

GOVERNMENT OF GOA, DAMAN AND DIU

Development Department 'B'

**Notification**

HS-8-9/68-I

In exercise of the powers conferred by section 128 of the Goa, Daman and Diu Housing Board Act, 1968 (No. 12 of 1968) the Government of Goa, Daman and Diu hereby makes the following rules, after having the same pre-published namely:—

The Goa, Daman and Diu Housing Board  
Rules, 1969

1. **Short title and commencement.**— i) These rules may be called the Goa, Daman and Diu Housing Board Rules, 1969.  
ii) They shall come into force at once.
2. **Definitions.**— In these rules, unless the context otherwise requires,—
  - a) "Act" means the Goa, Daman and Diu Housing Board Act, 1968;
  - b) "Form" means a form appended to these rules;
  - c) "Section" means a section of the Act;
  - d) The words and expressions used but not defined in these rules shall have the same meaning assigned to them in the Act.
3. **Remuneration, allowances, and leave etc. of the Chairman, members and persons associated with the Board.**— (1) The Chairman of the Board shall be entitled to —
  - a) a salary of Rs. 1,000/- per month, or such honorarium not exceeding Rs. 500/- per month as the Government may in each case specify.
  - aa) a telephone at residence.
  - b) a travelling allowance admissible to the Head of a Government Department. The Chairman shall be entitled to travel by the highest class on railways including airconditioned class, the additional fare that he can draw shall be reduced at 2 paise per mile as in the case of senior officers of Government.
  - c) the Chairman shall be entitled to leave on full pay on the basis of one month per year of service.

(2) Notwithstanding anything contained in sub-rule (1), where the Chairman receives an honorarium or holds office in an honorary capacity he shall receive such of the following concessions as the Government may in each case specify in this behalf, namely:—



- a) furnished residential accommodation without payment of rent or any assessment, tax, rate or cess due to the Government or any local authority or where such residential accommodation is not made available, a monthly allowance of such amounts as may be fixed by the Government;
- b) use of the Board's motor car and such allowance for the maintenance and running of the motor car as may be fixed by the Government or in lieu of such allowance, the actual charges for the maintenance and running thereof;
- c) a telephone at residence;
- d) a daily allowance in accordance with rule, when on tour;
- e) a travelling allowance at the rate admissible to the Head of a Government Department;
- f) leave on the basis of one month per year of service but the Government may relax the provisions of this clause in any particular case.

Provided that while the Chairman is on leave, he shall be entitled to such of the aforesaid concessions as the Government may in each case specify in this behalf.

(3) A non-official member of the Board other than the Chairman shall be entitled to –

- a) an allowance of <sup>1</sup>["Rs. 200/-"] for every day of a meeting of the Board that he attends; and
- b) travelling allowance at the maximum rate admissible to Grade I Officer under the Government.

(4) An official member of the Board attending any meeting of the Board or any of its committees shall be entitled to receive travelling allowance admissible to him under the Government.

(5) A person associated with the Board for any particular purpose under section 18 or appointed on any committee under section 19 shall be entitled to such allowances as may be determined by the Government from time to time:

Provided that in the case of a member of the Legislative Assembly he shall not be entitled to any remuneration other than the travelling allowance and daily allowance at the rates not exceeding those admissible to him under the Goa, Daman and Diu Salaries and Allowances of Members of the Legislative Assembly Act, 1964.

**4. Control and delegation by the Chairman.**— The Chairman with the prior approval of Government may, by order in writing delegate his powers, duties and functions under section 16 to the Secretary, Housing Engineer or Chief Accounts Officer of the Board, to such extent as may be specified therein and shall be subject to such control, appeal and revision as may be specified by him.

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1. The letters and figures "Rs. 200/-" have been substituted for the letters and figures "Rs. 50/-" vide (2nd Amendment) Rules, 1999, published in the Official Gazette, Series I No. 10 dated 3-6-1999.



5. **Manner and form of Contract.**— (1) Every contract for the execution of any work or the supply of any building materials or goods which involves an expenditure exceeding five hundred rupees shall be in writing and shall be sealed.

(2) The common seal of the Board shall remain in the custody of the Secretary and shall not be affixed to any contract or other instrument except in the presence of a member (other than the Chairman) who shall attach his signature to the contract or instrument in token that the same was sealed in his presence.

(3) The signature of the said member shall be in addition to the signature of any witness to the execution of such contract or instrument.

(4) If forms for contract are prescribed in the Central Public Works Department Manual or Code, the said forms may, as far as practicable, be adopted for like contracts of the Board provided that the Board shall have power to make additional conditions in the form of contract if the Board desires to do so.

(5) In according sanctions, inviting tenders and entering into contracts for the execution of its works, the Board shall as far as possible follow the principles laid down in the Central Public Works Department Manual or Code.

6. **Delegation of Powers of Board to sanction contracts.**— The Board may delegate the power to sanction the contracts to the Secretary and Housing Engineer under section 27 subject to the following limits, namely :—

- a) the maximum limit of one lakh of rupees for any contract where delegation of power is to the Secretary of the Board;
- b) the maximum limit of Rs. 50,000/- for any contract, where the delegation of power is to the Housing Engineer.

7. **Form of notice and the period for acceptance of assessment.** — A notice under sub section (1) of section 55 shall be in accordance with the form in schedule 'A' appended hereto. The period within which a person is required to appear before the Board under sub-section (2) of section 55 shall be of thirty days.

8. **Power to dispose off property.** — The Board shall not lease, sell, exchange or otherwise dispose off any immovable property vesting in it without the prior approval of Government. Such transfer shall be subject to such terms and conditions as the Government may determine in each case in that behalf:

Provided that no such approval shall be required —

- i) for allotment of tenements and premises according to the regulations made by the Board in that behalf; and
- ii) for sale or demolition of any building or structure which is in a dangerous condition or beyond repair.



9. **Form of Notice.** — A notice —

- a) under sub-section (1) of section 61 shall be in accordance with the form in schedule 'B' appended hereto;
- b) under proviso to sub-section (1) of section 61 shall be in accordance with form in schedule 'C' appended hereto;
- c) under sub-section (1) of section 62 shall be in accordance with form in schedule 'D' appended hereto;
- d) under sub-section (2) of section 62 shall be in accordance with form in schedule 'E' appended hereto; and
- e) under sub-section (3) of section 62 shall be in accordance with form in schedule 'F' appended hereto.

10. **Mode of service of notice.**— A notice under sub-section (1) of section 61 or sub-section (1) of section 62 may be served by any officer or employee in the service of the Board by giving it or tendering it to the person to whom it is addressed in manner prescribed under section 113 to 115.

11. **Manner of assessment of damage.**— In assessing damages for unauthorised occupation of any Board premises under sub-section (2) of section 62 the competent authority shall take into consideration the following matters, namely:—

- a) the purpose and the period for which the Board premises were under unauthorised occupation;
- b) the nature, size and standard of accommodation available on such premises;
- c) the economic rent of the premises for the period of unauthorised occupation such rent being calculated in accordance with the formula decided by the Board from time to time;
- d) any material damage done to the premises during the period of unauthorised occupation; and
- e) any other matter which in the opinion of the competent authority is relevant for the purpose of assessing the damages.

12. **Maximum sum to be deposited in the matter of operation of accounts.** — The maximum sum to be deposited in the Reserve Bank of India or in any scheduled bank in India under sub-section (5) of section 65 shall not exceed Rs. 15.00 lakhs at any time.

13. **Power of Board to borrow.** — The Board may borrow any sum subject to the prior approval of Government and on such terms and conditions as may be prescribed by Government in each case.

14. **Power of Board to lend.** — The Board may lend or advance money under section 67 to the extent of Rs. 50,000/- without the prior approval of Government. The Board may



lend or advance under section 32, money exceeding Rs. 50,000/- with the prior approval of Government and subject to such terms and conditions as may be prescribed by Government in each case.

15. **Form and details relating to estimates of income and expenditure.**— The Board shall maintain its accounts in commercial form. The estimates of income and expenditure under section 74 shall be prepared in accordance with the forms in schedule 'G' appended hereto.

16. **Abstract of accounts.**— The abstracts of accounts to be submitted to the Government under section 88 shall be prepared in accordance with the forms in schedule 'H' appended hereto.

By order and in the name of the Administrator of Goa, Daman and Diu.

T. Kipgen, Development Commissioner.

FORM 'A'

(See rule 7)

To

Shri/Shrimati/Kumari ..... residing at ..... in ..... taluka of ..... District.

Whereas by Government Notification No. .... dated ..... 196... it was notified under section 42 of the Goa, Daman and Diu Housing Board Act, 1968 that a ..... scheme has been duly framed by the Goa, Daman and Diu Housing Board.

And whereas, it was decided by the Board under section 54 to levy a betterment charge on all lands adjoining the said scheme area on account of increase in value of land from execution of the scheme.

And whereas, you are owner of one of such lands shown in plan No. .... attached to the scheme file.

Now therefore, in exercise of the powers conferred on me under sub-section (1) of section 55 of the said Act, I hereby give you notice that a betterment charge of Rs. .... is leviable on you in respect of the said Land.

Notice is also given for you to appear before the undersigned on ... 19 ... at ..... the office of the Board. Failure to appear before me on scheduled day will be deemed as acceptance by you of the betterment charge assessed by the Board.

A plan of the said ..... scheme indicating land in respect of which the betterment charges are to be levied, can be inspected at the office of Board.

By order and in the name of the Goa, Daman and Diu Housing Board.

Panaji, dated ...



FORM 'B'

(See Rule 9)

To

Shri/Shrimati/Kumari..... residing at..... in..... taluka  
of..... District.

Whereas I, the undersigned, am satisfied —

i) that you have not paid rents lawfully due from you for more than two months  
commencing from ... in respect of the premises in the Schedule appended hereto;

ii) that you have sub-let, without the permission of the Board the whole or part of  
the premises described in the Schedule appended hereto;

iii) that you have ... and thereby have acted in contravention of the terms under  
which you were authorised to occupy and use the premises described in the Schedule  
appended hereto;

Now therefore, in exercise of the powers conferred on me under sub-section (1) of  
section 61 of the Goa, Daman and Diu Housing Board Act, 1968.

I order you (as well as ..... who is/are in occupation of the whole/a part of the said  
premises) to vacate the said premises within one month from the date of service of this  
notice.

SCHEDULE

...

...

Panaji, dated... 196 ...

Competent Authority.

Form 'C'

(See Rule 9)

To

Shri/Shrimati/Kumari.....residing at.....in..... taluka of.....Distict.

Whereas I, the undersigned, am satisfied —

i) that you have not paid rent lawfully due from you for more than two months  
commencing from ..... in respect of the premises described in the Schedule appended  
thereto:

ii) that you have sub-let, without the permission of the Board, the whole or part of  
the premises described in of the Schedule appended thereto;



iii) that you have..... and thereby acted in contravention of the terms under which you were authorised to occupy and use the premises described in the Schedule appended thereto;

And whereas, in exercise of the powers conferred on me under sub-section (1) of section 61 of the Goa, Daman and Diu Housing Board Act, 1968, I propose to order you (as well as ..... who is/are in occupation of the whole/a part of the said premises) to vacate the said premises within one month from ..... 19 .... on the grounds aforesaid (hereinafter referred to as the proposed order);

Now therefore, as required by the proviso to sub-section (1) of the said section 61, I call upon you to tender an explanation and produce evidence, if any, and show cause within fourteen days from the date of service of this notice why the proposed order should not be made.

SCHEDULE

Panaji, dated ... 19 ...

*Competent Authority.*

FORM 'D'

(See Rule 9)

To

Shri/Shrimati/Kumari..... residing at ..... in ..... taluka of..... District.

Whereas you are in occupation of premises described in the Schedule hereto appended.

And whereas a sum of Rs..... being the arrears of rent from..... upto ...in respect of the said premises is due and payable by you to the Board;

Now therefore, in exercise of the powers conferred on me under sub-section (2) of section 62 of the Goa, Daman and Diu Housing Board Act, 1968, I hereby order you to pay the said sum within thirty days from the date of service of this notice, failing which the said sum will be recovered as arrears of land revenue.

SCHEDULE

Panaji, dated ..... 19 .....

*Competent Authority.*

FORM 'E'

(See Rule 9)

To

Shri/Shrimati/Kumari..... residing at ..... in ..... taluka of ..... District.

Whereas you are in unauthorised occupation of the premises described in the Schedule appended hereto;



And whereas in exercise of the powers conferred on me under sub-section (2) of section 62 of the Goa, Daman and Diu Housing Board Act, 1968, I have assessed Rs. .... as damages payable by you on account of the use and occupation of the said premises, I hereby order you to pay the said amount of damages within ten days from the date of the service of the notice.

If the said amount is not paid within the period specified above, it will be recovered as arrears of land revenue.

SCHEDULE

Panaji, dated ..... 19 .....

Competent Authority.

FORM 'F'

(See Rule 9)

To

Shri/Shrimati/Kumari..... residing at ..... in ..... taluka of ..... District.

Whereas you are in unauthorised occupation of the premises described in the Schedule appended hereto;

And whereas in exercise of the powers conferred on me by sub-section (2) of section 62 of the Goa, Daman and Diu Housing Board Act, 1968, I have assessed Rs. .... as damages payable by you to the Board on account of the use and occupation of the said premises;

And whereas I propose to order you to pay the said damages to the Board within ten days from ..... 19.....;

Now therefore, as required by the provisions of sub-section (3) of the said section, I call upon you to tender an explanation and produce evidence, if any, and show cause within ten days from the date of service of this notice why the proposed order should not be made.

SCHEDULE

Panaji, dated ..... 19 .....

Competent Authority.

FORM 'G'

(See Rule 15)

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**I. Members of the Goa, Daman and Diu Housing Board**

Chairman:

Members:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.



## II Budget at a Glance

	Accounts (Actuals of financial year)	Revised estimates (previous year)	Budget estimates (current year)
	(1)	(2)	(3)
Revenue Account.			
Opening balance.			
Receipts.			
Expenditure.			
Surplus (+) or Deficit (-).			
Capital Account.			
Opening balance.			
Receipts.			
Expenditure.			
Surplus (+) or Deficit (-).			
Deposit and Advance Account.			
Opening balance.			
Receipts.			
Expenditure.			
Closing balance.			

## III Introductory Note



**IV Abstract of Capital Account**

Receipts		Expenditure	
I. Loans	Rs.	1. Loans	Rs.
II. Grants	Rs.	2. Advances	Rs.
III. Advances	Rs.	3. Works	Rs.
IV. Sale of properties	Rs.	A. Land acquisition & Development Scheme	Rs.
V. Rental Income and premia on lease.	Rs.	B. Low Income Group Housing Scheme	Rs.
		C. Middle Income Group Housing Scheme	Rs.
VI. Miscellaneous	Rs.	D. Slum Improvement Scheme	Rs.
VII. Betterment fees	Rs.		
VIII. Ancilliary services scheme fund	Rs.	E. Subsidised Industrial Housing Scheme	Rs.
		F. Land Development Scheme	Rs.
		G. Union Govt. Rental Housing Scheme for Low paid employees of State Govt.	Rs.
		H. Ancilliary Services Scheme	Rs.
		I. Other Miscellaneous Schemes	Rs.
		4. Special tools and Plant	Rs.
		5. Ordinary Tools and Plant	Rs.
		6. Suspense	Rs.
Total .....	Rs.	Total .....	Rs.



**V Abstract of Revenue Accounts**

Receipts		Expenditure	
I. Grants	Rs.	1. Interest	Rs.
II. Advances	Rs.	2. Contributions to Reserve & other funds	Rs.
III. Supervision charges	Rs.	3. Advances	Rs.
IV. Interest	Rs.	4. Establishment	Rs.
V. Rental Income (Interest portion)	Rs.	5. Investigation and Research	Rs.
VI. Premia on leases (Interest portion)	Rs.	6. Miscellaneous	Rs.
		7. Tools and Plant (ordinary)	Rs.
VII. Miscellaneous		8. Repairs and Maintenance	Rs.
<b>Deduct.</b>		9. Suspense	Rs.
Refunds			
Total	Rs.	Total	Rs.

**VI Abstract of Deposit and Advance Account**

	Receipts	Outgoings
	(1)	(2)
A. Deposit Account		
I. Provident Fund Deposits.		
II. Deposits of contractors and subordinates.		
III. Other deposits.		
B. Advance Account.		
I. Advances bearing interest.		
II. Advances not bearing interest.		
C. Suspense Account.		
Total		



### VII Capital Accounts - Receipts

Head of Account	Accounts	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)
I. Loans			
A. Loans from Government			
B. Loans from Banks.			
C. Repayment of loan by Co-op. Societies and other persons.			
II. Grants.			
A. Grant from Government.			
B. Other grants.			
III. Advances.			
A. Advances from Revenue Account.			
B. Refund of advance from Revenue Account.			
C. Advance from Local Bodies etc. for Low Income-Group Housing Scheme.			
D. Advance from Local Bodies, etc. for Middle Income Group Housing Scheme.			
E. Advance from Local Bodies, for Slum Improvement Scheme.			
F. Advance from Government for Subsidized Industrial Housing Scheme.			
G. Other advances from Government.			
H. Advance from Government for Union Government Rental Housing Scheme for Low paid Employees of State Government.			
IV. Sale proceeds of properties.			
A. Lands acquisition and Development Scheme.			
B. Low Income Group Housing Scheme.			
C. Other Schemes.			
V. Rental Income and Premia on leases.			
A. Ancillary Services Scheme.			
B. Low Income Group Housing Scheme.			
C. Middle Income Group Housing Scheme.			
D. Slum Improvement Scheme.			
E. Lower Middle Class Housing Scheme.			



	(1)	(2)	(3)	(4)
F. Non-Gazetted Government Officers Housing Scheme.				
G. Other Schemes.				
H. Lump sum recovery towards excess over ceiling cost.				
i) Low Income Group Housing Scheme.				
ii) Middle Income Group Housing Scheme.				
VI. Miscellaneous.				
A. Sale proceeds of Securities.				
B. Miscellaneous.				
VII. Betterment fees.				
A. Betterment fees.				
B. Deduct amount credited to the schemes concerned.				
VIII. Ancillary Services Schemes fund.				
Total — Capital Account Receipts.				

#### VIII Capital Account — Expenditure

Head of Account	Accounts	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)
I. Loans.			
A. Repayment of loan to Government.			
B. Repayment of loan to Banks.			
C. Loans to Co-operative Societies and other persons.			
II. Advances.			
A. Advance to Revenue Account.			
B. Refund of advance to Revenue Account.			
III. Works.			
A. Land acquisition and Development Scheme.			
1. Land acquisition.			
2. Development.			
B. Low Income Group Housing Scheme.			
I. Plan			
i) Land Development.			
ii) Hire purchase building.			
iii) Rental building.			



	(1)	(2)	(3)	(4)
II. Non-Plan.				
i) Land Development.				
ii) Hire purchase building.				
iii) Rental building.				
C. Middle Income Group Housing Scheme.				
i) Hire purchase building.				
ii) Rental building.				
D. Slum Improvement Scheme.				
i) Open Development Plot.				
ii) Tenement.				
E. Subsidised Industrial Housing Scheme.				
F. Land Development Scheme.				
G. Union Government Rental Housing scheme for Low paid Employees of State Government.				
H. Ancillary Services Scheme.				
I. Other Miscellaneous Scheme.				
J. Slum Improvement Scheme undertaken on behalf of Local Bodies.				
K. Low Income Group Housing Scheme undertaken on behalf of Local Bodies.				
L. Middle Income Group Housing Scheme undertaken on behalf of Local Bodies.				
IV. Special Tools Plant.				
A. Cost of purchase.				
B. Maintenance and Repairs.				
C. Deduct—Recoveries from contractors' work.				
V. Ordinary Tools and Plant.				
A. Cost of purchase.				
B. Deduct amount transferred to Revenue Account.				
VI. Suspense.				
Debit				
A. Stock.				
B. Purchases.				
C. Miscellaneous Advances.				
Credit				
A. Stock.				
B. Purchases.				
C. Miscellaneous Advances.				
Net Debit to Suspense.				
Total — Capital Account Expenditure.				



**IX Revenue Account — Receipts**

Head of Account	Accounts	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)
I. Grants.			
A. Grant from Government for maintenance of Industrial colonies.			
B. Grant from Government for maintenance of Government colonies.			
C. Grant from Government for maintenance of Slum Improvement Scheme.			
D. Other Grants from Government.			
E. Grant from Local Bodies others.			
II. Advances.			
A. Advance from Government.			
B. Advance from Capital Account.			
C. Refund of advance from Capital Account.			
III. Supervision charges.			
A. Supervision charges.			
(a) Slum Improvement Scheme.			
(b) Other Schemes.			
IV. Interest.			
A. Interest on investment.			
B. Interest on sale proceeds.			
C. Interest on loans and advances by the Board.			
D. Miscellaneous.			
V. Rental Income.			
A. Ancillary Services Scheme.			
B. Low Income Group Housing Scheme.			
C. Middle Income Group Housing Scheme.			
D. Lower Middle Class Housing Scheme.			
E. Slum Improvement Scheme.			
F. Other Schemes.			
G. Deduct Refunds.			
H. Deduct Principal portion transferred to Capital Account.			
VI. Premia of Leases.			
A. Low Income Group Housing Scheme.			
B. Middle Income Group Housing Scheme.			
C. Non-Gazetted Government Officers' Housing Scheme.			



(1)	(2)	(3)	(4)
D. Other Schemes.			
E. Deduct Refunds.			
F. Deduct Principal portion transferred to Capital Account.			
VII. Miscellaneous.			
A. Fees, fines and forfeitures.			
B. Sale of plans, tenders, etc.			
C. Leave salary and pension contribution.			
D. Recoveries of expenditure.			
E. Lapsed deposits.			
F. Centage charges for collection of rent in Industrial Housing colonies.			
G. Miscellaneous.			
H. Deduct Refunds.			
Total Revenue Account—Receipts.			

**X Revenue Account — Expenditure**

Head of Account	Accounts	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)
I. Interest.			
A. Interest on loans and Advances.			
II. Contributions to Reserve and other funds.			
A. Contribution to pension fund.			
B. Contribution to depreciation Reserve fund.			
III. Advances.			
A. Advances to Capital Account.			
B. Refund of advance to Capital account.			
C. Refund of advance to Government.			
IV. Establishment.			
A. Pay of officers.			
B. Pay of Establishment.			
C. Leave salary.			
D. Cost of special staff.			
E. Allowances and Honoraria.			
1. Dearness allowance.			
2. House rent allowance.			
3. Compensatory allowance.			
4. Travelling allowance.			
5. Conveyance allowance.			
6. Medical attendance.			
7. Education allowance.			
8. Travelling and other allowances to members.			



F. Contingencies.

1. Pay of Menials.
2. Books and periodicals.
3. Telephones.
4. Electricity and water.
5. Advertisement.
6. Clothing and uniform.
7. Stationery and Printing.
8. Rent/rates/taxes.
9. Postage/Telegrams.
10. Furniture/Fixtures.
11. Other items.

G. Other charges.

1. Contribution to leave salary and pension.
2. Fees to Auditor.
3. Low charges.
4. Compensation.
5. Expenditure on payment of pension/gratuity.

Less amount transferred from Pension fund.

V. Investigation and Research.

- A. Investigation and Survey of schemes.
- B. Research on House building.
- C. Deduct preliminary expenses transferred to the sanctioned scheme.

VI. Miscellaneous.

- A. Contribution to staff Welfare and recreation.
- B. Miscellaneous grants and contributions.
- C. Publicity expenses.
- D. Losses and write off.

VII. Tools and Plant.

- A. Cost of Tools and Plant charged to Revenue Account.
- B. Amount transferred from Capital Account.
- C. Maintenance, Repairs and carriage.

VIII. Repairs and Maintenance.

- A. Office buildings.
- B. Rental buildings.
- C. Industrial colonies.
- D. Government colonies.
- E. Slum Improvement Scheme.

IX. Suspense Account.

- A. Water and Electricity charges recoverable from occupants.
- B. Deduct Recoveries from occupants.

Total — Revenue Account Expenditure.



### Deposit and Advance Account

Head of Account	Receipts			Outgoings		
	Account (Actuals)	Revised estimates	Budget estimates	Account (Actuals)	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)	(5)	(6)	(7)
A. Deposit Account.						
I. Depreciation Reserve Fund.						
II. Pension Fund.						
III. Provident Fund deposit.						
(1) Provident funds.						
IV. Deposits of contractors and other subordinates —						
(1) Contractors Deposits.						
(2) Sums due to contractors on closed accounts.						
(3) Security deposits of subordinates.						
V. Other deposits —						
(1) Housing deposits.						
(2) Deposit for conveyance of sale deed.						
(3) Rental deposit.						
(4) Rent collected in Industrial colonies.						
(5) Miscellaneous deposit.						
B. Advance Account.						
I. Advance bearing interest —						
(1) Advance for purchase of motor cars.						
(2) Advance for purchase of motorcycles/scooters.						
(3) Advance for purchase of other conveyances.						
(4) Loan to Board Employees to meet deposits and excess over ceiling cost.						
II. Advance not bearing interest.						
(1) Advance of pay on transfer.						
(2) Advance of T. A. on transfer.						
(3) Festival advance.						
(4) Permanent Advance.						
(5) Other Advance.						
C. Suspense Account.						
(1) Unclassified Suspense.						



## Investment Account

- Rs.
1. Depreciation Reserve Fund.
    - a) Opening balance.
    - b) Add investments during the year.
    - c) Deduct amount realised on sale of investment.
    - d) Add Cash balance.

Total
  2. Pension Fund.
    - a) Opening balance.
    - b) Add investments during the year.
    - c) Deduct amount realised on sale of investment.
    - d) Add Cash balance.

Total
  3. Provident Fund.
    - a) Opening balance.
    - b) Add amount invested during the year.
    - c) Deduct amount realised on sale of investment.
    - d) Add Cash balance.

Total
  4. Cash balance.
    - a) Opening balance.
    - b) Add amount invested during the year.
    - c) Deduct amount realised on sale of investment.
    - d) Add Cash balance.

Total

## XII Details of Works

Description of work	Amount of Estimate	Expenditure to end of (previous year)	Revised Budget Estimate (current year)	Budget Estimate (next year)
(1)	(2)	(3)	(4)	(5)
A. Central buildings				
B. Industrial buildings				
C. Government buildings				
D. Social improvement schemes				
E. Water and electricity charges				
F. Other				
G. Total				



**XIII Summary of loans and advances taken from the Government and outstanding on 31st March**

A. LOANS				
Serial No. and name of the scheme	No. and date of Govt. order	Date of drawal of the loan	Loan Amount	Outstanding balance on 31st March....
(1)	(2)	(3)	(4)	(5)

B. ADVANCES				
Serial No. and name of the scheme	No. and date of Govt. order	Date of drawal of the loan	Loan Amount	Outstanding balance on 31st March....
(1)	(2)	(3)	(4)	(5)

Schemewise details will be indicated according to the Budgetary classification.

**XIV Statement showing various posts under the Board with scales of pay**

Serial No. and category of post	Scale of pay	No. of posts sanctioned	No. of posts filled up	No. of posts kept in abeyance
(1)	(2)	(3)	(4)	(5)

Board's Secretariat.

(i) Non-Technical.

1. Chairman.
2. Secretary.
3. Chief Accounts Officer.
4. Office Supdt.
5. Accountants.
6. Upper Division Clerks.
7. Lower Division Clerks-cum-Typists.
8. Peon.
9. Watchman.
10. Scavenger.

ii) Technical.

1. Housing Engineer.
2. Executive Engr.
3. Dy. Asst. Engr.
4. Architect.
5. Supervisors/Section Officers
6. Surveyor.
7. Draughtsman.
8. Driver.
9. Mechanic.
10. Electrician.
11. Plumber.
12. Cleaner.
13. Watchman.



**XV Statement showing special pay attached to various posts**

Serial No. and category of post	Special pay
1. Cashier.	Rs. 15 or Rs. 25 as the case may be.

**XVI Statement showing conveyance allowance attached to the various posts**

Serial No. and category of post	Conveyance Allowance
1. Housing Engineer.	
2. Executive Engineer.	
3. Deputy/Assistant Engineer.	
4. Architect.	
5. Supervisors/Section Officer.	
6. Surveyor.	
7. Electrician.	

FORM H  
(See Rule 16)

**Capital Account for the year 19 .... - 19 ....**

Debits					Credits				
	Expenditure upto 31st March 19...	Expenditure during the year	Sales or write off during the year	Total expenditure upto end of 31st March 19...		Amount received upto 31st March 19...	Amount received during the year	Amount re-paid during the year	Total net receipt upto 31st March 19...
1	2	3	4	5	1	2	3	4	5
I. Expenditure on capital works. A. Land Acquisition and development. B. L.I.G.H. Scheme. C. M.I.G.H. Scheme. D. Slum Improvement Scheme. E. Housing for Industrial workers.					1. Loans borrowed from Government. 2. Subsidy from Government. 3. Advance received from Government not bearing interest. 4. Capital Surplus. a) Net profit on sale of properties/Govt. securities. b) Lapsed deposits purchase items, profit on stock etc.				
II. Interest capitalized.									
III. Establishment capitalized.									
IV. Suspense.									
V. Tools and Plant.									
Total					Total				



**Revenue Account for the year 19 .... — 19 ....**

To	Rs.	Rs.	Rs.	By	Rs.	Rs.	Rs.
A. Properties.				A. Rent of properties and service charges.			
i) Repairs and maintenance —				Add Arrears of rent and service charges.			
a) Current repairs.							
b) Special repairs.				B. Subsidy due from Government.			
ii) Municipal taxes, rent and taxes.				C. Centage charges on deposit contribution works.			
iii) Ground rent.				D. Management charges.			
iv) Miscellaneous.				E. Miscellaneous receipts.			
B. Establishment and other charges.				i) Fines and forfeitures.			
Less Recoveries of expenditure.				ii) Sale of produce.			
Less Establishment charges capitalised.				iii) Other receipts.			
C. Provision for depreciation and other Reserve funds.				F.			
i) Depreciation Reserve fund.							
ii) Pension fund.							
iii) Interest on Reserve funds.							
<sup>2</sup> iv) Reserve for Doubtful Debts.]							
D. Redemption of loans.							
E. Special charges.							
i) Insurance.							
ii) Bad debts written off.							
iii) Leave salary and pension contribution.							
F. Interest paid on Government loans							
Add interest payable upto 31st March, 19 ...							
G. Revenue surplus.							
Total				Total			

**Net Revenue Account for the year 19 .... — 19 ....**

To	By
A. Balance brought forward from Revenue Account.	A. Balance brought forward from Revenue Account.
B. Balance carried over to balance sheet.	B. Interest on money at deposit received during the year.
	Add accrued as on 31st Mar. 19 ...
	Less accrued as on 31st Mar. 19 ...
Total	Total



**Depreciation Reserve Account for the year 19.... — 19 ....**

To	Rs.	By	Rs.
A. Expenditure debited to the Reserve (withdrawal in respect of buildings sold or demolished).		A. Balance brought forward from last years account.	
B. Balance carried over to Balance Sheet.		B. Amount brought forward from Revenue Account.	
Total		Total	

**Pension Fund Account for the year 19 .... — 19....**

To	Rs.	By	Rs.
A. Expenditure debited to the fund on account of pension and other retirement benefits.		A. Balance brought forward from last year's Account.	
B. Balance carried over to Balance Sheet.		B. Amount brought forward from Revenue Account.	
Total		Total	

**Balance sheet as on 31st March 19....**

<b>Liabilities</b>	<b>Assets</b>
A. Capital Account Amount received as per Capital Account.	A. Capital Account. Amount expended as per Capital Account.
B. Sundry creditors. a) Hire purchase scheme. i) balance as per last balance sheet. ii) amount received during the year.  Less expenditure during the year. b) Other deposit contribution works. i) balance as per last balance sheet. ii) amount received during the year.  Less expenditure during the year. c) Deposits from tenants. i) balance as per last balance sheet. ii) amount received during the year.  Less amount repaid during the year. d) Deposits from contractors, etc. i) balance as per last balance sheet. ii) amount received during the year.  Less amount repaid during the year. e) Management of i) balance as per last balance sheet. ii) amount received during the year.  Less expenditure during the year.	B. Sundry debtors. Govt. of Goa, Daman & Diu on account of a) Subsidy as per last balance sheet.  Add due for the year as per Revenue Account.  Less amount received during the year. b) Sale price of developed plots. c) Sale price of tenements. C. Tenants on account of i) Rents ii) Electricity/water iii) Cost of suits. iv) Other items.  Less provision for bad debts as per last balance sheet.  Add amount written off now realised during the year.  Less bad debts written off now realised during the year. D. Officers of the Board on account of i) permanent advances. ii) advances to staff. E. Banks for interest accrued as per net Revenue Account.
C. Depreciation Reserve Fund Account.	F. Loans to participants of i) L. I. G. H. S. ii) M. I. G. H. S. iii) Co-operative Societies.
D. Pension fund Account.	



**Liabilities.**

- E. Loan redemption account.  
a) For S. I. H. S. loans as per last balance sheet.  
Add for the year.  
b) For L. I. G. H. S. loans as per last balance sheet.  
Add for the year.  
c) For M. I. G. H. S. loans as per last balance sheet.  
Add for the year.  
F. Ad-hoc provision on account of land Revenue payable for Govt. lands. As per last balance sheet.  
Add for the year.  
G. Provision for unliquidated liabilities.  
i) Electricity  
ii) Water charges.  
H. Revenue surplus as per last balance sheet.  
Add as per net Revenue Account.

Total

**Assets**

- G. Investments in Govt. loans.  
H. Cash with Bank on deposits.  
I. Cash with Bank in current account.  
J. Cash in Hand.

Total

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- I. The Goa, Daman and Diu Housing Board Rules, 1969 published in Official Gazette Extraordinary (Supplement) series I No. 29 dated 18/10/1969. (Notification No. HS-8-9/68-I dated ----)
  - II. 1st Amendment Rules, 1991 published in Official Gazette Series I No. 37 dated 12/12/1991. (Notification No. HS-8-9-68-1 dated 15/11/1991).
  - III. 2<sup>nd</sup> Amendment Rules, 1999 published in Official Gazette Series I No. 10 dated 03/06/1999. (Notification No. HS-8-9-68-1 dated 18/05/1999).