

## **Chapter 2**

# **Proactive Disclosure under Section 4 (1) (b) (ii) of the Right to Information Act, 2005**

## **Powers and Duties of all Officers and Employees**

Government of Goa  
DIRECTORATE OF EDUCATION  
Alto, Porvorim-Goa

## Proactive Disclosure under Section 4 (1) (b) (ii) of the Right to Information Act, 2005

### Powers and Duties of all Officers and Employees

#### OFFICE OF THE DIRECTOR OF EDUCATION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Mrs. Nishita N. Naik	Head clerk	PA to Director of Education
2	Shri Dhonduraj Parab	MTS	Work assigned by Superiors

#### ADMINISTRATION I SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1.	Mrs. Deepa B. Shirodkar	Office Superintendent	<ol style="list-style-type: none"> <li>1. Overall supervision &amp; monitoring of Admin I/Establishment Section</li> <li>2. SPIO under RTI Act, 2005 of Adm. I Section</li> <li>3. Any other work assigned by the Higher Authorities.</li> </ol>
2.	Shri. Parag Khedekar	Head Clerk	<ol style="list-style-type: none"> <li>1. Overall supervision</li> <li>2. APIO under RTI Act of Adm. I Section</li> <li>3. RTI &amp; Assembly matter dealing with subject matters/Audit Paras.</li> <li>4. Other miscellaneous work</li> <li>5. Any other work as and when entrusted by the Superiors</li> </ol>
3.	Shri Sitaram Parsekar	Junior Stenographer	<ol style="list-style-type: none"> <li>1. House Building Advance of teaching and non-teaching staff of this Directorate and subordinate Offices</li> <li>2. Matter related to appointment of Apprentice (including their salaries).</li> <li>3. RTI and Assembly matter related to</li> </ol>

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			<p>subject matter.</p> <p>4. Any other work as and when entrusted by the Superiors.</p>
4.	Shri Sanjay Sawant	UDC	<ol style="list-style-type: none"> <li>1. Maintenance of files of Group 'A' &amp; 'B' Officer in respect of JDA/Accounts/Statistical Officer</li> <li>2. Transfer of Group 'C' Staff</li> <li>3. Continuation and conversion of temporary posts</li> <li>4. Granting of I, II &amp; III Up-gradation under TBPs/ACPs/MACPs of Group 'C' staff</li> <li>5. Seniority list of each category of 'C' group/Non-teaching staff</li> <li>6. RTI &amp; Assembly matter dealing with subject matters/Audit Paras.</li> <li>7. Appointment of Harness Cases of Group 'C' Non-teaching Staff</li> <li>8. Appointment of Data Entry Operator</li> <li>9. Issue of circular pertaining to Adm-I</li> <li>10. General Correspondence</li> <li>11. RTI &amp; Assembly matter dealing with subject matters/ Audit Paras.</li> <li>12. Any other work as and when entrusted by the Superiors.</li> </ol>
5.	Mrs. Sweta S. Naik	U.D.C.	<ol style="list-style-type: none"> <li>1. Maintenance of Service Books of staff of this Directorate (Group 'C') (recording of endorsement)</li> <li>2. Release of Annual increments to the staff.</li> <li>3. Sanction of Orders Group Insurance Scheme, Un-utilized Leave encashment.</li> <li>4. All types of leave of Gazetted/Non-Gazetted Officer (outside cadre) under the control of this Directorate.</li> <li>5. RTI &amp; Assembly matter dealing with subject matters/ Audit Paras.</li> <li>6. Any other work as and when entrusted by the Superiors.</li> </ol>

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6.	Mrs. Artimiz Colaco	U.D.C	<ol style="list-style-type: none"> <li>1. Proposal for creation &amp; revival of posts Group 'C'</li> <li>2. Filling up the post of Group 'C' by direct recruitment/promotion</li> <li>3. Maintenance of personal files and correspondence of Non-Teaching staff of this Directorate.</li> <li>4. Maintenance of Rosters of Group 'C' staff along with PH Roster</li> <li>5. Permission to leave the Country of the Non-Teaching staff of this Directorate (E.O.L. for 2 years)</li> <li>6. General Correspondence.</li> <li>7. RTI and Assembly matter related to subject matter.</li> <li>8. Any other work as and when entrusted by Superiors.</li> </ol>
7.	Shri. Sanjay Yeshwant Madgaonkar	U.D.C.	<ol style="list-style-type: none"> <li>1. Pension cases of all Retired/VRS/Expired staff/Family Pension of Non-Teaching Staff.</li> <li>2. To comply observation raised by the Directorate of Accounts of returned Pension Cases and pay fixation of Regular/Retired staff.</li> <li>3. Revision of Pension Cases after settlement of Pension due to grant of MACP or Promotion/ Pension and Pay Fixation, as per circular issued from Finance Dept, Secretariat, Porvorim.</li> <li>4. Pay Fixation Order due to grant of ACPs/MACPs or Promotion of all Group 'C' &amp; 'D' staff.</li> <li>5. Waive Off recovery of overpayment made due to wrongly grant of ACP/MACP and Promotion.</li> <li>6. Miscellaneous correspondence reg. Pension Circular.</li> <li>7. RTI &amp; Assembly matter dealing with subject matters/Audit Paras.</li> <li>8. Any other work as and when entrusted by Superiors.</li> </ol>

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8.	Mrs. Noreen Soares	UDC	<ol style="list-style-type: none"> <li>1. All matter related to Vigilance/ Disciplinary of teaching/non-teaching staff of the Head office and subordinate offices</li> <li>2. Complaints of all Non-Teaching Staff of the Head Office and subordinate offices.</li> <li>3. Framing charge sheet, Issue orders of Suspension &amp; Revocation, Issue of Penalties, etc.</li> <li>4. Issue of Integrity Certificates &amp; No dues Certificates of Officers.</li> <li>5. Permission to acquire/dispose of Movable and Immovable properties</li> <li>6. RTI and Assembly matter related to subject matter.</li> <li>7. Any other work as and when entrusted by the Superiors.</li> </ol>
9.	Shri. Nischay Talpankar	LDC	<ol style="list-style-type: none"> <li>1. Attached to Director (Administration).</li> <li>2. Forwarding of Circulars/Orders/ Notification received from Government.</li> <li>3. To deal with Authentication of Board Certificates.</li> <li>4. Maintenance/repair of Vehicles/condemned vehicles/vehicles Bill under this Directorate.</li> <li>5. Issue of ID Cards of staff working under this Directorate.</li> <li>6. Attendance Certificate of staff.</li> <li>7. Issue of Circular of National Days and other work of Central and State Government function.</li> <li>8. Matter related to Civil Service.</li> <li>9. RTI &amp; Assembly matter dealing with subject matters/Audit Paras.</li> <li>10. All matter related to deputation of in-service training/Election/Census/BLO work/Disaster Management.</li> <li>11. Any other work as and when entrusted by the Superiors.</li> </ol>

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10.	Ms. Shruti Balve	LDC	<ol style="list-style-type: none"> <li>1. Appointment/Transfer of MTS, Watchman/Security Guard on regular/contract basis through GHRDC.</li> <li>2. Granting of I, II &amp; III Up-gradation under TBPs/ACPs/MACPs to MTS</li> <li>3. Seniority list for MTS category</li> <li>4. Maintenance of personal files of MTS</li> <li>5. RTI &amp; Assembly matter dealing with subject matters /Audit Paras / Statistical data.</li> <li>6. Permission for Higher Studies/Obtain Indian Passport related to Clerical staff of this Directorate.</li> <li>7. Government Accommodation for the staff of the Education.</li> <li>8. Any other work as and when entrusted by the Superiors.</li> </ol>
11.	Mrs. Seema Surlakar	LDC	<ol style="list-style-type: none"> <li>1. Maintaining of ACR/APAR files of all Govt. Primary teachers/Trained English Teachers of Govt. Primary School/ Non-teaching staff of this Directorate as well as Subordinate Offices staff.</li> <li>2. RTI &amp; Assembly matter dealing with subject matters.</li> <li>3. Any other work as and when entrusted by Superiors.</li> </ol>
12.	Ms. Chaya Y. Madkaikar	Data Entry Operator	To assist Jr. Steno in maintaining leave records/preparing monthly salary of Apprentice and other related work.
13.	Shri Sudesh Kunkolkar	MTS	Outward letters/files, Xeroxing, work assigned by superiors from time to time, duty of opening and closing of the Office and distributing tapal/ letters/postal as assigned by Adm-I Section.

**ADMINISTRATION I B SECTION**

Sr. No.	Name	Designation	Nature of work and allotted duties
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1.	Mrs. Trupti K. Bhangle	Office Superintendent	<ol style="list-style-type: none"> <li>1. Matters pertaining to filling up of posts (Direct/Promotion) and all other service matters/ miscellaneous matters of employees under Group 'B' (Non-Gazetted) and Group 'C' (Non-Gazetted) i.e. Teacher Grade-I/ADEI, Assistant Teacher, Drawing Teacher, Computer Teacher, Instructors, Asst. Lecturer in Engg., Music Teacher in Government High Schools, Government Higher Secondary Schools and ADEI offices.</li> <li>2. Drafting of:- (a) Policy decision matters (b) Upgradation of classification of posts from Group 'C' to Group 'B' Non-Gazetted, etc. (c) Replies to legal, court matters, vigilance matters.</li> <li>3. Supervision of the working of the section and arrange for speedy and timely disposal of all items of work therein through concerned Dealing Assistants of the section. Prompt and efficient processing of papers coming up for disposal in the section. Strict observance of the instructions contained in the codes/ manuals/ office orders etc. Prompt submission of periodical statements.</li> <li>4. Functioning as State Public Information Officer under RTI Act 2005.</li> <li>5. Any other work assigned by the Higher Authorities.</li> </ol>
2.	Mrs. Jerona S. Carvalho	UDC	<ol style="list-style-type: none"> <li>1. Following matters pertaining to the post of Teacher Grade-I, Assistant Teacher, Drawing Teacher, Computer Teacher, Instructors, Asstt. Lecturer in Engg., Music Teacher. <ol style="list-style-type: none"> <li>a. Appointment, Seniority, Confirmation and Promotions.</li> </ol> </li> </ol>

			<ul style="list-style-type: none"> <li>b. Maintenance of post based reservation Roster and related correspondence.</li> <li>c. Framing/Amendment of Recruitment Rules/Revision of Pay scales.</li> <li>d. Creation Continuation / Conversion of temporary posts/revival of lapsed posts.</li> <li>e. Transfers and deputation of Teaching Staff.</li> <li>f. Voluntary retirement Resignation / Retirement on invalid pension.</li> <li>g. Maintenance of Personal files and updating of their higher educational qualification / records.</li> </ul> <ul style="list-style-type: none"> <li>2. Replies to Parliamentary / Assembly Questions dealing with subject matters.</li> <li>3. Replies to Audit Paras / Memos related to subject matters.</li> <li>4. A.P.I.O under RTI Act 2005</li> <li>5. Issue of Service Certificate.</li> <li>6. To put up matters related to Pension on retirement of 58 years in service</li> <li>7. Maintenance of post based reservation Roster.</li> <li>8. Maintaining of personal files of aforementioned teachers.</li> </ul>
3.	Shri. Blasin Vaz	UDC	<ul style="list-style-type: none"> <li>1. All services and miscellaneous matters pertaining to the post of Drawing Teacher, Computer Teacher.</li> <li>2. Replies to Parliamentary Questions of Lok Sabha and Rajya Sabha and Assembly Queries.</li> <li>3. Handling matters regarding RTI.</li> <li>4. Matters pertaining to classification of Groups (Group 'B' Non Gazetted and Group 'C' Non Gazetted) of teaching staff i.e. Assistant Teachers, Drawing</li> </ul>

			<p>Teachers, Computer Teachers.</p> <ol style="list-style-type: none"> <li>5. Matters pertaining to Goa Coaching Classes (Regulation) Act 2001 and matters of other Coaching Institutions like Esteller Edutech LLP, Aakash coaching classes, etc.</li> <li>6. Handling matters regarding change in school uniforms in Government High School.</li> <li>7. Matter pertaining to re-employment of retired teaching staff of Government. High Schools and Government Higher Secondary Schools.</li> <li>8. Handling matters regarding Permission to leave the country.</li> <li>9. Matter pertaining to Padma Awards and Adivasi Pradnywant Puraskar.</li> <li>10. Matter pertaining to Writ Petitions in the Hon'ble High Court of Bombay at Goa and Legal matters/ Vigilance to be placed before the Court/other Authorities related to teaching staff.</li> <li>11. Reply to Goa Human Rights Commission.</li> <li>12. Matter pertaining to waiver of recovery of the excess payment of teachers in service and retired teachers in Government High Schools and Government Higher Secondary Schools.</li> <li>13. Matter pertaining towards Physical Education Teachers in GHS &amp; GHSS</li> <li>14. Other miscellaneous matters as per directions of superiors.</li> <li>15. Legal matters/ Vigilance to be placed before the Court/other Authorities related to teaching staff.</li> <li>16. Reply to Goa Human Rights Commission on complaints / Grievances from the teaching Staff.</li> </ol>
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4.	Mrs. Gautami Naik	LDC	<ol style="list-style-type: none"> <li>1. Opening of new Govt. High School &amp; Govt. Higher Secondary School.</li> <li>2. Additional standards/division in Government High Schools and Government Higher Secondary Schools.</li> <li>3. Continuation of recognition of Government Secondary &amp; Higher Secondary Schools with the Goa Board of Secondary &amp; Higher Secondary Education.</li> <li>4. Introduction of new subjects in the GHS/GHSS.</li> <li>5. Matters pertaining to the post of Teacher Grade I/ ADEI/MSHM, Asstt. Tr., Drawing Tr., Computer Tr., Instructors, Asstt. Lecturer in Engg., Music Tr.             <ol style="list-style-type: none"> <li>a. Ex-Gratia/ Condonation in break in service/Counting of past services etc.</li> <li>b. Conveyance Allowance to physically Handicap teaching staff.</li> <li>c. Removal of anomalies in the pay fixation.</li> <li>d. Higher duties and higher responsibilities.</li> <li>e. Change in name</li> </ol> </li> <li>6. Submission of Monthly Attendance Report, Governor's Report.</li> <li>7. Submission of material for Budget Speech, Performance Budget, Explanatory Memorandum and reports to be submitted to other Departments/sections of this Directorate.</li> <li>8. Replies to Parliamentary Assembly Questions dealing with subject matters.</li> <li>9. Maintaining files pertaining to Audit</li> </ol>
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			<p>matters.</p> <p>10. Matters/Grievances related to P.E. Teachers.</p> <p>11. RTI matters dealing with subject matters.</p> <p>12. Complaint received from PTA, public against teaching staff.</p> <p>13. Maintenance of stationery and handling register.</p> <p>14. Maintenance of various Government Departmental Circulars / Orders.</p> <p>15. NOC to apply for higher studies, to apply for post, to apply for new passport / renewal of passport</p> <p>16. Obtaining of vigilance clearance</p> <p>17. Permission to leave Country matters.</p> <p>18. Other miscellaneous matters</p> <p>19. Any other work assigned by Superiors.</p>
5	Ms. Sharon Balbadra	Data Entry Operator	To assist UDC in recruitment process of teachers in Govt. High Schools/Higher Secondary Schools and grant of Senior/Selection scale to teachers

## ADMINISTRATION II SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1.	Mrs. Deepa B. Shirodkar	Office Superintendent	<p>1. Overall supervision &amp; monitoring of Admin II Section</p> <p>2. SPIO under RTI Act, 2005 of Adm. II Section</p> <p>3. Any other work assigned by the Higher Authorities.</p>
2.	Mrs. Sneha Gurav	UDC	<p>1. Following matters related to the overall posts of Government Primary School Teacher/Trained English Teachers in Govt. Primary Schools.</p> <p>a) Appointment, Seniority, Confirmation and Promotion.</p>

			<ul style="list-style-type: none"> <li>b) Voluntary retirement/Resignation/ Retirement on invalid pension</li> <li>c) Maintenance of Personal files and updating of their higher educational qualification / records</li> <li>d) Grant of Senior and Selection Scales</li> </ul> <ul style="list-style-type: none"> <li>2. A.P.I.O under R.T.I. Act</li> <li>3. Replies to Parliamentary/Assembly Questions dealing with subject matters.</li> <li>4. Replies to Audit Paras/Memos related to subject matters.</li> </ul>
3.	Mrs. Ania Pereira	UDC	<ul style="list-style-type: none"> <li>1. Closing/Amalgamation/upgradation of Govt. Primary Schools (GPS) and Govt. Middle Schools (GMS).</li> <li>2. Matters pertaining to Government Pre-primary Helpers.</li> <li>3. Handling of Scheme Financial Assistance to Govt. Primary Schools.</li> <li>4. Correspondence from Palak Shikshan Association or any PTA Member from GPS, GMS.</li> <li>5. Matters related to the overall Government Primary School Teacher/ Trained English Teachers in Government Primary Schools                             <ul style="list-style-type: none"> <li>a) Ex-Gratia / Condonation service/ Counting of past services etc./ Removal of anomalies in the pay fixation/ job on compassionate appointment/ Harness cases/ Grant of various types of NOC's</li> </ul> </li> <li>6. Submission of material for Budget Speech, Performance Budget, Explanatory Memorandum, etc.</li> <li>7. Replies to Parliamentary / Assembly Questions/ Audit/RTI matters dealing with subject matters.</li> </ul>
4.	Shri. Ashay Kanekar	LDC	<ul style="list-style-type: none"> <li>a) Maintenance of post based reservation Roster and related</li> </ul>

			<p>correspondence</p> <p>b) Framing/Amendment of Recruitment Rules/Revision of pay scales.</p> <p>c) Creation/Continuation/Conversion of temporary posts/revival of lapsed posts.</p> <p>d) Transfers and deputation and related correspondence.</p> <p>e) Surplus/single Teacher/ Super-annuation of teachers</p>
5.	Shri. Samesh S. Naik		<ol style="list-style-type: none"> <li>1. Files pertaining to Additional standards/divisions in the Govt. Primary Schools and Government Middle Schools</li> <li>2. Opening of new GPS and GMS</li> <li>3. Introduction of new subjects in GPS and GMS.</li> <li>4. Matters pertaining to Pre-Primary Cell/Sections.</li> <li>5. Admission to Std. I by relaxation/ Admission to students in respective classes.</li> <li>6. Matters related to the overall posts of Government Primary School Teacher/ Trained English Teachers in Government Schools             <ol style="list-style-type: none"> <li>i) Extension in service/Re-employment beyond superannuation.</li> <li>ii) Grant of permission to leave the country to visit abroad.</li> <li>iii) Grant of permission to seek employment in India or abroad.</li> <li>iv) Issue of service certificates</li> <li>v) Change of name.</li> </ol> </li> <li>7. Replies to Parliamentary/Assembly Questions/ RTI matters dealing with subject matters.</li> </ol>

6	Shri Apurv Bhangi	Data Entry Operator	To assist UDCs/LDCs in recruitment process of teachers in Govt. Primary/Middle Schools and grant of Senior/Selection scale to teachers/ updation of data of primary teachers/enrolment of schools, complaints, etc.
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### ADMINISTRATION III SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1.	Mrs. Victoria S. Lobo Fernandes	Head Clerk	<ol style="list-style-type: none"> <li>1. Supervision and correction of drafts of the work handled by the Clerks. 12 Taluka repairs/maintenance work.</li> <li>2. Land Acquisition Matters.</li> <li>3. Matters pertaining to Disaster Management.</li> <li>4. EDC Funds.</li> <li>5. Allotment of Funds to GSIDC.</li> <li>6. Handling of Audit Report.</li> <li>7. Budget.</li> <li>8. Governors Monthly Report, Swatchh Bharat Mission correspondence, Pubic Grievance Report, Waste Management, Eco-Survey.</li> <li>9. Pre-Monsoon repairs.</li> <li>10. Unservicable items related to Govt. Schools correspondence.</li> <li>11. Matters related to Assembly/LAQs.</li> <li>12. Matters related to Towers.</li> <li>13. Matter related to installation of CCTV.</li> <li>14. Dealing with the matters related to Miscellaneous/Budget Speech/Schemes, etc. correspondence received in the Section.</li> <li>15. RTI (PIO).</li> <li>16. Helping in typing work of Clerks.</li> </ol> <p>➤ <b>At present Supervising the below</b></p>

			<p><b>mentioned work previously handled by ADEI (Post vacant) as under:</b></p> <p>17. NFTW Schemes.  18. State/National Award.  19. RIMC Exam.  20. 12 Taluka Accommodation  Looking after the Scheme for Allotment of unused Govt. buildings/transfer to various Govt. Departments.</p>
2.	Shri. Deepak Naik	Librarian Gr.III	<p>1. Maintaining Newspaper Register, Maintaining Accession Register.  2. Purchase of Books.  3. Reply to newspaper cuttings.  4. Maintaining of bills regarding the payments of books and newspaper.  5. Looking after the work of Celebration of Teachers' Day, National Award, State Award, NFTW Financial Asstt. To teachers retired without Pension. NFTW Financial Assistance for Professional of children of school teachers, RIMC Exam., Advertisement, Distribution of Armed Force Flags to all the talukas. Correspondence of Navodaya Vidyalaya.  6. Dealing with important issues of Quepem Taluka and other Talukas.  7. Looking after the work related to Library.  8. Scheme allotment of unused Govt. buildings/transfer of various Govt. Departments.  9. RTI matters.</p>
3.	Shri. Deepak Kundaikar	LDC	<p>1. Putting up correspondences of matters related to land acquisition cases, construction / extension / maintenance / repairs of Govt. Schools in 04 Talukas.  2. Accommodation matter related to 04 Talukas</p>
4.	Mrs. Vaishali Pilgaonkar	LDC	
5.	Shri. Siddharth Redkar	LDC	
6.	Shri. Rajan Gaonkar	LDC	

			<p>3. LAQ matters.</p> <p>4. RTI matters</p> <ul style="list-style-type: none"> <li>➤ Correspondence of Ponda, Tiswadi, Sanguem and Bicholim.</li> <li>Maintenance of Directorate building.</li> <li>➤ Correspondence of Salcete, Quepem, Canacona &amp; Mormugao</li> <li>➤ Correspondence of Pernem, Sattari, Dharbandora, Bardez</li> </ul>
7	Mrs. Veronic Fernandes	MTS	Doing outward letters/files, Xeroxing, doing work assigned from time to time, doing the duty of opening and closing of the Office and distributing tapal/ letters/postal as assigned by Adm-I Section.

### EX- OFFICIO SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Mrs. Trupti K. Bhangle	Office Superintendent	<p>Section Head of Ex-officio Section. Overall supervision and monitoring of the section</p> <p>1. Matters pertaining to filling up of posts (Direct/Promotion) and all other service matters / miscellaneous matters under Group 'A' and Group 'B' Gazetted Officers under the Directorate of Education, i.e. Vice-Principal Teacher Training College/Headmasters in Government of High School, Vice-Principal in Government Higher Secondary School, Deputy Education Officer/Principal in Government Higher Secondary School/Vocational Education Officer, Assistant Director of Education, Deputy Director of S.LE., Dy. Director of Education/Dy. Director of Adult Education/Principal – DIET/Dy. Director of Vocational Education.</p> <p>2. Drafting of (a) Policy decision matters (b) Upgradation of classification of</p>

			<p>posts from Group 'B' to Group 'A' Gazetted, etc. (c) Replies to legal, court matters, vigilance matters.</p> <p>3. Supervision of the working of the section and arrange for speedy and timely disposal of all items of work therein through concerned Dealing Assistants of the section.</p> <p>a) Distribution of work amongst staff, ensuring proper allocation of tasks.</p> <p>b) Prompt and efficient processing of papers coming up for disposal in the section.</p> <p>c) Strict observance of the instructions contained in the codes/manuals/office orders etc. Prompt submission of periodical statements.</p> <p>4. Functioning as State Public Information Officer under RTI Act 2005.</p> <p>5. Any other work assigned by the Higher Authorities.</p>
2.	Shri. Janardhan Folkar	LDC	<p>1. Matters related to the posts of Headmaster/Vice- Principal in GHSS, Deputy Education Officer/Deputy Director of S.I.E., Dy. Director of Education/Dy. Director of Adult Education &amp; Principal DIET, Dy. Director of Vocational Education (Group 'A' Gazetted) in Directorate of Education.</p> <p>a. Appointment, Seniority, Confirmation and Promotion of Gazetted officers (Group A and Group B).</p> <p>b. Framing/Amendment of Recruitment Rules/Revision of Pay scales.</p> <p>c. Creation and Revival of lapsed posts.</p> <p>d. Transfers and deputation of the Gazetted Officers.</p> <p>2. Appointment of Chairman, Vice-</p>

			<p>Chairman, Goa Board of Secondary and Higher Secondary School Education.</p> <ol style="list-style-type: none"> <li>3.             <ol style="list-style-type: none"> <li>a. Filling up of post of State Project Director, Goa Samagra Shiksha.</li> <li>b. Transfers and deputation as Assistant Director, Goa Samagra Shiksha.</li> <li>c. Tours and deputation of Goa Samagra Shiksha.</li> <li>d. Additional Charge of District Project Officer (North &amp; South), Goa Samagra Shiksha.</li> </ol> </li> <li>4. Vigilance Matters of Headmaster/Vice-Principal in GHSS, Deputy Education Officer/Deputy Director of S.I.E., Dy. Director of Education/Dy. Director of Adult Education / Principal – DIET/ Dy. Director of Vocational Education</li> <li>5. Maintenance of Post Based Reservation Roster/Register and related correspondence of Gazetted Officers.</li> <li>6. Maintenance of stationery and handling register.</li> <li>7. Maintenance of various Government Departmental Circulars / Orders.</li> <li>8. RTI matters dealing with subject matters.</li> <li>9. Court/Legal matters related to up-gradation of scale of Gazetted Officers including Retired Officers.</li> <li>10. To put up matters related to Pension on retirement of 58 years in service.</li> <li>11. To prepare replies to be placed before the Hon'ble High Court of Bombay at Goa or any other Court of Law.</li> </ol>
3.	Shri. Shivram Prabhu	LDC	<ol style="list-style-type: none"> <li>1. Following matters related to the posts of</li> </ol>

			<p>(A) Headmaster/Vice-Principal in GHSS, Deputy Education Officer/Principal in GHSS/Vocational Education Officer/ Deputy Director of S.I.E., Dy. Director of Education/Dy. Director of Adult Education/Principal – DIET/Dy. Director of Vocational Education (Grp. A Gazetted) in Directorate of Education.</p> <ol style="list-style-type: none"> <li>a. Removal of anomalies in the pay fixation.</li> <li>b. Permission to pursue Higher Studies.</li> <li>c. Ex-Gratia/Condonation in break in service, counting of past services etc.</li> <li>d. Matters related to job on compassionate appointment/ Harness cases.</li> <li>e. Permission to pursue Higher Studies and Grant of various types of NOC's.</li> <li>f. Change of name of Gazetted Officer's.</li> <li>g. Re-employment beyond superannuation / Extension in service (if any).</li> <li>h. Grant of permission to leave the country to visit abroad.</li> <li>i. Grant of permission to seek employment in India or abroad.</li> <li>j. Issue of service certificate.</li> <li>k. Other miscellaneous matters.</li> </ol> <ol style="list-style-type: none"> <li>2. Replies to Parliamentary/Assembly Questions dealing with subject matters.</li> <li>3. Replies to Audit Paras/Memos.</li> <li>4. Reply to Goa Human Rights Commission on complaints/Grievances from the PTA/Public against the Officers under</li> </ol>
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			<p>this Directorate.</p> <ol style="list-style-type: none"> <li>5. Legal/ Vigilance matters as regards to conducting of inquiry against the Officers.</li> <li>6. Issue of Orders for link Officers (Group A Gazetted).</li> <li>7. Matters related to study tour Prashikshanyatra for ST students.</li> <li>8. Technical Resignation by the teaching Staff/Gazetted Officers to join other Institutions/Department.</li> <li>9. Complaint received from PTA/Public against Teaching staff/Gazetted Officers.</li> <li>10. Submission of material for Budget Speech, Performance Budget, Explanatory Memorandum and reports to be submitted to other Departments/sections of this Directorate.</li> <li>11. Grant of Senior and Selection Scales to Gazetted Officers in the Directorate.</li> <li>12. Court matters pertaining to Senior Scale / Selection Scale.</li> <li>13. Other miscellaneous matters.</li> </ol>
5	Shri. Seema D. Naik	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Typing and Formatting letters/ Memorandum/ Noting related to service matters.</li> <li>2. Assisting dealing clerks in typing as and when required.</li> <li>3. Performing any other clerical or data-related tasks assigned by superiors from time to time.</li> </ol>

### STATISTICS SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Mrs. Supriya S. Nachinolkar	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Educational Statistics at a Glance</li> <li>2. Right to Information Act (RTI)</li> </ol>

			<ol style="list-style-type: none"> <li>3. Publication of DPSE (Annually) <ol style="list-style-type: none"> <li>a) Statistical Hand Book</li> <li>b) Goa Economy in Figures</li> </ol> </li> <li>4. Census of Government Employees</li> <li>5. LAQ</li> <li>6. Miscellaneous work</li> </ol>
2	Shri. Gururaj Y.Naik	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Submission of Quarterly Progress expenditure, Physical Targets &amp; Achievements.</li> <li>2. Preparation of Annual Plan.</li> <li>3. Preparation of Reconciliation of revised outlays.</li> <li>4. Preparation of Performance Budget.</li> <li>5. Materials for the Budget Speech of Finance Minister.</li> <li>6. Material for the Governors address for Republic Day and Second Session of Legislative Assembly.</li> <li>7. Major Head wise explanatory memorandum for Demand 34.</li> <li>8. Centrally sponsored Schemes.</li> <li>9. Preparation of Physical &amp; Financial progress Block wise under special component plan.</li> <li>10. All the other correspondence pertaining to statistics &amp; Evaluation</li> </ol>
3	Mrs. Ashwita S. Haldonkar	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Direct Benefit Transfer</li> <li>2. NITTI Aayog.</li> <li>3. Miscellaneous work</li> </ol>
4	Mrs. Trupti D. Mandrekar	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Governor's Monthly Report</li> <li>2. Annual Administrative Report</li> <li>3. Publication of DPSE (Annually) <ol style="list-style-type: none"> <li>a) Indicator of Socio-Economic Development.</li> </ol> </li> <li>4. LAQ</li> <li>5. Miscellaneous work</li> </ol>
5	Shri. Amol Gaonkar	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Economic Survey.</li> <li>2. Publication of DPSE (Annually) <ol style="list-style-type: none"> <li>a) Goa at a Glance</li> </ol> </li> <li>3. PM Cares for Children Scheme</li> <li>4. Miscellaneous work</li> </ol>

6	Shri. Mahesh V. Keny	Investigator	<ol style="list-style-type: none"> <li>1. Material for Annual Report</li> <li>2. Preparation of EMIS (A+B) Forms</li> <li>3. LAQ</li> <li>4. Miscellaneous work</li> </ol>
7	Ms. Prachi Gawandalker	Investigator	<ol style="list-style-type: none"> <li>1. Preparation of list of Recognized Educational Institutions in Goa.</li> <li>2. Materials for Commissions (SC/ST/Minority etc.)</li> <li>3. Administrative work                         <ol style="list-style-type: none"> <li>a) Inward/Outward</li> <li>b) Distribution of Dak / Tapal</li> <li>c) Record of Stationery</li> <li>d) Leave Record File</li> <li>e) Miscellaneous work</li> </ol> </li> </ol>

### ADULT EDUCATION SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Shri. Aditya Madkaikar	Accountant	<ol style="list-style-type: none"> <li>1. Maintaining of BCRS in respect to Grant-in-aid funds released to Bal Bhavan, Sanjay Centre, Financial Assistance to Children with Special Needs and any other Schemes formulated from time to time.</li> <li>2. Checking of the files from the dealing hand regarding release of installments to Bal Bhavan, Sanjay Centre, Financial Assistance to Children with Special Needs and any other Schemes formulated from time to time.</li> <li>3. Checking of grant-in-aid bills towards release of installments.</li> <li>4. Any other work assigned by the Superiors from time to time.</li> </ol>
2	Shri. Nilesh Naik	Statistical Assistant	<ol style="list-style-type: none"> <li>1. Dealing with all correspondence of Sanjay Centre for Special Education, Porvorim and its centers at Curchorem &amp; BGogda Vasco.</li> <li>2. Dealing with all correspondence of</li> </ol>

			<p>Bal Bhavan, Campal, Panaji – Goa.</p> <ol style="list-style-type: none"> <li>3. Grant of NOC for the appointment of teaching and non-teaching staff at Sanjay Centre and Bal Bhavan.</li> <li>4. Submissions of information on Governors Speech and Governors monthly report</li> <li>5. Report / Budget Speech, Economic Survey etc.</li> <li>6. Reports regarding implementation of Persons with Disabilities Act.</li> <li>7. Preparing compliance report w.r.t. various court matters pertaining to Adult Education Section.</li> <li>8. RTI matters of Sanjay Centre and Bal Bhavan.</li> <li>9. Court matters related to Sanjay centre for Special Education.</li> <li>10. LAQs related to Special Schools.</li> <li>11. Looking after overall general correspondence of Adult Section.</li> <li>12. Any other work assigned by the superiors from time to time.</li> </ol>
3	Mrs. Pooja Sawant	UDC	<ol style="list-style-type: none"> <li>1. Scheme for Children with Special Needs-2018.</li> <li>2. Grant of NOC for the appointment of teaching and non-teaching staff in Grant-in-aid Special Schools/ Resource room teachers in Resource Room schools.</li> <li>3. Grant of Approvals to the above appointments.</li> <li>4. Grant of Approvals to the School Managing Committees.</li> <li>5. Government Permission to open new Special Schools in the State of Goa.</li> <li>6. Grant of recognition to newly opened special schools/release of grants thereof.</li> <li>7. Permission to open Resource Room/Life Skill Resource room for</li> </ol>

			<p>CWSN students in the regular schools.</p> <ol style="list-style-type: none"> <li>8. Grant of permission of the Government to retain the children between age group of 21-35 years in Special schools for claiming grant-in-aid staff.</li> <li>9. Grant of permission of the Department for subject concession for the CWSN students of Std-IX &amp; X.</li> <li>10. Reports regarding implementation of Persons with Disabilities Act.</li> <li>11. Scheme for creating awareness on Road Safety.</li> <li>12. RTI matters of Special schools.</li> <li>13. LAQs related to Special Schools</li> <li>14. Overall general correspondence of Adult Section.</li> <li>15. Many other miscellaneous matters related to Special Schools/Resource Room schools such as counting of past services for pensioner benefits, Re-employment of the teaching staff till end of the academic year, change in name of staff, change of school addresses, etc.</li> <li>16. Any other work assigned by the Superiors from time to time.</li> <li>17. Performed duties BLO to Assigned from time to time.</li> </ol>
4	Mrs. Tanvi S. Sawat	UDC	<ol style="list-style-type: none"> <li>1. Assisting for LAQs / RTI / Court related matters.</li> <li>2. Providing information on material for Governor's report and Budget Speech, Economic Survey related to the Children with Special Needs Scheme.</li> <li>3. Providing information of this section to different sections of this Directorate as and when required.</li> <li>4. Submissions of Governors monthly</li> </ol>

			<p>report.</p> <ol style="list-style-type: none"> <li>5. Assisting Statistical Assistance</li> <li>6. Miscellaneous Correspondence</li> <li>7. Overall general correspondence of Adult Section.</li> <li>8. Any other work assigned by the superiors from time to time.</li> <li>9. Processing of proposal of grant of NOC for the appointment of teaching and non-teaching staff in Resource Room schools and approvals to the above appointments</li> </ol>
5	Shri. Maheshwar R. Gawas	L.D.C	<ol style="list-style-type: none"> <li>1. Assisting UDC for LAQs / RTI / Court related matters.</li> <li>2. Providing information on material for Governor's report and Budget Speech, Economic Survey related to the Children with Special Needs Scheme.</li> <li>3. Providing information of this section to different sections of this Directorate as and when required.</li> <li>4. Submissions of Governors monthly report.</li> <li>5. Assisting UDC &amp; Statistical Assistance.</li> <li>6. Miscellaneous Correspondence.</li> <li>7. Overall general correspondence of Adult Section.</li> <li>8. Any other work assigned by the superiors from time to time.</li> <li>9. Processing of proposal of grant of NOC for the appointment of teaching and non-teaching staff in Resource Room school and approvals to the above appointments.</li> </ol>
6	Mrs. Dinavanthi Kurtikar	Ad-hoc LDC	<ol style="list-style-type: none"> <li>1. Dealing with financial assistance to children with Special Needs under CWSN Scheme 2018.</li> <li>2. Handling of Bills of ECS payment towards financial assistance to the Special Children in Special Schools /</li> </ol>

			<p>Resource Room schools.</p> <p>3. Preparation of on-time assistance bills of Sanjay Centre for Special Education &amp; Bal Bhavan.</p> <p>4. Inward/Outward of the correspondence in the absence of MTS.</p> <p>5. Any other work assigned by the Superiors from time to time.</p>
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**GIA I SECTION**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of work and allotted duties</b>
1	Mrs. Joslina Afonso	Accountant	Supervision of all work relating to GIA-I Section. Attendance of staff, Verification of the matters pertaining to the Maintenance Grants, Permission to Purchase School Furniture & equipment, admissibility for Rent approval, Salaries of Aided Secondary and Primary Schools and Special Schools of Goa including bills of temporary teachers /D.A. Arrears /LTC/ Bonus/Medical reimbursement/ Medical Advance/CEA bills, etc. Verifying the Scholarships and different Schemes, etc. Reply to Legislative Assembly Questions/Right to Information pertaining to GIA-I Section. Attending urgent work/time bound nature towards information asked by the Govt. Agencies. Any other matters entrusted by the Superiors.
2	Mrs. Manisha L. Kharde	UDC	Scrutiny and preparing the salary bills of GPF and NPS Staff of Aided High Schools (North Zone) i.e. Pernem, Bardez and Sattari Talukas (91 Schools) including scrutiny and preparing supplementary bills, Bonus, DA, Medical, CEA, LTC bills, etc. Also every month online posting of NPS Data of 1,600 Staff and maintaining the Bill Register and BCR (Budget Control Register) and any

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			other work assigned by Higher Authority.
3	Shri Dattaram A. Urkonkar	UDC	Scrutiny and preparing the salary bills of Aided Primary Schools (North/Central Zone) including scrutiny and preparing Supplementary bills, Bonus, DA, Medical, CEA, LTC, etc. Also every month online posting of NPS Data of the respective staff and maintaining the Bill Register and BCR (Budget Control Register) along with bills of Bharat Yatra, Bharat Darshan, Sanskrit Education, and National Foundation for Teacher's Welfare, RIMC Dehradun and any other work assigned by Higher Authority.
4	Shri Deepak Kattimani	UDC	Scrutiny and processing supplementary claims like Bonus, DA, Medical, CEA, LTC, etc. of Aided Primary School teachers bills (North/Central Zone).
5	Mr. Shivaji N. Sable	UDC	Scrutiny and preparing the salary bills of Primary Aided Schools (South Goa District) Salcete, Marmugao, Quepem and Canacona including supplementary bills, Bonus, Medical bills, etc., CEA, LTC. Also every month online posting of NPS Data of 555 Staff and maintaining the Bill Register and BCR (Budget Control Register), placing order Indent for stationery and any other work assigned by Higher Authority.
6	Mrs. Vrunda K. Thanekar	LDC	Inward of supplementary grants and also scrutiny and preparing monthly reports of savings in respect of DBT Schemes, preparing bills of Scholarship Schemes 1. Incentive Scholarship to meritorious Students 2. Education Concession to the children of service personnel and any other work assigned by Higher Authority.
7	Shri Collin Demello	LDC	Scrutiny and preparing the salary bills of Aided High Schools (Central Zone) i.e. Tiswadi and Ponda Talukas (85 Schools) of GPF Staff and PPAAN Staff including scrutiny and preparation of supplementary bills, Bonus, Medical, CEA, LTC bills, etc. Also

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			every month online posting of NPS Data of 1,550 Staff and maintaining the Bill Register and BCR (Budget Control Register), Replying to Audit matters, Schools rent and grant of permission for purchases and any other work assigned by Higher Authority.
8	Shri Brijesh Gawade	LDC	Scrutiny and preparing the salary bills of GPF and NPS Staff of Aided High Schools i.e. Bicholim, Sanguem, Dharbandora, Quepem and Canacona (61 Schools) Talukas and also salary bills of Special Schools (21 Schools) including scrutiny and preparing supplementary bills, Bonus, DA, Medical, CEA, LTC bills, etc. Also every month online posting of NPS Data of 600 Staff (Special School) and maintaining the Bill Register and BCR (Budget Control Register) and any other work assigned by Higher Authority.
9	Mr. Shubham D. Phadte	LDC	Scrutiny and preparing the salary bills of GPF and NPS Staff of Aided High Schools (South Zone) i.e. Salcete, Mormugao Talukas (95 Schools) including scrutiny and preparing supplementary bills, Bonus, DA, Medical, CEA, LTC bills, etc. Also every month online posting of NPS Data of 1,600 Staff and maintaining the Bill Register and BCR (Budget Control Register), Replying to RTI matters and any other work assigned by Higher Authority.
10	Mrs. Richa Gadekar	Data Entry Operator	Scrutiny and preparing Assessment of Maintenance grants of Aided High Schools and Schools Complex bills of North Goa as well as South Goa, pertaining information and compiling of LAQ's, Audit and RTI matters. She has been assigned work of Pupils Fund, preparation of monthly pending report and any other work assigned by Higher Authority.
11	Mrs. Alisha S. Patekar	Data Entry Operator	Scrutiny and preparing Assessment of Maintenance grants of more than 320

			Aided High Schools, preparing bills of Maintenance grants to aided primary and high schools and Schools Complex bills of North Goa as well as South Goa and maintaining the Bill Register and BCR (Budget Control Register). She has been assigned the work of LAQ's and any other work assigned by Higher Authority.
12	Mrs. Sangeeta G. Gawas	MTS	Dispatches of the urgent letters to the concerned dept., submitting salary and other bills to Directorate of Accounts, distribution of Dak to concerned dealing hand, photocopying, maintenance of files/stationery of the section etc, Sorting of correspondences and handing over to inward LDC for recording in Inward register and any other work assigned by Higher Authority.

## GIA II SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Mrs. Ashvita Mavlankar	Accountant	<ol style="list-style-type: none"> <li>1. Supervision of all work related to GIA-II Section.</li> <li>2. Matter related to Budget requirement of the section.</li> <li>3. Verification of bills pertaining to the Salary Grants of the Teaching and Non-Teaching Staff of GPF and PPAN, Supplementary Salary Claims of Lecture Basis Teacher, Temporary Teaching Staff including D.A. Arrears/ Bonus/ Medical Bills/ L.T.C bills etc. of all Aided Higher Secondary Schools,</li> <li>4. Verification of work pertaining to the Maintenance Grants &amp; One Time Grants Scheme.</li> <li>5. Verification of the proposals regarding permission and approval to Purchases for all Aided Higher</li> </ol>

			<p>Secondary Schools.</p> <ol style="list-style-type: none"> <li>6. Verification of the proposal pertaining to the Revised Infrastructure Loan Cum Grants Scheme.</li> <li>7. Scrutinizing the proposal pertaining to the Revised Infrastructure Loan cum Grants such as Utilization certificate, Statement of Expenditure incurred against the said loan taken by the Aided Institutions.</li> <li>8. Preparing Minutes of the meeting of the Scrutinizing Committee of the Infrastructure Loan Cum Grants Scheme.</li> <li>9. Dealing with LAQ's, RTI, Audit Information as and when required by the Higher Authorities.</li> <li>10.</li> </ol>
2.	Shri. Saday Gaude	U.D.C.	<ol style="list-style-type: none"> <li>1. Salary bills as well as Supplementary Salary Claim in respect of D.A. Arrears/Bonus/7<sup>TH</sup> Pay Arrears/ Medical Bills/L.T.C Bills etc of Teaching &amp; Non-Teaching (GPF) Staff of all Aided Higher Secondary Schools and preparation of sanction order, ECS bills, maintaining G.F.R 8 etc.</li> <li>2. Supplementary Salary claim of Lecture Basis Teacher, Temporary Teaching staff of all Aided Higher Secondary Schools.</li> <li>3. Checking the proposal of the Infrastructure Loan Cum Grants Scheme.</li> <li>4. Correspondence with the Institutions regarding Infrastructure Loan Cum Grants Scheme.</li> <li>5. Arranging the meeting of the Scrutinizing Committee of the Revised Infrastructure loan cum Grants Scheme.</li> <li>6. Preparation of the Sanction Order for</li> </ol>

			<p>disbursement of Infrastructure loan cum Grants.</p> <p>7. Any other work assigned by the Superiors from time to time.</p>
3	Shri.Pravin Gaude	LDC	<p>1. Salary bills as well as Supplementary Salary Claim in respect of D.A. Arrears/Bonus/7<sup>TH</sup> Pay Arrears/ Medical Bills/L.T.C Bills etc of Teaching &amp; Non-Teaching (PPAN) Staff of all Aided Higher Secondary Schools and preparation of sanction order, ECS bills etc.</p> <p>2. Preparing E-Challan of the Repayment of Infrastructure loan cum Grants. And maintaining record of the each of the Beneficiaries of the said loan.</p> <p>3. Preparation of the bills of the repayment of the loan obtained from GSIDC and EDC regarding Infrastructure loan cum Grants.</p> <p>4. Permission to grant of approval for utilization of Pupils Funds to all Aided Higher Secondary schools. Correspondence of concerned schools for permission of utilization of Pupils Funds which are received are put upto D.E's level for approval and letters are issued to concerned schools.</p> <p>5. Work related to Scrutiny of One Time Grant Scheme.</p> <p>6. Any other work assigned by the Superiors from time to time.</p>
4	Ms. Meha Kinlekar	Data Entry Operator	<p>1. Assisting in work related to revised infrastructure Loan Cum grants Scheme.</p> <p>2. Compilation of Information related to LAQ Matters/RTI Matters.</p> <p>3. Compilation of Information related to RTI Matters.</p>

			<ol style="list-style-type: none"> <li>4. Compilation of Information related to Audit Information/Statistical Information.</li> <li>5. NPS Data feeding on NPS online Portal of PPAN Staff of Aided Higher Secondary Schools.</li> <li>6. Maintain a register of challans and receipts for repaying infrastructure Loan Cum Grants (Old Scheme) against disbursed loan.</li> <li>7. Any other work assigned by the Superiors from time to time.</li> </ol>
5	Ms. Nikita Gawade	Apprentice	<ol style="list-style-type: none"> <li>1. Maintenance Grants of all Aided Higher Secondary Schools. Scrutiny of Audited Statement of each school and preparing and issuing of Assessment sheet.</li> <li>2. Permission and approval to purchases for all Aided Higher Secondary Schools. Proposals received are scrutinized and are put up to D.E.'s level for approval and letters are issued to concerned schools.</li> <li>11. Assessment of rent of all Aided Higher Secondary Schools.</li> </ol>

### ACADEMIC SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Mrs. Sindhu Prabhu Dessai	Asst. Dir. Of Edu. (Academic) / Deputy Dir. Of Edu. (Academic) (Additional Charge)	Head of the Section, Overall supervision of the work dealt by the staff of Academic section
2	Mrs. Prajyoti Pednekar	Office Superintendent	<ol style="list-style-type: none"> <li>1. Overall supervision of the work dealt by the staff of academic section.</li> <li>2. RTI matters.</li> <li>3. Maintenance of casual leave.</li> </ol>

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			4. Verify H.B.A. cases along with regular duty.
3	Shri Sitaram Parsekar	Jr. Steno (additional charge)	Handling Cases of H.B.A (aided institution)
4	Mr. Zeferino Rodrigues	UDC	All matters pertaining to the schools from Salcete Taluka and allotted miscellaneous matters
5	Mrs. Mamta S. Naik	UDC	All the assigned matters of DSE schools and 15 schools of Bardez Taluka and allotted miscellaneous matters.
6	Ms. Leena Naik	LDC	Inward and outward
7	Shri Abhijeet D. Gaonkar	LDC	All matters pertaining to the schools from Bardez, Quepem Taluka, Lead Agency and allotted Miscellaneous matters.
8	Shri Shantesh G.S. Kundaikar	LDC	All matters pertaining to the schools from Tiswadi taluka and allotted Miscellaneous matters.
9	Ms. Tanvi U. Patre	L.D.C	All matters pertaining to the Schools from Ponda Taluka., N.C.P.C.R and allotted Miscellaneous matters.
10	Mrs. Saraswati Madkaikar	M.T.S	Attending to D.D.E. / A.D.E. of Academic Section and other work assigned by the officer
11	Shri. Pandurang Divkar	Driver	Driving the vehicle allotted to the Section
12	Mrs. Navya Mashelkar	Trained Undergraduate Teacher	All matters pertaining to the Schools from Pernem, Mormugao Taluka
13	Mrs. Vidhi Tari Volvoikar	Trained Graduate Teacher	All matters pertaining to the Schools from Canacona Taluka
14	Mrs. Harsha Gosavi	Trained Undergraduate Teacher	All matters pertaining to the Schools from Bicholim Taluka and opening of new schools i.e. Std. I and V
15	Mrs. Zia J. De Oliveira	L.D.C. cum Librarian	Admission of students in High School and allotted Miscellaneous matters
16	Shri Vikram Mangueshkar	M.T.S.	Attending to D.D.E. / A.D.E. of Academic Section and other work assigned by the officer
17	Ms. Prajyoti P. Nagvekar	Data Entry Operator	1) All matters pertaining to the Aided Schools from Sattari, Sanguem,

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			<p>Dharbandora Taluka</p> <p>2) Dealing with A,B,C,D,E information, NOCs, Scheme of Management, Approvals, R.T.I matters.</p> <p>3) Handling Outward of correspondence and stationery of academic section</p>
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**ACCOUNTS SECTION**

Sr. No.	Name	Designation	Nature of work and allotted duties
1.	Shri. Deepak Gaonkar	Assistant Accounts Officer	<p>a) Overall supervision of the work dealt by the staff of Accounts section,</p> <p>b) SPIO under RTI, Act, 20025</p>
2.	Shri. Aditya Madkaikar	Accountant (Additional charge)	<p>a) APIO under RTI, Act, 20025</p> <p>b) Preparing of Budget</p> <p>c) Allotment of funds to various D.D.O's of this Directorate.</p> <p>d) Reconciliation of Expenditure and issue of Certificate as required.</p> <p>e) Re-appropriation / surrender of Funds/supplementary grants.</p> <p>f) Appropriation of Accounts.</p> <p>g) Drawing Advances from Contingency Funds.</p> <p>h) PAC matter/CAG Reports in co-ordination with Accounts Officer.</p> <p>i) Allotment of Funds to PWD for various works.</p> <p>j) Issue of Availability of Funds Certificate for the works.</p> <p>k) Implementation of Scheme dealt by the Section/ Tribal Sub Plan.</p> <p>l) Matter relating to SSA.</p> <p>m) Scrutiny of Income Tax Statements of all the employees of this office.</p> <p>n) Audit matter of Head Office and Subordinate Offices.</p> <p>o) Utilization Certificate (Maintenance of consolidated Register of all</p>

			<p>Sections).</p> <p>p) Replies to Audit Observations.</p> <p>q) Preparation of Monthly expenditure</p> <p>r) Verification of bills relating to salary/medical reimbursement/arrears/contingent/travelling allowance/leave travel. Concession/GPF of staff of this Directorate.</p> <p>s) Matters pertaining to following schemes dealt by Accounts Section including release of installments, sanction Orders and related correspondence: Balrath scheme and KTC to various institutions under control of this Directorate. Supply of Free Note books. Uniforms and Raincoats to students.</p> <p>t) Matters relating to Samagra Shiksha Abhiyan including Release of grants, salaries of Part Time Instructions/Para Teachers.</p> <p>u) PFMS matters including transfer of Central/State share of SSA and Mid Day Meal Scheme (Vocational Section) to Singly Nodal Agency Accounts.</p> <p>v) Any other work as assigned by the Superiors.</p>
3.	Shri. Govind Shetye	Auditor (holding charge of Cashier)	<p>a) Writing of Cash Book &amp; to deposit challans in Bank.</p> <p>b) Maintenance of permanent advance Register &amp; preparing of bills.</p> <p>c) Maintenance of Govt. Receipt books and also issue of books to other subordinate offices.</p> <p>d) Maintenance of Third Party cheques register and forward the same to respective Bank, post office, LIC etc.</p> <p>e) To obtain D.E/B.C. from bank and</p>

			<p>forward the same to the respective parties</p> <p>f) On receipt of cheques all GFR-8 weekly to be handed over to the official concerned section.</p> <p>g) Purchase and Incharge of Stationery stores.</p> <p>h) Scrutiny of TA/TTA/LTC claims of this Office &amp; Subordinate Offices.</p> <p>i) G.P.F. Final payment, GPF Bills, Arrears bills, Tuition fee bills, Honorarium bills.</p> <p>j) Visit to Tax consultant in respect of GST and TDS matters of Vocational Section and Accounts Section of this Directorate.</p> <p>k) E-Pagar of staff of Directorate of Education loading of data and follow up passing of salary hills.</p> <p>l) Maintenance of pay bills register online indent with Government printing press.</p> <p>m) Maintenance of Consumable stock register.</p> <p>n) Approval &amp; issue of sanction orders &amp; preparation of OTA bills.</p> <p>o) Issue of Form No. 16 of Income Tax to the staff.</p> <p>p) Preparation &amp; maintaining of Pay bills of Gazetted and Non Gazetted and PPN staff and maintenance of register of regular and PPN staff.</p> <p>q) Any other work as assigned by the Superiors.</p>
4	Mrs. Kusum Chandelkar	Junior Stenographer	<p>a) Scrutiny of GPF Final payment cases of all the staff of Aided Educational Institutions (Primary/Secondary and Hr. Sec. Schools) of Central Zone, South Zone.</p> <p>b) Deposit Linked Insurance Scheme.</p>

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			<p>c) Student Safety Insurance Scheme.</p> <p>d) Consolidation of Interest figures of GPF/CPF.</p>
5	Shri. Anand Naik	UDC / Store Keeper	Matters related to stores, Medical claims, purchases etc.
6	Mrs. Vidhya Malik	UDC	Matters related to Balrath Buses & KTC Busses.
7	Shri. Anil Gawas	UDC	Matters related to budget, allotment of funds, matters related to A.D.E.I's & D.D.O, F.A.C etc
8	Mrs. Jenifa Travasso	UDC	Matters related to G.P.F Advance withdrawals etc.
9	Mrs. Padmaja Thanekar	LDC	Matters related to G.P.F final payment of South Education Zone
10	Ms. Samidha Malik	LDC	Matters related to G.P.F final payment of North Education Zone
11	Shri Rohit Shirodkar	LDC	Matters related to Audit, Samagra Shiksha , PM Shri schools, etc.
12	Ms. Ankita Shet	Data Entry Operator	<p>a) Preparation of Fully Vouch Contingent bills and apprentice salary bills pertaining to this Directorate and follow-up the same in the Directorate of Accounts personally.</p> <p>b) ECS Mandate.</p> <p>c) Preparation of Abstract Contingent bills/ settlement of D. C. bill pertaining to this Department.</p> <p>d) Monthly compiling of GST Data pertaining to this Directorate.</p> <p>e) Maintenance of BCR towards FVC/AC/M.R pertaining to this Section under different Head of accounts.</p> <p>f) Preparing the Time Bound Bills i.e. Electricity, Telephone etc.</p> <p>g) Maintenance of Photocopier Machine of DE chamber/Audit Cell and Accounts Section after complain received from Sections and follow-up</p>

			<p>the said matter to solve the problems.</p> <p>h) To put up the files for approval and sanction orders in respect of Electricity bill, Telephone Bill, Reimbursement of Mobile Phone file in respect of Gazetted Officer, Purchase of postage Stamps, Repair of Vehicles, M.R bill files, Advertisement bills etc. Preparation of Bills of Grant-In-Aid in respect of SSA, RMSA and other bills of GEDC.</p> <p>i) Renewal of AMC contract of Photocopier machine of this Directorate and schools coming under this Directorate.</p> <p>j) Preparation of Bills related to transfer of central share/Para Teachers and Part Time Instructors Salary.</p> <p>k) Maintenance of Consumable stock register.</p> <p>l) Issue of receipts for payment of RTI and authentications.</p> <p>m) Matters related to quotations for purchase of consumable items.</p> <p>n) Matters related to approval for purchases of furniture etc. of schools.</p> <p>o) Any other work as assigned by the Superiors.</p>
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13	Mrs. Soniya P. Shirodkar	Data Entry Operator	<ul style="list-style-type: none"> <li>a) All the Matters related to Balrath Scheme of this Department.</li> <li>b) All the Matters related to Kadamba Transport Corporation Ltd. (KTCL).</li> <li>c) Preparation of bills of all the Govt. Aided Balrath buses.</li> <li>d) Preparation of bills of 86 KTC buses supplied to GHS &amp; GHSS.</li> <li>e) Maintenance of register, and records for release of instalments to individual schools.</li> <li>f) Verification of audited statement &amp; utilization certificates submitted by individual schools.</li> <li>g) Filing of Audited Statements of BalRath Scheme and other documents.</li> <li>h) Compiling of all matter related to LAQ's of Balrath Scheme from time to time.</li> <li>i) Handling of correspondence with respect to scheme supply of Notebooks/ Raincoats and uniforms.</li> <li>j) Numbering of GPF Final Payment Cases of North Education Zone, Bardez-Goa.</li> <li>k) Any other work as assigned by the Superiors on time to time.</li> </ul>
14	Ms. Varsha Parsekar	Data Entry Operator	<ul style="list-style-type: none"> <li>a) Allotment of funds to all the DDO's coming under control of this Directorate.</li> <li>b) All the matters related to Budget and fund availability certificate.</li> <li>c) Maintaining the files pertaining to re-appropriation/supplementary /Budget matters.</li> <li>d) Creation of new Budget Head.</li> <li>e) Preparation of Funds availability certificate.</li> <li>f) Preparation of quarterly details</li> </ul>

			<p>regarding SCSP/TSP for submission to social welfare.</p> <p>g) Issue of re-appropriation orders.</p> <p>h) Compiling of all matter related to LAQ's related to Budget.</p> <p>i) Maintenance of AFC/Fund Allotment Register.</p> <p>j) Audit matter of Head Office and Subordinate Offices.</p> <p>k) Any other assigned by higher authorities pertaining to Mid-day meal/SSA etc. in absence of regular staff.</p> <p>l) She should assist Accountant as per the work assigned.</p> <p>m) Issue of Allotment of Funds order to PWD.</p>
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### PLANNING SECTION

Sr. No.	Name	Designation	Nature of work and allotted duties
1	Shri Manoj B. Sawaikar	Deputy Director of Education (Planning)	<p>Proposing all matter regarding aided/ unaided Primary Schools and all matters regarding Higher Secondary Schools for approval and permission to the Director of Education.</p> <ol style="list-style-type: none"> <li>1. Granting permission to start Higher Secondary Schools</li> <li>2. NOC/ Approval for appointment of teaching and non-teaching staff</li> <li>3. Granting EOL under Govt. Notification to seek employment abroad.</li> <li>4. Matters relating Higher Secondary School Teachers Association</li> <li>5. Matters relating to Higher Secondary School Principals Forum</li> <li>6. All other matters relating to the Higher Secondary Schools</li> <li>7. Granting permission and recognition to Unaided Primary Schools</li> </ol>

			<ol style="list-style-type: none"> <li>8. Inspections of Higher Secondary Schools,</li> <li>9. Inspections/inquiries/ and other work entrusted by Director of Education</li> <li>10. Providing information under Right to Information Act, 2005.</li> <li>11. All matters relating to the Government Aided Higher Secondary Schools, Primary Schools and Unaided Schools.</li> </ol>
2	Shri Diogo Lourenco	Office Superintendent	<p>Matters relating to:</p> <ol style="list-style-type: none"> <li>1. Principal Forum.</li> <li>2. Higher Secondary School Teachers Association.</li> <li>3. Counting of past services of Primary School Teachers.</li> <li>4. Scrutiny of all files put up by dealing hands of aided / Unaided Primary, pre-Primary and Higher Secondary Schools.</li> <li>5. Processing of all the files of Seminars/ Workshops i.e. in service training for Higher Sec. Teachers.</li> <li>6. Processing of RTI/ First Appeals files and maintaining of records.</li> <li>7. LAQ's replies, issue of Circulars/ Orders and other miscellaneous matters.</li> <li>8. PIO for Planning Section</li> <li>9. Any other work assigned by the Superior as and when required.</li> <li>10. Any other work as assigned by the Superiors Helping Hand for OS – Apprentice Miss Sonali Sawant</li> </ol>
3	Shri Cajetan Fernandes	Technical Officer (Computer)	<ol style="list-style-type: none"> <li>1. All matters related to Computer literacy Programme (CLP).</li> <li>2. Revised ICT @ School Scheme.</li> <li>3. Updating of Department website.</li> <li>4. Gurukul Vishwa Portal</li> <li>5. Online LAQs (Assembly matters)</li> </ol>

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			<ol style="list-style-type: none"> <li>6. All Govt. Aided Schools Computer Teachers, NOC, Approvals, leave etc.</li> <li>7. 6. Uploading all DoE related LAQ's</li> <li>8. Nodal Officer for the Department in respect to RTI online</li> <li>9. Any other work as assigned by the Superiors.</li> </ol>
4	Shri. Manohar Shetkar	Computer Teacher	<ol style="list-style-type: none"> <li>1. Look after all the matters of School Complex</li> <li>2. Right of child to free and Compulsory Education Act, 2009 (RTE Act).</li> <li>3. Preparing &amp; issuing of various Circulars/orders under RTE Act, 2009 to the institutions.</li> <li>4. Various correspondences received from MHRD.</li> <li>5. Work related to Public Grievances</li> <li>6. DMF and other Proposals</li> <li>7. Any other work as assigned by the superior as and when required.</li> </ol>
5	Mrs. Rita Gomes	UDC	<ol style="list-style-type: none"> <li>1. Reviewing all the old files</li> <li>2. Work relating to Pre-Primary Schools</li> <li>3. Looking after all the matters of Unaided Pre-Primary Schools</li> <li>4. LAQ replies</li> <li>5. Any other work as assigned by the superior as and when required.</li> </ol>
6	Mrs. Mamta Naik	UDC	<ol style="list-style-type: none"> <li>1. RTI (Urgent and Time Bound Matter).</li> <li>2. To verify all the Primary Schools files Notingd and letters to be placed for signature before DDE. (North Goa – Pernem, Bardez, Bicholim, Sattari, Tiswadi)</li> <li>3. Fee Structure</li> <li>4. Maintenance Grants</li> <li>5. Any other work as assigned by the superior as and when required.</li> </ol>
7	Mrs. Syna M. F. Fernandes	UDC	<ol style="list-style-type: none"> <li>1. Court Matters (Urgent and Time Bound Matter)</li> <li>2. To verify all the Primary school files Noting's and letters to be placed for</li> </ol>

			signature before DDE. (South Goa – Ponda, Salcete, Quepem, Canacona, Sanguem, Dharbandora, Mormugao) 3. Any other work as assigned by the superior as and when required.
8	Mrs. Balika Chodankar	LDC	<ol style="list-style-type: none"> <li>1. Look after all the matters of aided Higher Secondary Schools (Central Zone) Taluka – Tiswadi (13), Dharbandora (04), Ponda (13) = 30</li> <li>2. Granting of NOC, approvals, enrolment, staff position and workload of Higher Sec. Schools.</li> <li>3. Counting of past service, granting of selection scale to the aided Higher Sec. Schools.</li> <li>4. Opening of New Higher Sec. Schools.</li> <li>5. Miscellaneous matters related to the aided Higher Sec. Schools.</li> <li>6. RTI matter / Complaints.</li> <li>7. LAQ Replies.</li> <li>8. Typing work of concerned Higher Sec. Schools.</li> <li>9. Any other work as assigned by the superior as and when required.</li> </ol>
9	Mrs. Tejaswi Awale	LDC	<ol style="list-style-type: none"> <li>1. Look after all the matters of aided Higher Secondary Schools (South Zone) Taluka – Canacona (04), Quepem (09), Mormugao (07) = 20</li> <li>2. Granting of NOC, approvals, enrolment, staff position and workload of Higher Sec. Schools.</li> <li>3. Counting of past service, granting of selection scale to the aided Higher Sec. Schools.</li> <li>4. Opening of New Higher Sec. Schools.</li> <li>5. Miscellaneous matters related to the aided Higher Sec. Schools.</li> <li>6. RTI matter / Complaints.</li> <li>7. LAQ Replies.</li> <li>8. Typing work of concerned Higher Sec.</li> </ol>

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			<p>Schools.</p> <ol style="list-style-type: none"> <li>9. School Complex</li> <li>10. Counseling</li> <li>11. Any other work as assigned by the superior as and when required.</li> </ol>
10	Shri. Prasad Gawas	LDC	<ol style="list-style-type: none"> <li>1. Look after all the matters of aided Higher Secondary Schools (North Zone) Taluka – Sattari (04), Bardez (13), Pernem (07), Bicholim (05) = 26</li> <li>2. Granting of NOC, approvals, enrolment, staff position and workload of Higher Sec. Schools.</li> <li>3. Counting of past service, granting of selection scale to the aided Higher Sec. Schools.</li> <li>4. Opening of New Higher Sec. Schools.</li> <li>5. Miscellaneous matters related to the sided Higher Sec. Schools.</li> <li>6. RTI matter / Complaints.</li> <li>7. LAQ Replies.</li> <li>8. Typing work of concerned Higher Sec. Schools.</li> <li>9. Any other work as assigned by the superior as and when required.</li> </ol>
11	Mrs. Preeti Kundaikar	MTS	<ol style="list-style-type: none"> <li>1. Physical maintenance of records of the Section</li> <li>2. Inwarding all the Dak of the Section</li> <li>3. General cleanliness &amp; upkeep of the Section.</li> <li>4. Carrying of files &amp; other papers within the building.</li> <li>5. Photocopying, sending of letters, etc.</li> <li>6. Other non-clerical work in the Section.</li> <li>7. Assisting in routine office work like diary, dispatch etc, on computer.</li> <li>8. Delivering of dak (outside the building)</li> <li>9. Watch and ward duties.</li> <li>10. Opening and closing of rooms.</li> <li>11. Any other work as assigned by the</li> </ol>

			superior.
12	Ms. Navita Naik	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Look after all the matters of Aided Primary Schools – <b>(North Zone) Taluka- Bicholim (17), Sattari (08), Pernem (23) =48.</b></li> <li>2. Miscellaneous matters related to the aided Primary Schools.</li> <li>3. Counting of Past Services, Granting of selection scale to the aided Primary schools.</li> <li>4. RTI matters/Complaints.</li> <li>5. LAQ replies.</li> <li>6. Typing work of concerned aided Primary Schools.</li> <li>7. Any other works as assigned by the superior as and when required.</li> </ol>
13	Mrs. Sanam Naik	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Look after all the matters of Aided Primary Schools – <b>(Central Zone) Taluka- Tiswadi- 30 &amp; Ponda (35) = (65).</b></li> <li>2. Miscellaneous matters related to the aided Primary Schools.</li> <li>3. Counting of Past Services, Granting of selection scale to the aided Primary schools.</li> <li>4. RTI matters/Complaints.</li> <li>5. LAQ replies.</li> <li>6. Typing work of concerned aided Primary Schools.</li> <li>7. Any other works as assigned by the superior as and when required.</li> </ol>
14	Ms. Vijeta P. Parab	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Look after all the matters of Aided Primary Schools – <b>(Central, South Zone) Taluka- Salcete- 63 &amp; Dharbandora (04) = (67).</b></li> <li>2. Miscellaneous matters related to the aided Primary Schools.</li> <li>3. Counting of Past Services, Granting of selection scale to the aided Primary schools.</li> <li>4. RTI matters/Complaints.</li> </ol>

			<p>5. LAQ replies.</p> <p>6. Typing work of concerned aided Primary Schools.</p> <p>Any other works as assigned by the superior as and when required.</p>
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**VOCATIONAL SECTION**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of work and allotted duties</b>
1	Shri Melvin D'Costa	Assistant Director of Education	Head of the Section, Overall supervision of the work dealt by the staff of Vocational section.
2	Shri. Sudan Naik Gaonkar	Vocational Education Officer	Overall supervision of Vocational Education, Bharat Yatra, Sanskrit education and PM Poshan (Mid Day Meal)
3	Smt. Ranjeeta P. Halarnkar	Accountant	<ol style="list-style-type: none"> <li>1. Checking and verifying of PM Poshan (Mid-Day Meal) bills of 100 Self Help Groups and 8 PTA's.</li> <li>2. Scrutinizing and verifying bills of Helpers of 11 Talukas under MDM Scheme.</li> <li>3. Scrutinizing and verifying of bills of Food Corporation of India, and transportation.</li> <li>4. Scrutinizing the files of Sanskrit for release of grants to pathshalas.</li> <li>5. Maintaining Budget Control Register (BCR).</li> <li>6. Preparing utilization certificate along with the annexures.</li> <li>7. Attending, Verifying and Finalizing E-Tender of transportation of Govt. food grains (wheat).</li> <li>8. Compliance to information sought from Ministry of Education.</li> <li>9. Compliance of Audit Para's raised by Auditors.</li> <li>10. Providing Information on monthly Expenditure of MDM scheme to</li> </ol>

			<p>Planning section.</p> <ol style="list-style-type: none"> <li>11. Supervising the new Accounting system i.e. Public Financial Management System(PFMS)</li> <li>12. Payment to be made to suppliers, Contract Staff etc through PFMS</li> <li>13. Looking after correspondence received from various Department pertaining to PFMS for PM Poshan (Mid Day Meal) scheme.</li> <li>14. Checking and verifying of Salary bills, Supplementary bills of Vocational Stream.</li> <li>15. Any other work assigned by the Higher Authorities from Time to Time.</li> </ol>
4	Shri Rufino Costa	UDC	<ol style="list-style-type: none"> <li>1. To put up the proposals received from the Aided Higher Secondary Schools to open new Vocational Stream/vocational courses, as and when the schools send the proposals for permission.</li> <li>2. Maintaining the files of all the Vocational Aided (39 Nos.) and Un-aided (01 No.) Higher Secondary schools and Pre-Vocational schools (05 Nos.).</li> <li>3. Correspondence received regarding permission/approval/ N.O.C., etc. of Vocational Higher Secondary schools and reply letters sent to each of the Vocational Aided/Unaided Higher Sec. Schools, who has contract basis Vocational teachers.</li> <li>4. Maintaining the information of all the teaching and nonteaching staff of the Aided/Unaided Vocational Stream.</li> <li>5. Correspondence received regarding N.O.C. and approval for award of Senior Scale/Selection Scale/MACPS etc. of all the regular teaching and</li> </ol>

			<p>non-teaching staff of Vocational stream.</p> <p>6. Correspondence received regarding E.O.L./Child care Leave etc. and granting of NOC to appoint substitutes of regular teaching and non-teaching staff of Vocational stream.</p> <p>7. Drafting and typing work of above and information regarding L.A.Q. etc. pertaining to Vocational Stream.</p> <p>8. Any other work assigned by the Superiors.</p>
5	Mrs. Babita S. Naique Cuddecar	LDC	<p>1. Inwarding the correspondence related to PM Poshan (Mid Day Meal) scheme.</p> <p>2. Putting up all correspondence through files of PM POSHAN (Mid Day Meal) scheme.</p> <p>3. Handling RTI related correspondence.</p> <p>4. Preparing LAQ at the time of Assembly.</p> <p>5. Assisting in preparing Quota letters.</p> <p>6. To put up the proposal of MME, Material Cost etc.</p> <p>7. Preparing Direct Benefit Transfer Report.</p> <p>8. Preparing Monthly Progress.</p> <p>9. Preparing Contract Renewal of Data Entry Operator.</p> <p>10. Preparing agreement of Data Entry Operator.</p> <p>11. Preparing Contract Renewal of Self Help Group / Mahila Mandal / Parent Teacher Association.</p> <p>12. Preparing agreement of SHG/MM/PTAs.</p> <p>13. Any other work assigned by Assistant Director of Education (Voc.) and Vocational Education Officer.</p>
6	Shri. Vishnu Naik	LDC	<p>1. Preparing salary/supplementary salary bills of all aided vocational</p>

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			<p>Higher Schools and pre-vocational High schools.</p> <ol style="list-style-type: none"> <li>2. Monthly Salary bills of GPF Staff and PPAN Staff (NPS).</li> <li>3. Supplementary salary bills of contract basis teacher of vocational streams.</li> <li>4. Re-imbursement bills i.e. Medical / Children Educational Allowances.</li> <li>5. Arrears bills of all regular staff due to grant of MACPS/Senior Scale/ Selection scale.</li> <li>6. Dealing with Bharat Yatra scheme/Raw material grants.</li> <li>7. Drafting &amp; Typing work in respect of above.</li> <li>8. Any other work as allotted/assigned by the superiors.</li> </ol>
7	Shri Rajesh Mandrekar	Accountant	<ol style="list-style-type: none"> <li>1. All PFMS work.</li> <li>2. Monthly TDS payments.</li> <li>3. Monthly GST payments.</li> <li>4. Quarterly TDS returns information for CA.</li> <li>5. Monthly GST returns information for CA.</li> <li>6. Finance matter of Annual Work Plan &amp; Budget for Programme Approval Board meeting of PM Poshan Scheme.</li> <li>7. Monthly report to planning section of expenditure.</li> <li>8. Other accounts related work.</li> <li>9. DISHA finance matter.</li> </ol>
8	Shri. Shubham Naik	MIS Co-ordinator	<ol style="list-style-type: none"> <li>1. Supervise online Data Entry on the Management Information System (MIS) and Automated Monitoring System (AMS) Portals, co-ordinated school level information collection and ensure timely updates at the block and taluka levels including automated systems</li> <li>2. Capacity Building &amp; Training for Accountants, Data Entry Operators,</li> </ol>

			<p>Apprentices and Nodal Teachers.</p> <ol style="list-style-type: none"> <li>3. Prepare and submit the Governors Monthly Report, LAQ documents and informative content / videos on PM Poshan reporting procedures.</li> <li>4. Administrative &amp; Financial Duties: Process Monthly Salaries of MIS staff, Nutrition Experts, Accountants, prepare tours and travel bills, support foodgrain allotment co-ordination to taluka and SHGs/MM/PTAs.</li> </ol>
9	Ms. Bhavana Bichanna and Ms. Avira D'mello	Nutrition Experts	<ol style="list-style-type: none"> <li>1. Inspect schools under PM Poshan (Mid Day Meal) Scheme to assess meal quality and quantity and conduct Social Audit and Market Survey.</li> <li>2. Capacity Building and Training to Self Help Groups, Mahila Mandals and PTAs and Cook cum Helpers across the State of Goa.</li> <li>3. Conducted cooking competitions and promoted local initiatives like Tithi Bhojan and School Nutrition Gardens.</li> <li>4. Collaborated with NGOs and agencies such as Akshay Patra, Annapurna Trust, FSSAI and DFDA to strength nutrition delivery and implement programs like Eat Right School.</li> <li>5. Monitored Nutrition data, supported Annual Work Plan &amp; Budget and ensure timely reporting on millet use and related initiatives.</li> <li>6. Participated in PM Poshan consultative meetings, prepared LAQ documents and efficiently completed tasks assigned by Senior officials.</li> </ol>
10	Mrs. Priya V. Naik	Data Entry Operator (Scheme)	<ol style="list-style-type: none"> <li>1. Putting up bills of Self Help Groups &amp; Sanction orders, also stamp &amp; Pass for payment.</li> <li>2. Bills of Transportation.</li> <li>3. Bills of FCI.</li> <li>4. Helper Bills &amp; sanction orders.</li> </ol>

			<ol style="list-style-type: none"> <li>5. Putting up Miscellaneous bills related to MDM.</li> <li>6. Correspondence related to Accounts.</li> </ol>
11	Mrs. Meghana M. Thakur	Data Entry Operator	<ol style="list-style-type: none"> <li>1. Development of Sanskrit Education i.e. (Providing grants to Pathshalas / Kendras)</li> <li>2. Coding &amp; Robotics Education in School Scheme.</li> <li>3. Dempo Vishwa Gamshala.</li> <li>4. St. Thomas Boys High School.</li> <li>5. Work task given by Vocational Education Officer and Assistant Director of Education (Voc.)</li> </ol>
12	Ms. Siya Kubal	Data Entry Operator	<ol style="list-style-type: none"> <li>1. To put up the proposals received from the Aided Higher Secondary Schools to open new Vocational Stream/courses as and when the proposals for permission.</li> <li>2. Maintaining the files of all the Vocational aided (39 Nos.) and Unaided (1 No.) Higher Secondary Schools.</li> <li>3. Correspondence received regarding permission/approval/NOC, etc. of Voc. Higher Secondary Schools and reply letters sent to each of the Voc. Aided/Unaided Hr. Sec. Schools who has contract basis vocational teachers</li> <li>4. Maintaining the information of all teaching/non-teaching staff of the Aided/Unaided vocational stream.</li> <li>5. Correspondence received regarding NOC and approval for award of Senior Scale/Selection Scale/MACPS, etc. of all the regular teaching/non-teaching staff of vocational stream</li> <li>6. Drafting and typing work of above and information regarding LAQ, etc. pertaining to section</li> <li>7. Any other work assigned by the superiors.</li> </ol>

**AUDIT SECTION**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Nature of work and allotted duties</b>
1	Mrs. Bernadette M. Castelino	Asstt. Accounts Officer	Overall Incharge of the section
2	Mrs. Maria Olivia Martins	Audit Superintendent	<ol style="list-style-type: none"> <li>1. Supervision of day to day work.</li> <li>2. In-charge of Audit Cell and work pertaining to audit Cell.</li> <li>3. Scrutiny of Pay fixation statement of all Educational Zones, on grant of MACPS/ Promotion/Senior Scale/ Selection Scale/Re-employment of pensioners etc.</li> <li>4. Correspondence regarding all types of information sought by Higher Authorities, e.g. LAQ's and R.T.I. etc.</li> <li>5. Audit inspection of Schools.</li> </ol>
3	Mrs. Neelima Naique	Auditor	<ol style="list-style-type: none"> <li>1. The internal Audit of all non-Govt. Aided Schools in Goa</li> <li>2. Preparing of Audit Reports.</li> <li>1. Scrutiny of Pay fixation statements, on grant of MACPS / Promotion / Senior Scale / Selection Scale / Re-employment of pensioners etc.</li> </ol>
4	Mrs. Tina Dias	UDC	<ol style="list-style-type: none"> <li>1. Scrutiny of Pay fixation statement of North Educational Zone.</li> <li>2. Correspondence regarding all types of information by Higher Authorities regarding R.T.I.</li> <li>3. Maintenance of attendance. Any other work entrusted by the superior.</li> <li>4. Typing of Audit Reports</li> </ol>
5	Mrs. Arati M Satodkar	LDC	<ol style="list-style-type: none"> <li>1. Scrutiny of Pay fixation statement of South Educational Zone.</li> <li>2. Any other work entrusted by the superior.</li> <li>3. Typing of Audit Reports</li> </ol>
6	Shri Harshad V. Gaonkar	LDC	<ol style="list-style-type: none"> <li>1. Scrutiny of Pay fixation statement of Central Educational Zone.</li> </ol>

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			<ol style="list-style-type: none"> <li>2. Correspondence regarding all types of information by Higher Authorities regarding LAQ.</li> <li>3. Any other work entrusted by the superior.</li> <li>4. Typing of Audit Reports</li> </ol>
7	Mrs. Harshada V. Shetye	DEO	<ol style="list-style-type: none"> <li>1. Scrutiny of Pay fixation statement of all employees of aided schools on contract basis</li> <li>2. Inward/outward and distribution of correspondence to all the staff of Audit cell in absence of LDC</li> <li>3. Maintaining of records month wise in proper place.</li> <li>4. Any other work entrusted by the superior.</li> </ol>

**I. Rules / orders under which powers and duties are derived and exercised by the employees of the Directorate of Education.**



Government of Goa  
**Administrative Reforms Department**  
Secretariat, Porvorim-Goa

Phone No. 0832-2419795-2419694 email:usard-sect.goa@nic.in  
No. 3/2017-ARD 282 Dated: 25.06.2024

**OFFICE MEMORANDUM**

Sub: Departmental disposal of Business - Standing Orders.

- Read: 1) Office Memorandum No. 3/7/2017-ARD/930 dated 02/11/2017.  
2) Addendum No. 3/7/2017-ARD/017 dated 10/01/2018.  
3) Office Memorandum No. 3/7/2017-ARD/348 dated 01/11/2018.

Rule 17 of the Rules of Business of Government of Goa, 1991 lays down that standing order shall be issued regarding disposal of cases. Accordingly, a statement showing the level of disposal of cases in the Departments is enclosed herewith. It is further decided that if under existing rules/instructions, power to decide the matter already stands delegated to a lower authority than the one mentioned in the statement, such lower authority would continue to be competent to decide the case as per extent/rules/instructions.

This issues with the approval of the Government and is in supersession of previous standing orders.

(Manthan Manoj Naik)  
Under Secretary (AR)

To,

1. All Secretaries to Government.
2. All Heads of Departments/Departments in the Secretariat.
3. All Corporations/Autonomous Bodies.
4. The Director, Directorate of Accounts, Panaji Goa.
5. The Jt. Director of Accounts, South Branch, Margoa Goa.
6. Guard File.
7. Office copy

Government of Goa  
**DIRECTORATE OF EDUCATION**  
Alto, Porvorim-Goa

**I- SERVICE MATTERS  
APPOINTMENTS AND CONNECTED MATTERS**

Sr. No	Name of Case	Authority	Remark
1	2	3	4
	1. Appointment, promotion, confirmation, transfer, extension of service and re-employment, etc. of Group "A" Officers.	Chief Minister	---
	2. a. Appointment, promotion, extension of service and re-employment, etc. of Group "B" Officers.	Chief Minister	---
	b. Confirmation, transfer of Group "B" Officers.	Secretary	---
2	All matters related to Seniority of Group "A" and "B" Officers	Secretary	As per Rules
3	Financial Up-gradation under ACP of Group "A" and "B" Officers	Secretary	As per Rules
4	Mutual Transfer	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
5	Transfer under FR 15	Secretary	Chief Secretary if it is a case of transfer between the Departments falling under two Secretaries
6	Power to give additional/ officiating charge when Gazetted Officers (other than Secretaries) are on leave/tour/transfer	Authority competent to dispose the case of leave/ tour /transfer as per this statement	---
7	Power to issue orders of link Officers in case of Gazetted Officers of the Administrative Departments	Minister	---
8	Powers to issue sanction/ certificate under FR 26 except in case of deputation out of State	Secretary	---
9	Powers to issue sanction under FR 26 in case of deputation out of State	Chief Minister	---
10	Crossing of EB by Group "A" Officers	Secretary	As per rules /guidelines
11	Crossing of EB by Group "B" Officers	Secretary	As per rules /guidelines
12	Acceptance of Resignation of Group "A" & "B" Officers	Chief Minister	---
13	Honorarium to Group "A" & "B" Officers	Minister	As per rules
14	Pension and gratuity of Group "A" & "B" Officers	Secretary	As per rules
15	Condonation of break in service beyond one year for Group "A" & "B" Officers	Chief Minister	Up to one year by Minister
16	Representation and appeal relating to the service condition covered under the rules/instructions	By the Competent Authority prescribed under the rules	---

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17	Institution of disciplinary proceeding and passing of final orders thereon petitions for appeal revision/review in case of Group "A" & "B" Officers	The Competent Authority as per CCS (CCA) Rules	---
18	Matters other then included at Sr. No. 14 at pre-page	Secretary	---
19	Training of Officers other then Officers borne on AIS, GCS, GPS within and outside State for a period upto one month	Secretary	---
20	Training of Officers other then AIS, GCS,GPS within and outside State for a period beyond one month	Minister	---
21	Training of Officers borne on AIS, GCS,GPS within and outside State	Chief Minister	---
22	Training of Officers abroad	Chief Minister	Subject to availability of Foreign Exchange
23	Deputation of Group "A" and "B" Officers	Chief Minister	---
24	Matters relating to de-reservation of vacancies of Group "A" and "B" Officers	Chief Minister	In consultation with Governor as per Rule 25 (ii) of Rules of Business of GoG, 1991 where necessary
25	Charge allowance under FR 49 (iii) in respect of Gazetted Officers	Secretary	As per prevalent Rules/Instruction

## II – LEAVE

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Jr. Scale GCS,GPS,GFS, Mamlatdar, Jt. Mamlatdar, Asstt. Director of Civil Supply, B.D.O., Chief Officers	Immediate Controlling Authority	---
2	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Sr. Scale GCS,GPS,GFS, Heads of Department	Concerned HoD/ Secretary	---
3	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Officers in Grant in Aid Institution	Concerned HoD	---
4	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to AIS Officers (HoD/Secretaries)	Chief Secretary	---
5	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to AIS Officers (other than HoD's)	Concerned HoD	---
6	Sanction of Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave to Chief Secretary, DGP & PCCF	Chief Minister	---
7	Earned Leave, Commuted Leave for 30 days, Paternity Leave for 15 days to all Officers in the rank of Jr. Scale GCS,GPS,GFS and AIS (other than HoD's)	Concerned HoD	---
8	Earned Leave, Commuted Leave upto 15 days to all Officers in the rank of Sr. Scale GCS, GPS, GFS and AIS (HoD's/Secretaries)	Chief Secretary	Under Intimation to the concerned Ministers and CMO
9	All type of Leave as shown above for less than 15 Officers in Grant in Aid Institution	Concerned HoD	---

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10	All type of Leave exceeding 15 days of AIS Officers, HoD's and Senior Scale Officers of GCS, GPS Extra-Ordinary Leave and Study Leave	Chief Minister	---
11	Permission to leave Station /Headquarter	Leave Sanctioning Authority	---

**III-TOUR**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Official Tour proposal of AIS Officers, HoD's within the Country	Chief Minister	---
2	Official Tour proposal of Group "A" (other than HoD's) Group "B" Officers and Officers in Grant in Aid Institution within the Country	Minister	---
3	Official Tour proposal of other than (1) and (2) above	Secretary	---
4	Permission to leave Country on private visit where expenditure is incurred by Officers/Officials of Group "C" and "D" employees	Administrative Secretary	---
5	Permission to leave Country on private visit where expenditure is incurred by Officers/Officials of Grant-in-Aid Institution	HoD	---
6	Permission to leave Country for cadre "A" and "B" Officers/Officials other than HoD, Officers of Grant in Aid Institution on private visit where expenditure is incurred by Officer concerned	Chief Secretary	---
7	Permission to leave Country for Officers of AIS, HoD's where expenditure is incurred by Officer concerned	Chief Minister	---
8	Permission for taking staff car outside the state on duty	Chief Secretary	---
9	Travel by Air by Non-entitled Officers	Finance Minister or Chief Minister	---

**IV- EDUCATION/HIGHER EDUCATION/TECHNICAL EDUCATION**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	On duty Tour as per UGC guidelines	HoD	---
2	Granting Earned Leave for Government Teachers in lieu of their duty on vacation as per Rule	HoD	---
3	Any service matter of Teacher as per UGC guidelines and University Statues for Government Teachers	Secretary	---
4	Study Leave for Government Teachers as per UGC guidelines and University Statues	Secretary	---
5	Granting regular teaching positions as per UGC guidelines and University Statues	HoD	---
6	Approval for Non Teaching Staff as per staffing pattern	HoD	---
7	Granting honour programmes, elective subjects as per Goa University Statues already approved by Government	HoD	---

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**VII- LEGAL MATTERS**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	Matters relating to suits, writ petitions etc. before the High Court/ District Court/Administrative Tribunal	Secretary	In consultation with Law Department wherever necessary

**VIII- MISCELLANEOUS MATTERS**

Sr. No.	Name of Case	Authority	Remark
1	2	3	4
1	LAQs	Minister	---
2	Government Assurance	Minister	---
3	Lok Sabha/Rajya Sabha Question	Secretary	---
4	Constitution, nomination and composition of Statutory committees	Chief Minister	---
5	Nomination of Government Servants on Non-statutory committees	Chief Secretary	---
6	Approval of Annual Administration Report	Chief Minister	---
7	Issue of Press Notes, Communiques, statements on policy matter	Secretary	---
8	Correspondance with Government of India and other State Governments on important questions of policies	Chief Minister	---
9	Amendments of Rules	Governor	---
10	Important decissions conveyed by the Government of India	Chief Minister	---
11	NOC to apply for Indian Passport of Group "A" and Group "B" Officers and Officers in Grant in Aid Institution	Secretary	---
12	NOC to apply for Indian Passport of Group "C" & "D" Officer/Official including Grant- in-Aids Institutions	HoD	---
13	NOC to apply for any position through proper channel of Group "A" & Group "B" Officers /Officials in Grant-in-Aid Institutions	Secretary	---
14	NOC to apply for any position through proper channel of Group "C" & "D" Officer/Official including Grant-in-Aid Institutions	HoD	---
15	Intimation of moveable/immovable property of Group "A and "B" Officers/Officials including Grant-in-Aid institutions	Secretary	---
16	Intimation of moveable/immovable property of Group "C" and "D" Officers/Officials including Grant-in-Aid institutions	HoD	---
17	Residuary matters	Secretary	Excluding the cases where framing of rules /policy guidelines and the relaxation /amendment of existing rules guidelines is required.

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## II. Work Allocation Order of the Employees of the Directorate of Education

### WORK ALLOCATION SECTION WISE

Sr. No.	Section	Duties
1	Administration I Section	<p><b>Matter related to Non-teaching Staff</b></p> <ol style="list-style-type: none"> <li>1. Appointment/Promotion/Transfer of Group 'C' staff.</li> <li>2. Maintenance of personal files of Group 'C' staff.</li> <li>3. Preparation of Seniority List of Group 'C' Staff.</li> <li>4. Appointment on Compassionate Ground.</li> <li>5. Continuation and conversion of temporary posts.</li> <li>6. Maintenance of the Roster/Register of Group 'C' posts.</li> <li>7. Granting of I, II &amp; III Up-gradation under TBPS/ACPs/M.A.C.P. of all Group 'C' staff.</li> <li>8. Appointment of Contract Staff.</li> <li>9. Vigilance cases/Disciplinary proceedings/framing chargesheet in respect of all the non-gazetted staff of the Directorate of Education and subordinate offices.</li> <li>10. Issue orders of Suspension/Revocation/ Penalties</li> <li>11. Maintenance of all Service Books (recording of endorsement) of the staff of this Directorate.</li> <li>12. Release of Annual increments of all Group 'C' staff of this Directorate.</li> <li>13. Sanction of Orders Group Insurance Scheme, Leave encashment.</li> <li>14. Maintaining of Earned/Commutated Leave/LTC/Child Care Leave records of Staff of this Directorate.</li> <li>15. Maintaining of Casual Leave/LTC/Child Care Leave records of Non-Gazette Officials under the control of this Directorate.</li> <li>16. Deputation for In-service Training.</li> <li>17. Election Matter/Misc. correspondence.</li> <li>18. Procurement/Repair/Maintenance of Vehicles of the directorate and fuel charges.</li> <li>19. Authentication of Board Certificates.</li> </ol>

		<ol style="list-style-type: none"> <li>20. Issue of Identity Cards to Gazetted/Non-Gazetted Staff.</li> <li>21. Maintenances of APARs of Gazetted/Non-Gazetted staff including Teaching and Non-teaching staff.</li> <li>22. Maintenance of Inward and Outward Registers.</li> <li>23. Dispatch Letters, Maintenance of Stamp records postal work.</li> <li>24. EPABX to take call/transfer of call to the appropriate section.</li> <li>25. Pension/Revision of Pension/Fixation and all other matters related to Group 'C' Staff.</li> <li>26. HBA of Teaching and Non-Teaching Staff.</li> <li>27. Permission to leave the country of Non-Teaching Staff.</li> <li>28. Permission to obtain Indian Passport.</li> <li>29. Permission to acquire/dispose movable &amp; Immovable Properties</li> <li>30. RTI Information relating to this Section.</li> <li>31. Matter related to Sexual Harassment at work place.</li> <li>32. Assembly matters including LAQs/Calling Attention/ Cut Motions / Assurances etc.</li> <li>33. Miscellaneous Information, compilation of SC/ST/OBC information.</li> <li>34. Appointment of apprentice/Data Entry Operators including salaries/leave.</li> </ol>
2	Administration I B Section	<ol style="list-style-type: none"> <li>I. <b><u>Matters related to the posts of Assistant District Educational Inspector/Teacher Grade-1 (Group 'B' Non-Gazetted), Matters related to the posts of Assistant Teachers, Drawing Teachers, Computer Teachers, Music Teachers, Assistant Lecturer in Engineering, Instructor in Technical High School, (Group C):</u></b> <ol style="list-style-type: none"> <li>1. Filling up of posts by Direct Recruitment and by Promotion.</li> <li>2. Preparation of Seniority List.</li> </ol> </li> </ol>

		<ol style="list-style-type: none"> <li>3. Lifting of Probation Period and Confirmation.</li> <li>4. Framing/Amendment of Recruitment Rules.</li> <li>5. Creation and revival of lapsed posts.</li> <li>6. Transfers and Deputation of Teaching Staff.</li> <li>7. Pay and allowance Orders for Salary adjustment.</li> <li>8. Order for additional charge during leave absence period of Teaching Staff.</li> <li>9. Grant of Senior and Selection Scale.</li> <li>10. Maintenance of Personal files and updating of their higher educational qualification/records.</li> </ol> <p><b>II. <u>Other Miscellaneous:</u></b></p> <ol style="list-style-type: none"> <li>1. Removal of anomalies in the pay fixation.</li> <li>2. Ex-Gratia/Condonation in break in service/Counting of past services etc.</li> <li>3. Matters related to job on compassionate appointment / Harness cases.</li> <li>4. Permission to pursue Higher Studies.</li> <li>5. Grant of various types of NOCs.</li> <li>6. Change of name of teaching staff.</li> <li>7. Re-employment beyond superannuation and Extension in service (if any).</li> <li>8. Grant of permission to leave the country.</li> <li>9. Grant of permission to seek employment abroad (E.O.L.)</li> <li>10. Issue of service certificate.</li> <li>11. Submission of material for Budget Speech, Performance Budget, Explanatory Memorandum and other Time Bound reports to be submitted to other Departments/sections of this Directorate and other replies to be furnished to other sections/Departments.</li> <li>12. Matters related to R.T.I. Act 2005.</li> <li>13. Replies to Parliamentary/Assembly Questions.</li> <li>14. Replies to Audit Paras / Memos.</li> <li>15. Maintenance of post based reservation Roster</li> </ol>
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		<p>and related correspondence of Group 'B' Non-Gazetted Officers and Group 'C' teachers.</p> <p>16. Submission of Governor's Monthly report.</p> <p>17. Goa Coaching Classes matters</p> <p><b>III. <u>Legal/Vigilance Matters:</u></b></p> <p>1. Court Matters, complaints against the teaching staff and preparing replies towards Writ Petitions in Hon'ble High Court of Bombay at Goa.</p> <p>2. Grievances/ Representation from PTA/Public against teaching staff. Conducting inquiry into the matters towards complaints received against the teaching staff for onward submission to Directorate of Vigilance/ Goa Human Right Commission or any other Court of Law.</p> <p>3. Besides above work any other work entrusted to the Adm.I/B Section by the Higher Authorities.</p>
3	Administration II Section	<p><b>I. <u>Matters related to the Govt. Primary/ Middle Schools</u></b></p> <p>1. Opening of new Government Primary Schools</p> <p>2. Closing/ Up-gradation / Amalgamation of Government Primary/Middle Schools.</p> <p>3. Additional Standards/Divisions in the Schools.</p> <p>4. Introduction of new subjects.</p> <p>5. Admissions to Std. I beyond the permissible date/Admission to students in respective classes.</p> <p>6. Matters pertaining to Pre-Primary Helpers.</p> <p>7. Correspondence from Palak Shikshak Sanghatana or PTA Member.</p> <p><b>II. <u>Matters related to the posts of Govt. Primary School Teachers and Trained English Teachers in Govt. Primary Schools- Group 'C':</u></b></p>

		<ol style="list-style-type: none"><li>1. Filling up of above posts by Direct Recruitment.</li><li>2. Preparation of Seniority List/Lifting of Probation Period/Confirmation/ Transfers and Deputation of Teaching Staff.</li><li>3. Re-employment beyond superannuation.</li><li>4. Grant of Senior and Selection Scale.</li><li>5. Framing/Amendment of Recruitment Rules of teachers</li><li>6. Maintenance of Personal files and updating of their higher educational qualification/records.</li><li>7. Grant of permission to leave the country.</li><li>8. Grant of permission to seek employment abroad (E.O.L.)</li><li>9. Issue of service certificates/Change of name</li><li>10.Ex-Gratia/Condonation in break in service/ Counting of past service/Conveyance Allowance to physically handicap/Removal of anomalies in the pay fixation of Govt. Primary School Teacher/Trained English Teacher in Govt. Primary School.</li><li>11.Maintenance of Roster/Register of Govt. Primary School Teacher/Trained English Teacher in Govt. Primary Schools.</li><li>12.Re-appointment on contract basis of Urdu/Marathi Medium/Re-employed on contract basis against the leave vacancy.</li><li>13.Voluntary retirement/Resignation/Retirement on invalid pension.</li><li>14.Matter pertaining to Pre-Maturely retired Pensioners.</li><li>15.Handling Scheme Financial Assistance to Govt. Primary Schools.</li><li>16.Matters related to jobs on compassionate appointment /Harness cases.</li><li>17.N.O.Cs to apply for better prospects/to conduct sessions/medical camps in Govt. Primary Schools.</li><li>18.Proposals pertaining to waive-off of excess</li></ol>
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		<p>amount recovery at the time of retirement.</p> <p>19.Submission of material for Budget Speech/ Performance Budget/Explanatory Memorandum etc.</p> <p>20.Reply to Audit Paras/R.T.I. information/ Assembly matter including LAQs, circulars, deputations, etc.</p>
4	Administration III Section	<ol style="list-style-type: none"> <li>1. Work related to Construction/ upgradation /maintenance of all Govt.School building in the State of Goa through GSIDC and PWD 12 Talukas.</li> <li>2. Accommodation/Transfer of premises/portion of building to different Government Department/Agencies.</li> <li>3. National /State Award for Teachers.</li> <li>4. Acquisition/Transfer/Mutation of land.</li> <li>5. Celebration of Teachers' Day.</li> <li>6. Rashtriya Indian Military Cadet (RIMC) Exam.</li> <li>7. Disaster Management.</li> <li>8. Installation of CCTV cameras.</li> <li>9. NFTW Financial Assistant to Teachers Retired without Pension/Dependents.</li> <li>10. NFTW Financial Assistance for Professional of children of school teachers.</li> <li>11. Purchase of Books.</li> <li>12. Advertisement.</li> <li>13. Distribution of Armed Force Flag to all the Talukas.</li> <li>14. Scheme to provide unused Schools Land and Buildings to the non-profit institutions and social organizations.</li> <li>15. Maintenance of the Directorate of Education building.</li> <li>16. NOC for civil works through various agency like Health, Panchayat, Anganwadi, Zilla Panchayat members, etc.</li> <li>17. Matters related to Integrated Educational School Complex at Cujira and Margao.</li> </ol>

		<p>18. Right to Information Act.  19. Public Grievance Report.  20. Adoption of School by Dempo Vishwa Gramshaala.  21. Data pertaining to buildings under Directorate of Education.  22. Material for Budget Speech.  23. EDC Funds  24. Assembly Matters/LAQs.  25. Audit para replies.</p>
5	Ex-Officio Section	<p>(A) <u>Matters related to the Group 'B' Gazetted Posts i.e. Vice-Principal, Teacher's Training College/Headmasters, Government High Schools/Vice-Principal, Government Higher Secondary Schools with the Government approval and concurrence of Goa Public Service Commission and Matters related to the Group 'A': Gazetted posts i.e. Deputy Education Officer/Principal Higher Secondary Schools/Vocational Education Officer/Deputy Director of S.I.E., Asst. Director of Education and Deputy Director of Education / Principal Teachers Training College.</u></p> <p>a. Filling up of posts by Direct Recruitment and by Promotion.  b. Preparation of Seniority List.  c. Lifting of Probation Period and Confirmation.  d. Framing/Amendment of Recruitment Rules.  e. Creation/Continuation/Conversion of temporary posts/revival of lapsed posts.  f. Transfers and Deputation of the Officers.  g. Pay and allowance Orders for Salary adjustment.  h. Order for additional charge during leave absence period of Teaching Staff.  i. Grant of Senior Scale.  j. Maintenance of Personal files and updating of their higher educational qualification/records.</p>

		<p>(B) <u>Goa Board of Secondary and Higher Secondary Education:</u></p> <ol style="list-style-type: none"> <li>a. Filling up the post of Chairman/Vice-Chairman of Goa Board of Secondary and Higher Secondary Education, Alto-Porvorim.</li> <li>b. Proposal of Transfer on deputation as Secretary/ Joint Secretaries and Assistant Secretaries.</li> <li>c. Framing/Amendment of Recruitment Rules.</li> </ol> <p>(C) <u>Goa Samagra Shiksha Abhiyan:</u></p> <ol style="list-style-type: none"> <li>a. Proposal for Additional Charge of State Project Director, GSSA.</li> <li>b. Proposal for Additional Charge of Assistant Director of Education, GSSA.</li> <li>c. Tours of Officers on Deputation.</li> </ol> <p>(D) <u>Other Miscellaneous:</u></p> <ol style="list-style-type: none"> <li>a. Removal of anomalies in the pay fixation.</li> <li>b. Ex-Gratia/Condonation in break in service / Counting of past services etc..</li> <li>c. Matters related to job on compassionate appointment/Harness cases.</li> <li>d. Permission to pursue Higher Studies, Grant of NOC's for being on the Committee/Organisation/ SMC / other Institutions.</li> <li>e. Change of name of Gazetted Officers.</li> <li>f. Re-employment beyond superannuation/ Extension in service (if any).</li> <li>g. Grant of permission to leave the country to visit abroad.</li> <li>h. Issue of service certificate.</li> <li>i. Complaint received from PTA against Officers under this Section.</li> <li>j. Maintenance of post based reservation Roster and related correspondence.</li> <li>k. Maintenance of stationery and handling register.</li> <li>l. Submission of monthly attendance of staff.</li> <li>m. Submission of Governor's Monthly report.</li> </ol>
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		<p>n. Maintenance of various Government/ Departmental Circulars / Orders.</p> <p>o. Replies to Parliamentary/Assembly Questions.</p> <p>p. Replies to Audit Paras / Memos.</p> <p>q. Order pertaining to Link Officers in respect of Group 'A' Gazetted Officers.</p> <p>r. Proposals for Voluntary Retirement.</p> <p>s. Proposals pertaining to Technical Resignation of Gazetted Officers to join other Aided Institutions/Organisations.</p> <p>t. To put up matters related to Pension on retirement of 58 years in service.</p> <p>(E) <u>Legal /Vigilance Matters:</u> Dealing with Court Matters/Vigilance matters/Commission matters/ Public Grievances pertaining to the above mentioned officers</p>
6	Statistical Section	<ol style="list-style-type: none"> <li>1. Compiling information of all Talukas for Publication of Educational Statistical at a Glance.</li> <li>2. Educational Statistics at a Glance (Annual Publication) Publication of vital statistics related to all the recognised Educational Institutions in Goa, i.e Stage, Class, District, Taluka wise enrolment. Medium wise and category wise i.e. SC/ST/OBC students and also No. of Teachers in Govt. , Aided &amp; Unaided Schools in Goa.</li> <li>3. List of Recognised Educational Institution (Annual Publication) Publication containing list of all Recognized Schools i.e. name of the institution, medium of instruction, class taught &amp; locality of institution</li> <li>4. Economic Survey Progress report of all schemes implemented by the Department.</li> </ol>

		<ol style="list-style-type: none"> <li>5. Census of Government Employees. Information regarding no. of employees in Govt. Aided &amp; Unaided Primary, Secondary and Higher Secondary schools as well as the strength of the Department.</li> <li>6. Governors Monthly Report Monthly progress report of schemes implemented by this Department.</li> <li>7. Matters related to NITI Aayog</li> <li>8. Report of Enrolment and Teachers in Special Schools.</li> <li>9. Right To Information Act, 2005.</li> <li>10. LAQ Matter.</li> </ol>
7	Adult Education Section	<ol style="list-style-type: none"> <li>1. (Grant-in-aid) to Sanjay School for Special Education, Porvorim and Bal Bhavan, Panaji.</li> <li>2. Grant of NOC for the appointment of Special Educators (Trained undergraduate teachers) and Non-teaching staff in Grant-in-aid special Schools/Special Educators in Resource Room in Regular schools and Approvals to these appointments.</li> <li>3. Grant of approval to the School Managing Committees of Special Schools.</li> <li>4. Government permission to open new special schools in the State of Goa, recognition and release of grants to these schools thereof.</li> <li>5. Permission to open Resource Room/Life Skill Resource Room for CWSN students in the regular schools.</li> <li>6. Grant of permission of the Government to retain the children between age group of 21-35 years in Special Schools for claiming grant-in-aid staff.</li> <li>7. Grant of permission of the Department for subject concession for the CWSN students of Std-IX &amp; X.</li> <li>8. Financial Assistance to Children with Special Needs in Special Schools and CWSN students in</li> </ol>

		<p>Resource Room in regular schools.</p> <ol style="list-style-type: none"> <li>9. Material for Governors Report/Budget Speech etc.</li> <li>10. Reports regarding implementation of Persons with Disabilities Act.</li> <li>11. RTI matters.</li> <li>12. LAQS related to Special School/Resource room schools other Assembly matters.</li> </ol> <p>Many other miscellaneous matters related to Special schools such as counting of past services for pensionary benefits, re-employment of the teaching staff till the end of the academic year, change in name of staff, change of school addresses etc. and handling the Schemes such as:</p> <ol style="list-style-type: none"> <li>1. Scheme for Children with Special Needs</li> <li>2. Scheme for creating Awareness on Road Safety.</li> <li>3. Central Sector Scheme of Free Coaching for SC &amp; OBC student's in the Goa State.</li> <li>4. New India Literacy Programme Programme (NILP).</li> <li>5. Centrally Sponsored Scheme - National Scheme of Incentives to SC/ST Girl for Secondary Education.</li> </ol>
8	GIA I Section	<ol style="list-style-type: none"> <li>1. Maintenance Grants of all Aided Secondary Schools.</li> <li>2. Permission and approval to purchases for all Aided Secondary Schools.</li> <li>3. Assessment of rent of all Aided Secondary Schools.</li> <li>4. Permission to grant of approval for utilization of Pupils Funds to all Aided Secondary schools.</li> <li>5. Salaries of all Aided Secondary and Primary Schools including bills of D.A. Arrears/ Bonus/ Medical/LTC/temporary teachers etc.</li> </ol> <p>Salaries bills of regular/PPN staff as well as supplementary bills of Temporary/Contract basis staff of all Aided Secondary/ Primary/</p>

		<p>Special Schools pertaining to each school are scrutinized and bills are prepared for submission to Directorate of Accounts, Panaji for payments.</p> <ol style="list-style-type: none"> <li>6. School complex bills, Goa Board bills.</li> <li>7. Matter pertaining to Scholarships, Incentives, Education Concession to the Children of Service Personnel/Freedom Fighter, Rajiv Gandhi Scholarship, Bharat Yatra Bills, etc.</li> <li>8. Legislative Assembly Questions pertaining to GIA-I section.</li> <li>9. RTI matter</li> </ol>
9	GIA II Section	<ol style="list-style-type: none"> <li>1. Maintenance Grants of all Aided Higher Secondary Schools.</li> <li>2. Permission and approval to purchases for all Aided Higher Secondary Schools.</li> <li>3. Assessment of rent of all Aided Higher Secondary Schools.</li> <li>4. Permission to grant of approval for utilization of Pupils Funds to all Aided Higher Secondary schools.</li> <li>5. Salaries of all Higher Secondary Schools including bills of D.A. Arrears/Bonus/Medical/LTC/temporary teachers etc. Salaries bills of regular/PPN staff as well as supplementary bills of Temporary/Contract basis staff of all Aided Secondary/Primary/Special Schools pertaining to each school are scrutinized and bills are prepared for submission to Directorate of Accounts, Panaji for making payments.</li> <li>6. Legislative Assembly Questions pertaining to GIA-II section.</li> <li>7. <u>Infrastructure Loan cum Grants to Secondary and Higher Higher Secondary Schools.</u> Scrutinizing the proposal pertaining to Infrastructure Loan cum Grants such as</li> </ol>

		<p>Utilization certificate, Checking the Statement of Expenditure incurred against the said loan taken by the Aided Institutions. Preparing Minutes of the Meeting of the Scrutinizing Committee for loan and issue of Sanction Order for disbursement of the Infrastructure Loan cum Grants.</p> <p>8. Proposal under One Time Grants Scheme.</p> <p>9. RTI matters</p>
10	Accounts Section	<p>1. Preparing of Budget.</p> <p>2. Allotment of funds to various D.D.O's of this Directorate.</p> <p>3. Reconciliation of Expenditure and issue of Certificate as required.</p> <p>4. Re-appropriation/surrender of Funds/supplementary grants. Appropriation of Accounts.</p> <p>5. Drawing Advances from Contingency Funds.</p> <p>6. PAC matter/CAG Reports in co-ordination with Accounts Officer.</p> <p>7. Allotment of Funds to PWD for various works.</p> <p>8. Issue of Availability of Funds Certificate for the works.</p> <p>9. Implementation of Scheme dealt by the Section/Tribal Sub Plan.</p> <p>10. Matter relating to SSA .</p> <p>11. Scrutiny of Income Tax Statements of all the employees of this office.</p> <p>12. Audit matter of Head Office and Subordinate Offices.</p> <p>13. Utilization Certificate (Maintenance of consolidated Register of all Sections).</p> <p>14. Replies to Audit Observations.</p> <p>15. Preparation of Monthly expenditure.</p> <p>16. Verification of, bills relating to salary/medical reimbursement/arrears/contingent/travelling allowance/leave travel concession/GPF of staff of this Directorate.</p>

		<ol style="list-style-type: none"> <li>17. Matters pertaining to following schemes dealt by Accounts Section including release of instalments, sanction Orders and related correspondence: Balrath scheme and KTC to various institutions under control of this Directorate. Supply of Free Note books, Uniforms and Raincoats to students.</li> <li>18. Matters relating to Samagra Shiksha Abhiyan including Release of grants salaries of Part Time Instructions/Para Teachers.</li> <li>19. PFMS matters including transfer of Central/State share of SSA and Mid Day Meal Scheme (Vocational Section) to Singly Nodal Agency Accounts.</li> <li>20. Writing of Cash Book &amp; to deposit chalans in Bank.</li> <li>21. Maintenance of permanent advance Register &amp; preparing of bills.</li> <li>22. Maintenance of Govt. Receipt books and also issue of books to other subordinate offices.</li> <li>23. Maintenance of Third Party cheques register and forward the same to respective Bank, post office, LIC etc.</li> <li>24. To obtain D.E/B.C. from bank and forward the same to the respective parties. On receipt of cheques all GFR-8 weekly to be handed over to the official concerned section.</li> <li>25. Purchase and Incharge of Stationery stores</li> <li>26. Scrutiny of TA/TTA/LTC claims of this Office &amp; Subordinate Offices.</li> <li>27. G.P.F. Final payment, GPF Bills, Arrears bills, Tuition fee bills, Honorarium bills.</li> <li>28. Visit to Tax consultant in respect of GST and TDS matters of Vocational Section and Accounts Section of this Directorate.</li> <li>29. E-Pagar of staff of Directorate of Education loading of data and follow up passing of salary bills.</li> </ol>
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		<ol style="list-style-type: none"> <li>30. Maintenance of pay bills register online indent with Government printing press.</li> <li>31. Maintenance of Consumable stock register.</li> <li>32. Preparation of Fully Vouch Contingent bills pertaining to this Directorate.</li> <li>33. Preparation of Abstract Contingent bills/ settlement of D. C. bill pertaining to this Department.</li> <li>34. Monthly compiling of GST Data pertaining to this Directorate</li> <li>35. Approval for purchases of schools.</li> <li>36. Maintenance of B. C. R towards FVC/AC/M.R.TA pertaining to this Section. under different Head of accounts.</li> <li>37. Preparing the Time Bound Bills i.e. Electricity, Telephone etc. and follow-up the same in the Directorate of Accounts personally.</li> <li>38. Maintenance of Photocopier Machine of DE chamber/Audit Cell and Accounts Section after complain received form Sections and follow-up the said matter to solve the problems.</li> <li>39. To put up the files for approval and sanction orders in respect of Electricity bill, Telephone Bill, Reimbursement of Mobile Phone file in respect of Gazetted Officer, Purchase of postage Stamps, Repair of Vehicles, M.R bill files, Advertisement bills etc. Preparation of Bills of Grant-In-Aid in respect of SSA, RMSA and other bills of GEDC.</li> <li>40. Renewal of AMC contract of Photocopier machine of this Directorate and schools coming under this Directorate.</li> <li>41. Scrutiny of GPF Final payment cases of all the staff of Aided Educational Institutions (Primary/Secondary and Hr. Sec. Schools) of Central Zone, South Zone. Deposit Linked Insurance Scheme. Student Safety Insurance Scheme.</li> </ol>
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		<p>42. Consolidation of Interest figures of GPF/CPF.</p> <p>43. Typing of sanction orders of GPF Final Payments. Despatch of final payment Order.</p> <p>44. Maintenance of Casual Leave Accounts, Submission of Attendance report of the Section. All other service matters of Accounts Section.</p> <p>45. Taking of dictation given by the Superiors. Typing work entrusted by the Joint Director of Accounts, Accounts Officer and Asstt. Accounts Officer. Attending Telephone calls in absence of the superiors.</p> <p>46. Sectional typing work and other day to day work as assigned by the Superiors. Maintenance of Register under RTI Act &amp; correspondence thereof.</p> <p>47. Keeping the record of correspondence copies addressed to Joint Director.</p> <p>48. Scrutiny and issue of orders towards G.P.F. advance/withdrawal of Aided Schools and Government Schools.</p> <p>49. Distribution of stationery to other subordinate offices and Accounts Section.</p> <p>50. Full incharge under Bal Rath Scheme- 422 buses allotted to High Schools, Hr. Secondary Schools and Special Schools. KTC buses supplied to High Schools, Hr. Secondary Schools. Preparation of bills of all the Govt. Aided BalRath buses. Preparation of bills of 86 KTC buses supplied to GHS &amp; GHSS. Preparation of bill of GPS Massano-de-Amori, Panjim All the related correspondence of Bal Rath buses/KTC received from Govt. Aided High Schools, Hr. Sec. Schools &amp; Special Schools &amp; also private parties.</p> <p>51. Preparation of schemes/Revision of schemes if any. Maintained the register of records of release of first and second instalment of individual schools.</p>
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11	Planning Section	<p><u>Proposing all matter regarding aided/unaided Primary Schools and Higher Secondary Schools for approval and permission to the Director of Education:</u></p> <ol style="list-style-type: none"> <li>1. Granting permission to start Higher Secondary Schools (North/Central/South).</li> <li>2. NOC/Approval for appointment of teaching and non-teaching staff of Primary and Higher Secondary schools (North/Central/South).</li> <li>3. Granting EOL under Govt. Notification to seek employment abroad.</li> <li>4. Matters relating Higher Secondary School Teachers Association.</li> <li>5. Matters relating to Higher Secondary School Principals Forum.</li> <li>6. All other matters relating to the Primary/Higher Secondary Schools.</li> <li>7. Granting permission and recognition to Unaided Primary Schools.</li> <li>8. Inspections of Higher Secondary Schools.</li> <li>9. Inspections/inquiries/and other work entrusted by Director of Education.</li> <li>10. Providing information under Right to Information Act, 2005.</li> <li>11. All matters relating to the Government Aided Higher Secondary Schools, Primary Schools and Unaided Schools.</li> </ol>

		<ol style="list-style-type: none"> <li>12. Look after all the matters of School Complex.</li> <li>13. Right of child to free and Compulsory Education Act, 2009 (RTE Act).</li> <li>14. Preparing &amp; issuing of various Circulars/orders under RTE Act, 2009 to the institutions.</li> <li>15. Various correspondences received from MHRD.</li> <li>16. Preparing of Note for Cabinet as and when required to be placed before the cabinet.</li> <li>17. Processing of RTI/First Appeals files and maintaining of records.</li> <li>18. LAQ's replies, issue of Circulars/Orders and other miscellaneous matters.</li> <li>19. All matters related to Computer literacy Programme (CLP) Revised ICT @ School Scheme.</li> <li>20. Updating of Department website.</li> <li>21. Online LAQS (Assembly matters).</li> <li>22. All Govt. Aided Schools Computer Teachers, NOC, Approvals, leave etc.</li> <li>23. Uploading all DOE related LAQ's .</li> <li>24. Submission of Quarterly Progress expenditure, Physical Targets &amp; Achievements.</li> <li>25. Preparation of Annual Plan.</li> <li>26. Preparation of Reconciliation of revised outlays.</li> <li>27. Preparation of Performance Budget.</li> <li>28. Materials for the Budget Speech of Finance Minister.</li> <li>29. Material for the Governors address for Republic Day and Second Session of Legislative Assembly</li> <li>30. Major Head wise explanatory memorandum for Demand 34.</li> <li>31. Centrally sponsored Schemes.</li> <li>32. Preparation of Physical &amp; Financial progress Block wise under special component plan.</li> <li>33. Counting of past service, granting of selection scale to the aided Higher Sec. Schools.</li> <li>34. Look after all the matters of un-aided Pre-Primary, Primary and Higher Secondary Schools fee structure.</li> </ol>
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		<p>35. Miscellaneous matters of un-aided pre-primary and primary schools.</p> <p>36. RTI matters/Complaints/Public Grievance</p>
12	Audit Section	<p>1. Fixation of Pay of on Contract basis.</p> <p>2. Fixation of Pay on grant of ACPS.</p> <p>3. Fixation of Pay on grant of MACPS.</p> <p>4. Fixation of Pay on Promotion.</p> <p>5. Fixation of Pay on Grant of Senior Scale.</p> <p>6. Fixation of Pay on Grant of Selection Scale.</p> <p>7. Fixation of Pay on Re-employment of Pensioners.</p> <p>8. Fixation of Pay on Grant of one increment between 2/2006 to 6/2006 as per 6<sup>th</sup> Pay Commission.</p> <p>9. Revision of V<sup>th</sup> Pay fixation statements.</p> <p>10. Revision of VI<sup>th</sup> Pay Part-A &amp; Part-B fixation statements.</p> <p>11. Revision of 7<sup>th</sup> Pay fixation statements.</p> <p>12. Replies of R.T.I., L.A.Q. etc.</p> <p>13. The internal Audit of All Non-Govt. Aided Schools in Goa.</p> <p>14. Typing of Audit Reports.</p>
13	Academic Section	<p><u>1. Opening of New School/Class:</u></p> <p>(i) Granting permission for the opening of Class 1</p> <p>(ii) Granting permission for the opening of Class 5 to Class 10</p> <p>(iii) Granting permission for the opening of new division</p> <p><u>2. Introducing the new subjects/ replacing the existing subjects</u></p> <p>(i) Granting permission for introducing new subjects</p> <p>(ii) Granting permission for changing the existing subjects (selected ones)</p> <p><u>3. Staff allocation</u></p> <p>(i) Assessing the information of the Govt. Aided Schools (343) sent through ABCD.... proforma</p>

		<p>(ii) Preparation of work assessment sheet                  (iii) Granting NOCs to appoint teaching and non-teaching staff as per work assessment sheet                  (iv) Granting approvals for appointment of teaching and non-teaching staff                  (v) Granting NOCs and approvals for selection scale of teaching and non-teaching staff                  (vi) Granting of approvals for re-employment of teaching staff</p> <p><u>4. School Managing Committee</u>                  (i) Approving Scheme of Management                  (ii) Approving School Managing Committee                  (iii) Addressing the grievances regarding School Managing Committee</p> <p><u>5. Implementation and execution of various schemes</u>                  (i) RIMC Scheme                  (ii) Wired Internet Scheme                  (iii) Mhaji Lab, Bari Lab Scheme</p> <p><u>6. Duties as section of the Nodal Officer handling the matters related to the following: issuing relevant circulars/advisories, conducting trainings on different topics related to children, educators and other stakeholders, attending meetings / trainings / conferences, data collection and management</u>                  (i) NCPCR/SCPCR (National Commission of Protection of Child Rights), (ii) Lead Agency, (iii) FIT India Movement, (iv) Yuva Tourism Club, (v) AIDS Control Society, (vi) Energy Clubs, (vii) Standards Club, (viii) Prahari Club, (ix) Matribhasha Diwas, (x) Internal Complaints Committee, (ix) Beti Bachao Beti Padhao</p> <p>7. Circulars: Disseminating official directives or notifications to the schools through circulars.</p> <p>8. Managing school-related grievances, court cases, and affairs concerning various commissions and</p>
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		<p>tribunals.</p> <p>9. RTI Management: receiving, documenting, reviewing, and responding to RTI requests, as well as ensuring compliance with relevant laws and regulations governing the disclosure of information.</p> <p>10. Responding to Legislative Assembly Questions (LAQs).</p>
14	Vocational Section	<ol style="list-style-type: none"> <li>1. ACPS/MACPS/Selection Scale/Senior Scale to all the teaching and Non-teaching Staff of all higher Secondary of Vocational Stream.</li> <li>2. Submission of Linguistic Minority Questionnaire.</li> <li>3. Annual Administration Reports.</li> <li>4. Economic Survey</li> <li>5. Checking and verifying of Mid-Day Meal bills of 100 Self Help Groups and 8 PTA'S</li> <li>6. Scrutinizing and verifying of bills of Helpers of 11 Talukas under MDM Scheme</li> <li>7. Scrutinizing and verifying of bills Food Corporation of India, and transportation.</li> <li>8. Scrutinizing the files of Sanskrit for release of grants to pathshalas.</li> <li>9. Attending, Verifying and Finalizing E-Tender of transportation of Govt. food grains (wheat)</li> <li>10. Providing Information on monthly Expenditure of MDM scheme to Planning section.</li> <li>11. Supervising the new Accounting system i.e. Public Financial Management System (PFMS) of Central Government.</li> <li>12. Correspondence regarding permission /approval /N.O.C. etc., of Vocational Higher Secondary School.</li> <li>13. E.O.L./Child care Leave etc. and granting of NOC to appoint substitute of regular teaching and non-teaching staff of Vocational stream.</li> <li>14. Preparing salary/supplementary salary bills of all aided vocational higher school and pre-</li> </ol>

		<p>vocational High schools.</p> <ol style="list-style-type: none"> <li>15. Dealing with Bharat Yatra Scheme/Raw material grants.</li> <li>16. Quarterly TDS returns information for CA</li> <li>17. Monthly GST returns information for CA</li> <li>18. Supervision of online Data Entry in MIS Portal of all taluka and Monitoring the database at Block level and Coordinating the information from State to Central Government.</li> <li>19. Automated Monitoring System (AMS) and MIS at Pune organized by MoE</li> <li>20. Pre-PAB meeting at MoE, Delhi and calculation of Food grains Quota of all Taluka and SHG/MM/PTAs.</li> <li>21. Conducted online training for Govt. Primary and High Schools Teachers.</li> <li>22. Inspected random schools under PM POSHAN (Mid-day meal scheme) to check for quality and quantity of mid-day meal.</li> <li>23. Organized Taluka level cooking competition for MDM suppliers i.e. SHG/MM/PTA</li> <li>24. Formulated a Nutrition Committee to plan and decide on the current MDM menu.</li> <li>25. Coordinating with Akshaypatra to implement their service in the state of Goa under PM POSHAN Scheme.</li> <li>26. Coordinating with FSSAI and DFDA, Goa to register under Eat Right School Initiative.</li> <li>27. Monitoring and conducting various activities under Rashtriya Poshan Maah &amp; Poshan Pakhwada.</li> <li>28. Monitoring the Nutrition data under PM POSHAN Scheme.</li> <li>29. Attended a collaborative workshop on an evaluation study of PM POSHAN in India at NIEPA, Delhi.</li> <li>30. Carried out Market survey to understand price of ingredients.</li> </ol>
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15	Legal Section	<ol style="list-style-type: none"><li>1. Co-ordination between the various sections and advocates of various courts.</li><li>2. Offering para-wise comments in Writ Petitions of other court matters.</li><li>3. Attend the Court and Commissions on behalf of Directorate and other officers.</li><li>4. To advise the Directorate in legal matters.</li></ol>
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