

GOA GAZETTEER DEPARTMENT
GOVERNMENT OF GOA

Manual. 1

(Section 4(1) (b) (i))

Particulars of Organization, Functions and Duties

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| 1. Aims and objective of the:
Public authority | To Compile & Publish Gazetteer and such related Schemes. |
| 2. Mission/Vision Statement:
Of the public authority. | Gazetteer Literally Geographical index in readable manner, a comprehensive view and physical feature and guide information to researchers scholars and reference book for public in general and visiting tourist. |
| 3. Brief History and background:
of Establishment of the public
authority | The Goa Gazetteer came into existence on 2 nd May 1970. The Director of Archives and Archaeology holding additional charge as the Executive Editor and Head of Office. |

4. Organization Chart:

**Executive Editor
Head of Department**

ADMN/ACCOUNTS

- U.D.C. – Group ‘C’
- Jr. Steno – Group ‘C’
- L.D.C. – Group ‘C’
- Peon - Group ‘D’

RESEARCH/TRANSLATION

- Research Officer – Group ‘B’
- Asst. Research Officer – Group ‘B’
- Translator – Group ‘C’

- 5. Main activities/functions of public authority:**
1. Compilation and Publication of Gazetteer
 2. Publication under “Source Material for the History of Freedom Movement of Goa

- 6. List of Services being provided:**
1. Publications brought out by the Department are kept for sale at the office premises during working hours.
 2. The Department has a library of reference books which can be made available to research scholars on request.

- 7. Citizens interaction-Expectation of public authority from the public for enhancing its effectiveness and efficiency :**

- 8. Postal Address of the Main Office, attached/subordinate Office/ units etc:**

Goa Gazetteer Department
Junta House, 3rd Lift, 4th Floor
Panaji – Goa.
Telephone: 0832-2226302

- 9. Working hours both for office and public:** Monday to Friday
9.30 a.m. to 1.15 p.m.
2.00 p.m. to 5.45 p.m.

- 10. Grievance Redressal Mechanism:**

Manual 2
[Section 4 (1) (b) (ii)]

Powers and Duties of Officers and Employees :

Sr. No.	Designation	Powers			Duties
		Administrative	Financial		
1.	Executive Editor		D.D.O.		*Head of Office – Overall In-charge of administration other work carried out by the department
2.	Research Officer	-	-	-	To assist E.E. in overall work
3.	Asst. Research Officer	-	-	-	To assist E.E. and R.O. in the work of Implementation of Scheme and other related work assigned by the superior.

Other Employees

- Translator** To copy the original Portuguese documents under the scheme of Source Material for the History of Freedom Movement from Goa Archives and to carry out the translation work of relevant Portuguese material into English as required for the work of preparation in bringing out the publication of the Gazetteer scheme.

2. **U.D.C.** To assist the superior Officer in the Administrative and Account work. To maintain cash book, Register, Official correspondence. Preparation of bills and other assigned work by superior officers.
3. **Jr. Steno** Taking dictation in shorthand of Executive Editor Research Officer and Assistant Research Officer and its typing, to transcribe documents of the translator carried out on Computer and its printouts and other official work assigned by Superior Officers.
4. **L.D.C.** To assist U.D.C. in all administration/Accounts work. to maintain the inward and outward , postage stamp registers etc. stationery, to type correspondence/statement encashment of cheques and other official work.
5. **Peon** To open and close office premises and clean tables, racks, files cupboards etc to attend outdoor correspondence, to submit pay bills, collect cheques, deposit, dispatch Registered letters, token maintenance, other work assigned by the superiors.

Manual 3

[Section 4 (1) (b) (iii)]

Procedure followed in Decision Making Process

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it's examined and the final authority to which it has to go for approval may be explained:

- As per office norms and codal formalities.
- The levels and final authority- Head of the Department, Administrative Secretary, concerned Minister and Chief Minister

Manual 4

[Section 4 (1) (b) (iv)]

Norms set by it for the discharge of its functions

Please provide the details of the Norms/Standard set by the department for executive of various activities/ programmes.

Sr. No.	Activity	Time Frame/Norm for its Completion/disposal	Remarks
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As per Act, Rules, regulations

Manual 5

[Section 4 (1) (b) (v)]

Rules, regulations instructions manuals and records discharging functions.

(Section 4 (1) (b) (v))

Prepare a list of rules, regulations instructions, manuals and records for discharging functions available with public authority for the smooth discharge of its functions. This can be in the following format:-

Sr. No.	Name of the Act, rules, Regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publication
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- NIL-

Manual 6

A Statement of the categories of documents that are held by it or under its control [Section 4 (1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list is given below)

A Statement of the Categories of documents held

Sr. No.	Nature of record	Details of Information available	Unit/Section where available	Retention period where available
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- Nil -

Manual 7

[Section 4 (1) (b) (vii)]

Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation

[Section 4 (1) (b) (vii)]

Details of the consultative Committee and other bodies with which consultations rare held

Sr. No.	Name and address of the consultative Committee body	Constitution of the Committee body	Role and responsibility	Frequency of meetings
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-Nil-

Manual. 8

[Section 4 (1) (b) (viii)]

A statement of boards, Council Committee and other bodies constituted

This can be prepared in the format:-

Sr. No.	Name & address of the Body	Main Functions of the body	Constitution of the body	Date of Constitution Date up to which valid	Whether meetings open to Public	Whether minutes Accessible to Public	Frequency of meetings	Remarks
-Nil-								

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[Section 4(1) (b) (ix)]

Directory of Officers and Employee

A Directory of its Officers and Employees :

Sr. No.	Name & Designation	Pay Scale	Basic Pay	Gross Amount	Group	Date of Joining the Service	Retirement	Remarks
1.	Smt. Blossom Medeira Executive Editor	-	-	-	A	29-05-2015		*Director of Directorate of Archives & Archaeology, holding additional charge as Executive Editor of Goa Gazetteer Department
2.	Shri. Devanand C. Mandrekar Research Officer	₹.44,900.00	₹.44,900.00	₹.51,026.00	B	01/09/2016	31/08/2046	As per VII th Pay Commission
3.	Shri. Sameer S. Zantye Asst. Research Officer	₹.37,600.00	₹.37,600.00	₹.43,018.00	B	11/12/2014	31/05/2045	As per VII th Pay/January 2017
4.	Miss. Maryanna Fernandes Translator	₹.30,100.00	₹.30,100.00	₹. 36,452.00	C	10/02/2014	31/05/2051	As per VII th Pay Commission
5.	**Junior. Stenographer				C			**The incumbents have retired on superannuation
6.	Shri. Rajendra Baltazar I. Carvalho U.D.C.	₹.30,500.00	₹.30,500.00	₹.39,770.00	C	29/07/2003	30/09/2040	As per VII th Pay Commission
7.	Smt. Cherol S. Fernandes L.D.C.	₹.23,800.00	₹.23,800.00	₹.28,232.00	C	29/1/2010	30/09/2040	As per VII th Pay Commission
8.	Shri Devendra M. Madkaikar Peon	₹.24,200.00	₹.24,200.00	₹.29,656.00	D	25/01/2006	31/03/2038	As per VII th Pay Commission

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[Section 4(1) (b) (x)]

The Monthly Remuneration Received by Each of its Officers and Employees, including the system of Compensation as provided in Regulations

Sr. No.	Name & Designation	Basic Pay	Dearness Allowance	C.C.A.	H.R.A.	T.A.	Gross Salary	Remarks
1.	Smt. Blossom Medeira Executive Editor	-	-	-	-			*Additional charge by Director Archives and Archaeology
2.	Shri. Devanand C. Mandrekar Research Officer	₹.44,900.00	₹.898.00	-	₹.3,428.00	₹.1,800.00	₹.51,026.00	As per VII th Pay Commission /
3.	Shri. Sameer S. Zantye Asst. Research Officer	₹.37,600.00	₹.752.00	-	₹.2,866.00	₹.1,800.00	₹.43,018.00	As per VII th Pay Commission /January 2017
4.	Miss. Maryanna Fernandes Translator	₹.30,100.00	₹.1,240.00		₹.2,412.00	₹.1,800.00	₹. 35,552.00	As per VII th Pay Commission
5.	**Junior. Stenographer							**The incumbents have retired on superannuation
6.	Shri. Rajendra Baltazar L. Carvalho U.D.C.	₹.30,500.00	₹. 3,768.00		₹. 2,402.00	₹. 1,800.00	₹. 38,470.00	As per VII th Pay Commission
7.	Smt. Cherol S. Fernandes L.D.C.	₹.23,800.00	₹.980.00		₹.1,852.00	₹.900.00	₹.27,532.00	As per VII th Pay Commission
8.	Shri Devendra M. Madkaikar Peon	₹.24,200.00	₹.996.00		₹.1,890.00	₹.1,800.00	₹. 28,886.00	As per VII th Pay Commission
9.	Smt. Ratna Ballapa Kholkar **Sweeper						₹. 221/- per day (excluding holiday and Sat-Sun) as per Circular No.CLE/MW/GA/90/2010/3861 dated 24 th June 2010	**Working on daily wages

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[Section 4 (b) (xi)]

The Budget Allocated to each Agency (Particulars of all Plans, proposed Expenditure and reports on disbursement made)

Demand No. 79

Budget Estimates 2017-18

	Revenue	Capital	Total
Charged	-	-	-
Voted	44.71	-	44.71
Total	44.71	-	44.71

3454 Census Surveys & Statistics

02 Surveys & Statistics

110 Gazetteer & Statistical Memoirs

01-Gazetteer Unit (Plan)

01 Salaries	5.00
02 Wages	0.50
11 Domestic Travel Expenses	0.50
13 Office Expenses	2.82
16 Publications	1.00
26 Advertising and Publicity	0.10
27 Minor Works	2.00
Total:	11.92

02 Gazetteer Unit (Non-Plan)

01 Salaries	31.03
02 Wages	0.63
11 Domestic Travel Expenses	0.50
13 Office Expenses	0.63
Total:	32.79

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[Section 4 (1) (b) (xii)]

List of institutions given subsidy

Sr. No. of the Institution	Name & Address of the Institution for which subsidy provided	Purpose	No. of beneficiaries	Amount of subsidy	Previous Years utilization progress	Previous years achievements
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-Nil-

Manual 13

[Section 4 (b) (xiii)]

Particulars of Recipients of Concessions, permits or authorization

Granted by it

Sr. No. of the beneficiary	Name & Address of the beneficiary	Concession / permit/ authorization provided	Purpose for which granted	Scheme & Criteria for selection	No. of similar Concession given in past with purpose
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-Nil-

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[Section 4 (1) (b) (xiv)]

Particulars of Recipients of concessions, permits or authorization granted by it

Information available in an electronic form

15. 1 Please provide the details of the information related to the various schemes, which are available in the electronic format.

Sr. Activities for No. Electronic data available	Nature of Information available	Can it be shared with public	Is it available or is being used as a back end data base
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-Nil-

Manual 15

[Section 4 (1) (b) (xv)]

Particulars of the facilities available to citizens for obtaining information

Sr.No.	Facilities available for obtaining information		Working Hours
	Facility available	Nature of Information	
1.	Information Counter	Library available for Researchers/Scholars	9.30 a.m. to 5.45

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[Section 4(1) (b) (xvi)]

Name & designation and other particulars of public information Officers

List of Public Information Officers

Sr. No.	Designation	Telephone	Email
1. Executive Editor	First Appellate Authority	0832-2226302	goagazetteer@gmail.com
2. Research Officer	Public Information Officer		
3. Asst. Research Officer	Asst. Public Information Officer		

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[Section 4 (1) (b) (xvii)]

Other information as may be prescribed

All other information held by the department which is not provided in the provisions manuals shall Collated, tabulated, compiled collected and provided in the form of manual from time to time.

(B. Medeira)
Executive Editor