

Date: 15th June, 2008.

With reference to your Memorandum No. 13/1/2009-DCS-EST dated 1.6.2009, the detail are as follows:-

1. Smt. Laura Britto e Madre de Deus,	<p>Dy. Collector & District Level Rent Controller, South Goa District, Margao Goa. Mobile No. 9422846958.</p> <p><u>WORK HANDLED:-</u> Hearing of the cases under various Sections of The Goa, Daman and Diu Buildings (Lease, Rent and Eviction) Control Act, 1968 and the Goa Daman and Diu Building (Lease, Rent and Eviction) Control Rules, 1969.</p>
2. Smt. Sujata L. Naik	<p>Jr. Stenographer. Office of Dy. Collector & District Level Rent Controller, South Goa District, Margao Goa. Res. Phone No. 2314033.</p> <p><u>WORK HANDLED:</u> Typing evidence during Court proceedings. Also undertakes typing of Judgment and Orders and other typing work as and when Given by Rent Controller. Attending the incoming phone calls correspondence under R.T.I. Act, 2005 and preparing quarterly statement of R.T.I.. L.A.Q. Also she has to accompany the Presiding Officer to Quepem Court.</p>
3. Smt. Nutan A. Redkar	<p>L.D.C. Office of Dy. Collector & District Level Rent Controller, South Goa District, Margao Goa. Res. Phone No. 2705733.</p> <p><u>WORK HANDLED:</u> Handling the cases day to day, Inward</p>

	Outward work of Court, Typing of Notices, Issue of Challans for deposit of rents and certified copies, numbering and forwarding of files called by Tribunal. Attending the incoming phone calls and L.A.Q, preparing monthly statement.
4. Shri. Deepak Naik,	PEON, Office of Dy. Collector & District Level Rent Controller, South Goa District, Margao Goa. Res. Phone No.:-2663296. All peon work of the Rent Control Court.

(Smt. Laura Britto e Madre de Deus)
Dy. Collector & District Level Rent
Controller, Margao