

4. Details of Offence:

- . Offence Complained of: _____
- . Offence Proved (if different): _____
- . Relevant Sections of Law: _____
- . Value of Property involved (if Applicable): _____

5. Trial Proceedings:

- Date of First Hearing: _____
- Plea of Accused (Guilty/Not Guilty): _____
- Examination of Accused (Summary of Statements): _____
- Evidence Presented: _____
- Witnesses Examined (if any): _____

6. Finding and Decision:

- Finding of Court (Convicted/Acquitted): _____
- Sentence or Final Order: _____
- Details of Fine/Penalty (if applicable): _____
- Probation Granted (if applicable) (Yes/No): _____

7. Conclusion:

- Date of Conclusion of Proceedings: _____
- Signature of Magistrate: _____
- Official Seal: Additional Notes (if any): _____

Instructions for Use:—

1. This form is to be filled by the Presiding Magistrate for all Summary Trial cases.
2. All Sections must be completed accurately.
3. If additional Space is required, attach extra sheets with proper referencing.



Department of Official Language
Directorate of Official Language

Notification

18/5/2024/DOL/Shabd/Scheme/427

Date: 09-Jul-2025

The Government of Goa is pleased to formulate the following scheme as under:—

1. *Short title and commencement.*— (i) This scheme shall be called as “Lokbhasha Sangrah Yojana” (लोकभाषा संग्रह योजना).

(ii) Under the scheme, Directorate of Official Language desires to collect and coin variety of words, phrases or sentences and compilation of extinct words or terms which are on the verge of extinction and to save it for the future generation by promoting its usage in the present-day language. It is also noticed that there are various terms used by the general public as well as people from various sectors, which are not uniform and therefore such words form the wealth of a language and need to be saved and compiled at one place. There are also words which are required to be coined in local languages which shall help in promoting local languages in administration and other allied sectors/domains.

(iii) This scheme shall come into force from the date of publication in the Official Gazette. The scheme shall be in force for a period of three (3) years from the date of publication in the Official Gazette.

2. *Introduction.*— The scheme has been designed to provide financial support or financial assistance to compile various words which are used for the day today correspondence in the field of administration, education, law, science, technology, folklore, research, etc. These words shall be compiled and published in a printed book form and/or e-book form. Also, financial support shall be given to coin or create technical terms in local languages.

3. *Objective of the Scheme.*— The Goa Official Language Act was passed in the year 1987. However, years have been passed but till today scarcity of technical and domain specific words in local languages is noticed. Therefore, there is a need to bring uniformity and collect and coin terms which shall be used in various fields. So also, there is a need to preserve the wealth of Konkani and other Indian languages for the future generation. This shall help in implementing the Official Language Act effectively.

4. *Procedure.*— (i) Directorate of Official Language will prepare and finalise the draft of compiled words and coining of terms by way of organising workshops, field trips, visit to research sites. Directorate shall publish the compilation or terminology in a book form or E-book form or Audio – Visual medium and necessary charges will be levied on the sale of books, CDs. As per the requirement of the project, compilation and coining of terms and words will be prepared in the following format or mode:

1. Print format
2. E-book format
3. Audio-Video format (CD, DVD, Pendrive, etc.)

(ii) Under the scheme, following works in Official Language and other languages prevalent in the State will be carried out:

1. Collection and compilation of extinct words or terms.
2. Collection and compilation of culture specific terms and photos, for example agriculture related terms, Goan food items, names of utensils used in Goan household, etc.
3. Compilation/creation of glossary/terminology of scientific and technical terms.
4. Compilation/creation of Definitional dictionary, thesaurus, encyclopaedia, etc.
5. Printing of glossary, terminology, dictionary, etc. after conducting review workshops.

(iii) Directorate of Official Language will be empowered to add any item to the above mentioned list of works to be carried out under the scheme, as per the requirement.

(iv) Under the scheme, this Directorate shall take efforts to collaborate with departments or institutions of Government of Goa or Government of India to create terminologies, glossaries which shall be helpful to promote and develop Official Language.

(v) Under the scheme, for the purpose of creating terminology and compilation of terms, following activities shall be organised:

1. Conduct workshop of experts to coin or frame terms or to compile words and to review the compiled or submitted work.
2. Conduct field work/research activities/visit to research sites or areas including visit to concerned area or site.
3. Print books and create audio-video files of the data.
4. Publish the content on YouTube channel/website of this Directorate.
5. Make the content available for sale in book form or CD/DVD/Pendrive format.

(vi) Under the scheme, if any institution or individual desires to support or carry out above mentioned activities then, they shall submit a proposal to this Directorate. If Directorate is satisfied that the proposal submitted by the applicant fits within the purview of this scheme and shall give boost to promotion and development of Official Language, the proposal will be referred to Government for necessary approval.

(vii) In order to give wide publicity to this scheme, Directorate shall carry out awareness programmes, talks, sessions in various colleges and other institutions.

5. *Constitution of Committee.*— (i) Under the scheme, collection and coining of words or terms will be done through constituting various committees on various subjects and domains with the help of Non-Governmental Organisations (NGO), educational institutions from Goa or outside Goa. In this committee, Head of Department/Director of Official Language shall appoint either Head of Office or suitable official of this Directorate as the Chief Co-ordinator and language expert/subject expert shall be Members of the Committee. One senior language expert/subject expert shall be appointed as the Convenor of the Committee. The Committee shall consist of one Linguist and one Sanskrit expert, whenever necessary. Director of Official Language will have the power to appoint Member Secretary for the Committee. Also, Senior or Junior Translator (Konkani/Marathi) from the Directorate will be one of the members of the Committee. Directorate of Official Language may appoint one or more in-house translators (Konkani/Marathi) as member(s) of the Committee. A separate Order shall be issued by the Director of Official Language in this regard. Number of Committee members shall be decided based on the requirement of the subject matter or project.

(ii) The appointed members of the committee shall be eligible to be paid an honorarium/remuneration/sitting fee or allowance for the workshops or meetings conducted by this Directorate. The officers/officials of this Department, who contributes or provides intellectual support to the project shall also be eligible for honorarium/remuneration. The honorarium/remuneration/sitting fee shall be paid as per the standard rates given in Annexure A.

(iii) Under the scheme, Directorate may collaborate with any institution/Group or Department of Government of Goa and Central Government to create terminology and also to collect extinct words or terms which are culturally important to the local languages. Directorate may also Suo-Moto assign the task of compilation of words or pictorial compilation of words and coining of subject specific terms to any subject expert and may later review the same through a committee of subject experts.

6. *Special workshop.*— Under the scheme, if the Directorate desires to start with any new language related project or to continue with any pending project and in rare cases when expert is not available within the Directorate, in such situation, Head of Department will have powers to conduct the special workshop by engaging the experts from various educational institutions across Goa from the relevant field/subject. Honorarium/remuneration shall be paid to the experts as approved by the Commission of Scientific and Technical Terminology, New Delhi, as placed in Annexure A.

7. *Admissible items.*— Under the scheme, the admissible items along with standard rates may be sanctioned as per Annexure A. Any admissible item may be added or deleted in the Annexure A from time to time by the Head of Department/Director of Official Language with the Administrative Approval of Secretary of Official Language. However, considering the subject matter of the project and scope of work, Director of Official Language shall have the powers to increase the amount of any of the admissible items by maximum 10%. A separate Order of Admissible items with approved rates shall be issued by the Director of Official Language.

8. *Power to Relax.*— The Government shall be empowered to relax any condition of the scheme in genuine case and government will also have the powers to frame necessary guidelines as and when necessary for interpretation and disposal of the amount.

The expenditure shall be incurred under Demand No. 27, under the Budget Head 2202—General Education, 05—Language Development, 800—Other Expenditure, 16—Shanshodhan Ani Shabdavalee Nirmitee Yevzonn, 50—Other Charges.

This has been issued with the concurrence of Finance Department vide U. O. No. 1830/F dated 26-05-2025 with the approval of the Government.

By order and in the name of Governor of Goa.

Meghnath Pandhari Porob, Director & ex officio Addl. Secretary (Official Language).

ADMISSIBLE ITEMS

ANNEXURE A

Sr. No.	Details of item	Maximum expenditure limit (In Rs.)
1.	Honorarium/Remuneration to subject expert/ /language expert/linguist/lexicographer/ /committee member for workshop (For government employees, delegation of financial power rules and other relevant rules in force shall be strictly followed)	Rs. 3000 per day and Rs. 1500 for half day including travelling allowance or rate approved by the Commission for Scientific and Technical Terminology
2.	Sitting fee for meeting with experts, resource persons, stakeholders, committee members	Rs. 1500 including travelling allowance per person per meeting
3.	Honorarium/Remuneration to linguist/ /lexicographer for coining or framing of terms; and expert for collection of extinct or rare words	Rs. 15 to 25 per head entry (rates shall be decided by the Head of Department, depending on the subject matter)
4.	Honorarium/Remuneration to assistants for workshops, talks, field trips, etc.	Rs. 1500 per day including travelling allowance
5.	Honorarium/Remuneration to officer/official of Directorate of Official Language for workshops, talks, field trips, etc. as subject experts or language experts	Rs. 2000 per day and maximum Rs. 20,000 per financial year
6.	Honorarium/Remuneration to photographer, artist and illustrator	Rs. 3000 per day or Rs. 20 per photo/illustration, whichever is less.

7.	Honorarium/Remuneration for editing, reviewing content	Rs. 2500 per day
8.	Typing of content in English language or Devnagari script	Rs. 1500 per day or Rs. 25 per page with minimum 200 words on each page, whichever is less.
9.	Photocopying of content	Rs. 3 per page
10.	Printing of content	Rs. 5 per black and white page and Rs. 15 for colour page
11.	Recording of Audio-Visual content in studio (studio rent)	Rs. 12000 per day (excluding tax)
12.	Editing of Audio-Visual content	Rs. 5000 per hour footage (excluding tax)
13.	Voice over charges	Rs. 5000 for half day (excluding tax)
14.	Stationery including pen, notepad, folder, paper reams, pendrive, printer toner, etc.	As per the nature of the programme/workshop and market rate of the product but within the limit of Rs. 6000 per workshop/talk/session for maximum 50 people. If the number of participants are above 50, then per person Rs. 100 for stationery shall be applicable.
15.	Refreshment for meeting, workshops, field trips, talks etc.	Maximum Rs. 100 per person for morning and evening tea, snacks (excluding tax)
16.	Working meal for workshop/field trip/ /session/talks	Maximum Rs. 250 per person for each meal (excluding tax)
17.	Purchase of study material, resources, books for workshops	As per the nature of the programme/workshop but within the limit of Rs. 8000 per project
18.	Certificate/Banner	As per the nature of the programme/workshop and market rate of the product but within the limit of Rs. 3000 per workshop/talk/session
19.	Hall/classroom/studio rent	Rs. 15000 per day
20.	Auditorium with capacity of more than 200 people for awareness programme or talks or sessions	Rs. 350000 per day (excluding tax)
21.	Sound system with mics	Rs. 12000 for full day (excluding tax)
22.	Projector and Screen on rent	Rs. 7000 for full day (excluding tax)
23.	Mementoes to guests, subject experts, linguists, committee members, etc.	Maximum Rs. 800 per memento (excluding tax)
24.	Photography and videography	Rate as approved by Department of Information and Publicity
25.	Book release function cost	As per the nature of the programme but within the limit of Rs. 20000 per programme
26.	Awareness programmes in educational institutions and other NGOs	As per the nature of the programme but within the limit of Rs. 25000 per programme
27.	Expenditure for miscellaneous items	As per the nature of the programme/ /workshop/session/talk, but within the limit of Rs. 3000 per programme

Note: The above mentioned rates are maximum rates. However, Director of Official Language shall have the powers to increase the amount of any of the admissible items by maximum 10%.

By order and in the name of Governor of Goa.

Meghnath Pandhari Porob, Director & ex officio Addl. Secretary (Official Language).

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Department of Protocol & Hospitality

Order

1/21/2022/P&HD/69

Date: 03-Feb-2025

- Read:- 1. Order No. 6/1/CE-PWD-Accts/2000-2001/518 dated 01-08-2000.
 2. Order No. 6/1(E)CE-PWD-Accts/91/188 dated 06-12-1991.
 3. Order No. 6/1(E)CE-PWD-Accts/01-02/162 dated 30-04-2001.
 4. Order No. 1-3-91-(P&HD)(PF) dated 14-05-2010.
 5. Order No. 1-3-91-(P&HD)(PF) dated 18-08-2019.

In partial modification of the Orders read above, sanction of the Government is hereby accorded for revision of tariff for accommodation in the State Guest House and the Government Circuit House at Altinho-Panaji, Goa as follows:-

		Proposed		
		Single Occupancy	Double Occupancy	Additional Person
	Official Visit	600.00	700.00	600.00
AC Room	Officer/Official on Non Official Visit	800.00	1200.00	800.00
	Private Visit	1200.00	1700.00	1200.00
Suite Room	Official Visit	1200.00	1500.00	1200.00
	Officer/Official on Non Official Visit	1500.00	2000.00	1500.00
	Private Visit	2500.00	2500.00	2000.00

- Accommodation in the State Guest House would be only upon recommendation to this effect by the office of Hon'ble Chief Minister.
- The Ex-MLAs and Ex-MPs of Goa shall be charged as Officer on Non-Official basis.
- The Children between 7-14 yrs. may be charged at half rate that of private.
- The accommodation rates shall double after 8 days as per prevailing rate.

By order and in the name of Governor of Goa.

Vivek K. Naik, Joint Secretary (Protocol).