

GOVERNMENT OF GOA
Department of Women & Child Development
Notification
4/18/96-SWD/W&CD

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. 4-18-1996/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 recognised 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 ¹[Rs. 15,000/- per month] and every member appointed on honorary basis shall be paid honorarium of ²[Rs.750/- including T.A.D.A.] per day per sitting.

(2) Omitted ³[***]

(3) the Chairperson appointed on honorary basis shall be paid telephone allowance of ⁴[Rs. 1000/-] per month. The members appointed on honorary basis shall be paid ⁵[Rs. 500/-] per month as telephone allowance.

⁶[(4) The Office of the Chairperson shall be provided with vehicle or in absence of a official vehicle the Chairperson shall be paid an amount of Rs. 2,000/- per month as conveyance allowance. The Chairperson shall attend the office at least 3 days in a week.]

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 ⁷[omitted].

(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 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 (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 ⁸[Rs.300/-] 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 register voluntary organisation and seeking their assistance.-The Commission shall include the name of registered voluntary organisation 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

(Rupees)

Receipt	Amount (Year)	Payment	Amount (Year)
Opening Balance (i) Cash in hand (ii) Cash in Bank Grant-in-aid from the Government (i) Plan Recurring Non-recurring (ii) Non-plan Recurring Non-recurring		A. Plan Expenditure 1. Recurring (a) Establishment Charges 1. Salaries (Chairperson & Members of the Commission including Honorarium & allowances to co-opted Members) 2. Salaries (Officers & establishments) 3. Wages 4. Payment for professional and special services. 5. Travel Expenses 15. Other Charges 16. Litigation	
A. Plan (i) Recurring Investments			
(i) Face value of investments encashed			
(ii) Interest on investments			
(ii) Interest on Bank Account and Short terms Deposits			
(3) Recovery of Contingent Advances		(C) Provident Fund/Other Contributions	
(i) Advances to CPWD		1. Pensions & Gratuities (including Commutation of pension and DSPC)	
(ii) Advances to DGS & D			
(iii) Advance to suppliers		2. Contribution CPF	
(iv) Other Advances			
(4) Other Deposits		3. Deposit Linked Insurance Scheme	
(i) Security Deposit			
(ii) Earnest Money Deposit		4. Interest on CPF	
(C) Remittance Receipts			
(i) GPF/CPF etc. recoveries from deputationists		5. CPF advance / Withdrawal/ Final Payment	
		6. Investment of CPF Balances	
		7. Interest on GPF Balances	
		8. GPF Advance/Withdrawal/Final Payment	
		9. Investment of GPF Balances	
		10. Investment of Balances OF Group Insurance	
		11. Payments to GIC for Insurance Cover	
(ii) Non - recurring		(d) Assistance to Other Organisations.	

(B) Non- plan (i) Recurring (ii) Non - recurring		1. Special Studies 2.Promotional and Educational Resarch	
(a) Revenue Receipts Other Receipts		(b) Other Establishment Charges	
(i) Miscellaneous Receipts		1. Office Expenses	
(ii) Fees if any , charged by the Commission		2. Rent, Rates and Taxes	
(iii) Sale of publications		3. Publications	
		4. Advertisement & Publicity	
		5.Hospitality Expenses	
(b) Debt/Deposit Receipts Provident Fund/ Other Contributions		6. Minor Works	
		7. Furniture and Fixtures	
		8. Machinery & Equipment	
(1) General Provident Fund		9. Motor Vehicles	
(a) Subscription		10. Maintenance of vehicles	
(b) Recovery of Advance		11. Petrol, Oil and Lubricants	
(c) Interest		12. Conference & Seminar	
		13. Telephone Charges	
(2) Contributory Provident Fund		(e) Investments (1) Investments	
(a) Subscription			
(b) Recovery of Advance		(f) Contingent Advances	
(c) Contribution		(1) Advance to CPWD	
(d) Interest		(2) Advance to DGS & D	
		(3) Advances to Suppliers	
(3) Group Insurance Scheme		(4) Other Advances	
(a) Insurance Fund			
(b) Savings Fund			
Recovery of Advances		(g) Advances to Staff	
(i) Housing Building Advance		(1) House Building Advances	
(ii) Motor Car Advance		(2) Motor Car Advance	
(iii) Other Motor Conveyance Advance		(3) other Motor Conveyance Advance	
(iv) Other Advances		(4) Other Advances	
		(b) Other Adjustment (Remittances) (1)GPF etc. recoveries of deputationists (2) Licence Fee (3) Income Tax (4)Central Govt. Health Scheme (5) Postal Life Scheme (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 31 ST MARCH

Expenditure	Amount (Year)	Income	Amount
Plan		Plan	
Recurring		A. By Grant-in-Aid from Dept. of Women and Child Development, Ministry of Human Resource Department	
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 and Establishment)		(i) Interest on Investment	
(3) Wages		(ii) Interest on bank account and short term deposits	
(4) Payment for Professional and Special Services		C. Other Receipt	
(5) Travel Expenses		(i) Miscellaneous Receipts (ii) Fees, if any, charged by the Commission (iii) Sale of Publications	
(b) Other Establishment Charges		Non-plan	
(1) Office Expenses		Excess of Expenditure over Income	
(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 31 ST MARCH

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

Insurance Scheme Opening Balance Additions during Paid during the year Closing Balance		Additions during the year Less: Written off during the year IV. Vehicles Opening Balance Additions during the year	
b. Licence Fee Opening Balance Additions during the year Paid during the year Closing Balance		Less: Written off during the year Closing Balance V. Publications Opening Balance Additions during the year	
c. C. G. H. S. Opening Balance Additions during the year Paid during the year Closing Balance		Less; Sale of publications during the year (Including complementary copies) Closing Balance	
d. GPF/C. P. Fund Opening Balance Additions during the year Less: Amount paid during the year Closing Balance		VI. Gifted/Donated Assets Opening Balance Receipts during the year Less: Written off during the year Closing Balance	
		VII. Contingent Advances	
e. Income Tax Opening Balance Recovered during the year Less: Remitted during the year Closing Balance Postal Life Insurance Opening Balance Recovered during the year Less: Paid during the year Closing Balance		a. Advances to CPWD Opining Balance Add: Paid during the year Less: Adjusted during the year Closing Balance b. Advances to DGS &D Opining Balance Add: Paid during the year Less: Adjusted during the year Closing Balance	
5. Security Deposits Opening Balance Received during the year Less: Paid/refunded		c. Other Advances Opining Balance Add: Paid during the year Less: Adjusted during the year Closing Balance	

during the year Closing Balance			
3. Commission's CPF Account Opening Balance Subscription Recovery of Advance Contribution to CPF Interest of CPF		d. Other Advances Opining Balance Add: Paid during the year Less: Adjusted during the year Closing Balance	
Balance Less: Advance/Withdrawal Final Payment Closing Balance		VIII. Deposits a. Security Deposit Opining Balance Add: Deposit made during the year Less: Deposit received back Closing Balance	
4. Commission's GPF Account Opening Balance Subscription Recovery of Advance Interest on GPF Less: Advance/Withdrawal Final Payment Closing Balance		IX. Advance to staff a. House Building Advance Opining Balance Add: Paid during the year Closing Balance	
5. Group Insurance Scheme Opening Balance Subscription Closing Balance the year Closing Balance Earnest Money Deposit Opining Balance Received during the year Less: Paid/refunded during the year Closing Balance		X. Advance to staff a. House Building Advance Opining Balance Add: Paid during the year Less: Recovered during the year Closing Balance b. Motor Car Advance Opening Balance Add: Paid during the year Less :Recovered during the 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	
		c. Other Motor Conveyance Advance Opening Balance Add: Paid during the year Less: Recovered during the year Closing Balance	
		d. 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	

		Closing Balance 1. Cash in Hand 2. Cash in Bank	
Member Secretary Goa State Commission for Women.			

FORM-C
ANNUAL REPORT

Appendix-B

(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) Report 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.

E, Silveira, Under Secretary (Women & Child Development).

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1. Substituted vide Amendment Rules 2011 . in place of “Rs. 200/- per day per sitting”
 2. Substituted vide Amendment Rules 2011 . in place of – “Rs. 150/-”
 3. Sub-rule(2) omitted vide Amendment Rules-2011. Original entry read as follows :- “The Chairperson appointed on honorary basis shall be paid
 4. Rs. 1000/- per month as conveyance allowance and the members appointed on honorary basis shall be paid TA/TD as per the entitlement of Class I Government Officers.”
 5. Substituted vide Amendment Rules 2011 . in place of “Rs. 500/- per day per sitting” Substituted vide Amendment Rules 2011 . in place of “Rs. 250/- per day per sitting” Inserted vide Amendment Rules 2011
 6. The expression “in the pay scale of Rs. 3000 -4500” omitted vide Amendment Rules 2011
 7. Substituted in place of “Rs.150/-” vide amendment Rules 2011