

(134)
No. 15/3/94-HD(G)
Government of Goa,
Home Department (General),
Secretariat, Panaji.

Dated: 3.11.1998

NOTIFICATION

The Committee for Revitalisation of Sainik Boards Organisation in India appointed by the Kendriya Sainik Board, New Delhi had made recommendations to re-designate the office of the Rajya Sainik Board as Department of Sainik Welfare.

The above recommendation has been made under the consideration of the Government for some time past and the same has been accepted.

Accordingly, Government is pleased to re-designate the Rajya Sainik Board, Goa, as Department of Sainik Welfare, Goa.

By order and in the name of the
Governor of Goa.

Mascarenhas
(A. Mascarenhas)
Under Secretary (Home)

To,

1. The Director, Printing & Stationery, Panaji with a request to publish the same in the Official Gazette. 2 copies of the same may be sent to this Department after publish.
2. The Secretary, Rajya Sainik Board, Panaji.
3. The Director of Accounts, Panaji.
4. The Resident Audit Office, Panaji.
5. The Under Secretary (GA), Secretariat, Panaji.
6. Guard file.
7. O/c.

OFFICIAL



GAZETTE

GOVERNMENT OF GOA

GOVERNMENT OF GOA

General Administration and Coordination Department

Notification

23/1/87-GAC (1)

In exercise of the powers conferred by article 166 of the Constitution and all other powers enabling him in that behalf, and in supersession of the existing rules and orders on the subject, the Governor of Goa is pleased to make the following Rules, namely. —

1. *Short title.* — These Rules may be called the Business of the Government of Goa (Allocation) Rules, 1987.

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

- (a) "Article" means the article of the Constitution;
- (b) "Governor" means the Governor of the State of Goa;
- (c) "Councils" means the Council of the Ministers appointed under article 163;
- (d) "Government" means the Government of the State of Goa;
- (e) "Secretary" means a Secretary in a department and includes Secretary to the Governor; and the Chief Secretary; and
- (f) "Schedule" means a Schedule appended to these Rules.

3. *Allocation of subjects to departments.* — The entire business of the Government shall be transacted in the Departments and offices (all of which are hereinafter referred to as "Departments") specified in the Schedule and shall be classified and distributed between those Departments and office as laid down therein:

Provided that the Governor may, from time to time, make such additions to, or modifications in the list of business allotted to a Department as he thinks fit.

4. *Allocation of departments among Ministers.* — The Governor shall, in consultation with the Chief Minister, allocate to the Ministers so much of busi-

respect to which the Council is required under article 163 to aid and advise the Governor in the exercise of his functions and for that purpose assign one or more Departments to the charge of a Minister:

Provided that nothing in these rules shall prevent the assignment of one Department to the charge of more than one Minister.

5. *Official head of Departments.* — There shall be a Secretary for each Department who shall be the official head of that Department;

Provided that —

- (a) more than one Department may be placed in charge of the same Secretary;
- (b) the work of a Department may be divided between two or more Secretaries.

By order and in the name of the Governor of Goa.

G. G. Kambli, Under Secretary (GA).

Panaji, 30th May, 1987.

SCHEDULE

1. General Administration and Coordination Department:

- (a) Appointment and leave of the Governor.
- (b) Governor's allowances and privileges.
- (c) Raj Bhawan.
- (d) Council of Ministers.
- (e) Discretionary grants of the Chief Minister.
- (f) Matters pertaining to the establishment of the Chief Minister, Ministers, Ministers of State and Deputy Ministers.
- (g) Governor's address.
- (h) Secretariat Building, Library and Records Room.
- (i) Secretariat Accounts.
- (j) House keeping functions of Secretariat.
- (k) Telephones.
- (l) Rules of Business of the Government.
- (m) Western Zonal Council.
- (n) Allocation of Business Rules.
- (o) Cabinet meetings/affairs.
- (p) Accommodation (both for office and residential) Rules.
- (q) Public Holidays.
- (r) Rules for authentication of orders of the Government
- (s) Staff Cars.
- (t) Official Languages and all matters pertaining thereto.
- (u) Posts & Telegraphs, including telephones, but not including village telephones system, wireless and other like forms of communications.
- (v) Establishment of the Secretariat Staff.

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2. Department of Personnel:

- (a) Cadre Planning and management of various state services, not otherwise provided for under any other department.
- (b) Services:
 - (i) All India Services.
 - (ii) State Civil Services.
 - (iii) Other Services, not otherwise provided for under any other department.
- (c) Policy regarding appointments, placements, etc.
- (d) Career planning/development/management.
- (e) Training and coordination (including Hindi Training Schemes).
- (f) Talent hunting.
- (g) Promotion Systems. Institutionalising arrangements for selection at senior/management levels.
- (h) Performance Appraisal systems.
- (i) Recruitment and conditions of service and framing of rules and regulations in matters thereto.
- (j) Staff welfare-General conditions of service.
- (k) Joint Consultative Machinery.
 - (l) Rewards and punishments systems.
- (m) Motivation and morale.
- (n) Vigilance and discipline.
- (o) Review/evaluation and feedback of policy implementation.
- (p) Liaison with Central Government (Department of Personnel and the Union Public Service Commission).
- (q) Research in Personnel Administration.
- (r) Establishment of Collectorates in Goa.
- (s) State Public Service Commission.
- (t) Government Servants Association.
- (u) Advice in service matters.

3. Department of Administrative Reforms:

- (a) Organisation studies—Organisational Analysis and Method Study.
- (b) Works Study—Works measurement, norms setting, etc.
- (c) Records and office management.
- (d) Form Design.
- (e) Office lay-out.
- (f) Delegation of powers—Agency to oversee the actual exercise of delegated powers.
- (g) Inspection of field offices for O&M purposes.
- (h) Modernisation of office management, introduction of modern gadgets and other mechanical aids/equipments.
- (i) Manualisation/codification and simplification of rules and regulations.
 - (j) Management Information System.
- (k) Organisation and Methods Training.
 - (l) Specific consultancy studies.
- (m) Submission and rationalisation of returns.
- (n) Liaison with Government of India (Administrative Reforms Wing).
- (o) Preparation of Annual Administrative Report.
- (p) Public Grievances.
- (q) Secretariat Standing Orders, Government Records, Memorials, Rules regarding the disposal of complaints and representations, etc. from the members of public.

4. Protocol Department:

- (a) Arrangement for V.I.P.s.
- (b) Warrant of Precedence and Table of Precedence.
- (c) Ceremonials and Protocol.
- (d) Vehicles for V.I.P.s./State Guests.
- (e) Allotment of accommodation to V.I.P.s./State Guests.
- (f) Government Circuit House, Panaji and Margao.
- (g) Hospitality Organisations.
- (h) Ceremonials including receptions etc. for illustrious personages, national dress, official mourning etc.

5. Home (General) Department:

- (a) Establishment and allied matters of Police, Home Guards and Civil Defence and Fire Services.
- (b) Law and order and security, including administration of National Security Act, Essential Services Maintenance Act, and COFEPOSA and matters connected therewith.
- (c) National Integration and Inter-State Migration.
- (d) Amusement Betting and Gambling, Cinematography

- (f) Ex-servicemen/Soldiers/Sailors and Airmen Board.
- (g) Prisons and Jails; Remission/Commutation of sentences.
- (h) Freedom Fighters and matters relating thereto.
- (i) Appointment of Executive Magistrates and Special Executive Magistrates.
- (j) Preventive detentions for any or all purposes.
- (k) Railways and Village Police.
 - (l) Directorate of Prosecution.
- (m) Explosives poisons and inflammable substances, control, transport, storage, production, refining and blending of petroleum and other inflammable substances under the Petroleum Act, 1954, Carbide Calcium Rules.
- (n) Exhumations, missing persons, estate of deceased persons.
- (o) Administration of borstal schools and institutions.
- (p) Arms, firearms and ammunitions.
- (q) Naval, Military and Air Forces and any other armed forces of the union; Intelligence Bureau and other similar Central Organisations.

- (i) Internal security and Defence of India (Naval, Military or Air), matters bearing on Internal Security (including the use of Naval, Military or Air Forces in aid of Civil Powers).

- (ii) Auxiliary and Territorial Forces.

- (r) The Emblems and Names (Prevention or Improper use) Act, 1950.

- (s) Confidential and Secret Codes.

- (t) Citizenship, foreigners, Passport of Extradition and Visa.

- (u) Foreign Missions and all matters connected therewith; foreign missionaries.

- (v) Pilgrimage to places outside India.

- (w) International bodies, gifts received from CARE etc. and from foreign countries.

- (x) Ecclesiastical Affairs, including European Countries.

- (y) Evacuee property.

Note: Subjects from srl. nos. t to y above will continue to be dealt with by the existing Home (Passport) Department till the date it is wound up.

6. Planning Department:

- (a) Five Year Plans.
- (b) Plan- Co-ordination, review and monitoring.
- (c) Vital Statistics including Registration of births and deaths.
- (d) Manpower planning.
- (e) Establishment of the Department of Economics, Statistics and Evaluation.
- (f) Census.
- (g) All matters pertaining to principles and policies regarding socio-economic planning.
- (h) All correspondence and dealings with the Planning Commission.
 - (i) Preparation of the Plan for the State keeping watch on implementation of the plans and review thereof from time to time.
 - (j) Development programmes and periodic progress reports of schemes included in the plan.
- (k) Computer Centre; Computerisation in Government departments.
 - (l) 20-point programme-functions, coordination and monitoring (individual schemes will be dealt with by the concerned departments).

7. Education Department:

- (a) General Education, including Primary, Secondary, Higher Secondary and College Education.
- (b) University Education.
- (c) Language, Other Institutions and Academies
- (d) Technical and Vocational Education including teaching and training institutions for Diploma, Degree, Post Graduate and Higher courses.
- (e) Archives, Archaeology, Museum and Gazetteers.
- (f) Copyright.
- (g) Libraries including Central District, Taluka and Village Libraries.
- (h) Auxiliary and National Cadet Corps.
- (i) Scouts and Guides.
- (j) National Service Corps.