



Directorate of Art and Culture

{ An ISO 9001:2015, ISO 14001:2004, ISO 50001:2011, OHSAS 18001:2007, SA 8000:2014, IS 15700:2005 Certified Department }

Sanskriti Bhavan, Patto, Panaji - Goa.


Ref. No.: DAC/5/Admn/ Work-Alloc/2018 - 7562

Date: 05.03.2020

ORDER

Consequent upon joining of Shri Nilesh A. Raiker, Assistant Accounts Officer, following work allocation is made for smooth functioning of this Directorate.

Sr. No.	Name of the Officer	Work Alloted
1.	Kum. Nandini G. Pednekar, Assistant Accounts Officer	FVC bills, Pay bills, LTC/TA bills, AC Bills, re-imburement of tuition fees, all other bills of Department, etc., RTI matters, reply to Audit paras, etc. and files pertaining to Administration, Establishment, Accounts Section and Music cell of this Directorate.
2.	Shri Nilesh A. Raiker, Assistant Accounts Officer	Special financial grants, grants to University Chairs, Golden Jubilee grants, Maintenance grants, Grants to autonomous bodies, Grants to Publishers, etc Nodal Officer for legal matters of the Department in addition to above duties.


(Sagun R. Velpi)
Director of Art and Culture

To,

1. Kum. Nandini G. Pednekar, Assistant Accounts Officer of this Directorate
2. Shri Nilesh A. Raiker, Assistant Accounts Officer of this Directorate

Copy to:-

1. The Dy. Director of Art & Culture;
2. The Dy. Director of Accounts & Administration;
3. The Asst. Dir. (C)