

RTI18POINTMANUAL
(Under Sec 4 of RTI Act 2005)

INTRODUCTION

- 1) Particulars of the organization, functions and duties (general information, mandate, organogram)

The Department of Information and Publicity, Government of Goa is a nodal agency for dissemination of information on policies and programmes of the government through print, electronic and traditional media.

The Department plays a pivotal role in the promotion of schemes and policies that lead to a greater and better understanding between the Government and the people. It also works as communication medium between the government and media and initiate measures to take the welfare schemes at the door sets of the people.

The Department of Information and Publicity is headed by Director, who is Head of Department and assisted by Joint Director of Information & Publicity who is Head of Office. There are two Information Officers in the department looking after advertisements, films, field publicity etc. There is a sub office of the Department at Margao, catering to the publicity needs of the Government in South Goa District.

Organizational Chart

Functions and Duties

1. Effectively propagate ideas, policies and programmes of the Government.
2. To carry information on the schemes of the government to the doorstep of the people.
3. To effectively use mass media for dissemination of such information.
4. To create awareness among the people particularly among the rural masses about the welfare measures through publicity.
5. Disseminating policies and programmes of the government through print, electronic media, advertisements, exhibition, publications, traditional media and others.
6. To act as a nodal agency for release of advertisement of various government Departments.
7. Printing of government publications such as diaries (planner/organizer), calendars, books, pamphlets, posters, telephone directories, nave parva magazine, portraits and others is undertaken by the Department.
8. Organize National Press Day Celebration and State Level Chhatrapati Shivaji Maharaj Jayanti Celebration.
9. Act as nodal agency for Right to Information Act, 2005.
10. Enforce Press Accreditation Rules and grant accreditation to journalists.

11. Organise State/National/International Film Festivals, implement Film Production Assistance Scheme.
12. Produce small films/documentaries/Ad films, snippets etc.
13. Provide Photo Services to entire Government and to press and media- local, national and international.
14. Conduct tours of journalists to impart better understanding of projects inside and outside the state, Organise intrastate and interstate tours to acquaint the journalists with development projects.
15. Assist in organising ceremonial occasions like Independence Day, Liberation Day, Goa Revolution Day and Swearing-in-Ceremonies.
16. Advertise and create brand image for Goa through advertisement/advertorial etc.
17. Functions as administrative Department for Entertainment Society of Goa and Goa State Information Commission.
18. Act as nodal Agency for presentation of Tableaux at Republic day parade at New Delhi and participate in the fairs such as India International Trade Fair in and outside the country.
19. Implement Journalist Welfare Scheme and Computer/Laptop purchase scheme and other schemes for the welfare of journalists.

Strengthening of Administration

The scheme envisages maintenance of Divisional Office at Margao covering South Goa District and strengthening of administration for the purpose of effective dissemination of Government information to Press and Media. The Department has already requested South Goa District Collector to allot suitable space for office in the new Collectorate building at Margao and same is likely to be allotted soon. Department has set up media facilitation cell where in a team of employees are responding to misleading news and articles in print and electronic media and also propagating correct news and facts.

The Department has set up a public grievances cell and a Nodal Officer has been appointed to deal with public grievances. Similarly a Public Litigation Officer is also appointed. The Department has appointed PIO and APIO under the RTI Act and also vigilance officer of the Department. Similarly, the process for a Broadband Network and for updating of citizen charter of the department has also been initiated.

The Department of Information and Publicity, has authorized the Village Panchayats, Institutions, Social & Cultural clubs, Old Aged Homes and Orphanages in North and South to carry out necessary repairs to the DTH-TV sets provided to them under the scheme KNOWLEDGE IS POWER as and when need arises as the TV sets completed three years of warranty period of free servicing till date.

Presently, under Community Listening Scheme Public Address System is being installed for swearing in ceremony of Governor, swearing in Ceremony of Chief Minister, Cabinet Ministers, besides official meetings, workshops, conferences and functions at Raj Bhavan, chaired by the Governor. Installs Public Address System also for state level functions such as Republic Day, Martyr's Day, Goa Revolution Day, Independence Day, Goa Liberation Day and different functions held at Secretariat, Porvorim. In addition to this, Audio Recording of VIP Speech is being done by this unit.

2) The powers and duties of its officers and employees

Director

1. Controls and supervise financial and administrative matters pertaining to Department of Information & Publicity.
2. Prepares media plan for publicity of Government programmes and policies.
3. Prepares publicity programmes of the Department.
4. Provides feedback to the Government on the reports appearing on the newspapers/press conferences and other media related activities.
5. Releases advertisements of various Government Departments to print media and electronic media.
6. Functions as spokesman of the Government.
7. Maintains cordial relations with press and also enforce Press Accreditation Rules.
8. Attends all the Government meetings as far as information and publicity is concerned.
9. Act as nodal officer of Right of Information Act.
10. Director Information is also ex-officio Jt. Secretary to Government of Goa.
11. To provide feedback on press reports on local and national press to Chief Minister/Chief Secretary/ Secretary(Information)

Jt. Director, Information & Publicity

1. Prepares Media plans of different units of the department.
2. Supervise and coordinate publicity related matters of Department.
3. Formulate proposals of departmental publications including diaries and calendars and advise government departments on publications and related matters including purchase of books.
4. Prepares proposals for release of advertisements, prepare text and policy for advertisements. Responsible for day to day release of advertisement to media.
5. Supervise and control administration of the department.
6. Initiate proposals for R-Day tableau and Press Accreditation Committee and attend meetings of related subjects.
7. Liaise with offices of Ministers and other dignitaries for the purpose of publicity.
8. Act as nodal officer for publicity of all Government departments.
9. Handles publicity on electronic media.
10. Responsible for organization of publicity/photo coverages of Department and other Government Departments.
11. Government Departments.
12. Co-ordination of Department and other Government publicity programmes.
13. To organize field publicity such as exhibition, trade fairs, festivals, and other outdoor publicity.
14. To provide feed back on press reports and national newspapers to Director/ Secretary(Information).
15. Access the books for departmental purchases.
16. Function as Drawing and Disbursing Officer.

Information Officer (Films)

1. Entertainment Society of Goa
2. Goa State Information Commission
3. Public Information Officer
4. Public Grievance Officer
5. Field Publicity
6. Photo Exhibition
7. IITF
8. R-Day Float
9. Development Stories of various Schemes/Programs of the State Government
10. Designs/Artwork/Messages/Speeches
11. Programs/Functions/Songs and Drama Scheme
12. Coffee Table Books
13. Purchase of Books/Newspapers
14. Vigilance Officer
15. Community Listening Scheme
16. State Level Functions
17. Swearing in Ceremonies
18. Nave Parva
19. Records Management/Weeding of Records
20. Any other work assigned by the Director
21. Production of feature, documentary, Short and Ad films
22. Publications related to achievements of the State Government.
23. Chhatrapati Shivaji Maharaj Jayanti Celebration
24. Tripurari Poornima.
25. LAQ Matters

Information Officer (Publicity/Admn)

1. Press Relations Officer.
2. Departmental Press notes.
3. Official Coverages.
4. Maintenance of Departmental Website
5. Assembly Matter.
6. Electronic Media Publicity.
7. Computer / Laptop Schemes.
8. Publicity
9. Press Releases/ Coverage's
10. Translation and Devanagri Typing
11. Press Clippings/Press analysis/critical reports/Feedback
12. Clarifications to the Press/Media
13. Schemes
14. Administration & Establishment
15. Achievements of the Government/ Dept. Information & Publicity
16. Performance Budget of the Department
17. Audit Paras/Audit Report

18. Photo and Video Services
19. Advertisements/paid publicity/Hoardings
20. LAQ matters
21. Citizens Charter
22. Diaries/Calendars/Directory
23. Administrative Reforms/recruitments/promotions/Cleaning of the office premises/
Swatch Bharat Mission
24. E-governance/maintenance Website/computerization/Network
25. Budget Control Register and fortnightly progress of achievements in the Department
26. Any other work assigned by the Director.

Assistant Information Officers

1. Entertainment Society of Goa
2. Goa State Information Commission.
3. Publication of Nava Parva and other publication
4. Purchases of books and Library
5. Newspapers/Magazines
6. Nodal Officer of e-Governance including Goa Board Band Networks/SNAs(System
Network Administrators).
7. Monitoring of e-governance including Goa Board Band Networks/SNAs (System
Network Administrators).
8. LAN-Hub, Switches, TCP/IP, Crises Management Plan for Cyber Security and Cyber
Terrorism.
9. Updating of information and Departmental Website.
10. Uploading of orders, tenders, notifications etc.
11. Departmental website and Departmental section of State Portal Administration of NIC
e-mail account of the Department.
12. Liaisoning with DOIT, ITCGL & Website Developer.
13. All the purchases, issues and maintenance of computer and its peripherals, printers,
UPS, software, storage media, networking hardware and cables etc.
14. All the schemes of the Department.
15. Press Accreditation.
16. IITF
17. Republic Day Parade
18. Shiv Jayanti
19. National Press Day
20. State Level celebrations
21. Telephone Directory
22. Diaries & Calendars
23. Songs & Darma Services
24. Exhibition
25. Administration
26. Advertisement
27. RTI matters
28. Coverages/functions of VIPs

Office Superintendent

1. Overall supervision of the work dealt with by the staff of Administration Section.
2. Direction of Administration.
3. Strengthening of Administration.
4. Goa State Information Commission and RTI matters in department.
5. Monitoring and implementation of bio-metric and file management system of the Department.
6. Monitoring of e-governance, compilation and maintenance of Departmental website.
7. Timely processing of creation/filling/revival of posts.
8. Monitoring of registers, details of posts, budget wise posts and post based registers.
9. Monitoring of TBPS, ACPS, MACPS, promotions, recruitment rules, seniority, probation, creation of posts confidential matters and disciplinary cases.
10. Processing of continuation of temporary posts, budget matters (admn), processing of pension cases of staff retirement and superannuation, family pension and disciplinary cases and legal cases.
11. Transport including acquisition of new vehicles, hiring of vehicles and maintenance of drivers.
12. Maintenance of ACRs including timely completion of ACRs.
13. Supervision of distribution of invitation cards for official Government functions.
14. Officials purchases including acquisition of stationery, machinery and implements.
15. Monitoring maintenance/cleanliness of the office and sub-offices.

Head Clerk

1. To look after establishment unit-Supervisory capacity.
2. Distribution of duties to the clerical, drivers and peons supervisory capacity.
3. Monitoring of TBPS, ACPS, MACPS, probation, confidential matters and disciplinary cases.
4. Timely processing of creation/filling/revival of posts.
5. To supervise the work of distribution of invitation cards to all State and other function.
6. Deployment of duties in rotation.
7. General supervision of the maintenance of the office & sub-officers.
8. Advice and guide the subordinate staff in disposal of their day-to-day work.
9. Attending Lok Sabha and Rajya Sabha question pertaining to this Department
10. Processing of continuation of temporary posts, budget matters (Admn), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases
11. To carry out the work of framing Recruitment Rules/ Revision of Recruitment Rules for all the post of this Department/GSIC.

Accountant

1. Check and verify the salary and Contingent bill
2. Plan formation
3. Budget Preparation
4. Check all tenders and prepare comparative statements and responsible for safe custody of tender documents.
5. Reconciliation
6. Prepare audit paras replies
7. Time Bound Bills such as Telephones/ Mobiles/A.C bill etc.

Translator (Marathi)

1. Critical reports for Press Clippings
2. Newspaper Clippings on the function of Department
3. Scrutiny of feedbacks of the people in the letters/News published in the Newspapers and responding
4. Translation of Press Notes, Articles, Speech etc.

Translator (Konkani)

1. Translation of Press Notes, Articles, Speeches etc.

Information Assistants

1. Press conferences.
2. Email management, intimating press regarding conferences/other official events,
3. Coverages.
4. Press Accreditation.
5. Messages and Speeches.
6. Press Relations, Assembly
7. Cleanliness of the office premises/Swatch Bharat Mission.
8. Fortnightly progress of achievements in the Department
9. Transport.
10. Publications including Nave Parva, Coffee Table Book.
11. Purchase of Books.
12. Telephone Directory.
13. RTI Matter
14. Field Publicity including IITF, R-Day Parade.
15. E.S.G.
16. GSIC
17. Songs and Drama Scheme.
18. Performance Budget of the Department.
19. Achievements of the Government/Department of Information and Publicity.
20. Citizen Charter.
21. Films.
22. Photo Exhibitions
23. State Level Functions.
24. Swearing in Ceremonies.
25. Advertisement.
26. Paid Publicity/Hoarding
27. L.A.Q.
28. Press Clippings/Press analysis/critical reports/feedback.
29. Clarification to the Press/Media.
30. Media Monitoring.

Videographer

1. Recording of important functions and feed to Doordarshan and News Channel

Photographer

1. Photography of functions/coverages & releasing to press.

T.V. Technician

1. Repairing of T.V. sets as & when requisitioned from VIPs/Ministers/Secretaries.

Cinema Operator cum Record Keeper

1. Screening of CD"s on projector & putting proposals as regards films, ESG.

Radio cum T.V. Mechanic

Community listening scheme (Installing sound system for the State level functions, swearing in ceremony, meeting, etc.

Jr. Steno English

Taking dictation & typing

Marathi Steno

Typing Marathi handouts/articles

Artist

Indoor/outdoor designing & visualizing layouts & artwork like leaflets, folders, booklets, diaries, calendars, etc. Illustration/line drawing for prestigious publications. Computer proficiency for preparation of all art work designing invitation cards of state level functions/swearing-in-ceremony. Preparing labels & seat marking for VVIPs/ VIPs for State level function.

UDC"s

Services matters including maintaining of personal files/ department files. Putting up all proposals as regards recruitment of advertisement, etc. keeping of records of books, publication, bills, etc.

LDC" s

Typing of notings, letters, press notes and e-mailing. Updating website.

The procedure followed in the decision making process, including channels for supervision and accountability

The Department is responsible for publishing government policies and programmes and functions as nodal agency for dissemination of information through print electronic and traditional media.

The enforcement and implementation of the Goa State Media Representative Accreditation Rules 2002, Goa Film Festival Registration, 1997, Goa State Working Journalists Welfare Scheme 2002 and also Goa Scheme of Financial Assistance for Films 2006 is done by the Department as per the provision of the respective statutes as supplemented by instructions issued from time to time. The release of advertisement and other publicity material is done through a well defined hierarchy at different levels of the department. The day to day release of the advertisements and publicity material is done as per the set guidelines, powers of which are allocated in terms of Goa Delegation of Financial Power Rules 1997.

Wherever it is considered that legal opinion is desirable, it is being taken from Law Department before submission of the issues and all the financial sanctions are vetted by Finance Department as and when necessary. Accountability is shared at respective levels by the decision making authorities.

The implementation of the Goa State Media representative Accreditation Rules 2002 is guided by a Committee constituted by the Government and Director of Information & Publicity is a Member Secretary of the Committee.

The implementation of the Goa Scheme of Financial Assistance for Films 2006 is guided by the Screening Committee and Finance Committee constituted by the Government and Director of Information & Publicity functions as Member Secretary of both the Committees. The Journalist's Welfare Scheme is governed by a Governing Council under Chairmanship of Secretary (Information) and Director of Information is Convenor.

Norms set for the discharge of functions

- 1) The existing provisions of the Rules lay down the norms regarding discharge of duties in carrying out the functions of the said rules.

A statement of the categories of documents that are held by it for under its control Register:-

1. Muster Roll
2. Inward register
3. Outward Register
4. Service Postage Stamp Accounts Register.
5. Dead Stock Register.
6. Consumable items Register.
7. Service Book Records of Staff.
8. Casual/Earned leave/Commuted leave/Register.
9. 100 pt. Roster System Register for GEN/SC/ST/OBC and PH
10. Record Book of documents dispatched to Publications/Secretarial Files.
11. Movement of files Register

2) Files

1. Files/records for promotion/recruitment/creation of new posts.
2. Records of Confidential Reports (CRs).
3. Office Order Files.
4. Miscellaneous File
5. Personal files.
6. Files related to the concerned subject matters.

3) Decision making process (including channels of supervision and accountability)

The Director in consultation with the Secretary (I&P) arrives at a particular decision on important matters to ensure smooth and effective functioning of the department. The Director has the authority to exercise all financial and disciplinary and other powers. The final authority in the decision making process rests with the Director with the approval of the Government.

4) Norms set for Discharge of its functions: The Department is headed by the Director who is Head of Department and assisted by Joint Director who is Head of Office.

There are two information officers in the department who handle directly subjects allocated to them.

5) Rules, regulations, instructions, manual and records for discharging functions Guidelines/Circulars/Office orders issued to employees from time to time.

6) Statement of Categories of documents held by authorities.

- **Administrative**

- a) Service matters including GSIC
- b) All documents relating to general Administration
- c) Recruitment/Promotions
- d) Purchase and Stores

- **Films**

- a) Goa State Film Festival organised by ESG
- b) Film Finance Scheme implemented by ESI

- **Field Publicity**

- a) Exhibitions
- b) IITF
- c) Republic Day
- d) Shiv Jayanti
- e) Tripurari Poornima

- **Publications**
 - a) Printing of books, viz Nave Parva, Coffee table book and other Publication brought out by Dept
 - b) Telephone Directory
 - c) Diaries and Calendar

- **GSIC**
 - a) Release of Grant in Aid

- **ESG**
 - a) Release of Grant in Aid

- **RTI**
 - a) Notifications issued under RTI Act 2005/Circulars issued to Public Authority

- **Photo Unit**
 - a) Miscellaneous, Letters, notings, circulars.
 - b) Empanelment of digital video services/printing of photos/ printing of Photos/ preparing of DVD"s.
 - c) Repairs and servicing of Cameras Body ,Lenses , Flash Guns Ets.
 - d) Proposal for D-750 cameras built in Wi-Fi, digital camera and accessories.
 - e) Order to produce documents regarding empanelled photo journalist of DIP.
 - f) File pertaining to miscellaneous detailed to schemes.
 - g) Approval of Director/Joint Director/Information Officer to print the photographs, purchase of photo material and prepare of video DVD.
 - h) File pertaining to work order for hiring of photo journalist, photographers, video journalists and videographers regarding officials programmes.
 - i) Permission to re-produce images of first Chief Minister of Goa State Photo Contest and Exhibition.
 - j) Empanelment of photo journalist, Video Journalist and Video Services.
 - k) File regarding preservation of important video filming as well as photographs of VVIPs programmes of high speed capacity server.
 - l) Visit of Prime Minister of Portugal to Goa.

- **Advertisement**
 - a) Documents include release of classified and prestige advertisements to local/national dailies.
 - b) Advts released on various State level celebrations/festivals
 - c) Release of advertisements for souvenirs, magazines, aid for publications of Goa State.

- **Schemes**
 - a) Journalists Welfare Scheme
 - b) Purchase of Laptops/Computers
 - c) Patrakar Kridnadyata Nidhi

7) Arrangement for Consultation with or representation by the members of the public(The members are the experts who represent public, help formulate policies and oversee implementation)

The Dept. is implementing a scheme titled “Goa State Journalist Welfare Scheme” A committee has been constituted to dispose of the applications and disburse pension amount to the retired Journalists. The committee is headed by the Director. The other members include the Director of the Directorate of Accts and one representative of Goa Union of Journalists.

8) Statement of Boards, councils, committees and other bodies constituted as its part The Government also constitutes committee headed by the Chief Minister to select the design at State Level for presentation of Goa tableau at Republic Day parade, New Delhi, besides State level committee headed by the Chief Minister to celebrate State Level Chattrapati Shivaji Maharaj Jayanti and also a the State Level committee headed by Secretary (I&P) to select the Agency participation of Goa state and set up Goa Pavillion at IITF in New Delhi is constituted.

- Publicity- dissemination of information about the policies programmes schemes and achievements of the Govt. through print and electronic media

9) **Directory of officers of employees**

LIST OF EMPLOYEES, DESIGNATION AND SECTION POSTED

Sr. No	Name of the Officer/Official	Designation	Section Posted
1	Shri Dipak M. Bandekar	Director	Head of Department
2	Shri Pankaj Marathe	Jt. Director	Head of Office
3	Shri Allwyn Pereira	Information Officer	Advt/ Publicity/Social Media
4	Shri Kiran Munankar	Information Officer	Field Publicity/ Film/RTI/Public Grievances Officer
5	Smt. Hazel Almeida	Assistant Account Officer (AAO)	Accounts

6	Shri Sailesh Naik	Office Superintendent	Administration
7	Shri Shanto Naik	Assistant Information Officer	Field Publicity/ GSIC/ Disaster Management
8	Shri Shyam Gaonkar	Assistant Information Officer	Publication/Publicity
9	Shri Nikhil Prajakte	Assistant Information Officer	Film/ESG
10	Shri Govind J. Gaonkar	Assistant Information Officer	Advt
11	Smt.Rekha Mandrekar	Head Clerk	Administration
12	Smt. Preeti Banaulikar	Accountant	Accounts
13	Shri Vishnu Gaonkar	Translator (Konkani)	LanguageUnit
14	Smt Rasika J. Naik	Translator (Marathi)	LanguageUnit
15	Smt. Sanghmitra Faldessai	Information Assistant	Publicity
16	Smt. Janhhavi Savaikar	Information Assistant (On Leave)	Child Care Leave
17	Ms. Clara Rodrigues	Information Assistant	Publicity
18	Shri Siddhesh S. Samant	Information Assistant	Publicity
19	Smt. Pooja Dhargalkar	Information Assistant (On Leave)	Advertisement

20	Shri Chandu Korgaonkar	Photographer	PhotoUnit
21	Shri Kamlakar Parwar	Radio cum T.V. Mechanic	C.L. Unit & Administration
22	Shri Sunil Datta Pal	Upper Division Clerk	Advt
23	Smt. Pratima P. Dhulapkar	Upper Division Clerk	Administration
24	Smt. Sunit S Velguenkar	Upper Division Clerk	Accounts
25	Smt. Grishma G. Kerkar	Upper Division Clerk	Administration
26	Smt. Darshana Vaigankar	Upper Division Clerk	Administration
27	Smt. Vasanti A. Gaonkar	Upper Division Clerk	Advertisement
28	Smt. Arlene S. Cunha	Upper Division Clerk	P.A. to DI
29	Smt. Pramila R. Naik	Investigator (Planning & Statistics)	All matters pertaining to Planning Statistics
30	Smt. Dipika Dipendra Pednekar	Junior Stenographer (English)	Field Publicity
31	Ms. Lochan Ramchandra Chodankar	Junior Stenographer (English)	Posted to GSIC
32	Ms. Arundati Ghanashyam Muli	Junior Stenographer (English)	Posted to GSIC
33	Smt. Gloria D'Souza	Upper Division Clerk	Administration
34	Shri Gurudas R. Gawas	Lower Division Clerk	Accounts
35	Shri Nilesh S. Shetye	Lower Division Clerk	ESG/Maintenance of Computer
36	Smt. Sneha S. Priolkar	Lower Division Clerk..	Accounts
37	Ms. Lila R. Tari	Lower Division Clerk	Child Care Leave
38	Smt. Prita P. Kerkar	Lower Division Clerk	Accounts

39	Smt. Rajashree Mahale	Lower Division Clerk	Advertisement
40	Shri Chandan B. Naik	Lower Division Clerk	Administration
41	Shri Pramod R. Naik	Lower Division Clerk	Administration
42	Miss Sarita S. Naik	Lower Division Clerk	Publicity
43	Shri Sameer Gaonkar	Lower Division Clerk	Photo Unit
44	Ms. Akshata A. Naik	Lower Division Clerk	Advertisement
45	Shri Uttam Harmalkar	Lower Division Clerk	Publication
46	Shri Aditya Mahesh Naik	Lower Division Clerk	Advertisement
47	Ms. Saiecha Dessai	Lower Division Clerk	Posted to GSIC
48	Kum. Saloni S. S. Mandrekar	Lower Division Clerk	Administration
49	Kum. Vaishnavi L. Fatarpekar	Lower Division Clerk	Administration
50	Ms. Rashmita Rajaram Naik	Lower Division Clerk	Posted to GSIC
51	Shri Rama Suhas Kumtekar	Lower Division Clerk	Accounts
52	Shri Sainath Vernekar	Driver	Administration
53	Shri Sukur Saf Nadaf	Driver	Administration
54	Shri Sagar T. Gaonkar	Driver	Administration
55	Shri Rohidas Gaonkar	Multi Tasking Staff	Administration
56	Shri Gajanan Toraskar	Multi Tasking Staff	Administration
57	Shri Vinayak R. Harmalkar	Multi Tasking Staff	Administration

Contract Staff

1	Ms. Dipali Mandrekar	Coordinator Social Media
2	Ms. Manali Prabhugaonkar	Research Assistant
3	Shri Sarvesh Phadke	Graphic Designer
4	Shri Bhavesh Velingkar	Multi Tasking Executive
5	Kum. Utkarsha Bhuskute	Information Assistant (Contract Staff)
6	Shri Shaikh Maufiz Daut	Driver

Kotwal	
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Details in respect of the information, available to or held by it, reduced in an electronic form As far as Administration Section is concerned Citizen Charter is uploaded on official website

10) Monthly remuneration received by each of its officers and employees

Sr. No	NameoftheOfficer/Official	Designation	Level
1	Shri Dipak M. Bandekar	Director	14
2	Shri Pankaj Marathe	Jt. Director	10
3	Shri Allwyn Pereira	Information Officer	7
4	Shri Kiran Munankar	Information Officer	7
5	Smt. Hazel Almeida	Assistant Account Officer (AAO)	7
6	Shri Sailesh Naik	Office Superintendent	7
7	Shri Shanto Naik	Assistant Information Officer	6
8	Shri Shyam Gaonkar	Assistant Information Officer	6
9	Shri Nikhil Prajakte	Assistant Information Officer	6
10	Shri Govind J. Gaonkar	Assistant Information Officer	6
11	Smt.Rekha Mandrekar	Head Clerk	7
12	Smt. Preeti Banaulikar	Accountant	6
13	Shri Vishnu Gaunkar	Translator (Konkani)	8
14	Smt Rasika J. Naik	Translator (Marathi)	8
15	Smt. Sanghmitra Faldessai	Information Assistant	5
16	Smt. Janhhavi Savaikar	Information Assistant (On Leave)	5
17	Ms. Clara Rodrigues	Information Assistant	5
18	Shri Siddhesh S. Samant	Information Assistant	5

19	Smt. Pooja Dhargalkar	Information Assistant (On Leave)	5
20	Shri Chandu Korgaonkar	Photographer	7
21	Shri Kamlakar Parwar	Radio cum T.V. Mechanic	7
22	Shri Sunil Datta Pal	Upper Division Clerk	5
23	Smt. Pratima P. Dhulapkar	Upper Division Clerk	4
24	Smt. Sunit S Velguenkar	Upper Division Clerk	5
25	Smt. Grishma G. Kerkar	Upper Division Clerk	4
26	Smt. Darshana Vaigankar	Upper Division Clerk	4
27	Smt. Vasanti A. Gaonkar	Upper Division Clerk	4
28	Smt. Arlene S. Cunha	Upper Division Clerk	4
29	Smt. Pramila R. Naik	Investigator (Planning & Statistics)	4
30	Smt. Dipika Dipendra Pednekar	Junior Stenographer (English)	4
31	Ms. Lochan Ramchandra Chodankar	Junior Stenographer (English)	4
32	Ms. Arundati Ghanashyam Muli	Junior Stenographer (English)	4
33	Smt. Gloria D'Souza	Upper Division Clerk	4
34	Shri Gurudas R. Gawas	Lower Division Clerk	3
35	Shri Nilesh S. Shetye	Lower Division Clerk	3
36	Smt. Sneha S. Priolkar	Lower Division Clerk..	3
37	Ms. Lila R. Tari	Lower Division Clerk	3

38	Smt. Prita P. Kerkar	Lower Division Clerk	2
39	Smt. Rajashree Mahale	Lower Division Clerk	2
40	Shri Chandan B. Naik	Lower Division Clerk	2
41	Shri Pramod R. Naik	Lower Division Clerk	2
42	Miss Sarita S. Naik	Lower Division Clerk	2
43	Shri Sameer Gaonkar	Lower Division Clerk	2
44	Ms. Akshata A. Naik	Lower Division Clerk	2
45	Shri Uttam Harmalkar	Lower Division Clerk	2
46	Shri Aditya Mahesh Naik	Lower Division Clerk	2
47	Ms. Saiecha Dessai	Lower Division Clerk	2
48	Kum. Saloni S. S. Mandrekar	Lower Division Clerk	2
49	Kum. Vaishnavi L. Fatarpekar	Lower Division Clerk	2
50	Ms. Rashmita Rajaram Naik	Lower Division Clerk	2
51	Shri Rama Suhas Kumtekar	Lower Division Clerk	2
52	Shri Sainath Vernekar	Driver	4
53	Shri Sukur Saf Nadaf	Driver	3
54	Shri Sagar T. Gaonkar	Driver	3
55	Shri Rohidas Gaonkar	Multi Tasking Staff	2

56	Shri Gajanan Toraskar	Multi Tasking Staff	1
57	Shri Vinayak R. Harmalkar	Multi Tasking Staff	1

	<u>Contract Staff</u>		
58	Ms. Dipali Mandrekar	Coordinator Social Media	
59	Ms. Manali Prabhugaouunkar	Research Assistant	
60	Shri Sarvesh Phadke	Graphic Designer	
61	Shri Bhavesh Velingkar	Multi Tasking Executive	
62	Kum. Utkarsha Bhuskute	Information Assistant (Contract Staff)	
63	Shri Shaikh Maufiz Daut Kotwal	Driver	

11) Immovable property returns by officers and employees

ANNEXURE

Statement of immovable property for the year ending 31/12/2016

Name of the Officer (in full) and Service to which the

Officer belongs :Shri. Kiran B. Munankar, Information & Publicity.

Present post held :Information Officer

Name of District Sub Division, Taluka & Village in which property is situated	Name & details of property-- - Housing and lands other buildings	*Present value	If not in own name in State in whose name held and his/her relationship with Government servant	How acquired - Whether by purchase, lease **, mortgage, inheritance gift of otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from property	Remarks
1	2	3	4	5	6	7

South District Taluka Ponda Shiroda - Goa	Goa - Goa	House No.2242, Krishnai House Near Ayurvedi c College- Vazem, Shiroda, Ponda- Goa.	Rs. 42 lakhs	Prakash Naik	Plot admeasuring 314.52 Sq.mtrs at Survey No. 278/1 was purchased by sale deed from M/S Tirumala Enterprises Shiroda-Goa. April 28, 2008 for house construction	Nil	
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Signature _____

Date :8/02/2017

In case where it is not possible to assess the value accurately the approximate value in relation with the present condition may be indicate.

** Includes short term lease also.

Annexure

Statement of immovable property for the year ending December 31, 2017

1. Name of Officer :Shri Allwyn Xavier Pereira.
2. Present post held :Assistant Information Officer.

Name of District Division, Taluka Village which property situated	Name & details of property--- Housing and lands other buildings	*Present value	If not in own name State in whose name held and his/her relationship with Government servant	How acquired - Whether by purchase, lease **, mortgage, inheritance gift of otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from property	Remarks
1	2	3	4	5	6	7

South, Quepem Curchorem	80 Sq. Mts flat	Rs. 10.0 lakhs	N/A	Purchased January 2004	Nil	Nil
South, Darbandora, Collem	90 sq. Mts house	Rs. 5.00 lakhs	N/A	Inherited July 2007	Nil	Nil
South, Darbandora, Collem	80 sq. Mts house	Rs. 4.00 lakhs	N/A	Inherited July 2007	Nil	Nil

Signature _____

Date :February 10, 2017

1. *In case where it is not possible to assess the value accurately the approximate value in relation with the present condition may be indicate.
2. ** Includes short term lease also.

Annexure

Statement of immovable property for the year ending 31/12/2016

1. Name of the Officer: Shri Kiran Balkrishna Munankar, Department of Information and Publicity, Udyog Bhavan, Panaji Goa.
2. Present post held: Assistant Information Officer.

Name of District Sub Division, Taluka & Village in which property is situated	Name & details of property-- - Housing and lands other buildings	*Present value	If not in own name State in whose name held and his/her relationship with Government servant	How acquired - Whether by purchase, lease **, mortgage, inheritance gift of otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from property	Remarks
1	2	3	4	5	6	7
Kolgao n, Sawant wadi, Dist- Sindhu durg, Mahara shtra	Village: Kolgaon, Sawantwadi Total area:4220 0 sq. mt. Survey no 32/2; 31/7 B and 13 B. Agriculture land, cashew, mmango plantation , coconuts,	Rs. 10,00,000/-	Jointly owned, Mother, Brother and Sister	Inheritance	NIL	

Signature _____

Date :10/2/2017

1. *In case where it is not possible to assess the value accurately the approximate value in relation with the present condition may be indicate.
2. ** Includes short term lease also.

ANNEXURE

Statement of immovable property for the year ending 31/12/2016

1. Name of the Officer (in full) and

Service to which the Officer belongs : SHRI SHANTO GANESH NAIK.

2. Present post held

: ASSISTANT INFORMATION OFFICER,
DEPARTMENT OF INFORMATION AND
PUBLICITY, PANAJI GOA

Name of District Division, Taluka & Village in which property is situated	Name & details of property--- Housing and lands other buildings	*Present value	If not in own name in State in whose name held and his/her relationship with Government servant	How acquired - Whether purchase, lease mortgage, inheritance gift otherwise with date of acquisition and name with details of person/persons from whom acquired	Annual income from property	Remarks
1	2	3	4	5	6	7
District-South Goa Sub Division- Ponda Taluka- Ponda Village- Kundaim	H.No. 288, „Mahalaxmi“ (155/3) Nr. Gopal Krishna Temple, Dharjowada, Kundaim, Ponda-Goa.	Rs. 25 lakhs approximately	Shanto G. Naik	Plot admeasuring 100 sq. mts at survey No. 155/3 in Kundaim village purchased by sale deed from Sina Kundaikar family, Kundaim, Goa.	Nil	Nil

Signature _____

Date :07/02/2017

1. In case where it is not possible to assess the value accurately the approximate value in relation with the present condition may be indicate.
2. Includes short term lease also.

12) Budget Allocation

PLAN SCHEME 2017-18

Sr.No.	Name of Scheme	B.E. 2017-18
1.	Interest on Computer Loan to Journalist	0.25
2.	Strengthening of Administration	9.62
3.	Goa State Information Commission	300.00
4.	Promotion of Regional Film	30.00
5.	Goa Scheme of Financial Assistance for 2010	400.00
6.	Konkani/ Marathi Film Festival	100.00
7.	Rural Small Cinema/ Theatre	20.00
8.	Grants to Film Promoting Goa	100.00
9.	Grant to Entertainment Society	1200.00
10.	Advertising and Publicity	1000.00
11.	Publication	50.00
12.	International Film Festival	5.00
13.	Financial Assistance to indigent Journalists (Patrakar Kritandnyatra Nidhi) Journalist Welfare	10.00
14.	Assistance for Purchase of Computer/ Camera for Journalist 2013	50.00
15.	Wage Board Implementation	50.00
16.	Journalist Welfare Scheme Mediclaim	10.00
17.	Goa State Photo Contest and Exhibition Scheme	5.00
18.	Photo Services	2.68
19.	Field Publicity	150.00
20.	Capital Outlay	1000.00
21.		
Grant Total Rs.		4542.55

PLAN SCHEME 2016-17

Sr.No.	Name of Scheme	B.E.
17		2016-
1.	Interest on Computer Loan to Journalist	0.25
2.	Strengthening of Administration	30.00
3.	Goa State Information Commission	350.00
4.	Promotion of Regional Film	88.00
5.	Goa Scheme of Financial Assistance for 2010	300.00
6.	Konkani/ Marathi Film Festival	100.00
7.	Rural Small Cinema/ Theatre	27.00
8.	Grants to Film Promoting Goa	220.00
9.	Grant to Entertainment Society	1800.00
10.	Advertising and Publicity	400.00
11.	Publication	80.00
12.	International Film Festival	4.00
13.	Financial Assistance to indigent Journalists (Patrakar Kritandnyatra Nidhi)	10.00
14.	Journalist Welfare Scheme	40.00
15.	Assistance for Purchase of Computer/ Camera for Journalist 2013	100.00
16.	Wage Board Implementation	110.00
17.	Journalist Welfare Scheme Mediclaim	10.00
18.	Goa State Photo Contest and Exhibition Scheme	10.00
19.	Photo Services	2.00
20.	Field Publicity	300.00
21.	Capital Outlay	100.00
Grant Total Rs.		4081.25

13) Subsidy programmes- (Not Applicable)

14) Recipients of concession permits- (Not Applicable)

15) Info in electronic form-

Advertisements/news through electronic media, effectively publicizing policies and programs of the government on the website and facebook page. Releasing Press notes and Photographs to print and visual media through emails.

16) Particulars of facilities available to citizens for obtaining information

a) Notice Board .

b) Advertisements, tenders, recruitment related notices are being published through local and national dailies, forms available to avail benefit of schemes meant for working and retired Journalists.

c) Inspection of Records in the Office is also available to the citizen as per provisions under RTI Rules.

17) Names, Designations and other particulars of the Public Information Officers

- Public Information Officer

17) Shri Prakash Naik _____ Public Information Officer.

Mobile Number- 7768993292

18) Other Useful information

Any citizen can seek information from the office as per the provisions of RTI Act, 2005 and Goa RTI Rules.

b) Other information about the functioning and services of public authority is also available.