

**17 POINT MANUAL
UNDER SECTION (4)(1)(B) OF THE
RIGHT TO INFORMATION ACT, 2005.**



**RIGHT TO
INFORMATION**

**Directorate of Official Language
Government of Goa
1st Lift, 5th Floor, Junta House,
Panaji – Goa.**

Manual I

Particulars of Organization, Functions and Duties

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

1. Aims and objectives:

- a) Implementation of Official Language Act 1987 and notifications issued under this Act.
- b) Implementation of the Language policy of State Government
- c) To initiate the measures for maximum use of Official Language in Administration as well as other fields of knowledge.
- d) To impart training by introducing schemes or by way of workshop, seminars, etc.

2. Mission / Vision Statement:

The Directorate of Official Language was established in the year 2004 with responsibilities to implement the Official Language Act 1987 and the Schemes for Development of Languages prevalent in the State.

Government has adopted Konkani Language “in Devnagari Script” as Official Language of the State and whereas there is a provision for Marathi Language in the Act, which shall also be used for all or any of the official purposes. Directorate of Official Language is expanding its ambit of functioning by way of introducing various Schemes, Trainings for the development of official language and other vernacular languages, preparation of Terminologies in Konkani, Research activities, etc.

3. Brief history:

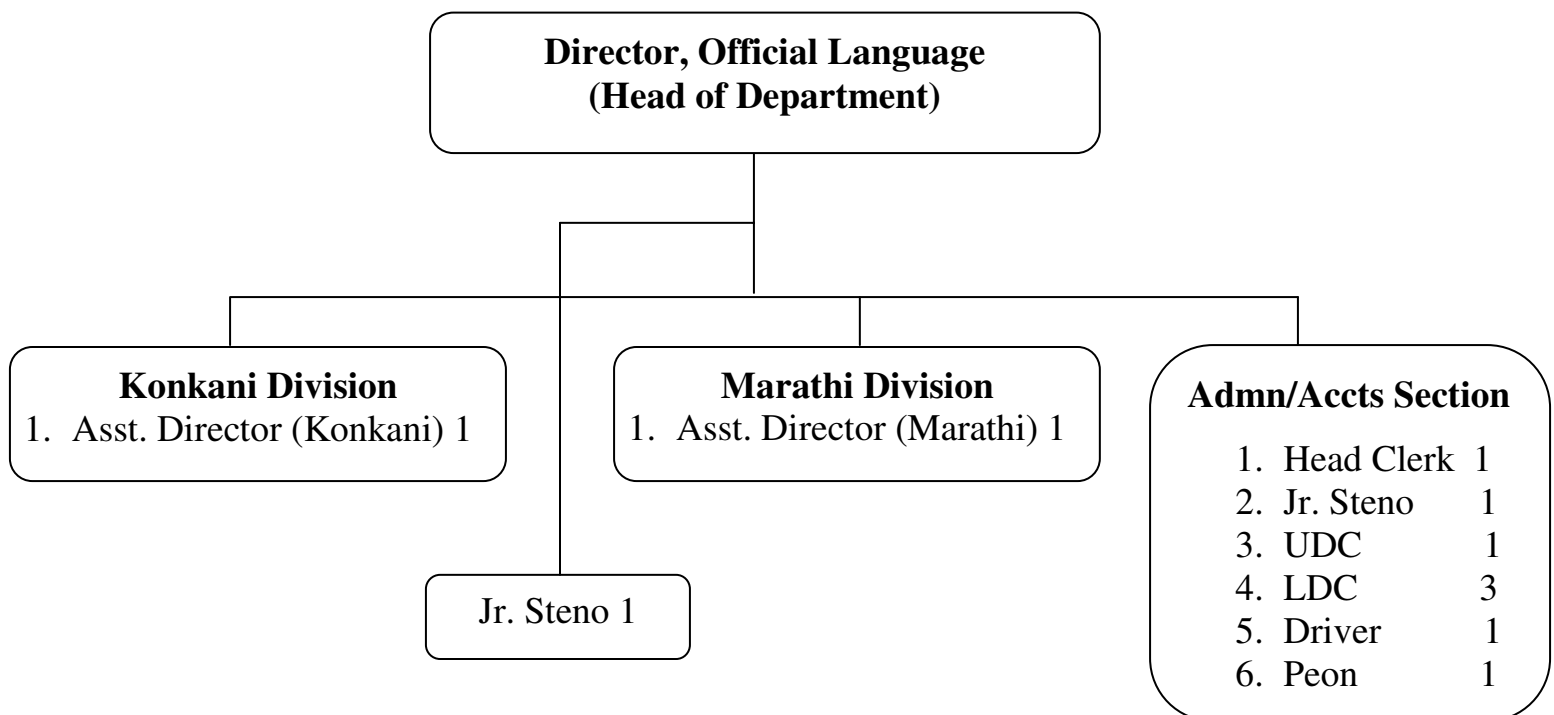
Directorate of Official Language is a result of one of the significant efforts initiated by the State Government for development of vernacular languages. Being aware about the importance of regional languages, the State Legislation Assembly passed the Goa, Daman & Diu Official Language Act, 1987 which states that Konkani Language “in Devnagari Script” shall be the Official Language of the State and whereas there is a provision for Marathi Language in the Act, which shall also be used for all or any of the official purposes.

Earlier, from 1987 onwards Government had established an Official Language Cell which was under the control of General Administration Department, Secretariat.

In the year 1997, Directorate of Official Language was established vide a Government Order No. 23/1/87/GA & C (1) dated 26.03.1997 with then existing staff of then Official Language cell in Secretariat and full time Director was appointed vide Order No. 5/9/2002/PER dated 28.08.2003, and separate budget head was allotted from the year 2004-05.

4. Organizational Chart :

Positional organizational chart as on September 2014



5. Main activities / functions of the public authority:

- i. Translation of various types of documents received from other Government Departments into Konkani/Marathi/Hindi/Portuguese and vice-versa, viz 1) Developmental schemes, 2) Invitation cards, 3) LAQ's, 4) Election manuals, 5) Press notes, 6) Citizen Charters, etc.
- ii. Imparting training of Konkani Language to all Government employees at all Taluka level including all India Service Officers posted in Goa, so as to facilitate them to use Konkani Language for Administrative purposes. Devnagiri Computer typing training to the clerical staff is also a part of this training programme.
- iii. Preparation of various Terminologies in different subjects viz Administrative, Legal, Legislative, Folk-Lore (Lokved), Economics-Finance, Medicines, Granthalaya Paribhshik Utaraval Kosh, Education, Press Media, Glossary/Dictionary of Literary terms, Glossary of Environmental Science, Medical Science and Awareness, Terminology of Trees, etc. in Konkani Language.
- iv. Implementation of the scheme for Publication in official language to encourage prospective aspiring Goan writers.
- v. Organizing Workshops, Seminars, Events on translations, copy editing, proof reading, vetting, etc.
- vi. Implementation of the scheme for Promotion of Vernacular Languages and other languages incorporated in the VIIIth Schedule of the Constitution of India.
- vii. Providing financial assistance to different literary organizations functioning in Goa for promotion of vernacular languages.
- viii. Release of recurring Grants to Goa Konkani Akademi, Goa Marathi Academy, Dalgado Konknni Akademi for their activities in the field of promotion of concerned languages.
- ix. Directorate of Official language functions as Nodal Authority for use of Official Language by different Government Departments in their day to day administrative correspondence whenever required.
- x. Nodal Agency with Government of India pertaining to State official language and facilitating languages in VIIth Schedule of the Constitution of India.
- xi. To make all Government Websites multilingual (Konkani, Marathi, English etc.).

6. List of services being provided by the public authority with a brief write - up on them:

a) Rajbhas Prashikshan Evzonn (Plan):

The Directorate of Official Language has formulated this scheme for imparting training in official language to all Government Officers/Officials including Officers of All India Services posted in Goa in order to facilitate them carry out official work in Konkani, being the Official Language of the State of Goa. The training is organized in compliance with Government of Goa's Official Language policy.

b) Scheme for Publication in Konkani & Marathi Language (Plan) :

This scheme is implemented to encourage writers in the State to develop their talent and to give boost to Konkani and Marathi languages on the subjects, Science & Technology, Finance, History, Mass/Media Communication, Administration, Tourism, Sociology etc.

c) Promotion of Sanskrit and Languages-8th Schedule (Plan) :

The scheme has been specially designed to provide financial support to the Institutes' functioning for propagation of Sanskrit Language & Languages in 8th schedule of Constitution of India, the state. Any registered Institution working in the field for at least 2 years is eligible.

d) Bhasha Puraskar Yojana (Plan):

This scheme is designed to explore the qualestic work of the language scholars. It aims to award an Honorarium of ₹ 1.00 lakh to persons who have dedicated their career in the interest of Language, i.e. for Sanskrit, Konkani and Marathi language.

e) Rajbhasha Akshar Mitra Yojana (Plan) :

On the recommendations of the Advisory Board for effective implementation of Official Language a scheme has been formulated to give Financial Assistance to the publications dedicated for Konkani/Marathi Language through their periodical issues.

f) Shansodhan ani Shabdavlee Nirmitee Yevzon (Plan) :

The Department is under process to formulate a Scheme to bring out various terminologies in Konkani language in the field of Administration, History, Culture, Mass Media, Economics, Commerce, Medicine, Information & Technology, etc.

g) Bhasha Vikas Yojana (Plan) :

This schemes aims to popularize the language policies of the State Government. Financial support to the eligible group/institution will be released to undertake the various activities to be conducted for the development of Konkani, Marathi, Sanskrit and languages in 8th Schedule.

7. Citizens interaction – Expectations of the public authority from the public for enhancing its effectiveness and efficiency:

a) Public members should contact the institutes like GMA, GKA, DKA, AIKP, KBM to avail the benefit of various schemes undertaken/implemented by these institutes in order to develop their literary skills, whom this Directorate releases Grant-in-aid.

b) If any authority violates the provision of Official Language Act, the public should bring the same to the notice of the Government for taking appropriate action against it.

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

<i>Address</i>	<i>Phone</i>	<i>Website</i>
Directorate of Official Language, 1 st Lift, 5 th Floor, Junta House, Panaji – Goa, Pin 403 001.	0832-2420071 2420071	www.dol.goa.gov.in
	<i>Fax</i> 0832-2420071	<i>Email</i> official.language.09@gmail.com

9. Working hours both for office and public:

From 9.30 a.m. to 1.15 p.m. and from 2.00 p.m. to 5.45 p.m. on all working days excluding Saturday, Sunday and Public Holidays.

10. Grievances redressal mechanism

As per the Directives issued by the Ministry of public grievances, and Secretary, Public Grievances, this Directorate has appointed Public Grievances Officer to deal with complaints received from public. An Officer is also appointed to deal with the grievances of female employees.

Manual II

Powers and Duties of Officers and Employees

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

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
1.	Director	HOD overall in charge of administration and other work carried out by the department	D.D.O. and Financial Powers delegated to HOD as per the Delegation of Financial Powers rules 2008.	---	<ol style="list-style-type: none"> 1. Head of the Department and Ex-Officio Joint Secretary to Government 2. Control on Language Development Institutions. 3. Drawing and Disbursing Officer. 4. Overall Administrative control over the Department. 5. All other such duties prescribed for the post under law.
2.	Assistant Director (Marathi)	Supervision of Marathi Division.	---	---	<ol style="list-style-type: none"> 1. Overall Supervision of the Marathi Division. 2. Execution of various schemes of for development of Marathi and other Languages. 3. Implementation of Official Language Act, Advisory Board. 4. Panel of Translators, vetting, authentication of Translation of Marathi Language 5. Implementation of Right to Information Act, Linguistic Minority, Women Staff Welfare.
3.	Assistant Director (Konkani)	Supervision of Konkani Division	---	---	<ol style="list-style-type: none"> 1. Overall Supervision of the Konkani Division. 2. Execution of various schemes of for development of Konkani Language. 3. Implementation of Official Language Act, Terminologies in Konkani Language. 4. Vetting, authentication of Translation of Konkani Language 5. Public Relations Officer, Coordinator-Permanent Training Center, Research & Publication

4.	Head Clerk	Supervision of all administrative and establishment matters	---	---	<ol style="list-style-type: none"> 1. Supervision of various Administrative & Establishment matters. 2. Creation, Recruitment, Revival, Appointments, Promotions, Confirmation, Framing of Recruitment Rules for New Posts, etc. 3. Supervision of all staff, including Personal Files, Service Books/Records. 4. Court Matters, Petitions, Goa State Litigation Policy, LAQ / RSQ / LSQ, Ad-Hoc Committee etc. 5. Liasoning and follow up with other departments/ Secretariat Departments relating to files.
5.	Jr. Steno (PA to Director)	---	---	---	<ol style="list-style-type: none"> 1. PA to Director, matters of Director, dictation & typing, both in Devnagri & English. 2. Attending all phone calls, internet correspondence, fax correspondence, etc. 3. To assist Asst Director(Konkani) 4. Annual Confidential Reports (ACR), prepare minutes of all meetings, matters related to Tours of Gazetted and Non-Gazetted staff, Vigilance cases. 5. Nodal officer for IT Dept and Updation of website.
6.	Jr. Steno	---	---	---	<ol style="list-style-type: none"> 1. Preparation of all kind of administrative Reports such as Governors Speech, Weekly, Fortnightly, Monthly, Quarterly, Half yearly, Annual Reports, etc 2. To assist Assistant Director (Marathi). 3. Matters of Weekly Arrears and filing of Statement of all dealing hands. 4. Preparation of all kinds of FVC Bills, GIA Bills including ECS.

7.	U.D.C.	---	---	---	<ol style="list-style-type: none"> 1. Shall assist Accountant in pursuing matters related to Accounts . 2. Preparation of Salary and related bills, handle cash, maintain all Accounts Registers 3. Preparation all kinds of reports/replies and Correspondence related to Accounts. 4. Purchase of stationery, sanitary items and petty purchases as and when required and store keeper for all such items including weeding of records. 5. Matters related to grantee institutions under the supervision of Head Clerk and Accountant
8.	L.D.C.	---	---	---	<ol style="list-style-type: none"> 1. To deal with all Administrative matters under the supervision of Head Clerk. 2. Purchase of computers, printers, Xerox and other office equipments including AMC. 3. Maintenance of personal files/service books, all kinds of leave, Biometric Attendance Report, etc. 4. Matters pertaining to Creation, Revival, Filling of posts, framing of RR's, Confirmation and Promotions, MACP/DACP 5. To deal with all pension matters, and maintain relevant registers pertaining to information about Date of Joining, Date of Birth, Date of Superannuation, Date of VRS, Date of Death, etc.
9.	L.D.C.	---	---	---	<ol style="list-style-type: none"> 1. Matters pertaining Scheme of Rajbhas Prashikshan Evzonn. 2. Matters related to Name Board and Office board/signages in Konkani and Marathi and all related matters.

					<ol style="list-style-type: none"> 3. Time Bound Bills such as Electricity Bill, Telephone Bill, Petrol Bill, etc. 4. Purchase all kinds of books required by the Department, maintenance of Book Register and verification library books. 5. Matters pertaining Devnagari typing assigned by the Assistant Director (Konkani/Marathi).
10	L.D.C.	---	---	---	<ol style="list-style-type: none"> 1. Entry and Despatch, FMS, Guard file. 2. Matters pertaining to Advertisement and Postage Stamp. 3. Maintenance of office premises, observation of cleanliness. 4. Arrangement of office events and official programmes.
11.	Driver	---	---	---	<ol style="list-style-type: none"> 1. Maintenance and control of the vehicle attached to the Department and Log Book. 2. Distribution of urgent DAK, Correspondence to outside Departments, in absence of Peon.
12.	Peon	---	---	---	<ol style="list-style-type: none"> 1. Opening and closing of office premises and clean tables, chairs, cupboards, office equipments, etc 2. To attend to the Director as and when required. 3. Distribution of the correspondence / DAK to all staff and Outside Departments 4. To attend the work given by all dealing hands

Manual III

Procedure followed in Decision Making Process

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

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

Stages through which Proposal/Scheme is being implemented :

- a) **Officials/Officers** : As per the work allocation orders issued to Official/Officers from time to time the proposals/files are examined and further submitted to the Director of Official Language.
- b) **Director** : Checks the possibilities about its Implementation, Budgetary provision etc, makes details report and submits the same to Secretary (Official Language).
- c) **Secretary (Official Language)**:- The Administrative Secretary at his level examines the proposal/file and same is forwarded to the concerned Minister's office for administrative sanction/approval.
- d) **Minister** : Here, it gets the administrative approval and if required the file is further forwarded to Finance Department for their concurrence.

After going through all these stages the Scheme/proposal will be implemented by the Department.

Manual IV

Norms set by it for the discharge of its functions

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

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

Normal procedure as per norms and cordial formalities laid by the Government is followed while executing various activities/ programmes i.e. proposal received from the Academies, Individuals and other literary institutes asking for grants, financial assistance under various schemes, etc. are submitted to the Government for administrative approval and concurrence of Finance Department and decisions/scanctions/approvals are implemented. The routine Correspondence, Time Bound, Translation works, etc. received from different departments are of time bound nature which are disposed off within the given time limit by the Department.

Manual V

Rules, regulations, instructions, manuals and records for discharging functions.

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

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following format:-

Sr. No.	Name of the act, rules, regulations etc.	Brief gist of the contents	Reference No. if any	Price in case of priced publications
1.	Goa, Daman & Diu Official Language Act 1987.	Konkani Language “in Devnagari Script” shall be the Official Language of the State and whereas there is a provision for Marathi Language in the Act, which shall also be used for all or any of the official purposes.	Act No. 5 of 1987	Published in Official Gazette Series I No.7dt. 14.5.1987
2.	Notification No. 1-1-87/OL & PG dated 15/12/ 1987	<p>a) Konkani Language shall be the official language for the purpose of replies by the Government whenever communications are received in Konkani language.</p> <p>b) Marathi shall be used for the purpose of replies by the Government whenever the communications are received in Marathi language.</p>	---	Published in Official Gazette Series I No. 37 dt. 15.12.1987
3. 4.	<p>Notification No. 5/18/2009/ DOL/NOTFN/898 dated 21/10/ 2010</p> <p>(Ten separate Notifications are issued)</p>	<p>a) Konkani language shall be the official language for the purpose of :</p> <ol style="list-style-type: none"> 1. Publication of any notice or communication of any Devasthan Committee or Comunidade; 2. Recording all statements by the Police Department, whenever the person narrates the facts in Konkani language; 3. Issuing invitations cards by all Departments, Directorates, Agencies of the Government of Goa, and societies, Corporations and Companies formed by the Government.; 4. Displaying the name boards of roads, streets and instructions on the roads and streets; and 5. For display of name boards by all Department, Directorate, Agencies of the Government and Societies, Corporation and companies formed by the Government. 	----	Published in Official Gazette Series I No. 32 dt. 04/11/2010

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|--|---|--|
| | <p>b) Marathi language shall be used for the purpose of :</p> <ol style="list-style-type: none">1. Publication of any notice or communication of any Devasthan Committee or Comunidade;2. Recording all statements by the Police Department, whenever the person narrates the facts in Konkani language;3. Issuing invitations cards by all Departments, Directorates, Agencies of the Government of Goa, and societies, Corporations and Companies formed by the Government.;4. Displaying the name boards of roads, streets and instructions on the roads and streets; and5. For display of name boards by all Department, Directorate, Agencies of the Government and Societies, Corporation and companies formed by the Government. | |
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Manual VI

A statement of the categories of documents that are held by it or under its control

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

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

Statement of the categories of documents that are held or under its control :

1. Files and related documents pertaining to implementation of the Official Language Act and policies.
2. Files pertaining to grantee institutions & other literary institutions (release of grant and general correspondence).
3. Files, documents related to Translations.
4. Service Book and Personal Files of all the Employees of Directorate of Official Language.
5. Besides, files of routine Administration, establishment, accounts, etc.

Manual. VII

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

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

----- NIL -----

Manual. VIII

A statement of boards, council, committees and other bodies constituted

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

This can be prepared in the following format: -

Sr. No	Name & address of the body	Main function of the body	Constitution of the body	Date of constitution	Date up to which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings
1.	Official Language Advisory Board	To advise the Government and to make recommendations for effective implementation of the Official Language Act	The Board consists of 9 officials and 15 non-official members.	6/9/2012 18/7/2013 (Addendum)	Three years from the date of publication in Official Gazette	No	Yes	As decided by Minister Official Language
2.	Terminology Committee	To prepare various Terminologies in Official Language	Consists of 10 members well experienced in the field of translation, lexicography and encyclopedia	07/12/2009	Till the works complete	No	Yes	As decided by Chairman of the Committee
3.	Evaluation Committee	To set the criteria for evaluation and evaluate the Manuscript, recommend the manuscript for publication and To decide on the appointment of subject-matter expert, if necessary	Director Official Language - Member Secretary Two eminent personalities in Konkani/Marathi Literature (one as Chairman)	12/1/2009	Until formation of new Committee	No	Yes	As decided by Chairman of the Committee

Manual IX

Directory of Officer and Employee

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

Sr. No.	Name	Designation	Office Tel. No.	E-Mail Address
1.	Dr. Prakash Vazrikar	Director (Addl. Charge)	0832-2420179/ 0832-2420071	Official.language 09 @gmail.com
2.	Smt. Urmila R. Gawade	Assistant Director (Marathi)	-do-	-
3.	Shri Anil H. Sawant	Assistant Director (Konkani)	-do-	-
4.	Shri. Yogesh G. Dessai	Head Clerk (On deputation)	-do-	-
5.	Smt Nepha F. E. Silveira	Jr. Steno	-do-	-
6.	Smt. Shamiksha S. Chodankar	Jr. Steno	-do-	-
7.	Smt. Shobha S. Fadte	U.D.C	-do-	-
8.	Shri Patrick D'souza	L.D.C	-do-	-
9.	Shri Mahajay S. Gad	L.D.C	-do-	-
10.	Kum. Shrimati Kasar	L.D.C.	-do-	-
11.	Shri Kishor B. Sawant	Driver	-do-	-
12.	Shri Madan N. Chodankar	Peon	-do-	-

Manual. X

The Monthly Remuneration Received by Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations

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

Sr. No.	Name	Designation	Pay Scales	Monthly remuneration (Gross)
1.	Dr. Prakash Vazrikar	Director (Addl. Charge)	Additional Charge	----
2.	Smt. Urmila R. Gawade	Assistant Director (Marathi)	PB - 2 Rs. 9300-34800 + ₹ 4600/-	₹ 54,312/-
3.	Shri Anil H. Sawant	Assistant Director (Konkani)	PB - 2 Rs. 9300-34800 + ₹ 4600/-	₹ 51,518/-
4.	Shri. Yogesh G. Dessai	Head Clerk (On deputation)	PB - 2 Rs. 9300-34800 + ₹ 4600/-	₹ 56,118/-
5.	Smt Nepha F. E. Silveira	Jr. Steno	PB - 1 Rs. 5200-20200 + ₹ 2400/-	₹ 27,692/-
6.	Smt. Shamiksha S. Chodankar	Jr. Steno	PB - 1 Rs. 5200-20200 + ₹ 2400/-	₹ 26,174/-
7.	Smt. Shobha S. Fadte	U.D.C	PB - 1 Rs. 5200-20200 + ₹ 2400/-	₹ 22,616/-
8.	Shri Patrick D'souza	L.D.C	PB - 1 Rs. 5200-20200 + ₹ 1900/-	₹ 20,520/-
9.	Shri Mahajay S. Gad	L.D.C	PB - 1 Rs. 5200-20200 + ₹ 1900/-	₹ 19,984/-
10.	Kum. Shrimati Kasar	L.D.C.	PB - 1 Rs. 5200-20200 + ₹ 1900/-	₹ 19,984/-
11.	Shri Kishor B. Sawant	Driver	PB - 1 Rs. 5200-20200 + ₹ 1900/-	₹ 24,546/-
12.	Shri Madan N. Chodankar	Peon	PB - 1 Rs. 5200-20200 + ₹ 1800/-	₹ 19,236/-

Manual XI

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

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

For the Current Financial Year- 2014-2015

DETAILS OF MAJOR HEADWISE BREAK-UP (NON-PLAN)

(₹ in lakhs)

Head of Account	Sanctioned Budget	Expenditure for the last year 2013-14
2070-Other Administrative Services		
00-		
119- Official Language(Non Plan)		
01-Department of Official Language (Non Plan)		
01 – Salaries	55.00	39.40
02 – Wages	0.40	0.11
03 – Over Time	0.10	--
11 – Domestic Travel Expenses	1.00	--
13 – Office Expenses	8.00	5.29
16 – Publication	1.00	0.10
26 – Advertising & Publicity	2.00	0.44
27 – Minor Works	0.50	--
28 – Professional services	4.00	0.92
30 – Other Contractual Services	0.25	--
31 – Grant in Aid	0.25	0.50
50 – Other Charges	0.50	--
Total	73.00	46.76

DETAILS OF MAJOR HEADWISE BREAK-UP (PLAN)

(in lakhs)

Head of Account	Sanctioned Budget	Expenditure for the last year 2013-14
2202-General Education		
00-		
05-Language Development		
800-Other Expenditure (Plan)		
02 – Konkani Akademi		
31 – Grant -in-Aid (Plan)	200.00	1.00
03 – Marathi Academy (Plan)		13.12
31 – Grant - in - Aid	200.00	
04 – Grants to Dalgado Konkani Academy (Plan)		
31 – Grant - in - Aid	20.00	21.66
05 – Promotion and Development of Official Language (Plan)		
31 – Grant - in - Aid	45.00	15.74
50 – Other Charges	5.00	
06 – One Time Grant to Marathi Akademi		--
31 – Grant – in – Aid	150.00	
07 – Rajbhas Prashikshan Evzonn		4.29
50 – Other Charges	15.00	
08 – Scheme for Publication in Official Language Konkani, Marathi & English		6.53
50 – Other charge	15.00	
11 – Promotion of Sanskrit and Languages – 8 th Schedule (P)		7.19
31 – Grant in aid	200.00	
14 – Bhasha Puraskar Yojana		
50 – Other Charges	10.00	--
15 – Rajbhasha Akshar Mitra Yojana		
31 – Grant – in – Aid	25.00	--
16 – Sanshodhan Ani Shabdavalee Nirmittee Yevzonn		
50 – Other Charges	20.00	--
17 – Grants to Konkani Bhasha Mandal		
31 – Grant – in – Aid	15.00	--

18 – Grants to All India Konkani Parishad		
31 – Grant – in – Aid	15.00	--
Total	935.00	46.76

Manual – XII

List of institutions given subsidy

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

S. No.	Name & address of the institution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Expenditure for the last year	Previous years achievements
----- N.A. -----						

List of individuals given subsidy

S. No.	Name & address of the institution	Purpose for which subsidy provided	Amount of subsidy	Scheme and Criteria for selection	No. of time subsidy given in past with purpose
----- N.A. -----					

Manual – XIII

Particulars of Recipients of Concessions, permits or authorization granted by it.

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

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

Manual -XIV

Particulars of Recipients of Concessions, permits or authorization granted by it [Section 4(1) (b) (xiv)]

Information available in an electronic form

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

Manual -XV

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

Facilities available for obtaining information

S. No.	Facility available	Nature of information	Working hours
Information Counter	Information can be obtained from PIO	Any information asked for under RTI	From 9.30 a.m. to 5.45 p.m. on all working days
Web site	www.dol.goa.gov.in	---	--do--
Notice Board	The same is fixed at the prominent placed in the office	Circulars, Notices, Schemes, etc. of the Department are	--do--

premises

displayed.

Manual -XVI

Name & designation and other particulars of Public Information Officers

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

List of Public Information Officers

Sr. No.	Designation of the officer designated as PIO	Postal address	Telephone No	E-mail address	Demarcation of area/ activities, if more than one PIO is there
1.	Assistant Director (Marathi)	Junta House, 1 st Lift, 5 th Floor, Panaji-Goa	2420179/ 2420071	---	Panaji

List of Assistant Public Information Officers

Sr. No.	Designation of the officer designated as APIO	Postal address	Telephone No	E-mail address	Demarcation of area/ activities, if more than one APIO is there
1.	Head Clerk	Junta House, 1 st Lift, 5 th Floor, Panaji	2420179/ 2420071	----	Panaji

First Appellate Authority with in the department

S. No.	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	E-mail address
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1.	Director of Official Language	Junta House, 1 st Lift, 5 th Floor, Panaji, Goa. Pin 403512.	2420179/ 2420071	Official.language 09 @gmail.com
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Manual -XVII

Other information may be prescribed
[Section 4(1) (b) (xvii)]

Other information may be prescribed:

----- NIL -----

