

Manual - II
The Powers and Duties of its Officers and Employees

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

Sr. No.	Name & Designation	Functions/Duties
1.	Shri. Balaji Shenvey Executive Editor	- Executive Editor is Head of the Department, Ex-Officio Joint Secretary to the Government, Head of the Office, DDO for the Department. - 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. - To do final reviewing, editing, final proof reading and rewriting the content if necessary to provide a high-quality content. - To do through checking of the written material by examining its writing, style, grammar etc. - To ensure the timely submission of material by research experts for updation of Gazetteer. - To recommend for improving and adding/expanding contemporary schemes in relevance with the department. - To ensure that the department adheres to the guideline laid down by the All India Gazetteer Chief Editors Conference held from time to time. - To constitute and reconstitute the Editorial Board from time to time.
2.	Shri. Devanand C. Mandrekar Research Officer	- To assist the executive Editor and Member Secretary in overall supervision and implementation of publication scheme of the department. - To assist the Executive Editor in drafting some of the chapter of District/State Gazetteer and updating supplementaries to the District Gazetteers.

		- 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.” - 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.” - 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 - 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. - 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. - any other official work entrusted by the Executive Editor
3.	Shri. Sameer S. Zantye Asst. Research Officer	- 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 - 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”.
4.	Kum. Arya V. Prabhudessai Asst. Research Officer	

		- 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. - 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.
5.	Miss. Maryanna Fernandes Senior Portuguese Translator	- To undertake the work of Translation of old historical records from Portuguese to English and to authenticate the same - Assist the work of publications of the Department.
6.	Shri. Hitendra Dattaram Sawant Head clerk	- He shall look after the functioning of Administration Account and Establishment Section of this Department. - To look after above unit in supervisory capacity - Monitoring of MACPS, lifting of probation, confidential matters and disciplinary cases. - Timely processing of creation/filling/revival of posts and maintain rosters. - General supervision of the maintenance of the office - Advice and guide the subordinate staff in disposal of their day-to-day work. - Budget preparation, Reconciliation, Prepare audit paras replies. - Attending Lok Sabha and Rajya Sabha question pertaining to this Department. - Processing of continuation of temporary posts, budget matters (Admn.), processing of pension cases of staff retirement and superannuation, family pension & disciplinary cases. - To carry out the work of framing Recruitment Rules/ Revision of Recruitment Rules for all the post of this Department. - To look after the APARs and AARs. - Other work assigned by Superior Officers.

7.	Shri. Rajendra Baltazar Lino Carvalho Upper Division Clerk	- To assist Head clerk in all Accounts work. - Verification of Bills and Registers. - Submission of Reports. - Salary Bill Register. - Maintain Cash Book & duties of cashier. - Co-ordinate with Audit. - Other work assigned by Superior Officers
8.	Smt. Suchita D. Bandekar Jr. Stenographer	- Attending all phone calls, internet correspondence, etc. - Taking dictation & typing. - She shall assist the Nodal Officers to update the State Portal and Department website. - She shall assist Head Clerk in Confidential, APAR/AAR and LAQ matters, - Other work assigned by Superior Officers
9.	Smt. Cherol S. Fernandes Lower Division Clerk	- She shall assist the Head Clerk to look after Establishment Section. - 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. - She shall maintain Service records of all the Non Gazetted Staff and shall maintain the leave account. - She shall assist Head Clerk in matters related to creation of posts, filling up of posts, conducting regular DPCs for promotion and MACPs. - She shall look after the Library Unit and maintaining the books in order. - She shall look after maintenance of all IT equipment's, photocopier machine, laptops, telephones and all devices and appliances of the Department. - Other work assigned by Superior Officers.
10.	Shri. Devendra M. Madkaikar M.T.S.	- 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.

11.	Shri Nitesh N Chodankar Apprentice	- Fully Vouchered Bills. - Budget Expenditure monthly reports on Portal and DPSE submissions. - Budget reconciliations. - Budget Estimates and Actuals. - GST related matters. - TDS on FVC bills. - Other work assigned by Superior Officers.
12.	Smt. Anushka A. Dhawaskar Housekeeping Staff (GHRDC)	- Daily Cleaning Responsibilities: Include sweeping, floor cleaning, disinfecting toilets, using quality cleaning materials, periodic cleaning and spraying room fresheners and insect repellents. - 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. - Other work assigned by Superior Officers
13.	Kum. Gauri A Malik Data Entry Operator through ITG	- Fully Vouchered Bills. - Monthly Salary Bills. - Permanent Advance Bills. - AC/DC Bills. - Monthly third party deductions of Staff. - TDS on Salary Bills. - Bill register, BCR & Token Register. - Expenditure head wise Register. - Pay Bill Register. - Other work assigned by Superior Officers.
14.	Mr. Siddesh S Harmalkar Data Entry Operator through ITG	- He shall assist Head clerk in Administration Section. - He shall look after daily inward/Outward and its regular disposal. - Other work assigned by Superior Officers

15.	Ms. Saisha V Palyekar Data Entry Operator through ITG	- She shall assist L.D.C. in Establishment Section. - Other work assigned by Superior Officers
16.	Shri Rutvik Babli Andurlekar Data Entry Operator through ITG	- He shall assist in Library matters and also assist Research Officer and Assistant Research Officer in Research and Publication Section. - Other work assigned by Superior Officers.