

PROFILE OF THE DIRECTORATE

The Directorate of Planning, Statistics & Evaluation (DPSE) and Office of the Chief Registrar of Births and Deaths is the Nodal Department for all statistical activities in the State, conduct of Census and Surveys as per National guidelines and effective implementation of the Registration of Births and Deaths Act, 1969. As the name suggests, the Directorate comprises of 3 broad components and is in charge of 3 major functions viz. (a) Monitoring and review of Financial Plans/ expenditure of the State (b) Census and Surveys - collection, compilation, analysis and dissemination of statistical data collected and its presentation in the form of statistical reports for use by various State and Central Government Departments/Ministries, agencies, researchers/scholars, policy makers, programme implementers and the public at large(c) Evaluation of various schemes implemented by the Government as per requirement.

As the Office of the Chief Registrar of Births and Deaths, this Directorate functions as the Chief Executive Body for the smooth implementation of Registration of Births & Deaths (RBD) Act, 1969 and the Goa RBD Rules, 1999 in the State and the Director is appointed by the State Government as the Chief Registrar of Births & Deaths (CRBD).The CRBD, along with Additional CRBD oversee the implementation and execution of the 'Registration of Births and Deaths Act, 1969 (18 of 1969)', and 'Goa Registration of Births and Deaths Rules 1999 framed there-under to ensure and monitor the registration of vital events of Births and Deaths at the local Registration Units set up in the Offices of all Gram Panchayats and Municipal Councils, City Corporation of Panaji and at Goa Medical College/Hospital, Bambolim.

The Unique Identification Authority of India (UIDAI) has been notified by the Government of India as an attached office under the aegis of the erstwhile Planning Commission, redefined as NITI Aayog with effect from 1st January 2015.This Directorate is designated as the State Registrar/Nodal Department for the smooth implementation and monitoring of the UID Project in the State by virtue of a Memorandum of Understanding (MoU) with UIDAI, Government of India on 18th December 2012.

ADMINISTRATIVE STRUCTURE

The Directorate is organized into 8 Divisions as under:

- I. Administration and Accounts
- II. Publication
- III. Planning & Public Finance Management System (PFMS)
- IV. State Income and Co-ordination
- V. Evaluation
- VI. National Sample Survey
- VII. Registration of Births and Deaths & Consumer Price Index Numbers
- VIII. Unique Identification (UID)/Aadhaar Project and Direct Benefit Transfer (DBT)

ACTS AND RULES IMPLEMENTED BY THE DIRECTORATE

1. Registration of Births and Deaths Act, 1969 and the Goa Registration of Births & Deaths Rules, 1999 framed there under and amended from time to time
2. The Collection of Statistics Act, 2008
3. The Goa Aadhaar (Targeted Delivery of Financial and other Subsidies, Benefits and Services) Act, 2017 (Goa Act 11 of 2017)

VISION

- To develop and strengthen an effective, efficient and robust statistical system in the State of Goa.

MISSION

- To create manpower competent in modern Statistical tools
- Timely release of reliable, updated and real time statistical data and information.
- To make the Directorate the Statistical Data Hub of the State of Goa.
- To ensure 100% registration of all births and deaths occurring in the State by providing on-line services to the public for issue of birth/death records.
- To ensure 100% Aadhaar coverage of the residents of the State by enhancing and improving Aadhaar services.
- To improve the efficiency of the Directorate and the statistical staff through trainings/workshops/refresher courses, use of latest statistical tools and techniques so as to improve the content and quality of Statistical data.
- To put in place Primary Reporting System at grass root level.
- Digitization of statistical data and developing a dynamic portal
- Optimum utilization of manpower
- To conduct research and compile Statistical information needed for Good Governance.
- To facilitate all data seekers by providing statistical data which is easily accessible, understandable and user friendly.

STAFF STRENGTH

The total strength of the Directorate is 385 nos. of staff which includes Ministerial posts and Technical posts of Common Statistical Cadre. Out of these, 161 nos. of posts are in the Headquarters. 224 nos. of posts are in the Statistical Cells of various Government Departments or posted on deputation in other Departments to help those Departments in their statistical work.

- The Directorate is headed by the Director who is also designated as the Chief Registrar of Births and Deaths for the State of Goa and is assisted by three Joint Directors. The post of Director is vacant since 17/07/2017 and the Joint Director-II, is holding additional charge of Director cum Chief Registrar of Births & Deaths, DPSE till date. He also heads Div. I -

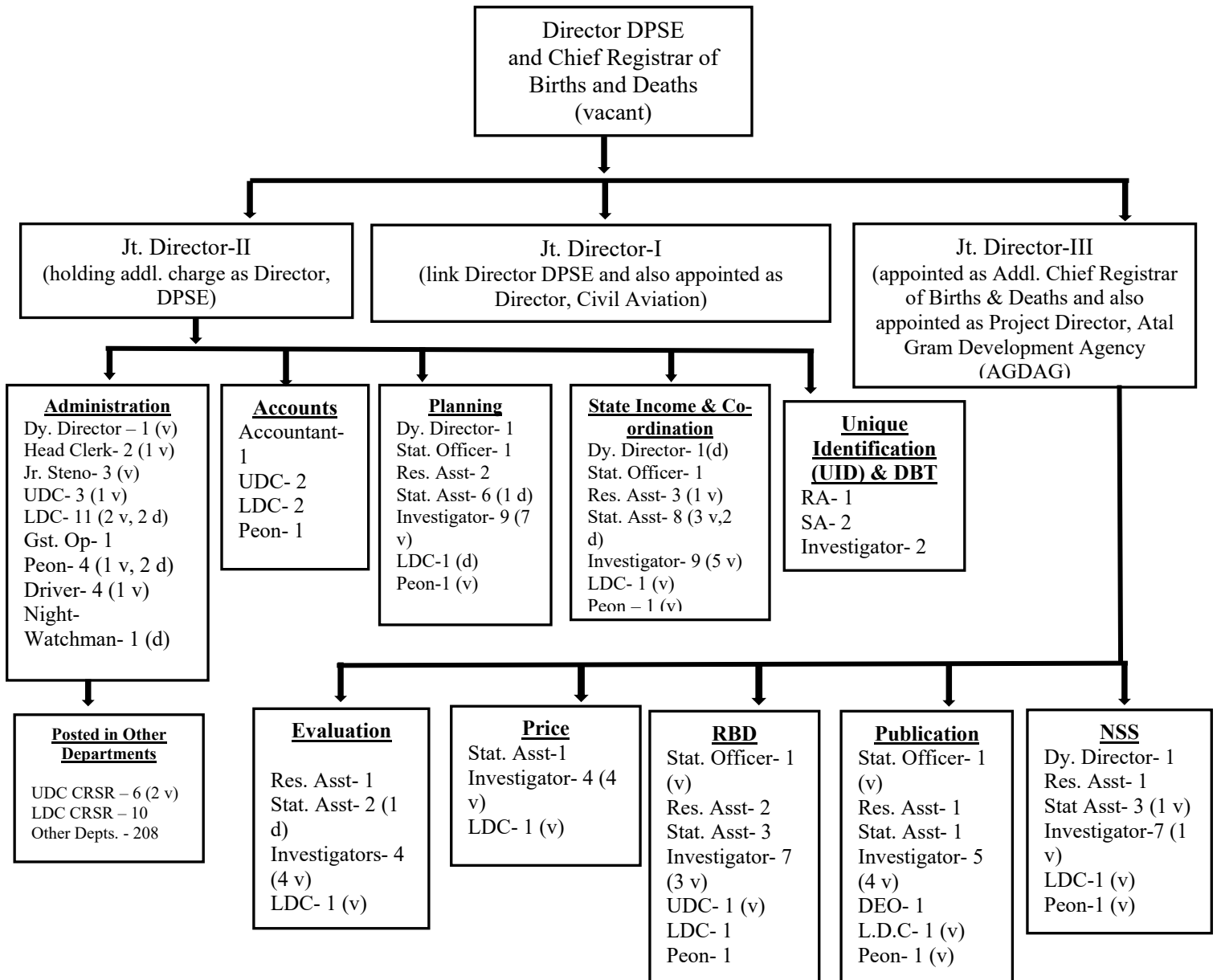
Administration & Accounts, Div. III-Planning & PFMS, Div. IV - Coordination & State Income and Div. VIII - Unique Identification (UID)/Aadhaar Project & Direct Benefit Transfer (DBT) as Joint Director-II.

- Joint Director-I is appointed as Director of Civil Aviation and is also the Link-Director, DPSE.
- Joint Director-III is appointed as the Project Director, Atal Gram Development Agency-Goa and is also the Additional Chief Registrar of Births and Deaths. Besides, he heads Div. II – Publication, Div. V – Evaluation, Div. VI - NSS and Div. VII – RBD & Price as Joint Director-III.
- There are 4 Deputy Directors to assist the Joint Directors, of these; the 1st Dy. Director is posted on deputation as OSD, GAD at Goa Sadan, New Delhi. The hierarchy flows down to Statistical Officers, Research Assistants, Statistical Assistants, Investigators and other administrative staff.

The hierarchal organization of the Directorate of Planning, Statistics and Evaluation (DPSE) and the Office of the Chief Registrar of Births & Deaths is portrayed in the Chart given below.

Organizational Chart of the Directorate:

The hierarchal organization of the Directorate of Planning, Statistics and Evaluation (DPSE) and the Office of the Chief Registrar of Births & Deaths is as under:



***v (vacant)**

***d (on deputation)**

NAMES, DESIGNATION AND SCALE OF PAY OF THE STAFF AS PER 7TH CPC

Sr. No.	Name	Designation	Pay Level	Remarks
1.	Dr. Suresh Shanbhogue	Jt. Director	Level 11	Designated as Director Civil Aviation and also holding the charge of Link Director, DPSE
2.	Dr. Y. Durga Prasad	Jt. Director	Level 11	Holding additional charge of Director and Chief Registrar of Births & Deaths
3.	Shri Vijay B. Saxena	Jt. Director	Level 11	Designated as Project Director –Atal Gram Development Agency Goa and Additional Chief Registrar of Births & Deaths
4.	Shri Anil Kumar	Dy. Director	Level 10	On deputation as Special Officer in Goa Sadan, New Delhi
5.	Shri Tolentino T. Furtado	Dy. Director	Level 10	Holding additional charge of Division IV
6.	Smt. Asha G. Sambary	Dy. Director	Level 10	Holding additional charge as S.O.in Dte. of Industries, Trade & Commerce
7.	Kum. Neumani M. Rodrigues	Statistical Officer	Level 7	
8.	Dr. Kailas D. Gokhale	Statistical Officer	Level 7	
9.	Smt. Poonam M. Phadte	Research Assistant	Level 6	
10.	Shri Sandeep Sawant	Research Assistant	Level 6	
11.	Shri Chandresh M. Gaonkar	Research Assistant	Level 6	
12	Shri Sajjan Fatarpekar	Research Assistant	Level 6	
13	Smt. Filomena Dias	Research Assistant	Level 6	Holding additional charge as S.A. in Dte. of Sports & Youth Affairs
14	Shri Sanjay A. Dhond	Research Assistant	Level 6	Holding additional charge S.A. in ICDS Ponda
15	Smt. Lidia Colaco e Menezes	Research Assistant	Level 6	Holding additional charge as S.A. in DHS Panaji and as R.A. in Personnel Dept.
16	Shri Thanu Zalmi	Research Assistant	Level 6	
17	Shri Noel Fernandes	Research Assistant	Level 6	
18	Shri Vikas T. Kundaikar	Research Assistant	Level 6	
19	Smt. Sara M.C. Fernandes	Head Clerk	Level 6	
20	Kum. Pallavi Naik	Accountant	Level 6	
21	Shri Shivanand Bhat	Statistical Assistant	Level 5	Holding additional charge in the Secretariat

22	Shri Samir Korgaonkar	Statistical Assistant	Level 5	
23	Shri Shamba V. Naik	Statistical Assistant	Level 5	Holding additional charge as Inv. in ZAO Mapusa
24	Shri Francisco Elton Monteiro	Statistical Assistant	Level 5	Holding additional charge as Inv. in Dte. of Industries, Trade & Commerce
25	Shri Datta Velip	Statistical Assistant	Level 5	
26	Shri Remedios Fernandes	Statistical Assistant	Level 5	On deputation in AGDAG
27	Shri Sonal Salgaonkar	Statistical Assistant	Level 5	On working arrangement in GMC
28	Shri Lewin Castelino	Statistical Assistant	Level 5	
29	Shri Prashant Veluskar	Statistical Assistant	Level 5	
30	Shri Abhay Khutkar	Statistical Assistant	Level 5	
31	Shri Pankaj R. Sangodkar	Statistical Assistant	Level 5	Holding additional charge as Inv. in PHC, Betki, Ponda
32	Smt. Sunayana S. Borkar	Statistical Assistant	Level 5	Holding additional charge as Inv. in CHC Curchorem
33	Shri Ralph Barbosa	Statistical Assistant	Level 5	On deputation in DRDA, South Goa
34	Ms. Zozima Fernandes	Statistical Assistant	Level 5	On deputation in DRDA, South Goa
35	Shri Sanjay Naik	Statistical Assistant	Level 5	Holding additional charge as Inv. in ZAO Canacona
36	Shri Mayuresh Shetye	Statistical Assistant	Level 5	On deputation as RA in AGDAG
37	Smt. Jyoti Bhogvekar	Statistical Assistant	Level 5	Holding additional charge as Inv. in Dte. of Animal Husbandry Ponda
38	Shri Mahesh Pilgaonkar	Statistical Assistant	Level 5	
39	Shri Subhash Shetye	Statistical Assistant	Level 5	
40	Shri Gurudas Virnodkar	Statistical Assistant	Level 5	
41	Shri Manjinath Parab	Statistical Assistant	Level 5	
42	Shri Sunil P. Raikar	Statistical Assistant	Level 5	On working arrangement in CRSR Salcete
43	Ms. Meeta Paithankar	Investigator	Level 4	
44	Smt Rupam Temkar	Investigator	Level 4	
45	Shri Basavraj Budhihal	Investigator	Level 4	
46	Shri Milind Nagvekar	Investigator	Level 4	
47	Shri Sunil Parsekar	Investigator	Level 4	
48	Smt. Ankita V. Naik	Investigator	Level 4	

49	Shri Rajesh M. Veluskar	Investigator	Level 4	
50	Shri Shantaram Pednekar	Investigator	Level 4	
51	Smt. Jyoti S. Porob	Investigator	Level 4	
52	Shri Amit C. Shirodkar	Investigator	Level 4	
53	Shri Sakharam P. Naik	Investigator	Level 4	
54	Shri Prashal Phaldessai	Investigator	Level 4	
55	Smt. Steffi Fernandes	Investigator	Level 4	
56	Shri Abhay Gaonkar	Investigator	Level 4	
57	Shri Suresh P. Naik	Investigator	Level 4	
58	Shri Chandrakant Harijan	Investigator	Level 4	
59	Smt. Pragathi Kolambkar	Investigator	Level 4	On working arrangement in CRSR Salcete
60	Smt. Swara S. Naik	Investigator	Level 4	
61	Smt. Geetanjali Naik	Investigator	Level 4	
62	Smt. Steffny Fernandes	UDC	Level 4	
63	Shri Dharmanand Narvekar	UDC	Level 4	
64	Shri Suresh Ghadi	UDC	Level 4	
65	Kum Devyani Raut	UDC	Level 4	
66	Shri Vikram Gauns	UDC	Level 4	On working arrangement in GMC, Bambolim
67	Shri Mavesh Mandrekar	UDC	Level 4	On working arrangement in CRSR Pernem
68	Shri Rupesh M. Chawdikar	UDC	Level 4	On working arrangement in CRSR Sattari
69	Shri Alex Fernandes	DEO	Level 2	
70	Smt Jessy Fernandes	LDC	Level 2	
71	Smt Vinishka V. Naik	LDC	Level 2	
72	Smt Shraddha Assotikar	LDC	Level 2	On working arrangement in GMC, Bambolim
73	Shri Chanda Gaonkar	LDC	Level 2	On working arrangement in CRSR Canacona
74	Shri Vithu D. Gauns	LDC	Level 2	On working arrangement in CRSR Bardez
75	Shri Udayanand Madkaikar	LDC	Level 2	On working arrangement in CRSR Ponda

76	Shri Pravin P. Nanodkar	LDC	Level 2	On working arrangement in CRSR Tiswadi
77	Smt Reshma S. Kerkar	LDC	Level 2	On working arrangement in CRSR Vasco
78	Smt Pradnya P. Tilve	LDC	Level 2	On working arrangement in CRSR Sanguem
79	Shri Jeetendra Gaonkar	LDC	Level 2	On working arrangement in CRSR Bicholim
80	Shri Dattakrishna Mandrekar	LDC	Level 2	On working arrangement in CRSR Margao
81	Kum Urmila A. Velip	LDC	Level 2	On working arrangement in CRSR Quepem
82	Smt Vidhya N. Gawade	LDC	Level 2	
83	Smt Pramila R. Naik	LDC	Level 2	On working arrangement in CRSR Margao
84	Shri Saidas Naik	LDC	Level 2	On deputation to Secretariat, Secretary (Plgn)
85	Shri Umesh B. Naik	LDC	Level 2	On deputation to Goa Human Rights Commission, Panaji
86	Sumita U. Joshi	LDC	Level 2	
87	Kum Annalisa Cardoso	LDC	Level 2	
88	Smt Nidhi P. Volvaikar	LDC	Level 2	
89	Smt Priyanka R. Nayak	LDC	Level 2	
90	Smt Varsha S. Haldankar	LDC	Level 2	
91	Shri Yogesh M. Bhamaikar	LDC	Level 2	
92	Shri Amol Mahale	LDC	Level 2	On deputation in AGDAG
93	Shri Ravlu Gauns	Driver	Level 2	On deputation in AGDAG
94	Shri Pandurang Parwar	Driver	Level 2	
95	Shri Shamu Gaunso	Driver	Level 2	
96	Shri V. T. Phadte	Driver	Level 2	On deputation in NIC
97	Shri Khemraj Hewalekar	Peon	Level 1	
98	Smt Vassanti Noronha	Peon	Level 1	
99	Shri Pandurang Shirvoikar	Peon	Level 1	
100	Shri Shekhar Chodnekar	Peon	Level 1	
101	Shri Pradeep Chatribin	Gestetner Operator	Level 1	
102	Shri Shivram Pandit	Night Watchman	Level 1	On deputation in NIC

The Joint Director DPSE who is holding additional charge as Director/Chief Registrar of Births & Deaths also has the overall charge as Joint Director of Divisions I, III, IV and VIII. The other Joint Director/Additional Chief Registrar of Births & Deaths has the overall charge of Divisions II, V, VI and VII.

DIVISION I – ADMINISTRATION AND ACCOUNTS

Work Profile:

➤ All administrative aspects and accounts related matters related to the staff and functioning of the Directorate including maintenance and upkeep of the of Deendayal Upadhyay Bhavan.

The total strength of the Directorate is 385 staff out of which, 224 staff are sanctioned in the Statistical Cells of various Government Departments to help the Departments in their statistical work. As on 31stOctober 2020, 144 nos. of posts are vacant and the skeleton staff are multitasking the departments. Out of the total strength, 19 nos. of staff posted outside DPSE draw salary from DPSE as detailed below:

1. Office of Registrar of Birth/Deaths, Goa Medical College, Bambolim: Statistical Assistant – 01, U.D.C. – 01, L.D.C. - 01.
2. Offices of Civil Registrar cum Sub Registrars (CRSR) in Goa: U.D.C. – 02, & L.D.C. – 10, Statistical Assistant –01, Investigator-01.
3. National Informatics Centre (NIC): Peon - 01 and Night Watchman –01

Powers and Duties of Officers and Employees

Sr. No.	Designation	Name of the officer/ Officials	Main jobs/assigned to the post	Link Officer/ Official
1	Head Clerk	Smt. Sara Fernandes	Handling all administrative and financial matters processed by LDC'/ UDC'. Maintenance of Office premises. All other service matters of administrative related work and any other work assigned by superiors from time to time.	Shri Dharmanand Narvekar and Smt Steffny Fernandes, UDC
2	UDC	Shri Dharmanand Narvekar	Maintenance of service books. Processing of GPF advance/withdrawals. Follow up action regarding maintenance of financial matter i.e. MACP matters, all types of advances, pay fixation on promotion and on MACP, pension. Matters relating to Election/BLO duties, Service certificate, House building. Release of periodical increments and any other work assigned by superiors from time to time.	Smt Priyanka Nayak, LDC

3	UDC	Smt. Steffny Fernandes	Processing administrative matters, order of appointments, recruitment, promotions, transfers, relieving. Forwarding of deputation cases to other department, providing information regarding RTI, Matters regarding roster, Probation and any other work assigned by superiors from time to time.	Smt. Annalisa Cardozo, LDC
4	LDC	Smt. Priyanka Nayak	House building advance. Pension cases/revise pension cases of retired Service certificate of retired staff and any other work assigned by superiors from time to time.	Shri Dharmanand Narvekar, UDC
5	LDC	Smt. Vidhya Gawade	Maintenance of office vehicles i.e. repairs etc Certifying of various bill pertaining to the vehicles, petrol/ diesel bills, Maintenance of log books. Processing matters reg election Matters (issuing orders, reliving of staff, providing Government accommodation Processing the files/orders relating to all types of leave of Gazetted and non Gazetted officials and any other work assigned by superiors from time to time.	Smt. Sara Fernandes, Head Clerk
6	LDC	Smt. Annalisa Cardozo	Confirmation of staff, Seniority lists, Weeding old records, Work relating to library. Matters relating to civil service tournament Issue ID Cards to the staff and any other work assigned by superiors from time to time.	Smt. Sara Fernandes, Head Clerk
7	LDC	Shri Saldas Naik	Attending to all matters instructed by the Director, Maintenance of Confidential reports. Register of inward/outward, fax. Maintaining register of file correspondence received and sent to the Secretariat and respective Divisions. Attending the phone calls of Director and any other work assigned by superiors from time to time.	Director/ Head Clerk
8	LDC	Smt. Varsha Haldankar	Purchase of all stationery, office equipment's /furniture Auction of office furniture's, auction. LAQs. Certifying of refreshment bills, distribution of stationary, dead stock.	Smt. Vidhya Gawade, LDC

			Processing of GHRDC & ITG bill and any other work assigned by superiors from time to time.	
9	LDC	Shri Yogesh Bhamaikar	Processing files to the concerned Head Clerk, relating to IT correspondence. Assisting in uploading of data on website, Processing all files relating to the HC of maintenance of office building and instruments installed in the office as per list submitted by GSIDC i.e. elevator, Xerox machine, fax machine, scanner, solar, ACs/CCTVs, camera, solar & telephone, GBBN etc. Telephone bills. AMC of office equipment's /furniture printers/fax rolls, tonner, scanners and other. Auctioning of electronic items and any other work assigned by superiors from time to time.	Smt. Steffny Fernandes, UDC
10	Gesterner Operator	Shri Pradeep Chatrabin	Entry work. Receiving the Dak. Distribution of dak to all divisions/section. Xeroxing and any other work assigned by superiors from time to time.	Smt. Vidhya Gawade, LDC
11	LDC	Smt. Nidhi Volvoikar	Dispatching of correspondence/files. Maintaining register for speed posts records. Maintaining all correspondence in a guard box file, and any other work assigned by the superiors.	Smt. Annalisa Cardozo, LDC

A statement of the categories of documents that are held by it/under the control of the Administration Unit

Sr. No.	Nature	Details of information available	Unit section where available	Retention period where available
1.	Files	Personal files, Promotion files Service books/ACR files, GPF file, Vehicle file, Disposal/Auction/ Computer Advances/ HBA file, Immovable Property returns file, Election requisition files, RTI files, Transfer/Promotion/Confirmation/Probation files, petrol/diesel files, Seniority files. Character& antecedent file, leave files, Increment files, Miscellaneous files, MACP/Pay fixation/Pension. Telephone/Electricity/Water bills file, Building Infrastructure Maintenance	Admin Section	As per Govt. Guidelines

		files, Stationary files, dead stock register, files relating to Passport ,issue of I.D Cards Security, Sweeper, NOC for further studies files, Purchase of Fax, software, website file, computer accessories, cooler, EPBX system, building fixtures, maintenance, toner purchase, booking of Seminar/Conference hall, Upgradation/ purchase of machines of computers, consumables to PC,GBBN/CCTV/Access control/ Projector, Air conditioners files, lift maintenance file & all other administrative files.		
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Employees in Head Office Administration Section

Sr. No.	Designation	Name of the official	Office/Telephone No.
1	Director	Dr. Y. Durga Prasad	2417445
2	Joint Director	Shri Vijay B. Saxena	2417436
3	Head Clerk	Smt. Sara M.C. Fernandes	2417435
		Vacant	
4	PA to Director/LDC	Shri Saidas Naik	2417440
5	Jr. Steno	1. Vacant	
		2. Vacant	
		3. Vacant	
	UDC	1. Shri Dharmanand Narvekar	
		2. Smt Steffny Fernandes	
		3. Vacant	
6	LDC	1. Smt Priyanka R. Nayak	
		2. Shri Yogesh Bamaikar	
		3. Smt. Annalisa Cardozo	
		4. Smt. Vidhya Gawade	
		5. Smt Nidhi Volvoikar	
		6. Smt. Varsha S. Haldankar	
		7. Vacant (Deputation)	
		8. Vacant	
		9. Vacant	
7	Gestener Operator	Shri Pradeep Chatribin	
8	Driver	1. Shri Ravlu Gauns	
		2. Shri Pandurang Parwar	
		3. Shri Shamu Gaunso	
		4. Vacant	
9	Peon	1. Shri Shekhar Chodnekar	

		2. Shri Pandurang Shirvoikar	
		3. Shri V. T. Phadte	
		4. Vacant (Deputation)	
10	Night watchman	Vacant (Deputation)	

Taluka wise list of staff

Sr. No	Name of the Department	Designation	Name of the Officer/officials
TISWADI TALUKA			
1.	Dte of Health Services, Panaji	Dy. Director	Shri Digambar V Kalapurkar
2.	Fisheries Department, Panaji	Dy. Director	Smt. Priti P. Dessai
3	Dte. of A.H.V.S., Panaji	Statistical Officer	Vacant
4	Dte. Industries, Trade & Commerce, Panaji	Statistical Officer	Vacant
5	Dte. of Mines & Geology, Panaji	Statistical Officer	Shri Brian Pinto
6	Dte. of Social Welfare, Panaji	Statistical Officer	Vacant
7	Dte. of Tribal Welfare, Panaji	Statistical Officer	Shri K.K. Ratul
8	Dte. of Tourism, Panaji	Statistical Officer	Vacant
9	Dte. of Panchayats, Panaji	Statistical Officer	Shri Liladhar B. Dessai
10	DRDA, Panjim	Statistical Officer	Vacant
11	Dte. of Agriculture, Panaji	Research Assistant	Shri Anil Toraskar
12	Electricity Department, Panaji	Research Assistant	Vacant
13	Fisheries, Panaji	Research Assistant	Shri Sudesh Volvoikar
14	Labour Commissioner, Panaji	Research Assistant	Smt. Deepashri Naik
15	Dte. of Municipal Administration, Panaji	Research Assistant	Vacant
16	Dte. of Mines & Geology, Panaji	Research Assistant	Smt. Melita V. B. Fernandes
17	Dte. of Panchayats, Panaji	Research Assistant	Vacant
18	Election Dept., Panaji	Research Assistant	Shri Sumant Rodrigues
19	Dte. of Art & Culture, Panaji	Research Assistant	Smt. Vandana Naik Panvelkar
20	Collectorate, North, Panaji	Research Assistant	Shri Jeetendra Phadte
21	Dte. of Civil Supplies & Consumer Affairs, Panaji	Research Assistant	Shri Francis D'Souza
22	Forest Department, Panaji	Research Assistant	Shri Milind Amonkar

23	Dte. of Women & Child Development, Panaji	Research Assistant	Smt. Sunita B Bhagat
24	Dte. of Skill Development & Entrepreneurship, Panaji	Research Assistant	Smt. Margarida Esteves
25	Tourism Deptt., Panaji	Research Assistant	Shri. Ramnath Naik
26	DRDA (North)(Dept.)	Project Economists	Shri Arjun Paik Gaonkar
27	Dte. of A.H.V.S., Panaji	Statistical Assistant	Vacant
28	Dte. of Agriculture, Panaji	Statistical Assistant	Shri. Deepak V. Raut
29		Statistical Assistant	Shri Shivanand Alornekar
30		Statistical Assistant	Shri. Vithal N. Parulekar
31		Statistical Assistant	Shri Daryl Rebello
32	Dte. of Art & Culture, Panaji	Statistical Assistant	Smt. Desiree Mascarenhas
33	Commercial Taxes, Panaji	Statistical Assistant	Shri. Biren A. Shinkre
34	Captain of Ports, Panaji	Statistical Assistant	Shri Premdatta M. Kavlekar
35	Collectorate North, Panaji	Statistical Assistant	Shri Vivek Naik
36	Registrar of Co-op Societies, Panaji	Statistical Assistant	Shri Minnanath B. Gaad
37	Dept. of Skill Dev., Panaji	Statistical Assistant	Smt. Surekha A. Gaonkar
38	O/o of Commissioner of Excise, Panaji	Statistical Assistant	Vacant
39	Dte . of Civil Supplies, Panaji	Statistical Assistant	Vacant
40	Addl. Principal Chief Conservator of Forest, Panaji	Statistical Assistant	Smt. Eugenia F.J. Gonsalves e Rodrigues
41	Inspectorate of Factories & Boilers, Panaji	Statistical Assistant	Vacant
42	Dte. of Health Services, Panaji	Statistical Assistant	Shri Vijayprakash A. Haldankar
43		Statistical Assistant	Smt. Sheetal Prakash Naik
44		Statistical Assistant	Shri SurajVernekar Shri Ditesh G. Rivonkar
45		Statistical Assistant	Vacant (3)
46	T. B. Control, DHS,Panaji	Statistical Assistant	Vacant
47	Dte. Industries,Trade & Commerce, Panaji	Statistical Assistant	Vacant
48	Labour Employment Exchange, Panaji	Statistical Assistant	Smt. Neelam P. Shet

49	Labour Commissioner, Panaji	Statistical Assistant	Shri Gaurish M. Dessai
50	Dte. of Mines & Geology, Panaji	Statistical Assistant	Smt. Triveni L. Gauns
51		Statistical Assistant	Shri Ashween K. Sail
52	Dte. of Panchayat, Panaji	Statistical Assistant	Shri. Prakash .N. Kundaikar
53	BDO, Tiswadi	Statistical Assistant	Shri SurendraRaut
54	PWD, Panaji	Statistical Assistant	Smt. Akansha Dessai
55	Office of the Suptd., of Police, Police HQ., Panaji	Statistical Assistant	Shri Uday V. Gaonkar
56	Dte. of Social Welfare, Panaji	Statistical Assistant	Smt. Nilam S. Gadekar
57	Dte. of Sports & Youth Affairs, Panaji	Statistical Assistant	Vacant
58	Dte. of Tribal Welfare, Panaji	Statistical Assistant	Vacant
59	Dte. of Transport, Panaji	Statistical Assistant	Smt. Fatima B.Sheikh
60	TCP, Panaji	Statistical Assistant	Shri Ajit G. S. Borkar
61	Dte. of Tourism, Panaji	Statistical Assistant	Smt. Anoushka Hadkonkar
62	Dte. of Women & Child Devpt., Panaji	Statistical Assistant	Shri Vishant Nagvenkar
63	O/o the CDPO, I.C.D.S, Panaji	Statistical Assistant	Vacant
64	DRDA (North), Panaji	Statistical Assistant	Shri. Ralph A.S.Barbosa
65	Dte. of Agriculture , Panaji	Investigator	Vacant
66	Registrar of Co-op Soc., Panaji	Investigator	Smt. Supriya S. Kenkre
67	Electricity Deptt, Panaji	Investigator	Shri. Shreepad S. Naik
68	Dte. of Fisheries, Panaji	Investigator	Shri. Shailesh .M. Tari
69		Investigator	Smt. Sanchita S. Nagvekar
70	Addl. Principal Chief Conservator of Forest, Panaji	Investigator	Vacant
71	Dte. of Health Services, Panaji	Investigator	Shri Mahendra Shetti
72		Investigator	Smt. Kiran Raikar
73		Investigator	Vacant
74	IPHB, Bambolim	Investigator	Vacant
75	Dte. of Industries, Trade & Commerce, Panaji	Investigator	Vacant
76	Office of the Labour Commissioner, Panaji	Investigator	Vacant
77	Dte. of Municipal Administration, Panaji	Investigator	Shri Durgesh Phadte

78	Dte. of Panchayat, Panaji	Investigator	Kum. Gautami G. Kerkar
79	PWD, Panaji	Investigator	Vacant
80	Dte. of Social Welfare, Panaji	Investigator	Shri. Mandar .R. Naik
81		Investigator	Vacant
82	Dte. of Tribal Welfare, Panaji	Investigator	Vacant
83	Dte. of Transport, Panaji	Investigator	Smt. Akshada D. Naik
84	O/o the Assistant Director of Transport, South, Goa	Investigator	Smt. Juvina Vales
85	TCP, Panaji	Investigator	Shri. Nilay N. Korgaonkar
86		Investigator	Vacant
87	Dte. of Women & Child Development, Panaji	Investigator	Ms. Prachi Kandolkar
88			Vacant
89	Dte. of Art & Culture, Panaji	Investigator	Vacant
90	Dte. of Archives & Archeology, Panaji	Investigator	Vacant
91	Office of Commissioner of Excise, Panaji	Investigator	Vacant
92	Dte. of Civil Supplies & Consumer Affairs, Panaji	Investigator	Vacant
93	Dte. of Fire & Emergency Services, Panaji	Investigator	Vacant
94	Dept. of Information & Publicity , Panaji	Investigator	Vacant
95	Dte. of Sports & Youth Affairs, Panaji	Investigator	Vacant
96	Dept. of Skill Development & Entrepreneurship, Panaji	Investigator	Vacant
97	Tourism Dept., Panaji	Investigator	Vacant
98	State Council of Educational Research and Training, Panaji	Investigator	Vacant
99	Dist. Rural Dev. Agency, Panaji, North	Investigator	Vacant
BICHOLIM TALUKA			
100	GMC, Bambolim	UDC	Shri Vikram Gauns
101	GMC, Bambolim	LDC	Smt Shraddha Assotikar
102	CRSR, Tiswadi	LDC	Shri Pravin P. Nanodkar
103	Goa Human Rights Control, Panaji	LDC	Shri Umesh B. Naik
BICHOLIM TALUKA			
1	BDO, Bicholim	Statistical Assistant	Smt Anita Shirodkar
2	O/o the CDPO, I.C.D.S, Bicholim	Statistical Assistant	Smt. Madhuri S. Pal

3	CHC, Bicholim	Investigator	Shri Sandeep Majik
4	ZAO, Bicholim	Investigator	Shri Rupesh Korgaonkar
5		Investigator	Shri Kurund R. Gauns
6		Investigator	Smt. Trupti D. Mandrekar
7	CRSR, Bicholim	LDC	Shri Jeetendra Gaonkar
SALCETE TALUKA			
1	DRDA (South)(Dep.)	Project Economists	Smt. Pratima P. Phaldessai
2	Collectorate, South	Research Assistant	Shri Arnaldo Costa
3	Collectorate South	Statistical Assistant	Smt. Priyanka Naik Borkar
4	South Educational Zone, Margao	Statistical Assistant	Shri Damodar Raicar
5	Hospicio Hospital , Margao	Statistical Assistant	Smt. Shobha H. Navelkar
6	BDO, Salcete	Statistical Assistant	Shri Uday S. Naik
7	Dist. Office of Women & Child Development, Margao	Statistical Assistant	Smt. Prachi N. Raikar
8	O/o the ICDS (District Cell), Margao	Statistical Assistant	Smt. Geetanjali G. Velip
9	DRDA, Margao)	Statistical Assistant	Smt. Zozima A.A. Fernandes
10	ZAO., Margao	Investigator	Shri Mahesh Keni
11		Investigator	Smt. Mizelta A.N. Dias
12		Investigator	Shri. Tulshidas alias Siddharth B. Nayak
13		Investigator	Smt. Pauline Dias
14		Investigator	Smt. Sushma Walaulikar
15	CHC, Curchorem	Investigator	Vacant
16	PHC, Curtorim	Investigator	Smt. Preeti S. Zambodkar
17	PHC, Cansaulim	Investigator	Shri Prabhu Lamani
18	Dist. Rural Development Agency South Goa	Investigator	Vacant
19	CRSR, Salcete	LDC	Smt. Urmila A. Velip
20		LDC	Smt Pramila R. Naik
PONDA TALUKA			
1.	Dte. of AHVS Ponda	Research Assistant	Shri R.R. Hinde
2	AHVS, Ponda	Statistical Assistant	Shri Gauresh P. Bhagat
3	Sub District Hospital , Ponda	Statistical	Shri Pradeep Parsekar

		Assistant	
4	BDO, Ponda	Statistical Assistant	Smt. Radhika Prabhudessai
5	O/o the CDPO, I.C.D.S, Ponda	Statistical Assistant	Vacant
6	Dte. of A.H.V.S. Ponda	Investigator	Shri. Yatesh Balaji Sawant
7		Investigator	Shri Likhil R. Kavalekar
8		Investigator	Vacant
9	ZAO, Ponda	Investigator	Kum. Anuja Kolhapurkar
10	PHC, Betki	Investigator	Vacant
11	ZAO, Ponda	Investigator	Vacant
12	PHC, Ponda	Investigator	Smt. Heera T. Naik
13	CRSR, Ponda	LDC	Shri Udayanand Madkaikar
BARDEZ TALUKA			
1	Dte of Education Porvorim	Statistical Officer	Shri Augusto Sequeira
2	Dte. of Higher Education, Porvorim	Research Assistant	Shri Subhash Gaonkar
3	Dte. of Education Porvorim	Statistical Assistant	Smt. Varsha R. Sakordekar
4		Statistical Assistant	Smt. Tanaya T. Nagvekar
5		Statistical Assistant	Shri. Gururaj Y. Naik
6		Statistical Assistant	Shri Amit S. Naik
7		Statistical Assistant	Smt. Ashwita A. Kauthankar
8		Statistical Assistant	Smt. Supriya S. Nachinolkar
9	Directorate of Higher Education, Porvorim	Statistical Assistant	Shri Antony Ferrao
10		Statistical Assistant	Smt. Neha R. Gawas
11	District Institute of Education & Training (D.I.E.T), Porvorim	Statistical Assistant	Shri Shantaram alias Gaurish J. Kenkre
12	North Goa District Hospital, Mapusa	Statistical Assistant	Shri SiddeshNaik
13	WRD, Porvorim	Statistical Assistant	Smt. Gail A. Azavedo
14	BDO, Bardez	Statistical Assistant	Shri Pritesh Mapsekar
15	O/o the CDPO, I.C.D.S, Mapusa	Statistical Assistant	Smt. Kanishka K. Gauns

16	AGDAG (On deputation)	Statistical Assistant	Shri Remedios Fernandes
17		Statistical Assistant	Shri Mayuresh Shetye
18	ZAO, Mapusa	Investigator	Shri. Devesh Sham Karbotkar
19	ZAO, Mapusa	Investigator	Vacant
20		Investigator	Vacant
21	Dte. of Education Porvorim	Investigator	Smt. Sidhi S. Gawade
22		Investigator	Shri Amol Gaonkar
23	PHC Pirna	Investigator	Smt. Geeta A. Yallenwar
24	PHC, Aldona	Investigator	Smt. Sarika S. Palni
25	PHC, Candolim	Investigator	Shri Rupesh Pednekar
26	North Educational Zone, Mapusa	Investigator	Vacant
27	Dte. of Higher Education, Porvorim	Investigator	Kum. Reshma D. Naik
28		Investigator	Vacant
29	CRSR, Bardez	LDC	Shri Vithu D. Gauns
30	NIC	Sweeper	Shri Shivram Pandit
PERNEM TALUKA			
1	BDO, Pernem	Statistical Assistant	Shri Amol S. Sawant
2	ZAO, Pernem	Statistical Assistant	Shri. Nilesh M. Naik
3	O/o the CDPO, I.C.D.S, Pernem	Statistical Assistant	Shri. Shailesh K. Shetgaonkar
4	ZAO, Pernem	Statistical Assistant	Shri. Vishnu H. Naik
5	CHC, Pernem	Investigator	Shri. Shivnath M. Mandrekar
6	CRSR, Pernem	UDC	Shri Mavesh Mandrekar
QUEPEM TALUKA			
1	BDO, Quepem	Statistical Assistant	Smt. Gamita Phaldessai
2	O/o the CDPO, ICDS, Quepem	Statistical Assistant	Smt. Ruth Rodrigues
3	PHC Quepem	Investigator	Shri Bombo D. Velip
4	PHC, Balli	Investigator	Vacant
5	ZAO, Quepem	Investigator	Smt. Mansi M. Naik
7		Investigator	Kum. Shubham S. Desai
8	CRSR, Quepem	LDC	Shri Dattakrishna Mandrekar
SANGUEM TALUKA			
1	BDO, Sanguem	Statistical	Shri Armando

		Assistant	Fernandes
2	O/o the CDPO, I.C.D.S, Sanguem	Statistical Assistant	Shri Sandeep N. Gaonkar
3	PHC, Sanguem	Investigator	Vacant
4	ZAO, Sanguem	Investigator	Vacant
5		Investigator	Shri Rohit Rohidas Naik
6	CRSR, Sanguem	LDC	Smt. Pradnya P. Tilve
MORMUGAO TALUKA			
1	BDO, Mormugao	Statistical Assistant	Kum. Amrita S. Naik Divkar
2	O/o the CDPO, I.C.D.S, Mormugao	Statistical Assistant	Smt. Manisha K. Redkar
3	CRSR, Vasco	LDC	Smt Reshma S. Kerkar
CANACONA TALUKA			
1	O/o the CDPO, I.C.D.S, Canacona	Statistical Assistant	Smt. Shruti S. Gaonkar
2	BDO, Canacona	Statistical Assistant	Smt. Deepa S. Pawar
3	CHC, Canacona	Investigator	Vacant
4	ZAO, Canacona	Investigator	Vacant
5	CRSR, Canacona	LDC	Shri Chanda Gaonkar
SATTARI TALUKA			
1	O/o the CDPO, I.C.D.S, Sattari	Statistical Assistant	Shri Chandan C. Desai
2	BDO, Sattari	Statistical Assistant	Shri Pradeep Marathe
3	ZAO, Valpoi, Sattari	Investigator	Smt. Shaikh Nasrin
4		Investigator	Smt. Neha N. Hivrekar
5	CHC, Valpoi, Sattari	Investigator	Shri Rupesh Korgaonkar
6	CRSR, Sattari	UDC	Shri Rupesh M. Chawdikar
DHARBANDORA TALUKA			
1	BDO, Dharbandora	Statistical Assistant	Smt. Sharmila B. Gaonkar
2	O/o the CDPO, I.C.D.S, Dharbandora	Statistical Assistant	Shri Rajesh Gawas

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

Sl.	Facility available	Nature of information	Working hours
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No			
1.	Library	Statistical Data	9:30 AM to 1:15 PM & 2:00 PM to 5:45 PM

ACCOUNTS UNIT

1. The Budget Allocated to each scheme/ Agency indicating the particulars of all plans/proposed expenditure and reports on disbursement made for the year 2020-21(BE)

Sub - Major Head, Minor Head and Detailed Head	Non Plan	Plan	Total
3454-Census, Surveys and Statistics		1629.00	
01-Census		85.70	
800 Other Expenditure		85.70	
01-Census Establishment (P) (A)		52.70	
01-Salaries		1.50	52.70
11-Domestic Travel expenses		1.00	
13-Office Expenses		50.00	
28-Professional Services		0.10	
50-Other charges		0.10	
02-Population Census & Up-dating of NPR		33.00	33.00
50 Other charges		33.00	
02-Survey and Statistics		1543.30	
111-Vital Statistics		1540.10	
<u>01 -Department of Planning Statistics & Evaluation(NP)</u>	1040.00		1040.00
01-Salaries	900.00		
03-Overtime Allowance	0.00		
11-Domestic Travel expenses	10.00		
13-Office Expenses	125.00		
14-Rent,Rates,Taxes	0.25		
26-Advertising and Publicity	0.75		
27-Minor Works	3.00		
28-Professional Services	1.00		
<u>03 -Setting up of Printing Unit(P)</u>	-	0.55	0.55
01-Salaries		0.05	
13-Office Expenses		0.50	
<u>04 -Re-Org. Data Processing Unit(P)</u>	-	1.80	1.80
13-Office Expenses		1.50	
21-Supplies & Materials		0.10	

26-Advertising & Publicity		0.10	
28-Professional Services		0.10	
<u>05 -Modernisation Births & Deaths Registration(P)</u>		3.65	
01-Salaries		0.09	3.65
11-Domestic Travel expenses		0.08	
13-Office Expenses		2.79	
26-Advertising & Publicity		0.69	
28-Professional Services			
<u>06 State Institute for Transforming Goa (SIT-Goa)</u>	10.00		
01-Salaries	1.00		10.00
11-Domestic Travel expenses	2.00		
13-Office Expenses	2.00		
26-Advertising & Publicity	0.10		
28-Professional Services	4.90		
<u>07 -Creation of State Level Planning Board (P)</u>		1.00	
01-Salaries		0.50	1.00
11-Domestic Travel expenses		0.20	
13-Office Expenses		0.10	
26-Advertising & Publicity		0.10	
28-Professional Services		0.10	
<u>10 -Agricultural Census (P)(A)</u>		48.10	
01-Salaries		40.00	48.10
11-Domestic Travel expenses		2.00	
13-Office Expenses		6.00	
28-Professional Services		0.10	
<u>11 -Rationalisation of Minor irrigation statistics(P)(A)</u>		34.50	
01-Salaries		30.00	34.50
11-Domestic Travel expenses		0.50	
13-Office Expenses		3.00	
28-Professional Services		1.00	
<u>13-Strenghtening of Civil Reg. of Vital Statistics (P)</u>		62.10	
01-Salaries		11.19	62.10
11-Domestic Travel expenses		0.01	
13-Office Expenses		0.90	

26-Advertising & Publicity		0.00	
28-Professional Services		50.00	
<u>14 -Economic Census(P)(A)</u>		6.80	6.80
01-Salaries		3.00	
11-Domestic Travel expenses		1.50	
13-Office Expenses		2.30	
28-Professional Services			
<u>16 -Urban Statistics for the HR and Assessment(USHA)(P)(A)</u>		0.00	0.00
13-Office Expenses		0.00	
<u>18 -Basic Statistics for local level development(P)(A)</u>		0.20	0.20
01-Salaries		0.10	
11-Domestic Travel expenses		0.06	
13-Office Expenses		0.04	
<u>19 -Unique Identification Number(P)(A)</u>		56.60	56.60
01-Salaries		0.10	
11-Domestic Travel expenses		0.50	
13-Office Expenses		50.00	
26-Advertising & Publicity		2.00	
28-Professional Services		4.00	
<u>21-Evaluation of Government Schemes & Program(P)</u>		2.50	2.50
01-Salaries		0.50	
13-Office Expenses		0.50	
28-Professional Services		1.50	
<u>22-Socio Economic Survey(P)</u>		0.00	0.00
01-Salaries		0.00	
11-Domestic Travel expenses		0.00	
13-Office Expenses		0.00	
28-Professional Services		0.00	
<u>23-Neturlim Model Village Scheme(P)</u>		200.00	200.00
31-Grant-in-aid		200.00	
<u>24- Integration of NPR Data with Biometrics (P)</u>		50.00	50.00
50-Other charges		50.00	

<u>25- Study of Human Development (P)</u>			
11-Domestic Travel expenses		0.00	0.00
13-Office Expenses		0.00	
28-Professional Services		0.00	
50-Other charges		0.00	
		0.00	
26 Minor Irrigation/Water Bodies Census		22.30	22.30
01-Salaries		22.00	
11-Domestic Travel expenses		0.10	
13-Office Expenses		0.10	
28-Professional Services		0.10	
203-Computer Services			
<u>01-Setting up of Computer centre in Goa (P)</u>		3.20	3.20
01-Salaries		3.20	
11-Domestic Travel expenses		0.00	
13-Office Expenses		0.00	
<u>02-Setting up of Computer centre in Goa (Non-Plan)</u>	0.00		0.00
01-Salaries	0.00		
11-Domestic Travel expenses	0.00		
13-Office Expenses	0.00		
911-Deduct-Recoveries of Overpayment		0.00	0.00
01-Recoveries of overpayment of previous year		0.00	
01-Salaries		0.00	
2551-Hill Areas		0.70	
01-Western Ghats		0.70	
800-Other Expenditure		0.70	
01 Surveys, Studies and Publicity (Plan)		0.70	0.70
11-Domestic Travel expenses		0.50	
27-Minor Works		0.10	
28-Professional Services		0.10	
			1629.70

Pay Scale as per 7th Pay Commission

Sr. No.	Designation of the Post	Pay Scale as per 7th Pay Commission
1	Director	Level 12 (78800-209200)
2	Joint Director	Level 11 (67700-208700)
3	Dy. Director	Level 10 (56100-177500)
4	Statistical Officer	Level 7 (44900-142400)
5	Research Assistant	Level 6 (35400-112400)
6	Statistical Assistant	Level 5 (29200-92300)
7	Investigator	Level 4 (25500-81100)
8	Head Clerk	Level 6 (35400-112400)
9	Accountant	Level 6 (35400-112400)
10	Upper Division Clerk	Level 4 (25500-81100)
11	Lower Division Clerk	Level 2 (19900-63200)
12	Data Entry Operator	Level 2 (19900-63200)
13	Driver	Level 2 (19900-63200)
14	Peon	Level 1 (18000-56900)
15	Gesterner Operator	Level 2 (19900-63200)
16	Night watchman	Level 1 (18000-56900)

Designation	Name of Official/ Officers	Main Jobs / Assigned to the post	Linked officers
Accountant	Kum. Pallavi B. Naik	Overall supervision of the works assigned to the staff of accounts section, Audit, Matters relating to Finance Accounts, re-appropriation of accounts, Budget, RE, Preparation of Monthly expenditure, Maintain form 24 & 16, calculation of Income Tax, Quarterly E-filing of TDS, Accounting of transfer entries & other entries, Maintenance of GRF-9 & Reconciliation of expenditure for the year, Monthly submission of anticipated expenditure of state & Centrally Sponsored schemes, Audit work of Agricultural census & Rationalisation of Minor Irrigation and revised Audited certificate from audit department , Preparation & Filing of GST(monthly).	Shri. Mahesh A. Pilgaonkar

Statistical Assistant	Shri. Mahesh A. Pilgaonkar	Maintenance of cheque book register & cash book register, Preparation of Time bond bill like permanent advance bills, AC/DC bill, Postal Stamps bills, Salary bills, Covering letter to third parties on receipt of GFR's through ECS, Book adjustment, Bank payment towards deductions. Salary certificates, LPC, Uploading of Challan & depositing in Govt. Treasury, etc.	Shri. Suresh G. Ghadi
Upper Division Clerk	Shri. Suresh G. Ghadi	Preparation of FVC bill, Time boundbill, Salary bill,LTC bill, Salary bill of staff recruited by GSRDC and Security services, reimbursement of CEA, GPF advance & withdrawal , EL encashment & final bills, Medical bills, Final payment of saving fund bill, Maintaining Income Tax form-24, computer advance & Festival advance. Correspondence related to New Pension Scheme.	Shri. Mahesh A. Pilgaonkar
Upper Division Clerk	Smt. Sheetal Gawas	Preparation of TA/DA Bills (Gazetted & Non-Gazetted) , Advance bills of Tour, Salary bills of SA's, Maintenance of PBR & miscellaneous work assigned by superiors.	LDC
Lower Division Clerk	Smt. Jessy Fernandes	Maintenance of PBR, Maintenance of outward register, Maintaining the bill register, Preparation of FVC bills, Time boundbills, Salary bill of staff recruited by GSRDC and Security services, reimbursement of CEA & Typing of letters etc pertaining to account section.	LDC
Lower Division Clerk	Smt. Vinishka V. Naik	Maintenance of PBR, Maintenance of inward register, Maintaining the Earned leave & Casual leave any other work assigned by the superiors. Attending BLO Duties on every Friday.	LDC
Peon	Smt. Vassanti R. Noronha	Submitting of bills to Accounts Department, Maintaining of Token Register, printing of Xerox, dispatch of correspondence. Any other work related to other sections besides accounts section assigned by the superiors.	Peon

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	Contingents file Time-bound file LTC file LTC advance file Medical file General provident file New pension file Income tax file GST File Audit Utilization Certificate file LPC file Salary certificate file Permanent advance file AC/DC file Challan file GFR-9 file Monthly Expenditure file Reconciliation of expenditure file Budget file Printing &stationary file Form-24 Form-16 Pan Card copy file PRAN file Circular file Book adjustment file Monthly attendance file HBA/Motor Car/Computer advance file Medical Advance file GSGEGI Scheme	Accounts Section	As per Goa Govt. Guidelines

DIVISION II - PUBLICATION

Work Profile

- Collection of data and information from Central and State Departments/Ministries and various agencies/sources to cater the ever increasing demand for facts and figures on various indicators of socio-economic development taking place in the State.
- Dissemination and analysis of the collected statistics and its presentation in the form of reports for the use of planners, researchers, policy makers, scholars etc.

Staff Strength and Work assignment

Sr. No.	Designation	Name of Officials/Officers	Main jobs/assigned to the post
1.	Dy. Director	Smt. Asha Sambary	Overall in-charge
2.	Research Assistant	Smt. Poonam M. Phadte	Supervising and Assisting Section
3.	D.E.O.	Shri Alex C. Fernandes	Socio-Economic Indicators, Goa at a Glance & Census of Government Employees
4.	Investigator	Ms. Meeta V. Paithankar	Statistical Hand Book of Goa & Census of Government Employees

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.	Reports available on our official website	Information available of all the publications namely:- Goa Economy in Figures, Socio-Economic Indicators, Goa at a Glance, Statistical Hand Book of Goa & Census of Government Employees.	Publication Section	As per Government Guidelines

DIVISION III – PLANNING AND PUBLIC FINANCE MANAGEMENT SYSTEM (PFMS)

Work Profile

- Monitoring and Review of Expenditure of Government Departments.
 - Monitoring of Implementation of PFMS.
 - Liaisoning with NITI Aayog and Various State Departments for smooth implementation and monitoring of Sustainable Development Goals (SDGs).
 - Preparation of Vision document of the State and work related to Goa Institution for Future Transformation (GIFT).
 - Assisting the Finance Department in preparation of XV Finance Commission
-

Memorandum and other matters as per requirement.

- Drafting of Budget documents and related reports:
 1. Hon'ble Governor's Address Goa Legislative Assembly
 2. Economic Survey
 3. Explanatory Memorandum
 4. Booklet on Budget Assurances
- Monitoring the financial progress under Central Schemes and Centrally Sponsored Schemes implemented in the State.
- Providing grants to the Atal Gram Development Agency (AGDAG) to encourage the 'Neturlim-Model Village Scheme' in Neturlim village of Sanguem Taluka to tap its full economic potential and thereafter to replicate the successful best practices in other villages so as to spur the economic development of the backward villages in the State.
- Monitoring of the Twenty Point Program in the State. Monitoring and co-ordinating the work of Syam Mitras appointed at the Village Panchayat level under the Atma Nirbhar Nidhi scheme

Staff Strength and Work assignment

Name of the officials	Work allocated / assigned	Linked Officials
1. Shri Tolentino Furtado, Dy. Director	Overall supervision of Planning Section	Smt. Asha Samary, Dy. Director
2. Dr. Kailas D. Gokhale Statistical Officer	Divisional Head	Ms. Neumani M. Rodrigues Statistical Officer
3. Shri Sandip N. Sawant, Research Assistant	Governing Council Meeting (NITI Aayog)	Shri. Chandresh M. Gaonkar, Research Assistant
	Resource Efficiency & Circular Economy	
	Explanatory Memorandum	
	Gender Budgeting	
	Ease of Living Index	
	Governor's Address & Governor's Conference	
	Western Ghat	
	Atal Innovation Mission (AIM)	
	India Innovation Index (III)	
	Monitoring of Centrally Sponsored Schemes	
	Twenty Point Programme	
	Sustainable Development Goals (SDGs)	
	State Indicator Framework	
Meeting of NITI Aayog other than		

	GCM	
	Monitoring of SCSP & TSP Expenditure	
	Correspondence related to MPLADS	
	Administrative work of Planning Division	
4. Shri. Chandresh M. Gaonkar, Research Assistant	Goa Institute of Future Transformation (GIFT)	Shri Sandip N. Sawant, Research Assistant
	Vision Document	
	Artificial Intelligence	
	Action Taken Report on Budget Assurances	
	Digital Transformation Index (DTI)	
	Atal Gram Yojana	
	Health Index	
	Water Management Index	
	Economic Survey	
	State Mobility Strategy	
	Champion Sector Scheme	
	Public Financial Management Scheme	
	Pradhan Mantri Flagship Programme	
	State Energy Index	
	Monitoring of Expenditure	
5. Shri Samir Korgaonkar, S.A.	Governing Council Meeting (GCM) (NITI Aayog)	Shri Shivanand Bhat, S.A.
	State Institute for Transforming Goa (SIT-Goa)	
	Fifteenth Finance Commission	
	Resource Efficiency & Circular Economy	
	Artificial Intelligence	
6. Shri Shivanand Bhat, S.A.	Action Taken Report on Budget Assurances	Shri Samir Korgaonkar, S.A.
	Explanatory Memorandum	
	Gender Budgeting	
	Digital Transformation Index (DTI)	
	Correspondence related to MPLADSMPLAD	
7. Shri Shamba Naik, S.A.	Governor's Address & Governor's Conference	Shri Francisco Elton Monteiro, S.A.
	Atal Innovation Mission (AIM)	
	Health Index	
	Water Management Index	
	Ease of Living Index	
8. Shri Francisco Elton Monteiro, S.A.	Economic Survey	Shri Datta Velip, S.A.
	Sustainable Development Goals (SDGs)	
	India Innovation Index (III)	
	State Mobility Strategy	

	Champion Sector Scheme	
9. Shri Datta Velip, S.A.	Public Financial Management System	Shri Shamba Naik, S.A.
	Monitoring of Centrally Sponsored Schemes/ Central Schemes	
	Pradhan Mantri Flagship Programme	
	Meetings of NITI Aayog other than GCM	
	State Energy Index	
10. Smt. Rupam Temkar, Investigator	Atal Gram Yojana	Shri Basavaraj Budihal, Investigator
	Twenty Point Programme	
	Administrative work of Planning Section	
11. Shri Basavaraj Budihal, Investigator	Monitoring of Expenditure	Smt. Rupam Temkar, Investigator
	Monitoring of SCSP & TSP Expenditure	
	Western Ghat	

DIVISION IV– CO-ORDINATION AND STATE INCOME AND DIVISION VIII - UID/AADHAAR AND DIRECT BENEFIT TRANSFER (DBT)

(Due to staff crunch, the work of Division VIII is handled additionally by the staff of Division IV)

DIVISION IV– CO-ORDINATION AND STATE INCOME

Work Profile

- Estimation of State Income / State Domestic Product (SDP):
 1. Collecting data from the State Line Departments for compilation and preparation of Gross State Domestic Product (GSDP) and Net State Domestic Product (NSDP) Estimates at Current and Constant Prices as per the methodology provided by the National Statistics Office (NSO), MoSPI and computation of Per Capita Income.
 2. Analysis of accounts of Autonomous Bodies in the State
 3. Analysis of accounts of Local Bodies i.e. 191 Village Panchayat, ZPs and Municipal Councils.
 4. Liasoning with MoSPI, New Delhi, and holding annual discussions/consultations for finalizing the SDP/Sate Income estimates at Current and Constant prices.
- All administrative work connected with the Conduct and coordination of various Censuses and Surveys in the State as per the guidelines of the concerned Central Ministries and presentation of the census results in the form of Census Reports after consultations and finalization of the findings with the respective State Departments and Central Ministries. Some of the censuses/surveys conducted are as under:
 1. Economic Census
 2. Minor Irrigation Census

3. Census of Water Bodies
 4. Agriculture Census
 5. Input Survey
 6. Population Census and Updating of National Population Register (NPR)
- Other activities include compilation of statistical data on Banking sector, State Budget and Rural Wages and presentation in the form of reports as under.
 1. Budget in Brief
 2. Performance Budget
 3. Rural Wages
 4. Credit Deposit Ratio/Banking Statistics
 - Matters related to Right to Information other than those pertaining to RBD.
 - Co-ordination work
 1. Supply of data for various publications within and outside the Department/State/Central Ministries.
 2. Matters related to assembly, LAQs, Parliament Questions
 3. Department website and up-loading of publications.
 4. Meetings, Seminars, Conferences, Workshops, Trainings etc. Supply of material for Budget Speech, Governor's Republic Day Speech, Governor's Assembly Speech, Governor's monthly report, Annual Administration Report, Department's Performance Report etc.

DIVISION VIII – UID/AADHAAR AND DIRECT BENEFIT TRANSFER (DBT)

Unique Identification (UID)/Aadhaar

- The UID/Aadhaar Project is being implemented successfully in the State of Goa through a good network of 59 enrollment stations, of which 23 nos. are operated by the State Registrar through M/s Goa Electronics Ltd. (17 nos.) and Government Departments (6 nos.)
- DPSE monitors the project and provides trainings, tech support and hand holding support to the depts. operating PESs.
- DPSE functions as a Grievance Centre for all Aadhaar related issues referred by Aadhaar Centres operating in the State/UIDAI, R.O. Mumbai are addressed/resolved successfully by the Nodal Department i.e. DPSE.
- DPSE also organizes enrollment camps as well as provides home enrollment facilities to senior citizens, differently abled and bed ridden citizens. Camps are also organized on requests received from Local Bodies, Old age Homes, Children's institutions, MLAs/Ministers etc. in different constituencies.

Direct Benefit Transfer (DBT)

- DBT is a major initiative launched by the Government of India that envisions transfer of benefits accruing from various beneficiary oriented schemes (cash and in-kind) implemented by the Government directly to the bank accounts of the beneficiary.
- DPSE is the Nodal Department for developing and monitoring the working of the State DBT portal/integration with Bharat portal with support from the State NIC.
- DPSE provides training, coordinates with all the DBT implementing departments in the State and the DBT Mission, PMO, New Delhi to monitor the reporting of the DBT depts. on Goa DBT portal/Bharat portal by extending all support in the implementation of Aadhaar based DBT for all DBT schemes/subsidies/ services.
- DPSE has identified 17 nos. of DBT implementing Departments in in the State and on-boarded 145 nos. of DBT schemes on the Goa DBT portal/Bharat portal, of which 76 nos. are CSS schemes and 69 nos. are State schemes. Efforts are on to identify and onboard all DBT schemes of the State on the portal for greater accountability and transparency.
- Under the flagship scheme of the State Government, “Griha Aadhar” scheme implemented by the Directorate of Women & Child Development, cash benefits to about 65,000 beneficiaries are disbursed on the Aadhaar Payment Bridge.

Sanctioned staff strength of Division IV and Division VIII

Sr. No.	Designation	Sanctioned Strength (Nos.)	In Position (Nos.)	Remarks
1.	Dy. Director	1	-	Addl. charge held by Dy. Dir. (Div. III –Plgn.)
2.	Statistical Officer	1	1	-
3.	Research Assistant	3 (Div. IV)	2 (Div. IV)	1 vacant and 2 RAs are holding addl. Charge of SAs in other Depts. 2 times a week.
		1 (Div. VIII)	1 (Div. VIII)	
4.	Statistical Assistant	8 (Div. IV)	2 (Div. IV)	3 vacant and 2 SAs. are on deputation in other depts. 1 SA is on maternity leave
		2 (Div. VIII)	2 (Div. VIII)	
5.	Investigator	9 (Div. IV)	3 (Div. IV)	5 vacant and 1 on pregnancy leave
		2 (Div. VIII)	2 (Div. VIII)	
6.	L.D.C.	1	-	Vacant
7.	Peon	1	-	Vacant
	Total	29	13	

Work assignment of Division IV and Division VIII

Sr. No.	Name of the Officers with Designation	Subjects handled
1.	Shri. Tolentino Furtado Dy. Director (additional charge)	Overall Charge
1.	Ms. Neumani M. Rodrigues Statistical Officer	Divisional Head
1.	Shri Sajjan Fatarpekar Research Assistant - I	1. Unique Identification (UID)/Aadhaar 2. Direct Benefit Transfer 3. Population Census 2011 4. Population Census 2021 & Updating of National Population Register (NPR) 2021 4. Performance Budget (annual) 5. Right to Information 6. Explanatory Memorandum (annual) 7. DPSE Website & Uploading of Dept.'s Publications on Official Website 8. LAQs & Assembly Matters 9. Material for Annual Administration Report (annual) 10. Banking Statistics/ Credit Deposit Ratio (annual) 11. Staff Attendance
2.	Shri Dhond Research Assistant – II (addl. charge in ICDS Ponda)	1. Minor Irrigation Census, Census of Water Bodies & 2. Rationalization of Minor Irrigation Statistics 2. DPSE Citizen's Charter (annual) 3. Meetings & Miscellaneous Correspondence 4. Matters related to Budget and Plan Expenditure 5. Seminars/Workshops/Trainings 6. Governor's Monthly Report 7. Co-ordination for all publications & supply of statistical data 8. Material for Governor's Address for Budget Speech (annual) 9. Material for Governor's Address for Assembly (annual) 10. Material for Governor's Address for Republic Day (annual)
3.	Smt. Filomena Dias Research Assistant – III	1. Agriculture Census 2015-16 & Input Survey 2016-17

	(addl. charge in Dte. of Sports and Youth Affairs)	2. State Income
		3. Budget Analysis/GFCF (Economic & Purpose Classification of the Budget)
		4. Local Bodies Accounts
		5. Budget in Brief (annual)
		6. Conference of Central and State Statistical Organisation (COCSSO)/NSC
		7. Collection of Statistics Act 2008
		8. Material for Economic Survey (annual)
		9. Economic Census 2019
		10. Rural Wages (annual)
		11. Statistics Day Celebrations (annual)
		12. Audit of Central Schemes
4.		Research Assistant – IV (vacant)

In the absence of any one of the above Research Assistants, the other Research Assistants will handle the work.

Sr. No	Name of the Officials with Designation	Subjects dealt
	STATISTICAL ASSISTANTS	
1.	Shri Lewin Castellino (link Abhay Khutkar) Statistical Assistant	<ol style="list-style-type: none"> 1. UID/Aadhaar–operating, monitoring, liasoning with UIDAI. 2. Trainings of operators and supervisors is in progress, co-ordinating for on-line examinations and on-boarding process for Aadhaar staff. 3. Home enrolments, technical issues, DMS, Aadhaar camps, financial aspects, handling grievance cases, inspections and related administrative work 4. Sting operation of illegal Aadhaar Centres, dept-wise monitoring of Aadhaar kits. 5. BLO duty
2.	Shri Prashant Veluskar (link Pankaj Sangodkar) Statistical Assistant	<ol style="list-style-type: none"> 1. 10th Agriculture Census 2015-16 and Input Survey 2016-17 – administrative, monitoring, supervising and report writing. 2. 5th Economic Census 2019 - administrative, monitoring, supervising and report writing. 3. LAQs, Parliament Questions and Assembly matters 4. State Income – Budget analysis of 191 Village Panchayat and 14

		<p>Municipal Councils for the year is completed and entered in the on-line software. Explanatory Memorandum (annual)</p> <p>5. Material for Economic Survey (annual)</p> <p>6. Miscellaneous Correspondence/supply of data to State Govt. departments/agencies/Central Govt.</p> <p>7. BLO duty</p>
3.	<p>Smt. Sunaina Borkar (link Abhay Khutkar)</p> <p>Statistical Assistant (On deputation at CHC Curchorem)</p>	<p>1. UID/Aadhaar – administrative and financial aspects/ payments to Aadhaar agencies</p> <p>2. R.T.I.</p> <p>3. Performance Budget</p> <p>4. Seminars/Workshops & Trainings</p> <p>5. Material for Governor’s Address for Republic Day</p> <p>6. Material for Governor’s Monthly Report on Development Activities.</p> <p>7. Credit Deposit Ratio/Banking Statistics</p> <p>8. Statistics Day Celebrations</p>
4.	<p>Shri Abhay Khutkar (link Sunaina Borkar)</p> <p>Statistical Assistant</p>	<p>1. UID/Aadhaar – technical</p> <p>2. Rural Wages</p> <p>3. Aadhaar based Direct Benefit Transfer and DBT State/Bharat portal</p> <p>4. DPSE Website & Uploading of Dept.’s Publications on Official Website</p> <p>5. Conference of Central and State Statistical Organisation (COCSSO)</p> <p>6. Collection of Statistics Act 2008 & Uploading of State Acts on India Code Portal</p> <p>7. Swatch Bharat Programme/Gandhi Jayanthi Celebrations</p> <p>8. Citizen’s Charter</p> <p>9. Material for Budget Speech</p>
5.	<p>Shri Pankaj Sangodkar (link Prashant Veluskar)</p> <p>Statistical Assistant (addl. charge in PHC Betki-Ponda)</p>	<p>1. 6th Minor Irrigation Census 2017-18 & Rationalization of Minor Irrigation Statistics Scheme</p> <p>2. 1st Census of Water Bodies 2017-18</p> <p>3. Population Census 2021 & Up-dating of National Population Register 2021</p> <p>4. Material for Annual Administration Report</p> <p>5. Budget in Brief</p>
6.	<p>Shri Mayuresh Shetye Statistical Assistant</p>	<p>(on deputation to AGDAG/vacant)</p>

7.	Shri Ralf Barbosa Statistical Assistant	(on deputation to DRDA/vacant)
8.	Shri Sonal Statistical Assistant	(on deputation to GMC/vacant)
9.	Mahesh Pilgaonkar Statistical Assistant	(on working arrangement in Accounts Unit)
	INVESTIGATORS	
1.	Shri Rajesh Veluskar (link Smt. Ankita Naik) Investigator	1. Rationalization of Minor Irrigation Statistics 2. 6 th Minor Irrigation Census & 3. Census of Water Bodies 4. Seminars/ Workshops/ Trainings 5. DPSE Website & Uploading of Dept.'s Publications on Official Website 6. Aadhaar based Direct Benefit Transfer 7. BLO duty
2.	Shri Milind Nagvekar (link Shantaram Pednekar) Investigator	1. Conference of Central and State Statistical Organisation (COCSSO) 2. State Income – Analysis of Government Budget & NDCUs /Economic & Purpose Classification 3. Credit Deposit Ratio/Banking Statistics 4. Budget in Brief 5. Collection of Statistics Act 2008 6. Statistics Day Celebrations 7. Uploading of State Acts on India Code Portal
3.	Smt. Ankita Naik (link Rajesh Veluskar) Investigator	1. 5 th Economic Census 2. 10 th Agriculture Census 3. State Income – Budget Analysis of Local Bodies & NDCUs 4. All Meetings having Director as a member 5. Stationery in-charge 6. Governor's monthly report 7. Entry of inward / outward correspondence & distribution of Dak 8. Maintenance of Staff Attendance & leave records Files/ Circular/ Memorandum/ Office Notes/ Order Files of the Division 9. Monitoring of Antyodaya Mission

4.	Shri Sunil Parsekar (link Jyoti Porob) Investigator	1. UID – DMS 2. RTI 3. Population Census 2021 and Up-dation of National Population Register 4. Explanatory Memorandum 5. Performance Budget 6. Price Collection
5.	Shri Shantaram Pednekar (link Milind Nagvekar) Investigator	1. State Income/SDP – administrative and preparing of estimates 2. LAQs & Assembly Matters 3. Co-ordination for all Publications of DPSE/ Supply of statistical data to State Govt. departments/agencies/Central Govt. 4. Citizen’s Charter 5. Material for Governor’s Republic Day Speech 6. Material for Budget Speech 7. Material for Governor’s Speech for Assembly Sessions. 8. Plan Expenditure 9. Miscellaneous Correspondence
6.	Jyoti Porob (link Sunil Parsekar) Investigator	1. Administrative work related to UID/Aadhaar 2. Material for Economic Survey 3. Annual Administration Report 4. Population Census 2021 and Up-dation of National Population Register 5. Swatch Bharat Programme/Gandhi Jayanthi Celebrations
7.	Investigator	Vacant
8.	Investigator	
9.	Investigator	
10.	Investigator	
11.	Investigator	

Statement of the categories of documents that are held by the Div. IV & VIII or under its control

Sr. No.	Nature of record	Details of Information available	Unit/Section where available	Retention period where available
1.	Reports (available on official website of DPSE.)	Information available on the subjects as narrated above.	Division IV – Coordination and Division VIII – UID & DBT	As per Government Guidelines

DIVISION V- EVALUATION

Work Profile

- Conduct of evaluation studies of both ongoing as well as post-facto evaluation of the Government implemented schemes as and when desired by the Government to identify the deficiencies, if any, in their implementation and suggest remedial measures.

Staff strength and Work assignment

Designation	Name of Official/Officer	Main jobs/assigned to the post
Dy. Director	Smt. Asha Sambary	Overall Supervision of works of Evaluation Division, DPSE
Research Assistant	Smt. Lidia Colaco e Menezes	Assisting and supervision of works of Evaluation Division
Statistical Assistant	Shri Sanjay Z. Naik	Conducting evaluation study, collecting Data and conducting survey

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	Evaluation study of Persons engaged in Traditional Occupation /Businesses including motorcycle Pilot Scheme file, Day to day correspondence reply file	Evaluation section	As per Govt. guidelines

DIVISION VI – NATIONAL SAMPLE SURVEY

Work Profile

- Conduct of National sample Surveys (NSS) based on the guidelines of the National Sample Survey Organization (NSSO), Government of India. Goa has been participating in regular survey rounds since 27th Round of NSS (October 1972 – September 1973) onwards as proposed by the NSSO, Ministry of Statistics and Program Implementation, New Delhi.
- Reports based on various parameters covered under NSS Survey rounds are brought out.
- The ‘Annual Survey of Industries (ASI)’ and ‘Index of Industrial Production (IIP)’ including Mining Production are the two regular annual publications brought out based on data collected from the registered factories located in the State and Indian Bureau of Mines, Nagpur for mining data. It is the prime source of data on industries providing estimates of different variables of industrial statistics.

Staff strength and Work assignment

NSS DIVISION-VI

Sr. No.	Designation	Name of Official/ Officers	Main Jobs/assigned to the Post	Linked Officers
1	Dy. Director	Smt. Asha Sambary	Overall In charge	--
2	Research Assistant	Shri Thanu N. Zalmi	Immediate In-charge of NSS Division, Reporting to Dy. Director, DPSE	No Link Officer
3	Statistical Assistant	Shri Ramnath Naik	<u>ASI, IIP and NSS Round Survey</u> Supervision, Data Scrutiny, Data Entry, Validation, Tabulation, NSS day today's Correspondence, Reports and to coordinate with Research Assistant	Smt. Jyoti Bhogvekar, Statistical Assistant
4	Statistical Assistant	Smt. Jyoti Bhogvekar	<u>ASI-2017-18 & 2018-19...</u> Data Collection, Supervision, Scrutiny, Data Entry, Validation, Tabulation , Pooling and Reports <u>IIP and NSS Round Survey,</u> Supervision, Data Scrutiny, Data Entry, Validation, Tabulation, Pooling, Reports, Day Today's correspondence and to coordinate with Research Assistant	Shri Ramnath B. Naik, Statistical Assistant
5	Investigator	Shri Abhay Gaonkar	<u>ASI-2011-12, IIP data – Bardez, Bicholim, Sattari, Pernem and Murmagoa and NSS Round Survey</u> Data Collection, Data Entry, Validation, Tabulation, day today's correspondence, Reports and to coordinate with Statistical Assistant	Smt. Steffi Fernandes, Investigator
6	Investigator	Shri Prashal Phaldessai	<u>ASI-2014-15, IIP Data – Salcete , Sanguem, Quepem and Canacona and NSS Round Survey</u> Data Collection, Data Entry, Validation, Tabulation, day today's correspondence, Reports and to coordinate with Statistical Assistant	Shri Suresh Naik, Investigator
7	Investigator	Shri Suresh Naik	<u>ASI-2013-14, IIP Data – Tiswadi and Ponda and NSS Round Survey</u>	Shri Prashal Phaldessai, Investigator

			Data Collection, Data Entry, Validation, Tabulation, day today's correspondence, Reports and to coordinate with Statistical Assistant.	
8	Investigator	Shri Sakharam Naik	<u>ASI-2015-16, IIP Data – Salcete , Sanguem, Quepem and Canacona and NSS Round Survey</u> Data Collection, Data Entry, Validation, Tabulation, day today's correspondence, Reports and to coordinate with Statistical Assistant.	Shri Amit Shirodkar, Investigator
9	Investigator	Shri Amit Shirodkar	<u>ASI-2016-17, IIP data – Bardez, Bicholim, Sattari, Pernem and Murmagoa and NSS Round Survey</u> Data Collection, Data Entry, Validation, Tabulation, day today's correspondence, Reports and to coordinate with Statistical Assistant.	Shri Sakharam Naik, Investigator
10	Investigator	Smt. Steffi Fernandes	<u>ASI-2012-13, IIP Data – Tiswadi and Ponda and NSS Round Survey</u> Data Collection, Data Entry, Validation, Tabulation, day today's correspondence, Reports and to coordinate with S.A.	Shri Abhay Gaonkar, Investigator

Statement of the categories of document that are held by it or under its control

Sr. no.	Nature of record	Detail of information available	Unit/section where available	Retention period where available
1	Files (29)	1.Collection of data files for reports on Index of Industrial Production (reports completed for the year 2014-15, 2015-16, 2016-17, 2017-18 and reports under process for 2018-19, 2019-20 & 2020-21) 2.NSS rounds Survey files from 64 th rd to 78 th rd (Field enumeration & Reports)	NSS Division- VI	As per Govt. of Goa and MoSPI, Govt. of India guidelines

		<p>3. Annual Survey of Industries files (State samples data collection files for the year 2011-12, 2012-13, 2013-14, 2014-15, 2015-16, 2016-17, 2017-18 & 2018-19 and Central samples reports files)</p> <p>4. Other Miscellaneous files</p>	
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DIVISION VII – REGISTRATION OF BIRTHS AND DEATHS (RBD) AND PRICE

Work Profile

1. Registration of Births and Deaths (RBD)

- Implementation and execution of the ‘Registration of Births and Deaths Act, 1969 (18 of 1969)’ and the rules framed under ‘Goa Registration of Births and Deaths Rules, 1999’ in the State (‘RBD ACT-RULES.docx click’ here to view R.B.D. Act and Rules) are entrusted to this Directorate.
- The Chief Registrar of Births and Deaths (Director, DPSE) along with the Additional Chief Registrar of Births and Deaths (Jt. Director, DPSE) is responsible for issuing suitable instructions, coordinating, unifying and supervising the work of registration as per the instructions of the Registrar General, India for securing an efficient system through.
- The Registration of the Births and Deaths Act, 1969, is enforced in the State since 1st January 1971, with the help of local bodies such as Gram Panchayat in rural areas and Municipal Administration in urban areas. The Gram Panchayat Secretaries and Chief Officers of Municipal Councils act as ‘Registrars of Births and Deaths’. Computerized Birth & Death Certificates from 1971 onwards are made readily available to the public at the rural (Panchayat) and urban (Municipalities) level.
- Since, around 25% of the total births and deaths in Goa take place at the Goa Medical College (GMC), Bambolim, every year, the births and deaths records are made available at the special registration unit set up at the GMC itself with its Medical Superintendent designated as Registrar of Births and Deaths.
- The Civil cum Sub Registrars in each taluka also act as Registrars regarding the vital records existing prior to 01.01.1971 to function specifically under sections 15 and 17 of the Act.

- There are 205 Registration Units of Births and Deaths functioning in the State ensuring 100% registration of births and deaths in the State by providing necessary guidance, trainings to the registration staff.
- E-Teor: Births and Death records (teor) of all Talukas of the State prior to 1.1.1971 have been digitized and scanned images of the teor/extracts of birth records uploaded Goa on line portal & placed in the public domain to facilitate ease in accessing and obtaining these records online.
- Trainings are conducted for the staff of the Civil Registration of Births & Deaths (CRS) at taluka level

PRICE

- This Division collects data on retail and wholesale prices of consumer items for compiling Consumer Price Index Numbers. The indices are compiled for ‘middle class non-manual employees’ based on the weekly prices collected from selected markets in Goa. Retail prices of consumer items for industrial workers are also collected from selected markets and supplied to Labour Bureau, Shimla for computation of All India
- Consumer Price Index Numbers for Industrial Workers.
- An annual report titled “Price Trends” is brought out Portraying the CPI numbers for different categories of workers.

Staff strength and Work assignment

Designation	Name of the Official/Officers	Main Jobs assigned to the post	Linked Officers
Research Assistant	Shri.Noel Fernandes	To monitor and supervise all works pertaining to RBD Section	Vikas T. Kundaikar
Research Assistant	Vikas T.Kundaikar	To monitor and supervise all works pertaining to RBD Section (Vital Statistics Division)	Shri. Noel Fernandes
Statistical Assistant	Gurudas Virnodkar	Advice and instructions to the Registrar of Births & Deaths related to Correction and Cancellation of births/deaths (South Goa), attending of public queries related to births & deaths, Court Cases, Registration of Foreign Births & Deaths, Compliance to RGI – matter, Organizing of Training CRS & MCCD	Chandrakant R. Harijan

Statistical Assistant	Manjinath G.parab	Preparation of Annual Reports on Births & Deaths required under the RBD Act 1969, International Classification of Diseases (ICD) Coding of Medical Certification of Cause of Death received from Registration Units.	Swara S. Naik
Investigator	Swara S Naik	Monthly Compilation of Births & Deaths records received from Registration Units (North Goa). Preparing & submitting reports to Registrar General of India, General Coding of the Births & Deaths Schedules, Maintenance of Forms required under the Registration of Births & Deaths act 1969 and The Goa Registration of Births & Deaths (Amendment), Rules 2014.	Gitanjali Naik Desouza
Investigator	Gitanjali Naik Desouza	Monthly Compilation of Births & Deaths records received from Registration Units (South Goa). ,General Coding of the Births & Deaths Schedules, Maintenance of Forms required under the Registration of Births & Deaths act 1969 and The Goa Registration of Births & Deaths (Amendment),Rules 2014	Swara S Naik
Investigator	Chandrakant R. Harijan	Advice and instructions to the Registrar of Births & Deaths related to Correction and Cancellation of births/deaths (North Goa), Matter such as Registration of Foreign Births & Deaths (North Goa), Compliance to RGI – matter, attending of public queries related to births & deaths, Organizing of CRS Trainings to the Registration units	Gurudas Virnodkar
Lower Division Clerk	Sumita U. Joshi	Section Inward/Outward, maintenance of leave register, Data Entry of Births & Deaths Schedules	Gitanjali Naik Desouza

Sr. No	Nature of record	Details of information available	Unit/section where available	Retention period where available.
1	Files and Reports	Amendment of RBD Rules file, Printing of RBD Forms file, Files related to Corrections & Cancellation of births & deaths matters, Court files, Circular file, Notification file, Cancellation of birth record from database file, CRS & MCCD training files, Strengthening CRS system file, file of Computerization of Births & Deaths, Confirmation & Genuiness of births & deaths file, RBD related LAQ file, RBD related to RTI file, RBD related to Public Grievances file, Registration of Foreign Births & Deaths files, (IDCC) Vital Statistic file, RGI-matter file, RBD related Court cases files, Approval for appointment of Sub Registrar of Births & Deaths file, RBD review meeting for SA attached to BDO file, Leave files, Data related to Beti Bachao Beti Padhao programme file, Annual Reports, Miscellaneous files etc.	RBD - Section	As per Government Guidelines

PRICE

Staff strength and Work assignment

Sr. No	Designation	Name of the Officer/Officials	Main Jobs/assigned to the Post	Link Officer
1.	Deputy Director	Smt. Asha G. Sambary	• Divisional Head.	-----
2.	Research Assistant	Shri Vikas T. Kundaikar	• To Monitor and Supervise all work pertaining to Price section.	Shri Noel Fernandes (Research Assistant)

3.	Statistical Assistant	Shri Subhash M. Shetye	<ul style="list-style-type: none"> •Compilation & preparation of monthly & yearly tables related to Consumer Price Index numbers for the middle class employees, Industrial Workers. • Compilation & preparation of tables related to Average Wholesale/Retail Price of some important commodities consumed by middle class people in important towns in the State of Goa. • Scrutiny of monthly & weekly schedules submitted by the price collectors. • Preparation of Annual Price Trend Report of Goa State. • Supervise the work of price collector from Panaji &Mapusa Market (New base 2016) - work related to Labour Bureau, Shimla. • Any other work assigned by the superior. 	-----
4.	Statistical Assistant – holding additional charge as Investigator	Smt. Supriya S. Nachinolkar	<ul style="list-style-type: none"> • Compilation & entry work related to family survey (wholesale & retail price)-monthly & weekly schedules of eight different markets of Goa. • Receiving and filing the schedules received from the price collectors from eight different markets of Goa. • Work related to earned leave, commuted leave, casual leave of the staff of Price section. • Entry of day to day correspondence of the section. • Miscellaneous work (i.e. preparation of new files, putting up of letters, dispatching, Xeroxing and distribution of forms to the price collectors etc.) • Any other work assigned by the superior. 	-----

List of Price Collectors for Goa State

Sr. No.	Name of the Market/Sub - market	Name of the Price Collector
1	Mapusa / Duler	Shri Devesh Kuttikar, Investigator
2	Panaji / St.Cruz	Shri Sunil Parsekar, Investigator
3	Margao / Navelim	Shri Sanjay Z. Naik, Statistical Assistant
4	Vasco / Sada	Smt. Amrita Naik, Statistical Assistant

List of Price collectors & Price Supervisor for Labour Bureau, Shimla

Sr. No	Name of the Market	Name and Designation of the Price Collector	Name and Designation of the Price Supervisor
1	Panaji	Shri Sunil Parsekar, Investigator (New base)	Shri Subhash Shetye, Statistical Assistant
2	Mapusa	Shri Surendra Raut, Statistical Assistant (New base)	
		Shri Chandrakant Harijan, Investigator (Old base)	Shri Prashant Veluskar, Statistical Assistant
3	Bicholim	Shri Amol S. Gaonkar, Investigator (Old base)	
4	Ponda	Shri Ashween kumar Sail, Statistical Assistant (Old base) & (New Base)	Shri Manjinath Parab, Statistical Assistant
5	Vasco	Smt. Amrita Naik, Statistical Assistant (Old base) & (New Base)	
6	Margao	Shri Sanjay Z. Naik, Statistical Assistant (Old base) & (New Base)	Shri Uday S. Naik, Statistical Assistant
7	Curchorem	Shri Prashal Phaldesai, Investigator (Old Base)	

PUBLICATIONS BROUGHT OUT BY DPSE

Sr. No.	Title of Publication	Description/Content	Frequency	Recent Updates/ Releases	Remarks
1	Statistical Handbook of Goa	Data on various parameters of demography, socio-economic, finance and other statistics including vital statistics sourced from various Departments and other agencies in the State.	Annual	2018-19	
2	Goa Economy in Figures	Comparison on important statistical indicators of the State of Goa at the time of attaining Statehood in the year 1987 and for two consecutive years preceding year of publication. The wide array of socio-economic indicators presented in this brochure enables readers to comprehend at a glance the impressive progress attained by the State. This publication is released on 30 th May of every year.	Annual	2019	
3	Indicators of Socio-Economic Development	Data on important indicators of socio-economic development prior to Liberation or immediately after Liberation and at the time of attaining Statehood in 1987, as also the year for which the brochure is published. This brochure commemorates the Goa Liberation Day on 19 th December.	Annual	2019	
4	Goa at a Glance	It displays taluka-wise and district-wise information pertaining to various parameters of Goa's economy of the year of publication.	Annual	2019	
5	Census of Government Employees	This report assesses volume of Public Sector employees and their distribution in various categories classified by sex, social class, employee status, pay scales etc. in respect of Government Departments, Grants-in-Aid Institutions and State Public Sector Undertakings.	As per survey	2015	Report for 2019 is in progress
6	Explanatory Memorandum	It is a Budget document which gives Demand-wise detailed explanation of the Schemes	Annual	2020	

		implemented under Revenue & Capital and amount allocated for the schemes based on Demand for Grants.			
7	Economic Survey	This report is tabled in the Legislative Assembly during its first session and portrays the achievements of the Government in detail during the current financial year,.	Annual	2019-20	
8	Governor's Legislative Assembly Address	It is customary for the Hon'ble Governor to address the members of the Goa Legislative Assembly on the First day of the Legislative Session every year. It contains a brief write up highlighting all the major achievements and policy decisions of the Government. It also contains steps taken in order to improve service delivery to the public as well as steps that are likely to be taken by the Departments during the financial year.	Annual	2020	
9	Budget in Brief	This brochure seeks to present the salient features of the Budget of the State Government for reference year and facilitates comparison of the key parameters which contain the actual receipts and expenditure of the Government for the preceding year, revised estimates for the current year and budget estimates for the ensuing year.	Annual	2020-21	
10	Credit Deposit Ratio	Report on Credit Deposit Ratio presents the trend in aggregate bank deposits and credits in the State with 1980-81 as the base year, as also various parameters of banking statistics in the State.	Annual	2018-19	
11	Rural Wages	This brochure provides information on wages paid to workers engaged in various agricultural and non-agricultural operations in all the talukas of the State of Goa based on data collected from four sample villages of each taluka for different occupations. The data is broadly indicative of wage pattern prevalent in rural	Annual	2017-18	Report for 2018-19 finalized

		areas of the State.			
14	Report on Agriculture Census	This report covers information on number and area of operational holdings according to their size classes, land utilization patterns, tenancy, crop wise and source wise irrigated area, cropping pattern etc. including a narrative account of the historical background, physical and demographic features.	Quinquennial	2015-16	
15	Report on Census of Minor Irrigation	It presents the statistics of Minor Irrigation schemes (surface and ground water) area irrigated under different crops according to the seasons. Minor Irrigation schemes include all schemes of Ground Water Development and Surface Water Development (flow and lift) which individually have a cultivable command area of up to 2000 hectares.	Quinquennial	2006-07	The State level report with ref. year 2013-14 has not been released. Details for Goa can be accessed on the All India Report
16	Report on Census of Economic Establishments	This report covers information on all economic activities (Agricultural and Non-Agricultural) except Crop Production and Plantation across the State based on the survey of 6 th Economic Census conducted during October 2013 to February 2014. It provides information on nature of activity and type of enterprise, employment, source of finance, ownership, registration etc. of the enterprises enumerated.	Quinquennial	2012-13	
17	Input Survey	This publication brought out in quinquennial series, reports information on use of major inputs like fertilizer, manure and pesticide, irrigation, livestock, agricultural machinery and implements used by the cultivators in the villages selected randomly (from the coverage of Agricultural Census,) with an objective to generate data on consumption of various agricultural inputs for getting an insight into the consumption pattern of inputs by various categories of farmers.	Quinquennial	2011-12	
18	Report on State Domestic Product	This report is compiled based on the monetary value of all the possible Goods and Services produced in the different sectors of the State economy. The estimates presented in the report such as Gross and Net State Domestic Products at Current and Constant prices serve as an	Annual	2018-19 (provisional)	Report is included in the annual publication Economic Survey

		indicator to assess the status of the economy.			
19	Annual Survey of Industries	This report covers information on estimates of different variables of industrial statistics such as capital structure, employment, input, output, salaries and wages, depreciation, net value added etc. according to factories arranged in industry groups classified under 2 digit code of National Industrial Classification. It covers all the factories registered under the sections 2m(i) and 2m(ii) of the Factories Act, 1948.	Annual	2013-14	Report for 2014-15 in progress
20	Index on Industrial Production in Goa	This report presents the growth/variation of industrial production in the State as compared to the base year. It covers the production of all the factories registered under the Factories Act, 1948. Mining being a major industry in the State separate index for mining production is also constructed.	Annual	2017-18	
21	National Sample Survey	Domestic Tourism Expenditure Survey is designed to collect detailed information on household expenditure on tourism along with some information on household characteristics, visitor characteristics and trips characteristics in relation to domestic overnight trips, same day trips and special domestic trips for some leading purposes.	NSS 72 nd Round	2014-15	
22	Registration of Births and Deaths	This report provides information on Vital Statistics i.e. births and deaths occurred in the State based on the monthly statistical returns received from various registration units set up in Goa.	Annual	2018	
23	Price Trends in Goa	This report provides information on variation in price indices compiled for middle class non-manual employees during the publication year as compared to the base year. The Prices collected from the selected markets are represented by the index numbers for the State	Annual	2018	

These publications can be viewed/ downloaded from the website of the Directorate at <http://www.goadpse.gov.in>

Related websites:

<https://www.goa.gov.in>

<http://goabudget.gov.in>

<http://www.mospi.gov.in>

Atal Gram Development Agency-Goa (AGDAG)

The Atal Gram Development Agency- Goa (AGDAG) is registered as a Society under Societies' Registration Act 1860 in compliance to a Budget Assurance made by the Government in the Budget Speech 2014-15 for effective implementation of the Atal Gram Yojana scheme. The Agency is headed by the Project Director cum Member Secretary and its functioning is governed by a Board of Governors. The staff of AGDAG comprise of the personnel from DPSE itself posted on deputation. The main aim of the scheme is to tap the full economic potential of the village covering agriculture and allied sector in particular, besides developing hinterland tourism. Emphasis is laid on encouraging women belonging to Scheduled Tribes to take up self-employment, be self-dependent and to develop their entrepreneurial skills and thereby contribute to their family income.

Pattern of Assistance

The Directorate of Planning, Statistics and Evaluation (DPSE) releases financial grants to the Agency for taking up various development schemes/projects under the AGY scheme.

Implementation

Considering the socio-economic background, remoteness of the village and substantial composition of scheduled tribe population, predominantly dependent on agriculture, Netravali village in Quepem taluka has been adopted to tap the economic potential of that village and to develop it into a Model Village which can then be replicated for other villages.

Activities

A number of innovative works with exemplary success have been carried out in the village, aimed at encouraging and inculcating entrepreneurship qualities among the rural women, boosting agriculture and hinterland tourism and uplifting the economic status of the village.

CONTACT NUMBERS OF DPSE FUNCTIONARIES

Directorate of Planning, Statistics & Evaluation

Director	Ph. (0832) 2417445 Fax. (0832) 2417443 Email:dir-dpse.goa@nic.in
Joint Director	Ph. (0832) 2417436 Email:jtdir2-dpse.goa@nic.in
Dy. Director (Planning) /Drawing & Disbursing Officer	Ph. (0832) 2417438 Email:planning-dpse.goa@nic.in
Dy. Director (NSS)	Ph. (0832) 2417443 Email:nss-dpse.goa@nic.in
Statistical Officer (Coordination)	Ph. (0832) 2417437 Email:cord-dpse.goa@nic.in
Statistical Officer (Planning)	Ph. (0832) 2417438 Email:planning-dpse.goa@nic.in

Office of the Chief Registrar of Births & Deaths

Chief Registrar of Births and Deaths

Director	Ph. (0832) 2417445 Fax. (0832) 2417443
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Additional Chief Registrar of Births and Deaths

Joint Director	Ph. (0832) 2417436
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District Registrar of Births and Deaths

Additional Collector (North)	Ph. (0832) 2223418/2253314
Additional Collector (South)	Ph. (0832) 2794423/83

Additional District Registrars of Births & Deaths

All twelve Block Development Officers	
B.D.O. Tiswadi	Ph. (0832) 2426481
B.D.O. Ponda	Ph. (0832) 2312019
B.D.O. Bardez	Ph. (0832) 2262206
B.D.O. Pernem	Ph. (0832) 2201231
B.D.O. Bicholim	Ph. (0832) 2362103
B.D.O. Sattari	Ph. (0832) 2374250
B.D.O. Salcete	Ph. (0832) 2714261/62
B.D.O. Sanguem	Ph. (0832) 2604252
B.D.O. Canacona	Ph. (0832) 2643338
B.D.O. Quepem	Ph. (0832) 2662229
B.D.O. Mormugao	Ph. (0832) 2510638
B.D.O. Dharbandora	Ph. (0832) 2345074/2614074

Registrars of Births & Deaths:

1. All the Village Panchayat Secretaries have been designated as Registrar of Births and Deaths for their respective Village Panchayat jurisdiction.
2. All the Chief Officers of the Municipal Councils have been designated as Registrar of Births and Deaths for their respective Municipal area.
3. Medical Superintendent of Goa Medical College & Hospital, Bambolim is designated as Registrar of Births and Deaths to register the events occurred at Goa Medical College Hospital, Bambolim.
4. The Registrar of Births and Deaths appoints Sub-Registrars in their jurisdiction to assist him/her.
5. The Civil cum Sub Registrars in each taluka also act as Registrars regarding the vital records existing prior to 01.01.1971 to function specifically under sections 15 and 17 of the Act.

RIGHT TO INFORMATION ACT, 2005

First Appellant Authority:

Director (In-Charge) – for all matters of the Department in the capacity of addl. charge of Director DPSE and Chief Registrar of Births & Deaths.

Public Information Officer:

PIO – I - Joint Director (RBD) - for all matters related to RBD in the capacity of addl. Chief Registrar of Births & Deaths

PIO – II – Dy. Director (Planning) – for all matters other than those related to RBD

Assistant Public Information Officer: APIO – I - Research Assistant (RBD) - for all matters related to RBD

APIO – II - Statistical Officer (Co-ordination) - for all matters other than those related to RBD

COLLECTION OF STATISTICS ACT, 2008

Nodal Officer: Dy. Director (Co-ordination)

VIGILANCE, PUBLIC GRIEVANCES & PUBLIC RELATION SECTION

Vigilance Officer: Director

Public Grievances Officer: Joint Director (Admn)

Public Relation Officer (PRO): Deputy Director (Planning)

Publicity Officer (DPO): Deputy Director (Planning)

INTERNAL COMPLAINTS COMMITTEE

Presiding Officer: Deputy Director (Planning)

PREVENTION OF VECTOR BORNE DISEASES

Nodal Officer: Deputy Director (NSS)

GOA STATE CONSUMER PROTECTION COUNCIL

Nodal Officer: Deputy Director (NSS)

SOLID WASTE MANAGEMENT

Nodal Officer: Research Assistant (Planning)

SWACCH BHARAT COMMITTEE

Chairman: Joint Director (Admn)

Nodal Officer: Research Assistant (Publication)

HUMAN RIGHTS COMMISSION ACT

Nodal Officer: Joint Director (RBD)

GRIEVANCES REDRESSAL OFFICER/LIAISON OFFICER FOR PERSONS WITH DISABILITIES & RESERVATION MATTER FOR SCS/STS

Liaison Officer: Statistical Officer (RBD)