

Manual. 2  
Powers and Duties of Officers and Employees  
[ Section 4(1) (b) (ii) ]

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
a.	Joint Director of Accounts	1. Supervision of various Schemes under the Control of Director of Education.	1) Full powers under Annexure VI - Part of G.D.F.P.R. 2008 delegated Vide Order No.DE/Accts/Deleg/Power/2013/4147 dated 09.01.2013. 2) Sanction of expenditure as per the Schedule V of G.D.F.P.Rs. 3) Sanction of Advances as "Head of Office". 4) Write off of material upto Rs.5000/-. 5) Sanction of expenditure for Govt. Higher Sec. Schools & High Schools. 6) Counter Signature T.A. and other bills of all remaining officers below Asstt. Director of Education. 7) Supervision over allotment of funds to various D.D.O's including PWD. 8) Scrutiny of file during release of Grants to Bal Bhavan, Sarva Shiksha Abhiyan etc. 9) Scrutiny of files pertaining to Grants under Balrath Scheme & Other Schemes.		1. Conveying the sanction of the Director. 2. Control over Budget of the Department. 3. To give approval for GPF Advances/Withdrawals. 4. Conveying G.P.F. sanction for Final Withdrawals 5. Supervision over allotment of funds to various D.D.O's including PWD. 6. Processing files for AA&ES and issue of A.F.C 7. Conveying sanction of Director in respect of Grant under Bal Rath Scheme

b.	Accounts Officer	<ol style="list-style-type: none"> <li>1. Supervision of Audit parties deputed for Auditing of aided Schools.</li> <li>2. Countersignature of TTA, TA, LTC, Medical reimbursement of non-Gazetted Govt. Officials.</li> </ol>	<ol style="list-style-type: none"> <li>1) Conveying sanction of Director in respect of Grants to Disabled Schools.</li> <li>2) Conveying sanction of Director for release of Grants to Libraries &amp; Assistance under Children with Special need.</li> </ol>		<ol style="list-style-type: none"> <li>1. Supervision of Section – GIA-I, GIA-II &amp; Audit Cell.</li> <li>2. The rules followed in discharge of duties are G.F.R., FRs. Accounts Code, Education rule, Education Act, receipts &amp; payments, G.D.F.P.R. 2008.</li> <li>3. Other works as an when assigned relating to Accounts.</li> </ol>
c.	Asstt. Accounts Officer	--	<ol style="list-style-type: none"> <li>1) Declared as Drawing &amp; Disbursing Officer as regards to this Directorate of Education.</li> <li>3) Control of Budget Expenditure &amp; allotment of Funds.</li> </ol>		<ol style="list-style-type: none"> <li>1. Conveying the approval of Director in sanctioning G.P.F. Advances and withdrawals to all the staff under Govt. and Aided schools and other Govt.staff under the control of Director of Education.</li> <li>2. Looking after schemes towards distribution of Note-books, raincoats, uniforms to the Govt. &amp; Aided Schools.</li> <li>4. Looking after purchases / stationery etc.</li> </ol>

d.	Accountant	--	--	<ol style="list-style-type: none"> <li>1) Preparing of Budget</li> <li>2) Allotment of funds to various D.D.O's of this Directorate.</li> <li>3) Reconciliation of Expenditure and issue of Certificate as required.</li> <li>4) Re-appropriation / surrender of Funds.</li> <li>5) Appropriation of Accounts.</li> <li>6) Drawing Advances from Contingency Funds.</li> <li>7) PAC matter / CAG Reports in co-ordination with Accounts Officer.</li> <li>8) Allotment of Funds to all the D.D.O's under this Directorate and to PWD for various works.</li> <li>9) Issue of Availability of Funds Certificate for the works.</li> <li>10) Implementation of Scheme dealt by the Section / Tribal Sub Plan.</li> <li>11) Matter relating to SSA.</li> <li>12) Scrutiny of Income Tax Statements of all the employees of this office.</li> <li>13) Audit matter of Head Office and Subordinate Offices.</li> <li>14) Utilization Certificate (Maintenance of consolidated register of all Sections).</li> </ol>
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e.	UDC's			<ol style="list-style-type: none"> <li>1) Scrutiny of G.P.F. Final Payment cases of all the staff of Aided Educational Institutions of North Zone.</li> <li>2) Issue of Certificate under GFR-82 &amp; 83.</li> <li>3) Scrutiny of TA/TTA/LTC claims of this Office &amp; Subordinate Offices.</li> <li>4) Incharge of Stationery Stores.</li> <li>5) Purchase of Stationery, material &amp; repairs.</li> <li>6) Collection of Stationery from Govt. Printing Press.</li> <li>7) Distribution of Stationery of Govt. Educational Institutions and other Subordinate Offices under the control of this Directorate.</li> <li>8) To maintain the consumable stationery Register and Dead stock Register.</li> <li>9) Issue of Sanction orders requested by the Govt. Institutions.</li> <li>10) Maintenance of EPBX, Computers, Xerox machines, Copier, Typewriters, Cyclostyling machines etc.</li> <li>11) Looking after Scheme towards distribution of Note-books, raincoats, uniforms to the Govt. &amp; Aided Schools.</li> <li>12) Maintenance of consumable registers and writes off proposals of Head of Office.</li> <li>13) Disposal of unserviceable items of Head Office and subordinate</li> </ol>
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				<p>Offices &amp; issue of sanction for write off materials.</p> <p>14) Scrutiny of GPF Advances and Withdrawals of Head Office &amp; Other Govt. Schools/Govt.Higher Sec. Schools and issue of their sanction orders.</p> <p>15) Processing of Permanent Advances of Subordinate Offices and enhancement if any to be submitted to Govt. for approval.</p> <p>16) Preparation of FVC/AC/DC bills pertaining to Department.</p> <p>17) Scrutiny of D.C. bills of subordinate Offices.</p> <p>18) Maintenance of consolidated A.C. bill Register pertaining to all Sections of the Department.</p> <p>19) Maintenance of B.C.R. only towards FVC/AC/TA etc. pertaining to the Section.</p> <p>20) Processing of Cash handing allowance proposals of subordinate Offices/Institutions.</p> <p>21) Writing of Cash Book &amp; Undisbursed Salary Register.</p> <p>22) Maintenance of Permanent advance Register &amp; preparing of bills of the same.</p> <p>23) Maintenance of Govt.Receipt books and also issue of books to other subordinate Offices.</p> <p>24) Maintenance of Third party cheques register received from Accounts Department.</p>
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				<p>25) Encashment and disbursement of Cash.</p> <p>26) Maintenance of salary deduction Register and forward those cheques to respective Books, Post Office, L.I.C. etc.</p> <p>27) To obtain D.D./LIC from bank and forward the same to the respective parties.</p> <p>28) To deposit Chalan in the Bank.</p> <p>29) To forward third party cheques.</p> <p>30) Issue of Receipts towards money Accounted.</p> <p>31) On receipts of cheques all GFR-8 weekly to be handed over to the official concern section.</p> <p>32) Preparation and maintenance of pay bills and M.R. bills including Advances of Gazetted &amp; Non Gazetted Officers of the Department except PPN.</p> <p>33) Preparation of GPF advances / withdrawal and Final payment bills, reimbursement of tuition fees and other miscellaneous bills.</p> <p>34) Issue of Form No.16 of Income Tax to the Staff.</p> <p>35) Preparation of Form No.24 (Annual Returns &amp; Salary of Staff).</p> <p>36) Maintenance of one BCR for Salary/LTC/MR &amp; Other Advances.</p> <p>37) Maintenance of records pertaining to Grants to Balrath Scheme &amp;</p>
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					<p>Sanction grants thereof.</p> <p>38) Maintenance of records pertaining to School Buses to Govt. Schools and other related works.</p> <p>39) Any other work as assigned by the Superiors</p>
f.	Jr. Stenographer				<ol style="list-style-type: none"> <li>1) Maintenance of Casual Leave Accounts, Submission of Attendance report of the Section. All other service matters of Accounts Section.</li> <li>2) Taking of dictation given by the Superiors. Typing work entrusted by the Joint Director of Accounts, Accounts Officer and Asstt. Accounts Officer.</li> <li>3) Attending telephone calls in absence of the superiors.</li> <li>4) Sectional typing work and other day to day work as assigned by the Superiors.</li> <li>5) Maintenance of Register under RTI Act &amp; correspondence thereof.</li> <li>6) Any other work as assigned by the Superiors.</li> </ol>

g.	LDC's			<ol style="list-style-type: none"> <li>1) Scrutiny of GPF Final payment cases of all the staff of Aided Educational Institutions of Central Zone, South Zone and Goa Board.</li> <li>2) Deposit Linked Insurance Scheme.</li> <li>3) Students Safety Insurance Scheme.</li> <li>4) Consolidation of Interest figures of GPF/CPF.</li> <li>5) Closure of CPF.</li> <li>6) Typing of sanction orders of GPF Final Payments.</li> <li>7) Scrutiny &amp; preparation of M.R. bills of Teaching and non-teaching staff of Govt. High Schools, Middle Schools, Technical School Centres and Higher Secondary Schools.</li> <li>8) Scrutiny of Medical reimbursement bills of Gazetted Officers of North/South/Central Zones and High Schools.</li> <li>9) Stationery distribution to the Section.</li> <li>10) Issue of Certificate under GFR-82 &amp; 83.</li> <li>11) Scrutiny of TA/TTA/LTC claims of this office &amp; subordinate Offices.</li> <li>12) Inward /Outward</li> <li>13) Receipts and disposal of files.</li> <li>14) Maintenance of Register under GFR-9 towards expenditure of all DDO's North District, South District and Head Office on collection of GFR-8 from the Cashier.</li> <li>15) Reconciliation of the Head Office</li> </ol>
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				<p>and Subordinate Offices in North and South District.</p> <p>16) Proposing transfer entries.</p> <p>17) Reconciliation of receipts.</p> <p>18) Assist the Accountant in preparation of Budget, re-appropriation of funds, allotment of funds etc.</p> <p>19) Preparation of Pay Bills, M.R. bills including Advances &amp; maintenance of register of P.P.N. staff.</p> <p>20) Approval &amp; issue of sanction orders &amp; preparation of OTA bills.</p> <p>21) Compilation of Monthly Expenditure Statement of North &amp; South District.</p> <p>22) Issue of Form No.16 of Income Tax to the Staff.</p> <p>23) Preparation &amp; maintaining of Pay bills of PPN Staff.</p> <p>24) Preparation of TA, LTC and other Advances bills.</p> <p>25) Scrutiny and typing of GPF Withdrawal / Advances of all the staff of Aided Educational Institutions and Goa Board.</p> <p>26) Issue of Allotment Orders to subordinate Offices and maintenance of its records.</p> <p>27) Posting of Alteration register.</p> <p>28) Issue of re-appropriation orders.</p> <p>29) Issue of Allotment of Funds orders to PWD.</p> <p>30) Allotment of Funds to all the</p>
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					D.D.O's under the control of this Directorate. 31) Assist the Accountant as per the work assigned. 32) Any other work as assigned by the Superiors.
h.	Duplicating Machine Operator				1) To operate Xerox and copier machines of the Department for official purpose.
i.	Drivers				1) Allotted to Drive the Departmental vehicles.
j.	Peons				1) To carry correspondence and to attend the Seniors.

## MANUAL-9

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

Sr. No.	Name	Designation	Office Tel.No.	E-mail Address
1.	Shri Tulshidas S. Naik	Joint Director of Accounts	2416023, 2416058	
2.	Shri B.R. Kamat,	Accounts Officer	2416023, 2416032	
3.	Shri Surya G. Chodankar	Asstt. Accounts Officer	2416023, 2416114	
4.	Shri Manuel Fernandes	U.D.C.	2416023	
5.	Smt. Maria Fatima Viegas	-do-	-do-	
6.	Shri Ulhas Shirodkar	U.D.C./Cashier	-do-	
7.	Shri Jaywant Manjrekar	U.D.C.	-do-	
8.	Smt.Maria E.Pires e Oliveira	-do-	-do-	
9.	Shri Kashinath Madkaikar	-do-	-do-	
10.	Shri Gil D'Souza	-do-	-do-	
11.	Smt.Resha Narvekar	-do-	-do-	
12.	Smt.Maria Vas e Pereira	Jr. Steno	-do-	
13.	Smt.Rupali Padolkar	-do-	-do-	
14.	Smt. Neelima Surlikar	LDC	-do-	
15.	Shri Joaquim D'Souza	-do-	-do-	
16.	Shri Sadanand Dhamapurkar	-do-	-do-	
17.	Shri Dileep S. Naik	-do-	-do-	
18.	Shri Shiva B. Parab	-do-	-do-	
19.	Shri Anil B.Gawas	-do-	-do-	
20.	Shri Sameer S. Khandeparkar	Driver	-do-	
21.	Shri Suresh Martins	Peon	-do-	
22.	Shri Anand Gaude	-do-	-do-	
23.	Shri Cholu Gawas	-do-	-do-	

## Manual - 10

The monthly Remuneration Received By Each of its Officers and Employees,  
Including the Systems of Compensation as Provided in Regulations  
[ Section 4 (1) (b) (x)]

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Pay Scale</b>
1.	Shri Tulshidas S. Naik	Joint Director of Accounts	PB-3 15600-39100 + 6600
2.	Shri B.R. Kamat	Accounts Officer	PB-3 15600-39100 + 5400
3.	Shri Surya G. Chodankar	Asstt. Accounts Officer	PB-2 9300-34800 + 4800
4.	Shri Manuel Fernandes	U.D.C.	PB-1 5200-20200 + 2800
5.	Smt.Maria Fatima Viegas	-do-	PB-1 5200-20200 + 4200
6.	Shri Ulhas Shirodkar	-do-	PB-1 5200-20200 + 2800
7.	Shri Jaywant Manjrekar	-do-	PB-1 5200-20200 + 2800
8.	Smt.Maria E.Pires e Oliveira	-do-	PB-1 5200-20200 + 2800
9.	Shri Kashinath Madkaikar	-do-	PB-1 5200-20200 + 2800
10.	Shri Gil D'Souza	-do-	PB-1 5200-20200 + 2800
11.	Smt.Resha Narvekar	-do-	PB-1 5200-20200 + 2800
12.	Smt.Maria Vas e Pereira	Jt.Steno	PB-2 9300-34800 + 4200
13.	Smt.Rupali Padolkar	--do---	PB-1 5200-20200 + 2400
14.	Smt.Neelima Surlikar	LDC	PB-1 5200-20200 + 2800
15.	Shri Joaquim D'Souza	-do-	PB-1 5200-20200 + 2400
16.	Shri Sadanand Dhamapurkar	-do-	PB-1 5200-20200 + 2400
17.	Shri Dileep S. Naik	-do-	PB-1 5200-20200 + 2000
18.	Shri Shiva B. Parab	-do-	PB-1 5200-20200 + 2000
19.	Shri Anil B. Gawas	-do-	PB-1 5200-20200 + 1900
20.	Shri Sameer S. Khandeparkar	Driver	PB-1 5200-20200 + 2400
21.	Shri Suresh Martins	Peon	PB-1 5200-20200 + 1900
22.	Shri Anand Gaude	-do-	PB-1 5200-20200 + 1900
23.	Shri Cholu Gawas	-do-	PB-1 5200-20200 + 1900

**MANUAL 11**

**The Budget allocated to each Agency (Particulars of all Plans Proposed expenditure and reports on disbursement made)  
Non-Plan Budget**

Demand No. 34			Rs. in lakhs		
Major Head	Activities to be performed	Sanction Budget	Budget Estimate 2013-14	Revised Estimate 2012-13	Expenditure for the last year 2012-13
<b>Total Demand 34</b>			<b>66466.10</b>	<b>66100.00</b>	<b>50920.76</b>
<b>2075-Miscellaneous General Services</b>					
<b>01-----</b>					
<b>800-Other Expenditure</b>					
<b>01-Annuity Contribution towards interest Payment to GEDC laptop to teachers (DHE) (N.P).</b>			50.00	67.00	49.43
<b>2202-General Education</b>			<b>66416.10</b>	<b>66031.60</b>	<b>59580.47</b>
<b>01-Elementary Education</b>			<b>19034.38</b>	<b>18179.25</b>	<b>16626.31</b>
<b>104-Inspection</b>					
<b>01-Zonal Offices and Inspectorate of Edn.(N.P.)</b>	Zonal Offices and Inspectorate of Edn.		774.52	740.70	684.95
<b>106-Teachers and Other Services</b>					
<b>01-Govt. Pry. Schools(N.P.)</b>	Govt. Pry. School		10521.03	10540.51	9020.65
<b>02-Govt. Middle School(NP)</b>	Govt. Middle School		1298.01	1312.75	1116.38
<b>04-Pre-Pry. Education (N.P.)</b>	Pre Pry. School		38.01	41.01	29.02

<b>06-Strengthening of Adminis- tration (N.P.)</b>	Strengthening of Adminis- tration		28.03	22.05	26.03
<b>107-Teachers Training</b>					
<b>01-Pre-Service Teacher Education (N.P.)</b>	Pre-Service Teacher Edn.		90.77	75.63	71.75
<b>800-Other Expenditure</b>					
<b>01-Grants to Non-Govt. Primary Schools(N.P.)</b>	Grants to Non-Govt. Primary Schools		5875.00	5070.00	5208.54
<b>08-State Inst. Of Education(NP)</b>	State Inst. Of Education		134.01	126.60	112.15
<b>15-Establiment of Bal Bhawan (N.P.)</b>	Establiment of Bal Bhawan		270.00	245.00	356.84
<b>22-Adoption of Govt. P. M. Sch by Govt. Aided Inst./Mgmt.</b>	Adoption of Govt. P. M. Sch by Govt. Aided Inst./Mgmt.		5.00	5.00	0.00
<b>02-Secondary Education</b>			<b>46146.23</b>	<b>46679.18</b>	<b>41931.54</b>
<b>101-Inspection</b>					
<b>01-Inspectorate of Secondary Schools (N.P.)</b>	Inspectorate of Secondary		4.02	4.02	0.00
<b>107-Scholarships</b>			<b>40.00</b>	<b>35.00</b>	<b>26.74</b>
<b>02-Merit Scholarships to E.B.C. (N.P.)</b>	Merit Scholarships		20.00	20.00	3.80
<b>03-Other Scholarships(NP)</b>	Other Scholarships		20.00	15.00	22.94

<b>109-Govt. Sec. Schools</b>			<b>5419.71</b>	<b>4843.66</b>	<b>5002.60</b>
<b>01-Govt. Hr. Sec. Schools(NP)</b>	Govt. Hr. Sec. Schools		909.51	728.51	860.76
<b>02-Govt. High Schools(N.P.)</b>	Govt. High Schools		4510.20	4115.15	4141.84
<b>110-Assistant to Non-Govt. Sec. Schools</b>			<b>38000.00</b>	<b>39681.50</b>	<b>34974.43</b>
<b>01-Maintene Grants to Non-Govt. Sec. Schools(N.P.)</b>	Grants to Non-Govt. Sec. Schools		30000.00	32845.00	27063.19
<b>06-Grants to Hr. Sec. Sch. (NP)</b>	Grants to Hr. Sec. Sch.		8000.00	6836.50	7911.24
<b>800-Other Expenditure</b>			<b>2682.50</b>	<b>2115.00</b>	<b>1927.77</b>
<b>01-Misc. Grants (N.P.)</b>	Misc. Grants		10.00	10.00	0.00
<b>02-Board of Sec. Edn. (N.P.)</b>	Board of Sec. Edn.		95.50	90.00	65.67
<b>08-Vocational Guidance plus 2 stage (N.P.)</b>	Vocational Guidance plus 2 stage		2552.00	1985.00	1844.56
<b>19-Post Merits Scholarship(NP)</b>	Post Merits Scholarship		5.00	5.00	1.10
<b>23- Subsidies on Int. on H.B.A. to Employees on Non-Govt. Aided School</b>	Subsidies on Int. on H.B.A. to Employees on Non-Govt. Aided School		20.00	25.00	16.44

<b>04-Adult Education</b>					
<b>200-Other Adult Education</b>					
<b>Programme</b>					
<b>01-Eradication of ileteracy(N.P.)</b>	Eradication of ileteracy		<b>154.16</b>	<b>174.51</b>	<b>137.58</b>
<b>05-Languages Development</b>					
<b>800-Other Expenditure</b>					
<b>01-Develop. of Languages(NP)</b>	Develop. of Languages		<b>5.00</b>	<b>2.00</b>	<b>0.00</b>
<b>80-General</b>			<b>837.52</b>	<b>729.86</b>	<b>694.40</b>
<b>001-Direction &amp; Administration</b>					
<b>01-Directorate of Education(NP)</b>	Directorate of Education		834.52	726.86	694.40
<b>03-Students Safety Insurance</b>	Students Safety Insurance				
<b>Scheme (N.P.)</b>	Scheme		2.00	2.00	0.00
<b>800-Other Expenditure</b>					
<b>01-Grant for National Foundation of Teachers Welfare(N.P.)</b>	Grant for National Foundation of Teachers Welfare		1.00	1.00	0.00
<b>2203-Technical Education</b>			<b>235.21</b>	<b>265.80</b>	<b>190.64</b>
<b>103-Technical School</b>					
<b>01-Govt. Tech. High Schools at Panaji, Mapusa(N.P.)</b>	Govt. Tech. High Schools Panaji, Mapusa		152.61	165.90	129.48
<b>02-Govt. Multipurpose High Schools at Margao(N.P.)</b>	Govt. Multipurpose High Schools at Margao		82.60	99.90	61.16

<b>2235-Social Security&amp; Welfare</b>					
<b>60-Other Social Security &amp; Welfare Programme</b>					
<b>104-Deposit Linked Insurance Scheme-G.P.F.</b>					
<b>01-Aided Sch. Teachers-G.P.F</b>	Aided Sch. Teachers		<b>3.60</b>	<b>2.40</b>	<b>3.87</b>
<b>Total of Demand 34 (NP)</b>					
<b>(2075,2202, 2203, 2235)</b>			<b>66466.10</b>	<b>66098.60</b>	<b>59629.90</b>

Manuel – 16  
Name & designation and other particulars of Public Information Officers  
[ Section 4 (1) (b) (xvi) ]

## List of Public Information Officers

S.No.	Designation of the Officer designated as PIO	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one PIO is there
1.	Accounts Officer	Directorate of Education, Porvorim-Goa	2416032		

## List of Assistant Public Information Officers

S.No.	Designation of the Officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one APIO is there
1.	Asstt. Accounts Officer	Directorate of Education, Porvorim-Goa	2416114		

## First Appellate Authority within the Department

S.No.	Designation of the Officer designated as First Appellate Authority	Postal address	Telephone No.	E-mail address
1.	Joint Director of Accounts	Directorate of Education, Porvorim-Goa	2416058	

