

ii. The powers and duties of its officers and employees

**WORK ALLOCATION SECTION WISE**

SR. NO.	SECTION	DUTIES
1.	<b><u>Academic Section – I</u></b>  <b><u>Goa University</u></b>	<p>1.All Administrative and Service matters of Goa University such as NOC's and approval of teaching and non-teaching posts, Career Advancement Scheme Ph.D. /M.Phil. increments.</p> <p>2.Counting of past services of Government colleges, Government aided colleges and Goa University.</p> <p>3. Matters relating to Kala Academy</p> <p>4.Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>5.Any other matter as and when assigned by DHE.</p> <p>All files shall be routed through Shri Ramesh Mahale, Sr. Audit Officer to DHE</p>
		<p>1.All Academic matters of Goa University.</p> <p>2.All other Miscellaneous matters of Goa University.</p> <p>3.Compilation of information pertaining to Goa University.</p> <p>4.All UGC Matters, all other approvals except filling of posts.</p> <p>5. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>6. Any other matter as and when assigned by DHE.</p> <p>All files shall be routed through Shri Kaustubh Kamat</p>
	<b><u>Academic</u></b>	<p>1. All administrative/academic matter such as NOC's and approval of teaching and non-teaching posts, Career Advancement Scheme Ph.D. / M. Phil increments of Government Aided Colleges.</p>

2.	<p><b><u>Section – II</u></b></p> <p><b><u>Aided Colleges</u></b></p>	<p>2. All other Miscellaneous matters of aided colleges, unaided colleges and self financing Colleges.</p> <p>3. All the matters pertaining to opening of new aided colleges, unaided colleges and self financing Colleges, Divisions, Courses, including Registration of Colleges.</p> <p>4.Compilation of information of all Colleges</p> <p>5. All matter pertains to Kala Academy.</p> <p>6. Anomaly in the pay scale.</p> <p>7. All other miscellaneous matter of aided colleges, unaided colleges and self financing Colleges.</p> <p>8. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>9.Scrutinizing and forwarding applications to Directorate of Accounts for issue of PRAN numbers to new appointed staff of colleges and university and Settlement of cases under New Pension Schemes VRS/Death of employees of all <b>Aided Colleges and staff of Goa University.***</b></p> <p><b>10. Discretionary Holidays of Aided /Govt. Colleges. ***</b></p> <p>11.Matters pertaining to Parvatibai Chowgule College of Arts and Science.</p> <p>12. All matters pertains to Goa Scholar Scheme and State Teachers Awards.</p> <p>13. Any other matter as and when assigned by DHE.</p> <p>Subject matter marked as *** and printed in bold letters, are allotted to section along with dealing hand.Shradha Kakodkar, UDC.</p> <p>Parvatibai Chowgule College to be given to one of the existing dealing hand.</p> <p>All files shall be routed through Dr. Rengy George, Dy. Director. Also subject matter at sr.No. 8 shall be marked to AAO being DDO.</p>
3.	<p><b><u>Academic Section – III</u></b></p> <p><b><u>Govt. Colleges</u></b></p>	<p>1. All matters pertaining to Government Colleges.</p> <p>2. Filling up the post of Assistant Professor/Associate Professor/Professors/Principals on regular /deputation basis.</p> <p>3. Matters pertaining to Appointment of Vice Principals Creation/Revival of posts, lifting of probation &amp; Confirmation,</p>

4.	<b><u>Statistical Cell</u></b>	<p>Framing/Amendment of RR's Reservation of roster for regular appointment ,Transfer and Postings complaints/inquiry/ disciplinary proceeding, immovable Property returns Grant of Ph.D/M.Phil increments.</p> <p>4. Matters pertaining to Government schemes such as HBA, Admissions of foreign students, National Service Security/ NAAC/IPR., installation of Solar panels, Waste Management etc.</p> <p>5. Maintenance of APRR's/ ACR's/CR's of Staff of Govt. Colleges (Teaching Staff)</p> <p>6. Maintenance of the Roster of Teaching Staff of Government Colleges.</p> <p>7.Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>8. Any other matter as and when assigned by DHE.</p>
		<p>1. Compiling reports of Anti-ragging activities of Govt. Colleges, Government Aided Colleges and conduct of Meeting. *</p> <p>2. Verifying and scrutiny of the proposals of Revision of fees of Self-financing Colleges and conduct annual meeting *</p> <p>3. Public Grievances. *(Independent matter)</p> <p>4. B.Ed. Admission *</p> <p>5. Other Miscellaneous matters*</p>
		<p>1. Nodal Office for AISHE</p> <p>2. Attending monthly meeting of TSP.</p> <p>3. Authentication.</p> <p>4. NET/SET initiative and management and execution of training programme.</p> <p>5. Preparation of Directory of teaching and non-teaching staff of all Colleges and Goa University</p> <p>6. Compilation of reports; Data, compilation and submission of information called by DPSC/other Departments.</p> <p>7. Compilation of reports;</p> <p>i) Monthly expenditure ii) Higher Education Statistics iii) Governors monthly reports iv) Budget speech v) Explanatory</p>

		<p>memorandum vi) Economic Survey vii) Performance budget, viii) Annual Administration Report</p> <p>8. Monitoring of the Swachh Bharat Summer internship</p> <p>9. Compilation of reports/data of all section of DHE</p> <p>10. Maintenance of data base (OBC/SC/ST)</p> <p>11. Matters pertaining to Direct Beneficiary Transfer (DBT) Schemes</p> <p>12. Citizen Charter of the Department.</p> <p>13. All matters pertaining to “Swachh Bharat Abhiyan”</p> <p>14. Replies to LAQs/ RSQs, RTIs and any other reports pertaining to this Section.</p> <p>15. Any other matter as and when assigned by DHE.</p>
5.	<b><u>Accounts</u></b> <b><u>Section</u></b>	<p>1. Preparing and submitting bills to the Directorate of Accounts (salary bills, FVC bills, GIA bills GPF bills etc).</p> <p>2. Maintaining registers viz Cash book, Permanent Advance register, GFR-8 register, GFR-9 register, Budget Control register, Bill register etc.</p> <p>3. Filling periodicals returns and other matters with regard to Income Tax and Goods and Services Tax (GST)]</p> <p>4. Preparation and submission of Budget Estimates, Revised Estimates, proposal for Supplementary grants, re-appropriation of funds etc.</p> <p>5. Submitting proposal for surrender of funds to the concerned authorities</p> <p>6. Reconciliation of receipts and expenditure figures with Directorate of Accounts.</p> <p>7. Furnishing replies to the Audit report</p> <p>8. Submission of Information/Replies to Directorate of Accounts and Finance Department</p> <p>9. Preparation of action taken report in respect of PAC &amp; CAG report.</p> <p>10. Generating Challans of Directorate of Higher Education and all the Aided Institutions under DHE.</p> <p>11. Compilation of UC’s received from other sections and forwarding the same to the concerned authorities</p> <p>12. Maintaining Higher Education Promotional Fund Account.</p> <p>13. Furnishing replies to LAQs, RTIs pertaining to the Accounts Section.</p> <p>14. Any other matter assigned by DHE</p>

6.	<b>GIA Section</b>	<ol style="list-style-type: none"> <li>1. Scrutiny of salary (regular/non-regular), Arrears, Supplementary claims such as Leave Travel Concession, Medical reimbursement, Children Education Allowance, Travelling Allowance etc of all aided colleges and department of extension service centres.</li> <li>2. Release of recurring and non recurring grants to Goa University and sanction of grants to Goa Education Development Corporation</li> <li>3. Assessment of Non salary grants of all the Aided colleges under the control of Directorate of Higher Education.</li> <li>4. Maintenance of PBR/SCR of the Teaching and Non-Teaching staff of aided colleges.</li> <li>5. Preparation of budget estimate for Grant-in Aid (salary and maintenance grants) and Reconciliation of challans deposited by the aided college.</li> <li>6. Effecting recovery proposed by the Audit Section of this Department</li> <li>7. Submission of Information/Replies to Directorate of Accounts and Finance Department</li> <li>8. Maintenance of Grant-in Aid Register other registers such as Leave Travel Concession, Children Education Allowance, Medical Register, etc.</li> <li>9. Replies to LAQ's /RTI, Governor's monthly report and any other report pertaining to this section</li> </ol> <p>Any other matter as a when assigned by DHE.</p>
7.	<b><u>Audit Section</u></b>	<ol style="list-style-type: none"> <li>1. Auditing of all the Government and Aided Colleges/Institutions, issuing audit reports and obtaining compliance</li> <li>2. Offering comments on the compliance furnished by the Colleges/Institutions.</li> <li>3. Monitoring Inspection reports issued</li> <li>4. Submission of Information/Replies to Directorate of Accounts and Finance Department</li> <li>5. Compilation of Audit reply and remedial action thereof</li> <li>6. Verification of Bank Account of Aided institution in respect of grants sanctioned</li> <li>7. Surprise Inspection of accounts of the Government Colleges.</li> <li>8. Audit of PLA/PDA accounts maintained by the Government College.</li> <li>9. Replies to LAQs, RTIs pertaining to the Audit section.</li> </ol> <p>Any other matter assigned by DHE.</p>
8.	<b><u>GPF/NPS</u></b>	<ol style="list-style-type: none"> <li>1. Processing applications in r/o staff of DHE, Aided Colleges and Goa University for sanction of GPF Advance/withdrawal and issue of sanction order</li> </ol>

	<b><u>Section</u></b>	<ol style="list-style-type: none"> <li>2. Processing applications in r/o staff of DHE, Aided Colleges and Goa University for sanction of final payment under GPF and issue of sanction order.</li> <li>3. Maintaining GPF register in r/o staff of DHE, Aided Colleges and Goa University.</li> <li>4. Issue of GPF slips to the Aided Colleges and Goa University.</li> <li>5. Processing applications for withdrawal under NPS and issue of sanction order.</li> <li>6. Maintaining NPS register in r/o staff of Aided Colleges and Goa University.</li> <li>7. Processing medical reimbursement claims of Government and Aided Colleges.</li> </ol> <p>Shall be routed through A.A.O (Audit) to Jt. Director of Accounts(DHE) for sanction.</p>
9.	<b><u>Administration &amp; Establishment</u></b>	<ol style="list-style-type: none"> <li>1. Service matters of DHE staff and non teaching staff of Government Colleges; <ol style="list-style-type: none"> <li>i) Confirmation ii) Drawing Seniority List iii) Promotion iv) Transfer v) Resignation/Termination vi) Increment vii) Vigilance matters and Disciplinary Proceedings viii) House Building Advance ix) Pay Fixation x) Pay Protection xi) MACP</li> </ol> </li> <li>2. Maintenance of personal files and service books (Non-teaching staff)</li> <li>3. Circulating and maintaining circulars/ O.M. /Notification/ Orders received from Government.</li> <li>4. Procurement of Stationery/Consumables items, Reference/ Rule books, Sanitary items and maintaining consumable register and book register.</li> <li>5. Maintaining records of movable/ immovable property.</li> <li>6. Processing all type of leave of DHE employees and non-teaching staff of Govt. Colleges;</li> <li>7. Keeping record of Attendance/ Muster Roll and Bio-metric attendance with the help of IT section and daily submission of print to DHE.</li> <li>8. Maintenance of APAR's, ACR's/CR's of DHE staff and Non teaching staff of Government College.</li> <li>9. Maintenance of service postage stamps Accounts Register, Inward Outward Register, Peon Books and other related registers in the inward and outward section</li> <li>10. Matters pertaining to issuing of work allocation order, office orders, duty orders.</li> </ol>

		<p>11. Issuing of NOCs/permission for further studies, passports, movable/immovable property. Matters pertain to Govt. accommodation</p> <p>12. Preparing monthly attendance reports in respect of Data Entry Operators, Security, Housekeeping and employees working in this Department on working arrangement basis.</p> <p>13. Appointment of Housekeeping staff and Security.</p> <p>14. Allocation of vehicle and duty of Drivers. Repairs and maintenance of vehicles and their log books.</p> <p>15. Supervision and allocation of duties to MTS.</p> <p>16. Replies to LAQs/ RSQs, RTIs.</p> <p>17. Any other matter as and when assigned by DHE.</p>
10.	<b>Training and Development Section</b>	<p>1. Conduct of all Workshop /Seminar/programmes of the Department.</p> <p>2. Conduct of Faculty Development Programmes for Government as well as Aided Colleges.</p> <p>3. Conduct of Training for Departmental staff and Colleges.</p> <p>4. Induction Training.</p> <p>5. Conduct of Master Class Series.</p> <p>6. Conduct of TNA and preparation of training calendar of the Department.</p> <p>7. Manpower Assessment and Post creation / Revival.</p> <p>8. Maintenance of Roster of Non teaching staff.</p> <p>9. Framing of RR's.</p> <p>10. Recruitment Process – Direct Recruitment, Deputation, FR-15, Contract basis appointment of Departments, Data Entry Operator and Staff under RUSA</p> <p>11. Coordinating with Pension Cell for Sevarath Scheme.</p> <p>12. Replies to LAQs/ RSQs, RTIs, Governors monthly report and any other reports pertaining to this Section.</p> <p>13. Any other matter as and when assigned by DHE.</p>
11.	<b>Development Section</b>	<p>1) Handling following schemes :-</p> <p>(i) Scheme for promotion of cultural, sports &amp; curricular activities in Goa University and colleges affiliated to Goa University (Shrujan Scheme).</p>

		<p>(ii) Sant Sohirobanath Ambiyé DnyanVruddhi Shishyavrutti (Bursary Scheme).</p> <p>(iii) Interest Free Educational Loan Scheme for higher Education.</p> <p>(iv) Scheme for Promotion of Science Education</p> <p>(v) Soft Loan Scheme</p> <p>(vi) Fee Waiver Scheme for SC/ST students.</p> <p>(vii) Dayanand Bandodkar Scheme for Orphans</p> <p>(viii) Scheme for Creation and Enhancement of Infrastructure and Overall Development of Educational Sector in Goa 2018</p> <p>(ix) Scheme to provide Financial support for conducting workshop / Seminars / Conference/ Training Programmes/ Educational Fairs / Education Festivals &amp; Short term courses for quality improvement for aided colleges.</p> <p>(x) Scheme to provide Financial support for conducting workshop / Seminars / Conference/ Training Programmes/ Educational Fairs / Education Festivals &amp; Short term courses for quality improvement for Government colleges.</p> <p>(xi) Scheme for Financial Assistant to NGO's and others for Educational purpose.</p> <p>(xii) Scheme to assist Non-Government Aided Colleges on maintenance and upgradation of infrastructural facilities.</p> <p>2. All Administrative matters of Goa Education Development Corporation. (GEDC).</p> <p>3. Any other matter as and when assigned by DHE.</p> <p>All Administrative matters of Goa Education Development Corporation (GEDC) along with dealing hand Anuja Lokre, H/C</p>
12.	<b>Building &amp; Maintenance Section</b>	<p>1. All correspondence pertaining to New Building of the Department.</p> <p>2. Purchase of furniture and other materials for Office, maintenance of dead stock register/Record rooms: Telephone / Electricity connection, Sitting arrangement of staff and other requirements</p> <p>3. Matters related to Goa Institute of Management building at Ribandar.</p> <p>4. Matters pertaining to New Buildings, Annexed buildings, Construction/Upgradation/Repairs of college buildings (Hostels, Playgrounds, etc.)</p> <p>5. Land acquisition for the Departmental projects.</p>



		<p>6. Any other matter as and when assigned by DHE.</p> <p>All files of subjects marked as are to be routed through Consultant (Technical) RUSA</p>
<b>13.</b>	<b>Pension Cell</b>	<p>1. All matters pertains to Sevarth Scheme.</p> <p>2. All matters pertaining to settlement of pension cases of Goa University, Aided Colleges, Government Colleges and DHE staff.</p> <p>3. Follow up with the Directorate of Accounts, coordination with colleges, Conducting of monthly meetings of Nodal Officers.</p> <p>4. Handing over of Mementoes and Certificates of the employees retiring of Aided colleges, Government Colleges, Goa University and DHE Staff.</p> <p>Any other matter as and when assigned by DHE.</p>
<b>14.</b>	<b>IT Cell</b>	<p>1. Matters pertaining to preparation/updating of websites of DHE, preparation of Email Id's of DHE, e-sms gateway, allotting IP addresses for all computers, Implementation and functioning of office LAN, Installation and maintenance of computers, obtaining N O C for ICT equipments.</p> <p>2. Designing/Developing of in-house software solutions (a) Software for Aided colleges, (b) Software for pension cell.</p> <p>3. Procurement of hardware like Computers, Printers, External Storage Device, Networking peripherals and software i.e. MS Office, Anti-virus etc.</p> <p>4. Preparing inventory of computers and Printers and Administrator Account for all computers in DHE.</p> <p>5. Implementation of High-Speed Internet Connectivity in Government Colleges</p> <p>6. Dealing with complaints/issue pertaining to hardware and software of all sections of DHE.</p> <p>7. Providing technical support to Administration Section to maintain AEBAS. Generating report and submission to Admin. Section on daily basis.</p> <p>8. Providing IT related support to all the Sections of the dept.</p> <p>Replies to LAQ's any other information sought related to IT.</p> <p>Any other matter as and when assigned by DHE</p>
<b>15.</b>	<b>RUSA</b>	<p>1. All matters pertaining to Rashtriya Uchcharatar Shiksha Abhiyan Scheme.</p>

		Any other matter as and when assigned by DHE.
<b>16.</b>	<b>Research Dev. and Innovation Cell</b>	<p>1. All matters pertains to State Higher Education Council (SHEC).</p> <p>Any other matter as and when assigned by DHE.</p>

Note:- All Court cases of the Department shall be looked after by **Shri Diwan Rane, Consultant (Administration)**

## ADMINISTRATION/ESTABLISHMENT SECTION

Sr.No	Employee	Designation	Work Alloted	
1	Smt. Deepali Parsekar	Office Suprident	1	Overall supervision of the section, Compilation of all types of reports/information/LAQ's pertaining to this section to be sent to various authorities
			2	Verify Service Books regularly, all other registers handle by inward and outward clerk, Consumable Register, Log Books, etc., Checking of Dealing Hand Dairy on weekly basis and putting up weekly arrears statement on every Monday to Dy. Director (Admn).
			3	Maintaining attendance register, late attendance register and movement register
			4	Any other work assigned by the Higher Authorities.
2	Smt. Darshana Naik	Head Clerk	1	Service matters of DHE staff and non teaching staff of Government Colleges; a) Confirmation b) Drawing Seniority List c) Promotion d) Transfer of the employees e) Resignation/Termination f) Vigilance matters and Disciplinary Proceedings g) MACP matters
			2	Matters pertaining to Goa Human Resource Development Corporation of Govt. Colleges
			3	Matters pertaining to APIO for RTI Act'2005
			4	Replies to LAQ's
			5	Any other work assigned by the Higher Authorities
3	Smt. Rashmi Menezes	A.T.O	1	Procurement of Stationery/ Consumeable items Sanitary items,Service Postage stamps, maintenance of Consumable register and Certification of Bills
			2	Maintenance/ Procurement of Vehicle and their log books
			3	Matters pertaining to Sexual Harassment of women at work place and compiling reports
			4	Matters pertaining to persons with Disabilities
			5	Replies to Audit paras in respect of Audit matters of this section
			6	Replies of LAQ's/Assembly/Election matters
			7	Any other work assigned by the Higher Authorities.

4	To be allocated to ATO/UDC	ATO/UDC	1	Pay fixation/Pay protection
			2	Matters pertaining to Constitution of India Week
			3	Miscellaneous matters of Govt. Colleges
			4	Nodal Officer for compiling of LAQ's
			5	Matters pertaining to House Building Advance
			6	Any other work assigned by the Higher Authorities
5	Smt. Vanshika Naik	Lab Asst.	1	Matter pertaining to attendance and salary of Data Entry Operator, Security and appointment of Housekeeping.
			2	Handling work allocation file, file deputing DHE employees for various office duties/office orders.
			3	Tour Programme
			4	Matters pertaining to Allotment of Government Accommodation
			5	Any other work assigned by the Higher Authorities
6	Shri Adarsh Arolkar	L.D.C	1	Maintenance of personal files and service books
			2	Releasing of Annual Increments and maintaining register
			3	Maintaining records of movable/ immovable property
			4	Processing following leave of DHE employees and non-teaching staff of Govt. Colleges, Earned Leave, Commuted/ half pay Leave, Maternity/ Paternity Leave, Child Care Leave, Extra ordinary Leave, Study Leave
			5	Maintenance of APAR's, ACR's/CR's of DHE staff and Government College non teaching staff
			6	Replies to LAQ's
			7	Any other work assigned by the Higher Authorities
7	Smt. Maheshwari Fadkari	L.D.C	1	Circulating and maintaining circulars/ O.M./Notification/ Orders received from Government of India/Government of Goa
			2	Miscellaneous matter and submission of information time to time
			3	Any other work assigned by the Higher Authorities

8	Smt. Diksha Mapari	MTS	1	Handling Outward of DHE and maintaining Outward Registers
			2	Maintenance of service postage stamps Accounts Register
			3	Maintaining Peon Books for delivering Tapal to Secretariat, Directorate of Accounts and other Offices
9	Kum. Pooja Keni	DEO	1	Handling Inward of DHE and maintaining Inward register
			2	Maintaining DAK register (Section wise), RTI register Public Grievances Register, Pension Book Register
10	Smt. Radha Shirodkar	Data Entry Operator	1	Issuing of NOCs/permission for further studies, passports, Advertisement, handling emails, etc.
			2	Preparation of Time Table and Keeping track of rotation of Peons/MTS attached to different sections
			3	Allocation of duties to Driver and keeping records of Requisition for Vehicles
			4	Typing work of Est./Admn. Section
			5	Any other work assigned by the Higher Authorities
11	Smt. Suparna S. Naik	Data Entry Operator	1	Maintenance of Leave Register i.e. Casual Leave, Restricted Holiday, Special Holiday, Special Casual Leave, C.O. and putting up the leave on daily basis and keeping record of biometric attendance.
			2	Handling Inward/Outward, distributing correspondence to the Dealing Hands and maintaining file Register and T.R. Register of Admn/Est Section
			3	Reference/ Rule books
			4	Typing work of Est./Admn. Section
			5	Any other work assigned by the Higher Authorities

## TRAINING & DEVELOPMENT SECTION

12	Smt.. Akshata A. Ghatwal	Assistant Technical Officer	1	Scrutiny of Application for the post of Auditor
			2	Conduct of Exams of all the category of post advertised by this Directorate and other administrative matters pertaining to direct recruitment.
			3	Filling up of post on deputation i.e. Assistant Director, Deputy Director/Additional Director.
			4	Framing of RR's
			5	Assisting in maintenance of Roster
			6	Manpower assessment of State Higher Educational Council
			7	All administrative matters of the section
			8	Compilation of important Circular file subject wise in soft copy.
			9	Maintaining database of appointments made/Candidates applied for various categories of post.
			10	Putting up proposal pertaining to workshop/seminar of department and Assisting in conduct of workshop/seminar/Training of the Department.
			11	Reply to LAQ's/RSQ's, RTI's and any other reports pertaining to this Section
			12	Any other matter as and when assigned by Assistant Director (T & D)
13	Smt. Aparna S. S. Verenkar	Assistant	1	Scrutiny of Application for the post of LDC
			2	Manpower assessment of Non Teaching staff of DHE
			3	Maintaining sanction strength of Non teaching staff of DHE, filled and vacant position.
			4	Maintaining of Roster of Non Teaching staff of DHE.
			5	Appointment of Staff under RUSA, Data Entry Operator and contract appointment under Pension Cell
			6	Compilation of important Circular file subject wise
			7	Recruitment of Assistant Technical Officer on deputation.
			8	Reply to LAQ's/RSQ's, RTI's and any other reports pertaining to this Section
			9	Any other matter as and when assigned by Assistant Director (T & D)

14	Kum. Pragati P. Malvankar	Jr. Seno	1	Verification of data of Multi Tasking Staff applications and preparation of Eligible and Not Eligible list.
			2	Medical Fitness, Verification of character and antecedents of selected candidates.
			3	Verification of documents of selected candidates and maintaining of records.
			4	Maintaining of records of all the applications for different categories of post received in this directorate.
			5	Procurement of Stationery for Section and maintenance.
			6	Putting up proposal pertaining to workshop/seminar of department and Assisting in conduct of workshop/seminar/Training of the Department.
			7	Reply to LAQ's/RSQ's, RTI's and any other reports pertaining to this Section
			8	Any other matter as and when assigned by Assistant Director (T & D)
15	Shri Shrikant Kavalekar	LDC	1	Inward/Outward of the Section, Maintaining of File Register of section.
			2	Settlement of bills.
			3	Induction training to new staff.
			4	Co-ordination with pension cell for Sevarth Scheme.
			5	Assisting in conduct of workshop/seminar/Training of the Department.
			6	Compilation of information to be sent to other sections.
			7	Reply to LAQ's/RSQ's, RTI's and any other reports pertaining to this Section
			8	Any other matter as and when assigned by Assistant Director (T & D)
16	Smt. Neha Nerurkar	Data Entry Operator	1	Scrutiny of Application for the post of Jr. Stenographer.
			2	Conduct of Master Class Series
			3	Training need assessment of department. Maintaining Training Calender.
			4	Issue of ID Card to Staff of DHE
			5	Maintaining list of employees of DHE.
			6	Checking of emails and sending of emails.
			7	Maintaining database of Training workshops/seminars.
			8	Putting up proposal pertaining to Training/workshop/seminar of department.
			9	Reply to LAQ's/RSQ's, RTI's and any other reports pertaining to this Section

			10	Any other matter as and when assigned by Assistant Director (T & D)
<b>ACCOUNTS SECTION</b>				
17	Kum.Sanjana Dhargalkar	Accountant	1	Assisting in preparation of Budget Estimates and revised estimates
			2	Putting up proposal for supplementary grants and re-appropriation of funds
			3	Scrutiny of personal bills in respect of Non Gazetted staff at Directorate of Higher Education
			4	Scrutiny of FVC & GIA Bills to be sent to DOA
			5	Scrutiny of cash book & remittances
			6	Matters regarding Government colleges including allotment of funds
			7	Drafting replies to audit paras in respect of audit matters of Directorate of Higher Education
			8	Preparation & submission of detail surrender of funds at funds
			9	Drafting replies to Correspondence marked to Accounts section
			10	Any other work assigned by the Superiors
18	Shri.Heeru Parulekar	UDC	1	Duties of Cashier
			2	Preparation of Budget Estimates and Revised Estimates
			3	Proposal for supplementary grants, re-appropriation of funds and surrender of funds
			4	Forwarding of monthly expenditure incurred by D.H.E to Statistics Cell
			5	Filing of GST Returns
			6	Update GFR 9 as per monthly expenditure
			7	HEPF Account
			8	AC/DC Bills and FVC Bills without TDS
			9	Any other work assigned by superiors
19	Smt.Sejal Naik	LDC	1	Salary and personal claims of DHE staff
			2	All Matters regarding Government Colleges including keeping updated staff records, funds requirement/allotment of all colleges.
			3	Reply to Audit Paras
			4	FVC Bills with TDS
			5	Filing of TDS Returns



			6	Any other work assigned by superiors
20	Kum.Sonali Naik	D.E.O	1	GPF Bills
			2	Bill register and BCR
			3	GFR 8 Register and Slips
			4	Recording of voucher details on OC of the Bills , BCR and Bill Register
			5	Any other work assigned by superiors
21	Kum.Riya Naik	D.E.O	1	Grant- in- Aid Bills
			2	Inward/Transfer Register
			3	Generation of challans and maintaining challan register
			4	Typing Work
			5	Any other work assigned by superiors

### RUSA Section

22	Kum.Sandeepa Gosavi	UDC	1	Release of funds to various colleges/ Goa University under RUSA, preparation of salary bills/TDS deduction of the officers/officials appointed under RUSA, other exp. Bills
			2	Procurement of computers/printers/ xerox machine, hire of vehicle and other consumable items under RUSA
			3	Matters pertaining to conducting of workshops/programmes
			4	Preparation of all types of reports for onward submission to different sections/department/ day to day updation of report and submission to the consultant (RUSA), New Delhi
			5	Matters pertaining to construction/ renovation/upgradation of colleges/Goa University
			6	All other Miscellaneous matters assign by the higher authorities
23	Smt.Shammi Naik	DEO	1	Handling Inward/Outward of RUSA Section
			2	Distributing tapals to the dealing hands
			3	Maintaining consumable register and other registers
			4	Maintaining cash book and other relevant registers
			5	Handling dead stock registers of RUSA

			6	All other Miscellaneous matters assign by the higher authorities
<b>STATISTICAL CELL SECTION</b>				
24	Shri. Subhash Gaunkar	RA	1	Overall supervision of the section, compilation of all types of reports/LAQ/RSQ and RTI pertaining to this Section
			2	Attending Monthly meeting of TSP
			3	Matters pertaining to Direct Beneficiary Transfer (DBT) Schemes
			4	Citizen Charter of the Department
			5	Any other matter as and when assigned by DHE
25	Shri. Anthony Ferrao	SA	1	Nodal Office for AISHE
			2	NET//SET initiative and management and execution of training programme
			3	Preparation of Directory of teaching and Non teaching staff of all Colleges and Goa University
			4	Monthly Expenditure
			5	Higher Education Statistics
			6	Budget Speech
			7	Economic Survey
			8	Annual Administration Report
			9	All matters pertaining to "Swachh Bharat Abhiyan"
			10	Any other work assigned by the higher authorities
26	Smt. Neha Gauns	SA	1	Authentication
			2	Governors monthly reports
			3	Explanatory memorandum
			4	Performance budget
			5	Monitoring of the Swachh Bharat Summer internship
			6	Compilation of reports/data of all section of DHE
			7	Replies of LAQs/RSQs, RTIs and any other reports pertaining to this section

			8	All other work assigned by the higher authorities
27	Smt Reshma Naik	Investigator	1	Collection and Maintaining of Statistical Data/AISHE Data
			2	Collection and Compilation of Data, reports; compilation and submission of information called by DPSE/other Departments
			3	Maintenance of data base (OBC/SC/ST)
28	Smt. Pallavi Arolkar	DEO	1	Clerical Works
			2	Maintaining the Dak Register
			3	Work assigned by higher authorities
29	Shri. Prathamesh Kauthankar	DEO	1	Clerical Works
			2	Handling of File Register
			3	Work assigned by higher authorities

### ACADEMIC I

30	Kum. Sonali N. Naik	Head Clerk	1	All Administrative and Service matters of Goa University such as NOC's and approval of teaching and non-teaching posts
			2	Career Advancement Scheme Ph.D./M.Phil. Increments
			3	Counting of past services of Government Colleges, Government aided Colleges and Goa University
			4	Any other matter as and when assigned by DHE
31	Smt. Jaya Prabhu	ATO	1	All Academic matters of Goa University
			2	All other Miscellaneous matters of Goa University
			3	Compilation of information pertaining to Goa University
			4	All UGC Matters, all other approvals except filling of posts
			5	Any other matter as and when assigned by DHE
32	Kum. Puja Fal Dessai	LDC	1	Replies to LAQs/ RSQs, RTIs, Governor monthly report and any other reports pertaining to Academic Section
			2	Any other matter as and when assigned by DHE

<b>IT Section</b>				
33	Shri. Govind A. Kelkar	System Analyst	1	Matters pertaining to preparation/updating of websites of DHE
			2	Designing/Developing of in-house software solutions (a) Software for Aided colleges, (b) Software for pension cell.
34	Smt. Pradnya Prabhudesai	Network Engineer	1	Preparation of Email Id's of DHE
			2	e-sms gateway
			3	Allotting IP addresses for all computers
			4	Procurement of hardware like Computers, Printers, External Storage Device, Networking peripherals
			5	Procurement of software i.e. MS Office, Anti-virus etc
			6	Implementation of High-Speed Internet Connectivity in Government Colleges
			7	Providing technical support to Administration Section to maintain AEBAS. Generating report and submission to Admin. Section on daily basis.
			8	Providing IT related support to all the Sections of the dept: like backup, printer sharing, admin accounts, website related issues, networking
			9	Preparing inventory of computers and Printers and Administrator Account for all computers in DHE
			10	Replies to LAQ's/RTI any other information sought related to IT.
			11	Any other matter as and when assigned by DHE & IT Cell
35	Shri. Tushal Sawant	Laboratory Assistant	1	Implementation and functioning of office LAN
			2	Installation and maintenance of computers
			3	Dealing with complaints/issue pertaining to hardware and software of all sections of DHE
			4	Preparing inventory of computers and Printers and Administrator Account for all computers in DHE
			5	Any other matter as and when assigned by DHE & IT Cell

RESEARCH, DEVELOPMENT AND INNOVATION				
36	Dr. Vithal Tilvi	Professor (Section Head)	1	Any work pertinent fo the State Higher Education council
			2	Work related to the research capacity building in colleges
37	Shri. Gaurav Bhosle	Lab Assistant	1	Collection of research-related information, relevant to implementing research capacity building programs
			2	Assist in organizing workshops, seminars, other events, etc.
			3	Assist in any other work assigned by the Section Head
PENSION CELL				
38	Shri Gajanan Gawandi	U.D.C (Retd.)	1	Verification, Scrutiny and putting up of all pension cases of Aided Colleges, University and Revision of Pre-2016 case
			2	Follow up of pension cases with Directorate of Accounts
			3	Assisting pension incharge to follow up with Directorate of Accounts
			4	Handling monthly meetings with Directorate of Accounts and Aided Colleges.
			5	Any other work assigned by the Higher Authorities
39	Shri Kashinath K. Naik	U.D.C (Retd.)	1	Verification, Scrutiny and putting up of all pension cases of Aided Colleges,University and Revision of Pre-2016 cases
			2	Preparing Mementos and Certificate and handing over to the retiring officials
			3	Assisting pension incharge to follow up with Directorate of Accounts
			4	Any other matter pertaining to Sevarth Scheme.
			5	Any other work assigned by the Higher Authorities
40	Kum. Ankita A. Morajkar	D.E.O	1	Handling Inward/Outward, distributing correspondence to the dealing hands.
			2	Entry of pension cases in the new software developed and issue of Code No
			3	Sending E-Mail to Nodal Officers/ Principals/Officials to retire.
			4	Typing work of pension cell.
			5	Any other work assigned by the Higher Authorities.

ACADEMIC III				
41	Smt.Shradha S Patil	U D C	1	Filling up the post of Assistant Professor/Associate Professor/Professors/ Principals on regular /deputation basis.
			2	Matters pertaining to Appointment of Vice Principals Creation/Revival of posts, lifting of probation & Confirmation, Framing/Amendment of RR's Reservation of roster for regular proceeding, immovable Property returns Grant of Ph.D/M.Phil incrementsappointment ,Transfer and Postings complaints/inquiry/ disciplinary
			3	Matters pertaining to HBA, Admissions of foreign students, UGC Regulations, National Service Security/NAAC/IPR., installation of Solar panels, Waste Management.
			4	Maintenance of APRR's/ ACR's/CR's of Staff of Govt. Colleges (Teaching Staff)
			5	Replies to LAQs/ RSQs, RTIs, Governors monthly report & other reports pertaining to this Section.
42	Kum.Priyanka Naik Dhaude	DEO	1	Assist Mrs. Shraddha Patil UDC, in processing files, collecting and consolidating data to other Government Departments, Office, UGC,Goa University,MHRD,etc.
			2	Any other matter as and when assigned by Asst. Dir. (SHEC), Dy.Dir.(HE) and Director (HE)
ACADEMIC SECTION - III (B)				
43	Smt Jyoti Gaonkar	UDC	1	Compiling report of Anti-ragging activities of Govt. Colleges, Governmennt Aided Colleges and conduct of Meeting
			2	Verifying and scrutiny of the proposals of Revision of fees of Self-financing Colleges and conduct annual meeting
			3	Public Grievances. (Independent matter)
			4	B.Ed. Admission
			5	Other Miscellaneous matters

## BUILDING AND MAINTENANCE

44	Shri. Shamba M. Naik	ATO	1	Overall Supervision of the section for effective functioning
45	Shri Rameshwar Kalshaonkar	(Lab Asst.)	1	All correspondence pertaining to
			2	Govt College Pernem, b) Govt. College Sanquelim, c) Govt. College Khandola Goa, d) College of Home Science, e) Goa College of Music.
			3	All matters pertaining to new building of DHE
			4	Purchase of office furniture and other office requirements.
			5	Alteration, Modification, repairs of DHE office
			6	Maintenance of Dead Stock register, Verification and Certification
			7	Any other work assigned by superiors
			8	New Telephone connection, electricity connection & water connection.
			9	Seating arrangement of staff.
			10	Any other work assigned by the superiors
46	Shri Tushal Sawant	(Lab Asst.)	1	All correspondence pertaining to
			2	a) Govt College Quepem b) Govt College Margao
			3	All matters pertaining to Goa Institute of management.
			4	New Telephone connection, electricity connection & water connection.
			5	Seating arrangement of staff.
			6	Any other work assigned by the Superiors
			7	All matters pertaining to new building of DHE.
			8	All correspondence pertaining to all govt. colleges.
			9	Purchase of office furniture and other office requirements.
			10	Alteration, Modification, repairs of DHE office.
			11	Allotment of funds for various projects

### DEVELOPMENT SECTION

49	Smt. Anuja Lokre	Head Clerk	1	Scheme for promotion of cultural, sports & curricular activities in Goa University and colleges affiliated to Goa University (Shrujan Scheme)
			2	Sant Sohirobanath Ambiyé Dnyan Vriddhi Shishyavrutti (Bursary Scheme)
			3	Interest Free Educational Loan Scheme for Higher Education
			4	Scheme for Creation and Enhancement of Infrastructure and Overall Development of Educational Sector in Goa 2018
			5	Scheme to provide Financial support for conducting workshop/ Seminars/ Conference/Training Programmes/ Educational Fairs/ Educational Festivals & Short Term Courses for Quality Improvement for <b>Aided Colleges</b>
			6	Scheme for Financial Assistance to NGO's and others for Educational purpose
			7	Scheme to Assist Non Government Aided Colleges on maintenance and upgradation of Infrastructural facilities
			8	All Administrative matters and other matters of Goa Education Development Corporation (GEDC)
			9	Miscellaneous Schemes Matters
50	Smt. Aparna Satardekar	ATO	1	Scheme for Promotion of Science Education
			2	Soft Loan Scheme
			3	Fee Waiver Scheme for SC/ST
			4	Dayanand Bandodkar Scheme for Orphans
			5	Scheme to provide Financial support for conducting workshop/ Seminars/ Conference/Training Programmes & Short Term Courses for Quality Improvement for <b>Government Colleges</b>
			6	CENTRAL SCHEME (GOVT. OF INDIA SCHEME)
			(i)	Launching of "Samagra Shiksha Scheme"-G.O.I
			(ii)	Implementation of Central Sector Scheme-college and University students by MHRD



			(iii)	Pre-Matric, Post Matric and Merit-cum-Means based Scholarship Schemes for Minority communities
			(iv)	Scholarship under Post Matric Scholarship
			(v)	Interest Subsidy Scheme (Central Govt.)
			(vi)	Reservation for economically Weaker Sections (EWS's) in Educational Institutions.
			(vii)	Implementation of National Apprenticeship Promotion Scheme(NAPs)
			7	Scheme for Providing Incentives to Teachers in college for the purchase of Laptops-2009 Laptop Scheme
51	Nitesh Namdev Chodankar	DEO	1	Typing work, Scrutiny of applications under the Scheme and all other matters assigned by Asst. Dir (DEV), Dy. Dir (Dev)