



# **CITIZEN'S CHARTER**

**DEPARTMENT OF GOA GAZETTEER AND HISTORICAL RECORDS**

BSNL Telephone Exchange Building,

Miramar, Goa 403002

**Dr. Pramod Sawant**  
**Hon'ble Chief Minister**  
**Government of Goa**  
**Mantralaya, Porvorim Goa**

**Shri. Ramkrishna alias Sudin Dhavalikar**  
**Hon'ble Minister for Gazetteer**  
**Government of Goa**

**Shri Prasad Lolayekar – IAS (2014)**  
**Secretary Goa Gazetteer**  
**Secretariat, Porvorim Goa**

**Dr. Balaji Shenvey**  
**Executive Editor**  
**Department of Goa Gazetteer & Historical Records**  
**Government of Goa**  
**BSNL Telephone Exchange Building, Miramar, Goa 403002**

## **INTRODUCTION**

The Goa Gazetteer Department was formed as the Goa Gazetteer Editorial Board vide Order No. RD/EST/GAZ/295/69 dated 2nd May 1970 for the preparation of the Gazetteers for the erstwhile districts of Goa, Daman & Diu (then Union Territory). The Goa Gazetteer Department is one of the research-oriented Departments created for the preparation of District Gazetteers and Taluka Gazetteers for the State of Goa. Apart from this, the Department is mainly engaged in translating Portuguese records related to Goa's history. Consequently, vide the Forty-Sixth Amendment Rules, 2023, to the Business of the Government of Goa (Allocation) Rules, 1987, the erstwhile Goa Gazetteer Department is now the Department of Goa Gazetteer and Historical Records. Updating the present volume of the Gazetteer and preparation of Taluka Gazetteers, along with translation of historical records from Portuguese to English and publication of the same, is the core functioning of the Department.

### **MEANING, SCOPE AND IMPORTANCE OF GAZETTEER:**

A Gazetteer literally means a geographical index or a geographical dictionary. Its scope is, however, much wider. It presents, within a limited range and in a readable manner, a comprehensive view of the state and its people. It provides authentic information on the physical features of the region and related history and discusses the social, political and economic life of the people inhabiting the region. Thus, it serves as a guide to the administrator, a source of information to the researchers, and a reference book for the general public and visiting tourists.

The Gazetteers are classified into District, State and National series according to their scope and importance. Besides, the department also carries out the work of standardization of the spellings of place names and railway station names in Goa in Roman and Devanagari scripts under the State Names Authority, chaired by the Honorable Minister for Revenue, Government of Goa, with the Executive Editor as its Member Secretary.

The Department published Gazetteer of the Union Territory of Goa Daman and Diu in 1979, which was reprinted in 2009. Also, two volumes of Who's Who of Freedom Fighters, along with several trial files, have been published by the Department to date.

## **VISION**

The Main vision of the Department is to facilitate academic research related to Goa's history, polity, social life, economic activities and allied subjects over the period of time.

## **MISSION**

To facilitate Research scholars by providing ready reference material for research related to Goa and to also encourage people to undertake research. To provide updated Gazetteer on a regular basis to help administrators and officials.

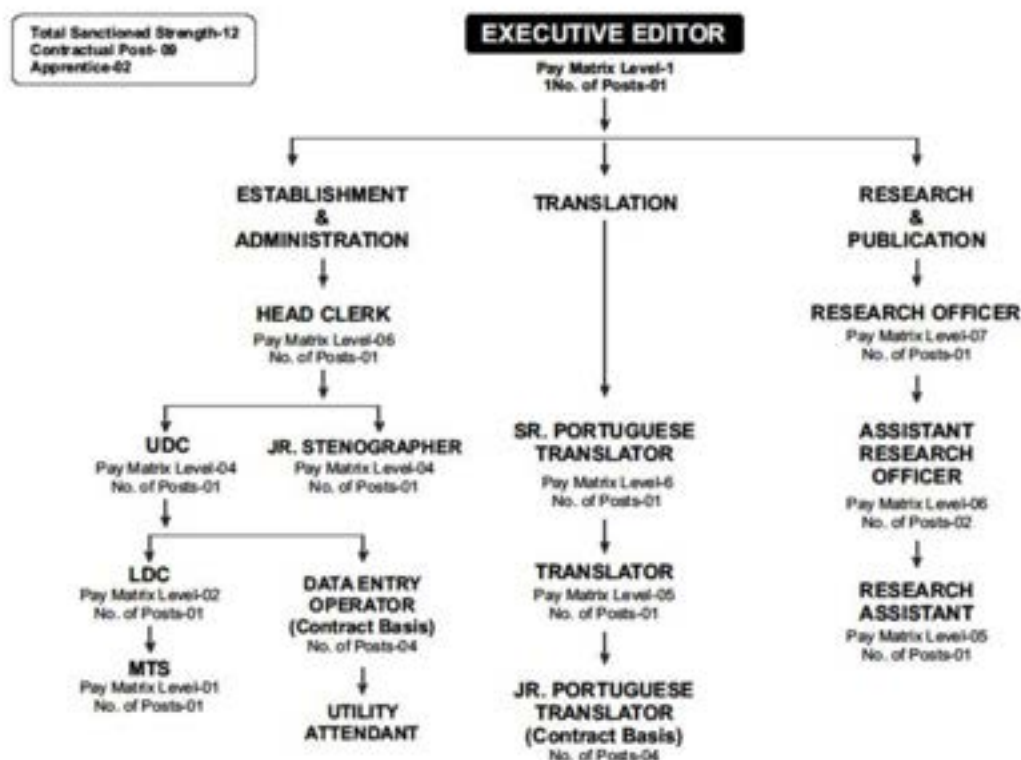
## **SCOPE OF THE DEPARTMENT**

The Department is entrusted with the following work as per the Forty-Sixth Amendment to the Business of the Government of Goa (Allocation) Rules, 1987, vide **Notification No. 23/1/87-GA&C (Vol. V)/2123 dated 6th June 2023:**

- (a) Preparation of State Gazetteer, Taluka Gazetteer and District Gazetteers for the State of Goa.
- (b) Acquisition, preservation and digitization of records related to Goa's struggle for freedom and other manuscripts of historical importance.
- (c) Legislations for regulation and management of manuscripts of the Portuguese period of historical importance.
- (d) Translations of Portuguese records into English.
- (e) Manuscript Conservation Centre.
- (f) Commemoration of historical days related to Goa's past.
- (g) To setup the Government Analytics Research Institute.

## **ORGANIZATIONAL HIERARCHY**

The Department is headed by the Executive Editor, who is the Head of the Department and also the Budget Controlling Authority under Rule 1(g) of the Goa Delegation of Financial Powers Rules, 2008, vide Order No. 1/18/2017/Fin(Bud)/973 dated 19/01/2024. Vide Notification of the General Administration Department No. 26/1/88-GAD/1291 dated 20th March 2024, the Executive Editor is declared as the Ex-Officio Joint Secretary.



## PUBLICATIONS

In view of the importance of the wealth of information contained in the Gazetteers and related publications, the Government has duly authorized the Department to sell its publications. These publications are available for sale at the Department's office premises, BSNL Telephone Exchange Building, Miramar, Goa-403002.

In addition, efforts are being made to make the Gazetteer publications available for sale at display counters, book exhibitions, research institutions, libraries, universities, colleges, higher secondary schools, and other relevant institutions.

### List of the Publications brought out by the Department

| SR.NO | NAME OF THE PUBLICATIONSBROUGHT OUT BY THEDEPARTMENT                                | YEAR | PRICE ₹. | REMARKS                     |
|-------|-------------------------------------------------------------------------------------|------|----------|-----------------------------|
| 1.    | GAZETTEER OF THE UNION TERRITORY GOA, DAMAN AND DIU PART I: GOA                     | 1979 | ₹.400/-  | *REPRINTED IN THE YEAR 2009 |
| 2.    | GAZETTEER OF THE UNION TERRITORY GOA DAMAN AND DIU PART II: DAMAN AND PART III: DIU | 1979 | ₹.200/-  |                             |
| 3.    | WHO'S WHO OF THE FREEDOM FIGHTERS GOA, DAMAN AND DIU VOLUME-I                       | 1986 | ₹.50/-   |                             |

|     |                                                                                                                                            |      |          |  |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|------|----------|--|
| 4.  | WHO'S WHO OF THE FREEDOM FIGHTERS GOA, DAMAN AND DIU VOLUME – II                                                                           | 1990 | ₹.50/-   |  |
| 5.  | TRIAL OF T.B. CUNHA                                                                                                                        | 1991 | ₹.90/-   |  |
| 6.  | DENATIONALISATION OF GOANS (REPRINT)                                                                                                       | 1991 | ₹.5/-    |  |
| 7.  | TRIAL OF LAXMIKANT VENKATESH PRABHU BHEMBRE                                                                                                | 1992 | ₹.60/-   |  |
| 8.  | TRIAL OF RAMAKRISHNA HEGDE                                                                                                                 | 1993 | ₹.60/-   |  |
| 9.  | TRIAL OF JOSE INACIO DE LOYOLA                                                                                                             | 1994 | ₹.75/-   |  |
| 10. | TRIAL OF PURUSHOTTAM KESHAV KAKODKAR                                                                                                       | 1996 | ₹.60/-   |  |
| 11. | TRIAL OF THE FOUR: -<br>I) PANDURANGP. SHIRODKAR<br>II) DR. VINAYAKN. MAYENKAR<br>III) GUILHERMEDESOUZA TICLO<br>IV) NILKANTHM. KARAPURKAR | 1999 | ₹.125/-  |  |
| 12. | TRIAL OF ANANT DATTA THALI & MARIAJ. CALISTA ARAUJO                                                                                        | 2001 | ₹.275/-  |  |
| 13. | TRIAL OF UPENDRA V. SINAI TALAULIKAR                                                                                                       | 2002 | ₹.100/-  |  |
| 14. | TRIAL OF BHALCHANDRA ALIAS BALA KESHAV KAKODKAR & SURYAKANT VITTHAL THALI                                                                  | 2006 | ₹.26/-   |  |
| 15. | TRIAL OF NARAYAN GANESH GORAY JAGANNATH RAO ANANT JOSHI & MADHU RAMCHANDRA LIMAYE                                                          | 2012 | ₹.100/-  |  |
| 16. | TRIAL OF PETER ALVARES & OTHERS                                                                                                            | 2015 | ₹.250/-  |  |
| 17. | TRIAL OF VENKATESH VISHNU VAIDYA                                                                                                           | 2016 | ₹.100/-  |  |
| 18. | TRIAL OF LAXMANRAO SARDESSAI                                                                                                               | 2016 | ₹.150/-  |  |
| 19. | TRIAL OF GEORGE VAZ                                                                                                                        | 2017 | ₹.100/-  |  |
| 20. | TRIAL OF VASANT VELINGKAR AND OTHERS                                                                                                       | 2018 | ₹.100/-  |  |
| 21. | TRIAL OF BASCORA JANARDANA KAMAT                                                                                                           | 2020 | ₹.100/-  |  |
| 22. | TRIAL OF SUDHA MAHADEV JOSHI AND OTHERS                                                                                                    | 2022 | ₹.350/-  |  |
| 23. | TRIAL OF SHRIDHAR SHIRSAT                                                                                                                  | 2023 | ₹.150/-  |  |
| 24. | TRIAL OF LAXMI PAINGUINKAR, SURYAKANTI FAL DESAI AND GANGADHAR LOLIENKAR                                                                   | 2023 | ₹. 150/- |  |
| 25. | TRIAL OF UMAKANT SINAI KANTAK                                                                                                              | 2024 | ₹. 150/- |  |
| 26. | TRIAL OF NARMADA PRASAD SHARMA                                                                                                             | 2024 | ₹. 150/- |  |
| 27. | 'TRIAL OF RAJNIKANT MAHATME, VISHWANATH GUDE, DINANATH AMBE AND GURUDAS KUNDE                                                              | 2024 | ₹. 150/- |  |
| 28. | TRIAL OF SHIRUBHAU LIMAYE                                                                                                                  | 2024 | ₹. 150/- |  |
| 29. | TRIAL OF SHASHIKALA HODARKAR AND VILASINI PRABHU                                                                                           | 2024 | ₹.150/-  |  |
| 30. | TRIAL OF KRISHNABAI ALIAS SRIMATI DIVKAR & OTHERS                                                                                          | 2024 | ₹.200/-  |  |
| 31. | TRIAL OF MARK FERNANDES & OTHERS                                                                                                           | 2024 | ₹.200/-  |  |
| 32. | TRIAL OF ANTHONY DE SOUZA AND OTHERS                                                                                                       | 2024 | ₹.200/-  |  |
| 33. | TRIAL OF ALFRED AFONSO & OTHERS                                                                                                            | 2024 | ₹.200/-  |  |

## OUTREACH ACTIVITIES OF THE DEPARTMENT

1. Department of Goa Gazetteer, in collaboration with Centre for Study of Mythology and Culture, organized a two-day National-Level Seminar on Oral Histories and Intangible Culture of Goa on 20th and 21st January 2024 at Goa University.
2. The First Toponymy Conference 2025, was held in collaboration with Thomas Stephens Konkanni Kendra, Porvorim, as part of the Department's initiative to promote the study, documentation, and preservation of Goa's place names and their historical significance.
3. Conducted a 12-day training programme on "An Introduction to Manuscriptology and Palaeography with Reference to Modi Script" from 05-01-2026 to 16-01-2026.
4. Conducted a workshop on Epigraphy and Palaeography from 19-01-2026 to 24-01-2026 to enhance knowledge and skills in the study of historical records and inscriptions.
5. Organised an exhibition on 18th June 2026 – Exhibition of Archival Records on "Goa's Struggle for Freedom", in collaboration with the Department of Archives.

## ACT

The Goa Ancient and Historical Records Acquisition and Preservation Act, 2023 (Goa Act 43 of 2023), which was passed by the Legislative Assembly of Goa on 10/08/2023 and assented to by the Governor of Goa on 19/10/2023, provides for the management, administration and preservation of ancient and historical records of the State of Goa other than those declared by or under any law made by the Parliament to be of national importance and for matters connected therewith or incidental thereto.

## LIBRARY

The Department has a good collection of around 850 library books related to varied subjects. The Library has Gazetteers of major States of India. The Library is available for researchers for reference only, from 9.45 a.m. to 5.00 p.m. on all working days.

## DETAILS OF THE OFFICIALS

| Sr. No | Name                         | Designation                | Date of Joining | Date of Retirement |
|--------|------------------------------|----------------------------|-----------------|--------------------|
| 1      | Dr. Balaji S. Shenvy         | Executive Editor           | 06/08/2025      | 28/02/2051         |
| 2      | Dr. Devanand C. Mandrekar    | Research Officer           | 01/09/2016      | 31/08/2046         |
| 3      | Shri. Sameer S. Zantye       | Assistant Research Officer | 11/12/2014      | 31/05/2045         |
| 4      | Ms. Arya Vijwal Prabhudessai | Assistant Research Officer | 02/02/2026      | 31/05/2057         |

|   |                                     |                            |            |            |
|---|-------------------------------------|----------------------------|------------|------------|
| 4 | Kum. Maryanna Fernandes             | Sr. Portuguese Translator  | 10/02/2014 | 31/05/2051 |
| 5 | Shri Hitendra D. Sawant             | Head Clerk (on deputation) | 29/11/2024 | 31/12/2043 |
| 6 | Shri. Rajendra Baltazar L. Carvalho | Upper Division Clerk       | 02/01/2009 | 30/09/2040 |
| 7 | Smt. Suchita D. Bandekar            | Jr. Stenographer           | 12/10/2017 | 30/09/2050 |
| 8 | Smt. Cherol Socorrinha Fernandes    | Lower Division Clerk       | 29/01/2010 | 30/09/2040 |
| 9 | Shri. Devendra M. Madkaikar         | Peon                       | 25/01/2006 | 31/01/2034 |

#### **Public Grievances Officer:**

**Ms. Arya Vijwal Prabhudessai**, Assistant Research Officer, has been appointed as the Public Grievances Officer as well as the Nodal Officer of the Department.

#### **RIGHT TO INFORMATION ACT, 2005**

In pursuance to Clause 5 of the Right to Information Act, 2005, Shri Sameer S. Zantye, Assistant Research Officer, and Shri Hitendra D. Sawant, Head Clerk, are appointed as Public Information Officer and Assistant Public Information Officer, respectively, for the Department of Goa Gazetteer and Historical Records to deal with the applications received from the public under the Right to Information Act, 2005.

The Public Information Officer shall be responsible for the preparation and publication of the manuals from time to time as per the said Act.

The Assistant Public Information Officer shall ensure that the application received by him/her for information under the Right to Information Act, 2005, is submitted on top priority to the Public Information Officer concerned so as to furnish the information to the Applicant within the stipulated period and within the provisions of the Act.

Dr. Balaji S. Shenvey, Executive Editor, is the First Appellate Authority under the Right to Information Act, 2005.

For information, the aforesaid officials may be contacted at Telephone No. (0832) 2226302 during office hours from Monday to Friday.

## **CONTACT DETAILS:**

**Postal Address of the office:**

Department of Goa Gazetteer  
and Historical Records,  
BSNL Telephone Exchange  
Building, Miramar, Goa 403002.

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**Telephone:**

+91(0832) 2226302

**Email:**

eed-gaz.goa@gov.in

**Working hours:**

Monday to Friday  
9.30 a.m. to 1.15 p.m.  
2.00 p.m. to 5.45 p.m.