

Manual – II
Powers and Duties of Officers and Employees

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

Designations with incumbent and their functions.

| Sr. No. | Name & Designation | Functions/Duties |
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| 1. | Dr. Balaji S. Shenvy Executive Editor | <ul style="list-style-type: none"> <input type="checkbox"/> Executive Editor is Head of the Department, Ex-Officio Joint Secretary to the Government, Head of the Office, DDO for the Department. <input type="checkbox"/> Executive Editor is responsible for supervision, direction of day-to-day administration, accounts and technical/research work and to provide guidance to other staff, coordinating of work related to Gazetteer publication and updation. <input type="checkbox"/> To do final reviewing, editing, final proof reading and rewriting the content if necessary to provide a high-quality content. <input type="checkbox"/> To do through checking of the written material by examining its writing, style, grammar etc. <input type="checkbox"/> To ensure the timely submission of material by research experts for updation of Gazetteer. <input type="checkbox"/> To recommend for improving and adding/expanding contemporary schemes in relevance with the department. <input type="checkbox"/> To ensure that the department adheres to the guideline laid down by the <u>All India Gazetteer Chief Editors Conference</u> held from time to time. <input type="checkbox"/> To constitute and reconstitute the Editorial Board from time to time. |
| 2. | Dr. Devanand C. Mandrekar Research Officer | <ul style="list-style-type: none"> <input type="checkbox"/> To assist the executive Editor and Member Secretary in overall supervision and implementation of publication scheme of the department. <input type="checkbox"/> To assist the Executive Editor in drafting some of the chapter of District/State Gazetteer and updating supplementaries to the District Gazetteers. <input type="checkbox"/> To assist the Executive Editor in the work of collection and compilation of data and preparation of preliminary draft write-ups and such allied work under the scheme “History and Places of Interest of Goa.” <input type="checkbox"/> To supervise the work of translation, done by Translator relating to trials of the freedom fighters/Satyagrahis under the scheme “source material for the history of the freedom moment of Goa.” <input type="checkbox"/> To assist the Executive Editor in the work of tape recording oral interviews of prominent freedom fighters/ Satyagrahis, preparation of its draft transcripts in English under the Oral History Project |

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| | | <ul style="list-style-type: none"> <input type="checkbox"/> To assist the Executive Editor in the work of preparation of draft Press copies, scrutiny of proofs and provide any such assistance in bringing out aforesaid publications. <input type="checkbox"/> To assist the executive editor to performing the duties of Drawing and Disbursing officer, Preparation of Administrative Report, Legislative Assembly Matters, Annual/five-year plan, Budget/Revise Estimates, Annual Confidential Report, periodical inspection etc. for proper and smooth functioning of the Department, <input type="checkbox"/> any other official work and entrusted by the Executive Editor |
| 3. | Shri. Sameer S. Zantye Asst. Research Officer | <ul style="list-style-type: none"> <input type="checkbox"/> To assist Executive Editor and Research Officer in the work of compilation, collection, Tabulation of data, preparation of preliminary draft chapter of District Gazetteer and write-ups on ancient sites and various places of historical importance and places of interest in Goa <input type="checkbox"/> To assist the Executive Editor and Research Officer in the work of tape recording oral interviews of freedom fighters in regional languages and preparation of its draft transcript under the “Oral History Project”. <input type="checkbox"/> To assist the Executive Editor and Research Officer in the work of preparation of draft Press copy, proof reading, preparation of Table of contents, Index, Bibliography etc. and such ancillary work connected with Printing and publication of the said volumes. <input type="checkbox"/> To assist the Executive Editor and Research Officer in the work of convening Gazetteer Editorial Board Meeting and other ancillary work assigned by the superior officer. |
| 4. | Miss. Maryanna Fernandes Senior Portuguese Translator | <ul style="list-style-type: none"> <input type="checkbox"/> To undertake the work of Translation of old historical records from Portuguese to English and to authenticate the same <input type="checkbox"/> Assist the work of publications of the Department. |
| 5. | Shri. Hitendra Dattaram Sawant Head clerk | <ul style="list-style-type: none"> <input type="checkbox"/> He shall look after the functioning of Administration Account and Establishment Section of this Department. <input type="checkbox"/> To look after above unit in supervisory capacity <input type="checkbox"/> Monitoring of MACPS, lifting of probation, confidential matters and disciplinary cases. <input type="checkbox"/> Timely processing of creation/filling/revival of posts and maintain rosters. <input type="checkbox"/> General supervision of the maintenance of the office <input type="checkbox"/> Advice and guide the subordinate staff in disposal of their day-to-day work. <input type="checkbox"/> Budget preparation, Reconciliation, Prepare audit paras replies. <input type="checkbox"/> Attending Lok Sabha and Rajya Sabha question pertaining to this Department. |

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| | | <input type="checkbox"/> Processing of continuation of temporary posts, budget matters (Admn.), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases. <input type="checkbox"/> To carry out the work of framing Recruitment Rules/ Revision of Recruitment Rules for all the post of this Department. <input type="checkbox"/> To look after the APARs and AARs. <input type="checkbox"/> Other work assigned by Superior Officers. |
| 6. | Shri. Rajendra Baltazar Lino Carvalho Upper Division Clerk | <input type="checkbox"/> . To assist Head clerk in all Accounts work. <input type="checkbox"/> Verification of Bills and Registers. <input type="checkbox"/> Submission of Reports. <input type="checkbox"/> Salary Bill Register. <input type="checkbox"/> Maintain Cash Book & duties of cashier. <input type="checkbox"/> Co-ordinate with Audit. <input type="checkbox"/> Other work assigned by Superior Officers |
| 7. | Smt. Suchita D. Bandekar Jr. Stenographer | <input type="checkbox"/> Attending all phone calls, internet correspondence, etc. <input type="checkbox"/> Taking dictation & typing. <input type="checkbox"/> She shall assist the Nodal Officers to update the State Portal and Department website. <input type="checkbox"/> She shall assist Head Clerk in Confidential, APAR/AAR and LAQ matters, <input type="checkbox"/> Other work assigned by Superior Officers |
| 8. | Smt. Cherol S. Fernandes Lower Division Clerk | <input type="checkbox"/> She shall assist the Head Clerk to look after Establishment Section. <input type="checkbox"/> She shall look after all the purchases of goods and furniture required by the Department for Official use and shall maintain Dead Stock Register and Consumable register. <input type="checkbox"/> She shall maintain Service records of all the Non Gazetted Staff and shall maintain the leave account. <input type="checkbox"/> She shall assist Head Clerk in matters related to creation of posts, filling up of posts, conducting regular DPCs for promotion and MACPs. <input type="checkbox"/> She shall look after the Library Unit and maintaining the books in order. <input type="checkbox"/> She shall look after maintenance of all IT equipment's, photocopier machine, laptops, telephones and all devices and appliances of the Department. <input type="checkbox"/> Other work assigned by Superior Officers. |
| 9. | Shri. Devendra M. Madkaikar M.T.S. | <input type="checkbox"/> To open and close office premises and clean tables, racks, files cupboards etc. to attend outdoor correspondence, <input type="checkbox"/> To submit pay bills, collect cheques, deposit, dispatch registered letters, token maintenance, other work assigned by the superiors. |
| 10. | Shri Nitesh N Chodankar | <input type="checkbox"/> Fully Vouchered Bills. <input type="checkbox"/> Budget Expenditure monthly reports on Portal and DPSE submissions. <input type="checkbox"/> Budget reconciliations. |

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| | Apprenticeship | <input type="checkbox"/> Budget Estimates and Actuals. <input type="checkbox"/> GST related matters. <input type="checkbox"/> TDS on FVC bills. <input type="checkbox"/> Other work assigned by Superior Officers. |
| 11. | Smt. Anushka A. Dhawaskar Housekeeping Staff (GHRDC) | <input type="checkbox"/> Daily Cleaning Responsibilities: Include sweeping, floor cleaning, disinfecting toilets, using quality cleaning materials, periodic cleaning and spraying room fresheners and insect repellents. <input type="checkbox"/> Weekly Deep Cleaning Tasks: Focus on scrubbing floors, cleaning areas under water coolers, staircases, and partitions, and polishing brass fittings and nameplates, ensuring no damage or marks. <input type="checkbox"/> Quality Standards: Cleaning should be thorough and meet office standards, with adequate equipment and materials provided by the agency. A supervisor must ensure all tasks are completed satisfactorily. <input type="checkbox"/> Work Schedule: Services are required every day except Saturdays, Sundays, and gazetted holidays. Additional charges apply for holiday cleaning if needed. <input type="checkbox"/> 5. Operational Rights: The office retains the right to remove any undesirable worker and expects the agency to deploy sufficient staff to maintain cleanliness. <input type="checkbox"/> Other work assigned by Superior Officers |
| 12. | Kum. Gauri A Malik Data Entry Operator through ITG | <input type="checkbox"/> Fully Vouchered Bills. <input type="checkbox"/> Monthly Salary Bills. <input type="checkbox"/> Permanent Advance Bills. <input type="checkbox"/> AC/DC Bills. <input type="checkbox"/> Monthly third party deductions of Staff. <input type="checkbox"/> TDS on Salary Bills. <input type="checkbox"/> Bill register, BCR & Token Register. <input type="checkbox"/> Expenditure head wise Register. <input type="checkbox"/> Pay Bill Register. <input type="checkbox"/> Other work assigned by Superior Officers. |
| 13. | Mr. Siddesh S Harmalkar Data Entry Operator through ITG | <input type="checkbox"/> He shall assist Head clerk in Administration Section. <input type="checkbox"/> He shall look after daily inward/Outward and its regular disposal. <input type="checkbox"/> Other work assigned by Superior Officers |

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| 14. | Ms. Saisha V Palyekar Data Entry Operator through ITG | <input type="checkbox"/> She shall assist L.D.C. in Establishment Section. <input type="checkbox"/> Other work assigned by Superior Officers |
| 15. | Shri Rutvik Babli Andurlekar Data Entry Operator through ITG | <input type="checkbox"/> He shall assist in Library matters and also assist Research Officer and Assistant Research Officer in Research and Publication Section. <input type="checkbox"/> Other work assigned by Superior Officers. |