

No.AC-I/SOUTH/MISC/2013/  
Office of Addl.Collector-I,  
Collectorate South Goa,  
Margao – Goa.

Dated: 18/10/2013.

**NOTE**

Ref : 1) Order No.18/7/2011-ARC-EST/6103 dated 26/06/2013.

Sub: Recommendation of Administrative Reform Commission.

With reference to above cited order it is to inform you that vide order No.16/1/87-EST/4245 dated 11/05/2012 the Judicial Section functioning in this Collectorate is merged with the Magisterial Section (copy enclosed). Hence some changes are required to be made in the staff list and compilation of the staff of the AC-I section. The details of the same are as under.

**Staff of Additional Collector-I**

Sr.No.	Staff Name	Designation	Contact No.
1.	Smt. Sandhya G. Amonkar	Sr. Steno	2794423
2.	Shri Deepak Naik	Peon	
3.	Shri Vishnu Gaonkar	Driver	

**Work Allotment of Additional Collector-I**

Sr.No.	Name of the Official & Designation	Work Allotted.
1.	2.	3.
1.	Smt. Sandhya G. Amonkar, Sr.Steno.	1. Attending phone calls. 2. Maintaining files movement register. 3. Taking dictations. 4. RTI matters pertaining to Addl.Collector-I. 5. Maintaining Visitors register. 6. Maintaining Programme Diary of Addl. Collector-I. 7. Maintenance of Leave Register. 8. Typing of Orders/Judgment of Appeals/cases under various Acts. 9. Attending Court cases 10. Recording statement. 11. Any other work entrusted by the Addl. Collector.
2.	Shri Deepak Naik,Peon	1.Opening & closing of Office. 2.To attend the Addl. Collector-I and Staff. 3.Distributing the files to the concerned section. 4. To operate Xerox Machine. 5.Any other work entrusted by the Addl.Collector-I.
3,	Shri Vishnu Gaonkar, Driver	1. To Drive and maintain the Vehicle of Add. Collector

Encl. As above.

**(Venancio S. Furtado)**  
Additional Collector – I  
South Goa District, Margao.

To,  
The NIC Branch.