

GOVERNMENT OF GOA

**MANUAL OF INFORMATION
OF
DIRECTORATE OF TECHNICAL
EDUCATION
2025**

(UNDER RIGHT TO INFORMATION ACT 2005)

CONTENTS

MANUAL. 1	1
MANUAL. 2	5
MANUAL. 3	15
MANUAL. 4	17
MANUAL. 5	22
MANUAL. 6	23
MANUAL. 7	25
MANUAL. 8	26
MANUAL. 9	27
MANUAL. 10	28
MANUAL. 11	30
MANUAL. 12	34
MANUAL. 13	34
MANUAL. 14	35
MANUAL. 15	36
MANUAL. 16	37
MANUAL. 17	38

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.

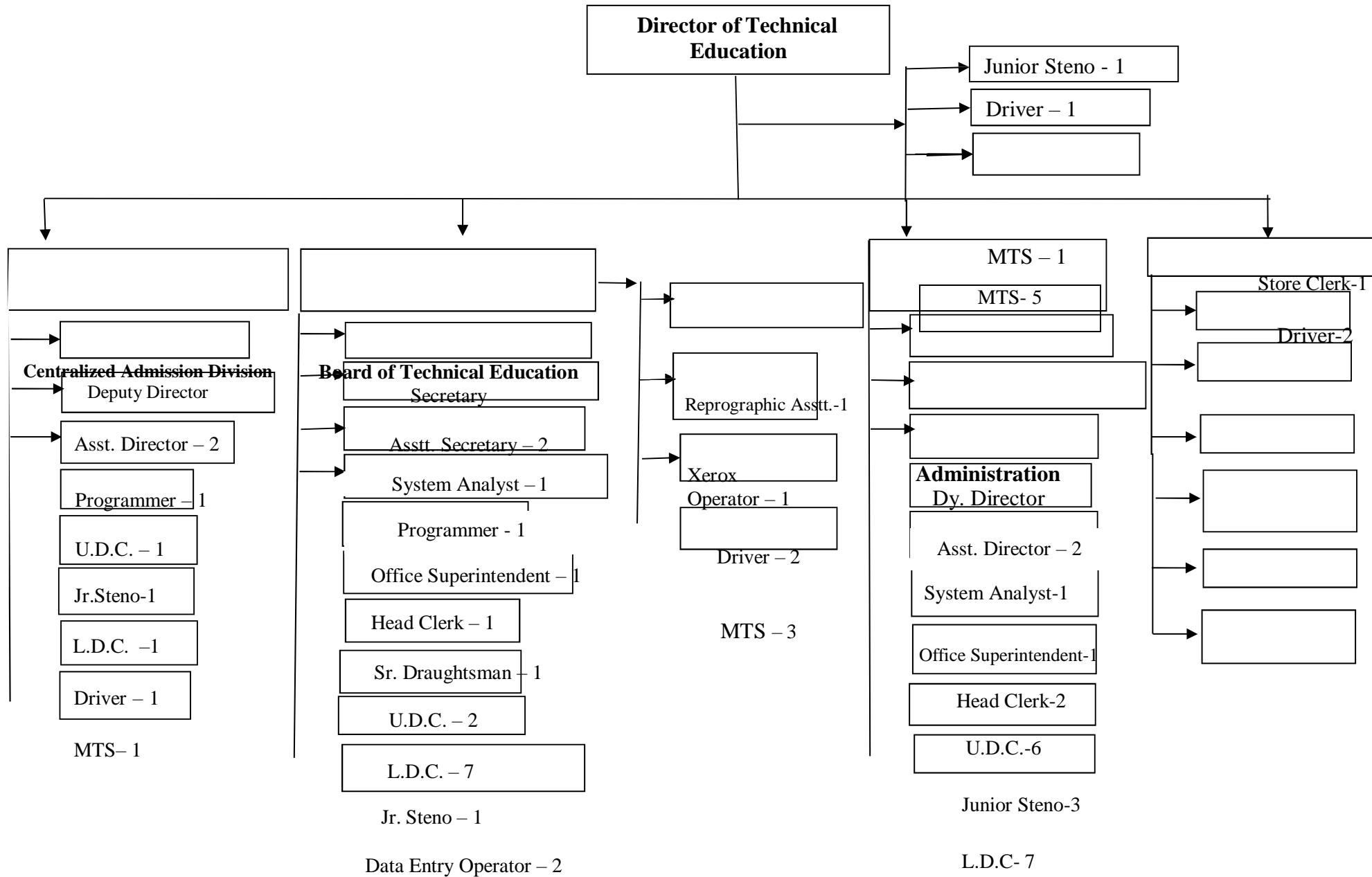
Vision: Goa - A National Hub for Technical Education.

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.



Accounts

A.A.O.– 2

Accountant – 2

U.D.C. – 2

Account Clerk–
1

L.D.C.– 4

MTS – 2

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

5. 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.

6. 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.

7. Postal address of the main office, attached/ subordinate office/ field units etc.

Address: Directorate of Technical Education, DTE building, Alto-Porvorim, Goa 403521.

8. Working hours both for office and public.

Timing: Monday to Friday from 9:30 a.m to 5:45 p.m.

9. 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	* Director, Director of Technical Education	Full powers	as Head of Dept	-----	Overall Incharge of the Directorate. Appellate Authority (RTI) All Matters related to permission to new institutes, new programmes, CAD.
2	* Deputy Director –CAD		-----		All Matters related to permission to new institutes, new programmes, variation in intake, Fee structure Committee, Centralised Admissions to all Professional Degree and Diploma courses. Approval of prospectus-non centralized admissions
3	* Secretary – BTE (Registrar of Exam.)		-----		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	* Deputy Director – Administration		-----		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. All matters (RRs, appointments of Officers, MACP's and Service matters of Officers / Staff of DTE), LAQs of DTE. Entry/Dispatch
5	* Asst Director – Polytechnic		-----		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	* Asst. Director- Colleges		-----		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
7	* Asstt. Director - CAD –Degree		-----		Centralised degree admissions, new degree institutions, courses, & variation in intake, AICTE matters related to degree admissions & new institutes. Record of admission for relevant period

8	* 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
9	* Assistant Secretary BTE-Pre-exam	-----	All matters related to pre-examinations, procurement & distribution of exam materials.
10	* Assistant Secretary BTE-Post-exam	-----	All post examination matters including award of Diploma, Charge of Public Grievance Officer for female employees and APIO.
11	* System Analyst	-----	System Analyst-ADMIN Updation of DTE website, maintenance and Condemnation of DTE computer systems, System Analyst-BTE/DTE Networking and related equipment, 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, purchase of ICT equipment for DTE, Nodal Officer for IT/Website.
12	* Asstt Accounts Officer	-----	AAO- (DDO) Drawing & Disbursing officer for DTE
13	* Asstt Accounts Officer	-----	AAO (Audit & Planning) Audit, Planning, Budget and compilation of material for budget speech for Tech. Edn.
<p>Note: -</p> <p>Sr. No. 2,3,5, 6 , 7, 8, 9 & 10 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.</p> <p>Sr. No. 4 is filled from civil services cadre; 12 & 13 are filled by Director of Accounts.</p>			

EMPLOYEES

Sr. No.	Designation	Powers			Duties
		Administrative	Financial	Others	
Administration Section					
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
Administration Section					
1	Head Clerk				<ul style="list-style-type: none"> ➤ Processing of Recruitment ➤ Framing of Recruitment Rules. For "C" category ➤ Posting/Transfer. ➤ Promotions/Confirmations. Posts under ➤ Revival and creation of posts. the Common ➤ Maintenance of Roster. Cadre of DTE ➤ Presenting to the DPC, the MACP cases. ➤ Drafting proposals for contract staff as per the requirement of Institutes ➤ Putting up files to Government & Government Departments for seeking approvals. ➤ Maintenance of ACR's of all officers and staff of DTE. ➤ Collecting & compiling data for LAQ's w.r.t. Service matters of "C" category staff. ➤ Attending to disciplinary matters forwarded by Institutes under DTE. ➤ Supervising work of staff of the section.
2	UDC				<ul style="list-style-type: none"> ➤ Putting up of files to Personnel Dept., Govt. regarding clarification on Administrative matters of staff under Common Cadre. ➤ Preparing & Maintenance of Reservation Roster/PH Roster ➤ Updating of Seniority lists. ➤ Promotions/Confirmation. ➤ Correspondence with respect to RTI matters. ➤ Amendment of recruitment rules. ➤ Putting up Cabinet note. ➤ Any other work assigned by higher authority.

3	Junior Steno		<ul style="list-style-type: none"> ➤ Dictation and typing of letters. ➤ Drafting & Putting up proposals for contract staff as per the requirement of Institutes to Government. ➤ Transfer and MACPS orders. ➤ NOC's regarding permission to travel Abroad, Immovable Property, Passport and Higher Studies. ➤ Putting up matters w.r.t. Child Care Leave, Extra Ordinary Leave, Compassionate Appointment, Medical Reimbursement and other correspondence marked by the Higher Authorities. ➤ Inward/Outward, Maintenance of Records. ➤ Typing Service matters. ➤ Maintenance of ACR's of C staff of DTE. ➤ Any other work assigned by the Higher Authorities.
---	---------------------	--	---

4	LDC-I			<ul style="list-style-type: none"> ➤ Receiving dak pertaining to Administration Section & distributing to the concerned staff. ➤ Maintenance, upkeep and updating of file movement register and dark movement register of Administration Section. ➤ Updating staff details of this office and institutes under the administrative control of this Directorate and issuance of letters to office/institutes to save the post from getting lapsed. ➤ Assisting in collecting data and compilation of Lok Assembly Questions pertaining to Recruitment. ➤ Assisting in collecting data for Promotion and Confirmation of Staff and maintenance of Roster's under supervision of Head Clerk. ➤ Putting up matters regarding NOC's - Applying for outside posts, to pursue Higher Studies, to obtain Passport and Immovable Property and issuing GPF Order. ➤ Maintenance and upkeep of Indent book of Administration Section ➤ Typing of correspondence marked and any other work assigned by the Higher Authorities.
---	--------------	--	--	---

5	LDC-II			<ul style="list-style-type: none"> ➤ 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 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. ➤ To receive all the stationery, consumable items, furniture 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/consumable items, furniture etc. received on Consumable Register/Dead Stock Register and keeping the material in store. ➤ Processing the bills for payment.. ➤ 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 & Service Register etc. and also look after
---	--------	--	--	---

					<ul style="list-style-type: none"> ➤ inventory control. ➤ Inviting fresh contracts for AMC's, renewals of the AMC's & payments of AMC's and maintaining the Xerox Machines, Generator, Pest Control Service, Computers, Printers & UPS's of the office through Annual Maintenance Contracts and minor repairs. ➤ 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. ➤ Typing of correspondence related to stores and any other work assigned by the Higher Authorities.
6	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	
Institutions-Polytechnics					
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
Institutions -Accounts (Audit & Planning)					
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
Centralized Admissions					
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
Board of Technical Education					
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	LDC				
15	MTS				Distribution of dak & files, question papers, sealing, Xeroxing, Preparation of Result files. Securing locks and doors of the section Transport of answer books
16	MTS				
17	MTS				
System Analyst					
1	LDC				Typing, Maintaining files and documents, Typing of HTML pages for web site updatations. Time bound services Data entry of records, RFP's etc.
Other Staff					
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				Distribution of dak

EMPLOYEE SECTION DISTRIBUTION

SR. NO.	SECTION	ADMIN	DDO	COLLEGE	POLYTECHNIC	A & P	CAD	BTE	PA TO DTE	TOTAL EMPLOYEE
	DESIGNATION									
1	O.S.	01						01		02
2	ACCOUNTANT		01			01				02
3	HEAD CLERK	01		01				01		03
4	U.D.C.	02	01	02	02	01	01	02	--	11
5	Jr. STENO	02	--	01	--	--	01	01	01	06
6	L.D.C.	06	02	01	01	01	01	07	--	19
7	DRIVER	01		01			01	02	01	06
8	MTS	04	01		01	01	01	03	01	12
9	PROGRAMMER						01	01		02
1	XEROX OPERATOR							01		01
1	RESO. ASSISTANT							01		01
1	DEO							02		02

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/BTE/PIO									
Minor head	Poly	Colle ges	CAD/ AICTE	AAO A&P	Adm/	BTE	AAO	PIO	SA					
Officer			DD			Secy.		PIO						
	AD	AD	AD	AAO	DDA	AS	AAO		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					
On File	UDC	UDC	AD		Steno /UDC	LDC	UDC		UDC					
Submission	HC	HC	AD	ACT	OS/ HC	AS	ACT		SA					
Scrutiny	AD	PO/ AD	AD	AAO	DDA	SBT E	AAO	PIO	SA					
Recommendation	AD/PO/AAO				DDA/SBTE/AAO/PIO/SA/AS									
Approval	Director (within his powers)													
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														

Proactive Proposals

Tasks	Adm/ Institutes		CAD	BTE
Inception	DD(A) / AD(P) /AD(C)	SA	DD(CAD) / AD(CAD)	SBTE/AS/ SA/INSTIT UTE
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	DD(A) / AD(P) /AD(C)	SA		SBTE/SA/ AS
Recommend- ation			DD (CAD)	COMMITT EES/ 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
Adm Section			
1.	Inward	Instant To be stamped and acknowledged with stamp and date.	-----
2.	Outward of dak & Files	Same day for receipt up to 16.00 hrs. To be entered on outward register and dispatched except register AD Register on next day.	---
3.	Earned leave of A & B	1 Month 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	1 month 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	1 month* 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.	---
Accounts – DDO section			
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	2 months* 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.	2 months* 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	1 month* 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	1 month* 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	2 months* 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.	
--	--	--	--

BTE Section

Sr.No.	Activity	Time frame/Norm for its completion/disposal	Remarks
12.	Conduct of Diploma Examination	<p>Semester pattern : Twice in a year.</p> <p>Odd term- Oct/Nov.</p> <p>Even Term- Apr/May.</p> <p>Annual pattern (Apr/May) with supplementary exams (July/Aug)</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>As per notified schedule.</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>Within 45 working days after declaration of result.</p> <p>They are issued to only successful candidates and not all candidates appeared.</p>	---
15.	Issue of Diplomas	After a period of six months of final year result	-----
16.	Issue of migration and other certificates.	<p>Within 15 Working Days after receipt of application along with fees.</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>Within 15 Working days after receipt of application along with fees.</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, to the concerned institute.	
18.	Authentication of Professional Degree and Diploma certificates	<p>Within 15 Working days after receipt of application along with fees.</p> <p>Apply to Director, Directorate of Technical Education on prescribed form giving all details and prescribed fees.</p>	-----
19.	Verification of Mark sheets	<p>Within 15 Working days after receipt of application along with fees.</p> <p>Apply to Secretary, Board of Technical Education giving all details</p>	-----
20.	Verification of Marks, issue of photo copies of answer books, verification in presence and evaluation of answer books	<p>Students needs to apply to BTE through Institute as per notified schedule.</p> <ul style="list-style-type: none"> Verification of result- within 15 working days after the scheduled date for receipt of forms. Revaluation result- within 25 working days after the scheduled date for receipt of forms. Issue of photo copies and verification in presence – within 15 working days from the last date for receipt of forms. 	-----
21	Declaration of Board results on website	Within one day of Result Declaration .	
Sr.No	Activity	Time frame/Norm for its completion/ disposal	Remarks
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.	<p>Assessment and release of grants, sanction of GPF advance/withdrawal to aided Polytechnics, Scrutinisation of the Audit paras of DTE and other Institutions etc.</p> <p>Attending PAC meeting Plan/Non-Plan</p>	<p>1 month *</p> <p>All the files/Correspondence of AAO (A&P) forwarded</p>	-----

	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.	
	* Subject to all required documents being in Order		
Sr.No	Activity	Time frame/Norm for its completion/ disposal	Remarks
Centralized Admissions Section			
25.	Admissions to the First Year and Second Year of Degree level professional Programmes/colleges and First and Second Year of Diploma level Technical Programmes/institutions in the State, including preparation of prospectus.	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.	-----
System Analyst			
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, which 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 employees of DTE		Administration	
5.	Store files	Dead stock Consumable Register	Administration	
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, Authentication	Results, Certificates	BTE Section	

13.	Purchases & Repairs files Cadre Information (C& D) files	Procurement file, Recruitment , promotion, transfer files of C& D employees	Administration	
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 meeting s open to public	Wheth er minute s accessi ble 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	07.06.2024 (Present Board)	06.06.2027	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)	01.01.2023 (Present Committee)	31.12.2025	No	No	As convened by Chairman depending on proposals.
3	DPC for Career Advance-ment 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) DD(A)			No	No	Twice in a year
4	DPC for grant of MACPS for C & D staff of DTE Cadre	Scrutiny & grant of application for MACPS	DTE, Deputy Director (Admn), AAO(DDO)			No	No	Twice in a year

Manual. 9
Directory of Officers and Employee
[Section 4 (1) (b) (ix)]

Sr. No	Name	Designation	E-mail Address
1	Shri Bhushan K. Savoikar,	Director of Technical Edn.	dir-dte.goa{at}nic.in
2	Shri Pravin Shirodkar	Deputy Director (Adm)/	dir-dte.goa{at}nic.in
3	Shri. Pradip Kusnur	Deputy Director (CAD) /Lecturer, GPP	dir-dte.goa{at}nic.in
4	Shri Nitin Rao	Secretary, Board of Technical Edn / Lecturer, GPP	dir-dte.goa{at}nic.in
5	Shri. Balchandra S. Nadkarni	Asst.Director (Polytech) /HOD, GPP	dir-dte.goa{at}nic.in
6	Shri Vivek Belokar	Asst.Director (Colleges) /Assoc. Prof. GEC	dir-dte.goa{at}nic.in
7	Ms. Classie Monteiro	Asst.Secretary Lecturer, GPC	dir-dte.goa{at}nic.in
8	Ms. Anar Sangodkar	Asst.Secretary Lecturer, GPB	dir-dte.goa{at}nic.in
9	Ms. Neeta Naik	Asst.Director (CAD)Lecturer ,GPP	dir-dte.goa{at}nic.in
10	Dr. Dipak Gaitonde	Asst.Director (CAD)/HOD, GPP	dir-dte.goa{at}nic.in
11	Mr. Victor D'Souza	System Analyst, DTE &BTE	dir-dte.goa{at}nic.in
12	Shri. Pradnya Dessai	Asst. Account Officer(D.D.O.)	dir-dte.goa{at}nic.in
13	Shri. Francisco Lobo	Asst. Account Officer	dir-dte.goa{at}nic.in

Manual. 10

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

Sr. No.	Name	Designation	Basic Pay (in Rs.)	Gross Pay (in Rs.)
1	Shri. Bhushan K. Savaikar	Director		Additional Charge
2	Shri. Victor C. X. D' Souza	System Analyst	88400/-	174080/-
3	Kum. Pradnya S.Dessai	AAO/DDO	58600/-	114400/-
4	Shri. Francisco Lobo	AAO(A&P)	52000/-	93790/-
5	Shri. Arun N. Mangueshkar	Accountant(DDO)	35400/-	64740/-
6	Smt. Neelima D. Parab	Accountant(A&P)	39900/-	72615/-
7	Smt. Prashila P.Raul	Off. Suptd.	58600/-	102680/-
8	Shri. Mahesh V.Chari	Off. Suptd.	53600/-	107960/-
9	Smt. Julia D'Cruz	Head Clerk	42300/-	76815/-
10	Smt.Shilpa Korgaonkar	Head Clerk	47600/-	86090/-
11	Smt. Tanuja G. Kudalkar	Head Clerk	46200/-	83640/-
12	Smt.Seema V. Naik	Jr.Steno	48200/-	87140/-
13	Smt.Sharon Coutinho	Jr.Steno	46800/-	84690/-
14	Smt.Vrunda V. P. Khorjuvenkar	Jr. Steno	48200/-	87140/-
15	Smt.Sapna S.Bagkar	Jr. Steno	33300/-	61065/-
16	Smt.Shanaya S. Naik	Jr. Steno	33300/-	61065/-
17	Shri.Ashby Fernandes	U.D.C.	35300/-	57552/-
18	Shri.Umraj A. Khan	U.D.C.	39200/-	71390/-
19	Shri. Ajit A. Malik	U.D.C.	38600/-	70340/-
20	Smt.Jenifer Fernandes	U.D.C.	33300/-	63855/-
21	Smt. Rutika J. Malwankar	U.D.C.	39200/-	71390/-
22	Smt. Aparna V.Parab	U.D.C.	36400/-	66490/-
23	Shri.Sandeep R.Gaude	U.D.C.	30500/-	56165/-
24	Smt.Vaishali S. Prabhudessai	U.D.C.	36400/-	66490/-
25	Smt.Nilisha S. Raut	U.D.C.	38600/-	70340/-
26	Shri.Premnath Volvoikar	U.D.C.	43500/-	78915/-
27	Shri.Deepak M. Kinlekar	L.D.C.	38300/-	69815/-
28	Shri.Shiva S. Toraskar	L.D.C.	38300/-	69815/-

29	Smt.Sushma D. Naik	L.D.C.	38300/-	69815/-
30	Smt.Urmi U. Pednekar	L.D.C.	38300/-	69815/-
31	Smt.Shilpa P. Kandolkar	L.D.C.	38300/-	69815/-
32	Shri.Rama V.Subhaji	L.D.C.	26800/-	49690/-
33	Shri.Milind M.Naik	L.D.C.	26000/-	48290/-
34	Kum.Vaibhavi A.Garudi	L.D.C.	26800/-	49690/-
35	Shri.Ramanand A. Haldankar	L.D.C.	26000/-	48290/-
36	Smt.Harsheila K.Vengurlekar	L.D.C.	38300/-	69815/-
37	Shri. Devesh Zambaulikar	L.D.C.	24500/-	45665/-
38	Shri. Jitendra M.Hadfadkar	L.D.C.	26000/-	48290/-
39	Shri.Bharat L. Malkar	Driver	44800/-	72230/-
40	Shri Dhiraj C. Naik Gaonkar	Driver	26000/-	43090/-
41	Smt.Deepika D. Vazarkar	MTS	33000/-	60540/-
42	Smt. Shikha S. Bandekar	MTS	33000/-	53940/-
43	Smt.Uma U.Shet	MTS	31100/-	57215/-
44	Shri. Edwin Fernandes	MTS	27600/-	51090/-
45	Shri.Videsh G. Gosavi	MTS	27600/-	51090/-
46	Shri Gurudas Salgaonkar	MTS	24200/-	45140/-
47	Smt.Sulaksha Divkar	MTS	23500/-	42520/-
48	Smt. Sharmila Govekar	MTS	19100/-	34820/-

Manual. 11

The Budget Allocated to each Agency (Particulars of all plans, Proposed expenditure and reports on disbursement made [Section 4 (1) (b) (xi)]

Name of the Department: Directorate of Technical Education, Porvorim

Demand No. 36

(Rs. in Lakhs)

Scheme and Budget Head of Accounts	Budget Allocation 2024-25	Revised Estimate	Expenditure 2024-25	Budget Estimate 2025-26	Exp. upto 31st October 2025
2071- Pensions and Other Retirement Benefits	132.00	132.00	117.75	145.00	87.98
01- Civil					
117- Government Contribution for Defined Contribution Scheme					
01- Defined Contribution Pension Scheme (+)					
01- Salaries	132.00	132.00	117.75	145.00	87.98

2203- Technical Education					
103- Technical School					
01- Technical Education Cell	178.10	178.10	131.34	195.10	83.80
01-Salaries	176.00	176.00	130.93	193.00	83.45
13-Office Expenses	1.10	1.10	0.41	1.10	0.35
27-Minor Works	1.00	1.00	0.00	1.00	0.00

09- Strengthening of Directorate of Technical Education (P)	3370.24	3379.74	3071.28	3647.55	2040.60
01-Salaries	425.00	425.00	325.53	467.00	218.88
06-Outsourcing of DEOs/Jr.Stenos and other Services	12.00	12.00	5.46	13.00	3.53
07-Outsourcing of Utility Attendants	40.00	40.00	35.51	30.00	23.26
08-Maintenance of I.T Equipments	5.00	5.00	3.13	5.00	0.29
09-Maintenance of Non I.T Equipments	5.00	5.00	1.74	3.50	0.30
10-Maintenance of Car and other vehicles	5.00	5.00	1.43	3.00	1.22
11-Domestic Travel Expenses	1.00	1.00	0.33	1.00	0.00

13-Office Expenses	20.00	38.32	12.47	22.00	2.49
17-Refreshment Charges	5.00	5.00	0.13	3.00	0.16
19-Stationery Expenses	12.00	16.50	16.37	13.00	5.81
20-Other Administrative Expenses	0.00	0.00	0.00	1.00	0.00
21-Supplies and Materials	0.50	0.50	0.00	0.30	0.00
24-POL	9.00	9.00	4.40	6.00	2.55
26-Advertising and Publicity	2.20	2.20	2.20	2.00	1.51
27-Minor Works	1.00	1.00	0.00	1.00	0.00
28-Professional Service	30.00	14.68	1.20	20.00	0.73
29-Teleohone/Mobile Charges	0.75	0.75	0.22	0.50	0.00
31-Grants-in-Aid	120.00	120.00	75.38	120.00	58.22
34-Scholarship/ Stipend	13.00	13.00	10.03	10.00	7.06
35-Grants-in-Aid(Salaries)	2600.00	2600.00	2524.26	2860.00	1678.51
36-Procurement of IT Equipments	18.50	18.50	18.12	18.00	1.49
38-Furniture Expenses	2.00	2.00	0.28	2.00	0.00
39-Electricity Expenses	8.04	8.04	6.55	8.00	4.82
40-Water Charges	0.25	0.25	0.02	0.25	0.01
50-Other Charges	35.00	37.00	26.52	38.00	29.76

11- Implementation of Scheme of Community Polytechnic	0.10	0.10	0.00	110.85	110.85
01-Salaries	0.00	0.00	0.00	0.00	0.00
06-Outsourcing of DEOs/Jr.Stenos and other Services	0.00	0.00	0.00	0.00	0.00
31-Grants-in-Aid	0.10	0.10	0.00	110.85	110.85

12- CM-CARES Scheme for Coding and Robotics	1601.00	1591.50	1001.63	1881.03	332.26
06-Outsourcing of DEOs/Jr.Stenos and other Services	18.00	18.00	5.9	18.00	4.77
07-Outsourcing of Utility Attendants	0.01	0.01	0.00	0.01	0.00
08-Maintenance of I.T Equipments	0.50	0.50	0	100.00	0.00
09-Maintenance of Non I.T Equipments	0.50	0.50	0.00	0.50	0.00
11-Domestic Travel Expenses	10.00	10.00	1.51	8.00	0.98

13-Office Expenses	20.00	23.50	23.04	20.00	6.14
17-Refreshment Charges	7.00	7.00	0.47	5.00	0.00
19-Stationery Expenses	2.00	15.00	13.95	2.20	1.07
21-Supplies and Materials	1.00	1.00	0.00	1.00	0.00
26-Advertising and Publicity	2.00	5.00	2.44	2.20	0.19
28-Professional Service	2.50	2.50	0.69	2.50	0.09
36-Procurement of IT Equipments	1000.00	971.00	659.13	1133.61	1.70
37-Exhibition/Fair Expenses	0.01	0.01	0	0.01	0.00
38-Furniture Expenses	5.00	5.00	0	3.00	0.00
50-Other Charges	532.48	532.48	294.50	585.00	317.32
13- Diamond Jubilee-Government Investment for Technical Education	3200.00	3200.00	2944.73	3520.00	781.13
50-Other Charges	3200.00	3200.00	2944.73	3520.00	781.13
15 Community Development through Polytechnic(State Share)	0.02	0.02	0.00	0.02	0.00
01-Salaries	0.01	0.01	0.00	0.01	0.00
50-Other Charges	0.01	0.01	0.00	0.01	0.00
25- Upgradation of Existing Polytechnic(Aided)(A)	0.11	0.11	0.00	0.02	0.00
01-Salaries	0.00	0.00	0.00	0.00	0.00
06-Outsourcing of DEOs/Jr.Stenos and other Services	0.01	0.01	0.00	0.01	0.00
31-Grants-in-Aid	0.10	0.10	0.00	0.01	0.00
26 Land Acqisition for I.I.T. Goa	0.01	0.01	0.00	0.01	0.00
50-Other Charges	0.01	0.01	0.00	0.01	0.00
27- Upgradation of Existing Polytechnic(State Share)	0.01	0.01	0.00	0.01	0.00

	01-Salaries	0.01	0.01	0.00	0.01	0.00
789-	Special Component Plan for Scheduled Caste	0.02	0.02	0.00	0.00	0.00
01-	Community Development through Polytechnic(ST)(A)	0.01	0.01	0.00	0.00	0.00
31-	Grant in Aid	0.01	0.01	0.00	0.00	0.00
02-	Upgradation of Existing Polytechnic(SC)(A)	0.01	0.01	0.00	0.00	0.00
31-	Grant in Aid	0.01	0.01	0.00	0.00	0.00
796-	Tribal Area Sub Plan	0.02	0.02	0.00	0.00	0.00
01-	Community Development through Polytechnic(ST)(A)	0.01	0.01	0.00	0.00	0.00
31-	Grant in Aid	0.01	0.01	0.00	0.00	0.00
02-	Upgradation of Existing Polytechnic(ST)(A)	0.01	0.01	0.00	0.00	0.00
31-	Grant in Aid	0.01	0.01	0.00	0.00	0.00
	Total (Revenue)	8481.63	8481.63	7266.73	9499.59	3436.62

Scheme and Budget Head of Accounts		Budget Allocation 2024-25	Revised Estimate	Expenditure 2024-25	Budget Estimate 2025-26	Exp. upto 31st October 2025
4202-	Capital Outlay on Education, Sports, Art and Culture					
02-	Technical Education					
103-	Technical Education					
01-	Building (Technical Education)	0.00	0.00	0.00	0.00	0.00
	53-Major Works	0.00	0.00	0.00	0.00	0.00
02-	Establishment charges transferred from "2059-Public Works"(P)	6.50	6.50	0.00	0.32	0.00
	01-Salaries	6.50	6.50	0.00	0.32	0.00
03-	Tools and Plan charges transferred from "2059-Public Works"(P)	0.75	0.75	0.00	0.04	0.00
	52-Machinery and Equipments	0.75	0.75	0.00	0.04	0.00
09-	Land Acquisition for N.I.T. Goa	0.00	4485.00	4483.95	0.00	0.00
	53-Major Works	0.00	4485.00	4483.95	0.00	0.00
10	Land Acquisition for I.I.T. Goa	0.00	0.00	0.00	0.00	0.00

	53-Major Works	0.00	0.00	0.00	0.00	0.00
11	Land Acquisition for I.I.T. Goa	0.01	0.01	0.00	2500.00	0.00
	53-Major Works	0.01	0.01	0.00	2500.00	0.00
12	Education Development Fund	0.00	0.00	0.00	0.00	0.00
	60-Other Capital Expenditure	0.00	0.00	0.00	0.00	0.00
	Total 4202	7.26	4492.26	4483.95	2500.36	0.00

RTI 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
NIL						

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
NIL					

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.
NIL					

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.

Sr. 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 www.dte.goa.gov.in under board link	Yes	Available during specific periods
2	Curriculum, Learning Resources, Question Papers of old exams	Available on website www.dte.goa.gov.in 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 www.dte.goa.gov.in under admission link	Yes	Available during specific periods
3	Official website for the directorate	www.dte.goa.gov.in	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	Public enquiries are attended to	Related to DTE	
Web sites	www.dte.goa.gov.in	Official website for the directorate	
Library	NIL	---	
Notice Board	In the office premises	Important notices	
	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

Sr.No.	Designation of the officer designated as PIO	Postal address	E-mail address	Demarcation of area/activities, if more than one PIO is there
1.	Deputy Director (CAD)	DTE Complex, Alto Porvorim Goa	dir-dte.goa@nic.in	

List of Assistant Public Information Officers

Sr.No.	Designation of the officer designated as APIO	Postal address	E-mail address	Demarcation of area/activities, if more than APIO is there
1.	Asst Secretary (Post Exam)	DTE Complex, Alto Porvorim Goa	dir-dte.goa@nic.in	

First Appellate Authority with in the department

Sr.No.	Designation of the officer designated as First Appellate Authority	Postal address	E-mail address
1	Director of Technical Education	DTE Complex, Alto Porvorim Goa	dir-dte.goa@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.