministry/Department/organization without reverting to his parent cadre, and if the second ex-cadre post is at the same station as the first ex-cadre post, then the rate of deputation (duty) allowance would remain unchanged.

8.7 In case where a deputationist is transferred by the borrowing authority from one station to another without any change in the post held by him. The rate of deputation (duty) allowance will remain the same as was decided at the time of initial posting and will not undergo any change.

9. Admissibility of any other pay and allowances while on deputation:

9.1 Any project allowance admissible in a project area may be drawn in addition to deputation (duty) allowance.

9.2 Any other special pay drawn by an employee in the parent department should not be allowed in addition to the deputation (duty) allowance provided, however, the Government may, by general or special order, suitably restrict the deputation (duty) allowance where, under special circumstance the special pay drawn by an officer in a non-tenure post in his parent cadre is allowed to be drawn, in addition to basic pay, in his deputation post. This will require the specific prior concurrence of the department of Personnel.

9.3 The personal pay, if any, drawn by an employee in his parent department will continue to be admissible until absorbed in other increases in pay i.e. increments or increase of pay by promotion or for any other reason it is personal pay (or special pay in the nature of personal pay like qualification pay etc.) of non-absorb nature.

9.4 In case special pay is attached to the scale of pay of the ex-cadre post and the employee has opted to draw in that scale, in addition to his pay in that scale, he will also be entitled to draw special pay.

10. Tenure of Deputation:

10.1 The period of Deputation shall be subject to a maximum of three years in all cases except for those posts where a longer period of tenure is prescribed the Recruitment Rules.

10.2 The Administrative Department may grant extension beyond this limit upto one year, after obtaining orders of their Secretary, in cases where such extension is considered necessary in public interest.

10.3 The borrowing Departments may extend the period of deputation for the fifth year or for the second year in excess of the period prescribed in the Recruitment Rules, where absolutely necessary, subject to the following conditions:

- (i) While according extension for the fifth year, or the second year in excess of the period prescribed in the Recruitment Rules, the directive issued for rigid application of the tenure rules should be taken into consideration and only in rare and exceptional circumstance such extensions should be granted.
- (ii) The extension should be strictly in public interest and with the specific prior approval of the concerned Minister of the borrowing Ministry/Department.
- (iii) Where such extension is granted, it would be on the specific understanding that the officer would not be entitled to draw deputation (duty) allowance/pay of the deputation post.
- (iv) The extension would be subject to the prior approval of the lending organization, the officer on deputation, and wherever necessary the GPSC.

10.4 In cases where the extension is beyond the fifth year or beyond the second year in excess of the period prescribed in the Recruitment Rules, the same would be allowed only after obtaining prior approval of the Department of Personnel. Proposal in this regard should reach this Department at least three months before the expiry of the extended tenure.

10.5 When extension of the period of deputation is considered the period of extension may be so decided upon as to enable the officer concerned to continue on deputation till the completion of the academic year in cases where the officer has school/college going children.

10.6 For computing the total period of deputation, the period of deputation, including the period of deputation in another ex-cadre post held immediately preceding the current appointment, in the same or other organization/department of the Government, shall also be taken into account.

10.7 If during the period of deputation the basic pay of an employee exceeds the maximum of the scale of pay of the post or fixed pay of the post, on account of Proforma promotion in his cadre under the next below Rule or otherwise, the deputation of the employee should be restricted to a maximum period of six months from date on which his pay thus exceed such maximum and he should be reverted to his parent department within the said period.

10.8 If during the period of deputation, on account of proforma promotion in the parent cadre under the Next Below Rule the employee becomes entitled to a scale of pay higher than the scale of pay attached to the ex-cadre post, he may be allowed to complete the normal tenure of deputation subject to 8.7 above but no extension of the period of deputation should be allowed in such cases.

11. Promotion during period deputation:

11.1 When an employee already on deputation is to be promoted/appointment to another post by the borrowing authority, the borrowing authority should obtain the concurrence of the lending authority prior to the promotion/appointment.

11.2 The employees on deputation may be given the benefit of the Next Below Rule subject to application of the other provisions contained in this office Memorandum.

12. Grant of leave expiry of tenure of deputation:

On reversion from the deputation post to the parent cadre the employee concerned might be allowed leave not exceeding two months by the borrowing department/organization. The employee concerned should apply for further leave to his cadre controlling authority.

13. Premature reversion of deputations to parent cadre:

Normally, when employee is appointed on deputation, his services are replaced at the disposal of the parent department at the end of the tenure. However, as and when a situation arises for premature reversion to the parent cadre of the deputationist his services could be so returned after giving reasonable notice to the lending Ministry/Department and the employee.

14. Sanctioning of Deputation (Duty) Allowance:

The administrative Departments will be competent to sanction the deputation (duty) allowance of their employees and those in offices under them in accordance with these terms and conditions. Such sanctions may be issued either by the Department transferring the employees or by the

Department borrowing the services of the employee, as may be appropriate in the circumstance of each case.

14. Relaxations of conditions:

Any relaxation of these terms and conditions will require the prior concurrence of the Department of Personnel.

Sd/-
(Smt. Prabha Chandran)
Under Secretary (Personnel)

Department of Personnel & A.R.

No. 2/1/79-PER

Dated: 10-05-1983

CORRIGENDUM

Subject: Transfer under F.R.15 Instruction regarding.

For the para 2 (a) of the Office Memorandum of even number dated 21-4-1983 shall be substituted as follows:

(R.. When a request is received from a Government Servant for his transfer from one Department to another, it should be made clear to him that his Seniority in the Department for which he applies for transfer will not be counted in the Department to which he wished to be transferred, i.e. his Seniority in the latter Department will be fixed from the date he joins it, but his service in the department for which he wishes to be transferred will be counted for the purpose of pay, leave pension, etc.

Sd/-
(N.P. Gaunekar)
Under Secretary (Personnel)

Department of Personnel & A.R.

No. 2/1/79-PER

Dated: 21-04-1983

OFFICE MEMORANDUM

Subject: Transfer under F.R.15 Instruction regarding.

1. According to F.R.15, the Heads of Department are competent to effect transfer of Government Servants from one Department to another in public interest or at the request of persons concerned.

2. It has come to the notice of the Government that in many cases transfers have been effected under F.R.15 which could not be strictly covered under this Rules. After careful examination of the matter, it has been decided to issue following guidelines for transfers under F.R. 15:

- (a) When a request is received from a Government Servant to effect transfer from one department to another, it should be made clear to him that he will not get the benefit for his past services rendered in the parent department from the department to which he is requesting to be transfer.
- (b) While effecting transfer in public interest, it should be ensured that there are no disciplinary proceedings pending against them. In cases disciplinary proceedings pending or being contemplated, provisions of F.R. 15 should not be invoked till such time the proceedings are completed.

I When any request is received for transfer to another department under F.R. 15, the Heads of Departments, while recommending the case, should be fully satisfied that the request is genuine and if the request is granted it will not affect the working of his own department.

3. Keeping in mind the above guidelines, whenever any proposal is received for such transfer and after mutual agreement of the concerned Heads of Departments, such cases should invariably be

referred to this Division for necessary clearance and approval. Only after the approval of this Division, one of the concerned heads of departments could issue the order.

4. It is requested that the above instructions may be strictly adhered to in future. Receipt of this Office Memorandum may kindly be acknowledge.

Sd/-
(R.I. Jai Prakash)
Joint Secretary

PERSONNEL DEPARTMENT

Vigilance Related Matters

PERSONNEL DEPARTMENT

Directorate of Vigilance

No. 13/71/2019-VIG?Part 2764

Dated:- 20/10/2020

CIRCULAR**Sub : E Services of Directorate of Vigilance**

In furtherance of simplification of procedures and ease of doing business, the Government of Goa has decided to digitize the procedure for grant of vigilance clearances by the Directorate of Vigilance.

Henceforth only online requests for Vigilance Clearance will be entertained.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 15/06/2020-VIG

Dated:- 03/09/2020

CIRCULAR**Sub : Agitation / representations against Govt. Policies/Orders reg.**

1. This Circular shall be read in continuation to this Directorate's Circular bearing No. 13/4//2018-VIG/545 dated 09/02/2018, regarding agitations /campaigns /signing of petitions against Government policies.
2. It is noticed that a number of Government servants are getting involved in agitations /campaigns against the Government policies and signing petitions to that effect and submitting the same directly to the Hon'ble Governor and the Hon'ble Chief Minister, without following the established practice of routing through proper channel, thereby bypassing the Higher Authorities.
3. Such conducts attracts the prohibition / restriction under the Central Civil Service (Conduct) Rules, 1964.
4. The Central Civil Service (Conduct) Rules, 1964, provides the process by which a Government Servant can express his /her opinion for consideration of the Government.
5. Accordingly, it is imperative that all Government Servants adhere to the provisions of the CCS (Conduct) Rule, 1964, scrupulously as violation of the same will attract disciplinary action.
6. It is enjoined upon all Government Servant to stick by the above rules and not to get themselves involved in any agitations or campaigns which would amount to criticism of Government or sign and submit representations without routing through proper channel.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 5/04/2020-VIG/STE/2262

Dated:- 31/08/2020

CIRCULAR**Sub : Execution of Works in Private Property reg.**

In supersession of this Directorate's existing Memorandums, Circulars, etc. on the above subject, the Government has decided to issue the following guidelines/instructions for scrupulous observance by all the Departments which take up works of public nature in private properties :-

- a. The work shall be taken only if the private owner executes a Deed of Gift in favour of the Government. (Title of the property to be verified by the concerned Department.
- b. Immediately on execution of the Deed of Gift, the Department shall file the mutation proceedings before the Office of the Mamlatdar.
- c. The Mamlatdar shall thereupon without delay carryout the mutation proceeding as per Law.
- d. Alternatively, the land shall be duly acquired and the land acquisition process shall be completed before taking up the work.

Sd/-

(**Sanjeev C. Gauns Dessai**)
Director (Vigilance)

Vigilance Department

No.1/3/2004-VIG/MISC/237

Dated: 17/01/2020.

CIRCULAR

It is noticed that the Departments are referring the matters to the Directorate of Vigilance for initiating disciplinary proceedings, without the report of preliminary enquiry.

In the absence of preliminary enquiry report, it becomes difficult for this Directorate to initiate disciplinary proceedings in a time bound manner.

The above matter was placed before the Government, wherein it has been decided that the Heads of Departments shall invariably conduct preliminary enquiry within the period of 30 days from the date of approval of disciplinary proceedings. The file alongwith preliminary enquiry report and the recommendation of the Disciplinary Authority to initiate disciplinary proceeding against the erring officer is required to be submitted to this Directorate so as to avoid undue delay in issuance of Chargesheet.

The above instructions shall be complied with scrupulously.

Sd/-

(**Sanjeev C. Gauns Dessai**)
Director (Vigilance)

Directorate of Vigilance

No. 13/27/88-VIG/337

Dated:- 31-01-2019

ADDENDUM

Sub: Grant of Honorarium to Inquiry Officers/Presenting Officers.

Ref: Order No. 13/7/2003-VIG/PART-2/2043 dated 04-08-2017.

In partial modification to Order dated 04-08-2017 the rate of honorarium as revised are indicated as below:

Sr. No.	Particulars	No. of charge officers	Amount payable
a)	Serving Government servant as Inquiry officer	1	Rs. 7,500/-
		2	Rs. 8,500/-
		3	Rs. 9,500/-
		4 and above	Rs. 10,000/-
b)	Retired Government servants as Inquiry officers	1	Rs. 17,500/-
		2	Rs. 19,500/-
		3	Rs. 21,500/-

		4	Rs. 23,500/-
		5 and above	Rs. 25,000/-

Yours faithfully
Sd/-
(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 13/60/2018-VIG/4280

Dated:- 23-08-2018

CIRCULAR

- 1) It has come to the notice of the Government, that whenever the compliance reports are sought by the Hon'ble Lokayukta, most of the Departments are not furnishing the compliance report within the specified time. It has also come to the notice of the Government that some of the Departments are not attending the hearings before the Lokayukta.
- 2) In view of the above, all the Secretaries to concerned Departments and Head of the Departments are directed to:
 - a) Personally monitor the cases which are pending before the Lokayukta.
 - b) To act on direction issued by the Lokayukta in the statutory time Lokayukta.
 - c) To file the compliance report within stipulated time.
 - d) One copy of the compliance report field should be marked to the Directorate of Vigilance.
- 3) Failure to comply above instruction shall be viewed seriously.

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

Directorate of Vigilance

No. 13/4/2018-VIG/545

Dated:- 09-02-2018

CIRCULAR

1. As per the recents, it is noticed that a number of Government servants are getting involved in agitations or campaigns and signing of petitions on issues which are against polices of Government.
2. Such conduct of Government servant attract the prohibition/restriction of Rule 9 of Central Civil Services (Conduct Rule 1964.)
3. The CCS (Conduct Rules 1964) provides the process by which a Government servant can express hi/her opinion for consideration of the Government.
4. Accordingly it is imperative that all Government servants adhere to the provision of the CCS (Conduct) Rules, 1964 scrupulously as a violation of the same will attract disciplinary action.
5. It is enjoined upon all Government servants to stick by above Rule and not to get themselves involved in any agitations or campaigns which amount to criticism of Government under Central Civil Service (Conduct) Rule, 1964.

Sd/-
(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 1/3/2004-VIG/MISC/3416

Dated:- 28-12-2017

CIRCULAR

The issue pertaining to withholding of vigilance clearance was placed before the Government.

It has been decided by the Government that in cases for promotion no vigilance clearance will be issued in the following cases:

- i) Government servants under suspension;
- ii) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceedings are pending;
- iii) Government servants in respect of whom prosecution for a criminal charge is pending; and
- iv) Government servants fails to submit his annual immovable property return of the previous year by 31st January of the following year, as required under Government of India decision under Rule 18 of the Central Civil Services (Conduct) Rule, 1964.

However if the officer submits his annual immovable property return after 31st January alongwith the reason in writing explaining the delay, the request for Vigilance Clearance will be considered only if the delay in submission is reasonably justified.

Further it is enjoined upon all the HOD's that from 01/01/2018, whenever any Vigilance Clearance is made with respect to any officer, the date of submission of his annual immovable property return shall be simultaneously furnished, failing which the request will not be considered.

Further all the cases for Vigilance clearance will be governed by Department of Personnel and Training Office Memorandums dated 14-12-2007, 02-11-2012 & 21-06-2013.

The above instructions shall be complied with scrupulously and will be effective for all Vigilance Clearances sought after 01/12/2017 and all vigilance Clearances given prior will require a revalidation after 6 months post their date of issue.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 5/64/2015-VIG/Part-I/2812

Dated:- 25-10-2017

CIRCULAR

It has been observed that whenever the Government issues a direction to any Department to lodge a First Information Report (FIR) against the Government employee who has committed offence under the Prevention of Corruption Act, 1988 (Central Act 49 of 1988), the Indian Penal Code, 1860 (45 of 1860) or any other law, the concerned Department suggests that the Vigilance Department should register FIR in the matter.

This issue was placed before the Government and the Government has decided that whenever the Government issue such direction to any Department, the Head of such Department/Office shall forthwith lodge FIR in Anti Corruption Branch of the Directorate of Vigilance against such Government employee without waiting for the outcome of disciplinary proceedings, if any being conducted against such Government employee.

The above instructions shall be complied scrupulously with.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 13/7/2003-VIG/Part-I/2704

Dated:- 14-10-2017

CIRCULAR

It has been observed that in some cases regarding disciplinary proceeding, the Presenting Officers who were appointed in the matters could not do justice in the matter, due to lack of experience which resulted in the proceeding disposed in favor of the Charged Officer, as charges being not proved.

The Government has now decided that all Disciplinary Authorities have to exercise due diligence while choosing and appointing Inquiry Officers and Presenting Officers, taking into consideration the gravity of the charges, past experience in performing the role of Inquiry Officer/Presenting Officer and over all capacity of the officer to ensure that the cases are presented and inquired properly.

All the Heads of the Department shall ensure that the above instructions should be complied scrupulously, while appointing Inquiring Officer and Presenting Officer.

This is issues with the approval of the Hon'ble Chief Minister.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 15/18/2012-VIG/2523

Dated:-27-09-2017

CIRCULAR

It has been brought to the notice of the Government that whenever any officer is appointed as Inquiring Officer, he/she takes shelter of other duty assigned to him for justifying the delay caused in the completing the inquiry process and also requests to appoint some other officer to conduct inquiry in the matter.

The said issue was placed before the Government wherein it has been decided that the Inquiring Authority should conclude the inquiry and submit his report within a period of six months from the date of receipt of order of his appointment as Inquiring Authority as per the latest amendment to Rule 14 (24) of the CCS (CCA) Rules, 1965.

All the Inquiry Officers shall ensure that the above instructions should be complied meticulously, failing which they may face disciplinary action for violation of Rules 3 and 3 A (b) of the CCS (conduct) Rules, 1964.

This issues with the approval of the Government.

Sd/-

(Sanjeev C. Gauns Dessai)
Director (Vigilance)

Directorate of Vigilance

No. 13/7/2003-VIG/Part-II/2043

Dated:- 04-08-2017

CIRCULAR**Sub: Grant of Honorarium to Inquiry/Presenting Officer reg...**

1. The rates of Honorarium payable to the IO/PO in the case of departmental inquiries were last revised vide order dated 21-09-2011 & dated 22-09-2011 in the case of part time serving Government Servants and retired Government Servants functioning as IO/PO.

2. The existing rate of honorarium as prescribed in the aforesaid O.M. was reviewed in consultation with the Ministry of Finance. As a result of review, it has been decided to revise the existing rates of the honorarium, payable to IO/PO. The rate of honorarium as revised are indicated in the table below.

Particulars	Revised Rates (per completed case)
1 Serving Government servants (a) Inquiry Officer (b) Presenting Officer (i) Gazette Group A & B Officers (ii) Non-Gazetted Officers (c) Steno/Typist	Minimum Rs. 7,500/- Maximum Rs. 10,000/- Rs. 5,000/- Rs. 3,000/- Rs. 2,000/-
2 Retired Government Servants as Inquiry Officers	Minimum Rs. 17,500/- Maximum Rs. 25,000/-

3. The grant of revised rates of honorarium as above will be subject to the same conditions stipulated vide this Directorate order dated 21-09-2011 & dated 22-09-2011.
4. This order shall take effect prospectively and applicable to ongoing cases of enquiries before the Inquiry Authorities.
5. This is issued with the concurrence of Finance Department, Government of Goa, vide their No. 9342 dated 20-04-2007.

Your faithfully

Sd/-

(Sanjeev C. Gauns Dessai)

Director (Vigilance)

Ex-Officio Addl. Secretary to the Government

Directorate of Vigilance

No. 1/3/2004-VIG/PER (14)/730

Dated:- 03-04-2017

CIRCULAR

Sub: Regarding Vigilance Clearance

In order to avoid conflicts of interest in the matters relating to Vigilance Clearance, the following position is put in place;

- 1) For matter requiring Vigilance inputs/Clearance etc. pertaining to the officers/officials of the Directorate of Vigilance, shall be routed/processed through Personnel Department in consultation with all three branches of Vigilance Department.
- 2) Vice versa, matter requiring personal inputs with reference to officials posted in Personnel Departments shall be routed through Vigilance Department.
- 3) Matter in respect all officers/officials in the Finance Department requiring financial inputs shall be routed through Personnel Department.

This is issued with the approval of Chief Secretary.

Sd/-

(Narayan R. Sawant)

Director (Vigilance)

Directorate of Vigilance

No. 13/1/2017-VIG/647

Dated:- 24-03-2017

CIRCULAR

Sub: Regarding Inquiring/Vigilance cases vetting of charges of Group “C” & “D” of Employees.

It is observed that some of the Heads of Departments, in spite of Government instruction, submit their request, for an inquiry/Vigilance cases/vetting of charge of Group ‘C’ and ‘D’ and other Departmental inquiries of General misconduct or dereliction of duties directly to the Directorate of Vigilance, when the same can be sorted out at their level through their respective Vigilance Officers with the approval of Administrative Secretaries.

It is, therefore enjoined upon all the Head of departments to strictly adhere to the Government instructions contained in Circular No. 13/11/88/VIG-III dated 9-2-1999 and paras 11 and 12 of Circular No. 5/48/99-VIG dated 11-10-1999, in order to avoid time consuming procedure.

This issue with the approval of the Chief Secretary/Chief Vigilance Officer.

Sd/-
(Narayan R. Sawant)
Director (Vigilance)

Ministry of Personnel, Public Grievances & Pension Department of Administrative Reform & Public Grievance

No. A-54/2/2014-AR (Ad. I)

Dated:- 12-03- 2014

Sub: Guidelines regarding handling of complaints in Ministries/Departments.

The undersigned is directed to forward herewith a copy of Department of Personnel & Training's O.M. No. 104/76/2011-AVD. I dated 18th October, 2013 on the subject mentioned above for information and necessary action.

Sd/-
(A.K. Sawhney)
Under Secretary the Govt. of India

To,
All Chief Secretaries of State Governments

Ministry of Personnel, Public Grievances & Pension Department of Administrative Reform & Public Grievance

No. 104/76/2011-AVD.I

Dated 18 -10-2013

OFFICE MEMORANDUM

Sub: Guidelines regarding handling of complaints in Ministries/Departments.

1. The undersigned is directed to say that the instructions regarding dealing with anonymous and pseudonymous complaints as contained in this Department's O.M. No. 321/4/91-AVD-III dated 29th September, 1992 and as reiterated vide DOPT's & O.M. NO. 371/38/97-AVD-III, dated 3-11-1997, being at variance with instructions issued by CVC in this regard vide circular No. 3(V)/99/2 dated 29th June, 1999, No. 98/DSP/9, dated 31st January, 2001 and 11th October, 2002, had been receiving the attention of the Government for the past some time.

2. The matter was examined afresh in consultation with the Central Vigilance Commission. Subsequent to the Public Interest Disclosure & Protection of Informers Resolution – 2004 (PIDPI), the Commission has created a mechanism for handling complaints where identity of the complainant is kept secret and the complainant is provided protection. This has been endorsed and operationalized by the Central Government with the approval of the competent authority.

3. In view of the fact that complainants who desire to protect their identity now have the protection of the Public Interest Disclosure & Protection of Informers Resolution – 2004 (PIDPI), the following procedure is laid for handling anonymous and pseudonymous complaints, in super session of instructions contained in DOP& T's O.M. No. 321/4/91-AVD.III dated 29th September, 1992.

- (i) No action is required to be taken on anonymous complaints, irrespective of the nature of allegations and such complaints need to be simply filed.
- (ii) Complaints containing vague allegations could also be filed without verification of identity of the complainant.
- (iii) If a complaint contains verifiable allegations, the administrative, Ministry/Department may take cognizance of such complaint with the approval of the competent authority to be designated by the Ministry/Department as per their distribution of work. In such cases the complaint will be first sent to the complaint for owning/disowning, as the case may be. If no response is received from the complainant within 15 days of sending the complainant reminder, a will be sent. After waiting for 15 days after sending the reminder, if still nothing is heard, the said complaint may be filed as pseudonymous by the Ministry/Department.

4. Instructions contained in para-3 above would also be applicable (with appropriate competent authority to be designated under para 3 (iii) above) for dealing with complaints against Secretaries to the Government of India or Chief Executives/CMDs/Functional Director of PSEs/PSBs/FIs, which will continue to be referred to the Cabinet Secretariat for placing before the Group of Secretaries headed by the Cabinet Secretariat/Secretariat (Co—ordination) in the Cabinet Secretariat, as the case may be as, per procedure given in Department's O.M. No. 104/100/2009-AVD-I, dated 14-1-2010 and DPE's O.M. No. 15 (1)/2010-DPE(GM), dated 11-3-2010, as amended from time to time.

Sd/-

(G.Srinivasan)

Under Secretary to the Government of India.

Department of Personnel

No. 2/3/96-PER

Dated:- 28-03-2014

OFFICE MEMORANDUM

Copy of the under mentioned letter is forwarded for information and necessary action to:

1. All Head of Departments/Offices.
2. All Secretariat Departments.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

Ministry of Personnel, Public Grievances & Pension Department of Administrative Reform & Public Grievance

No. 6/3/2013-Estt(Pay-I)

Dated:- 06-02-2014

OFFICE MEMORANDUM

Sub: Regulation of pay on imposition of a penalty under CCS (CCA) Rules, 1965.

The undersigned is directed to say that the following penalties prescribed in the Rule 11 of CCS (CCA) Rules, 1965, have a bearing on the pay of the officer:

11. Penalties

Minor Penalties:

- (iii) Reduction to a lower stage in the time-scale of pay by one stage for a period not exceeding three years, without cumulative effect and not adversely affecting his pension.

- (iv) with holding of increments of pay;

Major Penalties:

- (v) Save as provided for in clause (iii) (a), reduction to a lower stage in the time-scale 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 on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay.
- (vi) Reduction to lower time-scale pay grade, post of Service for a period to be specified in the order of penalty, which shall be a bar to the promotion of the Government servant during such specified period to the time-scale of pay, grade, post or Service from which he was reduced, with direction as to whether or not, on promotion on the expiry of the said specified period:
- (a) The period reduction to time-scale of pay, grade, post or service shall operate to postpone future increments of his pay, and if so, to what extent; and
- (b) The Government servant shall regain his original seniority in the higher time of pay, grade, post or service;

2. Consequent upon implementation of the recommendations of 6th CPC under the CCCS (RP) Rules, 2008 pay scale of a post/grade for below HAG level means the Pay Band and Grade Pay specified for the post. Under the CCS (RP) Rules, 2008 a pay Pay Band may cover Government servant in more than one Grade Pay or post in the hierarchy. As per Rule 9 of the (Revised Pay) Rules, 2008, the rate of increment in the revised pay structure is 3% of the sum of the pay in the Pay Band and Grade Pay applicable, which is to be rounded off to the next multiple of 10. Further, as per Rule 10 of the CCS (Revised Pay) Rules, 2008, there is now a uniform date of increment, that is, 1st July of the year.

3. The mode of implementation of these penalties has been clarified to individual Ministries/Department wherever references have been received. It is now proposed to issue detailed guidelines on the issue. The regulation of pay on imposition of these penalties is in the subsequent paras;

A. Reduction a lower of pay by one stage [Rule 11 (iii a)]

On imposition of a penalty under this Rule, the pay would be fixed at the next lower stage in the Pay Band. In other words, in case of reduction by one stage, the revised pay would be the pay drawn in the pay Band at the stage before the last increment. Grade Pay attached to the post would remain unchanged. The pay will be fixed by reversing the mode of allowing increments given in Rules 9 of the CCS (RP) Rules, 2008. The formula would be;

Reduced pay In pay Band = {(Pay in Pay Band+ Grade Pay) x 100/103} less (Grade Pay) (rounded off to next 10).

Pay would be Pay in Pay Band as above + Grade pay.

B. Withholding of increment (Rule 11 (iv))

As the uniform date of increment now is 1st July, on imposition of a penalty on withholding of increment, the increment(s) due on the 1st of July falling after the date of imposition of the penalty would be withheld. In case where penalty of withholding of more than one increment is imposed, increments due on 1st of July in the subsequent years would similarly be withheld. The increment would be restored at the end of the period for which the penalty is imposed.

This also applies to cases where the penalty is imposed for part of a year. For instance, if the penalty of withholding of one increment for six month is imposed on a Government servant in April, 2013, then the increment falling due on 1-7-2013 will be withheld for a period of six months, that is, till 31-12-2013. The increment would be released w. e. f. 1-2-2014. In this case the next increment falling due on 1-7-2014. will also be allowed.

C. Reduction to a lower stage in the time-scale of pay for a specified period {Rule 11 (v)}

The process of imposition of penalty of reduction by one stage under Rules 11 (iii a) explained above shall be repeated for every additional stage of reduction by taking the pay arrived at notionally as pay for the second reduction, and so on. Grade pay shall remain unchanged.

NOTE 1: It is not permissible to impose a penalty under this rules if the pay after impositions of the penalty would fall below the minimum of the Pay Band attached to the post.

Note 2: A Pay Band may cover Government servants in different Grade Pays or holding posts at several levels in the hierarchy. It needs to be kept in mind that reduction to lower pay scale or grade is a distinct penalty, under Rule 11 (vi). Therefore, while imposing a penalty of reduction to a lower stage in the time-scale of pay under Rule 11 (v) of the CCS (CCA) Rules, 1965, Disciplinary Authorities should weigh all factor before deciding upon the quantum of penalty, i. e. the number of stages by which the pay is to be reduced.

D. Reduction to lower time-scale of pay under Rule 11 (vi)

As a result of imposition of a penalty of reduction to lower time-scale of pay, the pay of the Government servant would be reduced to the stage of pay he/she would have drawn had he/she continued in the lower post for the period of penalty. The mode of fixation of pay in this case is similar to reversing the mode of fixation of pay on promotion. Therefore, both pay in pay Band and Grade Pay would be reduced.

However, Disciplinary Authority has the power, in term of FR 28, to indicate the pay which the Government servant on whom a penalty of reduction in rank has been imposed, would draw. The Government servant will be entitled to the Grade Pay of the post to which he has been reduced. Thus, the power of the Disciplinary Authority under F.R. 28 is limited to indicating the pay in the Pay Band applicable to the lower rank/post.

In some cases imposition of a penalty under Rule 11 (vi) may also involve a change in Pay Band. For instance a Government servant holding a post in PB-2 with Grade pay of Rs. 4,200/- may be reduced to a post in PB-1 with Grade Pay of Rs. 2,800/-.

It may also be noted that a Government servant cannot be reduced in rank to a post not held earlier by him in the cadre. For example, an LDC who qualifies as Assistant as a Direct Recruit and is later promoted as Section Officer cannot be reduced to the rank of LDC but only to that of an Assistant.

Sd/-

(Mukesh Chaturvedi)

Deputy Secretary to the Government of India

Directorate of Vigilance

No. 15/9/2006-VIG (Part)/683

Dated:- 10-04-2012

ORDER

Whereas, rule 10 (7) of CCS (CCA) Rules, 1965 provides that an order of suspension made or deemed to have been made under sub-rules (1) or (2) of rules shall not be valid after a period of ninety days unless it is extended after review, for a further period before the expiry of ninety days.

2. Now therefore, in terms of rules 10 of CCS (CCA) Rules, 1965, the Government is pleased to constitute the Committee (s) to review suspension cases as hereunder:

A) In case of Gazetted Officers, where Chief Minister is the disciplinary authority:

1. Secretary Vigilance;
2. Secretary of the concerned department of the suspended official and
3. Joint Secretary (Personnel)

B) In case of non-Gazetted employees:

1. Secretary/Joint Secretary of the concerned department of the suspended official;
2. Concerned Head of the Department/Disciplinary Authority and
3. Joint Secretary (Personnel)

3 The Review Committee(s) are required to take a view regarding revocation/continuation of the suspension Keeping in view the facts and circumstances of the case and also taking into accounts that unduly long suspensions, while putting the employee concerned to undue hardship, involve payment of subsistence allowance without the employee performing any useful service to the Government.

4. Without prejudice to the foregoing, if the officer has been under suspension for one year without any charges being filed in a court of law or no charge-memo has been issued in a Departmental enquiry, he shall ordinarily be reinstated in service without prejudice to the case against him. However, in case the officer is in police/judicial custody or accused of a serious crime or a matter involving national security, the Review Committee may recommend the continuation of the suspension of the official concerned.

By order and in the name of the
Governor of Goa
Sd/-

(Sunil Masurkar)
Additional Director (Vigilance)
Ex-officio Joint Secretary to the Government

General Administration Department

No. US GA-II/872/2011

Dated:- 09-09-2011

CIRCULAR

It has come to the notice of the Government that many a times members of various organizations put up banners & also sit in front of the Government offices for agitations/hunger strike etc. which causes inconvenience to the general public as well as the office staff as it blocks the entry to the offices. Here, it may be noted that the premises of the Government offices cannot be used to hold such agitations/hunger strike etc. and defacement of Government property cannot be accepted on any account.

It is therefore decided by the Government that such agitations/hunger strike etc. within the Government premises shall be strictly prohibited and treated as illegal trespassing and the concerned HOD shall be at liberty to inform the law enforcing agencies for taking deem fir action.

This issues with the approval of the Government.

Sd/-
(Ajit S. Pawaskar)
Under Secretary (GA-II)

Department of Personnel

No. 2/3/96-PER

Dated:- 01-02-2011

OFFICE MEMORANDUM

Copy of the under mentioned paper is forwarded for information and necessary action to:

1. All Head of Departments/Offices.
2. All Secretariat Departments.

Sd/-
(N. P. Singapurker)
Under Secretary (Personnel-II)

Ministry of Personnel, Public Grievances & Pension
Department of Administrative Reform & Public Grievance

No. 11012/12/2010-Estt(A)

Dated:- 12-11-2010

OFFICE MEMORANDUM

Subject: Communicating tentative reasons for disagreement under rule 15 (2) of the CCS (CCA) Rules, 1965.

The undersigned is directed to say that rule 15 (2) of the Central Civil Service (Classification, Control and Appeal) Rules, 1965 states that The Disciplinary Authority shall forward or cause to be forwarded a copy of the report of the inquiry, if any, held by Disciplinary Authority or where the Disciplinary Authority is not the Inquiring Authority, a copy of the report of the Inquiring Authority together with its own tentative reason for disagreement, if any, with the findings of Inquiry Authority on any article of charge to the Government servant who shall be required to submit, if he so desires, his written representation or submission to the Disciplinary Authority within fifteen days, irrespective of whether the report is favorable or not, to the Government servant.

2. The necessity of following the aforementioned rule 15(2) both in letter and spirit is reiterated. The Communication forwarding the IO's report alongwith the tentative reason for disagreement, if any, seeking comments/representation of the charged officer should reflect this position. All Ministries/Departments are therefore, requested to ensure that the communication forwarding the IO's report etc. does not contain phrases such as 'Article of charge is fully proved' or 'Article of charge is fully substantiated' which could be construed to mean that the disciplinary authority is biased even before considering the representation of the charged officer and this would be against would be against the letter and spirit of the CCS (CCA) Rules, 1965.

3. Ministry of Finance etc. may bring the contents of the above O.M. to the notice of all concerned.

Sd/-

(A. Balaram)

Deputy Secretary to the Government of India

Department of Personnel

No. 12/14/89-PER

Dated:- 28-08-2008

OFFICE MEMORANDUM

A copy of the Office Memorandum No. 11012/6/2008-Estt.(A) dated 7-7- 2008 received from Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel & training, New Delhi is forwarded herewith for information and guideline to:

1. All Head of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-

(Umeshchandra L. Joshi)

Under Secretary (Personnel-I)

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

No. 11012/16/2008-Estt(A)

Dated:- 07-07-2008

OFFICE MEMORANDUM

Subject: CCS (CCA) Rules, 1965- Promotion to a higher Grade or post clarifications regarding effect of warnings etc. on promotion.

The undersigned is directed to refer to the DOPT's O.M. No. 22011/2/78-Estt(A) dated 16th February, 1979 on the above mentioned subject and to say that at present administrative devices like warning, letter of caution, reprimand, etc are being used by the various administrative

Ministries/Departments for cautioning the Government Servants against such minor lapses as negligence, carelessness, lack of thoroughness and delay in disposal of official work with a view to toning up efficiency or maintaining discipline. These administration actions do not, however, constitute any of the penalties specified in rule 11 of the CCS (CCA) Rules, 1965 Doubts have often raised about the actual effect of such informal administrative actions as warning, letter of caution and reprimand on the promotion of a Government servant.

2. In this connection, the existing provisions regarding the effect of warning etc, as distinguished from Censure on promotion are reiterated and clarified as follows:

- (i) There is no objection to the continuance of the practice of issuing oral or written warning. However, where a copy of the warning is also kept on the Confidential Report dossier, it will be taken to constitute an adverse entry and the officer so warned will have the right to represent against the same in accordance with the existing instruction relating to communication of adverse remarks and consideration of representations against them.
- (ii) Warnings, letters of caution, reprimands or advisories administered to Government servants do not amount to a penalty and, therefore, will not constitute a bar for consideration of such Government servant for promotions.
- (iii) Where a departmental proceeding has been instituted, and it is considered that a Government servant deserves to be penalized for the offence/misconduct, one of the prescribed penalties may only be awarded and no warning recordable or otherwise, should be issued to the Government servant.
- (iv) The term empanelment occurring in para 1 of DOPT's O.M. No. 11012/11/2007-Estt(A) dated 14-12-2007 relating to guidelines on grant of vigilance clearance does not cover cases of promotion Cases of promotion of Government servants during the tendency of disciplinary proceedings would be regulated by DOPT's O.M. No. 22011/4/91-Estt.(A) dated 14/09/1992, O.M. No. 22012/1/99-Estt.(D) dated 25/10/2004 and after imposition of any of the prescribed penalties as per O.M. No. 22034/5/2004-Estt.(D) dated 15/12/2004.

3. All Ministries/Department are, therefore, requested to keep in view the above guidelines while dealing with cases of promotion of the Government servants.

Sd/-

(P. Prabhakaran)

Deputy Secretary to the Government of India

Directorate of Vigilance

No. 1/3/93-VIG/2005

Date:- 18-10-2005

NOTIFICATION

The jurisdiction of the Directorate of Vigilance is extended over all State Public Sector Undertaking, Autonomous Bodies etc. under Government of Goa which are already in existence or may come into existence in future.

Such State Public Sector Undertakings, Autonomous Bodies, etc shall:

- (a) Appoint Vigilance Officer in their organization with the approval of Chief Vigilance Office;
- (b) Formulate rules/provide for provision to deal with disciplinary matters in the organization;
- (c) Put in place internal vigilance machinery in the organization;
- (d) Extend all the help to the Directorate of vigilance in conducting the investigation in respect of the organization as and when taken up by Directorate of Vigilance;

This issue with immediate effect in suppression of all Notifications issued in this regard.

By order and in the name of the
Governor of Goa

Sd/-

(A.W. Rane)

Additional Director (Vigilance)

Directorate of Vigilance

No. 1/4/78-VIG (Vol. VII)

Date:- 18-10-2005

CIRCULAR

It is necessary to lay down the duties/guidelines for the Vigilance Officers appointed by the Vigilance Department in the various Government/Departments/Public Sector Undertakings/Autonomous Bodies under the Government with the purpose of strengthening the vigilance machinery in the state.

Therefore, it is ordered that the duties of the Vigilance Officer's appointed in various Departments/Public Sector Undertakings/Autonomous Bodies under the Government shall be as follows:

1. To receive complaints from the general public against the Officers and the Employees/Staff of the Office/Department.
2. To conduct preliminary investigation into the allegations made in the complaint, so as to verify and ascertain the substance in the complaint and submit the same to the Disciplinary Authority/Head of Department, and refer the matter to Vigilance Department for advice.
3. To maintain proper record regarding the Vigilance Cases, Disciplinary Cases pending against the staff of the Department and constantly monitor the same till they reach to its logical conclusion and enforced/complied with.
4. To conduct surprise visit/inspection into the various Sections Branches and the subordinate Office to unearth/find out any irregularities/illegality being conducted, with the prior approval of the H.O.D/Secretary of the Department concerned.
5. To identify the probable places of corruption and also officers of doubtful integrity and living beyond means in the Department and to keep the Superintendent of Anti Corruption Branch of the Directorate of Vigilance informed about the same.
6. To examine the nature of complaint and suggest systemic change for reducing the scope for corruption, for e.g. simplification of office procedure, routine/regular internal transfer of officers/officials.
7. To prepare list of suspected officers in consultation with the Supdt. Of Police (Anti Corruption Branch) and ensure in consultation with HOD that this officers are not posted to sensitive postings.
8. To assist Disciplinary Authorities/H.O.D. in drafting of Charge sheet and appointment of Inquiring Officer's, Presenting Officer's in consultation with Vigilance Department.
9. To provide intelligence/information about the doubtful/suspected activities of the officers and staff of dubious integrity to Anti Corruption Branch of the Vigilance Department for watch/observation.

Further, all the H.O.D.'s are hereby requested to furnish the name, designation, residential address, office address, contact telephone numbers (both official as well as residential) of the Vigilance Officers of their Department to this Directorate.

This issue with the approval of the Chief Vigilance Officer/Chief Secretary.

Sd/-

(A.W. Rane)

Additional Director (Vigilance)

Department of Personnel

No. 12/14/89-PER

Dated:- 02-09-2005

CIRCULAR

The Government of India, Ministry of Personnel, Public Grievance and Pensions, (Department of Personnel & training), New Delhi No. 142/4/2005-AD. Idated 18-05-2005 is reproduce here below and circulated for information and necessary action to:

1. All Head of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-

(Raju V. Gawas)

Under Secretary (Personnel)

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

No. 142/4/2005-AVD-I

Dated:- 18-05-2005

Subject: Delay in disciplinary proceedings and other related matters.

This Department has from time to time issued instruction emphasizing the need for finalizing disciplinary proceedings without undue delay. A recent reference from the Union Public Service Commission, however, reveals that in several cases referred to the Commission for advice, the Commission is forced to advise the penalty of 'Censure' even when the proven misconduct warrants a stiffer/minor penalty. These are cases where the officers are on the verge of retirement and imposition of any minor penalty other than 'Censure' would adversely affect the pension of the officers concerned. As has been pointed out from time to time, all possible steps should be taken to ensure that disciplinary proceedings are brought to finality without any delay, in public interest as well in the interest of the concerned Government servants. Special care may be taken about cases against officers who are on the verge of retirement so that the situations of the types referred to by the UPSC do not occur.

2. Another observation made by the UPSC is in regard to furnishing of a 'Charter of Duties' of the charged officer to the inquiry Officer as well as to the UPSC so that the alleged misconduct on the part of the charged officer can be fairly assessed. It is requested that the above point be kept in mind while issuing charge sheet and it may be ensured that the 'Charter of Duties' of delinquent officer may be made a part of the listed documents so as to enable the delinquent officer also to make his defense taking into account the 'Charter of Duties' as assigned to him.

Yours faithfully,
Sd/-
(Anil Garg)
Deputy Secretary (Vigilance)

Department of Personnel

No. 12/14/89-PER

Dated:- 09-12-2004

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel & training, Office Memorandum No. 22012/1/99-Estt(D) dated 25-10-2004 is reproduce here below and circulated for information and necessary action to:

1. All Head of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-
(Vikas Mardolkar)
Under Secretary (Personnel)

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

No. 22012/1/99-Estt-(D)

Dated:- 25-10-2004

OFFICE MEMORANDUM

Subject: Cases of persons whose conduct is under investigation or against whom a charge sheet pending-consideration for promotion-clarification regarding.

The undersigned is directed to refer to the Department of Personnel and Training Office Memorandum No. 22011/4/91-Estt-A dated 14th September, 1992 (copy enclosed) which has been issued pursuant to the judgment of the Hon'ble Supreme Court in the case of Union of India vs. K.V.

Janakiraman etc. (AIR 1991 SC 2010), and is in supersession of all previous instructions on the subject and to say that para 2.1. of the said Office Memorandum provides that the DPC shall assess the suitability of the Government servants coming within the purview of the circumstances mentioned in para 2 of the Office Memorandum, along with other eligible candidates, without taking into consideration the disciplinary case/criminal prosecution pending. Therefore, it is made clear that only a bare statement that case of an employee in the zone of consideration/extended zone of consideration is covered by any of the three situations indicated in para-2 of the said Office Memorandum is to be furnished to the DPC to enable it to place its recommendations in the sealed cover. No other details about the pending inquiry or the nature of charge etc. are to be furnished to the DPC lest these details weigh with the DPC in making its recommendations, which are to be placed in the sealed cover.

2. Considerable doubts also persist about the furnishing of the vigilance clearance and integrity certificate to the DPC. It is clarified that the DPC is required to consider the cases of all persons who are otherwise eligible in terms of the Recruitment Rules as on the relevant crucial date and are in the zone of consideration. If, however, case of an employee in the zone of consideration is covered by any of the three situation only this fact is to be furnished to the DPC so that the recommendations could be placed in sealed cover. Where none of the three situations has arisen, a simple vigilance clearance would need to be furnished. Vigilance clearance/status would have no other significance and would not be a factor in deciding the fitness of the officer for promotion on merit.

3. It is also clarified that there is no requirement of furnishing a separate integrity certificate to the DPC. In terms of the judgment of the Hon'ble Supreme Court in the case of Union of India vs. K.V. Janakiraman etc. (AIR 1991 SC 2010), no promotion can be withheld merely on the basis of suspicion or doubt or where the matter is under preliminary investigation and has not reached the stage of issue of charge sheet etc. If in the matter of corruption/derelection of duty etc. there is a serious complaint and the matter is still under investigation of CBI or otherwise, the Government is within its right to suspend the official. In that case, the officer's case for promotion would automatically be required to be placed in the sealed cover.

4. If the conditions indicated in para-2 of DOPT Office Memorandum dated 14th September, 1992, arise only after the DPC has made its recommendations and therefore, the recommendations could not be placed in the sealed cover, para-7 of the said Office Memorandum provides that the recommendations of the DPC shall be deemed to have been placed in the sealed cover and he shall not be promoted until he is exonerated of the charges. Therefore, after the recommendations of DPC have been approved by the competent authority, it is necessary to again seek the status positions from the concerned vigilance division before issuing promotion order in respect of any officer included in the approved panel of name to ensure that there is no hindrance in issuing the promotion order in respect of the concerned officer.

5. Hindi version will follow.

Sd/-
(Alok Saxena)
Director

Vigilance Department

No. 5/6/2004-VIG/1848

Dated: 11/06/2004

CIRCULAR

Sub : Unauthorised absence

It has come to the notice of the Government that Government officers/officials so their private/personal work without availing any leave. This is infringement of service rules.

In order to curb such activities all the HoD's/Head's of Offices are requested to keep strict vigil and ensure that no officer/official moves out of the office during office hours without signing the movement Register or availing leave.

If any such instances are noticed in future the concerned HoD/Head of Office shall also be held responsible for absenteeism of such staff members during their office hours apart from strict action against the concern absentee Government servant.

Sd/-
(Sanjiv M. Gadkar)
Addl. Director (Vigilance)

Directorate of Vigilance

No. 59/100/2003-STE/1966

Dated:- 02-06-2004

CIRCULAR

Sub: Implementation of directions issued by Directorate of Vigilance.

It has come to the notice of the Government that the instructions issued by the Vigilance Department to the Heads of Departments/Vigilance Officers, in the disciplinary vigilance matter investigated by the Vigilance Department are not being implemented or adhered to and sometimes inordinate delays take place thus defeating the very purpose of Vigilance inquiry.

The Government has taken serious note of the above and decided that the responsibility be fixed. In view of the above, it is again brought to the notice of all the Heads of Departments/Vigilance Officers that henceforth, the implementation of the instructions/orders issued by the Vigilance Department shall be the responsibility of concerned HOD and Vigilance Officer jointly and severally, and the compliance of implementation would be submitted by HOD and Vigilance Officer to Vigilance Department within a period of two weeks. It may also be mentioned that the competent authority under the rule/policy must implement the decision/order issued by Vigilance Department and any unnecessary reference and submission to higher authority for taking approval which is not required under rule/policy should be avoided.

Failure on the part of the Heads of Departments or Vigilance Officer to implement the instructions/orders of Vigilance Department issued with the approval of Government within specified time frame shall be viewed seriously and disciplinary action as deemed fit shall be initiated against the concerned.

Sd/-
(D.S. Negi)
Chief Secretary/
Chief Vigilance Officer

Directorate of Vigilance

No. 13/11/88-VIG (Vol-IV)P.F.

Dated:- 10-10-2003

To,
All the Head of Departments,

Sub: Appointment of retired Government Officers as the Inquiry Officers.

Sir,

I am directed to inform you that in order to speedily dispose off the cases of departmental enquiries instituted against various Government Servants, the Government had decided to utilize the services of some retired Group "A" Officer for conducting enquiries against the charge officers/Officials on certain terms and conditions.

Government has now decided to revise the said terms and conditions for appointing retired officers as Inquiry Officers and honorarium to be paid with the concurrence of Finance (Expenditure) Department vide their U.O No. Fin (Exp) Department/1039 (F) dated 23-9-2003. The revised terms and conditions will be applicable to the cases allotted w. e. f. 1/10/2003.

The expenditure towards the honorarium and other expenses for clerical and stenographic work including stationery for conducting the enquiries should be met from the Budget Head of the

respective Department of the charge officer/officials. Copy of the revised terms and conditions is enclosed for your reference & needful.

This is brought to the notice of all concerned.

Yours faithfully,

Sd/-

(Sanjiv M. Gadkar)

Additional Director (Vigilance)

Terms and conditions for Appointing Retired Officers as Inquiry officers

The Retired Government Officer, hereinafter, referred to as Inquiry Officer (IO).

1. Shall not engage himself/herself in any other professional work or service, which is likely to interfere with the performance of his/her duties as Inquiry Officer;
2. Shall maintain strict secrecy in relation to the documents he/she receives of information/data collected by him/her in connection with the Inquiry and utilize the same only for the purpose of Inquiry in the case entrusted to him/her. No such documents/information or data are to be divulged to any one during the Inquiry or after presentation of the Inquiry Report;
3. Shall be paid a lump sum remuneration of Rs. 5,000/-, (Rupees Five Thousand only) per Departmental Inquiry Report, in a case, by the Department/Organization to which the charge officer belongs;
4. Shall be paid, in additional to the remuneration of Rs. 5,000/-, an amount of Rs. 1,000/- (Rupees One Thousand only) per Departmental Inquiry Report, for clerical and Stenographical work, which the IO has to arrange by himself/herself;
5. Shall conduct the inquiry proceedings only in the office premises of the Department/Organization, which engages him/her;
6. Shall be provided with the stationery/postage by the Department/Organization, which engages him/her;
7. Shall be terminated from the services of an IO at any time by the Appointing Authority, without notice and without assigning, any reasons.
8. Shall submit the inquiry report after completing the inquiry within six months from the date of his appointment as Inquiry officer to become eligible for payment of remuneration as indicated at item No. 3 & 4.

Directorate of Vigilance

No. 15/9/2000-Vigilance

Date:- 21-12-2000

CIRCULAR

Sub: Regarding review of suspension case.

Copy of under mentioned circular No. 13/11/88-VIG (Part V) dated 20-12-2000 received from the office of Commissioner and Secretary (Vigilance), Secretariat, Government of Goa is forwarded for information and necessary action:

1. All Head of Departments/Offices.
2. All Departments in the Secretariat.
3. P. S. to C.M.
4. All under Secretaries to Government.

Sd/-

(Swapnil M. Naik)

Dy. Director (Vigilance)

List of paper forwarded:

Office of Commissioner & Secretary (Vigilance)

No. 13/11/88-VIG (Part V)

Dated:- 20-12-2000

CIRCULAR

Sub: Review of suspension cases.

1. It has come to the notice of the Government that the Department are not taking a periodic review of the suspension cases.
2. It is mandatory for the disciplinary authorities to review periodically the cases of Government officials under suspension in which the charges sheet have been served/failed to see and the steps could be taken to expedite the progress of the Court trial/Departmental proceedings. The first review which has been prescribed to be taken is at end of three months from the date of suspension.
3. Unduly long suspension does not serve any useful purpose. The suspended official is paid by the Government, even without doing any work. Therefore the concerned authorities should regularly review other suspension cases.
4. For this purpose, a Committee may be constituted with the Head of department as the Chairperson, and Administrative officer as a member and any other officer from the Department.
5. The Committee may meet at regular intervals and take a decision either to continue with the suspension or its revocation. A detailed reasoning should be given for the same. A quarterly report on suspension should be submitted to the Department of Vigilance in the prescribed format.
6. These instructions are for strict compliance.
7. Please acknowledge the receipt.

Sd/-

(Archana Arora)

Com. & Secretary (Vigilance)

Directorate of Vigilance

No. 15-9-2000-VIG

Dated:- 17-08-2000

CIRCULAR

Sub: Report on review of case of officials/officers placed under suspension.

It is observed that cases of Officials who are placed under suspension for one reason or other, are not being reviewed every three months as required under para 8 of this Office Circular No. 5/48/99-VIG dated 11-10-1999. In this connection it may be noted that the staff under suspension are receiving subsistence allowance without doing any work, when the services of these officials could be utilized in Head Office or in non sensitive areas/positions, on revocation of suspension.

It is therefore, requested to review each case, in the light of the above instructions wherever feasible and submit a Quarterly Report on 31st March, 30th June, 30th September and 31st December every year. However, the instant report as on 30-6-2000 may be forwarded by 28-8-2000, positively. The compliance report should cover the following details/Proforma:

Sr. No.	Name of Officer with designation	Date of placing under suspension	Reasons in brief for placing under suspension	Date of quarterly review	Reasons for not revoking suspense on
1	2	3	4	5	6

In case no information is to be forwarded/furnished a NIL report may be sent.

Sd/-

(Manisha Saxena)

Director of Vigilance

Directorate of Vigilance

No. 5-48-99-VIG

Dated:- 11-10-1999

CIRCULAR

1. All Heads of Departments/Offices and Chief Executive Officers of Government Undertaking/Corporations/Autonomous Bodies, etc. are aware that in so far as conduct and discipline is concerned, our employees are covered by the Central Civil Services (Conduct) Rules, 1964 and Central Civil Service (Classifications, control and Appeal) Rules, 1965. It is therefore, imperative that every employee is made aware of these Rules for guidance in their day to-day conduct and dealings.

2. while the Heads of Departments in their capacities as the Appointing Authority over Group "C" and "D" employees, also exercise the power of the Disciplinary Authorities over them, in so far as Group "A" and "B" officers are concerned, such powers are exercised by the Governor. Although under Rule 14 (5) of C.C.S. (C.C.A.) Rules, 1965, the Disciplinary Authority may itself inquiry into the charge framed against his subordinate, another officer, preferably not connected with the Department, is appointed as an Inquiry Officer, so that he is not suspected of any bias against the Charged official.

3. In order that the departmental inquiries are conducted and completed as speedily as possible, it is necessary that the Memorandum containing the Articles of charge, the Statement of imputations of misconduct or misbehavior in support there to, the list of document relied upon and list of witnesses by whom the charges are proposed to be sustained, is drawn up in the prescribed format expeditiously and the Charged Official given an opportunity to submit his written statement of defence within 10 days. If the Charge Official admits the charges, then the Disciplinary Authority should take appropriate decision as may be necessary in the circumstances of the case including imposition of penalty commensurate with the gravity of the charges. Where however, the charges are denied, then the Director of Vigilance should be immediately consulted, and on his advise, action should be taken to appoint the Inquiry Officer. Side by side the Disciplinary Authority should also appoint an Officer conversant with the facts of the case the presenting officers to present the case on his behalf before the Inquiry officer.

4. Once appointed, the Inquiry officer should fix the preliminary hearing at the earliest opportunity and ascertain from the charged Official whether he would like to plead guilty to the charges framed or not. If at this stage, the charged Official pleads guilty, then the Inquiry Officer would proceed to record his statement to this effect under acknowledgement and inform the Disciplinary Authority accordingly for further appropriate action. Where however, the Charged Official does not plead guilty, the inquiry will proceed to the next stage of inspection of documents cited by the prosecution and the additional/defense documents cited by the Charged Officials in his defence with due advance notice to the Presenting Officer, to enable him to produce these documents.

5. Once these two stages are over, then the Inquiry Officer will go ahead with regular hearings which should be conducted at regular intervals with minimum possible adjournments, so that the proceedings are not prolonged to the detriment of the Charged Official, and in the process, he is not made to suffer mental agony besides being deprived of his promotion if and when due or, as the case may be, the pensionary benefits which accrue with the retirement. In any case, the Inquiry Officer should ensure that the Inquiry is completed within a reasonable time frame, say 6 months, and the inquiry report containing the findings is submitted to the Disciplinary Authority concerned.

6. No sooner the Disciplinary Authority has received the inquiry report containing the findings of the inquiry Officer, a copy of the inquiry Officer a copy of the inquiry report should be sent to the Charged Official and he is given opportunity to submit his representation if any, within 15 days, as provided in Rules 15 (1-A) of C.C.S. (C.C.A.) Rules 1965 and after taking into consideration the facts and circumstances of the case, an appropriate decision is taken, including the imposition of penalty commensurate with the findings of the inquiry Officer.

7. In order to monitor the progress of the departmental inquiries, a format has been devised and enclosed herewith, to enable the inquiry Officers to forward such reports regularly to the Disciplinary Authorities concerned under intimations to the Directorate of Vigilance by the 10th of the month following the month to which these relate (Annexure-I).

Annexure – II

Inquiry Officer (I.O) takes cognizance of a cases on receipt of the following documents from the Disciplinary Authority (D.A):

- (i) Articles of Charge;
- (ii) Statement of imputations of misconduct or misbehavior;
- (iii) Reply to charge or a clear statement that the public servant has not replied within specified time;
- (iv) List of witnesses by whom the articles of charge are proposed to be sustained;
- (v) Statement of such witnesses recorded during the investigation;
- (vi) List of documents by which the articles of charge are to be proved;
- (vii) Copy of the Memorandum addressed to Suspect Public servant;
- (viii) Proof of receipt of the documents by the Government servant concerned;
- (ix) Order appointing the inquiry Officer and the Presenting Officer;
- (x) Bio-data of the Charged Officers in Form 1.

1.2 Documents (i), (ii) and (iii) gives an idea about the case in support of the charge and defense version in a nut-shell Documents (iv), (v) and (vi) indicate how the charge is sought to be proved. Document (vii) will indicate rules under which the proceedings are to be held. Document (viii) will prove that the charged Officer has received the documents. I.O. should satisfy himself that he has been correctly appointed document (xi) he should check all the documents and study the case fully. He should identify the points for clarification at the preliminary hearing.

1.3 I.O. will then send a notice to the Suspect Public Servant (SPS) asking him (a) to present himself for preliminary hearing at the appointed place, on a date and time within 10 days, (b) to intimate the name of his defence assistant and (c) in case the defence assistant is a legal practitioner to product the Department permission to engage him. He will also intimate the Presenting Officer (P.O) about the date, time and place of the Preliminary Leaving. The P.O. will bring copies of statement of the listed witnesses and the listed documents with him.

1.4 At the preliminary hearing I.O. will ask Suspected Public Servant whether he pleads guilty and if he has any defence to make. If he pleads unequivocally guilty, I.O. shall proceed to record his findings. If suspected Public servant refuses or omits to plead or pleads not guilty I.O. will (a) ascertain from S.P.S whether he accepts the authenticity or genuineness of the documents in the list accompanying the charge sheet (b) record admitted facts, (c) decide in consultation with S.P.S. and P.O. witnesses and documents necessary to prove or disprove not admitted issues; (d) fix regular hearings on a date not later than 30 days at a convenient place and send a program of inquiry in Form 2 to the Chief Vigilance Officer (C.V.O). Natural justice is not violated if the place of inquiry is fixed by I.O. suo moto.

1.5 If either party fails to appear at the preliminary hearing, the I.O. may proceed to fix the date and place for regular hearing and send intimation to the parties.

1.6 I.O. will also record an order that S.P.S. may for the purpose of preparing his defence (i) inspect within 5 clear days documents; a list of which was sent to him with the charges (ii) submit a list of witnesses to be examined on his behalf with their address indicating what issues they will help in clarifying and (iii) submit a list of additional documents which S.P.S may wish to have access to, indicating the relevance of the documents to the presentation of his case. If P.O. and S.P.S. are present

they will be supplied with the copies of the order. In case either or both are absent, they will be sent by registered post A/D to reach them in good time.

1.7 If S.P.S. fails to indicate and convince the I.O. about the issue to which the deposition of his witnesses and production of additional documents are relevant, I.O. may reject the request in writing for examining the witnesses or requisitioning the document. If however, he finds that the witnesses are relevant, they will be examined. If the documents are relevant I.O. will arrange to have the documents to be shown to S.P.S. In case of doubt, a point may be stretched in favors of S.P.S. Even when I.O. has decided to call for documents, the Authority having custody or possession of the documents may decide that the production of such document would be against public interest or security of the state.

1.8 On the date and at the place fixed for the inspection of documents, the public servant will be given facilities to see them. The inspection will be in the presence of P.O. or his substitute or any other Gazetted Officer deputed for the purpose by I.O. S.P.S. may keep notes or extracts but it will need to be ensured that the documents are not tampered with during the course of inspection. S.P.S. will not be allowed to take photo state copies but if I.O. decides that authenticity of any document is in doubt, he may arrange to supply its photo state copy to S.P.S.

1.9 Normally, P.O. and S.P.S. should themselves ensure that their witnesses are present. In case they are not able to do so, I.O. may in appropriate cases, or when he finally decided to call up a person to tender evidence, issue summons through P.O., S.P.S. or through registered post A.D.

1.10 Any public servant may be requested by I.O. to depose in a case I.O. may send a copy of such summons to the Department/Office head under whom the public servant is working with a request that the public servant concerned be asked to make it convenient to attend the inquiry. Non-compliance can be treated as conduct unbecoming of a public servant.

1.11 Forms 3 and 4 can be used for summoning public servants and private individuals, respectively.

2. REGULAR HEARINGS

2.1 I.O. should start regular hearing on the fixed day and should take particular care to see that once a regular hearing is started, the case is heard DE DIE INDIEM i.e. from day to day. This is fair to both the parties. It is not fair that an indifferent P.O. is allowed to lengthen the agony of S.P.S. who may be innocent. It is not fair that S.P.S. is allowed to waste public money and time by delaying the proceedings. There should be no adjournment except for illness supported by medical certificate or some such unavoidable and adequate reason.

2.2. (a) Admitted documents and facts can be taken note of straightway.

(b) P.O. should introduce these documents, which are not admitted. He should examine witnesses in a way which will bring out the case in a logical and understandable order. He will examine them without putting leading questions i. e. questions which suggest a definite answer. This examination can be done by P.O.

(c) After the examination is over, the witnesses may be cross-examined by S.P.S or his Defence Assistant to bring out facts which have not come out in the examination, to remove any discrepancies or to prove the reliability or otherwise of the witnesses. It is the duty of I.O. to see that witnesses understand the question properly and to protect them against any un-fair treatment. He should disallow questions if the cross-examination is irrelevant, oppressive or of inordinate length.

(d) After the cross-examination. P.O. can re-examine the witness on any points on which he has been cross-examined but not on any new matter unless specially allowed by the I.O. In that case, the other party will have a right to further cross-examine the witness.

(e) If at any stage a party wishes to cross-examine his own witness, he may do so with the permission of I.O.

2.3 At any time during the inquiry, the inquiry Officer may put such question to a witness as he think fit to bring out the truth so that he has a fair and clear understanding of the whole case. I.O. may also allow both the sides to cross-examine such a witness on any questions put by him.

2.4 Any time during the inquiry, S.P.S. may decide to plead guilty. In that case, I.O. may in his discretion accept the plea and record his findings or he may continue the case to its conclusion.

2.5 If before the close of the case of the Disciplinary authority, P.O. produces new evidence not included in the list of documents and witnesses given to the Government servant, S.P.S. will be entitled to have a copy of such lists, an adjournment of at least three clear days and an opportunity for inspecting relevant document. It is obvious, however, that P.O. should avoid such a course of action.

2.6 It would not be correct for either party ordinarily to recall a witness or produce further evidence to fill up any gap in evidence. He can do so only where there is an inherent lacuna or defect in the evidence originally produced.

2.7 After the closure of the case for the Disciplinary Authority, I.O. will ask S.P.S. to state his defence and produce his witnesses. If he submits his defence in writing, every page of it will be signed by him if orally, I.O. will record it and get it signed by him. A copy of the statement will be given to P.O.

2.8 S.P.S. or his defence Assistant will then proceed to examine his witnesses who will then be cross-examined by P.O. and if necessary re-examined by S.P.S.

2.9 S.P.S cannot be forced to give evidence. However, if he offers himself as his own witness, he can be examined by the defence Assistant and cross-examined by P.O.

2.10 At the end of the case, I.O. shall examine S.P.S. generally to enable him to explain any circumstances against him and he may do so even if S.P.S. has offered himself as a witness.

2.11 On the completion of evidence of both sides, I.O. should proceed to hear the arguments. Only if the case is complex, he may permit them to present written briefs P.O. should be given not more than two days to present his brief unless the rules prescribe a longer period. While presenting his brief, he should certify that a copy of the brief has been received by S.P.S. S.P.S. should also be given two days thereafter for filing his brief.

2.12 All evidence will be taken down as far as possible in a narrative Form to the dictation of I.O. Previous statements admitted by a witness may be taken on record as evidence. The depositions of each witness will be on a separate sheet of paper at the head of which will appear the number of the case, the name of the witness, and sufficient information as to his age, designation or occupation, residence etc. for complete identification. Generally, depositions of State of defence witnesses will be re-corded as narrations and numbered SW1, SW2.....or DW1, DW2 as the case may be. Exhibits will be numbered S1, S2..... or D1, D2..... After the evidence is recorded, I.O. will have the depositions read out to the witnesses in the presence of both the parties. If the witness denies correctness of any part of the record except verbal changes, the I.O. will not alter the evidence but will record the fact separately. He will record a certificate at the end of each deposition as follows: read over to the witness in the presence of the accused and admitted correct/ objections of witnesses recorded. The witness will sign every page of the deposition If a witness refuses to sign, I.O. will record this fact and sign. I.O. should take particular care to explain the deposition to the witnesses if the depositions has been given in a language other than the language in which the record is kept.

2.13 I.O. will maintain a daily order-sheet to record in brief the business transacted on each day of the hearing. Requests and representations made by either party should also be dealt with and disposed of in the sheet. In particular, the following points should find mention in the order sheet:

- (i) The additional documents and the witnesses asked for by S.P.S. in his defence.
- (ii) The additional documents and D.W.s permitted by the I.O.
- (iii) Reasons for disallowing the remaining documents and witnesses.
- (iv) Whether the additional documents permitted as relevant, were made available for inspection of S.P.S. and were inspected by him.
- (v) If the authority having custody of any such document does not consent to its production, the fact of such refusal.

2.14 During an inquiry if the inquiry officer feels it necessary to amend the Charge-Sheet or frame an additional charge, he may do so as long as he gives a fresh opportunity to S.P.S. to explain the charges against him I.O. can hold the inquiry from the stage considered necessary to give reasonable opportunity to the S.P.S. to submit his defence or produce his evidence in respect of the amended Charge-sheet.

2.15 If the evidence is able to establish a part of transaction/event which by itself constitutes a misconduct/misbehavior, the Inquiry Officer can express its findings whether such misconduct is proved or not, as long as the imputations clearly state the event and the defence has adequate opportunity to reply to them.

2.16 If S.P.S. does not submit his written statement of defence within the time specified or does not appear before I.O. or refuses to comply with the provisions of the rules, the I.O. may hold the inquiry ex-part.

2.17 If an inquiry officer is changed in the middle of a case or if a case is transferred to another, then it is within the discretion of the Inquiry Officer to hear the case de novo or from the stage which it had reached, keeping in mind the fact that the Charged Officer must receive fair and just treatment consistent with avoiding waste of time.

2.18 Disciplinary proceeding should not be stayed except under orders of a Court of competent jurisdictions or under the written orders of the Disciplinary Authority.

3. CONDUCT OF I.O.

3.1 After discussing the mechanics of proceedings, it would be appropriate to discuss the conduct to be observed by I.O. A discussion on natural justice is obviously relevant.

3.2 Two observations are needed. It needs to be emphasized that natural justice does not supplant any law or rule. It is only supplementary. Secondly, rules of natural justice are generally referred to by or on behalf of the defence. They should in fairness apply to both the parties.

3.3 The rules of natural justice cannot be elevated to the positions of Fundamental Rights. Their aim is to secure justice or to put it negatively to prevent miscarriage of justice. These rules can operate only in areas not covered by any law validly made. This is the view taken by the Supreme Court in the case of Union of India VS. JN. Sinha and other (AIR 1971 SC 40) Since the Discipline Rules contain clear provisions about the conduct of inquiries at various stages, the rules of natural justice cannot be invoked for going beyond or round the scope of the rule at any stage. In the case of A.K. Das Vs. Sr. Supdt. Of post Offices (AIR 1969, A &N 99), it has been held that if the Procedure laid down in the C.C.S. (C.C.A.) Rules is complied with, there can be no complaint of violation of natured justice.

3.4 Natural justice is not defined in any rules, but the concept is fairly crystallized through judicial pronouncements and covers three important principles:

- (i) right of the other party to be heard;

- (ii) No person can be a judge in his own cause; and
- (iii) justice is not only done but should be seen to be done.

In other words, where there are no specific provisions in rules and procedures, either party has a right to “fair hearing”, “un-biased judgment” and “clear speaking order”.

3.5 Our disciplinary rules provide time-limit for various purposes like appearance before an I.O. for preliminary hearing or for regular hearing, like giving an opportunity to S.P.S/ to have his say and to cross-examine the opposite witnesses and I.O’s witnesses and lastly to argue out his case at the conclusion of the hearing.

3.6 However, it is obvious that there will be exceptions to limits prescribed for hearing; such as, those based on illness or natural calamities. In such cases, I.O. should appropriately give minimum necessary adjournment. The adjournment has to be minimum necessary because justice to be effective has to be quick. It would not be correct for I.O. to allow the P.O. or S.P.S. to dominate the proceedings by asking adjournments. What either party deserves is fair and reasonable opportunity to be heard and not an unfair and unreasonable opportunity to obstruct and hinder.

3.7 For unbiased hearing, an I.O. should not obviously have any interest in the case. During hearings, he is expected to be serene and even-handed, even though his patience at times may be tried. At same time, he cannot permit either party to engage in every trick to delay proceedings and put a spoke in the wheel of justice.

3.8. The I.O. should bear in mind that the technical rules of the Evidence Act are not applicable to domestic inquires. Hearsay evidence is not barred. The Supreme-Court and some High Courts have held that even hearsay evidence is logically probative, though its probative value may be strong or weak according to the facts and circumstances of the case and if it is logically probative, a tribunal is entitled to act upon it. It has also been held that though in admitting hearsay evidence the Tribunal must observe the rules of natured justice, if does not mean that is must be tested by cross-examination.

3.9 There has been an argument whether the I.O. should interrupt during the hearing or even argue while the proceedings are on and whether this constitutes violation of nature justice. It is not correct to conclude that every intervention or argument or even a hostile remark of an I.O. is indicative of bias. As Supreme Court has observed “If every remark of a Judge made from the bench is to be construed as indicating prejudice, I am afraid most judges will fail to pass the exacting test. In the course of an argument, a Judge sometimes expresses his opinion, tentatively formed; sometime even strongly worked; but that does not always mean that the case has been prejudiced. An argument in a Court can never be effective if the Judges do not sometimes point out what appears to be an underlying fallacy in the apparent plausibility thereof; and every lawyer of litigant who forms an apprehension on that score cannot be said to be reasonably doing so”. (Vishwanathan Vs. Abdul Vazid – AIR 1963. SCI.)

3.10 After having said that I.O. should not be biased, but should give fair opportunity to all the parties, it may be mentioned that his conclusions have to be based on a report which looks reasonable. I.O. should clearly indicate the relation between the imputations, evidence and conclusion. The conclusion should be logical. It should not appear as I.O. has made up his mind and is then making a one-sided presentation of facts to support it. While studying acare or rationalizing a point or commenting on a witness, the language should be sobre becoming and dignified. It should be judicious and show poise and balance. It should not be satirical or vicious. The pen of an I.O. should be used like the knife of surgeon, just enough to probe into the relevant tissue and not more. On the other hand, merely summarizing the versions of the two sides and selecting one is not right.

3.11 I.O. is expected to be unbiased, fair just and judicious. He is not interested, whether the S.P.S is proved guilty or exonerated. His only interest is fair play and justice. He, will, therefore, continuously endeavor to see that both sides get reasonable opportunity to place their view points. He should equally be alert to check any tendency on the part of either party to delay or hinder the

proceedings. He should remind him-self of the court observation in Bhole Nath Vs. DTC: “Natural justice prescribes only a minimum standard of fair procedure and this minimum cannot be bloated into a rigmarole of technicalities to vitiate the inquiry some how or other. To do so would not be natural justice but on the other hand unnatural or perverted justice”

4. ASSESSMENT OF EVIDENCE

4.1 An inquiry Officer should not start assuming the correctness of the imputations/charge or the defense version that would be bias.

4.2 His first duty is to study and understand the department's case and the defense version thoroughly. He must Endeavour to reconstruct the conduct expected of S.P.S. He must ascertain all the details of the event or transaction relevant circumstance attending on them. He must probe into what has happened, where and when. He must know who has done what and what he ought to have done. He should ascertain what was the role assigned to S.P.S. specifically in relation to the charge; what was expected of him what it he did or omitted to do. He should conclude whether and which of the imputations/charges are proved.

4.3 He should then judge whether S.P.S. within his knowledge and experience behaved with due care and attention, reasonably and honestly; whether he violated the law, rules and procedures he was expected to follow; whether he knew or ought to have known the propriety and result of his acts. In other words whether he behaved as a prudent man would have been expected to do. He cannot say that he violated the procedure in the interest of Government Rules and procedures are laid down in the interest of the public by the persons whose responsibility is to do so. S.P.S. is supposed to follow them. If he has any ideas about better rules and, procedure, he should propose amendments but not break them until amendments are effective.

4.4 The word “Malafides” should be used with great caution. Malaafides is irrelevant in proving a misconduct as it is not a necessary element of it Every act of a public servant is expected to be honest, bonafide and reasonable. If there is any doubt, it is for him to dispel it. An act is not honest when it is not just and fair or when it causes wrongful gain or wrongful loss. It is not bonafide when it is committed without due care and attention. It is not reasonable when a fair and prudent person would not do it.

4.5 In most of the case S.P.S. raises a plea of absence of malafides, It is not right to expect that the P.O. should prove malafides if the act it self speaks. If a person is found traveling by train without ticket, malafides must be presumed unless he proves otherwise. If a Government servant is unable to explain satisfactorily his disproportional cases, it is natural to presume that such asset were amassed in a corrupt way. Malafides therefore will have to be judged from the circumstances of each transaction or event, powers and responsibilities vested in each officer and ultimately what a prudent and traditional person would do in those circumstances and with those powers and responsibilities.

4.6 The inquiry officers after considering the oral and documentary evidence, noting who said it, when and in what circumstances, whether what was said or done was consistent with the normal probability of human behavior and noting the demeanor of the witnesses, should draw inferences as a rational and prudent person would. He should then record his conclusions on each charge on each charge it is proved or not. He should particularly ensure that he relied on facts which have come into evidence and which the accused Government servant had opportunity to refute.

4.7 The standard of proof required in a departmental inquiry differs materially from the standard of proof required in a criminal trial. The Supreme court has held standard of proof required in a disciplinary inquiry is that of preponderance of probability and not proof beyond a reasonable doubt.

4.8 The report of I.O. should contain:

- (i) reference to the order of his appointment as inquiry officer;

- (ii) articles of charge in brief, indicating those which are dropped/admitted and which required discussion;
- (iii) for each charge inquired into:
 - (a) the case in support of the charges;
 - (b) the case of defence;
 - (c) assessment of evidence; and
 - (d) the findings.

In complex cases, it may be necessary to give a brief statement of the transaction/event which amounts to or leads to misconduct.

In certain cases, it may be desirable for the sake of clarity, to narrate not only such a transaction/event but also the case of the disciplinary authority and that of defense, before considering charges individually.

4.9 The report will be accompanied by:

- (a) a folder containing (i), (ii) and (iii) of para 1.1;
- (b) an appendix in form 5;
- (c) a list of exhibits together with exhibits produced during the inquiry;
- (d) a list of witnesses examined together with their deposition in the order they were taken during the inquiry;
- (e) a folder containing daily order sheet;
- (f) a folder containing evidence of witnesses, written statement of S.P.S. and briefs, and
- (g) correspondence file.

4.10 If the Inquiry Officer concludes that an allegation other than that described in the original article of charge is proved, he may record his finding on such charge as long as the S.P.S. had admitted the facts or has an opportunity of rebutting them.

4.11. I.O. will send his report and on the record of inquiry together with extra copies for the Central Vigilance Commissioner, D.A., each S.P.S. and a copy for C.B.I. in cases investigated by them.

Directorate of Vigilance

No. 13/3/99-VIG

Dated:- 11-02-1999

CIRCULAR

Sub: Improving Vigilance Administration.

The following instruction are issued to tune up the Vigilance Administration in Government Departments and public sector undertakings of Goa Government.

- 1) Creating a culture of honesty:

Some Organizations and departments have a reputation for corruption. The junior employees and Officers who join such department initially are not oriented to be a part of the corrupt system. Already, nomination of Vigilance Officers exists in Goa Government. However, their activities are not reviewed from time to time and there is no much evidence of their active involvement incurring the corruption in their departments. It is therefore, decided that the Vigilance Officer of the departments can make a direct reference to the Secretary (Vigilance) or the Chief Vigilance Officer in the Secretariat, if any instance of corrupt activities of anybody in the departments comes to their notice, he need not route these complaints through the Head of the Department. Similarly any other junior employee also can send the information directly to the Secretary (Vigilance) or the CVO. Such

references will not be taken as acts of indiscipline. However, if any such junior officer makes a false or frivolous complaint, it would be viewed seriously.

2) Greater transparency in administration:

The Goa Government has already enacted the "Right to information Act" and notified the competent authority there under. This has opened up the functioning of the Government Departments for greater public scrutiny. There might be some occasions where there is necessity to maintain secrecy where discretion has to be exercised. But once discretion has been exercised or as in matters of tenders, once the tender has been finalized, there is no need for secrecy. There is, therefore, a need for publishing on the notice board of each department/organization, the details of all the cases regarding tenders or out of turn allotments or discretion exercised in favors of an employee/party. This will go a long way in reducing wrong decisions and will automatically check corruption.

3) Speedy departmental inquiries:

There is an impression that the Government employees are not sufficiently rewarded in case of good work and are not punished promptly in case of omission and commissions. One reason for delay in punishment is regarding the delay in concluding the disciplinary enquiry proceedings. The departmental inquiries are in turn, delayed as there are no special officers for doing this work except the Commissioner of Departmental inquiries and there are a number of adjournments requested for and granted during the course of enquiry. The Vigilance Department is compiling separately a panel of names of inquiry Officers so as to appoint more Inquiry Officers to ensure that the departmental inquiries are completed in time. In the mean while, in order to speed up the departmental inquiries, the following time frame is prescribed:

(i) In all cases which are presently pending for appointment of inquiry Officers and Presenting Officers, such appointments should be made within one month from the date of issue of this circular. In all other cases, they should be appointed, wherever necessary, within 15 days after receipt of the charged officers statement of defence denying the charges.

(ii) The oral enquiry including the submission of the Inquiry Officer report, should be completed within 6 months from the date of appointment of the inquiry Officer. In the preliminary enquiry, at the first appearance of the charged Officers, the inquiry Officer should lay down a time bound program for submission and inspection of the documents and the list of witnesses. After that a regular hearing should be started and conducted as far as possible on a day-to-day basis and adjournments should not be granted on frivolous grounds.

(iii) The work of the IO/PO should be reviewed once in a month by the Vigilance Officer of the Department and a report submitted to the Secretary (Vigilance) once in a month preferably by 10th of succeeding month.

4) Negotiation of tenders.

In order to reduce the possible corruption, post tender negotiations have to be banned totally except in the case of negotiations with the lowest tender. If it is not possible to accept the lowest tender, the department has to go in for re-tendering.

By order and in the name of the
Governor of Goa
Sd/-
(N. Suryanarayana)
Director of (Vigilance)

Department of Vigilance

No. 1/1/98-VIG (B)

Dated:- 13-04-1998

OFFICE MEMORANDUM

A copy of the Office Memorandum No. 142/10/97-AVD I dated 14-1-1998 from Secretary (P), Ministry of Personnel, Public Grievance and Pensions, Department of Personnel & training, New Delhi, regarding sanction of prosecution is forwarded herewith for information and compliance to:

1. All Head of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-
(Ashok N.P. Dessai)
Deputy Director, (Vigilance)

CONFIDENTIAL

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

No. 142/10/97 ADV

Dated:- 14-01-1998

OFFICE MEMORANDUM

Subject: Sanction for prosecution.

1. Under Section 19 of the Prevention of Corruption Act, 1998, as also Section 197 of the Cr, PC, it is necessary for the prosecuting authority to have the previous sanction of the competent authority for launching prosecution against a public servant in order that the court concerned can take cognizance of the matter.

2. The Supreme Court in WP (Criminal) No. 340-343 of 1993 Vincent Narain and other Vs. union of India and another, has inter alia given the following direction vide judgment dated 18-12-1997;

“Time limit of 3 month in grant of sanction for prosecution must be strictly adhered to. However, additional time of one month may be allowed where consultation is required with the Attorney General or any other law Officer in the AG’s office”.

3. The above direction of the Supreme Court is hereby brought to the attention of all Ministries and Departments for the purpose of strict compliance and with the request it may similarly be brought to-the attention of all organizations under the Ministries and Departments vested with the authority of sanction for prosecution under the Prevention of Corruption Act, 1988 and the code of criminal procedure, 1973. it is further emphasized that while the Supreme Court has laid down the maximum limit, the effort should be convey the decision regarding such requests as early as possible in each case.

Sd/-
(Arvind Varma)
Secretary (P)

Department of Personnel

No. 12/14/89-PER

Dated:- 23-08-1993

OFFICE MEMORANDUM

The Government of India, Ministry of Personnel, Public Grievance and Pensions, Department of Personnel & training, Office Memorandum No. 22011/4/91-Estt(A) dated 14-9-1992 is reproduce here below and circulated for information and necessary action to:

1. All Head of Departments/Offices.
2. All Departments in the Secretariat.

Sd/-
(S.S Keshkamat)
Under Secretary (Personnel)

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

No. 22011/4/91-Estt-(A) North Block,

Dated:- 14-09-1992

OFFICE MEMORANDUM

Subject: Promotion of Government servants against whom disciplinary/court proceedings are pending or whose conduct is under investigation-procedure and guidelines to be followed.

O.M. No. 39/3/59-Estt. A dated 31-8-60, No. 7/28/63-Estt.A. date 22-12-64, No. 22011/3/77-Estt. A, date 14-7-77 No. 22011/1/79-Estt. A, date 31-1-82 No. 22011/2/86-Estt.A, dated 12-1-88 No. 22022/1/91-Estt. A, date 31-7-91.

The undersigned is directed to refer to Department of Personnel & Training O.M. No. 22011/2/86-Estt. (A) dated 12th January, 1988 and subsequent instructions issued from time to time on the above subject and to say that the procedure and guidelines to be followed in the matter of promotion of Government servants against whom disciplinary/Court proceeding are pending or whose conduct is under investigation have been reviewed carefully. Government have also noticed the judgment date 27-8-1991 of the Supreme Court in Union of India etc. vs. K.V. Jankiraman etc. (AIR 1991 SC 2010). As a result of the review and in supercession of all the earlier instructions on the subject (referred to in the margin). The procedure to be followed in this regard by the authorities concerned is laid down in the subsequent paras of this O.M. for their guidance.

Case of Government Servants to whom Sealed cover Procedure will be applicable.

2. At the time of consideration of the cases of Government servant for promotion details of Government servants in the consideration zone for promotion falling under the following categories should be specifically brought to the notice of the Departmental Promotion Committee.

- i) Government servants under suspension
- ii) Government servants in respect of whom a charge sheet has been issued and the disciplinary proceeding are pending
- iii) Government servant in respect of whom prosecution for criminal charge is pending.

Procedure to be followed by DPC in respect of Government Servants under cloud.

2.1 The Departmental Promotion Committee shall assess the suitability of Government servants coming within the purview of the circumstances mentioned above along with other eligible candidate without taking into consideration the disciplinary case/criminal prosecution pending. The assessment of the DPC including 'Unfit for Promotion' and the grading awarded by it will be kept in a sealed cover. The cover will be superscribed 'Findings regarding suitability for promotion to the grade/post ofin respect of Shri..... (name of the Government servant). Not to be opened till the termination of the disciplinary case/criminal prosecution against Shri.....'. The proceeding of the DPC need only contain the note 'The finding are contained in the attached sealed cover'. The authority competent to fill the vacancy should be separately advised to fill the vacancy in the higher grade only in an officiating capacity when the findings of the DPC in respect of the suitability of a Government servant for his promotion are kept in a sealed cover.

Procedure by subsequent DPCs.

2.2 The same procedure outlined in para 2.1 above will followed by the subsequent Departmental Promotion Committee convened till the disciplinary case/criminal prosecution against the Government servant concerned is concluded.

Action after completion of disciplinary case/criminal prosecution.

3. On the conclusion of the disciplinary case/criminal prosecution which results in dropping of allegations against the Government servant, the sealed cover or covers shall be opened. In case the Government servant is completely exonerated the due date of his promotion will be determined with reference to the position assigned to him in the findings kept in the sealed cover/covers and with reference to the date of promotion of his next junior on the basis of such position. The Government servant may be promoted, if require by reverting the junior most officiating person. He may be promoted notionally with reference to the date of promotion of his junior. However, whether the officer concerned will be entitled to any arrears of pay for the period of notional promotion preceding the date of actual promotion and if so to what extent, will be decided by the appointing authority by taking into consideration all the facts and circumstances of the disciplinary proceeding/criminal prosecution. Where the authority denies of arrears salary or part, of it will record its reasons for doing so. It is not possible to anticipate and enumerate exhaustively all the circumstances under which such

denials of arrears of salary or part of it may become necessary. However, there may be case where the proceedings, whether disciplinary or criminal, are for example delayed at the instance of the employee or the Clearance in the disciplinary proceedings or acquittal in the criminal proceedings is with benefit of doubt or on account of non-availability of evidence due to the acts attributable to the employee etc. These are only some of the circumstances where such denial can be justified.

3.1 If any penalty is imposed on the Government servant as a result of the disciplinary proceedings or if he is found guilty in the criminal prosecution against him, the findings of the sealed cover/covers shall not be acted upon. His case for promotion may be considered by the next DPC in the normal course and having regard to the penalty imposed on him.

3.2 It is also clarified that in a case where disciplinary proceedings have been held under the relevant disciplinary rules, 'warning' should not be issued as a result of such proceedings. If it is found as a result of the proceedings that some blame attached to the Government servant; at least the penalty of 'censure' should be imposed.

Six Monthly review of "Sealed Cover" cases.

4. It is necessary to ensure that the disciplinary case/ criminal prosecution instituted against any Government servant is not unduly prolonged and all efforts to finalize expeditiously the proceedings should be taken so that the need for keeping the case of a Government servant in a sealed cover is limited to the barest minimum. It has therefore, been decided that the appointing authority concerned should review comprehensively the cases of Government servants, whose suitability for promotion to a higher grade has been kept in a sealed cover on the expiry of 6 months from the date of convening the first Departmental Promotion Committee which had adjudged his suitability and kept its findings in the sealed cover. Such a review should be done subsequently also every six months. The review should inter alia, cover the progress made in the disciplinary proceedings/criminal prosecution and the further measures to be taken to expedite the completion.

Procedure for Adhoc promotion

5. In spite of the six monthly review referred to in para 4 above, there may be some cases, where the disciplinary case/criminal prosecution against the Government servant is not concluded even after the expiry of two years from the date of the meeting of the first DPC, which kept its findings in respect of the Government servant in a sealed cover. In such a situation the appointing authority may review the case of the Government servant, provided he is not under suspension, to consider the desirability of giving him ad-hoc promotion keeping view the following aspects:

- a) Whether the promotion of the officer will be against the public interest;
- b) Whether the charges are grave enough to warrant continued denial of promotion;
- c) Whether there is any livelihood of the case coming to a conclusion in the near future;
- d) Whether the delay in the finalization of proceedings, departmental or in a court of law, is not directly or indirectly attributable to the Government servant concerned; and
- e) Whether there is any likelihood of misuse of official position which the Government servant may occupy after ad-hoc promotion, which may adversely affect the conduct of the departmental case/criminal prosecution.

The appointing authority should also consult the Central Bureau of Investigation and take their views into account where the departmental proceedings or criminal prosecution arose out of the investigations conducted by the Bureau.

5.1 In case the appointing authority comes to a conclusion that it would not be against the public interest to allow ad-hoc promotion to the Government servant, his case should be placed before the next DPC hold in the normal course after the expiry of the two year period to decide whether the officer is suitable for promotion on ad-hoc basis. Where the Government servant is considered for ad-hoc promotion, the Departmental Promotion Committee should make its assessment on the basis of the totality of the individual's record of service without taking into account the pending disciplinary case/criminal prosecutions against him.

5.2 After a decision is taken to promote a Government servant on an ad-hoc basis, an order of promotion may be issued making it clear in the order itself that;

- i) The promotion is being made on purely ad-hoc basis and the ad-hoc promotion will not confer any right for regular promotion;
- (ii) The promotion shall be “until further orders” It should also be indicated in the orders that the Government reserve the right to cancel the ad-hoc promotion and revert at any time the Government servant to the post from which he was promoted.

5.3 If the Government servant concerned is acquitted in the criminal prosecution on the merits of the case or is fully exonerated in the departmental proceedings, the ad-hoc promotion already made may be confirmed and the promotion treated as a regular one from the date of the ad-hoc promotion with all attendant benefits. In case the Government servant could have normally got his regular promotion from a date prior to the date of his ad-hoc promotion with reference to his placement in the DPC proceedings kept in the sealed cover (s) and the actual date of promotion of the person ranked immediately junior to him by the same DPC, he would also be allowed his due seniority and benefit of notional promotion as envisaged in para 3 above.

5.4 If the Government servant is not acquitted on merits in the criminal prosecution but purely on technical grounds and Government either proposes to take up the matter to a higher court or to proceed against him departmentally or if the Government servant is not exonerated in the departmental proceedings, the ad-hoc promotion granted to him should be brought to an end.

Sealed cover procedure for confirmation.

6. The procedure outlined in the preceding paras should also be followed in considering the claim for confirmation of an officer under suspension, etc. A permanent vacancy should be reserved for such an officer when his case is placed in sealed cover by the DPC.

Sealed cover procedure applicable to officers coming under cloud after holding of DPC but before promotion.

7. A Government servant, who is recommended for promotion by the Departmental Promotion Committee but in whose case any of the circumstance mentioned in para 2 above arise after the recommendations of the DPC are received but before he is actually promoted, will be considered as if his case had been placed in a sealed cover by the DPC. He shall not be promoted until he is completely exonerated of the charges against him and the provisions contained in this O.M. will be applicable in his case also.

8. In so far as the personnel serving in the Indian Audit and accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

9. Hindi version will follow.

Sd/-
(M.S. Bali)
Director

Department of Personnel

No. 12/14/89-PER

Dated:- 03-04-1992

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

- i) All Departments in the Secretariat.
- ii) All Heads of Departments/Offices.

Sd/-
(G. J. Prabhudessai)
Under Secretary (Personnel)

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

No. 22011/1/91-Estt-(A) North Block,

Dated:-31-07-1991

OFFICE MEMORANDUM

Subject: Review of instructions on promotion of Government servants whose conduct is under investigation.

1. The undersigned is directed to refer to this Ministry's O.M. No. 22011/2/-Estt. (A) dated 12-1-1986 regarding procedure and guidelines to be followed in the matter of promotion of Government servants against whom disciplinary/court proceedings are pending or whose conduct is under investigation and to say that in view of various judicial pronouncements subsequent to the issue of the aforesaid O.M. the question of applicability of sealed cover procedure in respect of Government servants against whom an investigation on serious allegation of corruption, bribery or similar grave misconduct is in progress either by the C.B.I. or any other agency, departmental or otherwise as envisaged in para 2 (iv) of that O.M. has been reviewed and it has been decided in consultation with the Ministry of Law that para 2 (iv) of the O.M. No. 22011/2/86-Estt. (A) dated 12-1-1988 be deleted with immediate effect.

2. It is further clarified that:

- (i) All cases kept in sealed cover on date of this O.M. on account of conditions obtainable in para 2 (iv) of the O.M. dated 12-1-1988 will be opened. If the official had been found fit and recommended by DPC, he will be notionally promoted from the date his immediate junior had been promoted. The pay of the higher post would, of course, be admissible only on assumption of actual charge in view of provisions of FR 17(i). (Since only officiating arrangement could be made against the vacancies available because of cases of senior official being in sealed cover, there may not be any difficulty in terminating some officiating arrangement if necessary and giving promotion in such cases).
- (ii) If any case is in a sealed cover on account of any of the other conditions mentioned in para 2 (i) to 2 (iii) of the O.M. dated 12-1-88, the case will continue to be in sealed cover.
- (iii) On opening of the sealed of the sealed cover because of deletion of para 2 (iv), if an officer is found to have been recommended as unfit by the DPC no further action would be necessary.

3. Insofar as the personnel serving in the Indian Audit and Accounts Department are concerned, these instructions have been issued after consultation with the Comptroller and Auditor General of India.

Sd/-
(J.S. Mathur)
Joint Secretary to the Govt. of India

Warrant of Precedence

PERSONNEL DEPARTMENT

Protocol & Hospitality Department

NOTIFICATION

No.3-1-87-P&HD

Dated: 25-01-1988

In pursuance with the Central Table of Precedence issued from the President's Secretariat vide the Notification No.33-Press/79 dated the 26th July, 1979, as amended from time to time and in supersession of all previous Government Notifications issued on the subject matter, the appended Order of Precedence with respect to the rank and precedence of the persons named therein, is published for general information.

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

Sd/-

(T. J. Faleiro)

Under Secretary (Protocol)

WARRANT OF PRECEDENCE

ARTICLE

RANK

- | | | |
|------------------|---|------------------------------------------------------------------------------------------------------------------------------------------------|
| 4 | : | Governor . |
| 7 | : | Chief Minister. |
| 14 | : | Speaker of the Legislative Assembly. |
| 15 | : | Cabinet Ministers.
Leader of Opposition. |
| 17 | : | ² [Puisne Judges of Bombay High Court |
| 17A | : | Advocate General |
| 17B | : | Members of the Commission constituted under the Goa Public Mens
Corruption (Investigation and Inquiries) Act, 1988] |
| 18 | : | Dy. Speaker of the Legislative Assembly.
Ministers of State.
Govt. Whip in Legislative Assembly
Mayor of Panaji |
| 21 | : | Members of Parliament. |
| 21-A | : | Members of Legislative Assembly. |
| 23 | : | ¹ [Chief Secretary.
² [*]
Chairman, Goa Public Service Commission
Director General of Police] |
| ⁴ [25 | : | Member, Goa Public Service Commission
Additional Advocate General ;
Chairman, Mormugao Port Trust;
Flag Officer Commanding, Goa Area. |

- 26 : Development Commissioner ;
Chief Commissioner of Income Tax ;
Collector of Customs and Central Excise ;
Finance Secretary ;
Chief Electoral Officer ;
Vice Chancellor Goa University ;
IAS officers in Supertime Scale ;
Chief Conservator of Forests;]
- 27 : ¹[Deputy Inspector General of Police
¹[*] : All Secretaries to the Government in the Selection Grade of the IAS.
⁴[*]
Consul General of Portugal in Goa.
Station Commander (Army).]
- 27-A : All Secretaries to the Government other than those in the Selection Grade of the IAS
Collector, North Goa.
Collector, South Goa.
District & Session Judges.
Special Officer, Bombay High Court, Panaji Bench.
⁵[Chairman, Goa State Pollution Control Board.]
³[President and Vice President of Zilla Panchayat]
- 28 : Superintendent of Police in Selection Grade of the IPS.
- 28-A : IAS Officers in the Senior Scale.
Heads of Departments and Officers in Senior Scale
(where the maximum of the scale is Rs.4,700/- and above).
- 29 : ¹[Superintendents of Police in Senior Scale of I.P.S.
I.F.S. Officers in the Senior Scale.]
- 29-A : Heads of Departments and Officers in Junior Scale (where the maximum of scale is more than Rs.4500/- but less than Rs.4700/-).
³[Members of Zilla Panchayats]
- 29-B : Civil Judges, Senior Division.
- 29-C : Group 'A' Officers in the pay scale of Rs.3000-4500.
- 30 : ¹[I.A.S Officers in Junior Scale.
I.P.S. Officers in Junior Scale.
I.F.S. Officers in Junior Scale.
Civil Judges, Junior Division.
Group 'B' Officers in the pay scale of Rs.5500-9000 and above.]

Note No. 1 The Order in this Table of Precedence is meant for State and Ceremonial occasions and has no application in the day-to-day business of Government.

Note No. 2 Persons in the Table of Precedence will take the rank in order of the Number of the Articles. The Entries in the same Articles are arranged alphabetically. Those included in the same Articles will take precedence inter-se according to the date of Entry into that Article.

Note No. 3 The MLAs will rank in alphabetical order. The following Members of House may, however take precedence over other members.

- (a) Leader of the Opposition.
- (b) Leader of Parties.
- (c) Government Whip.

Note No. 4 The under mentioned dignitaries when attending the State functions may be accorded the following rank in the Table of Precedence in the Block meant for prominent non-officials.

- 26-A : Bishop of Goa.
- 27-A : Elected Presidents of Municipal Councils.
- 28-A : President, Goa Chamber of Commerce and Industry.
President, Institute Menezes Braganza.
- 29-A : Elected Councillors of Municipal Councils.
- 30-A : Elected Presidents of Village Panchayats.

Note No. 5 : In accordance with the instructions received from GOI, Heads of Public Undertaking /Central Government Institutions /Organizations have not been included in the Table of Precedence. However, their Precedence for the purpose of State Functions will be determined ad-hoc, when necessary, taking into consideration the position held by them in the past and their present status.

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1. Substituted vide Notification dated 16/06/1999 published in the official Gazetted Series II no. 24 dated 09/09/1999.
2. Substituted vide Notification dated 03/03/2000 published in the official Gazetted Series I no. 51 dated 16/03/2000.
3. Substituted vide Notification dated 11/07/2000 published in the official Gazetted Series I no. 16 dated 20/07/2000.
4. Substituted vide Notification dated 06/08/2002 published in the official Gazetted Series I no. 20 dated 16/08/2002
5. Substituted vide Notification dated 13/08/2004 published in the official Gazetted Series I no. 22 dated 26/08/2004
