

POWERS AND DUTIES OF THE OFFICERS / EMPLOYEES OF GSIDC.

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

NAME	Shri. Harish Adconkar	
DESIGNATION	Managing Director	
POWERS	Administrative	The Managing Director is responsible to the Board of Directors, Chairman & Vice Chairman. He has the authority to delegate powers and decision.
	Financial	<ol style="list-style-type: none">1. The Managing Director has the powers to sanction and incur all capital purchases upto Rs.1.00 lakh.2. The Managing Director has the powers to sanction and incur all administrative expenditure for the business of the company upto Rs. 30.00 lakh
	Others	–
DUTIES	The Managing Director is the highest authority who is responsible for the total and smooth functioning of the entire corporation as a whole. The different heads of sections i.e. Chief General Manager, General Manager (Civil), Manager (Civil), Manager (Accounts), Manager (IT) and Manager (HR & Admn) report to him as far as all their work is concerned. The Managing Director is responsible in making all the critical decisions relating to Engineering projects, finance and administration, HR and Legal. The Managing Director conducts all the Board Meetings after seeking the consent of the Chairman, Vice Chairman, and Board of Directors. Hence he is responsible to the Board of Directors, Chairman and Vice Chairman.	

NAME	Shri. P.V.K. Nair	
DESIGNATION	Chief General Manager	
POWERS	Administrative	The Chief General Manager will exercise full technical/administrative and supervisory control over the Manager (Civil), Deputy Manager (Civil), Assistant Manager (Civil) and other Engineering staff working under them.
	Financial	The Chief General Manager has the powers to sanction and incur administrative expenditure for the business of the company upto Rs.0.30 lakhs.
	Others	–
DUTIES	<p>The Chief General Manager will exercise full technical / administrative and supervisory control over the Manager (Civil), Deputy Manager (Civil) and Assistant Manager (Civil) & other Engineering staff working under them. The Chief General Manager will be reporting directly to the Managing Director. The Chief General Manager will be responsible for ensuring that correct procedure is followed in tendering and allocation of projects. The Chief General Manager is duty bound to inspect the various works in progress under their charge and to satisfy themselves that the system of management prevailing in design, planning and execution is efficient and monitor the projects for implementation without cost and time overrun. The Chief General Manager is also required to see that proper registers / records are maintained or caused to maintain by the subordinate Engineering Staff, Consultants and Contractors in respect of all works under their charge. The Chief General Manager is overall responsible to submit draft agenda items related to engineering works / projects for Board Meetings and draft Minutes of the Board Meetings to the Managing Director, forwarding the bills of Contractors and Consultants to the Accounts Section. The Chief General Manager is also appointed as the Public Information Officer under Right to Information Act, 2005 by</p>	

	the GSIDC Board.	
NAME	Smt. Nayan Morascar	
DESIGNATION	Special Land Acquisition Officer	
POWERS	Administrative	The Special Land Acquisition Officer has supervisory powers towards Asst. Manager (Legal)
	Financial	–
	Others	–
DUTIES	The Special Land Acquisition Officer shall do the Land Acquisition procedure of GSIDC projects as and when Government directs him under clause (C) of sub section 3 of the Land Acquisition Act 1894 and to hand over the land to the GSIDC.	
NAME	Shri. Agnelo Sousa Machado	
DESIGNATION	Chief Accounts Officer	
POWERS	Administrative	The Chief Accounts Officer shall have supervisory powers towards Manager (Accounts) &Dy. Manager(Finance)
	Financial	–

	Others	–
DUTIES	The Chief Accounts Officer shall be in-charge of Accounts and Finance Section and will be reporting to Managing Director for all matters relating to the Accounts and Finance of the Corporation	
NAME	Shri. Dilip S. Joshi	
	Shri. Sandip K. Prabhu Chodnekar	
DESIGNATION	General Manager (Civil)	
POWERS	Administrative	The General Manager (Civil) will exercise full technical/administrative and supervisory control over the Manager (Civil), Deputy Manager (Civil), Assistant Manager (Civil) and other Engineering staff working under them.
	Financial	The General Manager (Civil) has the powers to sanction and incur administrative expenditure for the business of the company upto Rs.0.30 lakhs.
	Others	–

DUTIES	<p>The General Manager (Civil) will exercise full technical / administrative and supervisory control over the Manager (Civil), Deputy Manager (Civil) and Assistant Manager (Civil) & other Engineering staff working under them. The General Manager (Civil) will be reporting directly to the Managing Director. The General Manager (Civil) will be responsible for ensuring that correct procedure is followed in tendering and allocation of projects. The General Manager (Civil) are duty bound to inspect the various works in progress under their charge and to satisfy themselves that the system of management prevailing in design, planning and execution is efficient and monitor the projects for implementation without cost and time overrun. The General Manager (Civil) are also required to see that proper registers / records are maintained or caused to maintain by the subordinate Engineering Staff, Consultants and Contractors in respect of all works under their charge. The General Manager (Civil) is overall responsible to submit draft agenda items related to engineering works / projects for Board Meetings and draft Minutes of the Board Meetings to the Managing Director, forwarding the bills of Contractors and Consultants to the Accounts Section.</p>
NAME	<p>Shri. Shripad Valaulicar</p> <p>Shri. Sudesh Sangodkar</p> <p>Shri. Satyendra S. Powar</p> <p>Ms. Reshma Kuchelkar</p> <p>Shri. Anup A. Netalkar</p>
DESIGNATION	Manager (Civil)

POWERS	Administrative	The Manager (Civil) have supervisory powers towards Dy. Manager (Civil) and Asst. Manager (Civil)
	Financial	Revenue & Expenditure sanctioned limit Rs. 7,500/-
	Others	–
DUTIES	<p>The Manager (Civil) will be reporting to Chief General Manager /General Manager (Civil). The Manager (Civil) is responsible for planning, checking of design, estimates and tender documents and other matters relating to civil works executed through the Corporation. The Manager (Civil) has to check the agenda items pertaining to extra items, substituted items, deviated items, reduced rate items, extension of time, etc., prepared by the Consultants/ Deputy Manager (Civil) prior to placing before the Technical Advisory Committee. The Manager (Civil) is responsible for drafting and/or checking the bid documents, preparation of tender notices, calling of tenders, preparation of tender documents, publicity of tenders, sale of tenders, receipt and opening of tenders and other related matters. The Manager (Civil) has to assist the Chief General Manager /General Manager (Civil) in finalizing agendas for Board Meetings, preparation of Minutes of the Board Meetings, replies to assembly questions, replies to audit and technical audit, if specifically directed by Managing Director.</p>	
NAME	Shri Chandrashekhar Naik	
	Shri. Vinodchandra Kalekar	
	Ms. Gauri Pai	
	Mr. Amey Naik	

	Ms. Neha Nagarsenkar	
DESIGNATION	Dy. Manager (Electrical)	
POWERS	Administrative	The Dy. Manager (Electrical) has supervisory powers towards the Asst. Manager (Elect.)
	Financial	Revenue & Expenditure sanctioned limit Rs.5000/-
	Others	–
DUTIES	<p>The Dy. Manager (Electrical) is responsible for planning, checking of design, estimates and tender documents and other matters relating to electrical works executed through the Corporation. The Dy. Manager (Electrical) has to check the agenda items pertaining to extra items, substituted items, deviated items, reduced rate items, extension of time, etc., prepared by the Consultants prior to placing before the Technical Advisory Committee. The Dy. Manager (Electrical) is responsible for drafting and/or checking the bid documents, preparation of tender notices, calling of tenders, preparation of tender documents, publicity of tenders, sale of tenders, receipt and opening of tenders and other related matters. The Dy. Manager (Electrical) is responsible to the Chief General Manager and General Manager (Civil) for the efficient execution and management of all works allotted to him. It is his duty to organize and supervise the execution of works and to see that the works are meticulously carried out, with materials of good quality by adhering to the specifications and terms and conditions of the contract. The Dy. Manager (Electrical) is responsible to maintain or cause to maintain necessary site records and registers. Responsible for preparation of bid documents, agenda items, etc. The Dy. Manager (Electrical) has to exercise 10% test check of measurements before submission of each R.A. bill/final bill of the contractor to the Accounts Section. The Dy. Manager (Electrical) is responsible for preparation and checking the estimates, contract documents, processing the extra items / substituted items, deviated items, tenders, extension of time for consideration, and approval by the Competent Authority. The</p>	

	Dy. Manager (Electrical) is duty bound to inspect the various works under progress under his charge and attend review meetings convened by the Consultants and thereby monitor the progress of works and Consultancy Services. Also responsible in finalizing agendas for Board Meetings, preparation of Minutes of the Board Meetings, replies to assembly questions, replies to audit and technical audit, if specifically directed by Managing Director.
NAME	Ms. Revati Parab
	Ms. Sonia Madkaikar
	Shri. Murthy M. Dewar
	Shri. Vishwanath Kubasad
	Ms. Disha Shrivant
	Shri. Rupesh Gawas
	Shri. Paresh Naik
	Shri. Paresh Raut
	Ms. Vishranti Chari
DESIGNATION	Dy. Manager (Civil)

POWERS	Administrative	The Dy. Manager (Civil) have supervisory powers towards Asst. Manager (Civil) and Asst. Manager (Civil) – Trainee
	Financial	Revenue & Expenditure sanctioned limit Rs.5000/-
	Others	–
DUTIES	<p>The Dy. Manager (Civil) is responsible to the Chief General Manager, General Manager (Civil) and Manager (Civil) for the efficient execution and management of all works allotted to him. It is his duty to organize and supervise the execution of works and to see that the works are meticulously carried out, with materials of good quality by adhering to the specifications and terms and conditions of the contract. The Dy. Manager (Civil) is responsible to maintain or cause to maintain necessary site records and registers. The Dy. Manager (Civil) has to submit necessary particulars / documents to Manager (Civil) through Chief General Manager /General Manager (Civil) and Manager (Civil) for preparation of bid documents, agenda items, etc. The Dy. Manager (Civil) has to exercise 10% test check of measurements before submission of each R.A. bill/final bill of the contractor to the Accounts Section. Dy. Manager (Civil) are responsible for preparation and checking the estimates, contract documents, processing the extra items / substituted items, deviated items, tenders, extension of time for consideration, and approval by the Competent Authority. The Dy. Manager (Civil) is duty bound to inspect the various works under progress under his charge and attend review meetings convened by the Consultants and thereby monitor the progress of works and Consultancy Services.</p>	
NAME	Shri. Suraj J. Loleyekar	
	Shri. Henzil Cardoz	

Shri. Sachin Wadji
Ms. Nitha Gopi
Shri. Someshwar Fal Dessai
Shri. Sandesh Sawant
Smt. Oswina Paes
Smt. Nazrana Darvesh
Smt. Anjali Singbal
Shri. Nilay Shenvi
Smt. Shruti Sawant
Shri. Allan Pinto
Shri. Mahadev Naik
Shri Mahesh Joshilkar
Shri. Tanmay Mahajan
Shri. Eswar Naidu
Ms. Gauri Shukla

	Mr. Parshuram Desai	
	Smt. Apeksha Vaigankar	
	Mr. Narayan Naik	
	Ms. Anuja Tari	
	Smt. Sayli Manerkar	
	Shri. Sunny Pangam	
	Ms. Shruti Naik	
DESIGNATION	Asst. Manager (Civil)	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	<p>The Asst. Manager (Civil) is responsible to the concerned Manager (Civil)/ Dy. Manager (Civil) for efficient management and proper execution of the works allotted to him. It is his duty to maintain or cause to maintain various site records and registers pertaining to the works. The Asst. Manager (Civil) has to attend weekly and/or periodical meetings arranged by the Consultants during the progress of the work. The Asst. Manager (Civil) has to prepare/process the estimates, bills, statements like extra items/substituted items/deviated items, received from the Consultants. The Asst. Manager (Civil) has to exercise 50% test check of measurements before submission of R.A.</p>	

	bills/final bill to the concerned Manager (Civil)/ Dy. Manager (Civil).	
NAME	Ms. Arati Shenai	
	Ms. Aarsha Degvekar	
DESIGNATION	Asst. Manager (Civil) – Trainee	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	<p>The Asst. Manager (Civil)- Trainee is responsible to the concerned Manager (Civil)/ Dy. Manager (Civil) for efficient management and proper execution of the works allotted to him. It is his duty to maintain or cause to maintain various site records and registers pertaining to the works. The Asst. Manager (Civil)- Trainee has to attend weekly and/or periodical meetings arranged by the Consultants during the progress of the work. The Asst. Manager (Civil)- Trainee has to prepare/ process the estimates, bills, statements like extra items/substituted items/deviated items, received from the Consultants. The Asst. Manager (Civil)- Trainee has to exercise 50% test check of measurements before submission of R.A.bills/final bill to the concerned Manager (Civil)/ Dy. Manager (Civil).</p>	
NAME	Ms. Shruti Khairnar	
	Shri Sahil Nagvenkar	

	Shri. Sharmad Bhat	
	Shri. Vijaykumar Jamadar	
	Ms. Deepam Gawas	
	Ms. Amanda Dias	
	Ms. Olini Mayenkar	
	Shri. Pratap Rane	
	Shri. Vishwesh Gaonkar	
	Ms. Adika Phaldessai	
	Shri. Keith De Souza	
	Ms. Krutika Kundri	
DESIGNATION	Asst. Manager (Electrical)	
POWERS	Administrative	–
	Financial	–
	Others	–

DUTIES	<p>The Asst. Manager (Electrical) will be reporting to the Dy. Manager (Electrical) for efficient management and proper execution of the works allotted to him. It is his duty to maintain or cause to maintain various site records and registers pertaining to the works. The Asst. Manager (Electrical) has to attend weekly and/or periodical meetings arranged by the Consultants during the progress of the work. The Asst. Manager (Electrical) has to prepare/ process the estimates, bills, statements like extra items/substituted items/deviated items, received from the Consultants. The Asst. Manager (Electrical) has to exercise 50% test check of measurements before submission of R.A. bills/final bill to the Dy. Manager (Electrical).</p>	
NAME	<p>Ms. Prajakta Naik</p> <p>Smt. Samrudhi Nagvenkar</p> <p>Ms. Rachita Gauns</p> <p>Ms. Sachita Gaonkar</p>	
DESIGNATION	<p>Asst. Manager (Electrical)-Trainee</p>	
POWERS	Administrative	—
POWERS	Financial	—
POWERS	Others	—

DUTIES	The Asst. Manager (Electrical)-Trainee will be reporting to the Dy. Manager (Electrical) for efficient management and proper execution of the works allotted to him. It is his duty to maintain or cause to maintain various site records and registers pertaining to the works. The Asst. Manager (Electrical)-Trainee has to attend weekly and/or periodical meetings arranged by the Consultants during the progress of the work. The Asst. Manager (Electrical)-Trainee has to prepare/ process the estimates, bills, statements like extra items/substituted items/deviated items, received from the Consultants. The Asst. Manager (Electrical)-Trainee has to exercise 50% test check of measurements before submission of R.A. bills/final bill to the Dy. Manager (Electrical).	
NAME	Smt. Leena Dharwadkar	
DESIGNATION	General Manager (Legal)	
POWERS	Administrative	The General Manager (Legal) have supervisory powers towards Asst. Manager (Legal) and Jr. Executive
	Financial	The General Manager (Legal) has the powers to sanction and incur administrative expenditure for the business of the company upto Rs.0.30 lakhs.
	Others	–
DUTIES	The General Manager (Legal) will be reporting to the Managing Director for all legal matters of the Corporation. The General Manager (Legal) will be responsible for drafting, processing various agreements between GSIDC and Consultants / Contractors, etc., and other documents which are legal in nature. The General Manager (Legal) will be also responsible for attending Staff meetings, Court at the time of hearing. The General Manager (Legal) will have to	

	co-ordinate with Legal Advisors and Counsels appointed by the Corporation and brief them about the cases whenever required with the help of concerned officers. The General Manager (Legal) will also have to provide legal opinion as and when required and as directed by senior officers.	
NAME	Shri Laximan Amonkar	
DESIGNATION	Manager (IT)	
POWERS	Administrative	The Manager (IT) have supervisory powers towards Jr. Executive -IT and Typist
	Financial	Revenue & Expenditure sanctioned limit Rs. 7,500/-
	Others	–
DUTIES	The Manager (IT) will be fully responsible for maintenance of the Hardware and Software of the Corporation and shall perform periodical maintenance of Hardware and Software installed. The Manager (IT) shall attend to Computer / Virus related problems of the users of GSIDC and set up proper security of Data in the user's computer with data sharing. The Manager (IT) shall administer the GSIDC Network of Computers and set up required users, access and securities. The Manager (IT) shall manage Internet / Email Sharing for GSIDC Users. The Manager (IT) shall be also responsible for purchase of additional new hardware and software by following laid down purchase procedures including obtaining GSIDC Board's approval. The Manager (IT) will be responsible for management & maintenance of software applications like E-Governance Application of the Corporation, E-Tendering Website of the Corporation. The Manager (IT) shall be responsible for regular updating and maintenance of GSIDC Website, viz. uploading information of new projects of GSIDC, tender notices, corrigendum, any other information, etc. The	

	<p>Manager (IT) shall take periodical backups of data and store the same for future use. The Manager (IT) shall also evaluate various software for day to day information management and recommend them for purchase to higher authorities.</p> <p>Apart from the day to day management of Hardware and Software, Manager (IT) shall be responsible for the management of EPABX System and telephone equipment of GSIDC which involves setting up of new extensions, direct incoming lines, configuration of EPABX, extending the capability of EPABX through authorized service dealer, etc. The Manager (IT) is also responsible for the maintenance of Digital Photocopiers, electrical maintenance of GSIDC Office.</p> <p>The Manager (IT) is in charge of the timely release of advertisements pertaining to tender notices, corrigendum, recruitment and any other information in national and local dailies, whenever required, after the approval of the Managing Director.</p> <p>Besides this, the Manager (IT) is also appointed as Asst. Public Information Officer. The Manager (IT) shall be responsible for process of applications received and provides information after approval of the Public Information Officer. In this regard, the Manager (IT) shall be responsible to prepare and file Annual Returns of RTI Applications received during the Calendar year with the Goa State Information Commission.</p>	
NAME	Shri. Abhijit Nerurkar	
DESIGNATION	Manager (Accounts)	
POWERS	Administrative	The Manager (Accounts) have supervisory powers towards Jr. Executive and Typist
	Financial	Revenue & Expenditure sanctioned limit Rs. 7,500/-

	Others	–
DUTIES	The Manager (Accounts) will be reporting to Managing Director & Chief Accounts Officer for all matters relating to the accounts of the Corporation. It will be his responsibility to ensure that the bills are scrutinized properly and timely payments are made. It will be his responsibility to maintain proper cash registers, and other accounts of the Corporation.	
NAME	Shri. Vipin Makwana	
DESIGNATION	Manager (HR & Administration)	
POWERS	Administrative	The Manager (HR & Administration) have supervisory powers towards Jr. Executive, Jr. Stenographer, Telephone Operator, Inward/ Outward Clerk and Attendant
	Financial	Revenue & Expenditure sanctioned limit Rs.5,000/-
	Others	–

DUTIES	<p>The Manager (HR & Administration) will be reporting to Managing Director for all the administrative and other staff matters of the Corporation. The Manager (HR & Administration) will be responsible for execution of personnel policy of the Corporation and it will be his/her duty to maintain proper staff records, draft & follow different policies like leave, attendance system, PF, staff conduct, postings, training and development of all the staff. The Manager (HR & Administration) will be responsible for processing disciplinary cases, salaries, matters related to unskilled labour, reimbursements of medical bills, relieving of employees, filling & maintenance of records of the Annual Performance Assessment Report and other staff related matters. It will be his/her responsibility to reply to HR & Admin related LAQ's, preparation of HR & Administration related agendas for the Board of Directors meeting, to oversee general welfare measures, schemes and other policies for the staff of the Corporation. The Manager (HR & Administration) shall organize meetings regarding Sexual Harassment of Women at Workplace Committee and carrying out the arrangements for celebration of GSIDC anniversary every year. The Manager (HR & Administration) is in charge of handling all administrative matters like and processing all matters pertaining to owned and hired vehicles of the Corporation such as servicing, renewal of insurance, temporary driver's salary and monthly bills of hired vehicles, purchase of stationery/ office furniture which is required for the day to day functioning of the office. The Manager (HR & Administration) is also appointed as Subordinate Officer (Public Grievance) The Manager (HR & Administration) shall also be responsible to update the website in regards to details pertaining to information about the Corporation.</p>	
NAME	Ms. Amrita Sardesai	
DESIGNATION	Assistant Manager (Legal)	
POWERS	Administrative	–

	Financial	–
	Others	–
DUTIES	The Assistant Manager (Legal) will be reporting to the General Manager (Legal) for all legal matters of the corporation. The Assistant Manager (Legal) will be responsible for assisting General Manager (Legal) with regard to drafting, processing various agreements between GSIDC and consultants/ contractors, etc. and other documents which are of legal in nature. The Assistant Manager (Legal) will have to coordinate with the staff of GSIDC and consultants/ contractors of GSIDC Ltd., with regard to execution of work contracts.	
NAME	Ms. Kirti Bhat	
DESIGNATION	Dy. Manager (Finance)	
POWERS	Administrative	The Dy. Manager (Finance) have supervisory powers towards Jr. Executive and Typist
	Financial	–
	Others	–
DUTIES	The Dy. Manager (Finance) will be reporting to Managing Director for efficient financial management of the Corporation. The Dy. Manager (Finance) shall ensure that the correct financial procedure is followed at the initial stages of tendering and allocation of work. Further, the Dy. Manager (Finance) will be also responsible for ensuring efficient and timely resources that are available with the Corporation. The Dy. Manager (Finance) will also be responsible for deployment or investment of additional resources of the Corporation in a judicious manner after	

	consultation with Manager (Accounts) and Managing Director.	
NAME	Ms. Marlene D'Silva	
DESIGNATION	Stenographer	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	The Stenographer will be responsible for stenography and typing of documents assigned by the superiors.	
NAME	Ms. Annie D'Souza	
	Ms. Rashmi D. Malvankar	
	Shri. Nitin M. Patil	
	Ms. Darshana Raikar	
	Ms. Bonitta Rodrigues	
	Ms. Aparna Khandeparker	

	Ms. Pritam Naik	
DESIGNATION	Junior Executive	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	Jr. Executive will be responsible for Maintaining & Updating necessary reports / documents as per requirements of Supervisors, Drafting of Notes, documents, agenda items, etc, Compiling monthly activity reports/ Status Charts etc.	
NAME	Shri. Amay Pednekar	
DESIGNATION	Junior Executive - IT	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	The Junior Executive - IT will be reporting to Manager (IT).Junior Executive - IT will be responsible for management & maintenance of computer hardware, peripherals and other hardware of the Corporation like monitoring and	

	<p>maintaining computer systems and administration of computer networks/GBBN network, troubleshooting system and network problems and diagnosing and solving hardware or software fault, installing and configuring computer hardware operating systems and applications, monitoring and maintaining photocopier machines, printers, scanners and EPABX System. Junior Executive - IT will be responsible for management & maintenance of software applications like E-Governance Application of the Corporation, E-Tendering Website of the Corporation, GSIDC eSewa Portal, GSIDC Website and updation of the information on State and Central Government Portals. Junior Executive - IT will be responsible for purchase of computer, printer and photocopier consumables for the Corporation. Junior Executive - IT will be responsible for payment & reimbursement of mobile, landline / FTTH / broadband bills of employees of the Corporation, releasing of advertisements in the Local and National Dailies through empanelled Advertising Agencies.</p>	
NAME	Ms. Neha V. Fadte	
DESIGNATION	P.A. to Managing Director	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	<p>The P.A. to Managing Director will be reporting to the Managing Director for all stenography, typing related matter. She will be responsible for looking after appointments, meetings, attending telephone calls and maintaining day-to-</p>	

	day records of the Managing Director.	
NAME	Ms. Nisha Rodrigues	
DESIGNATION	Receptionist	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	The Receptionist shall be reporting to Manager (HR & Administration). The Receptionist shall handle the EPABX, attend and transfer calls, sending and receiving FAX, internal file movement pertaining to GSIDC.	
NAME	Ms. Vanita Mascarenhas	
DESIGNATION	Inward Clerk	
POWERS	Administrative	–
	Financial	–
	Others	–

DUTIES	The Inward Clerk shall be reporting to Manager (HR & Administration). The Inward Clerk will be responsible for scanning and inwarding all the correspondence received by the Corporation and forwarding the same to the concerned officials within least possible time. The Inward Clerk shall be also responsible for the issue of tender documents for various projects.	
NAME	Ms. Sharmila Usgaonkar	
DESIGNATION	Outward Clerk	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	The Outward Clerk will be reporting to Manager (HR & Administration). The Outward Clerk will be responsible for scanning and the timely dispatch of all correspondence, maintain of outward register, courier/ registered A.D. register. The Outward Clerk shall be responsible for the issue of tender documents for various projects.	
NAME	Ms. Agnita Kerkar	
	Ms. Reshma Naik	
	Ms. Sushma Angadi	

	Ms. Shraddha Naik	
DESIGNATION	Typist	
POWERS	Administrative	
	Financial	
	Others	
DUTIES	The Typist will be reporting to the Officials of Engineering & Administration section, for the typing of documents given to them.	
NAME	Shri. Nilesh Kerkar	
	Shri. Vivek Sawant	
DESIGNATION	Driver	
POWERS	Administrative	–
	Financial	–
	Others	–

DUTIES	The Driver of the corporation will report to Manager (HR & Administration). The driver shall ensure the maintenance and cleanliness of the office vehicles. The Driver shall ensure that the vehicle safely and within the permissible speed limits. The Driver shall also maintain the vehicle log book from time to time.	
NAME	Shri Dinesh K. Dutta	
	Shri. Manoj K. Das	
	Shri Rupesh Kunkolkar	
DESIGNATION	Attendant	
POWERS	Administrative	–
	Financial	–
	Others	–
DUTIES	The attendant shall report to Manager (HR & Administration). The attendant shall attend to all the staff of the Corporation. The attendant shall ensure effective and timely movement of all files and delivery of correspondence within the office and other Government/ Client offices, collection of challan from banks, deposit of cheques, payment of telephone/ mobile bills, operating of photocopier machine, arranging of refreshment and flowers for board meetings, making arrangements for inauguration/ foundation stone of various projects, issue of stationery to the staff, maintaining stationery register, etc.	

NAME	Smt. Netravati Vaingankar
	Smt. Sampurna Gawade
	Smt. Saraswati Harijan
	Smt. Seema Dalvi
	Smt. Sunita Vadyekar
DESIGNATION	Sweeper
POWERS	Administrative –
	Financial –
	Others –
DUTIES	The Sweepers will be reporting to the Manager (HR & Administration). The sweepers shall be responsible for the housekeeping and upkeep of the GSIDC office on the 7 th Floor & 8 th Floor of EDC House.