

**Proactive Disclosure under Section 4(1)(b)(ii) of the Right to  
Information Act, 2005**

**POWERS AND DUTIES OF ALL OFFICERS AND  
EMPLOYEES**

## **Powers and Duties of all Officers and Employees**

### **WORK ORDER**

**Ref. No. GEDC/ADMIN/245(Vol-I)/2025-26/2279 dated 16/10/2025**

The work distribution among the officers/staff of the Corporation is hereby made as shown below. This will be applicable with immediate effect. Assessment of the employees of the Corporation will be made on the basis of their performance in the here in after allocated work.

<b>Sr. No.</b>	<b>Name of the Employee/ Designation</b>	<b>Work Allocated</b>
<b>1</b>	Shri. Brijesh Shirodkar General Manager	<ol style="list-style-type: none"><li>1. Overall responsible for the smooth functioning of all Projects, Schemes and other functions of the Corporation.</li><li>2. Supervising, planning and providing support to all Programs, Projects and Schemes that GEDC undertaken from time to time.</li><li>3. Establish and implement Corporation's policies, goals, objectives and procedures, conferring with Board members, officials and staff members as necessary.</li><li>4. Overall control and in-charge of Accounts and Administration sections.</li><li>5. Overall in-charge of Counselling Scheme.</li><li>6. Preparation of Annual Budget.</li><li>7. Ensure compliance with the audit, accounting &amp; other statement.</li><li>8. Appointed as Public Information Officer (PIO) / Vigilance Officer/ Public Relation Officer (PRO)/Grievance Redressal Officer.</li><li>9. Reporting to Managing Director.</li></ol>
<b>2</b>	Manager Projects	Deployed in Department of Printing & Stationery, Panaji.
<b>3.</b>	Officer Accounts & Admin	<ol style="list-style-type: none"><li>1. Overall responsible for the Accounts and Administration Section.</li><li>2. Overall supervision and maintenance of Punctuality of staff.</li><li>3. Maintenance of Movement Register.</li><li>4. To finalize accounts of the Corporation and all other accounts related matters pertaining to the Corporation.</li><li>5. Preparation of Annual Budget.</li><li>6. To co-ordinate with the internal auditors and banks of the Corporation.</li></ol>

Proactive Disclosure Manual under Right to Information Act, 2005

		<ol style="list-style-type: none"> <li>7. Handling all Audit queries.</li> <li>8. Ensure compliance to all Statutory report of the Corporation.</li> <li>9. Overall incharge of Importing all Bank's statements in the Tally software.</li> <li>10. Reporting to General Manager</li> </ol>
4.	Ms Annette Riva Po Asst. Manager (Training and Development)	<ol style="list-style-type: none"> <li>1. Matters pertaining to Soft loan Scheme, Infrastructure Loan cum Grants Scheme.</li> <li>2. Implementation of Bursary Scheme.</li> <li>3. Handling examination related matters.</li> <li>4. Appointed as Nodal Officer for Website design &amp; Development.</li> <li>5. Responsible for keeping the official website updated.</li> <li>6. Updating &amp; maintenance of official social media handles.</li> <li>7. Matter pertaining to DBT Scheme.</li> <li>8. Reporting to General Manager.</li> </ol>
5.	Accountant	<ol style="list-style-type: none"> <li>1. Responsible for maintenance of books of accounts in order to ensure their completeness.</li> <li>2. Checking and verifying all bills of recurring and non-recurring expenditure.</li> <li>3. Dealing with Correspondence in relation with financial matters with other Govt. Bodies.</li> <li>4. Complying with audit observations and other related works with finance and accounts.</li> <li>5. Reconciliation of Banks accounts of this Corporation.</li> <li>6. Checking &amp; verifying No Dues Certificate.</li> <li>7. Reporting to Officer (Accts &amp; Admin)</li> </ol>
6.	Smt. Chandrashala Kunkalkar. (Recovery Officer)	<ol style="list-style-type: none"> <li>1. Overall in-charge of Recovery Section.</li> <li>2. Overall in-charge for maintenance of records, tracking the defaulters and ensuring action against them pertaining to recovery of all the schemes.</li> <li>3. Identifying &amp; Posting entries from Tally statement to respective ledgers.</li> <li>4. Responsible for implementation, monitoring &amp; tracking of defaulters under the e-NACH system.</li> <li>5. No Dues, Interest calculations details etc.</li> <li>6. Overall responsible for keep track of repayments of Loans availed through all schemes by various beneficiaries.</li> <li>7. Reporting to General Manager.</li> </ol>
7.	Shri Amar Patil, Training and development Officer	<ol style="list-style-type: none"> <li>1. Maintenance and repairs of Computers, UPS, Internet, Printers and other ICT equipment's, Water Coolers / Purifiers, Xerox machine etc.</li> <li>2. Implement Govt. Programs like iGOT Karmayogi etc.</li> <li>3. Telephone lines &amp; Internet facility.</li> <li>4. Conducting Trainings and exams and all work related to it.</li> <li>5. Shall look after Bursary Scheme.</li> <li>6. Appointed as Assistant Public Information Officer (APIO).</li> </ol>

Proactive Disclosure Manuel under Right to Information Act, 2005

		<ol style="list-style-type: none"> <li>7. Reporting to General Manager for Maintenance related issues.</li> <li>8. Reporting to Asst Manager (Training &amp; Development) for all other matters.</li> </ol>
8.	Smt Shambhavi Pissurlekar, Coordinator	<ol style="list-style-type: none"> <li>1. Responsible for overall coordination of Yog Scheme, Value Education Scheme. Civic Engagement with DE, SCERT and Shantilal Mutha Foundation.</li> <li>2. Responsible for Coordinating and arranging workshops, seminars, meetings, training sessions which the GEDC organises from time to time.</li> <li>3. Responsible for Maintenance of Dead Stock and Consumable Registers in coordination with Admin Section.</li> <li>4. To look after following Administration work: <ol style="list-style-type: none"> <li>i. Earned/Commutated leave</li> <li>ii. Gratuity &amp; Superannuation matters &amp; Claims.</li> <li>iii. Process day to day correspondence &amp; checking of emails.</li> </ol> </li> <li>5. Preparing/Checking of IFEL No Dues Certificates.</li> <li>6. Reporting to Officer (A&amp;A) for Admin &amp; General Manager for DE Schemes.</li> </ol>
9.	Miss. Dixita Morajkar, Asst. Professor	<ol style="list-style-type: none"> <li>1. Overall responsible for IFEL Scheme for disbursement of amount.</li> <li>2. Implementation of IFEL software</li> <li>3. Preparation of scrutiny report to be placed before the Sanctioning Committee</li> </ol>
10.	Smt. Suvarna Narvenkar, Counselor	<ol style="list-style-type: none"> <li>1. Processing and managing of IFEL Scheme.</li> <li>2. Counselling Students/Parents with regards to IFEL Scheme &amp; other students related schemes.</li> <li>3. Handling Pre-receipts and Processing fees.</li> <li>4. Query from other departments and public.</li> <li>5. Reporting to Asst. Professor.</li> </ol>
11.	Smt. Ruth Arora Mascarenhas, Junior. Stenographer	<ol style="list-style-type: none"> <li>1. Registering IFEL beneficiaries under e-NACH.</li> <li>2. Tracking &amp; Reporting of IFEL loan defaulters under e-NACH.</li> <li>3. Identifying &amp; Posting entries from Tally statement to respective ledgers.</li> <li>4. Attending phone calls and walk-in loanees.</li> <li>5. Updating of Data pertaining to Laptop recovery.</li> <li>6. Reporting to Recovery Officer.</li> </ol>
12.	Ms Venu Naik, Junior. Stenographer	<ol style="list-style-type: none"> <li>1. All Establishment and Administration related matters.</li> <li>2. Overall responsibility of Service Books, Personal files of all employees.</li> <li>3. Maintenance of Muster Roll of Contract &amp; Apprentice.</li> <li>4. Contract/ Apprentice staff Attendance calculation.</li> <li>5. Assembly matters.</li> <li>6. Purchase procurement &amp; Stock related matters.</li> <li>7. Reporting to Officer (Accts &amp; Admin)</li> </ol>

Proactive Disclosure Manuel under Right to Information Act, 2005

13.	Shri Minguel Fernandes LDC	<ol style="list-style-type: none"> <li>1. Processing of salaries/Stipend all the staff.</li> <li>2. Processing matters pertaining to Income Tax &amp; GST.</li> <li>3. Processing Children Education Allowances, Medical Reimbursement, Third party bills etc.</li> <li>4. Submission of quarterly Income Tax statements of the financial year.</li> <li>5. Processing payment of Bursary Disbursement in accounts section.</li> <li>6. IFEL &amp; Laptop Recovery of excess payment.</li> <li>7. Verification of No Dues Certificates put up by Recovery Section.</li> <li>8. Vehicles maintenance, log books and other GEDC vehicle matters.</li> <li>9. POL Bills and Telephone bills.</li> <li>10. Reporting to Officer (Accts and Admin).</li> </ol>
14.	Miss Sonali Uskaikar LDC	<ol style="list-style-type: none"> <li>1. Handling Petty Cash, Cash Advance.</li> <li>2. Processing payment of IFEL disbursement in Accounts section.</li> <li>3. Verification of No Dues Certificates put up by Recovery Section.</li> <li>4. Importing all the Bank's statements in tally fortnightly.</li> <li>5. Creating &amp; Updating loanee ledgers in Tally.</li> <li>6. Reporting to Officer (Accts &amp; Admin).</li> </ol>
15.	Shri Sandesh Madhu Cuncoienkar, LDC	<ol style="list-style-type: none"> <li>1. Processing No Dues Certificate</li> <li>2. Tracking of IFEL defaulters</li> <li>3. Reporting to Recovery Officer.</li> </ol>
16.	Ashwek Malgaonkar, LDC	<ol style="list-style-type: none"> <li>1. Processing No Dues Certificate</li> <li>2. Tracking of IFEL defaulters</li> <li>3. Recovery of Softloan &amp; Infrastructure Loan cum Grant Scheme.</li> <li>4. Reporting to Recovery Officer.</li> </ol>
17.	Shri Daivat Kamat, LDC	<ol style="list-style-type: none"> <li>1. Handling IFEL Matters.</li> <li>2. Preparing e-NACH Excel file for updating on website.</li> <li>3. Reporting to Counsellor.</li> </ol>
18.	Smt. Kamrunisha Khan, LDC	<ol style="list-style-type: none"> <li>1. Inward and Outward.</li> <li>2. Handling inquiry calls.</li> </ol>
19.	Ms. Ashlesha Shettye, Supervisor – On Contract	<ol style="list-style-type: none"> <li>1. Responsible for overall coordination of Counselling Scheme.</li> <li>2. Preparing of reports on Projects and scheme as and when required.</li> <li>3. Preparing Attendance report.</li> <li>4. Reporting to General Manager.</li> </ol>
20.	Ms. Asmita Khandolkar,	<ol style="list-style-type: none"> <li>1. Assisting Supervisor in Counselling Scheme.</li> </ol>

Proactive Disclosure Manuel under Right to Information Act, 2005

	Clerk cum Data Entry Operator (On Contract basis)	<ol style="list-style-type: none"> <li>2. Preparing MIS</li> <li>3. Reporting to Counselling Supervisor.</li> <li>4. To assist in Administration work as and when required.</li> </ol>
21.	Ms. Shweta S. Mayekar, Clerk cum Data Entry Operator (On Contract basis)	<ol style="list-style-type: none"> <li>1. To Deal cases of IFEL Renewal applications and its Scrutiny, Processing, relating record and any other link related to such cases.</li> <li>2. Reporting to Asst. Professor.</li> </ol>
22.	Shri Vaman Padwal, Clerk Clerk cum Data Entry Operator (On Contract basis)	<ol style="list-style-type: none"> <li>1. Processing No Dues Certificates assigned by the Recovery Officer.</li> <li>2. Reporting to Recovery Officer.</li> <li>3. Any other work assigned by higher authorities.</li> </ol>
23.	Miss Jesha J. Naik, Lower Division Clerk (On Contract basis)	<ol style="list-style-type: none"> <li>1. Processing No Dues Certificate</li> <li>2. Tracking of IFEL defaulters</li> <li>3. Reporting to Recovery Officer.</li> </ol>
24.	Smt. Sushanti alias Janhavi Bali, Clerk cum Data Entry Operator (On Contract basis)	<ol style="list-style-type: none"> <li>1. Verification of No Dues Certificates put up by Recovery Section.</li> <li>2. Reporting to Officer (Accts &amp; Admin)</li> </ol>
25.	Shri Yuvraj Pawar, MTS	Attached to Recovery section/Officer Block & Admin Section.
26.	Shri Sachin Mapsekar, MTS	Attached to O/o. the Managing Director / IFEL section/Admin Section.
27.	Shri Stephen Nunes Bosco, MTS	Attached to O/o. the Managing Director/Accounts & Officer Block.

Sr. No.	Name of the Driver	Vehicle Number	Vehicle Assigned To
1	Shri Naresh Khandeparkar	GA-03/AM-5583	Managing Director
2	Shri Ashish Naik	GA-03-P-3367	Office

All the Officers/Officials shall work on any other work entrusted by the Higher Authorities.