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OFFICIAL GOVERNMENT OF GOA GAZETTE



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NOTE

There are three Extraordinary issues to the Official Gazette, Series I No. 28 dated 9-10-2014, as follows:—

(1) Extraordinary dated 9-10-2014 from pages 1095 to 1102 regarding entrustment to the Comptroller & Auditor General of India the audit of accounts of (a) Goa Sarva Shiksha Abhiyan Society, Alto Porvorim-Goa— Not. No. 1-15-2009/Fin(Audit), (b) Goa Board of Secondary and Higher Secondary Education, Porvorim-Goa— Not. No. 1-9-2014-Fin(Audit), from Department of Finance (Audit Division) and Amendment to the Bombay High Court Appellate Side Rules, 1960— Not. No. 12/29/2013/LD(EST.)/2218 from Department of Law & Judiciary (Establishment Division).

(2) Extraordinary (No. 2) dated 10-10-2014 from pages 1103 to 1104 regarding Market Borrowing Programme of State Government, 2014-15— Not. No. 5-1-2014-Fin(DMU) from Department of Finance (Debt Management Division).

(3) Extraordinary (No. 3) dated 13-10-2014 from pages 1105 to 1106 regarding entrustment to the Comptroller & Auditor General of India the audit of accounts of Zilla Panchayats of Goa (North & South)— Not. No. 1-18-2003/Fin(Audit) from Department of Finance (Audit Division).

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GOVERNMENT OF GOA

Department of Finance

Revenue & Control Division

Office Memorandum

12/2/2002-Fin(R&C)(Part)

The Government of India, Ministry of Personnel, Public Grievances & Pensions, Department of Pensions & Pensioners Welfare, Notification dated 20th February,

2014 is reproduced here below and circulated for information and necessary action to:—

1. All Heads of Department/Offices.
2. All Secretariat Departments.

This Notification is effective from immediate effect.

Ajit S. Pawaskar, Under Secretary, Finance, (R&C).

Porvorim, 22nd September, 2014.

GOVERNMENT OF INDIA

Ministry of Personnel, Public Grievances and Pensions

Department of Pension and Pensioners' Welfare

—
Notification*New Delhi, dated the 20th February, 2014*

G.S.R. 103 (E).— In exercise of the powers conferred by the proviso to article 309 and clause (5) of article 148 of the Constitution and after consultation with the Comptroller and Auditor General of India in relation to persons serving in the Indian Audit and Accounts Department, the President hereby makes the following rules further to amend the Central Civil Services (Pension) Rules, 1972, namely:—

1. (1) These rules may be called the Central Civil Services (Pension) Amendment Rules, 2014.

(2) They shall come into force on the date of their publication in the Official Gazette.

2. In the Central Civil Services (Pension) Rules, 1972, for Form 3, Form 5, Form 7, Form 8, Form 10, Form 11, Form 12, Form 13, Form 14, Form 18, Form 19, Form 20, Form 21, Form 22 and Form 24, the following Forms shall respectively be substituted, namely:—

"FORM 3

[See rule 54 (12)]

Details of Family

1. Name of the Government servant:
2. Designation:
3. Date of birth:
4. Details of the members of family as on

Sr. No	Names of the members of family	Date of birth	Relationship with the officer	Marital status	Remarks	Dated signature of Head of Office
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

I hereby undertake to keep the above particulars up-to-date by notifying to the Head of the Office any addition or alteration.

Signature of Government servant

Place:

Date:

Note 1.— The original Form submitted by the Government. servant is to be retained. All additions/alterations are to be recorded in this Form under the signature of Head of Office in Col 7. No new Form will substitute the original Form. However, the retiring Government. servant should submit the details of family afresh along with Form 5.

Note 2.— The details of spouse, all children and parents (whether eligible for family pension or not) and disabled siblings (brothers and sisters) may be given.

Note 3.— The Head of Office shall indicate the date of receipt of communication regarding addition or alteration in the family in the 'Remarks' column. The fact regarding disability or change of marital status of a family member should also be indicated in the 'Remarks' column.

Note 4.— Wife and husband shall include judicially separated wife and husband.

FORM 5

[See rules 59 (1) (c) & 61(1)]

[Also see rules 5 (2), 12, 13 (3), 14 (1) and 15 (3) of Central Civil Services (Commutation of Pension) Rules, 1981]

Particulars to be obtained by the Head of Office from the retiring Government servant eight months before the date of his retirement

1. Name
2. (a) Permanent Account Number for Income Tax (PAN)
(b) Aadhaar No., if available
3. Specify a few marks of identification, not less than two, if possible
 - (i)
 - (ii)
4. Height
5. Address after retirement/permanent address for future correspondence:
6. Bank Account No. to which pension is to be credited:
(Joint account, either or survivor, with the spouse)
(In case the Head of Office is satisfied that it is not possible for the retiring Government servant to open a joint account for reasons beyond his/her control, this requirement may be relaxed).
7. Name of the Branch of Bank through which pension is to be drawn
 - (a) BSR code of the branch
 - (b) IFSC code of the branch
8. Indicate whether family pension is also admissible from any other source-Military or State Government and/or a Public Sector Undertaking/Autonomous body/Local Fund under the Central or a State Government—
9. I desire to commute..... % (up to 40%) of my superannuation pension in accordance with the provisions of the Central Civil Services (Commutation of Pension) Rules, 1981.

I am aware that future good conduct of the pensioner/family pensioner shall be an implied condition for every grant of pension/family pension and its continuance.

Enclosures as per check-list are enclosed.

Signature:

Place:

Designation:

Ministry/Department/Office:

Date:

Mobile No.:

Email ID:

Note 1: Commutation of pension is optional. Item 9 may be struck off if the retiring Government servant does not desire to commute a percentage of pension.

Note 2: A separate application for commutation of superannuation pension in Form 1-A of Central Civil Services (Commutation of Pension) Rules, 1981 is required to be submitted in case the retiring Government servant desires to apply for Commutation of Pension after submission of this form but three months before retirement.

Note 3: It is in the interest of the Government servant to provide E-mail ID and Mobile number, which facilitates future correspondence.

Check List of Documents to be submitted along with Form 5

Sr. No.	Description of documents to be enclosed	Whether enclosed
1. (a)	Two specimen signatures (to be furnished in a separate sheet)	
(b)	Additional information (Only in case of an illiterate or disabled Government servant):- Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate and cannot sign his name. If such a Government servant on account of physical disability is unable to give left hand thumb and finger impressions he may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he may give his toe impressions. Impressions should be duly attested by a Gazetted Government servant.	
2.	Three copies of passport size joint photograph with wife or husband. Where it is not possible for a Government servant to submit a photograph with his wife or her husband, he or she may submit separate photographs. The photographs shall be attested by the Head of Office. Three copies of passport size photograph of disabled child/siblings/dependent parents, if applicable. (To be attested by the Head of Office)	
3.	Details of the family in Form 3.	
4.	Undertaking in Form 26, for those who served in Security-related or Intelligence Organisations referred to in rule 8 of the CCS (Pension) Rules, 1972	
5.	Written statement for counting of period of service under rule 59(1) (a), if any	
6.	Undertaking for refunding any excess payment made by the pension disbursing Bank	
7.	Nomination for gratuity, CGEGIS and GPF in Common Nomination Form	
8.	Nomination for arrears of pension and commuted value of pension (if applied for commutation of pension) in Common Nomination Form	

FORM 7

[See rules 58, 60, 61 (1) & (3) and rule 65(1)]

Form for assessing Pension/Family Pension and Gratuity

[To be sent six months before the Date of Retirement to the PAO]

PART - I

1. Name of the retiring Government employee

2. Father's/Husband's name
3. PAN No.
4. Height & Marks of Identification
5. Date of Birth
6. Service to which he/she belongs (indicate name of organised service, if any, otherwise say, General Central Service)
7. Particulars of post held at the time of retirement -			
(a) Name of the Office
(b) Post held
(c) Scale of pay/Pay Band & Grade pay of the post			
(d) Basic Pay/pay in the Pay Band & Grade pay			
(e) Whether the appointment mentioned above was under Government or outside the Government on foreign service terms
(f) If on foreign service, scale of pay/pay band, pay in the pay band & grade pay of the post in the parent department			
8. Whether declared substantive in any post under the Central Government
9. Date of beginning of service
10. Date of ending of service
11. Cause of ending of service (please tick one)-			
(a) Superannuation (Rule 35)			
(b) Voluntary retirement on being declared surplus (Rule 29-A)
(c) Voluntary/premature retirement at the initiative of the Government servant [under Rules 48, 48-A and FR 56(k)]
(d) Premature retirement at the initiative of the Government [Rule 48 or FR 56 (j)]
(e) Permanent absorption in public sector undertaking/autonomous body (Rule 37 or 37-A/37-B)			
(f) Invalidment on medical ground (Rule 38)
(g) Due to abolition of post (Rule 39)
(h) Compulsory retirement (Rule 40)
(i) Removal/dismissal from service (Rules 24 and 41)
(j) Death
12. In the case of compulsory retirement, the orders of the competent authority whether pension may be allowed at full rates or at reduced rates and in case of reduced rates, the percentage at which it is to be allowed (Please see Rule 40)
13. In case of removal/dismissal from service whether orders of competent authority have been obtained for grant of compassionate allowance and if so, at what rate (Please see Rule 41)
14. Particulars relating to military service, if any—			
(a) Period of military service
(b) Terminal benefits drawn/being drawn for military service

(c) Whether opted for counting of military service towards civil pension (Rule 19)

(d) If answer to (c) above is in the affirmative, whether the terminal benefits have been refunded

15. Particulars relating to service in autonomous body/State Government, if any—

(a) Particulars of service :

Name of Organisation	Post held	Period of service		
		From	To	Period

(b) Whether the above service is to be counted for pension in the Government

(c) Whether the autonomous organisation has discharged its pensionary liability to the Central Government

16. Whether any departmental or judicial proceedings in terms of rule 9 of the CCS (Pension) Rules, 1972 are pending against the retiring employee. (If yes, in terms of Rule 69, provisional pension will be admissible and gratuity will be withheld till the conclusion of departmental or judicial proceedings and issue of final orders.)

17. Qualifying service—

(a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under Rule 59 (1) (b) (ii)]

(b) Period not counting as qualifying service—

(i) Boy service (2nd proviso to Rule 13)

(ii) Extraordinary leave not counting as qualifying service (Rule 21)

(iii) Periods of suspension not treated as qualifying service (Rule 23)

(iv) Interruptions in service [Rule 27 (1) (b) and Rule 28 (c)]

(v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31)

(vi) Any other period not treated as qualifying service (give details)

(c) Additions to qualifying service—

(i) Civil service (Rule 18)

(ii) Military service (Rule 19)

(iii) Benefit of service in an autonomous body

(d) Net qualifying service

(e) Qualifying service expressed in terms of completed six monthly periods (Period of three months & above is to be treated as completed six monthly period (Rule 49)

18. Emoluments—

(a) Emoluments in terms of Rule 33

(b) Emoluments drawn during ten months preceding retirement—

From	To	Rate of Pay (including NPA)	Amount
<p><i>Note:</i> If the officer was on foreign service immediately preceding retirement, the notional emoluments which he would have drawn under Government but for being on foreign service may be mentioned in items (a) and (b) above (Note 7 below Rule 33)</p>			
		(c) Average emoluments (Rule 34)
		(d) Emoluments or average emoluments (whichever is higher) to be reckoned for pension (Rule 49)	
		(e) Emoluments reckoned for retirement gratuity/death gratuity (Rule 50)
		(f) Pay reckoned for family pension (Rule 54)
19.		Amount of retirement gratuity/death gratuity (Rule 50) (Refer S. No. 9 of Calculation Sheet)	
20.		Details of Government dues recoverable out of gratuity—	
		(a) Licence fee for Government accommodation [see sub-rules (2), (3) and (4) of Rule 72]
		(b) Dues referred to in Rule 73
		(c) Amount indicated by Directorate of Estates to be withheld under sub-rule (5) of Rule 72	
21.		(a) Proposed pension/service gratuity (Rule 49)
		(b) Proposed dearness relief on pension (as on the date of retirement)
		(c) Date from which pension is to commence (Rule 83)
22.		Rate of Family Pension—	
		(a) Enhanced rate [Rule 54(3)]
		(b) Period for which family pension will be payable at enhanced rate
		(c) Ordinary rate [Rule 54(2)]
		(d) Date from which ordinary rate of family pension will be payable
23.		Commutation of pension—	
		(a) Whether simultaneously applied for commutation of pension with the pension application (applicable only in the case of those who retire on superannuation pension)
		(b) The percentage of pension commuted
		(c) Amount of monthly pension commuted	
		(d) Commuted value of pension
		(e) Amount of residuary pension after deducting Commuted portion
		(f) Date from which reduced pension is payable
		(g) Date from which commuted pension is to be restored	
24.		Post-retirement address of the retiree	
25.		e-mail ID, if any
26.		Mobile number, if any	

Signature of the Head of Office

Form 7 Check List Head of Office for Timely Processing of Retirement Dues

1. Whether retiring employee is an allottee of Government accommodation
2. If retiring employee is not an allottee of Government accommodation, date on which 'No demand certificate' issued by the office
3. The date on which action initiated to obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 57-
4. Date of receipt of 'No demand certificate' from Directorate of Estates
5. Date on which intimation regarding any recovery/withholding of amount from gratuity received from Directorate of Estates
6. Date on which action initiated to assess the service and emoluments qualifying for pension as provided in rule 59
7. Date on which action initiated to assess the Government dues other than the dues relating to allotment of Government accommodation as provided in rule 73 (1)
8. Date on which the retiring Government servant was furnished blank Form 5 along with a certificate regarding the length of qualifying service and the emoluments/average emoluments proposed to be reckoned for retirement gratuity and pension.
9. Whether any objection received from the employee on the above certificate
10. Date on which the employee submitted his application for pension in Form 5
11. Whether nominations made in Common Nomination Forms for
 - (i) death gratuity/retirement gratuity
 - (ii) payment under CGEGIS
 - (iii) amount of GPF, if applicable
 - (iv) arrears of pension
 - (v) commuted value of pension (if applicable)
12. (i) Has the retiring Government servant worked in any of the organisations mentioned in sub-rule 3A of rule 8 of the CCS (Pension) Rules, 1972
 (ii) If yes, whether an undertaking in Form 26 has been obtained along with Form 5 and placed on record
13. Whether Details of family in Form 3 attached.
14. Whether Medical certificate of incapacity (for invalid pension) attached.
15. Whether Statement of the savings effected and the reasons why employment could not be found elsewhere attached (if claim is for compensation pension or gratuity).
16. Whether the Orders of the competent authority regarding grant of pension in the cases of compulsory retirement/dismissal/removal against Item No. 12 or 13 placed on record.
17. Whether a statement indicating the reasons for delay in case the pension papers are not forwarded before six months of the retirement of Government servant attached.
18. Whether brief statement leading to reinstatement of the Government servant attached (In case the Government servant has been reinstated after having been suspended, compulsorily retired, removed or dismissed from service.)

PART II

1. Date of receipt of pension papers by the Accounts Officer from Head of Office
2. Entitlements admitted—
 - A. Length of qualifying service
 - B. Pension—

(i) Class of pension
(ii) Amount of monthly pension
(iii) Date of commencement
C. Commutation of Pension—			
(i) Portion of pension commuted, if any
(ii) Commuted value of portion of pension commuted, if any—
(iii) Residuary pension after commutation
(iv) Date from which reduced pension is payable
(v) Date of restoration of commuted portion of pension subject to the pensioner continuing to live
D. Retirement/Death Gratuity—			
(i) Total amount of gratuity
(ii) Amount to be adjusted towards arrears of licence fee for Government accommodation and licence fee for retention of Govt. accommodation beyond retirement [Rule 72(1) and 72(4)]			
(iii) Amount intimated by Directorate of Estates for being withheld on account of unassessed licence fee [Rule 72(5)]			
(iv) Amount to be adjusted towards Government dues other than those pertaining to Government accommodation (Rule 73)
(v) Net amount to be released immediately
E. Family Pension—			
(i) At enhanced rate
(ii) Period for which Family Pension at enhanced rate is payable
(iii) At normal rate
3. Head of Account to which the amount of pension, retirement/death gratuity and family pension are to be debited

Accounts Officer

PENSION CALCULATION SHEET

1. Name
2. Designation
3. Scale of pay/Pay Band & Grade pay
4. Date of birth
5. Date of entry in the Government service
6. Date of retirement
7. Length of qualifying service reckoned for pension/gratuity (as indicated in PPO)
8. Emoluments drawn during the last ten months
9. (1) Emoluments or Average emoluments, whichever is more beneficial for pension (as indicated in PPO)
(2) Pension admissible (if qualifying service is ten years or more) Calculations to be shown as follows :— Emoluments or Average Emoluments/2
10. (1) Emoluments for gratuity (as indicated in PPO)
(2) Retirement gratuity admissible

Calculation to be shown as follows:—

Emoluments/4 x Qualifying Service (In completed six monthly period, not exceeding 66.)

11. (1) Pay for Family Pension (as indicated in PPO)
(2) Family Pension admissible

Calculations to be shown as follows:—

(a) Ordinary Family Pension:

Pay x 30% subject to prescribed minimum and maximum

(b) Enhanced Family Pension:

Pay ÷ 2

[Subject to prescribed minimum and maximum as per Rule 54].

Head of Office

Countersigned by
PAO

Copy to:—Shri/Smt./Kumari.....
retiring Govt. Servant

FORM 8

[See rule 61 (1)]

[Form of letter to the Accounts Officer forwarding the pension papers of a Government servant]

No.
Government of India
Ministry of.....
Department/Office.....

Dated the

To

The Pay and Accounts Officer/Accountant-General

Subject:—Pension papers of Shri/Smt./Kumari for authorisation of pension.

Sir,

I am directed to forward herewith the pension papers of Shri/Smt./Kumari..... of this Ministry/Department/Office for further necessary action.

2. The details of Government dues which will remain outstanding on the date of retirement of the Govt. servant and which need to be recovered out of the amount of retirement gratuity are indicated below—

(a) Balance of the house-building or conveyance advance	Rs.
(b) Overpayment of pay and allowances including leave salary	Rs.
(c) Income Tax deductible at source under the Income Tax Act, 1961 (43 of 1961)	Rs.
(d) Arrears of licence fee for occupation of Government accommodation	Rs.
(e) The amount of licence fee for the retention of Government accommodation for the permissible period beyond the date of retirement	Rs.
(f) amount to be withheld as per intimation of the Directorate of Estates under rule 72(5), if any	Rs.
(g) Any other assessed dues and the nature thereof	Rs.

3. Your attention is invited to the enclosures forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of pension have been issued to disbursing authority concerned, under intimation to the retiring Government servant/pensioner.

5. The retirement gratuity will be drawn and disbursed by this Ministry/Department/Office on receipt of authority from you. The outstanding Government dues as mentioned in paragraph 2 will also be recovered out of the retirement gratuity before making payment.

Yours faithfully,

Head of Office.

List of enclosures:—

- (1) Form 5 and Form 7 duly completed, along with enclosures and checklists.
- (2) Service Book (date of retirement to be indicated in the service book).

Notes

1. When initials or name of the Government servant are or is incorrectly given in the various records consulted, this fact should be mentioned in the letter.

2. If a Government servant is compulsorily retired from service and delay is anticipated in obtaining Form 5 from the Government servant, the Head of Office may forward the pension papers to the Accounts Officer without Form 5. The Form 5 may be sent as soon as it is obtained from the Government servant.

FORM 10

[See rule 77(2)]

Form of letter to the nominee of a deceased Government servant where valid nomination for the grant of the death gratuity exists

No.
 Government of India
 Ministry of
 Department/Office

Dated the

To

.....

Subject:— Payment of death gratuity in respect of the late Shri/Smt./Kumari
 Sir/Madam,

I am directed to state that in terms of the nomination made by the late Shri/Smt. (Name & Designation) in the Office/Department/Ministry of a death gratuity is payable to his/her nominee(s). A copy of the said nomination is enclosed herewith.

2. I am to request that a claim for the grant of the gratuity may be submitted by you in the enclosed Form 12.

3. Should any contingency have happened since the date of making the nomination, so as to render the nomination invalid, in whole or in part, precise details of the contingency may kindly be stated.

Yours faithfully,

Head of Office

FORM 11

[See rule 77(2)]

Form of letter to the member or members of the family of a deceased Government servant where valid nomination for the grant of the death gratuity does not exist

No.

Government of India

Ministry of

Department/Office

Dated the

To

.....
.....
.....*Subject:*— Payment of death gratuity in respect of the late Shri/Smt.

Sir/Madam,

I am directed to say that in terms of rules 50 and 51 of the Central Civil Services (Pension) Rules, 1972, a death gratuity is payable to the following members of the family of late Shri/Smt. (Name and Designation), in the Office/Department/Ministry of in equal shares:—

- (i) Wife/husband including judicially separated wife/husband.
 - (ii) Sons
 - (iii) Unmarried daughters
 - (iv) widowed daughters
- } including step children and adopted children.

2. In the event of there being no surviving member of the family as indicated above, the gratuity will be payable to the following members of the family in equal shares:—

- (i) Father
 - (ii) Mother
 - (iii) Brothers below the age of eighteen years and unmarried and widowed sisters including step brothers and step sisters;
 - (iv) Married daughters; and
 - (v) Children of a pre-deceased son.
- } including adoptive parents in case of individuals whose personal law permits adoption;

3. It is requested that a claim for the payment of gratuity may be submitted in the enclosed Form 12 as soon as possible.

Yours faithfully,

Head of Office

FORM 12

[See rule 77(2)]

Form of application for the grant of death gratuity on the death of a Government servant

(To be filled in separately by each claimant and in case the claimant is minor, the Form should be filled in by the guardian on his/her behalf. Where there are more than one minor and one guardian for all of them, the guardian should claim gratuity in one Form on their behalf)

1. (i) Name of the deceased Government servant
in respect of whom gratuity is being claimed
- (ii) Date of death of Government servant

(iii) Office/Department/Ministry in which the deceased served last

2. Name and other details of claimant(s)—

Serial No.	Name	Date of birth	Relationship with the deceased Government servant	Postal Address
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3. In case the claimant(s) is/are minor, details of guardian—

Name	Date of birth	Relationship with the minor	Relationship with the deceased Government servant	Postal Address
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Details of Bank with Account No.,

4. IFS Code for e-Payment/ECS

Signature/Thumb impression of the claimant/guardian

Enclosures:

- (i) Death Certificate;
- (ii) Date of Birth Certificate, (in case of minors);
- (iii) Specimen signature/left hand thumb and finger impressions of the claimant/guardian.

FORM 13

[See rule 77(3)]

(Form of letter to family member of a deceased Government servant for grant of Family Pension)

No.

Government of India

Ministry of

Department/Office.....

Dated the

To

.....

Subject:— Payment of Family Pension in respect of the late Shri/Smt.

Sir/Madam,

I am directed to state that in terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, a family pension is payable to you in respect of the late Shri/Smt. (Name and Designation) in the Office/Department/Ministry of

2. You are advised that a claim for the grant of Family Pension may be submitted in the enclosed Form 14.

3. In the event of death or ineligibility after re-marriage of the widow/widower, the Family Pension shall be granted to the eligible child or children, dependent parents or disabled siblings, if any, as per the provisions of rule 54 of Central Civil Service (Pension) Rules, 1972.

4. In the case of a childless widow, the family pension shall be payable even after re-marriage subject to the condition that her earning is less than or equal to the sum of minimum family pension under the Central Civil Service (Pension) Rules, 1972 and Dearness Relief on it.

Yours faithfully,

Head of Office

FORM 14

[See rules 77 (3) and 81 (2)]

**Form of application for family pension on death of a
Government servant/pensioner/family pensioner**

1. (i) Name of the Government servant in respect of whom family pension is being claimed
- (ii) Office/Department/Ministry served last
- (iii) Date of retirement of Government servant
- (iv) Date of death of Government servant/pensioner/
/family pensioner
- (v) PPO No. of Government servant/pensioner/
/family pensioner
2. Name and other details of claimant—

Name	Date of birth	Relationship with the deceased Government servant	Postal Address
------	---------------	---	----------------

3. In case the claimant is minor or suffering from disorder or disability of mind, including mental retardation, details of guardian/nominee, wherever applicable—

Name	Date of birth	Relationship with the minor/mentally disabled claimant	Relationship with the deceased Government servant	Postal Address
------	------------------	--	--	----------------

4. Details of surviving widow/widower, children, dependent parents and disabled siblings of the deceased Government servant/pensioner are enclosed in Form 3.

5. Account No., name and BSR code of Branch of Bank to which family pension is to be credited:

6. Other source of family pension - Military or State Government and/or a Public Sector Undertaking/
/Autonomous body/Local Fund under the Central or a State Government, if any—

I am aware that future good conduct of the claimant/family pensioner shall be an implied condition for every grant of family pension and its continuance.

Encl: As per the check-list.

Signature or left hand thumb impression of the claimant/guardian
 Mobile/Telephone No.
 Permanent Account Number for Income Tax (PAN)
 Aadhar No., if available -

Signatures of two witnesses with names and full addresses:

(i)

(ii)

Note:— Form 14 is not to be filled if the spouse had a joint account with the deceased pensioner. In such cases, family pension shall be allowed by the Pension Disbursing Authority on the basis of an application on plain paper. The permanently disabled children/siblings and dependent parents to whom family pension has been authorised in the PPO of the pensioner will submit this Form to the Pension Disbursing Authority.

Check List of Documents to be submitted with Form 14

1. Two specimen signatures of claimant (to be furnished in a separate sheet) duly attested by a Gazetted Government servant.

(Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such an on account of physical disability is unable to give left hand thumb and finger impressions he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.)
2. Two copies of passport size photographs of the claimant, duly attested
3. Two slips showing the particulars of height and personal identification marks duly attested by a Gazetted Govt.
4. Details of the family in Form 3.
5. Certificate(s) of age showing the dates of birth of the children. The certificates should be from the Municipal authorities or from the local panchayat or from the head of a recognized school or Central/State Board of Education.
6. Undertaking for refunding any excess payment made by the pension disbursing Bank
7. Specimen signature or left hand thumb and finger impressions of guardian duly attested, in the case of the guardian who is not literate enough to sign his or her name
8. Two attested copies of passport size photograph of the guardian/nominee
9. Descriptive roll of the guardian/nominee, showing the particulars of height and identification marks, duly attested.
10. Copy of PPO of previous pensioner/family pensioner
11. Proof of permanent address of the guardian.
12. Copy of death certificate of the deceased employee or pensioner/previous family pensioner, if applicable.
13. Copy of document regarding ineligibility of previous family pensioner, if applicable.

FORM 18

[See rules 78(1), 80(1), 80(3), 80 (5), 80-B (1) and 80-B (5)]

**Form for assessing and authorising the payment of family pension
and death gratuity when a Government servant dies while in service**

PART I

Section I

1. Name of the deceased Government servant ...
2. Father's name ...
3. Husband's name in the case of female Government servant...
4. Date of birth (by Christian era) ...
5. Date of death (by Christian era) ...
6. Religion...
7. Particulars of post held at the time of death
 - (a) Name of the Office
 - (b) Post held substantively:
 - (c) Officiating post:
 - (d) Scale of pay/Pay Band & Grade Pay
 - (e) Basic Pay/Pay in Pay Band & Grade Pay
 - (f) Whether the last post held was under the Government or outside the Government on foreign service terms
 - (g) If on foreign service, scale of pay/Pay Band, pay in the Pay Band and Grade Pay of the post in the parent department
8. Date of beginning of service ...
9. (i) Total period of military service, if any, for which pension and/or gratuity was sanctioned:
- (ii) Amount and nature of any pension/gratuity received for the military service
10. Particulars relating to service in autonomous body/State Government, if any -
 - (a) Particulars of service :

Name of Organization	Post held	Period of service		
		From	To	Period

- (b) Whether the above service is to be counted for gratuity in the Government
- (c) Whether the autonomous organization has discharged its pensionary liability to the Central Government
11. Amount and nature of any pension/gratuity received for previous civil service, if any
12. Service qualifying for death gratuity —
 - (a) Details of omission, imperfection or deficiencies in the Service Book which have been ignored [under rule 59 (1) (b) (ii)]—

- | | From | To |
|--|------|----|
| (b) Periods of non-qualifying service — | | |
| (i) Interruption in service condoned under rules 27 & 28 | | |
| (ii) Extraordinary leave not qualifying for gratuity | | |
| (iii) Period of suspension treated as non-qualifying | | |
| (iv) Boy service (2nd proviso to rule 13) | | |
| (v) Periods of foreign service with United Nations bodies for which United Nations pension has been availed (Rule 31) | | |
| (vi) Any other service not treated as qualifying service | | |
| Total period of non-qualifying service | | |
| (c) Additions to qualifying service— | | |
| (i) Civil service (Rule 18) | | |
| (ii) Military service (Rule 19) | | |
| (iii) Benefit of service in an autonomous body | | |
| Total period of qualifying service | | |
| (d) Net qualifying service | | |
| (e) Qualifying service expressed in terms of completed six monthly periods [Period of three months & above is to be treated as completed six monthly period (Rule 49)] | | |
| 13.(a) Emoluments reckoning for death gratuity ... | | |
| (b) Amount of death gratuity ... | | |
| 14. Details of Government dues recoverable out of death gratuity— | | |
| (i) Licence fee for occupation of Government accommodation (See rule 80-C).... | | |
| (ii) Amount to be withheld as indicated by the Directorate of Estates [See rule 80-C (i) (v)].... | | |
| (iii) Dues referred to in rule 80-C (2) ... | | |
| 15. Net amount payable as death gratuity | | |
| 16. Details of the nominee(s) to whom death gratuity is payable | | |

S. No.	Name	Share in death gratuity	Date of Birth	Address	Relationship with deceased Govt. servant

17. Details of guardian/nominee who will receive payment of death gratuity in the case of minor/mentally disabled children

S. No.	Name of minor/ /mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

18. The date on which intimation regarding the death of Government servant was received by the Head of Office
19. The date on which action initiated to—
- (i) obtain claim or claims from the claimants in the appropriate form for death gratuity and family pension as provided in rule 77:
 - (ii) obtain the 'No demand certificate' from the Directorate of Estates as provided in rule 80-C (1):
 - (iii) assess the Government dues other than the dues pertaining to occupation of Government accommodation as provided in rule 80-C (2):
 - (iv) assess the service and emoluments qualifying for death gratuity and family pension as provided in rules 78 and 79.
20. Details of payment of Family Pension —

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To
Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]			
Ordinary rate			
Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)			

21. Persons to whom family pension is payable—
- (i) Name ...
 - (ii) Relationship with the deceased Government servant ...
 - (iii) Full postal address ...
22. Details of guardian who will receive payment of family pension in the case of minor/mentally disabled children.

S. No.	Name of minor/ mentally disabled child	Name of guardian	Address of guardian	Relationship of guardian with deceased Govt. servant

23. Head of Account to which death gratuity and family pension are debitable

Place

Dated the

Signature of Head of Office

Section II

Details of provisional family pension and gratuity to be drawn and disbursed by the Head of Office in accordance with rule 80A.

Provisional family pension

Rs. p.m.

Death Gratuity [amount mentioned in item 13(b) of Section I]	Rs.
Less	
(a) Licence fee recoverable from gratuity for occupation of Government accommodation [as in item 14(i) of Section I]	Rs.
(b) Amount of gratuity to be held over pending receipt of information from the Directorate of Estates [as the item 14(ii) of Section I]	Rs.
(c) Other Government dues as mentioned in item 14 (iii) of Section I	Rs.
(d) Total of (a), (b) and (c)	Rs.

Place

Dated, the

Signature of Head of Office

Part II
Account Enforcement
Section I

1. (i) Total period of qualifying service accepted for Death gratuity ...
- (ii) Total period of continuous service accepted for Family Pension...
2. Net amount of death gratuity after adjusting Government dues
3. Amount and the period of tenability of Family Pension —

Rate of family pension	Amount of family pension	Period for which it is payable	
		From	To

Enhanced rate [if service rendered at the time of death is more than seven years as in rule 54 (3)]

Ordinary rate

Additional family pension, as on date, to old family pensioner, if any, under rule 54(2A)

4. Date from which family pension is admissible:
5. Head of Account to which death gratuity and family pension are debitable:

Section II

1. Name of the deceased Government servant ...
2. Date of death of the Government servant ...
3. Date on which pension papers received by the Accounts Officer ...
4. Amount of family pension authorised ...
5. Amount of gratuity authorised ...
6. Date of commencement of family pension ...
7. Date on which payment of family pension and gratuity authorised ...
8. Amount recoverable from gratuity ...
9. Amount of gratuity held over pending receipt of 'No demand certificate'...

Place

Dated, the

Accounts Officer

FORM 19

(See rule 81)

**Form of letter to the Accounts Officer forwarding papers for the
grant of family pension and death gratuity to the family of a
Government servant who dies while in service**

No.
Government of India
Ministry of
Department/Office.....

Dated the

To

The Pay and Accounts Officer

.....
.....
.....

Subject:- Grant of family pension and death gratuity.

I am directed to say that Shri/Smt./Kumari (Name and designation) died on His family has become eligible for the grant of family pension and death gratuity. Form 18 duly completed is forwarded herewith for further necessary action.

2. Government dues in respect of the deceased Government servant will be recovered out of the death gratuity as indicated in Section II of Part I of Form 18.

3. Your attention is invited to the enclosures forwarded herewith.

4. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension and death gratuity have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures

1. Form 14 (along with check-list) and Form 18 duly completed.
2. Service book (date of death to be indicated in the service book).

FORM 20

[See rule 81(2)]

**Form of letter sanctioning Family Pension to a member (other than spouse)
on death of a retired Government servant**

No.
Government of India
Ministry of
Department/Office.....

Dated the.....

To

The Pay and Accounts Officer

.....
.....
.....

Subject:- Grant of Family Pension to the child/children/dependent parents/disabled siblings.

Sir/Madam,

I am directed to say that Shri/Smt. formerly (Designation) in this Ministry/Department was authorized pension of Rs. with effect from on his/her retirement from service.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt. died on and that at the time of death left no widow/widower but was survived by the following members of family:—

Sl. No.	Name	Date of Birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status
---------	------	---------------	---------	--------------------------------------	---------------------------------------	----------------

3. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, the amount of Family Pension has become payable to Shri/Kumari/Smt. The Family Pension will be payable, on behalf of the minor/mentally disabled child, to Shri/Smt. who is the nominee/guardian.

4. Sanction for the grant of Family Pension of Rs. per month to Shri/Kumari/Smt. is hereby accorded. The Family Pension will take effect from and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

5. The Family Pension is debitable to the Head

6. Your attention is invited to the enclosures forwarded herewith.

7. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures:—

1. Form 14 (along with check-list)

FORM 21

[See rule 81(2)]

Form of letter sanctioning Family Pension to another member of family on death or ineligibility of a recipient of Family Pension

No.

Government of India

Ministry of.....

Department/Office.....

Dated the

To

The Pay and Accounts Officer

.....
.....

Subject:— Grant of Family Pension on death or ineligibility of a recipient of Family Pension.

Sir,

I am directed to say that Shri/Smt. (relationship) of late Shri/Smt. formerly (designation) in this Ministry/Department/Office was authorised the payment of Family Pension of Rs. with effect from vide PPO No.

2. Intimation has been received in this Ministry/Department/Office that Shri/Smt./Kumari died/ceased to be eligible for family pension on account of on..... (date).

3. There are the following surviving members of family of the deceased Government servant/Pensioner:—

Sl. No.	Name	Date of birth	Address	Relationship with deceased pensioner	Whether suffering from any disability	Marital status
---------	------	---------------	---------	--------------------------------------	---------------------------------------	----------------

4. In terms of rule 54 of the Central Civil Services (Pension) Rules, 1972, amount of Family Pension has become payable to Shri/Kumari/Smt. The Family Pension will be payable on behalf of the minor/mentally disabled child to Shri/Smt. who is the nominee/guardian.

5. Sanction for the grant of Family Pension of Rs. per month to Shri/Kumari/Smt. is hereby accorded. The Family Pension will take effect from..... and will be tenable as per the provisions of sub-rule (6) of rule 54 of the Central Civil Services (Pension) Rules, 1972.

6. The Family Pension is debitable to the Head.....

7. Your attention is invited to the enclosures forwarded herewith.

8. The receipt of this letter may be acknowledged and this Ministry/Department/Office informed that necessary instructions for the disbursement of family pension have been issued to the disbursing authority concerned, under intimation to family pensioner.

Yours faithfully,

Head of Office

List of enclosures:—

1. Form 14 (along with check-list)

FORM 22

[See rule 81(4)]

Form of application for the grant of Residuary Gratuity on the death of a pensioner
(To be filled in separately by each claimant)

1. (i) Name of the pensioner in respect of whom residuary gratuity is being claimed
(ii) Office/Department/Ministry served last
(iii) Date of retirement of pensioner
(iv) Date of death of pensioner
(v) PPO No. of pensioner, if applicable

2. Name and other details of claimant(s)—

Sl. No.	Name	Date of birth	Relationship with the deceased pensioner	Postal Address
---------	------	---------------	--	----------------

3. In case the claimant(s) is/are minor or suffering from disorder or disability of mind, including mental retardation, details of guardian—

Name	Date of birth	Relationship with the minor	Relationship with the deceased pensioner	Postal Address
------	---------------	-----------------------------	--	----------------

4. Account No., name and BSR code of the Branch of Bank to which amount is to be credited:
5. Amount of monthly pension (including ad hoc increase, if any)/service gratuity sanctioned to deceased pensioner:
6. Amount of retirement gratuity received by the deceased pensioner:
7. The amount of pension (including ad hoc increase, if any)/service gratuity drawn by the deceased till the date of death:
8. If the deceased had commuted a portion of pension before his death, the commuted value of the pension:
9. Total of items 6, 7 and 8:
10. Amount of death gratuity equal to 12 times of the emoluments:
11. The amount of residuary gratuity claimed, i.e., the difference between the amount shown against items 10 and 9:

Encl: Specimen signatures/thumb impression

duly attested by a Gazetted Government servant

Signature or left hand thumb impression of the claimant/guardian
 Mobile/Telephone No.
 Permanent Account Number for Income Tax (PAN)
 Aadhar No., if available -

Signatures of two witnesses with names and full addresses:

- (i)
- (ii)

Note 1.— If a retired Government servant in receipt of service gratuity or pension dies within five years from the date of his retirement from service including compulsory retirement as a penalty and the sums actually received by him at the time of his death on account of such gratuity or pension including adhoc increase, if any, together with the death-cum-retirement gratuity and the commuted value of any portion of pension commuted by him are less than the amount equal to 12 times of his emoluments, a residuary gratuity equal to the deficiency becomes payable to the family. When a Government servant has retired before earning a pension, the amount of service gratuity should be indicated.

Note 2.— Two specimen signatures duly attested by a Gazetted Government servant (to be furnished in a separate sheet). Two slips each bearing the left hand thumb and finger impressions duly attested may be furnished by a person who is not literate to sign his name. If such a person on account of physical disability is unable to give left hand thumb and finger impressions, he/she may give thumb and finger impressions of the right hand. Where a Government servant has lost both the hands, he/she may give toe impressions. Impressions should be duly attested by a Gazetted Government servant.

FORM 24

(See rule 32)

Form of certificate of verification of service for pension

No.....
 Government of India
 Ministry of.....
 Department/Office.....

Dated the.....

Certificate

It is certified, in consultation with the Accounts Officer, that Shri/Smt./Km.(Name and Designation) has completed a qualifying service ofyearsmonths,..... days as on..... (date), as per details given below. The service has been verified on the basis of his service documents and in accordance with the rules regarding qualifying service in force at present. The verification of service under sub-rules (1) and (2) of rule 32 of the Central Civil Services (Pension) Rules, 1972, shall be treated as final and shall not be re-opened except when necessitated by a subsequent change in the rules and orders governing the conditions under which the service qualifies for pension.

DETAILS OF QUALIFYING SERVICE

S. No.	Name of Ministry/Department/Office	From	To	Length of qualifying service
1.				
2.				
3.				

Signature & Stamp of Head of Office

To

Shri.....
 (Name & Designation)"

[F.No.1/19/2013-P&PW (E)]
 SUJASHA CHOUDHURY, Dy. Secy.

Note: The principal rules were published vide number S.O.934, dated the 1st April, 1972. The Fourth Edition of the rules corrected up to July, 1988 was published in the year of 1988. The said rules were subsequently amended vide notifications given below:—

1. S. O. 254, dated the 4th February, 1989
2. S. O. 970, dated the 6th May, 1989
3. S. O. 2467, dated the 7th October, 1989
4. S. O. 899, dated the 14th April, 1990
5. S. O. 1454, dated the 26th May, 1990

6. S. O. 2329, dated the 8th September, 1990
7. S. O. 3269, dated the 8th December, 1990
8. S.O. 3270, dated the 8th December, 1990
9. S.O. 3273, dated the 8th December, 1990
10. S.O. 409, dated the 9th December, 1991
11. S.O. 464, dated the 16th February, 1991
12. S.O. 2287, dated the 7th September, 1991
13. S.O. 2740, dated the 2nd November, 1991
14. G.S.R. 677, dated the 7th December, 1991
15. G.S.R. 399, dated the 1st February, 1992
16. G.S.R. 55, dated the 15th February, 1992
17. G.S.R. 570, dated the 19th December, 1992
18. S.O. 258, dated the 13th February, 1993
19. S.O. 1673, dated the 7th August, 1993
20. G.S.R. 449, dated the 11th September, 1993
21. S.O. 1984, dated the 25th September, 1993
22. G.S.R. 389(E), dated the 18th April, 1994
23. S.O. 1775, dated the 19th July, 1997
24. S.O. 259, dated the 30th January, 1999
25. S.O. 904(E), dated the 30th September, 2000
26. S.O. 717(E), dated the 27th July, 2001
27. G.S.R. 75(E), dated the 1st February, 2002
28. S.O. 4000, dated the 28th December, 2002
29. S.O. 860(E), dated the 28th July, 2003
30. S.O. 1483 (E), dated the 30th December, 2003
31. S.O. 1487 (E), dated the 14th October, 2005
32. G.S.R. 723(E), dated the 23rd November, 2006
33. S.O. 1821 (E), dated the 25th October, 2007
34. G.S.R. 258 (E), dated the 31st March, 2008
35. S.O. 1028 (E), dated the 25th April, 2008
36. S.O. 829(E), dated the 12th April, 2010
37. G.S.R. 176, dated the 11th June, 2011
38. G.S.R. 928 (E), dated the 26th December, 2012
39. G.S.R. 938 (E), dated the 27th December, 2012

Department of Home

Home—General Division

Notification

1/167/2014-HD(G)/GHRC/3171

In exercise of the powers conferred by section 26, sub-section (3) of section 27 and section 41 of the Protection of Human Rights Act, 1993 (Central Act 10 of 1994), the Government of Goa hereby makes the following rules namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Goa Human Rights Commission (salaries, allowances and conditions of service of the officers and other staff) Rules, 2014.

(2) They shall apply to posts specified in column (2) of the schedule to these rules (hereinafter called as the “said Schedule”).

(3) They shall come into force from the date of their publication in the Official Gazette.

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

(a) “Act” means the Protection of Human Rights Act, 1993 (Central Act 10 of 1994);

(b) “appointing authority” means the Goa Human Rights Commission;

(c) “Chairperson” means the Chairperson of the Goa Human Rights Commission;

(d) “Commission” means the Goa Human Rights Commission constituted under section 21 of the Act;

(e) “deputation” means a temporary transfer or borrowing the services of an officer or other employees from the Department/offices of the Government of Goa;

(f) “employee” means an employee of the Commission or an employee appointed by the

Commission or an employee holding any post in the Commission by absorption from Government Department;

(g) “Government” means the Government of Goa;

(h) “Member” means the Member of the Commission, as has been appointed in accordance with the Act;

(i) “post” means a post specified in said Schedule;

(j) “promotion” means the appointment of a person to a post in the service in the Commission on a higher scale of pay;

(k) “recruitment by transfer/on deputation”—A candidate is said to be “recruited by transfer on deputation” to the service, if at the time of his first appointment thereto, he/she is working in Department of Government of Goa and/or a member of Goa Civil Service Cadre/Goa Police Service Cadre;

(l) “Secretary” means the Secretary to the Commission;

(m) “service” means service as mentioned in column (2) of said Schedule;

(n) “State” means the State of Goa.

3. *Constitution of service.*— The service shall consist of the following persons, namely:—

(a) Persons recruited to the service before the commencement of these rules; and

(b) Persons recruited to the services in accordance with the provisions of these rules.

4. *Number, classification and scale of pay.*— The number of posts, classification of the said posts and the scale of pay attached thereto shall be as specified in columns (3) to (5) of

the said Schedule: Provided that the Government may vary the number of posts specified in column (3) of the said Schedule from time to time subject to exigencies of work.

5. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said post, age limit, qualifications and other methods connected therewith shall be as specified in columns (6) to (14) of the said Schedule.

6. *Mode of recruitment.*— Recruitment to the service, after the commencement of these rules, shall be as indicated in said Schedule.

7. *Appointment to the service.*— All appointments to the service on the commencement of these rules, shall be made by the appointing authority and no such appointment shall be made except after selection by one of the methods of recruitment as specified in the said Schedule.

8. *Interpretation.*— If any question arises relating to the interpretation of these rules, it shall be referred to the Government, whose decision thereon shall be final.

9. *Applicability of service rules.*— The Rules and Regulations as applicable to the employees of the Government of Goa shall apply to the officers and employees of the Commission, subject to the following conditions:—

(a) In case of Group “A” posts, the Member of the Commission shall be the disciplinary authority and in case of “B”, “C” and “D” posts the Secretary shall be the disciplinary authority.

(b) In case of the persons who have been deputed/transferred to the Commission

from other Departments, the Commission shall forward its inquiry report to the Government/concerned employer to initiate disciplinary proceedings against such person.

(c) Every appeal, against the order passed by the disciplinary authority shall be made to the Chairperson.

(d) The inquiring authority shall have power to issue notices to the witness or the concerned persons as the case may be. He shall also compel them to appear before him to produce evidence or the records and conduct the inquiry as per the procedure laid down in the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

(e) The disciplinary authority shall impose any of the penalty as provided in the Central Civil Services (Classification, Control and Appeal) Rules, 1965.

10. *Power to relax.*— Where, the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules with respect to any class or category of persons.

11. *Saving.*— Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Government from time to time in that regard.

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

Neetal P. Amonkar Under Secretary (Home).

Porvorim, 7th October, 2014.

SCHEDULE

Sr. No.	Name of the post	Number of posts	Classification	Scale of pay	Whether selection post or non-selection post	Whether the benefit of added years of service is admissible under Rule 30 of CCS (Pension) Rules, 1972	Educational and other qualifications required for direct recruits	Whether age & educational qualifications prescribed for the direct recruits will apply in the case of promotees	Period of probation, if any	Method of recruitment, whether by direct recruitment or by promotion/transfer and percentage of the vacancies to be filled by various methods	In case of promotion/ deputation/ transfer, grades from which promotion/ deputation/ transfer is to be made	If a D.P.C. exists, what is its composition
1	2	3	4	5	6	7	8	9	10	11	12	13
1. Secretary.	01 (2014).	01	Group 'A'. Gazetted.	Rs. 15,600-39,100 + Grade Pay Rs. 7,600/-.	Not Applicable.	No.	Not Applicable.	Not Applicable.	Not Applicable.	By deputation of the Secretary to the Government of Goa.	Not Applicable.	Not Applicable.
2. Under Secretary.	01 (2014).	01	Group 'A'. Gazetted.	Rs. 15,600-39,100 + Grade Pay Rs. 5,400/-.	Selection.	No.	Not Applicable.	Not Applicable.	Not Applicable.	By deputation of the Junior Scale Officer of the Goa Civil Service Cadre.	Not Applicable.	Not Applicable.
3. Section Officer.	01 (Sub-junct to variation dependent on work load).	01	Group 'B'. Gazetted.	Rs. 9,300-34,800 + Grade Pay Rs. 4,600/-.	Selection.	No.	Not Applicable.	Not Applicable.	Two years.	By promotion failing which, by transfer on deputation.	Promotion: Senior Assistants/Steno Grade-I/Legal Assistant having 5 years regular service in the respective grade in the Commission. Transfer on deputation: Suitable officials holding analogous post in the Government.	Any two Members of the Commission including Chairperson and Secretary to the Commission.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
4.	Senior Assis- tant. (subject to variation dependent on work load).	01 (2014)	Group 'C'.	Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-.	Selec- tion. Applicable.	Not Applicable.	No.	Not Applicable.	No.	Two years.	By promotion, failing which, by transfer on deputation.	<p>Promotion: Assistant having at least 3 years regular service in the grade in the Commission.</p> <p>Transfer on deputation: Suitable official holding analogous post in the Government.</p>	Any two Members of the Commission including Chairperson and Secretary to the Commission.
5.	Legal Assis- tant. (subject to variation dependent on work load).	01 (2014)	Group 'C'.	Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-.	Selec- tion. (relaxable for employees of Commission and Government Servants up to 5 years).	Not exceeding 40 years (relaxable for employees of Commission and Government Servants up to 5 years).	N. A.	Essential: (i) Degree in Law of a recognized University or equivalent. (ii) Experience of legal work in any Legal Department or practice of two years as an Advocate. (iii) Knowledge of Konkani. (iv) Knowledge of Computer.	Not Applicable.	Two years.	By direct recruitment, failing which, by transfer on deputation.	<p>Transfer on deputation: Official from the Government Department possessing qualification prescribed for direct recruit- ment.</p>	DPC consisting of any two Members of the Commission including Chairperson and Secretary to the Commis- sion.
6.	Steno- grapher Grade - I. (Sub- ject to variation dependent on work load).	03 (2014)	Group 'C'.	Rs. 9,300-34,800 + Grade Pay Rs. 4,200/-.	Selec- tion. Applicable.	Not Applicable.	No.	Not Applicable.	Not Applicable.	Two years.	By promotion, failing which, by transfer on deputation.	<p>Promotion: Steno Grade-II having at least 5 years regular service in the grade in the Commission or Transfer on deputation of a suitable official from Government/ Department/ Offices, holding analogous post.</p>	Any two Members of the Commission including Chairperson and Secretary to the Commis- sion.

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
7. Ac-	coun-	01	Group	Rs.	Not	Not	No.	Not	Not	Not	By Transfer	Transfer on	Not
tant.	(2014).		'C'.	9,300-	Appli-	Applicable.	Applicable.	Applicable.	Applicable.	Applicable.	on deputation.	deputation:	Applicable.
				-34,800	cable.							Officer holding	
				+								analogous post	
				Grade								in the cadre of	
				Pay								Accountant of	
				Rs.								the Directorate of	
				4,200/-.								Accounts of the	
												Government of	
												Goa.	
8. Steno-	grapher	01	Group	Rs.	Selec-	Not	No.	Essential: (i) Higher Sec-	Not	Two	By direct	Deputation:	Any two
Grade-	(2014)		'C'.	5,200-	tion.	exceeding		ondary School Certificate or	Applicable.	years.	recruitment,	Suitable official	Members of the
II.	(subject			-20,200		40 years		equivalent qualification			failing which,	holding analo-	Commission
	to			+		(relaxable		from a recognized institu-			by transfer on	gous post in any	including
	variation			Grade		for		tion.			deputation.	Government/	Chairperson
	depen-			Pay		employees		(ii) Should be Computer				Department/	and Secretary
	dent on			Rs.		of the		literate.				Offices.	to the Commis-
	work			2,400/-.		Commis-		(iii) Speed of 100 words per					sion.
	load).					ssion and		minute in short hand and					
						Govern-		35 words per minute in type-					
						ment		writing/Computer.					
						Servants		(iv) Knowledge of Konkani.					
						up to 5		Desirable: Knowledge of					
						years).		Marathi.					
9. Assis-	tant.	01	Group	Rs.	Selec-	Not	No.	Not	No.	Two	By promotion	Promotion:	Any two
	(2014)		'C'.	5,200-	tion.	Appli-		Applicable.		years.	failing which,	Junior Assistant:	Members of the
	(Sub-			-20,200		cable					by transfer on	Having at least 5	Commission
	ject to			+							deputation.	years regular ser-	including
	variation			Grade								vice in the grade in	Chairperson
	depen-			Pay								the Commission	and Secretary
	dent on			Rs.								failing which	to the Commis-
	work			2,400/-.								Transfer on depu-	sion.
	load).											tation of suitable	
												official holding	
												analogous post in	
												the Government	
												Department.	

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
10. Junior Assis- tant. (Subject to variation dependent on work load).	02 (2014)	Group 'C'.	Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-.	Selec- tion.	Not exceeding 40 years (relaxable for employees of Commis- sion and Govern- ment Servants up to 5 years).	No.	Essential: (i) Higher Sec- ondary School Certificate or equivalent qualification from a recognized institu- tion. (ii) Should be Computer literate. (iii) Knowledge of Konkani. Desirable: Knowledge of Marathi.	Age: No. Educa- tional Qualifica- tion: Yes.	Two years.	12½% by promotion failing which by direct recruitment and 87½% by direct recruit- ment.	Promotion: Group 'D' employees of the Commission passing: (i) Secondary School Certificate Examination and (ii) Speed of 30 words per minute in typing in English.	Any two Members of the Commission including Chairperson and Secretary to the Commis- sion.	
11. Light Vehicle Driver. (subject to variation as well dependent on work load). Note: Promotees as direct recruits will have to work un- dergo practical driving test con- ducted by DSC/ /DPC before selec- tion. An Inspec- tor of the Direc- torate of Trans- port will be associ- ated to the DSC/ /DPC as "Ex- pert".	04 (2014)	Group 'C'.	Rs. 5,200-20,200 + Grade Pay Rs. 1,900/-.	Selec- tion.	Not exceeding 40 years (relaxable for employees of Commis- sion and Govern- ment Servants up to 5 years).	No.	Essential: (1) Middle School or equivalent qualification. (2) Driving licence to drive light vehicle. (3) Having experience of light vehicle repairing. (4) Unblemished — expen- ence of at least 2 years in the line. (5) Knowledge of Konkani. Desirable: Knowledge of Marathi.	Age: No. Educa- tional Qualifica- tion: To the extent as applicable to the direct recruit.	Two years.	50% by promotion, failing which, by direct recruitment and 50% by direct recruit- ment.	Promotion: Group 'D' employees of the Commission possessing qualifi- cation laid down for direct recruit.	Any two Members of the Commission including Chairperson and Secretary to the Commis- sion.	

1	2	3	4	5	6	7	7(a)	8	9	10	11	12	13
12.	Bailiff.	01	Group 'C'. (Sub-ject to variation dependent on work load).	Rs. 5,200-20,200 + Grade Pay Rs. 1,800/-.	Selec-tion.	Not exceed-ing 40 years (relaxable for employ-ees of Com-mi-ssion and Govern-ment Servants up to 5 years).	No.	Essential: (i) Secondary School Certificate examina-tion or Industrial Training Institute's Course passed or equivalent from the recognised Institution. (ii) Knowledge of Konkani. Desirable: Knowledge of Marathi.	(i) Age: No. (ii) Quali-fication: Yes.	Two years.	By promotion, failing which, by direct recruitment.	Promotion: Peon with 5 years regular service in the Commission.	Any Member of the Commis-sion including Chairperson and Secretary/Under Secretary to the Commis-sion.
13.	Peon.	03	Group 'D'. (Sub-ject to variation dependent on work load).	Rs. 4,400-7,440 + Grade Pay Rs. 1,300/-.	Selec-tion.	As pres-cribed by the Govern-ment from time to time.	No.	Essential: (i) VIIIth Stan-dard pass or equivalent qualification preferably in English medium. (ii) Knowledge of washing, clearing, tailoring and cook-ing. (iii) Knowledge of Konkani. Desirable: Knowledge of Marathi.	Not Applicable.	Two years.	By direct recruitment.	Not Applicable.	Any Member of the Commis-sion including Chairperson and Secretary/Under Secretary to the Commis-sion.

Department of Law & Judiciary

Law (Establishment) Division

Order

12/20/2014-LD(Estt)/2110

Sanction of the Government is hereby accorded for revival of 2 posts of Judges as under:—

Sr. No.	Name of the posts	Pay scale	No. of posts
1.	District Judges-4 at Margao	Rs. 51,550-1,230-58,930-1,380-63,070 (Revised scale as per Justice E. Padmanadhan)	1 post
2.	Civil Judge, Junior Division & JMFC, Vasco-da-Gama	Rs. 27,700-770-33,090-920-40,450-1,080 44,770 (Revised as per Justice E. Padmanadhan)	1 post

The expenditure in respect of post at Serial No. 1 shall be debited to the Budget Head “2014—Administration of Justice; 00—; 105—Civil and Sessions Court; 02—District & Sessions Judges (South Goa); 01—Salaries (Non-Plan)” under Demand No. 4.

The expenditure in respect of post at Serial No. 2 shall be debited to the Budget Head “2014—Administration of Justice; 00—; 105—Civil and Sessions Court; 01—Civil Judges (South Goa); 01—Salaries (Non-Plan)” under Demand No. 4.

This issues with the approval of Administrative Reforms Department vide their U. O. No. 1129/F dated 8-8-2014 and concurrence of Finance (Rev. & Cont.) Department vide their U. O. No. 1496365/F dated 26-8-2014.

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

Vasanti H. Parvatkar, Under Secretary (Law-Estt.).

Porvorim, 18th September, 2014.



Department of Transport

Directorate of Transport

Notification

D.Tpt./STA/1237/2014/3590

Read: Notification No. D.Tpt./STA/1237/2013/3950 dated 23rd October, 2013.

The Government of Goa is pleased to amend the Goa State Subsidy for Yellow/Black Motorcycles, Yellow/Black Autorickshaws, Yellow/Black Taxis and Tourist (Single taxi Owner

before September, 2013) Scheme, 2013 published vide Notification No. D.Tpt/STA/1237/2013/3950 dated 23rd October, 2013 in Official Gazette, Series I No. 30 dated 24th October, 2013 as under and the same shall come in force from the date of its publication in the Official Gazette.

The words 'Single taxi Owner before September, 2013' wherever appears in the Notification referred above shall be substituted

by the words "Owner of maximum two taxis before September, 2013".

Amendment to clause 3, sub-clause (4), the figures Rs. 2,50,000/- shall be substituted by Rs. 4,00,000/-.

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

Arun L. Desai, Director & ex officio Additional Secretary (Transport).

Panaji, 13th October, 2014.

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