

FVSection 4(1)(b)(v):Rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions

- The details are as per Annexure 1

ANNEURE 1

Rules & Acts

Sl. No.	Rules & Acts	Notification Number	Section
1.	Rules for accommodation at Goa Sadan & Goa Bhavan Mumbai	31-8-37-GA&C dated 05/01/2004	GAD - I
2.	Rules of Business of the Government of Goa, 1991 (Confidential Document)	No. 26-2-87-GA&C dated 06/03/1991	GAD-II
3.	Business of the Government of Goa (Allocation) Rules, 1987	Official Gazette Series I No. 20 dated 13/08/1987	GAD-II
4.	The Goa Salaries and Allowances of Ministers Act, 1964	LA/2109/65 dated 29/03/1965; Government Gazette, Series I No. 1 dated 1/04/1964	GAD-II
5.	Rules for the use of Government Motor Vehicles of Government of Goa	-	GAD-II
6.	The Government General Pool Residential Accommodation Rules, 1995	-	GAD-IV
7.	The Goa Public Records Act, 2023 (Act)	No. 7/37/2023-LA dated 26/09/2023; Government Gazette, Series I No. 25 dated 26/09/2023	GAD(CR/RR)

Office Memorandum/ Circulars/ Orders are issued by each Section of GAD:-

Sr No.	Section	Issue of Office Memorandum/ Circulars/ Orders regarding
1.	GAD(CR/RR)	1. Weeding of old records
2.	GAD I	1. Ban of usage of single use plastic 2. Colour code of uniform 3. Compulsory to wear uniform by all eligible Group C and D Government employees while on duty 4. Issue of id cards 5. Compulsory to wear id card 6. Regarding operations of Goa Sadan, Goa Niwas

		and Goa Bhawan 7. Refreshment charges Branch Officers/Under Secretaries
3.	GAD II	1. Adoption and Implementation of Digi Locker 2. Allocation of Business to the Council of Ministers 3. Convening of cabinet meeting. 4. Facility of telephones 5. Procedure for submission of note for cabinet file. 6. Providing Technology devices to Executive Officers of Goa Government 7. State Mourning on demise 8. Telephone facility and mobile connection to categorized Government officers 9. Transfer Policy Guidelines
4.	GAD - III	1. Introduction of 5 day week in Goa Government of Goa. 2. Ex-officio Secretariat designation 3. Delegation of powers 4. Service matters 5. Code of conduct 6. Reimbursement on expenditure of newspaper and magazines 7. PIO/APIO and RTI Act, 2005 reg. 8. Proper maintenance of Office files 9. Implementation of Apprentice Training Scheme in all State Departments. 10. Leave regarding 11. Appointment of Nodal Officer 12. Paid Holiday for election 13. Covid-19 Pandemic 14. Prevention of Sexual harassment of women at workplace. 15. Office timings 16. Aadhar Based Biometric Attendance System 17. Holiday list 18. Constitution of committees 19. Miscellaneous

5.	GAD - IV	1. Office Memorandum/ Circulars/ Orders regarding The Government General Pool Residential Accommodation.
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Note: (1)The Central Government Rules on Establishment and Service matters viz Leave Rules, Pension Rules LTC Rules, Conduct Rules, CCS(CCA) Rules, General Financial Rules, FRSR etc.; (2) The O.M./ Orders/Circulars/ Notifications/Acts issued by the Goa Government through its varied Departments from time to time like MACPS guidelines, Deputation Guidelines, Outsourcing guidelines, contract appointment guidelines, Disposal of Business guidelines, Goa Delegation of Financial Power Rules, 2008, Motor vehicle Act etc. and (3) O.M./ Orders issued by the Central Government and adopted by Goa Government from time to time are being used by the General Administration Department (as applicable) are used for discharging functions. (4) Circular/ Order / Notification Office / Memorandums are available on Secretariat website.