

**GOVERNMENT OF GOA**

**MANUAL OF INFORMATION  
OF  
DIRECTORATE OF TECHNICAL  
EDUCATION**

**January 2014**

(UNDER RIGHT TO INFORMATION ACT 2005)

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## **Manual. 1**

### **Particulars of Organization, Functions and Duties**

[Section 4(1) (b) (i)]

#### **1. Aims and objectives of Directorate of Technical Education.**

- Promote and develop technical education in the State in a planned, integrated manner consistent with National and State Policies.
- Plan long term and annual budget allocation for Technical Education of the State and ensure proper distribution among and within institutions and optimum utilization of funds.
- Develop need-based curricula for Diploma Programs and revise them periodically.
- Ensure standards of Technical education.
- Set appropriate standards of admission and monitor admissions.
- Support development of learning resources.
- Conduct examinations and award Diplomas.
- Disseminate the policies of government with respect to Technical education system to all stakeholders of Directorate of Technical Education.
- Monitor the standard of Institutions at regular intervals and initiate corrective measures.
- Prescribe the rules of recruitment, promotion for faculty and staff of Institutions, State Board of Technical Examination and DTE and assist in the recruitment.

- Collaborate with AICTE: MHRD, NITTTR, Universities, industries and other employer agencies and Directorates of other States.
- Support training and development of Teaching faculty and facilitate redressal of staff grievances

## **2. Mission/ Vision Statement of the public authority.**

**Vision:** Goa - A National Hub for Technical Education.

**Mission:** To ensure the spread of a need based and knowledge based Technical Education of Top Quality.

## **3. Brief history and background of establishment of the public authority.**

In 1986, the Government of Goa created Directorate of Technical Education to promote, guide and regulate Technical Education and Institutions in the State of Goa.

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**4. Organization Chart.**

| DIRECTOR OF TECHNICAL EDUCATION/CHAIRMAN, BOARD OF TECHNICAL EDUCATION |                           |                   |                    |                          |                              |                                     |                |   |                                 |                   |                      |
|--|---------------------------|-------------------|--------------------|--------------------------|------------------------------|-------------------------------------|----------------|---|---------------------------------|-------------------|----------------------|
| Steno + Driver + Peon  |                           |                   |                    |                          |                              |                                     |                |   |                                 |                   |                      |
| Academic   |                           | Accounts          |                    | Establis<br>hment        | Administra<br>tion           | Admissions<br>Steno (on deputation) |                | Board of Technical Education<br>+ Steno |                                 |                   |                      |
| Junior Steno   |                           |                   |                    | Steno                    |                              | DD (CAD)/PIO                        |                | Secretary                               |                                 |                   |                      |
| Astt.<br>Director<br>(C)   | Asstt.<br>Director<br>(P) | A.A.O.<br>(A & P) | A.A.O.<br>(D.D.O.) | AD (E)                   | AD (A)                       | SA<br>(Vacant)                      | 2 ADs<br>(CAD) | Asstt.<br>Secretary<br>(Pre E)          | Asstt.<br>Secretary<br>(Post E) | System<br>Analyst | AS (CDC)<br>(Vacant) |
| Head Clerk   |                           | 1<br>Accountant   | 1<br>Accountant    | HC                       | OS                           | Programmer (Vacant)                 |                | Head Clerk                              |                                 |                   |                      |
| 4 UDCs   |                           | 1 UDC             | 2 UDCs             | 1 UDC                    |                              | 1 UDC (Vacant)                      |                | Programmer (Vacant)                     |                                 |                   |                      |
| 2 LDCs   |                           | 1 LDC             | 2 LDCs             | 1 LDC<br>+ 1<br>Contract | 4 LDCs<br>(1 on<br>contract) | 1 LDC                               | 1 LDC          | 2 UDCs (Stores & Exams certificates)    |                                 |                   |                      |
| 1 Peon   |                           | 1 Peon            | 1 Peon             | 1 Peon                   | 2 Peons                      | Peon                                |                | Asstt. Librarian (Vacant)               |                                 |                   |                      |
|  |                           |                   |                    |                          | 6 Drivers                    |                                     |                | 6 LDCs                                  |                                 |                   |                      |
|  |                           |                   |                    |                          | 3<br>Sweepers                |                                     |                | 2 Data Entry Operators (Vacant)         |                                 |                   |                      |
|  |                           |                   |                    |                          | 7 Security<br>Guards         |                                     |                | Resographic Assistant (Vacant)          |                                 |                   |                      |
|  |                           |                   |                    |                          |                              |                                     |                | Xerox Operator (Vacant)                 |                                 |                   |                      |
|  |                           |                   |                    |                          |                              |                                     |                | 2 Peons                                 |                                 |                   |                      |
|  |                           |                   |                    |                          |                              |                                     |                | 1 Hamal                                 |                                 |                   |                      |

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**5. Main activities/functions of the public authority.**

- ✓ Facilitation, Management and Control of Technical Education and institutes in the State of Goa through rules and regulations of the statutory bodies like AICTE, PCI, COA, etc., as approved by the State Government
- ✓ Management of Human Resource of Technical Educational institutions (Faculty in Group A & B).
- ✓ Management of Human Resource of Directorate of Technical Education (Group A, B, C, & D).
- ✓ Preparation of Budget and distribution of funds for Technical Education, in the State.
- ✓ Facilitate new Technical Education institutions and courses in the State of Goa.
- ✓ Facilitate Technician Education through Board of Technical Education, in the State of Goa.
- ✓ Facilitate centralized admission to technical and professional institutes to the students of the State of Goa

**6. List of services being provided by the public authority with a brief write-up on them.**

NIL

**7. Citizen's interaction - Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

NIL

**8. Postal address of the main office, attached/ subordinate office/ field units etc.**

Address: Directorate of Technical Education, DTE building, Alto-Porvorim,  
Goa 403521.

**9. Working hours both for office and public.**

Timing: Monday to Friday from 9:30 a.m to 5:45 p.m.

**10. Grievance redressal mechanism.**

- Public Grievance officer nominated.
- Department Level Committee to deal with the grievance case of female employees under the purview of the Directorate of Technical Education.

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**Manual. 2****Powers and Duties of Officers and Employees**

[Section 4(1) (b) (ii)]

\* Likely to change, subject to approval of DTE cadre by concerned authorities

| Sr.No | *Designation  | Powers            |                 |        | Duties   |
|-------|---|-------------------|-----------------|--------|--|
|       |   | Administrative    | Financial       | Others |  |
| 1     | *<br><b>Director,<br/>Director of<br/>Technical<br/>Education</b> | Full powers       | As head of Dept | -----  | Appellate Authority (RTI)<br>All Matters related to permission to new institutes, new programmes, GCET, CAD.   |
| 2     | *<br><b>Deputy<br/>Director –CAD</b>                              |                   | -----           |        | All Matters related to permission to new institutes, new programmes, variation in intake, Fee structure Committee, GCET, Centralised Admissions in all categories. Approval of prospectus-non centralized.                           |
| 3     | *<br><b>Secretary –<br/>BTE (Registrar<br/>of Exam.)</b>          |                   | -----           |        | All matters pertaining to Board of Tech. Edn., Meetings of the Board, Special committees, Affiliations, Curriculum, Equivalence, Authentication of documents, Procurement of equipment for board                                     |
| 4     | *<br><b>Asst. Director –<br/>Establishment</b>                    |                   | -----           |        | Recruitment, Posting, Transfers, Promotions of DTE Cadre C & D staff. Framing of Recruitment rules of DTE cadre C & D staff.<br>Purchases for Stores for DTE Office, Repairs of DTE office equipment, utilities and infrastructure.. |
| 5     | *<br><b>Asst Director –<br/>Polytechnic</b>                       |                   | -----           |        | All matters ( RRs, appointments, transfers, promotion, Recruitment of C & D of DTE cadre)<br>Repairs & Purchases.  |
| 6     | <b>Asst. Director<br/>–<br/>Administration</b>                    | Additional Charge |                 |        | All matters (RRs, appointments of Officers, Service matters of Officers / Staff of DTE), Stores, LAQs of DTE.  |
| 7     | *<br><b>Asst. Director-<br/>Colleges</b>                          |                   | -----           |        | All matters (RRs, appointments, Service matters, pay-scales, CAS, disciplinary actions, etc.) pertaining to existing 4-Govt. degree colleges., LAQs pertaining to colleges   |
| 8     | *<br><b>Asstt. Director -<br/>CAD –Degree</b>                     |                   | -----           |        | Centralised degree admissions, new degree institutions, courses, & variation in intake, GCET, AICTE matters related to degree admissions & new institutes. Record of admission for relevant period                                   |

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|   |  |                |   |
|---|--|----------------|---|
| 9   | *<br>Assistant Director<br>– CAD –Diploma  | ----           | Centralised diploma admissions, new Diploma institutions, courses, & variation in intake, AICTE matters related to diploma admissions & new institutes. Record of admission for relevant period   |
| 10  | *<br>Assistant Secretary BTE-<br>Pre-exam  | ----           | All matters related to pre-examinations, procurement & distribution of exam materials.  |
| 11  | *<br>Assistant Secretary BTE-<br>Post-exam | ----           | All post examination matters including award of Diploma, Charge of Public Grievance Officer for female employees and APIO.  |
| 12  | *<br>System Analyst-I                      | ----           | <b>System Analyst-Estt.</b><br>Updation of DTE website, Purchase, maintenance, Condemnation of DTE computer systems, Networking and related equipment.  |
| 13  | *<br>System Analyst-II                     | ----           | <b>System Analyst-BTE</b><br>Maintenance of MIS system and computers of BTE/DTE, coordinating of data entry and printing of various reports pertaining to various examinations conducted by BTE including result processing i.e. from hall tickets to mark sheet.<br>Nodal Officer for IT |
| 14  | *<br>Asstt Accounts Officer                | ----           | <b>AAO- (DDO)</b><br>Drawing & Disbursing officer for DTE   |
| 15  | *<br>Asstt Accounts Officer                | ----           | <b>AAO (Audit &amp; Planning)</b><br>Audit, Planning, Budget and compilation of material for budget speech for Tech. Edn.   |
| 16  | *<br>Asstt. Secretary (CDC)                | Vacant<br>---- | Curriculum for diploma programs under Board of Technical Education. Determining Equivalence & Authentication of Certificates  |
| <p>Note: -</p> <p>Sr. No. 2 to 5 &amp; 7 to 11, 16 are teachers requisitioned to work in DTE from Technical Institutes under the control of DTE, in absence of DTE Cadre. They belong to teaching cadre of respective institutes, and continue to draw their salaries from their substantive posts.</p> <p>Sr. No. 12 &amp; 13 posts are created in DTE cadre as teaching Posts.</p> <p>Sr. No. 6 is filled from civil services cadre; 14 &amp; 15 are filled by director of accounts</p> <p>Sr. No. 1, 6, &amp; 12 to 15 are paid from DTE budget.</p> |  |                |   |



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**EMPLOYEES**

| Sr.No                         | Designation            | Powers                |           |        | Duties   |
|-------------------------------|------------------------|-----------------------|-----------|--------|--|
|                               |                        | Administrative        | Financial | Others |  |
| <b>Administration Section</b> |                        |                       |           |        |  |
| 1                             | Office Spdnt.          |                       |           |        | Supervision of matters of Administration, Stores   |
| 2                             | Steno-Typist-I         |                       |           |        | Dictation and typing of letters of AD(A) and AD(E) and Putting of files  |
| 3                             | LDC-I                  |                       |           |        | Outward, Record of Postage, Stores.  |
| 4                             | LDC-II                 |                       |           |        | Typing Service matters,  |
| 5                             | LDC-III                |                       |           |        | Inward and Maintenance.  |
| 6                             | LDC-IV                 | contract              |           |        | Inward/Outward of the section, Maintenance of Records  |
| 7                             | Peon -I                |                       |           |        | Distribution of Tapal & files,   |
| 9                             | Peon -II               |                       |           |        | Xeroxing for Administration Staff, Securing Locks and doors for Adm section  |
| 10                            | Security Guard I - VII | <b>Contract Basis</b> |           |        |  |
| 11                            | Sweeper-I - II         | <b>Contract Basis</b> |           |        |  |
| 12                            | Sweeper-III            |                       |           |        |  |
| <b>Establishment Section</b>  |                        |                       |           |        |  |
| 1                             | UDC-I                  |                       |           |        | Proposals for framing RR's of C & D staff of DTE cadre. Putting up of proposals on file for transfers, posting, MACP for approval of C & D staff of DTE cadres .<br>maintenance of service books, increments, leave records, ACR's & report files of C&D staff. Putting up of proposals for DPC/DSC. |
| 2                             | Store Clerk            |                       |           |        | Stores, Purchase & Issue of materials, Dead Stock register, Consumable register & premises.  |
| 3                             | LDC-IV                 |                       |           |        | Typing of proposal, Maintenance of Files   |
| 4                             | LDC V                  | Contract              |           |        | Inward/Outward, Maintenance of Records   |
| 5                             | Peon -I                |                       |           |        | Distribution of Tapal & files, Xeroxing and assisting establishment staff, securing locks and doors for Estt.  |
| <b>Accounts (DDO)</b>         |                        |                       |           |        |  |
| Sr.No                         | Designation            | Powers                |           |        | Duties   |
|                               |                        | Administrative        | Financial | Others |  |
| 1                             | Accountant-I           |                       |           |        | Scrutiny of bills & Orders   |

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|   |          |  |  |  |  |
|---|----------|--|--|--|--|
| 2 | UDC- II  |  |  |  | Cashier for DTE- Disbursement of cash, AC/ DC bills, receipts of cash/Cheques DD, Deposits of Govt. receipts permanent advance bills, Salary bills of DTE. |
| 3 | UDC- III |  |  |  | Salary Bills, TA/DA bills of BTE, GPF, advances, withdrawal bills, purchases bills, Medical Reimbursement, other advances, TA/DA bills.                    |
| 4 | LDC-VII  |  |  |  | Typing work, Remuneration bills of examination conducted by BTE. (Paper setting, Theory, Practical, Assignments, Examiners, etc.).                         |
| 5 | LDC-VIII |  |  |  | Typing work, Inwards of section dak, all FVC bills of Directorate.   |
| 6 | Peon-III |  |  |  | Distribution of Dak & Files, Collection of cheques from Directorate of Accounts depositing of challans in Banks.   |

**Institutions-Colleges**

| Sr.No | Designation | Powers          |           |        | Duties   |
|-------|-------------|-----------------|-----------|--------|--|
|       |             | Adminis trative | Financial | Others |  |
| 1     | Head Clerk  |                 |           |        | All matters including confidential work with regard to degree colleges. All matters including confidential and RTI with regard to Polytechnics |
| 2     | UDC-IV      |                 |           |        | All matters of Goa college of Engg.  |
| 3     | UDC-V       |                 |           |        | All matters of Goa College of Architecture, Goa College of Pharmacy, and Goa College of Arts   |
| 4     | LDC-IX      |                 |           |        | Typing for the section. Maintenance of file movement register  |
| 5     | Peon-IV     |                 |           |        | Distribution of dak & Files  |

| Sr.No | Designation | Powers          |           |        | Duties |
|-------|-------------|-----------------|-----------|--------|--------|
|       |             | Adminis trative | Financial | Others |        |

**Institutions-Polytechnics**

|   |         |  |  |  |  |
|---|---------|--|--|--|--|
| 1 | UDC-VI  |  |  |  | All matters of Govt. Polytechnic, Panaji, Agnel Polytechnic, Verna |
| 2 | UDC-VII |  |  |  | All matters of ISBT, G.P. Curchorem, G.P. Bicholim                 |
| 3 | LDC-X   |  |  |  | Typing for the section   |
| 4 | Peon-V  |  |  |  | Distribution of dak & Files Attending Joint Director (T)           |

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| <b>Institutions -Accounts (Audit &amp; Planning)</b> |                        |        |  |  |  |
|--|------------------------|--------|--|--|--|
| 1  | Accountant-II          |        |  |  | Preparation of Budget of DTE, aided Institutions, Sanctioning and issue of orders for release of grants of aided Institutions their, GPF, Final payment, maintenance of BROADSHEET of GPF of DTE and submitting the information regarding Budget and Monthly Exp.figure. Returns and Miscellaneous information as and when required by Finance Deptt, or Planning Statistic Deptt. Etc.GFR-9 of DTE. |
| 2  | LDC-XI                 |        |  |  | Inward/Outward of all correspondence/files Typing/Computer work.Audit works of DTE, all Institution /Colleges as and when required. Matters relating to Audit paras.   |
| 3  | Peon-VI                |        |  |  | Distribution of dak & Files.   |
| <b>Centralized Admissions</b>                        |                        |        |  |  |  |
| 1  | Programmer             | Vacant |  |  |  |
| 2  | Steno- Typist-II       |        |  |  | Dictation & Typing, Files of AICTE, new institutes & courses, putting files, confidential matters.<br>Record & Typing for Public Information Officer.  |
| 3  | UDC-VIII               | Vacant |  |  | Matters of Admission, GCET, Putting up of files for approval, Record of prospectus files, keeping records of admission.  |
| 4  | LDC-XII                |        |  |  | Degree- Typing, Filing, Inward & dak.  |
| 5  | LDC-XIII               |        |  |  | Diploma Typing, sale of prospectus & brochures. Diploma Typing, Filing.  |
| 6  | Peon-VII               |        |  |  | Distribution of dak, files, Xeroxing.  |
| <b>Board of Technical Education</b>                  |                        |        |  |  |  |
| 1  | Head Clerk             |        |  |  | Overall supervision of Staff   |
| 2  | Programmer             | Vacant |  |  |  |
| 3  | UDC-IX                 |        |  |  | Authentication, Verification of certificates   |
| 4  | UDC-X                  |        |  |  | Stores & accounts.   |
| 5  | Steno- Typist-III & IV |        |  |  | Inward/outward, typing, Dictation, filling, etc.<br>Curriculum &Authentication typing  |
| 6  | Data E. Operator-I     |        |  |  | Data entry of marks, printing, typing, result work.  |
| 7  | Data E. Operator-II    |        |  |  |  |
| 8  | LDC-XIV                |        |  |  |  |

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|                       |                  |        |  |  |   |
|-----------------------|------------------|--------|--|--|---|
| 9                     | LDC-XV           |        |  |  | Data entry, typing, result work, correspondence.  |
| 10                    | LDC-XVI          |        |  |  |   |
| 11                    | LDC-XVII         |        |  |  |   |
| 12                    | Asstt. Librarian | Vacant |  |  |   |
| 13                    | Xerox Operator   | Vacant |  |  |   |
| 14                    | Reso. Assistant  | Vacant |  |  | Printing, Xeroxing, Duplication on Res. Machine.  |
| 15                    | Peon-VIII        |        |  |  | Distribution of dak & files, question papers, sealing, Xeroxing, Preparation of Result files<br>Transport of answer books |
| 16                    | Peon-IX          |        |  |  |   |
| 17                    | Hamal            |        |  |  |   |
| <b>System Analyst</b> |                  |        |  |  |   |
| 1                     | LDC-XVIII        |        |  |  | Typing, Maintaining files and documents, Typing of HTML pages for web site updations.                                     |
| <b>Steno Typists</b>  |                  |        |  |  |   |
| 61                    | Steno Typists-V  |        |  |  | Dictation, typing, Files & Diary (IN/Out), Confidential files, Appointments, etc., for the Director                       |
| 62                    | Steno Typists-VI |        |  |  | Dictation, typing, Files & Diary (IN/Out) for AD C & AD P; Record & Typing for Public Information Officer.                |
| 63                    | Peon X           |        |  |  | Attending Director  |
| 64                    | Driver-I         |        |  |  | Attending Director  |
| 65                    | Driver - II      |        |  |  | Attending A.A.O.  |
| 66                    | Driver - III     |        |  |  | Attending AD (C) & AD (P)   |
| 67                    | Driver-IV        |        |  |  | Attending DD (CAD)  |
| 68                    | Driver-V         |        |  |  | Attending Secretary, BTE  |
| 69                    | Driver-VI        |        |  |  | Dak, Authentication   |
| 70                    | Driver-VII       |        |  |  | Attending Asst Director (E),  |

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## Manual. 3

### Procedure followed in Decision Making Process

[Section 4(1) (b) (iii)]

The procedure can be described both in narrative form and through Flow process Chart. In narrative form the stages through which a proposal passes, the levels at which it gets examined and the final authority to which it has to go for approval may be explained.

| Reactive Proposals  |  |              |               |            |                       |          |     |     |     |                                    |
|---|--|--------------|---------------|------------|-----------------------|----------|-----|-----|-----|------------------------------------|
| Received  | Inward   |              |               |            |                       |          |     |     |     |                                    |
| Submitted   | Director/Chairman                                  |              |               |            |                       |          |     |     |     |                                    |
| Directed to   | Institutes/CAD                                     |              |               |            | Adm/Estt/BTE/PIO      |          |     |     |     | BTE<br>Confid<br>ential<br>matters |
| Minor head  | Poly   | Colle<br>ges | CAD/<br>AICTE | AAO<br>A&P | Adm/<br>Estt          | BTE      | AAO | PIO | SA  |                                    |
| Officer   |  |              | DD            |            |                       | Secy.    |     | PIO |     | SBTE                               |
|   | AD   | AD           | AD            | AAO        | ADA<br>/ADE           | AS       | AAO |     | SA  | AS/SA                              |
| Supervision   | HC   | HC           | ---           | ACT        | OS                    | AS       | ACT |     |     | AS/SA                              |
| Dealing   | UDC  | UDC          | UDC           |            | Steno<br>/UDC         | LDC      | UDC |     |     | UDC                                |
| Typing  | LDC  | LDC          | LDC           | LDC        | LDC                   | LDC      | LDC | ST  | LDC | LDC                                |
| On File   | UDC  | UDC          | AD            |            | Steno<br>/UDC         | LDC      | UDC |     | UDC | AS/SA                              |
| Submission  | HC   | HC           | AD            | ACT        | OS                    | AS       | ACT |     | SA  | SBTE                               |
| Scrutiny  | AD   | PO/<br>AD    | AD            | AAO        | AD                    | SBT<br>E | AAO | PIO | SA  | -                                  |
| Recommendation  | AD/PO/AAO  |              |               |            | AD/SBTE/AAO/PIO/SA/AS |          |     |     |     | SBTE                               |
| Approval  | Director (within his powers)                       |              |               |            |                       |          |     |     |     | Chairm<br>an<br>BTE                |
| Submission to Govt.   |  |              |               |            |                       |          |     |     |     |                                    |
| Approval*   | Secretary (Education)- (Up to His Powers)          |              |               |            |                       |          |     |     |     |                                    |
| Approval*   | Minister for Education                             |              |               |            |                       |          |     |     |     |                                    |
| Approval*   | Finance Department (If FD concurrence is required) |              |               |            |                       |          |     |     |     |                                    |
| Approval*   | Chief Minister (On selective Matters)              |              |               |            |                       |          |     |     |     |                                    |
| Approval*   | Cabinet (on selective matters)                     |              |               |            |                       |          |     |     |     |                                    |
| Returned with approval or for revision through same channel |  |              |               |            |                       |          |     |     |     |                                    |

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|                            |
|----------------------------|
| <b>Proactive Proposals</b> |
|----------------------------|

| Tasks            | Adm/Estt/Institutes           |            | CAD                     | BTE                   |
|------------------|-------------------------------|------------|-------------------------|-----------------------|
| Inception        | AD (E)/ AD (A) / AD(P) /AD(C) | SA         | DD(CAD) / AD(CAD)       | SBTE/AS/ SA/INSTITUTE |
| Appropriation    | OS/HC                         |            | AD (CAD)                | HC                    |
| Detailing        | UDC                           |            | UDC                     | UDC                   |
| Typing           | LDC                           | LDC        | LDC/Steno               | LDC                   |
| On file          | UDC                           |            | UDC                     | UDC                   |
| Submission       | OS/HC                         |            | AD (CAD)                | HC                    |
| Scrutiny         | AD (E)                        | SA         |                         | SA/AS                 |
| Recommendation   |                               |            | DD (CAD)                | COMMITTEES BTE        |
| Special Guidance |                               | NIC/DOIT   | Committees/ Consultants | NIC/DOIT              |
| Approval         | DTE                           | DTE        | DTE                     | DTE                   |
| Approval         | Secy (Edn)                    | Secy (Edn) | Secy (Edn)              | Secy (Edn)            |
| Approval         | EM                            | EM         | EM                      | EM                    |
| Approval         | Govt./ Cabinet                |            | Govt. /AICTE            | Govt. /AICTE          |

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## Manual. 4

### Norms set by it for the discharge of its functions

[Section 4(1) (b) (iv)]

Please provide the details of the Norms/Standards set by the department for execution of various activities/ programmes.

| Sr.No                         | Activity  | Time frame/Norm for its completion/<br>disposal  | Remarks |
|-------------------------------|---|--|---------|
| <b>Adm/Estt Section</b>       |   |  |         |
| 1.                            | Inward  | <b>Instant</b><br>To be stamped and acknowledged with stamp and date.  | -----   |
| 2.                            | Outward of dak & Files  | <b>Same day for receipt up to 16. hrs.</b><br>To be entered on outward register and dispatched except register AD Register on next day.  | -----   |
| 3.                            | Earned leave of A & B   | <b>1 Month</b><br>Application to be submitted to inward with recommendation remotes for a section head.<br>Application to be forwarded to Directorate of Accounts for admissibility.                         | -----   |
| 4.                            | Earned leave of C & D   | <b>Once in a month</b><br>Application to be submitted to inward with recommendation remotes for section head.<br>Application to be referred to dealing hand for admissibly and order to be put on the files. | -----   |
| 5.                            | GPF advance withdrawal  | <b>15 days</b><br>Application to be submitted to inward complete in all respects.<br>Application to be scrutinized by OS. Dealing hand prepares order and puts for approval and signature.                   | -----   |
| <b>Accounts – DDO section</b> |   |  |         |
| 6.                            | Pay Bill: Pay of Staff is payable on last working day of the month. *<br>Preferring of salary | The Claims are paid in one month of all the procedure is followed properly as per relevant rules<br>Receipt of Increment slips, Inward, Marking of the Dak, and Verification with reference to Rules         | -----   |

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|     |  |  |       |
|-----|--|--|-------|
|     | claim to Director of Accounts, Panaji.   | stated above.  |       |
| 7.  | Loan & Advances: Receipt of information for other deduction, deduction of Loans & Advances                     | Inward, Marking of Dak. Verification with reference to any NOC issued by this office.<br>* Collection of Cheque, Encashment of Cheque, Disbursement of Salary.   | ----- |
| 8.  | Contingent Bills: POL Bills, Purchases Bills, Telephone Bills, Electricity Bills, Water Bills and Other Bills. | Receipt of Bills, Inwards, Marking of Dak. Arithmetical Verification of Bills. Verification of Purchase with reference to order placed. Verification with reference to Rules. Putting up of order to pay the claim. Entering of Bills in Bill Register & BCR, Submitting bills to Director of Accounts, Panaji.                      | ----- |
| 9.  | Advances Bill  | Receipt of Order, Marking of Dak, Verification, Preferring of Bills, Entering in Bill Register & BCR. Preferring claim to Director of Accounts, Panaji for Cheques, Collecting Cheques, Encashment of Cheque, Disbursements.   | ----- |
| 10. | TA/DA Bills, GPF Advance Withdrawal  | Receipt of Bills, Inwards, Marking of Dak, Verification of Order and Claim. Paying of Bills for Order of Concern. Recording of Bills in Bill Register & BCR. Submitting of Claim to Director of Accounts, Collection of Cheque, and Recording of Cheques in Cheque Register. Encashment of Cheques. Disbursement.                    | ----- |
| 11. | Remuneration Bills of Examination Work   | Receipt of Bills, Inward Dak, Marking of Bills, Verification of Bills, Recording of Bills, Putting of Order for Payment. Preferring Bills, Entering in Bills, Register & BCR. Submitting bills to Director of Accounts, Panaji for Cheque. Receipt of Cheque, Reordering Cheque in Cheque Register and Forwarding of Cheques Inward. | ----- |



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| <b>BTE Section</b> |  |  |         |
|--------------------|--|--|---------|
| Sr.No              | Activity                                   | <b>Time frame/Norm for its completion/<br/>disposal</b>  | Remarks |
| 12.                | Conduct of Diploma Examination             | <p><b>Semester pattern : Two times per year.</b></p> <p style="text-align: center;"><b>Odd term- Oct/Nov.</b></p> <p style="text-align: center;"><b>Even Term- Apr/May.</b></p> <p><b>Annual pattern (Apr/May) with supplementary exams (July)</b></p> <p>Examination forms to be submitted to Board of Technical Education through institute, giving all details. Dates of filling of forms and submission of forms to BTE are published in the term schedule. Timetable of examination is published one month in advance of the examination.</p> | -----   |
| 13.                | Declaration of results                     | <p><b>As per notified schedule.</b></p> <p>Result is declared as a part of the exam procedure for all candidates appeared and not involved in any irregularity.</p>  | -----   |
| 14.                | Issue of Mark-sheets                       | <p><b>Within 30 working days after declaration of result.</b></p> <p>They are issued to only successful candidates and not all candidates appeared.</p>  | -----   |
| 15.                | Issue of Diplomas                          | <p><b>After a period of six months of final year result</b></p> <p>The student has to apply through the institute by filling up the convocation form immediately after the declaration of results</p>  | -----   |
| 16.                | Issue of migration and other certificates. | <p><b>Within 8 Working Days after receipt of application along with fees.</b></p> <p>Apply to Secretary, Board of Technical Education giving details such as Name, Seat No. Enrolment No, program, Institute, Examination Passed etc. along with payment of fees.</p>  | -----   |
| 17.                | Issue of duplicate documents               | <p><b>Within 15 Working days after receipt of application along with fees.</b></p> <p>Apply to Secretary, Board of Technical Education giving all details along with proof of damage, loss</p>   | -----   |

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|  |   |  |                |
|--|---|--|----------------|
|  |   | or theft including an affidavit on an appropriate stamp paper.   |                |
| 18.  | Authentication of Professional Degree and Diploma certificates  | <b>Within 15 Working days after receipt of application along with fees.</b><br>Apply to Director, Directorate of Technical Education on prescribed form giving all details and prescribed fees.  | -----          |
| 19.  | Verification of Mark sheets   | <b>Within 15 Working days after receipt of application along with fees.</b><br>Apply to Secretary, Board of Technical Education giving all details   | -----          |
| 20.  | Verification of Marks, issue of photo copies of answer books, verification in presence and evaluation of answer books | <b>Students needs to apply to BTE either through Institute or Directly as per notified schedule.</b> <ul style="list-style-type: none"> <li>• Verification of result- within 2 weeks after the scheduled date for receipt of forms.</li> <li>• Revaluation result- within 30 days after the scheduled date for receipt of forms.</li> <li>• Issue of photo copies and verification in presence – as per the published schedule.</li> </ul> | -----          |
| 21   | Declaration of Board results on website   | <b>As per notified schedule of the current exam .</b>  |                |
|  |   |  |                |
| <b>Sr.No</b>                               | <b>Activity</b>   | <b>Time frame/Norm for its completion/ disposal</b>  | <b>Remarks</b> |
| Institutions – Colleges                    |   |  |                |
| 22.  | As applicable to all other Government Department.   | -----  | -----          |
|  |   |  |                |
| Institutions – Polytechnics                |   |  |                |
| 23.  | As applicable to all other Government Department.   | -----  | -----          |
|  |   |  |                |
| Institutions- Accounts (Audit & Planning ) |   |  |                |
| 24.  | Assessment and release of grants, sanction of GPP advance/withdrawal to aided Polytechnics, Scrutinisation of the     | Takes 20 days depending upon the urgency.<br>All the files/Correspondence of   | -----          |

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|                                       |  |  |                |
|---------------------------------------|--|--|----------------|
|                                       | Audit paras of DTE and other Institutions etc.<br>Attending PAC meeting Plan/Non-Plan Expenditure review meetings.<br>Attending Audit of DTE when Central Audit/State Audit party comes to DTE.<br>Preparation of Budget Estimates/Revised Estimates of DTE aided Institutions.<br>Preparation of bills of grants, GPF<br>Orders/withdrawals of aided Polytechnics.<br>Scrutinising of pay fixation, Service books of aided Polytechnics.<br>Maintenance of Broadsheet of GPF<br>Accounts of aided Institutions. | AAO (A&P) forwarded further to DTE and to the next higher authorities whenever required.   |                |
| <b>Sr.No</b>                          | <b>Activity</b>  | <b>Time frame/Norm for its completion/ disposal</b>  | <b>Remarks</b> |
| <b>Centralized Admissions Section</b> |  |  |                |
| 25.                                   | For Information  | Time frame for schedule of activities & their completion is specified in the Common prospectus, approved each year, by the Govt., and is available on the website of the Public authority. | -----          |
|                                       | For approval of new proposal   |  | -----          |
| <b>System Analyst</b>                 |  |  |                |
| 26.                                   | Websites   | Information submitted by various sections updated on relevant website from time to time<br>Compliance based on DOIT circulars, NIC   | -----          |
| 27.                                   | Purchase/<br>Maintenance/<br>Condemnation of<br>Computers and<br>related peripherals   | Based on DOIT circulars, NIC,<br>Networking, Maintenance of computers,<br>Condemnation   | -----          |
|                                       | e- Governance/<br>GBBN/ e-Services   | As per Government/DOIT/NIC directives from time to time.   |                |

## Manual. 5

### Rules, regulations, instructions, manuals and records for discharging functions.

[Section 4(1) (b) (v)]

Prepare a list of rules, regulations, instructions, manuals and records for discharging functions available with the public authority for the smooth discharge of its functions. This can be in the following formats: -

| Sr. No | Name of the act, rules, regulations etc.   | Brief gist of the contents  | Reference No if any | Price in case of priced publications |
|--------|--|---|---------------------|--------------------------------------|
| 1.     | AICTE approval process HandBook  | AICTE norms for Institutions  | -----               | -----                                |
| 2.     | This public authority is governed by rules, regulations, instructions as applicable to Departments under Govt. of Goa. | Fundamental Rules, Supplementary Rules, General Financial Rules, Conduct Rules, etc.    | -----               | -----                                |
| 3.     | Approved Board Rules & Amendments made from time to time   | Eligibility for enrolment, Examinations, Declaration of Results & Issue of Certificates | -----               | -----                                |

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## Manual. 6

A Statement of the categories of documents that are held by it or under its control

[Section 4 (1) (b) (vi)]

| Sr.No | Nature of record  | Details of information available  | Unit/Section where available | Retention period, where available |
|-------|---|---|------------------------------|-----------------------------------|
| 1.    | All confidential files  |   | DTE                          |                                   |
| 2.    | PIO- RTI Act, Complaints, Review, Appeal  | Register of Requests  | DD CAD/PIO                   |                                   |
| 3.    | Personal files of A,B,C&D Employees of DTE, Admin Section files   | File Register,  | Administration               |                                   |
| 4.    | ACR files A,B,C&D Employees of DTE  |   | Establishment                |                                   |
| 4.    | Store files   | Dead stock Consumable Register  | Stores                       |                                   |
| 6.    | Cash Books  | Bills Register for salary bills, FVC bills, remuneration bills            | Accounts (DDO)               |                                   |
| 7.    | Personal Files of Gazetted officers   | Staff & service matters; Policy and decisions; Miscellaneous              | Institutes - Polytechnics    |                                   |
| 8.    | Personal Files of Gazetted officers, Files pertaining to administrative approvals   | Staff & service matters; Policy and decisions Miscellaneous               | Institutes - Colleges        |                                   |
| 9.    | Budget Files, Grants in aid files, GPF; Advance/ Withdrawal/files of aided Institutions, files, Audit files of DTE, Institutions, PAC matters, Monthly Expdt Returns files, Annual Plan files, GFR-9 etc. | GPF details of aided institution, Service Benefits for aided Institutions | Accounts (A & P)             |                                   |
| 10.   | Curriculum & Syllabi  |   | BTE CDC                      |                                   |
|       | Confidential Information  | Panel of paper setters /examiners   | BTE PRE & POST               |                                   |
| 11.   | Record of Diploma Certificate, results  | Results   | BTE Section                  |                                   |
| 12.   | Purchases & Repairs Cadre Information   | Plans & other miscll. matters   | Establishment                |                                   |

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| <b>Sr.No</b> | <b>Nature of record</b>  | <b>Details of information available</b>                                 | <b>Unit/Section where available</b> | <b>Retention period, where available</b> |
|--------------|--|---|-------------------------------------|--|
| 13.          | Fee Structure Committee related  | Fee recommendation reports  | CAD                                 | Current year's records                   |
| 14.          | Files pertaining to New institute & courses: Degree and Diploma                      | -----   | CAD<br>New institutes & Courses     | 2006 onwards                             |
| 15.          | GCET related correspondence, Degree and Diploma admission related correspondence     | Prospectuses, applications, eligibility and merit list, admission lists | CAD                                 | Current year's records                   |
| 16.          | Government Order, Circulars directives, Information and Publicity directives for RTI |   | Establishment                       |  |
| 17.          | Pertaining to Acts, Complaints, & Review   |   | Appellate Authority                 |  |
| 18.          | Pertaining to Acts, Complaints, & Review   | Register of Complains   | P.I.O.                              |  |
| 19.          | Pertaining to Acts, Complaints, & Review   |   | A.P.I.O.                            |  |

**Manual. 7**

**Particulars of any arrangement that exists 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)]

Details of the consultative committee and other bodies with which consultations are held

| <b>Sr.No</b> | <b>Name and address of the consultative Committee/ bodies</b> | <b>Constitution of the committee/ body</b> | <b>Role and responsibility</b> | <b>Frequency of meetings</b> |
|--------------|---|--|--------------------------------|------------------------------|
|              | NIL   |  |                                |                              |

Other procedures adapted for formal or informal consultations with the public may also be indicated such as

Other details whether the meetings are open to public minutes are accessible to public etc may be indicated

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**Manual. 8**  
**A Statement of boards, council, committees and other bodies**  
**constituted**

[Section 4(1) (b) (viii)]

| S. N | Name & address of the body                               | Main functions of the body  | Constitution of the body   | Date of constitution | Date up to which valid | Whether meetings open to public | Whether minutes accessible to public | Frequency of meetings                           |
|------|--|---|--|----------------------|------------------------|---------------------------------|--------------------------------------|---|
| 1    | Board Of Technical Education                             | 1. to decide on Policy matters for conduct of examinations for various diploma programmes<br>2. To formulate rules & regulations for examinations and related matters.<br>3. Declaring results of the exam held.<br>4. to appoint various committees for investigations & decisions on different aspects. | 1. DTE - chairman<br>2. Members – including principal of institutions, academicians & industrialists.<br>3. Member Secretary- Secretary, BTE | 28.09.10             | 28.09.2013             | No                              | No                                   | Twice in a year                                 |
| 2    | Fee structure Committee                                  | To recommend on the fee structure in private, unaided, AICTE Institutions.  | Retd. Justice High Court Sec(Edn) Chartered Accountant Educationist Regional Officer (AICTE)   | 02/06/2005           | 01/01/2014             | No                              | No                                   | As convened by Chairman depending on proposals. |
| 3    | DPC for Career Advancement , grant of MACP for Group A,B | Scrutiny and grant of applications for CAS/MACP   | Secretary (Edn)<br><br>Director of Technical Education<br><br>Under Secretary (Finance)  |                      |                        |                                 |                                      |   |
| 4    | DPC for grant of MACPS for C & D staff                   | Scrutiny & grant of application for MACPS   | Deputy Director A.A.O. (DDO) Asstt. Director (E)   |                      |                        |                                 |                                      |   |



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**Manual. 9**  
**Directory of Officers and Employee**  
 [Section 4 (1) (b) (ix)]

| Sr. No | Name   | Designation  | Office Tel. No               | E-mail Address        |
|--------|--|--|------------------------------|-----------------------|
| 1      | Shri Vivek .B. Kamat,                        | Director of Technical Edn.                                       | 0832-2413571<br>0832-2413572 | dir-dte.goa{at}nic.in |
| 2      | Shri. Pradip Kusnur                          | Deputy Director (CAD) /<br>Lecturer, GPP                         | 0832-2416370                 |                       |
| 3      | Shri. N.V.T. Pednekar                        | Secretary,<br>Board of Technical Edn /<br>HOD, GPP               | 0832-2412146                 |                       |
| 4      | Shri. V.C. Fernandes                         | Asst. Director (Polytechnic)<br>HOD, GPP                         | 0832-2412145                 |                       |
| 5      | Shri. Alvito D'Silva                         | Asst. Director (Estt) /<br>Lecturer, GPP                         | 0832 - 2415106               |                       |
| 6      | Shri Vivek Belokar                           | Asst. Director (Colleges) /<br>Lecturer, GPP                     | 0832-2412145                 |                       |
| 7      | Shri Nitin Rao                               | Asst. Secretary (BTE-I) /<br>Lecturer, GPP                       | 0832-2412146                 |                       |
| 8      | Ms. Classie Monteiro                         | Asst. Secretary (BTE-II) /<br>Lecturer (Selection Grade),<br>GPC | 0832-2412146                 |                       |
| 9      | Ms. Neeta Naik                               | Asst. Director (CA-Degree)<br>Lecturer ,GPP                      | 0832-2416370                 |                       |
| 10     | Dr. Dipak Gaitonde                           | Asst. Director (CA-Diploma)/<br>HOD, GPP                         | 0832-2416370                 |                       |
| 11     | Ms. Anjali Sardesai                          | System Analyst, DTE &<br>BTE                                     | 0832-2412146                 |                       |
| 12     | Shri Yeshwant Kamat<br>Khadye<br>Addl Charge | Asst. Director (Adm)/  | 0832 - 2415106               |                       |
| 14     | Ms Manisha D. Cascar                         | Asst. Account Officer<br>Budget, Audit & Planning                | 0832-                        |                       |
| 15     | Shri Clifford A. Pinto                       | Asst. Account Officer<br>(D.D.O.)                                | 2410705                      |                       |

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**Manual. 10**

The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.

[Section 4(1) (b) (X)]

| Sr. No. | Name                          | Designation            | Pay scale              | Gross Pay     |
|---------|-------------------------------|------------------------|------------------------|---------------|
| 1       | Shri Vivek .B. Kamat          | Director               | 37400 – 67000 GP 10000 | 142986/-      |
| 2       | Shri. N.V.T Pednekar          | HOD                    | 37400 – 67000 GP 9000  | 126583/-      |
| 3       | Shri. V. C. Fernandes         | HOD                    | 37400 –67000 GP 9000   | 132652/-      |
| 4       | Shri. Alvito D'Silva          | Lecturer               | 37400 – 67000 GP 9000  | 126583/-      |
| 5       | Shri P. Kusnur                | Lecturer               | 37400 – 67000 GP 9000  | 111000/-      |
| 6       | Shri Nitin Rao                | Lecturer               | 37400 – 67000 GP 9000  | 119464/-      |
| 7       | Dr. Dipak Gaitonde            | HOD                    | 37400 –67000 GP 9000   | 112765/-      |
| 8       | Shri Vivek W. Belokar         | Lecturer               | 37400 –67000 GP 9000   | 106444/-      |
| 9       | Ms. Neeta Naik                | Lecturer               | 15600-39100 GP 8000    | 71143/-       |
| 10      | Ms. Classie Monteiro          | Lecturer               | 37400 –67000 GP 9000   | 106444/-      |
| 11      | Ms. Anjali Sardesai           | System Analyst,<br>BTE | 15600-39100 GP 6600    | 72844/-       |
| 12      | Shr. Yeshwant Kamat<br>Khadye | Asst Director<br>(Adm) | Additional Charge      | ---           |
| 13      | Smt Manisha D. Cascar         | AAO (A&P)              | 9300-34800 GP 4800     | 39446/-       |
| 14      | Shri Clifford A. Pinto        | AAO-DDO                | 9300-34800 GP 4800     | 41042/-       |
| 15      | Eleuterio D. Fernandes        | Accountant             | 9300-34800 GP 4200     | 37060/-       |
| 16      | Smt. Varsha V. Salgaokar      | Accountant             | 9300-34800 GP 4200     | 34923/-       |
| 17      | Clara Da Costa                | O.S                    | 9300-34800 GP 4600     | 52529/-       |
| 18      | Gauri G. Satardekar           | HC                     | 9300-34800 GP 4200     | 40160/-       |
| 19      | Maya Morajkar                 | HC                     | 9300-34800 GP 4200     | 39979/-       |
| 20      | Reena S. Volvoikar            | Jr.Steno               | 5200-20200 GP 2800     | 32075/-       |
| 21      | Seema V. Naik                 | Jr.Steno               | 5200-20200 GP 2400     | 24906/-       |
| 22      | Vibha V. S. Verenkar          | Jr.Steno               | 5200-20200 GP 2400     | On Deputation |
| 23      | Sharon Coutinho               | Jr.Steno               | 5200-20200 GP 2400     | 26426/-       |
| 24      | Vrunda V. P.<br>Khorjuenkar   | Jr. Steno              | 5200-20200 GP 2400     | 24284/-       |
| 25      | Shilpa V. Korgaonkar          | UDC                    | 5200-20200 GP 2400     | 27056/-       |
| 26      | Naresh R. Chavan              | UDC                    | 5200-20200 GP 2400     | 26531/-       |
| 27      | Trivikram S. Malik            | UDC                    | 5200-20200 GP 2400     | 24515/-       |
| 28      | Marina Alphonso               | UDC                    | 5200-20200 GP 2400     | 26195/-       |
| 29      | Ravji Ana Naik                | LDC                    | 5200-20200 GP 1900     | 23402/-       |
| 30      | Sandip R. Gaude               | LDC                    | 5200-20200 GP 1900     | 16993/-       |
| 31      | Ajit A. Malik                 | L.D.C.                 | 5200-20200 GP 1900     | 20206/-       |
| 32      | Mavita M. Volvoikar           | LDC                    | 5200-20200 GP 1900     | 20206/-       |
| 33      | Heeraj R. Vaigankar           | LDC                    | 5200-20200 GP 1900     | 16993/-       |
| 34      | Vaishali S. Prabhudessai      | L.D.C.                 | 5200-20200 GP 1900     | 20206/-       |
| 35      | Gavita G.<br>Cumbharjuenkar   | L.D.C.                 | 5200-20200 GP 1900     | 18879/-       |
| 36      | Veenita Mahajan               | L.D.C.                 | 5200-20200 GP 1900     | 20206/-       |
| 37      | Santoshi Bhandari             | L.D.C.                 | 5200-20200 GP 1900     | 18312/-       |
| 38      | Nilisha S. Raut               | LDC                    | 5200-20200 GP 1900     | 18526/-       |

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|    |                         |        |                    |         |
|----|-------------------------|--------|--------------------|---------|
| 39 | Premnath Volvoikar      | LDC    | 5200-20200 GP 2000 | 24893/- |
| 40 | Deepak M. Kinlekar      | L.D.C. | 5200-20200 GP 1900 | 18526/- |
| 41 | Shiva S. Toraskar       | L.D.C. | 5200-20200 GP 1900 | 18526/- |
| 42 | Sushma D. Naik          | L.D.C. | 5200-20200 GP 1900 | 18526/- |
| 43 | Urmi U. Pednekar        | LDC    | 5200-20200 GP 1900 | 18526/- |
| 44 | Shilpa P. Kandolkar     | LDC    | 5200-20200 GP 1900 | 18526/- |
| 45 | Mehak M. Homkandi       | LDC    | 5200-20200 GP 1900 | 18526/- |
| 46 | Umraj                   | UDC    | 5200-20200 GP 2400 | 24599/- |
| 47 | Ashok D. Naik           | Driver | 5200-20200 GP 2800 | 27535/- |
| 48 | Bharat L. Malkar        | Driver | 5200-20200 GP 2000 | 19697/- |
| 49 | Anirudra Nagvekar       | Driver | 5200-20200 GP 2000 | 21689/- |
| 50 | Prakash Naik            | Driver | 5200-20200 GP 2800 | 33041/- |
| 51 | Shivram Naik            | Driver | 5200-20200 GP 2800 | 41336/- |
| 52 | Datta N. Vengurlekar    | Peon   | 5200-20200 GP 1900 | 24128/- |
| 53 | Gopal M. Gawas          | Peon   | 5200-20200 GP 1900 | 24926/- |
| 54 | Sushilkumar G. Kamulkar | Peon   | 5200-20200 GP 1900 | 25493/- |
| 55 | Ulhas Navso Gadekar     | Peon   | 5200-20200 GP 1800 | 23666/- |
| 56 | Ramdas Parab            | Peon   | 5200-20200 GP 1800 | 21374/- |
| 57 | Gurudas T. Naik         | Peon   | 5200-20200 GP 1900 | 22952/- |
| 58 | Deepika D. Vazarkar     | Peon   | 5200-20200 GP 1800 | 18433/- |
| 59 | Shikha S. Bandekar      | Peon   | 5200-20200 GP 1800 | 16757/- |
| 60 | Uma Shet                | Peon   | 5200-20200 GP 1800 | 17404/- |
| 61 | Subhash Harmalkar       | Peon   | 5200-20200 GP 1900 | 25346/- |
| 62 | Chandrakant Shirodkar   | Hamal  | 5200-20200 GP 1900 | 22952/- |
|    |                         |        |                    |         |
|    |                         |        |                    |         |

Note: -

Sr. No. 2 to 5 & 7 to 11, 16 are teachers requisitioned to work in DTE from Technical Institutes under the control of DTE, in absence of DTE Cadre. They belong to teaching cadre of respective institutes, and continue to draw their salaries from their substantive posts.

Sr. No. 6 is filled from civil services cadre; Sr. No. 1, 11, & 13 to 62 are paid from DTE budget.

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**Manual. 11****The Budget Allocated to each Agency (Particulars of all plans, proposed expenditures and reports on disbursement made)**

[Section 4 (1) (b) (xi)]

| <b>Non-Plan Budget</b>                  |   | <b>(Rs. In lakhs)</b>    |                                |                         |  |
|---|---|--------------------------|--------------------------------|-------------------------|--|
| <b>Major Head</b>                       | <b>Activities to be performed</b>   | <b>Sanctioned Budget</b> | <b>Budget Estimate 2013-14</b> | <b>Revised Estimate</b> | <b>Expenditure upto 15<sup>th</sup> Jan 2014</b> |
| Demand No. 36                           |   |                          |                                |                         |  |
| <b>2203-Technical Education</b>         |   |                          |                                |                         |  |
| <b>103-Technical School</b>             |   |                          |                                |                         |  |
| <b>01-Technical Education Cell (NP)</b> |   | <b>85.70</b>             | <b>85.70</b>                   |                         | <b>48.19</b>                                     |
|   | 01-Salaries   | 80.00                    | 80.00                          |                         | 46.68  |
|   | 03-Overtime allowances  | 0.20                     | 0.20                           |                         | ----   |
|   | 11-Domestic Travel expenses   | 0.55                     | 0.55                           |                         | ----   |
|   | 13-Office expenses  | 4.45                     | 4.45                           |                         | 0.67   |
|   | 27-Minor works  | 0.50                     | 0.50                           |                         | 0.84   |
| 2075-00-800-01-                         | Miscellaneous General Services  |                          |                                |                         |  |
|   | Other Expenditure towards internet payment to GEDC for purchase of Laptop to Teachers (DTE) (N.P) |                          |                                |                         |  |
|   | 33-Subsidies  | <b>2.30</b>              | <b>2.30</b>                    |                         | <b>0.85</b>                                      |

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| <b>Plan Budget</b>   |                                  | <b>(Rs. In lakhs)</b> |                             |                         |  |
|--|----------------------------------|-----------------------|-----------------------------|-------------------------|--|
| Name of the Plan Scheme  | Activities to be undertaken      | Date of commencement  | Expected date of completion | Budget estimate 2013-14 | Amount disbursed /spent upto 15 <sup>th</sup> Jan'14 |
| <b>Demand No.36</b><br>2203-Technical Education<br>103- Technical School             |                                  |                       |                             | <b>2025.83</b>          | <b>1226.81</b>                                       |
| 08- Grants to promote excellence amongst students by sponsoring International tours. | 31 – Grants in Aid               |                       |                             | 0.01                    | .....  |
| 09-Strengthening of Directorate of Technical Education (Plan)                        |                                  |                       |                             | <b>1501.12</b>          | <b>1088.89</b>                                       |
|  | 01-Salaries                      |                       |                             | 170.00                  | 124.94   |
|  | 02-Wages                         |                       |                             | 7.00                    | 5.70   |
|  | 03-Overtime Allowance            |                       |                             | 0.10                    | ----   |
|  | 11- Domestic Travel expenses     |                       |                             | 3.00                    | 1.26   |
|  | 13-Office expenses               |                       |                             | 60.00                   | 17.64  |
|  | 20-Other Administrative expenses |                       |                             | 1.00                    | 0.30   |
|  | 21-Supplies & Materials          |                       |                             | 1.00                    | 0.87   |
|  | 26-Advertisement & Publicity     |                       |                             | 10.00                   | 3.31   |
|  | 27-Minor works                   |                       |                             | 3.00                    | ....   |
|  | 28-Professional services         |                       |                             | 45.00                   | 32.81  |
|  | 31-Grants-in-aid                 |                       |                             | 1200.00                 | 901.60   |
|  | 32-Contribution                  |                       |                             | 1.00                    | ....   |
| 34-Scholarship & Stipend   |                                  |                       | 0.02                        | .....                   |  |
| 50-Other Charges   |                                  |                       | 8.50                        | 0.46                    |  |
| 10-Goa Education Development Corporation (Plan)                                      | 31 – Grants-in-aid               |                       |                             | <b>178.00</b>           | <b>117.76</b>  |
| 11 – Implementation of Scheme of Community Polytechnic                               | 31 – Grants-in-aid               |                       |                             | <b>31.50</b>            | <b>16.00</b>   |
| 14- Technical Education Quality Improvement project Phase (II)                       |                                  |                       |                             | <b>0.10</b>             | ----   |
|  | 01- Salaries                     |                       |                             | 0.02                    | ----   |
|  | 11 – Domestic Travel expenses    |                       |                             | 0.01                    | ----   |
|  | 12- Foreign Travel expenses      |                       |                             | 0.01                    | ----   |
|  | 13 – Office Expenses             |                       |                             | 0.01                    | ----   |
|  | 21-Supplies and Materials        |                       |                             | 0.01                    | ----   |
|  | 26-Advertisement and Publicity   |                       |                             | 0.01                    | ----   |
|  | 27-Minor Works                   |                       |                             | 0.01                    | ----   |
|  | 28 – Professional Services       |                       |                             | 0.01                    | ----   |
| 34-Scholarships/Stipend  |                                  |                       | 0.01                        | ----                    |  |

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|  |                              |  |  |               |              |
|--|------------------------------|--|--|---------------|--------------|
| 16 – Training of Engineering graduates in SAP  | 50 – Other Charges           |  |  | <b>50.00</b>  | <b>4.16</b>  |
| 20 – Setting up of IIT Goa   | 13 – Office Exp.             |  |  | <b>0.01</b>   | ----         |
| 21-Cyberage Students Scheme  | 50-Other Charges             |  |  | <b>75.00</b>  | ----         |
| 22-e-Learning and Smart Class  |                              |  |  | <b>100.00</b> | ----         |
|  | 13-Office Expenses           |  |  | 5.00          |              |
|  | 21-Supplies and Materials    |  |  | 80.00         |              |
|  | 50-Other Charges             |  |  | 15.00         | ----         |
| 23-Special Lecture Series  |                              |  |  | <b>40.00</b>  | ----         |
|  | 11- Domestic Travel expenses |  |  | 15.00         | ----         |
|  | 13-Office Expenses           |  |  | 6.00          | ----         |
|  | 28 – Professional Services   |  |  | 10.00         | ----         |
|  | 50-Other Charges             |  |  | 9.00          | ----         |
| 24-Academic Chair  |                              |  |  | <b>50.00</b>  | ----         |
|  | 11- Domestic Travel expenses |  |  | 7.00          | ----         |
|  | 13-Office Expenses           |  |  | 5.00          | ----         |
|  | 28 – Professional Services   |  |  | 35.00         | ----         |
|  | 50-Other Charges             |  |  | 3.00          | ----         |
| 4202-Capital Outlay on Education, Sports, Art and Culture<br>02- Technical Education<br>103- Technical Education |                              |  |  | <b>815.05</b> | <b>80.98</b> |
| 01 – Buildings (Technical Edn.)  | 53-Major works               |  |  | 200.03        | 75.50        |
| 02-Establishment Charges transferred from 2059 “Public works” (Plan)   | 01-Salaries                  |  |  | 13.00         | 4.91         |
| 03-Tools and Plant charges transferred from 2059 “Public works” (Plan)   | 52-Machinery & equipment     |  |  | 2.00          | 0.57         |
| 07-Goa Education Development Corporation   | 53-Major works               |  |  | 0.01          | ---          |
| 09-Land acquisition for NIT Goa  | 53-Major works               |  |  | 500.00        | -----        |
| 10-Land acquisition for IIIT Goa   | 53-Major works               |  |  | 0.01          | -----        |

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[Section 4(1) (b) (xii)]

List of institutions given subsidy

| Sr. No.    | Name of address of the institution | Purpose for which subsidy provided | No. of beneficia ries | Amount of subsidy | Previous years utilization progress | Previous years achievements |
|------------|------------------------------------|------------------------------------|-----------------------|-------------------|-------------------------------------|-----------------------------|
| <b>NIL</b> |                                    |                                    |                       |                   |                                     |                             |

List of individuals given subsidy

| S.No.      | Name & address of the beneficiary | Purpose for which subsidy provided | Amount of subsidy | Scheme Criterion for selection | No of time subsidy given in past with purpose |
|------------|-----------------------------------|------------------------------------|-------------------|--------------------------------|---|
| <b>NIL</b> |                                   |                                    |                   |                                |   |

**Manual. 13****Particulars of Recipients of Concessions, permits or authorization granted by it**

[Section 4(1) (b) (xiii)]

| S.No.      | Name & address of the Beneficiary | Nature of concession /permit/authorization provided | Purpose for which granted | Scheme and Criteria for Selection | No of similar concessio n given in past with purpose. |
|------------|-----------------------------------|---|---------------------------|-----------------------------------|---|
| <b>NIL</b> |                                   |   |                           |                                   |   |

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**Manual. 14**

[Section 4(1) (b) (xiv)]

**Information available in an electronic form**

15.1 Please provide the details of the information related to the various schemes which are available in the electronic format.

| S.No | Activities for which electronic data available   | Nature of Information available  | Can it be shared with public | Is it available or is being used as back end data base. |
|------|--|--|------------------------------|---|
| 1    | Results of Board of Technical Education of the most recent exam  | Available on website during results<br><a href="http://goareresults.nic.in">http://goareresults.nic.in</a> | Yes                          | Available during specific periods                       |
| 2    | Curriculum, Learning Resources, Question Papers of old exams   | Available on website<br><a href="http://www.dtegoa.gov.in">www.dtegoa.gov.in</a> under board link          | Yes                          | Always  |
| 2    | Prospectuses, eligibility and Merit list and other relevant information pertaining to centralized admission of the most recent exam. | Available on website<br><a href="http://www.dtegoa.gov.in">www.dtegoa.gov.in</a>                           | Yes                          | Available during specific periods                       |
| 3    | Official website for the directorate   | <a href="http://www.dtegoa.gov.in">www.dtegoa.gov.in</a>   | yes                          | ---   |



## Manual. 15

### Particulars of the facilities available to citizens for obtaining information

[Section 4(1) (b) (xv)]

#### Facilities available for obtaining information

| S.No                | Facility available  | Nature of information  | Working Hours                                  |
|---------------------|---|--|--|
| Information Counter | NIL   | ---  |  |
| Web sites           | www.goareresults.nic.in<br><br><a href="http://www.dtegoa.gov.in">www.dtegoa.gov.in</a> | Results Available during specific periods.<br><br>Official website for the directorate |  |
| Library             | NIL   | ---  |  |
| Notice Board        | In the office premises  | ---  |  |
|                     | Public Information Officer  | Available information pertaining to the public authority.                              |  |
|                     |   |  | Mon – Fri on all working days.<br>9.30 to 5.45 |

## Manual. 16

Name & designation and other particulars of Public Information Officers

[Section 4(1) (b) (xvi)]

### List of Public Information officers

| S.No. | Designation of the officer designated as PIO | Postal address                 | Telephone No | E-mail address | Demarcation of area/activities, if more than one PIO is there |
|-------|--|--------------------------------|--------------|----------------|---|
| 1.    | Deputy Director (CAD)                        | DTE Complex, Alto Porvorim Goa | 2416370      |                |   |

### List of Assistant Public Information Officers

| S.No. | Designation of the officer designated as APIO | Postal address                 | Telephone No | E-mail address | Demarcation of area/activities, if more than APIO is there |
|-------|---|--------------------------------|--------------|----------------|--|
| 1.    | Asst Secretary (Post Exam)                    | DTE Complex, Alto Porvorim Goa | 2412146      |                |  |

### First Appellate Authority with in the department

| S.No. | Designation of the officer designated as First Appellate Authority | Postal address                 | Telephone No | E-mail address        |
|-------|--|--------------------------------|--------------|-----------------------|
| 1     | Director of Technical Education                                    | DTE Complex, Alto Porvorim Goa | 2413571      | dir-dte.goa{at}nic.in |

## **Manual. 17**

[Section 4(1) (b) (xvii)]

Other information as may be prescribed

All other information held by the department which is not provided in the previous manuals shall be collated, compiled, collected and provided in the form of manual from time to time.