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***** CITIZEN CHARTER*****
INFO TECH CORPORATION OF GOA LIMITED (ITG)

COMPANY PROFILE



Info Tech Corporation of Goa Limited (ITG), an ISO 9001:2008 certified Company has been set up by the Government of Goa to promote overall growth of the state's economy through the use of Information Technology.

Originally incorporated as Electronics Corporation of Goa Limited on April 18, 1990 under the Companies Act, 1956. Subsequently, on April 26, 2001, the name of the Corporation was changed to Info Tech Corporation of Goa Limited with the Registrar of Companies, Goa, Daman & Diu at Panaji, Goa.

Info Tech Corporation of Goa Limited (ITG) is a wholly owned State Government Company registered under the Companies Act, 1956 within the meaning assigned under Section 617 of the Companies Act 1956. Info Tech Corporation of Goa Limited (ITG) has been set up by the Government of Goa to promote overall growth of the state's economy through the use of Information Technology.

CAPITAL STRUCTURE

Authorised Shares Capital of the Company as on 31st March 2012 is Rs. 17.50 Crores divided into 1,75,00,000 shares of Rs. 10/- each. The issued subscribed and paid up capital is Rs. 16.33 Crore. The shares are held in the following pattern:

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Sr. No	Name of Department and undertakings	Amount (Rs.)
1.	Govt. of Goa, Department of Information Technology	13,14,56,400.00
2.	EDC Limited	1,56,90,440.00
3.	GIDC	1,57,00,000.00
4.	GHRSSIDC	5,00,000.00
	Total	16,33,46,840.00

ORGANIZATION SET UP

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. Being a Government Corporation, ITG follows the Circulars/guidelines issued by Central & State Government from time to time and as applicable to State Government PSU.

Managing Director is the Chief Executive of the company and is presently assisted by Manager (IT), Dy. Manager (Accts & Admn) and Assistant Engineer.



OFFICE PREMISES

Registered Office & Administrative Office:

Info Tech Corporation of Goa Limited
Above Alcon Hyundai Showroom,
3rd Floor, NH-17,
Porvorim – Goa 403 501
Phone nos. 0832 – 2416024, 2415192
Fax. No. 0832 - 2412855

E-mail:- info@infotechgoa.com



Website:- www.infotechgoa.com

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OBJECTIVES

The objectives include:



- Creation of IT Infrastructure for promotion of IT Industry in the state of Goa by establishing IT / Cyber Cities, IT Parks, Townships at places selected by the Government.
- 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.
 - ❖ To undertake Annual Maintenance Contract (AMC) of ICT Hardware & Software.
 - ❖ To provide consultancy in the IT field.
- Help and promote IT and IT Enabled Service Industries in the state of Goa.

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WHY TO INVEST IN GOA – ADVANTAGE GOA

Goa has all the pre-requisites to emerge as a software paradise. Some of the advantages of Goa include:

- ✳ **Cost effective:** Goa offers an immense cost advantages in IT software development, IT manufacture and IT Enabled services. Goa has a relatively high standard of living and at the same time is extremely cost effective. As per the survey findings, the cost of setting up a software unit in Goa amongst the major 10 Indian software cities was one of the lowest – thereby making Goa the preferred choice.
- ✳ **Manpower:** Goa has one of the highest literacy rates in the country and a very large percentage of the population is conversant in English thus making Goa a front-runner in setting up call centers and other IT Enabled services operations. Populated by a well-traveled people, Goa is familiar with Western ethos and culture.
- ✳ **Data communications:** A Software Technology Park has already been set up at Verna Goa, which has the facilities of state-of-the-art data communication facilities provided by Videsh Sanchar Nigam Limited. Large network of fibre optic is an extra advantage to make a super corridor in Goa.

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- * **Recreational activities and infrastructure:** Goa is an International Tourist Destination, with wide expanse of beaches and host of recreational activities. Both as a residence for software professionals as well as a tourist place for visiting clients, it offers an ideal opportunity to mix business with relaxation.

- * **Quality of life:** Software professionals tend to prefer a city with a satisfactory quality of life. Goa offers them a congenial atmosphere.

- * **Approach of State Government:** The state Government is very keen to make Goa an IT paradise. This enthusiasm translates into friendly policies, easy functioning and incentives for IT industry.

- * **Quality consciousness:** The general public is very quality conscious, an attribute which is very essential for software development.

- * **Connectivity:** With possibilities of expanding air links, Goa has all the pre-requisites of becoming an IT paradise.

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**IT PARKS/SOFTWARE TECHNOLOGY PARKS/CYBER CITIES DEVELOPED BY
ITG AND OTHER IT INFRASTRUCTURE PROJECTS UNDERTAKEN BY ITG.**



A. IT PARKS/SOFTWARE TECHNOLOGY PARKS/CYBER CITIES

1. SOFTWARE TECHNOLOGY PARK COMPLEX

ITG has set up a Software Technology Park Complex at a prestigious site at Verna industrial Estate at Verna. The STP is planned as a modern, state-of-the-art and high quality Technology Park and service units with all necessary infrastructure of roads, services and landscaping. The built-up space has been allotted for setting up of IT & IT enabled services in the STP Complex. The STP complex is located in a Eco Friendly Industrial Estate in the company of Multinational Companies. The Verna industrial estate is centrally located from all the major towns & centres of Goa and is close to the airport.

ITG constructed five buildings having total area of about 12,463.01m². All these buildings i.e. STP-I, STP-II, STP-III, STP-IV (Administrative Building) & STP V buildings have been sold on outright basis to the parties as under:

<u>Building</u>	<u>Party</u>
STP - I	M/s. Persistent Systems Limited
STP - II	M/s. Persistent Systems Limited
STP - III	M/s. Condor Polymeric Limited
STP – IV	M/s. Peninsular Engineering & Project Consultants Pvt. Ltd.
STP – V	M/s. Atrysis Software Technologies Pvt. Ltd.

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2. RAJIV GANDHI IT HABITAT, DONA PAULA

The Rajiv Gandhi IT Habitat has been proposed to be established over an area of approximately 70 acres of land, which is strategically located at Dona Paula. This is one of the most prestigious locations in Goa. It is situated just around 30kms from Goa Airport. This site is close to Goa University campus and 3 kms from the capital city of Panaji. The purpose of the Rajiv Gandhi IT Habitat is to provide state-of-the-art Hi-Tech facilities to promote software and IT enabled service units. The Rajiv Gandhi IT Habitat is set up to attract investment in the State of Goa, provide additional employment and create modern facilities.

Proposed Highlights & Features:

- **Plots of various sizes ranging from 1 to 4 acres.**
- **Ready built up space.**
- **State-of-art infrastructure for setting up of IT/ITES industries.**
- **Dedicated high voltage Sub-Station.**
- **Power Corridor along the internal roads.**
- **Pre-fabricated sewage treatment plant system.**
- **Evenly distributed green breathing space, car parking etc to provide the best design for the IT Habitat.**
- **Gigabit Ethernet / ATM fiber optic back bone network for high speed internet access.**

The Government of Goa has passed “The Goa (Rajiv Gandhi IT Habitat- Cancellation/Abolition and Regulation of Allotment of Plots) Act, 2012” passed by the Goa Legislative Assembly on 8th August, 2012 assented to by

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the H.E. Governor on 24/09/2012 and notified in Official Gazette on 25/09/2012 whereby the plots allotted in the Rajiv Gandhi IT Habitat, Dona Paula stands cancelled/abolished and the said plots now vests with the Info Tech Corporation of Goa Limited free from all claims, charges, encumbrances, liens etc.

Further under section 3 sub-clause (4) of the said Act, the Info Tech Corporation of Goa Limited was directed to refund the entire premium, lease rent/license fees, security deposit, installments received from the allottees till the date of cancellation / abolition along with simple interest at the rate of ten percent per annum on such amount payable.

In terms of section 3 sub-clause (4) of the said Act, an amount of Rs. 138.34 crore (inclusive of 10% simple interest) has been refunded to the various plot allottees after TDS @ 10% on interest.

The total amount spent towards refund, aggregating to Rs. 138.34 crore had been funded through debt and ITG's own funds. The debt component aggregates to Rs. 116.50 crore from EDC Limited. The remaining amount of Rs. 21.84 crore had been funded from ITG's own funds. Further, two allottees have returned the amount as per Hon'ble High Court of Bombay at Goa.

In terms of section 4 of the said Act, regarding re-allotment of plots with the Government approval – ITG is in the process of re-allotment of plots at Rajiv Gandhi IT Habitat, Dona Paula.



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B. OTHER IT INFRASTRUCTURE PROJECTS

1. Computerization of Village Panchayats:

ITG has been assisting in Computerization of village Panchayats in the state of Goa under the “Infogram Scheme”

2. Computerization of Health Care Services:

ITG has been assisting computerization of “Goa Medical College”.

3. Computerization of Government Departments:

ITG has been assisting in e-governance projects in the State of Goa. As per directives, ITG has taken up 11 departments *under Phase I*, 12 departments *under Phase II*, 10 departments *under Phase III*, 3 departments *under Phase IV*, 12 departments *under Phase V*.

IT Software implementation

Name of the Departments	Name of the Departments
Administrative Tribunal	Directorate of Archives and Archaeology
Directorate of Agriculture	Directorate of Animal Husbandry
Directorate of Art & Culture	Directorate of Civil Supplies & Consumer Affairs
Directorate of Education	Electricity Department
Directorate of Food & Drugs Administration	Forest Department
Directorate of Fire & Emergency	Directorate of Fisheries
Goa Housing Board	Goa Public Service Commission

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Goa Dental College & Hospital	Directorate of Health Services
Directorate of Higher Education	Institute of Public Assistance (Provedoria)
Inspectorate of Factories & Boilers	Institute of Psychiatry & Human Behavior
Department of Information & Publicity	Directorate of Industries, Trade & Commerce
Legal Metrology Department	Department of Law
Directorate of Municipal Administration	Directorate of Navigation
Office of Labour Commissioner	Department of Port Administration
Directorate of Planning, Statistics & Evaluation	Directorate of Panchayats
Department of Printing & Stationery	Directorate of Prosecution
Registrar of Co-operative Societies	Sainik Welfare Board
Directorate of Social Welfare	Directorate of Sports
Department of Town & Country Planning	Directorate of Technical Education
Department of Tourism	Directorate of Women & Child development
Directorate of Vigilance	Water Resources Department
Zilla Panchayat (North/South)	Common module for personnel, payroll and accounts (PPA)
Spot billing for Electricity Department	



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IT Infrastructure (Hardware)

ITG has executed the project of Supply & Commissioning of computer hardware, System Software, Computer Networking and Electrical wiring for the following Government Departments listed below & Institutions in the state of Goa under E-Governance project

<ul style="list-style-type: none">• Directorate of Fisheries• Department of Law• Directorate of Agriculture• Directorate of Animal Husbandry• Directorate of Social Welfare• Directorate of Municipal Administration• Directorate of Women & Child development• Directorate of Sports• Directorate of Navigation• Directorate of Prosecution• Directorate of Food & Drugs Administration• Directorate of Health Services• Directorate of Civil Supplies & Consumer Affairs• Department of Town & Country Planning• Directorate of Art & Culture• Directorate of Fire & Emergency	<ul style="list-style-type: none">• Department of Printing and Stationery• Department of Information & Publicity• Department of Tourism• Directorate of Industries, Trade & Commerce• Electricity Department• Forest Department• Goa Housing Board• Goa Public Service Commission• Goa Dental College & Hospital• Inspectorate of Factories & Boilers• Institute of Psychiatry & Human Behavior• Legal Metrology Department• Police Department• Public Works Department• Office of Labour Commissioner
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- | | |
|---|---|
| <ul style="list-style-type: none">• Department of Port Administration• Directorate of Panchayats• Directorate of State Lotteries• Government Polytechnics• Goa College of Engineering | <ul style="list-style-type: none">• Registrar of Co-operative Societies• Sainik Welfare Board• Spot billing for Electricity Department• Water Resources Department• Zilla Panchayat (North/South) |
|---|---|

4. IT Knowledge Centers

- *40 IT Knowledge centers are already set up in Goa.*
- *Provides IT education to students, house wives, citizens at their convenient time*



Objectives of the project

- 1) To set up of 40 IT Knowledge Centers across Goa
- 2) To provide basic computer skills to the local youth, housewives and other citizens
- 3) To provide various job oriented IT training courses including training for the BPO operations / call center executives
- 4) To provide structured training programmes depending on the need
- 5) To make at least one person in each of families in the state IT literate.

Through achieving the above, the state envisions

- 1) To bridge the gap between the 'Information Poor and the Information Rich'
- 2) For Creation of a society which is ready for capitalizing on Knowledge for economic and social development
- 3) IT Knowledge Centers to work as social and economic catalysts for the overall development of the society
- 4) To Empower individuals and communities through enhanced access to information, education and communication facilities

Outcomes/ Impact of the Project

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- 1) The usage of computer / IT enabled services will increase even in the remote villages.
- 2) Internet will become the medium for communication (through email and chat) with the vast expatriate community in the village.
- 3) Provision of additional employment opportunities for citizens of the state
- 4) Enabling youth for employment in IT and BPO industry.

5. Tribal Sub Plan (TSP) & Schedule Caste Sub Plan (SCSP).



Department of IT has formulated a scheme “Tribal Sub Plan (TSP)” & “Schedule Caste Sub Plan (SCSP)” to provide training to empower ST/SC Communities using ICT Tools through IT Knowledge Center (ITKC) operated through ITG for a period of three years in the state of Goa.

6. Cyberage Scheme 2013-14.

Directorate of Education has entrusted the project of “Supply of Laptops under the cyberage scheme 2013-14” for supply of around 15,500 laptops to the students in the state of Goa.

7. Supply and maintaining Netbooks for students of Std. Vth & VIth in the State of Goa under Netbook Scheme 2013-14

Directorate of Education has entrusted the project of “Supply and maintaining Netbooks for students of Std. Vth & VIth in the State of Goa under Netbook Scheme 2013-14” for supply of 47,000 Netbooks to the students of Std V & VI under the scheme 2013-14.

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8. e-Services

Government of Goa envisioned the Single Window Service Delivery Channels for Government to Citizen (G2C) & Government to Business (G2B) Services for ensuring accessibility, convenience, transparency and timeliness in Service Delivery. Delivery of e-Services through this Portal is a strategy initiated by Government of Goa to realize the above vision. The e-Services Portal aims to provide the facility for citizens to submit online forms for the services identified by the state to be delivered online and through Lok Seva Kendras (LSKs). Also this portal will cater to the requirements of all the Government Departments to access and process the e-Forms submitted online.

Various e-Services are available on eservices.goa.gov.in (e-Service Portal), which enables citizen to apply online through portal / Lok Seva Kendras (LSK) Residence Certificate, Driving License etc. without visiting the Department. Citizen will be intimated through SMS to collect the documents/ certificate from the Department once it is ready.

9. e-SMS Goa Mobile Governance

The Mobile Governance project is a Government of Goa initiative with an aim to create cost effective, efficient and round the clock Government information systems and thus increase information quality, improve overall efficiency & effectiveness in the Government processes. Goa eSMS is an exclusive SMS Gateway established by Info Tech Corporation of Goa Ltd. for use by various departments under Government of Goa. It is a unified

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platform that connects to all the telecom operators in Goa. It would serve department officials for intra and inter departmental communication and Government processes.

Goa has become one of the pioneer states to adopt m-Governance or Mobile Governance in India by setting up a eSMS Gateway for the exclusive use of all State Departments in Goa. This is a first and formidable step towards delivery of information to citizens through mobile phones. Citizens can now look forward to receive various informative services on their mobile which were till now available only on the internet. These services would be rolled in phase manner.

In the first phase, ITG would look at launching services which would have maximum Government to Citizen (G2C) interaction. The e-SMS gateway infrastructure is set up on cloud architecture in order to provide services to other states also. This SMS gateway would be used by the Government departments to send SMS alerts to the citizens through e- Services. The SMS gateway is also being integrated with e-Governance and e- Services software for some of the departments. In such cases citizens get automatic alerts when the submitted e-Services form is acknowledged by the concerned department. Citizen also get SMS alerts regarding the status of this e-application like, pending, being processed, on hold, rejection etc.

Mobile Service Delivery Platform (MSDP)

In association with CDAC, ITG envisage to develop MSDP. This would provide various gateways would be set up such as, USSD, LBS, CB, 3G, Apps store, etc

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10. e-Procurement /e-Tendering

ITG is implementation agency for e-tendering solution to bring in more transparency and expediency in the entire tendering process and to provide quality information efficiently and cost effectively. www.etender.goa.gov.in

The Government of Goa through Department of IT has conveyed approval on the project e-Procurement/e-Tendering Project to be implemented through ITG using Tenderwizard solution of M/s. Karnataka State Electronics Development Corporation (KEONICS). KEONICS has deployed an end to end solution, which support all the activities of tendering process on real time workflow basis on PPP revenue sharing model where in a mark-up margin of 10% of the revenue collected from vendors is being shared with Info Tech Corporation of Goa Ltd. on a monthly basis.

11. Providing last mile connectivity from GBBN Termination points under Phase II of Gap Infrastructure project to the various Government Departments /Organizations /Institutions

Info Tech Corporation of Goa Ltd (ITG) has been entrusted with the project of providing last mile connectivity from GBBN Termination points under Phase II of Gap Infrastructure project to the various Government Departments/Organizations/Institutions vide Administrative Approval order from the Government bearing no. 7(121)/DOIT/Supply of Hardware-Educaion/1582 dated 20/10/2011 and based on the same the Purchase Order dated 21/10/2011 was issued to the lowest, M/s. Nupur Technologies Pvt. Ltd. for the total value of Rs. 72.68 crores inclusive of all

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taxes. As per the Administrative approval, ITG is entitled to get revenue of Rs. 3.68 Crores (5% Service Charges of ITG).

12. Scheme for National Roll Out of e-District MMP



Info Tech Corporation of Goa Ltd (ITG) has been appointed as State Designated Agency for execution and implementation of e-District project vide Administrative Approval order from the Government bearing no. 4(70/2011/DOIT/e-District/1445 dated 05/10/2011.

13. Deployment of Lusofonia Games management system with operational and maintenance support.

ITG is implementation agency on behalf of Sports Authority of Goa for implementation of the project through established IT and Games event solution providers for customization, deployment and implementation of the “Games Management System” for Lusofonia Games 2013.

Objective of the project

- To display full range of Lusofonia Games activities and functions
- To promote Lusofonia Games in terms of brand and style
- To present history of Lusofonia Games, advocacy of the games in international market, educate stakeholders
- To publish articles, events and news related to Lusofonia Games
- Display sports venues and maps



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- Enabling registration of players/participating sports organization etc.
- To provide the information on accommodation, transport, sightseeing places, venue, travel plan etc.
- To cover all the events of the Lusofonia games
- To outline games timetables including the results of the game.
- To include Government relations assistance
- To include hotel details and bookings
- To liaise with SAG and to ensure that all the activities pertaining to this games are taken care while developing the website.

14. Implementation of Human Resource Management System for State of Goa.

M/s Info Tech Corporation of Goa Limited (ITG) on behalf of Department of Information Technology is implementing agency for Procurement and Deployment of Hardware and the Design, Development, Software Testing, Implementation and Training of HRMS software for the various departments in the State of Goa comprising of around 55,000 employees. There are about 70 main departments in the State of Goa. Most of the departments have number of sub offices / units.

ITG will implement the project through reputed IT firm that would procure and deploy hardware and design, develop, software testing, implement and provide sufficient training in “Human Resource Management System” to the

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employees for the usage of the software and maintain the software for a period of 3 years from the date of “GO LIVE” “.



The IT firm is also expected to maintain the hardware supplied for the period of 5 years from the date of installation including the warranty period along with RDBMS and other third party software.

15. Other Services offered

Info Tech Corporation of Goa Ltd (ITG) is also engaged in providing IT Facility Management as listed below, to various Government Departments. The services are rendered by the empanelled vendors appropriately monitored by this Corporation.

➤ ***Other Services offered to the Government Departments***

- Supply of ICT equipments to various Government Departments
- Annual Maintenance Contracts
- Antivirus Solutions
- Repairs of ICT equipments
- Networking / UPS points etc.

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BOARD OF DIRECTORS/COMMITTEES

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/2001/2854 dated 22/05/2012 has reconstituted the Board of ITG.
Date Constituted	22/05/2012
Members	<ol style="list-style-type: none"> 1. Shri Subhash Phal Dessai, Chairman 2. Shri. Keshav Chandra, IAS, Secretary (IT) 3. Shri Nilesh B. Fal Dessai, Managing Director (Additional Charge)



DEPARTMENTWISE EVALUATION COMMITTEE of ITG.

IT Division

1	Shri Umakant Naik, Manager (IT)	:	Chairman
2	Shri Vishwesh Naik, Dy. Mgr. (Accts & Adm)	:	Member
3	Shri Sanesh Varghese, Asst. Manager (C/H)	:	Member

Administration and Accounts

1	Shri Vishwesh Naik, Dy. Mgr. (Accts & Adm)	:	Chairman
2	Shri Umakant Naik, Manager (IT)	:	Member
4	Shri Sanesh Varghese, Asst. Manager (C/H)	:	Member



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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

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DECISION MAKING PROCESS

Projects Division:

Juniors/ Subordinate Staff like Junior Engineer.	The proposal is put up narrating the facts to their higher authorities.
Technical Assistants	The proposal is looked / examined for facts confirmation and further recommends for approval/rejection.
Assistant Engineer (Projects)	He proposes 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.
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.
Board of Directors	Any important policy decisions to be taken, the matters are placed before the Board of Directors for decision.

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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.

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PUBLIC GRIEVANCE OFFICER

The name, designation, postal address and other contact numbers/e-mail ids of Nodal Public Grievance Officer of ITG is as under:



Name of the P.G.Officer	Shri. Nilesh B. Fal Dessai
Designation	Managing Director, ITG
Postal Address	Above Alcon Hyundai Showroom, 3 rd Floor, NH-17, Porvorim – Goa 403 501
Contact numbers	0832 – 2416024, 2415192, 2414391
Fax No	0832 – 2412855
Mobile No	9850409579
E-mail	info@infotechgoa.com md@infotechgoa.com www.infotechgoa.com

PUBLIC RELATION OFFICER

The name, designation, postal address and other contact numbers/e-mail ids of Public Relation Officer of ITG is as under:

Name of the PRO	Shri. Vishwesh V. Naik
Designation	Dy. Manager (Accts & Admn)
Postal Address	Above Alcon Hyundai Showroom, 3 rd Floor, NH-17, Porvorim – Goa 403 501
Contact numbers	0832 – 2416024, 2415192, 2414391
Fax No	0832 – 2412855
Mobile No	9881740602
E-mail	info@infotechgoa.com vishwesh.naik@nic.in www.infotechgoa.com

It shall be the responsibility of the PRO to liase with the Information and Publicity Department on a regular basis and if the need arises, issue press statements and clarifications on various press reports pertaining to ITG.

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PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

Name of facility	Official Website (www.infotechgoa.com)
Incharge	Managing Director
Working hours	24 X 7
Address	Above Alcon Hyundai Showroom, 3 rd Floor, NH-17, Porvorim – Goa 403 501
Location / City	Porvorim - Goa
Telephone (Off)	0832 – 2416024 0832 – 2415192 0832 – 2414391
Fax No	0832 – 2412855
E-mail	md@infotechgoa.com www.infotechgoa.com

WORKING HOURS

Monday to Friday (excluding public holidays, Saturdays and Sunday)
between 9.30 a.m. to 5.45 p.m.

PARTICULARS OF PUBLIC INFORMATION OFFICERS FOR OBTAINING INFORMATION UNDER RIGHT TO INFORMATION ACT, 2005

FIRST AUTHORITY	APPELLATE	Managing Director
PUBLIC INFORMATION OFFICER		Mr. U. S. Naik, Manager (IT)
ASSISTANT PUBLIC INFORMATION OFFICER		Mr. Vishwesh V. Naik, Dy. Manager (Accts & Admn.)
Address		Above Alcon Hyundai Showroom, 3 rd Floor, NH-17, Porvorim – Goa 403 501
Location / City		Porvorim - Goa
Telephone (Off)		0832 – 2416024 0832 – 2415192 0832 – 2414391
Fax No		0832 – 2412855
E-mail		www.infotechgoa.com