



GOVERNMENT OF GOA
DIRECTORATE OF SMALL SAVINGS AND LOTTERIES
CITIZENS CHARTER

MISSION

The Government of Goa is operating Paper Lotteries through this Department by appointing M/s. Summit Online Trade Solutions Pvt. Ltd. as Marketing Agent for Selling/ Distributing the Goa State Paper Lotteries thus generating the additional revenue to the Government of Goa. The purpose of commencing Goa Brand State Lotteries is primarily to augment the additional financial resources for the State with a view to fund various public utilities and creation of public asset such as roads, bridges, schools and hospitals and so on.

This Directorate also sanctions Grant-in-Aid to Institute of Public Assistance to meet the expenditure on the various welfare schemes such as maintenance of aged homes 10 numbers, Orphanages 2 numbers and scheme of providing immediate relief for various items and to meet the establishment expenditure of Institute of Public Assistance.

Besides this the Directorate of Small Savings & Lotteries, Government of Goa, Altinho Panaji is promoting the National Savings Scheme of Government of India in the entire state of Goa by appointing Agents under Mahila Pradhan Kshetriya Bachat Yojana (MPKBY) and Standardised Agency System (SAS), who are enrolling the members in the respective localities and depositing the collections in the Post Offices.

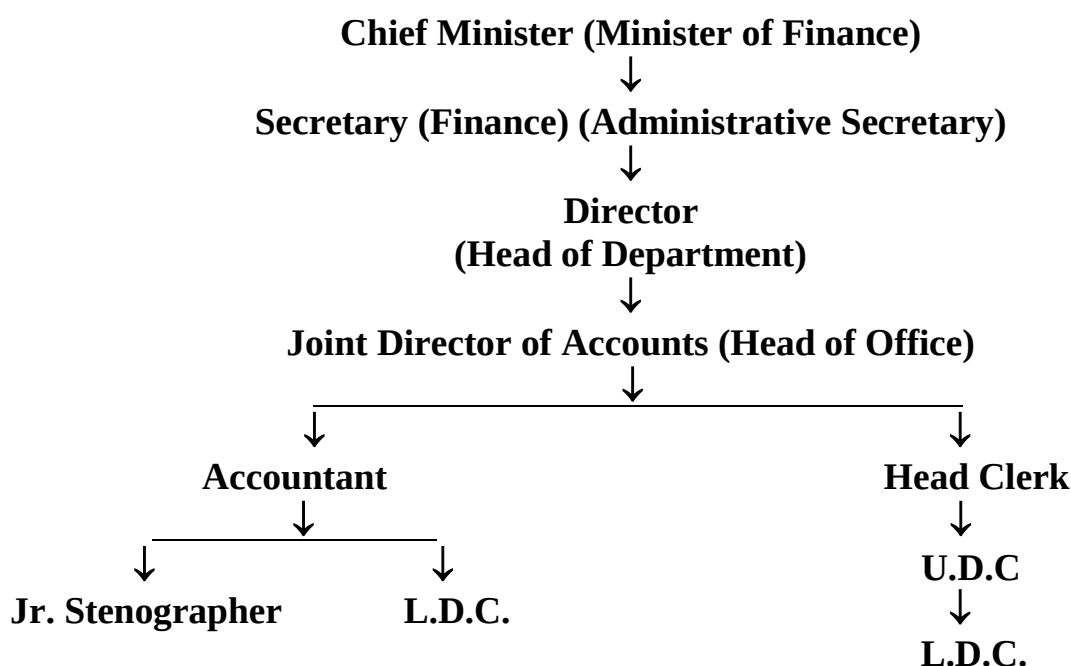
The Chief Minister is the Minister In-Charge for the Department of Directorate of Small Savings & Lotteries.

The Secretary (Finance) is the Administrative Secretary for the Directorate of Small Savings & Lotteries.

Director of Small Savings & Lotteries is the Head of the Directorate of Small Savings & Lotteries.

Joint Director of Accounts is the Head of Office of the Directorate of Small Savings & Lotteries.

1. Organisational chart of the Department: -



(IV) INFORMATION UNDER SECTION 4 (1) (b) of CHAPTER – II OF THE RIGHT TO INFORMATION ACT, 2005

(I) Particulars of organization, function and duties. [Section 4 (1) (b) (i)]

Organization: -

The Director, Small Savings & Lotteries is the Head of Department and Joint Director of Accounts of this Directorate is the Head of Office.

(II) FUNCTIONS: -

Overall supervision of operation of Goa State Lotteries throughout the year except three National Holidays i.e. 26th January, 15th August and 2nd October. Publication of Lottery results in Official Gazettes, News Papers, and Department

Website. Maintenance of monthly turnover statement progress report, PLA Account etc.

The Directorate of Small Savings & Lotteries is primarily revenue generation Department with an objective to promote and maximize the sales of financial products of Small Savings Schemes. This Department is also coordinating with the Post Offices for better mobilization of deposits in each and every financial year to achieve the targets fixed by the Government of India under the Small Savings production.

This Directorate also sanctions Grant-in-Aid to Institute of Public Assistance to meet the expenditure on the various welfare schemes such as maintenance of aged homes 10 numbers, Orphanages 2 numbers, and scheme of providing immediate relief for various items and to meet the establishment expenditure of Institute of Public Assistance.

Power and duties of officers and employees. [Section 4 (1) (b) (ii)]

A) Administration and Accounts Section

Sr. No.	Name and Designation	Powers and Duties.
1	Director	1. Overall in charge of Directorate of Small Savings & Lotteries. 2. Head of the Department. 3. Budget Controlling Officer. 4. First Appellate Authority under Right to Information Act, 2005. 5. Exercise Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.
2	Joint Director of Accounts PIO/PG	1. All the duties as being Head of Office 2. She/he shall be the overall incharge related to Tender process in regards to lottery operations and all files on all subjects shall be routed through him/her. 3. Appointment and renewal/termination of agencies in respect of Small Savings Schemes.

3	Head Clerk	1. All Administrative and Establishment matters. 2. Dealing with confidential matters. 3. Processing Lottery Schemes, Issuing Print Order and all work related to Tender process in regards to lottery operations 4. Dealing with Court matters, RTI, Public Grievances, certified copies. 5. Attending meetings related to Directorate. 6. Maintenance of Service Book and verification of leave account, muster roll.
4	Accountant	1) Preparation of B.E. & R.E. 2) Re-appropriation of funds 3) Maintenance of the Expenditure Register and the preparation of Expenditure statement, Reconciliation of expenditure figures, Compilation /Preparation of the C.A.G's report. 4) Maintenance of Budget, surrender of funds, scrutinizing of all expenditure files. 5) Maintenance of cash book Register & Cash. 6) All accounts matters, verification of bills, log books control over TDS, deposits of revenue, Tracing of revenue figures of the marketing agent & PLA account. 10) Verification of Unsold / unclaimed prizes, C.A's. Audit Report & compliances of C.A's Report on lotteries. 11) Particulars of Bank Guarantee furnished and those invoked. 12) All lottery related work
5	U.D.C.	1) Settlement of lottery claims and Print payments. 2) Maintenance of records of unsold tickets and challan register. 3) Custody of all the records of the lottery operation 4) Any other work related to lottery

6	Jr. Steno	(a) PA to Director. (b) Maintenance of register of TDS & GST, Preparation of challan and filling TDS. (c) Maintenance of records of unsold tickets & Challan register. (d) Any other work assigned to him by the higher authority (administration & RTI etc.)
7	L.D.C. (1)	a) Nodal Officer for Computerized Work/ Tendering process. b) Issuing paper lottery invoices to Marketing agent. c) Submission of lottery result to Department of Printing and Stationery for Official Gazette Publication. d) Preparation of pay bills & F.V.C. bills including Permanent Advance bill. e) Maintenance of Pay bill register, B.C.R & G.F.R. 9 f) Maintenance of cash book Register and Cash
8	L.D.C. (2)	(a) All work related to Small Savings. (b) Maintenance of Stationery register, distribution of stationery and maintenance of record of the same. (c) Maintenance of Dead Stock Register, Consumable Register (d) Preparation of Leave order.
9	Driver (1)	1) Attached to the Director, Directorate of Small Savings & Lotteries. 2) Proper up-keep and maintenance of office vehicle.
10	Driver (2)	1) Attached to the Joint Director of Accounts, & Office staff. 2) Proper up-keep and maintenance of office vehicle.
11	Peon (MTS)	a) Inward & Outward. b) Attending the bell and distribution of files/correspondence, Opening and closing the office.

(II) The procedure followed in the decision-making process, including channels of supervision and accountability. [Section 4 (1) (b) (iii)]

Various Schemes and policies followed by the Directorate are submitted to Administrative Secretary i.e., Secretary (Finance) for approval.

(III) Norms for the discharge of functions. [Section 4 (1)(b) (iv)]:

The Directorate of Small Savings & Lotteries follows the guidelines as per Lotteries (Regulation) Act, 1998 and Orders, Instructions issued by the Government of Goa from time to time.

Rules regulation, instruction, manuals and records for discharging functions. [Section 4 (1) (b) (v)]:

In exercise of the powers conferred by section 12 of the Lotteries (Regulation) Act, 1998, the Government of Goa has made the rules called the Goa Lotteries (Regulation) Rules 2003, Goa Computerized Network Lottery, 2003 and In exercise of the Powers conferred by sub-section (1) of section 11 of the Lotteries (Regulations) Act, 1998 the Central Government has made the Lotteries (Regulation) Rules, 2010 to carry out the provision of the Act.

(IV) A Statement of the categories of documents that are held by it or under its control. [Section 4 (1) (b) (vi)]:

- a) Administrative files
- b) Personnel files
- c) Accounts files.

(V) Particular of any arrangement that exist for consultation with or representation by the members of the public in relation to the formulation of its policy of implementation. [Section 4 (1) (b) (vii)]:

NIL

(VI) A Statement of boards, council, committees and other bodies constituted. [Section 4 (1) (b)(viii)]:

NIL

Directory of officers and employees. [Section 4(1) (b) (ix)]:

And

(VII) The monthly remuneration received by each of the officers and employees, including the system of compensation as provided in the regulations. [Section 4 (1) (b) (x)]:

Sr. No.	Name of Officers & Employees	Designation	Telephone Number	Gross pay
1	Smt. Veera V. Nayak	Director	2432660	1,37,160
2	Smt. Savita A. Kakodkar	Joint Director of Accounts	2224290	1,52,820
3	Smt. Deeplakshmi D. Ghadi	Head Clerk	2423864	91,080
4	Shri Rupesh D. Gadkar	Accountant	-do-	72,640
5	Smt. Samiksha S. Gauns	U.D.C.	-do-	74,520
6	Shri Vishal V. Naik	Jr. Steno	-do-	50,220
7	Shri Mozart S. P. Fernandes	L.D.C.	-do-	57,240
8	Shri Prashant Hanchimani	L.D.C.	-do-	49,680
9	Shri Ramnath V. Kunkalenkar	Driver	-do-	55,620
10	Shri Premanand S. Dhupdale	Driver	-do-	54,000

(VIII) The budget allocated to each agency. [Section 4 (1)(b) (xi)]:

(₹ in lakhs)

Detailed Heads	Actuals 2024 - 2025	Budget Estimates 2025 - 2026	Revised Estimates 2025 - 2026	Budget Estimates 2026 - 2027
1	Total 2	Total 3	Total 4	Total 5
TOTAL DEMAND NO. 30	2157.32	3911.30	3911.30	3425.91
01 Salaries	77.47	120.00	120.00	130.01
02 Wages	0.99	1.10	1.10	3.20
06 Outsourcing of DEOs / Jr. Stenos and Other Services	52.01	100.00	100.00	105.00
08 Maintenance of I.T. Equipments	--	1.00	1.00	1.00
09 Maintenance of Non I.T. Equipments / Machinery	0.18	1.00	1.00	1.00
10 Maintenance of Cars and Other Vehicles	0.11	2.00	2.00	1.50
11 Domestic travel expenses	--	1.50	1.50	1.00
13 Office expenses	2.33	3.00	3.00	3.00
14 Rents, Rates, Taxes	6.11	14.50	14.50	10.00

19	Stationery Expenses	1.18	2.30	2.30	2.30
20	Other Administrative Expenses	--	--	--	--
26	Advertising and Publicity	0.07	45.00	45.00	45.00
27	Minor Works	--	45.00	45.00	30.00
28	Professional Services	9.07	65.00	65.00	40.00
29	Telephone / Mobile Charges	0.14	0.30	0.30	0.30
31	Grant-in-aid	205.00	230.00	230.00	325.00
32	Contributions	100.00	100.00	100.00	150.00
33	Subsidies	--	--	--	--
34	Scholarship/Stipend	1.35	1.60	1.60	1.60
35	Grant-in-aid (Salaries)	1700.00	2100.00	2100.00	2000.00
36	Procurement of I.T. Equipments	--	4.50	4.50	3.00
38	Furniture Expenses	0.06	1.00	1.00	1.00
39	Electricity Charges	1.02	2.00	2.00	1.50
40	Water Charges	0.04	0.50	0.50	0.50
50	Other charges	0.19	70.00	70.00	70.00
53	Major Works	--	1000.00	1000.00	500.00

(IX) The manner of execution of subsidy program. [Section 4 (1) (b) (xii)]:

Not applicable

(X) Particulars of recipients of concessions, permits or authorizations Granted. [Section 4 (1) (b)(xiii)]:

Not applicable

(XI) Information available in an electronic form [Section 4 (1) (b) (xiv)]:

Not applicable

(XII) Particulars of facilities available to citizen for obtaining information. [Section 4 (1) (b) (xv)]:

Sr. No.	Facility available	Nature of information available
1.	Website https://statelotteries.goa.gov.in/	Information Pertaining to this Directorate

(XIII) Name designation and other particulars of Public Information

Officers. [Section 4 (1)(b) (xvi)]:

Sr. No.	Name & Designation of the Officer	F.A.A. /PIO /APIO	Postal Address	Telephone No.
1.	Smt. Veera V. Nayak, Director, Directorate of Small Savings & Lotteries	First Appellate Authority of Directorate of Small Savings & Lotteries	Serra Building, Near All India Radio, Altinho, Panaji, Goa 403001	2432660
2.	Smt. Savita A. Kakodkar, Joint Director of Accounts, Directorate of Small Savings & Lotteries	Public Information Officer of Directorate Small Savings & Lotteries		2224290
3.	Smt. Deeplakshmi D. Ghadi, Head Clerk, Directorate of Small Savings & Lotteries	Assistant Public Information Officer of Directorate of Small Savings		2423864

(XIV) Other information as may be prescribed. [Section 4 (1) (b) (xvi)]:

For complete information pertaining to this Directorate please access our website <https://statelotteries.goa.gov.in/>