

INFORMATION U/S 4(1) (b) OF THE RIGHT TO INFORMATION ACT, 2005 OR COMPLIANCE U/S 4(b) OF THE RIGHT TO INFORMATION ACT, 2005.

Information in respect of Section 4(1) (a) and Section 4(b) of the Right to Information Act, 2005 pertaining O/o DSDE, Panaji, Goa

4. Obligation of Public authorities. (1) Every public authority shall;

(a) maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerised are, within a reasonable time and subject to availability of resources, computerised and connected through a network all over the country on different systems so that access to such records is facilitated;

4 (b) publish within one hundred and twenty days from the enactment of this Act, __

i. Particulars of its organisation, functions and duties:

- This Department had set up objective to ensure steady flow of skilled personnel to the public and private sectors, and to reduce unemployment amongst the educated youth by equipping them with required skills, education and discipline. Further, this department are implementing various schemes like Craftsmen Training Scheme (CTS), Pradhan Mantri National Apprenticeship Training Scheme (PM-NAPS) and Chief Minister Kaushal Path Scheme (CMKPS).
- This Department has set up 10 Govt. ITIs at different places covering all talukas and also oversees training activities of 03 Pvt. ITIs in the State imparting training in various Engineering and Non-engineering trade courses suitable to the Indian industrial environment. Most of the trades and units available in these Institutes are affiliated to the National Council for Vocational Training (NCVT), New Delhi through Directorate General of Training (DGT), Ministry of Skill Development and Entrepreneurship (MSDE), Government of India, New Delhi and training is imparted as per the syllabus and curriculum approved by Government of India in consultation with NCVT. However, some of the trades/units in these ITIs are affiliated to State Council for Vocational Training (SCVT), Panaji – Goa.

- The Purchase/Procurement Section is assigned the overall responsibility of managing the activities pertaining to procurement of goods and services and timely up-dation of all PFMS-related data and compliance with financial guidelines, ensuring timely submission of LAQ replies to higher authorities and maintaining complete records of questions and replies in addition to, e-Tenders processing requests from ITIs and putting up files for approval regarding fund utilization under the various Centrally Sponsored Schemes ensuring accuracy and timely up-dation of all Public Financial Management System (PFMS) related data and compliance with financial guidelines, ensuring timely submission of LAQ replies to higher authorities and maintaining complete records of questions and replies in addition to, processing requests from ITIs.
- The Training Section, DSDE handles all Training related matters related to courses/trades conducted in all Govt. and Private ITI's under Craftsmen Training Scheme (C.T.S.), Affiliation of ITIs, ITI Online Admission, Matters related to SCVT Society, Signing of Memorandum of Understanding MoU, matters related to Statistical Assistant, Scholarship Scheme (Merit and FAS), Pradhan Mantri Skilling and Employability Transformation through Upgraded ITIs (PM-SETU) Scheme etc. The matters related to Programming Assistant i.e, Skill India Digital (SIDH) Portal, Maintenance of Dynamic Website of the Department, Maintenance of ICT Equipment and other technical matter are also handled by Training Section. It also handles the training of Officers/Officials of DSDE and trainees from ITIs which falls under the purview of Training and Placement Section, O/o DSDE.
- The Apprentice Section is implementing Apprenticeship Training Scheme (ATS), Pradhan Mantri National Apprenticeship Promotion Scheme (PMNAPS) and Goa Chief Minister's Apprenticeship Policy For Government Establishment-2023.
- The Placement Section coordinates with ITIs and industries to conduct campus Placement fairs, arrange interviews, provide passed-out ITI Graduate data to the interested industries, keep the placement data of the each year ready for easy access and aim to achieve 100% placements.

- The Chief Minister's Kaushalya Path Scheme (CMKPS) Section implements which was launched in April 2023 by the Goa Government to empower Goan youth, women, senior citizens, and marginalized groups through inclusive skilling, upskilling, and reskilling by offering short-term, hands-on courses across sectors such as hospitality, IT, construction, beauty & wellness, etc.
- The scheme delivers training via Government Colleges, ITIs, and Panchayats, with modules tailored to local industry needs. Industry partnerships help update curriculum and provide advanced equipment, while dual certification merges academic and industry validation.
- Under CMKPS recognition of Prior Learning (RPL) certifies informal workers and artisans, and continuous content updates ensure workforce agility and sustained job readiness.

ii. Powers and duties of its officers and employees:

Director:- The Director shall be the Member Secretary of State Council for Vocational Training Society under the Directorate of Skill Development & Entrepreneurship, the Chairman of Human Resource Development Foundation (HRDF) Society, the State Apprenticeship Advisor (SAA), the Controller of Examination (CoE) and the First Appellant Authority (FAA) under Right to Information (RTI) Act, 2005 with following duties:

- To carry out the policy of the National Council with regard to the award of National Council with regard to the award of National Trade Certificates to engineering and non-engineering trades as may be brought within its scope by the central or State Government.
- To implement the decision and carry out the policy laid down by the National Council in respect of syllabi, equipment, scale of Accommodation duration of courses and method training.
- To establish State Board of Examination in Vocational Trades.
- To arrange for ad-hoc or periodical inspection of the training Institutes/centres in the state and ensure that the standards prescribed by the National Council are being followed.

Dy. Director (Admn.):- Being Head of Office, all the matters pertaining to Administration which covers;

1. Right to Information Act/Public Grievance.
2. Court Matters
3. Compliance of Audit Observations
4. Transfers/Promotion/ Seniority List of Group A, B and C staff
5. Appointment of Regular Staff/Contract staff/Guest Lecturers
6. Maintenance of APARS of staff and follow up
7. Continuation of post/Maintenance of post-wise register/Allocation of post orders
8. Matter related to write-off losses
9. Framing of RRs/Amendment of RRs
10. Creation/Revival of Post/Conversion of post
11. Maintenance of Roster/matters related to roster
12. All Vigilance matters/ Handling of matters pertaining to Disciplinary Cases
13. Property Returns of Gazetted Officers
14. Reservation of Accommodation/Allotment of Govt. Quarters/Sanction of HBA through bank of India (BOI).
15. Maintaining records of Bio-Metric attendance and attendance registers of DSDE staff.
16. Counting of past services of the staff
17. Sanction of Leave/Maintenance of Personal files and Service books of Head Office Staff/Releasing of Increments and all relevant entries in Service books of Head Office staff/Fixation of Pay/Revision of Pay/Pension Matters/VRS cases/Harness Cases
18. Final Withdrawal of GPF of Employees/ Leave encashment of Employees
19. Grant of ACP/MACPS of Staff/Matters pertaining to wrongful recoveries from Group "C"
20. Election Matters
21. NOC for House Building/Passport/Higher Studies
22. Any other work assigned by Higher Authority

Deputy Director (Training-I): The Deputy Director (Trg.-II) is assigned the responsibility of overseeing the overall administration of all sectional matter's put up for approval of higher authority by sub-ordinate staff.

Asstt. Director (Training-I):- Overall responsibility of handling day today activities of Training Section and part of Training and Placement Section. To get the Prospectus approved for every year and release the same for new admission

and registration of new trainees. To conduct Inspection of training activities taking place in all the 13 I.T.Is, to formulate Citizens Charter. To co-ordinate for affiliation of non- affiliated trades at various I.T.Is, attend various meetings and take necessary action on the resolutions passed. Handle matters and trainings conducted for staff and trainees under PM-SETU Scheme, MSRY Scheme, RAMP Scheme.

Deputy Director (Training.-II): The Deputy Director (Trg.-II) is assigned the responsibility of overseeing the overall administration works of all sectional matter/s put up for approval of higher authority by sub-ordinate staff.

Assistant Director (Training-II):-Overall responsibilities of handling day to day activities of Purchase/Procurement Section as well as of the HRDF Society in the capacity of Member Secretary of the HRDF Society. Further, to also handle matters and training activities pertaining to various Central Govt. Schemes like Pradhan Mantri Vishwakarma Yojana (PMVY), etc.

Asstt. Controller of Examination:-Conducting Examination under the scheme of Craftsman Training Scheme (CTS), Craft Instructor Training Scheme (CITS), Recognition of Prior Learning (RPL), State Council for Vocational Training (SCVT), National Council for Vocational Training (NCVT), Anti Terrorism Squad (ATS) Human Resource Development Fund HRDF and World Skill Competitions, Allotment of seat numbers dispatching bill of materials to trade testing centres, printing of question papers and sealing the same. Appointment of Chairman, Observers/Flying Squad, Examiners and Evaluators etc. of trade testing centres and World skill to conduct all examinations under CTS, ATS, SCVT, NCVT, CITS (RPL) Competitions.

Assistant Apprenticeship Advisor:- Assistant Apprenticeship Advisor works as a coordinator between State Apprenticeship Advisor and Establishments engaging apprentices. Assistant Apprenticeship Advisor supervises the Asst. Director (Training)-SAMC and Surveyor/s for surveying the Establishment and finalizing actual survey programme by the prior approval of State Apprenticeship Advisor, further monitoring the apprenticeship activities in the state and implementation of Apprenticeship Act. Assistant Apprenticeship Advisor also looks after the administrative work of the section submitted by Asst. Director (Training)-SAMC and Surveyor/s.

Asst. Accounts Officer:- Budget appropriation Account, Audit observations, CAG's Report, Allotment of funds, Permanent Advance, Challans and Receipts, Postal Recurring Deposits, LIC/Bank loan, preparation of contingency bills for Advertisement, office expenses, P.O.L., Material supplies, remuneration and honorarium. Maintenance of Expenditure, sanction of merit scholarships, G.P.F. advance/withdrawal. Advances such as motor conveyance, computer advance, cycle advance, house building advance, medical re-imburement, travelling allowances, L.T.C., Tuitions fees reimbursement. Availability of funds certificates, AC/DC bills, pay bills of staff. Maintenance of P.D. Register, Reconciliation of Expenditure. Inward/outward correspondence. The function are distributed amongst the staff such as Accountant, Cashier, UDC & LDC. Scrutiny of the files submitted by dealing hand, correspondence regarding Budget, Appropriation Account Audit Notes, Finance Accounts Reconciliation of expenditure, watch over expenditure via-a-vis allotment of funds, overall supervision.

The Asstt. Director (Trg)-SAMC- Asst. Director (Training)-SAMC coordinates with ITIs and industries to conduct campus Placement fairs, arrange interviews, provide passed-out III Graduate data to the interested industries, keep the placement data of the each year ready for easy access and aim to achieve 100% placements.

Project Manager (CMKPS):-The Project Manager, CMKPS Goa, shall be responsible for overall planning, coordination, and effective implementation of CMKPS programmes, including liaison with government departments, training institutions, industry partners, and stakeholders. The Project Manager shall oversee project operations, monitor progress, ensure timely execution of activities, facilitate meetings and reviews, guide the project team, and ensure proper reporting, documentation, and compliance with approved guidelines and objectives.

Research Assistant and Statistical Assistant: Look after matters related to Statistics, pertaining to;

- Central/Centrally Sponsored Schemes: The information/orders of the funds sectioned/received/revalidated and the utilization certificates sent to Government of India (GoI) is collected from the concern dealing officers and complied as and when required for necessary reports.

- Direct Benefit Transfer (DBT): - Collecting the data pertaining to scholarship schemes all Govt. ITIs and preparing all the report on DBT as per format prescribed by the DPSE and uploading the same on DBT Portal.
- Monthly Reports: -
 - a) Governor's Report.
 - b) Monthly Expenditure
 - c) Centrally Sponsored Schemes.
 - d) Budget Assurances.
 - e) Monthly Statistics Reports of trainees admitted in ITIs
- Quarterly Reports: -
 - f) Scheduled Caste Sub Plan (Physical & financial progress)
 - g) Tribal Sub Plan (Physical & financial progress)
- Annual Reports:-
 - a) Scheduled Caste Sub Plan
 - b) Tribal Sub Plan
 - c) Budget speech
 - d) Material for Governor's Address/Speech
 - e) Explanatory Memorandum
 - f) Performance Budget
 - g) Economic Survey
 - h) Annual Administrative Report
- Material for Statistical Publications (Annual)
 - a) Statistical Hand Book
 - b) Goa at a Glance
 - c) Goa Economy Figures
 - d) Census of Government Employees
- Other work/reports carried out
 - Maintaining data/records of Trainees, ITI wise, Trade wise, Category wise (monthly basis).
 - LAQ regarding State Plan, SC and ST Schemes.
 - Material for Disha meeting.
 - Proposal under Pradhan Mantri Jan Vikas Karyakram (PMJVK)
 - Minority Concentration District Report (PM's new 15 point programme.)
 - Preparation and submission of any other Statistical report/ data related to trainees, schemes, financial outlay and expenditure, Budget Estimate,
 - Expenditure and physical achievements of the Directorate of current as well as previous years as and when requested.

Superintendent:-

1. Supervision of Staff and cleanliness of office.
2. Right to Information Act/Public Grievance.
3. Court Matters
4. Compliance of Audit Observations
5. Maintenance of C/L, R/H & Sp. Leave of regular staff
6. Dealing with Assembly matters (LAQ/RSQS)
7. Dealing with Sexual Harassment Matters
8. Any other work assigned by the Higher Authority

Group Instructor: - Group Instructor posted in the Training Section looks after matters related to training status of completion of work assigned to each staff, difficulty faced, ensure timely submission of all reports, take all actions related to Online Admission, SIDH Portal etc. while the Group Instructor posted in the Exam cell is looking after verification of exam related work from commencement till declaration of results.

Surveyor:- Surveyor posted in the Apprenticeship Section of this office looks after the matters related to Apprenticeship Training. He is Field Officer, who has to survey the Establishments and assist Assistant Apprenticeship Advisor alongwith Asst. Director (Trg)-SAMC to survey the Establishments.

Vocational Instructor (Theory & Practical):- The Vocational Instructors posted in the Procurement Section, Training Section and Exam Cell to invite e-Tenders, whenever required, Preparing minutes of pre-bid meeting and tender opening meetings. To put up orders for constitution of committees for scrutinization of e-tenders, Prepare draft e-Tender Notice and e-Tender document. Forwarding of e-Tender related Advertisements to Dept of Printing & Stationary for publication in Tender Bulletin, Dept of Information Technology for publication in Local dailies, Training Section for uploading on Department website, Ensuring with AD(Purchase) to send email to ITG to upload e-Tender on e-Tender website and getting e-Tender uploaded and authorized Inform Tender Opening Committee regarding dates of pre-bid meeting and opening of bids, Forwarding EMDs and Performance Securities to Accounts Sections and releasing same as per procure, Any other work assigned by the Higher Authority.

Centrally Sponsored Schemes like Skill for Strengthening for Industrial Value Enhancement (STRIVE), Skill Acquisition and Knowledge Awareness

Livelihood Promotion (SANKALP), Strengthening of Infrastructure for Institutional Training (Up-gradation of Existing ITIs into Model ITI), PM-SETU (Pradhan Mantri Skilling and Employability Transformation through Upgraded ITIs) Scheme, etc., related matters/putting up files for approval to higher authorities, maintaining records of related meetings, To take action as per approved procurement Plan, Settlement of bills under schemes through PFMS, PFMS matter related to schemes, processing of related LAQs, Checking emails daily and printing out the same, TDS and GST Related matters pertaining to the Schemes, Audit of the Centrally sponsored schemes To furnish various MIS reports, submission of Utilization Certificate of the Centrally Sponsored Schemes, Any other work assigned by Higher Authority/s. Perform the duties assigned with respect to work pertaining to the Training section such as matters related to Training and meetings at ITIs, SCVT Society, Signing of Memorandums, Grading of ITIs, Affiliation, SSDEC Meeting, Best practices followed by DSDE and ITIs, Admission, Matters related to Goa Board, Vertical Mobility to ITI training, regarding long term and short term courses conducted by the ITIs, transfer of trainees, Inspection of ITI report, monthly statistics report, Anti Ragging Report, National State Award Instructor/trainee/staff, Bill Settlement of Advertisement, Institute Management Committee (IMC), work related to training of staff and trainees under RAMP Scheme, MSRY Scheme and all matters pertaining to mental health issues of ITI trainees and National Task Force formed, Financial Assistance Scholarship(FAS), Merit Scholarship, Trainee Toolkit, Chief Minister Scholarship Portal, Ensure timely verification of Applications received from ITIs, Scholarship like Post Metric, Gagan Bharari etc., Minutes of Staff Meeting by ITIs., Centrally Sponsored Schemes like PMVY, etc., related matters putting up related files for approval to higher authorities, maintaining records of related meetings, PFMS matters related to schemes, processing of related LAQs. besides, any other work assigned by Higher Authority/s.

Programming Assistant: Performing duties of system and network Administrator, handling of Website related matters, SIDH DGT Portal, Maintenance (AMC) of ICT equipment etc.

Centrally Sponsored Schemes like BBBP, etc., related matters/putting up files for approval to higher authorities, maintaining records of related meetings. PFMS matter related to schemes, processing of related LAQs, besides, any other work assigned by Higher Authority/s.

Accountant:- All the files/bills dealt with by the dealing hands in the first instant will be examined by the Accountant thoroughly in the light of the various rules, guidelines, circulars, office memorandums, regulations office manuals and procedure laid down by Govt. and Directorate of Skill Development & Entrepreneurship and forward the same to the Assistant Account Officer.

Head Clerk:-

1. Appointment of Guest Lecturers.
2. Checking of Service Postage Stamps.
3. LAQs related to the subject matters.
4. Miscellaneous correspondence.
5. Any other work assigned by the Higher Authority.

Storekeeper:- Settlement of all type of bills (eg. Advertisement bills, supply bills, Permanent advance bills etc.), To maintain Stationary registers of purchase section and to issue stationary items to staff in section, To invite quotations, whenever required, Consumables for Head Office, Indenting/ Procurement/Controlling distribution of stationery & Stock entry. To prepare supply orders as per recommendations of the Purchase Committees and approval of Competent Authority in case of purchases by quotations, Opening of quotations and preparing minutes of meeting. Any other work assigned by the Higher Authority.

Junior Stenographer:-

1. Promotion of Group "A" & "B" Officers.
2. Recruitment of Contract Staff.
3. Maintenance of APARS and follow up.
4. Continuation of post/Maintenance of post-wise register/Allocation of post orders.
5. Maintenance of C/L, R/H & Sp. Leave of contract staff.
6. Matter related to write-off losses.
7. Any other work assigned by the Higher Authority.

Further, one Jr. Stenographer is performing her duties at Farmagudi Govt. I.T.I. on working arrangement basis.

Upper Division Clerk (UDCs): - 3 U.D.Cs are performing their duties in establishment section, 2 U.D.Cs are performing their duties in Accounts Section, 1 U.D.C. is performing her duties in Apprenticeship section, 1 U.D.C. is performing her duties in the Section of Asstt. Director (Trg.-II) and 1 U.D.C. performing her duties in Exam cell of this office and 1 U.D.C. of Accounts Section is performing her duties in Pernem Govt. I.T.I. on working arrangement basis.

Lower Division Clerk (LDCs):- Out of 9 L.D.Cs, 2 L.D.Cs are performing their duties in Establishment section and 1 L.D.C. is performing her duties as P.A. to Director, 1 L.D.C. is performing his duties in Inward Section, 2 L.D.Cs are performing their duties in Accounts Section, 1 L.D.C. is performing her duties in the Section of Asstt. Director (Trg.-II), 1 L.D. C is performing her duties in Apprentice Section of this office and 1 L.D.C. of Purchase Section is performing her duties at Margao Govt. I.T.I. on working arrangement basis. Further, 2 LDCs on regular and one appointed on contract basis of Human Resource Development Foundation (HRDF) Society are working in the HRDF Section of this Office.

Driver:-2 Drivers are performing duties of driving vehicle.

MTS (Workshop Attendant):- Attending to Sectional Staff/Tasks like photocopying, distribution of letters/ circulars, besides any other work assigned by higher authority.

MTS (Peon):-Out of 6 MTS (Peon), 2 MTS (Peon) are posted in Outward Section, 1 MTS (Peon) in Exam Cell, 1 MTS (Peon) in Accounts Section and 1 MTS (Peon) in Purchase Section are performing their duties.

iii. The procedure followed in the decision making process, including channels of supervision and accountability.

The Director, Directorate of Skill Development & Entrepreneurship has sole right to make decision in the office matters with the approval of Government.

iv. Norms set by it for the discharge of its functions.

This Directorate will be a people friendly department, following the principles of honesty, integrity, transparency, expediency and efficiency in discharging its duties and function.

(v) The rules, regulations instruction manual and records, held by it or under its control or used by its employees for discharging its functions.

- Establishment Section

- The Central Civil Service Rules, 1965
- The Central Civil Services (conduc) Rules, 1964
- The civil Procedure Code, 1908

- Purchase Section & Training Section

- Implementation and procurement Guidelines and Manuals of the Centrally Managed Centrally Sponsored Schemes.

- Apprenticeship Section

- Apprentices Act 1961
- Apprenticeship Rule 1992
- Goa Chief Minister's Apprenticeship Policy For Government Establishment-2023

- Asstt. Director (Trg.)-SAMC/Placement In-charge

- DGT website
- Training Manual
- Instructions from Director (Directorate of Skill Development and Entrepreneurship)

(vi) Statement of the categories of documents that are held by it or under its control.

- Establishment Section:

- All documents relating to general Administration
- Recruitment/Promotions

- Exam Cell:

- Examination results

- Apprentice Section

- Apprenticeship contracts signed between Establishments and Apprentices.

- SAMC/Placement Section

- Campus Placement related Annexures as listed below:

- Annexure-III-Campus Company Registration Form
- Annexure-IV- Trainees Registration Form
- Annexure-V- Trainees Shortlisted/Selected by Company/Organization
- Annexure-VI- Suggestion/Feedback Provided by Company
- Annexure-VII- Suggestions of ITI
- Annexure-VIII- Overall Statistics
- Annexure-IX- Consolidated Placement Data obtained after Declaration of Results and Award of Marksheet/Certificate to ITI Graduates
- Annexure-X- Details Placement Information obtained from each ITI Graduate after Declaration of Results and Award of Marksheet/Certificate

- CMKPS Section

- All CMKPS formation records.
- All MoUs, agreements related to CMKPS
- All data of short term skill development courses conducted under CMKPS

- Human Resource Development Foundation (HRDF) Society:

- All HRDF Society formation records.
- All MoUs, agreements related to HRDF
- Details of affiliated Institutes under HRDF and the list of courses conducted by them.

(vii) The 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 or implementation thereof.

- Not applicable.

(viii). A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.

- Apprenticeship Section

- State Apprenticeship Council (SAC)
- State Implementation Review Committee (SIRC)

(ix). A directory of its officers and employees.

Sr. No.	Name of the Officer/ Official	Designation	Contact Number (Office Telephone/ Mobile/fax)
1	2	3	4
1	Shri. Vinayak M. Kambli	Dy. Director (Purchase) holding the charge of the Director (SD&E)	0832-2437059 0832-2437060
2	Shri. Sairaj D. Phadte	Dy. Director (Admn.)	0832-2437225/ Extn. 208
3	Smt. Sheetal Desai	Asstt. Director (Trg.-I)	0832-2437069
4	Shri.J.J. Caldeira, Asstt. Director (Trg-II)	Asstt. Director (Trg.-II)/Dy. Director (Trg.II) Incharge	0832-2437314/ Extn. 230/213
5	Shri Akshay Shirvaikar	Principal (Sr. Scale) holding charge of the Asstt. Controller of Examination	0832-2437059/ Extn. 206
6	Smt. Usha S. Narvekar	Asstt. Account Officer	0832-2437059/ Extn. 207
7	Shri. Samrat Naik Gaonkar	Principal (Jr. Scale) holding charge of the Asstt. Apprentice Advisor	0832-2995059
8	Smt. Filomena Dias	Research Assistant	0832-2437069
9	Smt. Siya Parsekar	Superintendent	0832-2437225/ Extn. 223
10	Smt. Mary Temudo	Group Instructor	0832-2437059/ Extn. 221
11	Shri. Ratnakant Mhapsekar	Group Instructor	0832-2437069
12	Shri Rosario Baptist	Surveyor	0832-2995059/ Extn. 222
13	Shri. Shirish Sangelkar	Vocational Instructor (Theory)	0832-2437314/ Extn. 231
14	Shri. Swapnil S. Desai	Vocational Instructor	0832-2437069
15	Shri. Rohan Fernandes	Vocational Instructor	0832-2437069
16	Shri. Saponil Naik	Vocational Instructor	0832-2437069

Sr. No.	Name of the Officer/ Official	Designation	Contact Number (Office Telephone/ Mobile/fax)
1	2	3	4
17	Smt. Vindhiya Faldessai	Vocational Instructor (Theory)	0832-2437314/ Extn. 213
18	Smt. Siddhi Falkar	Accountant	0832-2437059/ Extn. 228
19	Smt. Surekha Gaonkar	Statistical Assistant	0832-2437069
20	Shri. Saiprasad Parrikar	Programming Assistant	0832-2437069
21	Shri. Sharad T. Gawade	Head Clerk	0832-2437225/ Extn. 227
22	Shri. Pravin Matonkar	Hostel Superintendent	0832-2437225/ Extn. 232
23	Smt. Rosemira Perreira	Jr. Stenographer	0832-2437225/ Extn. 216
24	Smt. Pranali Gaonkar	Jr. Stenographer	0832-2437225/ Extn. 216
25	Shri. Talash Naik	Storekeeper	0832-2437314/ Extn. 229
26	Shri. Minnath Govekar	Upper Division Clerk	0832-2437059/ Extn. 226
27	Smt. Sneha S. Naik	Upper Division Clerk	0832-2995059
28	Smt. Giszelle D'Souza	Upper Division Clerk	0832-2437314/ Extn. 213
29	Smt. Shilpa Kamat	Upper Division Clerk	0832-2437225/ Extn. 216
30	Smt. Taiseen Shah	Upper Division Clerk	0832-2437225/ Extn. 232
31	Shri. Gauresh G. Jalmi	Upper Division Clerk	0832-2437059/ Extn. 212
32	Shri. Durgesh Parulekar	Upper Division Clerk	0832-2437059/ Extn. 228
33	Smt. Manisha Kadkade	Upper Division Clerk	0832-2437225/ Extn. 232
34	Smt. Vidhya Mayekar	Upper Division Clerk	0832-2437059/ Extn. 228
35	Smt. Rehana A. H. Shaikh	Lower Division Clerk	0832-2437225/ Extn. 227
36	Kum. Regina Monteiro	Lower Division Clerk	0832-2437059

Sr. No.	Name of the Officer/ Official	Designation	Contact Number (Office Telephone/ Mobile/fax)
1	2	3	4
37	Kum. Sherry Fernandes	Lower Division Clerk	0832-2437225/ Extn. 232
38	Smt. Surabhi Keni	Lower Division Clerk	0832-2437314/ Extn. 231
39	Shri. Navso Naik	Lower Division Clerk	0832-2437059/ Extn. 228
40	Smt. Priya Hunchimani	Lower Division Clerk	0832-2437059/ Extn. 228
41	Smt. Rupali Sawant	Lower Division Clerk	0832-2995059/ Extn. 210
42	Shri. Sushmai .Naik	Lower Division Clerk	0832-2437225/ Extn. 209
43	Miss Mrinal Mariam de Almeida	Lower Division Clerk	0832-2437314/ Extn. 213
44	Shri. Nakul Veluskar	Driver	0832-2437225
45	Smt. Margarida C.Fernandes	W/Attd.	0832-2437314/ Extn. 213
46	Shri Dashrath Zarmekar	MTS (Peon)	0832-2437059/ Extn. 228
47	Shri Deepak Kunkolkar	MTS (Peon)	0832-2437059/ Extn. 217
48	Shri Jitendra Naik	MTS (Peon)	0832-2437314/ Extn. 230
49	Shri Sangita Panjekar	MTS (Peon)	0832-2437225/ Extn. 209
50	Shri. Yashwant H. Gawas	MTS (Peon)	0832-2437225/ Extn. 209
51	Shri. Krishnakant Parodkar	MTS (Peon)	0832-2437059

Human Resource Development Foundation (HRDF) staff.

Sr. No.	Name of the Officer/ Official	Designation	Contact Number
			Office Telephone/ Mobile/fax
1	2	3	4
1	Smt. Rupa Shirodkar	Lower Division Clerk	0832-2995059/ Extn. 218
2	Shri. Jagdish Gaonkar	Lower Division Clerk	0832-2995059/ Extn. 218
3	Miss Manali Khodginkar	Data Entry operator	0832-2995059/ Extn. 218
4	Smt. Lavisha Ambeskar	Lower Division Clerk	0832-2995059/ Extn. 218

Contract Basis Staff

Sr. No.	Name of the Officer/Official	Designation	Contact Number
			Office Telephone/ Mobile/fax
1	2	3	4
1	Smt. Sneha P. Hazare	Asstt. Director (Trg.)- SAMC/Placement In-charge	0832-2995059/ Extn. 219
2	Shri. Rajesh Lodayekar	Project manager (CMKPS)	0832-2995059/ Extn. 108
3	Smt. Marilyn Rodrigues	Vocational Instructor (C.B.)	0832-2437314/ Extn. 230
4	Smt. Arvi Bhonsle	Vocational Instructor (C.B.)	0832-2437069
5	Smt. Deepti D. Bandothkar	Vocational Instructor (C.B.)	0832-2437059/ Extn. 217
6	Shri. Dhruvsiddhesh Naik	Cordinator (CMKPS)	0832-2995059/ Extn. 108
7	Shri. Omkar Tamboskar	Cordinator (CMKPS)	0832-2995059/ Extn. 108
8	Miss Ayushi Ghadi	Data Entry Operator	0832-2995059/ Extn. 108

Sr. No.	Name of the Officer/ Official	Designation	Contact Number Office Telephone/ Mobile/fax
1	2	3	4
9	Shri. Sanmesh Nerulkar	Data Entry Operator	0832-2995059/ Extn. 108
10	Shri. Pratap Aiwale	MTS	0832-2995059/ Extn. 108
11	Smt. Sushmita Rane	Data Entry Operator	0832-2995059/ Extn. 210
12	Miss. Samita Raut	Data Entry Operator	0832-2995059/ Extn. 210

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provides in its regulations.

Sr. No	Name of the officials	Designation	Pay Matrix Level
1	2	3	4
1	Shri. Aleixo F D Costa	Director (DSDE)	Level-13
2	Shri. Vinayak Kambli	Deputy Director (Training-II)	Level-11
3	Shri. Sairaj Phadte	Deputy Director(Admin)	Level-10
4	Smt. Sheetal Dessai	Asst. Director(Training-I)	Level-10
5	Shri. Joao Jose D A S Caldeira	Asst. Director(Training-II)	Level-10
6	Shri. Samrat Sandesh Naik Gaonkar	Asst. Apprenticeship Advisor	Level-8
7	Smt. Usha S. Narvekar	Asst. Accounts Officer	Level-7
8	Smt. Filomena Dias	Research Assistant	Level-6
9	Smt. Siya Parsekar	Superintendent	Level-7
10	Smt. Mary Temudo	Group Instructor	Level-8
11	Shri. Ratnakant Mhapsekar	Group Instructor	Level-7
12	Shri. Rosario Baptista	Surveyor	Level-7
13	Shri. Saiprasad Parrikar	Programming Assistant	Level-7
14	Shri. Swapnil S. Desai	Vocational Instructor	Level-7
15	Smt. Vindhiya Fal Dessai	Vocational Instructor	Level-7
16	Shr. Shirish Sangelkar	Vocational Instructor	Level-6
17	Shri. Sapnil Naik	Vocational Instructor	Level-7

Sr. No	Name of the officials	Designation	Pay Matrix Level
1	2	3	4
18	Smt. Surekha Gaonkar	Statistical Assistant	Level-5
19	Smt. Siddhi Falkar	Accountant	Level-6
20	Smt. Rosemira P. Pereira	Jr. Stenographer	Level-5
21	Smt. Pranali Gaonkar	Jr. Stenographer	Level-4
22	Shri. Minnath Govenkar	Upper Division Clerk	Level-5
23	Smt. Vidhya V. Mayekar	Upper Division Clerk	Level-4
24	Smt. Manisha S, Kaddade	Upper Division Clerk	Level-4
25	Smt. Giszelle D Souza	Upper Division Clerk	Level-4
26	Smt. Sneha S. Naik	Upper Division Clerk	Level-5
27	Smt. Taiseen Shah	Upper Division Clerk	Level-4
28	Shri. Durgesh Parulekar	Upper Division Clerk	Level-4
29	Smt. Shilpa Kamat	Upper Division Clerk	Level-4
30	Shri. Gauresh G. Jalmi	Upper Division Clerk	Level-4
31	Shri. Talash T Naik	Storekeeper	Level-4
32	Smt. Rehana A. H Shaikh	Lower Division Clerk	Level-3
33	Smt. Regina Monteiro	Lower Division Clerk	Level-2
34	Smt Sherry S Fernandes	Lower Division Clerk	Level-2
35	Smt. Surabhi Keni	Lower Division Clerk	Level-2
36	Shri. Navso V Naik	Lower Division Clerk	Level-2
37	Smt. Priya Hunchimni	Lower Division Clerk	Level-2
38	Smt. Rupali Sawant	Lower Division Clerk	Level-2
39	Kum. Mrinal M. De Almeida	Lower Division Clerk	Level-2
40	Shri. Shushmai S.Naik	Lower Division Clerk	Level-2
41	Shri. Nakul Veluskar	Driver	Level-4
42	Shri. Kalidas V Gawas	Driver	Level-3
43	Smt. Margarida C Fernandes	Workshop Attendent	Level-4
44	Shri, Deepak Kunkolkar	MTS (Peon)	Level-2
45	Shri. Jeetendra P Naik	MTS (Peon)	Level-2
46	Shri.Dasharath Zarmekar	MTS (Peon)	Level-2
47	Smt.Sangita A. Mote	MTS (Peon)	Level-1
48	Shri. Yashvant H Gawas	MTS (Peon)	Level-1
49	Shri. Krishnakant Parodkar	MTS (Peon)	Level-1

Human Resource Development Foundation (HRDF) staff.

Sr. No	Name of the officials	Designation	Pay Matrix Level
1	2	3	4
3	Smt. Rupa Shirodkar	Lower Division Clerk	Level-3
4	Shri. Jagdish Gaonkar	Lower Division Clerk	Level-3
5	Miss Manali Khodginkar	Data Entry operator	---
6	Smt. Lavisha Ambeskar	Lower Division Clerk	---

Contract Basis Staff

Sr. No	Name of the officials	Designation	Monthly Gross Salary
1	2	3	4
1	Smt. Sneha P. Hazare	Asstt. Director (Trg.)- SAMC/Placement In-charge	---
2	Shri. Rajesh Lolayekar	Project manager (CMKPS)	---
3	Smt. Marilyn Rodrigues	Vocational Instructor (C.B.)	---
4	Smt. Arvi Bhonsle	Vocational Instructor (C.B.)	---
5	Smt. Deepti D. Bandodkar	Vocational Instructor (C.B.)	---
6	Shri. Dhruvsiddhesh Naik	Cordinator (CMKPS)	---
7	Shri. Omkar Tamboskar	Cordinator (CMKPS)	---
8	Miss Ayushi Ghadi	Data Entry operator	---
9	Shri. Sanmesh Nerulkar	Data Entry operator	---
10	Shri. Pratap Aiwale	MTS	---
11	Smt. Sushmita Rane	Data Entry Operator	---
12	Miss. Samita Raut	Data Entry Operator	---

- (xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.

Financial year		Budget Estimates	Expenditure in Lakhs
2024-25	Revenue	7000.23	5921.43
	Capital	3434.00	429.12
	Total	10437.23	6350.55

- (xii) The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

-Not applicable-

(xiii) Particulars of recipients of concessions, permits or authorisation granted by it.

-Not applicable-

(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form.

-Nil-

(xv) The particulars of facilities available to citizen for obtaining information, including the working hours of a library, or reading room, if maintained for public use.

-NA-

(xvi) The names, designation and other particulars of the Public Information Officers;

Sr. No.	Name of the Officers	Designation
1	Director of Skill Development & Entrepreneurship	First Appellate Authority
2	Deputy Director (Admn.)	Public Information Officer
3	Asstt. Director (Training)	Public Information Officer
4	Asstt. Accounts Officer	Asstt. Public Information Officer
5	Asstt. Apprenticeship Advisor	Asstt. Public Information Officer
6	Asstt. Controller of Examination	Asstt. Public Information Officer
7	Superintendent	Asstt. Public Information Officer

(xvii) Such other information as may be prescribed; and thereafter update these publications every year.

Information will be updated as and when required.