

**GOA GAZETTEER DEPARTMENT**  
**GOVERNMENT OF GOA**

**Manual. 1**

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

**Particulars of Organization, Functions and Duties**

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|--|---|
| <b>1. Aims and objective of the:<br/>Public authority</b>                                | To Compile & Publish Gazetteer and such related Schemes.  |
| <b>2. Mission/Vision Statement:<br/>Of the public authority.</b>                         | 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. |
| <b>3. Brief History and background:<br/>of Establishment of the public<br/>authority</b> | The Goa Gazetteer came into existence on 2 <sup>nd</sup> 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, 3<sup>rd</sup> Lift, 4<sup>th</sup> Floor  
Panaji – Goa.  
**Telephone: 0832-2226302**  
**Email: eed-gaz.goa@gov.in**

- 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.	<b>Executive Editor</b>		D.D.O.		*Head of Office – Overall In-charge of administration other work carried out by the department
2.	<b>Research Officer</b>	-	-	-	To assist E.E. in overall work
3.	<b>Asst. Research Officer</b>	-	-	-	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.

<b>Sr. No.</b>	<b>Activity</b>	<b>Time Frame/Norm for its Completion/disposal</b>	<b>Remarks</b>
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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:-

<b>Sr. No.</b>	<b>Name of the Act, rules, Regulations etc.</b>	<b>Brief gist of the contents</b>	<b>Reference No if any</b>	<b>Price in case of priced publication</b>
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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.

<b>Sr. No.</b>	<b>Nature of record</b>	<b>Details of Information available</b>	<b>Unit/Section where available</b>	<b>Retention period where available</b>
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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**

<b>Sr. No.</b>	<b>Name and address of the consultative Committee body</b>	<b>Constitution of the Committee body</b>	<b>Role and responsibility</b>	<b>Frequency of meetings</b>
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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-								

## Manual 9

[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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> Pay Commission
5.	Kum. Suchita S. Kanulkar Junior. Stenographer	₹.25,500.00	₹.25,500.00	₹.26775.00	C	12/10/2017	30/10/2050	As per VII <sup>th</sup> Pay Commission
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 <sup>th</sup> Pay Commission
7.	Smt. CheroI S. Fernandes L.D.C.	₹.23,800.00	₹.23,800.00	₹.28,232.00	C	29/1/2010	30/09/2040	As per VII <sup>th</sup> 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 <sup>th</sup> Pay Commission

**Manual 10**  
[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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> Pay Commission
5.	Kum. Suchita S. Kanulkar Junior. Stenographer	₹.25,500.00	₹.1,275.00	-			₹.26,775.00	As per VII <sup>th</sup> Pay Commission
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 <sup>th</sup> 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 <sup>th</sup> 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 <sup>th</sup> Pay Commission
9.	Smt. Ratna Ballapa Kholkar **Sweeper						₹. 221/- per day (excluding holiday and Sat-Sun) as per Circular	**Working on daily wages



							No.CLE/MW/GA/9 0/2010/3861 dated 24 <sup>th</sup> June 2010	
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## Manual 11

[Section 4 (b) (xi) ]

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

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#### 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

## **Manual 12**

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

### **List of institutions given subsidy**

<b>Sr. No. of the Institution</b>	<b>Name &amp; Address of the Institution for which subsidy provided</b>	<b>Purpose</b>	<b>No. of beneficiaries</b>	<b>Amount of subsidy</b>	<b>Previous Years utilization progress</b>	<b>Previous years achievements</b>
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**-Nil-**

## **Manual 13**

[Section 4 ( b) ( xiii) ]

### **Particulars of Recipients of Concessions, permits or authorization Granted by it**

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

## Manual 14

[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.

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

## Manual 15

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

### Particulars of the facilities available to citizens for obtaining information

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

## Manual 16

[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	<b>First Appellate Authority</b>	0832-2226302	eed-gaz.goa@gov.in
2. Research Officer	<b>Public Information Officer</b>		
3. Asst. Research Officer	<b>Asst. Public Information Officer</b>		

## Manual 17

[ 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