

GOA STATE INFORMATION COMMISSION
SEVENTH FLOOR, KAMAT TOWERS, PATTO,
PANAJI, GOA – 403 001.

Introduction:

The Right to Information Act, 2005 has been assented to by the President of India on 15-06-2005 and was published in the Gazette of India, Extraordinary Part II, Section I, 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 15-06-2005 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 first Goa State Information Commission consisting of State Chief Information Commissioner and one State Information Commissioner vide its notification dated 02-03-2006.

Thereafter, subsequently at the end of tenure of the Commissioner, State Chief Information Commissioner and State Information Commissioner was appointed.

At present, Shri Vishwas R. Satarkar, has been appointed as the State Chief Information Commissioner and Shri Sanjay N. Dhavalikar, has been appointed as the State Information Commissioner vide Notification No. DI/GSIC.VACANCY/CIC.SIC/2019/2021/3884 dated 04/02/2021 and DI/GSIC.VACANCY/CIC.SIC/2019/2021/3883 dated 04/02/2021 respectively. They have been administered oath on 02/03/2021 by the Hon'ble Governor of Goa and have taken over charge on the same day.

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

Name of the office :- GOA STATE INFORMATION COMMISSION

**Address :- SEVENTH FLOOR, KAMAT TOWERS, PATTO,
PANAJI-GOA 403001.**

The Information Commissioners:-

1. State Chief Information Commissioner (SCIC):- Shri Vishwas R. Satarkar
2. State Information Commissioner (SIC):- Shri Sanjay N. Dhavalikar

FUNCTIONS:

Goa State Information Commission (GSIC) 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 State 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. Sanctioned strength of the Commission has been merged with the Department of Information and Publicity which is a administrative Department vide order No.DI/ADMN/AMR/2017-18/18-19/4817 dated 07/01/2019 issued by Department of Information and Publicity. At present the Commission consists of following:-

Sr. No.	Designation	Pay Scale	Available
1.	State Chief Information Commissioner	Rs.2,25,000 (Fixed)	1
2.	State Information Commissioner	Rs.2,25,000 (Fixed)	1
3.	Secretary	Level 14	1
4.	Under Secretary-cum- Registrar	Level 10	1
6.	Accountant	Level 6	1
7.	Stenographer Grade – 1	Level 6	2
7.	UDC	Level 4	1
9.	LDC	Level 2	2
10.	Driver	Level 2	1
11.	MTS	Level 1	1
	Total		12

Besides the above employees, there are 02 Data Entry Operators, 02 Security Guards, 01 Utility Attendant, 01 Daily wage employee and 02 Drivers on contract/outsourced.

Nodal Department - The Right to Information Act, 2005 is administered by the Department of Information and Publicity at the State Government level. The Department is also Budget Controlling Authority of the Commission.

Reporting to which authority – Though the budget provision for the Commission is made in the budget head pertaining to Department 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.

Jurisdiction - All public authorities substantially funded by State Government all over the State have to implement the RTI Act, 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.

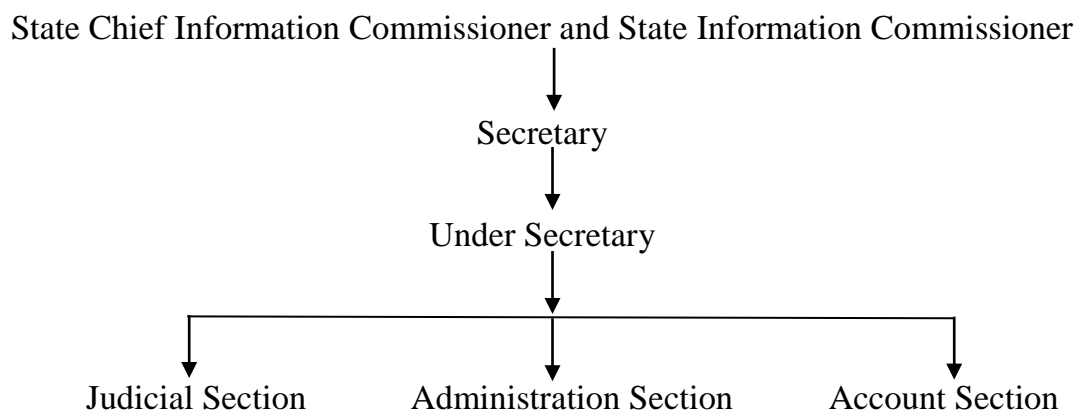
Vision – Transparent functioning of public authorities to enable in achieving the goals envisaged in the Right to Information Act, 2005 for every Indian citizen.

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 complainants /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 Government, Ministries/Departments are mandated under Section 25 of the Act to provide information as required to the Commission.

Physical Assets - Office premises is presently on rent and is furnished 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 as per allotment 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 his allotment and sit on the full bench in respect of cases which are to be decided by the bench
3.	Secretary	Supervision over the Administrative, Accounts and Judicial Branches.
4.	Under Secretary	To assist the Secretary and to do work assigned by the State Chief Information Commissioner/ State Information Commissioner and 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 Commissioners as per work allocation order. The Presiding Officer may order an inquiry, as he/ she 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 order of First Appellate Authority under section 19(3) of the RTI Act or in case the PIO has refused information or submitted part information 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 Government Official Gazette, Series I NO 14, Exp) dated. 07-07-2005.
2. The Right to Information (Terms of office, salaries , Allowance and other Terms and Conditions of service of Chief Information Commissioner, Information Commissioners in the Central Information Commission , State Chief Information Commissioner and State Information Commissioner in the State Information Commission) Rules, 2019.
3. The GSIC (Appeal Procedure) Rules, 2006.
4. The Goa RTI (Regulation of Fee and Cost) Rules, 2006. Both the Rules are published in Goa Govt Extraordinary Gazette No 2, Series I No 45 dated 15-02-2006.

5. The manual of Office procedures and GFR and other Goa Government rules for dealing with routine Administrative 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	Not yet decided
4.	Administration/Accounts	Files	Reg. Staff, Office matters	As per the general rules of Office procedure/ GFR
5.	Annual Report	Files	Material furnished by the public authorities & Government	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 Vishwas R. Satarkar, SCIC	0832-2437908	spio-gsic.goa@nic.in
2.	Shri Sanjay N. Dhavalikar, SIC	0832-2437908	
3.	Shri.Vinesh Arlenkar, Secretary	0832-2438109	

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

Sr. No.	Name & Designation	Pay Level
1.	Shri Vishwas R. Satarkar, Chief Information Commissioner	As per Level 17
2.	Shri Sanjay N. Dhavalikar, State Information Commissioner	As per Level 17
3.	Shri. Vinesh Arlenkar , Secretary	As per Level 14
4.	Shri Shashank V. Thakur, Under Secretary-cum- Registrar	As per Level 10

Section

4(1)(b)(xi) Budget

The budget for 2021-2022 is as follows: -

Grants -in- Aid Rs. 3.00 Cr.

1.	Salaries	The Government of Goa has approved Grants-in-aid to the Commission w.e.f 01/04/2009. The amount provide under the relevant budget head to the Commission as Grant- in- Aid for 2021-22 is Rs. 3.00 cr.
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://goascic.gov.in .	-do-

An exclusive website for the Commission “ goascic.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.

Sn4(1)(b)(xvi)

Public Information Officer
Smt. Alexandrina Perpetua Socorro Vaz,
Senior Stenographer, GSIC,
7th Floor, Kamat Tower, Patto,
PANAJI, GOA 403001
Tel: 0832-2437908

First Appellate Authority
Shri Shashank V. Thakur,
Under Secretary-cum- Registrar, GSIC
7th Floor, Kamat Tower, Patto,
PANAJI, GOA 403001
Tel: 0832-2437880

Sn 4(1)(b)(xvii)

Any other Information prescribed

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