

No.2-7-81/EST/RCS

Dated:- /03/2016.

**O R D E R**

**Work allocation of the staff working in the Establishment Section under the supervision of Dy. Registrar of Coop. Societies, (Admn), Panaji.**

- I. Shri. Alex Silveira, O.S.(Smt. Vibha Fugro –Head Clerk)**
- 1) Overall Supervision & monitoring of conduct of establishment section staff.
  - 2) Supervision of files of vig., court matter, Disciplinary matters, coordinating with advocates related to court matter of Est section.
  - 3) APIO for RTI restricted DR (Admn.)
  - 4) Over all supervision on LAQ Matters.
  - 5) Monitoring of filling of vacancies occurred due to promotion, death, resignation, retirement. Briefing DR. (Admn.) on the status of vacancies on regular intervals.
  - 6) Court matters of establishment section.
  - 7) Any work assigned by Superiors.
- II. Smt. Vibha Fugro, Headclerk- I** (Link Official Sulaxana S. Naik)
- 1) All matters pertaining to creation of posts. Conversion of temporary posts into permanent.
  - 2) Filling up of all Group 'B' 'C' & 'D' posts by direct vacancies promotion etc including roster.
  - 3) Framing and Amendment of Recruitment rules.
  - 4) Vigilance matter.
  - 5) Disciplinary and All legal matters
  - 6) Any work assigned by Superiors.
- III) Kum. Sulaxana Naik, Headclerk- II (On working arrangement on Mon/Wed/Fri)** (Link Official Smt. Vibha Fugro)
- 1) Correspondence Regarding MACPS.
  - 2) Sanction of ACP, MACP to all the employees of this Department.
  - 3) seniority of Staff
  - 4) Confirmation pertaining to staff Members
  - 5) Training file for GIRDA etc.
  - 6) Any work assigned by Superiors.
- IV) Smt. Esmeralda Fernandes, U.D.C. I** (Link Official Branca D silva)
- 1) Correspondence relating to Office Accommodation and cleanliness of the office premises including Rent, Electricity and water Bills
  - 2) Purchase of computers and e services
  - 3) Correspondence regarding Computers, Telephones.
  - 4) Purchase of Vehicle .
  - 5) Correspondence relating to Government Accommodation/Office.

- 6) All A.M.C.'s like Computers/10KVA UPS/GBBNConnectivity /Printers,Antivirus solution,Xerox digital,Cyclostyling Riso,Telephones,Frinking Machine,Biometric Machine,Fax Machine etc.
- 7) Assistant in filling promotion posts of "C" and "D" staff.
- 8) Website designing.
- 9) Any work assigned by the Officer In-Charge of the section.

**V) Smt. Branca D'Silva, U.D.C. II (Link Official Smt. Esmeralda Fernandes)**

- 1) Maintenance of service records, personal files, service books, leave records and other service matters of Group A,B.C and D staff in the Head office.
- 2) Deputation of Officers to the institutions, Issue of Certificate under FR. 26.
- 3) Correspondence relating to Election matters, Census work.
- 4) Issue of Identity Cards.
- 5) Increments.
- 6) Assisting Head clerk in maintaining roster & recruitment procedure.
- 7) NOC for passport of permission under CCS Conduct Rules
- 8) Any work assigned by Officer In-Charge of the section.

**VI) Shri John Fernandes UDC-III (Link Official Meera Madkaikar)**

- 1) All matters pertaining to stationery including maintenance of registers.
- 2) Correspondence received from Asstt. Registrar of Coop. Societies, Central Zone, Panaji and Asstt. Registrar of Coop. Societies, North Zone, Mapusa pertaining to EST matters.
- 3) Purchase of Book & Maintenance of Library Books.
- 4) LAQ matters
- 5) All correspondence pertaining to Asstt. Registrar of Coop. Societies, South Zone, Margao .
- 6) Correspondence relating to sports and youth affairs/ armed force flag day/ All India Radio.
- 7) Maintenance of Group 'D' staff personal files.
- 8) Any work assigned by the Officer In-Charge of the section.

**VII) Shri Laurencio Estrochio, UDC ( Link Official Shri John Fernandes)**

- 1) Purchase of dead stock, Computers and Maintainance thereof
- 2) Filling of the posts by Direct Recruitment
- 3) Maintainance of Registers of all staff with details
- 4) Any work assigned by the Officer Incharge of the Section

**VIII) Smt. Meera Madkaikar, UDC (Link Official John Fernandes)**

- 1) Annual Property returns.
- 2) Assisting Headclerk- II
- 3) All matters pertaining to Ponda Zone, Quepem Zone.
- 4) Maintenance of Biometric.
- 5) Any work assigned by the Officer In-Charge of the section.

**IX) Smt. Pramila D. Saunto, Jr. Stenographer (Link Official Mary Fernandes)**

- 1) Taking dictation from the Dy. Registrar of Coop. Societies/Office Superintendent.
- 2) Entire typing work entrusted by the Head clerk of Head Office and typing entrusted by the Other Head clerks from time to time.
- 3) Lifting of probation period of the staff.
- 4) Updating the roster.
- 5) Any work assigned by the Officer In-Charge of the section.

**X) Smt. Priyanka Gaude Jr. Stenographer (Link Official Pramila Sawant)**

- 1) Overall duties of P.A. to the Registrar of Coop. Societies which includes following :-
- 2) Maintaining confidential reports of the staff.
- 3) Preparing Assessment sheet of A.C.R.s. of the staff for the purpose of DPC/ACPS/MACPS etc.
- 4) Custody of Inspections reports of all Cooperative Banks.
- 5) Any work assigned by the Officer In-Charge of the section.

**XI) Kum Jolene Rodrigues, LDC (Link Official Pooja Dangui)**

- 1) Typing of EST Section.
- 2) Distribution of entire Tapal to Establishment section.
- 3) Matter relating to issue of office orders/ orders as per the instructions from superiors.
- 4) Maintenance of vehicles registers, Log books, certifying the petrol bills and other bills.
- 5) RTI matters.
- 6) Submission of information to social Welfare and Sectt. as and when called.
- 7) Any work assigned by Superior/Officer In- Charge of the Establishment Section.

**XII) Smt. Pooja Dangui, L.D.C. (Link Official Jolene Rodrigues)**

- 1) Typing of EST Section.
- 2) Correspondence of weekly arrears.
- 3) Correspondence regarding House Building Advance  
Any work assigned by the Superior/Officer in charge of the Establishment section

**XIII) Smt. Kusum Naik, L.D.C. (Link Official Pooja Dangui)**

- 1) Inward of Tapal Inward & Distribution of tapal in different sections of the office.
- 2) Operation of E. P. B.X. Telephone board.
- 3) Maintenance of stamps account register.
- 4) Any work assigned by superior/Officer-uncharged of the Establishment Section.

**XIV) Shri Prakash Kamble, Driver.(Link Official Shri Ajit Rane Driver)**

- 1) Driving/ Maintenance of vehicle
- 2) Any work assigned by the Officer In-Charge of the section.

**XV) Shri Ajit Rane , Driver.(Shri Prakash Kamble)**

- 1) Driving/ Maintenance of vehicle.
- 2)Any work assigned by the Officer In-Charge of the section.

**XVI) Shri Raju Adkonkar, Baillif (Shri Joseph Dias)**

- 1) Distribution of Tapal inside the Office
- 1) Wiping of table and chair of the all the staff members/Superiors
- 2) Caring the files from Table to Table
- 3) Any work assigned by Superiors/OfFicials In-charge of the Establishment section

**XVII) Shri Joseph Dias, Baillif (Shri Raju Adkonkar)**

- 1) Wiping of table and chair of the all the staff members/ superiors
- 2) Carrying the files from table to table.
- 3) Any work assigned by Superiors.

**XVIII) Smt. Cristalina Palha, Bailiff ( Smt Smeeta Morajkar)**

- 1) Wiping of table and chair of the all the staff members/Superiors
- 2) Carrying the files from table to table.
- 3) Any work assigned by Superiors.

**XIX) Smt. Smeeta Morajkar, Peon (Smt Cristalina Palha)**

- 1) Wiping of table and chair of all the staff members /Superiors
- 2) Carrying the files from table to table.
- 3) Any work assigned by Superiors

**XX) Smt. Manisha Gad Grading Attendant (Smt Smeeta Morajkar)**

- 1) Wiping of tables and chairs of the Superiors/Officials.
- 2) Carrying out files from table to table.
- 3) Any work assigned by Officer/Officials In-charge of the Establishment Section.

Note:- Officials entrusted with the work of typing will put initials at the end of the typed document. They will verify the typed contents for any mistakes before handing over to superiors.

This is issued with the approval of Head of the Department.

(DASHARATH M. REDKAR)  
Dy. Registrar of Coop. Societies, (Admn)  
Panaji-Goa.

**Copy to:-**

1. The Person concerned.
2. The Personal file of the person concerned.
3. The Asstt.Registrar of Coop. Societies, Headquarters/Audit/Marketing/Election for information.
4. The Guard file.