Government of Goa,
Department of Finance,
Debt Management Division.
Secretariat, Porvorim – Goa. 403521
E-mail:- usbud2-sect.goa@nic.in Phone:- (0832)2419451 Fax:- (0832)2419664

No. 7/11/2012-FIN(DMU) Dated:- 11/12/2017

Read:- (i) Order No.1-18-2002-Fin (Bud) dated 5th September, 2002.
(ii) Addendum No. 1-18-2002-Fin (Bud) dated 13/01/2003
(iii) Addendum No. 1-18-2002-Fin (Bud) dated 05/11/2003
(iv) Addendum No. 1-18-2002-Fin (Bud) dated 22/12/2003.

OFFICE MEMORANDUM

Sub:- Guidelines regarding expenditure to be incurred by Chairman/ Vice Chairman of Corporations/ Autonomous Bodies etc.

In supersession of all relevant provisions made in the above read Order and subsequent addendums issued from time to time on the captioned subject; Government has decided to revise the guidelines on expenditure to be incurred by Chairman/Vice-Chairman of Corporation/Autonomous Bodies etc. under the captioned items as follows with effect from 01.12.2017.

1. **Personal Staff (on co-terminus basis):** The Chairman and Vice-Chairman (except in case of Ministers or those holding Cabinet Rank) of a Corporation will be entitled to employ personal staff as under:

Chairman:-

(i) Driver	01
(ii) Multi Tasking Attendant	01
(iii) Personal Assistant	02
(iv) Personal Secretary	01

Note 1: In case of a Chairman being a Minister or holding Cabinet rank, than he shall be entitled to engage one (01) Personal Secretary in the Corporation concerned.

Vice-Chairman :-

(i) Driver	01
(ii) Multi Tasking Attendant	01
(iii) Personal Assistant	01
(iv) Personal Secretary	01

Note 2: In case of a Vice-Chairman being a Minister or holding Cabinet rank, than he shall be entitled to engage one (01) Personal Secretary in the Corporation concerned.

Cont.../-

Scanned by CamScanner

(a) Provided that, in case of the Chairman/Vice Chairman being a MLA, then the Chairman/Vice Chairman, shall be allowed to all the entitlements of staffing and other perquisites/facilities as applicable to a MLA, in addition to above.

(b) Provided further that, if Chairman /Vice Chairman are entitled for certain limited or extra facilities/entitlements as per the Statutory Rules in force, than those conditions of Rules shall apply, in addition to above.

(c) Provided further that, if the staff to be engaged/appointed are Government or Grant-in-Aid employees than prior approval of the Administrative Department and Hon'ble Chief Minister shall be required to be taken.

(d) The pay scales of the personal staff to the Chairman and Vice-Chairman appointed on co-terminus basis will be as under:-

Position	Pay scales
(i) Driver	PB-I, Rs. 5200-20200+1900
(ii) Multi Tasking Attendant	PB-I, Rs. 5200-20200+1800
(iii) Personal Assistant	PB-I, Rs. 5200-20200+1900
(iv) Personal Secretary	PB-I, Rs. 5200-20200+2400

2. **Mobile phones/telephones:** The Chairman/Vice-Chairman (except in case of Ministers or those holding Cabinet Rank) may be provided with residential telephone connection (with STD facility) and a mobile phone as per the entitlements of Ministers. The total bill per month payable by the Corporation shall be restricted to Rs. 6,000/- p.m. subject to maximum of Rs. 80,000/- per year (exclusive of taxes).

3. **Travel & Stay:**

(a) The Chairman/Vice-Chairman (except in case of Ministers or those holding Cabinet Rank) shall travel by economy class (air travel) and AC 1st Class by rail within the country on official visit . A maximum of six (06) such trips will be permissible within the country without the prior approval of Government. For additional such trips, prior approval of Government is to be taken.

(a) Stay should be arranged in State Guest House to the maximum extent possible. In case of non-availability of such facility, a maximum expenditure of Rs. 10,000/- per day (exclusive of taxes) may be permissible (inclusive of stay, food and other miscellaneous expenditure). If accommodation is provided than the total expenditure should be limited to Rs. 2,000/- per day (exclusive of taxes). Prior approval of the Government should be taken to all official foreign tours.

Cont.../-

Scanned by CamScanner

4. **Staff Car & Other Vehicles:** Vehicles for the official use of the Chairman/Vice-Chairman (except in case of Ministers or those holding Cabinet Rank) would be as per existing guidelines issued by Finance (R&C) Department. A maximum amount of 400 litres of petrol/diesel consumption will be provided on a monthly basis.

5. **Entertainment expenses (in all cases):** Entertainment expenses for Chairman is to be restricted to Rs. 10,000/- per month (exclusive of taxes) and for Vice Chairman Rs. 7,500/- per month (exclusive of taxes).

This issues with the approval of Hon'ble Chief Minister/Finance Minister.

(Michael M. D'Souza)
Additional Secretary (Finance)

To,

1. All PSE's/Corporations/Autonomous Bodies and Agencies.
2. All Secretaries to the Government, Secretariat, Porvorim-Goa.
3. All Secretariat Departments, Secretariat, Porvorim-Goa.
4. All Heads of Department/Offices.
5. All OSD/PS to Ministers, Secretariat, Porvorim-Goa.
6. Guard file.
7. O/c.

Scanned by CamScanner