



CITIZEN'S CHARTER

2025

DEPARTMENT OF GOA GAZETTEER AND HISTORICAL RECORDS

BSNL Telephone Exchange Building,

Miramar, Goa 403002

Dr. Pramod Sawant
Hon'ble Chief Minister and Hon'ble Minister for Gazetteer
Government of Goa
Mantralaya, Porvorim Goa

Shri Prasad Lolayekar – IAS (2014)
Secretary Goa Gazetteer
Secretariat, Porvorim Goa

Dr. Balaji Shenvy
Executive Editor
Department of Goa Gazetteer & Historical Records
Government of Goa
BSNL Telephone Exchange Building, Miramar, Goa 403002

INTRODUCTION

The Goa Gazetteer Department was formed as the Goa Gazetteer Editorial Board vide Order No. RD/EST/GAZ/295/69 dated 2nd May 1970 for the preparation of the Gazetteers for the erstwhile districts of Goa, Daman & Diu (then Union Territory). The Goa Gazetteer Department is one of the research-oriented Department created for the preparation of District Gazetteers and Taluka Gazetteers for the State of Goa. Apart from this, the Department is mainly engaged in translating Portuguese records related to Goa's history. Consequently, vide Forty-Sixth Amendment Rules 2023 to the Business of the Government of Goa (Allocation) Rules, 1987, the erstwhile Goa Gazetteer Department is now the Department of Goa Gazetteer and Historical Record. Updating the present Volume of the Gazetteer and preparation of Taluka Gazetteer along with translation of historical records from Portuguese to English and publication of the same is the core functioning of the Department.

MEANING, SCOPE AND IMPORTANCE OF GAZETTEER:

A Gazetteer literally means a geographical index or a geographical dictionary. Its scope is however much wider. It presents within a limited range and in a readable manner, a comprehensive view of the state and its people. It provides authentic information on the physical features of the region, and related history and discusses social, political and economic life of the people inhabiting the region. Thus serves as a guide to the administrator, a source of information to the researchers and reference book for the general public and visiting tourists.

The Gazetteers are classified into Districts, State and National series according to their scope and importance. Besides, the department also carries out the work of standardization of the spellings of place names and railway station names in Goa in Roman and Devanagari script under the State Names Authority chaired by the Honorable Minister for Revenue, Government of Goa with the Executive Editor as its Members Secretary.

The Department has published Gazetteer of the Union Territory of Goa Daman and Diu in 1979, which was reprinted in 2009. Also two volumes of Who's Who of Freedom Fighters along with several trial files have been published by the Department to date.

VISION

The Main vision of the Department is to facilitate academic research related to Goa's history, polity, social life, economic activities and allied subjects over the period of time.

MISSION

To facilitate Research scholars by providing ready reference material for research related to Goa and to also encourage people to undertake research. To provide updated Gazetteer on a regular basis to help administrators and officials.

SCOPE OF THE DEPARTMENT

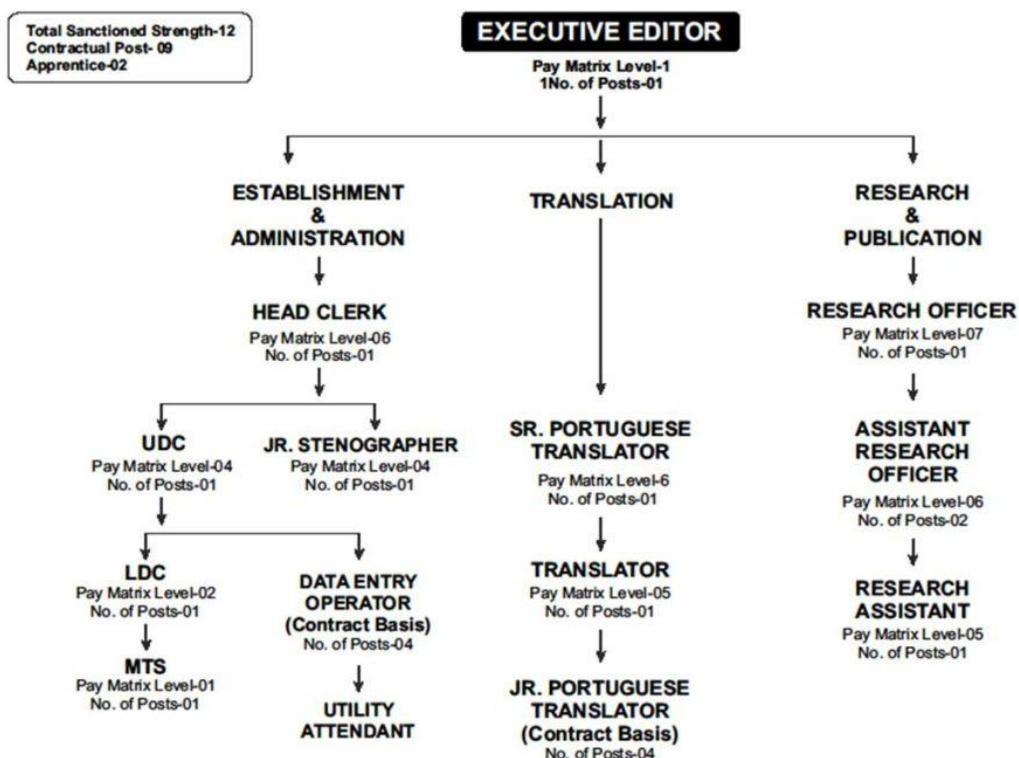
The Department is entrusted with the following work as per the Forty-Sixth Amendment to the Business of the Government of Goa (Allocation) Rules, 1987 vide Notification

No. 23/1/87-GA&C (Vol. V)/2123 dated 6th June 2023:

- (a) Preparation of State Gazetteer, Taluka Gazetteer and District Gazetteers for the State of Goa
- (b) Acquisition, preservation and digitization of records related to Goa's struggle for freedom and other manuscripts of historical importance.
- (c) Legislations for regulation and management of manuscripts of the Portuguese period of historical importance.
- (d) Translations of Portuguese records into English.
- (e) Manuscript Conservation Centre
- (f) Commemoration of historical days related to Goa's past.
- (g) To setup the Government Analytics Research Institute.

ORGANIZATIONAL HIERARCHY

The Department is headed by the Executive Editor who is the Head of the Department and also the Budget controlling authority under Rule 1(g) of the Goa Delegation of Financial Powers Rule, 2008 vide order No. 1/18/2017/Fin(Bud)/973 dated 19/01/2024. Vide Notification of General Administration Department No: 26/1/88-GAD/1291 dated 20th March 2024 Executive Editor is declared as the Ex-Officio Joint Secretary.



PUBLICATIONS

In view of the importance of the wealth of information contained in the Gazetteers and its related publications Government has duly authorized the Department to sell its publications which is at the Office premises, BSNL Telephone Exchange Building, Miramar Goa- 403002

Besides, efforts are being made to make available Gazetteer publications for sale at the display Counters, Book Exhibitions, Research Institutions, Libraries, Universities, Colleges, Higher Secondary Schools etc.

List of the Publications brought out by the Department

SR.NO	NAME OF THE PUBLICATIONSBROUGHT OUT BY THEDEPARTMENT	YEAR	PRICE ₹.	REMARKS
1.	GAZETTEER OF THE UNION TERRITORY GOA, DAMAN AND DIU PART I: GOA	1979	₹.400/-	*REPRINTED IN THE YEAR 2009
2.	GAZETTEER OF THE UNION TERRITORY GOA DAMAN AND DIU PART II: DAMAN AND PART III: DIU	1979	₹.200/-	
3.	WHO'S WHO OF THE FREEDOM FIGHTERS GOA, DAMAN AND DIU VOLUME-I	1986	₹.50/-	
4.	WHO'S WHO OF THE FREEDOM FIGHTERS GOA, DAMAN AND DIU VOLUME - II	1990	₹.50/-	

5.	TRIAL OF T.B. CUNHA	1991	₹.90/-	
6.	DENATIONALISATION OF GOANS (REPRINT)	1991	₹.5/-	
7.	TRIAL OF LAXMIKANT VENKATESH PRABHU BHEMBRE	1992	₹.60/-	
8.	TRIAL OF RAMAKRISHNA HEGDE	1993	₹.60/-	
9.	TRIAL OF JOSE INACIO DE LOYOLA	1994	₹.75/-	
10.	TRIAL OF PURUSHOTTAM KESHAV KAKODKAR	1996	₹.60/-	
11.	TRIAL OF THE FOUR: - I) PANDURANGP. SHIRODKAR II) DR. VINAYAKN. MAYENKAR III) GUILHERME DE SOUZA TICLO IV) NILKANTH M. KARAPURKAR	1999	₹.125/-	
12.	TRIAL OF ANANT DATTA THALI & MARIA J. CALISTA ARAUJO	2001	₹.275/-	
13.	TRIAL OF UPENDRA V. SINAI TALAULIKAR	2002	₹.100/-	
14.	TRIAL OF BHALCHANDRA ALIAS BALA KESHAV KAKODKAR & SURYAKANT VITTHAL THALI	2006	₹.26/-	
15.	TRIAL OF NARAYAN GANESH GORAY JAGANNATH RAO NANT JOSHI & MADHU RAMCHANDRA LIMAYE	2012	₹.100/-	
16.	TRIAL OF PETER ALVARES & OTHERS	2015	₹.250/-	
17.	TRIAL OF VENKATESH VISHNU VAIDYA	2016	₹.100/-	
18.	TRIAL OF LAXMANRAO SARDESSAI	2016	₹.150/-	
19.	TRIAL OF GEORGE VAZ	2017	₹.100/-	
20.	TRIAL OF VASANT VELINGKAR AND OTHERS	2018	₹.100/-	
21.	TRIAL OF BASCORA JANARDANA KAMAT	2020	₹.100/-	
22.	TRIAL OF SUDHA MAHADEV JOSHI AND OTHERS	2022	₹.350/-	
23.	TRIAL OF SHRIDHAR SHIRSAT	2023	₹.150/-	
24.	TRIAL OF LAXMI PAINGUINKAR, SURYAKANTI FAL DESAI AND GANGADHAR LOLIENKAR	2023	₹. 150/-	
25.	TRIAL OF UMAKANT SINAI KANTAK	2024	₹. 150/-	
26.	TRIAL OF NARMADA PRASAD SHARMA	2024	₹. 150/-	
27.	TRIAL OF RAJNIKANT MAHATME, VISHWANATH GUDE, DINANATH AMBE AND GURUDAS KUNDE	2024	₹. 150/-	
28.	TRIAL OF SHIRUBHAU LIMAYE	2024	₹. 150/-	
29.	TRIAL OF SHASHIKALA HODARKAR AND VILASINI PRABHU	2024	₹.150/-	
30.	TRIAL OF KRISHNABAI ALIAS SRIMATI DIVKAR & OTHERS	2024	₹.200/-	
31.	TRIAL OF MARK FERNANDES & OTHERS	2024	₹.200/-	
32.	TRIAL OF ANTHONY DE SOUZA AND OTHERS	2024	₹.200/-	
33.	TRIAL OF ALFRED AFONSO & OTHERS	2024	₹.200/-	

OUTREACH ACTIVITIES OF THE DEPARTMENT

Department of Goa Gazetteer in collaboration with Centre for Study of Mythology and Culture organized two days National Level Seminar on Oral Histories and Intangible Culture of Goa on 20th and 21st January 2024 at Goa University.

ACT

The Goa Ancient and Historical Records Acquisition and Preservation Act, 2023 (Goa Act 43 of 2023), which was passed by the Legislative Assembly of Goa on 10/08/2023 and assented to by the Governor of Goa on 19/10/2023, provides for the management, administration and preservation of ancient and historical records of the State of Goa other than those declared by or under any law made by the Parliament to be of national importance and for matters connected therewith or incidental thereto.

LIBRARY

The Department has a good collection of around 850 Library books related to varied subjects. The Library has Gazetteers of major States of India. The Library is available for researchers for reference only from 9.45 a.m. to 5.00 p.m. on all working days.

DETAILS OF THE OFFICIALS

Sr. No	Name	Designation	Date of Joining	Date of Retirement
1	Dr. Balaji S. Shenvey	Executive Editor	06/08/2025	28/02/2051
2	Dr. Devanand C. Mandrekar	Research Officer	01/09/2016	31/08/2046
3	Shri. Sameer S. Zantye	Assistant Research Officer	11/12/2014	31/05/2045
4	Kum. Maryanna Fernandes	Sr. Portuguese Translator	03/03/2025	31/05/2051
5	Shri Hitendra D. Sawant	Head Clerk	29/11/2024	31/12/2043
6	Shri. Rajendra Baltazar L. Carvalho	Upper Division Clerk	02/01/2009	30/09/2040
7	Smt. Suchita D. Bandekar	Jr. Stenographer	12/10/2017	30/09/2050
8	Smt. Cherol Socorrinha Fernandes	Lower Division Clerk	29/01/2010	30/09/2040
9	Shri. Devendra M. Madkaikar	Peon	25/01/2006	31/01/2034

Public Grievances Officers:

Dr. Devanand C. Mandrekar, Research Officer is appointed as Public Grievances Officer along with being the Nodal Officer for the Department.

RIGHT TO INFORMATION ACT, 2005

In pursuance to Clause 5 of the Right to Information Act, 2005, **Shri Sameer S. Zantye**, Assistant Research Officer and **Shri Hitendra D. Sawant**, Head Clerk are appointed as Public Information Officer and Assistant Public Information Officer respectively for the Department of Goa Gazetteer and Historical Records to deal with the applications received from the public under the Right to Information Act, 2005.

The Public Information Officer shall be responsible for the preparation and publication of the manuals from time to time as per the said Act.

The Assistant Public Information Officer shall ensure that the application received by him/her for information under the Right to Information Act, 2005 are submitted on top priority to the Public Information Officer concerned so as to furnish the information to the Applicant within the stipulated period and within the provisions of the Act.

Dr. Balaji S. Shenvy, Executive Editor is the First Appellate Authority under the Right to Information Act 2005.

For information, the aforesaid officials may be contacted at Telephone No. (0832) 2226302 during office hours from Monday to Friday.

CONTACT DETAILS:

Postal Address of the office:	Department of Goa Gazetteer and Historical Records, BSNL Telephone Exchange Building, Miramar, Goa 403002.
Telephone:	+91(0832) 2226302
Email:	eed-gaz.goa@gov.in
Working hours:	Monday to Friday 9.30 a.m. to 1.15 p.m. 2.00 p.m. to 5.45 p.m.