

Section 4 (1) b (ii)

The powers and duties of its officers and employees;

Duties of staff

Estate Division

Sr. No.	Designation of the Employee	Work Entrusted
1.	Office Boy / F.A. Gr.III/ Security Guard	Movement of files, attending section head, general office work like photocopies and to attend any other work assigned to him/her by the Superiors.
2.	Assistant / Office Assistant/ Management Assistant/ Assistant Manager	Dealing hand, custodian of files & records, putting up notes as well as putting up letters, Noc's etc., liaison with the Entrepreneurs, Drafting of all Deeds, dealing with the Court matters, Assembly matters, Audit matters, RTI, work related to Government Offices, putting up of draft Orders etc., Board Agenda, court matters all other works related to Estate Division, Processing of files/applications for allotment of plots, transfer and Sub Lease of plots, sheds, galas, godown, shop or any other premises and any other work assigned by the Superiors. Assistant Managers are APIO's of the Section.
3.	Steno	Taking down dictation & transcribe it and Typing inward/outward of the section and any other work assigned by the Superiors.
4.	Management Assistant and OR Assistant Manager	Dealing hand, custodian of files & records, putting up notes as well as putting up letters, Noc's etc., liaison with the Entrepreneurs, Drafting of all Deeds, dealing with the Court matters, Assembly matters, Audit matters, RTI, work related to Government Offices, putting up of draft Orders etc., Board Agenda, court matters all other works related to Estate Division and any other work assigned by the Superiors.

Sr. No.	Designation of the Employee	Work Entrusted
5.	Office Manager and OR Area Manager	Incharge of Estate Division, Overall supervision of Estate Division, Breakup with Transfer, Sublease application, issue of SCN in case of illegal activities, Bank NOC's., Drafting matters related to Board meeting etc., APIO and as directed by GM/MD or any other work assigned by the Higher Authorities. Public Information Officer of the Section.

Personnel Section

Sr. No.	Designation of the Employee	Work Entrusted
1.	Office Boy/Field Assistant Gr. III/ II/ Security Guard	To assist in filing & movement of files, attending section head, general office work like photocopies, attending phone calls on EPABX, Takes care of the Inward/Outward on Reception counter, movement of files/mail to different sections in IDC Administrative building, outdoor hand delivery of IDC mail, work of post, mail recording and any other work assigned by higher officials.
2.	Assistant	Attending phone calls on EPABX, Takes care of the Inward/Outward on Reception counter. Inward/Outward work of the section. Maintaining Register for CL, RH, SL, Com. Off, attending Typing work of the section, and assisting in filing, processing files assigned by higher officials, attending all clerical works and any other work assigned by higher officials.

Sr. No.	Designation of the Employee	Work Entrusted
3.	Office Assistant/ Management Assistant/Assistant Manager	Work related to General Administration, custodian of files, CRs, matters pertaining to all staff including MACPS, Advances, Telephone Bills, Scrutiny of Medical and TA Bills, House Keeping, Annual increment/Service Book, Pension & Retirement, Government Circulars, Processing of EL, CL, CCL, Purchase & Maintenance of Franking Machine, Purchase and maintenance of Office Vehicles, Xerox machines, Purchase & maintenance of Office Equipments & Furniture, Purchase and Distributing of stationery & Maintaining of Stationery records, maintaining records of contract service of Security Guards, Legislative Assembly and Election matters, and all other matters not specifically mentioned pertaining to Personnel Section. R.T.I. matters, etc.
4.	Steno	Takes dictation and transcribes it and typing Inward/Outward work of the section. Maintaining Register for CL, RH, SL, Com. Off, attending Typing work of the section, to assist in filing and any other work assigned by the higher officials.
5.	Office Manager	General Administration, Recruitment Rules, Recruitment, CRs, matters pertaining to all staff including MACPS, Promotions, All types of Leave records, Advances, Medical, matter pertaining to Legislative Assembly and Election, Housekeeping etc. Matters pertaining to Muster roll, T.A. Bills, Annual Increment, Action on Government Circulars, Store, preparation of agenda note, Purchase of stationery, Printing, Sanctioning of leave to personnel staff, Liaison with Government/ Semi Government departments, RTI related matters as APIO for Admn/PSL Section Vigilance Cell member and all other matters not specifically mentioned pertaining to Administration/ Personnel Section. Any other work assigned to him/her by the superiors.

Sr. No.	Designation of the Employee	Work Entrusted
6.	Dy. General Manager(Admn.)	<p>Matters pertaining to PSL/Admn. Section: EPABX Post (L & D),Centrally sponsored project, Computer Hardware related works, Exhibition, Act & Rules, The work related to Technical nature like, Purchase and Maintenance of office equipments & furniture, Transfers, T.A. Bills, Action on Government Circulars, Store, Purchase of Stationery, work related to General Administration, Legislative Assembly, Appointment on contract basis, Transfers, Medical, Housekeeping, Purchase & maintenance of vehicles, Vigilance Officer All other matters not specifically mentioned pertaining to Personnel Division, Public Information Officer for PSL/Admn & MD's Secretariat.</p>
7.	General Manager	<p>Overall Incharge of Administration Section being Section Head of the Administration/ Personnel Section/FAA.</p> <p><u>A) Work pertaining to PSL/Admn. Section.</u></p> <p>i) Liason officer to lias with Government/Semi Government Department. ii) Suspension matters. iii) Court matters. iv)Recruitment Rules including appointments/Roster. v) Sanctioning of leave to all staff. vi) Confidential Reports. vii) Attendance. viii) Promotions. ix) Annual Increment. x) MACP xi) Pension & Retirement. xii) Advances to the Staff. xiii) Audit Matters.</p> <p>All other matters not specifically mentioned pertaining to Section.</p> <p><u>B) Work pertaining to Estate Division.</u></p> <p>i) Issue of Bank NOC ii) Refund of Security Deposit iii) Renewal of Lease iv) Change in constitution v) Change in Name and change in Product vi) Signing of all type of Deeds like Lease Deed, Tripartite Lease Deed, Deed of Sublease, Deed of Addendum/Modification, Renewal/Extension of Lease etc. as and when assigned by the Managing Director.</p>

ACCOUNTS SECTION

Sr. No.	Designation of the Employee	Works Entrusted
1.	Office Boy / F. A. Gr.III/II/ Security Guard	Movement of files/registers from CAO to subordinates, depositing of cheques in various banks, payment of telephone/water/electricity bills, mobile bills, hand delivery of the correspondence all over Goa, Xerox work of the Accounts Section and any other work assigned to him by the Superiors.
2.	Assistant	Maintenance of Inward & Outward register of the Correspondence of the Section, Maintenance of record & preparation of Challans in respect of collection of house tax, Infrastructure tax and trade tax collected at the site offices for reimbursement to Govt. Treasury, maintenance of security deposit ledger in respect of plots and sheds and refund thereon, typing work & feeding day to day payment vouchers in tally package, calculation of Income Tax & issue of certificates, preparation of challans of deputation staff, feeding of the Income Tax data for filing of returns pertains to salary and any other work assigned to him/her by the Superiors.

Sr. No.	Designation of the Employee	Works Entrusted
3.	Office Assistant / Management Assistant	<p>Bills pertaining to work by call of quotations (less than Rs.2 lakhs), preparation of payment vouchers in respect of Adv. Bills, repairs, insurance of office vehicles, payment of Advocate bills, technical consultant Bills, land Acquisition award bills, scrutiny of TA/LTC bills, medical bills, tuition fee bills, putting up of misc. adv payment vouchers, advertisement bills & tender notices, maintenance of assets registers.</p> <p>Scrutiny of water, telephone bill of all the Ind. Estates and mobile bills of the officers, preparation of payment vouchers in respect of electricity bills of head office and all the Indl. Estates, scrutiny of imprest cash statements received from the officers at head office and all the Indl. Estates.</p> <p>Scrutiny of recovery statements received from all the Indl. Estates in respect of collection of water charges and entering the same in the bank book, issue of Receipts in respect of sale of forms, RTI, Rules & Regulations & plans copy, maintenance of ledger accounts of the staff advances, calculation of interests at the close of the year.</p> <p>Computer typing work of CAO & Accounts Manager, maintenance of ASIDE Accounts i.e. writing of cash book, posting of ledger & preparation of receipt & payment account at the end of year & investment of funds, writing of GPF cash book, posting</p>

		<p>of ledger & drawing of Trial balance, investment of GPF funds & calculation of interest accrued, preparation of salary bill of contract staff at Head Office & Estates and security guards at Head Office & Estates, putting up of GPF advance, withdrawal & final settlements of the retiring employees, writing of the individual GPF/CPF register and calculation of interest at the close of the year and issue of GPF/CPF slips and any other work assigned to him/her by the Superiors.</p>
4.	<p>Accountant / Assistant Manager (Accounts)</p>	<p>Maintenance of fixed deposit register and investment of excess funds of the Corporation, writing of cheques and other transactions with banks etc., scrutiny of files in respect of surrender of plots as well as calculations of over dues in respect of premium, interests, lease rent, received from Estate Division, writing of cash book manually, opening of tenders.</p> <p>Posting of ledgers, drawing monthly trial balance, profits & loss account and balance sheet at the close of financial year, bank reconciliation of Kotak Mahindra Bank, calculation of Income Tax & issue of certificates, maintenance of Group Gratuity Contribution & retirement claims, looking after the Gratuity contribution and settlement of the claims, handling of cash & issue of receipts & maintenances of relevant records, maintenance of cash book in Tally system of Accounting.</p> <p>Preparation of salary bills of the</p>

		<p>Corporation Staff, preparation of payment vouchers in respect of all types of staff advances, preparation of pension bills, pensioner's benefits etc., of retired employees.</p> <p>Scrutiny of tenders, scrutiny of R.A Bills of contractors of works being executed in all industrial estates, maintenance of contractors security Deposit Register, works register, Bank guarantee register, Vat Tax, labour Cess, TCS, Royalty etc., entry of passing of contractors bills on Income Tax Register, GST and any other work assigned by the Superiors.</p>
5.	Assistant Manager (Accounts)	<p>Posting of ledgers, drawing monthly trial balance, profits & loss account and balance sheet at the close financial year, preparation of depreciation statement of fixed assets, bank reconciliation or so savings/current bank accounts and any other work assigned by the Superiors.</p>
6.	Accounts Manager	<p>All the work of the accounts section handled by the subordinates to be submitted to CAO, preparation of budget, liaison with tax consultant, answerable to internal auditors as well as statutory auditors, preparation of Agenda items of the section, answering of Assembly questions/RTI matters as Public Information Officer of Accounts Section, supervision work of the staff of Accounts Section, marking of correspondence to various staff working in the Section and any other work assigned by the Superiors.</p>
7.	Chief Accounts Officer	<p>Overall incharge & Head of Accounts Section.</p>

ENGINEERING SECTION

Sr. No.	Designation of the Employee	Works Entrusted
1.	Office Boy/ F. A. Gr.III / II / Security Guard	Movement of files, attending section head in general office work, photocopies and to attend any other work assigned to him/her by the Superiors.
2.	Assistant / Office Assistant	Typing, Inward/Outward, filing, putting up noting, taking dictation from section head, custodian of files and recovery work incase of industrial estate inward /outward dealing hand & RTI matter, Audit, Assembly matter in the absence of Management Assistant and any other work assigned by the Superiors.
3.	Stenographer	Taking down dictation & transcribe the same/ inward/outward of the section, typing and any other work assigned by the Superiors.
4.	Management Assistant / Assistant Manager	Dealing hand, custodian of files & records, putting up notes as well as putting up letters, Noc's etc., liaison with the entrepreneurs, RTI, Assembly matter, Audit matter, all other work related to Engineering Section and any other work assigned by the Superiors.
5.	Draughtsman	Scrutiny of plans for approval and putting up to the Field Manager/Area Manager, putting up plan approval/Occupancy Orders, maintenance of registers pertaining to issue of approval letters including the details of license fees and infrastructure tax. He/She is also custodian of master layout plans and responsible for putting up the changes in the layout plan after the approval from 37-B Committee. He/She is also custodian of tracing layout plans of all Industrial Estates /Area. Any other work assigned by the superiors.

Sr. No.	Designation of the Employee	Works Entrusted
6.	Field Manager (HO)	Putting up the technical notes, maintenance of office building, scrutiny of estimates, putting up of NIT's, opening of tenders, putting up comparative statement putting up approvals Agenda Notes/work orders, bill scrutiny etc. and any other technical work assigned by the superiors. To assist AM to reply RTI, Assembly Questions etc. to handle AM's work in his absence. Site visits for inspection of works. Liasion with PWD, Electricity and other Government Departments, recording of MB and any other work assigned by the superiors.
7.	Area Manager (HO)	Scrutiny of approval of plans, occupancy certificate, scrutiny and notings on the file related to Engineering works put by Field Manager, work related to RTI, Assembly Question & Audit, putting up of Agenda notes for the Board meeting, with the assistance of Field Manager, maintenance of office building, water supply to head office building and any other matter regarding Municipality, water & electricity connected to Head Office, putting up conversion proposal & recovery of defaulters of canteen, quarters etc. to the SLAO under Public Money Recovery Act and Site visits for inspection of works Liasion with PWD, Electricity and other Government Departments, recording of MB Assistant Public Information Officer of the Section at Head Office and any other work as directed by the superiors.

Sr. No.	Designation of the Employee	Works Entrusted
8.	RM/Dy. GM(Civil Engg.) (HO)	To handle general correspondence of entire Engineering Section marked by General Manager (Civil Engg.) and to arrange to put up the same to the Superior/authorities as required, processing of approval of plan of industrial units of all industrial Estates and occupancy certificate, processing of agenda notes for Board Meetings, handle RTI related correspondence, handle the correspondence of Hazardous Waste Management, processing of estimates put up by site offices, processing the tendering work, comparative statement, issue of work order and bill payment, look after canteen tender and allocation, coordinating in maintenance of Head Office Building, attend works related to meetings pertaining to Engineering Section, concerning Industries Association, and correspondence with other departments, reply to assembly questions, other correspondence, scrutiny and submission estimates and correspondence put up by Field Manager/ Area Manager's to the Superiors, Audit matters, legal matters, Assembly matters, Public Information Officer of the Engg. Section, Head Office, etc.. Site visits for inspection of works Liasion with PWD, Electricity and other Government Departments, recording of MB and Any other work assigned by the superiors.
9.	GM (Civil Engg)	He is overall incharge & Head of Engineering Section.

INDUSTRIAL ESTATES

Sr. No.	Designation of the Employee	Works Entrusted
1.	Technician / Asstt. Field Manager	Pump operation, minor pump maintenance, meter reading, etc. He will supervise the work of laying of new water pipelines, maintenance of pipelines, release of new water connection, attending the call from entrepreneurs, he is responsible for functioning / replacement of water meter from time to time and also control and report on major water losses of the industrial estates under him to his superiors and any other work assigned by the superiors.
2.	F. A. Gr.III/II/ I Security Guard	Movement of files, attending section head, general office work like photocopy providing assistance to plumbers, providing security service, delivery of water bills, deliver notices, circulars and any other work assigned by the superiors.
3.	Assistant/Office Assistant / Management Assistant	He/she is custodian of files, inward & outward, typing & issue of water bills, collection of cash and to deposit in the bank, issue of receipts, record of imprest cash, maintaining records of water bill, house tax, registers, filing and any other work assigned by the superiors.
4.	Field Manager	Overall incharge of Industrial Estate, evaluating the need and preparation of estimates of works, supervision and execution of civil work, preparation of bills, general maintenance of Industrial Estate, maintenance of water supply, street light coordination with the Government departments like electricity, water supply, PWD, Head Office etc., maintenance of Registers pertaining to civil works and office, scrutiny of drawings/plans received for approval and forwarding to the superior within prescribed period, submission of periodical reports like monthly progress report and other reports sought from Head Office from time to time.

		<p>He/She is also responsible for checking illegal construction/water losses sublease/ transfer, encroachment of open space and other illegal activities. He/she will also make budget provision of infrastructure and maintenance works, he/she will also do general recovery of dues from industrial units/allottees. He/she will report to superior like Area Manager/ Regional Manager/ Dy. General Manager (Civil Engg.). He/she shall also look after any other matter pertaining to industrial estate under him/her. Site visits for inspection of works, Liasion with PWD, Electricity and other Government Departments, recording of MB and any other work assigned by the superiors.</p>
5.	Area Manager	<p>Overall incharge of Industrial Estates under him/her to keep control on works attended by Field Manager posted under him and all the duties assigned to Field Manager. He/she will also be responsible to recommend or to take decision in the matter put up by the Field Manager under him. He/she is liaisioning officers between Field Manager & Regional Manager/Dy. General Manager (Civil Engg.), to keep strict watch for carrying out all duties specified to the Field Manager under him/her and lapse if any to be reported to the higher authorities. To make regular visit to industrial estates under him and oversee the duties / matter pertaining to each Field Manager under him/her and any other matter as directed by Superiors, to look after any other matter pertains to industrial estate under him/her. However Area Manager will carry out all the duties of Field Manager mentioned above if he/she is the incharge of Industrial Estates. Site visits for inspection of works, Liasion with PWD, Electricity and other Government Departments, recording of MB and any other work assigned by the superiors.</p>
6.	RM/Dy. GM (Civil Engineering)	<p>Budgeting, scrutiny of estimates put by Field Manager/Area Manager recommend/ revise the estimates based on the merit of the case, execution/ supervision of works, recommendation of</p>

		<p>bills. He/she will play major role in decision making for the proposals put up by Field Manager through the Area Manager. He/ She will be incharge of the officers under him/her like Area Manager & Field Manager, will coordinate with them to perform all the duties listed under the duties of Field Manager/Area Manager. He/she will also recommend or comment on the proposals like approval of plans, issue of Occupancy Certificate, Noc's etc. He/ she will guide Area Manager/Field Manager in performing their duties, recovery of water losses and other dues etc. and to look after any other matter pertaining to industrial estates under him/her. Any other work assigned by the superiors.</p>
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SPECIAL LAND ACQUISITION SECTION

Sr. No.	Designation of the Employee	Works Entrusted
1.	Special Land Acquisition Officer	Officer deputed by the Government of Goa for the purpose of acquiring land for Goa Industrial Development Corporation.
2.	Assistant Manager	To assist Special Land Acquisition Officer in land acquisition matters, conversion matters of GIDC, recovery, RTI related matters being Public Information Officer for Special Land Acquisition Section and any other work assigned by the superiors.
3.	Steno	Takes down dictation & transcribe it, Typing work, Inward/outward of the section, RTI related matters being Assistant Public Information Officer for Special Land Acquisition Section and any other work assigned by the higher officials.
4.	Driver Gr. II	Drives the vehicle of the Corporation and does other related work assigned by the superiors.

5.	F. A. Gr. II/III/ Office Boy/ Security Guard	Movements of files, attending section head, General Office work like photocopies and to attend any other work assigned to him/her by the superiors.
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LEGAL CELL

Sr. No.	Designation of the Employee	Works Entrusted
1.	Dy. General Manager (Law)	Head of Legal Cell and handles all the legal matters of the Corporation such as drafting legal documents, court matters, eviction, recovery, etc., RTI related matters being Public Information Officer for Legal Cell and any other related work assigned by the higher authorities.
2.	Assistant	Typing works of Legal Section, Coal cell and the computer section and Eviction cum Recovery Cell, RTI related matters being Assistant Public Information Officer for Legal Cell and any other work assigned by the superiors.
3.	F. A. Gr. II/III/ Office Boy/ Security Guard	Movements of files, attending section head, General Office work like photocopies and to attend any other work assigned to him/her by the superiors.

37-B COMMITTEE

Sr. No.	Designation of the Employee	Works Entrusted
1.	Member Secretary/ Dy. Town Planner	Deputy Town Planner of the Town and Country Planning Department nominated by the Government – Member Secretary of 37-B Committee, to decide and dispose of all applications for land development, permissions under all local or special laws including Goa, Daman and Diu Town and Country Planning Act, 1974 (Act 21 of 1975) and rules framed there under (hereinafter in this section referred to as the “said Act”). The committee shall discharge all the functions of the Chief Town Planner, Town

		and Country Planning Department in a non planning area, and functions of the Planning and Development Authority in a planning area under the laws in force.
2.	Field Manager	Preparation of Sub-division of plots, Scrutiny of Architectural plans as per by-Laws. Conversion of land, issue of construction /occupancy license/certificate, etc and other work assigned by higher officials
3.	Assistant	Typing work of 37-B Committee assisting on reception counter as and when required and any other work assigned by the superiors.
4.	Technician / Driver	Drives the vehicle of the Corporation and for works related to 37-B Committee and does other related work assigned by the Higher Officials

Office of the Managing Director

Sr. No.	Designation of the Employee	Works Entrusted
1.	Managing Director	Head of the Corporation, Chairman 37-B Committee and Member Secretary of Goa-IDC Board.
2.	P.A. to Managing Director	To take dictation and transcribe it. Maintain appointments of the Managing Director. Handling entire Board Meeting procedure (Compiling/Recording & Maintaining of Agenda/Board Minutes). Recording of E-mails received by MD's office. Maintaining records of files put up for signing of Lease Deed, Tripartite Lease Deed and files marked by MD to the Government. Monitoring the Receipt and Timely delivery of the files received through IFMS at Government level. (Internal File Management System). Is APIO for RTI related matters at Managing Directors Secretariat. Assigned to look after the works in the Office

		of Hon'ble Chairman.
3.	M.A.	To handle advertisement, public relations and other work assigned by the Higher Officials, keeping records of all files which are routed through different sections to MD. Any other work assigned by the superiors.
4.	Driver GR.I	Drives the vehicle of the Corporation assigned to managing Director and does other related work as and when assigned by Higher Officials.
5.	F. A. Gr. II/III/ Office Boy/ Security Guard	Movements of files, attending section head, General Office work like photocopies and to attend any other work assigned to him/her by the superiors.

LAND ACQUISITION SECTION

Sr. No.	Designation of the Employee	Works Entrusted
1.	Area Manager	Looks after the Land Acquisition Work, Land Acquisition Court matters, RTI related matters being Public Information Officer for Land Acquisition Section, liaison with advocates, guiding subordinate staff in the work related to L.A. Section, mutation, conversion notified areas and partition and other work assigned by the superiors.
2.	Assistant Manager/ Management Assistant	Looks after North and South Goa Land Acquisition work, notified area work, attending land acquisition court cases, handling mutation & Partition work of South Goa. Library and other related work assigned by the superiors.
3.	Assistant/Office Assistant	Typing works inwards / outwards of Land Acquisition Section and any other work assigned by the superiors.

4.	F. A. Gr.I/II/III/ Office Boy/ Security Guard	Movement of files, attending the section head, general office work like photocopies and to attend any other work assigned to him/her by the Superiors.
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Eviction cum Recovery Cell

Sr. No.	Designation of the Employee	Works Entrusted
1.	Dy. G. M. (Law)	He is authorised to issue Show Cause Notices to the units found performing illegal activities on receipt of data from FM/AM & Special Squad for re-possession of plots and thereafter hear the parties on merits. To attend any other duties assigned to him/her by the Managing Director.
2.	Assistant Manager Accounts	Deals with the Financial aspects of the recovery and Eviction have particularly verifying the statements received from the concerned section. Any other duties assigned by the Dy. General Manager (Law).
3.	AM/MA	He/She will assist Dy.G.M. (Law) in the above work and any other work assigned by the superiors.
4.	Assistant	Typing inward/outward, filing work of the cell and any other work assigned by the Superiors
5.	F. A. Gr.I/II/III/ Office Boy Security Guard	Movement of files, attending the section head, general office work like photocopies and to attend any other work assigned to him/her by the Superiors.