



Government of Goa

Administrative Reforms Department

Secretariat, Porvorim-Goa 403 521

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File No. 2/3/2021-Review/ARD/244

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C I R C U L A R

Sub: Assessment of manpower requirements of Departments which was not conducted by IDCO/HLEC.


Ref: Office Memorandum No. 1/1/2017-Addl.Secy (PER)/1552 dated 25.06.2021.

Government vide above referred O.M. has decided to conduct review of manpower assessment of Departments whose assessment was not conducted by IDCO/HLEC.

All the Heads of Departments (HoD) of whose assessment was not conducted by IDCO/HLEC are required to carry out an internal assessment of their own Department/Offices regarding creation / revival / abolition of posts and submit the proposals for assessment of manpower requirement of the Department in the proforma appended to this Circular. The proforma duly filled in all respects and signed by the HoD are required to be submitted to the Administrative Reforms Department.

The Department shall appoint a Nodal Officer not below the rank of Dy. Director who will be responsible to keep track of such proposals and to properly co-ordinate with the Administrative Reforms Department.

Consequently, all proposals currently under assessment and examination of the Administrative Reforms Department for creation of posts if any shall be incorporated in the proposal of assessment of manpower requirement and consolidated proposal shall be submitted to ARD in the prescribed proforma alongwith Annexures 'A' & 'B'.


13/7/21
(Maya Pednekar)

Under Secretary (ARD)

Copy to:

1. All the Secretaries to the Government
2. All P.S. to Ministers
3. All the Heads of Departments/Offices.
4. All the Corporations/Autonomous Bodies
5. Guard File
6. Office copy

**PROFORMA FOR SUBMISSION OF PROPOSAL FOR ASSESSMENT OF
MANPOWER REQUIREMENT AND FOR CREATION / REVIVAL OF POSTS.**

Sr. No.	Name of the Department	
1	Organizational Chart of the Department (Existing as well as Proposed) to be given separately.	
2	Norms/guidelines followed/adopted by Department for the manpower requirement. Copy of norms may be enclosed.	
3	A copy of notified Recruitment Rules may be attached of all the existing posts. In case of new posts, copy of draft RRs.	
4	Job profile of each category of the post (existing and proposed).	
5	Copies of the duties and responsibilities attached to each category of sanctioned posts and actually performed by the incumbent holding the post at present may be given.	
6	Statistical data for 3 years pertaining to the work carried out by Department.	
7	Whether the posts proposed for creation are under Centrally Sponsored Scheme. If yes, then provide details like date of implementation of Scheme, present status of the Scheme, State share and Central share, etc.	
8	Office-wise and section-wise deployment of all the existing posts and post proposed for creation.	
9	In case of Drivers, the number of roadworthy vehicles to be mentioned.	
10	Explore scope of outsourcing of services if any for group 'C' category posts.	
11	Various Acts/Rules/Guidelines that are enforced/implemented by the department.	
12	Details of Scheme(s) implemented and proposed to be implemented by the department.	
13	Financial implications as per existing staff strength.	
14	Additional financial implications involved in case of creation of new posts.	
15	Mobilization of resources / revenue generation scope, if any.	

Signature of H.O.D.

Name:

Designation:

Telephone No:

Date:

NOTE :-

- a) Proposal should be submitted to the Administrative Reforms Department, Secretariat, Porvorim (in duplicate) with administrative approval.
- b) All enclosures should be authenticated as to their correctness by a Responsible Officer.
- c) Name of the Officer who may be contacted for eliciting more information should be given with his telephone number (*not below the rank of Deputy Director*) and change in officer also has to be informed.
- d) Incomplete proposals will not be entertained by A.R.D.
- e) Apart from c) above, additional contact/telephone nos. of the Officer well conversant with the subject matter to be indicated.
- f) **Department/HODs should make available proposal in the hard copies as well as soft copies so as to enable this Department to download the same for future reference/record.**

Name of the Department:

Annexure 'A'

Sr. No.	Designation of the post	Pay level (Pay scale)	No. of existing posts as per sanctioned strength			Date of vacancy of the lapsed post	No. of posts proposed for creation	No. of posts proposed for revival	No. of posts to be surrendered by the department	Justification for creation / revival of posts proposed by the department quantifying the workload position and norms/guidelines if any/statutory requirement
			Filled	Vacant	Total					
1										
2										
3										
4										
5										
Total										

Signature of H.O.D.

Name:

Designation:

Telephone No:

Date:

Annexure 'B'

Details of existing Contract / Daily wage / Workcharged / NMR / Part-time workforce of the Department

Sr. No.	Name	Designation of the post	Nature of the post (contract / daily wage / workcharged etc.)	Date of initial appointment	Number of years completed	
					With break	Without break
1						
2						
3						
4						
5						

Signature of H.O.D.
Name:
Designation:
Telephone No:
Date: