

GOA INFORMATION COMMISSION
GROUND FLOOR, "SHRAMA SHAKTI BHAVAN"
PATTO PLAZA, PANAJI, GOA – 403 001.

Introduction:

The Right to Information Act, 2005 has been assented to by the President of India on 15-06-05 and was published in the Gazette of India, Extraordinary Part II, Section 1, dated 21-06-2006 and republished in the Official Gazette of Government of Goa, Series I, No. 14, Extraordinary dated 07-07-2005.

The provisions of sub-section (1) of section 4, sub-sections (1) and (2) of section 5, sections 12, 14, 15, 16, 24, 27 and 28 came into force at once, that is with effect from 15-06-05 and the remaining provisions of this Act came into force one hundred and twentieth day of its enactment, that is on 13th October, 2005.

The State of GOA constituted the Goa Information Commission consisting of State Chief Information Commissioner and one State Information Commissioner vide its notification dated 02-03-06.

GOA INFORMATION COMMISSION**Sn 4(1)(b)(i)****PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES**

Name of the office :- Goa Information Commission
Address :- GROUND FLOOR, "SHRAMA SHAKTI BHAVAN"
PATTO PLAZA, PANAJI, GOA – 403 001.

The Information Commissioner-

1. Chief Commissioner (CIC) Shri Motilal S. Keny
2. Information Commissioner (IC) Shri Afonso Araujo

FUNCTIONS:

Goa Information Commission (GIC) has been constituted under sub-section (1) of section 15 of the Right to Information (RTI) Act, 2005 vide gazette notification dated March 02,2006. The Commission's mandate is to exercise the powers conferred on, and to perform the function assigned to, it under the Act.

The Goa State Information Commission consists of (a) the State Chief Information Commissioner; and (b) One State Information Commissioner.

The general superintendence, direction and management of the affairs of the Information Commission vests in the State Chief Information Commissioner who is assisted by the Information Commissioner and exercises all such powers and does all such acts and things which may be exercised or done by the State Information

Commission autonomously without being subjected to directions by any other authority under the RTI Act.

The Act enjoins upon the State Government to provide the State Chief Information Commissioner and the State Information Commissioners with such officers and employees as may be necessary for the efficient performance and their functions under this Act, and the salaries and allowances payable to and the terms and conditions of service of the officers and other employees appointed for the purpose of this Act shall be such as may be prescribed. 20 posts have been sanctioned by the Government. So far, Government has filled 15. A list of posts filled is as under:

Sr. No.	Designation	Pay Scale	Sanctioned	Filled
1.	State Chief Information Commissioner	Rs.90,000 (fixed)	1	1
2.	State Information Commissioner	Rs.80,000 (fixed)	1	1
3.	Secretary	37400-67000+8700 (PB- 4)	1	1
4.	Under Secretary-cum-Registrar	15600-39100 (GP-5400)	1	1
5.	Section Officer	9300-34800+4200	1	1
6.	Accountant	9300-34800+4200 (PB-2)	1	--
7.	Stenographer Grade – 1	9300-34800+4200 (PB-2)	3	1
7.	Jr. Stenographer	5200-20200 (PB-1) Grade Pay 2400/-	2	1
8.	Assistant	5200-20200 (PB-2) Grade Pay Rs.2800/-	1	1
9.	LDC -cum- Data Entry Operator	5200-20200 (PB-1) Grade Pay 1900/-	3	3
10.	Drivers	5200-20200 (PB-1) Grade Pay 2400/- & 1900/-	3	2
11.	Peons	Pay Band (IS) 4,440-7,440 Grade Pay 1800/-	2	2
	Total		20	15

Besides the above regular employees, there are 5 PETS employees i.e. one Jr. Steno , one LDC and 3 Drivers

Nodal Department - The RTI Act, 2005 is administered by the Department of Information and Publicity at the State Government level. The budget of the Goa Information Commission is also provided in the same dept.

Reporting to which authority – Though the budget for the Commission is published in the budget head pertaining to Ministry of Information & Publicity, the Commission enjoys complete autonomy and submits its annual report as envisaged in the RTI Act 2005 to the Government which has to place it before the Legislative Assembly with an Action Taken Report.

Jurisdiction - All public authorities substantially funded by State Government all over the State have to implement the RTI Act (RTI), 2005 and the Commissioner will monitor their work in this area.

Mission – To ensure the citizens their right to information from public authorities in accordance with provisions of the RTI Act, 2005.

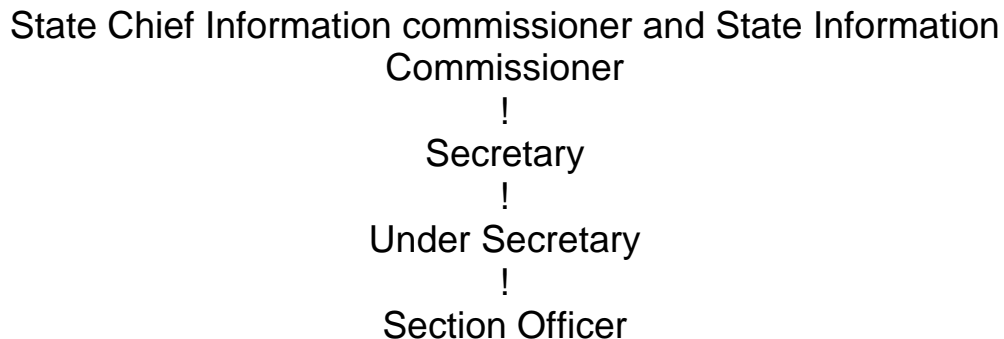
Vision – Transparent functioning of public authorities to enable in achieving the goals envisaged in the Constitution of India for every Indian citizen.

Objectives – Fulfilling the mandate assigned in the RTI Act, 2005.

Details of Services provided/duties – As per the RTI Act, 2005 the Commission has been assigned the task of receiving complaints and appeals, for providing suitable relief to the appellants as the provision of the RTI Act 2005. The monitoring of the implementation of the Right to Information Act in Goa also vests in the Goa state Information commission, for which all the State govt. Ministries/Departments are mandated u/s 25 of the Act to provide Information as in required by to Commission.

Physical Assets - Office building and furniture provided by the State Government.

ORGANIZATION CHART OF THE STATE INFORMATION COMMISSION



Section 4 (1) (b) (ii)

Powers and duties of Officers and employees

Sr. No.	Designation	Powers & Duties
1.	State Chief Information Commissioner	General superintendence, direction and management of affairs of the State Information Commission. To decide cases in respect of departments reserved for him and to preside over the full bench of the Commission.

2.	State Information Commissioner	To assist the SCIC. The State Commissioner receives appeals and complaints disposes them independently in respect of departments allotted to him and sit on the full bench in respect of cases of departments which are neither reserved by State Chief Information Commissioner or allotted exclusively to State Information Commissioner.
3.	Secretary	Supervision over the Administrative, Accounts and Judicial Branches.
4.	Under Secretary	To assist the Secretary and to do whatever work assigned by the State Chief Information Commissioner/Secretary.
5.	Section Officer	To maintain all files and assist the Under Secretary.

Section 4 (1) (b) (iii)

Procedures followed in the Appeals and Complaints under RTI Act, 2005: -

The Commission receives the complaints under section 18 of the RTI Act. The Complaint is placed before the Presiding Officer of the bench of the Information Commissioner as per work allocation order. The Presiding Officer may order an inquiry as he deems fit. Generally, the Presiding Officer may seek comments of the Public authority against which complaint has been received and take a suitable decision as per adequate grounds to order an inquiry as provided under section 18. Notices will be issued to all the parties on admission and others who, in the opinion of the commission, can assist it in conducting the Inquiry. Thereafter, final orders are passed giving directions to the SPIOs.

The Commission also receives second appeals against the orders of First Appellate Authority under section 19(3) of the RTI Act. These are placed before the registrar/under secretary, who will

examine it from the point of limitation, verification, contents, documents attached etc and place it before the commission. The Commission will, dispose the appeal as per GSIC (Appeal Procedure) Rules 2006. The appellant will be invited to present his/her case if he/she desires. At every hearing the appellant need not be present if he/she chooses to do so. After hearing both parties, appropriate final orders are passed by the commission.

Sn 4(1)(b)(iv)

Norms set for discharge of functions in GSIC

The Commission follows Government norms for discharge of functions .

Section 4 (1)(b)(v)

The rules/regulations/ instruction/ manuals/ records held in SCIC for discharging is functions:-

1. The Right to Information Act (RTI) 2005 published in Goa Govt Official Gazette, Series I NO 14, Exp)dt 07-07-2005.
2. The GSIC (Appeal procedure) Rules 2006.
3. The Goa RTI (Regulation of Fee and Cost) Rules, 2006. Both the Rules are published in Goa Govt Extraordinary Gazette No2, Series I No 45Dt 15-02-2006.
4. The manual of Office procedures and GFRS and other Goa Govt. rules for dealing with routine Adm. and Accounts work.

Section 4 (1)(b)(vi)

Categories of Documents held by the Commission.

Sr. No.	Subject	Doc	Particulars	Period of preservation
1.	Appeals	Files	Sec 19 of RTI Act	Not yet decided
2.	Complaints	Files	Sec 18 of RTI Act	Not yet decided
3.	Genl/Misc	Files/Folders	General/Misc matters	Ditto
4.	Administration	Files	Reg. Staff, Office matters	As per the general rules of Office procedure/ GFRS
5.	Annual Report	Files	Material furnished by the public authorities & Govt.	Not yet decided

Section 4(1)(b)(vii)

Consultation with Public in formulation of Policy

The primary function of the Commission is public in nature. Time to time individuals and groups of members of the public seeking any discussion for airing their views are given opportunity to put forward their views to the Commission.

Section 4(1)(b) (viii)

List of boards/ councils/ Committees or other Bodies constituted for advising SIC

There are no boards/ councils/ committees set up to advice the Commission.

Section 4(1)(b)(ix)

Directory of the officers & employees.

Sr. No.	Name & Designation	Tel. Nos*	E-mail
1.	Shri Motilal S. Keny	0832-2437880	
2.	Shri. Afonso Araujo	0832-2437908	Not yet allotted
3.	Shri. P. S. Meena	0832-2438109	spio-gsic.goa@nic.in

Details of remuneration of Officers & 4(1)(b)(x)

The Remuneration of officers and employees of Goa State Information Commission are as under 2008-09

Rs. per month

Sr. No.	Name & Designation	
1.	Shri Motilal S. Keny Chief Information Commissioner	Rs. 90,000.00 (Fixed)
2.	Shri. Afonso Araujo State Information Commisioner	Rs. 80,000.00 (Fixed)
3.	Shri. P. S. Meena Secretary	Rs. Pay band Rs. 37,400-67,000+ GP Rs. 8,700/-
4.	Smt. Meena Goltekar Under Secretary-cum- Registrar	Pay Band Rs. 18590 Grade pay Rs. 5400/-

Section 4(1)(b)(xi)**Budget**

The budget for 2010-2011 is as follows: -

Grants in –aid Rs. 127 lakhs

1.	Salaries	The Government of Goa has approved Grants-in-aid to the Commission w.e.f 01/04/2009. The amount allocated to the Commission as grants in aid for 2009-2010 was Rs. 127.00lakhs and for 2010-2011 is Rs. 127.00 lakhs.
2.	Office Expenses	
3.	Wages	
4.	T.A.	
5.	Advertising	
6.	Minor Works	

Sn 4(1)(xii)**Details of subsidy programmes**

The commission does not implement any subsidy programmes.

Sn 4(1)(xiii)**Details of Beneficiaries of subsidies**

Not Applicable.

Section 4(1)(b)(xiv)**Detail of Information available in electronic form**

Sr. No.	Details of Document	Where it is available	Retrieval
1.	RTI Act, 2005	http://egov.goa.nic/rtipublic	By internet
2.	Goa RTI Appeal rules & Fee rules	Do	Do
3.	General information about RTI Act	Do	Do
4.	RTI Disclosures of GSIC	Do	Do
5.	Decisions	http://goasic.gov.in .	Do

An exclusive website for the Commission “ goasic.gov.in” is already registered.

Sn 4(1)(b)(xv)

Facilities provided to citizen and library facilities

The Commission did not establish any library/reading room at its office. However, the officers of the Commission and the Commissioners will be available for the members of public during 10.30 a.m. to 5.00 p.m. Monday to Friday.

Sn 4(1)(b)(xvi)

Public Information Officer
Smt. Meena H. N. Goltekar,
Under Secretary-cum-Registrar, GSIC,
Ground Floor, “ Shrama Shakti Bhavan”,
Patto Plaza, PANAJI, GOA 403001

Tel: 0832-2438109

First Appellate Authority
Shri P. S. Meena, Secretary, GSIC
Ground Floor, “ Shrama Shakti Bhavan”,
Patto Plaza, PANAJI, GOA 403001

Tel: 0832-2438109

Sn 4(1)(b)(xvii)

Any other Information prescribed

No Information is prescribed by the appropriate Govt. under this sub-section.