

OFFICIAL GAZETTE



GOVERNMENT OF GOA

EXTRAORDINARY

GOVERNMENT OF GOA

Department of Personnel

Notification

3/5/89-PER(Part)

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and all other powers enabling it in this behalf, and in supersession of the Goa Civil Service Rules, 1967, the Governor of Goa, in consultation with the Goa Public Service Commission, conveyed vide their letters No. COM/1/24/88 dated 12/8/1997 and 16/9/1997 hereby makes the following rules, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Goa Civil Service Rules, 1997.

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

2. *Definitions.*— In these rules, unless the context otherwise requires,—

(a) “Commission” means the Goa Public Service Commission;

(b) “Duty Post” means any post specified in Schedule I and includes a temporary post carrying the same designation as any of the posts specified in that Schedule and the scale of pay which is identical to that attached to Junior Grade of the Service and any other temporary post declared as duty post by the Government.

(c) “Government” means the Government of Goa;

(d) “Member of the Service” means a person appointed on regular basis in any one of the 4 grades of the Service and includes a person appointed on probation to the junior scale of the service;

(e) “Schedule” means the Schedules I and II appended to these rules;

(f) “Service” means the Goa Civil Service;

(g) “Probationer” for the purpose of these Rules, means a person appointed to the Service on probation by direct recruitment;

(h) “Scheduled Castes” and “Scheduled Tribes” shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India;

(i) “Year” means the period commencing on the first day of April and ending on the 31st day of March of the subsequent year.

3. *Constitution of Service.*— (1) The Service shall have 4 grades, namely:—

- (1) Selection Grade;
- (2) Junior Administrative Grade;
- (3) Senior Scale;
- (4) Junior Scale;

(2) All the posts in the above grades shall be Goa Civil Service posts, Group ‘A’ Gazetted. Provided that the posts in Selection Grade, Junior Administrative Grade and Senior Scale taken together shall generally not exceed 20% of the authorised permanent strength of the Service.

4. *Strength of the Service.*— (i) The authorised permanent strength of the Service and posts included therein shall be as specified in the Schedule I to these rules.

(ii) The Government, subject to such conditions and limitations as may be prescribed in this behalf, may, by order, create duty posts for such period as may be specified therein.

5. *Method of recruitment.*— Appointment to the Service shall be made by the following methods, namely:—

(a) 20% of the vacancies of the Junior Scale which occur from time to time as per the strength of the Service shall be filled by direct recruitment;

(b) The remaining 80% of the vacancies shall be filled by promotion from amongst the officers who hold any of the posts specified in the Schedule II to these rules on

regular basis for a minimum period of five years under the Government of Goa.

6. *Eligibility.*— The candidate to be eligible for appointment to the Service through direct recruitment should be a degree holder of a recognised University and should be less than 35 years of age, relaxable for Government servants as per the orders issued by the Government from time to time. The candidate should have adequate knowledge of Konkani.

7. *Competitive examination.*— A competitive examination for direct recruitment to the Service shall be conducted by the Commission, in the manner notified by the Government, from time to time. The dates on which and the places at which the examination will be held, shall be fixed by the Commission.

8. *Decision of the Commission to be final.*— The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

9. *List of successful candidates.*— The Commission shall forward to the Government a select list, arranged in the order of merit of the candidates, who have qualified by such standards as the Commission may determine.

10. *Preparation of Eligibility List.*— (1) Every year, with reference to the 1st of April of that year, the Government shall prepare an eligibility list of officers holding various posts referred to as feeder posts in the Schedule II for the purpose of promotion to the Junior Scale of the Service. Such list shall be circulated to all the officers holding such posts.

(2) For the purpose of sub-rule (1), an officer shall be considered as eligible for promotion to the Junior Scale of the Service, if such officer has held a post specified in the Schedule II on regular basis for a minimum period of 5 years.

(3) The selection of the candidates shall be made on the basis of merit, with due regard to seniority.

11. *The constitution of the Selection Committee.*— Recruitment under rule 5 shall be made on the recommendation of a Selection Committee (hereinafter referred to as the "Committee"), consisting of:—

Chairman:

- (i) The Chairman or a Member of the Commission;

Members:

- (ii) The Chief Secretary or some other equivalent senior officer to be nominated by the Chief Secretary;
- (iii) The Secretary (Personnel), and if the Secretary (Personnel) happens to be the Chief Secretary, then any other senior Secretary to be nominated by the Chief Secretary.

12. *Conditions of eligibility and procedure for selection.*— (1) The Committee shall consider, from time to time, the cases of officers eligible under clause (b) of rule 5, who

have served in the posts specified in the Schedule II for not less than 5 years in regular service and prepare a select list of officers recommended, taking into account the actual vacancies at the time of selection. The selection for inclusion in the list shall be based on merit and suitability in all respects for appointment to the service with due regard to seniority.

(2) The names of persons included in the select list shall be arranged in the order of merit.

(3) The select list so prepared shall be forwarded by the Committee to the Government.

(4) The select list forwarded by the Committee shall ordinarily be in force during the year in which it is prepared or until a fresh select list is prepared for the purpose in accordance with these rules, whichever is earlier.

13. *Initial appointment of persons to the Service.*— The Officers holding any of the posts, either in officiating or in substantive capacity, under the Goa Civil Service Rules, 1967 and included in the Schedule, at the commencement of these rules, shall be deemed to have been appointed to the Service.

14. *Appointment to the Service.*— (1) Appointment to the Service shall be made in the order of merit from the select list referred to in the sub-rule (3) of rule 12 with due regard to the proportion specified in rule 5.

(2) All appointments to the Service shall be made to the Selection Grade, Junior Administrative Grade, Senior Scale or Junior Scale of the Service and not against any specific post included in the Service.

(3) All appointments to the Selection Grade and Junior Administrative Grade shall be treated as non-functional.

15. *Period of probation.*— Every person appointed to the Junior Scale of the service under rule 5 shall be on probation for a period of 2 years.

16. *Training and Departmental examination.*— A person appointed to the Service under rule 5, shall undergo such training and pass, during the period of probation, such departmental examination, as may be laid down by the Government in consultation with the Commission:

Provided that the officers who have attained 50 years of age and above and who are appointed under clause (b) of rule 5, may be exempted from passing the departmental examinations.

17. *Confirmation in the Service.*— The Government may, in consultation with the Commission, confirm in the Service, any person who has been appointed under clause (a) of rule 5 and declare to have satisfactorily completed his period of probation.

18. *Appointments to duty posts of the Service.*— Every duty post shall be held by a member of the Service.

19. *Seniority.*— The relative seniority of direct recruits and promotees shall be determined in accordance with the provisions of the Goa Government (Seniority) Rules, 1967, as in force.

20. *Pay and allowances.*— The scales of pay attached to the Service shall be as follows:—

- (i) Selection Grade — Rs. 4500-150-5700 (Pre-revised)
- (ii) Junior Administrative Grade — Rs. 3700-125-4700-150-5000 (-do-)
- (iii) Senior Scale — Rs. 3000-100-3500-125-4500 (-do-)
- (iv) Junior Scale — Rs. 2200-75-2800-EB-100-4000 (-do-)

21. *Promotion to the Senior Scale.*— (1) Promotion of the members of the Service to the Senior Scale shall be made in consultation with the Commission on the basis of merit with due regard to seniority.

(2) An officer with a minimum of 8 years of regular service in the Junior Scale of the Service shall be eligible for being considered for appointment to the Senior Scale:

Provided that where a person is considered for such appointment, all persons senior to him in the Junior Scale shall be considered irrespective of the fact whether or not they fulfil the requirements as to the minimum of 8 years of regular service in the Junior Scale.

22. *Appointment to the Junior Administrative Grade.*— (1) Appointment of members to the Junior Administrative Grade shall be made by promotion on the basis of seniority, subject to fitness, on the recommendation of the Committee as constituted under rule 11.

(2) A Senior Scale Officer with the minimum of 12 years of regular service in the Service including two years regular service in Senior Scale shall be eligible for being considered for promotion to the Junior Administrative Grade:

Provided that where a person is considered for such appointment, all persons senior to him in the Senior Scale shall also be considered irrespective of the fact whether or not they fulfil the requirements as to the minimum of 12 years of regular service in the scale.

23. *Appointment to Selection Grade.*— (1) Appointment of members to the Selection Grade shall be made by promotion, on the basis of seniority, subject to fitness, on the recommendation of the Committee as constituted under rule 11.

(2) A Junior Administrative Grade officer with minimum of 16 years of regular service in the Service including 2 years regular service in Junior Administrative Grade shall be eligible for being considered for promotion to the Selection Grade:

Provided that where a person is considered for such appointment, all persons senior to him in the Junior Administrative Grade shall also be considered irrespective of the fact whether or not they fulfil the requirement as to the minimum of 16 years of regular service in the cadre.

24. *Disqualification.*— (a) No person who has more than one wife living or who having a spouse living, marries in any case in

which such marriage is void by reason of its taking place during the life-time of such spouse, shall be eligible for appointment to the Service, and

(b) no woman whose marriage is void by reason of the husband having a wife living at the time of such marriage or who has married a person who has a wife living at the time of such marriage, shall be eligible for appointment to the Service:

Provided that the Government may, if satisfied that there are special grounds for so ordering, exempt any person from the operation of this rule.

25. *The crucial date for eligibility of officers for promotion.*— The crucial date for determining the eligibility of the officers for promotion to any Grade in the Service shall be the 1st of April of the year in which the D.P.C. meets.

26. *Regulations.*— The Government may make regulations or issue instructions in consultation with the Commission, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

27. *Residuary matters.*— In regard to matters not specifically covered by these rules or by regulations or orders issued thereunder or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to corresponding officers serving in connection with the affairs of the State.

28. *Interpretation.*— If any question arises as to interpretation of these rules, the same shall be decided by the Government in consultation with the Commission.

29. *Saving.*— Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this matter.

30. *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 and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

SCHEDULE I
(see rule 4)

The authorised permanent strength of the Service and the nature of posts included therein are as follows:—

<i>Sanctioned Strength</i>	
(1) Specific posts under the Government of Goa	... 96
(2) Deputation/Leave/Training reserve	... 64
	160

inclusive of posts added subsequent to the formation of the Service. The above figures includes the following posts:—

(a) "Commission" means the Goa Public Service Commission;

(b) "Duty Post" means any post specified in the Schedule and includes a temporary post carrying the same designation as any of the posts specified in that Schedule, and the scale of pay which is identical to that attached to Grade II of the Service and any other temporary post declared as duty post by the Government;

(c) "Government" means the Government of Goa;

(d) "Member of the Service" means a person appointed on regular basis in any one of the 4 grades of the Service and includes a person appointed on probation to the Junior Scale of the Service;

(e) "Schedule" means the Schedule appended to these rules;

(f) "Service" means the Goa Police Service;

(g) "Probationer" for the purpose of these Rules, means a person appointed to the Service on probation by direct recruitment;

(h) "Scheduled Castes" and "Scheduled Tribes" shall have the same meanings as are assigned to them by clauses (24) and (25) respectively of Article 366 of the Constitution of India;

(i) "Year" means the period commencing on the first day of April and ending on 31st day of March of the subsequent year.

3. *Constitution of Service.*— (1) The Service shall have 4 grades, namely:—

- (1) Selection Grade;
- (2) Junior Administrative Grade;
- (3) Senior Scale;
- (4) Junior Scale.

(2) All the 4 grades shall be classified as Group 'A' posts (Gazetted):

Provided that the posts in Selection Grade, Junior Administrative Grade and Senior Scale taken together shall generally not exceed 20% of the authorised permanent strength of the service.

4. *Strength of the Service.*— (i) The authorised permanent strength of the Service and posts included therein shall be as specified in the Schedule.

(ii) The Government, subject to such conditions and limitations as may be prescribed in this behalf, may, by order create duty posts for such period as may be specified therein.

5. *Method of recruitment.*— Appointment to the Service shall be made by the following methods, namely:—

(a) 20% of the vacancies of the Junior Scale which occur from time to time as per the strength of the Service shall be filled by direct recruitment;

(b) The remaining 80% of the vacancies shall be filled by promotion from amongst the officers who substantively hold the posts of Inspector of Police, excluding the post of

Inspector of Police (Motor Transport) and Inspector of Police (Wireless), on regular basis for a minimum period of 5 years under the Government of Goa.

6. *Eligibility.*— The candidate to be eligible for appointment to the Service through direct recruitment should be a degree holder of a recognised University and should be less than 35 years of age, relaxable by 5 years for Government servants as per the orders issued by the Government from time to time. The candidate should have adequate knowledge of Konkani.

7. *Competitive examination.*— A competitive examination for direct recruitment to the Service shall be conducted by the Commission, in the manner notified by the Government from time to time. The dates on which and the places at which the examination will be held, shall be fixed by the Commission.

8. *Decision of the Commission to be final.*— The decision of the Commission as to the eligibility or otherwise of a candidate for admission to the examination shall be final and no candidate to whom a certificate of admission has not been issued by the Commission shall be admitted to the examination.

9. *List of successful candidates.*— The Commission shall forward to the Government a select list arranged in order of merit of the candidates who have qualified by such standards as the Commission may determine.

10. *Preparation of eligibility list.*— (1) Every year, with reference to the 1st of April of that year, the Government shall prepare an eligibility list of officers holding the posts of Inspector of Police for the purpose of promotion to the Junior Scale of the Service. Such list shall be circulated to all the officers holding such posts.

(2) For the purpose of sub-rule (1), an officer shall be considered as eligible for promotion to the Junior Scale of the Service, if he/she has held the said posts on regular basis for a minimum period of 5 years.

(3) The selection of the candidates shall be made on the basis of merit, with due regard to seniority.

11. *The constitution of the Selection Committee.*— Recruitment under rule 5, shall be made on the recommendation of a Selection Committee (hereinafter referred to as the Committee), consisting of:—

Chairman:

(i) The Chairman or a Member of the Commission;

Members:

(ii) The Chief Secretary or some other equivalent senior officer to be nominated by the Chief Secretary;

(iii) The Secretary (Personnel), and if the Secretary (Personnel) happens to be the Chief Secretary, then any other senior officer to be nominated by the Chief Secretary;

(iv) The Inspector General of Police.

12. *Conditions of eligibility and procedure of selection.*— (1) The Committee shall consider, from time to time, the cases of officers eligible under clause (b) of rule 5, who have served in the posts of Inspector of Police for not less than 5 years in regular service and prepare a select list of

officers recommended, taking into account the actual vacancies at the time of selection. The selection for inclusion in the list shall be based on merit and suitability in all respects for appointment to the Service with due regard to seniority.

(2) The names of persons included in the select list shall be arranged in the order of merit.

(3) The select list so prepared shall be forwarded by the Committee to the Government.

(4) The select list forwarded by the Committee shall ordinarily be in force during the year in which it is prepared or until a fresh select list is prepared for the purpose in accordance with these rules, whichever is earlier.

13. *Initial appointment of persons to the Service.*— The officers holding any of the posts, either in officiating or in substantive capacity, under the Goa Police Service Rules, 1973, and included in the Schedule, at the commencement of these Rules, shall be deemed to have been appointed to the Service.

14. *Appointment to the Service.*— (1) Appointment to the Service shall be made in the order of merit from the select list referred to in the sub-rule(3) of rule 12 with due regard to the proportion specified in rule 5.

(2) All appointments to the Service shall be made to the Selection Grade, Junior Administrative Grade, Senior Scale or Junior Scale of the Service and not against any specific post provided in the Service.

(3) All appointments to the Selection Grade and Junior Administrative Grade shall be treated as non-functional.

15. *Period of probation.*— Every person appointed to the Junior Scale of the Service under rule 5 shall be on probation for a period of 2 years.

(3) De

(4) As *Training and Departmental examination.*— A person appointed to the Service under rule 5, shall undergo such training and pass, during the period of probation, such departmental examination, as may be specified by the Government in consultation with the Commission:

Provided that the officers who have attained 50 years of age and above and who are appointed under clause(b) of rule 5, may be exempted from passing the departmental examinations.

17. *Confirmation in the Service.*— The Government may, in consultation with the Commission, confirm in the Service, any person who has been appointed under clause(a) of rule 5 and who has satisfactorily completed his period of probation.

18. *Appointments to duty posts of the Service.*— Every duty post shall be held by a member of the Service.

19. *Seniority.*— The relative seniority of direct recruits and promotees shall be determined in accordance with the provisions of the Goa Government (Seniority) Rules, 1967, as in force.

20. *Pay and allowances.*— The scales of pay attached to the Service shall be as follows:—

(i) Selection Grade — Rs.4500-150-5700 (Pre-revised)

(ii) Junior Administrative Grade —Rs.3700-125-4700-150-5000(-do-)

(iii) Senior Scale —Rs.3000-100-3500-125-4500(-do-)

(iv) Junior Scale —Rs.2200-75-2800-EB-100-4000(-do-)

21. *Promotion to the Senior Scale.*— (1) Promotion of the members of the Service to the Senior Scale shall be made in consultation with the Commission on the basis of merit with due regard to seniority.

(2) An officer with a minimum of 8 years of regular service in the Junior Scale shall be eligible for being considered for appointment to the Senior Scale:

Provided that where a person is considered for such appointment, all persons senior to him in the Junior Scale shall be considered irrespective of the fact whether or not they fulfil the requirements as to the minimum of 8 years of regular Service in the Junior Scale.

22. *Appointment to the Junior Administrative Grade.*— (1) Appointment of members to the Junior Administrative Grade shall be made by promotion on the basis of seniority subject to fitness on the recommendation of the Committee as laid down under rule 11.

(2) A Senior Scale officer with minimum of 12 years of regular Service in the cadre including 2 years regular Service in Senior Scale shall be eligible for being considered for promotion to the Junior Administrative Grade:

Provided that where a person is considered for such appointment, all persons senior to him in the Senior Scale shall also be considered irrespective of the fact whether or not they fulfil the requirement as to the minimum of 12 years of Service in the scale.

23. *Appointment to the Selection Grade.*— (1) Appointment of members to the Selection Grade shall be made by promotion on the basis of seniority subject to fitness on the recommendation of the Committee as laid down under rule 11.

(2) A Junior Administrative Grade officer with minimum of 16 years of regular service in the cadre including 2 years regular Service in Junior Administrative Grade shall be eligible for being considered for promotion to the Selection Grade:

Provided that where a person is considered for such appointment, all persons senior to him in the Junior Administrative Grade shall also be considered irrespective of the fact whether or not they fulfil the requirement as to the minimum of 16 years of regular service in the cadre.

24. *Disqualification.*— No person,—

(a) who has entered into or contracted a marriage with a person having a spouse living, or

(b) 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 there are other grounds for so doing, exempt any person from the operation of this rule.

25. *The crucial date for eligibility of officers for promotion.*— The crucial date for determining the eligibility of the officers for promotion to any Grade in the Service shall be the 1st of April of the year in which the D.P.C. meets.

26. *Regulations.*— The Government may make regulations or issue instructions in consultation with the Commission, not inconsistent with these rules, to provide for all matters for which provision is necessary or expedient for the purpose of giving effect to these rules.

27. *Residuary matters.*— In regard to matters not specifically covered by these rules or by regulations or orders issued thereunder or by special orders, the members of the Service shall be governed by the rules, regulations and orders applicable to corresponding officers serving in connection with the affairs of the State.

28. *Interpretation.*— If any question arises as to the interpretation of these rules, the same shall be decided by the Government in consultation with the Commission.

29. *Saving.*— Nothing in these rules shall affect reservations and other concessions required to be provided for Scheduled Castes and Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this matter.

30. *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 and in consultation with the Commission, relax any of the provisions of these rules with respect to any class or category of persons or posts.

SCHEDULE

(see rule 4)

The authorised permanent strength of the Service and the nature of the posts included therein are as follows:—

(1) Specific posts under the Government of Goa	...	23
(2) Deputation, Leave and Training Reserves	...	6
		29
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The above figures include the following posts:—

Senior Scale Posts:—

(1) Superintendent of Police	...	5
(2) Principal, Police Training School, Valpoi	...	1
		6
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Junior Scale posts:—

Sub-Divisional Police Officer/Dy. Superintendent of Police.	...	17
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Reserves:

(1) Deputation Reserve at 10% of 23	...	2
(2) Leave Reserve at 12 1/2% of 23	...	2
(3) Training Reserves at 10% of 23	...	2
		6
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By order and in the name of the Governor of Goa.

S. S. Keshkamat, Joint Secretary (Personnel).

Panaji, 26th November, 1997.