

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 (North):

1) 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 , Gatishakti Portal etc., Ashram School, Central Audit, Tribal Sub Plan, Member Secretary Committee of Matrutva Yojana, Prime Minister Van-Dhan Vikas Yojana Scheme and any other work assigned by the Head of the Department.

Assistant Director (South):

2) Incharge of State Schemes in South Goa Branch office, Secretary of District Level under FRA'2006 (South), State Scheme draft amendment, Formulation of New Schemes, Prime Minister Van Dhan Vikas Yojana Scheme, TRIFOOD, TRIFED Public Grievances Officer of DTW, Enrollment of Incharge of Aadhaar Kit, Sanctioning of all types of leave to staff in case Dy. Director is on leave /additional charge, any other work assigned by the Head of Department.

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's Report, Annual Report of Directorate of Tribal Welfare, Monthly Expenditure, State Portal, Sustainable Development Goals, DBT, End-to-End

Digitization (EED), UMANG App, Aadhar Kit (North and South Office of Aadhar Emolhment), Maintaining data of all the State scheme (monthwise/yearwise), Achievements/Reforms of the Department and any other work assigned by the Head of Department

State Schemes (Month wise / Year wise), Achievements / Reforms of the Department

Sr. Stenographer:

Administrative matters pertaining to South Goa office. Day to day Tapal marking. Creating awareness of Welfare Schemes and Programmes for Scheduled Tribes District level. LAQ's, Incharge of maintaining data of all the Schemes (South Goa) and Van-Dhan Vikas Yojana Scheme (South) TRIFOOD/TRIFED , Incharge of State & Central Schemes, Nodal Officer to liaison with Swayampurna Mitras (South), Matters of FRC Claims including preparation of minutes of DLC meeting, verification of TSP Minutes & other reports any other works assigned by superiors.

Head Clerk:

1) The Head Clerk - I (APIO under RTI Act, 2005) 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.

Inyestjgator:

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), 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 & Scheme Section.

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 variousschemes.

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 officepremises.