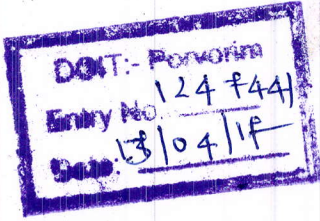


3/7/2017-ARD

Government of Goa

Administrative Reforms Department

Secretariat – Porvorim.



Dated: 07/04/2017.

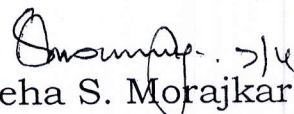
OFFICE MEMORANDUM

Sub: Departmental disposal of Business – Standing orders.

- 1) Ref. Office Memorandum of even number dated 23/3/2005 and 9/6/1995.
- 2) Office Memorandum No. 3/63/78-ARD dated 23/6/2005.

In partial modification to the above referred Office Memorandum dated 23rd June, 2005, the Governor of Goa is pleased to issue the level of disposal of cases in various departments as per the statement annexed.

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


(Sneha S. Morajkar)
Joint Secretary (AR)

Copy to:

1. Secretary to H.E., The Governor of Goa, Raj Bhavan ,
Dona Paula.
2. Secretary to Hon'ble Chief Minister.
3. All Secretaries to the Government of Goa.
4. All HOD's/Departments.
5. All Departments in Secretariat.
6. Guard File
7. O/c

Handwritten notes in blue ink:
20/04/17
on partial pl
AR

Leave

Sr. No	Name of case	Authority	Remarks
1.	Intimation of Casual Leave by HODs with or without permission to leave station/Headquarters	Concerned Secretary	
2.	Intimation of Casual leave of CCF, DGP, Secretaries (other than Chief Secretary)	Chief Secretary	
3.	Leave(excluding study leaves) to Gazetted Officer other than HOD, AIS, Senior Scale GCS and GPS and above, Additional Collectors which HOD is not Competent to sanction as per rules (exceeding 15 days)	Chief Secretary	As per rules/ instructions
4.	Leave(excluding study leave) of HOD,APCCF, CCF, DGP, DIG, IGP, Secretary to Govt., Senior Scale GCS and GPS and above, Add. Collectors.	Chief Minister	
5	a. Study leave of Group 'A' and 'B' Officer. b. Study leave of Officers other than Group 'A' and 'B' Officers	Chief Minister	
6.	Permission to leave station headquarters	Leave sanctioning authority	

Tour

1.	a. Tour Proposal of AIS/Officers, Secretaries, HOD to the Govt., Senior Scale GCS and GPS Officer and above, and Addl. Collectors b. Tour Proposal of Group 'A' and 'B' Officers other than (a). c. Tour proposal of other than (a) & (b)	Chief Minister Minister Secretary	
2.	Permission for taking staff car outside the State on duty other than Secretary	Administrative Secretary	
3.	Travel by air by non-entitled Officers	Finance Minister	
4.	Permission to leave country on private visit where expenditure is borne by Officer concerned for Group 'C' and 'D' employees	Additional Secretary or in absence Secretary	
5.	Permission to leave country for 'A' and 'B' Officers other than HOD, Addl. Collectors, AIS Officers, Senior Scale GCS and GPS and above on private visit where expenditure is borne by Officer concerned	Concerned Ministers	
6	Permission to leave country for AIS officers/ HOD, Senior Scale GCS and GPS and above & Addl. Collectors where expenditure is incurred by Officer concerned	Chief Minister	
7	In all cases other than 4,5 & above	Chief Minister	