

**POWER AND DUTIES OF OFFICERS AND EMPLOYEE**  
**[Section 4 (1) (b) (ii)]: -**

| <b>Sr. No.</b> | <b>Name and Designation</b> | <b>Powers and Duties.</b>   |
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| 1              | Director                    | <ol style="list-style-type: none"> <li>1. Overall in charge of Directorate of Small Savings &amp; Lotteries.</li> <li>2. Head of the Department.</li> <li>3. Budget Controlling Officer.</li> <li>4. First Appellate Authority under Right to Information Act, 2005.</li> <li>5. Exercise Powers as conferred under the Goa Delegation of Financial Powers Rules, 2008.</li> </ol>  |
| 2              | Joint Director of Accounts  | <ol style="list-style-type: none"> <li>1. Head of Office of the Directorate of Small Savings &amp; Lotteries.</li> <li>2. Drawing &amp; Disbursing Officer of Directorate of Small Savings &amp; Lotteries.</li> <li>3. Public Information Officer under Right to information Act, 2005.</li> <li>4. Vigilance Officer.</li> <li>5. Public Grievance Officer.</li> </ol>  |
| 3              | Head Clerk                  | <ol style="list-style-type: none"> <li>1. All Administrative and Establishment matters.</li> <li>2. Dealing with confidential matters.</li> <li>3. Dealing with Court matters, RTI, Public Grievances, certified copies.</li> <li>4. Attending meetings related to Directorate.</li> <li>5. Maintenance of Service Book, leave account, muster roll, permanent advance etc.</li> <li>6. Any other work assigned by the higher authorities.</li> </ol> |
| 4              | Accountant                  | <ol style="list-style-type: none"> <li>1) Preparation of B.E. &amp; R.E. in respect of Non-Plan.</li> <li>2) Re-appropriation of funds (Plan &amp; Non- Plan)</li> <li>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.</li> <li>4) Maintenance of Budget, surrender of funds,</li> </ol>                              |

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|   |        | <p>scrutinizing of all expenditure files.</p> <p>5) Maintenance of cash book Register &amp; 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 &amp; PLA account.</p> <p>10) Verification of Unsold / unclaimed prizes, C.A's. Audit Report &amp; 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 &amp; 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 &amp; 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 &amp; GST.</p> <p>6) Filing of TDS &amp; Preparation of challan.</p> <p>7) Any other work assigned to him by the higher authority.</p>   |

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