

Chapter 2

Proactive Disclosure under Section 4 (1) (b) (ii) (3) of the Right to Information Act, 2005

Work Allocation

Work allocation among the officers/officials of the Department of Information & Publicity



Department of Information and Publicity
Government of Goa

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F. No DIP/INF/Office Order/2026-227/2573

July 10, 2026

OFFICE ORDER

The allocation of work for officials/DIP of the Department is hereby issued for smooth and effective functioning of the office with immediate effect.

Sr. No.	Name of the Officer/Official	Designation	Work allotted
1	Shri Suyash V. Sinai Khandeparkar	Joint Director	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 and control administration of the department. 5. Supervise the proposals for R-Day tableau and Press Accreditation Committee and attend meetings of related subjects. 6. Liaise with offices of Ministers and other dignitaries for the purpose of publicity. 7. Act as nodal officer for publicity of all Government departments. 8. Supervise the publicity on electronic media. 9. To organize field publicity such as exhibition, trade fairs, festivals, and other outdoor publicity. 10. To provide feedback on press reports and national newspapers to Director / Secretary (Information). 11. All matter pertaining to Goa State Information Commission 12. Supervise the proposals for release of advertisements; prepare text and policy for advertisements. Responsible for day to day release of advertisement to media.
2	Shri Allwyn Pereira	Information Officer (Publicity)	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/ Disaster management 4. Press Accreditation 5. Photo and Video Services 6. Advertisement /paid publicity 7. Audio visual publicity 8. State Level Function / Swearing-in-ceremonies Swatch Bharat Mission (PRO) 9. Social Media 10. Language Unit

			11. Supervise the proposals for release of advertisements; prepare text and policy for advertisements. Responsible for day to day release of advertisement to media
3	Shri Kiran B. Munankar	Information Officer (Film / Publication / Field Publicity)	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. RTI Portal 16. Nodal Officer (E-Governance / Website) All purchase, issues and maintenance of computer and its peripherals, printers, UPS, software, storage media, networking hardware and cables etc.
4	Smt. Hazel Almeida	Assistant Account Officer (AAO)	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. 7. Scrutiny 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. 19. Access the books for departmental purchases. Function as Drawing and Disbursing Officer
5	Shri Sailesh Naik	Office Superintendent	1. Overall supervision of the work dealt with by the staff of Administration Section. 2. Administration. 3. Monitoring and implementation of bio-metric and file management system of the Department. 4. Timely processing of creation/filling/revival of posts. 5. Monitoring of registers, details of posts, budget wise posts and post based registers. 6. Monitoring of TBPS, ACPS, MACPS, promotions, recruitment rules, seniority, probation, creation of posts confidential matters and disciplinary cases. 7. 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. 8. Transport including acquisition of new vehicles, hiring of vehicles and maintenance of drivers. 9. Maintenance of ACRs including timely completion of ACRs. 10. Supervision of distribution of invitation cards for official Government functions. 11. Officials purchases including acquisition of stationery, machinery and implements. Monitoring maintenance / cleanliness of the office and sub-offices. 12. All matter pertaining to Goa State Information Commission
6	Shri Shanto Naik	Assistant Information Officer	1. Field Publicity 2. Implementation of RTI Act & RTI Portal 3. Matters regarding Cable T.V. Network. (North & South) 4. South District Nodal Officer for disaster management 5. Consumer Protection Council Meeting(North Goa) District. COTPA meetings 6. Performance budget 7. All Schemes related to Journalist. 8. APIO 9. Coverage's/ Message and Speeches
7	Shri Shyam Gaonkar	Assistant Information Officer	1. Publication 2. Publicity 3. Citizen Charter 4. Tripurari Poornima 5. Social Media 6. Matter related to Budget Speech/ATR 7. Budget Assurance 8. South District Nodal Officer for disaster management 9. Coverage's/ Message and Speeches
8	Shri Nikhil Prajakte	Assistant Information Officer	1. Film 2. ESG, Schemes Related to Film 3. Photo Exhibition. 4. Nodal officer Swatch Bharat Mission 5. Consumer Protection Council Meeting(North Goa) District. COTPA



			6. Coverage's/Messages and Speeches
9	Shri Govind Gaonkar	Assistant Information Officer	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 5. Press Accreditation 6. Coverage's / Message and Speeches
10	Smt. Rekha Mandrekar	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-office. 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. All matter pertaining to Goa State Information Commission 12. To carry out the work of framing Recruitment Rules / Revision of Recruitment Rules for all the post of this Department.
11	Smt. Preeti Benaulikar	Accountant	1. Check and verify the salary and Contingent bill, Arrears bills, TA bills and LTC bills 2. Reconciliation / Re-appropriation supplementary surrender of funds 3. Budget Preparation 4. Prepare audit paras replies Passing of Time Bound Bills such as Telephones/ Mobiles/A.C bill etc. 5. Monthly GST filling and sending all data to Commercial Tax office 6. Scrutinizing monthly report and upload on Finance Budget Dept Portal 7. Scrutinizing quarterly TDS of salaried staff and non salaried parties 8. Checking of GFR 9, cash book and pay bill register monthly. 9. Reply to letters received from Finance and Directorate of Accounts
12	Shri Vishnu Gaonkar	Translator (Konkani)	1. Translation of Press Note, Articles, Speech etc. from English to Konkani and vice versa
13	Smt. Rasika J Naik	Translator (Marathi)	1. Translation of Press Note, Articles, Speech etc. from English to Marathi and vice versa



14	Smt. Sanghamitra P. Faldesai	Information Assistant	1. Publications 2. Citizen Charter 3. PCPNT meeting(South Goa) District 4. Portrait of National Leaders 5. Coverage's / Messages and Speeches.
15	Ms. Janhhavi R. Savaikar (CCL) Ms.Utkarsha Bhuskute (contract)	Information Assistant	1. Publicity 2. Social Media/Website 3. Scheme related to Journalist
16	Ms. Clara Rodrigues	Information Assistant	1. Matters related to ESG and Films 2. Coverage's / Message and Speeches. 3. PCPNT meeting(North Goa) District 4. Achievements of Government
17	Shri Siddesh Samant	Information Assistant	1. Field Publicity 2. Press Accreditation 3. Coverage's / Message and Speeches
18	Smt. Pooja Dhargalkar	Information Assistant	1. Advertisement (Classified and Prestige) 2. Release of all classified advertisements 3. Moving proposals of all display advertisements and all important national/State functions and other advertisement proposals 4. Processing and settling of all advertisement bills 5. Overseeing the records of release of advertisements 6. Coverage's / Messages and Speeches
19	Shri Chandu Korgaonkar	Photographer	1. Undertake coverage of function/events & releasing to press 2. Overseeing the record of all photos data maintained in the Photo Section 3. Deploy Emp Videographer and Photographer for various functions/events
20	Shri Kamlakar Parwar	Radio Cum T.V Mechanic	1. Community Listening Scheme (installing sound system for the State Level functions, Swearing in ceremony, meetings etc). 2. Procurement of all types of stationery / furniture etc and its distribution. 3. Maintenance of Consumable Register and Dead Stock Register. 4. Disposable of items declared unserviceable 5. Matters related to Bio-Metric attendance and its maintenance. 6. Any other work allotted by superiors from time to time.
21	Shri. Sunil D. Pal	Upper Division Clerk	1. Library Section related work.
22	Smt. Pratima P Dhulapkar	Upper Division Clerk	1. Personal Files 2. Attending all Legislative Assembly work including Lok Sabha and Rajya Sabha question pertaining to this Department 3. Providing Statistical information of the departments. 4. Pay Fixations, Increments, Budget 5. All matters related to advances including GPF, NPS, GPF withdrawal cases/updating of roster etc. Invitation Cards (June 18 (Goa Revolution Day), July 15 (Chieftains Commemoration Day, October

			02 Gandhi Jayanti). 7. Any other work allotted by superiors from time to time.
23	Smt. Sunit Velguenkar	Upper Division Clerk	1. Time Bound Bills such as telephone / mobiles / A.C. etc. 2. Bills of transport, purchases of furniture's / stationery, etc. 3. Bills pass for payment.
24	Smt. Grishma G Kerkar	Upper Division Clerk	1. MACPS, Promotions, 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.
25	Smt. Darshana V Vaigankar	Upper Division Clerk	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.
26	Smt. Vasanti Gaonkar	Upper Division Clerk	1. Typing of all Prestige Advertisement including LAQs. 2. Maintain updated computerized records of prestige advertisement released. 3. Processing of all advertisement bills 4. Typing of Proposals, etc.
27	Smt. Arlene S Cunha	Upper Division Clerk	1. PA to Director 2. To assist PIO in RTI applications 3. Check e-mail 4. Checking of LAQ portal(Assembly matters)
28	Smt. Pramila R. Naik	Investigator (Planning and Statistics)	1. Material for Annual Report 2. Preparation of EMIS (A+B) Forms 3. Miscellaneous work
29	Smt. Dipika Pednedkar	Junior Steno	1. Field Publicity
30	Smt. Tejal Karmali	Junior Steno	Advertisement – Classified section 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.
31	Smt. Gloria D'Souza	Upper Division Clerk	1. Putting of bills of Newspaper for settlement. 2. Purchase of books.



32	Shri Gurudas Rajaram Gauns	Lower Division Clerk	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.
33	Smt. Sneha Priolkar, (CCL)	Lower Division Clerk	CCL
34	Smt. Kirti Sawant	Lower Division Clerk	1. Prepare all contingent bills received from all section 2. Bills of transport purchase of furniture's /stationery, etc. 3. Maintaining B.C.R. Plan and Non-Plan / GFR 4. All typing work of Accounts units including L.A.Qs
35	Smt. Prita Kerkar	Lower Division Clerk	1. Issue of order pertaining to contingent bills 2. Maintaining registers, online billing i.e. ECS & receiving files from all sections. 3. Bank details feeding
36	Smt. Rajeshree Mahale	Lower Division Clerk	1. Typing of all Classified Advertisement 2. Maintain updated computerized records of classified advertisement released. 3. Typing of proposals, etc.
37	Shri Chandan B Naik	Lower Division Clerk	1. Inward Clerk
38	Shri.Pramod Naik	Lower Division Clerk	1. Outward Clerk
39	Miss. Sarita Naik	Lower Division Clerk	1. Type and release all Press Note 2. Verifying the Press Note released on the earlier days and maintaining record of the dailies it has been published. 3. Type rebuttal and other items as directed by Duty Officer
40	Shri. Sameer Gaonkar	Lower Division Clerk	1. Photo Unit 2. Looking after Office vehicle and their Maintenance also manning of Office Drivers 4. Oveseeing the maintenance of log book by respective drivers 5. Requisitioning GTDC vehicle
41	Ms , Akshata Naik	Lower Division Clerk	1. Typing of all Prestige Advertisement 2. Maintain updated computerized records of prestige advertisement released. 3. Typing of Proposals, etc.
42	Shri. Uttam Harmalkar	Lower Division Clerk	1. All typing work of Photo Unit/Schemes.
43	Shri. Aditya M Naik	Lower Division Clerk	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.
44	Kum. Saloni Sonu Shet Mandrekar	Lower Division Clerk	1. Handling all the work of cashier.
45	Kum. Vaishnavi L. Fatarpekar	Lower Division Clerk	1. Typing work of Administration Section
46	Shri Sarvanand Pagi	Lower Division Clerk	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.
47	Shri Sainath Vernekar	Driver	1. Driver
48	Shri Sagar T Gaonkar	Driver	1. Driver
49	Shri Shaikh Maufiz Daut Kotwal	Driver (Contract)	1. Driver
50	Shri.Rohidas Goankar	Multi-Tasking	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
51	Shri Gajanan Toraskar	Multi-Tasking	1. DI / Joint DI / IO / AIO and any other work allotted by the Superiors.
52	Shri Vinayak R Harmalkar	Multi-Tasking	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.
53	Ms. Dipali Mandrekar	Co-ordinator	1. Handling social media platforms of department
54	Ms. Manali Prabhugaonkar	Research Assistant	1. Content Writing & Translation of Content from Social Media Artwork 2. Proof Checking
55	Shri Sarvesh Phadke	Graphic Designer	1. Designing the artworks for social media and print media
56	Shri Bhavesh Velingkar	Multi-Tasking Executive	1. Designing the artworks for social media and print media
57	Smt. Shweta Palyekar	Sr. Stenographer (GHRDC)	1. P.A. to Joint Director 2. Compilation of data of the public grievance report on weekly, fortnightly and monthly basis.



			3.Matters pertaining to RTI portal
58	Miss. Valanka De Araujo,	LDC (GHRDC) 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.
59	Smt. Ashvini Malik	MTS (GHRDC) Contract	1. Xerox work 2. Any other work allotted by superiors from time to time
60	Shri Asif Betgeri	MTS (GHRDC) Contract	1. Distribution of Invitation Card During Various State Level Function. 2. Any other work allotted by superiors from time to time.
61	Shri Sachin Parab	MTS (GHRDC) Contract	1. Disposal of Advertisement Section (Classified Section) 2. Maintaining records of classified advertisements including measuring size, amount, etc. 3. Typing and release of advertisement
62	Shri Prashant Naik	MTS (GHRDC) Contract	1. Work allotted by the Superiors. 2. Distribution of Invitation Card During Various State Level Function.
63	Ms. Rupa Nitin Narvekar	MTS (GHRDC) Contract	1. Maternity Leave
64	Smt. Ranjeeta Raju Dessai	MTS (GHRDC) Contract	1. Xerox work 2. Any other work allotted by superiors from time to time
65	Shri Pratham Soares	MTS (GHRDC) Contract	1. Distribution of Invitation Card During Various State Level Function. 2. Any other work allotted by superiors from time to time.

All the files/correspondence related to Goa State Information Commission shall be routed through Information Officer(Films).

This order is issued with the approval of the Director.


(Suyash V. Sinai Khandeparkar)
Jt. Director, Information & Publicity

To,
All concerned.