



Government of Goa

**GENERAL ADMINISTRATION DEPARTMENT**

Secretariat, Porvorim, Goa – 403521.

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**CIRCULAR**

It has been observed that various Government Departments and Offices across the State procure welcome gifts and tokens of appreciation, such as bouquets and decorative items, from the open market for official functions.

The State of Goa is home to several Schools for Special Education where talented students skillfully create handcrafted items, including artificial flower bouquets, paper bags, candles, shell work, and other artisanal products. In recognition of their talent and efforts, and with a view to promoting inclusivity and self-sufficiency among special children, it is hereby directed that, henceforth, all Government functions across the State shall exclusively use bouquets prepared by students of Special Education Schools and institutions such as Apna Ghar.

A list of such Schools, along with details of available items and contact persons, is annexed herewith for reference.

All Heads of Departments/Offices are directed to ensure strict compliance with the above instructions. Any deviation from this directive shall be viewed seriously.

  
(Shreyas Dsilva)  
Under Secretary (GA-I)

Encl:- As above

Copy to:

1. All Heads of Department.
2. All Secretariat Departments.
3. The Director, Department of Empowerment of PwDs, Porvorim.
4. Guard file.
5. Office copy.

Sr.No	Name of the School	List of items	Contact no	Email id
1.	Sanjay Centre For Special Education Goa Bogda vasco	<p>Items Prepared by Vocational and Pre Vocational Students</p> <ol style="list-style-type: none"> <li>1. Duplex Flowers</li> <li>2. Organdy Flowers</li> <li>3. Beads Garland</li> <li>4. Wool Garland</li> <li>5. Rakhi</li> <li>6. Wax Candles</li> <li>7. Gel Candles</li> <li>8. Plastic Clip File</li> <li>9. Spring File</li> <li>10. Folders</li> <li>11. Envelopes (small, Medium, Big )</li> <li>12. Paper bag (small, Medium, Big)</li> <li>13. Mug printing</li> <li>14. Shells Work</li> <li>15. Macron Items</li> <li>16. Bottle Deco</li> </ol> <p>Seasonal</p> <ol style="list-style-type: none"> <li>1. Design Diyas</li> <li>2. Akash Kandil</li> <li>3. Stars</li> <li>4. Diyas</li> <li>5. Diwaja</li> </ol>	Raviraj Gaonkar 8830458931 9168321058	scseg.vasco@gmail.com
2.	Chetna Education Society School, Curchorem Address : H.no.915, Near govt. I.T.I. soliem road, kakoda- goa.	<p>List of items :</p> <ol style="list-style-type: none"> <li>1.Single Stocking flowers</li> <li>2.Single Duplex Rose Bouquets (3 flowers, 6 flowers, 14 flowers, 24 flowers)</li> <li>3.Wax candles</li> <li>4.Gel candles</li> <li>4.Paper bags (customize Size)</li> <li>5.macrame vase</li> <li>6.macrame key chain</li> <li>7.Envelopes</li> <li>8.Cloth Purses</li> <li>9.Makeup Pouch</li> <li>10.(Hair accessories)</li> <li>*U pin and clip Roses</li> <li>*Clip fati</li> <li>*Fati</li> <li>11.Organic soaps</li> <li>12.Decorative tea light candle</li> <li>13.Decorative Door hanging</li> </ol>	Dhriti - 9518548522/ 9923921726 Chetna school - 9822982222	chetnatrustgoa@gmail.com
3.	Daddy's Home Special School Margao	<p>List of items..</p> <ol style="list-style-type: none"> <li>1.Greeting &amp; Invitation cards</li> <li>2. Designed hand towels</li> <li>3. Veggie bags</li> <li>4. Christmas deco</li> </ol>	8329655773/ 9850472274	

		<p>5. Diyas 6. Stole &amp; Scarf ( tie &amp; dye) 7. Table center's &amp; Tablet runners 8. Coasters 9. Heat pads ( for kitchen &amp; dining wear) 10. Apron</p>		
4.	Disha School for Special Children	<p>Paper bags 2. Folders 3. Spring files 4. Flowers 5. Rakhis, 6. Diyas and candles (seasonal) Please Note: All huge amount of orders to be placed one month in advance</p>	Mrs Bharati Khandekar 75076 50164	
5.	Vocational Training Center at Aastha's Anand Niketan School for Children with Disabilities, Mapusa, Goa	<p>1. Stocking Flowers 2. Spring Files 3. Envelopes 4. Canvas Paintings 5. Terracotta Items 6. Key Chains 7. Bracelets 8. Door hangings 9. Rakhis, Diyas, Akash kandil and Wax/Gel Candles (seasonal)</p>	Mr. Babi Malik +91 99239 04630.	
6.	Keshav seva sadhana school for special children	<p>1. Rose flowers 2. Bouques and Seasonal products 3. Rakhis 4. Diyas and fancy potteries 5. Akash kandil 6. fancy Envelopes 7. dron n patravali 8. Agarbattis</p>	Mr. Nitin Volvoikar. Voc. Teacher. 9764556795	
7.	Sanjay centre for special Education Curchorem Branch	<p>List of items prepared:- 1. Rakhis 2. Ganesh kit 3. Diwali kit 4. Diwali lamps 5. Akash kandil 6. Duplex roses/bouquets 7. Preparation of wicks 8. Stockings flowers 9. Paper roll wall hanging 10. shell craft pots 11. Stone paper weights.</p>	Manisha Shirodkar Mobile No: 9421255661	Scseg.curchorem2@gmail.com
8.	Sanjay centre for special Education	Products made by students at Sanjay centre Porvorim	Riya Shetgaonkar 7620129275	

	Pundalik nagar Porvorim Goa	<ol style="list-style-type: none"> <li>1. Envelopes</li> <li>2. Paper bags</li> <li>3. Duplex paper flowers</li> <li>4. Hand bouquet</li> <li>5. Basket bouquet</li> <li>5. stocking flowers</li> <li>6. Family flowers</li> <li>7. Hand bouquet</li> <li>8. Basket bouquet</li>   <li>9. Shell craft work (sea shells)</li> <li>10. Pots</li> <li>11. Flowers</li> <li>12. Decorative items</li> <li>13. Coconut shell craft work</li> <li>14. Different home decor items</li> <li>15.. House hold items(spoon, soap case, agarbatti stand etc)</li> <li>16. Seasonal</li> <li>17. Rakhis</li> <li>18. Diya</li> <li>20..Skylamp(Akash kandil)</li> <li>21 Xmas Star</li> <li>22. Xmas decoration.</li> </ol>		
9.	Vocational Training Center at Lokvishwas Pratishthan special School, Dhavali Ponda, Goa	<p>the following handcrafted products:</p> <ol style="list-style-type: none"> <li>1. Flowers</li> <li>2. Bouquet</li> <li>3. Tote bag</li> <li>4. Canvas Paintings</li> <li>5. kettles painted</li> <li>6. scented candles</li> <li>7. Mandala art</li> <li>8. paper bags</li> <li>9. Coasters painted</li> <li>10. key chains</li> <li>11. seasonal products like rakhis, painted diya set, akashdive, Woolen dangler, santaclause and calendars (seasonal)</li> </ol>	Mrs. Shweta Uday Chari 9764265105	