

No.28/272/Adm.I/B/2008/Pt.File I/ 8  
Government of Goa,  
Directorate of Education,  
Porvorim – Goa.

Dated :- 18.01.013

### ORDER

It has been noted by the undersigned with concern that inspite of my verbal instructions, sanction order for payment of salaries to the Lecture Basis Teachers (L.B.T.) are not issued in time. Even in the month of January, the payment for the month of July and August is being issued by the Administration Branch. I have discussed this matter with all concerned and issue following guidelines in this regard.

- 1) Administration I/B Branch should start a drive and ensure that all the payment of L.B.Ts., in all the schools under the Directorate of Education, are issued by 31.1.2013 for the period 31.12.2013. Under no circumstances, any payment of the year 2012 should be brought before me in the month of February, 2013
- 2) From February 2013, following procedure will be followed :
  - a) The Headmaster of the school will prepare the schedule and classes taken by the L.B.Ts of the month on the last day of the month. One of the L.B.T. will bring the said letter to the Directorate of Education and deposit in the Inward Section of this Directorate. These letters should be addressed to the Director of Education. Under no circumstances this attendance will be furnished by the Headmaster / Principal in the headquarters after 3rd of every month for previous month.
- 3) Administration I/B will issue necessary sanction orders by the 10<sup>th</sup> of the month of all the cases in Goa. No order for payment of salary will be submitted to the undersigned after 10<sup>th</sup> of the month, unless 10<sup>th</sup> happens to be a holiday. The present arrangement is being made to ensure that L.B.Ts.

are paid their remuneration in time and they do not have to wait months together for getting their remuneration.

Non compliance of the above Order will be viewed seriously and disciplinary action against the erring officials will be taken.



(D.P. Dwivedi, IAS)  
Director of Education

Copy to :-

1. The Director (Administration), Directorate of Education, Porvorim to please get it noted, from all concerned of Adm. I/B branch and deploy additional staff for the purpose if required.
2. All Principals / Headmasters of the schools with a request that they may nominate one of the LBT as nodal LBT for this purpose, so as to ensure that information is received in the headquarters in the timeframe fixed i.e. latest by 3<sup>rd</sup> of the month. For any payment pending in their schools for the year 2012, the required information must be sent to headquarters by 22.01.2013 so that sanction orders are issued by 31.01.2013 by Adm.I/B Branch.
3. Dy. Directors of the Zones / Headquarter for information and necessary action.