

**TIME BOUND**



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8/12/2017

Government of Goa  
Administrative Reforms Department  
Secretariat Porvorim-Goa

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No. 3/12/2017-AAR/ARD/1012

Dated:- 06/12/2017

**C I R C U L A R**

All Heads of Departments are hereby requested to furnish the draft material for Annual Administration Report for the year 2016-17; in **not more than 4-5 typed pages of A-4 size paper** as per the specimen given below:-

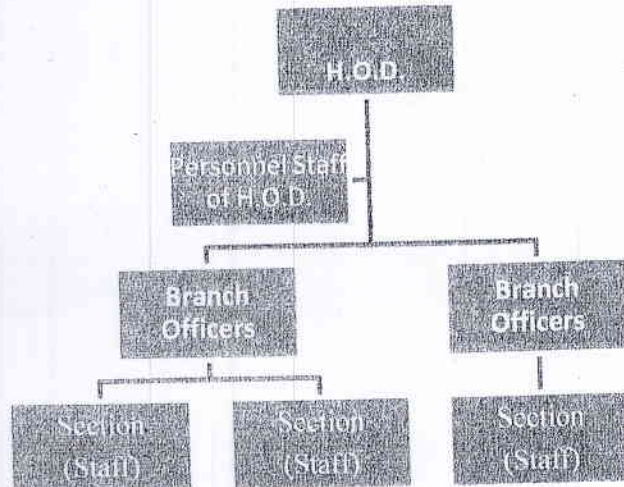
**SPECIMEN OF THE DRAFT MATERIAL FOR ANNUAL ADMINISTRATION REPORT**

**1. Introduction:**

A brief outline of the Department should be given in the first paragraph itself.

**2. Organizational chart:**

The organizational chart 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. The size of the chart should fit within the margin of the printable area of **A-4 size paper**. A specimen of the Organizational Chart is shown below:-



**3. Functions and duties carried out by the Department:**

A Brief outline of the normal functions and duties carried out by the Department, including special assignments, if any, should be given.

**4. Acts and Rules implemented by the Department:**

A data on Acts and Rules either Central or Local implemented by the Department should be presented in brief.

**5. Physical achievements of the Department:**

A brief but sufficient write-up of physical achievements of the Department highlighting achievements or performances carried out by the department under various schemes should be incorporated in the material.

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6. Financial aspects of plan and non-plan schemes:

(Rupees in lakhs)

		2016-17					
		Plan			Non-Plan		
Major Head	Name of the Scheme	B.E.	R.E.	Actual Exp.	B.E.	R.E.	Actual Exp.
	<b>Total:</b>						
	<b>Grand Total:</b>						

7. Vision for future:

A mention about the future plan of the Department should be made in brief.

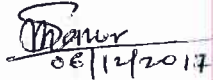
The above instructions may be strictly adhered to.

It is enjoined upon all concerned that henceforth, while furnishing the draft material, besides the aspects mentioned in the specimen of the draft material, the following points may be taken into consideration:

- i) The draft material should be furnished strictly within the stipulated time period without fail in order to avoid delay in compilation of Annual Administration Report;
- ii) The draft material for Annual Administration Report for the year 2016-17 should be furnished in accordance with the specimen prescribed and instructions/guidelines mentioned above in not more than **4 to 5 typed pages of A-4 size paper** with the inclusion of all items specified above.
- iii) The draft material should directly be sent to the Administrative Reforms Department through a special messenger and not through the Central Registry in order to enable this Department to check and verify the appropriateness of the same;
- iv) The organizational chart should be framed in the appropriate size so as to fit in the printable area of the A-4 size paper. The Section wise charts may be shown, if it does not fit in the printable area. In the organizational chart, only designation and number of posts may be mentioned and no names and pay scales should be indicated;
- v) The **financial aspects of Plan and Non-Plan should not be too lengthy**, instead it should be specific and brief;
- vi) The Rupee symbol may be indicated in new style (₹) wherever required.

The draft material contents as well as chart/ tables contained therein may be furnished only in **Microsoft Word format and not in Excel**.

The draft material for Annual Administration Report for the year 2016-17 should be furnished to this Department duly approved by the Secretary concerned by **30/12/2017 positively in hard as well as soft copies (CD)**.

  
(Shivane S. Borkar)  
Under Secretary (A. R)

To:

1. All Heads of Departments/Offices
2. All Departments in the Secretariat
3. Guard File.
4. O/c.