

No. DRO / Staff / Work allotment / 2013

Office of the District Recovery Office

South Goa District, Margao Goa

Sr. No	Name of the Staff	Designation	Work compilation
1	Smt. Sheetal S.Chari	Jr. Steno.	Work of all the cases dealt by DRO. Registration of cheques regarding DRO charges. Typing of challans of Demand Drafts of Recovery charges and other typing work as and when given by D.R.O. Maintaining DRO charges register, filing of correspondence etc. Attending the incoming phone calls. Typing work of Election matters of ERO for 28-Nuvem & 35-Velim Assembly Constituencies, certified copy of Electoral Roll. Work dealing with Direct Beneficiaries Transfer Scheme.
2	Smt. Rocheena H. Raut Dessai	L.D.C.	Inward and outward of recovery cases. Attending day to day DRO cases under Public Money Recovery of dues Act, 1986 filed by the Banking/Non Banking authorities maintaining of case diary, issuing notices, Show Cause notices, warrant of movable/immovable property and Proclamation notices, Registration of recovery cases under DC-suite received by the office, Certified copies of Recovery cases, Typing work of Election matters.

Dated: 10/10/2013

Work allotment of Staff of DRO Section.

(Santosh S.Kundaikar)

Dy. Collector & DRO

South Goa District, Margao

To,

DIO, NIC, South Goa District, Margao.

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Office of the District Recovery Office

South Goa District, Margao Goa

Dated: 1/02/2013

Work allotment of DRO Section.

The DRO section is incharge of cases under public Money (Recovery of Dues) under Goa, Daman & Diu Public Money Act, 1986. (Act No. 10 of 1987) and deals with cases of recovery of outstanding loans towards settlements of loan sanction by sanctioning authorities. This Act has been passed to provide for the speedy recovery of certain classes of dues payable to the State Government, Financial Corporations and other corporations owned or controlled by the State Government, Government companies and nationalized and other Banks.

Check list of the court cases of this section of verification of documents in duplicate with file cover

a)Application in Form "A"

b)Statements of accounts

- c) Agreement with the party
- d) Description of Hypothecated property
- e) Details of surety/witness

Any other documents produced by the party before Bank at the time of disbursement of loan.

Once the case is disposed 10% DRO charges are allotted as cost of recovery charges and deposited in Govt. treasury

Execution of warrants of attachment of movable/immovable property, attending auction of attached movable/immovable property,

Besides Dy. Collector & DRO (South) is appointed as Electoral Registration Officer for 28- Nuvem & 35- Velim Assembly Constituencies

To,

The Establishment Branch, South Collectorate.

