



GOVERNMENT OF GOA
DIRECTORATE OF SMALL SAVINGS AND LOTTERIES

CITIZENS CHARTER

MISSION

The Government of Goa is operating Paper Lotteries through this Department by appointing M/s. Summit Online Trade Solutions Private Limited, M/s. Future Gaming & Hotel Services Pvt. Ltd. and M/s. B. S. Enterprises (Lottery Division) unit of Goldwin Healthcare Pvt. Ltd. as Marketing Agents for Selling / Distributing the Goa State Paper Lotteries thus generating the additional revenue to the Government of Goa. The purpose of commencing Goa Brand State Lotteries is primarily to augment the additional financial resources for the State with a view to fund various public utilities and creation of public asset such as roads, bridges, schools and hospitals and so on.

This Directorate also sanctions Grant-in-Aid to Institute of Public Assistance to meet the expenditure on the various welfare schemes such as maintenance of aged homes 10 numbers, Orphanages 2 numbers and scheme of providing immediate relief for various items and to meet the establishment expenditure of Institute of Public Assistance.

Besides this the Directorate of Small Savings & Lotteries, Government of Goa, Altinho Panaji is promoting the National Savings Scheme of Government of India in the entire state of Goa by appointing Agents under Mahila Pradhan Kshetriya Bachat Yojana (MPKBY), Standardised Agency System (SAS) and Public Provident Fund (PPF), who are enrolling the members in the respective localities and depositing the collections in the Post Offices.

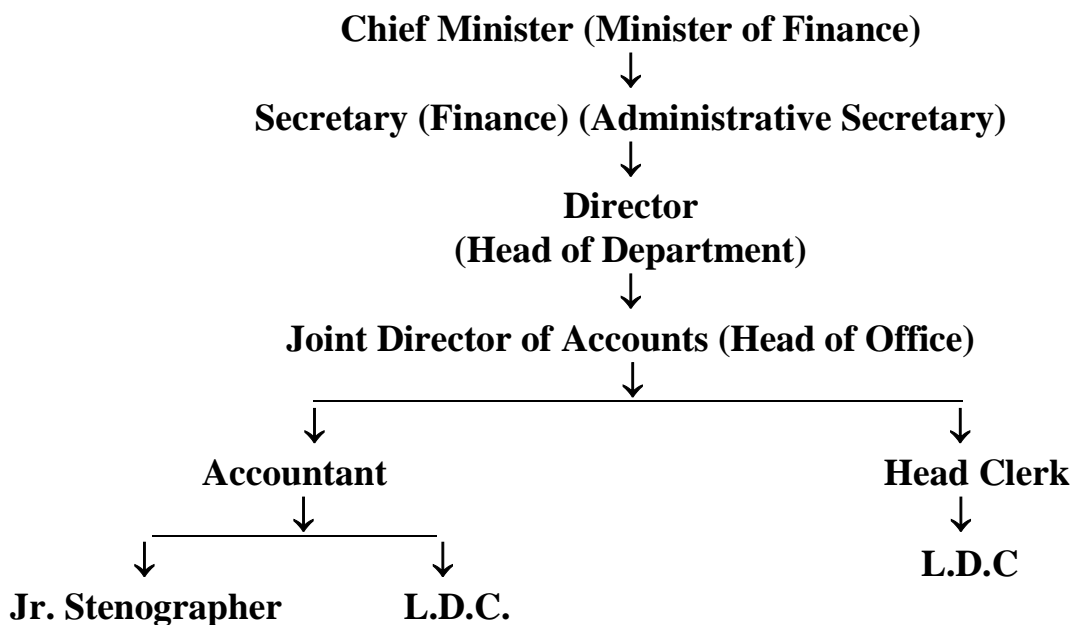
The Chief Minister is the Minister In-Charge for the Department of Directorate of Small Savings & Lotteries.

The Secretary (Finance) is the Administrative Secretary for the Directorate of Small Savings & Lotteries.

Director of Small Savings & Lotteries is the Head of the Directorate of Small Savings & Lotteries.

Joint Director of Accounts is the Head of Office of the Directorate of Small Savings & Lotteries.

1. Organisational chart of the Department: -



(IV) INFORMATION UNDER SECTION 4 (1) (b) of CHAPTER – II OF THE RIGHT TO INFORMATION ACT, 2005

(I) Particulars of organization, function and duties. [Section 4 (1) (b) (i)]

Organization: -

The Director, Small Savings & Lotteries is the Head of Department and Joint Director of Accounts of this Directorate is the Head of Office.

(II) FUNCTIONS: -

Overall supervision of operation of Goa State Lotteries throughout the year except three National Holidays i.e. 26th January, 15th August and 2nd October.

Publication of Lottery results in Official Gazettes, News Papers, and Department Website. Maintenance of monthly turnover statement progress report, PLA Account etc.

The Directorate of Small Savings & Lotteries is primarily revenue generation Department with an objective to promote and maximize the sales of financial products of Small Savings Schemes. This Department is also coordinating with the Post Offices for better mobilization of deposits in each and every financial year to achieve the targets fixed by the Government of India under the Small Savings production.

This Directorate also sanctions Grant-in-Aid to Institute of Public Assistance to meet the expenditure on the various welfare schemes such as maintenance of aged homes 10 numbers, Orphanages 2 numbers, and scheme of providing immediate relief for various items and to meet the establishment expenditure of Institute of Public Assistance.

Power and duties of officers and employees. [Section 4 (1) (b) (ii)]

A) Administration and Accounts Section

Sr. No.	Designation	Powers and Duties.
1	Director	<ol style="list-style-type: none"> 1. Overall in charge of Directorate of Small Savings & Lotteries. 2. Head of the Department. 3. Budget Controlling Officer. 4. First Appellate Authority under Right to Information Act, 2005. 5. Exercise Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.
2	Joint Director of Accounts	<ol style="list-style-type: none"> 1. Head of Office of the Directorate of Small Savings & Lotteries. 2. Drawing & Disbursing Officer of Directorate of Small Savings & Lotteries. 3. Public Information Officer under Right to information Act, 2005. 4. Vigilance Officer. 5. Public Grievance Officer.

3	Head Clerk	<ol style="list-style-type: none"> 1. All Administrative and Establishment matters. 2. Dealing with confidential matters. 3. Dealing with Court matters, RTI, Public Grievances, certified copies. 4. Attending meetings related to Directorate. 5. Maintenance of Service Book, leave account, muster roll, permanent advance etc. 6. Any other work assigned by the higher authorities.
4	Accountant	<ol style="list-style-type: none"> 1) Preparation of B.E. & R.E. in respect of Non-Plan. 2) Re-appropriation of funds (Plan & Non- Plan) 3) Maintenance of the Expenditure Register and the preparation of Expenditure statement, Reconciliation of expenditure figures, Compilation /Preparation of the C.A.G's report. 4) Maintenance of Budget, surrender of funds, scrutinizing of all expenditure files. 5) Maintenance of cash book Register & Cash. 6) All accounts matters, verification of bills, log books control over TDS, deposits of revenue, Tracing of revenue figures of the marketing agent & PLA account. 10) Verification of Unsold / unclaimed prizes, C.A's. Audit Report & compliances of C.A's Report on lotteries. 11) Register showing distribution of prizes. 12) Particulars of Bank Guarantee furnished and those invoked. 13) Custody of all the records of the lottery operation.
5	L.D.C.	<ol style="list-style-type: none"> 1) Settlement of lottery claims and Print payments. 2) Maintenance of records of unsold tickets and challan register. 3) All work related to Small Savings. 4) Maintenance of Token register, Cash Book (verified by Head Clerk), Dead Stock Register & Stock Register. 5) Any other work assigned to her by the higher authority.

6	L.D.C.	<ol style="list-style-type: none"> 1) Preparation of Pay bills & F.V.C. bills including Permanent Advance bill. 2) Nodal Officer for Computerized work/ tendering process. 3) Security audit of the Online Lottery System. 4) Maintenance of Pay bill register, B.C.R., G.F.R. 9. 5) Maintenance of register of TDS & GST. 6) Filing of TDS & Preparation of challan. 7) Any other work assigned to him by the higher authority.
7	Driver	<ol style="list-style-type: none"> 1) Attached to the Director, Directorate of Small Savings & Lotteries. 2) Proper up-keep and maintenance of office vehicle. 3) Any other work assigned to him by the Higher Authorities.
8	Driver	<ol style="list-style-type: none"> 1) Attached to the Joint Director of Accounts, & Office staff. 2) Proper up-keep and maintenance of office vehicle. 3) Any other work assigned to him by the Higher Authorities.
9	Peon (MTS)	<ol style="list-style-type: none"> 1) Attending the bell and distribution of files/correspondence, Opening and closing the office. 2) Inward, Outward. 3) Any other work assigned to him by the Higher Authorities.

(II) The procedure followed in the decision-making process, including channels of supervision and accountability. [Section 4 (1) (b) (iii)]

Various Schemes and policies followed by the Directorate are submitted to Administrative Secretary i.e., Secretary (Finance) for approval.

(III) Norms for the discharge of functions. [Section 4 (1)(b) (iv)]:

The Directorate of Small Savings & Lotteries follows the guidelines as per Lotteries (Regulation) Act, 1998 and Orders, Instructions issued by the Government of Goa from time to time.

Rules regulation, instruction, manuals and records for discharging functions. [Section 4 (1) (b) (v)]:

In exercise of the powers conferred by section 12 of the Lotteries (Regulation) Act, 1998, the Government of Goa has made the rules called the Goa Lotteries (Regulation) Rules 2003, Goa Computerized Network Lottery, 2003 and In exercise of the Powers conferred by sub-section (1) of section 11 of the Lotteries (Regulations) Act, 1998 the Central Government has made the Lotteries (Regulation) Rules, 2010 to carry out the provision of the Act.

(IV) A Statement of the categories of documents that are held by it or under its control. [Section 4 (1) (b) (vi)]:

- a) Administrative files
- b) Personnel files
- c) Accounts files.

(V) Particular of any arrangement that exist 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)]:

NIL

(VI) A Statement of boards, council, committees and other bodies constituted. [Section 4 (1) (b)(viii)]:

NIL

Directory of officers and employees. [Section 4(1) (b) (ix)]:

And

(VII) 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)]:

Sr. No.	Name of Officers & Employees	Designation	Telephone Number	Basic pay
1.	Shri Narayan Gad	Director	2432660	94,100
2.	Smt. Savita A Kakodkar	Joint Director of Accounts	2224290	69,700
3.	Smt. Deeplakshmi D. Ghadi	Head Clerk	2423864	37,600
4.	Smt. Rohini Chinnawar	Accountant	-do-	35,400

5.	Smt. Samiksha S. Gauns	L.D.C.	-do-	34,000
6.	Shri Mozart S. P. Fernandes	L.D.C.	-do-	26,000
7.	Shri Ramnath V. Kunkalenkar	Driver	-do-	25,200
8.	Shri Premanand S. Dhupdale	Driver	-do-	24,500
9.	Shri Prashant Hanchimani	Peon (MTS)	-do-	22,100

(VIII) The budget allocated to each agency. [Section 4 (1)(b) (xi)]:
(Amt. in lakhs)

DEMAND NO.30	
2047 – Other Fiscal Services	Budget Estimate 2023-24
00 – -	
103 – Promotion of Small Savings	
01 – National Savings Advisory Committee	
01 – Salaries	-
02 – Wages	-
11 – Domestic Travel Expenses	-
13 – Office Expenses	-
27 – Minor Works	-
28 – Professional Services	-
50 – Other Charges	-
TOTAL	-

(Amt. in lakhs)

2075 – Miscellaneous General Services	Budget Estimate 2023-24
00 – -	
103 – State Lotteries	
01 – Lotteries	
01 – Salaries	110.00
02 – Wages	1.00
11 – Domestic Travel Expenses	2.00
13 – Office Expenses	15.00
14 – Rent, Rates, Taxes	8.00
26 – Advertising and Publicity	40.00
27 – Minor Works	-
28 – Professional Services	35.00
50 – Other Charges	100.00
TOTAL	311.00

2075 – Miscellaneous General Services 00 – - 103 – State Lotteries 02 – Remuneration to Draw Committee 50 – Other Charges	Budget Estimate 2023-24 70.00
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2235 – Social Security & Welfare 60 – Other Social Security & Welfare Programmes 800 – Other expenditure 01 – Lotteries 31 – Grant-in-aid	Budget Estimate 2023-24 1870.00
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2235 – Social Security & Welfare 60 – Other Social Security & Welfare Programmes 800 – Other expenditure 03 – One time Grants for Upgradation of Institutions under Provedoria 31 – Grant-in-aid	-
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2071 – Pensions & Other Retirement Benefits 01 – Civil 117 – Government Contribution for Defined Contribution Scheme 01 – Defined Contribution Pension Scheme 01 – Salaries	Budget Estimate 2023-24 10.00
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(IX) The manner of execution of subsidy program. [Section 4 (1) (b) (xii)]:

Not applicable

(X) Particulars of recipients of concessions, permits or authorizations Granted. [Section 4 (1) (b)(xiii)]:

Not applicable

(XI) Information available in an electronic form [Section 4 (1) (b) (xiv)]:

Not applicable

(XII) Particulars of facilities available to citizen for obtaining information. [Section 4 (1) (b) (xv)]:

Sr. No.	Facility available	Nature of information available
1.	Website https://statelotteries.goa.gov.in/	Information Pertaining to this Directorate

(XIII) Name designation and other particulars of Public Information Officers. [Section 4 (1)(b) (xvi)]:

Sr. No.	Name & Designation of the Officer	F.A.A. /PIO /APIO	Postal Address	Telephone No.
1.	Shri Narayan Gad, Director, Directorate of Small Savings & Lotteries	First Appellate Authority of Directorate of Small Savings & Lotteries	Serra Building, Near All India Radio, Altinho, Panaji, Goa 403001	2432660
2.	Smt. Savita A Kakodkar, Joint Director of Accounts, Directorate of Small Savings & Lotteries	Public Information Officer of Directorate Small Savings & Lotteries		2224290
3.	Smt. Deeplakshmi D. Ghadi, Head Clerk, Directorate of Small Savings & Lotteries	Assistant Public Information Officer of Directorate of Small Savings		2423864

(XIV) Other information as may be prescribed. [Section 4 (1) (b) (xvi)]:

For complete information pertaining to this Directorate please access our website <https://statelotteries.goa.gov.in/>