Government of Goa  
Administrative Reforms Department  
Secretariat, Porvorim-Goa, 403 521  

Phone No.(0832)2411694/2419795  email:secttard@gmail.com and usard-sect.goa@nic.in  
No.3/6/2010-ARD  Dated:- 18/04/2013  

Sub:-Guidelines for receiving proposals for creation of new  
posts/revival of lapsed posts, etc.  

OFFICE MEMORANDUM  

Attention of all the Heads of Departments/Organizations/Autonomous Bodies, etc., is invited to this Department’s Circular No.3/6/2010-ARD dated 26th March, 2010, copy is enclosed for ready reference, wherein it was requested to make available hard as well as soft copies of the proposals referred to ARD to download the same for future reference/record.  

2. While examining such proposals, it is noticed that in spite of the clear cut instructions contained in the above referred circular, the same are not followed scrupulously by the concerned authorities thereby, perforce, ARD had to return the said proposals to the concerned HODs calling additional information/data required to examine and submit the recommendations to the Government. This causes delay and also wastage of time and labour.  

3. Therefore, this department has devised fresh proforma for receiving proposals for creation of new posts and revival of lapsed posts which remain vacant for more than two years and above which could be easier to access by all concerned.  

4. It is, therefore, enjoined upon all the Heads of Departments/Organizations/Autonomous Bodies, etc. to ensure that henceforth proposals for creation/revival/conversion of posts, etc., and other matters referred to this Department should be made available in the Format-1 and Format-2 enclosed to this O.M. in hard copies as well as soft copies respectively, so as to enable this Department to download the same for future reference/record.  

p.t.a.
5. So also, a copy of O.M. No.3/13/99-ARD dated 13/1/2000 of ARD which was circulated to all the Heads of Departments/Offices to submit proposals for conversion of temporary posts into permanent ones along with a copy of O.M. No.9/1/86-Fin (R&C) dated 5/8/1999 issued by the Finance (Rev.&Cont) Department, Secretariat, is enclosed for ready reference. All the proposals pertaining to conversion of posts may be referred to this Department in the format appended to O.M. dated 13/1/2000 with due regard to F.D.'s O.M. in hard copies as well as soft copies.

6. Heads of Departments/Organizations, etc. may also notify the final sanctioned strength of staff for each of the office/division/sub office, etc. as the case may be, by quoting the post creation orders existing as on date, in respect of permanent as well as temporary posts, which will give a clear picture of the strength of the Department/Office. If this exercise is already done, then a copy of the said notification be furnished to ARD/Finance Department for reference/record.

7. Failure to comply with the above instructions, ARD shall be compelled, not to entertain such proposals in future.

8. Receipt of the O.M. be acknowledged


(Vasanti H. Parvatkar)
Under Secretary (Administrative Reforms).

Encl: (1) A copy of Circular dated 26/03/2010.
(2) FORMAT-1
(3) FORMAT-2

Copy to:
1. All Departments in Secretariat.
2. All Heads of Departments/Organizations/Autonomous Bodies.
3. The Director, Information Technology Department, Porvorim Goa with a request to upload on the Goa Government website.
5. O/c.