

WORK ALLOCATION LIST

ANNEXURE 'A'

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Function and duties carried out by the Department.

Finance (Exp) Department is a division of Finance Department and carries out the work relating to expenditure of the State of Goa.

The following functions and duties are carried out by the Department:-

- Matters pertaining to Goa State Works Board and Expenditure Finance Committee.
- Advice on the proposals linked with the provision of FRSSRs.
- Expenditure sanction of all Departments. (Plan as well as Non-Plan)
- Proposal relating to acceptance of tenders of the works of PWD, WRD Electricity etc.
- Proposals relating to sanction of grants to the Educational Institution as part of expenditure.
- Proposals relating to sanction of expenditure on training courses, seminar workshop etc and payment of honorarium/remuneration/TA/DA to the participants.
- Enhancement of diet rates, lecture fees etc.
- Compensation cases in connection with land acquisition cases, regarding crop compensation of farmers etc.
- Sanctions pertaining to various Centrally Sponsored Schemes/State sector schemes.
- Miscellaneous matters of the Departments.
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- Drawal of money on AC bills for all Departments.
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- Sanction for condemnation of vehicle/materials.
- Assembly Questions/Lok Sabha.
- Expenditure sanction toward exhibition/sports etc of various Departments.
- Matters pertaining to Goa (receipts and Payments) Rules, 1997.

- Share capital contributions to various Corporations, Co-operative societies if defined under Pattern of Assistance.
- Loans/subsidies, cases of RCS, Fisheries Department Animal Husbandry etc.
- Grant –in-aid to Freedom Fighters and other related matters.
- Grant-in-aid to Voluntary Organisations/Institutions.
- Grant-in-aid to Municipalities, Village Panchayat.
- Other miscellaneous matters such as scrutinizing Pattern of Assistance for various scheme implemented by the Government (Old as well as new) and furnishing new POAs.
- Matter regarding air journey (official tour) of all Departments.
- Matter pertaining to GDFPR, 2008 and incidental to it.

1. Scrutiny of the original estimates of PWD/Electricity?Water Resource Department and other Departments pertaining to civil works.
2. Expenditure sanction for various works such as repairs, minor works etc. All departments including Secretariat.
3. Advice of the proposals linked with the provision of CPWD code and Manual etc.
4. Expenditure sanction of all departments i.e. entire State of Goa including F.V.C. Bills.
5. Proposal relating to revision of rates in different sectors where rates were not revised.
6. Enhancement of diet, Lecture fees, etc of all Departments.
7. Expenditure sanction towards Compensation cases in connection with land acquisition cases to be deposited in Courts.
8. Loans including waiving of amounts.
9. Amendments to Acts and Rules implemented by the Departments.
10. Scrutiny and approvals for Note for Cabinet involving Financial Implications.
11. Matter pertaining to hiring of vehicles of all departments.
12. Engagement of Daily Wages Staff/Outsourcing.

13. Refund of EMD.
14. Implementaion of various Schemers of the Departments.
15. Advice on theproposal linked with th provision of FR/SRs.
16. Leave Rules T.A. Rules GFRs, LTC etc.
17. AMC related to matters pertaining to DoIT.
18. Share Capital Contributions to various Corporations, Cooperative Societies.
19. Cental Investment subsidy/State Investment Subsidies, power subsidies to industrial Units/Small Scale Industries.
20. Grant-in-aid to volundtory Organisations/Institutions/Municipalities/Village Panchayats.
21. Matter regarding relaxation of air journey (Official Tour) of all Deparmtents including refund if any of Air Tickets.
22. Approval of Foreign Tours.
23. Examining/Scrutinizing Pattern of Assistance for various Scheme implemented by the Government)old as well as new).
24. Scrutiny of the original estimates/revised of WRD/Agriculture.
25. Release of grants pertaining to various centrally Sponsered Schemes/State Sector Schemes.
26. Sanction pertaining to drawal of money on A.C. bill for various departments.
27. Sancton for condemnation of vehicles/Disposal of condemned vehicles/material/maintenance/Repairs of vehicles of all departments.
28. Relaxation of Medical Reimbursement and Medicalin cases and approval for recognition of Hospitals.
29. Issue of Circular/O.M. on Dearness Allowance, Bonus, Group Insurance Scheme, rate of interest on GPF.
30. Assembly Questions/Lok sabha.
31. Matter pertaining to purchase of various itmes of all Government Departments.
32. A.M.C. for IT related products/equipments of all Government Departments.
33. Approval for acceptance of tender of all Departments.
34. Matter pertaining to Relief Funds.
35. Payment of compensation of electrocuted animals/human beings.

36. Expenditure sanction towards Exhibition/Sports, Uniform Allowances.
37. Expenditure sanction of training Courses, Seminars, Workshops etc of all departments.
38. Subsidies in cases of RCS, Fisheries Department, Animal Husbandry etc.
39. Matter pertaining to Advertisement/Sponsorship for events.
40. Matter pertaining to absorbed Employees Acts and Rules approvals for notifications.
41. Payment/increase in siipend to various Departments.
42. Expenditure sanction on Lunch/Dinner, Refreshment hosted by the Ministers/Secretaries and related matters of other Departments.