

Manual - I

Particulars of Organization, Functions and Duties

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

1. Name Address and contact details of the Department.

Name & Address	Phone No.	E-mail
Department of Goa Gazetteer & Historical Records, BSNL Telephone Exchange Building, Miramar - Goa 403002	0832-2226302	eed-gaz.goa@gov.in

2. Working Hours:

9.30 a.m. to 1.15 p.m. and 2.00 p.m. to 5.45 p.m. on all working days excluding Saturday, Sunday and Public Holidays.

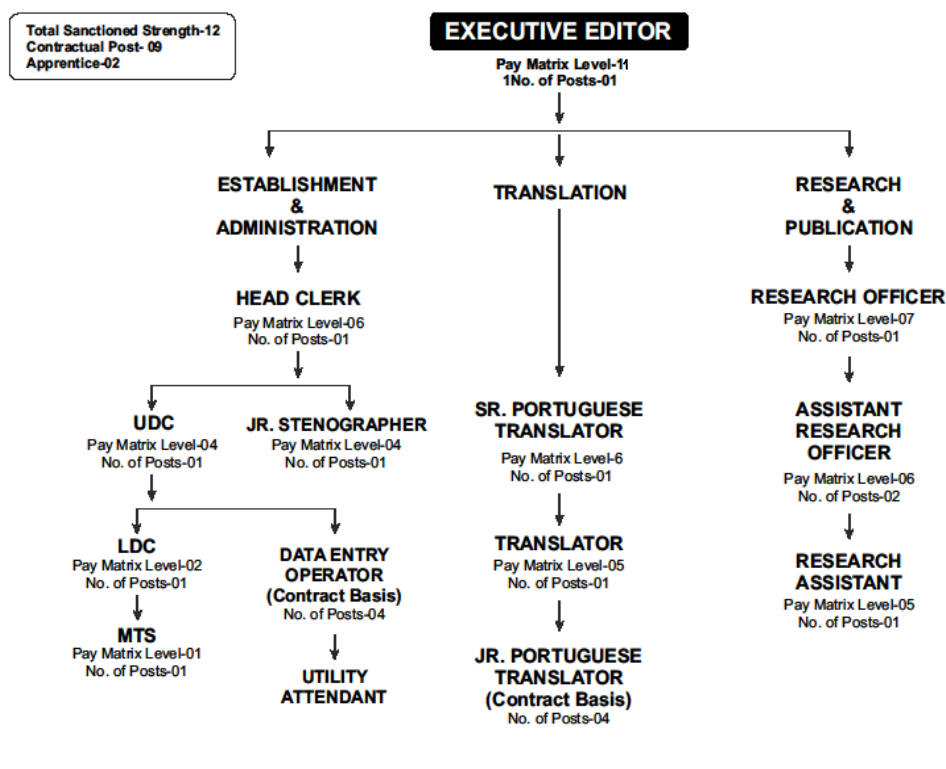
3. Functions of the Department

The Department is entrusted with 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 Portuguese period of historical importance.
- (d) Translations of Portuguese records into English.

- (e) Manuscript Conservation center
- (f) Commemoration of historical days related to Goa's past.
- (g) To setup Government Analytics Research Institute.

4. Organization Chart as per sanction strength



6. List of Services being provided by the public authority with a brief write – up on them:

1. Publications brought out by the Department are kept for sale at the office premises during working hours.

7. Grievance Redressal Mechanism:

As per the Directives issued by the Ministry of public grievances, and Secretary, Public Grievances, this Department has appointed Public Grievances Officer to deal with complaints received from public.