

**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 was carved out 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).

**Dy. Director:**

The Deputy Director is the Head of the Office. In the absence of the Director, Dy. Director is also performing the duties as a Head of the Department, Public Information Officer under RTI Act, 2005 Incharge of the Administration & Establishment and.

**Asst. Director:**

1) Asst Director- North - Incharge of Centrally Sponsored Schemes, Member Secretary District Level under FRA, 2006 (North), State TSP files (PWD/WRD), Schemes drafts / Amendments, EMRS/TRI/Tribal Freedom Fighters Museum, Pragati Portal/ NSP Portal etc., Ashram School, Central Audit, Tribal Sub Plan.

2)Asst. Director – South – Incharge of State Schemes in South Goa Branch Office, Member Secretary of District Level under FRA, 2006 (South), State Scheme draft/ Amendment, Formulation of New Schemes, Prime Minister Van-Dhan Vikas Yojana Scheme, TRIFOOD/TRIFIED, Public Grievances Officer of DTW, Aadhar Kit (South Goa).

**Asst. Accounts Officer**

In charge of all the matter related to accounts, PFMS, LAQ, Preparation of annual budget, Supplementary budget, Re-appropriation, and any other works assigned by superiors.

**Statistical Officer:**

Monitoring of State Schemes of Directorate of Tribal Welfare, Governor Report, Annual Report of Directorate of Tribal Welfare, Monthly Expenditure, Sustainable Development Goals, DBT, End-to-End Digitization (EED), UMANG App, Aadhar Kit (North and South Office of Aadhar), Maintaining data of all the State Schemes (Month wise / Year wise), Achievements / Reforms of the Department

**Sr. Stenographer:**

APIO under RTI Act, 2005 incharge of compilation of LAQs pertaining to State and Central Schemes, drafting minutes of meeting, supervision and monitoring of schemes with dealing hand viz. Atal Asra Yojana, Antya Sanskar Sahay Yojana, Matrutva Yojana, Post Matric Scholarship, Coaching to ST students, Pre – Matric Scholarship (State and Central) Vidya Laxmi, Gagan Bharari, Merit Based Award, Home Nursing and any other works assigned by superiors.

**Head Clerk:**

1) The Head Clerk - I Matters related to Administration and establishment, Project cell, Tribal Bhavan, Maintenance of Office premises, supervision of all kinds of leave, service books, pension cases, supervision of all bills, certification, uploading starred and Unstarred LAQ calling attention, bill and all legislative

matters, Republic day parade at New Delhi, APAR of all the staff, Official tour of DTW, MOTA visits, Day-to-day tapal marking, supervision of all the staff an any other works assigned by superiors.

2)Head Clerk – II – Incharge of Reservation Roster / Verification of Roster, Monitoring of Centrally Sponsored Schemes, Preparation of Utilization Certificate of Centrally Sponsored Scheme, Preparation of statement and expenditure and new proposal under Post Matric and Pre Matric Scholarship, Physical Progresss Report of Article 275 (1) and SCA-TSS scheme, PFMS, Central DBT Portal, Uploading of State Scheme Goa Online Portal, Reply to Rajya Sabha and Lok Sabha question, NSP Portal, State Portal and any other work assigned by superior.

**Accountant:**

Maintaining of BCR, Maintaining funds records of State and Central, Performance Budget, LAQ, Budget Speech, PFMS, matters related to Accounts and any other works assigned by superiors.

**Statistical Assistant:**

Tribal Sub-Plan, Conducting meeting of District Level Monitoring & Planning Committee, Executive Committee, Tribes Advisory Council under TSP, SCA – TSS and Ashram School.

**Investigator:**

Assist to Statistical Officer, monthly Governor's report, monthly expenditure, State DBT, maintaining month wise data of all schemes and any other work assigned by superiors.

**Upper Division Clerk:**

The 09 UDC's performing duties in all section i.e. in Administration & Establishment section, Accounts section & Scheme Section.

**Jr. Stenographer:**

Reception, P.A. to Director Tribal Welfare, record of Bio-metric attendance system, (North & South) POA Act, Transcribed LAQ's Updating Departmental website from time to time and yearly audit with SSL Certificate, receiving Phone calls, emails, sending fax etc., and maintaining proper record of minutes of meeting of all subject matters.

**Lower Division Clerk:**

The 27 LDC's assisting in performing the duties in all section i.e. in Administration & Establishment section, Accounts section & SchemeSection.

**Field Assistant:**

The 12 FA's 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.

**MTS:**

The MTS 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 04 sweepers look after the cleanliness of office, toilets and office premises.

**i. 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. Director of Tribal Welfare is implementing various welfare schemes for Scheduled Tribe Communities in the State of Goa.

**ii. 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. Vide Notification No.1-227-2017-18/ADMN/DTW/5095 published in official Gazette series II No.28 dated 12/10/2017 Government had opened branch office Dy. Director of Tribal Welfare, South at Margao Goa and functioning at 2<sup>nd</sup> floor, A wing, Old Collectorate bldg., Margao –Goa.

**iii. The Rules, regulations, instructions, manuals and records 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

**iv. Statement of categories of document that are held by it or under its control:**

-Not applicable.

**v. The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation there off.**

-Not applicable.

**vi. 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 advise and as to whether or the minutes of such meeting as accessible for public:**

-Not applicable.

**i. Directory of it's Officers and its Employees:**

Sr.No.	Name of the Officer/ Employee	Designation	Office
			Telephone/ Fax
1	Smt. Triveni Velip	Director	O:0832-2438024 F:0832-2438052
2	Smt. Swati Dalvi	Dy. Director	0832-2705151
3	Smt. Veera V. Nayak	Dy. Director	0832-2438024
4	Shri. Sagar Verlekar	Asst. Director (South)	0832-2705151
5	Smt. Yogini Acharya	Asst. Director (North)	0832-2438024
6	Shri. Prakash H. Khedekar	AAO	0832-2438024
7	Smt. Sunita Naik Gaonkar	Sr. Stenographer	0832-2438024
8	Shri. Prashant Dessai	Head Clerk	0832-2438024
9	Shri Prashant Raut	Head Clerk	0832-2438024
10	Shri Krishna Gimonkar	Accountant	0832-2438024
11	Smt. Mansi Manoj Naik	S.A.	0832-2438024
12	Smt. Nilam Gadekar	Investigator	0832-2438024
13	Shri. Avinash Gawas	UDC	0832-2438024
14	Smt. Pratibha Raut	UDC	0832-2438024
15	Smt. Teja Rivankar	UDC	0832-2438024
16	Shri Anant Mulgaonkar	UDC	0832-2438024
17	Smt. Maya Kankonkar	Jr. Steno	0832-2438024
18	Smt. Rupali Tarkar	UDC (South Goa)	0832-2438024
19	Kum. Privanda Naik	UDC(South Goa)	0832-2438024
20	Smt. Anjela @ Anjali Kanekar	UDC(South Goa)	08322705151
21	Smt. Shradha A. Salgaonkar	UDC	0832-2438024
22	Smt. Deepika Gaonkar	UDC	08322438024
23	Shri. Fondu Naik	LDC (South Goa)	08322705151
24	Shri. Babali Dhuri	LDC	0832-2438024
25	Smt. Vidhya Naik	LDC (South Goa)	0832-2705151
26	Shri. Sanjeev Gawas	FA	0832-2438024
27	Shri. Vilas D. Warang	FA	0832-2438024
28	Smt. Pallavi Gaude	FA (South Goa)	0832-205151
29	Shri. Molu Velip	FA(South Goa)	08322705151
30	Shri. Dattaram Tari	FA	0832-2438024
31	Shri. Sandeep Gaonkar	FA(South Goa)	08322705151
32	Shri. Sudesh Thakur	FA	0832-2438024
33	Smt. Rachna Abbeguri	FA(South Goa)	08322705151
34	Shri. Vinay Naik	FA(South Goa)	08322705151
35	Shri Sarvesh Velip	FA(South Goa)	08322705151

36	Smt. Shravani Naik	LDC	0832-2438024
37	Shri .Sanjay Palkar	LDC	0832-2438024
38	Shri. Raj Haldankar	LDC	0832-2438024
39	Shri. Pandu Palkar	LDC	0832-2438024
40	Smt. Vaishali Dhuri	LDC	0832-2438024
41	Shri. Alirio Olgario D'mello	LDC	0832-2438024
42	Shri. Umesh Gaonkar	LDC (South)	0832-2705151
43	Smt. Darpana Kolvekar	LDC (South)	0832-2705151
44	Smt. Ranjita Shetkar @ Shruti Kumbhar	LDC	0832-2438024
45	Shri Rama Jalmi	LDC	0832-2438024
46	Shri Hemant Gaude	LDC	0832-2438024
47	Shri Gitesh Gaude	LDC	0832-2438024
48	Shri Sujay Naik	LDC (South)	0832-2705151
49	Kum. Karishma Kankonkar	LDC	0832-2438024
50	Shri. Tushant Gaude	LDC	0832-2438024
51	Kum. Harshada Kankonkar	LDC	0832-2438024
52	Shri. Anvay Bhonsle	LDC	0832-2438024
53	Smt. Raksha Vishant Naik	LDC	0832-2438024
54	Shri. Pravin Kalangutkar	LDC	0832-2438024
55	Shri .Yogesh Naik	LDC	0832-2438024
56	Shri. Priyesh Naik	LDC	0832-2438024
57	Kum. Ashvita Halankar	LDC	0832-2438024
58	Shri. Milind Naik	LDC	0832-2438024
59	Shri .Viresh Phal Dessai	LDC	0832-2438024
60	Shri. Bhingo Gawas	FA	0832-2438024
61	Shri. Bhiru Kolekar	FA (South Goa)	0832-2705151
62	Shri. Govind A. Naik	Driver	0832-2438024
63	Shri. Shankar Kumbalkar	Driver	0832-2438024
64	Shri .Ramanand Gaude	Driver	0832-2438024
65	Shri. Joaquim Viegas	Driver	0832-2438024
66	Smt. ManitaGaude	MTS (South Goa)	0832-2705151
67	Shri .Nilesh Gawade	MTS	0832-2438024
68	Shri. Vishnu Subhaji	MTS	0832-2438024
69	Shri. Avilson Simoes	MTS(South Goa)	0832-2705151
70	Shri. Mitesh Bhomkar	MTS	0832-2438024
71	Shri. Ratish Tari	MTS	0832-2438024
72	Smt. Daya Mangueshkar	Sweeper	0832-2438024
73	Smt. Laxmi Gaonkar	Sweeper	0832-2438024
74	Shri. Hanumant Bableshwar	Attendant Utility	0832-2438024

**ii. The monthly remuneration received by each of its Officers and Employees including system of compensation provided in its regulations:-**

Sr.No.	Name of the Officer/Employee	Designation	Pay Scale
1	Smt. TriveniVelip	Director	78800-209200
2	Smt. Swati Dalvi	Dy. Director (South Goa)	56100-177500
3	Smt. Veera V. Nayak	Dy. Director	56100-177500
4	Shri .SagarVerlekar	Asst. Director (South Goa)	44900-142400
5	Smt. Yogini Acharya	Asst. Director	44900-142400
6	Shri. Prakash H. Khedekar	AAO	44900-142400
7	Smt.Sunita Naik Gaonkar	Sr. Steno	35400-112400
8	Shri. Prashant Dessai	Head Clerk	35400-112400
9	Shri. Prashant Raut	Head Clerk	35400-112400
10	Shri. KrishnaGimonkar	Accountant	35400-112400
11	Smt. Mansi Naik	S.A.	35400-112400
12	Smt. NilamGadekar	Investigator	25500-81100
13	Shri AvinashGawas	UDC	25500-81100
14	Smt. PratibhaRaut	UDC	25500-81100
15	Smt. Teja Rivankar	UDC	25500-81100
16	Shri Anant Mulgaonkar	UDC	25500-81100
17	Smt. Maya Kankonkar	Jr. Steno	25500-81100
18	Smt. Rupali Tarkar	UDC	25500-81100
19	Kum. Privanda Naik	UDC	25500-81100
20	Smt. Anjela @ Anjali Kanekar	UDC (South Goa)	25500-81100
21	Smt. Shradha A. Salgaonkar	UDC	25500-81100
22	Smt. Deepika Gaonkar	UDC	25500-81100
23	Shri. Fondu Naik	LDC (South Goa)	19900-63200
24	Shri. Babali Dhuri	LDC	19900-63200
25	Smt.Vidhya Naik	LDC(South Goa)	19900-63200
26	Shri. Sanjeev Gawas	FA	19900-63200
27	Shri. Vilas D. Warang	FA	19900-63200
28	Smt. Pallavi Gaude	FA	19900-63200
29	Shri. Molu Velip	FA(South Goa)	19900-63200
30	Shri .Dattaram Tari	FA	19900-63200
31	Shri .Sandeep Gaonkar	FA(South Goa)	19900-63200
32	Shri. Sudesh Thakur	FA	19900-63200
33	Smt. RachnaAbbeguiri	FA(South Goa)	19900-63200
34	Shri .Vinay Naik	FA(South Goa)	19900-63200
35	Shri. SarveshVelip	FA(South Goa)	19900-63200
36	Smt. Shravani Naik	LDC	19900-6320019900

37	Shri. Sanjay Palkar	LDC	19900-6320019900
38	Shri .Raj Haldankar	LDC	19900-6320019900
39	Shri .Pandu Palkar	LDC	19900-6320019900
40	Smt. Vaishali Dhuri	LDC	19900-6320019900
41	Shri. Alirio Olgario D'mello	LDC	19900-6320019900
42	Shri. Umesh Gaonkar	LDC (South)	19900-6320019900
43	Smt. Darpana Kolvekar	LDC (South)	19900-6320019900
44	Smt. Ranjita Shetkar @ Shruti Kumbhar	LDC	19900-6320019900
45	Shri .Rama Jalmi	LDC	19900-6320019900
46	Shri. Hemant Gaude	LDC	19900-6320019900
47	Shri .Gitesh Gaude	LDC	19900-63200
48	Shri. Sujay Naik	LDC (South)	19900-63200
49	Kum. Karishma Kankonkar	LDC	19900-63200
50	Shri .Tushant Gaude	LDC	19900-63200
51	Kum. Harshada Kankonkar	LDC	19900-63200
52	Shri. Anvay Bhonsle	LDC	19900-63200
53	Smt. Raksha Vishant Naik	LDC	19900-63200
54	Shri. Pravin Kalangutkar	LDC	19900-63200
55	Shri .Yogesh Naik	LDC	19900-63200
56	Shri. Priyesh Naik	LDC	19900-63200
57	Kum. Ashvita Halankar	LDC	19900-63200
58	Shri .Milind Naik	LDC	19900-63200
59	Shri. Viresh Phal Dessai	LDC	19900-63200
60	Shri .Bhingo Gawas	FA	19900-63200
61	Shri .Bhiru Kolekar	FA(South Goa)	19900-63200
62	Shri .Govind A. Naik	Driver	19900-63200
63	Shri. Shankar Kumbralkar	Driver	19900-63200
64	Shri .Ramanand Gaude	Driver	19900- 63200
65	Shri .JoaquimViegas	Driver	19900-63200
66	Smt. Manita Gaude	MTS(South Goa)	18000-56900
67	Shri. Nilesh Gawade	MTS	18000-56900
68	Shri. Vishnu Subhaji	MTS	18000-56900
69	Shri. Avilson Simoes	MTS(South Goa)	18000-56900
70	Shri. Mitesh Bhomkar	MTS	18000-56900
71	Shri. Ratish Tari	MTS	18000-56900
72	Smt. Daya Mangueshkar	Sweeper	29,794/- (consolidated)
73	Smt. Laxmi Gaonkar	Sweeper	29,794/- (consolidated)
74	Shri. Hanumant Bableshwar	Attendant Utility	44,054/-

**iii. The Budget allocated to each of its agency indicating the particulars of all plans, proposed expenditures and reports on disbursements made:-**

2019-2020	Capital and Revenue	24687.60 (in Lakhs)
2020-2021	Capital and Revenue	25270.60 (in Lakhs)

**iv. The manner of execution of subsidiary programmes including the amounts allocated and the details of beneficiaries of such programme:**

- Not applicable.

**v. Particulars of receipts of concession, permits or authorizations granted by it:**

- Not applicable.

**vi. Details in respect of the information available to or held by it reduced in an electric form:**

- NIL.

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

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

**viii. The name, designation and other particulars of the Public Information Officer:**

Sr. No.	Name of the Officers	Designation
1	Smt. Triveni Velip, Director	First Appellate Authority
2	Smt. Veera V. Nayak, Dy. Director	Public Information Officer
3	Smt. Sunita Naik Gaonker, Sr. Steno	Asst. Public Information Officer

**ix. Such other information as may be prescribed:**

- Information will be updated as and when required.