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SERIES I No. 52

# OFFICIAL GOVERNMENT OF GOA GAZETTE



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## NOTE

There are three Extraordinary issues to the Official Gazette, Series I No. 51 dated 17-3-2016, as follows:—

(1) Extraordinary dated 18-3-2016 from pages 1775 to 1776 regarding Market Borrowing Programme of State Government 2015-16— Not. No. 5-2-2015-Fin (DMU) from Department of Finance (Debt Management Division).

(2) Extraordinary (No. 2) dated 22-3-2016 from pages 1777 to 1778 regarding submission of counterfoils of the coupons sold by the Casino Operator to the Office of Commercial Taxes— Not. No. 3/2/2006-Fin(R&C)(21) from Department of Finance (Revenue & Control Division).

(3) Extraordinary (No. 3) dated 23-3-2016 from pages 1779 to 1788 regarding (a) The Goa Appropriation (No. 2) Bill, 2016— Bill No. LA/LEGN/2016/2988; (b) The Goa Appropriation (Vote on Account) Bill, 2016— Bill No. LA/LEGN/2016/2010 from Goa Legislative Secretariat; (c) The Goa Appropriation (No. 2) Act, 2016— Not. No. 7/8/2016-LA; and (d) The Goa Appropriation (Vote on Account) Act, 2016— Not. No. 7/9/2016-LA from Department of Law & Judiciary (Legal Affairs Division).

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Goa Legislature Secretariat

The Court-fees (Goa Amendment) Bill, 2016

LA/LEGN/2016/2989

(Bill No. 14 of 2016)

The following bill which was introduced in the Legislative Assembly of the State of Goa on 15th March, 2016 is hereby published for general information in pursuance of Rule – 138 of the Rules of Procedure and Conduct of Business of the Goa Legislative Assembly.

A

Bill

further to amend the Court-fees Act, 1870 (7 of 1870), as in force in the State of Goa.

Be it enacted by the Legislative Assembly of Goa in the Sixty-Seventh Year of the Republic of India, as follows:—

1. *Short title and commencement.*— (1) This Act may be called the Court-fees (Goa Amendment) Act, 2016.

(2) It shall come into force on such date as the Government may, by notification in the Official Gazette, appoint.

2. *Amendment of section 13.*— In section 13 of the Court-fees Act, 1870 (7 of 1870), as in force in the State of Goa (hereinafter referred to as the “principal Act”), in sub-section (2), for the expression “Judicial Commissioner’s Court constituted under the Goa, Daman and Diu (Judicial Commissioner’s Court) Regulation 1963”, the words “High Court” shall be substituted.

3. *Amendment of section 14.*— In section 14 of the principal Act, for the words “from the Collector”, the expression “from the Collector or by way of e-payment, in the manner as prescribed by rules” shall be substituted.

4. *Amendment of section 15.*— In section 15 of the principal Act, for the words “from the Collector”, the expression “from the Collector or by way of e-payment, in the manner as prescribed by rules,” shall be substituted.

5. *Amendment of section 16 (As inserted by Central Act 46 of 1999).*— In section 16 of the principal Act, as inserted by Central Act 46 of 1999, for the words “from the Collector”, the expression “from the Collector or by way of e-payment, in the manner as prescribed by rules” shall be substituted.

6. *Amendment of sections 16 to 16C (As inserted by Goa, Daman and Diu Act 5 of 1966).*— Sections 16, 16A, 16B and 16 C of the principal Act as inserted by the Court-Fees (Goa, Daman and Diu Amendment) Act, 1966 (Act 5 of 1966), shall be re-numbered as sections 16A, 16B, 16C and 16D respectively and in section 16D as so re-numbered, for the

words “from the Collector”, the expression “from the Collector or by way of e-payment, in the manner as prescribed by rules” shall be substituted.

7. *Amendment of section 25.*— In section 25 of the principal Act, in the title and in the section, for the words “stamps”, the words “stamps or e-payment” shall be substituted.

8. *Amendment of section 27.*— In section 27 of the principal Act,—

(i) in clause (c), the word “and” shall be omitted;

(ii) in clause (d), for the figure “ : ”, the figure and word “; and” shall be substituted;

(iii) after clause (d), the following clause shall be inserted, namely:—

“(e) the manner of payment of Court-fee and refund thereof by e-payment:”.

9. *Amendment of section 30.*— In section 30 of the principal Act, the following proviso shall be inserted, namely:—

“Provided that, where court-fee is paid by e-payment, the officer competent to cancel stamp shall verify the genuineness of the payment and after satisfying himself that the court-fee is paid, shall lock the entry in the computer and make an endorsement under his signature on the document that the court-fee is paid and the entry is locked”.

#### Statement of Objects and Reasons

It is proposed to introduce e-payment facilities for the Advocate as well as the litigants who desire to pay the Court fee by way of e-payment and also for convenience of the general public.

For implementing the project of e-court fee system, online payment is necessary for which a payment gateway is required to be channelized.

In order to have the above facility, there is a need to amend the Court-fees Act 1870 (7 of 1870) so as to include the words by way of e-payment and therefore, the amendments to sections 13, 14, 15, 16, 16 to 16C, 25, 27 and 30 needs to be done.

This Bill seeks to achieve the above objects.

Financial Memorandum

No Financial implications are involved in this Bill.

Memorandum Regarding Delegated Legislation

Clauses 3, 4 and 5 of the Bill empowers the Government to frame the Rules for e-payment of Court fees.

This delegation is of normal character.

Porvorim, Goa. Adv. FRANCIS D'SOUZA  
8th March, 2016. Minister for Law

Assembly Hall, N. B. SUBHEDAR  
Porvorim, Goa. Secretary to the Legislative  
8th March, 2016. Assembly of Goa.

ANNEXURE

.....  
**Extract of sections 13, 14, 15, 16, 25, 27 and 30 of  
the Court-fees Act, 1870 (7 of 1870)**  
.....

*Section 13. Refund of fee paid on memorandum of appeal.*— If an appeal or plaint, which has been rejected by the lower Court on any of the grounds mentioned in the Code of Civil Procedure, is ordered to be received, or if a suit is remanded in appeal, on any of the grounds mentioned in [section 351 of the same Code, for a second decision by the lower Court, the Appellate Court shall grant to the appellant a certificate, authorizing him to receive back from the Collector the full amount of fee paid on the memorandum of appeal:

Provided that, if in, the case of a remand in appeal, the order of remand shall not cover the whole of the subject-matter of the suit, the certificate so granted shall not authorize the appellant to receive back more than so much fee

as would have been originally payable on the part or parts of such subject-matter in respect whereof the suit has been remanded.

*Section 14. Refund of fee on application for review of judgment.*— Where an application for a review of judgment is presented on or after the ninetieth day from the date of the decree, the Court, unless the delay was caused by the applicant's laches, may, in its discretion, grant him a certificate authorizing him to receive back from the Collector so much of the fee paid on the application as exceeds the fee which would have been payable had it been presented before such day.

*Section 15. Refund where Court reverses or modifies its former decision on ground of mistake.*— Where an application for review of judgment is admitted, and where, on the rehearing, the Court reverses or modifies its former decision on the ground of mistake in law or fact, the applicant shall be entitled to a certificate from the Court authorizing him receive back from the Collector so much of the fee paid on the [application] as exceeds the fee payable on any other application to such Court under the Second Schedule of this Act, No.1, clause (b) or clause (d).

But nothing in the former part of this section shall entitle the applicant to such certificate where the reversal or modification is due, wholly or in part, to fresh evidence which might have been produced at the original hearing.

*Section 16. Refund of fee.*— Where the Court refers the parties to the suit to any one of the mode of settlement of dispute referred to in section 89 of the Code of Civil Procedure, 1908 (5 of 1908), the plaintiff shall be entitled to a certificate from the Court authorising him to receive back from the Collector, the full amount of the fee paid in respect of such plaint.]

*Section 25. Collection of fees by stamps.*— All fees referred to in section 3 or chargeable under this Act shall be collected by stamps.

*Section 27. Rules for supply, number, renewal and keeping accounts of stamps.*— The [Appropriate Government] may, from time to time, make rules for regulating—

(a) the supply of stamps to be used under this Act;

(b) the number of stamps to be used for demoting any fee chargeable under this Act;

(c) the renewal of damaged or spoiled stamps; and

(d) the keeping accounts of all stamps used under this Act:

Provided that, in the case of stamps used under section 3 in a High Court, such rules shall be made with the concurrence of the Chief Justice of such Court.

All such rules shall be published in the Official Gazette, and shall thereupon have the force of law.

*Section 30. Cancellation of stamp.*— No document requiring a stamp under this Act shall be filed or acted upon in any proceeding in any Court or office until the stamp has been cancelled.

.....  
**Extract of sections 16 to 16C of the Court Fees (Goa, Daman and Diu Amendment) Act, 1966 (Act 5 of 1966).**  
 .....

Section 16. Refund in cases of delay in presentation of plaint, etc.:

(1) Where a plaint or memorandum of appeal is rejected on the ground of delay in its presentation, or where the fee paid on a plaint or memorandum of appeal is deficient and the deficiency is not made good within the time allowed by law or granted by the Court, or the delay in payment of deficit fee is not condoned and the plaint or memorandum of appeal is consequently rejected, the Court shall direct the refund to the plaintiff or the appellant, of the fee paid on the plaint or memorandum of appeal which has been rejected.

(2) Where a memorandum of appeal is rejected on the ground that it was not presented within the time allowed by the law of limitation, one-half of the fee shall be refunded.

Section 16.A. Refund on settlement before hearing:

Wherever by agreement of parties:—

(i) any suit is dismissed as settled out of Court before any evidence has been recorded on the merits of the claim; or

(ii) any suit is compromised ending in a compromise decree before any evidence has been recorded on the merits of the claim; or

(iii) any appeal is disposed of before the commencement of hearing of such appeal:

half the amount of all fees paid in respect of the claim or claims in the suit or appeal shall be ordered by the Court to be refunded to the parties by whom the same have been respectively paid.

*Explanation (1):* The expression “merits of the claim” refers to all matters which arise for determination in the suit not being matters relating to the frame of the suit, misjoinder of parties and cause of action, the jurisdiction of the court to entertain or try the suit or the fee payable, but includes matters arising on pleas of res-judicata, limitation and the like.

*Explanation (2):* The expression “hearing of the appeal” includes the “vista” of a case filed in the appellate court.

*Section 16.B. Refund of fee paid by mistake or inadvertence:*— Any fee paid by mistake or inadvertence shall be ordered to be refunded.

Section 16.C. Procedure for obtaining refund when a person becomes entitled to a refund of court fees, the court shall grant a certificate authorizing him to receive back from the Collector the amount specified therein, calculated according to the provisions of this Act.

Assembly Hall,  
 Porvorim-Goa.  
 8th March, 2016.

N. B. SUBHEDAR  
 Secretary to the Legislative  
 Assembly of Goa.

LA/LEGN/2016/2997

The following bill which was introduced in the Legislative Assembly of the State of Goa on 16th March, 2016 is hereby published for general information in pursuance of Rule - 138 of the Rules of Procedure and Conduct of Business of the Goa Legislative Assembly.

The Goa Legislative Diploma No. 2070 dated 15-4-1961 (Amendment) Bill, 2016

(Bill No. 16 of 2016)

A

BILL

*further to amend the Legislative Diploma No. 2070 dated 15-4-1961, in its application to the State of Goa.*

Be it enacted by the Legislative Assembly of Goa in the Sixty-seventh Year of the Republic of India, as follows:—

1. *Short title and commencement.*— (1) This Act may be called the Goa Legislative Diploma No. 2070 dated 15-4-1961 (Amendment) Act, 2016.

(2) It shall come into force at once.

2. *Insertion of new article 334-B.*— After article 334-A of the Legislative Diploma No. 2070 dated 15-4-1961, the following article shall be inserted, namely:—

“334-B.— (1) Notwithstanding anything contained in articles 334 to 340, the Government may, with the prior consent of the concerned Comunidade, grant land by way of aforamento, on such terms and conditions as it deems fit, to the Government Department or the Government undertaking or the statutory body constituted by Government of India for setting up of premier higher educational institute of national level and of International repute, without auction.”

#### Statement of Objects and Reasons

This Bill seeks to insert new article 334-B in the Legislative Diploma No. 2070 dated 15-4-1961, in its application to the State of Goa so as to enable the Government to grant Comunidade land by way of aforamento to the Government Department, or the Government undertaking on the statutory body constituted by the Government of India for setting up a

premier higher educational institute of national level and of international repute, without auction.

This Bill seeks to achieve the above objects.

#### Financial Memorandum

Financial implications would be involved as and when Comunidade land will be taken on lease. However, any expenditure that may be incurred by the Government Department towards payment of lease rent, etc, to the Comunidade cannot be quantified at this stage.

#### Memorandum Regarding Delegated Legislation

No delegated legislation is involved in this Bill.

Porvorim-Goa.  
16th March, 2016.

ADV. FRANCIS D'SOUZA  
Minister for Revenue

Assembly Hall,  
Porvorim, Goa.  
16th March, 2016.

SHRI NILKANT SUBHEDAR  
Secretary to the Legislative  
Assembly of Goa.

LA/LEGN/2016/3011

The following bill which was introduced in the Legislative Assembly of the State of Goa on 17th March, 2016 is hereby published for general information in pursuance of Rule - 138 of the Rules of Procedure and Conduct of Business of the Goa Legislative Assembly.

#### The Goa Tax on Infrastructure (Third Amendment) Bill, 2016

(Bill No. 15 of 2016)

A

BILL

*further to amend the Goa Tax on Infrastructure Act, 2009 (Goa Act 20 of 2009).*

Be it enacted by the Legislative Assembly of Goa in the Sixty-seventh Year of the Republic of India, as follows:

1. *Short title and commencement.*— (1) This Act may be called the Goa Tax on Infrastructure (Third Amendment) Act, 2016.

(2) It shall come into force at once.

2. *Amendment of the Schedule.*— In the Schedule to the Goa Tax on Infrastructure Act, 2009 (Goa Act 20 of 2009), after column (5), the following column shall be inserted, namely:—

”

(6)
Infrastructural Projects/facilities
Infrastructural Projects such as Garbage Treatment facilities, Crematorium, Cemeteries, Public Toilets, Development of Garden.
Nil
Nil
Nil
Nil

”

#### Statement of Objects and Reasons

The Town and Country Planning Department receives various proposals from local bodies, Government Departments/undertakings, private bodies regarding construction of various infrastructure related projects such as construction of Garbage Treatment facilities, Crematorium, Cemeteries, Public Toilets, Development of Garden and the like across the State of Goa. Since, these projects are for public purpose, there are no tangible economic returns to the concerned project proponent. There are also some Government schemes, such as, Deendayal Panchayat Raj Infrastructure Development (Golden Jubilee) Scheme, 2013, under which these projects are executed by Panchayats.

The Bill seeks to exempt infrastructural projects such as construction of Garbage

Treatment facilities, Crematorium, Cemeteries, Public Toilets, Development of Garden and the like across the State of Goa, from the payment of infrastructure tax so as to promote the development of infrastructure related facilities, which are in public interest and which generally does not yield economic returns to the project proponent.

#### Financial Memorandum

The projects are basically for social benefit, wherein the project proponent shall not be required to pay infrastructure tax to the Government, as, such projects does not involve any tangible economic returns. Such projects being very few in nature, there may not be major revenue loss to the Government.

#### Memorandum Regarding Delegated Legislation

No delegated legislation is involved in this Bill.

Porvorim-Goa.  
Date: 17-3-2016.

FRANCIS D'SOUZA  
Deputy Chief Minister/  
/Minister for Town and  
Country Planning.

Assembly Hall,  
Porvorim-Goa.  
Date: 17-3-2016.

SHRI NILKANTH SUBHEDAR  
Secretary to the Legislative  
Assembly of Goa.

#### Governor's Recommendation under Article 207 of the Constitution of India

In pursuance to Article 207 of the Constitution of India, I, Dr. Mridula Sinha, Governor of Goa, hereby recommend the introduction of The Goa Tax on Infrastructure (Third Amendment) Bill, 2016, in the Legislative Assembly of Goa.

RAJ BHAVAN.  
Date: 17-3-2016.

Dr. MRIDULA SINHA  
Governor of Goa.

## ANNEXURE

“SCHEDULE” under section 3 of the principal Act, as notified under Official Gazette, Series I No. 22 dated 2nd September, 2009.

3. *Tax on Infrastructure.*— (1) On any construction to be undertaken by any person on any land specified in the Schedule hereto there shall be levied and paid a tax on infrastructure at the rates specified in the said Schedule.

## SCHEDULE

(See section 3)

Classification of Land use in Outline Development Plan (ODP)/Zoning Plans	Category of building or structure build on the land mentioned in Outline Development Plan (ODP)/ Zoning Plans and as specified in column (i)	Rate of tax on infrastructure payable per square meter of floor area
(1)	(2)	(3)
Residential	(1) Residential building or structure which admeasures 100 square metre or below	Nil
	(2) Residential building or structure which admeasures 101 square metre or above	Rs. 150/-
Commercial	(3) Commercial building or structure	Rs. 350/-
Industrial	(4) Industrial building or structure	Rs. 150/-

Classification of land use in Regional Plan		Category of building or structure build on the said land use in Regional Plan	Rate of tax on infrastructure payable per square meter of floor area
Settlement	Residential	(1) Residential building or structure which admeasures 100 square meter or less	Nil
		(2) Residential building or structure which admeasures 101 square metre or above	Rs. 150/-
	Commercial	(3) Commercial building or structure	Rs. 350/-
Industrial		(4) Industrial building or structure	Rs. 150/-

Assembly Hall,  
Porvorim-Goa.

23rd April, 2013.

V. P. SHETYE  
Secretary to the Legislative  
Assembly of Goa.

1st Amendment to "SCHEDULE" under section 3 notified under Official Gazette, Series I No. 7 dated 20-5-2013

Rate of infrastructure tax payable, per square meter of built up area

Type of area/land	(1)		(2)	(3)	(4)				
	Residential building		Commercial building	Industrial building	Other Buildings				
	(A)	(B)		(A)	(B)	(C)	(D)	(E)	
	Residential building or structure having a built up area which admeasures 100 sq. mts. or below	Residential building or structure having a built up area which admeasures 101 sq. mts. or above		Agriculture and allied structures	Agro based industrial buildings/structures including agro-tourism structures	Recreational and entertainment structures, associated with dance floors, amusement parks, gokarting tracks	Communication structures such as towers and the like whose built up area cannot be quantified	Buildings/structures not covered under (A) to (D)	
1	2	3	4	5	6	7	8	9	10
(1) <i>Category A</i> Coastal Panchayat areas and five major towns, namely, Panaji, Mapusa, Ponda, Mormugao and Margao	NIL	Rs. 200/-	Rs. 800/-	Rs. 250/-	25% of the rate applicable to residential building	50% of the rate applicable to industrial building	50% of the rate applicable to commercial building	Rs. 25,000/- per structure	Rs. 200/-
(2) <i>Category B</i> Other Municipal towns, Census towns and Village Panchayats adjoining or contiguous to the major towns of Panaji, Mapusa, Ponda, Mormugao and Margao	NIL	Rs. 200/-	Rs. 600/-	Rs. 250/-	25% of the rate applicable to residential building	50% of the rate applicable to industrial building	50% of the rate applicable to commercial building	Rs. 15,000/- per structure	Rs. 200/-



1	2	3	4	5	6	7	8	9	10
(3) <i>Category C</i> Other Village Panchayat areas	NIL	Rs. 200/-	Rs. 400/-	Rs. 250/-	25% of the rate appli- cable to residen- tial building	50% of the rate appli- cable to indus- trial building	50% of the rate appli- cable to commer- cial building	Rs. 10,000/- per struc- ture	Rs. 200/- .
(4) Service charge for buildings constructed by any corporation or underta- king consti- tuted under the Central or State enactment, or any State Government, or local bodies, in land/area specified above	NIL	75% of the rate specified in res- pective category above	75% of the rate specified in res- pective category above	75% of the rate specified in res- pective category above	75% of the rate specified in res- pective category above	75% of the rate specified in res- pective category above	75% of the rate specified in res- pective category above	75% of the rate speci- fied in respec- tive cate- gory above	75% of the rate appli- cable to resi- dential build- ing in respec- tive cate- gory above.

**2nd Amendment to "SCHEDULE" under Section 3 notified under O. G., Sr. I No. 36  
dated 11-12-2013**

3. *Amendment of the Schedule.*— In the Schedule to the principal Act, after column (4), the following column shall be inserted, namely:—

“(5) Other Industrial Building

Buildings/structures for small scale industrial activities including for the activity by the Small scale industrial undertaking/micro enterprise/small enterprise.

25% of the rate applicable to industrial building.

25% of the rate applicable to industrial building.

25% of the rate applicable to industrial building.

75% of the rate specified in respective category above.

Assembly Hall,  
Porvorim-Goa.  
Dated:

PRAMOD V. KAMAT  
Secretary to the  
Legislative Assembly of Goa.

Department of Home

Home (General) Division

**Order**

11/14/96-HD(G)/990

Ref: Notification No. 11-14-96-HD(G)/4021 dated 5-12-2013.

Whereas the Government of Goa has framed the Goa Freedom Fighters Welfare Rules, 2013 vide Notification referred to above and published in the Official Gazette, Series I No. 38 dated 20-12-2013.

And whereas Rule 6 of the Goa Freedom Fighters Welfare Rules, 2013 provides that “Ad-hoc grant upto Rs. 5000/- may be sanctioned to the freedom fighters/family to meet the expenses on funeral rites of either freedom fighter or spouse of the freedom fighter”.

And whereas it is seen that in some cases the applications for claiming ad-hoc grant to meet the expenses on funeral rites are received after months delay and even after a year from the date of death, thereby defeating the purpose for which such ad-hoc grants are sanctioned.

Now therefore, in order to streamline the procedure and to disincentivise belated claims, the Government has decided that, such claims shall be preferred within a period of six months from the date of death of freedom fighter or spouse, as the case may be, otherwise such claims shall be summarily rejected.

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

*Harish N. Adconkar*, Under Secretary (Home-I).

Porvorim, 16th March, 2016.

Department of Housing

**Notification**

2/58/2015/HSG

The following draft rules which the Government of Goa proposes to make in exercise of the powers conferred by sub-sections (1) and (2) of section 128 read with section 58 of the Goa Housing Board Act, 1968 (Act No. 12 of 1968) (hereinafter referred to as the “said Act”), are hereby published as required by sub-section (1) of section 128 of the said Act, for the information of all persons likely to be affected thereby and notice is hereby given that the said draft rules will be taken into consideration by the Government on expiry of fifteen days from the date of publication of this Notification in the Official Gazette.

All objections and suggestions to the said draft rules may be forwarded to the Joint Secretary (Housing), Government of Goa, Office of the Goa Housing Board, Porvorim, before the expiry of the said period of fifteen days so that they may be taken into consideration at the time of finalization of the said draft rules.

**DRAFT RULES**

In exercise of the powers conferred by sub-sections (1) and (2) of section 128 read with section 58 of the Goa Housing Board Act, 1968 (Act No. 12 of 1968) and all other powers enabling it in this behalf, the Government of Goa hereby makes the following rules, namely:—

1. *Short title, application and commencement.*— (1) These rules may be called the Goa Housing Board (Registration, Allotment and Sale of Plots) Rules, 2016.

(2) They shall apply to the plots developed by Board for residential/institutional/commercial or for any other purpose.

(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 Goa Housing Board Act, 1968 (Act No. 12 of 1968);

(b) “administrative Charges” means any such charges fixed and collected by the Board for specific purpose;

(c) “allotment committee” means allotment committee as specified in rule 11;

(d) “allottee” means a person or an institution to whom a plot has been allotted;

(e) “applicant” means a person who applies in Form I, Form II or Form III, as the case may be, online and/or in such other manner as specified by the Board for the allotment of plot;

(f) “auction” means a public sale of a plot other than an institutional plot in which eligible applicants bid against each other until the highest consideration is reached;

(g) “Board” means the Goa Housing Board established under section 3 of the Act;

(h) “commercial plot” means a plot developed for commercial purpose;

(i) “commercial purpose” means utility of an immovable property for any fare, fee, rate, charge, or directly or indirectly in connection with any business, or other undertaking intended for profit, except the activities which are health hazardous in nature;

(j) “consideration” means the sale price of a plot fixed by the Board from time to time;

(k) “Conveyance Deed” means deed of sale executed between the Board and the allottee by which title of the plot is transferred to the allottee on such terms and conditions as specified by the Board;

(l) “e-application Form” means a computer programme version of a paper Application

Form I or Form II or Form III filled electronically and submitted online;

(m) “ex-servicemen” means the person who is registered as such and issued with an Ex-serviceman Identity card by the Department of Sainik Welfare, Government of Goa;

(n) “family” means the spouse and dependent children of the applicant;

(o) “family income” means the total annual income of the applicant and his family derived from all sources during the preceding financial year on the date of application;

(p) “family income level group” means group of the population classified according to their level of family income such as Economically Weaker Sections, Low Income Group, Middle Income Group and Higher Income Group by the Board;

(q) “Form” means a form appended to these rules;

(r) “Freedom Fighter” means a person who has been registered as such by the Home Department, Government of Goa;

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

(t) “Income Certificate” means certificate of income issued by the Competent Authority;

(u) “initial deposit” means a deposit of an amount specified by the Board;

(v) “institution” means a body established and registered under the Societies Registration Act, 1860 (Act 21 of 1860) or the Indian Trust Act, 1882 (Act 2 of 1882) or the Indian Partnership Act, 1932 (Act 9 of 1932) or the Goa Co-operative Societies Act, 2001 (Act 36 of 2001) or the Companies Act, 2013 (Act 18 of 2013);

(w) “institutional plot” means a plot to be allotted to Government or Institution for using the same for the purpose of an auditorium or complex for cultural and allied activities or for hospice, persons suffering from physical or mental illness, handicap, diseased or infirm, orphans, abandoned women, children and infants, convalescents, destitute or aged persons penal or correctional detention with restricted liberty of the inmates ordinarily providing sleeping accommodation and includes dharamshalas, hospitals, sanatoria, custodial and penal institutions such as jails, prisons, mental hospitals, houses of correction, detention and reformatories, school, etc.;

(x) “lot” means an activity by which numbers are drawn with the help of a machine or an electronic method or any other method to determine the winning number;

(y) “Other Backward Classes” are those communities, excluding creamy layer, which have been so notified by the Government from time to time and as certified by the Competent Authority;

(z) “Para-Military Forces” means a person who is serving or has served in the Border Security Force (BSF), Central Reserve Police Force (CRPF), Central Industrial Security Force (CISF), Indo Tibetan Border Police (ITBP), Assam Rifles, etc. and includes widow of those personnel who have killed in action, on production of a certificate from Defence or similar authorities, as the case may be;

(aa) “Payment Gateway” means an internet transaction facility that allows the Board to accept credit/debit card or any other electronic mode of payment of the applicant;

(ab) “Person with disability” means a person suffering from not less than forty percent of any of the following disabilities as certified by Goa Medical College:—

(i) blindness or low vision;

(ii) hearing impairment;

(iii) locomotor disability or cerebral palsy including all cases of orthopaedically handicapped persons;

(ac) “penalty” means a fine imposed by the Board upon the allottee for violating any law, rule or terms and conditions of allotment;

(ad) “plot” means an earmarked developed measured area of land on as is where is basis having specified dimensions and boundaries for the purpose of constructing a single family residential dwelling house/bungalow or an institutional unit/project/or a commercial unit/project;

(ae) “residential plot” means the plot allotted to an individual solely for construction of a single family residential house/bungalow;

(af) “Sale” means sale of a plot on outright or any such manner as specified by the Board;

(ag) “Scheduled Castes” are those classes which have been notified as such under the Constitution (Goa, Daman and Diu) Scheduled Castes Order, 1968; and as certified by the Competent Authority;

(ah) “Scheduled Tribes” are those classes which have been notified as such under the Constitution (Goa, Daman and Diu) Scheduled Tribes Order, 1968; and as certified by the Competent Authority;

(ai) “Scheme” means housing or improvement or building scheme including Land development Scheme formulated and executed by the Board with prior approval of the Government, specifying the location, area, number of plots, etc., from time to time, consistent with the provisions of the Act and these rules.

3. *Disposal of plot.*— (1) The disposal of plots shall be on outright sale (either by open

auction or a lot) or by any such manner as specified by the Board from time to time; with prior approval of the Government:

Provided that the Board shall reserve not less than 25% of plots which are for residential purpose, for sale by auction:

Provided further that the Government may direct the Board to allot an institutional plot to any eligible applicant or to itself, for any public purpose.

4. *Fixation of plot price.*— The Board shall fix the consideration of a plot including the minimum price per sq. mt. for auction category, from time to time. Such consideration shall be final and binding on the allottee.

5. *Funding of scheme.*— The Board may, from time to time, determine source of funds for implementation of the scheme, depending upon the cost of the scheme. This may be generated by way of sale of plots or by obtaining housing loan from Housing and Urban Development Corporation of India (HUDCO)/Government Enterprises/Banks or any other financial institutions, as the case may be.

6. *Conditions of eligibility.*— (A) *Residential Plot:*— (1) The applicant applying for a plot for residential purpose must have been born in the State of Goa and shall be a resident of the State of Goa for the last fifteen years and one of his/her parents should be born in the State of Goa.

(2) The applicant and his/her family should not own a tenement or a plot of the Board anywhere in the State of Goa. An affidavit to this effect shall be produced in Form I hereto.

(3) The applicant shall fill in only one e-application in Form II hereto either in his/her own name or in the name of any other member of his/her family and shall apply only in one category to which he/she may belong, namely, either as a member of the general category or in any of the reserved categories specified in these rules:

Provided that reserved category may also apply against general category, if so desired:

Provided further that he/she shall not be eligible for allotment of two plots, if successful in both the categories.

(4) In case, there are no applications from any particular reserved category, the quota earmarked for such category shall be added to the general category.

(5) The applicant should have attained the age of eighteen years at the time of making an application.

(B) *Institutional plot:*— (1) Any institution applying for an institutional plot should have registered itself at least 3 years prior to the date of making of an application.

(2) The Certificate of Registration of an Institution shall be attached with the application.

(3) The applicant shall be entitled to fill in only one e-application in Form III hereto.

(4) No institution shall be eligible for a plot, if it has already been allotted a plot for institutional purpose under any scheme of Board.

(5) The institution shall file an Affidavit in Form I hereto declaring that institution does not own, hold or possess any tenement or shop or office or plot under Board in any scheme of the Board anywhere in the State of Goa.

(6) The institution shall produce income tax return of last three preceding years and in case of a registered firm/company, it shall produce a copy of Registration Certificate from Registrar of Firms or Certificate of Incorporation issued by Registrar of Companies, as the case may be, and copy of last 3 years audited statement of accounts.

(C) *Commercial Plot:*— Commercial plots shall be allotted only by public auction. The

applicant applying for a plot for commercial purpose shall be an Indian citizen or a society/ firm/company registered under the Societies Registration Act, 1860 (Central Act No. 21 of 1860), Goa Co-operative Societies Act, 2001 (Act No. 36 of 2001) or the Indian Partnership Act, 1932 (Act No. 9 of 1932) or the Companies Act, 1956 (Act No. 1 of 1956) for at least 3 years prior to the date of submission of the application.

(2) In case of a firm/company a certificate of registration of a firm/company shall be attached with the e-application.

(3) The applicant shall be entitled to fill in only one e-application in Form IV hereto.

(4) In case of an individual person, the applicant should have completed 18 years of age at the time of submission of an application and shall produce the copy of age proof, income tax return of last three preceding years and in case of a registered firm/company, it shall produce a copy of last 3 years audited statement of accounts.

(5) No individual or society or firm or company shall be eligible for a plot if he/it is already been allotted a plot or shop or office or tenement under any scheme of the Board.

(6) The applicant shall file an Affidavit in Form I hereto declaring that the applicant does not own a plot or shop or office or tenement under any scheme of the Board anywhere in the State of Goa.

7. *Classification of residential plots.*— The Board shall fix the family income level in respect of the following group of population for deciding the number of residential plots to be allotted to each of such group, with the approval of the Government:—

- (a) Low Income Group (LIG);
- (b) Middle Income Group (MIG);
- (c) Higher Income Group (HIG):

8. *The reservation of plots to be disposed by outright sale under lot.*— (1) The reservation of residential plots to be disposed by outright sale under lot for the persons belonging to following categories shall be as under:—

(a) Scheduled Castes	1%
(b) Scheduled Tribes	2%
(c) Other Backward Classes	5%
(d) Freedom Fighters	1%
(e) Ex-Servicemen including personnel of Para Military Forces, if any	2%
(f) Persons with disabilities	1%

9. *Notice of registration.*— (1) The Board shall issue an advertisement in the form of a notice on its website and at least two local newspapers inviting e-applications for the sale of plots as per the procedure specified therein by such date which shall not be less than 15 days from the date of issue of the advertisement.

(2) The notice shall consist of all the details such as last date to apply, plot details, initial deposit, reservations, website, etc.

10. *Submission of application for registration of a plot.*— (1) The applicant shall apply online in pursuance of notice issued under rule 9 for a residential plot in Form II hereto, for an institutional plot in Form III hereto and for a commercial plot in Form IV hereto and make payment of non-refundable registration fees fixed by the Board from time to time.

(2) In addition to the above registration fees, initial deposit as specified by the Board shall be made alongwith the application form.

(3) In case of allotment of plots by lot, only those applicants who have been qualified from the 1st draw for the allotment of plot shall submit the self-attested copies of the documents including original Affidavit indicated in Form I hereto to the Board before the date of scrutiny for allotment of plot under lot, failing which, his/her application shall be liable for rejection and 25% of initial deposit

shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(4) If the applicant applies for auction, the applicant shall submit the self-attested copies of the documents including original Affidavit indicated in Form I to the Board before the date of scrutiny to participate in auction proceedings, failing which, his/her application shall be liable for rejection and 15% of initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(5) The Board shall carry out the transactions through payment gateway only.

(6) Incomplete applications submitted by the applicants shall be summarily rejected.

(7) No withdrawal of application shall be allowed once it is uploaded on the website. If an applicant withdraws from the scheme after depositing the initial deposit, 5% of such deposit shall be forfeited to the Board in case of a residential plot and 10% of such deposit shall be forfeited to the Board in case of institutional and commercial plot. The balance amount shall be refunded to the applicant without any interest only after the close of the scheme.

11. *The Allotment Committee.*— The Board shall form Allotment Committee consisting of the following:—

- |   |                   |
|---|-------------------|
| (a) Chairman of the Board or his nominee  | Chairman          |
| (b) The Collector of the concerned District or his nominee not below the rank of Deputy Collector | Member            |
| (c) Managing Director of the Board or in his absence Housing Engineer of the Board                | Member            |
| (d) Chief Accounts Officer/Assistant Accounts Officer   | Member Secretary. |

(2) The Allotment Committee may co-opt any one member from the Board/Government Official not below the rank of Section Officer.

12. *Allotment of plot on outright sale under lot.*— (1) Every online application shall be generated with a computerized serial number.

(2) Online draw shall be held within 10 days after the expiry of the last date of online registration.

(3) All applications received from the reserved category, shall be kept separate, category wise. Where, there are no applications from any reserved category, the quota earmarked for such category shall be added to the general category.

(4) A draw shall be held of the eligible registered applicants of the respective categories separately, for the allotment of plots including equal number of applicants to be kept as “Wait List” to cover the possibility of applications in the “Main List” being rejected on scrutiny.

(5) A separate list in a sequential manner of draw, category wise (Reserved and General) of the successful applicants shall be prepared and displayed on the website/notice board.

(6) The Allotment Committee shall scrutinize the applications in a sequential manner as shown in the displayed list and the final eligibility list shall be prepared and displayed. If any applicant is found to be ineligible, he/she shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(7) The final eligibility list of the General and Reserved Category shall be merged and a single eligibility list shall be displayed.

(8) An online draw for the allotment of plots shall be held on the day and time fixed.

(9) The final allotment list indicating serial number of application forms and the plot numbers shall be displayed on the website/notice board.

(10) On display of final allotment list, initial deposit of the applicants who did not get the plot, shall be refunded within 10 working days after the final list is published. The decision of the Secretary/Managing Director in the matter of allotment of the plot shall be final and binding on the allottees and no appeal shall be entertained.

(11) The plot offered shall be on as is where is basis and the allottee shall not have any right to complain or raise any objection about nature, condition or planning, etc., or to claim any damage or compensation on any account from the Board.

13. *Conditions of payments of consideration.*— (1) The order of allotment of plot shall be issued to the allottee in Form V hereto as per the final allotment list.

(2) The allottee shall convey his/her acceptance of order of allotment of a plot in Form VI hereto within three working days, to the Board.

(3) The allottee shall pay consideration of the plot allotted within a period of 45 days of receipt of the order of allotment, failing which, the order of allotment of plot shall stand cancelled without any further notice and the entire initial deposit of the applicant shall be forfeited to the Board:

Provided that on an application made to the Board stating reasons for non-payment before expiry of the said period, the Board may extend the period of payment of consideration subject to payment of penal interest of 10% for the first 25 days and 15% for further period of 25 days. No further extension shall be granted beyond 95 days and the plot shall revert to the Board forfeiting the entire initial deposit without further reference to the applicant and no appeal shall be entertained thereon.

(4) In case the applicant effects only part payment of the consideration within the extended period, then his/her allotted plot shall also be reverted thereby forfeiting the entire initial deposit and the part payment made shall be refunded to the applicant without any interest and no appeal shall be entertained thereon.

(5) A sale letter shall be issued in Form VII hereto only on full payment of consideration and the physical possession of the plot shall be handed over to the allottee.

(6) The scheme may be declared closed by the Managing Director as soon as the entire allotment process is over.

14. *Allotment of plot on outright sale under auction.*— (1) Every online application shall be generated with a computerized serial number.

(2) The Allotment Committee shall scrutinize all the applications within 20 days after the expiry of the last date for submission of online application and the list of the applicants who shall be eligible to participate in the auction shall be displayed. If any applicant is found to be ineligible, his/her application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded to the applicant without any interest.

(3) Auction shall be held amongst eligible applicants in the presence of Secretary/Managing Director of the Board at the place, date and time mentioned in the notice of advertisement and the plan showing plot number, area, etc. shall be displayed at the place of auction.

(4) The applicants shall sit according to their registration number at the venue during the auction.



(5) The particular bidder shall increase the bid price per sq. mt. as specified by the Board from time to time.

(6) There shall be at least two applicant bidders present for the auction proceedings for each plot, failing which, the bidding shall defer.

(7) The Managing Director may postpone/ cancel/defer the auction proceedings of any particular plot/plots, as the case may be, at any time without assigning any reasons thereof.

(8) The decision of the Managing Director in the matter of allotment of plot by auction to the highest bidder shall be final and binding on the allottees and no appeal thereon shall be entertained.

(9) The plot offered shall be on as is where is basis and the allottee shall not have any right to complain or raise any objection about nature, condition or planning, etc., or to claim any damage or compensation on any account from the Board.

15. *Conditions for payments of auction consideration.*— (1) The highest bidder shall be declared as successful and order of allotment shall be issued in Form V hereto to the successful bidder of a plot. The allottee shall pay the consideration of the residential plot within a period of 25 days and in case of commercial and institutional plot within a period of 90 days from the date of receipt of the order of allotment, failing which, the order shall stand cancelled without any further notice and the entire initial deposit of the applicant shall be forfeited to the Board. No part payments shall be accepted.

(2) The allottee shall convey his/her acceptance of order of allotment of plot in Form VI hereto within three working days, to the Board.

(3) A sale letter shall be issued in Form VII and Form VIII hereto, as the case may be, only on full payment of consideration and the

possession of the plot shall be handed over to the allottee.

(4) The scheme shall be declared closed by the Managing Director as soon as the entire allotment process is over.

16. *Conditions for construction of residential house/bungalow.*— (1) The allottee shall construct a residential house/bungalow with a compound wall over the allotted plot within a period of three years from the date of issue of a sale letter, failing which, the plot shall be reverted to the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit without any interest thereof:

Provided that on an application made in this behalf stating specific reasons one month before expiry of 3rd year to the Board, the Secretary/Managing Director of the Board may extend the period to construct a house to a maximum period of eight years on payment of penalty for delayed construction as under:—

(a) After 3rd year and less than 5 years— 5% per annum of the total consideration of the plot.

(b) After 5th year and less than 7 years— 8% per annum of the total consideration of the plot.

(c) After 7th year and less than 8 years — 10% per annum of the total consideration of the plot.

(2) The extension of time beyond 8th year and upto 10th year shall vest with the Government subject to the payment of penalty @ 20% per annum of the total consideration of the plot:

Provided the allottee shall make a representation for an extension with specific reasons before one month of the expiry period of 8th year to the Board. The decision taken

by the Board/Government shall be binding on the allottee and no further appeal shall be entertained.

(3) In no circumstance, extension beyond 10 years shall be granted and plot shall revert to the Board on as is where is basis and in such eventuality no appeal shall be entertained.

(4) The allottee shall prepare the construction plan of a single family residential dwelling house/bungalow considering the aesthetic point of view, ground coverage, control of height and roof, rather than on the basis of Floor Area Ratio as specified by the Board as under:—

(a) For the plot area upto 300 sq. mts., the minimum ground coverage shall be 30%;

(b) For the plot area above 300 sq. mts. and upto 400 sq. mts., the minimum ground coverage shall be 25% or 90 sq. mts., whichever is higher.

(c) For the plot area above 400 sq. mts., the minimum ground coverage shall be 20% or 100 sq. mts., whichever is higher.

(5) Allottee shall obtain “No Objection Certificate” from the Board before submission of construction plan to the licensing authorities. An affidavit stating that the construction is for a single family residential dwelling house/ bungalow shall be submitted in Form IX hereto. Also, if any other permission is required from the Board for construction, allottee shall apply for the same.

(6) No multi-dwelling units including commercial premises on the allotted plot shall be allowed. The purpose for which plot is applied shall not be changed.

(7) The construction of residential house/ bungalow shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and

Development Authority, Municipal Council or the Village Panchayat, as the case may be, under the Rules and Regulations in force in the locality concerned.

(8) On breach of any other terms and conditions of allotment, penalty @ 5% on the total consideration of plot shall be levied to such allottee.

17. *Conditions for construction of a building for institutional or commercial purpose.*— (1) The allottee shall abide by all construction norms, rules, regulations, etc. in force and complete the building with a compound wall over the allotted plot, within a period of five years from the date of receipt of sale letter, failing which, the plot shall be reverted to the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit without any interest:

Provided that on an application made in this behalf stating specific reasons one month before expiry of the 5th year to the Board from the date of receipt of sale letter, the Secretary/ Managing Director of the Board may extend the period of construction by levy of fine at the rate of 2% of the total consideration of the plot, for every year of delay beyond five years and upto a maximum period of 8 years.

If the allottee fails to construct a building within extended period of 8 years from the date of receipt of sale letter, then the plot shall be reverted to the Board and 10% of the total consideration paid shall be forfeited to the Board and balance amount shall be refunded to the allottee without payment of any interest thereon. Thereafter, the Board shall have the right to dispose and re-allot the said plot to any other applicants, after following the allotment process. The allottee shall not claim any compensation in such eventuality. The coverage of the building shall not be less than 20% of the allotted plot area and the allottee

shall obtain a No Objection Certificate from the Board before submission of the construction plans to the licensing authority, as the case may be. On breach of these conditions, a penalty @ 5% on total consideration of the plot shall be levied to such allottee. Also, if any other permission is required from the Board for construction, the allottee shall apply for the same.

(2) The allottee shall not be entitled to divide or sell or transfer the plot allotted in favour of any other third party. The construction of building shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipality or the Village Panchayat, as the case may be, under rules and regulations in force in the locality concerned.

(3) The purpose for which the plot is allotted shall not be changed. An affidavit stating that the construction is for institution/commercial purpose only shall be submitted in Form X hereto by the allottee.

(4) On breach of any other terms and conditions of allotment, a penalty @ 5% on the total consideration of plot shall be levied to such allottee.

18. *Execution of conveyance deed.*— (1) The allottee shall after completion of the construction of residential house/bungalow or an institutional building or a commercial building alongwith compound wall, obtain Occupancy certificate from the competent authority and apply to the Board for the execution of Conveyance Deed towards the transfer of the allotted plot within the period of 60 days from the date of obtaining the Occupancy certificate from the competent authority, failing which, a penalty shall be imposed as specified by the Board from time to time.

(2) The Board shall execute a Conveyance Deed after inspecting the construction and

the allottee shall get it registered with the concerned Sub-Registrar failing which, a penalty shall be imposed as specified by the Board from time to time.

19. *Penalty for misrepresentation, suppression of facts or for breach or contravention of any of the conditions of the rules.*— (1) If it is found at any stage that the applicant has given false information or has suppressed any material facts or has contravened any of the terms and conditions of these rules, the application shall be rejected and the allotment of plot, if already made, shall stand cancelled without prejudice to the right of the Board to take any other action under the law in force.

(2) In any circumstances, the allottee shall not sell the plot. An Undertaking in this regard shall be submitted by the allottee in Form XI hereto.

20. *Other conditions.*— (1) The power to amend any of the provisions of these rules shall vest with the Government.

(2) The Board may impose any terms and conditions not specifically covered under these rules, as may be decided in this behalf from time to time, with the approval of the Government.

(3) The allottee shall not object for carrying out any development by the Board on the balance area of the sector as per the permissible FAR as and when required and also, the allottee shall not cause any obstruction to an official, duly authorized by the Board, in discharging his/her duties in connection with the matter arising out of the management of the property.

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

*Sabaji P. Shetye*, Joint Secretary (Housing).

Porvorim, 14th March, 2016.

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act and submitted in original)

**FORM-I**

**AFFIDAVIT**

[See rule 6A(2), B(5) and C(6)]

I, Shri/Smt./Kum. .... son/wife/daughter of ..... r/o ..... age ..... do hereby solemnly affirm and state as under:—

- (1) That I have applied for allotment of a residential, institutional/commercial plot at ..... from the Goa Housing Board under General/Reserved Category of .....
- (2) That neither myself nor any other member of my family own a plot/tenement/shop/office under any scheme of the Goa Housing Board anywhere in the State of Goa as on date.
- (3) I have satisfied myself that I fulfil the conditions laid down in Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard.
- (4) I have read the provisions mentioned in (3) above and agree to abide by the same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know that to make a false affidavit is an offence.

Deponent

**VERIFICATION**

Verified at ....., this the ..... day of ....., ..... that the content in this affidavit is true and correct to the best of my knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed therefrom.

Deponent

**FORM-II**

**Form of application for registration of a plot for residential purpose**

[See rule 6A(3) and 10(1)]



- 1. Applicant's full name: .....  

First Name	Middle Name	Surname
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- 2. Father's/Husband's name: .....  

First Name	Middle Name	Surname
------------	-------------	---------

3. (a) Permanent Address: .....  
Pin Code .....
- (b) Present Address for correspondence: .....  
Pin Code .....
- (c) Locality to which application relates: .....
- (d) Phone No. (Res.) ..... Mobile No. .... E-Mail if any .....
- (e) Bank Details:  
Name of the Bank and Branch .....  
Account Number ..... IFSC ..... MICR .....
4. Period of residency in the State of Goa: .....  
(Residence Certificate from the competent authority to be attached)
5. Date of Birth (Birth certificate to be attached): .....
6. AADHAR (UID) No. if any ..... 7. PAN No.: .....
8. Occupation: .....  
(a) Name of the Establishment/office with address .....  
(b) Present pay including allowances .....  
(c) Family annual income of the applicant for the preceding financial year (Certificate from the competent authority alongwith supporting documents required under rules to be enclosed) .....  
(d) Details of family (Name, Relation with applicant, occupation and income) to be attached, separately.
9. Category for which applied (whether Reserved or General, if reserved certificate in proof to be enclosed from the competent authority) .....
10. Income group to which the applicant belongs: .....
11. Amount of deposit  
(a) Rs. .... paid through (Credit/Debit card, RTGS, NEFT etc.) ..... dated .....

I solemnly affirm and state that:—

(a) I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the Scheme formulated by the Board in this regard and agree to abide by the same.

(b) The statements made above are true to the best of my knowledge and belief.

(c) (i) I hereby give an Undertaking that I agree to abide to the procedure of drawal of online lot for selecting the eligible applicant for the allotment of a plot and I shall submit all self-attested copies of the mandatory documents to the Board before the date of scrutiny for allotment of plot under lot, failing which, my application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded without any interest.

(ii) I hereby give an Undertaking that I agree to abide to the procedure of auction and shall submit all self-attested copies of the mandatory documents before the date of scrutiny to participate in auction proceedings, failing which, my application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded without any interest.

Dated:

(Applicant's signature)

**FORM-III****Form of application for registration of a plot for institutional purpose**

[See rule 6B(3) and 10(1)]

Affix latest passport size photograph here
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1. Name of the Institution: .....
2. (a) Permanent Address: .....  
Pin Code: .....
- (b) Present Address for correspondence: .....  
Pin Code: .....
- (c) Phone No.: ..... Mobile No.: ..... E-Mail: .....  
Website, if any: .....
- (d) Bank Details:  
Name of the Bank and Branch: .....  
Account Number: ..... IFSC: ..... MICR: .....
3. Locality to which application relates: .....
4. Institution Registration No. and date (copy to be enclosed): .....
5. Act, rules under which it is registered: .....
6. Copy of Bye-Laws/Articles of Association or Constitution of the institution: .....  
(copy to be enclosed)
7. PAN No. (Copy to be enclosed): .....
8. TAN No. (Copy to be enclosed): .....
9. Audited statement of accounts for the last 3 years: .....  
(Copy to be enclosed)
10. Last 3 years annual report: .....
11. Activities of the Institution: .....
12. Any accreditation/recognition receipt, if any: .....
13. Details of initial deposit amount:  
(a) Rs. .... paid through (Credit/Debit card, RTGS, NEFT etc.) ..... dated .....
14. Name and designation of present office bearer .....  
(list to be enclosed separately).
15. Income tax return of the last three preceding years, if applicable. (Copy enclosed).
16. Institution notified by the Government (Copy enclosed) .....
17. Any other relevant details: .....

I solemnly affirm and state that:—

(a) I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard and agree to abide the same.

(b) The statements made above are true to the best of my knowledge and belief.

(c) (i) I am hereby authorized to give an Undertaking on behalf of Institution that Institution shall agree to abide to the procedure of drawal of online lot for selecting the eligible applicant for the allotment of Institutional plot and Institution shall submit all the attested copies of the mandatory documents to the Board before the date of scrutiny for allotment of plot under lot, failing which, application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board and the balance amount shall be refunded without any interest.

Signature .....

Name of authorised signatory .....

Designation .....

with Seal

Place: .....

Date: .....

**FORM-IV****Form of application for registration of a plot for commercial purpose**

[See rule 6(C)(3) and 10(1)]

Affix latest  
passport size  
photograph  
here

1. Name of the Applicant: .....
2. (a) Permanent Address: .....  
Pin Code: .....
- (b) Present Address for correspondence: .....  
Pin Code: .....
- (c) Phone No.: ..... Mobile No.: ..... E-Mail: .....  
Website, if any: .....
- (d) Bank Details:  
Name of the Bank and Branch: .....  
Account Number: ..... IFSC: ..... MICR: .....
3. Locality to which application relates: .....
4. Firm Registration No. and date, if applicable (Copy to be enclosed): .....
5. Act, rules under which it is registered: .....
6. Copy of Bye-Laws/Articles of Association or Constitution of the firm: .....  
(Copy to be enclosed)
7. PAN No. (Copy to be enclosed): .....
8. TAN No. (Copy to be enclosed): .....
9. Audited statement of accounts for the last 3 years: .....  
(Copy to be enclosed)
10. Details of commercial activity: .....
11. Details of initial deposit amount:  
(a) Rs. .... paid through (Credit/Debit card, RTGS, NEFT etc.) ..... dated .....
12. Income tax return of the last three preceding years, if applicable. (Copy enclosed) .....
13. Any other relevant details:.....

I solemnly affirm and state that:—

(a) I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard and agree to abide the same.

(b) The statements made above are true to the best of my knowledge and belief.

(c) I hereby give self Undertaking or on behalf of that I will agree to abide to the procedure of open auction for selecting the eligible applicant for the allotment of commercial plot and I shall submit all the copies of the mandatory documents to the Board before the date of scrutiny for allotment of plot under auction, failing which, application shall be liable for rejection and 15% initial deposit shall be forfeited to the Board.

Signature .....  
Name of the applicant .....

Place: .....

Date: .....

GOA HOUSING BOARD  
PORVORIM, BARDEZ-GOA

REGISTERED A. D.

No. GHB/ADM/ /20.....

Dated: / /20.....

**FORM-V**

[See rule 13(1) and 15(1)]

**ORDER OF ALLOTMENT**

In exercise of the powers conferred by sub-rule (1) of rule 13 and sub-rule (1) of rule 15 of the Goa Housing Board (Registration, Allotment and Sale of Plots) Rules, 2016, Shri/Smt./Kum. .... is hereby allotted Plot No. .... admeasuring ..... sq. mts. at ..... under draw/auction category.

Shri/Smt./Kum. .... shall convey his/her acceptance in Form VI within 3 working days and should remit the consideration of the plot within 45 days as per the calculation sheet appended hereto, on receipt of this order alongwith an undertaking in Form XI, failing which, the Order of Allotment shall stand cancelled without any further notice and the entire initial deposit of the applicant shall be forfeited to the Board.

.....  
Managing Director

To,  
.....  
.....  
.....

Copy to:

-----  
**FORM VI**

[See rule 13(2), 15(2)]

**Intimation of acceptance of order of allotment**

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

Dated:

To,  
The Managing Director,  
Goa Housing Board,  
Alto-Betim, Porvorim-Goa.

Sir/Madam,

With reference to your order of allotment No. .... dated ..... received on ..... (evidence enclosed), I, hereby convey my acceptance to the Plot No. .... at ..... unequivocally and without any reservation or any complaint on my part in respect of the said plot, after verifying the dimension of the plot and its area on as is where is basis and shall agree to make the payment of full consideration of the plot within the stipulated period.

I also agree to abide by the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed there under and the terms and conditions stipulated in the scheme formulated by the Board in this regard.

*Yours faithfully,*

( )





**FORM VII****SALE LETTER**

[See rule 13(5) and 15(3)]

No.  
Goa Housing Board,  
Government of Goa,  
Alto-Betim, Porvorim-Goa.  
Dated:

To,

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

Sir/Madam,

I am to state that Plot No. .... admeasuring ..... sq. mts. situated at .....,  
..... Taluka, District of ..... has been allotted to you for total consideration of  
Rs. .... (Rupees ..... only) being at the rate of Rs. .... per sq. mts. for  
construction of residential house/bungalow. The Provisional/Final NOC has been issued by .....  
Village Panchayat/Municipal Council/Corporation vide No. .... dated .....

The Boundaries of the Plot No. .... are shown as follows:—

To the East:  
To the West:  
To the North:  
To the South:

The Plot No. .... described above is a portion of a larger property situated at ..... under  
Survey No. .... acquired under Land Acquisition Act, 1894 (Act 1 of 1894) ..... vide Award  
No. .... dated .....

The allottee shall adhere and comply with all the terms and conditions as per the Goa Housing  
Board Act/Rules/Scheme in force.

The order of allotment for all intends and purpose shall be legal documents to enable the allottee to  
construct a single family residential house/bungalow on the allotted plot till the execution of Conveyance  
Deed in respect of the said plot. The allottee shall submit the drawing/plan of construction including the  
compound wall of allotted plot, in accordance with the terms and conditions indicated herebelow and  
obtain No Objection Certificate from the Goa Housing Board, before submitting the same to local  
authorities for approval.

The allotment of plot is subject to the following conditions:—

(1) The allottee shall construct a residential house/bungalow with a compound wall over the allotted  
plot within a period of three years from the date of a sale letter, failing which, the plot shall be reverted to  
the Board and the consideration shall be refunded to the allottee after forfeiting the entire initial deposit  
without any interest thereof:

Provided that on an application made in this behalf stating specific reasons before one month of expiry  
period of 3rd year to the Board, the Secretary/Managing Director of the Board may extend the period to  
construct a house to a maximum period of 8th year on payment of penalty for delayed construction as  
under:—

- |  |   |
|--|---|
| (a) After 3rd year and less than 5 years | — 5% per annum of the total consideration of<br>the plot. |
|--|---|

- |  |  |
|--|--|
| (b) After 5th year and less than 7 years | — 8% per annum of the total consideration of the plot. |
| (c) After 7th year and less than 8 years | —10% per annum of the total consideration of the plot. |

(2) The extension of time beyond 8th year and upto 10th year shall vest with the Government subject to payment of penalty @ 20% per annum of the total consideration of the plot:

Provided the allottee shall make a representation for an extension with specific reasons before one month of the expiry period of 8th year, to the Board. The decision taken by the Board/Government shall be binding on the allottee and no further appeal shall be entertained.

(3) In no circumstance, extension beyond 10 years shall be granted and plot shall revert to the Board on as is where is basis and in such eventuality no appeal shall be entertained.

(4) The allottee shall prepare the construction plan of a single family residential dwelling house/ bungalow considering the aesthetic point of view, ground coverage, control of height and roof, rather than on the basis of Floor Area Ratio as specified by the Board as under:

- (a) For the plot area upto 300 sq. mts., the minimum ground coverage should be 30%;
- (b) For the plot area above 300 sq. mts. and upto 400 sq. mts., the minimum ground coverage should be 25% or 90 sq. mts., whichever is higher.
- (c) For the plot area above 400 sq. mts., the minimum ground coverage should be 20% or 100 sq. mts., whichever is higher.

(5) Allottee shall obtain “No Objection Certificate” from the Board before submission of construction plan to the licensing authorities. An affidavit stating that the construction is for a single family residential dwelling house/bungalow shall be submitted in Form IX.

(6) No multi-dwelling units including commercial premises on the allotted plot shall be allowed.

(7) The construction of residential house/bungalow shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipal Council or the Village Panchayat, as the case may be, under the Rules and Regulations in force in the locality concerned.

(8) On breach of any of the conditions, penalty @ 5% on the total consideration of plots shall be levied to such allottees.

(9) (a) Allottee shall after completion of the construction of residential house/bungalow alongwith compound wall obtain Occupancy certificate from the competent authority within stipulated period and apply to the Board for the execution of Conveyance Deed towards the transfer of the allotted plot within 60 days from the date of Occupancy certificate from the competent authority, failing which a penalty shall be imposed as specified by the Board from time to time.

(b) The Board shall execute a Conveyance Deed after inspecting the construction and the applicant shall get it registered with the concerned Sub-Registrar failing which, a penalty shall be imposed as specified by the Board from time to time.

(10) The allottee shall not object for carrying out any development by the Board on the balance area of the sector as per the permissible FAR as and when required.

(11) The allottee shall not cause any obstruction to an official, duly authorized by the Board in discharging his/her duties in connection with the matter arising out of the management of the property.

Yours faithfully,

Managing Director

**FORM VIII**

## SALE LETTER

[See rule 15(3)]

No.  
Goa Housing Board,  
Government of Goa,  
Alto-Betim, Porvorim-Goa.  
Dated:

To,

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

Sir/Madam,

I am to state that the Plot No. .... admeasuring ..... sq. mts. situated at ....., ..... Taluka, District of ..... has been allotted to you for total consideration of Rs. .... (Rupees ..... only) being at the rate of Rs. .... per sq. mts. to construct for institutional/commercial purpose only. The Provisional/Final NOC has been issued by ..... Village Panchayat/Municipal Council/Corporation vide No. .... dated .....

The Boundaries of the Plot No. .... are shown as follows:—

To the East:  
To the West:  
To the North:  
To the South:

The Plot No. .... described above is a portion of larger property situated at ..... under Survey No. .... acquired under the Land Acquisition Act, 1894 (Act 1 of 1894) vide Award No. .... dated .....

The applicant shall adhere and comply with all the terms and conditions as per the Goa Housing Board Act/Rules/Scheme in force.

The order of allotment for all intends and purpose shall be legal documents to enable the applicant to construct for institutional/commercial purpose only on the allotted plot till the execution of Conveyance Deed in respect of the said plot. The applicant shall submit the drawing/plan of construction including the compound wall of the allotted plot, in accordance with conditions indicated here below and obtain “No Objection Certificate” from the Goa Housing Board, before submitting the same to the local authorities for approval.

The allotment of plot is subject to the following conditions:

(1) The applicant shall construct a premises over the allotted plot within a period of five years from the date of a sale letter, failing which the plot shall be reverted to the Board and the consideration shall be refunded to the institution after forfeiting the entire initial deposit without any interest thereof.

(2) The applicant shall prepare the construction plan of the premises only considering the aesthetic point of view, ground coverage, control of height and roof, rather than on the basis of Floor Area Ratio as specified by the Board as under:

The coverage of the premises shall not be less than 20% of the allotted plot area and the institution shall obtain a “No Objection Certificate” from the Board before submission of the construction plans to the licensing authority, as the case may be.

(3) An affidavit stating that the construction is for institutional/commercial purpose only shall be submitted in Form X.

(4) That, the plot allotted shall be utilized for the institutional/commercial purpose only.

(5) The construction of institutional building shall be in accordance with the plans approved by the Town and Country Planning Department/Planning and Development Authority, Municipal Council or the Village Panchayat, as the case may be, under the Rules and Regulations in force in the locality concerned.

(6) The applicant shall complete the construction along with the compound wall before obtaining Occupancy certificate.

(7) The applicant shall apply for the execution of Conveyance Deed towards the transfer of the allotted plot within 60 days from the date of Occupancy certificate from the competent authority. The Board shall execute a Conveyance Deed after inspecting the construction and the institution shall get it registered with the concerned Sub-Registrar failing which, a penalty shall be imposed as specified by the Board from time to time.

(8) The applicant shall not object for carrying out any development by the Board on the balance area of the sector as per the permissible FAR as and when required.

(9) The applicant shall not cause any obstruction to an official, duly authorized by the Board so as to create difficulties, in the discharge of his/her duties in connection with the matter rising out of the management of the property.

(10) If it is found at any stage that the applicant has given false information or has suppressed any material facts or has committed breach or contravened any of the conditions of these rules, the application shall be rejected and the allotment of plot, if already made shall stand cancelled without prejudice to the right of the Board to take any other action under the law in force.

Yours faithfully,

Managing Director

-----

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act).

### FORM IX

#### AFFIDAVIT

[See rule 16(5)]

I, Shri/Smt./Kum. .... son/wife/daughter of ..... r/o ..... age ....., do hereby solemnly affirm and state as under:—

That I will construct a single family residential dwelling house/bungalow only.

That I will not construct any multi-dwelling units including commercial premises on the allotted plot.

That I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard and agree to abide same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know that to make a false affidavit is an offence.

Deponent

#### VERIFICATION

Verified at ....., this the ..... day of ....., ..... that the content in this affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed therefrom.

Deponent

-----

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act).

#### FORM X

#### AFFIDAVIT

[See rule 17(3)]

Shri/Smt./Kum. .... of authorized by the ..... institution, do hereby solemnly affirm and state as under:—

That, I shall utilize the plot allotted for institutional/commercial purpose only.

I have satisfied itself that it fulfils the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard and agree to abide by the same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know that to make a false affidavit is an offence.

Deponent

#### VERIFICATION

Verified at ....., this the ..... day of ....., ..... that the content in this affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed therefrom.

Deponent

(Note: To be executed before a Competent Magistrate on a non-judicial stamp paper as per denomination prescribed in the Indian Stamp Act).

**FORM XI**

## UNDERTAKING

[See rule 19(2)]

I, Shri/Smt./Kum. .... son/wife/daughter of .....  
r/o ....., age ....., do hereby solemnly affirm and state as under:—

That I will not sell or transfer the Plot No. .... situated at ..... allotted to me for self-residential, institutional/commercial purpose, to any person before or after the date of registration of execution of Conveyance Deed.

I have satisfied myself that I fulfil the conditions laid down in the Goa Housing Board Act, 1968 (Act 12 of 1968) and the rules framed thereunder and the terms and conditions stipulated in the scheme formulated by the Board in this regard and agree to abide same.

I further affirm that what is stated hereinbefore is true to my own knowledge and belief and I know that to make a false affidavit is an offence.

Deponent

## VERIFICATION

Verified at ....., this the ..... day of ....., ..... that the content in this affidavit is true and correct to the best of knowledge and belief. No part of this affidavit is wrong and nothing material has been concealed therefrom.

Deponent

—◆◆◆—

Department of Personnel

—

**Notification**

1/3/88-PER (Pt. file)

- Read: (1) Government Notification No. 1/3/88-PER (PF II) dated 08-04-2010, published in the Official Gazette, Series I No. 3 dated 15-04-2010.
- (2) Government Notification No. 1/3/88-PER (Pt. file) dated 10-12-2012, published in the Official Gazette, Series I No. 38 dated 20-12-2012.

In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, read with section 21 of the General Clauses Act, 1897 (Central Act 10 of 1897), the Governor of Goa hereby makes the following rules so as to amend the Goa Governor's Secretariat (Recruitment and Conditions of Service) Rules, 2010, published vide Notification No. 1/3/88-PER (PF II) dated 08-04-2010, in the Official Gazette, Series I No. 3, dated 15-04-2010, as follows, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Goa Governor's Secretariat (Recruitment and Conditions of Service) (Second Amendment) Rules, 2016.

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

2. *Amendment of Schedule I.*— In the Goa Governor's Secretariat (Recruitment and Conditions of Service) Rules, 2010, in the Schedule I, against the post of 'Junior Assistant' at Serial No. (8),—

(i) in column (9), for the existing entry, the following entry shall be substituted, namely:—

“Age: No.

*Educational qualifications:* To the extent as indicated in column (12).”;

(ii) in column (11), for the existing entry, the following entry shall be substituted, namely:—

“12½ % by promotion, failing which, by direct recruitment and 87½ % by direct recruitment.”;

(iii) in column (12), for the existing entry, the following entry shall be substituted, namely:—

“*Promotion:* Peon in the Governor's Secretariat with four years of regular service in the grade, possessing,—

(a) Secondary School Certificate from a recognised Board/Institution or equivalent, and

(b) Certificate in Computer Education of at least three months duration course of a recognized Institution.”.

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

Sd/- Yetindra M. Maralkar, Additional Secretary (Personnel).

Porvorim, 11th March, 2016.

## Notification

10/1/2014-PER(Part-I)/824

Sub: “The Goa State Training Policy 2016”.

The Government of Goa is pleased to introduce the “Goa State Training Policy 2016”. The mission of the Goa State Training Policy is to develop a training framework for the work force in institutions of governance, to instill values, attitude, competencies to empower them to discharge their duties efficiently and effectively to the citizens through a systematic process of training.

*Yetindra M. Maralkar*, Additional Secretary (Personnel).

Porvorim, 10th March, 2016.

## GOA STATE TRAINING POLICY, 2016

1. *Short title & commencement.*— (1) This policy shall be called as the “Goa State Training Policy 2016”.

(2) It shall come in force at once.

2. *Introduction.*— The Government of Goa is pleased to introduce the “Goa State Training Policy 2016” on the lines of the National Training Policy, 1996.

The main aim of the policy is to achieve excellence in the administration and to make Government efficient, effective, responsible, responsive, competent, forward looking and technology savvy; there is need to impart suitable training to employee at all levels.

In order to achieve this objective, it is felt necessary that State shall have its own training policy. Moreover the State Training Policy will be a tool to focus on the training and capacity building measures which are vital to build responsive and trained professionals in the Government set up.

3. *Vision.*— Build a culture of training and to foster excellence at all levels of governance.

4. *Mission.*— To develop a training framework for the workforce in institutions of governance, to instil values, attitude, competencies to empower them to discharge their duties efficiently and effectively to the citizens through a systematic process of training.

5. *Salient features/Thrust areas.*—

- Strengthening the State Training Institutions at State, district and taluka level.
- Linking training to service rules and grassroot realities.
- Training for all.
- Need based training.
- Continuous training.
- Competency based approach to training.

6. *Objectives.*— (1) Develop a conceptual framework and develop a culture of training in the State administration.

(2) Build institutions of excellence in training.

(3) Ensure every government employee is given training relevant for his current position in shortest period of time.

(4) Ensure every official/elected representative entering the workforce is given training.

(5) Analyze and quantify the requirements for training.

(6) Ensure regular, relevant training at various stages of workforce.

(7) Identify relevant values and instil them in the workforce.

(8) Develop skills and competence.

(9) Benchmark and constantly improve and innovate training.

7. *Strategy.*— 7.1 *Develop a philosophy of training.*

Adopting a framework wherein training is conceived as a necessary intervention in providing efficiency in the governance processes. It will be conducted in a scientific manner, grounded in the realities of the State, so that the administration becomes people centric. Low cost as well as innovative training methodologies will be adopted.

7.2.1 *Hierarchy of training institutions.*

The Government will develop GIPARD as the apex State training Institute for training and capacity building of employees and Elected Representatives in the State. Other training institutions, if any will also be strengthened and brought under the aegis of GIPARD. There shall be a State Training Council which will monitor and guide the Government in implementing the State Training Policy. The State Training Council will be headed by the Chief Secretary of the Government of Goa, consisting of the representatives of the State Government, Administrative Heads of major Departments and other major organizations of the Government, Major Training Institutions and organizations within and outside the State. The council will monitor and guide the Government in implementing the State Training Policy.

7.2.2 *Decentralized Training.*

To ensure training for all government officers at regular interval the training will be designed on decentralized plan. Training may be imparted at Training Institutions; at workplace and/or on a decentralized basis at district and taluka level or by distance learning. The choice would depend on cost-benefit analysis, availability of physical training infrastructure, ability to spare the participants for training and need of the trainees.

The departments may also identify competent NGOs and reputed private training institutions for deputing their employees for effective training.



An integrated training package of induction, functional & managerial training should be imparted to officers. These should be in addition to on the job training. The training at the taluka level will be conducted by the departments in house or by utilizing taluka level training facilities, if any so that the employees can avail timely and regular training.

### 7.3.1 *Identification of responsibilities and skills set for Elected Representatives.*

The Systematic Approach to Training (SAT) will be strictly followed through the following four steps:

- (a) Training Needs Analysis.
- (b) Design of Training.
- (c) Delivery of Training.
- (d) Evaluation of Training.

The standard modules of TNA, DoT, DTS & EoT as prescribed by DoPT, GoI, will be used to carry out the complete cycle of SAT.

The training shall include training courses on office procedure, functional efficiency, managerial competence, good governance, personality development, stress management, general awareness, etc. Apart from classroom sessions, the training may include projects and fieldwork.

### 7.3.2 *The Annual Training Plan will be a tool to ensure consistency, discipline and thus help to meet the mandate of the training policy.*

The Goa Institute of Public Administration and Rural Development (GIPARD) will prepare Annual Training Calendar at the beginning of each year and circulate it latest by 1st April of every year. The training calendar will consist of the programmes to be conducted directly by GIPARD as well as those to be conducted by other institutes under the various departments. This will ensure consistency and coherence in the training activities in the State and help in manpower planning and forecasting.

- The training plans will also include cadre wise enumeration of officers of each

department, year wise expected volume of officers becoming eligible for different types of training on account of induction, promotion, change of cadre, etc. GIPARD will maintain a systematic database of all cadres of employees of all Departments. A unique identification number will be provided to each employee and a track will be maintained of the trainings completed by him/her as per the mandatory requirements.

- Each training plan will consist of two components: Administrative Training & Technical Training. The administrative training will cover the common areas of administrative knowledge and skills required by officers whereas technical training will focus on the specific domain knowledge (such as agriculture, health, education, etc.) of each department.

### 7.3.3 *Better Utilization of Budget/fund.*

For proper and full utilization of Budget/Fund allocated for development of training infrastructure and manpower, GIPARD shall oversee and coordinate training activities in all departments. Besides this the Institute will work out the budgetary requirements of training through evolving norms of expenditure per day per participants.

### 7.4.1 *Training to Elected Representatives.*

The Elected Representatives both from urban and rural bodies should be given minimum of three trainings in their term of office of which one will be the foundation course of four days duration, soon after they take charge of office after elections.

**Rural Development:** The areas of training will focus on rules and regulations, rural development/welfare programmes, rural planning and livelihoods, role of N.G.Os in rural development, handling media, conflict management, ethics and values.

**Urban Development:** Decentralization and urban Governance, urban land issues, urban environment, urban transport, urban planning

and infrastructure development, urban poverty and social development, municipal accounts and finance, e-Governance for urban development, handling media, conflict management, ethics, values.

#### 7.5.1 *Data Management and Mapping of the Government workforce.*

To meet the requirement of department services and officers of different grades, Nodal Officers will be appointed in each department and organization with specific responsibilities such as identifying the training requirement of the staff working under him/her and ensuring implementation of the department/organization training plan.

#### 7.5.2 *Clear classification of posts with clear job description.*

This process would involve—

- Understanding the department structure and distinct roles.
- Collating existing published and unpublished sources of information regarding the list of distinct roles in the Organization.
- Conducting meetings with the key stakeholders to understand the structure and distinct roles within the department.
- Documenting the job descriptions for all the distinct roles which would include basic information on the role, organization chart, job purpose, dimensions, principal accountabilities, key decisions, key interactions and the knowledge, skills and experience required for a job.

#### 7.6.1 *Design training modules.*

To meet the suitable needs of target groups, training modules, course material, compendium of instructions will be developed for training and reference purposes.

#### 7.6.2 *Periodic training, pre induction and mid career stages as well as refreshers and exposure visits.*

The officers/officials shall receive the different types and levels of training including—

(i) *Induction Training.*— Immediately after selection or recruitment of an employee in the Government Department compulsory induction training shall be imparted to the employee which may vary from short term to medium term depending upon the position and scale for which an employee is recruited. The induction training shall also include a compulsory component of computer literacy for all employees.

(ii) *Refresher Training.*— at suitable intervals during career progression, preferably once in five years, subject to the limitations of training capacity and budgetary allocation. The refresher training shall also include a compulsory component of computer literacy for all employees who are less than 50 years of age and who have not undergone the induction.

(iii) *Promotion Linked Training.*— of one month's duration either before or after promotion, within a specific time interval, preferably five years.

(iv) *Orientation Training.*— such type of training shall be conducted on identified issues for a short period of one to two weeks. It shall be imparted to employees who have completed 9 years of service. Orientation programme shall not be repeated before a period of two years.

(v) *Specialized Training.*— specialized training can be short term as well as long term depending upon the area of specialization. It shall be imparted for specific needs and in pre-identified situations.

(vi) *Distance e-learning.*— supplement their current programmes with distance and e-Learning courses;

(vii) *In situ-Training.*— in house training in their respective departments.

#### 7.6.3 *Planning training interventions relevant to career cycles.*

To determine training interventions every department/organization will conduct preparatory tasks of analyzing goals and objectives, Training Needs Analysis, etc. prior to designing specific training programme.

To bring the consistency in training periodic training, pre-induction training and mid career training as well as refresher courses and exposure visits will be organized at regular interval.

7.7.1 *Identify value systems.*

- Honesty – being truthful and open.
- Integrity – putting the obligations of public service above your own personal interests.
- Impartiality – acting solely according to the merits of the case and serving equally well governments of different political persuasions.
- Objectivity – basing your advice and decision on rigorous analysis of the evidence.
- Compassion – concern for the weaker and underprivileged sections of society.
- Effectiveness - timely discharge of duties.

7.8.2 *Developing Skills and Competency.*

To increase the levels of commitment, self confidence and motivation, training emphasis will be on development of skills and competency based on four “Es”.

7.8.1 *Identification of skills sets.*

For the purpose of conducting relevant training and in order to design appropriate training modules, a Training Need Analysis shall be conducted and it shall be divided into four levels each with its specific training needs.

(i) The lowest operative level at the cutting edge, where the focus is on functional skill.

(ii) The supervisory level where the focus is on extracting work from others involving co-ordination, coaching, counseling skills, interpersonal skills and a role model function.

(iii) The middle administration level concentrating on professional excellence and leadership.

(iv) The top level officers of the State Administration to be intellectually and professionally equipped for policy analysis, strategic planning, lateral thinking and policy formulation.

Ethos	Ethics	Equity	Efficiency
<ul style="list-style-type: none"> <li>• People First</li> <li>• Strategic Thinking</li> <li>• Organizational Awareness</li> <li>• Commitment to the Organization</li> <li>• Leading others</li> </ul>	<ul style="list-style-type: none"> <li>• Integrity</li> <li>• Self confidence</li> <li>• Attention to Details</li> <li>• Taking Accountability</li> </ul>	<ul style="list-style-type: none"> <li>• Consultation and consensus Building</li> <li>• Decision Making</li> <li>• Empathy</li> <li>• Delegation</li> </ul>	<ul style="list-style-type: none"> <li>• Results orientation</li> <li>• Conceptual Thinking</li> <li>• Initiative and Drive</li> <li>• Seeking Information</li> <li>• Planning and Coordination</li> <li>• Desire for knowledge</li> <li>• Innovative Thinking</li> <li>• Problem Solving</li> <li>• Developing others</li> <li>• Self-Awareness and Self-Control</li> <li>• Communication skills</li> <li>• Team-working</li> </ul>

### 7.9.1 *Develop mechanism for improving the training process.*

Feedback will also be obtained from the participants as to how far the training has benefitted him/her in discharge of duties as well as periodic feedback will be obtained from the respective departments to ascertain the performance of the participants after the training.

### 7.9.2 *Monitoring, research and evaluation for improvement of training by modification and innovations in the curricula, content and training methodologies.*

GIPARD will undertake activities such as research, monitoring & evaluation of government functioning, policy analysis, documentation of best practices, etc. Similarly these findings will be utilized to enhance the relevance and richness of training as well as to suggest policy interventions required at various stages in administration. For continuous evaluation GIPARD will expand its networking with other institutions to share learning resources, experience, expertise; and conducting third party evaluations.

## 8. *Action Plan to meet the objectives set in the State Training Policy:*

### *Action required by the stakeholders:*

#### 8.1 *Role of the Government:*

- Constitution of the State Training Council which will monitor and guide the Government in implementing the State Training Policy. This shall be headed by the Chief Secretary of the Government of Goa, consisting of the representatives of the State Government, Administrative Heads of major Departments and other major organizations of the Government, Major Training Institutions and organizations within and outside the State. The council will monitor and guide the Government in implementing the State Training Policy.

- The State Training Institute – Goa Institute of Public Administration and Rural

Development (GIPARD) will be developed as the apex State institute for training, capacity building and research activities for the State of Goa, with the requisite staff, infrastructure and finances to perform their functions.

- The other training institutes if any will be placed under the aegis of GIPARD. This mechanism will help to roll out the training functions and requirements in a well structured manner.

- GIPARD shall act as the Nodal Institution for training of all employees of Government of Goa and its autonomous bodies/Corporations, Panchayati Raj Institutions and Urban Local Bodies. GIPARD will conceive, frame, design and conduct appropriate training programmes for all categories of employees.

- Each department shall make the necessary annual budgetary provision for the training of its officers. For this purpose, each department shall create a separate budget head for training. The funds will be allocated to the Goa Institute of Public Administration and Rural Development or the training institutes of various departments depending on the venue of training.

- The State Government will provide timely and adequate funds to the various training institutions, for infrastructure and manpower support so as to enable them to perform and meet the mandate of training requirements.

- A Circular to be issued to all concerned HOD's, Secretaries to ensure that while writing Annual Performance Appraisal Report (APAR), the Reporting and Reviewing Officers should make special reference to the details of trainings attended by the officials/officers. Similarly the department should make training compulsory and any employee engaged for imparting training or deputed for training shall be considered on duty.

- This policy will be reviewed once in every 7 years and changes will be incorporated if required.

#### 8.2 *Role of the Training Infrastructure: (GIPARD)*

### 8.2.1 *Development of the Annual Training Calendar:*

- Based on the overall training plans of various departments, The Goa Institute of Public Administration and Rural Development (GIPARD) will prepare Annual Training Calendar at the beginning of each year and circulate it latest by 1st April of every year. The training calendar will consist of the programmes to be conducted directly by GIPARD as well as those to be conducted by other institutes under the various departments. This will ensure consistency and coherence in the training activities in the State and help in manpower planning and forecasting.

- The training plans will also include cadre wise enumeration of officers of each department, year wise expected volume of officers becoming eligible for different types of training on account of induction, promotion, change of cadre, etc. GIPARD will maintain a systematic database of all cadres of employees of all departments. A unique identification number will be provided to each employee and a track will be maintained of the trainings completed by him/her as per the mandatory requirements.

- Each training plan will consist of two components: Administrative Training & Technical Training. The administrative training will cover the common areas of administrative knowledge and skills required by officers whereas technical training will focus on the specific domain knowledge (such as agriculture, health, education, etc.) of each Department.

### 8.2.2 *Development of trainers:*

- Ensure that all trainers who join the institute are deputed at the earliest possible opportunity to undergo programmes for 'Training of Trainers'.

- Facilitate the development of domain specific trainers and provide stability of tenure and opportunities for faculty development;

- The training institutions should also use innovative methods like Video Conferencing, e-learning, web based training, etc.

### 8.2.3 *Training target:*

- GIPARD will conduct training programmes all employees in the trainable age in the next five years in the State administration as well as for the Elected Representatives. Training will also be imparted to employees requiring professional and technical knowledge such as para medical, engineering, etc. As a general principle, the training of Group A & B officers will be conducted by GIPARD directly, whereas the training of Group C & D employees will be conducted in the respective departmental training centres/institutes. In case of Departments which do not have their own training centres/institutes, the training of Group C & D employees will also be organized by GIPARD at suitable facilities/venues subject to the availability and capacity of such facilities.

- The elected Representatives both from urban and rural bodies should be given minimum of three trainings in their term of office of which one will be the foundation course of four days duration, soon after they take charge of office after elections. The other two will be refresher courses upgrade their skills and knowledge and competency building. The core areas of these training programmes will be as follows:

\* *Rural Development:* The areas of training will focus on rules and regulations, rural development/welfare programmes, rural planning and livelihoods, role of N.G.Os in rural development, handling media, conflict management, ethics and values.

\* *Urban Development:* decentralization and urban Governance, urban land issues, urban environment, urban transport, urban planning and infrastructure development, urban poverty and social development, municipal accounts and finance, e-Governance for urban development, handling media, conflict management, ethics, values.

*8.2.4 Development of modules and material:*

- Prepare modules on specific areas of training as well as training material.
- Constantly review and modify their curricula, content and training methodologies to take account of training feedback and the needs of clients;

Assimilate technologies with a view to enabling learning anywhere, anytime for their clients

*8.2.5 Research and Consultancy:*

- Provide advisory and/or consultancy services (as applicable);
- Play a key role in assisting the Departments in the process of shifting to a Competency based-framework for training (as applicable);
- Conduct field studies and research as part of the process of becoming repositories of knowledge in the areas of their sectoral or functional specialization (as applicable);
- Put in place a rigorous system of evaluation of training programmes and assessment of their impact on individuals' performance over time; and
- Undertake activities such as research, monitoring & evaluation, policy analysis, documentation of best practices, etc., and to utilize its findings in training so as to enhance the relevance and richness of training as well as to suggest policy interventions required at various stages in administration.

*8.2.6 Networking:*

- Goa Institute of Public Administration and Rural Development will also facilitate activities supportive and complementary to training such as research, documentation of best practices, creation of systematic data and knowledge base on current issues in administration, pilot projects on use of technology for business process reengineering, monitoring & evaluation of schemes/programmes, etc.

- The outcome of research activities will be used to enrich the content, quality, impact of training as well supplement policy measures to the Government in various areas.

- Goa Institute of Public Administration and Rural Development will endeavour to develop linkages with the Universities, Training Institutes within and outside Government, Research Institutes, Management Institutes as well as national & international eminence so as to facilitate exchange of knowledge and skills towards achieving excellence in training.

*8.2.7 Monitoring and evaluation of training:*

- Evaluation would be an integral part of learning and development process. Training would be assessed through a series of tests and assessments to ascertain whether a training programme has achieved the objectives specified.
- GIPARD and the other institutes involved in imparting training will systematically record the feedback of trainee officers at the end of each training programme and internally review the feedback.
- At least once every three years, the impact of training will be evaluated through assigning an independent third-part evaluation agency of suitable competency and reputation.

*8.3 Role of the Departments:*

- Prepare an Annual Training Plan (ATP) for all the cadres under its control;
- Implement the Annual Training Plan, by using the institutions under it or outside, so that the limitations on internal training capacity do not constrain the implementation of the training plan;
- Develop the Cadre Training Plans (CTP), based on the competencies required and training needs.
- Appoint a Training Manager who will be the Nodal Person for the implementation of

the training function in that Department/  
/Organization;

- Make the immediate supervisor responsible and accountable for the training of the staff working under them;

- Classify all posts with a clear job description and competencies required;

- Link the training and development of competencies of individuals to their career progression and ensure this by suitably amending service rules/issuing administrative instructions;

- Allocate appropriate funds to enable the training to be carried out by institutions under its control or outside;

- The Administrative Training Institute shall workout the budgetary requirements of training through evolving norms of expenditure per day per participant at different levels/  
/types of training taking into account the required level of facilities & inputs for each level/type of training and get the same as training fee from the concerned department.

- Incorporate a separate section in the Department's annual report on the training and capacity building activities undertaken during the year:

- Efforts to be made strengthen the function of Human Resource through Competency Framework as is mentioned in the National Training Policy. For this purpose, State level awareness for the competency based HRM to be created through workshops at ATI.

#### 8.4 *Role of the State Government:*

- The State Government shall create a corpus fund for the Administrative Training Institute (GIPARD) to be given annually over a period of time;

- The State Government shall continue to give Grant-in-Aid to the ATI (GIPARD) covering the cost of administration and salary expenditures with sufficient increase each

year to keep with inflation, until the outflows from the corpus funds become significant;

- The State Government shall also give a special Annual Grant-in-Aid to cover capital and infrastructural projects; and

- Review the implementation of the Annual Training Plan and the functioning of Training Institution(s) under the Department (including attached/subordinate offices).

- \* Utilization of the training capacity;

- \* Quality of training conducted;

- \* Adequacy of the physical and training infrastructure, faculty, finances and delegation of powers for carrying out the institute's mandate;

- \* Training of the Group 'B' and 'C' staff, particularly those at the cutting edge level (as may be applicable); and

- \* Proper selection and development of faculty, incentives for them, and stability of their tenure.



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