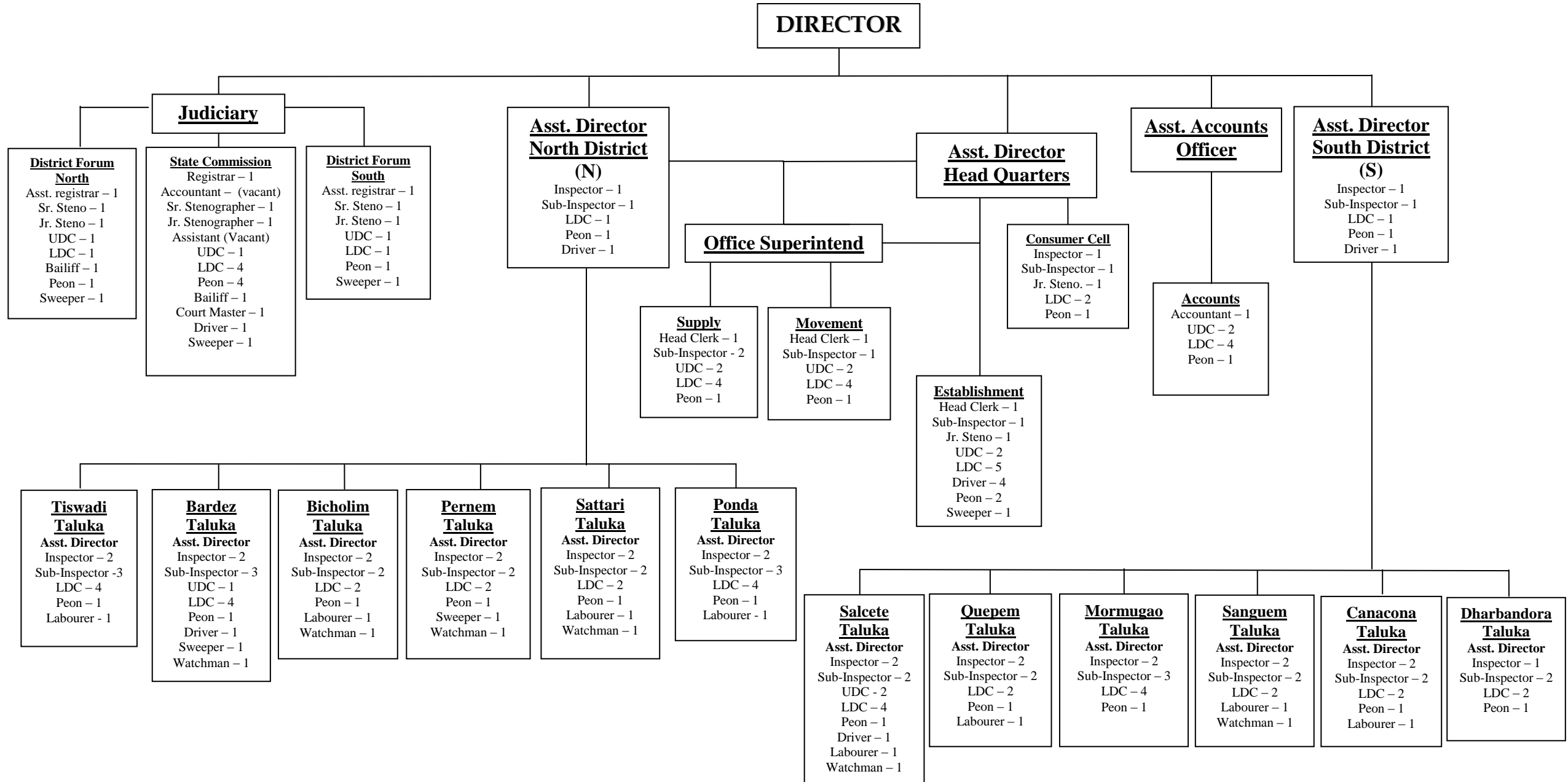


ORGANISATION CHART
DEPARTMENT OF CIVIL SUPPLIES AND CONSUMER AFFAIRS



Manual. 1

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

Particulars of Organization, Functions and Duties

1. Aims and objectives of the public authority.

Successful implementation of Targeted Public Distribution System (TPDS) for ensuring food security of the targeted population by ensuring availability of monthly quota of foodgrains to them as per entitlement. The Department is committed to implement TPDS to the best advantage of the beneficiaries with full transparency and efficiency of operations and accountability of the authorities implementing it. The Department is also committed to protect and guard the interest of the consumers in Goa and to make available to them the means to assert their consumers rights and to redress their grievances through the Conciliation Committee, District Forum and State Commission.

2. Mission / Vision Statement of the public authority.

The Civil Supplies Wing of the Department is regulatory and implements various statutory provisions as contained in the Essential Commodities Act, 1955 and the rules made there under regulating procurement and/or distribution of essential commodities namely rice, wheat, sugar and kerosene oil under Targeted Public Distribution System. As regards consumer affairs, the Department makes available to the consumers the means to assert their rights and to redress their grievances through the consumer courts. It is the endeavor of the Department that there should be cordial and harmonious relations between the public and the officials and to render excellent services to the people.

3. Brief history and background of establishment of the public authority.

The Department was earlier named as the Department of Civil Supplies and Price Control. However, in the year 2002 the nomenclature of the Department has been changed as the Department of Civil Supplies and Consumer Affairs. The Department implements various statutory provisions of the Essential Commodities Act, 1955 and the rules made there under. As regards consumer affairs, the District Consumer Disputes Redressal Fora (North and South Goa) were established in the year 1989 and the Goa State Consumer Disputes Redressal Commission was established in the year 1991. The essential commodities like rice, wheat, sugar and edible oil and kerosene oil were being distributed under the Public Distribution System (PDS). However, presently edible oil is not distributed to the ration card holders.

4. Organization Chart

Enclosed

5. Main activities/functions of the public authority.

The main activities of the Department are distribution of essential commodities under TPDS, issue of licences, renewal of ration cards, issue of licences for running fair price shops, issue of licences for retail and wholesale of kerosene, issue of foodstuff licenses for retail and wholesale of foodstuff, inspection of fair price shops, kerosene dealers, petrol and diesel pumps.

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

- i. Renewal of ration cards after every five years.
- ii. Issue of Fair Price Shop licences
- iii. Issue of Retail Kerosene licences
- iv. Issue of Solvent, Naptha licences
- v. Issue of Foodstuff licences.
- vi. Implementation of TPDS to the best advantage of the beneficiaries with full transparency and efficiency of operations and accountability of the authorities implementing it.

7. Citizen's interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.

The citizens expect strategy for ensuring food security of targeted population by ensuring availability of monthly quota of food grains to them as per entitlement. The citizens also expect speedy disposal of their grievances through free, fair and independent consumer courts.

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

- i. Main office, Junta House, 1st lift, 2nd floor, Panaji Goa.
- ii. Office of the Taluka Mamlatdars in all 11 Talukas of Goa.
- iii. Goa State Consumer Disputes Redressal Commission, Junta House, 1st lift, 4th floor, Panaji Goa.
- iv. Consumer Disputes Redressal Forum, Behind Sai Service, Above Bank of Maharashtra, Porvorim Goa.
- v. Consumer Disputes Redressal Forum, Blessing Pionier Commercial Complex, Opposite District Court, Margao Goa.

9. Working hours both for office and public.

- i. Morning Session from 9.30 a.m. to 1.15 p.m. and afternoon session from 2.00 p.m. to 5.45 p.m.
- ii. Timings for hearing the cases in the Goa State Consumer Disputes Redressal Commission are from 10.00 a.m. to 1.15 p.m (morning session). No hearings are held in the evening session.
- iii. Timings for hearing the cases in District Consumer Disputes Redressal Forum, North Goa are from 10.00 a.m. to 1.15 p.m (morning session). No hearings are held in the evening session.

- iv. Timings for hearing the cases in the District Consumer Disputes Redressal Forum, South Goa are from 3.00 p.m. to 5.45 p.m. (evening session). No hearings are held in the morning session.

10. Grievance redressal mechanism.

- i. Public Grievance Officer: Assistant Director of Civil Supplies and Consumer Affairs.
- ii. Appellate Authority: Director of Civil Supplies and Consumer Affairs, Panaji Goa.

Manual. 2

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

Powers and Duties of Officers and Employees

ESTABLISHMENT SECTION

Designation		Name of the Official	Main jobs/functions assigned to the post	Linked Officers
1.	Head Clerk	Quiterina Barbosa	<ol style="list-style-type: none">1. Creation of Post.2. Framing of Recruitment rules.3. Filling of Posts.4. Annual Administration Report Material.5. Address of Lt. Governor Material.6. Assembly/Lok Sabha Questions.7. Disciplinary actions.8. Audit objection relating to Establishment Material.9. Complaint Government servant.10. Review of cases of Group 'C' and 'D' staff.11. Continuation of Temporary posts.12. Expeditious disposal of pension of new cases.13. Maintenance of Confidential dossier.14. Office Cleanliness/Maintenance15. Overall supervision of Establishment Section.16. Transfer of Staff17. Vigilance Matters18. Revision of pension cases who have retired.19. Any other work assigned by Superior.20. Appointment of President/Member (State Commission) & (North & South Forum)	<ol style="list-style-type: none">1. Shyamsunder Arondekar2. Suraj Naik
2.	L.D.C	Sanjay Parab	<ol style="list-style-type: none">1. Work of P.A to the Director of Civil Supplies.2. Operation of Telephone.3. Any other typing entrusted from time to time by Head Clerk and other Superior.	Suraj Naik
3.	Inspector	Shyamsunder Arondekar	<ol style="list-style-type: none">1. Office Cleanliness/Maintenance2. Release of annual increment.3. Advertisement Bills.4. Any other work entrusted by other Superior.	<ol style="list-style-type: none">1. Quiterina Barbosa2. Satish Shetke
4.	Sub-Inspector	Agnelo Fernandes	<ol style="list-style-type: none">1. Purchase of newspaper.2. Disposal of leave application and maintenance of leave accounts.3. Maintenance of Service book and personal record.4. Maintenance of relevant records.5. Attendances report/certified submission.6. Maintenance of file register.7. Release of advertisement.8. Disposal of CR Forms9. Typing work.10. Certifying petrol/diesel bill of the vehicle.11. Pay Fixation12. Inspecting/verification of log book of	Dumina Vas

			vehicle. 13. Any other typing entrusted from time to time by Head Clerk and other Superior.	
5.	U.D.C.	Dumina Vas (On Maternity Leave)	1. Typing Work 2. Release of advertisement. 3. Distribution of Correspondence. 4. Any other work entrusted from time to time by Head Clerk and other Superior.	Agnelo Fernandes
6.	L.D.C	Jeronimo D'Silva	1. To take requirement from staff/purchase & distribution of Stationary 2. Acquisition/repairs of typewriter, calculators, Duplicating Machine, forms, Consumable article, other articles, vehicle repairs/condemnation, etc. 3. Issue of Identity card. 4. Maintenance of Furniture & Dead Stock 5. Purchase & Maintenance of Xerox 6. Purchase of tonners & certifying bills of tonners 7. File of Postage stamp 8. Any other typing entrusted from time to time by Head Clerk and other Superior.	1. Sohani M. Naik 2. Dumina Vas
7.	Jr. Steno	Suraj Naik	1. Typing work of Establishment section. 2. Dealing hand of Right to Information Act' 2005. 3. Dealing hand of public Grievances of the Department 4. Look after the Reports of Biometric 5. Any other work assigned by the superior by time to time.	Satish Shetke
8.	L.D.C	Sohani M. Naik (On CCL)	1. Maintenance of Department Inward registers. 2. Dispatch of correspondence by post (outward). 3. Stamp Accounts & Telegrams. 4. Any other typing entrusted from time to time by Head Clerk and other Superior.	Satish Shetke
9.	LDC	Satish Shetke	1. Expeditious disposal of pension of new cases. 2. Revision of pension cases who have retired. 3. Office maintenance. 4. Repairs/beneficiation of office premises. 5. Any other typing entrusted from time to time by Head Clerk and other Superior.	Dumina Vas
10.	Peon	--	Looked after work of DCS, ADCS & Establishment Section	Ashwini Gadekar
11.	Peon	Vinayak Bote	1. Maintenance of Inward/Outward register and Entry of section correspondence. 2. Maintenance of Section Guard files. 3. Distribution of correspondence, section-wise. 4. Distribution of correspondence, hand delivery out side. 5. Any other work assigned by the superior by time to time.	Jagannath Thakur
12.	Driver	Vithal Naik	1. General Duty 2. Daily up keeping of the vehicle. 3. Maintenance of log book. 4. Duty to maintain equipment.	
13.		Tukaram Kurtikar		
14.		Dattaram Parab		
15.		Gajanan		

		Shirodkar		
16.	Sweeper	Leela Naik	1. Sweeping, cleaning of office premises. 2. Any other work assigned by the Head Clerk or any other Superior	--

MOVEMENT SECTION

Sr. No.	Designation	Name of the Incumbent	Main Jobs /functions assigned to the post	Linked Officers
1	Head Clerk	Ramakant Mandrekar	<ol style="list-style-type: none"> 1. Scrutiny of Inspection Report and reports of Physical Verification of 11 Civil Supplies Godowns. 2. Preparing of replies/clarification to audit queries. 3. Preparing of replies of Legislative Assembly and Lok Sabha questions regarding the distribution of foodgrains to ration cardholders. 4. Inviting Tenders for the contract work of handling and Transport of foodgrains allocated by Central Pool for distribution (working the estimate cost for every financial year) and correspondence regarding the contract. 5. Inviting tenders for contract for the work of pest control in supplies godowns, working out the estimate cost. Checking of bills thereof and all correspondence regarding the contract. 6. Inviting of tenders for the contract for the work of servicing/repairing of weighing scales and checking the bills thereof and all correspondence pertaining to this work. 7. Inviting tenders for purchase of tarpouline and Plastic Pallets in taluka supplies godowns, working out the estimate cost. Checking of bills thereof and all correspondence regarding the contract 8. Distribution of correspondence/ work to Section Staff. 9. Coordination and supervision of work of Movement Section. 10. Coordinate with the Handling/Transport contractors by phone in movement of foodgrains at FCI. Depot, Sada to various Civil Supplies godowns 11. Visit to Food Corporation of India Depot at Sada, Vasco for quality related problem. 	Tulshidas Dabholkar

2	Inspector	Tulshidas Dabholkar	<ol style="list-style-type: none"> 1. Preparation of monthly Storage and allocation programme. 2. Preparation of Monthly Press Note for Distribution of Quota and sending for uploading the same on departmental website. 3. Checking and monitoring the data entry of receipt and issue of all Taluka Godown keepers. 4. Noting and Drafting of any particulars related in movement section. 5. Trouble shooting problems of any online data entry in Feast done by taluka Godown Keepers. 6. Preparing of replies of Legislative Assembly and Lok Sabha questions regarding the distribution of foodgrains to ration cardholders. 7. Inviting Tenders for the contract work of handling and Transport of foodgrains allocated by Central Pool for distribution (working the estimate cost for every financial year) and correspondence regarding the contract. 8. Inviting tenders for purchase of tarpaulin and Plastic Pallets in taluka supplies godowns, working out the estimate cost. Checking of bills thereof and all correspondence regarding the contract. 9. Inviting tenders for providing Annual Contract for providing Curative, Prophylactic treatment and Rodent control measures in Government of Civil Supplies Foodgrains Godowns in Goa working out the estimate cost. 10. Inviting Tender for providing Annual Contract for Calibration, Verification, Stamping and Maintenance/Repairs of Electronic Weighing scales/Machines lying at Civil Supplies Taluka Godowns. 11. Coordinate with the Handling/Transport contractors by phone in movement of foodgrains at FCI. Depot, Sada to various Civil Supplies godowns. 12. Placing order for payment towards the requirement of foodgrains as per demand for the state of Goa for TPDS. 13. Monthly inspection of Taluka Godowns as per schedule. 14. Visit to Food Corporation of India Depot at Sada Vasco for quality related problem. 15. Making Budget Estimate and loss and gain Report. <p>Willing to take additional responsibilities, such as conducting training for storage and Distribution of Foodgrains for taluka godown keepers.</p> <p>Maintenance and repairs of Godowns.</p>	Ramakant Mandrekar
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3	Inspector	Kunda Serdessai	<ol style="list-style-type: none"> 1. Scrutiny of bills submitted by the departmental transport contractor of foodgrains North and South Zone and verifying whether the work has been done according to the work order issued by this offices, or whether there has been any lapse in lifting of foodgrains according to the payment made to FCI. 2. Maintenance of register consolidated accounts of receipts/issued of foodgrains consignment/allocations. 3. Maintenance of register of complete history/date of each bills of handling/transport. 4. Intimation in advance to Government of India of foodgrains requirement of Goa, for subsequent month and placing of indent thereof with FCI. 5. Collecting delivery orders of foodgrains from FCI. Porvorim from time to time. 6. Scrutiny of bills of maintenance/service/repairing of weighing scales lying in all Civil Supplies godowns of North and South Zone. 7. Scrutiny of bills of pest control carried out in all Civil Supplies godowns. 8. Disposal of any work allotted occasionally and typing. 	Sadhashive Khandeparkar
4	Sub-Inspector	Sadhashiv Khandeparkar	<ol style="list-style-type: none"> 1. Drafting all kinds of Correspondence & Noting's related to Movement Section (Eg:- Tarpaulin, Plastic Pallets, Tenders, Press Note, Repairs to Godowns, Storage Programme, Weighing Scales related etc.) 2. Assisting in Taluka wise allocation of foodgrains. 3. Monthly allocation, online data entry in feast, generating R.O etc. 4. Making D.O payment to FCI at Porvorim & collecting the receipts. 5. Monthly Foodgrains sampling at FCI Vasco Sada. 6. Inspection of Taluka Godowns. 7. Assisting Head Clerk in all kinds Movt Section related work. 8. Assisting Inspector in all kinds of Movt Section related work. 	Kunda Sardessai
5	L.D.C.	Jeevan Palyekar	<ol style="list-style-type: none"> 1. Checking of daily receipts, issues and maintenance of stock register of foodgrains. 2. Maintenance of monthly stock register of foodgrains. 3. Maintenance of consignment wise registers. 4. Checking reports of truckload wise arrivals of foodgrains (Form C) in 11 godowns (monthwise) 5. Checking of reports of issue of foodgrains (Form F) of 11 talukawise (monthwise). 6. Maintenance of shortage registers of 11 godowns consignmentwise (daily). 7. Disposal of any work allotted occasionally 	Ganpat Akhadkar

			and typing.	
6	L.D.C.	Ganpat R. Akhadkar	<ol style="list-style-type: none"> 1. Typing of all correspondence, statements, investigation report of foodgrains consignment/monthwise. 2. Disposal of any work occasionally allotted and typing work of section. 3. Correspondence regarding repairs of Civil Supplies Godown located in all 11 talukas in Goa. 	Jivan Palyekar
7	Peon	Pratima Haldankar	<ol style="list-style-type: none"> 1. Maintenance of Section Diary. 2. Despatch of all correspondence (with three different registers by post, in town and internal). 3. Maintenance of Section Guard File. 	Gajanan Naik

SUPPLY SECTION

Designation		Name of the Official	Main jobs/functions assigned to the post	Linked Officers
1.	Head Clerk	Dilip Gaude	<ol style="list-style-type: none"> 1. All correspondence regarding issue, cancellation, transfer of Fair Price Shops. 2. Correspondence in respect of Taluka FPS 3. Reply for LAQ and Rajya Sabha/Lok Sabha. 4. Reply to the item appearing in daily newspaper on FPS. 5. Reply to the queries raised by G.O.I. for non-implementing AAY, ANP, BPL etc. 6. To attend to all High Court cases in TPDS. 7. Preparation of Utilisation Certificate under ANP & Welfare Institutions & Hostels. 8. Sending Action taken report to GOI under Price Intervention Scheme. 9. Preparation of UC, Pre-receipted bill claiming sugar subsidy from GOI. 10. Furnishing reports/information to GOI in respect to FPS, RC etc. 11. Overall supervision of Supply Section. 12. Any other work entrusted by superiors. 13. Functioning of Fair Price Shop in rural and urban areas, card population attached to them. 	<ol style="list-style-type: none"> 1. Rajiv Sawant 2. Sarvesh Tuyekar
2.	Sub-Inspector	Rajiv Sawant	<ol style="list-style-type: none"> 1. Dealing Hand for the National Food security Act'2013. 2. Dealing Hand for Project ePDS. 3. Looking after all the procurements of the Department especially Computer System. 4. Dealing with all the Computerisation and Networking of the Department. 	<ol style="list-style-type: none"> 1. Ritesh Pangam 2. Sarvesh Tuyekar

			<ol style="list-style-type: none"> 5. Order for printing ration cards for APL,BPL,AAAY,ANP and their supply. 6. Preparation of Card population, Statement urban/rural and compilation of "C" form. 7. Assistant to Head Clerk of Supply section and any other work entrusted by him. 8. Reply for LAQ and Rajya sabha/Lok Sabha. 	
3.	Sub-Inspector	Suraj Shetye	<ol style="list-style-type: none"> 1. Put up correspondence related to :- <ol style="list-style-type: none"> a) Issue and renewal of solvent licence b) Issue and renewal of Naptha liecence c) Scrutinizing quarterly report of Solvent, Naptha and Edible Oils. 2. To conduct inspection of Fair Price Shop, Kerosene dealer 3. Scrutinizing Monthly / quarterly reports received from Taluka field officers and follow up action. 4. To deal with the correspondence related with complaints pertaining to LPG, Kerosene PDS. 5. To look after the work of LDC/ Sub-Inspector/ Inspector in their absence. 6. Correspondence of Wholesale dealers. 7. Renewal of Kerosene Licence 8. Cancellation of Kerosene Licence. 9. Returning of Security Deposit. 10.Maintenance of Kerosene dealer, Wholesale dealer register upto date Taluka-wise 11.Fine for Offenders 12.Any other work assigned by Superior 	<ol style="list-style-type: none"> 1. Sarvesh Tuyekar 2. Radha Sawant
4.	Sub-Inspector	Sarvesh Tuyekar	<ol style="list-style-type: none"> 1. Fixation of Kerosene Prices. 2. Correspondence regarding Sugar. 3. Allocation of Levy Sugar to Taluka. 4. Correspondence regarding Levy sugar price equalisation fund. 5. Revision of transport rates of levy sugar. 6. Fixation of margin of Profit for wholesale and retailers levy sugar. 7. Maintenance of differential account due to rise in price. 8. Account of monthly Revenue Statement. 9. Rationing of Kerosene quota. 10. Increase, Decrease and restore of Kerosene quota of retailers/Hawkers in all talukas. 11. Stopping of kerosene quota of Retailers/Hawkers. 12. Looking for dormant Retailers/hawkers. 13. Complaints for not issuing kerosene on ration cards. 14. Examining of report received from respective Mamlatdar to issue/reject 	<ol style="list-style-type: none"> 1. Suraj Shetye 2. Sweta Chari

			<p>kerosene licence.</p> <p>15. Any other work entrusted by Superiors.</p>	
5.	L.D.C	Ritesh Pangam	<ol style="list-style-type: none"> 1. Work related to ePDS (end to end computerisation). 2. Correspondence regarding ration cards including complaints. 3. Monitoring and Printing of New Ration Cards(NFSA). 4. Implementation of NFSA. 5. Looking after transportation of New Ration Cards (NFSA) to respective talukas. 6. Submission of monthly report to G.O.I.in form-C. 7. Maintenance of Card population. 8. Assisting Rajiv Sawant, Sub-Inspector in respect to Project ePDS. 	Sweta Chari
6.	L.D.C	Sweta Chari	<ol style="list-style-type: none"> 1. To deal with correspondence of Foodstuff Licence ie. Renewal(right from removal of files, Changing File Covers etc), Transfer, Cancellation, Refund, New Licence 2. Looking after the grievances of public through Helpline 3. Online Foodstuff Challans 4. Issue of Notice for defaulters e.g. delay ie . renewal, Non-renewal for violation of rules. 5. Returning of Security deposits 6. Maintenance of foodstuff dealer, register upto date, Taluka wise 7. Any other work assigned by Superiors 	Radha Sawant
7.	L.D.C	Radha Sawant	<ol style="list-style-type: none"> 1. Looking after work related to outward of all the correspondence of supply section. 2. Maintaining various registers. 3. All typing work assigned by the Superiors. 4. Online Challan Payment of Kerosene 5. Renewal of Kerosene Licences 6. Any other work assigned by the Superiors. 	Sweta Chari
8.	Peon	Jagannath Thakur	<ol style="list-style-type: none"> 1. Distribution of Correspondence 2. Inward/ Outward of Section. 3. Removal of Files, etc. 4. Any other work entrusted from time to time by Head Clerk and other Superior. 	Pratima Haldankar

ACCOUNTS SECTION

Designation		Name of the Incumbent	Main jobs/functions assigned to the post	Linked Officers
1	A.A.O.	Pramila S. Prabhu Chodnekar	All matters relating to Accounts Section	ADCS
2	Accountant (Additional Charge)	Prahubha Gaonkar	<ol style="list-style-type: none"> 1. Overall supervision of the works assigned to the staff members of Accounts Section. 2. Supervision/Verification & Matters relating to PAC, Audit, Annual Plan, Five Year Plan etc. 3. Matter relating to Finance Accounts, Re-appropriation of Accounts, Budget, RE 4. Finalizing reconciliation of Plan, Non-Plan Expenditure, Revenue Receipts in respect of all the Budget Heads controlled by the Department from the compilation of dealing hand. 5. Checking of compilation of Monthly PLA Accounts of foodgrains and sugar. 	
3	U.D.C. (Cashier)	Sneha Gaonkar	<p>All duties assigned to a cashier such as:-</p> <ol style="list-style-type: none"> 1. Maintenance of Cash Book, Bill Register, LIC Register, Loan Re-payment Register of the office staff etc. 2. Matter relating to Finance Accounts, Re-appropriation of Accounts, Budget, RE. 3. Remittances of payments into the Government Treasury, LIC, Bank etc. on behalf of the Department. Obtaining of Demand Drafts, Bankers Cheques for bonified public purpose and obtaining of cash from the bank etc. 4. Maintenance of Permanent Advance Register and Token Register, challan Register, Tender Sales Register, Security Department Register etc. 5. Scrutinizing and processing of T.A. and LTC Claim Bills etc. 6. Maintenance of Revenue Register under 1456. 7. Claim of Medical Reimbursement Bill. 8. To assist the Accountant in Compilation of Budget of the Department. 9. Any other work assigned by the superiors from time to time. 	Alicia D'Souza
4	U.D.C	Pedrinha Vaz e Pereira	<ol style="list-style-type: none"> 1. Maintenance of the Cash Book of P.L.A. account of foodgrains and Sugar Maintenance of relevant registers of PLA account such as BCR, Advance payment to F.C.I. Register of periodical changes. 2. Scrutinizing and processing of bills of foodgrains payment to the agencies engaged on annual contract. Any other PLA payments including maintenance of Department Godowns and Weighing Scales. 3. Issue of PLA Cheques, Obtaining the DDs from bankers and monthly PLA Account. 4. Compilation of monthly PLA Account of 	Namrata Kavlekar

			<p>foodgrains.</p> <ol style="list-style-type: none"> 5. Maintenance of Annapurna Scheme and payments. 6. Preparation of Budget Estimates, Revised Budget Estimates, Re-appropriation Order and all other information related to budgetary matters. 7. Matters relating to Annual Plan. 8. Filing the TDS Returns periodically of contractors. 9. Reconciliation of Receipts/payments with Treasury, Scrutinising of figures of issue of foodgrains accounts received from all the talukas. 10. Reconciliation of the figures of receipt of recoveries made by sale of foodgrains /Sugar with the figures of north and south District Treasuries. 11. To type monthly account of PLA 12. Finalizing reconciliation of Plan, Non-Plan Expenditure, Revenue Receipts in respect of all the Budget Heads controlled by the Department from the compilation of dealing hand. 13. Checking of compilation of Monthly PLA Accounts of foodgrains and sugar. 14. Maintenance of Sale Bill Register connecting with the bill received from F.C.I. towards the purchase of foodgrains. 15. Typing Work 16. Any other work assigned by the superiors from time to time. 	
5	U.D.C.	Alicia P. B. D'Souza	<ol style="list-style-type: none"> 1. Motorcycle Advance & Car Advance Bill. 2. G.P.F. Advance/Withdrawals Bill. 3. GPF Final Payment Bills. 4. Payment on account of Group employees Insurance Schemes. 5. Security Deposit Bills. 6. Computer Advance Bills. 7. Issuing of Salary Certificate. 8. 13 Digit New Pension Scheme Number. 9. Matter relating to Finance Accounts, Re-appropriation of Accounts, Budget, Revised Estimate. 10. Preparation of F.V.C. Bills. 11. A.C. Bills & D.C. Bills. 12. Service postage Stamps Bills etc. 13. Application Under Right to Information Act, 2005. 14. Salary Bill Files (Director, Asst. Director & A.A.O) 15. Availability of Funds Certificate File. 16. Placing of Funds Certificate File. 17. Typing Work. 18. Any other work assigned by the superiors from time to time. 	Sneha Gaonkar
6	U.D.C./	Frankita	<ol style="list-style-type: none"> 1. Preparation of Salaries Bills, Allied Bills 	Pedrinha

	L.D.C	Cabral/ Namrata Kavlekar	<p>pertaining Salaries, Tution Fees Bills.</p> <ol style="list-style-type: none"> 2. Preparation of TDS/Form-16 of the staff etc. 3. Festival Advance Bills 4. Maintenance of pay Bill Registers 5. Maintenance of Department Employees and Pension Contribution Scheme of 05/08/2005. 6. Typing Work 7. Any other work assigned by the superiors from time to time. 	Pereira
7	Peon	Gajanan Naik	<ol style="list-style-type: none"> 1. Submission of Bills to the Directorate of Accounts Obtaining of Cheques to attend the work of Accounts Section and Distribution of correspondence. 2. To file I.T. Returns of the Departments of Faliciation Centre Panaji. 3. Any other work assigned by the superiors from time to time 	Vinayak Bote

CONSUMER AFFAIRS CELL

Designation		Name of the Incumbent	Main jobs/functions assigned to the post	Linked Officers
1.	Sub-Inspector	Priyanka Kudnekar	<ol style="list-style-type: none"> 1. Shall look after all the files at present looked after by Sr. Assistant of this office pertaining to Consumer Affairs Section. 2. Any other work entrusted from time to time by the Superior. 3. Consumer Awareness Activities North & South Goa Consumer Protection Council. 4. State Consumer Protection Council. 5. Educational Clubs & State Level Committee. 6. Action taken report. 	Yogesh Talavanekar
2	LDC	Yogesh Talavanekar	<ol style="list-style-type: none"> 1. Shall look after all the Consumer Conciliation Committee files and all typing work. 2. Keeping separate records of cases disposed. 3. Maintaining Inward and Outward of the Consumer Cell, 4. Dispatch the notices & post book. 5. Attending the court matter of the Conciliation Committee, also prepared the draft of failure report and consent term of the Conciliation Committee 6. Other work entrusted by the Asst. Director of Civil Supplies and Consumer Affairs 	Priyanka Kudnekar

ENFORCEMENT SECTION

Designation		Name of the Incumbent	Main jobs/functions assigned to the post	Linked Officers
1.	Inspector	Shristi Vaingankar	<ol style="list-style-type: none"> 1. Distribution of correspondence/work to Section Staff. 2. Preparing of replies/ clarification to audit queries 3. Preparing of replies of Legislative Assembly and Lok Sabha questions pertaining to the Section. 4. Scrutiny of Inspection Report from the taluka level. 5. To conduct inspections of Fair price shop, kerosene dealers, Food Stuff dealers, LPG. <ol style="list-style-type: none"> 5.a To conduct inspection. solvent, Naphtha licence and edible oil packers at the time of issue of licence and in case of complaint. 6. To assist superiors in conducting raids/ inspections. 7. To deal with correspondence received from the Government on matter related to Petrol, Diesel, LPG, Solvent and Naphtha, etc. 8. Put up orders for republishing received from the Central Government pertaining to petroleum products and Edible oil packers Food Stuff. 9. National Policy on Bio fuels 10. Observation/recommendations of Standing Committee. 11. Attending to complaints in regards to SKO, Petrol, LPG, Foodstuff, Essential Commodities, FPS. 12. Coordination and supervision of work of Enforcement Section. 13. R.T.I. 	Nayana P. Chari
2.	Sub-Inspector	Nayana P. Chari	<ol style="list-style-type: none"> 1. Put up correspondence related to :- <ol style="list-style-type: none"> (a) Issue & renewal of solvent licence (b) Issue & renewal of Naphtha licence (c) Issue of Registration Certificate of Edible Oil Packers; and 2. Scrutinizing quarterly reports of solvent Naphtha & Edible Oils and also conducts inspection. 3. (a) To furnish monthly reports on E.C. Act, 1955 <ol style="list-style-type: none"> (b) Yearly reports on monitoring U/s 10(10) of TPDS. (c) Quarterly reports on an action taken under clauses of the TPDS. (d) to obtain report from all talukas (EC) 4. To conduct inspection of fair price shops and kerosene. 5. To assist superiors in conducting raids/inspections. 	Shrishti Vaingankar

			<ol style="list-style-type: none"> 6. To scrutinize and put up inspection reports received from Taluka field at off and follow up action. 7. To deal with correspondence related with complaints pertaining to LPG, kerosene PDS 8. Checking of reports/complaints received from the Taluka level. 9. In absence of the LDC/Inspector the work should be looked after the Sub-Inspector 	
3.	Sub-Inspector	Suraj Shetye	<ol style="list-style-type: none"> 1. At present he is assigned the work of issue & renewal of kerosene licence in supply section. <p>In absence of Inspector & Sub-Inspector the work should be looked after the said Sub-Inspector</p>	
4.	LDC	Vacant	<ol style="list-style-type: none"> 1. Inward and Outward registration work and distributing correspondence pertaining to the dealing hands. 2. Typing all Solvent, Naphtha licences and Show cause Notices and other typing work. 3. Maintaining Challan Registers of Solvent Naphtha. 4. Maintaining registers of Show cause notices of fair price shop and kerosene dealers etc. 5. Incharge of stationary. 6. All typing work pertaining to Enforcement section 	<ol style="list-style-type: none"> 1. Shrishti Vaingankar 2. Nayana P. Chari
5.	Peon	Ashwini Gadekar	<ol style="list-style-type: none"> 1. Attending bell of DCS & ADCS, Bringing Tea for DCS. 2. Distribution of Correspondence. 3. Inward/ Outward of Section. 4. Removal of Files, etc. 5. Any other work entrusted from time to time by Head Clerk and other Superior. 	

GOA STATE COMMISSION

A.	<p><u>Administration Section</u></p> <p>Smt. Maria Gonsalves, Registrar</p> <p>She shall be overall in-charge of control, supervision and responsible for the administration of the office of the State Commission. She shall maintain all the files and service book of the staff of the State Commission and District Forum North and South, preparation and correspondence relating to pension. She shall also maintain the leave of employees.</p>	<p>1st Substitute</p> <p>Smt. Siya N. Parsekar, Sr.Stenographer</p> <p>2nd Substitute</p> <p>Smt. SaritaMorajkar, UDC</p>
B.	Accounts Section:	
	<p>1. Shri DattatrayGawas ,LDC</p> <p>Recoupment of Permanent Advance, Salary bills, Justice Salary bills, End of the financial year Tax (Form 16 & Traces), Cash Register updation, Quarterly Report, Monthly Report, Festival Advance, Attendance file, Postal cheques, LIC cheques.</p> <p>2. Miss. PoorvaKamat, LDC</p> <p>Energy charges bills, Telephone charges bills, Contigent bills, Members bills, Premises Tax bills for the end of year, Bill register book for the end of month updation, Pay bill Register end of month updation, GFR9 book updation at the end of month, Medical Reimbursement, LTC, Petrol Bills, Tution fees, Challan (Admission fees & Welfare fund), Bank loan cheques letters. Maintain record of stationary and place indents for stationary in advance whenever required, maintain</p>	<p>Substitute</p> <p>Miss. PoorvaKamat, LDC</p> <p>Substitute</p> <p>Shri. DattatrayGawas,LDC</p>

	the dead stock register.	
C.	Judicial Section	
	<p>1. Mrs. Siya N. Parsekar, Sr. Stenographer To attend the Open Court and take daily Roznamas/Order sheets, if called upon to do so by the President. To take dictation of Order/Judgments & covering/forwarding letters of the respective final Judgments. Upgrading the Order/Judgment on the Confonet. To keep record of Case Nos. of the Orders/Judgments typed & handed over to the dealing hand. Any other works entrusted by the President/Members/Registrar.</p> <p>2. Mrs. Charitrini S. Naik, Jr. Stenographer To attend the Open Court on every working day, to take daily Order sheets/ Roznamas. To take dictation of Orders & Covering/ forwarding letters of the respective final Judgments. Upgrading the Order/Judgment on the Confonet. To keep record of Case Nos. of the Orders/Judgments typed & handed over to the dealing hand. Any other works entrusted by the President/Members/Registrar.</p> <p>3. Smt. SaritaMorajkar, UDC She will be in-charge of all cases filed from the time they are received till the time they are handed over to record section. Her duties will be to scrutinize the cases received and verify the enclosed documents and place the cases for admission; to maintain the files as per practice note and connected registers of receipt and disposal; preparation of monthly quarterly and Annual reports to be filed to comply with all orders passed in the files; to call for records when required and send them back when not required; to prepare the daily board as required as per regulation. To make entry on the Roznama/order sheet of DD's/cheques and hand them over to the accounts section for further action in the matter; to issue certified copies whenever applied for by the parties.</p>	<p>1st Substitute Junior Stenographer 2nd Substitute Upper Division Clerk</p> <p>1st Substitute Senior Stenographer</p> <p>2nd Substitute Upper Division Clerk</p> <p>Substitute Shri. JaiwantNaik,</p>

	4. Mr. AlpeshAgarwadekar, Court Master to assist the UDC, in addition to his own duties as Court Master and also Bench to keep the Members copies ready day to day.	Lower Division Clerk Substitute Shri. VithalKubal, Peon
D.	Records Section	
	<p>1. Shri. JaiwantNaik, LDC He shall be the in-charge of all disposed off files, library books, registers of entry and dispatch. He shall maintain the stamp account register and submit it for scrutiny on regular basis. He shall also keep record of correspondence and AD's of letters sent and received.</p> <p>2. Bailiff (Vacant) To serve the notices, orders and substitute notices on the premises of litigants. To assist the LDC in addition to his own duty as Bailiff.</p>	<p>1st Substitute Bailiff 2nd Substitute Shri. GopiTariyal, Sweeper Substitute Peon</p>
E.	<p>1. Shri. Patrick Colaco, Driver Daily up keeping of the vehicle and maintain the equipment.</p> <p>2. Shri. VithalKubal, Peon To attend the Court during the proceedings, display of daily board on the notice on board, to collect the subscribed newspapers from the supplier daily.</p> <p>3. Shri. AjitNaik, Peon To attend Account Section and accounts related work and accounts postage work as and when required to do outdoor work and closing of the office and assisting the dispatch clerk for postage and searching the files in the record room.</p> <p>5. Shri. ArunNaik, Peon Cleaning the tables, chairs and other equipments of the office.</p>	<p>Substitute Shri. ArunNaik, Peon Substitute Shri. ArunNaik, Peon Substitute Smt. Hemlata T. Parab, Peon Substitute Shri. ArunNaik, Peon</p>

	<p>6. Smt. Hemlata T. Parab, Peon To take Xerox copies of the Orders and to stamp the orders for certified copy and the copies required by the litigants. Bank work depositing the amount and collecting the cheques and FDs from the Bank.</p> <p>7. Shri. GopiTariyal, Sweeper Opening the office. To keep office premises clean and tidy and any other work assigned by the superiors, proper placement of chairs in the court room, other door work.</p>	<p>Substitute Shri. AjitNaik, Peon</p>
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**CONSUMER DISPUTES REDRESSAL FORUM NORTH
GOA DISTRICT, PORVORIM, BARDEZ, GOA.**

<p>1. Mrs.Nilima S. Dessai-<u>Assistant Registrar</u></p> <p>Shall be overall in-charge of, control, supervision & responsible for the Administration of the District Forum North, subject to the directions of the President of District Forum shall be responsible for timely deposit of the amount received & to furnish statements monthly to the Goa State Consumer Disputes Redressal Commission.</p>	<p>1st Substitute Senior Stenographer 2nd Substitute Upper Division Clerk</p>
<p>2. Mrs.Ana LaviaMenezes-<u>Senior Stenographer</u></p> <p>To attend in the Court twice a week, to take daily Roznamas/Order sheets. To take dictation of Order/Judgments & covering /forwarding letters of the respective final Judgments. Upgrading the Order /Judgment on the Confonet. To keep record of Case Nos. of the Orders/Judgments typed & handed over to the dealing hand. Any other works entrusted by the President/Members/Assistant Registrar.</p>	<p>1st Substitute Junior Stenographer 2nd Substitute Upper Division Clerk</p>
<p>3. Mrs.Quincy Gonsalves-<u>Junior Stenographer</u></p> <p>To attend the Court thrice a week, to take daily Order sheets /Roznamas. To take dictation of Orders & Covering/forwarding letters of the respective final</p>	<p>1st Substitute Senior Stenographer</p>

<p>Judgments. Upgrading the Order/Judgment on the Confonet. To keep record of Case Nos. of Orders/Judgments typed & handed over to the dealing hand. Any other works entrusted by the President/Members/Assistant Registrar.</p>	<p>2nd Substitute Upper Division Clerk</p>
<p>4. Mrs.Priyanka P. Naik-Upper Division Clerk</p> <p>Shall be in-charge of all the cases filed; maintain the files, registers as per the practice note dated 31/01/2012 ensuring all the Pages are numbered of the main file & pagination should tally at least with one set of Member's copy . To make entry of all the correspondences /Demand Drafts/Cheques on the Order sheet/Roznama, to issue certified copies whenever applied for by the parties concerned, maintenance of record of Receipts & Disposal. Submission of filing and disposal record to the Assistant Registrar for preparation of Quarterly, Monthly, Annual Report. To prepare the daily board as required. To ensure Final Orders are issued to the concerned parties in the matter & gist of order registered on the disposal register. To comply with all orders passed in the files. To send the files whenever called for by the Goa State Consumer Disputes Redressal Commission, by maintaining the record of the files sent on the respective register. Daily Roznama/Order sheet to be uploaded in the Confonet& entire life cycle of Consumer Cases in Case Monitoring System with the assistance of Data M.A. & TSP as required by N.I.C., New Delhi, vide their letter dated 22/01/2014.(a copy enclosed for reference). Any other works entrusted by the President/Members/Assistant Registrar.</p>	<p>1st Substitute Lower Division Clerk 2nd Substitute Junior Stenographer</p>
<p>5. Mrs.Shweta S. Thally-Lower Division Clerk</p> <p>To scrutinize the cases received, to verify the enclosed documents, to place the cases for Admission & to register with the status of the complaint, with assistance of sweeper. Shall be in charge of all the Registers of Inward, Outward, Dispatch, Stamp Account, Library books. Also to keep record of correspondence of Registered A.D.'s cards of letters sent and received. To attend any other work entrusted by the superiors.</p>	<p>1st Substitute Upper Division Clerk, for case matters and library books. 2nd Substitute Sweeper for Inward/ Outward, Dispatch work & to register the complaints, application in the register</p>
<p>6. Mr. VinayakSawant-Bailiff</p>	<p>Substitute</p>

<p>To attend the Court, to call out the names of the parties & to hand the files over to the Bench Members i.e. President, Members & obtain signature after each case proceedings. To assist the Steno to place the Order sheet/Roznama& other documents in the respective file duly numbered. To serve correspondences, notices, orders & substitute services. To assist the President/Member at the time of dictation of Order, to provide the required citation books (i.e. C.P.R., CCC, C.P.J., etc), from Library. To attend any other work entrusted by the superiors/staff.</p>	Peon
<p>7. Mr. Arun M. Parab-Peon</p> <p>To display daily board on the notice board, to help to prepare the files, to keep the files date wise, as per the orders. To take Xerox copies of Orders affixing the seal bank work of depositing challans, cheques, drafts, to collect Fixed Deposits, etc. To deliver & collect the files from the Goa State Consumer Disputes Redressal Commission when called for. To keep at least one Member's Court file copy numbered all Pages and should tally with the main file in an orderly manner. To open and close the office, and any other work entrusted by the President/Members/Assistant Registrar/Staff.</p>	1 st Substitute Bailiff 2 nd Substitute Sweeper
<p>8. Ms. Reshma P. Shirodkar-Sweeper</p> <p>To keep the office premises, furniture, chairs - tables, equipments, clean and tidy & furniture in a proper place. To check the water supply and to fill the tubs, in the office. To stamp the subscribed newspaper & bundle at the end of the Month. To assist the Lower Division Clerk in dispatch work registering the complaints, applications on the register & any other work entrusted by the superiors/staff.</p>	Substitute Peon

**CONSUMER DISPUTES REDRESSAL FORUM SOUTH
GOA DISTRICT, MARGAO, SALCETTE, GOA.**

<p>1. Nivrutty Shirodkar, Assistant Registrar</p> <p>Shall be overall in-charge of, control, supervision & responsible for the Administration of the District Forum South, subject to the directions of the President of District Forum, shall be responsible for timely deposit of the amount</p>	1 st Substitute Senior Stenographer 2 nd Substitute Upper Division Clerk
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<p>received & to furnish statements monthly to the Goa State Consumer Disputes Redressal Commission.</p>	
<p>2. <u>Senior Stenographer Vacant</u></p> <p>To attend in the Court twice a week, to take daily Roznamas/Order sheets. To take dictation of Order/Judgments & covering /forwarding letters of the respective final Judgments. Upgrading the Order /Judgment on the Confonet. To keep record of Case Nos. of the Orders/Judgments typed & handed over to the dealing hand. Any other works entrusted by the President/Members/Assistant Registrar.</p>	<p>1st Substitute Junior Stenographer 2nd Substitute Upper Division Clerk</p>
<p>3. - <u>Junior Stenographer</u></p> <p>1. Mrs. Piedade Fernandes e Dias</p> <p>2. Mrs. Suvarna P. Bagkar</p> <p>To attend the Court thrice a week, to take daily Order sheets /Roznamas. To take dictation of Orders & Covering/forwarding letters of the respective final Judgments. Upgrading the Order/Judgment on the Confonet. To keep record of Case Nos. of Orders/Judgments typed & handed over to the dealing hand. Any other works entrusted by the President/Members/Assistant Registrar.</p>	<p>1st Substitute Senior Stenographer 2nd Substitute Upper Division Clerk</p>
<p>4. Mrs.Sabina Soares-<u>Upper Division Clerk</u></p> <p>Shall be in-charge of all the cases filed; maintain the files, registers as per the practice note dated 31/01/2012 ensuring all the Pages are numbered of the main file & pagination should tally at least with one set of Member's copy . To make entry of all the correspondences /Demand Drafts/Cheques on the Order sheet/Roznama, to issue certified copies whenever applied for by the parties concerned, maintenance of record of Receipts & Disposal. Submission of filing and disposal record to the Assistant Registrar for preparation of Quarterly, Monthly, Annual Report. To prepare the daily board as required. To ensure Final Orders are issued to the concerned parties in the matter & gist of order registered on the disposal register. To comply with all orders passed in the files. To send the files whenever called for by the Goa State Consumer Disputes Redressal Commission, by maintaining the record of the files sent on the respective register. Daily Roznama/Order sheet to be uploaded in the Confonet& entire life cycle of Consumer Cases in Case Monitoring System with the assistance of Data M.A. & TSP as required by N.I.C., New Delhi, vide their letter dated 22/01/2014.(a copy enclosed for reference). Any other works entrusted by the</p>	<p>1st Substitute Lower Division Clerk 2nd Substitute Junior Stenographer</p>

President/Members/ Assistant Registrar.	
<p><u>5. Ms. Pooja P. Lotlikar-Lower Division Clerk</u></p> <p>To scrutinize the cases received, to verify the enclosed documents, to place the cases for Admission & to register with the status of the complaint, with assistance of sweeper. Shall be in charge of all the Registers of Inward, Outward, Dispatch, Stamp Account, Library books. Also to keep record of correspondence of Registered A.D.'s cards of letters sent and received. To attend any other work entrusted by the superiors.</p>	<p>1st Substitute</p> <p>Upper Division Clerk, for case matters and library books.</p> <p>2nd Substitute</p> <p>Sweeper for Inward/ Outward, Dispatch work & to register the complaints, application in the register</p>
<p><u>6. Mr. Luis S. R. Estibeiro-Peon</u></p> <p>To attend the Court, to call out the names of the parties & to hand the files over to the Bench Members i.e. President, Members & obtain signature after each case proceedings. To display daily board on the notice board, to help to prepare the files, to keep the files date wise, as per the orders. To take Xerox copies of Orders affixing the seal bank work of depositing challans, cheques, drafts, to collect Fixed Deposits, etc. To deliver & collect the files from the Goa State Consumer Disputes Redressal Commission when called for. To keep atleast one Member's Court file copy numbered all Pages and should tally with the main file in an orderly manner. To open and close the office, and any other work entrusted by the President/Members/Assistant Registrar/Staff.</p>	<p>1st Substitute</p> <p>Sweeper</p>
<p><u>7. Mr. Shankar K. Naik-Sweeper</u></p> <p>To keep the office premises, furniture, chairs - tables, equipments, clean and tidy & furniture in a proper place. To check the water supply and to fill the tubs, in the office. To stamp the subscribed newspaper & bundle at the end of the Month. To assist the Lower Division Clerk in dispatch work registering the complaints, applications on the register & any other work entrusted by the superiors/staff.</p>	<p>Substitute</p> <p>Peon</p>

Manual. 3

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

Procedure followed in Decision Making Process, including channels of supervision and accountability

The Director of the department marks the correspondence received by the Department to the concerned dealing officials through the Assistant Director and Accounts Section in order to further proceed in the matter. The requirements are put forth by Asst. Director to the Director and wherever required approval is sought from Secretary and Minister of the department as per the business rules.

Manual. 4

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

Norms set by it for the discharge of its functions

Sr.No.	Activity	Time frame/norm for its completion/disposal	
1.	Issue of Surrender Certificate on transfer to another city or otherwise	Same day	
2.	Issue of new ration card where cancellation certificate and proof of residence is provided	Three days	
3.	Issue of new ration card where cancellation certificate and proof of residence is not provided	Forwarding of the application to the Talathi	One working day
		Report to be submitted to the Civil Supplies branch	Three working days from the date the application is received
		Decision on the application	Three working days from the date of receipt of the Talathi's report
4.	Inclusion and deletion of names from the ration card	Same day	
5.	Issue of a duplicate ration card	Same day	
6.	Change of address in the ration card or change of the Fair Price Shop	Same day	

Manual. 5

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

Rules, regulations, instructions, manuals and records held by it or under its control or used by its employees for discharging its functions.

Sr. No.	Name of the act, rules, regulations, etc.
1.	The National Food Security Act, 2013
2.	Essential Commodities Act, 1955
3.	Public Distribution System (Control) Order, 2001
4.	Guidelines for Identification of Eligible Households to receive Food Grains at Subsidized prices as per Section 10 of the National Food Security Act (NFSA), 2013
5.	Goa Daman and Diu Kerosene Oil (Export and Price) Control Order, 1975
6.	Goa Daman and Diu Controlled Commodities (Regulation Of Distribution) Order, 1966
7.	Goa Daman and Diu Food-Stuff Dealers Licensing Order, 1979
8.	Goa Daman and Diu Motor Spirit and High Speed Diesel Oil (Maintenance of Supplies) Order, 1979
9.	Targeted Public Distribution System (Control) Order, 2015

Manual. 6

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

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

Sr. No.	Nature of record.	Details of information available	Unit/Section where available	Retention period, where available
1.	Files	Administration Files, Personal Files, File of Vigilance Cases, Stationary files, Miscellaneous files	Establishment Section	As per Government Guidelines

		Tender Files, Consignment Files, Handling and transportation files, Miscellaneous files	Movement Section	
		Draft Annual Plan files, Monthly account of PLA files, Explanatory Memorandum File, Monthly account of levy sugar, filling of IT in respect of transport contractor, Postal R.D. file, Salary Bill file, salary certificate file, GPF file, Insurance file, Computer Advance file, Income Tax file, Surrender of funds files, Miscellaneous files	Accounts Section	
		Kerosene license files, foodstuff license files, FPS files, Sugar claim files, Allocation of SKO quota, end to end computerization under NFSA 2013, Miscellaneous files	Supply Section	
		Inspection File, Solvent & Naphtha License, Registration under packaging control order, Complaint files, food stuff imposition of stock holding limits, Miscellaneous files	Enforcement Section	
		State Consumer Protection Council meeting file, North Goa & South Goa District Consumer Protection Council meeting files, Consumer awareness activities files, Consumer Conciliation committee files, World consumer rights day file, National Consumer Rights Day file, State consumer Rights Day file,	Consumer Cell	

		Miscellaneous files		
2.	Inward/ outward Register, Internal Correspondence Register, Dead stock register, Consumable article register	Correspondence details, Stock details	Establishment Section	As per Government guideline
2.	Cash book register, Bill register, Cheque register, Budget Controlling register, Motor car advance register, Security Deposit register, Computer advance register, GFR9, Postage stamp register,	Expenditure details, Purchase details, Postage purchased/used	Accounts Section	As per Government guideline

Manual. 7

[Section 4(1) (b) (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 thereof.

Sr. No.	Name of the consultative Committee / bodies.	Constitution of the committee / body	Role and responsibility	Frequency of meetings
1.	Consumer Conciliation Committee	Chairman:- Asst. Director of Civil Supplies And Two Members	To work out amicable settlement between the parties	Complaints are filed and hearings are held on every 1 st and 3 rd Thursday of the Month.

Manual. 8

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

A statement of boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public

Sr. No.	Name of the body	Constitution of the body	Meetings of the Council	Remarks
1.	Goa State Consumer Protection Council	Chairman:- Hon'ble Minister for Civil Supplies Members: Official and Non-Official Members	Members of the Council meet twice in a year	Minutes are circulated to all the Members of the Council and also available in public domain on department website
2.	North Goa District Consumer Protection Council	Chairman:- Collector (North) Members: Official and Non-Official Members	Members of the Council meet twice in a year	Minutes are circulated to all the Members of the Council and also available in public domain on department website
3.	South Goa District Consumer Protection Council	Chairman:- Collector (South) Members: Official and Non-Official Members	Members of the Council meet twice in a year	Minutes are circulated to all the Members of the Council and also available in public domain on department website
4.	Consumer Conciliation Committee	Chairman:- Asst. Director of Civil Supplies And two Members	Complaints are filed and hearings are held on every 1 st and 3 rd Thursday of the Month.	---

Manual. 9**[Section 4(1) (b) (ix)]****Directory of Officers and Employee****Employees In Head Office**

Sr.No.	Name	Designation	Section	Office Telephone Number
1.	Vikas S.N. Gaunekar	Director		2226084 2236758
2.	Trupti B. Manerkar	Asst. Director		2226084 2236758
3.	Pramila S. Prabhu Chodnekar	Asst. Accounts Officer		2226084 2236758
4.	Shri.Dinesh Pawar	Superintendent		2226084 2236758
5.	Shri. Sanjay U Parab	LDC	PA to Director	2226084 2236758
6.	Smt. Quiteria Barbosa	Head Clerk	Establishment Section	2226084 2236758
7.	Shri. Shyamsunder Arondekar	Inspector		
8.	Smt. Maria D'Costa	Inspector		
9.	Shri. Agnelo Fernandes	Sub-Inspector		
10.	Shri. Abdul Kadar Shaikh	Sub-Inspector		
11.	Smt. Dumina Vas	UDC		
12.	Shri. Suraj S. Naik	Jr. Steno		
13.	Shri. Jeromino D'Silva	LDC		
14.	Smt. Sohani M. Naik	LDC		
15.	Shri. Satish Shetke	LDC		
16.	Shri. Vinayak Bote	Peon		
17.	Shri. Tukaram Kurtikar	Driver		
18.	Shri. Gajanan Shirodkar	Driver		
19.	Shri Dattaram R. Parab	Driver		
20.	Shri. Vithal Naik	Driver		
21.	Smt. Leela Naik	Sweeper		
22.	Kum. Prashubha Gaonkar	Accountant		

23.	Smt. Pedrinha Vaz e Pereira	UDC	Accounts Section	2226084 2236758
24.	Smt. Sneha Gaonkar	UDC		
25.	Smt. Alicia P.B. D'Souza	UDC		
26.	Smt. Frankirta Cabral	UDC		
27.	Kum. Namrata Kavlekar	LDC		
28.	Shri. Gajanan Naik	Peon		
29.	Shri. Ramakant Mandrekar	Head Clerk	Movement Section	2226084 2236758
30.	Smt. Kunda Sardessai	Inspector		
31.	Shri. Tulshidas Dabolkar	Inspector		
32.	Shri. Sadhashiv Khandeparkar	Sub-Inspector		
33.	Shri. Jeevan Palyekar	LDC		
34.	Shri. Ganpat Akhadkar	LDC		
35.	Kum. Pratima Haldankar	Peon		
36.	Shri. Dilip Gaude	Inspector	Supply Section	2226084 2236758
37.	Shri. Rajiv Sawant	Sub-Inspector		
38.	Shri. Sarvesh Tuyekar	Sub-Inspector		
39.	Smt. Radha Swant	LDC		
40.	Kum. Shweta Chari	LDC		
41.	Shri. Ritesh Pangam	LDC		
42.	Shri. Jagannath Thakur	Peon		
43.	Smt. Shristhi Vaingankar	Inspector	Enforcement Section	2226084 2236758
44.	Kum. Nayana P Chari	Sub-Inspector		
45.	Shri. Suraj Shetye	Sub-Inspector		
46.	Smt. Ashwini Gadekar	Peon		
47.	Smt. Priyanka Kudnekar	Sub-Inspector	Consumer Cell	2226084 2236758
48.	Shri Yogesh Talavanekar	LDC		

TALUKA-WISE LIST OF STAFF OF CIVIL SUPPLIES & CONSUMERS AFFAIRS, PANAJI -GOA

Sr. No.	Name of Office/Taluka	Name/Designation of the Officials	Office Telephone Number
1.	Bardez Taluka	Shri. Bhanu N Goltekar, Inspector	2266720
2.		Kum. Pallavi S. Mandrekar, Inspector	

3.		Shri. Manmohan Gaonkar, Sub-Inspector	
4.		Shri. Sagun Dhargalkar, Sub-Inspector	
5.		Shri. Vasudev Shirodkar, Sub-Inspector	
6.		Smt. Teja S Parsekar, LDC	
7.		Kum. Nakshita Y Agarwadekar, LDC	
8.		Kum. Anisha A Govekar, LDC	
9.		Kum. Priya P Govekar, LDC	
10.		Shri. Abhijit A Salgaonkar, LDC	
11.		Shri. Nilesh Palyekar, LDC	
12.		Smt. Shubhangi A Toraskar, Peon	
13.		Shri. Vithoba K. Gawas, Watchman	
14.		Shri. Prakash S. Parwar, Sweeper	
15.			
16.	Tiswadi Taluka	Shri. Franklin Ferrao, Inspector	
17.		Smt. Deepa N. Kavlekar, Inspector	
18.		Smt. Matilda Dias, Sub-Inspector	
19.		Shri. Vinayak Murgaonkar, Sub-Inspector	
20.		Shri. Ashok Kharbe, Sub-Inspector	
21.		Shri. Shailesh Korgaonkar, LDC	
22.		Shri. Aniruddha R Prabhu, LDC	2220225
23.		Shri. Prassanakumar B Bambolkar, LDC	
24.		Shri. Amit S Govenkar, LDC	
25.		Shri. Viso T Shetgaonkar, LDC	
26.		Shri. Shivkumar Madiwal, LDC	
27.		Shri. Eknath Sawant, LDC	
28.		Shri. Laxmikant Salgaonkar, Peon	
29.			
30.	Ponda Taluka	Smt. Sarita Verenkar, Inspector	
31.		Shri. Ramkrishna Salgaonkar, Inspector	
32.		Smt. Vaishali P Naik, Sub-Inspector	
33.		Shri. Deepak Naik, Sub-Inspector	
34.		Smt. Seema Gaude, Sub-Inspector	2319341
35.		Smt. Geeta Ramdas Naik, LDC	
36.		Kum. Pallavi P Gaonkar, LDC	
37.		Shri. Babay P Gaonkar, LDC	
38.		Smt. Anushka A. Muli, Peon	
39.		Shri. Navnath Zore, Labourer	
40.			
41.	Pernem Taluka	Kum. Maria C.G. Gomes, Inspector	
42.		Smt. Sejal Satardekar, Sub-Inspector	
43.		Shri. Kunal Govekar, Sub-Inspector	
44.		Smt. Riya Sawant, Sub-Inspector	
45.		Shri. Gopal Morjkar, LDC	2201700
46.		Kum. Deepika P Nagvekar, LDC	
47.		Shri. Nandesh H. Govenkar, LDC	
48.		Smt. Samiksha Kudav, Peon	
49.		Shri. Shashikant Phadte, Sweeper	
50.			
51.	Dharbandora Taluka	Smt. Seema S.S. Gudekar, Inspector	2614021
52.		Smt. Nutan Mardolkar, Sub-Inspector	

53.		Shri. Satish S. Gaonkar, LDC	
54.			
55.	Bicholim Taluka	Shri. Darshan Harmalkar, Inspector	2360500
56.		Smt. Vishwalata Sawant, Sub-Inspector	
57.		Shri Avilleo Diago M. D'Souza, Sub-Inspector	
58.		Shri. Siddhant S Gad, LDC	
59.		Shri. Anand E. Redkar, LDC	
60.		Shri. Vishwanath Haldankar, LDC	
61.		Shri. Pradeep R. Kamat, Watchman	
62.		Smt. Priyanka Mhapsekar	
63.		Shri. Christyum Gonsalves, Labourer	
64.			
65.	Sattari Taluka	Shri. Rajesh A Arlekar, Inspector	2374900
66.		Shri. Sanjyot Dessai, Sub-Inspector	
67.		Shri. Mahadev Uspakar, Sub-Inspector	
68.		Smt. Sneha Joshi, LDC	
69.		Shri. Rohidas Naik, LDC	
70.		Shri. Vishwas N Gaonkar, LDC	
71.		Shri Kushant U. Kerkar, LDC	
72.		Shri. Namdev Naik, Peon	
73.		Shri. Subhash Parab, Watchman	
74.		Shri. Anant Parwar, Labourer	
75.			
76.	Salcete Taluka	Shri. Arun Kumar R. Pillai, Inspector	2725099
77.		Kum. Priya Gaonkar, Inspector	
78.		Rosa Anne Costa, Sub-Inspector	
79.		Shri Deepak Narvekar, Sub-Inspector	
80.		Smt. Akshaya Phaldesai, Sub-Inspector	
81.		Smt. Marcelina Pereira, UDC	
82.		Smt. Florida Ferrao, UDC	
83.		Smt. Surekha Naik, UDC	
84.		Shri. Suraj.M. Fernandes, LDC	
85.		Shri. Anthony Fernandes, LDC	
86.		Shri.Gopal Khutkar, Peon	
87.		Shri.Damiao Fernandes, Watchman	
88.		Shri. Datta P Naik, Labourer	
89.			
90.	Mormugao Taluka	Smt. Jennifer Arez e Fernandes, Inspector	2500550
91.		Shri. Ruban Toraskar, Inspector	
92.		Shri. Sanjeev Naik, Sub-Inspector	
93.		Shri. Sidhanand Narvekar UDC	
94.		Shri. Jeevan Manjrekar, UDC	
95.		Shri. Rajesh Y Salgaonkar, LDC	
96.		Shri. Das Ramkrishna Gawas, LDC	
97.		Smt. Laxmi Amroskar, Peon	
98.		Shri. Joaquim Roy Fernandes, Labourer	
99.	Quepem Taluka	Shri. Gorakh Rajadhyax, Inspector	2662500
100.		Shri. Samrat Chitari, Sub-Inspector	

101.		Shri. Sarang Naik, Sub-Inspector		
102.		Shri. Deepak Shenvi Malkarnekar, LDC		
103.		Shri. Mukesh R Raikar, LDC		
104.		Kum. Mayuri U Sanvordekar, LDC		
105.		Shri. Pramod Madhu Velip, LDC		
106.		Smt. Vaishali Mungre, Peon		
107.		Shri. Pradeep Naik, Watchman		
108.				
109.	Canacona Taluka	Shri. Ulhas Velip, Inspector	2644425	
		Shri. Sudhakar Naik, Sub-Inspector		
110.	Shri. Yarramalla M Reddy, LDC			
111.	Smt. Sushma Vinod Sawant, LDC			
112.	Shri. Sandesh P Gaonkar, LDC			
113.	Shri. Sebastio Gracias, Peon			
114.	Shri. Ganesh C Velip, Labourer			
115.				
116.	Sanguem Taluka	Shri. Dattesh Sakhardande, Inspector		2604090
		Shri. Kashinath Palekar, Sub-Inspector		
		Shri. Santosh Muli, Sub-Inspector		
		Shri. Santosh Bhandari, LDC		
		Shri. Yogesh Talavanekar, LDC		
		Kum. Pranali M Sawardekar, LDC		
		Shri. Siddharth V Gaunkar, LDC		
		Kum. Prema D. Gaonkar, LDC		
		Shri. Diago D'Silva, Watchman		
		125.	Smt. Santoshi Naik, Peon	
126.	Shri. Krishna Phaldessai, Labourer			

**GOA STATE CONSUMER DISPUTES REDRESSAL COMMISSION,
PANAJI-GOA**

Sr. No.	Name	Designation	Office Telephone
1.	Justice Shri U. V. Bakre	President	2421792
2.	Shri Jagdish G Prabhudessai	Hon'ble Member	2222466
3.	Smt Vidhya R Gurav	Hon'ble Member	2222466
4.	Smt. Maria Gonsalves	Registrar	2222466
5.	Smt. Siya Nilesh Parsekar	Senior Steno	2222466
6.	Smt Charitrini Naik	Junior Steno	2222466
7.	Smt Sarita Morajkar	Upper Division Clerk	2222466
8.	Shri Jaiwant Naik	Lower Division Clerk	2222466
9.	Shri Dattatray Gawas	Lower Division Clerk	2222466

10	Ms. Poorva Kamat	Lower Division Clerk	2222466
11	Shri. Alpesh Agarwadekar	Court Master	2222466
12	Shri. Vithal Kubal	Peon	2222466
13	Shri. Arun Naik	Peon	2222466
14	Shri Ajit Naik	Peon	2222466
15	Smt. Hemlata Parab	Peon	2222466
16	Shri. Gopi Tariyal	Sweeper	2222466

NORTH CONSUMER DISPUTES REDRESSAL FORUM, PORVORIM-GOA

Sr.no	Name	Designation	Office Telephone No.
1.	Shri Sanjay Chodankar	President	2411148
2.	Shri Auroliano de Oliveira	Member	2411148
3.	Smt. Varsha R. Bale	Member	2411148
4.	Smt. Nilima Dessai	Assistant Registrar	2411148
5.	Smt. Ana Lavia Menezes	Senior Steno	2411148
6.	Smt. Quincy Gonsalves	Junior Steno	2411148
7.	Smt. Priyanka Naik	Upper Division Clerk	2411148
8.	Smt. Smt. Shweta Thally	Lower Division Clerk	2411148
9.	Shri. Vinayak Sawant	Bailiff	2411148
10.	Shri Arun Parab	Peon-cum-Rider	2411148
11.	Ms. Reshma Shirodkar	Sweeper	2411148

SOUTH CONSUMER DISPUTES REDRESSAL FORUM, PORVORIM-GOA

Sr.no	Name of Members	Designation	Office Telephone No.
1.	Shri Jayant S. Prabhu	President	2713073
2.	Smt Cynthia A. Colaco	Member	2713073
3.	Ms. Savita G Kurtarkar	Member	2713073
4.	Shri. Nivrutty Shirodkar	Assistant Registrar	2713073
5.	Smt. Piedade Fernandes e'Dias	Junior Steno	2713073
6.	Smt. Sabina Soares	Upper Division Clerk	2713073
7.	Ms. Pooja Lotlikar	Lower Division Clerk	2713073
8.	Shri. Luis S. R. Estiberio	Peon	2713073
9.	Shri. Shankar Naik	Sweeper	2713073

Manual. 10**[Section 4(1) (b) (x)]**

The monthly remuneration received by each of its officers and employees, including the System of Compensation as provided in Regulations

Sr. No.	Name	Designation	Pay Scale
1	Shri. Vikas S N Gaunekar	Director	Rs.15600-39100+6600
2	Smt. Trupti B Manerkar	Asst. Director	Rs. 9300-34800+4600
3	Smt. Pramila S P Chodnekar	Asst. Accounts Officer	
4	Shri Dinesh Pawar	Office Superintendent	
5	Quiteria M. Barbosa	Head Clerk	RSs.9300-34800+4200
6	Ramakant Mandrekar		
7	Shrishti S. Vaingankar	Inspector	Rs. 9300-34000+4200
8	Shyamsundar Arondekar		
9	Dattesh Sakhardande		
10	M.G. Cynthia Gomes		
11	Seema S. S. Gudekar		
12	Jennifer Fernandes e Arez		
13	Franklin Ferrao		
14	Sarita S. Verenkar		
15	Kunda V. Sardessai		
16	Dilip C. Gaude		
17	Ramkrishna S. Salgaonkar		
18	Deepa Narsinha Kavlekar (CFF)		
19	Darshan B. Harmarlkar (OBC)		
20	Tulshidas V. Dabholkar (OBC)		
21	Bhanu Naneshwar Goltekar		
22	Ulhas K. Velip (ST)		
23	Rajesh A. Arlekar (PH)		
24	Shri Arun Kumar R. Pillai		
25	Shri Ruban Ranganath Toraskar		
26	Kum Pallavi Suresh Mandrekar		
27	Shri Gorakh Tushar Rajadhyax		
28	Kum. Priya Khushali Gaonkar		
29	Nayana P. Chari		

30	Ashok Kharbe		20200+2400
31	Rosa Costa e Rodrigues		
32	Matilda Dias		
33	Abdul K. S. Hassan		
34	Sejal Satardekar		
35	Nutan Mardolkar		
36	Vishwalata K. Sawant		
37	Sanjeev S. Naik		
38	Samrat K. S. Chitari		
39	Rajiv R. Sawant		
40	Sudhakar V. Naik		
41	Agnelo Fernandes		
42	Manmohan P. Gaonkar		
43	Mahadev G. Usapkar		
44	Kashinath Pallekar		
45	Vaishali P. Naik		
46	Deepak R. Narvekar		
47	Suraj P. Shetye		
48	Smt. Akshaya K. Phal Dessai		
49	Shri Sadashiv S. Khandeparkar		
50	Shri Vinayak R. Mulgaonkar		
51	Shri Sarvesh S. Naik		
52	Kum. Priyanka L. Toraskar		
53	Shri Sanjyot H. Desai		
54	Shri Kunal Krishna Govekar		
55	Shri Sarang S. Naik		
56	Shri Sagun S. Dhargalkar		
57	Smt. Seema N. Gaude		
58	Shri Santosh N. Muli		
59	Shri Deepak P. Naik (PH)		
60	Shri Vasudev P. Shirodkar		
61	Shri Avilleo D. D'Souza		
61	Smt. Sneha M. Gaonkar		Rs.5200-20200+2800
62	Smt. Pedrinha Vaz e Pereira		Rs.5200-20200+2400
63	Smt. Florinda Ferrao		
64	Jeevan M. Manjrekar		Rs. 5200-20200+2800
65	Surekha S. Naik		
66	Marcelina Pereira		Rs. 5200-20200+2400
67	Frankita R. Cabral		Rs. 5200-20200+2400
68	Alicia P. B. D'Souza		Rs. 5200-20200+2400
69	Dumina Vas		
70	Suraj S. Naik(PH)		Rs. 5200-20200+2400
71	Suvarna P. Bagkar	Jr. Steno	
72	Visso T. Shetgaonkar		

73	Yaramalla Malla Reddy	L.D.C	Rs. 5200-20200+1900
74	Rohidas V. Naik		
75	Sohani M. Naik		
76	Sneha S. Joshi	L.D.C	Rs. 5200-20200+1900
77	Ganpat R. Akhadkar		
78	Sidhanand B. Narvekar		
79	Jeronimo S. D'Silva		
80	Santosh S. Bhandari		
81	Shailesh A. Korgaokar		
82	Deepak V. S. Malkarnekar (PH)		
83	Jivan A. Palyekar		
84	Vishwanath N. Haldonkar		
85	Siddhant Subhash Gad		
86	Satish S. Gaonkar (ST)		
87	Mukesh R. Raikar (ST)		
88	Shweta S. Chari		
89	Sushma V. Sawant		
90	Geeta R. Naik (OBC)		
91	Vishwas N. Gaonkar		
92	Deepika P. Nagvekar		
93	Nandesh H. Govenkar (OBC)		
94	Rajesh Y. Salgaonkar		
95	Pranali M. Sawardekar		
96	Ritesh R. Pangam		
97	Nilesh V. Palyekar		
98	Satish K. Shetke		
99	Aniruddha R. Prabhu		
100	Mayuri U. Sanvordekar		
101	Radha K. Sawant		
102	Prasannakumar B. Bambolkar		
103	Sandesh P. Gaonkar (ST)		
104	Siddharth V. Gaunker (ST)		
105	Kushant U. Kerkar		
106	Swapnila S. Sanvordekar		
107	Yogesh G. Talavanekar		
108	Gopal S. Morajkar		
109	Sanjay U. Parab		
110	Anthony B. Fernandes		
111	Shivkumar S. Madiwal		
112	Pallavi P. Gaonkar (ST)		
113	Namrata N. Kavlekar (CFF)		
114	Amit Shyam Govenkar (OBC)		
115	Teja S. Parsekar (OBC)		
116	Suraj M. Fernandes		
117	Anand E. Redkar (SC)		

118	Nakshita Y. Agarwadekar (OBC)		
119	Anisha A. Govekar (OBC)		
120	Priya P. Govekar (OBC)		
121	Babay P. Gaunkar (ST)		
122	Promod M. Velip (ST)		
123	Das Ramkrishna Gawas (ST)		
124	Prema D. Gaonkar (PH)		
125	Abhijit A. Salgaonkar (PH)		
126	Tukaram Kurtikar	Driver	Rs. 5200-20200+2000
127	Shri Vithal Naik		Rs. 5200-20200+1900
128	Dattaram R. Parab		
129	Gajanan M. Shirodkar		
130	Patrick Colaco		
131	Vijay S. Parab	Peon	Rs. 5200-20200+1900
132	Jagannath Thakur	Peon	Rs. 5200-20200+2000
133	Gopal Khutkar		Rs. 5200-20200+1800
134	Ashwini Gadekar		Rs. 5200-20200+1900
135	Pratima Haldankar		
136	Gajanan Naik		
137	Vaishali R. Mungre		
138	Samiksha S. Kudav		Rs. 5200-20200+Rs.1800
139	Santoshi S. Naik		
140	Namdev A. Naik		
141	Shri Sebastiao Felix Gracias		
142	Smt. Anuska Anil Muli		
143	Shri Vinayak Laxman Bote		
144	Smt. Laxmi Narayan Amroskar		Rs. 4440-7440+1300
145	Smt. Shubhangi Arun Toraskar		
146	Shri Laxmikant Krishnanath Salgaonkar		
147	Smt. Priyanka P. Mhapsekar		
148	Damiao Fernandes	Watchman	
149	Pradeep R. Kamat		
150	Subhash S. Parab		Rs. 5200-20200+2000
151	Pradeep D. Naik		
152	Vithoba K. Gawas		
153	Diago D'Silva		
154	Anant Parwar	Labourer	
155	Christyum Gonsalves		Rs. 5200-20200+2000
156	Krishna Phaldessai		
157	Datta P. Naik		

158	Joaquim Fernandes		
159	Navnath Zore		
160	Ganesh Velip		
161	Eknath Sawant		
162	Leela Naik	Sweeper	Rs. 5200-20200+2000
163	Prakash Parwar		
164	Shashikant Phadte		

**GOA STATE CONSUMER DISPUTES REDRESSAL COMMISSION,
PANAJI-GOA**

Sr.no	Name of Members	Designation	Remuneration
1	Justice Shri U. V. Bakre	President	Salary of High Court Judge
2	Shri Jagdish G. Prabhudessai	Member	1000 per day sitting Remuneration
3	Smt Vidhya R. Gurav	Member	1000 per day sitting Remuneration

**NORTH CONSUMER DISPUTES REDRESSAL FORUM,
PORVORIM-GOA**

Sr.no	Name of Members	Designation	Remuneration
1	Shri Sanjay Chodankar	President	1000 per day sitting
2	Shri Auroliano de Oliveira	Member	800 per day sitting
3	Smt. Varsha R. Bale	Member	800 per day sitting

SOUTH CONSUMER DISPUTES REDRESSAL FORUM, MARGAO- GOA

Sr.no	Name of Members	Designation	Remuneration
1	Shri Jayant S. Prabhu	President	1000 per day sitting
2	Smt. Cynthia A. Colaco	Member	800 per day sitting
3	Ms. Savita G. Kurtarkar	Member	800 per day sitting

**GOA STATE CONSUMER DISPUTES REDRESSAL COMMISSION,
PANAJI- GOA**

Sr.no	Name of Employee	Designation	Pay Scales
1	Smt. Maria Gonsalves	Registrar	9300-34800 + GP Rs.4200
2	Smt. Siya Nilesh Parsekar	Senior Steno	9300-34800 + GP Rs.4200
3	Smt Charitrini Naik	Junior Steno	5200-20200 + GP Rs.2400
4	Smt Sarita Morajkar	Upper Division Clerk	5200-20200 + GP Rs.2400
5	Shri Jaiwant Naik	Lower Division	5200-20200 + GP Rs.1900

		Clerk	
6	Shri Dattatray Gawas	Lower Division Clerk	5200-20200 + GP Rs.1900
7	Ms. Poorva Kamat	Lower Division Clerk	5200-20200 + GP Rs.1900
8	Shri. Alpesh Agarwadekar	Court Master	4440-7440 + GP Rs.1300
9	Shri. Vithal Kubal	Peon	5200-20200 + GP Rs.2000 (ACP Scale)
10	Shri. Arun Naik	Peon	5200-20200 + GP Rs.2000 (ACP Scale)
11	Shri Ajit Naik	Peon	5200-20200 + GP Rs.1900 (ACP Scale)
12	Smt. Hemlata Parab	Peon	5200-20200 + GP Rs.1800
13	Shri. Gopi Tariyal	Sweeper	5200-20200 + GP Rs.1800

**NORTH CONSUMER DISPUTES REDRESSAL FORUM,
PORVORIM-GOA**

Sr.no	Name of Employee	Designation	Pay Scales
1	Smt. Nilima Dessai	Assistant Registrar	9300-34800 + GP Rs.4200
2	Smt. Ana Lavia Menezes	Senior Steno	9300-34800 + GP Rs.4200
3	Smt. Quincy Gonsalves	Junior Steno	5200-20200 + GP Rs. 2400
4	Smt. Priyanka Naik	Upper Division Clerk	5200-20200 + GP Rs. 2400
5	Smt. Smt. Shweta Thally	Lower Division Clerk	5200-20200 + GP Rs.1900
6	Shri. Vinayak Sawant	Bailiff	5200-20200 + GP Rs. 2000
7	Shri Arun Parab	Peon-cum-Rider	5200-20200 + GP Rs. 1800
8	Ms. Reshma Shirodkar	Sweeper	5200-20200 + GP Rs. 1800

SOUTH CONSUMER DISPUTES REDRESSAL FORUM, MARGAO-GOA

Sr.no	Name of Employee	Designation	Pay Scales
1	Shri. Nivrutty Shirodkar	Assistant Registrar	5200-20200 + GP Rs. 2800
2	Smt. Piedade Fernandes e'Dias	Junior Steno	9300-34800 + GP Rs.4200 (MACP Scale)
3	Smt. Sabina Soares	Upper Division Clerk	5200-20200 + GP Rs.2400
4	Ms. Pooja Lotlikar	Lower Division Clerk	5200-20200 + GP Rs.1900
5	Shri. Luis S. R. Estiberio	Peon	5200-20200 + GP Rs. 2000 (ACP Scale)
6	Shri. Shankar Naik	Sweeper	5200-20200 + GP Rs. 1800

Manual. 11

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

The Budget allocated to each Agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement made

Demand No : 70
(Rs. in lakhs)

Sub- Major Head, Minor Head, and Detailed Head	Non-Plan	Plan	Total
TOTAL	8961.85	1021.47	9983.32
2408 – Food, Storage and Warehousing	361.54	286.47	648.01
01 – Food	361.54	286.47	648.01
001 – Direction and Administration	361.51	--	361.51
01 – Civil Supplies Department (N.P)	361.51	--	361.51
01 - Salaries	189.00	--	189.00
02 - Wages	1.90	--	1.90
03 – Overtime Allowance	0.01	--	0.01
11 – Domestic Travel Expenses	0.10	--	0.10
13 – Office Expenses	10.00	--	10.00
14 – Rents, Rates, Taxes	0.30	--	0.30
27 – Minor Works	160.00	--	160.00
50 – Other Charges	0.20	--	0.20
789 – Special Component Plan for scheduled Castes	--	0.25	0.25
01 – Scheduled Castes Development Scheme (P)	--	0.25	0.25
50 – Other Charges	--	0.25	0.25
796 – Tribal Area Sub Plan	--	1.00	1.00
01 – Scheduled Tribe Development Scheme (P)	--	1.00	1.00
50 – Other Charges	--	1.00	1.00
800 – Other Expenditure	0.03	285.22	285.25
01-Implementation of Annapurna Scheme (Plan) (A)	--	2.92	2.92
50-Other Charges	--	2.92	2.92
02 – Subsidy for supply of rice to APL families (N.P)	0.01	--	0.01
33 - Subsidies	0.01	--	0.01
04 – Action Plan to Control Price Rise (N.P)	0.01	--	0.01
33 – Subsidies	0.01	--	0.01
05 – Subsidy for supply of Levy Sugar (N.P)	0.01	--	0.01
33 - Subsidies	0.01	--	0.01

06 – Food Security Scheme (P)	--	282.10	282.10
01-Salaries	--	0.10	0.10
11-Domestic Travel Expenses	--	0.40	0.40
13-Office Expenses	--	90.00	90.00
14-Rents, Rates, Taxes	--	0.10	0.10
16-Publications	--	2.50	2.50
20-Other Administrative Expenses	--	100.00	100.00
21-Supplies and Material	--	0.50	0.50
24-POL	--	0.50	0.50
26-Advertising & Publicity	--	8.00	8.00
27-Minor Works	--	30.00	30.00
50-Other Charges	--	50.00	50.00
07 – Subsidy for Supply of Kerosene	--	0.10	0.10
33 - subsidies	--	0.10	0.10
08 – Subsidy for supply of Edible Oil (P)	--	0.10	0.10
33 - Subsidies	--	0.10	0.10

(Rs. in lakhs)

Sub- Major Head, Minor Head, and Detailed Head	Non-Plan	Plan	Total
3456 – Civil Supplies	600.31	735.00	1335.31
001 – Direction and Administration	600.31	--	600.31
01 – Civil Supplies Department (N.P)	169.21	--	169.21
01- Salaries	150.00	--	150.00
03 – Overtime Allowances	0.01	--	0.01
11– Domestic Travel Expenses	1.00	--	1.00
13 – Office Expenses	9.00	--	9.00
26 – Advertising and Publicity	8.00	--	8.00
28 – Professional Services	1.00	--	1.00
50 – Other Charges	0.20	--	0.20
02 – Civil Supplies Inspectorate (N.P)	239.01	--	239.01
01- Salaries	225.00	--	225.00
03 – Overtime Allowances	0.01	--	0.01
11 – Domestic Travel Expenses	0.50	--	0.50
13 – Office Expenses	4.50	--	4.50
27 – Minor Works	9.00	--	9.00
04 – Consumer Disputes Redressal Commission (N.P)	192.09	--	192.09
01- Salaries	155.00	--	155.00
02 – Wages	0.01	--	0.01
03– Overtime Allowance	0.03	--	0.03
11 – Domestic Travel Expenses	1.50	--	1.50
13 - Office Expenses	9.00	--	9.00
14 - Rents, Rates, Taxes	0.05	--	0.05
26 – Advertising and Publicity	0.50	--	0.50
27 – Minor Works	1.00	--	1.00
28 – Professional Services	25.00	--	25.00

800 – Other Expenditure	--	735.00	735.00
02 – Strengthening & Modern of Consumer Court (P) (A)	--	200.00	200.00
50 – Other Charges	--	200.00	200.00
03 – Creation of Awareness about Consumer Rights (P) (A)	--	35.00	35.00
50 – Other Charges	--	35.00	35.00
05 – End to End Computerization of TPDS Operations (P) (A)	--	500.00	500.00
01- Salaries		0.10	0.10
11 – Domestic Travel Expenses		1.00	1.00
13 - Office Expenses		125.00	125.00
14 - Rents, Rates, Taxes		0.10	0.10
16 – Publications		8.00	8.00
20-Other Administrative Expenses		40.00	40.00
21-Supplies & Materials		210.00	210.00
24-POL	--	0.80	0.80
26-Advertising & Publicity		40.00	40.00
27 – Minor Works		25.00	25.00
50-Other Charges		50.00	50.00

(Rs. in lakhs)

Sub- Major Head, Minor Head, and Detailed Head	Non-Plan	Plan	Total
4408 – Capital Outlay on Food, Storage and Warehousing	8000.00	--	8000.00
01 – Food	8000.00	--	8000.00
101 – Procurement and Supply	8000.00	--	8000.00
01 – Public Distribution Schemes (N.P)	6800.00	--	6800.00
43 - Suspense	4800.00	--	4800.00
64 – Write off / losses	2000.00	--	2000.00
02 – Procurement of Levy Sugar (N.P)	1200.00	--	1200.00
43 - Suspense	1200.00	--	1200.00

Manual. 12

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

The manner of execution of Subsidy programmes, including the amounts allocated and details of beneficiaries of such programmes.

---NIL---

Note:- No cash subsidies are distributed by the Department. However, the Department operates Targeted Public Distribution System and the loss occurred under the Scheme by the State Government is periodically made good by transferring the provisions made under Transfer of losses by the Government. During the year 2016-17, provision of Rs. 2000 lakhs has been made for Transfer of losses.

Manual. 13

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

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

---NA---

Manual. 14

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

Details in respect of the information, available to or held by it, reduced in an electronic form.

Sr. No.	Activities for which electronic data available	Can it be shared with public	Is it available online
1.	List of ration cards holders	Yes	Yes
2.	PDS commodities Quantity and rates	Yes	Yes
3.	Forms A, B,C,D	Yes	Yes
4.	Wholesaler agencies	Yes	Yes
5.	Details of Assistant Food Supply Officer (AFSO)	Yes	Yes
6.	Details of Taluka Supply Officer (TSO)	Yes	Yes
7.	Details of Godowns	Yes	Yes
8.	Know your Fair Price Shops (FPS)	Yes	Yes
9.	Surrendered card details	Yes	Yes
10.	FPS wise ration card	Yes	Yes

	details		
11.	FPS wise allocation orders	Yes	Yes
12.	Taluka wise allocation orders	Yes	Yes
13.	Commodity lifting by FPS	Yes	Yes
14.	Stock position at Godowns	Yes	Yes
15.	Tenders and quotations	Yes	Yes
16.	Press Notes	Yes	Yes
17.	Notifications	Yes	Yes
18.	Circulars	Yes	Yes

Manual. 15

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

Particulars of the facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use

Sr. No.	Facility available	Nature of information	Working hours
1.	Notice Board	Notices, Orders, Circulars, Notifications, any other information	9.30 a.m. to 5.45 p.m.
2.	Information on the website of Department	About the Department	Not Applicable
3.	Press Notes	Press Notes about month wise allocation of quota	Not Applicable

Manual. 16

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

Name & designation and other particulars 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.	Asst. Director	Department of Civil Supplies & Consumer Affairs, 1st Lift, 2nd Floor, Junta House, Panaji-Goa	2226084	adi-csca.goa@nic.in	

List of Assistant Public Information officers

Sr. No.	Designation of the officer designated as APIO	Postal address	Telephone No.	Demarcation of area / activities, if more than one APIO is there
1.	Office Superintendent	Department of Civil Supplies & Consumer Affairs, 1st Lift, 2nd Floor, Junta House, Panaji-Goa	2226084	

First Appellate Authority within the department

Sr. No.	Designation of the officer	Postal address	Telephone No.	E-mail address

	designated as First Appellate Authority			
1.	Director	Department of Civil Supplies & Consumer Affairs, 1st Lift, 2nd Floor, Junta House, Panaji-Goa	2226084	dir- csca.goa@nic.in

Manual. 17

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

Other information as may be prescribed and thereafter update these publications every year

All other information will be provided upon application.