

**Manual -1**  
**Particulars of Organization, Functions and Duties**

**[Section 4 (1) (b) (i)]**

1. Aims and objectives of the Public authority:-  
Aims of the Section is releasing Salary grant to Non Govt. Aided Primary, High Schools & Special Schools of Goa State, releasing maintenance grants to high school, releasing of different type of Scholarship to the School Level and College level Students. Objectives of this Section is that each and every staff of Educational Institution should avail their salary in time and some financial assistant to schooling children under different type of scholarships.
2. Mission / vision Statement of the public authority :-  
Mission of this Sectional Staff is that claims of every person should be settled in time.
3. Brief history and background of establishment of the public authority:-  
As above 1.
4. Organization chart:-

**Joint Director of Accounts**

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Accounts Officer (GIA – I)  
Supt.    UDC    LDC    PEON

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5. Main activities / functions of the public authority :-  
As per Sr. No 1
6. List of services being provided by the public authority with a brief write – up on them:-
7. Citizens interaction:-

Expectations of the public authority from the public for enhancing its effectiveness and efficiency:-

Citizen Charter has been published by Dept.

8. Postal address of the main office, attached / subordinate office field units etc:-

GIA – I Section C/O Jt. Director of Account, Education Department, Porvorim – Bardez – Goa.

9. Working Hours both for Office and Public:-

09.30 a.m to 1.15. p.m and 2.00 p.m to 5.45 p.m

10. Grievance redressal mechanism:-

**Manual. 2**

**Powers and duties of Officers and Employees**

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

**Please provide details of the Powers and Duties of Officers and Employees of the Organization.**

Sr. No	Designation	Powers			Duties
		Administrative	Financial	others	
1	Superintendent:-				General Supervision of the work of GIA- I Section, Verification / Checking of Statement of the Claims prepared and submitted by each dealing hand in respect of Salary / Supplementary Claims of all aided schools and other. Scholarship / Schemes, Verification / Checking of the Statement prepared and submitted by each dealing hand in

					respect of releasing of maintenance grants to all aided H/S, P/S & Special Schools. compliance and follow up action in respect of Audit paras of GIA – I Section, LAQ/ Lok Sabha Question.
<b>2</b>	<b>U.D.C</b>				<ol style="list-style-type: none"> <li><b>1.</b> Preparation of release of Non Salary / Maintenance Grant, of non – Govt. sector Schools in South and North Goa.</li> <li><b>2.</b> Scholarship to the, Freedom Fighters &amp; Service Personnel.</li> <li><b>3.</b> Salary of all non Govt. Primary Schools of North Goa.</li> <li><b>4.</b> E.B.C Scholarship of all Govt. Non Govt. aided Middle H/S.</li> <li><b>5.</b> Preparation of Bill of Marathi / Konkani Academy, Bharat Tours.</li> <li><b>6.</b> Preparation of Statement of Monthly Expenditure.</li> </ol>

<b>3</b>	<b>L.D.C</b>				Salary Grants to Non Govt Aided Primary Special Schools and Secondary Schools/ Scholarship to Talented Children Incentive Scholarship, Monetary Incentives to Girl Students Maintenance of Registers of Salary and Bill Registers, entry and dispatch work of Section update of B.C.R
<b>4</b>	<b>PEON</b>				Assistance to all staff and opening / closing Section and Clearing Duties of Section.

**Manual. 3****Procedure followed in Decision making Process****[Section 4 (1) (b) (iii)]**

The procedure can be described both in narrative form and through flow process chart. In narrative form the stages through which a proposal passes the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

1. Maintenance Grant:- Out of the total two installments first installment is released in the month of August every year. For release of second installment audited statement of accounts should be received in this office by the Aided Secondary Schools on or before 30<sup>th</sup> September every year. After scrutiny second installment is released by the month of January every year.
2. Scholarship:- All the Circulars are forwarded to the Schools / Higher Secondary Schools / Colleges by the month of July every year giving last date of financial year, accordingly E. payment of Scholarships are sent to the concerned institutions.
3. Salary:- Claim of the Salary for the next month should reach in this office before 15<sup>th</sup> of previous month and bills prepared of the respective Zone wise and sent to the Directorate of Accounts and E payment of Salary is effecting and remittance letters are handed over to the respective institutions.

**Manual 4**  
**Norms set by it for the discharge of its functions.**

**[Section 4 (1) (b) (iv)]**

Please provide the details of the Norms / Standards set by the Department for execution of various activities / programmes.

Sr. No	Activity	Time Frame / Norm of its completion/ disposal	remarks
1	Release of maintenance Grants	First Installment in the month of August every Year. Second Installment by the month of Jan every year.	
2	scholarships	Are released before the end of Financial year.	
3	Salary Grants	Is released before the end of every month.	

**Manual. 5****Rules, Regulations, Instructions, Manuals and records for discharging functions.****[Section 4 (1) (b) (v)]**

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:- Copy of pattern of Assistance Circulars & Standard pattern are release at salary for aided primary and Secondary Schools if any may be enclosed.

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	School Education Rule 1986	Mentioned in the Citizen Charter		
2	Education Act.			

**Manual 6****Statement of categories of Documents that are held by it or under its control****[Section 4 (1) (b) (vi)]**

Details of the records available may be made in the Statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued in an illustrative list is given below.

**A statement of the categories of documents held.**

Sr. No	Nature of record	Details of information available	Unit/ Section where available	Retention period, where available.
1	Rules and Regulations of Education		In GIA – I	2Years
2	Salary Claims of all aided primary and secondary schools and special schools.			
3	Rules/ Guidelines of Different types of Scholarships.			
4	Pay bill register			
5	B.C.R			
6	Audit Statement and Correspondence regarding maintenance grant of all aided H/S.			



**Manual- 7**

**Particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation.**

**[Section 4 (1) (b) (vii)]**

Details of the consultative committee and other bodies with which consultations are held.

<b>Sr. No</b>	<b>Name and address of the consultative committee / bodies</b>	<b>Consultation of the committee / body</b>	<b>Role and responsibility</b>	<b>Frequency of meeting</b>
	Not applicable to GIA – I Section	NA	NA	NA

Other procedures for adapted for formal or informal consultations with the public may also be indicated such as

Other details whether the meetings are open to public, minutes are accessible to public etc may be indicated.

**Manual -8****Statements of boards, Council, committees and other bodies constituted****[Section 4 (1) (b) (viii)]**

This can be prepared in the following format.

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 meeting	remarks

**Manual -9**  
**Directory of Officers & Employee**

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

Sr. No	Name	designation	Office Te. No	E-mail address.
1	T. S. Naik	JDA	2416058	
2	B.R. Kamat	Accounts Officer	2416032	
3	C.S. Redkar	O.S	2416033	
4	Sadanand Naik	UDC	---do---	
5	Joanita D'Costa	UDC	---do---	
6	Annie Noronha	UDC	---do---	
7	Rachana Sawant	LDC	---do---	
8	Mayuri Naik	LDC	---do---	
9	Manisha Kharde	LDC	---do---	
10	Vithal Volvoikar	LDC	---do---	
11	Sneha Gurav	LDC	---do---	
12	Dattaram Urkonkar	LDC	---do---	
13	Rutuja Naik	LDC	---do---	
14	Sangeeta Gawas	PEON	---do---	

**Manual- 10**

**The Monthly Remuneration Received by Each of its Officers and Employees, including the System of Compensation as provided in Regulations**

**[Section 4 (1) (b) (x)]**

**Please provide information in following format.**

<b>Sr. No</b>	<b>Name</b>	<b>designation</b>	<b>Pay Scale</b>
1	T. S. Naik	JDA	
2	B.R. Kamat	Accounts Officer	
3	C.S. Redkar	O.S	9300-34800
4	Sadanand Naik	UDC	5200-20200
5	Joanita D'Costa	UDC	5200-20200
6	Annie Noronha	UDC	5200-20200
7	Rachana Sawant	LDC	5200-20200
8	Mayuri Naik	LDC	5200-20200
9	Manisha Kharde	LDC	5200-20200
10	Vithal Volvoikar	LDC	5200-20200
11	Sneha Gurav	LDC	5200-20200
12	Dattaram Urkonkar	LDC	5200-20200
13	Rutuja Naik	LDC	5200-20200
14	Sangeeta Gawas	PEON	5200-20200

**Manual -11**

**The Budget Allocated to each Agency (Particulars of all plan, proposed expenditures and reports on disbursement made)**

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

**Non – Plan Budget**

Rs. In Lakhs

Major Head	Activities to be performed	Sanctioned Budget 2012-2013	Budget Estimate	Revised Estimate	Expenditure for the last year
2202-01-800-(NP)01-31- GIA	Grants to Non Govt. Pry Schools.	5070.00	Looked after by Accounts Section	Looked after by Accounts Section	4,36,59,3,312/-
2202-02-110-01-(NP) 31-GIA	Assistance to Non Govt. Sec. Schools, Maintenance Grants to No Govt. Sec. Schools.	32845.00	---do---	---do---	23,65,57,3,971/-
2202-02-107-03-34 (NP)	Scholarships	15.00	---do---	---do---	12,70,594/-
2202-05-103-01-31-(Plan) (A)	Development of Sanskrit Education.	50.00	---do---	---do---	24,51,816/-
2202-02-800-19-34 (NP)	Post Matric Scholarships (NP)	5.00	---do---	---do---	2,89,500/-

**Plan Budget**

<b>Name of the Plan Scheme</b>	<b>Activities to be undertaken</b>	<b>Date of commencement</b>	<b>Expected date of completion</b>	<b>Amount sanctioned</b>	<b>Amount disbursed</b>
<b>Assistant to Non Govt. Sec. Schools &amp; establishment of School Complex.</b>				<b>10.00</b>	<b>Nil</b>
<b>Grants for Development of Girls Education (Purchase of Books Clothing etc.)</b>	<b>1.50</b>			<b>1.50</b>	<b>Nil</b>
<b>Incentive Scholarship to meritorious students at elementary stage (Plan)</b>				<b>5.00</b>	<b>10,800/-</b>

**Manual -12****[Section 4 (1) (b) (xii)]****List of Institutions given subsidy**

<b>Sr. No</b>	<b>Name &amp; Address of the Institution</b>	<b>Purpose for which subsidy provided</b>	<b>No. of Beneficiaries</b>	<b>Previous years utilization progress</b>	<b>Previous year achievement</b>

**List of individuals given subsidy**

<b>Sr. No</b>	<b>Name &amp; Address of the Beneficiary</b>	<b>Purpose for which subsidy provided</b>	<b>Amount of Subsidy</b>	<b>Scheme &amp; Criteria for Selection</b>	<b>No. of time subsidy given in past with purpose</b>

**Manual -13****Particulars of Recipients of Concessions, permits or Authorization Granted by it.****[Section 4 (1) (b) (xiii)]**

<b>Sr. No</b>	<b>Name &amp; Address of the Beneficiary</b>	<b>Nature Concessions, permits or Authorization provided</b>	<b>Purpose for which granted</b>	<b>Scheme &amp; Criteria for Selection</b>	<b>No. of similar concession given in past with purpose</b>



**Manual- 14**

**Particulars of Recipients of Concessions, permits or Authorization Granted by it.**

**[Section 4 (1) (b) (xiv)]**

**Information available in an electronic form.**

**15.1 please provide the details of the information related to the various schemes which are available in the electronic format.**

<b>Sr. No</b>	<b>Activities for which electronic data available</b>	<b>Nature of information available</b>	<b>Can it be shared with public</b>	<b>Is it available or is being use as back end data base</b>

**Manual -15****Particulars of the facilities available to citizens for obtaining information****[Section 4 (1) (b) (xv)]**

<b>Sr. No</b>	<b>Facility available</b>	<b>Nature of information</b>	<b>Working hours</b>
<b>Information counter</b>			
<b>Web site</b>			
<b>library</b>			
<b>Notice Board</b>			

**Manual- 16**

**Name & Designation and other Particulars of public information Officers**

**[Section 4 (1) (b) (xvi)]**

**List of Public Information Officers**

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.
	Order Enclosed	c/o Directorate of Education Porvorim Bardez Goa.	As per Manual - 9		

**List of Assistant Public Information Officers**

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.

**First Appellate Authority within the Department.**

<b>Sr. No</b>	<b>Designation of the Officer designated as First Appellate Authority</b>	<b>Postal Address</b>	<b>Telephone No.</b>	<b>e-mail Address</b>

**Manual- 17**

**[Section 4 (1) (b) (xvii)]**

**Other Information as may be prescribed**

**All other Information held by the Department which is not Provided in the previous Manuals shall be collated, tabulated, compiled, collected and provided in the form of manual from time to time.**