

Institute of Public Assistance (Provedoria)

Mala, Panaji-Goa.

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

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

Organization :

The Director (Provedoria) is the Head of Department and Joint Director of Accounts is the Head of Office.

The Institute of Public Assistance (Provedoria), comprises of following:-

- The Institute of Public Assistance (Provedoria), Head Office, Mala, Panaji-Goa.
- I.P.A.(Provedoria) South Goa Branch office, Margao, Salcete – Goa .
- Old Aged Homes situated all over Goa.
- Centre for boys & Girls.
- Receiving Centre cum Certified institution for Beggars, at Chimbel.
- Shelter for Protection of Women from Domestic Violence.
- Night Shelter for homeless.

The Institute of Public Assistance (Provedoria) is headed by Director and Joint Director of Accounts, Head of Office.

The South Goa Branch Office, Margao is headed by Assistant Director who is also drawing & disbursing Officer.

Old Aged Homes & Centre for boys & Girls are headed by Incharges of concerned Asylum/Centres.

Recolhimento de Serra, Altinho, Panaji and Asylum of Majorda are notified as Shelter for Protection of Women from Domestic Violence.

Recolhimento de Serra, Altinho, Panaji is notified as Night Shelter for homeless.

Functions of Head Office, IPA(Providoria),Mala, Panaji, South Goa Branch, Margao and Old Aged Homes, Centres for boys & Girls, Beggars Home, Shelter for protection of Women & Night Shelter are as follows:

1) Institute of Public Assistance (Providoria), Mala, Panaji, being a Head office has a following sections:-

- a) **Administration/Establishment Section:-**looks after the establishment matters of the Head Office, the Old Aged Homes/Children Homes under the Providoria. The Section also deals with routine administrative matters including scrutiny of files and correspondence concerning the staff of the entire Office/Institutions. Appointments, regularization, confirmation, increment, service matters, work allocation, seniority, MACP, transfers, leave accounts, vehicle movement and maintenance, advances, pension benefits of staff and other miscellaneous matters. Routine issues like purchase of dietary and non dietary articles of 10 old age homes and 2 Shelter homes of Children.
- b) **Accounts Section:-** looks after the accounts, salaries, pay/allowances, gratuity, pension, provident fund, passing of all the bills of Head Office & Institutions
- c) **Welfare Section:-**looks after(I) Goa Scheme for Immediate Relief i.e.
 - i) Free supply/Purchase of Medicine.
 - ii) Supply of free spectacles.
 - iii) Assistance for burial/Cremation.
 - iv) Assistance for stranded visitor
 - v) Financial Assistance to the Physically Handicapped for purchase of Artificial Aid.
 - vi) Chief Minister's Discretionary funds
 - vii) Minister for Providoria's Discretionary grants
 - viii) Contribution to Relief funds.
- d) **Programme Section:** Deals with following schemes:-
 - i) Home for the Aged
 - ii) Centres for Boys and girls -
 - iii) Night Shelter for Homeless
 - iv) Receiving Centre cum Certified institution for Beggars at Chimbel.
 - v) Shelter for Protection of Women under Domestic Violence Act.
 - vi) Routine issues like purchase of dietary and non dietary articles of 10 old age homes and 2 Shelter homes of Children.
- e) **Technical Section:-**Deals with the maintenance and repairs of Providoria buildings used as Old Age Homes and Children Centres, IPA(Providoria) properties, tenders for lease, plucking of coconuts from Providoria properties and distribution of coconuts to various institutions is also handled by this section, in addition to inspection and development of IPA(Providoria) properties.

I.P.A.(Provedoria) South Goa Branch office, Margao

- To co-ordinate and supervise all the South Goa Institutions
- To implement the schemes to the underprivileged & down trodden and provide immediate help and assistance to mitigate the suffering of the people of South Goa District.

2) Old Aged Homes :

Admission for Male & female inmates of +55 years free of charge, in case of abandoned persons and helpless aged persons in indigent condition living alone unable to manage on their own are provided shelter in 10 Old Age Homes subject to the condition to furnish the required documents.

3) Centres for Boys & Girls:

Provides shelter, food, clothing, health care and medical facilities to orphans, destitute and deserving non –orphan children of the age group of 5 to 18 years.

The Children admitted are imparted education in the nearby schools. The entire expenditure in education and health care is met by Provedoria.

4) Receiving Centre cum Certified institution for Beggars at Chimbel.

The orders remanding and convicting the beggars to the receiving centre are issued by the Judicial Magistrate and are assisted by the Goa Police in the operation of arrests of beggars.

5) Shelter for Protection of Women from Domestic Violence.

The application for protection Orders are made by the Protection Officers notified by the Directorate of Women and Child Development.

6) Night Shelter for homeless.

The Recolhimento de Serra at Altinho, Panaji has been declared as Night Shelter for the whole of Goa.

II) Power and duties of Officers and employees

Sr. No.	Name & Designation	Powers and Duties
1.	Mrs. Upasana Mazgaonkar, Director	<ul style="list-style-type: none"> ❖ Head of Department. ❖ First Appellate Authority under R.T.I. Act . ❖ Chairman of Group 'C' & 'D' D.P.C./D.S.C. of Provedoria ❖ Member of Group 'B' D.P.C./D.S.C. of Provedoria ❖ Public Grievances Officer ❖ Member Secretary of Council of Provedoria
2.	Shri. Uday L. Naik Madkaikar, Joint Director of Accounts	<ul style="list-style-type: none"> ❖ Discharge all the function of Head Of Office. ❖ Overall supervision of Administration and financial matters ❖ Signing of Correspondence.
3.	Mrs. Sushila L. Naik, Assistant Director	<ul style="list-style-type: none"> ❖ Over all Incharge of Office. ❖ Overall Incharge of Admn. ❖ Incharge of all Old Age Homes. ❖ Incharge for reply LAQ's. ❖ High Court and other Court Matters other then the Technical Section. ❖ Any other work entrusted by the Superiors from time to time.
4.	Shri Laximan Humraskar, Assistant Engineer	<ul style="list-style-type: none"> ❖ Incharge of Technical Section ❖ Maintenance and Repair of all Provedoria buildings/ Old Age Homes/Child Care Centres and Head Office and South Goa Branch office. ❖ Responsible for rent recovery of Provedoria's building and properties.
5.	Mrs. Vishwari Chari Assistant Accounts Officer	<ul style="list-style-type: none"> ❖ Submitting Utilization Certificate to Admn. Section. ❖ Audit and Audit observation and its Compliance ❖ Responsible for disbursing of salary, funds to South Goa Branch Office ,Margao. ❖ Any other work entrusted by the Superiors from time to time.
6.	Smt. Soniya Phadte, Programme Officer (Contract)	<ul style="list-style-type: none"> ❖ Incharge of all Old Age Homes /Child Care Institutions of North Goa. ❖ Incharge of welfare of Senior Citizens ❖ Donation in kind and cash. ❖ Any other work entrusted by the Superiors from time to time.

7.	Sr.Stenographer / Superintendent	<ul style="list-style-type: none"> ❖ Overall Incharge of Admn/Estt Section. ❖ Control over Inward/Outward, ❖ Distribution of correspondence & files ❖ Monitoring Attendance and issuing certificate to Accounts Section. ❖ All confidential matters including APAR of all staff. ❖ Discharging all functions as PIO under RTI Act.,2005. ❖ Attending all Governor, Hon'ble Chief Minister, Minister for Provedoria, Chief Secretary, Secretary (Provedoria) references. ❖ High Court Matters. ❖ Maintaining Locker with proper Account. ❖ To look after the work of Sr. Steno in addition to her duties. ❖ Any other work entrusted by the Superiors from time to time.
8.	Smt. Surat Gaunekar, Accountant	<ul style="list-style-type: none"> ❖ Overall Supervision in Accounts Section. ❖ Reconciliation of Bank A/c. ❖ Custody of Fixed Deposits. ❖ Preparation of Budget ❖ Follow up the bills of Grant –In-Aid. ❖ Maintaining and updating of cash book/Ledgers. ❖ Maintaining and updating of Bank book ❖ Maintaining of Permanent Advance. ❖ Attending Audit. ❖ Any other work entrusted by the Superiors from time to time.
9.	Antonio J.V.S. D'Souza, Head Clerk	<ul style="list-style-type: none"> ❖ Responsible for Establishment Section. ❖ Creation/Abolition of post. ❖ Framing of R.R.s. ❖ Recruitment of staff. ❖ Election matters ❖ Transfers. ❖ Promotions. ❖ Seniority of all staff. ❖ Maintaining all important circulars of Government. ❖ Issue of Log Books. ❖ Bonus. ❖ Any other work entrusted by the Superiors from time to time.
10.	Alda Botelho, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Lifting of probation and confirmation of Staff. ❖ MACP. ❖ Pension, Gratuity, NDPS,, Group Insurance matters. ❖ Roster. ❖ VRS. ❖ Any other work entrusted by the Superiors from time to time.

11.	Jose Rodrigues, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Procurement and supply of Dietary and non-Dietary articles to all Institutions of North Goa and settlement of all bills. ❖ Any other work entrusted by the Superiors from time to time.
12.	Vishaka V. Naik, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Inward and distribution of all the correspondence. ❖ Outward all the correspondence. ❖ Maintaining Stamps registers. ❖ Any other work entrusted by the Superiors from time to time.
13.	Jaipratap Dessai, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Attending Court, Liaisoning in Advocate 's Offices and Liaisoning the technical works. ❖ Maintaining records of all property of IPA(Provedoria). ❖ Auctioning the fruit bearing trees. ❖ Maintenance of Staff quarters of Provedoria. ❖ Any other work entrusted by the Superiors from time to time.
14.	Nidhi Nilesh Divkar, Upper Division Clerk/Cashier	<ul style="list-style-type: none"> ❖ Disbursement of all payment by ECS mode ❖ Payment of GST. ❖ Writing of cash book. ❖ Reconciliation of Accounts with Bank book ❖ Any other work entrusted by the Superiors from time to time.
15.	Xec Ruksana Begam, Upper Division Clerk	<ul style="list-style-type: none"> ❖ GPF : Posting, Advance, Withdrawal, issuing slip, settlement. ❖ GEGIS: Posting and settlement. ❖ Preparation of pension bill. ❖ Preparation of vouchers. ❖ Any other work entrusted by the Superiors from time to time.
16.	Smt. Pancy Miranda e Sequeira, Accounts Clerk	<ul style="list-style-type: none"> ❖ Purchase and Maintenance of Computer. ❖ Purchase and Maintenance of Xerox. ❖ Purchase and Maintenance of UPS. ❖ Purchase and Maintenance Telephone. ❖ Issue of I.D. Card. ❖ Newspaper. ❖ Training Matter. ❖ Any other work entrusted by the Superiors from time to time.
17.	Simantini N. Salgaonkar, Accounts Clerk	<ul style="list-style-type: none"> ❖ Preparation of Salary Bill of all staff ❖ Processing other bills. ❖ Ledger posting. ❖ Responsible for GST. ❖ Maintaining of all challans including deputation staff. ❖ Maintaining NDCPS and issuing slips. ❖ Any other work entrusted by the Superiors from time to time.

18.	Smt. Sangita H. Mandrekar, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Maintaining Personal files of all staff. ❖ Processing of all types of Leave ❖ Settlement of TA/DA, Tuition fees, Medicine bills. ❖ LTC ❖ Any other work entrusted by the Superiors from time to time.
19.	Smt. Nisha Shetye, Lower Division Clerk	<ul style="list-style-type: none"> ❖ To look after the work of Electricity/ ❖ Water/ Telephone Bills of Office and ❖ Institutions. ❖ Admission and Discharge of Senior Citizens. ❖ Admission and Discharge of Child Care Institutions of North Goa. ❖ Any other work entrusted by the Superiors from time to time.
20.	Prafulla Shetye, Lower Division Clerk	<ul style="list-style-type: none"> ❖ Medicine under(Goa Immediate Relief Scheme). ❖ Recruitment of Staff from Goa Human Resource Development - Utility Attendant & Security. ❖ Recruitment of Staff from Goa Recruitment and Employment Society ❖ Maintenance of Vehicles ❖ Purchase and Distribution of Stationery. ❖ Dead stock registers. ❖ Weeding of records. ❖ Any other work entrusted by the Superiors from time to time.
21.	Shri. Mayur Naik, Lower Division Clerk	<ul style="list-style-type: none"> ❖ Assisting Engineering wings. ❖ Website ❖ Any other work entrusted by the Superiors from time to time.
22.	Shri Jaidev Mainekar, Driver (GA-07-7023 TATA SUMO)	<ul style="list-style-type: none"> ❖ Maintaining the vehicles in good conditions. ❖ Servicing of the Vehicles shall be done time to time. ❖ Maintaining Log Books of the vehicles. ❖ Tool kits shall be in custody of the ❖ Driver of the respective vehicles. ❖ Any other work entrusted by the Superiors from time to time.
23.	Shri Krishna Kuttikar, Driver (GA-07-C-1011- TATA-ETIOS)	
24.	Jitendra Naik, Driver (Contract) (GA-07-C5995 Wagon –R)	
25.	Shri Casmiro Fernandes, Peon	<ul style="list-style-type: none"> ❖ Opening and closing the Office- ❖ <u>Weekly Rotation basis</u> ❖ Delivery of tapal, - Weekly On rotation basis ❖ Attending Director and all Officers. ❖ Maintaining of all tables ❖ Removing cobwebs on every 15 days. ❖ Responsible to keep the premises neat and clean including compound of the building. ❖ Any other work entrusted by the Superiors from time to time.
26.	Shri. Sainath K. Tamboskar, Peon	

South Goa Branch Office, Margao

Sr. No.	Name & Designation	Powers and Duties
1.	Smt. Sushila L. Naik Assistant Director, South Branch, Margao	<ul style="list-style-type: none"> ❖ Matters pertaining to South Goa Branch Office; ❖ Matters pertaining to Asylums in South Goa/Welfare Section South; ❖ Custodian for Provedoria Properties situated in South Goa as per Order No. 1-135/2012-13/IPA/3628 dated 18/03/2013; ❖ PIO under RTI Act,2005 for South Goa Office including Asylums; ❖ Nodal Officer for matters pertaining to Information Technology; ❖ Any other work assigned by the Superiors from time to time.
2.	Smt. Asha Velip, Head Clerk	<ul style="list-style-type: none"> ❖ Supervision and scrutinizing work related to the Administrative section and Establishment such as all service matters leave account, increments, distribution of correspondence, furniture fixtures stationery dead Stock Register maintenance of Office computer telephone, GBBN Connection, Election matters. Work related to Welfare section such as Immediate Relief Scheme, Admission of senior Citizens in Old Age Homes, Donations and: ❖ Maintenance of Vehicle, maintenance of properties of South Goa, Plucking of coconuts and distribution to the Institution, seasonal work of coconut gardens. supply of dietary and non dietary articles. Any other work entrusted by Asst. Director
3.	Shri Balkrishna Prabhu Dessai, Accountant	<ul style="list-style-type: none"> ❖ Supervision and scrutinizing work related to the Accounts Section. Preparation of budget of South Goa Branch, verification of pay bills, filing of quarterly Income tax returns, cash books, general ledger, monthly statement of accounts, bank reconciliation, online payment of TDS on GST and filing of GST returns. Maker for online current account with State Bank of India Margao. Attending Statutory/CAG Audit . Any other work entrusted by Asst. Director.
4.	Smt. Zamira Mascarenhas, Upper Division Clerk	<ul style="list-style-type: none"> ❖ Work related to all General Establishment, service matters, personal files leave account maintenance of Office computer telephone GBBN Connection, furniture fixtures stationery ,Dead Stock Register, Election matters. ❖ Welfare section such as Immediate Relief Scheme, and processing of bills. Admission of senior Citizens in Old Age Homes . Any other work entrusted by Asst. Director.

5.	Smt. Shradha T. Naik, Upper Division Clerk/Cashier	❖ Discharging functions of Cashier of South Goa Branch, preparation of pay bills, maintenance of PBR and Bill register, and all personal claims of Staff of South Goa, bank reconciliation, writing of cash book and posting General Ledger, filing of quarterly Income tax returns, Maintenance of Permanent Advance, Imprest Cash. Scrutiny of Pay bills of Utility Attendants and DRE Employee, Pay bills of Honorary Doctors. Any other work entrusted by Asst. Director.
6.	Shri. Harish D. Kankonkar, Lower Division Clerk	❖ Work related to Administrative Section i.e. Inward and Outward and maintenance of service postage stamp. ❖ Work related to Accounts Section such as scrutiny of all bills of various suppliers of Asylum of Margao, Loutulim and Centre of Cuncolim, Majorda, Chinchinim. Preparation of Vouchers and maintenance Bill register and budget controlled register. Any other work entrusted by Asst. Director.
7.	Shri Umesh Naik, Servant (MTS)	❖ Opening and closing office, sweeping and moping of office, assisting Inward/Outward clerk for dispatch of correspondence. ❖ Driving the Office vehicle, assisting cashier for banking related work.

Old Aged Homes/Children Centres of Provedoria-North& South Goa.

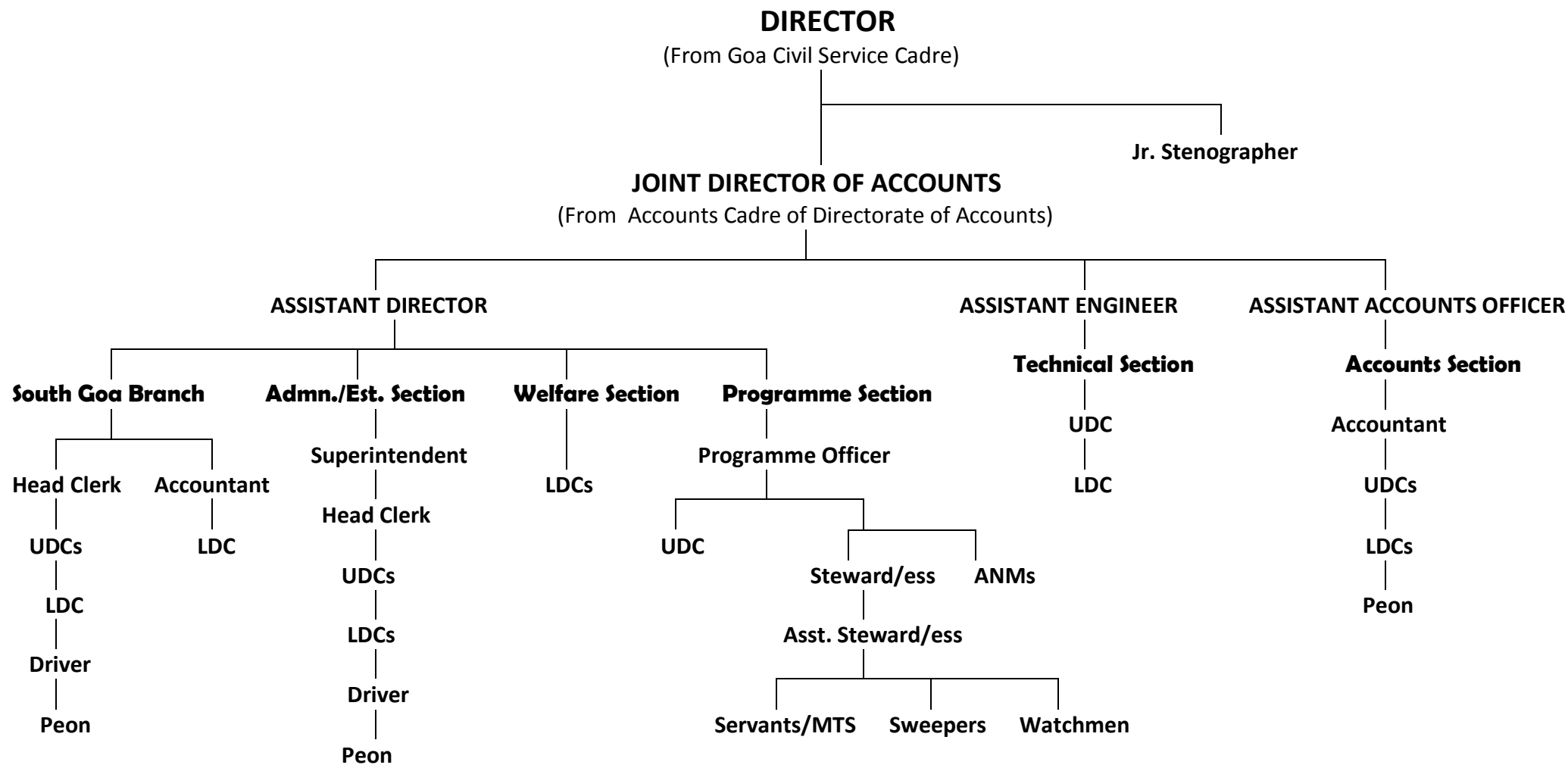
Sr. No.	Name & Designation	Powers and Duties
1.	Shri Bhagwan Tamboskar, Steward	Steward/Assistant Steward are fully responsible for day to day proper maintenances of the homes with regard to cleanliness, care of inmates, supervision and control of staff. They should ascertain that the needs of the inmates are adequately met by providing food (breakfast, lunch, evening tea and dinner) medicine, medical help, security, recreational need for the inmates etc., There is no specific guidelines for responsibilities/ duties of these staff framed. However, instructions by way of circulars/orders etc., have been issued from time to time depending upon the exigencies and needs.
2.	Shri Ramanand Halarnkar, Steward	
3.	Mrs. Krutika Gaude, Stewardess	
4.	Mrs. Mangal Pednekar, Stewardess	
5.	Shri. Sandip Sawant, Steward	
6.	Mrs. Sandhya Sawant, Stewardess	
7.	Mrs. Wendy Grace Mascarenhas, Stewardess	
8.	Shri Gaurish Naik, Steward	
9.	Mrs. Bharati Mangaonkar, Stewardess	
10.	Shri Kailas Naik, Steward	
11.	Shri Sainath V. Bhodji, Asst. Steward	
12.	Shri Sushant Parab, Asst. Steward	
13.	Shri Bharat Parab, Asst. Steward	
14.	Shri. Deepak Mopkar, Asst. Steward	
15.	Smt. Shruti S. Mhato, Asst. Stewardess	
16.	Smt. Rekha Khadpe, Asst. Stewardess	
17.	Shri Anand Sawant, Asst. Steward	

18.	Shri Nanda Gawas, ANM	<p>Taking Round every day to all the inmates, Bedding, Checking of BP/Temperature & Pulses Medicines to be given as prescribed by Doctor, Dressing to wounds/cutting of nails/combing hair, Sponge bath for bedridden. To remain present at the time of bath to the other inmates, Maintenance of patients dossier, Feeding/Lunch, tea etc., to take the inmates to the hospital/doctor whenever necessary. Calling Doctor/ Shifting to a hospital, in case of emergency.</p> <p>Servants and Sweepers are totally responsible to keep the Institutions clean, neat and tidy. They have to cook the food for the inmates and serve the food to the inmates and wash the plates of the inmates. He/ she is suppose to feed the bed ridden inmates and also wash their plates and mugs. They have to assist the ANM for sponging the bedridden inmates.</p> <p>They have to clean the bed ridden inmate's bed pans. They are responsible for sweeping of the compound and watering the plants. They are responsible for maintaining the cleanliness of the toilets, bathrooms and wash basins. They have to punctual in attendance.</p>
19.	Smt. Manasheela M Naik, ANM	
20.	Succorinha Fernandes, ANM	
21.	Smt. Mumtaj Shaikh, ANM	
22.	Smt. Milan Mayekar, ANM	
23.	Smt. Reshmi Lawande, ANM	
24.	Smt. Shanta Harijan, ANM	
25.	Smt. Supriya Naik, Servant	
26.	Smt. Jyoti S.S. Lotlikar, Servant	
27.	Smt.Manda Vernekar, Servant	
28.	Shri Paulino D'Souza, Servant	
29.	Shri Assumcao D'Costa, Servant	
30.	Shri Belmiro Fernandes, Servant	
31.	Kum. Maria Afonso Dias, Servant	
32.	Smt. Satyawa Pujari, Servant	
33.	Shri Paulo Rodrigues, Servant	
34.	Smt. Beningna Fotto, Servant	
35.	Smt. Savitri Kankonkar, Servant	
36.	Smt. Jayalaxmi Komnoor, Servant	
37.	Shri Natalino D'Souza, Servant	
38.	Smt. Mangala Karekar, Servant	
39.	Smt. Anjali Prabhu Kamble, Servant	
40.	Smt. Antonetta D'Souza, Servant	
41.	Smt. Rekha Kamble, Servant	
42.	Shri. Shamsunder Parxemkar, Servant	
43.	Smt. Alka Vaingankar, Servant	
44.	Smt. Poornima Morajkar, Servant	
45.	Smt. Karishma Kuttikar, Servant	
46.	Shri Aniket Halarnkar, Servant	
47.	Smt. Adity Narvekar, Servant	
48.	Shri Nilesh Aroskar, Servant	
49.	Shri Rama Ganoji, Servant	
50.	Shri Dinesh Shirvoikar, Servant	

51.	Smt. Shanta Madkaikar, Servant	
52.	Shri Sidesh Polaji, Servant	
53.	Shri Gopal Raval, Servant	
54.	Shri Antonio Fernandes, Servant	
55.	Shri Gorakhnath Bhishi, Servant	
56.	Shri Laxman Naik, Servant	
57.	Smt. Savita Shetye, Servant	
58.	Smt. Reshmi N. Naik, Servant	
59.	Shri. Dilip Madhav, Servant	
60.	Smt. Aruna Karapurkar, Servant	
61.	Shri. Umesh Gaonkar, Servant	
62.	Smt. Jamcy Goes, Servant	
63.	Shri. Ramanand C. Naik, Servant	
64.	Smt. Rajanani Ezhumayil, Sweeper	
65.	Smt. Luciana Mendes, Sweeper	
66.	Smt.Suwarta Yesudas, Sweeper	
67.	Smt. Gaurava Jamuni, Sweeper	
68.	Smt. Prema Nandigam, Sweeper	
69.	Smt. Mahadevi Galatgi, Sweeper	
70.	Shri. Egidius D'Cunha, Sweeper	
71.	Shri Rohidas Narvekar, Watchman	<p>To perform watch and ward duties to safeguard the materials stored in their respective Asylum from miscreants/thieves.</p> <p>To perform shift duties around the clock.</p> <p>Not allow any unknown person to enter the Asylums with proper permission from the competent authority.</p> <p>Follow the Circular, rules and regulation issued from time to time.</p>
72.	Shri. Mahadev U. Toraskar, Watchman	
73.	Shri. Nitin Mahale, Watchman	
74.	Shri. Deepchand Naik, Watchman	

(III) The Procedure followed in the decision making process, including channels of supervision and accountability {Section 4(1)(b)(iii)}

ORGANISATIONAL SETUP OF I.P.A.(PROVEDORIA)



(iv) Norms for the discharge of functions(Section 5 (1)(b)(iv)}

Institute of Public Assistance (Provedoria) created by Legislative Diploma No. 1.200 dated 7/8/1947 is an autonomous body with juridical personality, enjoying administrative and financial autonomy under Legislative Diploma 1984 dated 14/4/1960.

Institute of Public Assistance (Provedoria) also follow the Guidelines Office Memorandums, Orders, Instructions issued by the Government of Goa from time to time.

(v) The rules, regulations, instructions, manuals and records for discharging functions {Section 4(1)(b)(v)}:-

Names of Acts, Rules and Manuals	
1.	Central Civil Service (Conduct)Rules, 1964.
2.	Central Civil Service (Classification, Control & Appeal) Rules, 1965.
3.	Central Civil Service (Pension) Rules, 1972.
4.	Legislative Diploma No. 1984 dated 14/4/1960 & Amendment to Article 16 dated 01/10/2001.
5.	Rules for Admission and Discharge of Orphans, Non-Orphans to the Institution Rules, 1985.
6.	IPA(Provedoria), Recruitment Rules 1996.
7.	IPA(Provedoria), Recruitment Rules 2004
8.	IPA(Provedoria), Recruitment Rules 2005
9.	Goa Scheme for Immediate Relief Rules,1997 & Amendments 2000, 2004, 2011, 2013
10.	Goa Scheme for Financial Assistance to the Physically Handicapped for the Purchase of Artificial Aids Rules 1979 & Amendment 2012.
11.	Goa Daman and Diu Prevention of Begging Act.
12.	Protection of Women from Domestic Violence
13.	Night Shelter for Homeless

(vi) A statement of the categories of documents that are held by it or under its control:

(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:

(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 the boards, Councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public is shown below:

1)	Name of the Committee consisting of two or more members	Council of Provedoria
	Whether meeting of the Committee /Board open to Public	No
	Whether minutes of the meeting accessible to Public	Yes, under Right to Information Act, 2005.

2)	Name of the Committee consisting of two or more members	Visiting Committee for old Age Homes and Orphanages of IPA (Provedoria)
	Whether meeting of the Committee /Board open to Public	No
	Whether minutes of the meeting accessible to Public	Yes, under Right To Information Act, 2005.

(IX) Directory of Officers and employees (Section 4 (a)(b)(ix) :

Sr. No.	Name of the Office/Institution	Contact No.
1	IPA(Provedoria), Head Office, Mala, Panaji-Goa	0832-2223356/ 2223357/2426657 Fax – 0832-2221934 Email -provedoria1984@gmail.com
2	Recolhimento de Serra	0832- 2220982
3	Asylum of Candolim	0832- 2489935
4	Asylum of Mapusa	0832- 2256238
5	Asylum of Chimbél	0832- 2443856
6	Victor Da Gama Retirement Home	0832- 2409673
7	Centre of Goa-Velha	0832-2217451
8	Centre of Candolim	0832-2489737
9	South Goa Branch Office, Margao	0832-2712730 Fax – 0832-2712730 Email -ipasouthgoa@gmail.com
10	Asylum of Margao	0832- 2713294
11	Asylum of Loutulim	0832- 2858514
12	Asylum of Chinchinim	0832- 2864199
13	Centre of Cuncolim	0832- 2866383
14	Asylum of Majorda	0832- 2791362

(X) Monthly remuneration received by each of the Officers and employees including the system of compensation as provided in the regulations (Section 4(1)(b)(x):

Sr. No.	Name & Designation	Pay Level / Pay Scale
1.	Mrs. Upasana Mazgaonkar, Director	Level 13
2.	Shri. Uday L. Naik Madkaikar, Jt. Director of Accounts	Level 12
3.	Mrs. Sushila L. Naik, Assistant Director	Level 7
4.	Shri Laximan Humraskar, Assistant Engineer	Level 7
5.	Mrs. Vishwari Chari, Assistant Accounts Officer	Level 11
6.	Smt. Soniya Phadte, Programme Officer (Contract)	Level 7
7.	Smt. Surat Gaunekar, Accountant	Level 7
8.	Antonio J.V.S. D'Souza, Head Clerk	Level 6
9.	Alda Botelho, Upper Division Clerk	Level 5
10.	Jose Rodrigues, Upper Division Clerk	Level 5
11.	Vishaka V. Naik, Upper Division Clerk	Level 5
12.	Jaipratap Dessai, Upper Division Clerk	Level 5
13.	Nidhi Nilesh Divkar, Upper Division Clerk	Level 4
14.	Xec Ruksana Begam, Upper Division Clerk	Level 3
15.	Smt. Pancy Miranda e Sequeira, Accounts Clerk	Level 3
16.	Simantini N. Salgaonkar, Accounts Clerk	Level 2
17.	Smt. Sangita H. Mandrekar, Upper Division Clerk	Level 2
18.	Smt. Nisha Shetye, Lower Division Clerk	Level 2
19.	Prafulla Shetye, Lower Division Clerk	Level 2
20.	Shri. Mayur Naik, Lower Division Clerk	Level 2
21.	Shri Jaidev Mainekar, Driver	Level 6
22.	Shri Krishna Kuttikar, Driver	Level 4
23.	Jitendra Naik, Driver (Contract)	
24.	Shri Casmiro Fernandes, Peon	Level 2
25.	Shri. Sainath K. Tamboskar, Peon	Level 1
26.	Smt. Asha Velip, Head Clerk	Level 6
27.	Shri Balkrishna Prabhu Dessai, Accountant	Level 7
28.	Smt. Zamira Mascarenhas, Upper Division Clerk	Level 5
29.	Smt. Shradha T. Naik, Upper Division Clerk	Level 3
30.	Shri. Harish D. Kankonkar, Lower Division Clerk	Level 2
31.	Shri Umesh Naik, Servant (MTS)	Level 1
32.	Shri Bhagwan Tamboskar, Steward	Level 4

33.	Shri Ramanand Halarnkar, Steward	Level 5
34.	Mrs. Krutika Gaude, Stewardess	Level 4
35.	Mrs. Mangal Pednekar, Stewardess	Level 4
36.	Shri. Sandip Sawant, Steward	Level 4
37.	Mrs. Sandhya Sawant, Stewardess	Level 4
38.	Mrs. Wendy Grace Mascarenhas, Stewardess	Level 4
39.	Shri Gaurish Naik, Steward	Level 3
40.	Mrs. Bharati Mangaonkar, Stewardess	Level 2
41.	Shri Kailas Naik, Steward	Level 2
42.	Shri Sainath V. Bhodji, Asst. Steward	Level 2
43.	Shri Sushant Parab, Asst. Steward	Level 2
44.	Shri Bharat Parab, Asst. Steward	Level 2
45.	Shri. Deepak Mopkar, Asst. Steward	Level 2
46.	Smt. Shruti S. Mhato, Asst. Stewardess	Level 2
47.	Smt. Rekha Khadpe, Asst. Stewardess	Level 2
48.	Shri Anand Sawant, Asst. Steward	Level 4
49.	Shri Nanda Gawas, ANM	Level 6
50.	Smt. Manasheela M Naik, ANM	Level 6
51.	Smt. Succorinha Fernandes, ANM	Level 5
52.	Smt. Mumtaj Shaikh, ANM	Level 5
53.	Smt. Milan Mayekar, ANM	Level 5
54.	Smt. Reshmi Lawande, ANM	Level 4
55.	Smt. Shanta Kamble, ANM	Level 2
56.	Smt. Supriya Naik, Servant	Level 4
57.	Smt. Jyoti S.S. Lotlikar, Servant	Level 3
58.	Smt. Manda Vernekar, Servant	Level 3
59.	Shri Paulino D'Souza, Servant	Level 3
60.	Shri Assumcao D'Costa, Servant	Level 1
61.	Shri Belmiro Fernandes, Servant	Level 3
62.	Kum. Maria Afonso Dias, Servant	Level 3
63.	Smt. Satyawa Pujari, Servant	Level 3
64.	Shri Paulo Rodrigues, Servant	Level 2
65.	Smt. Beningna Fotto, Servant	Level 1
66.	Smt. Savitri Kankonkar, Servant	Level 1
67.	Smt. Jayalaxmi Komnoor, Servant	Level 1
68.	Shri Natalino D'Souza, Servant	Level 1

69.	Smt. Mangala Karekar, Servant	Level 1
70.	Smt. Anjali Prabhu Kamble, Servant	Level 1
71.	Smt. Antonetta D'Souza, Servant	Level 1
72.	Smt. Rekha Kamble, Servant	Level 1
73.	Shri. Shamsunder Parxemkar, Servant	Level 1
74.	Smt. Alka Vaingankar, Servant	Level 1
75.	Smt. Poornima Morajkar, Servant	Level 1
76.	Smt. Karishma Kuttikar, Servant	Level 1
77.	Shri Aniket Halarnkar, Servant	Level 1
78.	Smt. Adity Narvekar, Servant	Level 1
79.	Shri Nilesh Aroskar, Servant	Level 1
80.	Shri Rama Ganoji, Servant	Level 1
81.	Shri Dinesh Shirvoikar, Servant	Level 1
82.	Smt. Shanta Madkaikar @ Urmi U. Gauns, Servant	Level 1
83.	Shri Sidesh Polaji, Servant	Level 1
84.	Shri Gopal Raval, Servant	Level 1
85.	Shri Antonio Fernandes, Servant	Level 1
86.	Shri Gorakhnath Bhishi, Servant	Level 1
87.	Shri Laxman Naik, Servant	Level 1
88.	Smt. Savita Shetye, Servant	Level 1
89.	Smt. Reshmi N. Naik, Servant	Level 1
90.	Shri. Dilip Madhav, Servant	Level 1
91.	Smt. Aruna Karapurkar, Servant	Level 1
92.	Shri. Umesh Gaonkar, Servant	Level 1
93.	Smt. Jamcy Goes, Servant	Level 1
94.	Shri. Ramanand C. Naik, Servant	Level 1
95.	Smt. Rajanani Ezhumayil, Sweeper	Level 1
96.	Smt. Luciana Mendes, Sweeper	Level 3
97.	Smt.Suwarda Yesudas, Sweeper	Level 3
98.	Smt. Gaurava Jamuni, Sweeper	Level 1
99.	Smt. Prema Nandigam, Sweeper	Level 1
100.	Smt. Mahadevi Galatgi, Sweeper	Level 1
101.	Shri. Egidius D'Cunha, Sweeper	Level 1
102.	Shri Rohidas Narvekar, Watchman	Level 1
103.	Shri. Mahadev U. Toraskar, Watchman	Level 1
104.	Shri. Nitin Mahale, Watchman	Level 1
105.	Shri. Deepchand Naik, Watchman	Level 1

(xi) The budget allocation to each agency{(Section 4 (1)(b)(xi)}

ANNEXURE III

INSTITUTE OF PUBLIC ASSISTANCE (PROVEDORIA)
MALA – PANAJI

Demand No. 30 (Revised)

Major Head:-2235-Social Security and Welfare (N.P.)

60- Other Social Security and Welfare Programmes

800 - Other Expenditure

01-Lotteries

31-Grant-in-Aid..... 1475.00

03-One time Grants for Upgradation of Institutions under (Prov) 300.00

31-Grant –in-Aid

Sr.No.	Year 2020-21	Amount in (Lakhs)
1	2	3
	HEAD	Budget Provision 2020-21
01-	Salaries/wages/Leave salary Encashment	807.00
02-	Payment of Pension	315.00
03-	Immediate Relief Schemes	30.00
04-	Maintenance of Vehicles	2.00
05-	Petrol, Oil & Lubricants	3.00
06-	Chief Minister's Disc. Fund	90.00
07-	Providoria Minister's Disc. Fund	5.00
08-	Payment of Gratuity, Commutation of Pension	90.00
09-	TA/DA & other Benefits	0.20
10-	Office expenses	13.00
11-	Furniture, Fixtures & Equipments	7.00
12-	Maintenance of Property	20.00
13-	Maintenance of Institutions	90.00
14-	Professional Fees/Legal Fees	2.60
15-	Group Insurance	-
16-	Other Expenditure/Bank charges	0.20
		1475.00
17-	Upgradation of Institutions	300.00
	Total	1775.00

Note:- The amount budgeted at column No.03 is subject to release of Grants by Government.

[Signature]
Acctt.
22/04/2020

[Signature]
Asst. Accts. Officer
21/3/2020

[Signature]
Joint Director of Accounts
04/05/2020

[Signature]
Director

(xii) The manner of execution of subsidy program (Section 4 (1) (b)(xii))

Not applicable

(xiii) Particulars of recipients of concessions permits to authorizations granted (Section 4(1)(b)(xiii))

Not applicable

(xiv) Information available in an electronic form (Section 4(1)(b)(xiv))

Not applicable

(xv) **Particulars of facilities available to citizen for obtaining information (Section 4(1)(b)(xv))**

Sr.No.	Facility available	Nature of information available
1.	Website http://ipagoa.org.in	Information pertaining to this Institute

(xvi) **Name, designation and other particulars of Public Information Officers (Section 4(1)(b)(xvi))**

Sr.No.	Name & Designation of the Officer	First Appellate Authority/Public Information Officer/ Assistant Public Information Officer	Postal Address	Telephone No.
1.	Mrs. Upasana Mazgaonkar Director	First Appellate Authority	Institute of Public Assistance (Providoria), Mala, Panaji-Goa	2223357
	Superintendent	Public Information Officer		2223356
	--	Assistant Public Information Officer		
2.	Assistant Director	Public Information Officer	Institute of Public Assistance (Providoria) South Goa Branch Office, Margao	2712730
	Mrs. Asha Velip, Head Clerk	Assistant Public Information Officer		

(xvii) **Other information as may be prescribed (Section 4(1)(b)(xvii))**

For complete information pertaining to the Institute of Public Assistance (Providoria) please access our website <http://ipagoa.org.in>