

POWER AND DUTIES OF OFFICERS AND EMPLOYEE

[Section 4 (1) (b) (ii)]: -

Sr. No.	Name and Designation	Powers and Duties.
1	Director	<ol style="list-style-type: none">1. Overall in charge of Directorate of Small Savings & Lotteries.2. Head of the Department.3. Budget Controlling Officer.4. First Appellate Authority under Right to Information Act, 2005.5. Exercise Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.
2	Joint Director of Accounts	<ol style="list-style-type: none">1. Head of Office of the Directorate of Small Savings & Lotteries.2. Drawing & Disbursing Officer of Directorate of Small Savings & Lotteries.3. Public Information Officer under Right to information Act, 2005.4. Vigilance Officer.5. Public Grievance Officer.
3	Head Clerk	<ol style="list-style-type: none">1. All Administrative and Establishment matters.2. Dealing with confidential matters.3. Dealing with Court matters, RTI, Public Grievances, certified copies.4. Attending meetings related to Directorate.5. Maintenance of Service Book, leave account, muster roll, permanent advance etc.6. Any other work assigned by the higher authorities.
4	Accountant	<ol style="list-style-type: none">1) Preparation of B.E. & R.E. in respect of Non-Plan.2) Re-appropriation of funds (Plan & Non- Plan)3) Maintenance of the Expenditure Register and the preparation of Expenditure statement, Reconciliation of expenditure figures, Compilation /Preparation of the C.A.G's report.4) Maintenance of Budget, surrender of funds,

		<p>scrutinizing of all expenditure files.</p> <p>5) Maintenance of cash book Register & Cash.</p> <p>6) All accounts matters, verification of bills, log books control over TDS, deposits of revenue, Tracing of revenue figures of the marketing agent & PLA account.</p> <p>10) Verification of Unsold / unclaimed prizes, C.A's. Audit Report & compliances of C.A's Report on lotteries.</p> <p>11) Register showing distribution of prizes.</p> <p>12) Particulars of Bank Guarantee furnished and those invoked.</p> <p>13) Custody of all the records of the lottery operation.</p>
5	L.D.C.	<p>1) Settlement of lottery claims and Print payments.</p> <p>2) Maintenance of records of unsold tickets and challan register.</p> <p>3) All work related to Small Savings.</p> <p>4) Maintenance of Token register, Cash Book (verified by Head Clerk), Dead Stock Register & Stock Register.</p> <p>5) Any other work assigned to her by the higher authority.</p>
6	L.D.C.	<p>1) Preparation of Pay bills & F.V.C. bills including Permanent Advance bill.</p> <p>2) Nodal Officer for Computerized work/ tendering process.</p> <p>3) Security audit of the Online Lottery System.</p> <p>4) Maintenance of Pay bill register, B.C.R., G.F.R. 9.</p> <p>5) Maintenance of register of TDS & GST.</p> <p>6) Filing of TDS & Preparation of challan.</p> <p>7) Any other work assigned to him by the higher authority.</p>

7	Driver	<ol style="list-style-type: none"> 1) Attached to the Director, Directorate of Small Savings & Lotteries. 2) Proper up-keep and maintenance of office vehicle. 3) Any other work assigned to him by the Higher Authorities.
8	Driver	<ol style="list-style-type: none"> 1) Attached to the Joint Director of Accounts, & Office staff. 2) Proper up-keep and maintenance of office vehicle. 3) Any other work assigned to him by the Higher Authorities.
9	Peon (MTS)	<ol style="list-style-type: none"> 1) Attending the bell and distribution of files/correspondence, Opening and closing the office. 2) Inward, Outward. 3) Any other work assigned to him by the Higher Authorities.