

Manual. 1

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

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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.	Addl. Director of Education (Planning)	1.			

2.	Asstt. Director of Education (Voc)	1.	.			
3.	Vocational Education Officer	-	-	-		1. Controlling of Section . 2. Looking after Vocational section of government aided higher secondary and secondary school. 3. Looking after Mid Day Meal Scheme. 4. Looking after Bharat Yatra Scheme. 5. Looking after Central Plan Scheme for development of Sanskrit Education through State Government/Union Territories
4.	Head Clerk					1. Proposal for financial assistance in respect of staff of Vocational Education. 2. Financial proposal for central assistance from Govt. of India (MHRD) for Vocational Education. 3. Grant for equipment for Vocational course. 4. All correspondence pertains to introduction of Pre-Vocational Scheme at 8 + 2 Stage. 5. Regarding release of grants for work shed/equipment/raw material grants for vocational Education and release of grants for salary/work shed/equipment/raw material grants to 8 + 2 stage vocational courses. 6. Release of grant to Goa Board of Sec. and Hr. Sec. Education. 7. Centrally Audit inspection of Centrally sponsored scheme of vocational Education. 8. Audit Report of the Hr. Sec. Schools. 9. Correspondence regarding meeting/workshop/seminars/Orientation Programme organized by NCERT/PSSCIVE 10. Correspondence regarding Training Programme for Vocational Teachers 11. Correspondence regarding NCERT Awards for best practices in Vocational

				Education 12. Status Report. 13. Upward vertical mobility for Vocational pass-outs. 14. Correspondence regarding Board of Apprenticeship Training/placement passing out XII in Vocational Education. 15. Correspondence of Lok Sabha Question and Assembly Question. 16. Supervising the Vocational Section. 17. Miscellaneous correspondence received in this Section 18. To furnish the information sought under Right to Information Act. 19. Submission of weekly, quarterly, half-yearly and yearly reports pertaining to Vocational Section. 20. Scheme of Financial assistance to Madarasas. 21. Any other work assigned by higher authorities
5.	Accountant			1. Preparation of Mid day Meal Bills (Plan) 2. Grants to Sanskrit Organizations/Pathshalas. 3. Maintenance of Bills Register, Budget check Register, supply wise Register, TDS Register, GFR-9. 4. Bharat Yatra File, File of Salary Grant Bills of Vocational High Schools (Plan-A) & Non-Plan which include LTC Bills of Vocational Teachers, Medical Reimbursement bills, Supplementary Bills, DA Bills, Bonus bills and file of Raw Material Grant bills are routed through the Accountant. 5. Following up on various bills in Directorate of Accounts. 6. Files on National Programme of Nutritional support to primary Education (Central Assistance) are routed through the Accountant. 7. Preparation of Budget Estimates. 8. Preparation and payment of T.D.S. claims. 9. Answers to Audit paras relating to financial matters.

				10. Preparation and payment of Transportation bills. 11. Any other correspondence relating to Directorate of Accounts Department.
6.	Supervisor			1. To prepare Mid Day Meal Scheme. 2. To arrange and issue the order for supplying cooked ready to eat food items. 3. To issue the order to distributing agency for distributing food items. 4. To issue the order for Transport Contractor for transporting food items. 5. To keep record of enrolment of students of Govt. Primary Schools and Govt. Aided Primary Schools. 6. To furnish request for allotting rice quota to Ministry. 7. To furnish request for allotting cooking cost to Ministry. 8. To issue the order to the Mamlatdar for allotting rise quota to self help groups every month. 9. To send monthly progress report and quarterly report to Government of India. 10. To take delivery order of Food grain quota from F.C.I. office Porvorim, every month. 11. To lift and transport Foodgrain quota from F.C.I. godown, Sada, Vasco, every month. 12. To publish tender for supplying cooked Foodgrains. 13. To publish tender for transporting of food grains and to issue supply order to self help groups and transport contractor. 14. To prepare the agreement of supplying cooked food items and transport contractor. 15. To furnish utilization certificate of central assistance received. 16. To furnish utilization certificate of Foodgrains lifted and utilized. 17. To furnish half yearly and full yearly progress report to Director of Civil Supplies. 18. To furnish monthly report to Ministry of Human Resource Development every month lifting position of foodgrains Decentralised payment cost to F.C.I.

					19. To prepare the action plan.
7.	Supervisor				1. To give permission to school for Bharat Yatra Tour and issue order. 2. To give permission to Newly open school for supply of Mid Day Meal 3. Complain regarding Mid Day Meal Scheme 4. To keep all record of Self Help Groups/Mahila Mandals. 5. To keep record of inspection of Directorate of Food and Drugs Administration 6. To keep record of inspection of A.D.E.I. of all Self Help Groups 7. To furnish information of Right to Information Act. 8. To issue identity card to Self Help Groups/Mahila Mandals. 9. To scrutiny D.F.D.A. Licence. 10. Correspondence of Assembly Question 11. Miscellaneous correspondence related to Mid Day Meal Scheme. 12. Any other work assigned by the Superiors.
8.	U.D.C.				1. Maintenance of Pre- Vocational teachers salary bills and correspondence. 2. Preparation of salary Grant bills of Vocational Higher Secondary Schools (Plan-A) and Non Plan. 3. Maintenance of bill register. 4. L.T.C. bills of Vocational Teachers. 5. Medical Reimbursement bills. 6. Supplementary bills. 7. Raw Material grant bills. 8. Equipment grant bills. 9. Maintenance of institutions files. 10. Preparation of Pre-Vocational High schools salary bills. 11. Maintenance of Audit file.

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					12. Preparation of D.A. bills. 13. Bonus bills. 14. Audit recovery's. 15. Bills towards Hr. Sec. Schools Towards salary grant / maintenance grant/L.T.C. Medical Reimbursement etc. 16. Any other correspondence with the Hr. Sec. Schools and Pre-Vocational High Schools. 17. Salay Bills of Pre- Vocational High Schools (New Units) 18. Maintenance of B.C.R. Register. 19. Maintenance of E.C.S. Register.
9.	U.D.C.				1. Maintaining of files of all Aided Vocational Higher Secondary Schools of this State 2. Maintaining of files of pre-Vocational schools (VIII to X). 3. Grant of permission for introduction of Vocational Stream (Opening of Vocational stream at +2 Stage.) 4. Grant of permission for introduction of Pre-vocational (Secondary) schools i.e. VIII IX and X(old Scheme). 5. Issue of N.O.C. for filling up the posts (Vocational & Pre-Vocational). 6. Scrutiny of the proposals for the approval of appointment of teaching and Non-teaching staff of the Vocational stream/Senior Scale/M.A.C.P.,etc. 7. Scrutiny of the proposals for the appointment of Pre-vocational schools. 8. Miscellaneous correspondence related to all Vocational Higher Secondary and Pre-Vocational Schools. 9. Any other work regarding information of teachers closure of Vocational courses as and when assigned.

10.	Jr.Stenographer					1. Taking down dictation and typing of officers of Vocational Education section. 2. All typing work of the section. 3. Attending the telephones of officers of Vocational Education Section. 4. Maintenance of files of Inspections of officers of the section. 5. Maintenance of syllabus files of Goa Board of Secondary and Higher Secondary Education, Porvorim and Pandit Sunderlal Sharma Central Institute of Vocational Education, Bhopal, Management Information System files, Monthly Meeting of Officers files. 6. Any other work as assigned by the Supervisors. (Presently on Child Care Leave upto 31.03.2013).
11.	L.D.C.					1. Typing work of Vocational Education Section and Officers. 2. Helping Accountant in preparing bills of Mid day Meal 3. Intending and issuing of stationary. 4. Any other matter as assigned by the Supervisors.
12.	L.D.C.					1. Inward 2. Outward 3. Movement of files. 4. Maintenance of Personal files of Officers and staff of Vocational Education Section and leave files. 5. Enrolment of students.
13.	Driver					
14.	Peon					1. Inward 2. Outward 3. Movement of files.

15.	Peon					4. Attending Officers and staff of the Section
						1. Movement of files.
						2. Attending Officers and staff of the 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.

Every dealing hand put up the decision making matter to his her superiors (through Accountant, Head Clerk) and than the file is sent to the Vocational Education Officer to the Addl.D.E.(Planning) for approval and accounts matter through A.O., J.D.A. and D.E. for sanction.

Manual. 4

Norms set by it for the discharge of its function
[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 for its completion/disposal	Remarks
1.	Permission to introduce new	Proposals received from the Higher Secondary Schools and High	

	Vocational Stream and also new course and additional Division under Vocational Education at + 2 Stage. Permission to introduce Pre-Vocational Scheme at 8 + 2 Stage.	Schools are put up to the higher authorities	
2.	Preparation of all types of bills pertaining to Aided higher Secondary Schools Vocational and High Schools having Pre-Vocational Scheme	Bills received from the schools are scrutinized and sent to the Directorate of Accounts	
3.	Permission to visit historical places under Bharat Yatra Scheme within India.	Applications received from the schools are scrutinized and put up to the sanction of the Director of Education	
4.	Grants to Sanskrit	Applications received from the schools are scrutinized and put up to the sanction of the Director of Education	
5.	Mid Day Meal Scheme	The bills are scrutinized and sent to the Directorate of Accounts for settlement subject to any queries in the bill including any administrative procedure.	

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:-

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	As per the Scheme of Vocationalisation of Education o at 10 + 2 Stage Goa Education Act 1984 Goa Education Rules, 1986.	Staffing Pattern	-	-
	As per the Scheme of Pre-Vocational at 8 + 2 Stage.	Service Conducting of terms As per the pattern of the scheme	-	Goa Education Act Rs. 50/- Goa Education Rule, 1986 Rs. 150/-
	As per the Scheme of Bharat Yatra	Visit to historical places	-	-
	As per the Central Plan of Development of Sanskrit	To develop Sanskrit language	-	-

Manual. 6

A statement of the 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 a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (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.	Self help Group Registration Certificate and DFDA Licence E.M.D.	Status Report of the Scheme	Vocational Education Section	One year Vocational Education Section

Manual. 7

Particulars of any arrangement that exists for consultation with or Representation by the members of the public in relation the Formulation of its policy of implementation.

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

Sr.No.	Name and address of the consultative committee/bodies	Constitution of the committee/body	Roe and responsibility	Frequency of meetings

Other procedures adopted 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

A statement 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 meetings	Remarks
1.	State Level Steering	To review the implementation	Guiding various implementing	16.08.2011		No	No		

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	Cum Monitoring Committee under Mid Day Meal Scheme	of Mid Day Meal Scheme	Agencies					

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Directory of Officers and Employees
[Section 4(1) (b) (ix)]

Sr.No.	Name	Designation	Office Tel. No.	e-mail Address
1.	Shri I.R. Patil	Vocational Education	0832- 2416023/0832-	ddvoc-edu.goa@nic.in

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		Officer	416033	
2.	Smt. Navina N. Cascar	Head Clerk	0832- 2416023/0832-416033	-
3.	Shri Sarvesh R. Sakhardande	Accountant, Planning Section look after the duties of Accountant Supervisor	0832- 2416023/0832-416033	ddvoc-edu.goa@nic.in -
4.	Shri Sitaram Shiroadkar	Supervisor	0832- 2416023/0832-416033	-
5.	Smt. Pranita P. Nagvekar	Supervisor.	0832- 2416023/0832-416033	-
6.	Smt. Lia Pereira	U.D.C.	0832- 2416023/0832-416033	-
7.	Smt. Vibha Parab	U.D.C.	0832- 2416023/0832-416033	-
8.	Shri Anand Navelkar	L.D.C.	0832- 2416023/0832-416033	-
9.	Smt. Santoshi Goltekar	L.D.C.	0832- 2416023/0832-416033	
10.	Shri Pandurang Divkar	Driver	0832- 2416023/0832-416033	-
10.	Shri Gurudas Folkar, Peon	Peon	0832- 2416023/0832-416033	-
11.	Smt. Preeti Kundaikar	Peon	0832- 2416023/0832-416033	

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

Sr.No.	Name	Designation	Pay Scale	Monthly Remuneration
1.	Shri I.R. Patil	Vocational Education Officer	15600-31900+7600	
2.	Smt. Navina N. Cascar	Head Clerk	9300-34000+4600	
3.	Shri Sitaram Shirodkar	Supervisor	9300-34000+4600	
4.	Smt. Pranita P. Nagvekar	Supervisor	9300-34000+4600	
5.	Smt. Lia Pereira	U.D.C.	9300-34000+4200	
6.	Smt. Vibha Parab	U.D.C.	9300-34000+4200	
7.	Smt. Selan Rodrigues	Jr.Steno(C.C.L.upto 31.3.2013)		
8.	Shri Anand Navelkar	L.D.C.	5200-20200+2800	
9.	Smt. Santoshi Goltekar	L.D.C.	5200-20200+1900	
10.	Shri Gurudas Folkar	Peon	5200-20200+1900	
11.	Smt. Preeti Kundaikar	Peon	5200-20200+1900	

Manual. 11

**The Budget Allocated to each Agency (Particulars of all plans, proposed expenditure and reports on disbursement
[Section 4(1) (b) (xi)]**

Non-Plan Budget

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
-	Information furnished by the Accounts Section				

Plan Budget

Name of the scheme	Activities to be performed	Date of commencement budget	Expected Date of completion	Amount sanctioned	Amount dispersed/spent

Manual. 12

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

List of institutions given subsidy

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

Not applicable

List of individuals given subsidy

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.

Not applicable

Manual 13

Particulars of Recipients of concessions, permits or authorization

Granted by it

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

Sr.No.	Namd and 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.

Not applicable

Manual 14

**Particulars of Recipients of concessions, permits or authorization
Granted by it
[Section 4(1) (b) (xiv)]**

Information available in an electronic form

27.1. Please provide the details of the information related to the various schemes which are available in the electronic format.

Sr.No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being use as back end data base.
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Manual 15

Particulars of the facilities available to citizens for obtaining information

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

Facilities available for obtaining information

26.1. Please provide the details of the information related to the various schemes which are available in the electronic format.

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Sr.No.	Facility available	Nature of information	Working Hours
Information Counter	-	-	-
Web site	goagovt.nic.in/education	1.Re-constitution of Steering cum Monitoring Committee	-
Library	-	2. Circular	-
Notice Board	-	-	-

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
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List of Assistant Public Information Officer

Sr.No.	Designation of the officer designated as APIO	Postal address	Telephone No.	ddvoc-educ.goa@nic.in	Demarcation of area/activities, if more
1.	Vocational Education Officer	Directorate of Education, Porvorim –Goa.	2416023 2416033	ddvoc-educ.goa@nic.in	

First Appellate Authority with in the department.

Sr.No.	Designation of the officer designated as First Appellate Authority/	Postal address	Telephone No.	E-mail address
1.	Director of Education	Directorate of Education, Porvorim –Goa.	2416139	dir-edu.goa@nic.in

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

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.
