

Goa Indotech Corpn. Ho/
Attorno, Panaji



**Department of Personnel
Government of Goa
Secretariat, Porvorim-Goa-403521**

File No.1/1/2017-Addl-Secy (PER)

Dated : 24/11/2017

C I R C U L A R

Sub: Assessment of manpower requirements, outsourcing of services and vehicles ... reg.

In order to streamline the procedure and expedite the matter regarding creation / revival/abolition of posts in various Departments, outsourcing of various activities and vehicles; the Government vide Notification no. 1/1/2017-AddlSecy(PER) dated 22/11/2017 has constituted a High Level Empowered Committee (HLEC) to approve all such proposals, which are duly scrutinised and recommended by a Inter-Departmental Committee (IDCO) constituted for the purpose.

2. The Heads of Departments (HoD) are required to carry out an internal assessment of their own Department/Offices, and submit the proposals in the proformae appended to this Circular, viz. *Annexure 'A' to 'H'*. These proformae duly filled in all respects and signed by the HoD are required to be submitted directly to the Office of the Additional Secretary (Personnel) on or before the dates which will be informed to the concerned Department separately.
3. For this purpose the each Department shall appoint a Nodal Officer in the rank of Dy. Director who will be responsible to keep track of such proposals and to properly co-ordinate with the Personnel Department.
4. The Sub-Committee will scrutinise the proposals Department wise, in a phased manner based upon the present level of public interface and the urgent requirements of individual Departments.

In the meanwhile all proposals under assessment and examination of the Administrative Reforms Department and Finance Department shall be withdrawn.

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5. All Departments are instructed not to procure any vehicles (*Except, in the cases if administrative approval and expenditure sanction has been obtained*) until end of March, 2018 or where the assessment of the Department is carried out and approval of the HLEC in that respect is conveyed; whichever is earlier.

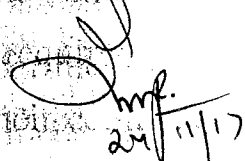
In case of an exigent requirement, all such cases shall be referred to the Sub-Committee for its scrutiny with proper justification of the requirement and further approval of Chief Minister.

6. There shall be no contract basis appointment with immediate effect and no extension of existing contract basis appointments shall be permitted beyond 31st October, 2018 other than those permitted by the Empowered Committee (HLEC) and the cases covered under the O.M. no. 2/38/75-PER(Vol.IV)/2928 dated 26/09/2017 issued by the Department of Personnel.

This shall not apply in cases where contractual appointments are done on tenure basis, as per the specific requirement of Central / State Government scheme, statutory requirement etc. However, all such cases shall be referred to the Sub-Committee for its scrutiny and further approval of Chief Minister.

7. The above instructions shall also apply for all Public Sector Enterprises / Corporations / Autonomous Bodies & Agencies / Government Societies, etc. The Head of the Administrative Department is required to carry out the assessment of the individual organisations under their control and present its report to the Sub-Committee for its scrutiny, when specially invited for the purpose.

8. A workshop will be organised Department wise to sensitise the HoD's on the above aspects and to clarify any queries in this regard, before the assessment of the Department concerned begins. In the meanwhile, for any queries the HoD concerned can consult the Additional Secretary (Personnel) or Additional Secretary (Finance).



(Yetindra M. Maralkar)

Additional Secretary (Personnel)

Copy to:

- 1) All Heads of Departments/Offices.
- 2) All Departments in Secretariat
- 3) All Corporations/Autonomous Bodies
- 4) Guard File.
- 5) Office copy.



Department of Personnel
Government of Goa
Secretariat, Porvorim-Goa, 403 521

File No.2/38/75-PER(Vol.IV) / 2928 Dated:26/09/2017

OFFICE MEMORANDUM

It has been decided by the Government that the vacancy arising due to Earned Leave, EOL, Study Leave, Maternity Leave, Child Care Leave or any other such kind of leave exceeding sixty days, in respect of regular employees shall be filled through advertisement on contractual basis through a Walk-in-Interview module.

2. The leave vacancy in the above respect will be specifically against the individual who has proceeded on leave and shall be co-terminus with the leave period and the same can be extended or curtailed, to match the tenure of the leave period.

Provided that, under no circumstances such contract appointment against the leave vacancy shall exceed the period of one year duration. In case the period exceeds one year, the process as indicated above shall be initiated de-novo.

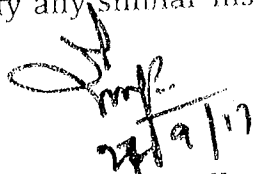
3. The person appointed on contract shall be permitted one day casual leave on completion of every 15 days in office. No other leave shall be admissible to contract employee, under the leave vacancy.

4. The Selection Committee for the above cases shall be chaired by the Head of Department concerned comprising two other Members in the rank of Gazetted Officers of the Department concerned, to be nominated by the Head of Department (in absence of Gazetted Officer, senior most Group 'C' Official to be nominated by the Head of the Department).

5. No separate Government approval is required to fill up such vacancies arising out of above reasons.

6. Retired Government employees can be engaged without Walk-in-Interview subject to the payment being fixed as per rules and subject to maximum period of one year & age limit of 65 years.

7. These instructions shall supersede or modify any similar instructions issued in this regard to the extent as above.


(Yetindra Maralkar)
Additional Secretary (Personnel)

To,

1. All Heads of Departments/Offices.
2. All Secretariat Departments.
3. All Corporations/Autonomous Bodies.
4. Guard File
5. O/C.

ANNEXURE "A"

DETAILS OF EXISTING REGULAR WORKFORCE OF THE DEPARTMENT

(Note : Where there is a probability of outsourcing the activities but existing employees occupies such posts and posts of drivers should not be shown in this chart.)

| Sr. no. | Designation | Existing number of posts filled | No. of live posts as on date | Total number of live posts as on date (C+D) | Total number of lapsed posts (Lapsed from 01/04/2012 till date) | Total number of posts that existed in the Department from 01/04/2012 (E+F) |
|---------|-------------|---------------------------------|------------------------------|---|---|--|
| A | B | C | D | E | F | G |
| Total | | | | | | |

Note : In case of employees who have been granted temporary status all such names shall be included in the above chart clearly indicating the status.

ANNEXURE "B"

POST WISE REQUIREMENT OF THE DEPARTMENT

Non-Ministerial Post (Essential)

| Sr. No. | Designation of the post | Required no. of posts | Pay scale | Justification |
|---------|-------------------------|-----------------------|-----------|---------------|
| A | B | C | D | E |
| | | | | |
| | Total | | | |

Addl. financial liability per year ---

ANNEXURE "C"

POST WISE REQUIREMENT OF THE DEPARTMENT

Ministerial Post

| Sr. No. | Designation of the post | Required no. of posts | Pay scale | Justification |
|---------|-------------------------|-----------------------|-----------|---------------|
| A | B | C | D | E |
| | | | | |
| | | | | |
| | | | | |
| | Total | | | |

Addl. financial liability per year ---

ANNEXURE "D"

EXISTING NUMBER OF VEHICLES AVAILABLE WITH THE DEPARTMENT

| Sr. No. | Model/make of the vehicle | Vehicle Number | Total mileage of the Vehicle as on date | Date of purchase | Allotment of the vehicle (Allotted to whom/purpose) | Remarks |
|---------|---------------------------|----------------|---|------------------|---|---------|
| A | B | C | D | E | F | G |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Total number of vehicles :

ANNEXURE "E"

EXISTING STRENGTH OF THE REGULAR DRIVERS AVAILABLE WITH THE DEPARTMENT

| Sr. No. | Name | Date of Joining | Date of Retirement | Remarks |
|---------|------|-----------------|--------------------|---------|
| A | B | C | D | E |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

ANNEXURE "F"

REQUIREMENT OF VEHICLES

| Sr. no. | No. of vehicles required | Proposed allotment of vehicles | Justification |
|---------|--------------------------|--------------------------------|---------------|
| A | B | C | D |
| | | | |
| | | | |

Total financial implication/costing --

ANNEXURE "G"

DETAILS OF EXISTING CONTRACT/DAILY WAGE/

WORKCHARGED/NMR/PART-TIME WORKFORCE OF THE DEPARTMENT

| Sr. no | Name | Designation | Nature of the post (Contract/Daily Wage/work charged etc.) | Date of Initial Appointment | Number of years completed | | Age as on date of contract |
|--------|------|-------------|--|-----------------------------|---------------------------|---------------|----------------------------|
| | | | | | With Break | Without Break | |
| A | B | C | D | E | F | | G |
| | | | | | | | |
| | | | | | | | |

Note : *Proposal in separate format are required to be submitted for each category of posts i.e*

CONTRACT/DAILY WAGE/ WORKCHARGED/NMR/PART-TIME, etc. as follows :

(For Contract as Annexure "G", Daily wage as Annexure "G1", Work-charged employees as Annexure "G2", NMR as Annexure "G3", Part-Time as Annexure "G4" and all others with specific nomenclature as Annexure "G5")

ANNEXURE "H"

DETAILS OF EMPLOYEES WHO ARE OCCUPYING THE POSTS WHERE DUTIES

PERFORMED BY THEM CAN BE OUTSOURCED

| Sr. No. | Name of the Employee | Designation | Date of Joining | Date of Retirement | Remarks |
|---------|----------------------|-------------|-----------------|--------------------|---------|
| A | B | C | D | E | F |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |