

OFFICIAL GAZETTE

GOVERNMENT OF GOA

EXTRAORDINARY

GOVERNMENT OF GOA

General Administration and Coordination Department

Notification

23/1/87-GA&C(i)

In exercise of the powers conferred by Article 166 of the Constitution and all other powers enabling him in this behalf, the Governor of Goa hereby makes the following rules so as to amend the Business of the Government of Goa (Allocation) Rules, 1987.

1. *Short title and commencement.*— (1) These Rules may be called the Business of the Government of Goa (Allocation) (Amendment) Rules, 1995.

(2) They shall come into force at once.

2. *Substitution of schedule.*— For the schedule appended to the Business of the Government of Goa (Allocation) Rules, 1987, the following shall be substituted namely:—

'SCHEDULE

1. 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) Secretariat Standing Orders, Government Records, Memorials, Rules regarding the disposal of complaints and representations, etc. from the members of public.

2. Department of Agriculture:

- (a) Agriculture including agricultural extension, agricultural engineering, agricultural (Statistics) Crops protection and agricultural research etc.
- (b) Soil Conservation.
- (c) Manure and fertilizers.
- (d) Horticulture.
- (e) Goa Horticulture and Crops Plantation Development Corporation.

3. Department of Animal Husbandry:

- (a) Dairy Development and the matters connected therewith.
- (b) Animal Husbandry —
 - (i) Cattle Development.
 - (ii) Sheep and Goat Development.
 - (iii) Piggery Development.
 - (vi) Poultry Development.
- (c) Animal diseases—Investigations and Control.
- (d) Veterinary aid and Animal feed.
- (e) Fitness of animals tendered for slaughter and maintenance of statistics regarding animals slaughtered and slaughter houses.
- (f) Prevention of Cruelty to animals.
- (g) Goa Meat Complex.

4. Department of Cooperation:

- (a) Cooperation.
- (b) Agricultural Marketing.
- (c) Cooperative Societies Act.

- (d) Cooperative Societies including Sanjivani Sakhar Karkhana and other similar factories by whichever name.
- (e) Cooperative Dairy Development.
5. *Department of Education, Art & Culture:*
- (a) General Education, including Primary, Secondary, Higher Secondary and College Education.
- (b) University Education.
- (c) Language, Other Institutions and Academics.
- (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) Arts including Kala Academy.
- (i) Bal Bhavan.
- (j) Cultural affairs.
6. *Department of Employment:*
- (a) Registration and renewals of job seekers of general as well as special categories.
- (b) Employment Marketing Information.
- (c) Implementation of the provisions of Employment Exchanges (compulsory Notification of Vacancies) Act, 1959 and Rules thereunder.
- (d) Vocational Guidance Programmes.
- (e) Summary of Industrial units to access Employment market and for release of Government assistance to the units.
7. *Department of Environment:*
- (a) Environment.
- (b) Pollution Control.
- (c) Goa State Pollution Control Board.
8. *Department of Finance:*
- I. *Revenue and Expenditure Division:*
- (a) Financial scrutiny/concurrence to Schemes/Proposals.
- (b) All matters relating to equation of posts and revision of pay scales of absorbed employees.
- (c) Directorate of Accounts.
- (d) National Savings Scheme.
- (e) Chit Fund.
- (f) Pension.
- (g) Pay Commission.
- (h) Sales Tax, Excise including Narcotics and Entertainment.
- (i) Lotteries.
- (j) Institutional Finance.
- II. *Budget Division.*
- (a) Budget and Accounts.
- (b) Public Accounts Committee.
- (c) All financial rules and delegation of powers thereunder.
- (d) Audit.
- (e) Recovery of loans and advances.
9. *Department of Fisheries:*
- (a) Development of marine and inland fishing.
- (b) Training of fisher-youth.
- (c) Improved fishing practices.
- (d) Schemes for financial assistance towards modernisation and mechanisation of fishing.
- (e) Brackish water fishing culture.
- (f) Assessment of marine and inland fishing stock and regulation of conservation and regulation of fishing.
- (g) All other allied matters.
10. *Department of Food & Civil Supplies:*
- (a) Civil Supplies.
- (b) Price Control.
- (c) Food Supplies to Districts, Good-grain prices and price supports.
- (d) Supply and distribution of Cement.
- (e) Essential Commodities Act, 1955 including the distribution through Fair Price Shops.
11. *Department of Forest:*
- (a) Social Forestry/Farm Forestry.
- (b) Regulation of trade in Forest Produce.
- (c) National parks and gardens other than maintained by local bodies.
- (d) Protection of wild birds and wild animals.
- (e) Indian Forest Act.
- (f) Vanamahotsava.
- (g) Afforestation of wastelands.
- (h) Protection and conservation of forest wealth and management of forest on scientific lines.
12. *Department of General Administration:*
- (a) Appointment and leave of the Governor.
- (b) Governor's allowances and privileges.
- (c) Raj Bhavan.
- (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 and Inter-State 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) Posts & Telegraphs, including telephones, but not including village telephones system, wireless and other like forms of Communications.
- (u) Establishment of the Secretariat Staff.
- (v) Residual matters.
- (w) Chief Estate Officer.
- (x) Issue of Multipurpose Identity cards for citizens of Goa.
13. *Department of Home:*
- I. Home - General Division:*
- (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, Prevention of Illicit Traffic in Narcotic Drugs and Psychotropic Substances Act.
- (c) National Integration and Inter-State Migration.
- (d) Amusement, Betting and Gambling, Cinematography but excluding lotteries.
- (e) Repatriates/Rehabilitation/National Calamities.
- (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 of 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 of Improper Use) Act, 1950.
- (s) Confidential and Secret Codes.
- (t) Human Rights.
- II. *Foreigners and Citizenship Division:*
- (a) Citizenship, Foreigners, Passport of Extradition and Visa.
- (b) Foreign missions and all matters connected therewith; foreign missionaries.
- (c) Pilgrimage to places outside India.
- (d) International bodies, gifts received from CARE etc. and from foreign countries.
- (e) Ecclesiastical Affairs, including European Countries.
- (f) Evacuee property.
14. *Department of Housing:*
- (a) Urban Housing Schemes, Middle and Low-Income Group Housing.
- (b) Goa Construction, Housing & Finance Corporation Ltd.
15. *Department of Housing Board:*
- (a) Establishment of Goa Housing Board.
- (b) Conduct of Business of Board and Committees.
- (c) Housing/improvement of building schemes.
16. *Department of Industries:*
- (a) Industries.
- (b) Monopolies and Restrictive Trade Practices Act, 1969.
- (c) Inventions, Patents, Design, Trade Marks and Merchandise Marks.
- (d) Trade and Commerce, Production, Supply and Distribution of goods and products of Industries.
- (e) Supply of steel and iron for industrial development.
- (f) Control of building materials and buildings construction for industrial undertakings.
- (g) Manufacture and use of Alcohol for industrial purposes.
- (h) Industrial Development Corporation.
- (i) Economic Development Corporation and its subsidiaries.
- (j) Goa Handicrafts Rural Small Scale Industrial Development Corporation.
- (k) Khadi and Village Industries Board.
17. *Department of Information:*
- (a) Information and Publicity.
- (b) Public Relation and Broadcasting.
- (c) Newspapers, books and Printing Process including the Press and Registration of Books Act, 1867 and other legislations dealing with printed matter.
18. *Department of Inland Waterways:*
- (a) Inland Waterways.
- (b) Navigation and navigational aids.
- (c) Ferries.

- (d) Matters relating to Ports.
- (e) Light-houses including lightships, beacons and other provisions for the safety of shipping.
- (f) Passengers and goods carried on inland waterways.
- (g) Maritime shipping and navigation, including shipping and navigation on tidal water; provision of education and training for the mercantile marine and regulation of such education and training provided by the State Inland Steam Vessels Act.
- (h) Maritime School.

19. Department of Irrigation:

- (a) Irrigation and Canals, drainage and embankments, water storage and water power.
- (b) Tube wells for irrigation purposes.
- (c) Lift Irrigation.
- (d) Planning, investigation, preparation and execution of Irrigation, Hydro Power and multipurpose projects.
- (e) Budgets and Accounts under Irrigation heads.
- (f) Management of completed Irrigation Projects.
- (g) Administration of Irrigation Acts.
- (h) Flood Control Works.
- (i) Preparation and execution of drainage schemes for improvement of water logged areas.
- (j) Rehabilitation of persons displaced by Irrigation.
- (k) Multi-purpose irrigation projects including water supply and hydro-electric components.

20. Department of Labour:

- (a) Labour.
- (b) Technical Training Scheme i.e. I.T.I.
- (c) Boilers and Factories.
- (d) Trade Unions.
- (e) Industrial and Labour Disputes, including reconciliation, adjudication and arbitration, strikes and lock-outs.
- (f) Welfare and Labour including conditions of Labour.
- (g) Workmen's Compensation, employees liability, invalidity and old-aged pension.
- (h) Registration of Trade Unions.
- (i) Payment of Wages.
- (j) Conditions of Service, etc. in shops and Commercial establishments.
- (k) Industrial and Labour Courts.

21. Department of Law & Judiciary:

I. Legal Affairs Division:

- (a) Advice on legal matters.
- (b) Statutory rules, order and notifications.
- (c) Drafting and vetting of Bills.
- (d) Supervision of Government litigation and arbitration.

- (e) Conveyancing including agreement and deeds, etc.
- (f) Appeal against acquittals.
- (g) Publication of Acts, Rules, Notifications, Codification of Laws and Maintenance of upto-date laws, rules and notifications.
- (h) Law Library.
- (i) Personal Laws and other laws of general nature.

II. Law (Establishment) Division:

- (a) Notaries.
- (b) Official receivers, legal practitioners and Government Counsel/Government pleaders.
- (c) Administration of justice.
- (d) Registration of documents and Societies.
- (e) Administrative Tribunal.
- (f) Goa Judicial Service Cadre.
- (g) Elections.
- (h) Legal Aid.
- (i) Advocate General.

22. Department of Legislative Affairs:

- (a) Summoning and prorogation of Legislative Assembly.
- (b) Salaries and allowances etc. of M.L.As.
- (c) Parliamentary and Legislative Affairs.

23. Department of Mines:

- (a) Geological Surveys.
- (b) Regulation of mines and mineral development.

24. Department of Non-Conventional Sources of Energy:

- (a) Goa Energy Development Agency.

25. Department of Official Language and Public Grievances:

- (a) Implementation of the Official Language Act, 1987.
- (b) Matters regarding training to Government Employees in Official Languages.
- (c) Setting up of machinery for redressal of public grievances.
- (d) Translation of documents in official languages including Legislative Assembly Questions.

26. Department of Panchayat Raj and Community Development:

- (a) Community Development.
- (b) Panchayati Raj.
- (c) Goa Panchayat Raj Act, 1994.

27. Department of Parks and Gardens:

- (a) Parks and Gardens.

28. 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 morale.
- (n) Review/evaluation and feedback of policy implementation.
- (o) Liaison with Central Government (Department of Personnel and the Union Public Service Commission).
- (p) Research in Personnel Administration.
- (q) Establishment of Collectorates in Goa.
- (r) State Public Service Commission.
- (s) Government Servants Association.
- (t) Advice in service matters.

29. *Department of Planning:*

- (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).

30. *Department of Power:*

- (a) Power Generation.
- (b) Distribution of Power.

- (c) Rural Energy Programme.
- (d) Administration of Indian Electricity Act;
- (e) Construction of Power Stations and Distribution of Power.

31. *Department of Printing & Stationery:*

- (a) Official Gazette.
- (b) Procurement of Government Stationery and Stores.
- (c) Printing of Government publications and other matters.
- (d) Setting up of Procurement Agency for Government Stores.

32. *Department of Protocol:*

- (a) Arrangement for V.I.Ps.
- (b) Warrant of Precedence and Table of Precedence.
- (c) Ceremonials and Protocol.
- (d) Vehicles for V. I. Ps/State Guests.
- (e) Allotment of accommodation to VIPs/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.

33. *Department of Public Assistance (Providoria):*

- (a) Financial Assistance for purchase of Aid & Appliances.
- (b) Assistance under light of poor schemes.
- (c) Maintaining old Age Homes.
- (d) Implementation of Dayananda S. N. M., Yojana Scheme.
- (e) Conducting lotteries.

34. *Department of Public Health:*

- (a) Public Health and Sanitation.
- (b) Family Welfare, Universal Immunisation Programme, Malaria Control, Filaria Control, Leprosy Control, T.B. Control, Control Blindness, Mental Health, Nutrition, Early detection and control of Cancer and Public Health Programmes as required for the population from time to time.
- (c) Medical Education, Medical Colleges, Attached hospitals and Dispensaries.
- (d) Nursing, Dental and Pharmaceutical Profession and Education excluding Pharmacy College.
- (e) Hospitals and Health Centres.
- (f) Drugs Control and Implementation of Drugs and Psychotropic Substances Act.
- (g) Prevention of Adulteration of Food Stuff.
- (h) Poisons Act, 1919.
- (i) Public Health Act.
- (j) Lunacy and Mental Deficiency including places for the reception or treatment of lunatics and mentally deficient persons (except criminal lunatics).

- (k) Prevention to the extension from one unit or another of infection and contagious diseases affecting men.
- (l) Drug de-addiction.
- (m) Acquired Immune Deficiency Syndrome (AIDS).
- (n) Goa Special Medical Insurance Scheme.

35. *Department of Public Works:*

- (a) Public Works.
- (b) Water Supply.
- (c) Works, lands and buildings vested in or in the possession of Government for the purpose of the State other than of those assigned to any other department.
- (d) Works in Raj Bhavan Complex.
- (e) Execution and maintenance, on behalf of the Central Government, of such works debitible partly or wholly to Central Revenue as may be entrusted to the Government.
- (f) Construction and maintenance of electrical installations in Government building.
- (g) Roads and bridges.
- (h) Any other works specifically entrusted by or with the approval of State Government.

36. *Department of Revenue:*

- (a) Land revenue including land records and survey and consolidation of holdings.
- (b) Land including Land Tenures, land ceiling, land reforms and consolidation of holdings.
- (c) Relation of landlords, tenants and mundkars.
- (d) Comunidades.
- (e) Religious endowments and institutions.
- (f) Rural indebtedness.
- (g) Mamlatdars's Court Act.
- (h) Requisitioning and acquisition of immovable property.
- (i) Stamps.
- (j) Land acquisition.
- (k) Public promises (Eviction of Unauthorised Occupants Act).
- (l) Maps and State Boundaries.
- (m) Territorial changes within the State.
- (n) Land of the Central Government.
- (o) Relief on account of fire, flood and other natural or general calamities, etc.
- (p) Revenue section of Collector's office.

37. *Department of Rural Development and R.D.A.:*

- (a) Rural Development Agency and all schemes administered by it, e.g. Rural poverty alleviation programmes like Integrated Rural Development Programme (IRDP), National Rural Employment Programme (NREP), Rural Landless Employment Guarantee Programme (RLEGP), Development of Women

and Children in Rural Areas (DWCRA), Indira Awas Yojana (IAV) for Scheduled Castes & Scheduled Tribes, etc.

- (b) Rural Water Supply Scheme, Rural sanitation, Rural Roads and other rural development work not dealt with by other specific departments.
- (c) National land use and conservation Board.
- (d) Western Ghats Development programme.
- (e) Land Army.

38. *Department of Science and Technology:*

- (a) All matters/correspondence pertaining to:
 - (i) Atomic Energy.
 - (ii) Electronics.
 - (iii) Ocean Development.
 - (iv) Science & Technology.
 - (v) Futureology.
 - (vi) Space.
- (b) Application of Science and Technology.
- (c) Circulation of the latest known-how, data information etc. in the fields of Science, Technology etc. as applicable to industries, trade, development of agriculture, animal husbandry, education etc.

39. *Department of Social Welfare:*

- (a) Social Welfare.
- (b) Welfare of Scheduled Castes and Scheduled Tribes and other Backward classes.
- (c) Special Component Plan.
- (d) Protection of Civil Rights Act, 1955.
- (e) Training for and research in social work including socio-economic surveys.
- (f) Coordination of Social activities.
- (g) Beggars and all matters connected with them including institutions set up for them.
- (h) Problems relating to the blind, the deaf and the dumb and the mentally retarded.
- (i) Maintenance and care of displaced/unattached women and children, and aged and the infirm.
- (j) Immoral Traffic (Prevention) Act, 1986.
- (k) All matters connected with the activities of the Central and State Social Welfare Boards.
- (l) Goa State Backward Class Development Corporation.
- (m) Goa State Commission for Backward Classes.
- (n) Dowry Prohibition Act.
- (o) Wakf Act, 1954.

40. *Department of Sports and Youth Affairs:*

- (a) Auxiliary & National Cadet Corps.
- (b) Scouts and Guides.
- (c) National Service Corps.
- (f) Sports.

41. *Department of Tourism:*

- (a) Tourism.
- (b) Development of Tourist Homes & Resorts.
- (c) Tourism Development Corporation.

42. *Department of Town and Country Planning:*

- (a) Town & Country Planning.
- (b) Slum Clearance and Slum Improvement.
- (c) New Township Planning and execution of Urban growth centres as may be specified.
- (d) Planning and Development Authorities.

43. *Department of Transport:*

- (a) Public and Private Transport.
- (b) Taxes on Vehicles.
- (c) Kadamba Transport Corporation and any other Corporation/Body for public Transport.
- (d) Airways, aircraft and air navigation provision of aerodrome, regulation and organisation of air traffic and of aerodrome, provisions for aeronautical education and training and regulation of such education and training provided by the State and other agencies.
- (e) Taxes on goods and passengers carried by road.
- (f) The Requisition of Motor Vehicles.
- (g) Railway and allied matters.

44. *Department of Urban Development:*

- (a) Municipal Administration.

45. *Department of Vigilance:*

- (a) Investigation into complaints against Government employees.
- (b) Disciplinary Proceedings against Gazetted, (Non-Gazetted Officers).
- (c) Technical Examination of Public Works.
- (d) Matters of CCS & CCA Rules.
- (e) Matters of CCS (Conduct Rules).
- (f) Vetting of charge sheets.
- (g) Advice to different authorities in Vigilance cases.
- (h) Appointment of Vigilance Officers in different Departments.
- (i) Holding of training for Gazetted/Non-Gazetted Officers in Vigilance matters.

46. *Department of Weights and Measures:*

- (a) Implementation of Weights & Measures Act 1976 and Rules made thereunder.
- (b) Implementation of Weights & Measures (Enforcement) Act, 1985 and Rules made thereunder.

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

Anthony Ferrao, Under Secretary (G.A.).

Panaji, 16th October, 1995.