

INDEX

Information Manual under Right to Information

Act 2005, Section 4(1)(b)

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CHAPTER - I

I N T R O D U C T I O N

Right to Information is an Act to provide for freedom to every citizen to secure access to information under the control of public authorities, consistent with public interest, in order to promote openness, transparency and accountability in administration and in relation to matters connected therewith or incidental thereto.

THE RIGHT TO INFORMATION BILL WAS PASSED BY THE Parliament on 13th May, 2005. The bill got the Presidential accent on 15th June to become the right to Information Act 2005. It is an Act to provide for setting out the practical regime of right to information for citizens to secure access to information under the control of public authorities, in order to promote transparency and accountability in the working of every public authority.

Informed citizenry and transparency of information are vital to the functioning of democracy. The Act provides for a system of accountability of the Government towards those who are governed and would benefit in increasing transparency and containing corruption.

The actual practice of the Act is likely to conflict with other public interests including efficient operations of the Government, optimum use of limited fiscal resources and the preservation of confidentiality of sensitive information. But the need is to harmonize this conflicting interest while preserving the paramount of the democratic ideal.

In an effort to bring about transparency and accountability and to transform the Right of Information Act into an act that empowers the people, the Ministry of Information and Broadcasting has made an attempt to provide information to citizens to empower them to exercise their Right to Information. The Ministry in its effort to decentralize information has made all Media Units, Public Section Enterprises and Autonomous Bodies responsible for dissemination of information. These organizations will have their separate setup for public to gain information on issues pertaining to the unit.

Right to Information means the right to information accessible under these Act, which is held by or under the control of any public authority and includes the right to ;

1. Inspection of work, documents, records
2. Taking notes, extracts or certified copies of documents or records
3. Taking certified samples of material
4. Obtaining information in the form of diskettes, floppies, tapes, video cassettes or in any other electronic mode or through printouts where such information is stores in a computer or in any other device.

CHAPTER – II

PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Doordarshan Kendra, Panaji, Goa works under the Ministry of Information and Broadcasting, 'A' Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi – 110001.

FUNCTIONS OF DOORDARSHAN KENDRA, PANAJI, GOA.

The main object of the Kendra, as a public broadcaster, is to telecast programmes with a view to entertain, educate and inform the viewers.

Doordarshan Kendra, Panaji is the only Kendra in the State of Goa, relaying local, regional and national programmes. Besides this, it is the only Kendra where Konkani is the main language of telecast.

PRASAR BHARATI
BROADCASTING CORPORATION OF INDIA
DOORDARSHAN KENDRA : PANAJI : GOA

**

FIXED POINT CHART

(w e f Jan 2012)

0528 hrs National Network Programmes
0600 hrs Relay Mumbai (Sahyadri)
0900 hrs National Network Programmes
1500 hrs Relay Mumbai (Sahyadri)
1800 hrs Origination of Programmes From DDK Panaji as per the following F P C

D A Y	KONKANI PROGRAMMES	KONKANI PROGRAMMES	REGIONAL NEWS	MARATHI PROGRAMMES	1937 HRS TO 2000 HRS
<i>TIME</i>	<i>1800 HRS TO 1830 HRS</i>	<i>1830 HRS TO 1900 HRS</i>	<i>1900 hrs to 1915 hrs</i>	<i>1915 HRS TO 1935 HRS</i> <i>Caption 1937 hrs</i>	
MONDAY	JAYO JUYO (Light Music in Hindustani & Western style alternately)	SWASTHA BHARAT (Health Series)	KHOBRO (News in Konkani)	Bhakti Sangeet/ Natya Sangeet	Relay DDK Mumbai
TUESDAY	Outside Sponsored Programme	SWASTHA BHARAT (Health Series)	KHOBRO (News in Konkani)	Kalavishkar Interview with Guests / performing artists, Childrens Programme	--do--
WEDNESDAY	Outside Sponsored Programme	SWASTHA BHARAT (Health Series)	KHOBRO (News in Konkani)	Musical Prog.	--do--
THURSDAY	Outside Sponsored Programme	SWASTHA BHARAT (Health Series)	KHOBRO (News in Konkani)	Youth Prog.	--do--
FRIDAY	Flagship Programme	SWASTHA BHARAT (Health Series)	KHOBRO (News in Konkani)	Hello DD (Live Phone-in)	
SATURDAY			KHOBRO (News in Konkani)		
SUNDAY			KHOBRO (News in Konkani)		

1937 hrs to 2000 hrs
2000 hrs onwards

Relay Mumbai (Sahyadri)
National Network Programmes

PROGRAMME:

Planning production and administration of programmes is done by the programme staff of the Kendra.

SANCTIONED PROGRAMME STRENGTH:

1. Station Director – 1
2. Assistant Station Director – 2
3. Programme Executive – 3
4. Transmission Executive – 2
5. Production Assistant – 2
6. Floor Assistant – 3
7. Carpenter – 1
8. Film /Video Editor – 2
9. Cameraman Gr.I – 1
10. Cameraman Gr.II – 5
11. Make-up-Asstt – 1
12. Floor Manager – 1
13. Painter – 1

ENGINEERING:

Doordarshan Kendra Panaji was started with a 1 KW DD1 transmitter on the eve of Asiad Games in 1982 and further upgraded to 10KW in November 1986. The existing Studio was constructed and started operating from 23.06.1990. This studio is a small studio with 55 sq. mt. area. This Kendra was also supplied with an ENG van with 2 camera setup for any coverages in the local area. The DD-I 10KW transmitter was replaced by a fully solid state NEC transmitter along with DD-News solid state 1KW Thomcast transmitter and commissioned on 10.11.2000. This Kendra has been subsequently upgraded regularly by inducting latest equipments such as earth station, DSNG.

The Additional Studio Facility at Panaji has been set up with modern lighting equipments and latest recording facilities. This ASF setup is of a floor area of 150 sq.mts. This Studio provides recording facility to cover local events and programmes. The programmes generated in this Studio are being telecast from DD-I Transmitter.

SANCTIONED ENGINEERING STRENGTH:

1. Station Engineer – 1
2. Asstt. Station Engineer – 1
3. Assistant Engineer – 7
4. Sr. Engg. Asstt. – 5
5. Engineering Asstt. – 7
6. Sr. Technician – 5
7. Technician – 5
8. Helper – 4
9. Mast Technician – 1
10. Driver – 3

ADMINISTRATION AND ACCOUNTS SECTION

SANCTIONED STRENGTH:

1. Sr. Administrative officer - 1
2. Administrative Officer - 1
3. Assistant - 1
4. Upper Division Clerk - 6
5. Lower Division Clerk - 8
6. Stenographer Gr. III - 3
7. Hindi Typist - 1

GROUP 'D'

1. Daftry - 1
2. Peon - 4
3. Sweeper / Farash - 4
4. Security Guard - 2

CHAPTER - III

POWERS AND DUTIES

The power and duties of officers and employees are as contained in the Manual of Office procedure issued by the Department of Personnel and Administrative Reforms of the Govt. of India.

FINANCIAL POWERS:

Rule 23 of the General Financial Rules governs the delegation of financial powers of the Government. The financial powers of the Government have been delegated to various subordinate authorities vide delegation of Financial Power Rules, 1978 as amended from the time to time.

OTHER FINANCIAL POWERS:

In respect of Doordarshan Kendra, Panaji, Goa delegation of all Financial and Administrative matters rests with Deputy Director (Engg).

The powers of Drawing and Disbursing Officer have been delegated to the Administrative Officer / Sr. Administrative Officer as per the DFPR's.

ADMINISTRATION SECTION:

1. Matters relating to all Gazetted Officers, Non Gazetted, Group 'D' staff, all Administrative and Establishment work.
2. Miscellaneous matters like Pay Commission's implementation.
3. General instructions regarding CCS Rules.
4. Parliament Questions / Assurances, Court Cases, VIP/MP/PMO references, Audit objections on the above subjects, RTI regarding administration / Accounts matter
5. All general arrangements in connection with proper maintenance of office.
6. Procurement and distribution of stationary articles etc.
7. Purchase and maintenance of office computers.
8. Purchase and maintenance of office furniture and fixtures.
9. Installation, shifting and payment of bills of telephones / fax.
10. Maintenance of office vehicles except OB Van and DSNG Van.
11. General staff welfare measures.
12. Departments Council / Office Council / Recognition of Service Association.
13. Caretaking work
14. General cleanliness

ACCOUNTS SECTION:

1. All receipts and payments
2. Preparation of salary and supplementary bills of Group B, C & D staff
3. Preparation and issue of LPCs in case of transfer
4. Preparation of TA bills in respect of officers and staff
5. Sanction and preparation of LTC bills in respect of officers and staff
6. Preparation of pay bills and TA bills, Medical, LTC and other bills
7. Preparation of OTA bills in respect of C and D Staff
8. Sanction and preparation of all kinds of bills relating to various advances in respect of the staff
9. Maintenance of GPF accounts of Group D staff
10. Preparation of Budget Estimates / revised estimate. Maintenance of monthly expenditure statements, reconciliation of expenditure with PAO
11. Preparation & forwarding of Receipts & Payment accounts to PAO Mumbai as per Prasar Bharati new accounting system
12. Sanction and preparation of final payment of bills relating to CGEGIS and GPF
13. Payment of leave salary, leave encashment, gratuity, commutation of pension etc.
14. Sanction and preparation of bills for re-imbusement of Medical claims
15. Sanction and payment of children education allowance and re-imbusement
16. Calculation of Income Tax in respect of Group B, C & D staff
17. Audit objections

DUTIES OF PROGRAMME STAFF:

Sh. Cypriano Lopes, Pex	Planning, production and administration of various programmes assigned from time to time supervision of work of PAs, Trexes and FAs.
Sh. Uday Kamat, Pex	-do-
Smt. Sarita Sajane Kamat, Production Asstt.	Planning, production and administration of various programmes assigned from time to time.
Sh. Rajendra Phadte, Production Asstt.	Planning, production and administration of various programmes assigned from time to time.
Smt. Champa Panj i kar, Production Asstt.	Planning, production and administration of various programmes assigned from time to time.
Sh. N. P. Vij ay, Cameraman Gr. I	To supervise the duties of Camera Section and important coverages / OBs, etc.
Sh. R. Kannan, Cameraman Gr. II	To work in studio and locations
Sh. T. M. Basavraj , Cameraman Gr. II	To work in studio and locations
Sh. M. Muni kri shnappa, Cameraman Gr. II	To work in studio and locations
Sh. Ganesh Nayak, Cameraman Gr. II	To work in studio and locations
Sh. Yohan Samuel , FA Sh. Narayan Gawade, FA Sh. P. Phadte, FA	To work in studio for erection of sets and to represent producer in studio
Sh. K. S. Sutar, Carpenter	To work as a Carpenter for programme work / studio property etc.

DUTIES OF ADMINISTRATIVE STAFF:

Sh. T. S. Sadashi va, Admn. Officer / DDO	The head of accounts & administration sections. He functions as the DDO and is directly under the head of office. His functions will be as categorized in the manual.
Smt. Noorjehan Jamedar, Assistant	The Assistant is directly under the Administrative officer. Her duties will be as categorized in the Manual.
Sh. Simon D' souza, UDC	Store Keeper (Engineering Store)
Sh. Prakash Chopdekar, UDC	Transport, general, stationery and miscellaneous administrative work
Smt. Celeste Cardozo, UDC	To maintain service books and personal files of all the staff
Smt. Pratibha Pasi, UDC	Budget, expenditure, TA, LTC, Medical bills, etc.

LOWER DIVISION CLERK:

Sh. P. R. Saji, LDC	To work as cashier, monthly accounts to PAO, Paybills and other accounts work.
Smt. Sujita Naik, LDC	To work in administrative section and deal with RTI, Pension, periodicals, etc.
Smt. Pratima A. Tari, LDC	-do-

STENOGRAPHERS:

Smt. Minguelina Pareira	Steno to Dy. Director (Engg)
Sh. Prakash Yadahalli	Steno to Dy. Director (Prog)
Sh. Vishnu Shinde	Steno to Director, RNU, Panaji

CHAPTER-IV

ACCOUNTABILITY AND DECISION MAKING

DDK, Panaji being a PGF Kendra, the programme proposals are put up by programme producers and obtain the approval of Head of Office. Thus the programme producers are accountable for his production & Head of the Station is a decision making authority.

Works under Minor works and METP are undertaken by Head of Engineering Section. Other works under power supply OPA (OB works) are also done under the Engineering Head. Sanctions above financial powers of Engineering Head are obtained from Chief Engineer (WZ) & Engineering Directorate.

All functions under administrative wings are carried out by different administrative officials under Senior Administrative Officer / Administrative Officer and approval of Head of Office is obtained.

Thus Head of Office and Engineering Head are accountable for Admin & Programme and Technical faculties respectively.

CHAPTER - V

NORMS SET BY DDK, PANAJI FOR THE DISCHARGE OF FUNCTIONS:

The functions of Doordarshan Kendra, Panaji mainly are related to Production of Programmes in Konkani and Marathi. This is done as per the guidelines issued by the Directorate & Prasar Bharati from time to time. The production of programmes is done as per the requirement of socio-economic, cultural and other influencing factors. The routine guideline for production of programmes is the fixed point chart and quarterly schedules. There are no commissioned programmes, feature film based programmes, or acquired programmes at DDK, Panaji. Only in house-productions are produced with in house sponsorships occasionally. For this purpose commercial rate card issued by Directorate is a guideline. Other sections like administration and engineering work with standard norms issued by the Directorate.

CHAPTER-VI

RULES, REGULATIONS AND INSTRUCTIONS

The Doordarshan Kendra, Panaji normally follows the instructions rules and regulations and the instructions issued thereof by the administrative departments including Ministry of Finance and Department of Personal and Training (DOPT). Apart from these general rules and regulations like the General Financial rules (GFR), Leave rules, rules on advance for Government servant, Delegation of Financial powers, Central Services Conduct rules etc, the ministry has set of rules and act which provide frame work for the decision making process. The list of reference books would include:

- i) AIR Manual Book of Forms
- ii) Doordarshan Manual Volume 1 Part II Book of Forms
- iii) Doordarshan Manual Volume 1 Part III
- iv) Doordarshan Manual Volume III
- v) AIR Manual Vol I Part I & II

LIST OF REFERENCE BOOKS

1. Part I – General Rules
2. Part II- T.A. Rules
3. Part III- Central Civil Services (Leave) Rules
4. Part IV- Dearness Allowance, Dearness Relief and Ex Gratia to CPF Beneficiaries
5. Part V-HRA and CCA.
6. Swamy's Pension Compilation incorporating CCS (Pension) Rules
7. Swamy's Compilation of CCS (Commutation of Pension) Rules.
8. Swamy's CCS (Extraordinary Pension) Rules
9. Swamy's Compilation on Central Government Employees' Group Insurance Scheme
10. Swamy's Compilation of Staff Car Rules
11. Swamy's Compilation of Medical Attendance Rules
12. Swamy's Compilation of CCS (CCA) Rules
13. Swamy's Compilation of (Conduct) Rules
14. Swamy's Compilation of General Provident Fund Rules
15. Swamy's Compilation of Leave Travel Concession Rules
16. Swamy's Compilation of Children's Educational Assistance
17. Swamy's Compilation of General Financial Rules
18. Swamy's Compilation of Delegation of Financial Powers Rules
19. Swamy's Compilation of House Building Advance Rules
20. Swamy's Compilation on Suspension and Reinstatement
21. Swamy's Compilation of Overtime Allowance Rules
22. Swamy's CCS (Temporary Service) Rules, 1965
23. Swamy's Compilation of New Pension Scheme
24. Manual of Office Procedures

CHAPTER-VII

CATEGORIES OF DOCUMENTS UNDER ITS POSSESSION

ACCOUNTS:

- ❖ Files relating to Pay to staff
- ❖ Files relating to GPF advances / withdrawals
- ❖ Files relating to Salary Certificate
- ❖ Files relating to income tax
- ❖ Files relating to Medical reimbursement / advance
- ❖ Files relating to Expenditure Statement
- ❖ Files relating to Audit Para
- ❖ Files relating to Loans and advances
- ❖ Files relating to BE & RE
- ❖ Files relating to re-appropriation

ADMINISTRATION:

- ❖ Personal Files
- ❖ Service Books
- ❖ Files relating to appointment, promotion, transfer and ACP
- ❖ Files relating to seniority lists – r/o Gazetted & Non Gazetted staff
- ❖ Files relating to tour orders – r/o Gazetted & Non Gazetted staff
- ❖ Files relating to Pensions – r/o Gazetted & Non Gazetted staff
- ❖ Files relating to admissions nominations to GPF
- ❖ Files relating to Pay fixation
- ❖ Files relating to Statements, monthly, quarterly, half yearly, yearly.

CASH SECTION:

- ❖ Cash Book
- ❖ Bank Book
- ❖ General Ledger
- ❖ Files relating to LOC /DDO Change / Court Recovery / Non Govt Recovery
- ❖ Receipt Account / Imprest Account
- ❖ Receipt Book Register
- ❖ Valuable register
- ❖ Postage Stamp Register

PROGRAMME SECTION:

- ❖ Programme Proposal Register
- ❖ Recording Register
- ❖ Log Book (Transmission of Programmes from the Kendra)

CHAPTER-VIII

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;

The Kendra is a subordinate office under Prasar Bharati and so the above does not apply to this Kendra.

CHAPTER – IX

BOARD, COUNCILS AND COMMITTEES

WOMEN GRIEVANCE CELL:

- | | |
|--|-------------|
| 1. Smt. Marcyli na Fernandes, Asstt. Engineer .. | Chairperson |
| 2. Smt. Champa Panj i kar, Producti on Asstt. .. | Member |
| 3. Sh. Shai lendra Korgaonkar, AE / DDO | Member |

LOCAL INFORMAL STAFF CONSULTATIVE COMMITTEE:

1. Dy. Director (Prog)
2. Dy. Director (Engg)
3. Sr. Admi ni strati ve Offi cer / Admi ni strati ve Offi cer / DDO
4. Assi stant
5. Representati ve of ARTEE
6. Representati ve of ADASA
7. Representati ve of PSA
8. Representati ve of Securi ty Guards
9. Representati ve of Group 'D' Associ ati on

GRIEVANCE CELL:

1. Dy. Director (Prog)
2. Dy. Director (Engg) / Asstt. Engineer
3. Sr. Admn. Offi cer / Admn. Offi cer / DDO

CHAPTER - X

DI RECTORY OF OFFI CERS AND EMPLOYEES

Sr. No.	NAME OF THE OFFICIAL	DESIGNATION
1	Sh. Sukumar Patel	Dy. Director (Engg)
2	Shri S.K. Korgaonkar	Assistant Engineer
3	Sh. P. J. Gaykar	Assistant Engineer
4	Smt. Marcelina Fernandes	Assistant Engineer
5	Sh. P. K. Upadhyaya	Assistant Engineer
6	Shri M. G. Tamse	Assistant Engineer
7	Shri Datta S. Kamat	Assistant Engineer
8	Shri N. P. Vijay	Cameraman Grade I
10	Shri R. Kannan	Cameraman Grade II
11	Sh. T. Basavraj	Cameraman Grade II
12	Sh. Muni krishnappa	Cameraman Grade II
13	Shri Ganesh Nayak	Cameraman Grade II
14	Sh. T. S. Sadashi va	Administrative Officer
15	Shri C. Lopes	Programme Executive
16	Sh. Uday Kamat	Programme Executive
17	Shri R. K. Tiwari	Sr. Engg. Assistant
18	Shri M. S. Shinde	Sr. Engg. Assistant
19	Shri M. D. Kul karni	Sr. Engg. Assistant
20	Shri S. P. Hirave	Sr. Engg. Assistant
21	Shri P. S. Tambe	Sr. Engg. Assistant
22	Shri S. H. Pednekar	Engineering Assistant
23	Shri R. B. Kul karni	Engineering Assistant
24	Shri V. J. Baby	Engineering Assistant
25	Shri P. M. Das	Engineering Assistant
26	Shri Placido Dias	Engineering Assistant
27	Shri S. C. Dhaimodkar	Engineering Assistant
28	Shri . P. H. Sankpal	Engineering Assistant
29	Shri R. Ramraje	Engineering Assistant
30	Shri R. D. Deshmukh	Engineering Assistant
31	Shri B. Hari	Film / Video Editor
32	Smt. Sarita S. Kamat	Production Assistant
33	Smt. Champa Panajikar	Production Assistant
34	Shri Rajendra Phadte	Production Assistant
35	Shri Yohan Samuel	Floor Assistant
36	Shri Pandurang Phadte	Floor Assistant

37	Shri Narayana Gawade	Floor Assistant
38	Shri K. S. Sutar	Carpenter
39	Shri S. H. Naik	Sr. Technician
40	Shri Lav Mulavi	Sr. Technician
41	Sh. N. M. Pathare	Sr. Technician
42	Shri T. A. Raul	Sr. Technician
43	Smt. Noorjehan Jamedar	Accountant
44	Smt. Mingulina Perreira	Stenographer Grade II
45	Shri Prakash Yadahalli	Stenographer Grade III
46	Shri Vishnu Shinde	Stenographer Grade II
47	Shri Nagesh Dalal	Technician
48	Shri Dhanraj Sugi re	Technician
49	Shri D. R. Naik	Technician
50	Shri D. R. Parab	Mast Technician
51	Smt. Celeste Cardoso	Upper Division Clerk
52	Shri Simon D' souza	Upper Division Clerk
53	Shri Prakash Chopdekar	Upper Division Clerk
54	Smt. Pratibha Paasi	Upper Division Clerk
55	Shri Saji P. R.	Lower Division Clerk
56	Smt. Sujita Naik	Lower Division Clerk
57	Smt. Pratima Tari	Lower Division Clerk
58	Shri Lino Mascarenhas	Driver Grade I
59	Shri Mahadev Korgaonkar	Driver Grade II
60	Shri Bharat Nipani kar	Driver Grade II
61	Shri G. S. Arlekar	Helper
62	Shri S. S. Parab	Helper
63	Shri Y. D. Parab	Helper
64	Shri Santosh Kudal kar	Helper
65	Shri Deepak Govekar	Daftary
66	Shri Ashok Sawant	Security Guard
67	Shri Nasir Ali Mohammed	Security Guard
68	Shri Francisco Araujo	Peon / Messenger
69	Shri Kushali Velip	Peon / Messenger
70	Shri Puno Velip	Peon / Messenger
71	Shri Mohan Redkar	Peon / Messenger
72	Smt. Kiran Azgaonkar	Sweeper / Farash
73	Smt. Shanti Chinchankar	Sweeper / Farash
74	Shri Bhagwan Revodkar	Sweeper / Farash

CHAPTER - XI

MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES:

The monthly salary has been paid to the staff on the last working day of the month as per pay-bill.

The OTA, LTC, reimbursement of tuition fees, medical reimbursement are paid to the staff as per their personal claims.

Sr.No.	NAME OF THE OFFICIAL & DESIGNATION	Pay / Basic(Rs)	Grade Pay(Rs)
1	Sh. Sukumar Patel, DDE	23800	6600
2	Shri S. K. Korgaonkar, AE	27910	5400
3	Sh. P. J. Gaykar, AE	27910	5400
4	Smt. Marcelina Fernandes, AE	24010	5400
5	Sh. P. K. Upadhyaya, AE	26130	5400
6	Shri M. G. Tamse, AE	26730	5400
7	Shri Datta S. Kamat, AE	27310	5400
8	Shri N. P. Vijay, Cameraman Gr. I	28940	6600
10	Shri R. Kannan, Cameraman Gr. II	26970	6600
11	Sh. T. Basavraj, Cameraman Gr. II	19900	4800
12	Sh. Muni krishnappa, Cameraman Gr. II	20520	4600
13	Shri Ganesh Nayak, Cameraman Gr. II	24060	6600
14	Sh. T. S. Sadashi va, Admn. Officer	16250	4600
15	Shri C. Lopes, Prog. Executive	21720	4800
16	Sh. Uday Kamat, Prog. Executive	22290	4800
17	Shri R. K. Tiwari, SEA	25660	5400
18	Shri M. S. Shi nde, SEA	27280	5400
19	Shri M. D. Kul karni, SEA	26180	5400
20	Shri S. P. Hi rave, SEA	24570	5400
21	Shri P. S. Tambe, SEA	27840	5400
22	Shri S. H. Pednekar, EA	22740	4800
23	Shri R. B. Kul karni, EA	15090	4600
24	Shri V. J. Baby, EA	23600	5400
25	Shri P. M. Das, EA	21810	4800
26	Shri Placi do Di as, EA	22740	4800
27	Shri S. C. Dhai modkar, EA	22280	4800
28	Shri . P. H. Sankpal, EA	18280	4800
29	Shri R. Ramraj e, EA	21810	4800
30	Shri R. D. Deshmukh, EA	17800	4600
31	Shri B. Hari, Video Edi tor	15940	4200
32	Smt. Sari ta S. Kamat, Prod. Asstt.	26070	5400
33	Smt. Champa Panj i kar, Prod. Asstt.	20850	4800
34	Shri Rajendra Phadte, Prod. Asstt.	21300	4800
35	Shri Yohan Samuel, Floor Asstt.	16430	4600

36	Shri Pandurang Phadte, Floor Asstt.	16430	4600
37	Shri Narayana Gawade, Floor Asstt.	16430	4600
38	Shri K. S. Sutar, Carpenter	13830	2800
39	Shri S. H. Naik, Sr. Tech	17230	4600
40	Shri Lav Mulavi, Sr. Tech	15710	4600
41	Sh. N. M. Pathare, Sr. Tech	17230	4600
42	Shri T. A. Raul, Sr. Tech	16250	4600
43	Smt. Noorjehan Jamedar, Accountant	16240	4600
44	Smt. Minguelina Perreira, Steno Gr. II	15790	4200
45	Shri Prakash Yadahalli, Steno Gr. II	14940	4600
46	Shri Vishnu Shinde, Steno Gr. II	13130	4200
47	Shri Nagesh Dalal, Technician	14810	4200
48	Shri Dhanraj Sugi re, Technician	14810	4200
49	Shri D. R. Naik, Technician	14810	4200
50	Shri D. R. Parab, Mast Technician	16550	4200
51	Smt. Celeste Cardoso, UDC	16650	4600
52	Shri Simon D' souza, UDC	12740	2800
53	Shri Prakash Chopdekar, UDC	11800	2800
54	Smt. Prati bha Paasi, UDC	9790	2400
55	Shri Saji P. R., LDC	10990	2400
56	Smt. Sujita Naik, LDC	9750	2400
57	Smt. Pratima Tari, LDC	6310	1900
58	Shri Lino Mascarenhas, Driver Gr. I	12410	2800
59	Shri Mahadev Korgaonkar, Driver Gr. II	10850	2800
60	Shri Bharat Nipani kar, Driver Gr. II	10850	2800
61	Shri G. S. Arlekar, Hel per	8960	2000
62	Shri S. S. Parab, Hel per	8960	2000
63	Shri Y. D. Parab, Hel per	9860	2000
64	Shri Santosh Kudal kar, Hel per	9290	2000
65	Shri Deepak Govekar, Daftary	8800	2000
66	Shri Ashok Sawant, Security Guard	8820	2000
67	Shri Nasir Ali Mohammed, Sec. Guard	8080	1900
68	Shri Francisco Araujo, Peon/Messenger	8950	2000
69	Shri Kushali Velip, Peon/Messenger	8950	2000
70	Shri Puno Velip, Peon/Messenger	8950	2000
71	Shri Mohan Redkar, Peon/Messenger	7920	1900
72	Smt. Kiran Azgaonkar, Sweeper/Farash	8950	2000
73	Smt. Shanti Chinchankar, Sweeper/Farash	8950	2000
74	Shri Bhagwan Revodkar, Sweeper/Farash	8950	2000

CHAPTER - XII

BUDGET ALLOCATION :

The sub-headwise approved provision in respect of DDK, Panaji in Budget Estimate 2012 - 13 is as under:

Sr. No.	Sub - Head	Sanctioned Budget Grant
1	2	3
I) 1	Salary (IRLA)	494
2	Salary (Non-Irla)	29401
II) 1	MEDICAL	251
2	OTA	55
3	DTE	325
4	O.E.	515
5	R.R.T.	0
6	Hospitality	4
7	METP	317
8	M.W.	695
9	Motor Vehicle	161
10	Power Supply	2446
11	A.G.	1005
12	OTHERS	64
13	Stipend	13
14	Pension Contr.	4150
15	Leave Salary	1867
	TOTAL	41763
III) 1	PPSS	1000
2	PPSS (OPA)	100
3	DD India	100
4	Health India	4100

	TOTAL PPSS	5300
	GRAND TOTAL	47063

CHAPTER – XIII
SUBSIDY PROGRAMME :

N I L

CHAPTER – XIV

CONCESSIONS PERMITS AND AUTHORIZATION :

N I L

CHAPTER – XV

MINISTRY'S WEBSITE:

Ministry of Information and Broadcasting

web : <http://mib.gov.in/>

DG : ddindia.gov.in

DDK Panaji: doordarshangoa.gov.in

CHAPTER – XVI

PUBLIC INTERFACE :

Prohibited place under the official secrets Act 1923 Section 2(8)C. Entry controlled by valid passes only.

CHAPTER – XVII

THE PIO / APIO :

1. Dy. Director(Engg) / Head of Office
Central Public Information Officer
2. Sh. Uday Kamat, Prog. Executive
Assistant Public Information Officer
TEL. NO. 0832 2223413, 2224312
FAX NO. 0832 2223413, 2224312
Email : sdddkgoa@rediffmail.com
sedd@bsnl.in

APPELLETE AUTHORITY :

Addl. Director General (WZ) (Prog),
Prasar Bharati
Doordarshan Kendra,
ASF Building,
Mumbai 400 030.

TEL.NO. 022 24984957 / 24984958

CHAPTER - XVIII

OTHER INFORMATION:

G O A

The State of Goa is located on Western coastline of India. Goa is a small State with an area of 3700 sq. kms. (Length 105 Kms. Width 65 Kms) and population of 14.00 Lakhs. The State has two districts and 12 talukas. Panaji is the Capital. The Zuari and the Mondovi are the major rivers.

Goa was ruled by the Portuguese for 450 years and was liberated on 19th December 1961. Goa remained a Union Territory for 26 years and gained full-fledged Statehood on 30th May, 1987.

The endless coastline, palm lined golden sandy beaches and friendly people have made Goa a world famous tourist destination.

The languages spoken are Konkani, Marathi and English.

Main crops are Rice, Cashew, Coconut and forest produce.

The minerals found are Iron ore, Bauxite, Clays, Manganese and Silicon.

The main industries are mining, hotel, tourism, fertilizers, fisheries, distilling, and pharmaceuticals.

SOCIO CULTURAL SCENARIO:

Goa has a high level of social development as reflected by its high literacy, low birth rate, and high per capita income, improved health care and educational facilities. Goa has the best quality of life. Goa is the only State in our country that follows Common Civil Code.

DOORDARSHAN IN GOA:

- 19th Nov. 1982 1 KW Transmitter started relaying DD programmes in Goa 28th Nov. 1986 Transmitter was upgraded to 10 KW covering entire Goa
- 23rd June 1990 DDK Panaji with PGF status started local programmes telecast for a duration of 30 minutes from Monday to Friday
- April 1994 Local programme generation and telecast increased from 30 min to 60 minutes
October 1996 Introduction of Marathi Programmes (Telecast increased to 75 minutes with Marathi Programmes)
- 19th Feb. 2003 Earth Station Commissioned
- 19th Dec. 2008 Additional Studio Facilities commissioned

IMPORTANT AWARDS OF THE KENDRA

STATE GOVT'S AWARD FOR BEST TELEFILM : 'TYAG' produced by
Sh. Vitthal M. Naik, Pex
DD ANNUAL AWARDS 2003:

- Osturi Akash : Best Womens Programme - Produced by Smt. Champa Panj i kar, PA
- Satyasparsha : Best Telefilm - Produced by Sh. C. S. Barve, Station Director
- Three Certificates of Merit for Teleplay, Sports Prog. and TV Show.

DD ANNUAL AWARDS 2004:

- Eka Hatachi Ladhai : Best Telefilm – Produced by Sh. C. S. Barve, Station Director
- Eka hatachi Ladhai : Best Screen Play – Written by Sh. C. S. Barve, Station Director

DD ANNUAL AWARDS 2007:

- Gauri – Best Children's Programme
- Devrai – Best Documentary on Wildlife and Environment
- Two Certificates of Merit for (i) Documentary and (ii) Telefilm

DD ANNUAL AWARDS 2008:

Doordarshan Kendra, Panaji has won three DD Annual Awards 2008 this year in the following category.

- (1) A programme entitled 'HAV TASLE NHAI' has won best programme in the category of Teleplay.
- (2) A programme entitled 'JIVGHENI PAIJ' has won best programme in the category of Children programme.
- (3) Kendra has also won the Best PGF Centre Award.

Kendra's programme on Wildlife and Environment entitled 'UNDERMINING GOA' (Khan Khan Mati) also got nominated in the DD Annual Awards 2008.

SPECIAL AWARD:

A special award was conferred upon the Station Director for the dedicated service and outstanding performance in visual media at the hands of His Excellency, Governor of Goa Sh. S. C. Jami r.

CENTRAL PUBLIC INFORMATION OFFICER
AND DY. DIRECTOR (ENGG)
HEAD OF OFFICE
DOORDARSHAN KENDRA, PANAJI.