

No.4/18/96-SWD/W&CD  
Government of Goa,  
Department of Women & Child Dev.,  
Secretariat Annexe,  
GMC (Old Campus),  
Panaji-Goa.

Dated:- 9-6-1997.

## N O T I F I C A T I O N

Whereas certain draft rules proposed to be made under the Goa State Commission for Women Act, 1996 (Goa Act 10 of 1996), were published as required by section 22 of the said Act, at pages 729 to 736 of the Official Gazette (Extraordinary NO. 2 Series I NO. 51 dated 25/3/1997 under Notification NO. 4-18-96/SWD (W&C Dev.) dated 3.3.1997 of the Department of Social Welfare, Government of Goa, inviting objections and suggestions from all persons likely to be affected thereby within 30 days from the date of publication of the said Notification in the Official Gazette.

And Whereas the said Gazette was made available to the public on 25.3.1997;

And Whereas no objections or suggestions have been received from the public on the said draft rules by the Government.

Now, therefore, in exercise of the powers conferred by section 22 read with sections 4,5,6,9,15,18 and 19 of the Goa State Commission for Women Act, 1996 (Goa Act 10 of 1996), the Government of Goa hereby makes the following rules, namely:-

**1. Short title and commencement.-** (1) These rules may be called **the Goa State Commission for Women Rules, 1997.**

(2) 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,-

- (i) “Act” means the Goa State Commission for Women Act,1996 (Act 10 of 1996);
- (ii) “Section” means a section of the Act;
- (iii) Words and phrases used but not defined herein shall have the same meaning as assigned to them under the Act.

**3. Qualification of Chairperson of the Commission.-** The Chairperson of the Commission shall be a person who is.-

- (i) a degree holder from any recognized University/Institution;
- (ii) proficient in Konkani and Marathi; and
- (iii) at least 40 years of age.

**4. Allowances and honorarium for the Chairperson and the members of the Commission.-** (1) The Chairperson of the Commission shall be paid an honorarium of Rs.200/- per day per sitting and every member appointed on honorary basis shall be paid honorarium of Rs.150/- per day per sitting.

(2) The Chairperson appointed on honorary basis shall be paid Rs.1000/- per month as conveyance allowance and the members appointed on honorary basis shall be paid TA/DA as per the entitlement of Class I Government Officers.

(3) The Chairperson appointed on honorary basis shall be paid telephone allowance of Rs.500/- per month. The members appointed on honorary basis shall be paid Rs.250/- per month as telephone allowance.

**5. Allowances and powers of Member-Secretary.-** (1) The Member-Secretary to be nominated by the State Government shall be on deputation under usual terms and conditions, who shall be a grade I Officer in the pay scale of Rs.3000-4500.

(2) The Member-Secretary shall discharge the duties as Member-Secretary on regular basis. He/She shall be eligible to draw the salary and allowances as per entitlement. The important administrative matters of the

Commission shall be placed before the Member-Secretary who may pass general or specific orders on such matters. The Member-Secretary shall be responsible for having the agenda prepared for each meeting of the Commission. The Member-Secretary shall exercise all such administrative and financial powers in connection with day to day affairs of the Commission on par with such powers of the Head of a Government Department for all purposes such as FR, SR and Delegation of Financial Powers Rules.

(3) The Member-Secretary shall be the appointing and disciplinary authority in respect of all the staff of the Commission. For, appointment/promotion of the staff of the Commission, the DSC/DPC shall consist of the following members:-

- |  |                  |
|--|------------------|
| (1) Member-Secretary   | .... Chairperson |
| (2) Dy. Director (Department of Women & Child Development)         | .... Member      |
| (3) Programme Officer<br>(Department of Women & Child Development) | .... Member      |

**6. Appointment/salaries/allowances, etc. of the staff of the Commission.-** (1) The salaries and allowances of the staff appointed for the office of the Commission shall be on par with those of other Government employees of respective category.

(2) The recruitment rules for the recruitment of staff for the office of the Commission shall be the same as are applicable to different categories as in other Government Departments. The Commission may appoint the staff of various categories from other Government Departments on deputation basis and they shall be governed by general rules of deputation. The TA/DA shall be paid to staff of the Commission on par with other Government employees of the same category.

**7. Allowances/honorarium to the Members of the Committee appointed by the Commission.-** (1) The non-official members appointed by the Commission in any Committee, shall be entitled for sitting allowance of Rs.150/- per day per sitting.

(2) In case of other tasks of Committee as assigned by the Commission, the concerned members shall be entitled for TA/DA as admissible for Grade I Government Officers.

**8. Registration of registered voluntary organization and seeking their assistance.-** The Commission shall include the name of registered voluntary organization for women within the State of Goa in the register to be maintained by the Commission as per Form 'A' appended to these Rules.

**9. Annual Statement of Accounts/Annual Report.-** The Commission shall prepare an annual statement of accounts and its annual report as per Form B and Form C respectively appended to these Rules. The annual report shall be submitted to the Government in the Form mentioned above in the month of April of the succeeding year.

**FORM 'A'**  
( See rule 8)

**REGISTER FOR INCLUDING NAME OF REGISTERED VOLUNTARY ORGANISATION FOR WOMEN WITHIN THE STATE**

Sl. No	Name of the registered Voluntary Organisation for Women	Registration under the Societies Registration Act, 1860	Date of Registration under the Commission	Date of Cancellation of registration	Remarks
(1)	(2)	(3)	(4)	(5)	(6)

**FORM - B**

Appendix - A

**ACCOUNTS OF THE GOA STATE COMMISSION FOR WOMEN**

( See rule - 9 )

**RECEIPTS AND PAYMENT ACCOUNT OF THE GOA STATE COMMISSION FOR WOMEN  
FOR THE  
YEAR ENDING 31ST MARCH**

RECEIPT	AMOUNT (Year)	PAYMENT	AMOUNT ( Year )

Rupees

		AMOUNT (Year)
OPENING BALANCE		
(i) Cash in Hand		
(ii) Cash in Bank		
Grant in-aid from the Government		
(i) Plan		
Recurring		
Non-recurring		
(ii) Non-plan		
Recurring		
Non-recurring		
A. Plan		
(i) Recurring Investments		
(i) Face Value of investment encashed		
(ii) Interest on investments		
(iii) Interest on Bank Account and short term Deposits		
(3) Recovery of Contigent Advances		
	A. Plan Expenditure	
	1. Recurring	
	(a) Establishment charges	
	1. Salaries (Chairperson & Members of the Commission including honorary & allowances to co-opted Members)	
	2. Salaries (Offices & Establishment)	
	3. Wages	
	4. Payment for professional and special services	
	5. Travel Expenses	
	6. Other Charges	
	7. Litigation	

(I) Advances to CPWD	(C) Provident Fund/Other Contributions
(ii) Advances to DGS&D	
(iii) Advances to Suppliers	
(iv) Other Advances	1. Pensions & Gratuities (including Commutation of pension and DSPC)
(4) Other Deposits	
(I) Security Deposits	
(ii) Earnest Money Deposit	2. Contribution CPF
(C) Remittance Receipts	3. Deposit linked Insurance Scheme
(i) GPF/CPF etc. recoveries from deputationists	4. Interest on CPF
(ii) Licence Fee	5. CPF Advance/Withdrawal/ Final Payment
(iii) Income tax	
(iv) Central Govt. Health Scheme	6. Investment of CPF balances
(v) Postal Life Insurance	
(vi) Central Govt. Employee's Group Insurance Scheme	7. Interest on GPF
(ii) Non-recurring	8. GPF Advance/withdrawal/ Final payment
(B) Non-Plan	9. Investment of GPF Balances
(i) Recurring	
(ii) Non-recurring	10. Investment of Balances of Group Insurance
(a) Revenue receipts	
Other receipts	11. Payment to GIC for Insurance Cover
(i) Miscellaneous Receipts	
(ii) Fees if any, charged by the Commission	(d) Assistance to Other Organisations
(iii) Sale of publications	1. Special Studies
(b) Debt/Deposit Receipts Provident Fund/ Other contributions	2. Promotion and Educational Research
(1) General Provident Fund	(b) Other Establishment Charges
(a) Subscription	1. Office Expenses
(b) Recovery of Advance	2. Rent, Rates and Taxes
(c) Interest	3. Publications
(2) Contributory Provident Fund	4. Advertisement & Publicity
(a) Subscription	5. Hospitality Expenses
(b) Recovery of Advance	6. Minor Works
	7. Furniture and Fixtures
	8. Machinery & Equipment

(c) Contribution

(d) Interest

(3) Group Insurance Scheme

(a) Insurance Fund

(b) Savings Fund

Recovery of Advances

(i) House Building Advance

(ii) Motor Car Advance

(iii) Other Motor Conveyance Advance

(iv) Other Advances

9. Motor Vehicles

10. Maintenance of Vehicles

11. Petrol, Oil and Lubricants

12. Conference & Seminars

13. Telephone Charges

e) Investments

(1) Investments

f) Contigent Advances

(1) Advance to CPWD

(2) Advance to DGS&D

(3) Advance to Suppliers

(4) Other Advances

g) Advances to staff

(1) House Building Advances

(2) Motor Car Advance

(3) Other Motor Conveyance  
Advance

(4) Other Advance

h) Other Adjustment

(Remittances)

(1) GPF etc. recoveries of  
deputationists

(2) Licence Fee

(3) Income Tax

(4) Central Govt. Health  
Scheme

(5) Postal Life Insurance

(6) CGEGIS/CGEIS

A. II Non-recurring

(a) Other Establishment  
Charges

(1) Major Works

(2) Furniture & Fixture

(3) Machinery & Equipment

(4) Motor Vehicles

(5) Publications

(b) Deposits

(1) Security Deposits

(2) Earnest Money Deposits

b. Non-Plan Expenditure

(1) Recurring

(2) Non-recurring

C. Closing Cash Balance

- (1) Cash in hand
- (2) Cash in bank

Appendix - B

GOA STATE COMMISSION FOR WOMEN INCOME AND EXPENDITURE  
ACCOUNTS FOR THE YEAR ENDING 31ST MARCH

Expenditure	Amount (year)	Income	Amount (year)
Plan		Plan	
Recurring		A. By Grant-in-aid from Deptt. of Women and Child Development, Ministry of Human Resource Development	
Establishment Charges		Less: Amount of Grant-in-aid capitalised	
(1) Salaries (Chairperson and Members of the Commission including Honorarium and Allowances to co-opted Members)		B. Receipt on account of Interest	
(2) Salaries (Officers & Establishment		(i) Interest on Investment (ii) Interest on bank account and short term deposits	
(3) Wages		C. Other Receipts	
(4) Payment for Professional and Special Services		(i) Miscellaneous Receipts (ii) Fees, if any, charged by the Commission (iii) Sale of Publications	
(5) Travel Expenses		Non-Plan	
(b) Other Establishment Charges		Excess of Expenditure over Income	
(1) Office Expenses			
(2) Rent, Rates and taxes			
(3) Advertisement & Publicity			
(4) Hospitality Expenses			
(5) Publications			
(6) Minor Works			
(7) Furniture & Fixtures			
(8) Machinery & Equipment			
(9) Motor Vehicles			
(10) Maintenance of vehicles			
(11) Petrol, Oil & Lubricants			
(12) Conference & Seminars			
(13) Telephone Charges			
(14) Other Charges			
(15) Litigation			
C) Provident Fund & Other Contributions			
1. Pensions and gratuities			



- (including commuted value of Pension & LSPC)
- 2. Contribution to CPF
- 3. Deposit Linked Insurance Scheme
- 4. Interest on CPF
- 5. Interest on GPF
- 6. Group Insurance scheme
  - (a) Insurance Fund
  - (b) Savings Fund
- D) Assistance to other organisations
  - 1. Special Studies
  - 2. Promotional and Educational Research
- II. Non-Plan Recurring
- Excess of Income over expenditure

Appendix-C  
Balance Sheet

GOA STATE COMMISSION FOR WOMEN BALANCE SHEET AS ON 31ST MARCH

LIABILITIES	AMOUNT (Plan) (Year)	ASSETS	AMOUNT (Plan) (Year)
1. CAPITAL FUND		I. Land and Buildings	
Balance as per last Balance Sheet		a. Cost of land	
Excess of Income over expenditure		b. Cost of construction of buildings	
Grant-in-aid for capital assets		Opening balance	
Amounts capitalised during previous years		Addition during the year	
Grant-in-aid capitalised during the year		II. Furniture and Fixture	
Gifts and Donations		Opening Balance	
Less: Value of Assets written off		Additions during the year	
Closing Balance		Less: Written off during year	
		Closing Balance	
2. Non-Commission Liabilities		III. Machinery & Equipment	
a. Central Govt. Employees		Opening Balance	

Group Insurance Scheme	Additions during the year
Opening Balance	Less:Written off during the year
Additions during the year	Closing Balance
Paid during the year	
Closing Balance	
b. Licence Fee	IV. Vehicles
Opening Balance	Opening Balance
Additions during the year	Additions during the years
Paid during the year	Less:Written off during the year
Closing Balance	Closing Balance
c. C.G.H.S.	V. Publications
Opening Balance	Opening Balance
Additions during the year	Additions during the year
Paid during the year	Less:Sale of Publications during the year
Closing Balance	(Including complementary copies)
	Closing Balance
d. GPF/C.P.Fund	VI. Gifted/Donated Assets
Opening Balance	Opening Balance
Additions during the year	Receipts during the year
Less: Amount paid during the year	Less:Written off during the year
Closing Balance	Closing Balance
e. Income Tax	VII.Contigent Advances
Opening Balance	(a) Advances to CPWD
Recovered during the year	Opening Balance
Less:Remitted during the year	Add: Paid during the year
Closing Balance	Less:Adjusted during the year
Postal life	year
Insurance	Closing Balance
Opening Balance	(b) Advances to DGS&D
Recovered during the year	Opening Balance
Less:Paid during the year	Add:Paid during the year
Closing Balance	Less:Adjusted during the year
. Security deposits	year
Opening Balance	Closing Balance
Received during the year	(c) Advances to suppliers
Less: Paid/refunded during the year	Opening Balance
Closing Balance	Add:Paid during the year
	Less:Adjusted during the year
3. Commission's CPF Account	year
Opening Balance	Closing Balance
Subscription	(d) Other Advances

Recovery of Advance	Opening Balance
Contribution to CPF	Add:Paid during the year
	Less:Adjusted during the
Interest of CPF	year
Balance	Closing Balance
Less:Advance/Withdrawal	
Final payment	VIII.Deposits
Closing Balance	
4. Commission's GPF Account	(a) Security Deposit
	Opening Balance
Opening Balance	Add:Deposit made during
Subscription	the year
Recovery of advance	Less:Deposit received back
Interest on GPF	Closing Balance
Less:Advance/withdrawal	
Final Payment	IX. Advance to staff
Closing Balance	
5.Group Insurance Scheme	(a) House Building Advance
	Opening Balance
Opening Balance	Add:Paid during the year
Subscription	Less:Recovered during the
Closing Balance	year
Earnest Money	Closing Balance
Deposits	
Opening Balance	(b) Motor Car Advance
	Opening Balance
Received during the year	Add: Paid during the year
Less: Paid/refunded during the year	Less:Recovered during the
Closing Balance	year
	Closing Balance
	X. Provident Funds
	(a) C.P.Fund (Investments)
	Opening Balance
	Add:Invested during the year
	Less:Investment
	Encashed
	Amount of Balance in Cash
	Closing Balance
	(b) G.P.Fund (Investments)
	Opening Balance
	Add:Invested during the year
	Less:Invested Encashed
	Amount of Balance in Cash
	Closing Balance
	(c) Group Insurance Scheme
	Opening Balance
	Add:Invested during the year

Less:Investments  
Encashed  
Amount of Balance in cash  
Closing Balance

(d) Other Motor  
Conveyance advance  
Opening Balance  
Add:Paid during the year  
Less:Recovered during the  
year  
Closing Balance

(e) Other Advances  
Opening Balance  
Add:Paid during the year  
Less:Recovered during the  
year  
Closing Balance

XI. Sundry debtors (with details)  
Opening Balance  
Add:Paid during the year  
Less:Recovered during the  
year  
Closing Balance

1. Cash in hand
2. Cash in Bank

Member Secretary  
Goa State Commission for Women

F O R M - C

A N N U A L R E P O R T

( Year

( See rule – 9 )

GOA STATE COMMISSION FOR WOMEN

- (1) Preface
- (2) Contents
- (3) Reports on the activities
  - (i) Completed
  - (ii) In progress
  - (iii) Proposed
- (4) Reports on the analysis of findings or the research/investigation/survey, if any
- (5) Any other relevant information.

By Order and in the name of the  
Governor of Goa

Sd/-

( E. Silveira )  
Under Secretary to the  
Government of Goa  
Women & Child Dev.

Panaji, 9<sup>th</sup> June, 1997.