

GOVERNMENT OF GOA

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

January 2017

(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.

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4. Organization Chart.

DIRECTOR OF TECHNICAL EDUCATION/CHAIRMAN, BOARD OF TECHNICAL EDUCATION										
Steno + Driver + Peon										
Administration (Academic)		Accounts		Establishment	Administration	Admissions + Steno		Board of Technical Education + Steno		
Steno				Steno	Steno	DD (CAD)/PIO		Secretary		
Astt. Director (C)	Asstt. Director (P)	A.A.O. (A & P)	A.A.O. (D.D.O.)	AD (E)	DD (A)	System Analyst	2 ADs (CAD)	Asstt. Secretary (Pre E)	Asstt. Secretary (Post E)	System Analyst
Head Clerk		1 Accountant	1 Accountant	HC	OS			Head Clerk		
						Programmer		Programmer		
								Asstt. Librarian		
4 UDCs			2 UDCs	1 UDC		1 UDC		2 UDCs		
		Accounts clerk		Stores clerk				Graphic Assistant		
2 LDCs		1 LDC	2 LDCs	2 LDC	3 LDCs	2 LDC		6 LDCs		
								2 Data Entry Operators		
					6 Drivers			Resographic Assistant		
								Xerox Operator		
1 Peon		2 Peon		1 Peon	2 Peons	1 Peon		2 Peons		
								1 Hamal		
					1 Sweeper					

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 Citizen's.

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.

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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	----	Appellate Authority (RTI) All Matters related to permission to new institutes, new programmes, GCET, CAD.
2	* Deputy Director –CAD		----		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	* 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	* Asst. Director – Establishment		----		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	* Asst Director – Polytechnic And OSD 1 & 2		----		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	Deputy Director – Administration		-----		All matters (RRs, appointments of Officers, MACP's and Service matters of Officers / Staff of DTE), LAQs of DTE. Entry/Dispatch
7	* 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
8	* Asstt. Director - CAD –Degree		----		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

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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	-----	System Analyst-Estt. Updation of DTE website, Purchase, maintenance and Condemnation of DTE computer systems, Networking and related equipment.
13	* System Analyst-II	-----	System Analyst-BTE 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	-----	AAO- (DDO) Drawing & Disbursing officer for DTE
15	* Asstt Accounts Officer	-----	AAO (Audit & Planning) 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.

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EMPLOYEES

Sr.No	Designation	Powers			Duties
		Administrative	Financial	Others	
Administration Section					
1	Office Spdnt.				Supervision of matters of Administration.
2	Steno- Typist-I				Dictation and typing of letters of AD(A) and AD(E). Maintain relevant files, Maintenance of service books, increments, leave records of all DTE staff. LAQ's, RTI's.
	UDC-I				Drafting proposals for RR's, MACP's of Gazetted posts in DTE. Pension cases, GPF cases, revival of lapsed posts. Monitor duties of Security guards and sweepers.
3	LDC-I				Outward, Record of Postage.
4	LDC-II				Inward/Outward of the section Typing Service matters, maintaining files, Attendance.Maintenance of Vehicles
5	LDC-III				Inward
6	Peon -I				Distribution of Tapal & files
7	Peon -II				Xeroxing for Administration Staff, Securing Locks and doors for section
8	Sweeper- I				Premises to be kept clean
Establishment Section					
1	Head Clerk				Framing of R.R's, Recruitments, postings, promotions, transfers and reservation roster of C & D staff of DTE cadre. MACP of C & D staff of DTE cadres. Maintenance of ACR's of all officers and staff of DTE & report files of C&D staff.
2	UDC-I				Maintenance of roster, Putting up of proposals.
3	Store Clerk				Stores, Purchase & Issue of materials, Maintenance of Dead Stock register, Consumable register, Repair and Maintenance of Equipments and Infrastructure
4	LDC-IV				Typing of proposal, Maintenance of Files.
5	LDC V				Inward/Outward, Maintenance of Records, Typing Service matters
6	Peon -III				Xeroxing, Distribution of Dak & Files and assisting establishment staff, securing locks and doors of the section.

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Accounts (DDO)					
Sr.No	Designation	Powers			Duties
		Administrative	Financial	Others	
1	Accountant-I				Scrutiny of bills & Orders
2	UDC- III				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- IV				Salary Bills, TA/DA bills of BTE, GPF, advances, withdrawal bills, Medical Reimbursement, other advances, TA/DA bills.
4	LDC-VI				Typing work , Purchase bills, Remuneration bills of examination conducted by BTE. (Paper setting, Theory, Practical, Assignments, Examiners, etc.).
5	LDC-VII				Typing work, Inwards of section dak, all FVC bills of Directorate etc.
6	Peon-IV				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. All matters including confidential and RTI with regard to Polytechnics
2	UDC-V				All matters of Goa college of Engg.
3	UDC-VI				All matters of Goa College of Architecture, Goa College of Pharmacy, and Goa College of Arts
4	LDC-VIII				Typing for the section. Maintenance of file movement register
5	Peon-V				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-VII				All matters of Govt. Polytechnic, Panaji, Agnel Polytechnic, Verna
2	UDC-VIII				All matters of ISBT, G.P. Curchorem, G.P. Bicholim
3	LDC-IX				Typing for the section. Maintenance of file movement register

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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-X				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	Peon-VI				Distribution of dak & Files. Securing locks and doors of the section
Centralized Admissions					
1	Programmer				
2	Steno- Typist-II				Dictation & Typing, Files of AICTE, new institutes & courses, putting files, confidential matters. Record & Typing for Public Information Officer.
3	UDC-IX				Matters of Admission, GCET, Putting up of files for approval, Record of prospectus files, keeping records of admission.
4	LDC-XI				Degree- Typing, Filing, Inward & dak.
5	LDC-XII				Diploma Typing, sale of prospectus & brochures. Diploma Typing, Filing.
6	Peon-VII				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				
3	Programmer				
4	UDC-X				Authentication, Verification of certificates , Migrations.
5	UDC-XI				Stores & accounts.
6	Steno- Typist-III & IV				Inward/outward, typing, Dictation, filling, etc. Curriculum &Authentication typing
7	Data E. Operator-I				Data entry of marks, printing, typing,

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8	Data E. Operator-II				result work.
9	LDC-XIII				Data entry, typing, result work, correspondence.
10	LDC-XIV				
11	LDC-XV				
12	LDC-XVI				
13	LDC-XVII				
14	Asstt. Librarian				
13	Xerox Operator				
15	Reso. Assistant				Printing, Xeroxing, Duplication on Res. Machine.
16	Peon-VIII				Distribution of dak & files, question papers, sealing, Xeroxing, Preparation of Result files. Securing locks and doors of the section Transport of answer books
17	Peon-IX				
18	Hamal				
System Analyst					
1	LDC-XVIII				Typing, Maintaining files and documents, Typing of HTML pages for web site updates. Data entry of records, RFP's etc.
Steno Typists					
61	Steno Typists-V				Dictation, typing, Files & Diary (IN/Out), Confidential files, Appointments, etc., for the Director Record & Typing for Public Information Officer.
62	Steno Typists-VI				Dictation, typing, Files & Diary (IN/Out) for AD C & AD P;
63	Peon X				Attending Director
64	Driver-I				Attending Director
65	Driver – II				Attending A.A.O
66	Driver – III				Attending AD (C) & AD (P)
67	Driver-IV				Attending DD (CAD)
68	Driver-V				Attending Secretary, BTE
69	Driver-VI				Dak, Authentication
70	Driver-VII				Attending Asst Director (E/A),

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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									
										BTE Confid ential matters
Directed to	Institutes/CAD				Adm/Estt/BTE/PIO					
Minor head	Poly	Colleges	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	SBTE	AAO	PIO	SA	-
Recommendation	AD/PO/AAO				DDA/ADE)/SBTE/AAO/PIO/SA/AS					SBTE
Approval	Director (within his powers)									Chairman 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										

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Proactive Proposals

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
Adm/Estt 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. 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. *	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	-----

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	Preferring of salary claim to Director of Accounts, Panaji.	Dak, and Verification with reference to Rules 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	-----

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		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	<p>After a period of six months of final year result</p>	-----
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	<p>Within 15 Working days after receipt of</p>	-----

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	documents	application along with fees. Apply to Secretary, Board of Technical Education giving all details along with proof of damage, loss or theft including an affidavit on an appropriate stamp paper.	
18.	Authentication of Professional Degree and Diploma certificates	Within 15 Working days after receipt of application along with fees. Apply to Director, Directorate of Technical Education on prescribed form giving all details and prescribed fees.	-----
19.	Verification of Mark sheets	Within 15 Working days after receipt of application along with fees. 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	Students needs to apply to BTE through Institute as per notified schedule. <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.	Assessment and release of grants, sanction of GPF advance/withdrawal to aided Polytechnics, Scrutinisation of the Audit paras of DTE and other Institutions etc. Attending PAC meeting Plan/Non-Plan Expenditure review meetings.	1 month * All the files/Correspondence of AAO (A&P) forwarded further to DTE and to	-----

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	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.	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 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.	-----
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.	

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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	-----	-----

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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	
4.	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	
	Confidential Information	Panel of paper setters /examiners	BTE PRE & POST	
11.	Record of Diploma Certificate, results	Results	BTE Section	

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

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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	15.09.16	19.05.2017	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)	01.01.14	01.01.17	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) AD(E)			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

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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) / Asst 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 Yeshwant Kamat Khadye	Deputy Director (Adm)/	0832 - 2415106	
13	Shri. Ramnath U. Sarmalkar	OSD/Lecturer, GPP	0832-2412145	
14	Shri Balchandra S. Nadkarni	OSD/ Lecturer, GPP	0832-2412145	
15	Ms Manisha D. Cascar	Asst. Account Officer Budget, Audit & Planning	0832-	
16	Shri Chetan C. Dharangutti	Asst. Account Officer (D.D.O.)	2410705	

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The Monthly Remuneration Received By Each of its Officers and Employees, Including the System of Compensation as Provided in Regulations.

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

Sr. No.	Name	Designation	Pay scale	Gross Pay
1	Vivek .B. Kamat	Director	1,99,600+ DA 3,992	Rs. 2,19,724/-
2	Anjali Sardessai	System Analyst, BTE	93,800+DA 1,879	Rs. 1,06,542/-
3	Manisha D. Cascar	AAO (A&P)	52,000 + DA 1,040	Rs. 58,790/-
4	Yeshwant P. Kamat Khadye	Dy. Director	73,200+DA1,464	Rs. 83,852/-
5	Chetan C. Dharangutti	A.A.O/D.D.O	14530+ GP 4600	Rs. 48,669/-
6	Clara Da Costa	O.S	72,100+DA 1,442	Rs.80,800/-
7	Vidyesh B. Mhamal	Accountant	43,600 + DA 872	Rs. 49,598/-
8	Varsha V. Salgaokar	Accountant	47,600+ DA 952	Rs. 53,988/-
9	Gauri G. Satardekar	Head Clerk	52,000+DA 1040	Rs. 58,864/-
10	Maya Morajkar	Head Clerk	50,500 + DA 1010	Rs. 59,144/-
11	Vailankani Mearl Camilo	Head Clerk	34,300 + DA 686	Rs. 41,618/-
12	Sharon Coutinho	Jr.Steno	34,300+ DA 686	Rs.39,380/-
13	Seema V. Naik	Jr.Steno	34,300+ DA 686	Rs.39,380/-
14	Swati N. Bhisaji	Jr. Steno	26,300+ DA 526	Rs. 30,608
15	Sapna Bagkar	Jr. Steno	26,300+ DA 526	Rs. 30,608/-
16	Vrunda V. P. Khorjuvenkar	Jr. Steno	30,500 + DA 610	Rs. 35,282/-
17	Trivikram S. Malik	UDC	31,400 + DA 628	Rs. 36,722/-
18	Shilpa Korgaonkar	UDC	33,300+ DA 666	Rs. 38,272/-
19	Marina Alfonso	UDC	33,300+ DA 666	Rs. 38,338/-
20	Sulbha Shirodkar	UDC	35,300 + DA 706	Rs. 40,544/-
21	Ravji A. Naik	UDC	32,300 + DA 646	Rs. 37,202/-
22	Komal K. Vaigankar	UDC	33,300 + DA 666	Rs. 38,346/-
23	Antonio Furtado	UDC	28,700 + DA 574	Rs. 33,266/-
24	Benedita Vaz	UDC	28,700 + DA 574	Rs. 33,266/-
25	Ajit A. Malik	LDC	28,400 + DA 568	Rs. 32,932/-

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26	Mavita M. Volvoikar	LDC	26,800 + DA 536	Rs. 31,162/-
27	Vaishali S. Prabhudessai	LDC.	26,800 + DA 536	Rs. 31,162/-
28	Gavita Cumbharjuenkar	LDC.	26,800 + DA 536	Rs. 31,162/-
29	Santoshi Bhandari	LDC	26,800 + DA 536	Rs. 31,162/-
3	Nilisha S. Raut	LDC	28,400 + DA 568	Rs. 32,932/-
31	Premnath Volvoikar	LDC	32,000 + DA 640	Rs. 36,876/-
32	Deepak M. Kinlekar	LDC	28,400 + DA 568	Rs. 32,932/-
33	Shiva S. Toraskar	LDC	28,400 + DA 568	Rs. 32,932/-
34	Sushma D. Naik	LDC	28,400 + DA 568	Rs. 32,932/-
35	Urmi U. Pednekar	LDC	28,400 + DA 568	Rs. 32,932/-
36	Shilpa P. Kandolkar	LDC	28,400 + DA 568	Rs. 32,932/-
37	Trupti P. Shirodkar	LDC	19,900 + DA 398	Rs. 22,744/-
38	Shri. Milind M. Naik	LDC	19,900 + DA 398	Rs. 22,744/-
39	Rama Subhaji	LDC	19,900 + DA 398	Rs. 22,744/-
40	Vaibhavi Garudi	LDC	20,500 + DA 410	Rs.23,404/-
41	Harshelia Vengurlekar	LDC	28,400 + DA 568	Rs. 32,932/-
42	Ramanand A. Haldankar	LDC	19,900 + DA 398	Rs. 22,744/-
43	Dhiraj C. Naik Gaonkar	Driver	19,900 + DA 398	Rs. 22,744/-
44	Ashok D. Naik	Driver	44,100 + DA 882	Rs. 50,212/-
45	Bharat L. Malkar	Driver	33000 + DA 660	Rs. 35,760/-
46	Anirudra Nagvekar	Driver	33000 + DA 660	Rs. 35,760/-
47	Prakash Naik	Driver	42,800 + DA 856	Rs. 48,828/-
48	Shivram Naik	Driver	53,600 + DA 1072	Rs. 60,708/-
49	Datta N. Vengurlekar	Peon	30,200 + DA 604	Rs. 35,044/-
50	Gopal M. Gawas	Peon	32,000 + DA 640	Rs. 34,530/-
51	Sushilkumar G.Kamulkar	Peon	32,000 + DA 640	Rs. 37,004/-
52	Ulhas Navso Gadekar	Peon	30,200 + DA 604	Rs. 35,184/-
53	Ramdas Parab	Peon	30,200 + DA 604	Rs. 32,694/-
54	Gurudas T. Naik	Peon	29,300 + DA 586	Rs. 34,002/-
55	Deepika D. Vazarkar	Peon	24,200 + DA 484	Rs. 27,508/-
56	Shikha S. Bandekar	Peon	24,200 + DA 484	Rs. 25,674/-
57	Uma Shet	Peon	22,800 + DA 456	Rs. 25,974/-

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58	Subhash Harmalkar	Peon	32,000 + DA 640	Rs. 37,002/-
59	Chandrakant Shirodkar	Hamal	29,300 + DA 586	Rs. 34,002/-
60	Sulaksha S. Divkar	Sweeper	4800+GP 1300	Rs. 15,845/-
61	Shri. N.V.T Pednekar	HOD,GPP	169000/-	188840/-
62	Shri. V. C. Fernandes	HOD,GPP	174100/-	194674/-
63	Shri. Alvito D'Silva	Lecturer,GPP	169000/-	188840/-
64	Shri Pradip Kusnur	Lecturer,GPP	164000/-	170000/-
65	Shri Nitin Rao	Lecturer,GPP	159300/-	178206/-
66	Dr. Dipak Gaitonde	HOD,GPP	150200/-	169226/-
67	Ms. Classie Monteiro	Lecturer,GPC	141600/-	158796/-
68	Shri Vivek W. Belokar	Associate Professor,GEC	141600/-	158796/-
69	Ms. Neeta Naik	Lecturer,GPP	91400/-	96828/-
70	Shri. Ramnath U. Sarmalkar	Lecturer, GPP	69000/-	79962/-
71	Shri Balchandra S. Nadkarni	Lecturer, GPP	69000/-	79304/-

Note: -

Sr. No. 61 to 71 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. 4 is filled from civil services cadre;

Sr. No. 1 to 60 are paid from DTE budget.

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

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

Non-Plan Budget		(Rs. In lakhs)			
Major Head Demand No. 36	Activities to be performed	Sanctioned Budget	Budget Estimate 2016-17	Revised Estimate	Expenditure upto 31/12/2016
2203-Technical Education 00- 103-Technical School 01-Technical Education Cell (NP)		85.10	85.10	89.40	68.03
	01-Salaries	80.00	80.00	86.11	67.74
	03-Overtime allowances	0.20	0.20	0.00	0.00
	11-Domestic Travel expenses	0.20	0.20	0.00	0.00
	13-Office expenses	4.40	4.40	3.29	0.29
	27-Minor works	0.30	0.30	0.00	0.00
2075-Miscellaneous General Services 00- 800-Other Expenditure 01-Annuity Contribution towards internet payment to GEDC for purchase of Laptop to Teachers (DTE) (N.P)	33-Subsidies	0.02	0.02	0.01	0.00

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Plan Budget		(Rs. In lakhs)		
Name of the Plan Scheme	Activities to be undertaken	Budget Estimate 2016-17	Revised Estimate 2016-17	Expenditure incurred till Dec 2016
Demand No. 36		2453.23	1858.20	1440.25
2203-Technical Education				
103-Technical School				
08-Grants to promote excellence amongst students by sponsoring International tours.	31 – Grants in Aid	0.01	0.00	0.00
09-Strengthening of Directorate of Technical Education (Plan)		2108.02	1736.70	1336.70
	01-Salaries	200.00	200.00	148.69
	02-Wages	28.00	28.00	19.18
	03-Overtime Allowance	20.00	0.00	0.00
	11- Domestic Travel expenses	1.00	1.00	0.64
	13-Office expenses	75.00	75.00	17.48
	20-Other Administrative expenses	1.00	0.00	0.00
	21-Supplies & Materials	9.00	5.00	0.00
	26-Advertisement & Publicity	9.00	2.80	1.99
	27-Minor works	2.00	0.00	0.00
	28-Professional services	47.00	47.00	21.27
	31-Grants-in-aid	1700.00	1372.47	1124.40
	32-Contribution	1.00	0.00	0.00
	34-Scholarship & Stipend	0.02	0.00	0.00
	50-Other Charges	15.00	5.43	3.07
11 – Implementation of Scheme of Community Polytechnic	31 – Grants-in-aid	25.00	10.00	0.00
14- Technical Education Quality Improvement project Phase (II)		0.10	0.00	0.00
	01- Salaries	0.02	0.00	0.00
	11 – Domestic Travel expenses	0.01	0.00	0.00
	12- Foreign Travel expenses	0.01	0.00	0.00
	13 – Office Expenses	0.01	0.00	0.00
	21-Supplies and Materials	0.01	0.00	0.00
	26-Advertisement and Publicity	0.01	0.00	0.00
	27-Minor Works	0.01	0.00	0.00
	28-Professional Services	0.01	0.00	0.00
	34-Scholarships/ Stipend	0.01	0.00	0.00

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20 -Setting up of IIT Goa	13 – Office Exp.	0.10	0.00	0.00
21-Cyberage Students Scheme	50-Other Charges	200.00	110.00	102.59
22-e-Learning and Smart Class		48.50	0.00	0.00
	13-Office Expenses	5.00	0.00	----
	21-Supplies and Materials	40.00	0.00	----
	50-Other Charges	3.50	0.00	----
23-Special Lecture Series		10.00	0.00	0.00
	11- Domestic Travel expenses	5.00	0.00	0.00
	13- Office Expenses	1.00	0.00	0.00
	28- Professional Services	3.00	0.00	0.00
	50-Other Charges	1.00	0.00	0.00
24-Academic Chair		10.00	0.00	0.00
	11- Domestic Travel expenses	3.00	0.00	0.00
	13-Office Expenses	1.00	0.00	0.00
	28 – Professional Services	5.00	0.00	0.00
	50-Other Charges	1.00	0.00	0.00
25- Upgradation of Existing Polytechnic (Aided)	31- Grants in Aid	50.00	0.00	0.00
26-Land Acquisition for IIT, Goa	50-Other Charges	1.50	1.50	0.96
CAPITAL PLAN SCHEMES				
4202-Capital Outlay on Education, Sports, Art and Culture 02- Technical Education 103- Technical Education		1239.43	32.18	0.00
01 – Buildings (Technical Edn.)	53-Major works	130.00	30.00	0.00
02-Establishment Charges transferred from 2059 “Public works” (Plan)	01-Salaries	8.45	1.95	0.00
03-Tools and Plant charges transferred from 2059 “Public works” (Plan)	52-Machinery & equipment	0.98	0.23	0.00
09-Land acquisition for NIT Goa	53-Major works	100.00	0.00	0.00
10-Land acquisition for IIIT Goa	53-Major works	0.00	0.00	0.00
11-Land acquisition for IIT, Goa	53-Major works	1000.00	0.00	0.00

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[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					

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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 www.dtegoa.gov.in under Board link	Yes	Available during specific periods
2	Curriculum, Learning Resources, Question Papers of old exams	Available on website www.dtegoa.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.dtegoa.gov.in	Yes	Available during specific periods
3	Official website for the Directorate	www.dtegoa.gov.in	Yes	---

Manual. 15

Particulars of the facilities available to citizens for obtaining in formation

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

Facilities available for obtaining information

S.No	Facility available	Nature of information	Working Hours
Information Counter	NIL	---	
Web sites	www.dtegoa.gov.in	Official website for the directorate	
Library	NIL	---	
Notice Board	In the office premises	---	
	Public Information Officer	Available information pertaining to the public authority.	

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 (Post Exam)	DTE Complex, Alto Porvorim Goa	0832-2412146		

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

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[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.