

INFORMATION U/S (1) (b) OF THE RIGHT TO INFORMATION ACT, 2005
OR COMPLIANCE U/S 4(b) OF THE RIGHT TO INFORMATION ACT, 2005.

(i) **Particulars of the organization, functions and duties:**

The Directorate of Tribal Welfare is a newly created Department bifurcated from the Directorate of Social Welfare vide notification No. 23/1/87-GA&C (Vol.I) dated 29/01/2010. The following subjects are allotted to the Department of Tribal Welfare.

1. Statutory and Administrative functions relating to protection and empowerment of Scheduled Tribes in the state.
2. Preparation of Tribal Sub-Plan and monitoring of Implementation.
3. Implementation and monitoring of welfare schemes for Tribal framed by Govt. of Goa/Government of India.
4. Protecting interest of Scheduled Tribes in the matter pertaining to employment in Government service.
5. Establishment and monitoring functions of statutory bodies pertaining to growth and protection of Tribes.
6. Carrying out census and survey of Scheduled Tribes community for preparing data protection of Tribes.
7. Training and capacity building among Scheduled Tribes.
8. Implementation of Scheduled Tribes and other Traditional Forest Dwellers Recognition of Forest Rights Act, 2006.

(ii) **The powers and duties of its officers and employees:**

- **Director:** The Director is the Head of the Department looking after the overall administration and has been delegated financial powers to deal with all the matters concerning financial aspects of the department. Director of Tribal Welfare is also empowered with ex-officio Jt. Secretary(Tribal Welfare).
- **Deputy Director:** The Deputy Director is the Head of the Office. In the absence of the Director, is also performing the duties as a Head of the Department. Incharge of the Administration & Establishment, Member Secretary for DLC, under Forest Right Act 2006 and Public Information Officer under RTI Act,2005.
- **Asst. Director:** The Asst. Director is the in-charge of the Scheme Section of Tribal Welfare.

- **Asst. Accounts Officer:** The Asst. Accounts Officer is the head of the Accounts Section looking after the overall accounts matter. AAO has been re-delegated with powers of drawing and disbursing officer under the Goa Delegation of Financial Powers Rules, 2008.
- **Statistical Officer:** The Statistical Officer is the head of the Statistical Section, is looking after Statistical Work, Tribal Sub-Plan, SCA-TSP, maintaining Statistical data of all the Tribal Schemes including expenditure.
- **Sr. Stenographer:** P.A. to Director (TW), APIO under RTI Act, 2005, LAQ, Attending phone calls, sending / receiving Fax, website updating, paper cutting of newspaper, writing minutes of the meeting, checking day to day email and collection of monthly reports from the staff.
- **Head Clerk:** The Head Clerk is the incharge of Administration & Establishment Section. Looks after Recruitment, Creation of posts maintaining ACR's, marking of day to-day tapal & overall supervision of staff.
- **Accountant:** Accountant looks after Preparation of AC/DC bills, Annual Budget, LPC, LAQs, maintaining BCR and all the work related to Accounts matter.
- **Statistical Assistant:** Statistical Assistant is the incharge of PWD works files, and also looks after SCA-TSP, subsidy to Motor cycle, Pre- Primary Schools in remote areas.
- **Investigator:** Formulation /Implementation of new schemes, monthly expenditure, TSP, Correspondence of Ministry of Tribal Affairs, Ashram School, Annual Report.
- **Upper Division Clerk:** The 05 UDC's performing duties in all section i.e. in Administration & Establishment section, Accounts section & Scheme Section.
- **Jr. Stenographer:** P.A. to Dy. Director Tribal Welfare, Assistant to Dy. Director & Head Clerk, LAQ matter, Minutes of meeting of FRC.
- **Lower Division Clerk:** The 08 LDC's assisting in performing the duties in all section i.e. in Administration & Establishment section, Accounts section & Scheme Section.
- **Field Assistant:** The 11 Field Assistants performing duties at Field level for the purpose of inspection, forest right act etc i.e. at taluka level and also in the Head office regarding various schemes.

- **Driver:** The 04 drivers are attached to the vehicle of Director, Dy. Director, Asst. Accounts Officer & Office staff for dak distribution.
- **Peon:** The Peons are performing duties assigned to them by the Director, Dy. Director, Asst. Accounts Officer & other Office staff. They are also deputed for out duties for delivering correspondence to Government offices and other offices.
- **Sweeper:** The 03 sweepers look after the cleanliness of office, toilets and office premises.

(iii) **The procedure followed in the decision making process, including channels of supervision and accountability:**

The Director of Tribal Welfare has sole right to make decision in the office matter with the approval of the Government. The Directorate of Tribal Welfare is implementing various welfare schemes for Scheduled Tribes Communities in the State of Goa.

(iv) **Norms set by it for the discharge of its functions:**

This Department will be a people friendly department, following the principle of honesty, integrity, transparency, expediency and efficiency in discharging its duties and functions.

(v) **The Rules, regulations, instructions, manuals and record, held by it or under its control or used by its employees for discharging its functions:**

- The Central Civil Service Rules, 1965
- The Central Civil Services (Conduct) Rules, 1964
- The Civil Procedure Code, 1908 and
- The Criminal Procedure Code, 1973

(vi) **Statement of categories of document that are held by it or under its control:**

-Not applicable.

(vii) **The 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 or implementation thereof.**

-Not applicable.

(viii) A statement of the 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 or the minutes of such meetings are accessible for public.

-Not applicable.

(ix) A directory of its officers and employees.

Sr. No.	Name of the Officer/ Employee	Designation	Office	
			Telephone No./ Fax No.	Mobile No.
1	Shri . Venancio Furtado	Director	Tel. No. 0832-2438024 Fax No. 0832-2438052	9422447475
2	Smt. Deepti Kankonkar	Deputy Director	0832-2438024	9850742498
3	Shri. Sagar Verlekar	Assistant Director	0832-2438024	8408038719/ 7774847350
4	Shri Prakash H. Khedekar	Asst. Account Officer	0832-2438024	9168220784
5	Smt. Dilkush Dessai	Statistical Officer	0832-2438024	9822964125
6	Smt. Sunita Naik Gaonker	Sr. Stenographer	0832-2438024	9764923781
7	Shri Prashant Dessai	Head Clerk	0832-2438024	8552877186 / 9423814094
8	Shri Krishna Gimonkar	Accountant	0832-2438024	8805885834
9	Smt. Vandana Panvelkar	Statistical Assistant	0832-2438024	9922540729
10				
11	Shri Prashant Raut	Upper Division Clerk	0832-2438024	9403177335
12	Shri Avinash Gawas	Upper Division Clerk	0832-2438024	9673240132
13	Smt. Pratibha Raut	Upper Division Clerk	0832-2438024	9420979506
14	Smt. Teja Rivankar	Upper Division Clerk	0832-2438024	9049561168
15	Shri Anant Mulgaonkar	Upper Division Clerk	0832-2438024	9923271608
16	Smt. Maya Kankonkar	Jr. Stenographer	0832-2438024	9823661606
17	Smt. Priyanka Mahale	Lower Division Clerk	0832-2438024	9823902774
18	Smt. Rupali Tarkar	Lower Division Clerk	0832-2438024	7769074034
19	Kum. Shradha Naik Goltekar	Lower Division Clerk	0832-2438024	8975498705

20	Kum. Privanda Naik	Lower Division Clerk	0832-2438024	7507648929
21	Kum. Anjela@ Anjali Kanekar	Lower Division Clerk	0832-2438024	9421748618 / 9673721118
22	Kum. Deepika Gaonkar	Lower Division Clerk	0832-2438024	8806806969
23	Shri Fondu Naik	Lower Division Clerk	0832-2438024	9158917315
24	Shri Babali Dhuri	Lower Division Clerk	0832-2438024	9158005414
25	Shri Sanjeev Gawas	Field Assistant	0832-2438024	9604214979
26	Shri Vilas D. Warang	Field Assistant	0832-2438024	9764616304
27	Shri Laxman Khutkar	Field Assistant	0832-2438024	9049556308 / 8805968806
28	Smt. Pallavi Gaude	Field Assistant	0832-2438024	9923245342
29	Shri Molu Velip	Field Assistant	0832-2438024	9545317949
30	Shri Dattaram Tari	Field Assistant	0832-2438024	9637085584
31	Shri Sandeep Gaonkar	Field Assistant	0832-2438024	9404456494
32	Shri Sudesh Thakur	Field Assistant	0832-2438024	8888301094
33	Smt. Rachna Abbeguiri	Field Assistant	0832-2438024	9049804181
34	Shri Vinay Naik	Field Assistant	0832-2438024	8390472001
35	Shri Sarvesh Velip	Field Assistant	0832-2438024	9637893022
36	Shri Govind A. Naik	Driver	0832-2438024	9421157097
37	Shri Shankar Kumbralkar	Driver	0832-2438024	9823769541
38	Shri Ramanand Gaude	Driver	0832-2438024	9764554087
39	Shri Joaquim Viegas	Driver	0832-2438024	9881828248
40	Smt. Manita Gaude	PEON	0832-2438024	9049930605
41	Shri Nilesh Gawade	PEON	0832-2438024	9823195927
42	Shri Vishnu Subhaji	PEON	0832-2438024	8007090017
43	Smt. Daya Mangueshkar	Sweeper	0832-2438024	9823475292
44	Smt. Laxmi Gaonkar	Sweeper	0832-2438024	8308751734
45	Shri Dashrath Insulkar	Sweeper	0832-2438024	9823961054

(x) **The monthly remuneration received by each of its officers and employees, including system of compensation as provided in its regulations.**

Sr. No.	Name of the Officer/ Employee	Designation	Pay Scale
1	Shri Venancio Furtado	Director	67700-208700
2	Smt. Deepti Kankonkar	Deputy Director	Additional Charge
3	Shri Sagar Verlekar	Asst. Director	44900-142400
4	Shri Prakash H. Khedekar	Asst. Account Officer	44900-142400
5	Smt. Dilkush Dessai	Statistical Officer	44900-142400
6	Smt. Sunita Naik Gaonkar	Sr. Stenographer	35400-112400
7	Shri Prashant Dessai	Head Clerk	35400-112400
8	Shri Krishna Gimonkar	Accountant	35400-112400
9	Smt Vandana Panvelkar	Statistical Asst.	29200-92300
10			

11	Shri Prashant Raut	Upper Clerk	Division	25500-81100
12	Shri Avinash Gawas	Upper Clerk	Division	25500-81100
13	Smt. Pratibha Raut	Upper Clerk	Division	25500-81100
14	Smt. Teja Rivankar	Upper Clerk	Division	25500-81100
15	Shri Anant Mulgaonkar	Upper Clerk	Division	25500-81100
16	Smt. Maya Kankonkar	Jr. Stenographer		25500-81100
17	Smt. Priyanka Mahale	Lower Clerk	Division	19900-63200
18	Smt. Rupali Tarkar	Lower Clerk	Division	19900-63200
19	Kum. Shradha Naik Goltekar	Lower Clerk	Division	19900-63200
20	Kum. Privanda Naik	Lower Clerk	Division	19900-63200
21	Kum. Anjela @ Anjali Kanekar	Lower Clerk	Division	19900-63200
22	Kum. Deepika Gaonkar	Lower Clerk	Division	19900-63200
23	Shri Fondu Naik	Lower Clerk	Division	19900-63200
24	Shri Babali Dhuri	Lower Clerk	Division	19900-63200
25	Shri Sanjeev Gawas	Field Assistant		19900-63200
26	Shri Vilas D. Warang	Field Assistant		19900-63200
27	Shri Laxman Khutkar	Field Assistant		19900-63200
28	Smt Pallavi Gaude	Field Assistant		19900-63200
29	Shri Molu Velip	Field Assistant		19900-63200
30	Shri Dattaram Tari	Field Assistant		19900-63200
31	Shri Sandeep Gaonkar	Field Assistant		19900-63200
32	Shri Sudesh Thakur	Field Assistant		19900-63200
33	Smt. Rachna Abbeguri	Field Assistant		19900-63200
34	Shri Vinay Naik	Field Assistant		19900-63200
35	Shri Sarvesh Velip	Field Assistant		19900-63200
36	Shri Govind A. Naik	Driver		19900-63200
37	Shri Shankar Kumbralkar	Driver		19900-63200
38	Shri Ramanand Gaude	Driver		19900-63200
39	Shri Joaquim Viegas	Driver		19900-63200
40	Smt. Manita Gaude	PEON		18000-56900
41	Shri Nilesh Gawade	PEON		18000-56900
42	Shri Vishnu Subhaji	PEON		18000-56900
43	Smt. Daya Mangueshkar	Sweeper		26,195/-
44	Smt. Laxmi Gaonkar	Sweeper		(consolidated)
45	Shri Dashrath Insulkar	Sweeper		13,432/-

(xi) **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made**

2016-2017	Plans	25721.00 (in Lakhs)
2017-2018	Plans	19098.15 (in Lakhs)

(xii) **The manner of execution of subsidiary programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

-Not applicable.

(xiii) **Particulars of recipients of concessions, permits or authorisations granted by it.**

-Not applicable.

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

-NIL.

(xv) **The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Free citizen charters are available in the office for public use.

(xvi) **The names, designation and other particulars of the Public Information Officers.**

Sr. No.	Name of the Officers	Designation
1	Shri . Venancio Furtado Director	First Appellate Authority
2	Smt. Deepti Kankonkar Dy. Director	Public Information Officer
3	Smt. Sunita Naik Gaonker Sr. Stenographer	Asst. Public Information Officer

(xvii) **Such other information as may be prescribed.**

Information will be updated as and when required.