**MANUAL 1**

**[Section 4(1) (b) (i)]**

**Particulars of Organization, Functions and Duties**

**INFO TECH CORPORATION OF GOA LIMITED (ITG)** formally known as Electronic Corporation of Goa Limited (ECGL) was incorporated on 18th April,1990 as a public Limited Company under the Companies Act, 1956.

The company was incorporated with the main aims of promotion of Information Technology / Information Technology Enabled Service Industries. The main objectives are as under:

1. To promote and assist in the rapid and orderly establishment, growth and development of integrated IT Township/IT Parks in the State of Goa.
2. Establish and manage integrated IT Township/IT Parks at places selected by the Government.
3. To support and assist the Government in development of e-Governance applications required to be developed to serve citizens and business.
	* To undertake software development projects selected by the Government.
	* To undertake the activities of providing required hardware to various Government departments as directed by the Government.
	* To undertake the activities of local area network and electrical cabling work required to connect IT hardware and UPS etc. in various Government departments as directed by the Government.

The company is under the Administrative control of Department of Information Technology. All powers of the affairs of the company are vested with Board of Directors nominated by Government. Managing Director is the Chief Executive of the company and is assisted by Manager (IT) and Dy. Manager (Accts & Admn).

ITG presently has 60 officers and staff on its roll(51 regular staff and 09 Contract Staff). List enclosed as Annexure “A”, of 61, Ten are Officers including Managing Director and Fifty are other staff under ‘B’, ‘C’ & ‘D’ class.

Corporate & Administrative Office:

**Info Tech Corporation of Goa Limited**

IT HUB, 3rd Floor,

Altinho, Panaji Goa

Pin : 403001

Phone nos. 0832 – 2225192/2226024

Fax. No. 0832 - 2222855

Registered Office:

**Info Tech Corporation of Goa Limited**

IT HUB, 3rd Floor,

Altinho, Panaji Goa

Pin : 403001

Phone nos. 0832 – 2225192/2226024

Fax. No. 0832 – 2222855

**Manual 2**

**The powers and duties of its officers and employees**

[Section 4(1) (b) (ii)]

|  |  |
| --- | --- |
| **Designation** | Managing Director |
| Name of the Officer | Shri Praveen R. Volvotkar |
| Details/Powers | Chief Executive – Overall in-charge of the Corporation. |
| Address | IT HUB, 3rd Floor,Altinho, Panaji Goa |
| Location/City | Panaji – Goa |
| Telephone (Off) | 0832 – 22251920832 – 2226024 |
| Mobile No | 9422058711 |
| Fax No | 0832 – 2222855 |
| E-mail & website | md-itg.goa@nic.in<https://infotech.goa.gov.in> |
| Remuneration/pay per month (Rs) | Additional Charge – Govt. appointment  |
| Other Benefits | Official Car |

Brief Description of duties of HOD’s

|  |  |
| --- | --- |
| **Designation** | Chief Engineer (Projects) |
| Name of the Officer | Shri. J.N. Chimulkar |
| Details/Powers | Head of Projects Division and handling IT infrastructure and various Civil Projects undertaken by the Corporation. |
| Address | IT HUB, 3rd Floor,Altinho, Panaji Goa |
| Location/City | Panaji – Goa |
| Telephone (Off) | 0832 – 22251920832 – 2226024 |
| Mobile No | 9822122140 |
| Fax No | 0832 – 2222855 |
| E-mail & website | support@itcgl.in<https://infotech.goa.gov.in> |
| Remuneration/pay per month (Rs) | Rs. 1,10,000.00 per month  |
| Other Benefits | Official Car |

|  |  |
| --- | --- |
| **Designation** | Manager (IT) |
| Name of the Officer | Shri. Sanesh Varghese |
| Details/Powers | Head of IT Division and handling various IT Projects undertaken by the Corporation. |
| Address | IT HUB, 3rd Floor,Altinho, Panaji Goa |
| Location/City | Panaji – Goa |
| Telephone (Off) | 0832 – 22251920832 – 2226024 |
| Mobile No | 9881741518 |
| Fax No | 0832 – 2222855 |
| E-mail & website | sanesh.varghese@nic.in<https://infotech.goa.gov.in> |
| Remuneration/ Basic Pay | Rs. 78,500/- |
| Other Benefits | Mobile Bill limited to Rs. 1,000/- per month |

|  |  |
| --- | --- |
| **Designation** | Dy. Manager (Accts & Admn.) |
| Name of the Officer | Shri Vishwesh V. Naik |
| Details/Powers | Head of Accounts and Administration Division. |
| Address | IT HUB, 3rd Floor,Altinho, Panaji Goa |
| Location/City | Panaji – Goa |
| Telephone (Off) | 0832 – 22251920832 – 2226024 |
| Mobile No | 9881740602 |
| Fax No | 0832 – 2412855 |
| E-mail & website | vishwesh.naik@nic.inhttps://infotech.goa.gov.in |
| Remuneration/pay per month (Rs) | Rs. 93,800/- |
| Other Benefits | Mobile Bill limited to Rs. 1,000/- |

Duties of other staffs are given as under:

|  |  |  |  |
| --- | --- | --- | --- |
| **SR.NO.** | **NAME OF THE EMPLOYEE** | **DESIGNATION** | **Department** |
| 1 | Mr. Anthony Elvis Simoes | Executive Engineer | Project Division |
| 2 | Mr. Milton D’Cruz | Asstt. Accounts Officer | Accounts Division |
| 3 | Mr. Gaurav A. Naik | Assistant Manager (Software) | IT Division |
| 4 | Mr. Raul P. Amonkar | Administrative Officer | Administration Division |
| 5 | Mr. Sidhesh R. Chari | Assistant Engineer (Civil) | Project Division |
| 6 | Mr. Sandesh S. Mandrekar | Assistant Manager (Software) | IT Division |
| 7 | Mr. Uday N. Kotkar | Technical Assistant (Civil) | Project Division |
| 8 | Mr. Pankaj K. Chavan | Assistant Manager (Hardware) | IT Division |
| 9 | Mr. Siddharth V. Daure | Accountant | Accounts Division |
| 10 | Mr. Alexander A. George | Accounts Assistant Grade I | Accounts Division |
| 11 | Mrs. Maria S. D’Souza Fernandes | Stenographer Grade - I | Accounts Division |
| 12 | Mrs. Sweta S. Dalvi | Programmer I | IT Division |
| 13 | Mr. Vishwas R. Kavthankar | Programmer I | IT Division |
| 14 | Mrs. Meghana R. Shetye | Programmer I | IT Division |
| 15 | Ms. Rakhi S. Sawant | Programmer I | IT Division |
| 16 | Mrs. Jiya J. Sawant | Junior Engineer | Project Division |
| 17 | Mrs. Aashna Palikar | Junior Engineer | Project Division |
| 18 | Mr. Tushar Kenavdekar | Programmer I | IT Division |
| 19 | Mr. Anand K. Prabhu Chodnekar | Technical Assistant (IT) | IT Division |
| 20 | Mrs. Shweta Suraj Gaonkar Dessai | Technical Assistant (IT) | IT Division |
| 21 | Mr. Piyush Sandeep Patil | Technical Assistant (IT) | IT Division |
| 22 | Mr. Survesh Ramakant Naik | Technical Assistant (IT) | IT Division |
| 23 | Mrs. Vibha C. Shetgaonkar | Technical Assistant (IT) | IT Division |
| 24 | Mr. Sunraj R. Parab Nagvekar | Technical Assistant (IT) | IT Division |
| 25 | Mr. Prasad B. Velip | Technical Assistant (IT) | IT Division |
| 26 | Mr. Sagar A. Naik | Technical Assistant (IT) | IT Division |
| 27 | Mr. Shivanand Naik | Technical Assistant (IT) | IT Division |
| 28 | Mr. Sebastiao A. Teles Gonsalves | Upper Division Clerk | Administration Division |
| 29 | Mrs. Safal Kamat | Receptionist cum Telephone Operator | Administration Division |
| 30 | Mr. Aleixo Carvalho | Office Supervisor | Administration Division |
| 31 | Mr. Vilas Y. Mandrekar | Assistant cum Cashier | Accounts Division |
| 32 | Mrs. Rupali S. Naik | Clerk Cum Typist | Accounts Division |
| 33 | Mr. Munir Ansari | Lower Division Clerk | Project Division |
| 34 | Mr. Victor B. F. De Souza | Junior Assistant | Administration Division |
| 35 | Mr. Manoj Kambli | Junior Assistant | Administration Division |
| 36 | Smt. Utkarsha Chodankar | Junior Assistant | Administration Division |
| 37 | Mr. Nandkishore N. Haldankar | Driver | Administration Division |
| 38 | Mr. Vijay N. Salagaonkar | Driver | Administration Division |
| 39 | Mr. Anthony M. Fonseca | Driver | Project Division |
| 40 | Mr. Uttam C. Naik | Driver | IT Division |
| 41 | Mr. Kanaya Dessai | Driver | IT Division |
| 42 | Mr. Kiran Dhargalakr | Driver | IT Division |
| 42 | Mr. Anand V. Morajkar | Attendant | M.D. Secretariat |
| 44 | Smt. Gayetri G. Daballe | Attendant  | Administration Division |
| 45 | Mr. Nitin D. Salgaonkar | Attendant  | Project Division |
| 46 | Mr. Ramanand Akadkar | Attendant | IT Secretary Office |
| 47 | Shri. Sunny Ramakant Mapari  | Attendant | IT Division |
| 48 | Smt. Kairunisa F. Dambal, | Sweeper | Administration Division |
| 49 | Mrs. Ashwini H. Shetgaonkar | Sweeper | Administration Division |

**Duties, Roles and responsibilities: Job Order reproduced below:**

**Accounts & Administration Division**

|  |  |  |
| --- | --- | --- |
| **Sr. no.** | **Name & Designation** | **Roles and responsibilities** |
| 1. | Mr. Vishwesh V. NaikDy. Manager (Accts & Admn), DM(A&A)Link: Manager (IT) | Overall in-charge of Accounts & Administration Division. **Accounts matters.*** Responsible for all day to day accounting matters. Scrutiny of accounts.
* Handle all Payments & Receipts of the Corporation including e-payments of e-tendering project of all Govt. Departments, Corporations, and Autonomous Bodies, etc.
* Control over payments as per schedule/terms of contract.
* Finalization of accounts in accordance with the statutory rules/Acts.
* Financial management covering planning.
* Financial advice / financial concurrence.
* Funds management.
* Liaison and Coordination with Statutory, Internal & CAG Audit and Bankers.
* Taxation matters.
* Statutory Compliances.
* Review of financial performances.
* Streamlining of procedures.
* Any other work assigned by the higher authorities from time to time.

**Administration/Personnel matters.*** Responsible for all day to day administrative functions of the corporation and discharging all responsibilities towards effective administration.
* Overall supervision of all establishment matters and staff matters including recruitment, promotion, confirmation of staff.
* Administrative and Policy matters.
* Matters regarding strength of posts – creation / revival of posts.
* Processing applications for Compassionate appointment of dependant.
* Preparation and implementation of various staff benefits rules.
* Training and advising the staff members.
* Processing of all personal claims of ITG.
* Management and coordination of work.
* Dealing with the important and complicated legal cases himself.
* Board of Directors meetings work and preparing the proceedings of the meeting. Examination of grievances in respect of disciplinary matters.
* Management of estate matters including lease of land.
* Matters of LAQ assisted by respective dealing hand.
* Handle ISO 9001:2008 certification work.
* Compiling information for Governors speech and annual administrative report, etc.
* Maintenance of order and discipline in the office.
* Any other work assigned by the higher authorities from time to time.
 |
| 2. | Mr. Milton G. D’CruzAssistant Accounts Officer(A.A.O.)Link: A.O. | * Handle investments / withdrawal of fixed deposits.
* Payment of term loan.
* Bank liaison work.
* Group Gratuity Scheme with LIC.
* EDLI Scheme with LIC.
* Assist in preparation of trial balances and annual accounts.
* Matters pertaining to settlement cases on retirement, resignation, suspension and terminations.
* Streamlining / Preparation / Revision of various Policies /Rules /Procedures etc. of the office.
* Any other work assigned by the higher authorities from time to time.
 |
| 3. | Mr. Raul P. AmonkarAdministrative Officer(A.O.)Link: A.A.O. | * Supervising Administration division.
* Supervise/attending to salary matters, staff perquisites claims, various staff loans and advances, leaves, preparation of salary bills, deductions, MACP, timely deposits, statutory deductions of different officers and staff.
* Handle release of Chairman/Vice Chairman’s staff salary.
* Maintenance of Roster for reservation of posts of SC’s / ST’s / O.B.C’s / PH’s / etc.
* Handle filing of returns under roaster system, provident fund, Superannuation, Gratuity etc. and other general administration.
* Handle matters pertaining to deputations.
* Monitor musters roll/Biometric Attendance system.
* Handle purchase/disposal of office vehicle and other assets by following codal formalities.
* Preparation of Drafts/Minutes for D.P.C. /D.S.P.
* Scrutinizing and checking work of appointments/ Promotions /Confirmation/ Seniority/ Office orders.
* ACR’s managements.
* Keeping records of movable /immovable property of staff.
* Processing applications of N.O.C. for further studies, Passport, etc.
* Any other work assigned by the higher authorities from time to time.
 |
| 4. | Mr. Siddharth V. DaureAccountant (Acct.)Link: A.O. | * Handle payments related to the staff benefits including various staff advances as per the applicable procedure.
* Handle estate matters, recoveries/follow up from the Government departments and plot allottees like premium, lease rent etc., issue of Bills/demands, liaison with the Government departments, filing of returns under Companies Act, Co-ordination with the Company Secretary and DIN formalities.
* Legislative Assembly matters.
* CAG Audit Matters.
* Central Government schemes.
* Any other work assigned by the higher authorities from time to time.
 |
| 5. | Mr. Alexender A. GeorgeAccounts Assistant Grade I, (AA-I)Link: A.C.C. | * Handle processing/scrutiny and making timely payments in accordance with contractual conditions/rules & regulations/policies and will directly mark the files to the Dy. Manager (Accts & Admn).
* Handle preparation of cheques and payment vouchers, deduction and payment of statutory dues like Service Tax, TDS, P.F. Goa VAT TDS, royalty etc. and will directly mark the files to the Dy. Manager (Accts & Admn).
* Up keep and maintain payment vouchers, Journals and ledgers, accounting registers & records.
* Maintenance of fixed asset registers
* Maintenance of records of various staff advances and interest thereon.
* Any other work assigned by the higher authorities from time to time.
 |
| 6. | Mrs. Maria S. D. FernandesStenographer Grade I (S-I)Link: CCT | * Handle petty cash payments /imprest system.
* Handle Collections and deposits in the Banks. Deposit of cheques /DD in respective bank accounts on time.
* Up keep and maintain cash payment vouchers and cash registers & records.
* Any other work assigned by the higher authorities from time to time.
 |
| 7. | Mr. Sebastiao A. Teles Gonsalves, Upper Division Clerk (UDC)Link: A.O. | * Handle processing of leave applications and records thereof pertaining to staff and officers.
* Maintenance of Child Care Leave Register.
* Monitor the attendance through punching card machine. Maintenance of Muster Roll/Leave registers of staff.
* Handle computation of income tax of all the employees of ITG under income tax act for filing returns and shall submit the deductions of income tax for effecting deductions from salaries upto the financial year 2015-16.
* Associated with the work related to administration division and will seek instructions from D.M. (A&A) as far as establishment work is concerned.
* Any other work assigned by the higher authorities from time to time.
 |
| 8. | Mrs. Safal S. KamatReceptionist cum Telephone Operator (RCTO)Link: J.A. (VBD) | * Handle Reception and attending to Telephone calls/fax/e-mail.
* Handle issue of increments and maintenance of personal file/service records of the staff, processing for sanction as per rules of staff advances, LTA claims, medical reimbursement claims, TA claims, Bonus/Ex-gratia, tuition fees etc.
* Prepare monthly salary bills and other records like salary register, P.F. statement etc.
* Any other work assigned by the higher authorities from time to time.
 |
| 9. | Mr. Aleixo CarvalhoOffice Supervisor (OS)Link: A.O. | * Assist Administrative Officer in handling housekeeping activities and security services.
* Handle regular maintenance/servicing of all Office Vehicles from time to time, Vehicle Insurance, etc.
* To look after the Movement of the official vehicles of the Corporation and to take all necessary actions to see that the records are maintained as prescribed.
* Responsible to check and endorse the records provided in the requisition slip.
* Late duty arrangements of drivers and to keep record of overtime and duties on holidays.
* Keeping record of Fuel consumption and mileage of office vehicles
* Handle records of movement of staffs/visitors.
* Any other work assigned by the higher authorities from time to time.
 |
| 10. | Mr. Vilas Y. MandrekarAssistant cum Cashier (ACC)Link: AA - I | * Handle processing/scrutiny and making timely payments in accordance with contractual conditions/rules & regulations/policies and will directly mark the files to the Dy. Manager (Accts & Admn).
* Handle preparation of cheques and payment vouchers and will directly mark the files to the Dy. Manager (Accts & Admn).
* Handle accounts related works and also assist Dy. Manager (Accts & Admn) in urgent matters, handling the Board Meeting work like issue of notices, agenda notes etc.
* Initiate proposals pertaining to payment of legal consultants, Tax auditors, Statutory Auditors, Company Secretary etc.
* Release of advertisements and initiate proposal for payment thereof.
* Any other work assigned by the higher authorities from time to time.
 |
| 11. | Mrs. Rupali S. NaikClerk cum Typist (CCT)Link: S-I | * Entering all type of vouchers and receipts in Tally on daily basis, Bank Reconciliations on monthly basis of all the Bank Accounts.
* Handle computation of income tax of all the employees of ITG under income tax act for filing returns and shall submit the deductions of income tax for effecting deductions from salaries from the financial year 2016-17 onwards.
* Any other work assigned by the higher authorities from time to time.
 |
| 12. | Mr, Munir Ansari, LDCLink: ACC | * Handle the receipt of office inward/desk including receipt by e-mail/fax. (Urgent inward/desk will be separated from other inward/desk and dealt with first).
* Handle outward mails including dispatches through attendants.
* Handle the movement/marking of inward mails through FMS.
* Keeping record of the movement of all important / urgent incoming & outgoing papers, files, etc.
* Any other work assigned by the higher authorities from time to time.
 |
| 13. | Mr. Victor B. F. De’ SouzaJunior Assistant J.A. (VBD)Link: J.A. (MMK) | * Handle the Accounts matters and will seek instructions from Dy. Manager (Accts & Admn) from time to time as far as work is concerned.
* Handle the matters pertaining to e-payment under supervision of Dy. Manager (Accts & Admn).
* Handle Reception and Telephone/fax operations in absence of RCTO.
* Any other work assigned by the higher authorities from time to time.
 |
| 14. | Mr. Manoj M. KambliJunior AssistantJ.A. (MMK)Link: J.A. (VBD) | * Handle the Accounts matters and will seek instructions from Dy. Manager (Accts & Admn) from time to time as far as work is concerned.
* Attending to typing work of Accounts Division and preparation of cheque advices.
* Any other work assigned by the higher authorities from time to time.
 |
| 15. | Mr. Nandkishore N. HandankarDriverDriver(NNH)Link: Mr. Uttam C. Naik | * To drive the office vehicle for office work & stand-by for use all divisions during emergency.
* To drive other division vehicle in case of urgency/emergency upon instruction of superior.
* Maintenance and upkeep of the vehicle.
* Maintenance of the logbook of the vehicle.
* Making regular entry in the key register for issue and deposit of the key of the vehicle.
* Attending to vehicle during its repair and verification of Bills thereafter.
* Any other work assigned by the higher authorities from time to time.
 |
| 16. | Mr. Vijay N. SalgaonkarDriverDriver(VNS)Link: Mr. Anthony Fonseca | * To drive the office vehicle for office work & stand-by for use all divisions during emergency.
* To drive other division vehicle in case of urgency/emergency upon instruction of superior.
* Maintenance and upkeep of the vehicle.
* Maintenance of the logbook of the vehicle.
* Making regular entry in the key register for issue and deposit of the key of the vehicle.
* Attending to vehicle during its servicing /repair and verification of Bills thereafter.
* Any other work assigned by the higher authorities from time to time.
 |
| 17. | Mr. Anthony FonsecaDriverDriver(AF)Link: Mr. Nandkishore N. Handankar | * To drive the office vehicle for office work & stand-by for use all divisions during emergency.
* To drive other division vehicle in case of urgency/emergency upon instruction of superior.
* Maintenance and upkeep of the vehicle.
* Maintenance of the logbook of the vehicle.
* Making regular entry in the key register for issue and deposit of the key of the vehicle.
* Attending to vehicle during its servicing /repair and verification of Bills thereafter.
* Any other work assigned by the higher authorities from time to time.
 |
| 18. | Mr. Uttam C. NaikDriverDriver(UCN)Link: Mr. Vijay N Salgaonkar | * To drive the office vehicle for office work & stand-by for use all divisions during emergency.
* To drive other division vehicle in case of urgency/emergency upon instruction of superior.
* Maintenance and upkeep of the vehicle.
* Maintenance of the logbook of the vehicle.
* Making regular entry in the key register for issue and deposit of the key of the vehicle.
* Attending to vehicle during its servicing /repair and verification of Bills thereafter.
* Any other work assigned by the higher authorities from time to time.
 |
| 19. | Mr. Kanaya A. DessaiDriverDriver(KAD)Link: Kiran DhargalkarDriver | * To drive the office vehicle for office work & stand-by for use all divisions during emergency.
* To drive other division vehicle in case of urgency/emergency upon instruction of superior.
* Maintenance and upkeep of the vehicle.
* Maintenance of the logbook of the vehicle.
* Making regular entry in the key register for issue and deposit of the key of the vehicle.
* Attending to vehicle during its servicing /repair and verification of Bills thereafter.
* Any other work assigned by the higher authorities from time to time.
 |
| 20. | Mr. Kiran DhargalkarDriver(KAD)Link: Mr. Kanaya A. Dessai | * To drive the office vehicle for office work & stand-by for use all divisions during emergency.
* To drive other division vehicle in case of urgency/emergency upon instruction of superior.
* Maintenance and upkeep of the vehicle.
* Maintenance of the logbook of the vehicle.
* Making regular entry in the key register for issue and deposit of the key of the vehicle.
* Attending to vehicle during its servicing /repair and verification of Bills thereafter.
* Any other work assigned by the higher authorities from time to time.
 |
| 21. | Mr. Anand V. MorajkarAttendantAttendant (AVM)Link: Smt. Gayetri Daballe | * Handle the office dispatch work on daily basis. Urgent communications shall be dispatched promptly.
* Handle the work entrusted by Accounts & Administration.
* To handle the work of other division in case of urgency/emergency upon instruction of superior.
* Opening and closing of the Office / Section.
* Light buttons and UPS buttons on off.
* Regular cleaning of tables, chairs, ICT equipments etc.
* Operation of Photocopier machine.
* Carrying correspondence and file to different sections.
* Serving tea, snacks during meetings.
* Any other work assigned by the higher authorities from time to time.
 |
| 22. | Smt. Gayetri G. Daballe, AttendantAttendant (GGB)Link: Mr. Anand V. Morajkar | * Handle the work entrusted by Accounts & Administration.
* To handle the work of other division in case of urgency/emergency upon instruction of superior.
* Opening and closing of the Office / Section.
* Light buttons and UPS buttons on off.
* Regular cleaning of tables, chairs, ICT equipments etc.
* Operation of Photocopier machine.
* Carrying correspondence and file to different sections.
* Serving tea, snacks during meetings.
* Any other work assigned by the higher authorities from time to time.
 |
| 23. | Mr. Nitin D. SalgaonkarAttendantAttendant (NDS)Link: Mr. Sunny Mapari | * Handle the work entrusted by Project Division.
* Handle the office despatch work in absence of Mr. Anand V. Morajkar
* To handle the work of other division in case of urgency/emergency upon instruction of superior.
* Opening and closing of the Office / Section.
* Light buttons and UPS buttons on off.
* Regular cleaning of tables, chairs, ICT equipments etc.
* Operation of Photocopier machine.
* Carrying correspondence and file to different sections.
* Serving tea, snacks during meetings.
* Any other work assigned by the higher authorities from time to time.
 |
| 24. | Mr. Sunny MapariAttendantAttendant (SM)Link: Mr. Nitin D. Salgaonkar | * Handle the work entrusted by IT Division.
* Handle the office despatch work in absence of Mr. Anand V. Morajkar
* To handle the work of other division in case of urgency/emergency upon instruction of superior.
* Opening and closing of the Office / Section.
* Light buttons and UPS buttons on off.
* Regular cleaning of tables, chairs, ICT equipments etc.
* Operation of Photocopier machine.
* Carrying correspondence and file to different sections.
* Serving tea, snacks during meetings.
* Any other work assigned by the higher authorities from time to time.
 |
| 25. | Mr. Ramanand E. AkhadkarAttendant – Presently deputed at the o/o Secretary(IT) | * Handle the work of M.D.’s Secretariat.
* To handle the work of other division in case of urgency/emergency upon instruction of superior.
* Opening and closing of the Office / Section.
* Light buttons and UPS buttons on off.
* Regular cleaning of tables, chairs, ICT equipments etc.
* Operation of Photocopier machine.
* Carrying correspondence and file to different sections.
* Serving tea, snacks during meetings.
* Any other work assigned by the higher authorities from time to time.
 |
| 26. | Smt. Kairunisa F. Dambal,SweeperSweeper (KFD)Link: Smt. Ashwini H. Shetgaonkar | * Upkeep and maintenance of the Office premises i.e. sweeping, mopping the floor with disinfectant (Morning and afternoon). Cleaning of the Office utensils. The works described above shall be completed before the working hours in the Morning and afternoon and as and when required.
* Up-keeping and cleaning office furniture such as tables, chairs, Almirah, cub-boards, filling cabinets, fixtures, partitions, doors, windows, office equipments etc with dry dusters and wet dusters wherever required so as to keep them dust free also cleaning of glass fixtures, etc of the office premises with liquids (like Colin etc).
* Daily collection of dust, waste, etc from all the divisions/rooms/cabins and disposing the same at nearest dustbin provided by ITG.
* Maintaining cleanliness in the Pantry at all times.
* Up-keeping and cleaning of toilets, walls, washbasin, etc. with detergents. Providing of liquid soap, odonil, naphthalene balls, toilet papers rolls in sufficient quality at all times in the premises of ITG.
* Upkeep and Maintenance of the garden and cleaning of the surroundings.
* Preparing & serving tea to Officers/Staff between 9.30 AM to 10.00 AM (Morning), between 3.00 PM to 3.30 PM (Evening) and as and when required for visitors/guests.
* Keeping record of soaps, detergents, manure, acid, etc.
* Assisting in purchase of Tea powder, sugar, milk, etc.
* Any other work assigned by the higher authorities from time to time.
 |
| 27. | Smt. Ashwini H. Shetgaonkar, SweeperSweeper (AHS)Link: Smt. Kairunisa F. Dambal | * Upkeep and maintenance of the Office premises i.e. sweeping, mopping the floor with disinfectant (Morning and afternoon). Cleaning of the Office utensils. The works described above shall be completed before the working hours in the Morning and afternoon and as and when required.
* Up-keeping and cleaning office furniture such as tables, chairs, Almirah, cub-boards, filling cabinets, fixtures, partitions, doors, windows, office equipments etc with dry dusters and wet dusters wherever required so as to keep them dust free also cleaning of glass fixtures, etc of the office premises with liquids (like Colin etc).
* Daily collection of dust, waste, etc from all the divisions/rooms/cabins and disposing the same at nearest dustbin provided by ITG.
* Maintaining cleanliness in the Pantry at all times.
* Up-keeping and cleaning of toilets, walls, washbasin, etc. with detergents. Providing of liquid soap, odonil, naphthalene balls, toilet papers rolls in sufficient quality at all times in the premises of ITG.
* Upkeep and Maintenance of the garden and cleaning of the surroundings.
* Preparing & serving tea to Officers/Staff between 9.30 AM to 10.00 AM (Morning), between 3.00 PM to 3.30 PM (Evening) and as and when required for visitors/guests.
* Keeping record of soaps, detergents, manure, acid, etc.
* Assisting in purchase of Tea powder, sugar, milk, etc.
* Any other work assigned by the higher authorities from time to time.
 |

IT Division

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No.** | **Name and Designation of the employee** | **Reporting to** | **Roles and responsibilities** |
| 1. | Mr. Sanesh V. Varghese Manager (IT)**Code: MIT** | Managing Director | 1. Overall, in-charge of IT Division.
2. Management and coordination of all the IT project activities and operations.
3. Review of progress of IT projects and providing guidance to the IT team.
4. Shall be the key person to get the business for ITG from various Government organizations.
5. Shall follow-up with Departments for recovering dues related to IT projects.
6. Responsible and accountable for smooth implementation of the following project(s): -
7. CISO for Goa State Data Center
8. Project Manager for IT Knowledge Center
9. Any other work as assigned by Higher Authorities from time to time.

**Link official: -**Mr. Gaurav A. Naik, Asst. Manager (Software) |
| **IT Division (Software Section)** |
| **Sr. No.** | **Name and Designation of the employee** | **Reporting to** | **Roles and responsibilities** |
| 2. | Mr. Gaurav A. NaikAsst. Manager (Software)**Code: ASW(GN)** | Manager (IT) | 1. Project in-charge as Team Leader for smooth implementation for various IT projects of Government Departments taken up by ITG, MMP, and various Central/State Government Scheme etc.
2. Project in-charge as Team Leader for smooth implementation of the following projects: -
3. Scanning and Digitization Projects
4. e-Health Management System
5. Empanelment of Software Solutions and CSP
6. IT Knowledge Centers
7. Elections (IT works)
8. Web based application for PWD, GWMC, etc.
9. National Games-implementation of National Games Management Software
10. Online ITG Services-Recruitments, etc.
11. Consultancy related projects.
12. To liaise for Websites, Security Audits & SSL Certificates
13. Shall carryout the necessary formalities right from tender processing, if any till implementation and rollout of the projects.
14. To prepare estimates for the respective project taken up by ITG. Certifying of Payments/Bills
15. Any other work as assigned by the Higher Authorities from time to time.

**Link official: -**Mr. Sandesh S. MandrekarAsst Manager (Software) |
| 3. | Mrs. Sweta S. DalviProgrammer (Gr-I) | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client organization for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. IT Knowledge Center across the State of Goa
4. Websites, Web application and Mobile App Development
5. G-TET &e-Telephone Directory
6. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mrs. Rakhi S. ShetProgrammer (Gr-I)2. Mr. Prasad B. VelipTechnical Assistant (IT) |
| 4. | Ms. Rakhi S. ShetProgrammer (Gr-I) | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client organization for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. Security audits and issue of SSL certificate installations
4. Digital Signatures & e-Signs
5. ICT Consumables contract
6. Common Service Centers at various locations in the State of Goa.
7. Maintenance and Support ofWebsite(s)
8. Any other work as assigned by the Higher Authorities from time to time.

**Link Officers: -**1. Mrs. Sweta S. DalviProgrammer (Gr-I)2. Mr. Sunraj P. NagvekarProgrammer ( Gr – III) |
| 5. | Mr. Sunraj P. NagvekarTechnical Assistant (IT) | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client Organization for the development activity of applications/ websites/ portals, Digitization, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. Scanning and Digitization
4. Websites, Web application and Mobile App Development
5. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mr. Prasad B. VelipTechnical Assistant (IT)2. Mr. Sagar D. NaikTechnical Assistant (IT) |
| 5. | Mr. Prasad B. VelipTechnical Assistant (IT) | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. Empanelment for Software Solution Providers
4. Websites, Web application and Mobile App Development
5. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mr. Sagar A. NaikTechnical Assistant (IT)2. Mr. Sunraj P. NagvekarTechnical Assistant (IT) |
| 6.. | Mr. Sagar A. NaikTechnical Assistant (IT) | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. M-Krishi
4. Zoho rollout in ITG
5. Websites, Web application and Mobile App Development
6. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mr.Prasad B. VelipTechnical Assistant (IT)2. Mr. Shodhan D. NaikTechnical Assistant (IT) on Contract |
| 7. | Ms. Sonal S. Raut DessaiTechnical Assistant (IT) on Contract | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. E-Hospital Management Information System.
4. Schemes of Tribal Department.
5. Websites, Web application and Mobile App Development
6. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Ms. Akshada K. GawasTechnical Assistant (IT) on Contract2. Mr. Shodhan D. NaikTechnical Assistant (IT) on Contract |
| 8. | Mr. Shodhan D. NaikTechnical Assistant (IT) on Contract | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. Graphics Designs
4. Empanelment for CSP
5. Websites, Web application and Mobile App Development
6. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Ms. Ashwini R. MadgaonkarTechnical Assistant (IT) on Contract2. Mr. Sagar A. NaikTechnical Assistant (IT) |
| 9. | Ms. Akshada K. GawasTechnical Assistant (IT) on Contract | Asst. Manager (Software)**ASW(GN)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. e-Hospital Management Information System
4. Websites, Web application and Mobile App Development
5. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Ms. Sonal S. RautDessaiTechnical Assistant (IT) on Contract2. Ms. Ashwini R. MadgaonkarTechnical Assistant (IT) on Contract |
| **IT Division (Software Section)** |
| **Sr. No.** | **Name and Designation of the employee** | **Reporting to** | **Roles and responsibilities** |
| 10. | Mr. Sandesh MandrekarAsst. Manager (Software)**Code: ASW(SM)** | Manager (IT) | 1. Project in-charge of Software Section for various IT projects of Government Departments taken up by ITG, MMP, and various Central/ State Government Scheme etc.
2. Project in-charge as Team Leader for smooth implementation of the following projects: -
3. e-Tendering/e-Auctionfor the State of Goa through GePNIC
4. e-District for the State of Goa through implementing agency M/s. GEL
5. Goa State Data Center (Goa-SDC) & Cloud Migration, Exit of Goa-SDC
6. SMS Gateway/, IVRS/Voice Calls, etc.
7. CCTNS project of Daman & Diu.
8. UTWAN and SSDG project for UT’s
9. Consultancy related projects.
10. Shall carryout the necessary formalities right from tender processing, if any till implementation and rollout of the projects.
11. To prepare estimates for the respective project taken up by ITG. Certifying of Payments/Bills
12. Any other work as assigned by the Higher Authorities from time to time.

**Link official: -**Mr. Gaurav A. NaikAsst Manager (Software)  |
| 11. | Mr. Tushar D. KenavdekarProgrammer (Gr-I) | Asst. Manager (Software)**ASW(SM)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. Goa State Data Center (Goa-SDC) through implementing agency&Exit Management of Goa-SDC
4. SMS Gateway/, IVRS/Voice Calls, WhatsApp, etc
5. Complaint registration Mobile Apps like Transport, Noise Pollution, NGS, etc.
6. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Ms. Ashwini R. Madgaonkar, TA-IT2. Mrs. Meghana R. ShetyeProgrammer - (Gr-I) |
| 12. | Mrs. Meghana R. ShetyeProgrammer - (Gr-I) | Asst. Manager (Software)**ASW(SM)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
	1. e-Tendering/e-Auction for the State of Goa through GePNIC
	2. Applications related to Election office, Fire & Emergency.
	3. UTWAN and SSDG project for UT’s
3. Any other work asassigned by the Higher Authorities from time to time.

**Link officials: -**1. Mr. Tushar D. KenavdekarProgrammer (Gr-I)2. Ms. Ashwini R. Madgaonkar, TA-IT |
| 13 | Ms. Ashwini R. MadgaonkarTechnical Assistant (IT) on Contract | Asst. Manager (Software)**ASW(SM)** | 1. Overall Management and Coordination with Client Organizations for the development activity of applications/ websites/ portals, etc. undertaken by ITG.
2. Shall handle smooth implementation of the following projects: -
3. e-District for the State of Goa through implementing agency M/s. GEL
4. PMGDISHA
5. Cloud Migration of websites & applications.
6. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mrs. Meghana R. ShetyeProgrammer - (Gr-I)2. Mr. Tushar D. KenavdekarProgrammer (Gr-I) |
| **IT Division (Hardware Section)** |
| **Sr. No.** | **Name and Designation of the employee** | **Reporting to** | **Roles and responsibilities** |
| 14. | Mr. Pankaj K. ChavanAsst. Manager (Computer Hardware)**Code: AHW(PC)** | Manager (IT)**AHW(PC)** | 1. Overall supervision of Hardware section for various IT projects of Government Departments taken up by ITG, MMP, and various Central/State Government Scheme etc.
2. Project in-charge as Team Leader for smooth implementation under IT Facility Management Services (ITFMS)of the following projects:-
	1. Rate Contract of ICT Equipments
	2. Rate Contract of AMC of ICT Hardware, System Software and Networking
	3. Rate Contract of AMC of LAN & WAN
	4. Rate Contract of Antivirus &Solutions
	5. Rate Contract for CCTV Surveillances and Networking
	6. Goa Broad Band related works.
	7. Shall handle Pay roll and leave records software of ITG.
3. Liaise with DOIT to sort all the Hardware and Networking related issues.
4. Shall carryout the necessary formalities right from tender processing, if any till implementation and rollout of the projects.
5. To prepare estimates for the respective project taken up by ITG. Certifying of Payments/Bills.
6. Any other work as assigned by the Higher Authorities from time to time.

**Link official: -**Mr. Gaurav A. NaikAsst. Manager(Software) |
| 15. | Mrs. Shweta S. GaonkarDessai Technical Assistant (IT) | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link officials:-*** 1. Mrs. Vibha C. Shetgaonkar

Technical Assistant (IT)2. Mr. Anand K. Prabhu ChodnekarTechnical Assistant (IT) |
| 16. | Mr. Piyush S. PatilTechnical Assistant (IT) | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mr.Vishwas R. KavthankarProgrammer - (Gr-I)2. Mr. Sarvesh R. Naik Technical Assistant (IT) |
| 17. | Mr. Anand K. Prabhu Chodnekar Technical Assistant (IT) | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mrs. Shweta S. GaonkarDessaiTechnical Assistant (IT)2. Mrs. Vibha C. ShetgaonkarTechnical Assistant (IT) |
| 18. | Mr. Sarvesh R. Naik Technical Assistant (IT) | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link officials:**-1. Mr.Vishwas R. KavthankarProgrammer - (Gr-I)2. Mr. Piyush S. PatilTechnical Assistant (IT) |
| 19. | Mr. Shivanand NaikTechnical Assistant (IT) | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link official**: -1. Ms. Gauri Kadkade Technical Assistant (IT) on Contract2. Mr. Anand K. Prabhu ChodnekarTechnical Assistant (IT) |
| 20. | Ms. Gauri Kadkade Technical Assistant (IT) on Contract | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mr. Shivanand Naik Technical Assistant (IT)2. Mr. Sarvesh R. Naik Technical Assistant (IT) |
| 21. | Mrs. Vibha C. Shetgaonkar Technical Assistant (IT) | Asst. Manager (Computer Hardware)**AHW(PC)** | 1. To carry out any projects under the IT Facility Management Services of the User Department
2. Shall be responsible for carrying out inspections and certifications in respect of the projects under ITFMS.
3. Shall coordinate with the nodal officers of the Department to resolve all issues under ITFMS.
4. Any other work as assigned by the Higher Authorities from time to time.

**Link officials: -**1. Mrs. Shweta S. GaonkarDessaiTechnical Assistant (IT)2. Mr. Anand K. Prabhu ChodnekarTechnical Assistant (IT) |
| 22. | Mr. Vishwas Kavthankar, Programmer-I | Manager IT | 1. Project Team Leader for smooth implementation of e-office .
2. Management and coordination of all the e-office project activities and operations.
3. Gap analysis for Hardware requirements, Digital Signature, Digitization, etc necessities with the coordination with nodal officers.
4. To prepare estimates for the respective project.
5. Any other work as assigned by the higher authorities from time to time
 |

**Projects Division**

|  |  |  |
| --- | --- | --- |
| **Sr. no.** | **Name & Designation** | **Roles and responsibilities** |
| 1. | Shri Anthony Elvis Simoes, Executive Engineer**Reporting to** Chief Engineer | * He shall assist Chief Engineer in various project related matters and advise subordinate on the system improvement in Pre-qualification criteria’s, justification of cost estimates, preparation of tender, tendering process, tender scrutiny, award of tender and Project Management.
* Grant of Technical Sanctions as per CPWD works manual.
* Management of the Project activities at various Sites to ensure smooth and safe completion of the works, meeting technical, Safety and Quality requirements within the sanctioned Budget and schedule of completion. He shall be assisted by the Consultants/Architect/Master Planner and PMC on Board in meeting the objective of ITG.
* Management and coordination of all the project activities at sites and providing regular guidance to the Project Division team.
* He shall review all the technical documents submitted by Consultants/Architect/Master Planner and PMC or junior level and soliciting approval of the Competent Authority for further course of action.
* Inter-departmental coordination for effective functioning of Project Division, processing of contractors bills in time and in line with the contractual requirement etc.
* Coordination and liaison with statutory authority and external agencies concerned in obtaining project related clearances.
* Monitoring activities of the contractors, Consultants/Architect/Master Planner and PMC.
* Any other works that may be entrusted by the superiors from time to time.
 |
| 2. | Shri Sidhesh R Chari,Assistant Engineer **Reporting to** Executive Engineer | * He shall assist Chief Engineer and Executive Engineer in the management of project activities right from tender process to project management i.e. completion of works at site including review of technical safety and quality requirements.
* He shall carry out all the field related activities as directed by his superiors.
* Planning and coordination in preparing NIT/Tender documents.
* Studying of approved construction engineering drawings and monitoring the construction activities as per the engineering drawings.
* Assisting Executive Engineer in reviewing the running bills of the contractors forwarded by the PMC, running bills of the Consultants/Architect/Master Planner and PMC and ensuring timely submission for further approval.
* Assisting Executive Engineer in monitoring activities at site of all agencies so that the project is completed on schedule.
* Day to day coordination with construction contractor, consultants/Architect/PMC or Junior level on project related activities.
* Review of progress report from Architect/Consultant/PMC or junior level monthly.
* Preparation and timely submission of Quarterly/Monthly progress report of works undertaken to higher authorities whenever required, Documentation, creation of data bank and management system.
* He shall maintain constructive relationship within the project team and with the PMC, Architect/consultants & contractors.
* Any other works that may be entrusted by the superiors from time to time.
 |
| 3. | Mr. Uday U. KotkarTechnical Assistant**Reporting to** Assistant Engineer | * He shall be responsible for coordination in preparation of estimates, drawings, preparation of tender documents, monitoring, management and coordination of all the project activities at site and ensuring that the project is in line with the requirement agreed upon with respect to schedule of quality, monitoring and maintaining quality of work as per the Contract & requirement during execution of work.
* Assisting Assistant Engineer in certification of measurements & contractors of Bills.
* Assisting Assistant Engineer in certification of Architect/consultant Bills in respect of projects.
* He shall maintain constructive relationship within the project team and with the PMC, Architect/consultants & contractors.
* Any other works that may be entrusted by the superiors from time to time.
 |
| 4. | Mrs. Jiya J. SawantJunior Engineer**Reporting to** Assistant Engineer | * She will be first line official at site from ITG.
* She will work under the guidance, supervision and directions of her superior, to do daily inspection of the working site.
* Verification and recording of Measurements in the Measurement Books on a daily/weekly basis in the presence of the contractor/PMC/Architect as the case may be.
* Give feedback to superiors on implementation of project and responsible for documentation at site.
* She should be aquainted with all the approved construction drawings and execution methodology and report to her Superiors on deviation from the approved drawings and procedures.
* Assisting her Superiors in certification and recording of measurements of bills from the PMC/Architect/Consultants and the Contractors.
* She shall work in close liaison with the PMC, Architect/consultants & contractors at site.
* Any other works that may be entrusted by the superiors from time to time.
 |
| 5. | Mrs. Aashna A. PalikarJunior Engineer**Reporting to** Assistant Engineer | * She will be first line official at site from ITG.
* She will work under the guidance, supervision and directions of her superior, to do daily inspection of the working site.
* Verification and recording of Measurements in the Measurement Books on a daily/weekly basis in the presence of the contractor/PMC/Architect as the case may be.
* Give feedback to superiors on implementation of project and responsible for documentation at site.
* She should be aquainted with all the approved construction drawings and execution methodology and report to her Superiors on deviation from the approved drawings and procedures.
* Assisting her Superiors in certification and recording of measurements of bills from the PMC/Architect/Consultants and the Contractors.
* She shall work in close liaison with the PMC, Architect/consultants & contractors at site.
* Any other works that may be entrusted by the superiors from time to time.
 |

**Manual 3**

**The procedure followed in the decision making process, including**

**Channels for supervision and accountability**

[Section 4(1) (b) (iii**)]**

**Projects Division:**

|  |  |
| --- | --- |
| Juniors/ Subordinate Staff like Technical Assistants, Junior Engineer. | The proposal is put up narrating the facts to their higher authorities. |
| Assistant Engineer (Projects) | The proposal is looked / examined for facts confirmation and further recommends for approval/rejection. |
| Executive Engineer (Projects) | Takes decision as per powers enjoyed in line with PWD, Government of Goa. |
| Chief Manager (Projects) | The Board has delegated powers and he takes decisions or submits to Managing Director for further decision in the matter. |
| Managing Director | Managing Director is the authority. He approves or rejects the proposal within the delegation of powers vested on him by the Board.  |
| Board of Directors | Any important policy decisions to be taken, the matters are placed before the Board of Directors for decision. |

**IT Division**

|  |  |
| --- | --- |
| Juniors/ Subordinate Staff - Programmers | The proposal is put up narrating the facts to their higher authorities. |
| System Analyst / Assistant Manager | The proposal is looked / examined for facts confirmation and further recommends for approval/rejection. |
| Manager (IT)  | After evaluation of the recommendation submits for approval of Managing Director. |
| Managing Director | Managing Director is the authority. He approves or rejects the proposal within the delegation of powers vested on him by the Board.  |

**Accounts & Administration Division:**

|  |  |
| --- | --- |
| Juniors/ Subordinate Staff like Accounts Assistants, Clerks etc. | The proposal is put up narrating the facts to their higher authorities. |
| Administrative Officer / Asst. Accounts Officer | The proposal is looked / examined for facts confirmation and further recommends for approval/rejection. |
| Dy. Manager (Accts & Admn.) | After evaluation of the recommendation submits for approval of Managing Director. |
| Managing Director | Managing Director is the authority. He approves or rejects the proposal within the delegation of powers vested on him by the Board.  |
| Board of Directors | Any important policy decisions to be taken, the matters are placed before the Board of Directors for decision. |

**Manual 4**

**Norms set for the discharge of functions**

[Section 4(1) (b) (IV)]

As per the nature of the Business of the Corporation. The different norms and time frame completion of job setout as per the requirement of the job and are stipulated in the proposal/tenders etc.

**Manual 5**

**Rules, regulations, instructions, manuals and records**

**For discharging functions**

[Section 4(1) (b) (v)]

1. Memorandum and Article of Association of Info Tech Corporation of Goa Limited
2. Companies Act, 1956
3. Employees’ Provident Funds and Miscellaneous Provisions Act, 1952.
4. Circulars/guidelines issued by Central & State Government from time to time and as applicable to State Government PSU.
5. IT Policy 2005
6. CPWD

**Manual 6**

**A statement of the categories of documents that are held**

**By it for under its control**

[Section 4(1) (b) (VI)]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sr. No.** | **Nature of Record** | **Detail of information available** | **Unit/Section where available** | **Retention period, where available** |
| 1 | Reports | Financial Position such as Annual Reports of the Corporation | Accounts | It is always retained |
| 2 | Registers | Required under various laws / Acts like Companies Act, 1956, Income Tax Act, 1961 etc. | Accounts | It is always retained |
| 3 | Fixed Deposit Receipts | A Register is maintained giving details of Fixed Deposit Receipts | Accounts | It is always retained |
| 4 | Deeds | Lease deeds signed with ITG | Administration | Till the expiry of the period |
| 5 | Agreements  | Various Agreements Signed with ITG | Administration | Till the expiry of the period |
| 6 | Bank Guarantee | Various Bank Guarantees issued to ITG | Accounts | Till the expiry of the period |
| 7 | Mortgage Bonds in respect of various loans / advances of staff | Concerned Files | Administration | Till the expiry of the period |
| 8 | Files of various activities undertaken by the Corporation | Concerned Files | Concerned Departments | It is always retained |

**Manual 7**

**Particulars of any arrangement that exists for consultation with or**

**Representation by the members of the public in relation to the formulation**

**Of its policy of implementation**

[Section 4(1) (b) (vii)]

The policy decisions are taken by the Board of Directors appointed by the Government from time to time. Hence there is no arrangement that exists for consultation with or representation by the members of the public.

**Manual 8**

**A statement of boards, council, committees and other bodies constituted**

[Section 4(1) (b) (viii)]

|  |  |
| --- | --- |
| **Name** | Board of Directors of the Info Tech Corporation of Goa Limited |
| Constituted vide order no. | The Government of Goa by Notification No. 1(90)/DOIT/ITG-DIR/2001/95 dated 22/04/2022 has reconstituted the Board of ITG. |
| Date Constituted | 22/04/2022 |
| Members | 1. Shri Chandrakant P. Shetye, Hon’ble MLA of Bicholim Constituency - Chairman
2. Secretary (Information Technology, Government of Goa - Director
3. Dr. Dinesh Anand Amonkar, Director
4. Shri Rajan Anand Kadkade, Director
5. Shri Jerry Mathew, Director
6. Shri Nagraj Prabhu Borkar, Director
7. Managing Director, GSIDC – Director
8. Director, DITEC- Director
9. Managing Director - Info Tech Corporation of Goa Ltd. - Director
 |
| Whether meetings of the committee / board open to public? | NO |
| Whether minutes of the meeting accessible to public? | NO |

**DEPARTMENTWISE EVALUATION COMMITTEE of ITG.**

**IT Division**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Shri Sanesh Varghese, Manager (IT) | : | Chairman |
| 2 | Shri Vishwesh Naik, Dy. Mgr. (Accts & Adm) | : | Member |
| 3 | Shri Gaurav A Naik, Asst. Manager (Software)  | : | Member |

The 104th Board Meeting approved, in order to frame the terms & conditions of the tender, committee consisting of the following members:

|  |  |  |
| --- | --- | --- |
|  | Manager (IT) , ITG | * Chairman
 |
|  | Representative of State Informatics Officer, NIC-Goa | * Member
 |
|  | Representative, Department of Information Technology, Govt. of Goa. | * Member
 |
|  | Dy. Manager (Accts & Admn), ITG | * Member
 |
|  | Assistant Manager (Comp H/W), ITG | * Member
 |
|  | Assistant Manager (Software), ITG | * Member
 |
|  | Programmer-I, ITG or Technical Assistant (IT), ITG | * Member Secretary
 |

The 104th Board Meeting approved, in order to evaluate the tender, technical evaluation committee consisting of the following members:

|  |  |  |
| --- | --- | --- |
|  | Manager (IT) , ITG | * Chairman
 |
|  | Representative of State Informatics Officer, NIC-Goa | * Member
 |
|  | Representative, Department of Information Technology, Govt. of Goa. | * Member
 |
|  | Dy. Manager (Accts & Admn), ITG | * Member
 |
|  | Assistant Manager (Comp H/W), ITG | * Member
 |
|  | Assistant Manager (Software), ITG | * Member
 |
|  | Programmer-I, ITG or Technical Assistant (IT), ITG | * Member Secretary
 |

The 104th Board Meeting approved, in order to evaluate the commercial bid, constitute commercial evaluation committee consisting of the following members:

|  |  |  |
| --- | --- | --- |
|  | Manager (IT) , ITG | * Chairman
 |
|  | Representative of State Informatics Officer, NIC-Goa | * Member
 |
|  | Representative, Department of Information Technology, Govt. of Goa. | * Member
 |
|  | Dy. Manager (Accts & Admn), ITG | * Member
 |
|  | Assistant Manager (Comp H/W), ITG | * Member
 |
|  | Assistant Manager (Software), ITG | * Member
 |
|  | Programmer-I, ITG or Technical Assistant (IT), ITG | * Member Secretary
 |

**Administration and Accounts**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Shri Vishwesh Naik, Dy. Mgr. (Accts & Adm) | : | Chairman |
| 2 | Shri Sanesh Varghese, Manager (IT)  | : | Member |
| 4 | Shri Raul P. Amonkar, Administrative Officer | : | Member |

**PROJECT CELL**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Shri J. N. ChimulkarChief Engineer of Project Division, ITG | : | Chairman |
| 2 | Shri Anthony Elvis SimoesExecutive Engineer, Project Division, ITG | : | Member |
| 3 | Shri Vishwesh V. NaikDy. Manager (Accts & Admn.), ITG | : | Member |
| 4 | Shri Sidhesh R. ChariAssistant Engineer, Project Division, ITG | : | Member |
| 5 | Concerned Technical Assistant (Civil), Project Division, ITG | : | Member |
| 6 | Concerned Junior Engineer, Project Division, ITG | : | Member |

**Departmental Promotion Committee /Departmental Selection Committee for CLASS “A & B”**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Chairman, ITG | : | Chairman |
| 2 | Managing Director | : | Member |
| 3 | Senior Officer/Head of the concerned department of the corporation | : | Member |
| 4 | An expert member nominated by Managing Director if required | : | Member |

**Departmental Promotion Committee /Departmental Selection Committee for CLASS “C & D”**

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | Managing Director | : | Chairman |
| 2 | Senior Officer/Head of the concerned department of the corporation | : | Member |
| 3 | Any member nominated by Managing Director  | : | Member |

**Manual 9**

**Directory of officers and employees**

[Section 4(1) (b) (ix)]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Srno. | Name of the Officer | Designation  | Ph.no. | Email |
| 1 | Shri Praveen R. Volvotkar | Managing Director | 94220587110832 – 22251920832 – 2226024 | md-itg.goa@nic.in |
| 2 | Shri. J.N. Chimulkar | Chief Engineer (Projects) | 98221221400832 – 22251920832 – 2226024 | support@itcgl.in |
| 3 | Shri. Sanesh Varghese | Manager (IT) | 98817415180832 – 22251920832 – 2226024 | sanesh.varghese@nic.in |
| 4 | Shri Vishwesh V. Naik | Dy. Manager (Accts & Admn.) | 98817406020832 – 22251920832 – 2226024 | vishwesh.naik@nic.in |

**Manual 10**

**The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations**

[Section 4(1)(b)(x) ]

As per Annexure – I

The Basic Pay, dearness allowance and HRA etc. applicable to the employees of the corporation is the same as it is applicable to the government offices from time to time.

**Manual 11**

**The budget allocated to each agency**

[Section 4(1) (b) (xi)]

Not Applicable

**Manual 12**

**The manner of execution of subsidy program**

[Section 4(1) (b) (xii)]

Not Applicable

**Manual 13**

**Particulars of recipients of concessions, permits or authorizations granted**

[Section 4(1) (b) (xiii) ]

Not Applicable

**Manual 14**

**Information available in an electronic form**

[Section 4(1) (b) (xiv)]

No information is available in electronic form.

**Manual 15**

**Particulars of facilities available to citizens for obtaining information**

[Section 4(1) (b) (xv)]

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. No** | **Facility available** | **Nature of Information available** | **Working hours** |
| 1. | First Appellant Authority/Public Information Officer/Assistant Public Information Officer(see Annexure G) | Information on all activities covered under RTI Act | 9.30 a.m. to 1.15 p.m. and2.00 p.m. to 5.45 p.m. |

|  |  |
| --- | --- |
| **Name of facility** | Official Website (https://infotech.goa.gov.in) |
| Incharge | Managing Director |
| Working hours | 24 X 7 |
| Address | IT HUB, 3rd Floor,Altinho, Panaji Goa |
| Location / City | Panaji – Goa |
| Telephone (Off) | 0832 – 22251920832 – 2226024 |
| Fax No | 0832 – 2412855 |
| E-mail | md-itg.goa@nic.in |

**Manual 16**

**Name, designation and other particulars of Public Information Officers**

[Section 4(1) (b) (xvi)]

**First Appellate Authority**
Shri Praveen Volvotkar
Managing Director

**Public Information Officer**
Shri Sanesh Varghese
Manager (IT)

**Assistant Public Information Officer**
Shri Vishwesh V. Naik
Dy. Manager (Accts & Admn.)

**Manual 17**

**Other Information:**

[Section 4(1) (b) (xvii)]

Nil

Annexure – I

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. no.** | **Name of the Employee**  | **Pay Matrix Level under 7th CPC** | **Basic Pay as of 01.07.2022** |
| 1 | Mr. Praveen R. VolvotkarManaging Director | Additional Charge – Appointed by Government | Paid by Government |
| 2 | Mr. Sanesh V. VargheseManager (IT) | 11 | Basic PayRs. 78,500/- |
| 3 | Mr. Anthony E. SimoesEx. Engineer | 11 | Basic PayRs. 80,900/- |
| 4 | Mr. Vishwesh V. NaikDy. Mgr.(Accts & Admn) | 11 | Basic PayRs. 93,800/- |
| 5 | Mr. Milton D’CruzAsst. Accts. Officer | 8 | Basic PayRs. 74,300/- |
| 6 | Mr. Gaurav A. NaikAsst. Manager (Software) | 7 | Basic PayRs. 53,600/- |
| 7 | Mr. Raul P. AmonkarAdministrative Officer | 8 | Basic PayRs. 70,000/- |
| 8 | Mr. Sandesh S. MandrekarProgrammer III | 7 | Basic PayRs. 72,100/- |
| 9 | Mr. Sidhesh R. ChariAssistant Engineer | 7 | Basic PayRs. 62,200/- |
| 10 | Mr. Uday N. KotkarTechnical Assistant(Civil | 7 | Basic PayRs. 60,400/- |
| 11 | Mr. Pankaj K. ChavanProgrammer II | 7 | Basic PayRs. 66,000/- |
| 12 | Mr. Siddharth V. DaureAccountant | 8 | Basic PayRs. 64,100/- |
| 13 | Mrs. Maria S. D’Souza FernandesStenographer I | 6 | Basic PayRs. 62,200/- |
| 14 | Mr. Alexander A. GeorgeAccounts Assistant Gr I | 6 | Basic PayRs. 64,100/- |
| 15 | Mrs. Sweta S. DalviProgrammer I(MACPS) | 7 | Basic PayRs. 60,400/- |
| 16 | Mr. Vishwas R. KavthankarProgrammer I | 6 | Basic PayRs. 53,600/- |
| 17 | Mrs. Meghana R. ShetyeProgrammer I | 6 | Basic PayRs. 53,600/- |
| 18 | Ms. Rakhi S. SawantProgrammer I | 6 | Basic PayRs. 52,000/- |
| 19 | Ms. Jiya SawantJunior Engineer | 6 | Basic PayRs. 52,000/- |
| 20 | Mrs. Aashna A. PalikarJunior Engineer | 6 | Basic PayRs. 52,000/- |
| 21 | Mr. Tushar KenavedekarProgrammer I | 6 | Basic PayRs. 50,500/- |
| 22 | Mr. Anand K. Prabhu Chodnekar,Technical Assistant (IT) | 5 | Basic PayRs. 39,200/- |
| 23 | Mrs. Shweta Suraj Gaonkar DessaiTechnical Assistant (IT) | 5 | Basic PayRs. 39,200/- |
| 24 | Mr. Piyush Sandeep PatilTechnical Assistant (IT) | 5 | Basic PayRs. 39,200/- |
| 25 | Mr. Survesh R. NaikTechnical Assistant (IT) | 5 | Basic PayRs. 39,200/- |
| 26 | Mrs. Vibha C. ShetgaonkarTechnical Assistant (IT) | 5 | Basic PayRs. 32,900/- |
| 27 | Mr. Sunraj NagvekarTechnical Assistant | 5 | Basic PayRs. 34,900/- |
| 28 | Mr. Prasad bB. VelipTechnical Assistant (IT) | 5 | Basic PayRs. 34,900/- |
| 29 | Shri. Sagar Ashok Naik, Technical Assistant (IT) | 5 | Basic PayRs. 31,000/- |
| 30 | Shri. Shivanand Naresh Naik, Technical Assistant (IT) | 5 | Basic PayRs. 31,000/- |
| 31 | Mr. Sebastiao A. Teles GonsalvesUDC | 5 | Basic PayRs. 48,200/- |
| 32 | Mrs. Safal S. KamatReceptionist cum Telephone Operator | 5 | Basic PayRs. 42,800/- |
| 33 | Mr. Aleixo CarvalhoOffice Supervisor | 4 | Basic PayRs. 42,200/- |
| 34 | Mr. Vilas Y. MandrekarAssistant cum Cashier | 4 | Basic PayRs. 38,600/- |
| 35 | Mrs. Rupali S. NaikClerk/Typist | 3 | Basic PayRs. 33,000/- |
| 36 | Mr. Munir AnsariLDC | 2 | Basic PayRs. 22,400/- |
| 37 | Mr. Victor B. F. De SouzaJunior Assistant | 3 | Basic PayRs. 34,000/- |
| 38 | Mr. Manoj M. KambliJunior Assistant | 3 | Basic PayRs. 33,000/- |
| 39 | Smt. Utkarsha M. Chodankar,Junior Assistant | 1 | Basic PayRs. 23,500/- |
| 40 | Mr. Nandkishore N. HaldankarDriver | 3 | Basic PayRs. 35,000/- |
| 41 | Mr. Vijay N. SalgaonkarDriver | 3 | Basic PayRs. 34,000/- |
| 42 | Mr. Anthony M. FonsecaDriver | 3 | Basic PayRs. 34,000/- |
| 43 | Mr. Uttam C. NaikDriver | 3 | Basic PayRs. 33,000/- |
| 44 | Mr. Kanaya DessaiDriver | 2 | Basic PayRs. 24,500/- |
| 45 | Mr. Kiran DhargalkarDriver | 2 | Basic PayRs. 22,400/- |
| 46 | Mr. Anand V. MorajkarAttendant | 3 | Basic PayRs. 34,000/- |
| 47 | Mrs. Gayetri G. DaballeAttendant | 2 | Basic PayRs. 32,000/- |
| 48 | Mr. Nitin D. SalgaonkarAttendant | 2 | Basic PayRs. 31,100/- |
| 49 | Mr. Ramanand AkadkarAttendant  | 1 | Basic PayRs. 21,500/- |
| 50 | Shri. Sunny Ramakant Mapari, Attendant | 1 | Basic PayRs. 19,100/- |
| 51 | Smt. Kairunisa F. Dambal,Sweeper | 1 | Basic PayRs. 23,500/- |
| 52 | Mrs. Ashwini H. ShetgaonkarSweeper | 1 | Basic PayRs. 23,500/- |
| 53 | Ms. Sonal S. Raut DessaiTechnical Assistant (IT) – Contract Basis | - | Rs. 34,430.00 (Consolidated)  |
| 54 | Ms. Ashwini R. MadgaonkarTechnical Assistant (IT) – Contract Basis | - | Rs. 34,430.00 (Consolidated) |
| 55 | Mr. Shodhan D. NaikTechnical Assistant (IT) – Contract Basis | - | Rs. 34,430.00 (Consolidated) |
| 56 | Ms. Akshada K. GawasTechnical Assistant (IT) – Contract Basis | - | Rs. 34,430.00 (Consolidated) |
| 57 | Ms. Puja A. DessaiTechnical Assistant (IT) – Contract Basis | - | Rs. 34,430.00 (Consolidated) |
| 58 | Ms. Gauri KadkadeTechnical Assistant (IT) – Contract Basis | - | Rs. 34,430.00 (Consolidated) |
| 59 | Mrs. Sanchita Satyawan Gaude, Accountant – Contract Basis | - | Rs. 40,000.00 (Consolidated) |
| 60 | Ms. Divya Deu Raut, Accountant – Contract Basis | - | Rs. 40,000.00 (Consolidated) |
| 61 | Mrs. Trisha Tushar Mandrekar, Accountant – Contract Basis | - | Rs. 40,000.00 (Consolidated) |