

17-Point Manual under RTI Act 2005 of Collectorate, Kushavati, District-Goa.

(As per Section 4(1)(b) of the RTI Act, 2005)

(i). Organization and Functions

The Collectorate South is the administrative head of the South Goa District, dealing with Revenue, Elections matters, Law & Order, Disaster Management, and coordination with various departments for implementation of schemes and services to general public.

(ii). Powers and Duties of Officers/employees

The District Collector, Additional Collector, Deputy Collectors, and Mamlatdars have specific powers under the Goa Land Revenue Code, and other Acts under administration. Also the District Magistrate, Addl District Magistrate, Sub Divisional Magistrates and Executive Magistrates have specific duties for accessing Law & order situation, magisterial arrangements and other specific orders under the Bharatiya Nagarik Suraksha Sanhita (BNSS) 2023. In addition to the officers, the office staff—including clerks, talathis, and multi-tasking staff (MTS)—play a vital role in the day-to-day functioning of the Collectorate. Their responsibilities include maintaining official records, processing revenue and administrative files, assisting in the delivery of public services, and carrying out instructions issued by the authorities. These employees form the backbone of the administrative machinery and ensure effective execution of government functions at the ground level.

(iii). Procedure Followed in Decision Making

Correspondence/Matters/Proposals are processed through file movement, examined and placed by the dealing staff, section heads, and then forwarded to concerned officers for decision-making and implementations in accordance with rules and regulations.

(iv). Norms for Discharge of Functions

All functions are carried out in accordance with prescribed timelines, government orders, Act and Rules, etc

(v). Rules, Regulations, Instructions and Records Held

A. Acts, Codes, and Rules:

1. Goa Land Revenue Code, 1968
2. Goa Agricultural Tenancy Act, 1964
3. Goa Land Use (Regulation) Act, 1991
4. Goa Government Rules of Business, 1991
5. Central Civil Services (Conduct) Rules, 1964
6. Bharatiya Nagarik Suraksha Sanhita (BNSS), 2023
7. Code of Criminal Procedure (CrPC), 1973 (for transitional/legacy matters)
8. Indian Penal Code, 1860
9. Disaster Management Act, 2005
10. Right to Information Act, 2005
11. Representation of the People Act, 1950 & 1951
12. The Indian Stamp Act, 1899 (as adapted in Goa)
13. The Registration Act, 1908
14. The Arms Act, 1959
15. The Explosives Act, 1884
16. The Petroleum Act, 1934
17. The Maintenance and Welfare of Parents and Senior Citizens Act, 2007
18. The Protection of Children from Sexual Offences (POCSO) Act, 2012
19. The Notaries Act, 1952
20. The Census Act, 1948
21. Goa Dues Recovery Act, 2006
22. Indian Revenue Recovery Act, 1890 (as applicable)
23. Recovery of Debts and Bankruptcy Act, 1993 (for coordination with DRTs)
24. Recovery-related provisions under Sections 172–183 of Goa Land Revenue Code, 1968
25. The Goa, Daman and Diu Public Money (recovery of dues) Act, 1986
26. The Goa Public Moneys (Recovery of Dues) Rules, 1988
27. The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (POSH Act)
28. The Right to Fair Compensation and Transparency in Land Acquisition, Rehabilitation and Resettlement Act, 2013 (Land Acquisition Act)

B. Instructions, Guidelines, and Manuals:

1. Manual of Office Procedure (Government of Goa)
2. Election Commission Guidelines and Handbooks
3. Disaster Management Guidelines from NDMA and SDMA
4. Department of Personnel and Training (DoPT) – RTI Guidelines
5. Circulars and Instructions from Revenue Department, Government of Goa
6. Public Distribution System (PDS) Licensing Guidelines
7. Guidelines on Arms Licensing, Explosives, Petroleum Storage
8. Instructions and Notifications from Goa State Election Commission
9. Instructions for Recovery of Dues by District Recovery Officer (Revenue Circulars)

C. Records Maintained:

1. Land Records (mutation, tenancy, partition, survey, conversion)
2. Property Registration Records (where applicable)
3. Electoral Rolls and Election-related Data
4. Disaster Management Plans and Reports

5. Census Data and Statistical Reports
6. RTI Applications and Correspondence
7. Arms License Registers and Supporting Documents
8. Magisterial Inquiry Reports and Orders
9. Licensing and Compliance Records for Explosives and Petroleum
10. Public Distribution System (PDS) – Dealer/Ration Card Records
11. Records of Public Grievance Hearings and Redressals
12. Senior Citizen and Social Welfare Scheme Files
13. Law and Order Records under Executive/Magisterial Jurisdiction
14. Revenue Recovery Reports and Collection Statements
15. Notary Public Appointment Files
16. Official Gazette Notifications (received and issued)
17. District Recovery Officer's Files – Demand Registers and Recovery Certificates
18. Auction Notices, Sale Proceedings, and Attachments of Property
19. Court Fine and Loan Recovery Files

(vi). Categories of Documents Held

Land Records

- Includes Form I & XIV, Form D, mutation registers, partition cases, survey records, and conversion sanads.

Electoral Rolls

- District Collector also acts as District Election Officer, hence maintains electoral rolls, summary revision files, and Booth Level Officer (BLO) reports.

Grievance Registers

- Covers public grievance redressal logs, complaints received during public hearings, and follow-up actions.

Revenue and Administrative Files

- Includes files related to revenue collection, recovery proceedings, tenancy, pensions, staff matters, budget, and establishment files.

Office Orders, Registers, and Notifications

- Daily administrative orders, inward/outward registers, RTI registers, notings, and notifications issued by the Collectorate.

Disaster Management Records

- District Disaster Management Plans (DDMPs), incident reports, and emergency response files.

Arms and Explosives License Records

- Applications, approvals, renewals, and rejection orders.

Court Cases /Magisterial Enquiries Files

- Records of law and order incidents, magisterial inquiries, and preventive orders under CrPC.

Census and Statistical Data

- Census abstracts, demographic data, and reports received from the Directorate of Planning and Statistics.

RTI Application Records

- Applications received under the RTI Act and corresponding replies.

(vii). Public Participation Mechanism

- Grievance Day hearings
- Special Camps for pending matters.
- Participation during elections and public awareness drives

(viii). Boards and Committees

- District Disaster Management Authority
- District Level Election Committee
- Screening Committees for various schemes

(All meetings’ minutes available upon request)

(ix). Directory of Collectorate Kushavati, Goa

Maintained in the office and available on <https://kushavati.goa.gov.in/collectorate/>

(x). Remuneration of Officers and Employees

Designations	Pay Level	Pay Scale
Collector	11	67,700
Additional Collector - I	11	67,700
Deputy Collector	10	56,100
Mamlatdar	7	44,900
Assistant Accounts Officer	7	44,900
Superintendent	7	44,900
Research Assistant	6	35,400
Accountant	6	35,400
Head Clerk	6	35,400
Senior Stenographer	6	35,400
Awal Karkun	5	29,200
Circle Inspector	4	25,500
Junior Stenographer	4	25,500
Upper Division Clerk	4	25,500
Talathi	2	19,900
Lower Division Clerk	2	19,900
Data Entry Operator	2	19,900
Driver	2	19,900
Bailiff	1	18,000
Multi Tasking Staff	1	18,000

(xi). Budget Allocated

Budget-related information for the Office of the Collector, Kushavti Goa, including allocations, planned expenditures, and disbursement reports, is coordinated through the Finance Department, Government of Goa. These records are available for access through official channels and can be provided upon request, as per the provisions of the RTI Act, 2005.

(xii). Execution of Subsidy Programs

Schemes like DSSS, Ladli Laxmi, MPLAD monitoring, Griha Aadhar, and others are implemented through the respective departments. These programs are coordinated at the district level under the supervision of the District Collector/District Magistrate.

(xiii). Recipients of Concessions/Permits

Information regarding recipients of concessions, permits, authorizations, and benefits under various government schemes is maintained by the office. Such information is available to the public and can be accessed through a written application under the RTI Act, 2005, subject to the exemptions provided under Section 8 of the Act, particularly concerning personal privacy and confidentiality.

(xiv). Information in Electronic Form

- Forms I & XIV
- Mutation status
- Electoral rolls
- Circulars and orders on the official website of this Collectorate
Kushavati District Goa at <https://kushavati.goa.gov.in/collectorate/>

(xv). Facilities for Obtaining Information

Citizens may obtain information by submitting an RTI application either:

- Physically at the concerned office,
- Online through <https://rtionline.gov.in> (for Central Government departments), or
- By post to the designated Public Information Officer (PIO) for State Government matters, as per the provisions of the RTI Act, 2005.

(xvi). RTI Officers (Public Information Officers, First Appellate Authorities)

Sr. No .	Department/ Section	Designation of the officer designated as Public Information Officer	Designation of the officer designated as First Appellate Authority	Email ID's	Tel. No.
1.	O/o The Deputy Collector & SDO, Dharbandora	Awal Karkun of Deputy Collector & SDO, Dharbandora	The Deputy Collector & SDO, Dharbandora	dycol-dharband.goa@nic.in	0832-2614036
2.	O/o The Deputy Collector & SDO, Sanguem	Awal Karkun of Deputy Collector & SDO, Sanguem	The Deputy Collector & SDO, Sanguem	sdm-sanguem.goa@gov.in	0832-2603141
3.	O/o The Deputy Collector & SDO, Quepem	Awal Karkun of Deputy Collector & SDO, Quepem	The Deputy Collector & SDO, Quepem	sdm-quepem.goa@nic.in	0832-2662241
4.	O/o The Deputy Collector & SDO, Canacona	Awal Karkun of Deputy Collector & SDO, Canacona	The Deputy Collector & SDO, Canacona	sdm-canacona.goa@nic.in	0832-2643696
5.	O/o Mamlatdar of Dharbandora	Mamlatdar of Dharbandora	The Deputy Collector & SDO, Dharbandora	mam-dharbandora.goa@nic.in	0832-2614111
6.	O/o Mamlatdar of Sanguem	Mamlatdar of Sanguem	The Deputy Collector & SDO, Sanguem	mam-sanguem.goa@nic.in	0832-2604232
7.	O/o Mamlatdar of Quepem	Mamlatdar of Quepem	The Deputy Collector & SDO, Quepem	mam-quepem.goa@nic.in	08322662228
8.	O/o Mamlatdar of Canacona	Mamlatdar of Canacona	The Deputy Collector & SDO, Canacona	mam-canacona.goa@nic.in	0832-2643329

(xvii). **Other Useful Information**

- **RTI Fee:** ₹2 per page for photocopies (payment via IPO/DD in favor of the Collector).
- **Certified Copies:** ₹10 per page certified under (LRC).
- **Response Time:** 30 days from the date of receipt of the application (48 hours in cases involving life or liberty of a person).
- **Appeals:**
 - First Appeal to the First Appellate Authority.
 - Second Appeal to the State Information Commission.
- The Collectorate of Kushavati District, Goa is presently functioning from the Office of the Collector, South Goa, until a separate establishment is formed.