

i. The particulars of its organization, functions and duties

Functions and duties carried out by the Department:

- Service cadre & Budget controlling Department for teaching and non-teaching employees to the seven Government Colleges.
- Deals with the service matters of the teaching and non-teaching employees of these Government colleges.
- Deals with the grants-in-aid to be provided for the purpose of payment of salary of 26 Government aided Colleges affiliated to Goa University and loan facilities for up gradations of Infrastructure.
- Deals with the sanction of GPF advance/withdrawal/final payment to the teaching and non-teaching employees of Goa University and Government Colleges as well as Government Aided Colleges to Goa University.
- Deals with the pension cases of Goa University and Aided Colleges.
- Deals with the issue of administrative NOC to the Goa University and Government Colleges as well as Non-Government Aided Colleges affiliated to Goa University for filling up of the teaching as well as non-teaching posts in the respective institutions.
- Deals with the proposals regarding condonation of break in service and counting of past service for the purpose of pensionary benefits in respect of the teaching and non-teaching staff of the Goa University and Government Colleges as well as Government aided Colleges affiliated to Goa University.
- Deals with the maintenance of model post based roster of various teaching/non teachings posts in the Goa University and 26 Government Aided Colleges affiliated to Goa University.
- Conduct audit of 26 Non-Government Aided Colleges affiliated to Goa University.
- Discharges the functions of Budget Controlling Authority in respect of the Government funds to be released to the Goa University and Non-Government Aided Colleges affiliated to Goa University.
- Authentication of Educational Certificate: The Educational Certificates issued by the Goa University in respect of the degree courses and above, imparted by Aided as well as Government Colleges under the jurisdiction of this Directorate are authenticated by this Department in respect of students going abroad for employment or higher studies. The Authentication is done on behalf of the Ministry of Human Resource Development and Ministry of External Affairs, Government of India, New Delhi.