

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :

Sr. No	Name of the Official/Officer/Dealing Hand	Register and files under his/her custody
<u>NORTH ZONE- ESTABLISHMENT SECTION</u>		
1	Deepak V. Sawant Head Clerk – I	- Casual Leave Register in r/o Staff
2	Benzeeta D'Souza Head Clerk-II	-Roster Register (Direct and Promotion) - Court Case Register - New File Register
3	Bindia Gonsalves, Upper Division Clerk	- RTI Register - Deputation Register
4	Nikita Maulinkar Junior Stenographer	-RTI Register - Leave register in r/o Director. - President Fire Service Medal & Chief Minister Fire Service Medal Register.
5	Jose Aires D' Souza Upper Division Clerk	- Disciplinary Proceedings in the Department.
6	Pramod Nipanikar Upper Division Clerk	- Pension Register
7	Simon Elia Hanchinmani Upper Division Clerk	- Allotment of Government Residential quarters.
8	Rijwana Tabib Mamlekar Lower Division Clerk	- Outward Register - Postage Stamp Register
9	Sharlette Dias Fernandes Lower Division Clerk	- Inward Register

Sr. No	Name of the Official/Officer/Dealing Hand	Register and files under his/her custody
<u>NORTH ZONE – ACCOUNTS SECTION</u>		
1	Milind Dessai, Accountant	<ul style="list-style-type: none"> - Budget Controlling Register - Bill Register - Personal Ledger Account Register - Goods Service Tax Register.
2	Sonu Bhanno Velip, Upper Division Clerk	<ul style="list-style-type: none"> - Pay Bill Register - Cash Book Register - GFR-9 Register - Salary Certificate Register - Challan Register - Voucher Register - Permanent Advance Register
3	Riya Rajan Rane Upper Division Clerk	<ul style="list-style-type: none"> - Medical Reimbursement Register - Car Advance Register - Motor Cycle Advance Register - Computer Advance Register - Saving/Insurance Fund Register - Medical Advance Register
4	Akhil Naguesh Falkar Lower Division Clerk	<ul style="list-style-type: none"> - Supplies and Materials Register - Maintenance of cars & other vehicle register - Maintenance of Non IT Equipments Register - Leave Encashment Register - AC/DC Register - LTC/ Advance Register

5	Devendra V. Khalap Lower Division Clerk	<ul style="list-style-type: none">- Telephone /Water Charges Register-Procurement of IT Equipment Register- Office Expense Register-Maintenance of IT Equipment Register- TA/DA Register- Electricity Charges Register- Stationery Expenses Register
6	Shantaram N. Mardolkar Lower Division Clerk	<ul style="list-style-type: none">- POL Register- Wages Register- Advertising and Publicity Register- GPF Withdrawal Register- Children Education Allowance Register

SOUTH ZONE - ESTABLISHMENT/ ACCOUNTS SECTION

Sr. No	Name of the Official/Officer/Dealing Hand	Register and files under his/her custody
1	Mr. Laxman V. Sawant Head Clerk	- Casual Leave Register in r/o Admin. Staff
2	Mrs. Sanija S. Naik Upper Division Clerk	- RTI Register - Increment Register
3	Mr. Dattaram T. Narvekar Lower Division Clerk	- Pay bill Register (NPS) - Salary Certificate Register (NPS) - Tution Bill Register (NPS) - GFR-9
4	Mr. Shubham R. Chari Lower Division Clerk	- TA/DA Register
5	Mr. Pranay T. Naik Lower Division Clerk	- Pay bill Register (GPF) - Salary Certificate Register (GPF) - Tution Bill Register (GPF) - Cash Book
6	Ms. Seema A. Gaude Peon	- Postage Register - Cheque Book Register - Register of submission of bills to Directorate of Accounts.

CENTRAL ZONE - ESTABLISHMENT/ ACCOUNTS SECTION

Sr. No	Name of the Official/Officer/Dealing Hand	Register and files under his/her custody
1	Mrs. Rashmi Menezes Head Clerk	- Personal File Register
2	Mr. Bhalchandra Gawas Upper Division Clerk	- RTI Register - Increment Register - Pension Register - G.P.F. Register
3	Mr. Ghanashyam Bhomkar Upper Division Clerk	- Computer Advance Register - Insurance and Saving Fund Register
4	Mr. Manguesh Gaude Upper Division Clerk	- Cash Book Register - Challan Register
5	Mr. Jitendra Parab Lower Division Clerk	- LTC Bill Register - Tution Bill Register
6	Mr. Siddhant Gawas Lower Division Clerk	- Salary Certificate Register - TA/DA Register - Medical Bill Register - GFR 9 Register
7	Mrs. Libania Agair Asst. Cook	- Inward Register
8	Mr. Salim Makandar Asst. Cook	- Outward Register - Postage Stamp Register