

**GOVERNMENT OF GOA**

**MANUAL OF INFORMATION  
OF  
DIRECTORATE OF TECHNICAL  
EDUCATION  
2018**

(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, ISTE, 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.**

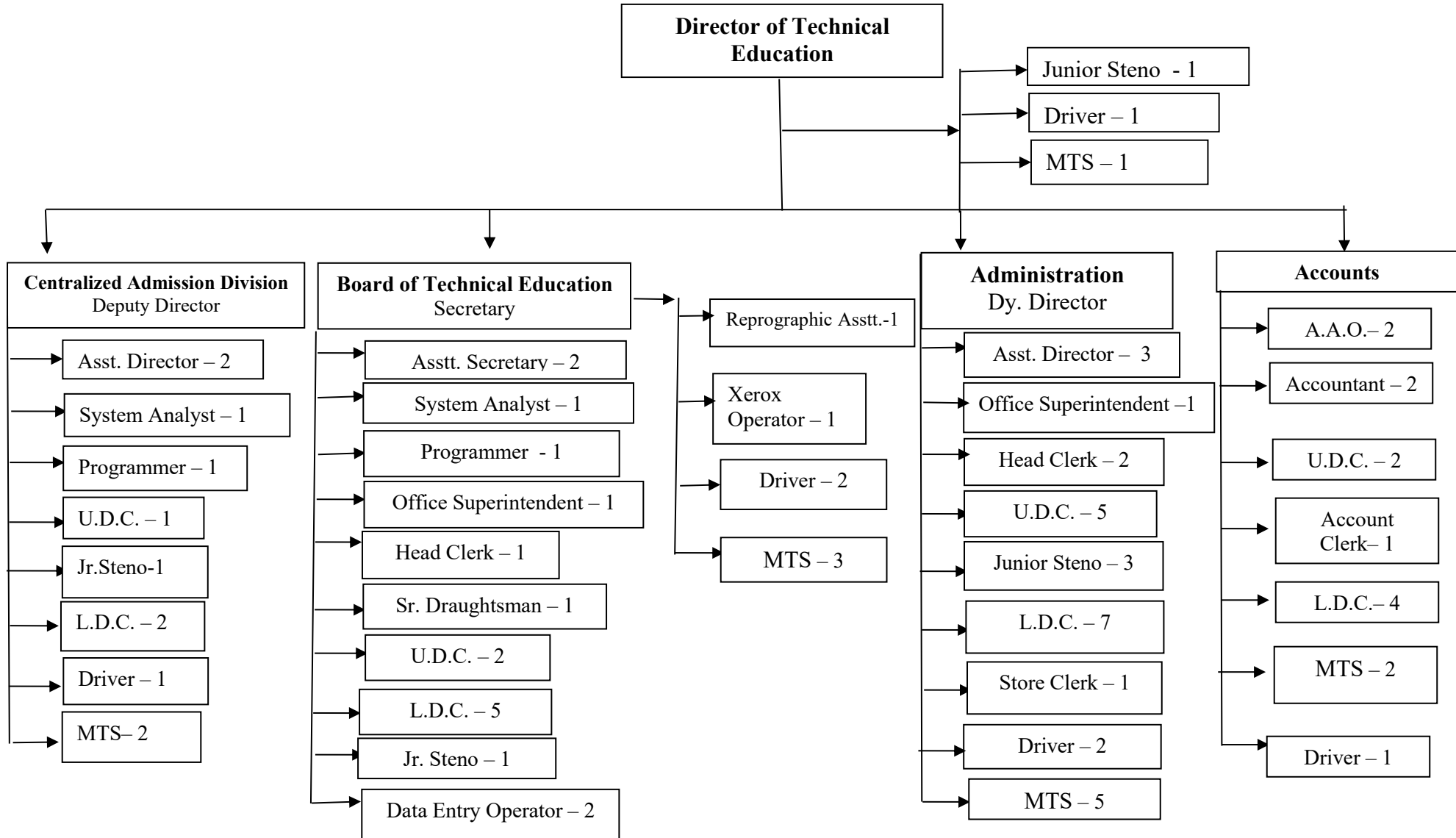
**Vision:** Goa - A National Hub for Technical Education.

**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.

**4. Organization Chart.**



**5. Main activities/functions of the public authority, in the state of Goa.**

- ✓ 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.
- ✓ Facilitate new Technical Education institutions and courses
- ✓ Facilitate Technician Education through Board of Technical Education,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.**

- Conduct of Centralized Admissions to I and II year of professional degree and diploma programs in institutes as included in the prospectus.
- Conduct of Diploma Examinations and allied activities leading to award of Diploma.
- Facilitate Technical Education in the various institutes under its purview.

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

Suggestion from Citizens are considered for improving the functioning.

**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.

**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	* <b>Director, Director of Technical Education</b>	Full powers	as Head of Dept	-----	Overall Incharge of the Directorate. Appellate Authority (RTI) All Matters related to permission to new institutes, new programmes, GCET, CAD.
2	* <b>Deputy 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	* <b>Secretary – BTE (Registrar 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	* <b>Asst. Director – Establishment</b>		-----		Recruitments, Postings, Transfers, reservation rosters, Promotions of C & D staff of DTE Cadre. Purchases for Stores for DTE Office, Repairs of DTE office equipment, utilities and infrastructure.
5	* <b>Asst Director – Polytechnic And OSD 1 &amp; 2</b>		-----		All matters (RRs, appointments, Service matters, pay-scales, CAS, disciplinary actions, Reservation rosters, Administrative & Expenditure Sanction for works & maintenance etc.) pertaining to existing 3-Govt. diploma institutes and 2 aided diploma institutes and LAQs pertaining to institutes
6	<b>Deputy Director – Administration</b>		-----		All matters (RRs, appointments of Officers, MACP's and Service matters of Officers / Staff of DTE), LAQs of DTE. Entry/Dispatch
7	* <b>Asst. Director- Colleges</b>		-----		All matters (RRs, appointments, Service matters, pay-scales, CAS, disciplinary actions, Reservation rosters, Administrative & Expenditure Sanction for works & maintenance etc.) pertaining to existing 4-Govt. degree colleges and LAQs pertaining to colleges
8	* <b>Asstt. Director - 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

9	* Assistant Director – 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	* Assistant Secretary BTE- Pre-exam	----	All matters related to pre-examinations, procurement & distribution of exam materials.
11	* Assistant Secretary BTE- Post-exam	----	All post examination matters including award of Diploma, Charge of Public Grievance Officer for female employees and APIO.
12	* System Analyst-I	----	<b>System Analyst-Estt.</b> Updation of DTE website, Purchase, maintenance and Condemnation of DTE computer systems, Networking and related equipment.
13	* System Analyst-II	----	<b>System Analyst-BTE</b> Maintenance of MIS system of BTE, coordinating of data entry, generation of results and various reports pertaining to various examinations conducted by BTE including printing i.e. from hall tickets to mark sheet/Diplomas. Nodal Officer for IT
14	* Asstt Accounts Officer	----	<b>AAO- (DDO)</b> Drawing & Disbursing officer for DTE
15	* Asstt Accounts Officer	----	<b>AAO (Audit &amp; Planning)</b> Audit, Planning, Budget and compilation of material for budget speech for Tech. Edn.
16	* Asstt. Secretary (CDC)	----	Curriculum for diploma programs under Board of Technical Education. Determining Equivalence & Authentication of Certificates

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. 12 & 13 posts are created in DTE cadre as teaching post.

Sr. No. 6 is filled from civil services cadre; 14 & 15 are filled by Director of Accounts

Sr. No. 1, 6, & 12 to 15 are paid from DTE budget.



**EMPLOYEES**

Sr.No	Designation	Powers			Duties
		Administrative	Financial	Others	
<b>Administration Section</b>					
1	Office Supdt.				Supervision of matters of Administration.
2	Junior Steno				Dictation and typing of letters of DD(A) . Maintain relevant files, Maintenance of service books, increments, leave records of all DTE staff, pension, MACP's of Gazetted posts in DTE. LAQ's, RTI's. Biometric reports
3	UDC				Drafting proposals for RR's of Gazetted posts in DTE. GPF cases, revival of lapsed posts. Monitor duties of Security guards and sweepers.
4	LDC				Outward, Record of Postage.
5	LDC				Inward/Outward of the section Typing Service matters, maintaining files, Attendance.Maintenance of Vehicles
6	LDC				Inward
7	MTS				Distribution of Tapal & files
8	MTS				Xeroxing for Administration Staff, Securing Locks and doors for section
9	MTS				Premises to be kept clean
<b>Establishment Section</b>					
1	Head Clerk				Processing of Recruitments, Framing of R.R's, postings, promotions, confirmations, transfers, presenting MACPS cases to DPC, drafting proposals for contract staff as per requirements of institutes. Maintenance of ACR's of all officers, collecting and compiling data for LAQ with respect to service matter of C category, attending to disciplinary matters forwarded by institutions.
2	Junior Steno				LAQ's, Dictation and typing of letters of ADE, putting up the contract proposals to Govt., transfer and MACP orders, inward/outward, maintenance of records, typing service matters, maintenance of ACR's of C staff of DTE.
3	UDC				Maintenance of roster, Putting up of proposals, updating seniority lists, promotions, confirmations, putting up of files to Personnel Dept. regarding service matters.
4	LDC/STORE CLERK				Initiate action for purchase/procurement of stationery/equipment's, furniture,machinery, uniform/rain wear etc. Obtaining NOC from DOIT for procurement of Computers/UPS/Printers etc. Accordingly, approval from the Government is taken for Procurement of Hardware, Condemnation/disposal for the unserviceable items/vehicles. Inviting Quotations/Tender inquiry for the material required for this Directorate. Arranging meeting of Purchase Committee Members for opening of the Quotations/Tenders. Scrutinizing quotations and tabulating the quotes. Preparing

					<p>Comparative Statement and identifying the lowest bidder i.e. L1 and processing the same for approval of the Purchase Committee Members. Preparing supply order/work order as approved by Purchase Committee.</p> <p>To receive all the stationery/equipment's, furniture, machinery etc. from the supplier and to check whether the material has been received in good condition on the basis of purchase order. Recording/Entering all the stationery/equipment's, furniture, machinery etc. received on Consumable Register/Dead Stock Register and keeping the material in store. Processing the bills for payment &amp; maintaining the bill register.</p> <p>Maintaining of all the registers i.e. Inward Register, Bill Register, Consumable Register, Dead Stock Register, Complaint Register's, Register pertaining to Sanitary Consumable, Register to maintain the installed spares for all the Xerox Machines and other equipment's, Equipment Repair &amp; Service Register etc. and also look after inventory control.</p> <p>Inviting fresh contracts for AMC's, renewals of the AMC's &amp; payments of AMC's and maintaining the Xerox Machines, Generator, Pest Control Service, Computers, Printers &amp; UPS's of the office through Annual Maintenance Contracts and minor repairs.</p> <p>Attending to stores complaints, replacement and breakdown i.e. Xerox machines, Computers, Printers etc. Calling the concerned party to examine the same and ensure that the complain is resolved. Communicating with the concerned party until the complaint has been resolved. Issue materials to all the sections of this Directorate based on the Indent received and posting of indents in the appropriate registers. LAQ's pertaining to Stores Section.</p> <p>Typing of all the correspondence related to stores and any other work assigned by the Higher Authorities.</p>
5	MTS				Xeroxing, Distribution of Dak & Files and assisting establishment staff, securing locks and doors of the section.
Accounts (DDO)					
Sr.No	Designation	Powers			Duties
		Administrative	Financial	Others	
1	Accountant				Scrutiny of bills & Orders
2	UDC				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. Final Payment, maintenance of broadsheets of GPF for DTE staff

3	UDC				Salary Bills, TA/DA bills of BTE, GPF, advances, withdrawal bills, Medical Reimbursement, other advances, TA/DA bills.
4	LDC				Typing work , Purchase bills, Remuneration bills of examination conducted by BTE. (Paper setting, Theory, Practical, Assignments, Examiners, etc.).
5	LDC				Typing work, Inwards of section dak, all FVC bills of Directorate etc.
6	MTS				Collection of cheques from Directorate of Accounts depositing of challans in Banks etc. Distribution of dak & Files. securing locks and doors of the section

**Institutions-Colleges**

Sr.No	Designation	Powers			Duties
		Administrative	Financial	Others	
1	Head Clerk				All matters including confidential work with regard to degree colleges and Polytechnics including RTI , LAQ's etc
2	Junior Steno				Dictation and typing of ADC and ADP, maintaining files and records
3	UDC				All matters of Goa College of Engg.
4	UDC				All matters of Goa College of Architecture, Goa College of Pharmacy, and Goa College of Arts
5	LDC				Typing for the section. Maintenance of file movement register
6	MTS				Distribution of dak & files of Colleges & Polytechnic section. securing locks and doors of the section

Sr.No	Designation	Powers			Duties
		Administrative	Financial	Others	
<b>Institutions-Polytechnics</b>					
1	UDC				All matters of Govt. Polytechnic, Panaji, Agnel Polytechnic, Verna
2	UDC				All matters of ISBT, G.P. Curchorem, G.P. Bicholim
3	LDC				Typing for the section. Maintenance of file movement register

<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 aided institutions staff and submitting the information regarding Budget and Monthly Exp. figure. Returns and Miscellaneous information as and when required by Finance Dept, or Planning Statistic Dept. Etc.GFR-9 of DTE.
2	LDC				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	MTS				Distribution of dak & Files. Securing locks and doors of the section
<b>Centralized Admissions</b>					
1	Programmer				
2	Junior Steno				Dictation & Typing, Files of AICTE, new institutes & courses, putting files, confidential matters. Record & Typing for Public Information Officer.
3	UDC				Matters of Admission, GCET, Putting up of files for approval, Record of prospectus files, keeping records of admission.
4	LDC				Degree- Typing, Filing, Inward & dak.
5	LDC				Diploma Typing, sale of prospectus & brochures. Diploma Typing, Filing.
6	MTS				Distribution of dak, files, Xeroxing. Securing locks and doors of the section
<b>Board of Technical Education</b>					
1	Office Superintendent				Overall supervision of Staff
2	Head Clerk				Verification of all students records
3	Programmer				Developing and maintenance of software and systems
4	UDC				Authentication, Verification of certificates , Migrations.
5	UDC				Stores & accounts.
6	Junior Steno				Inward/outward, typing, Dictation, filling, etc. Curriculum & Authentication typing
7	Data E. Operator				Data entry of marks, printing, typing, result work.
8	Data E. Operator				

9	LDC				Data entry, typing, result work, correspondence.
10	LDC				
11	LDC				
12	LDC				
13	LDC				
14	LD				
15	Xerox Operator				
16	Reso. Assistant				Printing, Xeroxing, Duplication on Res. Machine.
17	MTS				Distribution of dak & files, question papers, sealing, Xeroxing, Preparation of Result files. Securing locks and doors of the section Transport of answer books
18	MTS				
19	MTS				
<b>System Analyst</b>					
1	LDC				Typing, Maintaining files and documents, Typing of HTML pages for web site updations. Time bound services Data entry of records, RFP's etc.
<b>Other Staff</b>					
1	Junior Steno				Dictation, typing, Files & Diary (IN/Out), Confidential files, Appointments, etc., for the Director Record & Typing for Public Information Officer.
2	MTS				Attending Director
3	Driver				Attending Director
4	Driver				Attending A.A.O & DDA
5	Driver				Attending AD (C) & AD (P)
6	Driver				Attending DD (CAD)
7	Driver				Attending Secretary, BTE
8	Driver				Attending Asst Director (E), DAK

### 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 Confid ential matters
Minor head	Poly	Colle ges	CAD/ AICTE	AAO A&P	Adm/ Estt	BTE	AAO	PIO	SA		
Officer			DD			Secy.		PIO		SBTE	
	AD	AD	AD	AAO	DDA /ADE	AS	AAO		SA	AS/SA	
Supervision	HC	HC	---	ACT	OS/ HC	AS	ACT			AS/SA	
Dealing	UDC	UDC	UDC		Steno /UDC	LDC	UDC			UDC	
Typing	LDC	LDC	LDC	LDC	LDC	LDC	LDC	ST	LDC	LDC	
On File	UDC	UDC	AD		Steno /UDC	LDC	UDC		UDC	AS/SA	
Submission	HC	HC	AD	ACT	OS/ HC	AS	ACT		SA	SBTE	
Scrutiny	AD	PO/ AD	AD	AAO	DDA /ADE	SBT E	AAO	PIO	SA	-	
Recommendation	AD/PO/AAO				DDA/ADE)/SBTE/AAO/PIO/SA/AS						SBTE
Approval	Director (within his powers)									Chairm an 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											

<b>Proactive Proposals</b>
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Tasks	Adm/Estt/Institutes		CAD	BTE
Inception	AD E / DD(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)/ DD(A) / AD(P) /AD(C)	SA		SBTE/SA/ AS
Recommendation			DD (CAD)	COMMITTEES/ BTE
Special Guidance		NIC/DOIT	Committees/ Consultants	NIC/DOIT
Approval	DTE	DTE	DTE	Chairman BTE
Approval	Secy (Edn)	Secy (Edn)	Secy (Edn)	Secy (Edn)
Approval	EM	EM/ Min(IT)	EM	EM
Approval	Govt./ Cabinet	Govt./ Cabinet	Govt. /AICTE	Govt. /AICTE

## 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/ disposal	Remarks
<b>Adm/Estt Section</b>			
1.	Inward	<b>Instant</b> To be stamped and acknowledged with stamp and date.	-----
2.	Outward of dak & Files	<b>Same day for receipt up to 16.00 hrs.</b> 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> Application to be submitted to inward with recommendation of section head. Application to be forwarded to Directorate of Accounts for admissibility.	-----
4.	Earned leave of C & D	<b>1 month</b> Application to be submitted to inward with recommendation of section head. Application to be referred to dealing hand for admissibility and order to be put on the files.	-----
5.	GPF advance withdrawal	<b>1 month*</b> Application to be submitted to inward complete in all respects. 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. * Preferring of salary	The Claims are paid in one month of all the procedure is followed properly as per relevant rules Receipt of Increment slips, Inward, Marking of the Dak, and Verification with reference to Rules	-----



	claim to Director of Accounts, Panaji.	stated above.	
7.	Loan & Advances: Receipt of information for other deduction, deduction of Loans & Advances	<b>2 months*</b> Inward, Marking of Dak. Verification with reference to any NOC issued by this office. * 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.	<b>2 months*</b> 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	<b>1 month*</b> 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	<b>1 month*</b> 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	<b>2 months*</b> 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.	
<b>BTE Section</b>			
<b>Sr.No</b>	<b>Activity</b>	<b>Time frame/Norm for its completion/disposal</b>	<b>Remarks</b>
12.	Conduct of Diploma Examination	<p><b>Semester pattern : Twice in a year.</b></p> <p><b>Odd term- Oct/Nov.</b></p> <p><b>Even Term- Apr/May.</b></p> <p><b>Annual pattern (Apr/May) with supplementary exams (July/Aug)</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 45 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>	-----
16.	Issue of migration and other certificates.	<p><b>Within 15 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>	-----

		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> 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> 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 through Institute as per notified schedule.</b> <ul style="list-style-type: none"> <li>• Verification of result- within 15 working days after the scheduled date for receipt of forms.</li> <li>• Revaluation result- within 25 working days after the scheduled date for receipt of forms.</li> <li>• Issue of photo copies and verification in presence – within 15 working days from the last date for receipt of forms.</li> </ul>	-----
21	Declaration of Board results on website	<b>Within one day of Result Declaration .</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 GPF advance/withdrawal to aided Polytechnics, Scrutinsation of the Audit paras of DTE and other Institutions etc. Attending PAC meeting Plan/Non-Plan	<b>1 month *</b>  All the files/Correspondence of AAO (A&P) forwarded	-----

	Expenditure review meetings. Attending Audit of DTE when Central Audit/State Audit party comes to DTE. Preparation of Budget Estimates/Revised Estimates of DTE aided Institutions. Preparation of bills of grants, GPF Orders/withdrawals of aided Polytechnics. Scrutinizing of pay fixation, Service books of aided Polytechnics. Maintenance of Broadsheet of GPF Accounts of aided Institutions.	further to DTE and to the next higher authorities whenever required.	
	<b>* Subject to all required documents being in Order</b>		
<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.	Admissions to the First Year and Second Year of Degree level professional Programmes/colleges and First Year of Diploma level Technical Programmes/institutions in the State, including preparation of prospectus, conduct of Common Entrance Test (CET) for First Year Degree Courses..	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.	-----
<b>System Analyst</b>			
26.	Websites	Information submitted by various sections updated on relevant website from time to time Compliance based on DOIT circulars, NIC	-----
27.	Purchase/ Maintenance/ Condemnation of Computers and related peripherals/ Software	Based on DOIT circulars, NIC directives issued from time to time.	-----
28.	e- Governance/ GBBN/ e-Services	As per Government/DOIT/NIC issued 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	-----	-----

## 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.	RTI (AA ) Files, CR correspondence files, meeting files etc.		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	
5.	Store files	Dead stock Consumable Register	Establishment	
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	
11.	Confidential Information	Panel of paper setters /examiners	BTE PRE & POST	
12.	Record of Diploma Certificate, results	Results	BTE Section	

13.	Purchases & Repairs files Cadre Information (C& D) files	Procurement file, Recruitment , promotion, transfer files of C& D employees	Establishment	
14.	Fee Structure Committee related	Fee recommendation reports	CAD	Current year's records
15.	Files pertaining to New institute& courses: Degree and Diploma	-----	CAD New institutes & Courses	2006 onwards
16.	GCET related correspondence, Degree and Diploma admission related correspondence	Prospectuses, applications, eligibility and merit list, admission lists	CAD	Current year's records
17.	Government Order, Circulars , directives, Information and Publicity directives for RTI		Administration	
18.	Matter pertaining to Appeal under RTI	Appeals	Appellate Authority	
19.	Matter pertaining to application for information under RTI	Applications	P.I.O. & 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

Sr.No	Name and address of the consultative Committee/ bodies	Constitution of the committee/ body	Role and responsibility	Frequency of meetings
	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



## 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 2. To formulate rules & regulations for examinations and related matters. 3. Declaring results of the exam held. 4. to appoint various committees for investigations & decisions on different aspects.	1. BTE - chairman 2. Members – including principal of institutions, academicians & industrialists. 3. Member Secretary-Secretary, BTE	05.06.17	04.06.2019	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)	01.01.17	31.12.19	No	No	As convened by Chairman depending on proposals.
3	DPC for Career Advancement  DPC for grant of MACP for Group A,B staff of DTE & Institutes	Scrutiny and grant of applications for CAS/MACP	Secretary (Edn) DTE US (Finance) AD(P/C)  Secretary (Edn) DTE JS (Personnel) AD(E)			No	No	Twice in a year
4	DPC for grant of MACPS for C & D staff of DTE	Scrutiny & grant of application for MACPS	Dy. Director AAO(DDO) DDA			No	No	Twice in a year
5	DPC for grant of MACPS for C & D staff of institutes under DTE cadre	Scrutiny & grant of application for MACPS	Principal Senior officer of Institute AD (C/P)			No	No	Twice in a year

**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 0832-2413572	dir-dte.goa{at}nic.in
2	Shri. Pradip Kusnur	Deputy Director (CAD) / Lecturer, GPP	0832-2416370	
3	Shri. N.V.T. Pednekar	Secretary, Board of Technical Edn / HOD, GPP	0832-2412146	
4	Shri. V.C. Fernandes	Asst. Director (Polytech) / HOD, GPP	0832-2412145	
5	Shri. Alvito D'Silva	Asst. Director (Estt) / Lecturer, GPP	0832 - 2415106	
6	Shri Vivek Belokar	Asst. Director (Colleges) / Assoc. Prof. GEC	0832-2412145	
7	Shri Nitin Rao	Asst. Secretary (BTE-I) / Lecturer, GPP	0832-2412146	
8	Ms. Classie Monteiro	Asst. Secretary (BTE-II) / Lecturer, GPC	0832-2412146	
9	Ms. Neeta Naik	Asst. Director (CAD) Lecturer ,GPP	0832-2416370	
10	Dr. Dipak Gaitonde	Asst. Director (CAD)/ HOD, GPP	0832-2416370	
11	Ms. Anjali Sardesai	System Analyst, DTE & BTE	0832-2412146	
12	Shri Prasad Volvoikar	Deputy Director (Adm)/	0832 - 2415106	
13	Shri Balchandra S. Nadkarni	OSD/ Lecturer, GPP	0832-2412145	
14	Ms Manisha D. Cascar	Asst. Account Officer Budget, Audit & Planning	0832-	
15	Shri Chetan C. Dharangutti	Asst. Account Officer (D.D.O.)	2410705	

**Manual. 10**

The Monthly Remuneration Received By Each of its Officers and Employees.

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Basic Pay</b>	<b>Gross Pay</b>
1	Shri Vivek .B. Kamat	Director	Rs.205600/-	Rs. 252888/-
2	Ms. Anjali Sardesai	System Analyst	Rs.102800/-	Rs.130296/-
3	Smt Manisha D. Cascar	AAO (A&P)	Rs. 55200/-	Rs. 69822/-
4	Shri.Chetan Dharangutti	AAO/DDO	Rs. 52000/-	Rs. 65886/-
5	Shri.Prasad Volvoikar	DD (A) (Addl. Charge)	---	-----
6	Smt.Alka Mhapankar	O.S.	Rs. 50500/-	Rs.64041/--
7	Ms.Vailankani Mearl Carmilo	Head Clerk	Rs.41100/-	Rs.54405/-
8	Shri.Vidyesh Mhamal	Accountant	Rs.44900/-	Rs. 57153/-
9	Smt. Varsha V. Salgaokar	Accountant (Add. Charge)	---	--
10	Smt.Gauri G. Satardekar	Head Clerk	Rs.53600/-	Rs. 67854/-
11	Smt.Maya Morajkar	Head Clerk	Rs. 52000/-	Rs. 67812/-
12	Smt.Seema V. Naik	Jr.Steno	Rs. 37000/-	Rs. 47436/-
13	Smt.Sharon Coutinho	Jr.Steno	Rs. 37000/-	Rs. 47436/-
14	Smt.Vrunda V. P. Khorjuvenkar	Jr. Steno	Rs. 31400/-	Rs. 38622/-
15	Smt.Sapana Bagkar	Jr. Steno	Rs. 27100/-	Rs. 35259/-
16	Smt.Shanaya S. Naik	Jr. Steno	Rs.27100/-	Rs. 35259/-
17	Shri.Ashby Fernandes	U.D.C.	Rs.30500/-	Rs. 39441/-
18	Smt.Shilpa Korgaonkar	U.D.C.	Rs. 37000/-	Rs.47436/-
19	Smt.Shevanti Gaonkar	U.D.C.	Rs. 28700/-	Rs. 39057/-
20	Kum.Sulbha Shirodkar	U.D.C.	Rs. 38100/-	Rs. 48789/-
21	Shri.Umraj A. Khan	U. D.C. (On EOL)	--	--
22	Smt.Sunita Canecar	U.D.C.	Rs.28400	Rs.36858
23	Shri.Ravji A. Naik	U.D.C.	Rs. 33300/-	Rs. 42885/-
24	Smt.Komal K. Vaigankar	U.D.C.	Rs. 35900/-	Rs. 46083/-
25	Smt.Jenifer Fernandes	U.D.C.	Rs. 25200/-	Rs. 34848/-
26	Smt.Benedita Vaz	U.D.C.	Rs. 29600/-	Rs. 38334/-
27	Shri.Ezikel Rosario	U.D.C.	Rs. 32000/-	Rs. 41286/-

28	Smt.Vaishali S. Prabhudessai	L.D.C.	Rs. 28400/-	Rs. 36858/-
29	Smt.Gavita Cumbharjuenkar	L.D.C.	Rs.28400/-	Rs. 36858/-
30	Smt.Santoshi Bhandari	L.D.C.	Rs.28400/-	Rs. 36858/-
31	Smt.Nilisha S. Raut	L.D.C.	Rs. 29300/-	Rs. 37965/-
32	Shri.Premnath Volvoikar	L.D.C.	Rs. 33000/-	Rs. 42516/-
33	Shri.Deepak M. Kinlekar	L.D.C.	Rs. 29300/-	Rs.37965/-
34	Shri.Shiva S. Toraskar	L.D.C.	Rs. 29300/-	Rs.37965/-
35	Smt.Sushma D. Naik	L.D.C.	Rs29300/-	Rs.37965/-
36	Smt.Urmi U. Pednekar	L.D.C.	Rs29300/-	Rs.37965/-
37	Smt.Shilpa P. Kandolkar	L.D.C.	Rs. 29300/-	Rs.37965/-
38	Smt.Trupti P. Shirodkar	L.D.C.	Rs.21700/-	Rs. 27782/-
39	Shri.Rama Subhaji	L.D.C.	Rs. 21100/-	Rs.27140/-
40	Shri.Milind Naik	L.D.C.	Rs. 21100/-	RS. 27140/-
41	Kum.Vaibhavi Garudi	L.D.C.	Rs. 21100/-	Rs.27140/-
42	Shri.Ramanand Haldankar	L.D.C.	Rs. 21100/-	Rs. 27140/-
43	Smt.Harsheila Vengurlekar	L.D.C.	Rs. 29300/-	Rs.37965/-
44	Shri.Ashok D. Naik	Driver	Rs. 45400/-	Rs. 57858/-
45	Shri.Bharat L. Malkar	Driver	Rs. 35300/-	Rs. 39787/-
46	Shri.Anirudra Nagvekar	Driver	Rs. 35300/-	Rs. 45435/-
47	Shri.Prakash Naik	Driver	Rs. 44100/-	Rs. 56259/-
48	Shri.Shivram Naik	Driver	Rs. 55200/-	Rs. 69912/-
49	Shri.Dhiraj C. Naik Gaonkar	Driver	Rs. 21100/-	RS. 27230/-
50	Shri.Ulhas Navso Gadekar	MTS	Rs. 32000/-	Rs. 41376/-
51	Shri.Ramdas Parab	MTS	Rs. 32000/-	Rs. 36256/-
52	Shri.Gurudas T. Naik	MTS	Rs. 31100/-	Rs. 40269/-
53	Smt.Deepika D. Vazarkar	MTS	Rs. 26000/-	Rs. 33996/-
54	Smt. Shikha S. Bandekar	MTS	Rs. 26000/-	Rs. 29836/-
55	Smt.Uma Shet	MTS	Rs. 23500/-	Rs. 29958/-
56	Shri.Medisetty Madhusudan Rao	MTS	Rs. 24900/-	Rs. 28569/-
57	Shri.Chandrakant Shirodkar	MTS	Rs. 31100/-	Rs. 40269/-
58	Smt.Sulaksha S. Divkar	MTS	Rs. 19100/-	Rs. 25090/-

59	Shri. N.V.T Pednekar	HOD,GPP	175500/-	219717/-
60	Shri. V. C. Fernandes	HOD,GPP	186224/-	233900/-
61	Shri. Alvito D'Silva	Lecturer,GPP	170400/-	213444/-
62	Shri Pradip Kusnur	Lecturer,GPP	165400/-	180830/-
63	Shri Nitin Rao	Lecturer,GPP	165400/-	207294/-
64	Dr. Dipak Gaitonde	HOD,GPP	167200/-	187000/-
65	Ms. Classie Monteiro	Lecturer,GPC	147000/-	184662/-
66	Shri Vivek W. Belokar	Assoc. Prof,GEC	147000/-	184662/-
67	Ms. Neeta Naik	Lecturer,GPP	138500/-	174203/-
68	Shri Balchandra S. Nadkarni	Lecturer, GPP	75400/-	96594/-

Sr. No. 59 to 68 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 the respective institutes, and continue to draw their salaries from their substantive posts.

Sr. No. 5 is filled from civil services cadre;

**Sr. No. 1 to 58 are paid from DTE budget.**

## Manual. 11

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

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

Demand No. 36

Budget Head	Unit of Appropriation	₹ In Lakhs	
		Budget Estimate for 2018-19	Expt. upto July 2018
<b>2203-Technical Education</b>		<b>2316.71</b>	<b>880.86</b>
<b>Technical Education Cell</b>		<b>92.26</b>	<b>40.55</b>
	01-Salaries	86.76	40.21
	03- Overtime allowance	1.00	0
	11-Domestic travel Expenses	1.00	0
	13- Office expenses	2.50	0.34
	27-Minor Works	1.00	0
<b>Grants to promote excellence amongst Students by Sponsoring International tours</b>	31-Grants-in-Aid	0.01	0
<b>Strengthening of Directorate of Technical Education (Plan)</b>		<b>2190.93</b>	<b>840.31</b>
	01- Salaries	216.91	108.28
	02 - Wages	25.00	5.69
	03-Overtime Allowance	1.00	0
	11- Domestic travel Expenses	1.00	0.25
	13- Office expenses	50.00	13.28
	20-Other Administrative Expenses	1.00	0
	21-Supplies and Materials	8.00	0
	24- POL	1.00	0
	26-Advertising and Publicity	5.00	0.81
	27 -Minor Works	10.00	0
	28- Professional services	60.00	13.51

	30- Other Contractual Services	1.00	0
	31-Grants-in-Aid	1800.00	694.19
	32-Contribution	1.00	0
	34-Scholarships/Stipend	0.02	0
	50-Other Charges	10.00	4.3
<b>Implementation of Scheme of Community Polytechnic</b>	31-Grant-in-Aid	<b>25.00</b>	<b>0</b>
<b>Technical Education Quality Improvement Project Phase (II)</b>		<b>0.10</b>	<b>0.00</b>
	01-Salaries	0.02	0
	11-Domestic travel Expenses	0.01	0
	12- Foreign travel expenses	0.01	0
	13-Office expenses	0.01	0
	21-Supplies and Materials	0.01	0
	26-Advertising and Publicity	0.01	0
	27-Minor Works	0.01	0
	28-Professional Services	0.01	0
	34-Scholarships/Stipend	0.01	0
<b>Setting up of IIIT, Goa</b>	13-Office Expenses	<b>0.10</b>	<b>0</b>
<b>Cyberage students Scheme (Plan)</b>	50- Other Charges	<b>0</b>	<b>0</b>
<b>e-Learning and Smart Class (Plan)</b>		<b>0.03</b>	<b>0</b>
	13 Office expenses	0.01	0
	21 Supplies and Materials	0.01	0
	50 Other charges	0.01	0
<b>Special Lecture Series (Plan)</b>		<b>3.25</b>	<b>0</b>
	11 Domestic travel expenses	1.50	0
	13 Office expenses	0.20	0
	28 Professional Services	0.45	0
	50 Other charges	1.10	0
<b>Academic Chair (Plan)</b>		<b>3.00</b>	<b>0</b>

	11 Domestic travel expenses	1.50	0
	13 Office expenses	0.20	0
	28 Professional Services	0.45	0
	50 Other charges	0.85	0
<b>Upgradation of Existing Polytechnic (Aided) (P)</b>	31 Grants in Aid	<b>0.01</b>	<b>0</b>
<b>Land Aquisition for I.I.T. Goa</b>	50 Other charges	<b>2.00</b>	<b>0</b>

<b><u>CAPITAL PLAN SCHEMES</u></b>			
<b>4202-Capital Outlay on Education, Sports, Art and Culture</b>		<b>5250.02</b>	<b>0</b>
<b>Buildings (Technical Education)</b>	53-Major Works	50.00	0
<b>Establishment charges transferred from "2059-Public Works" (Plan)</b>	01-Salaries	0	0
<b>Tools and Plan charges transferred from "2059 - Public Works"</b>	52- Machinery and Equipment	0	0
<b>Land Acquisition for NIT, Goa</b>	53- Major Works	0.01	0
<b>Land Acquisition for IIIT, Goa</b>	53- Major Works	0.01	0
<b>Land Aquisition for I.I.T. Goa</b>	53- Major Works	2000.00	0
<b>Education Development Fund</b>	60-Other capital Expenditure	3200.00	0



## Manual. 12

[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 beneficiaries	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 concession given in past with purpose.
<b>NIL</b>					

## 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 the most recent results <a href="http://www.dte.goa.gov.in">www.dte.goa.gov.in</a> under board link	Yes	Available during specific periods
2	Curriculum, Learning Resources, Question Papers of old exams	Available on website <a href="http://www.dte.goa.gov.in">www.dte.goa.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 <a href="http://www.dte.goa.gov.in">www.dte.goa.gov.in</a> under admission link	Yes	Available during specific periods
3	Official website for the directorate	<a href="http://www.dte.goa.gov.in">www.dte.goa.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	<a href="http://www.dte.goa.gov.in">www.dte.goa.gov.in</a>	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. 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	0832-2416370		

### 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	DTE Complex, Alto Porvorim	0832-2412146		

	(Post Exam)	Goa			
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### **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	0832-2413571	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.