

Manual II

Powers and Duties of Officers and Employees [Section 4(1) (b) (ii)]

Sr. No.	Name of Officer / Employee	Designation	Duties
1.	Prof. Malapati K. Janarthanam	Chairperson	a) Head of Department b) As per those notified in the Act (8 of 2022)
2.	Prof. Savio P. Falleiro	Managing Director	a) Head of Office, Matters pertaining to legal / court matters, First Appellate Authority and confidential matters of the Officers / Officials, c) Responsible of Establishment Section, framing of Rules, Time Bound matters, files pertaining to Governing Council, Finance Committee, Bank signatory etc. d) Distribution of mail received (email/post) to different files / officers / officials. e) Signatory for all mails / correspondence / certificates / ID Cards f) Matters pertaining to Academic Budget. g) As per those notified in the Act (8 of 2022) h) Processing matter for social media i) Grievances Officer j) Public Relations Officer Any another work assigned by the Chairman from time to time
3.	Smt. Liza M. Fernandes Pereira	Joint Director of Accounts	a) Overall supervision of Accounts section. Matters pertaining to Audit, Bank Signatory, Accounts, LAQ, Utilization Certificate, preparation of Budget, verification of receipts/payments, balance sheet, reconciliation, Finance accounts, etc. b) PIO (RTI) for matters pertaining to accounts c) Presiding Officer of Internal Committee d) Any another work assigned by the Chairman from time to time.
4.	Shri. Balakrishna V. Prabhudessai	Accounts Officer	a) Verification of cash book, bills ledger and vouchers; Furnishing compliance report to Audit Paras. b) Preparation of Final Accounts, Receipts & Payments, Statements /Income expenditure, Balance Sheet, Reconciliation, etc. c) Visiting Banks in case the subordinate is not available. All the grant-in-aid matters, submission of Utilization Certificates, matters pertaining to G.S.T. & T.D.S., purchases of Accounts Sections, writing of cheques etc. d) All dealings with the Chartered Accountant e) Any another work assigned by the Superior from time to time
5.	Dr. Manoj Ibrampurkar	Associate Professor	a) Nodal Officer of Schemes, matters pertaining to the submission of Utilization certificates from respective colleges etc. scheme wise, LAQ related to Academics, including Schemes; replying to queries related to schemes. b) Any another work assigned by the Superior from time to time.

6.	Smt. Jayada Parab	Assistant Professor	<p>a) Holding of Permanent Advance (and its utilisation for office purchases), scrutiny of applications towards schemes, uploading of schemes on website, conducting programmes / workshops.</p> <p>b) Dealing hand (schemes); Minor Research Grant; IRIS-LD; Summer/Winter School; Research Start-up</p> <p>c) Any another work assigned by the Superior from time to time</p>
7.	Shri. Klins Mendes	Assistant Professor	<p>a) Matters pertaining to conducting of workshops, scrutiny of applications of schemes.</p> <p>b) Dealing hand (schemes): Doctoral fellowship; Post-doctoral fellowship; Major Research Grant</p> <p>b) Purchase of office requirements like stationery.</p> <p>c) Any another work assigned by the Superior from time to time</p>
8.	Shri. Prathamesh P. Shirodkar	Upper Division Clerk	<p>a) Records and sanction of leaves, handling of social media, RTI (administrative/academic), maintenance of photo-copier(s), computer(s), telephone etc.</p> <p>b) Matters pertaining to inventory of stock, maintenance of Dead Stock register, accession numbers, purchases for administrative section.</p> <p>c) Checking of emails and reverting to Managing Director.</p> <p>d) Issuing of ID cards to GSRF staff.</p> <p>e) Matters pertaining to the servicing / warranties of AC's, electrical appliances, copiers, laptops / PCs etc.</p> <p>f) Office Vehicle</p> <p>g) Electricity (bills)</p> <p>h) Any another work assigned by the Superior from time to time.</p>
9.	Ms. Rinki Gawas	Junior Office Assistant	<p>a) Matters pertaining to Accounts, maintenance of Budget cheque Register, RTI (accounts), Cheque Book Registers, bills, GST, TDS, etc.</p> <p>b) taking mail from Prathamesh through MD pertaining to Accounts Section, preparing salaries of Chairman, Jt. Director of Accounts, Accounts Officer, UDC (NDCPS), outsourced services, vehicle and other FVC bills etc. Maintenance of Salary Register.</p> <p>c) Any another work assigned by the Superior from time to time.</p>
10.	Shri. Brijesh Kankonkar	Junior Office Assistant	<p>a) Maintenance of Inward and Outward, answering Official telephone calls, Assisting UDC in overall matters, making of new files, maintenance of DAK and distributing amongst staff (through MD).</p> <p>b) Any another work assigned by Superior from time to time.</p>
11.	Smt. Anaysha Gadekar	Multi-Tasking Staff	Closing and opening of office on rotation basis, preparing of tea, cleaning of office and distribution of <i>tapal</i> on rotation basis
12.	Shri. Ritesh Gawande	Multi-Tasking Staff	Same as above, at Sr. No. 10 (on rotation)
13.	Ms. Sanam Gawas	Attendant – Utility	Housekeeping (office premises)