

Proactive Disclosure Manual under Right to Information Act, 2005
Chapter 4

Proactive Disclosure under Section 4 (1)
(b)(iv) of the Right to Information Act, 2005

Norms set for the discharge of functions

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Norms set for the discharge of functions

I. Services rendered by the Department

1. Release of Grants to Goa University

Block grants are released to Goa University to meet the expenditure towards salary and also ongoing infrastructure development project in the Goa University.

2. Establishment of Government Colleges

The State Government have five Government Colleges at the degree level in faculty of Arts, Science and Commerce and Home Science with an aim to encourage the degree colleges coming up in remote areas of the state so as to promote Higher Education, in the backward areas.

3. Recurring Grants to Non-Government Aided Colleges

The grants are released to all the Aided Colleges under the control of Directorate of Higher Education to meet the expenditure towards salary and maintenance as per the Pattern of Assistance.

The salary grants are released after scrutiny of the claims submitted by the colleges and the maintenance grants are released on reimbursement basis after the submission of the Audited statement by the colleges.

4. Goa College of Music (Under M. H. 2205)

The Goa College of music is now under the control of this Directorate. The College is affiliated to Goa University and is imparting Professional training in Indian Classical Music. The necessary provision was made for various items of expenditure for this college.

5. Annuity contribution to Goa State Infrastructure Development corporation

The Government have introduced the scheme to finance non-Government aided colleges for the purpose of maintenance and up-gradation of the existing facilities. The scheme in question envisages provision for better

infrastructure facilities like construction of new building/extension of existing building/renovation, provision of toilets/construction of play grounds etc. thereby creating conducive atmosphere for learners. The special preference is given to the colleges those which are come from under-developed Talukas.

6. Release of Grants to GEDC

Recurring grants are released to Goa Education Development Corporation to meet the expenditure towards salaries & wages, allowances, stipend, maintenance expenditure on building, equipments, etc., as per the Pattern of Assistance. Grants are released in 3 instalments depending on the Budget allocation for the respective financial year.

7. Public Service: Authentication

Authentication of the Original Final degree Marksheet, Passing and Convocation Certificate of the courses issued by Goa University under the purview of Directorate of Higher Education. Designated Officer: Under Secretary (Higher Education)

8. Authentication

The state Government has notified Director of Higher Education to Authenticate and countersign the educational certificates of the courses of study conducted by the educational institutions coming under Directorate Higher Education. Authentication of Educational certificates of person holding qualification conferred by Goa University in Goa and desirous of going abroad for employment or Higher studies.

Director of Higher Education will authenticate the educational certificates only after verifying that the documents are genuine/ original and the qualifications are duly recognized by the competent authorities.

9. NOC/Approval for Aided colleges

NOC for the Teaching and Non-Teaching posts of the Aided colleges as per the workload of the colleges. Further approval is also granted after the appointment of the candidates to the Teaching and Non-Teaching posts in the aided colleges.

10. Staffing pattern for Teaching and Non-Teaching Staff for aided Institution/Colleges

Categorization of the colleges is done based on the students' strength of the aided Course in accordance with the AISHE data or documentary evidence

provided by the college.

11. Career Advancement

Approval for college teachers to undergo various stages of promotion under Career Advancement Scheme(CAS), provided they are assessed to fulfill the eligibility and performance criteria as laid down in Clause SC-16.6.3 of Goa University Statutes.

12. SEVARTH

The Directorate has devised a mechanism for timely settlement of Pension Cases of the retiring employee of Goa University, Government and aided colleges. As a part of the mechanism, the Department has taken a new initiative/scheme (SEVARTH) wherein the Pension Authorization Letter along with a Memento and Appreciation Certificate are handed over to the retiring officials by the representative of this Directorate on his/her last working day. Total 253 pension cases have been settled from the month of starting the new initiative "SEVARTH".

13. Salary and Maintenance Grants

This Directorate releases salary and maintenance grants to 31 aided colleges under the control of Directorate of Higher Education as per the pattern of Assistance. The salary grants are released after scrutiny of the salary claims submitted by the colleges. The salary grants include monthly salary of regular staff, salary arrears, salary of contract/lecture basis staff, counsellors, and supplementary claims pertaining to Children Education Allowance, Leave Travel Concession and Medical Re-imburement.

The maintenance grants are released on reimbursement basis after the submission of the audited statement by the colleges. Block grants are released to Goa University to meet the expenditure towards salary and ongoing infrastructure development project in the Goa University.

Recurring grants are released to Goa Education Development Corporation to meet the expenditure towards salaries & wages, allowances, stipendetc., as per the pattern of Assistance.

14. Counting of Past Service, Pay Protection

This Directorate is looking after the cases pertaining to counting of past service rendered on contract basis by teaching faculty for the purpose of Career Advancement and pensionary benefits once they get regular appointment, based on UGC guidelines, Goa University Statutes Pension

Rules and policy decision taken by the government and Finance Department from time to time and also after granting proper hearing to the concerned teacher and Educational Institution.

The regular service of teaching and non-teaching faculty migrated from Aided Institutions/Government Colleges & Goa University to other educational Institutions, their services are counted and also the last pay drawn is protected in terms of Directorate of Higher Education Circular No.2/160 /DHE/2017/MISC/1817 dated 19/09/2017.

II. The Time limit set by the department for execution of various activities/programmes

Sr. No.	Activity	Timeframe/Norm for its completion disposal.
1	All the proposals relating to Government Colleges filling up of post of Group 'A' category of Govt. Colleges	Maximum 180 days
2.	All type of NOC's and approvals of teaching and non-teaching posts of Goa University and its affiliated Colleges.	15 days to 45 days
3.	NOC for acquiring a movable and immovable property.	7 days to 15 days
4.	NOC for grant of EOL/Study leave, etc.	7 days to 30 days
5.	All matter relating to Grant-in-Aid, allotment of funds	Seven days, subject to availability of funds.
6.	Implementation of various schemes.	One month to 3 months subject to availability of funds.
7.	Authentication of Educational certificate.	7 day to 15 days depends upon urgency and Universities procedures.
8.	GPF Advances/Withdrawal	7 days to 15 days

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9.	HBA advance.	7 days to 30 days
10.	GPF final Payment	7 days to 15 days
11.	Pay fixation	7 days to 15 days
12.	Grant of Interest free Infrastructure Loan	180 days, subject to availability of funds
13.	Framing of RR's	7 days to 180 days
14.	Creation of posts	7 days to 180 days
15.	Administrative Approval and Expenditure Sanction for various minor/major work	7 days to 30 days
16.	Career Advancement Benefits.	30 days to 90 days
17.	Granting of probation and confirmation of Lecturers	30 days to 90 days