

Chapter 2

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

Powers and Duties of all Officers and Employees

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

(i) Powers and Duties of all Officers

A) 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)

B) 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 coverage of Department and other Government Departments.
11. Co-ordination of Department and other Government publicity programmes.
12. To organize field publicity such as exhibition, trade fairs, festivals, and other outdoor publicity.
13. To provide feedback on press reports and national newspapers to Director/ Secretary (Information).
14. Access the books for departmental purchases.
15. Function as Drawing and Disbursing Officer.

C) 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. Swearing in Ceremonies
17. Nave Parva
18. Records Management/Weeding of Records
19. Any other work assigned by the Director
20. Production of feature, documentary, Short and Ad films
21. Publications related to achievements of the State Government.
22. Chhatrapati Shivaji Maharaj Jayanti Celebration
23. Tripurari Poornima.
24. LAQ Matters
25. Maintenance of Departmental Website

D) Information Officer (Publicity)

1. Press Relations Officer.
2. Departmental Press notes.
3. Official Coverage.
4. Assembly Matter.
5. Electronic Media Publicity.
6. Computer / Laptop Schemes.
7. Publicity
8. Press Releases/ Coverage's
9. Translation and Devanagri Typing
10. Press Clippings/Press analysis/critical reports/Feedback
11. Clarifications to the Press/Media
12. Schemes
13. Administration & Establishment
14. Achievements of the Government/ Dept. Information & Publicity
15. Performance Budget of the Department
16. Audit Paras/Audit Report
17. Photo and Video Services
18. Advertisements/paid publicity/Hoardings
19. LAQ matters
20. Citizens Charter
21. Diaries/Calendars/Directory
22. Administrative Reforms/recruitments/promotions/Cleaning
of the office premises/Swath Bharat Mission
23. E-governance/maintenance Website/computerization/Network
24. Budget Control Register and fortnightly progress of achievements
in the Department
25. Any other work assigned by the Director
26. State Level Functions

E) 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. Coverage /functions of VIPs

F) 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.

(ii) **Power and Duties of Employees**

a) Translator (Marathi)

1. Critical reports for Press Clippings
2. Newspaper Clippings on the function of Department
3. Check and verify the salary and Contingent bill
4. Plan formation
5. Budget Preparation
6. Check all tenders and prepare comparative statements and responsible for safe custody of tender documents.
7. Reconciliation
8. Prepare audit paras replies
9. Scrutiny of feedbacks of the people in the letters/News published in the Newspapers and responding
10. Translation of Press Notes, Articles, Speech etc.

b) Translator (Konkani)

Translation of Press Notes, Articles, Speeches etc.

c) 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.

d) Videographer

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

e) Accountant

1. Time Bound Bills such as Telephones/ Mobiles/A.C bill etc.

f) 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.

g) Photographer

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

j) Radio cum T.V. Mechanic

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

k) Jr. Steno English

Taking dictation & typing.

l) 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.

j) 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.

k) LDC's

Typing of noting, 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.

(iii) Work Allocation Order of the Employees of the Information and Publicity

OFFICE ORDER

In supersession of all earlier orders and in order to streamline the functioning of this Directorate, the staff is allocated work as shown against their names. The Section wise allocation of work along with allocation of staff is as follows:-

1) **DIRECTOR, DIP**

Designation of Officer	Allotment of Duties	Staff allotted
DIRECTOR	<p>Head of the Department</p> <ol style="list-style-type: none"> 1. Controls and supervise financial and administrative matters pertaining to Department of Information and 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 	<ol style="list-style-type: none"> 1. Smt. Arlene S Cunha, UDC, PA to Director 2. Shri Gajanan Toraskar, MTS 3. Shri Shaik Maufiz Daut Kotwal, Driver (Contract)

	locals and national press to Chief Minister / Chief Secretary / Secretary(Information).	
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Sr. No.	Name and Designation	Duties allotted
1.	Smt. Arlene S Cunha, UDC	1.PA to Director 2.RTI and Check e-mails 3.Compilation of data of the public grievance report on weekly, fortnightly and monthly basis. 3.In her absence Smt. Shweta Palyekar, Sr. Stenographer/ PA (Contract) will look after the work entrusted to her.

2) JT. DIRECTOR, DIP

Jt. Director	Head of Office	Establishment:
	1. Supervise the Media plans of different units of the department. 2. Supervise and coordinate publicity related matters of Department. 3. Supervise the proposals of departmental publications including diaries and calendars and advise government departments on publications and related matters including purchase of books. 4. Supervise the 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. Supervise the proposals for R-Day	1.Shri Sailesh Naik, Office Superintendent 2. Smt. Rekha Mandrekar Head Clerk 3.Shri Kamlakar K Parwar Radio cum TV Mechanic 4. Smt. Pratima P. Dhulapkar, UDC 5.Smt. Grishma G Kerkar UDC 6.Smt. Darshana V Vaigankar, UDC 7. Smt.Kirti Sawant, LDC 8. Shri. Chandan B. Naik 9. Shri. Pramod Naik, LDC 10. Shri. Sameer Gaonkar, LDC 11.Shri. Uttam Harmalkar

	<p>tableau and Press Accreditation Committee and attend meetings of related subjects.</p> <p>7. Liaise with offices of Ministers and other dignitaries for the purpose of publicity.</p> <p>8. Act as nodal officer for publicity of all Government departments.</p> <p>9. Supervise the publicity on electronic media.</p> <p>10. To organize field publicity such as exhibition, trade fairs, festivals, and other outdoor publicity.</p> <p>11. To provide feedback on press reports and national newspapers to Director/Secretary (Information).</p> <p>12. Access the books for departmental purchases. Function as Drawing and Disbursing Officer</p>	<p>12. Kum. Vaishnavi L Fatarpekar, LDC</p> <p>13. Mr. Sarvanand S. Pagi, LDC</p> <p>14. Shri Sainath Vernekar Driver</p> <p>15. Shri Sagar T Gaonkar Driver,</p> <p>16. Shri. Rohidas Goankar, MTS</p> <p>17. Rama Kankonkar, MTS (Secy Inf and Pub)</p> <p>18. Shri Vinayak R Harmalkar, MTS</p> <p>19. Smt, Ashvini Malik MTS GHRDC</p> <p>20. Shri Asif Betgeri, MTS GHRDC</p> <p>21. Shri Prashant Naik, MTS GHRDC</p> <p>22. Ms. Rupa Mangueshkar, MTS GHRDC</p> <p>23. Smt. Ranjita Dessai , MTS GHRDC</p> <p>24. Shri. Pratham Soares, MTS GHRDC</p> <p>25. Ms. Valanka De Araujo, LDC Contract</p>
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ADMINISTRATION SECTION

The duties allotted to the staff of Administration Section are indicated in column no. 2 specified below:-

Sr. No.	Name & Designation of the Official	Allotment of Duties
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<p>1.</p>	<p>Shri Sailesh Naik Office Superintendent</p>	<ol style="list-style-type: none"> 1. Overall supervision of the work dealt with by the staff of Administration Section. 2. Administration. 3. APIO 4. Monitoring and implementation of bio-metric and file management system of the Department. 5. Timely processing of creation/filling/revival of posts. 6. Monitoring of registers, details of posts, budget wise posts and post based registers. 7. Monitoring of TBPS, ACPS, MACPS, promotions, recruitment rules, seniority, probation, creation of posts confidential matters and disciplinary cases. 8. 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. 9. Transport including acquisition of new vehicles, hiring of vehicles and maintenance of drivers. 10. Maintenance of ACRs including timely completion of ACRs. 11. Supervision of distribution of invitation cards for official Government functions. 12. Officials purchases including acquisition of stationery, machinery and implements. Monitoring maintenance/cleanliness of the office and sub-offices.
<p>2.</p>	<p>Smt. Rekha Mandrekar Head Clerk</p>	<ol style="list-style-type: none"> 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.

		<p>7. General supervision of the maintenance of the office & sub-office.</p> <p>8. Advice and guide the subordinate staff in disposal of their day-to-day work.</p> <p>9. Attending Lok Sabha and Rajay Sabha question pertaining to this Department</p> <p>10. Processing of continuation of temporary posts, budget matters (Admn), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases.</p> <p>To carry out the work of framing Recruitment Rules/ Revision of Recruitment Rules for all the post of this Department.</p>
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3.	Kamlakar Parwar Radio Cum T.V Mechanic	<p>1. Community Listening Scheme (installing sound system for the State Level functions, Swearing in ceremony, meetings etc.</p> <p>2. Procurement of all types of stationery/furniture etc and its distribution.</p> <p>3. Maintenance of Consumable Register and Dead Stock Register.</p> <p>4. Disposable of items declared unserviceable</p> <p>5. Matters related to Bio-Metric attendance and its maintenance.</p> <p>6. Any other work allotted by superiors from time to time.</p>
4.	Smt. Pratima P Dhulapkar, UDC	<p>1. Personal Files</p> <p>2. Attending all Legislative Assembly work including Lok Sabha and Rajya Sabha question pertaining to thi Department</p> <p>3. Providing Statistical information of the departments.</p> <p>4. Pay Fixations, Increments, Budget</p> <p>5. All matters related to advances including GPF, NPS, GPF withdrawal cases/ updating of roster etc.</p> <p>Invitation Cards (June 18 (Goa Revolution Day), July 15 (Chieftains Commemoration Day, October 02 (Gandhi Jayanti)).</p>

		6. Any other work allotted by superiors from time to time.
5.	Smt. Grishma G Kerkar UDC	1. MACPS, Promotions, Recruitment Rules, Service Book, APAR, Seniority, Probation, Pension Cases. Invitation Cards related functions of all State level including (August 15 Independence Day), November 16 (Press Day), Tripurari Pournima). 2. Any other work allotted by superiors from time to time.
6.	Smt. Darshana V Vaigankar, UDC	1. All matters pertaining to GSIC. 2. All matters pertaining to GHRDC 3. Putting up bills of telephone, Mobile Electricity, Water, Scavenging etc. 4. Monthly duty chart of IA/Translator/LDC's/MTS. 5. Processing of all kinds of leave (EL/CL/CCL/CL/SP/RH/CO) maintaining Bio-Metric attendance, movement register, muster roll. 6. Handling the process of Trainee under Apprenticeship. 7. Invitation Cards related functions of all State level including ((January 26 (Republic Day), December 19 (Goa Liberation Day)) 8. Any other work allotted by superiors from time to time.
7.	Smt. Kirti Sawant, LDC	Will handle work allocated to Smt. Sneha Priolkar, LDC during her CCL period. 1. Time bound bills such as telephone/Mobile/A.C etc 2. Bills of transport, purchase of furniture/stationery etc
8.	Shri Chandan B Naik, LDC	Inward Clerk In absence of Outward Clerk will look after the Outward work.
9.	Shri.Pramod Naik, LDC	Outward Clerk In absence of Inward Clerk will look after the Inward work.
10.	Shri. Sameer Gaonkar,	1.Photo Unit

	LDC	2. Looking after Office vehicle and their Maintenance also manning of Office Drivers and GTDC vehicle engaged by the Department
11.	Shri. Uttam Harmalkar	1.All typing work as of Photo Unit/Schemes.
12.	Kum. Vaishnavi L. Fatarpekar, LDC	1.All typing work of Photo Unit/Schemes. 2. Entry & maintenance of Photo Unite files, registers
13.	Shri Sarvanand Pagi	1. Typing work of Administration Section including Pension papers, proposals , NPS, office orders, Service Books, APAR, Leave orders, LAQS etc. 2.To assist duties distribution of I-Cards of State level functions & Online works of Administration section. 3.In absence of Inward & Outward clerk will look after the work.
14.	Shri.Rohidas Goankar, MTS	1.O.S./AIOs/Photo Unit and any other work allotted by the Superiors. 2.I.O(P))/Advertisement Unit/ Administration Unit. 3.To attend to Duty Officer and Translators and any other work allotted by the Superiors. 4. Distribution of Invitation Card During Various State Level Function.
15.	Rama Kankonkar, MTS	Transferred to Secretariat, staff of Information and Publicity
16.	Shri Vinayak R Harmalkar, MTS	1.Distribution of press notes, tapal, correspondence within Department, to the Secretariat, Porvorim and other areas during office hours as well as after office hours. 2.Clippings, Distribution of outward tapal, correspondence, post office, files and important press notes during office hours. 3. Distribution of Invitation Card During Various State Level Function. 4. Any other work allotted by superiors from time to time.
17.	Smt. Ashvini Malik, MTS (GHRDC) Contract	1.Accounts Section and Advertisement Section (Display) any other work allotted by the Superiors.

		2. Any other work allotted by superiors from time to time.
18.	Shri Asif Betgeri, MTS (GHRDC) Contract	1.Accounts Section and Advertisement Section (Display) any other work allotted by the Superiors. 2.Distribution of Invitation Card During Various State Level Function. 3. Any other work allotted by superiors from time to time.
19.	Rama Kankonkar, MTS	Transferred to Secretariat, staff of Information and Publicity
20.	Shri Prashant Naik, MTS (GHRDC) Contract	1.O.S./AIOs/Photo Unit and any other work allotted by the Superiors. 2.I.O(P))/Advertisement Unit/ Administration Unit. 3.To attend to Duty Officer and Translators and any other work allotted by the Superiors. 4. Distribution of Invitation Card During Various State Level Function.
21.	Ms. Rupa Mangueshkar, MTS (GHRDC) Contract	On Leave
22.	Smt.Ranjita Dessai , MTS GHRDC	1.Xerox/Administration Unit and any otherwork allotted by the Superiors. 2.Receipt, entry, outward and distribution of incoming and outgoing correspondences and maintenance of stamp register. 3.Any other work allotted by superiors from time to time.
23.	Shri. Pratham Soares, MTS GHRDC	1.Distribution of press notes, tapal, correspondence within Department, to the Secretariat, Porvorim and other areas during office hours as well as after office hours. 2.Clippings, Distribution of outward tapal, correspondence, post office, files and important press notes during office hours. 3. Distribution of Invitation Card During Various State Level Function. 4. Any other work allotted by superiors from time to time.

24.	Miss. Valanka De Araujo, LDC Contract	1. Typing work of Administration Section 2. Maintaining file movement register of Administration Section 3. In absence of Inward & Outward clerk will look after the work.
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The channel of routing the files by the staff of the Establishment shall be:
LDC/UDC → HC → OS → Jt. DI → DI

3) INFORMATION OFFICER (PUBLICITY), DIP

Designation of Officer	Allotment of Duties	Staff allotted
Information Officer (Publicity)	<ol style="list-style-type: none"> 1. Publicity (Press Release/Coverage's) 2. Matters regarding Cable T.V. Network 3. Nodal Officer for State Litigation Policy/ Nodal Officer for TFZP/Liaison Officer PwD. 4. Press Accreditation 5. Photo and Video Services 6. Advertisement /paid publicity 7. Audio visual publicity 8. State Level Function / Swearing-in-ceremonies <p>Swatch Bharat Mission (PRO)</p>	<ol style="list-style-type: none"> 1. Shri Chandu Korgaonkar, Photographer <p>(Advertisement)</p> <ol style="list-style-type: none"> 1. Shri Govind Gaonkar. Assistant Information Officer 2. Smt. Pooja Dhargalkar, Information Assistant 3. Smt. Vasanti Gaonkar, UDC 4. Smt. Tejal Karmali, Jr. Stenographer 5. Smt. Rajeshree Mahale, LDC 6. Ms . Akshata Naik, LDC 8. Shri Sachin Parab, MTS (GHRDC) Contract

Sr. No.	Name & Designation of the Official	Allotment of Duties
1.	Shri Govind Gaonkar	<ol style="list-style-type: none"> 1. Advertisement 2. Updating Website 3. E-Governance including Goa Board Band Networks / SNAs (System Network Administrators) 4. All the purchases, issues and maintenance of computer and its peripheral , printers, UPS, software, storage media, networking hardware and cables etc <p>Coverage's/ Message and Speeches.</p>
2.	Smt. Pooja Dhargalkar Information Assistant	<ol style="list-style-type: none"> 1. Advertisement (Classified)
3.	Shri Chandu Korgaonkar, Photographer	Clicking Photographs of function/Coverages & releasing to press
4.	Smt. Vasanti Gaonkar, UDC	<ol style="list-style-type: none"> 1. Typing of all Prestige Advertisement including LAQs. 2. Maintain updated computerized records of prestige advertisement released. 3. Typing of Proposals, etc.
5.	Smt. Tejal Karmali	<p>Advertisement Classified</p> <ol style="list-style-type: none"> 1. To check and print out emails w.r.t advertisements 2. Issue Release Orders and release advertisements to Media houses via mail 3. Maintain register of the advertisements that are received and released w.r.t to the size of advertisements.
6.	Smt. Rajeshree Mahale, LDC	<ol style="list-style-type: none"> 1. Typing of all Classified Advertisement including LAQs. 2. Maintain updated computerized records of classified advertisement released. 3. Typing of Proposals, etc.
7.	Ms . Akshata Naik, LDC	<ol style="list-style-type: none"> 1. Typing of all Prestige Advertisement including LAQs. 2. Maintain updated computerized records of

		prestige advertisement released. 3. Typing of Proposals, etc.
8.	Shri Sachin Parab	1. Disposal of Advertisement Section (Classified Section) 2. Maintaining records of classified advertisements including measuring size, amount, etc.

The channel of routing the files by the staff of the Establishment shall be:
LDC/UDC → IA → AIO → IO → Jt. DI → DI

4) INFORMATION OFFICER (FILM/PUBLICATION), DIP

Designation of Officer	Allotment of Duties	Staff allotted
Information Officer (Film/Publication)	<ol style="list-style-type: none"> 1. Field Publicity 2. Film 3. Scheme 4. Publication 5. ESG 6. Vigilance Officer 7. Public Information Officer (PIO) 8. Public Grievance Officer 9. Implementation of RTI Act. 10. RTI 11. Film & Documentary 12. Development Stories of various Scheme/ achievements/ initiatives/ Programs of the State Government 13. Community Listening Scheme 14. Citizen Charter/ Performance Budget of the Department 15. Language Unit 16. RTI Portal 17. Nodal Officer (E-Governance/Website) 	<ol style="list-style-type: none"> 1. Shri Shanto Naik, AIO 2. Shri Shyam Gaonkar, AIO 3. Shri Nikhil Prajakte, AIO 4. Smt. Rasika Naik, Translator 5. Shri Vishnu Gaonkar, Translator Konkani 6. Smt. Sanghamitra Phaldesai, IA 7. Shri Siddesh Samant, IA 8. Smt. Clara Rodrigues, IA 9. Shri. Sunil D. Pal, UDC 10. Smt. Dipika Pednedkar, Jr. Steno 11. Smt. Gloria D'Souza, UDC 12. Miss. Sarita Naik, LDC 13. Shri. Aditya M Naik, LDC 14. Ms. Dipali Mandrekar, Co-ordinator Social Media

	<p>All purchase, issues and maintenance of computer and its peripherals, printers, UPS, software, storage media, networking hardware and cables etc.</p>	<p>(Contract) 15.Mr.Manali Prabhugoankar, Research Assistant (Contract) 16.Shri.Sarvesh Phadke, GraphiC Designer (Contract) 17.Shri.Bhavesh Velingkar, Multi-tasking Executive, Contract 18.Ms.Utkarsha Bhuskute, IA Contract 19.Smt. Shweta Palyekar, Sr. Stenographer (GHRDC)</p>

Sr. No.	Name & Designation of the Official	Allotment of Duties
1.	Shri Shanto Naik, AIO	<ol style="list-style-type: none"> 1. Field Publicity 2. All matter pertaining to Goa State Information Commission 3. Implementation of RTI Act & RTI Portal 4. Matters regarding Cable T.V. Network. (North & South) 5. Nodal Officer for disaster management 6. LAQ matters 7. Performance budget 8. All Schemes related to Journalist. 9. APIO 10.Coverage's
2.	Shri Shyam Gaonkar, AIO	<ol style="list-style-type: none"> 1. Publication 2. Publicity/ Press Relation 3. Citizen Charter 4. Press Advisory committee (Assembly) 5. Tripurari Poornima 6. Publicity through interviews on various social

		platforms. 7. Social Media 8. Matter related to Budget Speech/ATR 9. Budget Assurance 10. PRO to Governor 11. Coverage's
3.	Shri Nikhil Prajakte, AIO	1. Film 2. ESG, Schemes Related to Film 3. Photo Exhibition. 4. Nodal officer Swatch Bharat Mission 5. Coverage's of Governor, Chief Minister , Cabinet meetings. 6. Consumer Protection council, tobacco. 7. Meeting of Chief Minister 8. Coverage's/Messages and Speeches.
4.	Smt. Rasika J Naik, Translator (Marathi)	1. Translation of Press Note, Articles, Speech etc.
5	Shri Vishnu Gaonkar , Translator (Konkani)	2. Translation of Press Note, Articles, Speech etc.
6.	Smt. Sanghamitra P. Faladesai,IA	1. Publications 2. Citizen Charter 3. Scheme related to Journalist 4. Portrait of National Leaders Coverage's/ Messages and Speeches .
7.	Ms. Janhhavi R. Savaikar,IA	C.C.L
8.	Shri Siddesh Samant,IA	1. Field Publicity 2. Social Media/Website 3. Press Accreditation Coverage's/ Message and Speeches
9.	Ms. Clara Rodrigues,IA	1. Publicity 2. Matters related to ESG and Films 3. Link Officer to IA (Advt). Coverage's/ Message and Speeches.
10.	Shri. Sunil D. Pal,UDC	Library Section related work.
11.	Smt. Dipika Pednedkar, Jr. Steno	1. Field Publicity

12.	Smt. Gloria D'Souza, UDC	1. Putting of bills of News paper for settlement. 2. Purchase of books.
13.	Miss. Sarita Naik , LDC	Press Note releases of the Department
14.	Shri. Aditya M Naik , LDC	1. To assist IO(e-gov) and AIO(E-gov) in all computer and software related matters including e-telephone directory. 2.To assist AIO(e-gov) for procurement and management/maintenance of ICT equipment's 3.To manage the entire process of e-tenders.
15.	Smt. Shweta Palyekar, Sr. Stenographer (GHRDC)	1.P. A. to Joint Director 2. In absence of Arlene, PA to DI will look after her work .

The channel of routing the files by the staff of the Establishment shall be:

LDC/UDC → IA → AIO → IO → Jt.DI → DI

5) ASSISTANT ACCOUNTS OFFICER, DIP

Designation of Officer	Allotment of Duties	Staff allotted
Mrs. Hazel Almeida, Assistant Accounts Officer	1. Preparation of Budget Estimate, Revenue and Capital, including Revised Estimate. 2.Preparation of Estimates of Revenue and Receipts. 3.Matters related to re-appropriation of funds. 4.Matters related to obtaining of supplementary grants as per the requirements. 5.Checking of monthly salary bills, FVC bills TA/DA bills and related invoices, 6.Scrutiny of quarterly Income Tax Returns of non-gazetted staff, third party and issue of TDS certificate etc.	1.Smt. Preeti Benaulikar, Accountant 2. Smt. Sunit Velguenkar,UDC 3.Shri Gurudas Gawas,LDC 4. Smt.Sneha Priolkar,LDC 5. Smt. Prita Kerkar,LDC 6.Kum. Saloni Sonu Shet Mandrekar, LDC

	<p>7.Scuritny of monthly GST returns. 8.Issue of Form 16 & based on payments made to the staff of this Directorate. 9.Matters related to surrender of funds at the end of the financial year. 10. Replies to Legislative Assembly question pertaining to Accounts section. 11. Scrutiny of Cash Book recorded and maintained by the cashier. 12.Scrutiny of Availability of Fund Certificates. 13.Scrutiny of orders pertaining to all the bills 14.Ensuring timely compliance of the correspondence received by the accounts section. 15. Monitoring the expenditure undertaken by the Department. 16. Providing of financial guidance to the staff as and when required 17. Overall Supervision relating to accounts of the Department. 18. Ensuring maximum utilization of the funds provided in the budget. The budget estimate during Financial Year .</p>	
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ACCOUNT SECTION

The duties allotted to the staff of Account Section is indicated in column no. 2 specified below:

Sr. No.	Name & Designation of the Official	Allotment of Duties
1.	Smt. Preeti Benaulikar, Accountant	1. Check and verify the salary and Contingent bill 2. Plan formation/ Reconciliation 3. Budget Preparation 4. Check all tenders and

		<p>prepare comparative statements and responsible for safe custody of tender documents.</p> <p>5. Prepare audit paras replies Passing of Time Bound Bills such as Telephones/ Mobiles/A.C bill etc.</p>
2.	Smt. Sunit Velguenkar ,UDC	<ol style="list-style-type: none"> 1. Time Bound Bills such as telephone/mobiles/A.C. etc. 2. Maintaining B.C.R. Plan and Non-Plan/GFR 3. Bills of transport, purchases of furniture's/stationery, etc. L.A.Qs
3.	Shri Gurudas Rajaram Gauns,LDC	<ol style="list-style-type: none"> 1. Salary bills including Gazetted Officers 2. Income Tax/TDS/Form-24 3. Maintenance of BCR (Non Plan) 4. GPF Advance, Withdrawal and Advance 5. Preparing all types of arrears bills Medical Reimbursement & Honorarium bills) 6. In addition to his own duties he will look after the matters pertaining to office vehicles, allocation of duties to drivers including hiring tourist taxi and also put up bills regards to vehicles in absence of dealing hand.
4.	Smt.Sneha Priolkar,LDC	<p>CCL Leave</p> <ol style="list-style-type: none"> 1. All typing work of Administration Section

		<p>including Pension papers, proposals, leave orders, LAQs etc.</p> <p>2. Maintaining file movement register of Administration section.</p>
5.	Smt. Prita Kerkar,LDC	<p>1.All Typing work of Accounts Units including LAQs</p> <p>2. Maintaining registers, online billing i.e. ECS & BCR, Salary bills, receiving files from all sections.</p>
6.	Kum. Saloni Sonu Shet Mandrekar, LDC	<p>1. Handling all the work of cashier.</p>

The channel of routing the files by the staff of the Establishment shall be:

LDC/UDC → Accountant → AAO → Jt.DI → DI