


Point No.4 1 (a) & (b) under Right to information Act 2005

Sr. No.	Provisions towards Right to Information	Status
4. (1) (a)	Every public authority shall- Maintain all its records duly catalogued and indexed in a manner and the form which facilitates the right to information under this Act and ensure that all records that are appropriate to be computerized are, within a reasonable time and subject to availability of resources, computerized and connected through a network all over the country on different systems so that access to such records is facilitated:	Refer attached Annexure-I
(b)	Publish within one hundred and twenty days from the enactment of this Act,-	
(i)	The particulars of its organization, functions and duties;	Refer attached Annexure-I
(ii)	The powers and duties of its officers and employees;	Refer attached Annexure – I & II
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability;	This Institute is under the control of the Directorate of Skill Development & Entrepreneurship. The Institute is not independently making decisions relating to the public issues and for better supervision and accountability.
(iv)	The norms set by it for the discharge of its functions;	Norms as prescribed by Directorate General of Training, New Delhi for teaching scheme, target and achievements are being fixed for teaching and monitoring the same periodically for its effective implementation.
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;	Rules and regulation are fixed for each scheme by Ministry of Skill Development & Entrepreneurship, New Delhi and the function for each scheme is being carried out.
(vi)	A statement of the categories of documents that are held by it or under its control;	No specific documents are held by the Department.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof;	No such arrangement exists at present. All the decision regarding formulation of policy is being taken as per the orders of the competent authority.
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies	No such bodies constituted. 

	are open to the public, or the minutes of such meetings are accessible for public;	
(ix)	A directory of its officers and employees;	Refer attached Annexure - III
(x)	The monthly remuneration received by each of its officers' and employees, including the system of compensation as provided in its regulations;	Refer attached Annexure - IV
(xi)	The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;	Refer attached Annexure - IV
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;	
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it;	There is no recipient of concession, permit or authorization provided by this Department.
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form;	The design of web portal is under process.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library, or reading room, if maintained for public use;	There are no facilities available with this department.
(xvi)	The names, designations and other particulars of the Public Information Officers;	Refer attached Annexure V
(xvii)	Such other information as may be prescribed; and thereafter update these publications every year;	

(Ravikiran D. Pawaskar)

Principal
PRINCIPAL

Margao Government
Industrial Training Institute
Berda, Margao-Goa

ANNEXURE - I

Margao Government Industrial Training Institute, Borda- Margao was established in the year 1978

Margao Government Industrial Training Institute, Borda- Margao functioning following Schemes as under:

Craftsmen Training Scheme (Continuing Scheme) :

The Craftsmen Training Scheme was introduced by the Government of India in 1950 to ensure a steady flow of skilled workers in different trades for the Domestic Industry, to raise the quantity and quality of Industrial production by systematic training of workers and to reduce unemployment among the educated youth by equipping them for suitable industrial employment.

(II) The powers and duties of its officers and employees:

The Principal, HO/DDO in respect of this Department who has been delegated Financial Powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment, Admission Academic control in respect of students. Control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules.

Duties of Officers / Employees:

(a) Group Instructor:-

- Proper co-ordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections.
- The tests are regularly carried out the trainees work is correctly assessed and proper record is kept in the progress cards.
- Raw material requirements of the sections are prepared well in advance to enable supply to be arranged in time.
- Safety precautions are observed in the workshop and Institute.
- The sections function strictly according to the time schedule laid down and proper discipline maintained.
- The Group Instructor will also conduct model lessons in his own or connected subjects.
- The Group Instructor will also carry out any additional work assigned to him by the Principal.



(b) Craft Instructor:-

- Taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises.
- Maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions.
- Checking and correcting of theory notes, practical work and journals of trainees.
- Preparing charts, drawing and other visual aid material for the section.
- Ensuring that the machines in the section are in good working condition and are properly cleaned at the closing time daily.
- Requisitioning of tools and raw materials required for the section.
- Ensuring close relationship with the trainees;
- Attending to leave applications of trainees.

(c) Store Keeper:-

- The prepare the indent of Requirement of Consumable / Stores and Stationery required by the Institute.
- The items required to be purchase is to be calculated on its Annual requirement as per the Job wise.
- Floating of Tenders and after opening to do all the formalities of purchases.
- The complete stores are required to be purchased and stocked and maintenance of proper books of stocks, such as Dead stock Books, consumable books and stationery Registers.
- The Store Keeper will have to do all the accounting items if purchase till the issue of items such as obtaining issue indent purchase till the issue of items such as obtaining issue indent and making the necessary entry of items issued.
- The Store Keeper will also have to be in-charged to see the maintenance work of the machinery of the section to see that it is maintained in good running condition, and maintenance of Annual Contract records.
- The Store Keeper will have to present to the Audit all the records of purchase made with the proper book of records



(d) Head Clerk:

- Supervising and checking the works of the ministerial section and to allot the work to the ministerial staff.
- Supervision of Preparation of Reports>Returns, Seniority Lists/Gradation Lists, Budget Estimates, Audit Reports, Pension Cases, Work of Cashier, Internal Auditing, Compilation /Consolidation /Monitoring and disbursement of Budget, Reconciliation, correspondence on audit paras, Data Entry and Respective Correspondence, Work related to Recruitment etc.
- To check the reply of Legal Cases/ RTI cases and to ensure their timely submission.
- Training and guiding the junior ministerial staff.
- Any other work assigned by the superior authority.

(e) Programming Assistant:

- To maintain the Dynamic website for the ITI and update the same as and when required.
- Overall monitoring of NCVT MIS(Management Information System) portal w.r.t ITI.
- Key member of Centralized Admission Committee for handling and ensuring the smooth conduct of All Goa Centralized Admission Process for admissions to ITIs.
- To handle web portal activities related to Pradhan Mantri Kaushal Vikas Yojna (PMKVY).
- To plan/Coordinate Placement/Campus Interviews/Lectures/Workshops to be organized in collaboration with Head Office, the Institute's IMC, Industry Association and other Technical Experts.
- To organize occupational health and safety programmes in the ITIs.
- Maintenance & monitoring of Aadhaar Enabled Biometric Attendance staff and trainees of ITIs.
- To monitor the E-mail account of ITI.
- To carry out duties of SNA (System and Network Administrator) as per DOIT guidelines.

(f) Upper Division Clerk:

- Assistance related to Reports>Returns/Estimates
- Preparation of Pension Cases
- Work of Assistant to Cashier
- Preparing reply of Legal Cases/ RTI cases
- Correspondence on audit paras.
- Data Entry and Respective Correspondence work.
- Maintaining Service Books of staff
- Maintaining leave records.
- Work related to Recruitment etc
- File Maintenance
- Any other work assigned by the superior authority.



(g) Lower Division Clerk:

- Preparation of Bills (Pay, Medical, TA or any other type)
- The duties of Lower Division Clerk is mainly to assists in the smooth functioning of the office.
- Maintain all the correspondence records in Outward and Inward Register.
- The LDC has also to carry out correspondences pertaining to the office matters, acquainted with Drafting, Typing or work done on Computer and to be printed out.
- The LDC is also required to keep all the files records and do the filing work of the office correspondence.
- The LDC are also required to do Accounts works of the Institute, such as preparation of Salary bills, credits of Challan, and maintenance of all the Accounts Register such as Pay Register, Cash Books and other Register.
- Preparation and processing of contingency and office expenses bills.

(h) Workshop Attendants (MTS):

- The main duties of the workshop Attendant is for maintenance and cleanliness of the section.
- The Workshop Attendant has also to assisting the concerned Instructor during the conduct of practical's, such to assists to carry out necessary marking and placement of records in proper place.
- The workshop Attendant has also to assists during the conduct of Theory Classes, preparation of classrooms, keeping the Trainees with proper discipline.
- The main duties are to keep as strict watch of the section to see that no damage is caused to the section and especially to take care of safety of Items that nothing is missing from the section.
- The workshop Attendant shall also help the Trainees in case of any injury as accident caused in the section.
- Maintenance of all tools & Equipments and Machineries should on monthly basis be oiled, Greased and cleaned for the use in the long run.



(i) Peon (MTS):

- To return drafts, spare copies, etc. to concerned staff after issue and help despatcher in office work.
- To take signature pad from Issue Branch to concerned officers for signature.
- To take official telegrams/wireless message/telex messages, etc. to their respective places for despatch.
- To keep postal receipts in relevant register of Issue Section.
- To take delivery of parcels/packets of Department from Railway Station/Post Office/Registration offices, etc.
- To distribute official daks both inside and outside the office.
- To attend to any other official work entrusted by the Head Typist.

(j) Multi-tasking Staff (MTS):

- Physical maintenance of records/ files of the section.
- General cleanliness & upkeep of the section/ unit.
- Carrying of files & other papers within the building.
- Photocopying, sending of FAX etc.
- Other non-clerical work in the section/ unit.
- Assisting in routine office work like diary, dispatch etc., including on computer.
- Delivering of dak (outside the building).
- Watch & ward duties.
- Opening & closing of rooms.
- Cleaning of rooms.
- Dusting of furniture etc.
- Cleaning of building, fixtures etc.
- Work related to his ITI qualifications, if it exists.
- Driving of vehicles, if in possession of valid driving license.
- Upkeep of parks, lawns, potted plants etc.
- Any other work assigned by the superior authority.


(Ravikiran D. Pawaskar)
P. Principal
Marga Government
Industrial Training Institute
Borda, Margao-Goa

ANNEXURE - II

Duties of Principal, Supervisory and Instructional Staff of Industrial Training Institutes

(a) **Principal:** The Principal should ensure that:

1. All the instructions issued to him by the higher authorities are properly and expeditiously carried out;
2. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition;
3. Training programmes are carried out according to schemes;
4. Raw materials are purchased in time and duly supplied;
5. Machine and equipments are properly maintained;
6. Manufactured products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time;
7. Ensure that the foremen and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes;
8. Proper discipline is maintained in the institute;
9. There is close relationship between the trainees and the instructional staff;
10. Proper follow up is maintained of the passed out trainees;
11. Proper security arrangements are maintained and safety precautions observed.
12. The trainees get the proper medical aid and welfare arrangements are available; and
13. Proper facilities are made available to the inspection State Directorate, DGT, and other authorized bodies.

(b) **GROUP INSTRUCTOR:** The Group Instructors should ensure that:

1. Proper coordination is maintained in all the section and the training programme is carried out efficiently, by personal close check and inspections;
2. The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards;
3. Raw material requirements of the section are prepared well in advance to enable supply to be arranged in time;
4. Safety precautions are observed in the workshop; and
5. The section function strictly according to the time schedule laid down and proper discipline maintained.

The Group Instructor will also conduct model lessons in his own or connected subjects and also carry out any additional work entrusted to him by the Principal.



(c) **VOCATIONAL INSTRUCTORS**: The Vocational Instructors will be responsible for:

1. Taking of classes of trainees in theory and practice according to the prescribed syllabus and graded exercises;
2. Maintenance of attendance register, progress cards, raw material register, tools and equipment register, manufacturing register and other sectional records in the accordance with the instructions;
3. Checking and correcting of theory notes, practical work and journal of trainees;
4. Preparing charts, drawing and other visual aid material for the section;
5. Ensuring that the machine in the section are in good working condition and are properly cleaned at the closing time daily;
6. Requisitioning of tools and raw material requirement for the section.
7. Ensuring close relationship with the trainees; and
8. Attending to leave applications of trainees.

(d) **MILLWRIGHT FOREMEN** : The responsibilities include:

1. To train all millwright instructors who are responsible for the maintenance and repairs of the machinery in all industrial training institutes/ centers in the State/Union Territory.
2. To carry out special periodical inspection of the machinery in the industrial training institutes/centres in the State/Union Territory and to report on the state of maintenance and also to render advice with a view to improving the maintenance.
3. While Millwright Instructors concerned at the industrial training institutes/ centres are responsible for the maintenance and normal repair of the machinery, the Millwright Foreman will undertake major repairs to the machinery in abnormal cases with the help of the Millwright Instructors concerned.



(Ravikiran D. Pawaskar)

Principal P.A.
Margao Government
Industrial Training Institute
Borda, Margao-Goa

ANNEXURE - III

Sl. No.	Name	Designation/Trade	Address	Contact No.	E-Mail
1	Shri. Ravikiran D. Pawaskar	Principal	Shree Shantai Niwas, H. No. 43 B/(B-1), Bobteawado, Dovorlim, Navelim, Salcete-Goa	9423312964 7020084823	ravikiran_0610@rediffmail.com
2	Shri. Umesh Lodayekar	Millwright Foreman	2/605, Vatsalya, Chandra-wada, Fatorda-Goa.	9422641294	umeshlodayekar@gmail.com
3	Shri Manoj Kurade	Group Instructor	H. No.62, Sunvorcotto, Cuncolim, Salcete - Goa.	8554059817	manojnaikkurade@rediffmail.com
4	Smt. Deepa Naique	Group Instructor	H. No.833/14, Appi Bhat, Royal Sapphire, Mandop, Navelim, Salcete - Goa.	9881884408	NaiqueD12345@yahoo.com
5	Shri. Purushottam Naik	Group Instructor	H. No.242, C/o. Rukminibai Anant Prabhu Dessai, Somulwada, Cacora - Goa.	9881287856	purushottamnaik22@1960
6	Smt. Rima Pangam	G.I.- Computer Operator & Programming Assistant (COPA)	H, No.111, Pajifond, Margao - Goa.	9422640273	rima.pangam67@gmail.com
7	Smt. Elvira Furtado	S. S. I	Sernabatim, Colva, Salcete - Goa.	9850403808	elvira.pinto.2904@gmail.com
8	Shri. Premanand Naik	V.I.(P)- Mech.RTV	H.No.31/2,Hodar, P.O.Curchorem-Goa.	9422846568	premanandbnaik@gmail.com

9	Smt. Sandra L. Mascarenhas	V.I.(T)- Information Technology	Vasant Vihar Apts.,F-1, Nr.Santos Garage,Aquem Alto, Margao-Goa.	9850457438	sandramas1@gmail.com
10	Shri Meghashyam Dongrikar	V.I. (P)- Plumber	H.No.102, Mardicatta,Cuncoli m, Salcete,403703	9850398529	dongrikarshyam63@gmail.com
11	Shri. Dixon I. E.E. D'Costa	V.I.(P) – Food & Beverage Services	H.No.146, Nr. BOI, Culsabhatt, Chandor, South-Goa	9309934719	dixonitfb@gmail.com
12	Smt. Reena Gracias	V.I. (P) – Hair & Skin Care	H.No.1234/3,Thall, Shiroda-Goa.	9158572260	graciasreena@gmail.com
13	Smt. Cynthia Vales e Ferrao	V.I. (P)- Hair & Skin Care	H. No.1588/A, Gottunguem, Curtorim, Salcete - Goa.	7057913825	cynthiavaleseferrao6363@gmail.com
14	Smt.Rupali S. Prabhu	V.I.(P)- Cutting & Sewing	T-19, 3rd floor,Nr.Masjid, Vikrant Bldg.Malbhat, Margao-Goa - 403601	9421136982	rupalisprabhu@rediffmail.com
15	Shri. Ram Ankush Naik	V.I.(T)- Maths & Drawing	H. No. 408, Tony Nagar, Sanvordem, Goa.	7798099159	marinda74@yahoo.com
16	Shri Vinay V. Desai	V.I.(T)- Fitter	H. No.206, Moll Fatorpa, Quepem via Cuncolim, Salcete - Goa.	7798985510	vingdd123@gmail.com
17	Shri Dnyaneshwa r C. Naik	V.I. (P) - Electrician	H.No.42, Bhamai, Bicholim, Goa	8550916106	naikdnyaneshwar67@rediffmail.com
18	Shri. Pankaj Naik	V.I.(P) - Plumber	H.No.109/8,Behind Govt.HighSchool, Zambaulim, Goa - 403705	9822489303	jpannaik@gmail.com

19	Shri. Infant Naronha	V.I.(P) – Desktop Publishing Operator (DTPO)	H. No.76, Nr. Carmel Seva Mandir convent, Borda, P.O. Fatorda, Margao, Salcete - Goa 403602	9923170481	infantnaronha@gmail.com
20	Shri. Bany Dias	V.I.(T)- Welder	H. No.657, Porie, Verna, Salcete-Goa.	9960383834	banydias9637@gmail.com
21	Shri Naresh Talkatkar	V.I. (P) - (Fitter)	Valkiswar vaddo, Bodiem, Sirsaim, P.O. Tivim, Bardez, Goa - 403502	9850471919	ntalkatkar23@rediffmail.com
22	Smt. Sapana Poi Anglo	V.I. (P) - Sewing Technology	H. No.423/A-C.P. Anglo Residential Complex, St. Joaquin Chapel Road, Borda, Fatorda - Goa 403602.	9420687025 / 7387558950	sapna.paiangle@gmail.com
23	Shri Vicente Colaco	V.I. (P)- Food Production	H.No.1082,St.Xavier Raia, Salcete-Goa,403720	8830044697	vicentecolaco07@gmail.com
24	Smt.Sweta Harmalkar	V.I Mech. Electronics (ICTSM) (on WPB)	Nr. Power House, Pontemol, Curchorem - Goa.	9823480775	shwet_h@yahoo.com
25	Smt. Avita Naik	V.I.- Computer Operator & Programming Assistant (COPA) (Contractual Basis)	H.No.354,Nr.GPS,A gapur, Ponda-Goa	9730986503	avita123123@rediffmail.com

26	Shri Siddharaj Desai	V.I. - Information & Communication Technology System Maintenance (ICTSM) (Contractual Basis)	Flat No.1, Atmarshani Bldg., Curchorem, Goa.	9423312718	dessai_2004@rediffmail.com
27	Shri. Vivek Rane	V.I. - Computer Hardware & Network Maintenance (CHNM) (Mech. Electronics) (Contractual Basis)	4, Virginkar Enclave, Nr. Maruti Mandir, Dayamati, Davorlim, Navelim, Salcete - Goa.	7507144438	vivekrane1974@gmail.com
28	Smt. Rupa Padiyar	V.I. - (Workshop Calculation & Science) (Contractual Basis)	FO-3, Roofmakers Daud Residency, Aquem, Alto, Margao, Goa – 403 601.	9890976600	rupapadiyar14@gmail.com
29	Kum. Priyanka Patre	V.I. - Mech. Electronics (Guest Lecturer)	H. No.294/2, Sodiem-Siolim, Bardez - Goa.	9673498984	priyankapatre14@gmail.com
30	Kum. Shreya Desai	V.I. - Electrician (Guest Lecturer)	H. No.567/A, Deulwada Borim, Ponda, Goa-403401	7972851514	desaishreya084@gmail.com

31	Shri. Tulshidas Gaonkar	V.I. – Mechanic Refrigeratio n Air Conditionin g-R & AC (Guest Lecturer)	12K, F-1, Tuko Apartment, Rawanfond, Aquem Baixo, Navelim, Salcete - Goa.	9158593350	tulshidasgaonkar@gmail.com
32	Shri. Abhijeet Velip	V.I. – Maths & Drawing (Guest Lecturer)	H. No.314, Velipwada, Balli, Quepem - Goa.	9545385848	abhijeetvelip@gmail.com
33	Shri Ulhas Gaonkar	V.I. – Mechanic Refrigeratio n Air Conditionin g (R & AC) -Guest Lecturer	H. No.12K, Flat No.1, Tuko Apartment, Aquem Baixo, Rawanfond, Navelim, Salcete - Goa.	9923154445	ugaonkar17@gmail.com
34	Ms. Anisha Khambi	V.I. - Employabili ty Skills (Guest Lecturer)	FF-101 Block 71, Kurtarkar Nagari, Shantinagar, Ponda - Goa.	9404431669	anishakhambi4531@gmail.com
35	Smt. Sunita J. Painginker	Head Clerk	UG-B-02, Suman Residency, Borda, Opp. St. JoaquimChapel, Margao, South Goa – 403602	9850407904	nimapainginker@gmail.com
36	Smt. Shilpa Ramnathkar	Programmin g Assistant	Vasanti Vaibhav, Ramnathi, Bandora, Ponda - Goa.	9823854242	shilpa175@gmail.com
37	Shri Manoj Nagekar	Storekeeper	65/C-3/18, Sun Valley Residency, Borebhat, Arlem, Raia, Salcete, Margao - Goa.	9823963750	manojnagekar@rediffmail.com

38	Smt. Saffa Shaikh	U.D.C.	H. No.104/34, Behind Masjid, Makhdoom Ashraf Nagar Cooperative Housing Society, Cortalim, Mormugao, South Goa-403722	9552327191	saffa2976@gmail.com
39	Shri Joaquim Jose Da Costa	L.D.C.	H. No. 170, Guirdolim, Moddem Vaddo, Chandor, Salcete - Goa 403714.	7588442607	sajoaquim@rediffmail.com
40	Shri. Nelson Oliveira	L.D.C.	H.No.201, Novimoddi, Tilamol, Quepem-Goa.	9764533130	onelson3637@gmail.com
41	Shri.Gauresh Jalmi	L.D.C. (on WPB at HO)	H. No.1394/1, Galwada, Priol, Mardol, Ponda - Goa.	9168878435	not available
42	Shri Pravin Virdikar	L.D.C.	H. No. 166, Malbhat, Margao, Goa – 403601	9823131125	prachitavirdikar70@gmail.com
43	Shri Jagdish Loliencar	Maintenanc e Mechanic	Borda, Margao, Goa.	9158369719	not available
44	Shri. Necessidade Noronha	Maintenanc e Mechanic	H. No.160, Vidhyanagar, Margao - Goa.	9850459282	NecyNonha@gmail.com
45	Shri Filomeno Galdinho	Peon (on WPB at Cacora Govt. ITI)	H. No.958, Pequeno Rumbordem, Curtorim, Salcete - Goa.	9822147821	not available
46	Shri Rajesh S. Naik	Peon	H. No. 1646, Shivnathi, Shiroda, Goa.	9765183433	rajeshnaik4822@gmail.com
47	Smt. Clarina Barreto	Peon	H. No.363, Agali, Fatorda, Margao – Goa.	9763777421	clarina07barreto@gmail.com

48	Shri Rolan E. Coutinho	Peon	H.No.45, Millevaddo, Cucolim	9552330610	<u>CoutinhoRolan26@gmail.com</u>
49	Miss Bharati Naik	Apprentice	H. No.1395/2, Dhansadem, Tori, Shiroda, Ponda – Goa.	8407962787	<u>naikbharti84@gmail.com</u>
50	Miss Renuka M. Zapate	Apprentice	H. No.1262, Agali Estate, Fatorda, Margao – Goa.	8975983722	<u>renukaZapate1234@gmail.com</u>
51	Miss Ruela Noronha	Apprentice	H. No. 885, Verna Bamborda, Verna, Salcete – Goa.	7218532832	<u>ruelanoronha23@gmail.com</u>
52	Shri Euzebio Socorro Gomes	Driver (Heavy Vehicle) on CB	H.No.258, Benabhat, St.Jose de Areal,Salcete-Goa	9881885020	not available
53	Shri Eustaquio Vales	Driver (Heavy Vehicle) on CB	Layamati, Davorlim, Navelim, Salcete-Goa	9049723809	<u>eustaquiovalles1976@gmail.com</u>
54	Shri Manguesh Naik	Watchman (Contract Basis)	H.No.20, Velop, Kapileshwari, Kavlem, Ponda-Goa.	9890050688	not available
55	Smt.Jack Piedade D'Souza	Sweeper (Contract basis)	H.No.263, Cottocamoll, Bh.Military Camp, Aquem, Navelim-Goa.	8975012706	not available
56	Smt.Andrez Barretto	Sweeper (Contract basis)	H.No.126, Borda, Margao-Goa	8805853224	not available
57	Smt.Radhika Naik	Sweeper (Contract basis)	H.No.74,Zariwado, Margao-Goa	9552733489	not available


(R. D. Pawaskar)
Principal
 Margao Government
 Industrial Training Institute
 Borda, Margao-Goa

ANNEXURE-IV

MARGAO GOVT ITI, BORDA MARGAO GOA

SR. NO.	NAME OF THE STAFF	DESIGNATION	BUDGET HEAD	LEVEL +BASIC PAY	GROSS SALARY
1	SMT. RIMA PANGAM	GROUP INSTRUCTOR (COPA)	2230- Labour & Employment 03- Training 101- Industrial Training Institute	LEVEL-9 87700/-	120853/-
2	SHRI. JOAQUIM JOSE DA COSTA	LOWER DIVISION CLERK	02 - Industrial Training Centre Expansion (Plan) 01- Salaries	LEVEL-2 28400/-	39878/-
3	SMT. SAFFA SHAIKH	UPPER DIVISION CLERK	2230- Labour & Employment 03- Training 101- Industrial Training Institute 03- Common Service Facility Centre (NP) 01- Salaries	LEVEL-4 28700/-	40277/-
4	SHRI. RAVIKIRAN D. PAWAKAR	PRINCIPAL		LEVEL-9 81200/-	110102/-
5	SHRI. MANOJ G. N. KURADE	GROUP INSTRUCTOR	2230- Labour & Employment 03- Training 101- Industrial Training Institute	LEVEL-9 93000/-	127902/-
6	SHRI. PURUSHOTTAM J. NAIK	GROUP INSTRUCTOR	03- Training 101- Industrial Training Institute	LEVEL-8 78800-	106910/-
7	SMT. DEEPA D. NAIQUE	GROUP INSTRUCTOR	04 - I.T.I./Centre, Craftsman Training Scheme (NP)	LEVEL-8 81200-	110102/-
8	SHRI. PREMANAND NAIK,	VOCATIONAL INSTRUCTOR		LEVEL-8 78800-	106910/-
9	SMT. ELVIRA FURTADO	VOCATIONAL INSTRUCTOR		LEVEL-7 76500/-	103851/-
10	SMT. SUNITA J. PAINGINKER	HEAD CLERK		LEVEL-6 53600/-	73394/-
11	SHRI. MEGHASHYAM DONGRIKAR	VOCATIONAL INSTRUCTOR		LEVEL-6 52000/-	71266/-
12	SHRI NARESH TALKATKAR	VOCATIONAL INSTRUCTOR		LEVEL-6 43600/-	60094/-
13	SHRI. INFANT NORONHA	VOCATIONAL INSTRUCTOR		LEVEL-6 43600/-	60094/-
14	SHRI. PANKAJ NAIK	VOCATIONAL INSTRUCTOR		LEVEL-6 39900/-	55173/-
15	SMT. CYNTHIA VALES E FERRAO	VOCATIONAL INSTRUCTOR		LEVEL-6 46200/-	63552/-
16	SMT. REENA GRACIAS	VOCATIONAL INSTRUCTOR		LEVEL-6 46200/-	63552/-
17	SMT. RUPALI PRABHU	VOCATIONAL INSTRUCTOR		LEVEL-6 43600/-	60094/-
18	SHRI. DIXON I.E.E. D' COSTA	VOCATIONAL INSTRUCTOR		LEVEL-6 39900/-	55173/-
19	SHRI. DNYANESHWAR C. NAIK	VOCATIONAL INSTRUCTOR		LEVEL-6 39900/-	55173/-
20	SHRI. RAM ANKUSH NAIK	VOCATIONAL INSTRUCTOR		LEVEL-6 39900/-	57279/-
21	SHRI. VINAY V. DESSAI	VOCATIONAL INSTRUCTOR		LEVEL-6 41100/-	56769/-
22	SHRI. VICENTE COLACO	VOCATIONAL INSTRUCTOR		LEVEL-6 38700/-	53577/-
23	SMT. SAPANA V. POI ANGLIO	VOCATIONAL INSTRUCTOR		LEVEL-6 38700/-	53577/-
24	SHRI. BANY C. DIAS	VOCATIONAL INSTRUCTOR		LEVEL-6 43600/-	60094/-
25	SHRI. MANOJ NAGEKAR	STORE KEEPER		LEVEL-4 31400/--	43868/-
26	SHRI. NELSON OLIVEIRA	LOWER DIVISION CLERK		LEVEL-2 24500/--	36797/-
27	SHRI. GAURESH JALMI	LOWER DIVISION CLERK		LEVEL-2 23100/--	31776/-
28	SHRI RAJESH S. NAIK	PEON		LEVEL-2 28400/-	39878/-
29	SHRI. FILOMENO GALDINHO	PEON		LEVEL-2 28400/-	39878/-
30	SHRI. ROLAN E. COUTINHO	PEON		LEVEL-1 20900/--	29106/-

UNDER NEW PENSION SCHEME

2230- Labour & Employment
03- Training
101- Industrial Training Institute
04 - I.T.I./Centre,
Craftsman Training Scheme (NP)
01- Salaries

31	SMT. SHILPA RAMNATHKER	PROGRAMMING ASSISTANT	2230- Labour & Employment	LEVEL-6 44900/-	61823/-
32	SHRI. PRAVIN VIRDIKAR	LOWER DIVISION CLERK	03- Training 101- Industrial Training Institute	LEVEL-2 28400/-	39878/-
33	SHRI. NECESSIDADE NORONHA	MAINTENANCE MECHANIC	05 - Skilled Development	LEVEL-2 21700/-	30042/-
34	SHRI. UMESH LOLAYEKAR	MILWRIGHT FOREMAN	Project of World bank (P) 01- Salaries	LEVEL-9 90300/-	124311/-
35	SMT. SANDRA C. C. LOPES MASCARENHAS	VOCATIONAL INSTRUCTOR	2230- Labour & Employment 03- Training 101- Industrial Training Institute 08 - Centre of Excellence (Plan) 01- Salaries	LEVEL-6 49000/-	57330/-

MARGAO GOVT ITI, BORDA MARGAO GOA (CONTRACT STAFF V.I'S)

SR. NO.	NAME OF THE STAFF	DESIGNATION	BUDGET HEAD	CONSOLIDATED REMUNERATION
1	SHRI. SIDDHARAJ DESSAI	VOCATIONAL INSTRUCTOR (CONTRACT)	2230- Labour & Employment 03- Training 101- Industrial Training Institute 02 - Industrial Training Centre & 30-Other Contractual Staff	28500/-
2	SMT. AVITA NAIK	VOCATIONAL INSTRUCTOR (CONTRACT)		28500/-
3	SMT. RUPA PADIYAR	VOCATIONAL INSTRUCTOR (CONTRACT)		28500/-
4	SHRI VIVEK NAIK	VOCATIONAL INSTRUCTOR (CONTRACT)		28500/-

MARGAO GOVT ITI, BORDA MARGAO GOA (GUEST LECTURER)

SR. NO.	NAME OF THE STAFF	DESIGNATION	BUDGET HEAD	CONSOLIDATED REMUNERATION
1	SHRI. TULSHIDAS GAONKAR,	VOCATIONAL INSTRUCTOR (GUEST LECTURER)	2230- Labour & Employment 03- Training 101- Industrial Training Institute 02 - Industrial Training Centre & 28-Professional Services	AS PER GOVT. GUIDELINES
2	SHRI. ABHIJEET VELIP	VOCATIONAL INSTRUCTOR (GUEST LECTURER)		
3	KUM. PRIYANKA PATRE, .	VOCATIONAL INSTRUCTOR (GUEST LECTURER)		
4	KUM. SHREYA DESAI,	VOCATIONAL INSTRUCTOR (GUEST LECTURER)		
5	KUM ANISHA KHAMBI	VOCATIONAL INSTRUCTOR (GUEST LECTURER)		
6	SHRI ULHAS GAONKAR	VOCATIONAL INSTRUCTOR (GUEST LECTURER)		

MARGAO GOVT ITI, BORDA MARGAO GOA (CONTRACT STAFF)

SR. NO.	NAME OF THE STAFF	DESIGNATION	BUDGET HEAD	CONSOLIDATED REMUNERATION
1	SMT. ANDREZA BARRETO	SWEeper (CONTRACT)	2230- Labour & Employment 03- Training 101- Industrial Training Institute 02 - Industrial Training Centre & Expansion (NP) 50-Others Charges	14200/-
2	SMT. JOAQUINA PIEDADE D'SOUZA	SWEeper (CONTRACT)		14200/-
3	SMT. RADHIKA NAIK	SWEeper (CONTRACT)		14200/-
4	SHRI. MANGESH G. NAIK	WATCHMAN (CONTRACT)		14200/-
5	SHRI. EUSTAQUIO VALES	DRIVER (CONTRACT)		17600/-
6	SHRI. EUZEBIO S. GOMES	DRIVER (CONTRACT)		17600/-

MARGAO GOVT ITI, BORDA MARGAO GOA (TEMPORARY STAFF)

SR. NO.	NAME OF THE STAFF	DESIGNATION	BUDGET HEAD	STIPENDS
1	KUM. BHARTI NAIK	APP. TRAINEE	2230- Labour & Employment 03- Training 102 - Apprenticeship Training 02 - Apprenticeship Scheme under Apprenticeship Act (NP) 34 - Scholarship/Stipend	8832/-
2	KUM. RENUKA M. ZAPATE	APP. TRAINEE		8832/-
3	KUM.. RUELA NORONHA	APP. TRAINEE		8832/-

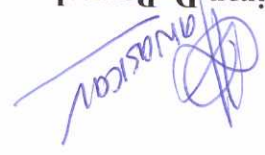


**Ravikiran D. Pawaskar
(Principal)**

**Margao Government
Industrial Training Institute
Borda, Margao-Goa**

Sl. No.	Name of the Officials	Designation	Designation under RTI Act	Address	Contact No.	E-Mail
1	Shri. Ravikiran D. Pawaskar	Principal	Public Information Officer	Shree Shantai Niwas, H. No. 43 B/(B-1), Bobcawado, Dovorlim, Navelim, Salcete-Goa	9423312964 7020084823	ravikiran_0610@rediffmail.com
2	Shri. Umesh Lolayekar	Millwright Foreman	Assistant Public Information Officer	2/605, Vatsalya, Chandra- wada, Fatorda-Goa.	9422641294	umeshlolayekar@gmail.com
3	Shri. Manoj G. Kurade	Group Instructor	Assistant Public Information Officer	H. No.62, Sunvorcotto, Cuncohim, Salcete - Goa.	8554059817	manojnaikkurade@rediffmail.com

ANNEXURE - V


Ravikiran D. Pawaskar
 PRINCIPAL
 Margao Management
 Industrial Training Institute
 Borda, Margao-Goa

26	SHRI. NELSON OLIVEIRA	LOWER DIVISION CLERK
27	SHRI. GAURESH JALMI	LOWER DIVISION CLERK
28	SHRI RAJESH S. NAIK	PEON
29	SHRI. FILOMENO GALDINHO	PEON
30	SHRI. ROLAN E. COUTINHO	PEON

LEVEL-2 24500/--	36797/-
LEVEL-2 23100/--	31776/-
LEVEL-2 28400/-	39878/-
LEVEL-2 28400/-	39878/-
LEVEL-1 20900/--	29106/-