

Manual.1

N.A.

Manual.2

Sr. No.	Designation	Powers			Duties
		Adminis- trative	Financial	Others	
1	Asstt. Accounts Officer				1)Supervision and control of Audit Cell 2)Supervision of Audit Inspection parties deputed for audit of non-Govt. aided schools. 3)To prepare in advance quarterly tour programs for the audit of aided schools and set target for the number of audit to be conducted during a financial year. 4. To scrutinize and approve pay fixation statements of all staff in respect of aided schools. 5. To advise and guide the Audit Party regarding any doubt or interpretation of Education Act. Rules, service Rules, Pension Rules etc. 6. To examine Departmental files referred to section and offer views/opinion on subject matters.
2.	Audit Suptd.				1.To conduct the Internal Inspection/Audit of Govt. Higher Secondary/High Schools in Goa. 2. To verify all the pay fixations of schools under NEZ.
3.	Auditors				1.Auditing of Educational Institution under Central/North/South Zone 2. Pay fixations in VIth Pay Part 'B'. 3. Any other work as & when directed by higher authorities.
4.	UDC				1. Pay fixations statements of all staff in respect of aided schools. 2. Any other work as & when directed by higher authorities.
5.	LDC's				1. Pay fixations statements of all staff in respect of aided schools. 2. All the typing work and Entry work. 3. Any other work as & when directed by higher authorities.
6.	Peon				To carry correspondence and to

					attend the Seniors.
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Manual – 3

- 1) The files are put by the dealing sub-ordinates staff to the Asstt. Accounts Officer for verification and scrutiny.
- 2) The concerned A.A.O. after scrutiny as per Rules and Act in force put up the matter to Director for approval through A.O. & Jt. Director of Accounts.

Movement of files

Auditor----	Audit Suptd.----	A.A.O. ----	Jt.D.A. -----	D.E.
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Manual-4

Sr.No.	Activity	Time frame/Norm for its completion/disposal	Remarks
		There are no specific Norms set up, However the files are cleared as early as possible within the stipulated period.	

Manual-5

Sr.No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No if any	Price in case of priced publications
1.	The Goa, Daman & Diu School Education Act,1984 and Rules,1986.			
2.	FR & SR			
3.	CCS(RP) Rules,2008			
4.	G.F.R., 2005.			
5.	CCS (Leave) Rules,1972.			
6.	CCS (Pension) Rules,1972			
7.	GPF (CS) Rules, 1960.			
8.	Goa GDFP Rules, 2008.			
9.	Receipt & Payment Rules, 1983.			
10.	CCS (Conduct) Rules, 1964.			
11.	CCS (CCA) Rules, 1965.			

Manual-6

Sr.No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	A booklet containing:- List of recognised Educational Institutions	Names of the School	Statistics Section	

Manual-7

Sr.No.	Nature and address of the consultative committee/bodies	Constitution of the Committee/body	Role and responsibility	Frequency of meetings
		N.A.		

Manual-8

Sr. No.	Name & address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
					N.A.				

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Sr.No.	Name	Designation	Office No.	Tel.	E-mail Address
1.	Shri.S.Y. Khedekar	Asst. Accounts Officer	2416033/2416023		
2.	Smt. Arati D. Golapkar	Audit Suptd.	-do-		
3.	Shri. Dilip Ajsaonkar	Auditor	-do-		
4.	Shri. Vishnu Kamat	-do-	-do-		
5.	Shri. Pandurang Naik	-do-	-do-		
6.	Smt. Chitra Neugi	-do-	-do-		
7.	Smt. Divya Chanekar	-do-	-do-		
8.	Shri. Pandurang Parab	-do-	-do-		
9.	Shri.Jagdish Shenai	-do-	-do-		
10.	Smt. Adelina Fernandes	-do-	-do-		
11.	Smt. Jayanti B. Naik	UDC	-do-		
12.	Smt. Maria J.C. Pereira	LDC	-do-		
13.	Shri. Krishna Parvatkar	Peon	-do-		

Manual-10

Sr. No.	Name	Designation	Pay scale
1.	Shri.S.Y. Khedekar	Asst. Accounts Officer	PB-2 9300-34800+4600
2.	Smt. Arati D. Golapkar	Audit Suptd.	PB-2 9300-34800+4600
3.	Shjri. Dilip Aigaonkar	Auditor	PB-1 5200-20200+2800
4.	Shri. Vishnu Kamat	-do-	PB 2 9300-34800+4200
5.	Shri. Pandurang Naik	-do-	PB 2 9300-34800+4200
6.	Smt. Chitra Neugi	-do-	PB 2 9300-34800+4200
7.	Smt. Divya Chanekar	-do-	PB 2 9300-34800+4200
8.	Shri. Pandurang Parab	-do-	PB 2 9300-34800+4200
9.	Shri.Jagdish Shenai	-do-	PB 2 9300-34800+4200
10.	Smt. Adelina Fernandes	-do-	PB 2 9300-34800+4200
11.	Smt. Jayanti B. Naik	UDC	PB-1 5200-20200+2800
12.	Smt. Maria J.C. Pereira	LDC	PB-1 5200-20200+2400
13.	Shri. Krishna Parwatkar	Peon	PB-1 5200-20200+1800

Manual-11

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimates	Revised Estimate	Expenditure for the last year
		N.A.			

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed/spent
		N.A.			

Manual-12

Sr. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
			N.A.			

Sr. No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criterion for selection	No of time subsidy given in past with purpose
			N.A.		

Manual-13

Sr. No.	Name & address of the beneficiary	Nature of concession/ permit/ authorization provided	Purpose for which granted	Scheme and Criteria for selection	No of similar concession given in past with purpose
			N.A.		

Manual-14

Sr. No.	Activities for which electronics data available	Nature information available	Can it be shared with public	Is it available or is being use as back end data base.
		N.A.		

Manual-15

Sr. No.	Facility available	Nature of information	Working hours
Information Counter			
Web site			
Library			
Notice Board		N.A.	

Manual-16

Sr 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.	Asstt. Accounts Officer	Directorate of Education, Porvorim-Goa			

Sr 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.	Audit Superintendent	Directorate of Education, Porvorim-Goa			

Sr No.	Designation of the officer, designated as First Appellate Authority	Postal address	Telephone No	E-mail address
1.	Jt. Director of Accounts	Directorate of Education, Porvorim-Goa		

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N.A.