

Key Functions/Mandate of the Department

General Administration Department (GAD) is one of the key Department in the Secretariat. The Departmental functions are divided into Five Sections and each Section is headed by a Section Officer who functions independently. The main functions and activities of the department are highlighted here below:-

➤ **General Administration Department -I**

1. Deals with the budget provisions and other financial/accounts matters like preparation and disbursement of Salaries, Overtime, GPF, Medical, T.A./D.A., advances, filing of TDS returns, fixation of pay and allowances etc. of the staff members of the Secretariat and Minister's Staff.
2. Providing accommodation at Goa Sadan, New Delhi, to the general public and for Officers/Officials who visit Delhi for official purpose.
3. Purchase/requirement of furniture, stationery, fixtures etc. required to be supplied to various Departments of the Secretariat including offices of the Ministers and Secretaries.

AC etc
purchase
stores

➤ **General Administration Department -II**

- 1) Rules of Business of Government of Goa, 1991.
- 2) The Business of the Government of Goa (Allocation) Rules, 1987.
- 3) The Goa Salaries and Allowances of Ministers Act, 1964
- 4) The ceremonial functions in connection with Oath taking ceremonies of Governor, Council of Ministers.
- 5) Holding of Cabinet as per directions of government.
- 6) Provides facilities such as telephones, mobiles, fax machines and computers and peripherals to different Sections of the Secretariat including Minister's offices.
- 7) Approval for allotment of telephones, mobiles etc to the Heads of Department.
- 8) Finalization of pension papers of retiring staff (Non Gazetted) of the Secretariat.
- 9) Processing of House Building Advance papers of Secretariat staff.
- 10) Government functions in the Secretariat.
- 11) Providing staff cars to dignitaries that include Hon. Ministers, Learned Advocate General, Leader of Opposition etc and Senior most officials in the administration of the Government of Goa.
- 12) Sanction of fuel quota for all the Government vehicles.
- 13) Purchase/disposal of vehicles for Secretariat.

vehicles pension
HBA
cabinet
computer
pushed

➤ **General Administration Department -III**

stab
posting
creation of post

Administrative and Establishment matters of all the Secretariat Departments/Offices housed inside/outside the Secretariat including Minister's Offices:-

1. Proposals pertaining to Recruitment/Promotion/Confirmation/Seniority of Group 'B' and Group 'C' staff in the Secretariat.
2. Proposals pertaining to Appointment/Termination of staff in the Office of Chief Minister/Ministers/Leader of Opposition/Ld. Advocate General.
3. Drafting of Officers during Assembly Session for recording of Assurances.
4. Drafting of Secretariat staff for Control Room duty on Disaster Management
5. Maintenance of Confidential Report/Service Books of Secretariat staff.
6. Disciplinary proceedings and Vigilance of Secretariat staff.
7. Publishing of List of Holidays of the State of Goa and Declaration of Holidays in the State.
8. Administrative Department for Raj Bhavan and Office of Resident Commissioner, Goa Sadan, New Delhi.
9. Proposals for Transfer and Posting of Secretariat staff (Secretariat staff are transferred and posted within Secretariat Departments)
10. Deputation of Secretariat staff to Department outside Secretariat
11. Matters pertaining to different Elections and Modal Code of Conduct.
12. Administrative Department for RTI implementation for Secretariat.
13. MACP of Secretariat staff.
14. Appointment of Muster Roll Peon at the Chief Secretary / Secretary / Additional / Joint Secretary as per their entitlement.
15. Processing of all types of Leave matters of Secretariat staff.
16. Maintenance of Record Room and Library of the Secretariat

➤ **General Administration Department - IV**

quarters
premises
in around pay/m

1. Allotment of Quarters under the Goa Government General Pool Accommodation Allotment Rules, 1995
2. Allotment of Government premises for housing Government Offices.
3. Hiring of premises for accommodating Government offices
4. Allotment of shops at Junta House and Altinho Market Complex.
5. Maintenance of Secretariat and Ministerial block
6. House keeping Services at Secretariat and Ministerial block
7. Allotment of Cabins to Officers/ Ministers

➤ **General Administration Department - Central Registry**

Inward and Outward of files/ correspondence received /forwarded from/to various department

➤ **Record Room of General Administration Department**

Maintains record of old files, such as Personal Files/Service Book of retired Secretariat Staff and all the files of importance nature pertaining to Secretariat Departments.