Goa Institute of Public Administration and Rural Development.
Ella Farm, Old Goa.

PROACTIVE DISCLOSURES UNDER THE RIGHT TO INFORMATION ACT 2005.

Updated on 1st December 2024

Manual 1
Particulars of Organization, Functions and Duties
[Section 4(1) (b) (i)]

1. **Aims and objectives of the Public Authority**.

    a) To achieve excellence in decentralized governance and development administration training.

    b) To impart training to government officials and non official functionaries directly or indirectly involved in the process of administration and rural development to be responsive to the needs of the citizens.

    c) To create an awareness of the potentialities of modern management service as a major instrument for rural development and better administrative services and practices.

    d) To update knowledge of the Government officers/employees on latest technologies and processes of good governance.

    e) To promote better understanding of professional requirements including the need for value based management.

    f) To develop effective methods, so as to change the attitude of the government employees towards efficient service delivery.

    g) To organize and conduct special training courses, symposia, workshops, seminars, departmental examination, etc.

    h) To undertake various other activities like consultancy, model pilot projects, research - both operational and policy related, etc.

    i) To undertake systematic policy oriented research to assist and support the Government in evolving more effective and evidence based policies, programmes and public sector management systems in Goa.

j) To serve as the policy making body to work out, test, validate and implement training strategies for all employees of Government of Goa including those at administrative and managerial level.
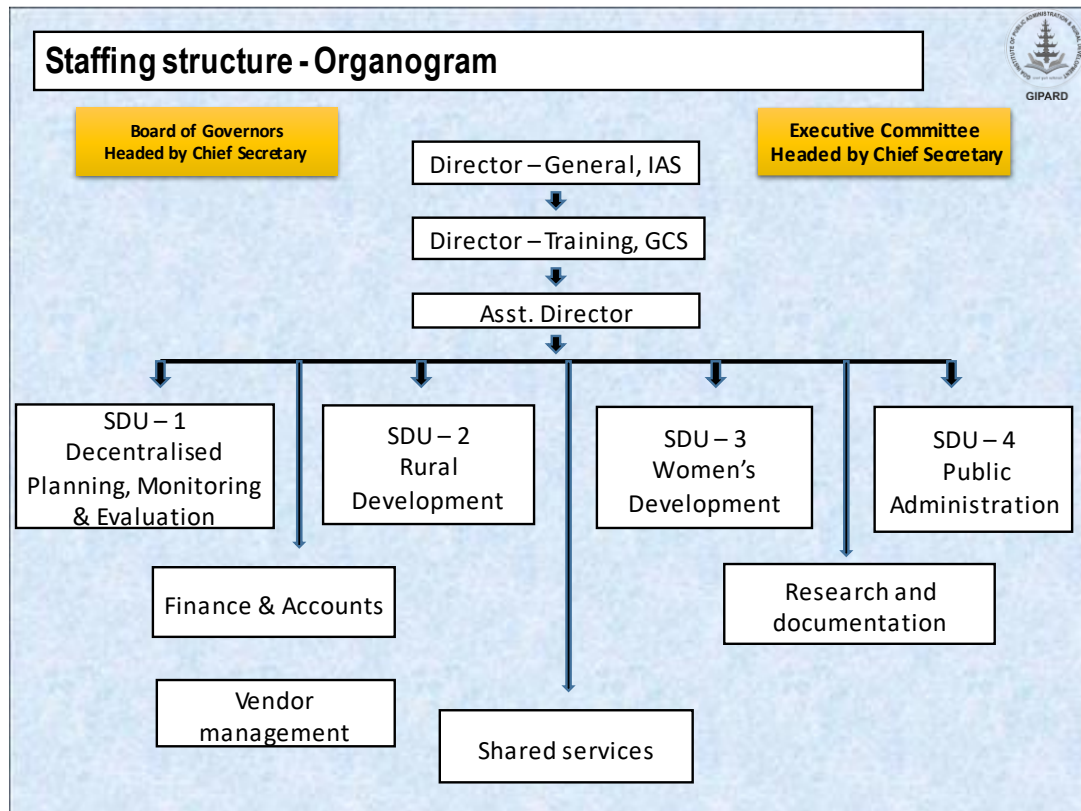
2. Mission / Vision Statement of the public authority.

To serve Goa and her people; as the Apex Training Institute, to be a driving force in developing service oriented high performance public functionaries who will discharge their duties with courage, wisdom, sensitivity, dedication and integrity; by fostering a culture of training in the Government of Goa, through delivery platforms which are efficient, relevant, innovative and result oriented, benchmarked to global best practices and driven by our organizational culture of being small and nimble, lifelong learners, disciplined yet creative, cost effective; striving for constant improvement in our chosen competencies of training, research and consultancy in public systems and governance.

3. Brief history and background of establishment of the public authority.

Goa Institute of Public Administration and Rural Development was functioning at Ela Farm, Old Goa since December 1999. It was earlier known as Goa Institute of Rural Development & Administration was established by converting existing ETC into S.I.R.D. and has been functioning at the site of old E.T.C. It functioned from February 1999 to December 1999 as a government department and was made into autonomous institute from December 1999 on lines of similar institutes in other states (as per the pattern of Govt. of India). GIRDA was further dissolved and a new Institute known as Goa Institute of Public Administration & Rural Development was formed on 1st January 2014, as an autonomous body registered under the Society's Act of 1860. GIPARD also functions as the Administrative Training Institute for the State of Goa. It is located in Ela Farm, Old Goa, which is 10 Kms. Away from Panaji.It also functions as the State Institute for Rural Development and Panchayati Raj.

4. Organogram.

Staffing structure - Organogram

- Board of Governors Headed by Chief Secretary
- Director – General, IAS
- Executive Committee Headed by Chief Secretary
- Director – Training, GCS
- Asst. Director
  - SDU – 1 Decentralised Planning, Monitoring & Evaluation
  - SDU – 2 Rural Development
  - SDU – 3 Women's Development
  - SDU – 4 Public Administration
  - Finance & Accounts
  - Research and documentation
  - Vendor management
  - Shared services

5. Main activities/functions of the public authority.

A. Training and capacity building:

- Induction / Foundation Programmes
- Refresher Programmes
- In-service Training Programmes
- Trainer Development Programmes
- Specialized/Demand Based Programmes
- Certificate Courses
- Workshops
- Seminars
- Awareness Programmes

B. Research studies

C. Consultancy

6. **List of services being provided by the public authority with a brief write up on them.**

   a. Training and capacity building: This Institute caters to the training needs of Government Officers / Officials as well as Elected Representatives of local self government, Self Help Groups (SHGs), Academic Institutions & NGOs etc. GIPARD provides an opportunity to all these target groups to learn and develop their capacities through its varied nature of training programmes and workshops in areas of decentralized governance, development administration, rural development and general administration.

   b. *Research* – The Institute undertakes research studies in the areas of rural development, decentralized governance, development administration and policy related areas.

7. **Citizens interaction – Expectation of the public authority from the public for enhancing its effectiveness and efficiency.**

   Being a training Institute Goa Institute of PublicAdministration &Rural Development has limited interaction with the public. However the suggestions received from participants are taken into consideration while preparing a programmes.

8. **Postal address of the main office, attached / subordinate office / field units etc.**
   Ela Farm, Old Goa, Goa, 403402.
   Ph: (0832) 2953985 / 2953986 / 2953987

9. **Working hours both for office and public.**
   9.30 a.m. to 5.45 p.m.

10. **Grievance redressal mechanism.**
    Suggestion box.

Manual 2

Powers and Duties of Officers and Employees
[Section 4(1) (b) (ii)]

Please provide details of the powers and duties of officers and employees of the organization

Sr. No	Designation	Powers			Duties
		Administrative	**Financial**	**Others**	
1.	Ms Cheshta Yadav, *IAS* Director General	As per the MOA of this Institute.			
2.	Sh. Vassudev Shetye, GCS Director Training	As per the MOA of this Institute			
3	Dr Seema Fernandes Asst. Director	1. Research related matters and activities outlined for the MOU colleges. 2. Implementation of key acts such as RTI, POSH, etc within GIPARD. 3. Design, conduct Training Programmes/ Courses, and deliver sessions as directed by Director and Director General. 4. Prepare handbooks / research Proposals and conduct research studies as directed. 5. Represent the Institute in different forums/meetings/programmes as directed. 6. Explore new trainings/projects, consultancy, and collaborations with new agencies/institutions. 7. Nodal officer for under the Litigation policy, PIO under the RTI Act and heads the IC under POSH Act			
4	Ms Ashwini Acharya Core Faculty Decentralized Planning, Monitoring & Evaluation	1. Design, conduct Training Programmes/ Courses, deliver sessions in decentralized planning, monitoring and evaluation and in the areas related to the SDU 1. 2. Prepare proposals under RGSA and other schemes related to the SDU 3. Prepare handbooks / research Proposals and conduct research studies as directed. 4. Book reviews, paper publication on a quarterly basis. 5. Represent the Institute in different forums/meetings/programmes as directed. 6. Explore new trainings/projects, consultancy in rural local and urban bodies. 7. Nodal officer for DISKHA portal and TMP 8. Link officer for GIPARD with the NIRDPR.			
5.	Ms Sarita Patil Core Faculty Rural Development	1. Design, conduct Training Programmes / Courses, deliver sessions in rural development and in the areas related to the SDU 2. 2. Prepare proposals under schemes and submit the same to the concerned ministries /departments. 3. Prepare handbooks / research Proposals and conduct research studies as directed. 4. Book reviews, paper publication on a quarterly basis. 5. Represent the Institute in different forums/meetings /programmes as directed. 6. Explore new trainings/projects, consultancy in rural and urban bodies and SHGs			

		with regard to rural development schemes and programmes.
		7. Nodal officer for Public grievance cell
6.	Ms Arlette Mascarenhas Core Faculty Women's Development	1. Design, conduct Training Programmes/ Courses, deliver sessions in womens development and in the areas related to the SDU 3. 2. Prepare proposals under schemes and submit the same to the concerned ministries /departments. 3. Prepare handbooks / research Proposals and conduct research studies as directed. 4. Book reviews, paper publication on a quarterly basis. 5. Represent the Institute in different forums/meetings / programmes as directed. 6. Explore new trainings/projects, consultancy in women's development, health, disaster management, etc.
7.	Ms Hegel Da Costa Core Faculty, Public Administration	1. Design, conduct Training Programmes/ Courses, deliver sessions in Public Administration and in the areas related to the SDU 4. 2. Prepare proposals for undertaking Training programmes and submit the same to the concerned ministries /departments. 3. Prepare handbooks / research Proposals and conduct research studies as directed. 4. Book reviews, paper publication on a quarterly basis. 5. Represent the Institute in different forums/meetings / programmes as directed. 6. Explore new trainings/projects, consultancy in Public Administration, Development Administration, etc.
7.	Ms Mangal Borkar Accountant	1. Preparation recurring and non -recurring proposals. 2. Annual budgets for training and administration. 3. Accounts and financial managements – receipt and payments. 4. Preparation of recurring proposals to the state and central government. 5. Income tax matters. 6. Staff welfare. 7. Record management – timely weeding out of files 8. Public Fund Management System (PFMS) compliances.
8.	Mr Jerry Raposo Accounts Clerk cum UDC	1. Establishment matters – land, new building, renewal of institute, repairs. 2. All procurements - stationery, computers, furniture, laptops, UPS, inverters, xerox machines, printers or related equipment, software, housekeeping material, stores, 3. Maintenance of computer related hardware, software. 4. Record management – all registers – procurements. 5. Public Fund Management System (PFMS) compliances. 6. Disposal of junk.
9.	Ms Neeta Talkatkar Steno	1. Facilitate the GIPARD administration. 2. House –keeping supervision. 3. Communication – link between the SDU and general administration, incoming calls. 4. Liaison with secretariat, MOU colleges. 5. Training, co-ordination/related to staff / officers / faculty of GIPARD.

		6. General correspondence.
		7. Event management.
10.	Ms Rupali Bhange Library Assistant	1. Documentation and data archiving 2. Telepresence, Social media and website update and E newsletter 3. Networking with other libraries and documentation centres. 4. Library related purchases – books / journals / e books/etc. 5. Database of training material 6. Inward
11.	Ms Khushi Madkaikar LDC 1	1. All work related to training programmes of SDU 3 2. Data management related to nomination forms, details of participants in training programmes related to SDU 1: Decentralized, Monitoring, Planning & Evaluation, etc 3. Maintenance of register for resource person's honorarium. 4. Recruitment and personal files. 5. RTI matters.
12.	Ms Asmita Naik LDC 2 (ATI)	1. All work related to training programmes of SDU 1 2. Data management related to nomination forms, details of participants in training programmes related to SDU 2. Rural Development. 3. Maintenance of register for resource persons honorarium. 4. Management of Training records
13.	LDC 3	1. All work related to training programmes of SDU 2 2. Data management related to nomination forms, details of participants in training programmes related to SDU 3. 3. Maintenance of register for resource person's honorarium.
14.	Data Entry Operator 1	Data entry work of SDU 3
15.	Data Entry Operator 2	Data entry work of SDU 4
16.	Data Entry Operator 3	Data entry work of Accounts section
17.	MTS 1	1. Outward and postage register– as per schedule. 1. Arrangement of classroom facilities such as LCD/computer/ sound system, etc. 2. Arrange for technical assistance/service for non functioning of A/Cs, xerox machine and electric connections, pump, masonry work in consultation with vendor and accounts. 3. Xerox for SDU 1 and general administration. 4. Photography. 5. Electricity bills, water bills, etc.
18	MTS 2	1. Opening and closing of the Institute. 2. Cleaning of computers, tables in all rooms daily. 3. Mopping/Sweeping and maintenance of cleanliness in the classrooms, library, computer rooms, office rooms, terrace, toilets, etc. as per schedule. Xerox. 4. Classroom arrangement and cleanliness.

19	MTS 3	1. Up keep of the garden.
		2. Attending to messengerial work.
		3. Drinking water facility.
		4. Assist in preparation of training kit for the training programmes.
20	MTS 4 – daily wage	1. Opening and closing of the Institute.
		2. Cleaning of computers, tables in all rooms daily.
		3. Mopping/Sweeping and maintenance of cleanliness in the classrooms, library, computer rooms, office rooms, terrace, toilets, etc. as per schedule.
		4. Xerox.
		5. Classroom arrangement and cleanliness.

Manual 3

Procedure followed in Decision Making Process
[Section 4(1) (b) (iii)]

All proposals are put up by Asst. Director, through Director (Training) to the Director General for decision.

For matters beyond delegated to Director – General and Director – Training (Secretary to GIPARD Society) matters are executed by Chairman of GIPARD / Chief Secretary.

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

The procedure can be described both in narrative form and through Flow Process Chart. Innarrative form the stages through which a proposal passes, the levels at which it getsexamined and the final authority to which it has to go for approval may be explained.

Same as mentioned above.

Manual 4
Norms set by it for the discharge of its functions
[Section 4(1) (b) (iv)]

Please provide 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
1.	Training Programmes	Training programmes are organized/conducted as per the approved (by Executive Committee) training calendar. The concerned Course Director announces the programme atleast a month in advance and nominations are invited from various departments.	Period and dates of training programmes are fixed in advancefor the whole year whilepreparing the calendar. At the end of each programme evaluation of the said programme is done.

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 dischargingfunctions available with the public authority for the smooth discharge of its functions.

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.	Notification 10/01/2014/-Per (PART)	Constitution of Goa Institute of Public Administration and Rural Development	Notification 10/01/2014/-Per (PART) Series I No. 15 10th July 2014	NIL
2.	Notification	Memorandum of Association	Series I No 1. Not.10/1/2014- PER dtd 6th April 2017.	NIL

Manual 6

A statement of the categories of documents that are held by it or under its control
[Section 4(1) (b) (vi)]

Details of the records available may be made in a statement form, wing wise, unit wise, branch wise and it may be got tabulated, indexed and catalogued (An illustrative list isgiven below)

Sr. No.	Nature of record	Details of information available	Unit/Section where available	Retention period, where available
1.	Files	Details of Training Programmes including expenditure sanctions Purchase files Personal Files Accounts Files Administration Files Appointment of staff files	GIPARD	As per Government Guidelines
2.	Cash book Ledger Dead stock register Consumable register Postage stamp register	Expenditure details Purchase details Postage purchased/used	GIPARD	As per Government guidelines
3.	Annual Report	Details of activities of the Institute	GIPARD	As per Government guidelines
4.	Programme schedules and evaluation report	Programme schedules and evaluation report	GIPARD	Yearly

Manual 7

Particulars of any arrangement that exists for consultation with or representation by themembers of the public in relation to the formulation of its policy of implementation.
[Section 4(1) (b) (vii)]

NA

Manual 8
Details of the consultative committee and other bodies with which consultations are held
[Section 4(1) (b) (viii)]

Sr. No	Name and address of the consultative Committee / bodies	Constitution of the committee / body	Role and responsibility	Frequency of meetings
1.	Board of Governors*	As per MOA	As per the MOA	Twice a year
2.	Executive Committee **			Once in three months
3.	IC under POSH	The details are given below	As per the POSH Act	Twice a year
4.	Research Committee	The details are given below	As per the guidelines	As and when research studies are undertaken

Constitution of Board of Governors:
1. Chief Secretary of Government of Goa - Chairman of the Board of Governors.
2. Pr. Secretary/Secretary (Revenue); Government of Goa -Vice Chairman.
3. Secretary (Rural Development) Government of Goa - Member
4. Secretary (Finance) Government of Goa. - Member
5. Secretary (Agriculture) Government of Goa. - Member
6. Secretary (Panchayat) Government of Goa. - Member
7. Secretary (Education) Government of Goa. - Member
8. Addl. Secretary/ Jt. Secretary (Personnel), Government of Goa. - Member
9. Representative of Government of India, Ministry of Rural Development, New Delhi. - Member
10. Representative of National Institute of Rural Development & Panchayati Raj, Hyderabad - Member
11. Director General, Goa Institute of Public Administration & Rural Development, Goa- Member

**Constitution of the Executive Committee:*
1. Chief Secretary, Government of Goa - Chairperson.
2. Addl. Secretary/Jt. Secretary, Department of Personnel, Government of Goa. -Member

3. Project Director, District Rural Development Agency (DRDA), North Goa. – Member
4. Director, Directorate of Panchayat, Government of Goa.   - Member
5. Addl. Secretary/Jt. Secretary, Department of Finance, Government of Goa - Member
6. Director General, Goa Institute of Public Administration and Rural Development. - Member
7. Secretary, Goa Institute of Public Administration and Rural Development as its ex-officio Member Secretary.

IC Committee under POSH Act

1.	Dr Seema Fernandes	Asst Director	Chairperson
2.	Ms Arlette Mascarenhas	Core Faculty, Women's Development	Member
3.	Ms Sarita Patil	Core Faculty, Rural Development	Member
4.	Ms Neeta Talkatkar	Jr Steno	Member
5.	Ms Khushi Madkaikar	LDC	Member
6.	Mr Santosh Adkonkar	MTS	Member
7.	Ms Prachi Khandeparkar	SANGATH	Member (NGO)

Research Committee
1. Shri Sumedh Gurjar, Director, YASHADA, Pune
2. Dr Narayan Desai, Former Principal, Angle Higher Secondary, and SRG member, GIPARD
3. Dr Seema Fernandes, Asst Director, GIPARD
4. Ms Ashwini Acharya, Faculty, Decentralised Planning, Monitoring & Evaluation
5. Ms Sarita Patil, Core Faculty, Rural Development
6. Ms Arlette Mascarenhas, Core Faculty, Rural Development

Details of Committees

Sr.No	Name and address of the body	Main functions of the body	Constitution of the body	Date of constitution	Date upto which valid	Whether meetings open to public	Whether minutes accessible to public	Frequency of meetings	Remarks
1.	Board of Governors	As per MOA of GIPARD				No		Twice in a Year	
2.	Executive Committee							Once in three months	

Manual 9

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

S. No	Name	Designation	Office Tel. No.	E-mail Address
1.	Ms Cheshta Yadav, IAS	DirectorGeneral	2953985 / 86 /87	gird.goa@nic.in
2.	Sh. Vassudev Shetye, GCS	Director Training	2953985 / 86 /87	gird.goa@nic.in
3.	Dr. Seema Fernandes	Assistant Director	2953985 / 86 /87	ad-gipard@gov.in
4.	Ms Ashwini Acharya	Core Faculty in Decentralized Planning, Monitoring and Evaluation	2953985 / 86 /87	ashwini.padiyar80@rediffmail.com
5.	Ms. Sarita Patil	Core Faculty in Rural Development	2953985 / 2953986	saritap14@gmail.com
6.	Ms. Arlette M.H. Mascarenhas	Core Faculty in Women's Development	2953985 / 2953986	r_letmas@yahoo.com
7.	Ms Hegel D'Costa	Core Faculty in Public Administration	2953985 / 2953986	hegelcosta@gmail.com
8.	Ms. Swati M. Borkar	Accountant	2953985 / 2953986	mangalnaik@rediffmail.com
9.	Ms. Neeta B. Talkatkar	Jr. Steno	2953985 / 2953986	neeta8@rediffmail.com
10.	Ms. Rupali V. Bhanage	Library Assistant	2953985 / 2953986	narvekar_rupali@rediffmail.com
11	Shri Jeronimo M. Raposo	Lower Division Clerk	2953985 / 2953986	jerry.raposo@rediffmail.com
12	Ms. Khushi K. Madkaikar	Lower Division Clerk	2953985 / 2953986	khushimadkaikat@rediffmail.com
13.	Ms. Asmeeta C. Naik	Lower Division Clerk	2953985 / 2953986	apilarnekar@gmail.com
14.	Shri Cion Dias	Data Entry Operator	2953985 / 2953986	
15.	Ms Diksha Gadekar	Data Entry Operator	2953985 / 2953986	
16.	Ms. Saili Naik	Data Entry Operator	2953985 / 2953986	
17.	Shri. Santosh D. Adkonkar	Peon	2953985 / 2953986	Santosh.Adkonkar@rediffmail.com
18.	Ms. Seema S. Haramgatti	Sweeper	2953985 / 2953986	-
19.	Ms. Sangeeta S. Kunkalkar	Field Worker	2953985 / 2953986	-

Manual 10

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	Monthly remuneration
1.	Ms Cheshta Yadav, IAS	Director General	Additional charge	7,000.00
2.	Sh. Vassudev Shetye, GCS	Director Training		5,000.00
3.	Dr. Seema Fernandes	Assistant Director	Level 11 (14)	1,85,255
4.	Ms. Ashwini A. Acharya	Core Faculty in Decentralized Planning, Monitoring & Evaluation	Level 11 (10)	1,63,487
5.	Ms. Sarita Patil	Core Faculty in Rural Development	Level 11 (10)	1,63,487
6.	Ms. Arlette M.H. Mascarenhas	Core Faculty in Women's Development	Level 11 (10)	1,63,487
7.	Ms. Hegel D'Costa	Core Faculty in Public Administration	Contract	60,000.00
8.	Ms. Swati M. Borkar	Accountant	Level 07 (9)	1,04,440.00
9.	Ms. Neeta B. Talkatkar	Jr. Steno	Level 05 (13)	77,096.00
10.	Ms. Rupali V. Bhanage	Library Assistant	Level 05 (12)	74,929.00
11.	Shri Jeronimo M. Raposo	Lower Division Clerk	Level 04 (14)	69,748.00
12.	Ms. Khushi K. Madkaikar	Lower Division Clerk	Level 03 (14)	59,940.00
13.	Ms. Asmeeta C. Naik	Lower Division Clerk	Level 03 (14)	59,940.00
14.	Shri Cion Dias	Data Entry Operator	Hired from agency	23,324.00
15.	Ms Diksha Gadekar	Data Entry Operator	Hired from agency	23,324.00
16.	Ms. Saili Naik	Data Entry Operator	Hired from agency	23,324.00
17.	Shri. Santosh D. Adkonkar	MTS	Level 02 (15)	56724.00
18.	Ms. Seema S. Haramagatti	MTS	Level 02 (15)	56724.00
19.	Ms. Sangeeta S. Kunkalkar	MTS	Level 02 (15)	56724.00

Manual 11

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

This Institute receives Grant – in -aid from the Department of Personnel through Demand no 2, General Administration Department.

(Rs. In Lakhs)

Major Head	Activities to be performed	Sanctioned Budget	Budget Estimate	Revised Estimate	Expenditure for the last year
3451 Secretariat Economics Services *00* *800 Other Expenditure* *10* Implementation of State Training Policy (GIPARD) (P) *31* Grant - in – Aid	*Training* programmes, salaries of staff, day to day office expenses, purchase of teaching/ training aids, library books, furniture, etc Maintenance/repairs of building.	180.00	240.00	-	**237.05**

Plan Budget

Name of the Plan scheme	Activities to be undertaken	Date of commencement	Expected date of completion	Amount sanctioned	Amount disbursed / spent
Not Applicable					

Manual 12

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

List of institutions given subsidy

Sr. No.	Name &address of theinstitution	Purpose for which subsidy provided	No. of beneficiaries	Amount of subsidy	Previous years utilization progress	Previous years achievements
1.	*Not Applicable*					

List of individuals given subsidy

Sr. No.	Name & address of the beneficiary	Purpose for which subsidy provided	Amount of subsidy	Scheme and criterion for selection	No. of timesubsidy given inpast withpurpose
1.	*Not Applicable*				

Manual. 13

Particulars of Recipients of Concessions, permits or authorization granted by it
[Section 4(1) (b) (xiii)]

Sr. No.	Name & address of the institution	Nature of concession/permit/ authorization provided for which subsidy provided	Purpose for which granted	Scheme and criterion for selection	No. of similar concession given in past with purpose
Not Applicable					

Manual 14

Particulars of Recipients of Concessions, permits or authorization granted by it
[Section 4(1) (b) (xiv)]

Information available in an electronic form

Details of the information related to the various schemes which areavailable in the electronic format.

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	Is it available or is being used as back end data base
	Not Applicable			

Manual 15

Particulars of the facilities available to citizens for obtaining information
[Section 4(1) (b) (xv)]

Facilities available for obtaining information

Sr. No.	Facility available	Nature of information	Working hours
1.	Notice Board	Activities and Programmes	9.30 a.m. to 5.45 p.m.
2.	Information on the website	**www.gipard.gov.in**	
3.	Annual Report	All the activities/programmes done for that financial year alongwith audit reports	Not Applicable
4.	Library	Reference books and Journals, Magazines, etc	9.30 a.m. to 5.45 p.m.

Manual 16

Name & designation and other particulars of Public Information Officers
[Section 4(1) (b) (xvi)]

S. No	Designation of the officer designated as PIO	Postal address	TelephoneNo.	E-mail address	Demarcation of area / activities, if more than one PIO is there
1.	Dr. Seema Fernandes Asst. Director	GIPARD, Ella Farm, Old Goa, Goa.	2953985 / 86 /87	ad-gipard@gov.in gird.goa@nic.in	-

List of Assistant Public Information officers

Sr. No	Designation of the officer designated as APIO	Postal address	Telephone No.	E-mail address	Demarcation of area / activities, if more than one APIO is there
Not Applicable					

First Appellate Authority within the department

Sr. No	Designation of the officer designated as First Appellate Authority	Postal address	Telephone No.	E-mail address
1.	Director Training	GIPARD, Ella Farm, Old Goa, Goa.	2953985 / 86 /87	gird.goa@nic.in

Manual 17

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

Other information as may be prescribed

All other information held by the department which is not provided in the previousmanuals shall be collated, tabulated, compiled, collected and provided in the form ofmanual from time to time.