

No. 7 - 5 - 2012 / Fin. (Exp.) - VI
Government of Goa,
Finance Department,
Finance (Expenditure) Department,
Secretariat, Porvorim - Goa.

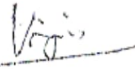
Dated: 27/07/2012

OFFICE MEMORANDUM

Sub:- Departmental disposal of Business ... Standing Orders of Finance Department

In supercession of all previous instructions / orders in this regard and in pursuance of Rule 17 of the Rules of Business of the Government of Goa, 1991; a statement showing the level of disposal of cases in the Finance Department is enclosed herewith for information.

This issues with the approval of Finance Minister / Chief Minister.



(B. Vijayan, IAS)
Principal Secretary (Finance)

To,

1. Additional Secretary (Budget)
2. Joint Secretary (Finance)
3. Under Secretary (Finance-Expenditure)
4. Under Secretary (Finance-Budget-I)
5. Under Secretary (Finance-Revenue & Control)
6. Under Secretary (Finance-Audit)
7. Under Secretary (Finance-Budget-II)
8. Section Officers of all Divisions in Finance Departments.

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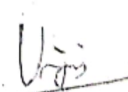
1. Secretary to H. E. the Governor of Goa, Raj Bhavan, Dona Paula.
2. Secretary to Hon'ble Chief Minister/Finance Minister, Secretariat, Porvorim.

Standing Orders regarding disposal of Government Business in the Finance Department

Sr. No.	Type of Cases	Level of disposal
1.	Proposals involving expenditure sanction (including write off losses; expenditure sanction in relaxation of medical claim reimbursement; expenditure sanction in relaxation of rules, regulations, pattern of assistances; purchases; works; etc. within the powers of Government)	
	a) Upto ₹ 50,000/-	Under Secretary (U.S.)
	b) Upto ₹ 5,00,000/-	Jt. Secy. (J.S.) / Addl. Secy. (A.S.) / Special Secy. (S.S.)
	c) Upto ₹ 25,00,000/-	Finance Secretary (F.S.)
	d) Above ₹ 25,00,000/-	Finance Minister (F.M.)
2.	Proposal involving relaxation of rules / regulations / pattern of assistance	Finance Minister
3.	Framing of rules / regulations / pattern of assistance and amendments thereto	Finance Minister
4.	Sanction of air journey to non-entitled officers	Finance Secretary
5.	a) Proposals of deputation / foreign service	Finance Minister
	b) Proposals of training etc.	Finance Secretary
6.	Proposals of creation / continuation / revival / abolition of posts	Finance Minister
7.	Proposals of fixing permanent advances for Government Departments/ Offices	Finance Secretary
8.	Proposals for relaxation to draw money on A.C. bills when previous bills are pending	Finance Secretary
9.	Proposals of appointment / promotions / confirmation in cases of Group "A" & "B" Officers and proposals of transfers / deputations / extension of service / re-employment / contract appointments in all cases and categories of employees.	Finance Minister
10.	Proposal involving mutual transfers	Finance Minister
11.	Proposal of Grants of career advancement schemes, MACPS, etc. for Group "A" and "B" officers	Finance Secretary
12.	Proposals of interpretation of rules / regulations / pattern of assistance etc.	
	a) Involving financial implications	Finance Minister
	b) Not involving financial implications	Finance Secretary
	c) Involving FR/SR and others CSS rules made applicable to the Government	Finance Secretary

- employees and service matters
- d) Involving guidelines prescribed under rules / regulations / pattern of assistance etc. Finance Secretary
13. Proposal for provisional drawal of salaries
- a) Upto 06 months Finance Secretary
- b) Above 06 months Finance Minister
14. Proposal for counting of past services for pensions and other benefits with break or without break in service Finance Secretary
15. Proposal of absorption of staff of Public Sector Undertaking / Autonomous Bodies / Corporations etc. and vice-versa including grant of retirement benefits on absorption etc. Finance Minister
16. Proposals of Guarantees by Government, Market Borrowings, Short Term-Long Term Loans, Cases of Debt Management, External Aided Projects & External Assistance, Government Funds etc. Finance Minister
17. Proposals of grant of exemptions and issue of orders within the powers of Government derived from VAT Act, Excise Duty Act, Stamp Duty Act, Other Acts, etc. Finance Minister
18. Proposals containing all Important cases involving policy matters, amendment to Acts / Rules etc. Finance Minister
19. Proposals for execution of mortgage deeds for M.C.A. & H.B.A., etc.; Conveyance Deeds, Purchase / Rental agreements, MOU, etc. Under Secretary (U.S.)
20. Proposals involving re-appropriation of funds within power of Government:-
- a) Upto ₹ 10,00,000/- Jt. Secy. / Addl. Secy. / Spl. Secy.
- b) Upto ₹ 25,00,000/- Finance Secretary
- c) Above ₹ 25,00,000/- Finance Minister
21. Proposals for issue of exchequer certificate / letter of authority / letter of credit within the powers of Government Finance Minister
22. Proposals of surrender of funds by Budget Controlling Authorities Under Secretary
23. Proposal for final approval to Revised Estimates / Budget Estimates/ Supplementary Grants Finance Minister
24. Proposals of delegation of powers under FR and SR / Goa Delegation of Financial Powers Rules / G.F.R. / Treasury Rules /Works Manuals & Codes and other Financial powers Finance Minister
25. Proposal for authorization for keeping Departmental cash chests, valuables, ballot papers and other sensitive materials like Finance Secretary
- Urgent*

- amination papers, treasury / stamp papers, etc.; for safe custody in strong rooms of Treasuries and Sub-Treasuries.
26. Proposals for drawal of advances from the Contingency Fund Finance Minister
 27. Proposals for release of installments of Dearness Allowances / Dearness Relief to Pensioners / Other financial benefits including benefits of pay under service rules / order or rules for payments of various allowances etc. Finance Minister
 28. Proposals for opening new unit under Demand / Budget Head Finance Secretary
 29. Proposals for Cash Management and releases thereof by Treasury
 - a) Upto ₹ 1.00 crore Jt. Secy. / Addl. Secy. / Spl. Secy.
 - b) Upto ₹ 5.00 crores Finance Secretary
 - c) Above ₹ 5.00 crores Finance Minister
 30. Proposals for sanctions under Centrally Sponsored Schemes
 - a) Upto ₹ 10,00,000/- Finance Secretary
 - b) Above ₹ 10,00,000/- Finance Minister
 31. Proposals for financial concurrence and approvals for Memorandum of Understanding / Contracts etc. Finance Minister
 32. All cases pertaining to Inspection Audit Reports, vetting of Action Taken Notes on audit paras, monitoring of audit / inspection paras, correspondence and follow up with O/o Accountant General, Goa Finance Secretary
 33. Proposals pertaining to Public Sector Enterprises and matters relating to them. Finance Secretary
 34. All other residual matters not entrusted to U.S. / J.S. / A.S. / S.S. / F.S. Finance Minister


 (B. Vijayan, IAS)
 Principal Secretary (Finance)