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GOVERNMENT OF GOA

Department of Social Welfare

Notification

13/6/93-SWD

In exercise of the powers conferred by sub-section (1) of section 17 of the Goa State Commission for Backward Classes Act, 1993 (Act 13 of 1993), the Government of Goa hereby makes the following rules, namely:—

1.Short title and commencement.— (1) These rules may be called the Goa State Commission for Backward Classes Rules, 1997.

2.Definitions.— In these rules, unless the context otherwise requires—

(a)"Act" means the Goa State Commission for Backward Classes Act, 1993 (Act 13 of 1993);

(b)"Section" means a section of the Act.

(c)Words and phrases used but not defined herein shall have the same meaning as assigned to them under the Act.

3.Salaries and allowances and other terms and conditions of service of Chairperson and Members of the Commission.— (1) The Chairperson of the Commission, if appointed on whole time basis shall receive a consolidated salary of [1][Rs. 25,000/-] per month and if appointed on honorary basis an honorarium of Rs. 200/- per day for the sittings. Other members, if sitting on whole time basis, shall receive a consolidated salary of Rs. 5000/- per month and if sitting on part time basis, an honorarium of [2][Rs. 500/-] per day for the sitting.

(2)The Chairperson appointed on whole time basis, shall be provided with a vehicle with a ceiling of [3][200 liters] of petrol per month and if appointed on honorary basis, shall be paid Rs. 1000/- per month as conveyance allowance. Other members appointed on whole time or honorary basis shall be entitled to TA/DA as admissible to Grade I Government Officers, for attending the Commission's meetings.

(3)The Chairperson appointed on whole time basis, shall be provided with one telephone each at his office and his residence without STD and if appointed on honorary basis, shall be paid telephone allowance of Rs. 500/- per month. The members shall be paid telephone allowance of [4][Rs.500/-] per month.

(4)The Chairperson and the Members of the Commission shall be entitled for such travelling allowance and daily allowances on official tour as are admissible to Grade I Officers of the Government.

4.Salaries, allowances and other terms and conditions of service of the Member Security.— (1) The Member Secretary of the Commission shall be paid a [5][special pay of Rs.2,000/-] per month for discharging the duties of the Commission. The important administrative matters of the Commission shall be placed before the Member Secretary who may pass the general or specific orders on such matters. He shall be responsible for preparation of the agenda for each meeting of the Commission and shall exercise all administrative and financial powers in connection with day to day affairs of the Commission.

(2) The Member Secretary shall be the appointing and disciplinary authority for the employees of the Commission. Any appeal from any order of the Member Secretary shall lie to the Commission. The Member Secretary shall also be the controlling authority in respect of

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service matters of the employees of the Commission.

5.The appointment, salaries, allowances and terms and conditions of the staff of the Commission.— (1) The salaries and allowances of the staff appointed for the office of the Commission shall be on par with t employees of respective category.

Similarly, the recruitment rules for the recruitment of staff for the Commission shall be the same as are applicable to different categories. The Commission may appoint the staff of various categories from other Government Departments on deputation basis and they shall be governed by the General Rules of deputation. The TA/DA shall be paid to the staff of the Commission for official tour on par with other Government employees of the same category.

(2) For recruitment, confirmation, promotion and all allied matters relating to the service of the staff, the composition of the DPC/DSC shall be as under:—

1.Member Secretary	… Chairman
2.Director of Social Welfare	… Member
3.A Co-opted member to be nominated by the Member Secretary	… Member

6. Annual statement of accounts and annual report.— The Commission shall maintain the annual statement of account as per the statement appended to these Rules in Form _A‘ The

form in which the annual report is to be prepared shall be as per Form ‗B' appended hereto.

6[The Form in which the balance sheet is to be prepared shall be as per Form ‗C' appended hereto.] The Commission shall prepare its annual report which shall be submitted to the Government in the forms mentioned above in the month of April of succeeding year.

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

E. Silveira, Under Secretary (Social Welfare).

Panaji, 5th February, 1997.

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Appendix - A

Accounts of the Goa State Commission for Backward Classes

(*See* Rule 6)

Receipts and Payment Account of the Goa State Commission for Backward Classes for the Year ending 31st March

(Rupees)

Receipt	Amount (Year)	Payment	Amount (Year)
Opening Balance (i)Cash in hand (ii)Cash in Bank Grant-in-aid from the Government (i)Plan Recurring Non-Recurring (ii)Non-plan Recurring Non-Recurring A. Plan (i) Recurring Investments (i)Face value of investments encashed (ii) Interest on investments (iii)Interest on Bank Account and short terms Deposits (3) Recovery of Contingent Advance (i)Advance to CPWD (ii)Advances to DGS & D (iii)Advances to Suppliers (iv)Other Advances (4)Other Deposits (i)Security Deposit (ii)Earnest Money Deposit (C)Remittance Receipts (i)GPF/CPF etc. recoveries		A. Plan Expenditure I. Recurring (a) Establishment Charges 1. Salaries (Chairperson & Members of the Commission including Honorarium & Allowances to co-opted Members) 2.Salaries (Officers & Establishment) 3.Wages 4.Payment for professional and special services 5.Travel Expenses 15.Other Charges 16.Litigation (C) Provident Fund/Other Contributions 1.Pensions & Gratuities (including commutation of pension and LSPC) 2.Contribution CPF 3.Deposit Linked Insurance Scheme 4.Interest on CPF	

from deputationists (ii)Licence Fee (iii)Income Tax (iv)Central Govt. Health Scheme (v)Postal Life Insurance (vi)Central Govt. Employee's Group Insurance Scheme (ii) Non-Recurring (B)Non-Plan (i)Recurring (ii)Non-Recurring (a) Revenue Receipts Other Receipts (i)Miscellaneous Receipts (ii)Fees if any, charged by the Commission (iii)Sale of Publications (b) Debt/Deposit Receipts Provident Fund/Other Contributions (1)General Provident Fund (a)Subscription (b)Recovery of Advance (c)Interest (2) Contributory Provident Fund (a)Subscription (b)Recovery of Advance (c)Contribution (d)Interest (3) Group Insurance Scheme (a)Insurance Fund (b)Saving Fund Recovery of Advances (i)House Building Advance (ii)Motor Car Advance (iii)Other Motor Conveyance Advance		5.CPF Advance/Withdrawal/Final Payment 6.Investment of CPF Balances 7.Interest on GPF 8.GPF Advance/Withdrawal/Final Payment 9.Investment of GPF Balances 10.Investment of Balances of Group Insurance 11.Payment to GIC for Insurance cover (D) Assistance to other Organisations 1.Special Studies 2.Promotional and Educational Research (b) Other Establishment Charges 1.Office Expenses 2.Rent, Rates and Taxes 3.Publications 4.Advertisement & Publicity 5.Hospitality Expenses 6.Minor Works 7.Furniture and Fixtures 8.Machinery & Equipment 9.Motor Vehicles 10.Maintenance of Vehicles 11.Petrol, Oil and Lubricants 12.Conference & Seminars 13.Telephone Charges (e) Investments 1. Investments (f) Contingent Advances 1.Advance to CPWD 2.Advance to DGS & D	

		3.Advances to Suppliers 4.Other Advances (g) Advances to Staff 1.House Building Advance 2.Motor Car Advance 3.Other Motor Conveyance Advance 4.Other Advance (h) Other Adjustments (Remittances) 1.GPF etc. recoveries of deputationists 2.Licence Fee 3.Income Tax 4.Central Govt. Health Scheme 5.Postal Life Insurance 6.CGEGIS/CGEIS A.II. Non-Recurring (a) Other Establishment Charges 1.Major Works 2.Furniture & Fixture 3.Machinery & Equipment 4.Motor Vehicles 5.Publications (b) Deposits 1.Security Deposits 2.Earnest Money Deposits B.Non-plan Expenditure 1.Recurring 2.Non-Recurring C.Closing Cash Balance 1.Cash in Hand 2.Cash in Bank	

Appendix - B

Goa State Commission for Backward Classes Income and Expenditure Accounts for the Year ended 31st March.

Expenditure	Amount (Year)	Income	Amount (Year)
Plan Recurring Establishment Charges (1)Salaries (Chairperson and Members of the Commission including Honorarium and Allowances to Co-opted Members) (2) Salaries (Officers and Establishment) (3)Wages (4)Payment for Professional and Special Services (5)Travel Expenses (c) Provident Fund & Other Contributions 1.Pensions and gratuities (including Commuted value of Pension & LSPC) 2.Contribution to CPF 3.Deposit Linked Insurance Scheme 4.Interest on CPF 5.Interest on GPF 6.Group Insurance Scheme (a)Insurance Fund (b)Saving Fund (d) Assistance to other organisations 1.Special Studies 2.Promotional and Educational Research II. Non-plan Recurring Excess of Income over expenditure (b)Other Establishment Charges (1)Office Expenses (2)Rent, Rates and Taxes		Plan A.Grant-in-aid from Government Less: Amount of Grant-in-aid capitalised B.Receipt on account of Interest (i)Interest on Investment (ii)Interest on Bank Account and short term deposits C. Other Receipts (i)Miscellaneous receipts (ii)Fees, if any, charged by the Commission (iii)Sale of Publications Non-plan Excess of Expenditure over Income	

(3)Advertisement & Publicity (4)Hospitality Expenses (5)Publications (6)Minor Works (7)Furniture & Fixtures (8)Machinery & Equipment (9)Motor Vehicles (10)Maintenance of Vehicles (11)Petrol, Oil & Lubricants (12)Conference & Seminars (13)Telephone Charges (14)Other Charges (15)Litigation			

[7][Form – C

Goa State Commission for Backward Classes

Behind Old G.M.C. Campus,

Opp. R.M.O.S. Hostel, Panaji-Goa

Balance Sheet as at 31st March ……..

Appendix - C

	Liabilities	Amount (Year)	Assets	Amount (Year)
	Corpus Fund		Fixed Assets	
			Motor Vehicle	
	Revenue Fund		Machinery & Equipment	
			Furniture	
			Current Assets	
			Telephone deposit	
			Cash at bank	
			Cash in hand	

	TOTAL:	TOTAL:	

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1. Substituted in place of letters and figure‘Rs.8000/-” vide Amendment Rule, 2010,published in the O. G. Series –I No. 7 dated 13-5-2010.
2. Substituted in place of letters and figure ‘Rs.150/-” vide Amendment Rule, 2010,published in the O. G. Series –I No. 7 dated 13-5-2010.
3. Substituted in place of letters and figure ‘100 liters” vide Amendment Rule, 2010,published in the O. G. Series –I No. 7 dated 13-5-2010.
4. Substituted in place of letters and figure‘Rs.250/-” vide Amendment Rule, 2010,published in the O. G. Series –I No. 7 dated 13-5-2010.
5. Substituted in place of letters and figure ‘remuneration of Rs.1,000/-” vide Amendment Rule, 2010,published in the O. G. Series –I No. 7 dated 13-5-2010.
6. Inserted vide Notification No. 13/6/93-SWD/1137 dated 24-06-2002 published in the Official Gazette, Series I No. 17 dated 26-07-2002.
7. Inserted vide Notification No. 13/6/93-SWD/1137 dated 24-06-2002 published in the Official Gazette, Series I No. 17 dated 26-07-2002.