

Manual - I
The Particulars of Organization, Functions and Duties
[Section 4(1) (b) (i)]

1. Background:

The Goa Gazetteer Department which was formed in 1970 is one of the research oriented Department created for 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. 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). Consequently, vide Forty-Sixth Amendment to the Business of the Government of Goa (Allocation) Rules, 1987, the erstwhile Goa Gazetteer Department is now Department of Goa Gazetteer and Historical Record.

2. 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

3. 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.

4. 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.

5. Vision

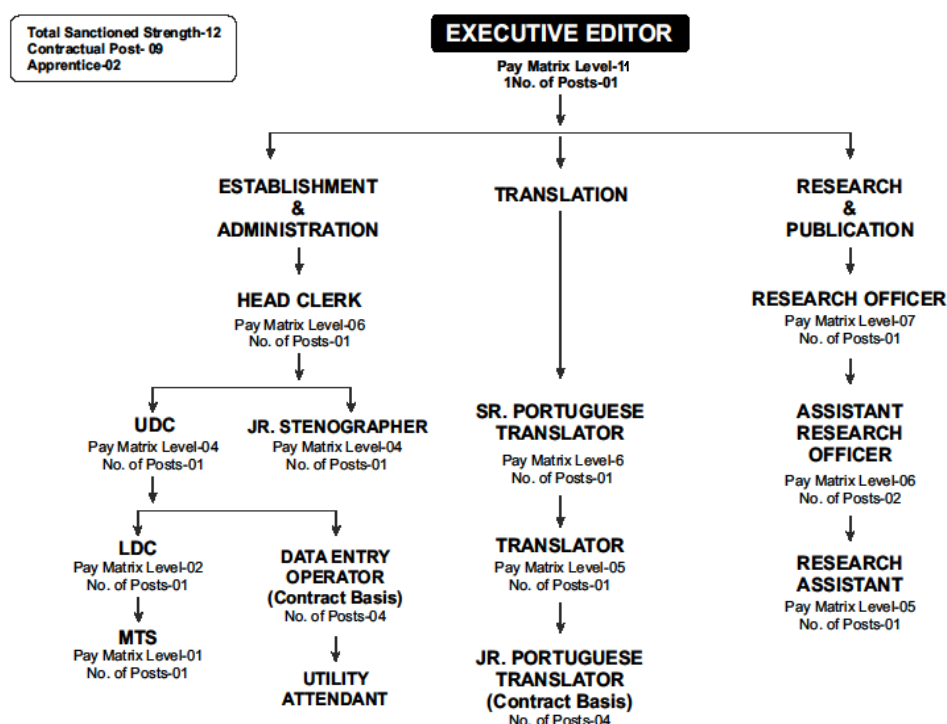
The Main vision of the Department is to facilitate academic research related to Goa's history, polity, social life, economic activities and allied subject over the period of time.

6. 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 regular basis to help administrators and officials.

7. Organization Chart as per sanction strength



8. List of Services being provided by the public authority

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

9. 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.

<https://gazetteer.goa.gov.in/wp-content/uploads/2026/02/Nodal-officer-for-Public-Grievance.pdf>