

No. MAG/Misc/2007/
 Collectorate of South Goa,
 Magisterial Section, Margao Goa.

WORK ORDER

Sr. No.	Name of the Official & Designation	Work Allotted
1	2	3
1.	Shri. Agnelo Fernandes (Head Clerk)	1. Supervisory Work of Magisterial Section. 2. Attending Meeting and writing of Minutes.
2.	Shri. Sainath Rane (U.D.C)	Notification of Speed Breakers Bus stop/stand, Taxi Motor cycle stands diversion of traffic, temporary closure of roads in South Goa. Permission for/gun powder. Law & order problem Transportation of dead bodies Verification of Tiles for Periodicals Miscellaneous correspondence. Submission of monthly reg Human & Rights violation against security force Issue of order 144 (tenants and Cyber Café) Monthly report of exploitation of girl child labour Verification of issue of Licence of Notaries to Advocates.
3.	Elsa Pereira (U.D.C.)	Arms licence for Salcete, Mormugao talukas Grant of new licence Renewal of Arm licence-ADM Grant of new arm licence-DM Sanction Cases Issue of N.O.C for the dealer of arms & ammunition to purchase arms & ammunition Permission to carry weapons outside the state. Permission to sell and purchase of weapons. Permission to possess additional weapons. Maintaining arm licence registers Issue of Duplicate licence book. Processing of Area validity applications Permission for extension of purchase period Miscellaneous correspondence pertaining to arm licence.
4.	Sharmila Dessai (L.D.C)	Arm licence of Quepem, Sanguem and Canacona Grant of new licence Dm Renewal of arm licence ADM Typing of arms renewal notices/orders etc

		<p>Sanction Cases Issue of N.O.C. for the dealers of arm & Ammunition to purchase arms & ammunition Permission to carry weapons outside the state. Permission to sell and purchase of weapons. Permission to possess additional weapons. Maintaining arm licence registers Issue of Duplicate licence book. Processing of Area validity applications Permission for extension of purchase period Miscellaneous correspondence pertaining to arm licence</p>
5.	Flaviana Fernandes (U.D.C)	<p>NOC for Petroleum Storage NOC for Explosive license Matter pertaining to Child labour Act Goa Children's Act Domestic Violence Act Off-Site Emergency Plan LAQ matters/Lok Sabha - Rajya Sabha matter Cases of Entertainment Immoral Traffic Act Miscellaneous Correspondence Matter pertaining Dust Pollution and Industrial Pollution. Miscellaneous Complaints etc Video parlour license Cinema license Smoking & Spitting Act Garbage Act Externment Cases Public Health Act NOC for Display of fireworks NOC for Display of fireworks Crackers Cruelty to Animals Defacement of Public Property Act. Illegal Blasting Filling of Official Gazette</p>
6.	Natalia Carvalho(Junior Steno)	<p>Issue of Domicile Certificates Appeal Cases Review of Sentence of Advisory Board/Cases of premature release of prisoners Permission of Loudspeaker Noise Pollution Cases Permission for Film Shooting Miscellaneous matters Complaints under Section 133</p>

		<p>Verification of Character and Antecedents of all govt employees in south Goa Verification of Home Address Matters pertaining to Birth & Deaths NOC for temporary stall/Pandals Film Shooting Taking dictation and typing of Head Clerk Attending Phone Calls.</p>
7.	Neetina Naik (L.D.C.Pets)	<p>Outward dispatch of tapal in Mag Section Inward distribution of tapal Typing of arms renewal Notices/Orders Forwarding Renewal / New arm licenses applications to S.P/P.I/Mamlatdar in Salcete and Mormugao talukas Movement of files (registration) to be submitted to the DM and ADM Typing of work allotted by the Section</p>