

Section 4(1)(b)(ii): Powers and duties of the Officers and Employees

Designation	Powers	Duties
Secretary (GA)	(1) Appointing Authority and Disciplinary Authority for all Group 'C' employees of the Secretariat Establishment. (2) Financial powers as per Goa Delegation of Financial Powers Rules, 2008 (3) Principal Advisor of the Minister on all matters of policy and administration within his Ministry /Department.	Administrative Head of the Department
Additional/Joint Secretary (GA)	Following powers re-delegated by Secretary (GA) in respect of Secretariat employees: - 1. To sanction of GPF Advance/Withdrawal 2. To sanction of Computer Advance 3. To note intimation under Conduct Rules in respect of Group 'C' employees. 4. Leave/LT cases of Section Officers.	Supervision over the functions of subordinate employees of the General Administration Department.
Under Secretary (GA-I)	Head of office and Delegated power of H.O.D. in terms of Goa Delegation of Financial Powers Rules, 2008. Budget Controlling Authority Controls over Section I, III, IV, Central Registry, Record Room, and Library of General Administration Department.	To process the matter pertaining to:- i) Establishment matter of Raj Bhavan, Goa ii) Establishment and Service matters of employees of Office of Resident Commissioner, Goa Sadan, New Delhi. iii) Recruitment and all services matter of the Secretariat Staff iv) Declaration of Public Holidays, and list of holidays for every calendar year v) Providing personal staff to

		Chief Minister, Ministers of State, Leader of Opposition and Ld. Advocate General and their service matters. vi) Providing Muster Roll Peon to Secretariat Officers. vii) Outsourcing of Security services, viii) Providing staff to various department in secretariat ix) Maintenance of Secretariat Building. x) Management of Central Registry, Record Room & Library xi) Booking of Goa Bhavan, Mumbai and Goa Sadan, & Goa Niwas New Delhi. xii) Preparation of different types of bills of Chief Minister/ Ministers / Opposition Leader/Ld. Advocate General. xiii) Preparation of salary bills of Secretariat employees/ personal staff of Minister/ contract employees /Muster Roll Peons xiv) Issue of Identity Cards for Secretariat Staff/Ministers staff xv) Secretariat Accounts Matters. xvi) Preparation of Budget Estimates/ reappropriation of funds/ supplementary funds etc. xvii) Public Accounts Committee, xviii) Purchase/Stores/ Stationery/Distribution to all sections of Secretariat xix) Allotment /placement of
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		funds to PWD/GSIDC etc towards Secretariat works. xx) Preparation of all types of bills like contingent, refreshment, GPF, TA/LTC, computer advance, electricity , Water bills and timely submission to Directorate of Accounts xxi) Discretionary Grants of the Chief Minister. xxii) Drafting of Officers for Legislative Assembly, Election Duty xxiii) General Assembly matters xxiv) Residual matters xxv) Outsourcing House Keeping services at Secretariat, xxvi) Providing staff accommodation as well as for Office use. xxvii) Civil maintenance of Secretariat Building xxviii) Allotment of Cabins in Secretariat
Under Secretary (GA-II)	Controls over Section II of General Administration Department.	i) Appointment & Leave of the Governor, ii) Swearing in of Council of Ministers, iii) Allotment of vehicles to officers in Secretariat, Chief Minister/ Minister/ Leader of opposition / Ld. Advocate General and settlement of Petrol /Servicing Bills of Vehicles iv) Governor's Address, v) Providing Telephones, computer, printers to various Departments in Secretariat, Leader of Opposition/ Ld. Advocate

		General. vi) Rules of Business of the Government of Goa, vii) Western Zonal Council and Inter-State Council, viii) Allocation of Business Rules ix) Cabinet Meeting / Affairs, x) General Assembly matters, xi) Residual matters xii) Pension to secretariat employees.
Section Officer (GA-I)/DDO	1) General Supervision, control, over subordinate employees under Section I 2) Drawing and Disbursing Officer of General Administration Department	i) Maintenance of Account of Leave/ of the staff under Section I of General Administration Department. ii) Conducting Overall Supervision over the functions of the subordinate staff. iii) Designation as Public Information Officer (PIO) for Section I of General Administration Department. iv) Distribution of the work and enforcing proper discipline and co-ordination of work among the subordinate staff. v) Attending to matters of Right to Information Act of the Department. vi) Scrutinizing of Proposals. vii) Preparing replies of LAQ during the Assembly Session, and attending time bound Assembly matters. viii) Helping the Dealing Assistants and guiding

		them in putting up files/letters. ix) Drawing of all bills i.e. Salary, fully vouched contingent bills (FVC bills), General Provident Fund Bills etc. x) Tax Deducted at Source (T.D.S), quarterly filing of returns. xi) GST monthly filing xii) General supervision over all account matters of the General Administration Department and overall supervision of Bills including Bill of Minister staff and Bills of the staff of Secretariat xiii) Any other work assigned by the Higher Authorities
Section Officer (GA-II)	General Supervision, control, over sub-ordinate employees under Section II	i) Maintenance of Account of Leave/ of the staff under Section II including Drivers under General Administration Department pool. ii) Conducting Overall Supervision over the functions of the subordinate staff. iii) Designation as Public Information Officer (PIO) for Section II of General Administration Department. iv) Distribution of the work and enforcing proper discipline and co-ordination of work among

		the subordinate staff. v) Attending to matters of Right to Information Act of the Department. vi) Scrutinizing of Proposals. vii) Preparing replies of LAQ during the Assembly Session, and attending time bound Assembly matters. viii) Helping the Dealing Assistants and guiding them in putting up files/letters. ix) Any other work assigned by the Higher Authorities.
Section Officer (GA-III)	General Supervision, control, over sub-ordinate employees under Section III	i) Maintenance of Account of Leave/ of the staff under Section III of General Administration Department. ii) Conducting Overall Supervision over the functions of the subordinate staff. iii) Designation as Public Information Officer (PIO) for Section III of General Administration Department. iv) Distribution of the work and enforcing proper discipline and co-ordination of work among the subordinate staff. v) Attending to matters of Right to Information Act of the Department. vi) Scrutinizing of Proposals. vii) Preparing replies of LAQ during the Assembly Session, and attending time bound Assembly matters. viii) Helping the Dealing

		Assistants and guiding them in putting up files/letters. ix) Attending to Court Cases. x) Any other work assigned by the Higher Authorities.
Section Officer (GA-IV)	General Supervision, Control over sub-ordinate employees under Section IV	i) Maintenance of Account of leave of the staff under Section IV of General Administration Department. ii) Conducting Overall Supervision over the functions of the subordinate staff. iii) Designation as Public Information Officer (PIO) for Section IV of General Administration Department. iv) Distribution of the work and enforcing proper discipline and co-ordination of work among the subordinate staff. v) Attending to matters of Right to Information Act of the Department. vi) Scrutinizing of Proposals. vii) Preparing replies of LAQ during the Assembly Session, and attending time bound Assembly matters. viii) Helping the Dealing Assistants and guiding them in putting up files/letters. ix) Attending to Court Cases. x) Supervision of housekeeping and maintenance of secretariat / Ministerial building. xi) Any other work assigned by the Higher Authorities.

Section (CR&RR)	Officer	General Supervision, control, over sub-ordinate employees under CR&RR	i) Maintenance of Accounts of Leave of the staff under CR&RR of General Administration Department. ii) Conducting overall supervision over the function of the subordinate Staff. iii) Designation as Public Information Officer (PIO) for CR&RR of General Administration Department. iv) Distribution of the work and enforcing proper Discipline and co-ordination of work among the subordinate staff. v) Attending to matters of Right to Information Act of the Department. vi) Scrutinizing of Proposals. vii) Preparing replies of LAQ during the Assembly Session, and attending time bound Assembly matters. viii) Helping the Dealing Assistants and guiding them in putting up files/letters. ix) Maintenance Franking Machine and keeping the record of Accounts and also maintaining the record for postal stamps. x) Distribution of Dak to 131 Outside Departments i.e. Morning session 66 Department and evening
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		xi) session 65 Departments. Any other work Assigned by the Head of Authorities.
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