

51/1/2007-CAB  
Collectorate of South  
Goa,  
Civil Administration  
Branch,  
Margao Goa

Dated 15-10-2013

**OFFICE ORDER**

- **Smt. Rita M. D'Silva, Head Clerk**
- General Supervision of all matters of the Section/Branch.
- Scrutiny of CAB's correspondence and marking of the same to the concerned dealing hands.
- Maintenance of Casual Leave/R.H. and Compensatory off Register.
- Matters pertaining to Assembly questions like Maintenance of LAQ, Register and marking of the same to the concerned dealing hand and scrutinizing of the replies.
- Scrutinizing the file papers put up by the UDC and LDC's and submitting the same to the Branch Officer for approval/signature.
- Applications for grant of Citizenship under Citizenship Act.
- District level State Function:
  - Republic Day at Pandit Jaaharlal Nehru Stadium, Fatorda, Margao.
  - Goa Revolution Day at Lohia Maidan, Margao
  - Independence Day in-front of the Collectorate Complex, Margao
  - Liberation Day at JNS, Fatorda, Margao

Maintenance of Register for application received & submission of replies under Right to information Act . Also submission of replies to the parties. Also

submission of quarterly returns/yearly to the Establishment Branch of this Collectorate.

- Matter pertaining to District Headquarters New building at Fatorda.
- Typing work

**Shri Sagar Dessai, UDC o/o the Administrator of Comunidade of South Zone, Margao**

- Matters pertaining to the Administration of Comunidade South Zone, Margao
- Matter pertaining to filling up of posts connected with Class-III, IV Employees of Comunidade Staff etc.
- Regarding grant of Comunidades land after scrutinizing the filed from the Administrator of Comunidades and refers the matters to the Govt. for approval.
- Regarding illegal encroachment of Comunidades land.
- Election of the Managing Committee of the Comunidades.
- Devasthan/Charitable Associations.
- All matters connected with Devasthan. Such as Budget Estimate, obtaining approval of Govt. etc and other concerned correspondence.
- Matters pertaining to Assembly Questions of Comunidades & Devasthan.
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- Own Typing work and any other work assigned by the Dy. Collector/DRO.

- **Smt. Meenal M. Faldesai, Jr. Stenographer**
- Welfare Scheme for people of Goa Issue of Guardianship Certificate (Disability).
- Matters pertain to National Trust, Braille, Bearer Free etc.
- Matters pertaining to Disposal of property deceased person who died in the Sultanate of Oman. Legal heir ship report from the concerned Taluka Mamlatdars and after receipt of the Cheque the same is to be deposited in the Treasury and distribute to the legal heirs of the Deceased person.
- Matters pertaining to the deceased Seamen for legal heirs report from the concerned Taluka Mamlatdars and submit the same to the Seamen's Provident Fund.
- Matters connected to Jawahar Navodaya Viayalaya, Canacona.
- Matters connected with financial assistance to families affected by Communal Riots at Belgaum.
- Preparation of reports and submission of information called for at Govt. level regarding LLC..
- State Task Force Core committee of National Vector Borne Diseases control programme.
- Monthly & quarterly meeting of Hospital Management society.
- District Level Task Fore committee for Prime Minister Employment Generation Programme (KVIB).

- General Council meeting of Ravindra Bhavan.
- District level Steering Cum Vigilance Monitoring Committee (DRDA)
- State Co-ordination Committee on Family Health Awareness Campaign.
- Draft Framework for implementation of the National Rural Health mission.(NRHM).
- File regarding “District Surveillance Committee”. State Level steering committee.
- Emergency action Committee to Co-ordinate activities aimed at emergency action control measures and mngt. Of Dengue Fever & Chickengunia outbreak, Pulse Polio.
- District level for Right of Education Act.
- District Level Monitoring Committee for Mid day Meal
- District Level Vigilance cum Monitoring Committee for implementation of the Schemes/programme
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- **Shri Francisco A. Carvalho, UDC**
  
- **Allotment of Govt. Accommodation to Govt. Employees and offices.**
  - Processing and scrutinizing new applications received from the applicants, register the same on respective registers giving waiting list Nos. and intimate the Departments accordingly.
  - Putting up cases for allotment of Govt. accommodation.
  - All correspondence connected with allotment of Govt. accommodation.
  - Allotment of space to offices in Govt. Complex.
  - Issuing of certificates/letters to Departments on no-availability of Govt. accommodation where offices are housed in private premises.
  
- **Office Maintenance**
  - Looking after purchase of electrical goods as and when required.
  - Looking after Telephones of this Collectorate and the maintenance of Ministers Chamber.
  - Informing Electricians/Carpenters from PWD, Fatorda whenever their service are required to clear tanks, replacement of water pipes, taps, repair of cupboards, doors, windows etc.
  - Certification of Invoices/Bills and submission to Accounts Section.
  
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**V) Smt. Rupanjali Naik, LDC**

1. Receiving all correspondence connected with CAB
2. Dispatch work of CAB
3. Distribution of correspondence to the section staff.
4. Work in connection with observance of "Quami Ekta Week", Flag Day (Nov, every year) and Armed Forces Flag Day in December every year. In both, after receipt of letter from the Under Secretary (Home) alongwith Stickers, Flags, posters English and Hindi distribution of above to the S.D.O.s & Mamlatdars, maximum collection by selling sticker, flags and after receipt of the collected amount from the concerned offices, preparing Demand Draft and forwarding the same to the Govt.

**5. Miscellaneous matters such as:**

- i) Bravery Awards
- ii) Kabir Puraskar
- iii) Dr. Ambedkar Merit Scholarship SC/ST Students etc.
- iv) To Resolve grievances of servicing member of Armed force as well as Ex-servicemen.

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(Santosh Kundaikar)  
Dy. Collector (DRO)  
Margao Goa

To,  
The Establishment Branch, of this Collectorate