

Department of Housing

Notification

2/35/2021/HSG

Whereas, the draft Rules, namely, the Goa Housing Board Rules, 2021 which the Government of Goa proposed to make in exercise of the powers conferred by section 128 of the Goa Housing Board Act, 1968 (Act No. 12 of 1968) (hereinafter referred to as the "said Act"), in supersession of the Goa, Daman and Diu Housing Board Rules, 1969, were pre-published as required by sub-section (1) of section 128 of the said Act vide Government Notification No. 2/35/2021/HSG dated 29-11-2021, published in the Official Gazette, Series I No. 37, dated 09-12-2021, inviting objections and suggestions from all persons likely to be affected thereby within a period of fifteen days from the date of publication of the said Notification in the Official Gazette;

And whereas, the said Official Gazette was made available to the public on 9th December, 2021;

And whereas, no objections/suggestions have been received from the public on the said draft Rules by the Government within the stipulated period.

Now, therefore, in exercise of the powers conferred by section 128 of the Goa Housing Board Act, 1968 (Act No. 12 of 1968) and all other powers enabling it in this behalf and in supersession of the Goa, Daman and Diu Housing Board Rules, 1969, except as respects things done or omitted to be done before such supersession, the Government of Goa hereby makes the following rules, namely:—

1. *Short title and commencement.*— (1) These rules may be called the Goa Housing Board Rules, 2022.

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

2. *Definitions.*— (1) In these rules, unless the context otherwise requires,—

(a) "Act" means the Goa Housing Board Act, 1968 (Act No. 12 of 1968);

(b) "Form" means a form appended to these rules;

(c) "section" means a section of the Act.

(2) 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 fixed salary of Rs. 2,50,000/- per month, or such honorarium not exceeding Rs. 1,50,000/- per month as the Government may in each case specify;

(b) reimbursement of phone charges including internet and mobile data charges;

(c) a travelling allowance and other travel entitlements at the rate admissible to the Administrative Secretary of a Government Department;

(d) leave on full pay on the basis of one month per year of service on the Board;

(e) engage such staff personal to him, who shall be co-terminus with that of the tenure of the Chairman, for such remuneration as may be specified by the Government from time to time;

(f) receive such facilities or services as may be specified by the Government from time to time.

(2) Where the Chairman receives an honorarium or holds office in an honorary capacity he shall receive 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 vehicle and such allowances 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) reimbursement of phone charges including internet and mobile data charges;

(d) a daily allowance, as may be specified by the Government, from time to time, when on tour;

(e) leave on the basis of one month per year of service on the Board:

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;

(f) engagement of such staff personal to him, who shall be co-terminus with that of the tenure of the Chairman, for such remuneration as may be specified by the Government from time to time;

(g) other facilities or services as may be specified by the Government from time to time.

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

(a) an allowance of Rs. 2000/- for each 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 at the rate admissible to him under the Government and a sitting fee of Rs. 1000/- for each meeting of the Board that he attends.

(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 specified by the Government from time to time:

Provided that in 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 Salary, Allowances and Pension of Members of the Legislative Assembly Act, 2004 (Goa Act 20 of 2004).

4. *Manner and form of Control.*— (1) Every contract for the execution of any work or the supply of any building material or goods which involves an expenditure exceeding five hundred rupees shall be in writing and 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, as adopted by the Government, or any other such forms which have been made by the Government, the said forms may, as far as practicable, be adopted for like contracts of the Board provided that the Board shall have power to include 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, as adopted by the Government and such other rules/regulations/guidelines/instructions etc., issued by the Government, from time to time.

5. *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 crore rupees for any contract where such power is to be delegated to the Secretary of the Board;

(b) the maximum limit of fifty lakhs rupees for any contract, where such power is to be delegated to the Housing Engineer.

6. *Form of notice and the period for acceptance of assessment.*— (1) A notice under sub-section (1) of section 55, shall be in Form 'A' hereto.

(2) The period within which a person is required to appear before the Board under sub-section (2) of section 55 shall be thirty days.

7. *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 rules made by the Government in that behalf; and

(ii) for sale or demolition of any building or structure which is in a dangerous condition or beyond repair.

8. *Form of Notice.*— A notice,—

(a) under sub-section (1) of section 61 shall be in Form 'B' hereto;

(b) under proviso to sub-section (1) of section 61 shall be Form 'C' hereto;

(c) under sub-section (1) of section 62 shall be in Form 'D' hereto;

(d) under sub-section (2) of section 62 shall be in Form 'E' hereto; and

(e) under sub-section (3) of section 62 shall be in Form 'F' hereto.

9. *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 specified under section 113 to 115 or by such means including electronic delivery services.

10. *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.

11. *Maximum sum to be deposited in the matter of operation of accounts.*— (1) The maximum sum to be deposited in the Reserve Bank of India or such bank licenced by the Reserve Bank of India or in any one of the scheduled bank in India under sub-section (5) of section 65 shall not exceed Rs. 1500.00 lakhs at a time.

12. *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 specified by Government in each case.

13. *Power of Board to lend.*— The Board may lend or advance money under section 67 to the extent of Rs. 100.00 lakhs without the prior approval of Government. The Board may advance under section 32, money exceeding Rs. 100.00 lakhs with the prior approval of Government and subject to such terms and conditions as may be specified by Government in each case.

14. *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 Form 'G' hereto.

15. *Abstract of accounts.*— The abstracts of accounts to be submitted to the Government under section 88 shall be prepared in Form 'H' hereto.

16. *Power to relax.*— Where the Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in writing, relax any of the provisions of these rules.

FORM 'A'

[See rule 6 (1)]

To,

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

Whereas, by Government / Board Notification No. dated, 20 ... , it was notified under section 42 of the Goa Housing Board Act, 1968 (Act No. 12 of 1968) that a (name of housing scheme) scheme has been duly framed by the Goa Housing Board;

And whereas, it was decided by the Board under section 54 of the said Act 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, 20... 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 (name of housing scheme) 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 Housing Board

Secretary-cum-Managing Director

Porvorim, Goa.

Dated:

FORM 'B'

[See rule 8(a)]

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 Housing Board Act, 1968 (Act No. 12 of 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

Competent Authority

Porvorim, Goa.

Dated:

FORM 'C'

[See rule 8(b)]

To,

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

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 Housing Board Act, 1968 (Act No. 12 of 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, 20.... 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 hereby 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

Competent Authority

Porvorim, Goa.

Dated:

FORM 'D'

[See rule 8(c)]

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..... (Rupees only) 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 (1) of section 62 of the Goa Housing Board Act, 1968 (Act No. 12 of 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... ..

Competent Authority

Porvorim, Goa.

Dated:

FORM 'E'

[See rule 8 (d)]

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 Housing Board Act, 1968 (Act No. 12 of 1968); I have assessed Rs. (Rupees only) as damages payable by you on account of the use and land 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

Competent Authority

Porvorim, Goa.

Dated:

FORM 'F'

[See rule 8 (e)]

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 Housing Board Act, 1968 (Act No. 12 of 1968); I have assessed Rs. (Rupees only) 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, 20.... .

Now, therefore, as required by the provisions of sub-section (3) of section 62 of the said Act, I hereby 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

Competent Authority

Porvorim, Goa.

Dated:

FORM "G"

(See rule 14)

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1. Members of the Goa Housing Board.
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11. Deposit and Advance Account.
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13. Details of works.
14. Summary of loans and advances taken from the State Government and outstanding as on (31st March of previous year).
15. Statements showing various posts under the Board with scales of pay, special pay and allowances etc., if any.

I. Members of the Goa Housing Board.

Chairman:

Members:

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

II. Budget at a Glance

	Accounts (actuals of previous financial year)	Revised estimates (previous year)	Budget estimates (current year)
	(1)	(2)	(3)
<i>Revenue Account.</i>			
Opening balance.			
Receipts.			
Expenditure.			
Surplus (+) or Deficit (-).			
<i>Capital Account.</i>			
Opening balance.			
Receipts.			
Expenditure.			
Surplus (+) or Deficit (-).			
<i>Deposit and Advance Account.</i>			
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.
VI.	Miscellaneous	Rs.		C. Middle Income Group Housing Scheme	Rs.
VII.	Betterment Fees	Rs.		D. Higher Income Group Housing Scheme	Rs.
VIII.	Ancillary services scheme fund	Rs.		E. Slum Improvement Scheme	Rs.
IX.	Any other fund	Rs.		F. Subsidised Industrial or other Housing Scheme	Rs.
				G. Land Development Scheme	Rs.
				H. Ancillary Services Scheme	Rs.
				I. Other Miscellaneous Schemes	Rs.
				J. Joint Venture Development Scheme	Rs.
				K. Any Other Scheme(s)	Rs.
			4.	Special tools and Plant	Rs.
			5.	Ordinary tools and Plant	Rs.
			6.	Suspense	Rs.
Total			Total		
Rs.			Rs.		

V. Abstract of Revenue Account

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.
VII.	Miscellaneous	Rs.	7.	Tools and Plant (ordinary)	Rs.
			8.	Repairs and Maintenance	Rs.
			9.	Suspense	Rs.
	<i>Deduct</i>				
	<i>Refunds</i>				
	Total	Rs.		Total	Rs.

VI. Abstract of Deposit and Advance Account

	Receipt	Outgoing
	(1)	(2)
A. <i>Deposit Account.</i>		
I. Provident Fund Deposits and NPS deposits.		
II. Deposits of contractors and subordinates.		
III. Other deposits.		
B. <i>Advance Account.</i>		
I. Advances bearing interest.		
II. Advances not bearing interest.		
C. <i>Suspense Account.</i>		
Total		

VII. Capital Account — Receipts

Head of Account	Accounts	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)
I. <i>Loans</i>			
A. Loans from Government.			
B. Loans from Banks.			
C. Repayment of loan by Co-operative Societies and other persons.			
II. <i>Grants.</i>			
A. Grants from Government.			
B. Other grants.			
III. <i>Advances</i>			
A. Advance from Revenue Account.			
B. Refund of advance from Revenue Account.			
C. Advance from Local Bodies, etc. for Low Income Group Housing Scheme.			

	(1)	(2)	(3)	(4)
	D. Advance from Local Bodies, etc. for Middle Income Group Housing Scheme.			
	E. Advance from Local Bodies, etc. for Higher Income Group Housing Scheme.			
	F. Advance from Local Bodies, for Slum Improvement Scheme.			
	G. Advance from Government for Subsidised Industrial or other Housing Scheme.			
	H. Other advance from Government.			
	I. Advance from Joint Venture Development Scheme.			
IV.	<i>Sale proceeds of properties.</i>			
	A. Lands acquisition and Development Scheme.			
	B. Low Income Group Housing Scheme.			
	C. Middle Income Group Housing Scheme.			
	D. Higher Income Group Housing Scheme.			
	E. Joint Venture Development Scheme.			
	F. Other Scheme(s).			
V.	<i>Rental Income and Premia on leases.</i>			
	A. Ancilliary Services Scheme.			
	B. Low Income Group Housing Scheme.			
	C. Middle Income Group Housing Scheme.			
	D. Higher Income Group Housing Scheme.			
	E. Slum Improvement Scheme.			
	F. Other Scheme(s).			
	G. Lumpsum recovery towards excess over ceiling cost.			
	i) Low Income Group Housing Scheme.			
	ii) Middle Income Group Housing Scheme.			
	iii) Higher Income Group Housing Scheme.			
	H. Joint Venture Development Scheme.			
VI.	<i>Miscellaneous.</i>			
	A. Sale proceeds of Securities.			
	B. Miscellaneous			
VII.	<i>Betterment fees.</i>			
	A. Betterment fees.			
	B. Deduct amount credited to the schemes concerned.			
VIII.	<i>Ancilliary Services Schemes fund.</i>			
	Total — Capital Account Receipt.			
VIII.	Capital Account — Expenditure			
	Head of Account	Accounts	Revised estimates	Budget estimates
	(1)	(2)	(3)	(4)
I.	<i>Loans</i>			
	A. Repayment of loan to Government.			
	B. Repayment of loan to Banks			

	(1)	(2)	(3)	(4)
	C. Loans to Co-operative Societies and other persons.			
II.	<i>Advances.</i>			
	A. Advance to Revenue Account.			
	B. Refund of advance to Revenue Account.			
III.	<i>Works.</i>			
	A. Land Acquisition and Development Scheme.			
	1. Land Acquisition.			
	2. Development.			
	B. Low Income Group Housing Scheme.			
	(i) Land Development			
	(ii) Hire purchase building.			
	(iii) Rental building.			
	C. Middle Income Group Housing Scheme.			
	(i) Land Development			
	(ii) Hire purchase building			
	(iii) Rental building			
	D. Higher Income Group Housing Scheme.			
	(i) Land Development			
	(ii) Hire purchase building.			
	(iii) Rental building.			
	E. Slum Improvement Scheme			
	(i) Open Development Plot.			
	(ii) Tenement.			
	F. Subsidised Industrial and other Housing Scheme.			
	G. Land Development Scheme.			
	H. Ancilliary Services Scheme.			
	I. Other Miscellaneous Scheme.			
	J. Slum Improvement Scheme undertaken on behalf of Local Bodies, etc.			
	K. Low Income Group Housing Scheme undertaken on behalf of Local Bodies, etc.			
	L. Middle Income Group Housing Scheme undertaken on behalf of Local Bodies, etc.			
	M. Higher Income Group Housing Scheme undertaken on behalf of Local Bodies, etc.			
	N. Joint Venture Development Scheme			
IV	<i>Special Tools Plant.</i>			
	A. Cost of purchase			
	B. Maintenance and Repairs			
	C. Deduct — Recoveries from contractors' work			
V	<i>Ordinary Tools Plant.</i>			
	A. Cost of purchase			
	B. Deduct amount transferred to Revenue Account.			

	(1)	(2)	(3)	(4)
VI	<i>Suspense</i>			
	<i>Debit</i>			
	A. Stock.			
	B. Purchases.			
	C. Miscellaneous Advances			
	<i>Credit</i>			
	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.	<i>Grants</i>			
	A. Grant from Government for maintenance of Industrial and other 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 and others.			
II.	<i>Advances.</i>			
	A. Advance from Government.			
	B. Advance from Capital Account.			
	C. Refund of advance from Capital Account.			
III.	<i>Supervision charges</i>			
	A. Supervision charges			
	(a) Slum Improvement Scheme.			
	(b) Other Schemes			
IV.	<i>Interest.</i>			
	A. Interest on investment.			
	B. Interest on sale proceeds.			
	C. Interest on loans and advances by the Board.			
	D. Miscellaneous.			
V.	<i>Rental Income.</i>			
	A. Ancillary Services Scheme.			
	B. Low Income Group Housing Scheme.			
	C. Middle Income Group Housing Scheme.			
	D. Higher Income Group Housing Scheme.			
	E. Slum Improvement Scheme.			
	F. Other Schemes.			
	G. Joint Venture Development Scheme.			
	H. Deduct Refunds.			

	(1)	(2)	(3)	(4)
I. Deduct Principal portion transferred to Capital Account.				
VI <i>Premia of Leases.</i>				
A. Low Income Group Housing Scheme.				
B. Middle Income Group Housing Scheme.				
C. Higher Income Group Housing Scheme.				
D. Joint Venture Development Scheme.				
E. Other Schemes.				
F. Deduct Refunds.				
F. Deduct Principal portion transferred to Capital Account.				
VII <i>Miscellaneous</i>				
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 and other Housing colonies.				
G. Miscellaneous.				
H. <i>Deduct Refunds.</i>				
Total — Revenue Account — Receipts				

IX. Revenue Account — Expenditure

Head of Account	Accounts	Revised estimates	Budget estimates
(1)	(2)	(3)	(4)
I. <i>Interest</i>			
A. Interest on Loans and Advances.			
II. <i>Contributions to Reserve and other funds.</i>			
A. Contribution to pension fund.			
B. Contribution to depreciation Reserve fund			
III <i>Advances.</i>			
A. Advances to Capital Account.			
B. Refund of advance to Capital Account.			
C. Refund of advance to Government.			
IV <i>Establishment.</i>			
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. Transport allowance			

	(1)	(2)	(3)	(4)
	6. Medical attendance			
	7. Education allowance			
	8. Travelling and other allowances to members			
	9. Leave Travel allowance.			
	10. Honorarium.			
	11. Any other allowance.			
F.	Contingencies.			
	1. Pay of Menials/Daily wage			
	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/Courier			
	10. Furniture/Fixtures			
	11. Other items			
G.	Other charges			
	1. Contribution to leave salary and pension			
	2. Contribution to NPS and other benefits			
	3. Fees to Auditor			
	4. Law charges			
	5. Compensation			
	6. Expenditure on payment of pension/gratuity/NPS/other benefits			
	Less amount transferred from Pension fund			
V	<i>Investigation and Research</i>			
	A. Investigation and Survey of schemes.			
	B. Research on House building.			
	C. Deduct preliminary expenses transferred to the sanctioned scheme.			
VI	<i>Miscellaneous.</i>			
	A. Contribution to Staff Welfare and recreation			
	B. Miscellaneous grants and contributions.			
	C. Publicity expenses.			
	D. Losses and write off.			
VII	<i>Tools and plant</i>			
	A. Cost of Tools and Plant charged to Revenue Account.			
	B. Amount transferred from Capital Account.			
	C. Maintenance, Repairs and carriage.			

	(1)	(2)	(3)	(4)
VIII	<i>Repairs and Maintenance</i>			
	A. Office buildings.			
	B. Rental buildings.			
	C. Industrial and other colonies.			
	D. Government colonies.			
	E. Slum Improvement Scheme.			
	F. Any other scheme(s).			
IX	<i>Suspense Account</i>			
	A. Water and Electricity charges recoverable from occupants.			
	B. <i>Deduct Recoveries from occupants</i>			
	Total — Revenue Account Expenditure			

XI (a). 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	<i>Deposit Account</i>					
	I. Depreciation Reserve Fund.					
	II. Pension Fund.					
	III. Provident Fund deposit.					
	(1) Provident funds					
	IV. NPS and other benefit fund.					
	V. Deposits of contractors and other subordinates.					
	(1) Contractors Deposits					
	(2) Sums due to contractors on closed accounts					
	(3) Security deposits of subordinates					
	VI. Other deposits					
	(1) Housing deposits					
	(2) Deposit for conveyance of sale deed					
	(3) Rental deposit					
	(4) Rent collected in Industrial and other colonies					
	(5) Miscellaneous deposit					
B	<i>Advance Account</i>					
	I. Advance bearing interest.					
	(1) Advance for purchase of motor vehicles					
	(2) Loan to Board Employees to meet deposits and excess over ceiling cost					
	(3) Loan to Board Employees for housing.					
	(4) Any other advance(s).					

	(1)	(2)	(3)	(4)	(5)	(6)	(7)
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 <i>Suspense Account</i>							
(1) Unclassified Suspense							
XI(b). Investment Account							
1. <i>Depreciation Reserve Fund</i>							Rs.
a) Opening balance							
b) <i>Add</i> investments during the year							
c) <i>Deduct</i> amount realised on sale of investment							
d) <i>Add</i> Cash balance.							
						<i>Total</i>	
2. <i>Pension Fund</i>							Rs.
a) Opening balance							
b) <i>Add</i> investments during the year							
c) <i>Deduct</i> amount realised on sale of investment							
d) <i>Add</i> Cash balance							
						<i>Total</i>	
3. <i>Provident Fund</i>							Rs.
a) Opening balance							
b) <i>Add</i> amount invested during the year							
c) <i>Deduct</i> amount realised on sale of investment							
d) <i>Add</i> Cash balance							
						<i>Total</i>	
4. <i>NPS and other benefits Fund</i>							Rs.
a) Opening balance							
b) <i>Add</i> amount invested during the year							
c) <i>Deduct</i> amount realised on sale of investment							
d) <i>Add</i> Cash balance							
						<i>Total</i>	
5. <i>Any other Fund</i>							Rs.
a) Opening balance							
b) <i>Add</i> amount invested during the year							
c) <i>Deduct</i> amount realised on sale of investment							
d) <i>Add</i> Cash balance							
						<i>Total</i>	
6. <i>Cash balance</i>							Rs.
a) Opening balance							
b) <i>Add</i> amount invested during year							
c) <i>Deduct</i> amount realised on sale of investment							
d) <i>Add</i> Cash balance							
						<i>Total</i>	

XII. Detailed explanatory memorandum to the Budget Estimates.**XIII. Details of Works**

Description of works	Amount of Estimate	Expenditure to end of (previous year)	Revised Budget Estimate (current year)	Budget Estimate (next year)
(1)	(2)	(3)	(4)	(5)

XIV. 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 31 st 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 31 st March
(1)	(2)	(3)	(4)	(5)

Note: Scheme wise details will be indicated according to the budgetary classification.

XV(a). Statement showing various posts under the Board with scales of pay

Serial No. and category of post(s)	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				
Administrative Branch				
Engineering Branch				
Accounts Branch				

XV(b). Statement showing special pay attached to various posts

Serial No. and category of post	Special Pay/allowance
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XV(c). Statement showing conveyance allowance attached to the various posts

Serial No. and category of post	Conveyance Allowance
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FORM 'H'

(See rule 15)

Capital Account for the year 20... - 20...

Debits	Expenditure upto 31 st March, 20...	Expenditure during the year	Sales or write off during the year	Total expenditure upto end of 31 st March. 20 ...	Credits	Amount received upto 31 st March 20...	Amount received during the year	Amount re-paid during the year	Total net receipt upto 31 st March 20...
(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
I. Expenditure on capital works					1. Loans borrowed from Government				
					2. Loans borrowed from other Institution				
					(i) ...				
					(ii) ...				
								
A. Land acquisition and development					3. Subsidy from Government				
B. L. I. G. H. Scheme					4. Advance received from Government not bearing interest				
C. M. I. G. H. Scheme					5. Capital Surplus				
D. H. I. G. H. Scheme					(a) Net profit on sale of properties / Government securities				
E. Joint Venture Development Scheme					(b) Lapsed deposit purchase items, profit on stock etc.				
F. Slum Improvement Scheme					6. Receipt at Occupants of Sale Tenements/Plots				
G. Housing of Industrial and other workers									
I. Other Scheme (s)									
II. Interest Capitalised									
III. Establishment capitalised									
IV. Tools and Plant									

(1)	(2)	(3)	(4)	(5)	(1)	(2)	(3)	(4)	(5)
V. Any other schemes									
(i) ...									
(ii) ...									
... ..									
Total					Total				

Revenue Account for the year 20... - 20...

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. Subsidy due from Government			
(b) Special repairs				C. Centage charges on deposit contribution works			
(ii) Municipal taxes, rent and taxes				D. Management charges			
(iii) Ground rent				E. Miscellaneous receipts			
(iv) Miscellaneous				(i) Fines and forfeitures			
B. Establishment and other charges				(ii) Sale of produce			
Less: Recoveries of Expenditure				(iii) Other receipts			
				(iv) Sale of tender forms; etc.			
				(v) Sale Adjustments.			
Less: Establishment charges capitalised				F. Revenue Deficit.			
C. Provision for depreciation and other Reserve funds							
(i) Depreciation Reserve fund							
(ii) Pension fund							
(iii) Interest on Reserve funds							
(iv) Reserve for Doubtful Debts							
D. Redemption of loans							
E. Special charges							
(i) Insurance							
(ii) Bad debts written off							

To	Rs.	Rs.	Rs.	By	Rs.	Rs.	Rs.
(iii) Leave salary and pension contribution							
F. Interest paid on Government loans							
Add: interest payable upto 31 st March 20...							
Less : - Interest Capitalised							
G. Revenue surplus							
Total							

Net Revenue Account for the year 19... - 19...

To	Rs.	By	Rs.
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 31 st March 20 ...	
		Less: accrued as on 31 st March 20	
Total		Total	

Depreciation Reserve Account for the year 20... - 20...

To	Rs.	By	Rs.
A. Expenditure debited to the Reserve (withdrawal in respect of buildings sold or demolished)		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	

Pension Fund Account for the year 20... - 20...

To	Rs.	By	Rs.
A. Expenditure debited to the fund(s) on account of pension, NPS, retirement benefits and other benefits		A. Balance brought forward from last year's account	
B. Balance carried over to Balance Sheet		B. Amount brought forward from Revenue Account.	
		C. Interest provided on Pension Fund.	
Total		Total	

Balance sheet as on 31st March 20...

Liabilities	Rs.	Assets	Rs.
A. Capital Account		A. Capital Account	
Amount received as per Capital Account		Amount expended as per Capital Account	
B. Sundry creditors		B. Sundry debtors	
(a) Hire purchase scheme		Government of Goa on account of	
(i) balance as per last balance sheet		(a) Subsidy	

Liabilities	Rs.	Assets	Rs.
(ii) amount received during the year		as per last balance sheet	
<i>Less:</i> expenditure during the year		<i>Add:</i> due for the year as per Revenue Account	
(b) Other deposit contribution works		<i>Less:</i> amount received during the year	
(i) balance as per last balance sheet		(b) Sale price of developed plots	
(ii) amount received during the year		(c) Sale price of tenements	
<i>Less:</i> expenditure during the year		(d) Dues recoverable from Hire Purchase	
(c) Deposits from tenants		(e) Deposit Work	
(i) balance as per last balance sheet		<i>C. Tenants on account of</i>	
(ii) amount received during the year		(i) Rents	
<i>Less:</i> amount repaid during the year		(ii) Electricity/water	
(d) Deposits from contractors, etc.		(iii) Cost of suits	
(i) balance as per last balance sheet		(iv) Other items	
(ii) amount received during the year		<i>Less:</i> provision for bad debts as per last balance sheet	
<i>Less:</i> amount repaid during the year		<i>Add:</i> amount written off now realised during the year	
(e) Management of leave salary contribution Government Account		<i>Less:</i> bad debts written off now realised during the year	
(i) balance as per last balance sheet		<i>D. Officers of the Board on account of</i>	
(ii) amount received during the year		(i) permanent advance	
<i>less:</i> expenditure during the year		(ii) advance to staff	
(f) Management of Pension contribution Government Account		(iii) outstanding Salary	
(g) Rental Dues payable to Government		<i>E. Banks for interest accrued as per net Revenue Account</i>	
(h) Creditors		<i>F. Loans to participants of</i>	
<i>C. Depreciation Reserve Fund Account</i>		(i) L. I. G. H. S.	
<i>D. Pension Fund Account</i>		(ii) M. I. G. H. S.	
<i>E. NPS and other benefit Fund Account</i>		(iii) H. I. G. H. S.	
<i>F. Loan redemption account</i>		(iv) Co-operative Societies.	
(a) For Slum Improvement Scheme loans as per last balance sheet		(v) Joint Venture Development Scheme	
<i>add for the year</i>		(vi) Any other scheme	
(b) For L. I. G. H. S. loans as per		<i>G. Investment in Government loans</i>	

Liabilities	Rs.	Assets	Rs.
last balance sheet			
add for the year		<i>H. Cash with Bank on deposits</i>	
(c) For M. I. G. H. S. loans as per last balance sheet.		<i>I. Cash with bank in current account</i>	
add for the year		<i>J. Cash in Hand</i>	
		<i>K. TDS Receivable</i>	
		<i>L. GST - ITC</i>	
(d) For H. I. G. H. S. loans as per last balance sheet.			
add for the year			
(e) For Joint Venture Development Scheme loans as per last balance sheet.			
add for the year			
(f) For any other loans as per last balance sheet.			
add for the year			
<i>G. Ad-hoc provision on account of land revenue payable for Government lands.</i>			
As per last balance sheet.			
Add for the year			
<i>H. Provision for unliquidated liabilities</i>			
(i) Electricity			
(ii) Water charges			
(iii)			
<i>I. Revenue surplus as per last balance sheet</i>			
add: as per net revenue account			
J. TDS payable.			
K. GST payable.			
L. Intending purchasers under any other Capital funding scheme.			
M. Earnest Money Deposit.			
N. Interest on Loan.			
O. Provident Fund Account.			
Total		Total	

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

Michael M. D'Souza, IAS & Additional Secretary (Housing).

Porvorim, 15th March, 2022.