

Particulars of Organization

The Department of Information Technology was created vide Notification No 23/1/87/GA & C(1) dated 03-05-1999 with the aim of Promoting and Developing IT Industry in Planned manner and for evolving suitable IT programs with the basic philosophy to realize the dream of taking the benefits of ICT to the masses of Goa. Thereafter the Department of Information Technology was renamed as the Department of Information Technology, Electronics & Communications, vide Notification No. 23/1/87-GA&C(voL.IV)/3640 dated 18-10-2022. The Department envisages to make the State the design capital a front runner in Technology adoption & Innovation.

Functions and Duties:-

- 1) To improve citizens experience in Government transactions by providing single window access to various government services in order to ensure a convenient, hassle free, affordable, time bound and transparent delivery of G2C.
- 2) To promote digital awareness among all sections of the society and empowering citizens by enhancing their IT skills.
- 3) To create an industrial hub with world class infrastructure facility to augment IT industries in the state.
- 4) To built a robust start-up eco-system in the state by providing assistance to pioneering Goan entrepreneurs, local start-ups and placing Goa on the IT map of the world.
- 5) To built a robust integrated e-Governance system on a strong network connectivity backbone in all urban and rural areas to address the digital divide and enable seamless service delivery to the citizens.
- 6) To provide an ecosystem for telecom infrastructure and also electronic industry in the State.

Powers and Duties of Officers and Employees (Section 4(1) (b) (ii))
Details of the powers and duties of officers and employees of the organization:

Sr. No.	Designation	Powers & Duties
1.	Director Shri Kabir K. Shirgaonkar	Over all Incharge of Administration, Technical and Accounts Section.
2.	Joint Director Shri Milind Sakhardande	Over all Incharge of Technical and Administration Section.

<p>3.</p>	<p>Dy. Director (IT)</p> <p>Shri Harshad Pawar (Deputed to Department of Printing & Stationary)</p> <p>Shri Nijanand Vasta (Deputed to Department of Tourism)</p> <p>Shri Siddarth Borkar</p> <p>Shri Akash Kantak</p>	<ul style="list-style-type: none"> • E-District • E-Office & Goa • Goa Sparrow • GIS • Center of Excellence (3D Printing) • Cyber Security and Cyber Crime • DBT scheme • UMANG (Integration of State services with UMANG platform) • Digilocker • National Data • Sharing/National Data Framework Policy • Over all Digitization Scheme coordination • Any other work assigned by higher authorities. • ESDM cluster • E-HRMS • E-tendering • CBSE • FMS • PMGDisha • TSP/SCSP Scheme
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		<ul style="list-style-type: none">• Online NOC Applications• Capacity building.• State Portal• Website related matters• Lottery Management System• Digitization Scheme• GBBN• Bharat Net (FTTH/OFC- GBBN 2.0)• Extended Connectivity(Gap- I/Gap-II)• NMS• Wifi Project (Secretariat/New Solution)• State Data Center• Digitization Scheme
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<p>4.</p>	<p>Assistant Director (IT) Shri Gaurabh Sawal Shri Rajesh Pednekar Smt Prashila Borkar Shri Pradeep Gaonkar Shri Hirendra S. Naik Parulekar Shri Sagar G. Gurav Smt Fiona Dcosta Smt Tessy Thomas Smt Eldrida Crasto Smt Priyatama Patil</p>	<ul style="list-style-type: none"> • Co-working Space (Beaches) • Co-working space/Incubation spaces • Section 8 Company • Drone Policy • PR, Media and Branding • Digitization of concerned Dept • Any DBT scheme • ESDM Park • Hybrid IT Cluster • IT Park Chimbel • ITG Business Hub, Donapaula. • GITDC • GBBN • Bharat Net (FTTH)OFC (GBBN 2.0) • Extended Connectivity • NMS • Wifi (Secretariat/New Solution) • Cyber Security • IT Promotion • AI Mission • E-Office & Goa Sparrow • E-HRMS • Capacity Building • FMS
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		<ul style="list-style-type: none">• Computer Based Examination System• Over all monitoring of Digitization of records with respect to e-Office.• Startup Policy & IT Policy• GIS• Follow up related to priority projects including preparation of MOM/Notes during Minister Review meeting.• DNS Registration through NIC• Centre of Excellence• E-District• ICT Condemnation• NOC application for Hardware Software Website Network• E-mail Nodal Officer• National Data Sharing/National Data Framework Policy.• Digilocker• UMANG• DBT Schemes consolidation for department
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		<ul style="list-style-type: none"> • Tower Policy/ROW/4G, 5G Policy • State Data Centre • CSC • Gramin Mitra • Empanelling of Data Entry Operators/other Technical manpower. • ITKC • TSP/SCSP • State Portal • Website related activity • E-Waste • E-Tendering
5.	Dy. Director (Administration) Shri Abhijeet Nikam	<ul style="list-style-type: none"> • Overall incharge of Administration Section & PIO • Establishment Matter.
6.	Head Clerk Smt. Manisha Phondekar	<ul style="list-style-type: none"> • Overall supervision of Administration Section & APIO. • Shall Assist the Public Information Officer in RTI Matters. Also incharge of matters related to RTI including Annual Reports etc. • Shall assist the Deputy Director (Admn.) in work

		<p>related to all administration matter of the Department.</p> <ul style="list-style-type: none"> • Overall incharge of Legislative Assembly Question (LAQ) of the Department. • CR's & APAR's of Gazetted and Non Gazetted Staff
7.	<p>Upper Division Clerk Smt. Nita Sawal</p>	<ul style="list-style-type: none"> • Assist in Right to Information Act (RTI) including Annual Reports of RTI. • Shall process the matter pertaining to Mahiti Ghar • Matter pertaining to constitution and matters of movable and immovable property of staff. • Matter pertaining to LAQ including online submission. • Matters related to Passport, posting, deputation, nomination. • Matters pertaining Sexual Harassment. • Matter pertaining to condemnation such as machinery, equipment, vehicle.
	<p>Smt Vinant V. Naik Smt Pravita V. Tandel</p>	

		<ul style="list-style-type: none">• Preparation of Economic Survey, Budget Speech, Budget Assurances.• Monthly Governance report, fortnightly report, Good Governance, Administrative report, Schemes/Achievement of the Department etc. Preparing of Citizen Charter of the Department.• Overall incharge of Inward/outward section.• All the matters pertaining to Tender of the Department• Shall maintain Roster of the Department• Matters relating to recruitment, transfer, resignation, creation, revival of posts, relieving, suspension, continuation of posts including contract staff etc.• All the matters pertaining to Housekeeping, Security Guard, etc.• All matters related to Personal Files including all leaves,
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		<p>increments of Non Gazetted staff, Maintenance of service book.</p> <ul style="list-style-type: none">• Pay fixation and dealing with MACP, DPC, matters pertaining to pensions. Scrutiny of medical claims, LTC claims, GPF, House Building allowance and tuition bills etc. of staffs.• Matter pertaining to LAQ• Assist in CR's and APR's of staffs (Gazetted/ Non Gazetted Staff).• Purchase of Stationery & office requirements, purchase of Computer peripherals for the Department Process of Bills such as stationery bills, electricity bills, water bill etc.• Maintenance consumables stock, register dead stock registers etc.• Process of Bills such as Matters pertaining to AMC of all machinery, equipments of DOIT etc.
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		<ul style="list-style-type: none"> • All matters pertaining to vehicle including bills, servicing/repairing, requisition etc. • Matters relating to Fire extinguish. Preparation of SC/ST Report. • Matter pertaining to LAQ. • <u>Any other work as assigned by the higher authorities from time to time.</u>
8.	<p>Lower Division Clerk Shri Sudan Hinde</p>	<ul style="list-style-type: none"> • Process bill of house tax. • Processing correspondence of seminars, conference, sponsorship. • Matter Pertaining to LAQ. • Typing Administration section of Matter pertaining to Census. • Matters pertaining to Election. • <u>Any other work as assigned by the higher authorities from time to time.</u>
9.	<p>Dy. Director (Accounts) Shri Cassiano D'souza</p>	<ul style="list-style-type: none"> • Drawing & Disbursing Officer of the Depts. of IT • Overall incharge of Accounts matters of this Department.

		<ul style="list-style-type: none"> • Scrutiny and disposal of Assembly matters pertaining to Accounts. • Matters pertaining to Bills and all Accounts related report. • Disposal of files pertaining to Accounts Section. • Complied the Audit Paras and Action Taken Reports. • Verifying the Performance Budget Explanatory Memorandum, Budget Estimates, Revised Estimates and Monthly Plan Expenditure.
10.	Assistant Accounts Officer Shri Richard Simoes	Overall supervision of Accounts Section.
11.	Accountant Shri Deo Belekar	<ul style="list-style-type: none"> • Assisting higher authorities in financial matters. • Scrutiny of all the bills put up by Cashier i.e. Pay Bills, Contingent Bills, Medical, TA/LTC, Children Education Allowance bills from time to time. • Budget Controlling

		<p>Register(BCR)</p> <ul style="list-style-type: none">• Submitting of Monthly Expenditure Statement to Department of Planning, Statistics and Evaluation.• Filing of Income Tax returns of the Staff as well as Vendors for every quarter to Income Tax Department• Filing of GST returns every month.• Forwarding replies to Audit Inspection Report and CAG's Report.• Compilation of Annual Budget and Revised Estimates and furnishing within stipulated time Finance Department.• Obtaining approval from Finance. <p>Department pertaining to re-appropriation of funds and settling the bills in time.</p> <ul style="list-style-type: none">• Providing Fund Availability and Certificates as when requested by Administration
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		<p>and Technical Section.</p> <ul style="list-style-type: none"> • Any other work pertaining to Account Section as directed by the superiors from time to time.
12.	<p>Lower Division Clerk Ms. Anupa Shetye</p>	<ul style="list-style-type: none"> • Maintenance of Permanent Advance/Petty Cash. • Maintenance of Cash Register, Challan Register. • Maintenance of Bank Guarantee Register. • Preparing Salary Bills of Gazetted, Non Gazetted and Contract Staff. • Preparing of TC Bills, Education Allowance Bills, Travelling Allowance Bills and Medical Reimbursement Bills. • Matter pertaining to ECS, Challans and Receipts. • Any other work as assigned by the Higher Authorities from time to time.
13.	<p>Driver Shri Deepak Chopdekar Shri Gaurish Gaunkar Shri Meghanand</p>	<ul style="list-style-type: none"> • Driving of General pool vehicle and its related activities. • Looking after maintenance of

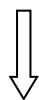
	Agarwadekar Shri Mukesh Pednekar	<p>vehicles.</p> <ul style="list-style-type: none"> • Look after washing/ cleaning of vehicles. • Maintenance of log book.
14.	<p>MultiTasking</p> <p>Mrs Ratna Kolkar Shri Sandesh Khedekar</p>	<ul style="list-style-type: none"> • Attending day to day duties of the Director, Information Technology. • Indoor work of DOIT • Xeroxing of documents. • Submitting & collecting of bills from Directorate of Accounts. • Dispatching the files/taken to Secretariat and other department. • Outdoor work of DOIT • Xeroxing of documents • Cleaning of office • Dispatching the files to Secretariat other department in absence of Peons. • Xeroxing of documents. • <u>Any other work as assigned by the higher authorities from time to time.</u>

The procedure followed in the decision making process, including channels of supervision and accountability:-

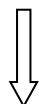
Day to Day decisions are made through notings, letters, initiated by the officials/officers and put up to the higher authority. Final decision of approval is done by competent authority i.e. Director/Secretary (IT)/C.S./Cabinet.

Policy decision are taken at the Government level and communicated for implementation as below

Government of Goa



Chief Secretary



Secretary (IT)



Director (DITE&C)



Deputy Director

NORMS SET FOR DISCHARGE OF FUNCTIONS

Sr. No.	Name of the Service	Service Standard	Service Indicator	Units
1.	NOC for Mobile Towers	60 days from the Receipt of completed application.	Time	Days

RULES/OBLIGATIONS FOR DISCHARING FUNCTIONS

- I. Goa Telecom Infrastructure Policy - 2020.
- II. EMC Land Allotment Policy - 2021
- III. The Goa Information Technology Development Act, 2007 as Amended
- IV. Start up Policy
- V. IT Policy
- VI. Schemes under TSP/SCSP
- VII. Drone Policy
- VIII. Goa Telecom Policy 2020

**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT
ARE HELD BY IT OR UNDER ITS CONTROL**

Not Applicable

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLICIN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :-

Not Applicable

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS COUNCILS COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Not Applicable

Directory of Officer and employees

Sr. No.	Name of Officer/ Officials	Designation	STD Code Ext. Nos.
1.	Shri Kabir K. Shirgaonkar	Director(IT)	0832-2221505/09 - 201
2.	Shri Harshad Pawar	DD (IT)	0832-2221505/09 - 206
3.	Shri Nijanand Vasta	DD (IT)	0832-2221505/09 - 205
4.	Shri Siddarth Borker	DD (IT Infrastructure)	0832-2221505/09 - 208
5.	Shri Akash S. Kantik	DD (IT Infrastructure)	0832-2221505/09 - 207
6.	Shri Gaurabh Sawal	Asst. Director (IT)	0832-2221505/09 -
7.	Shri Rajesh Pednekar	Asst. Director (IT)	0832-2221505/09 - 211
8.	Shri Pradeep Gaonkar	Asst. Director (IT)	0832-2221505/09 - 209
9.	Shri Hirendra Naik Parulekar	Asst. Director (IT)	0832-2221505/09 - 212
10.	Ms. Fiona D'costa	Asst. Director (IT)	0832-2221505/09 - 210
11.	Ms. Tessy Thomas	Asst. Director (IT)	0832-2221505/09 -
12.	Ms. Eldrida Crasto	Asst. Director (IT)	0832-2221505/09 - 215
13.	Smt. Priyatama Patil	Asst. Director (IT)	0832-2221505/09 - 213

14.	Smt. Prashila Borkar	Asst. Director (IT)	0832-2221505/09 - 214
15.	Shri. Sagar Gurav	Asst. Director (IT)	0832-2221505/09
16.	Shri Abhijeet Nikam	Dy. Director (Admn)	0832-2221505/09 - 203
17.	Smt. Manisha Phondekar	Head Clerk	0832-2221505/09 - 220
18.	Shri Cassiano M. D'souza.	DD (Accounts)	0832-2221505/09 - 204
19.	Shri Richard Simoes	AAO	0832-2221505/09 -
20.	Shri Deo Belekar	Accountant	0832-2221505/09 - 221
21.	Smt. Nita Sawal	UDC	0832-2221505/09 - 256
22.	Smt. Vinanti V. Naik	UDC	0832-2221505/09 - 265
23.	Smt. Pravita Tandel	UDC	0832-2221505/09 - 256
24.	Ms. Anupa Shetye	LDC	0832-2221505/09 - 259
25.	Shri Sudan Hinde	LDC	0832-2221505/09
26.	Shri Deepak Chopdekar	Driver	0832-2221505/09
27.	Shri Gourish Gaonkar	Driver	0832-2221505/09
28.	Shri Meghanand Agarwadekar	Driver	0832-2221505/09
29.	Shri Mukesh Pednekar	Driver	0832-2221505/09
30.	Shri Sandesh Khedekar	Peon	0832-2221505/09
31.	Smt. Ratna Kolkar	Multitasking	0832-2221505/09

**PARTICULARS OF CONCESSIONS, PERMITS OR
AUTHORIZATION GRANTED**

- Eight NOC's were issued for erection of Tower

INFORMATION HELD IN ELECTRONIC FORM

- 1) goaonline.gov.in - Portal provides services related to applications for availability benefits under startup policy 2021 and IT Policy 2018.
- 2) Startup.goa.gov.in - Portal gives a brief about the startup scenario instate.
- 3) goa.gov.in - stateportal displaying information of Govt. of Goa.

Information Held in Electronic Form

- 1) State Portal :- goa.gov.in
- 2) Portal related to Startup and IT Companies :- startup.goa.gov.in
- 3) Eoffice efile application :- <https://eoffice.goa.gov.in>

**Particulars of the Facilities available to citizens for obtaining
information Section 4(1) (b) (xv)**

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information	Working Hours
1	Information related to state portal, start up and IT policy	Information related to State Portal, Startup and IT Policy.	9.30 a.m. to 5.45 p.m.
2	Directorate's Website	Information on Departments Administration, Projects, Policies and Schemes.	

Name, Designations and other particulars of the Public Information Officers (PIOs) and Assistant Public Information Officers ((APIOs).

Deputy Director (Administration/Public Information Officer).

Department of Information Technology, Electronics and Communications.

2nd Floor, IT Hub, Altinho, Panaji.

Contact No. 0832-2221505/2221509

Email ID :-

Head Clerk (Administration/Assistant Public Information Officer).

Department of Information Technology, Electronics and Communications.

2nd Floor, IT Hub, Altinho, Panaji.

Contact No. 0832-2221505/2221509

Email ID :-