

ANNEXURE "A"

Starred LAQ No.001A

Number of employees presently working strength in the office of the administrator of Comunidades, south zone.

Sr. No.	Name of Employee &	Designation	Present Posting	Remarks
1	2	3	4	5
1	Shri. Sagar A. Dessai	UDC	Deputy Collector & SDO Quepem	
2	Smt. Ubaldina Rodrigues	Escrivao/ LDC	Comunidade of Davorlim Dicarpale, Betalbatim and <b>additional charge in</b> Administration office as 3 <sup>rd</sup> key holder /Cashier & Dealing Clerk of Comunidades of Sanguem Taluka	<b>BLO of 32 Benaulim Assembly Constituency</b>
3	Smt. Epifania Rodrigues	Escrivao/ LDC	Comunidade of Varca, Carmona Orlim, Cavelossim, <b>Additional charge in Head</b> office as Dealing Clerk of Margao, Aquem, Telaulim, Nagoa Verna, Loutolim Comunidade and APIO	<b>On Child Care Leave w.e.f. 01/12/2025 to 24/05/2026</b>
4	Smt. Mamta M. Kambli	LDC	Requisitioned by Civil Administration Branch, office of the Collector South Goa, Margao	
5	Shri. Uday Dessai	Escrivao/ LDC	Comunidade of Canacona, Cola, Gaundongrem Loliem-Polem Nagorcem-Palolem, Poinguinim & additional charge of Chicolna Comunidade	
6	Shri. Amaro Afonso	Escrivao/ LDC	Comunidade of Margao, Aquem, Telaulim, Verna	
7	Shri. Amar V. Prabhu Dessai	Escrivao/ LDC	Comunidade of Ambelim, Assolna, Chinchinim, Velim <b>of Salcete Taluka</b> , Assolda, Avedem, Chaifi, Xic-Xelvona, Cotombi, Curchorem, Cacora, Molcornem, Odar, Xelvona, Xeldem <b>of Quepem Taluka &amp; additional charge of Chicalim Comunidade</b>	<b>Due for retirement on superannuation 30/06/2026</b>
8	Shri. Nilesh N. Dessai	Escrivao/ LDC	Comunidade of Benaulim, Cana, Colva, Duncolim, Gandaulim, Sernabatim, Seraulim, Vanelim & <b>additional charge of</b> Comunidade of Calata, Gonsua, Majorda, Dabolim & Head office as Dealing Clerk of Comunidades of Canacona & Quepem Taluka	
9	Miss. Virginia N.C. Pereira	Escrivao /LDC	Comunidade of, Deussua, Dramapur, Sarzora, Sirlim <b>and Additional charge of Comunidade of Vaddem &amp; in Head office as Dealing Clerk of Comunidades of Mormugao Taluka</b>	
10	Shri. Naresh G. Dessai	LDC	Charge of Head Clerk/Secretary, Encroachment matters, Court Clerk	
11	Smt.Utkarsha U. Velip	LDC	Head Office Outward Clerk and dealing Clerk of Comunidades of Salcete Taluka except Comunidades at Sr. No.4	

12	Smt. Manisha Luis	Escrivao/L DC	Comunidade of Cavorim, Chandor, Curtorim, Guirdolim, Macazana	On Earned leave medical Ground
13	Smt. Sulaksha P. N. Gauncar	Escrivao/ LDC	Comunidade of Astragrar, Colomba, Curdi, Netorlim, Rivona, Jaqui- Nundem & <b>additional charge of</b> Comunidade of Ambaulim, Adnem, Balli, Cusmona, Caurem, Fatorpa, Naqueri, Provincia de Balli, Pirla Quepem, Quitol, Quedem, Sirvoi	
14	Smt. Rekha Kadam	LDC	Share Transfer	
15	Shri. Keshav B. Naik	Escrivao/ LDC	Comuidade of Loutolim, Camorlim, Mormugao, Arossim, Cansaulim, Cuelim, Issorcim, Pale, Velsao & <b>additional charge of</b> Comunidades of Nagoa, Raia Utorda, Cortalim, Quelossim, Sancoale	
16	Shri. Jayanti alias Kamini K. Udpikar,	Peon	Head Office	Duty of Inward Clerk
17	Shri. Denzyl Vaz	Peon	Head Office	Assist Inward Clerk
18	Shri. Swapnil M. Dessai	Peon	Head Office	

**OFFICE OF THE ADMINISTRATOR OF COMUNIDADES  
SOUTH ZONE**

**A-Wing, first floor, Old Collectorate Building, Margao-403601**

No.ACSZ/EST/97 /2023-2024/ 824

Dated. 08/02/2024

To,  
The Collector of South Goa,  
Civil Administration Branch,  
Margao Goa.

**Sub: Appointment/Recruitment of staff in the Administration of  
Comunidades of South Zone, Margao**

Sir,

The office of the Administrator of Comunidades of South Zone, Margao have the jurisdiction of 90 Comunidades covering the Taluka of Salcete, Mormugao, Quepem, Sanguem and Canacona and its head office at Margao which control the above 90 Comunidades.

The above 90 Comunidades are presently managed with 14 LDC/Escrivao. The sanction strength to manage the above 90 Comunidades is 21 UDC's & 21 LDC.s. as per the Code of Comunidades. In addition, there are One UDC, three LDC.s and three MTS are managing the affairs of office of the Administrator of Comunidades of South Zone, Margao. The sanction strength to manage the office of the Administrator of Comunidades of South Zone, Margao is One Head Clerk, 12 UDC's, One LDC & 08 MTS.

The total breakup of present strength, sanction strength and Vacant posts is as below.

**Present strength of staff under the jurisdiction of South  
Zone, Margao**

Sr. no.	Designation	No of posts.
1.	Head Clerk Cum Secretary, (Duty assigned to UDC)	01
2.	UDC, presently posted in Collector of South Goa, Margao	01
3.	LDC, presently posted in Collector of South Goa, Margao	01
4.	LDC,s in Office of Administrator of South Zone, Margao	03
5.	LDC,s posted in Village level as Escrivao of Comunidades.	14
6.	MTS, posted in Office of Administrator of South Zone, Margao	03
	Total staff	23

**Sanction strength of staff under the jurisdiction of South Zone, Margao, as per Art.127 of code of Comunidades.**

Sr. no.	Designation	No of posts.
1.	Head Clerk Cum Secretary	1
2.	UDC,s, in Office of Administrator of South Zone, Margao	12
3.	LDC,s, in Office of Administrator of South Zone, Margao	01
4.	UDC,s in Village level as Escrivao of Comunidades.	21
5.	LDC,s in Village level as Escrivao of Comunidades.	22
6.	MTS, in Office of Administrator of South Zone, Margao	08
	Total staff	65

**TOTAL VACANT POST**

Sr. no.	Designation	No of posts.
1.	Head Clerk Cum Secretary ( presently one UDC is being directed to hold the charge of Acting Head Clerk/Secretary)	01
2.	UDC,s, in Office of Administrator of South Zone, Margao (Out of Two UDC one is holding the Charge of Acting Head Clerk/Secretary and One UDC is posted in the Collector office, Margao)	10
3.	LDC,s, in Office of Administrator of South Zone,	Nil

In view of above it is requested to recruit the staff from Goa Human Resources Development Corporation and post them to village level Comunidades and Head office being head of the department and thereafter permanent recruitment may be followed.

The copies of sanction strength & Notification of Recruitment Rules are enclosed herewith for ready reference

Encl. as above.

Yours Faithfully,

(*Pradeep S. Naik*)  
Administrator of Comunidades of  
South Zone, Margao.

**OFFICE OF THE ADMINISTRATOR OF COMUNIDADES  
SOUTH ZONE**

**A-Wing, first floor, Old Collectorate Building, Margao-403601**

No.ACSZ/EST/97 /2024-2025/ 689

Dated. 28/06/2024

To,  
The Collector of South Goa,  
Civil Administration Branch,  
Margao Goa.

**Sub: Appointment/Recruitment of staff in the Administration of  
Comunidades of South Zone, Margao**

Sir,

In continuation to this office letter of even number dated 08/02/2024, this office has submitted proposal to appoint to recruit the staff from Goa Human Resources Development Corporation and post them to village level Comunidades and Head office, being head of the department and thereafter permanent recruitment may be followed.

In view above the Comunidade of Margao has conveyed the extraordinary general body meeting on 23/06/2024 to discuss and decide on proposal for enhancing clerical services by procuring qualified personnel from Goa Human Resources Development Corporation. Due to lack of quorum the general body meeting couldn't take place as such the managing committee of Comunidade of Margao in terms of Art.38 resolved to proceed with procuring a qualified and skill clerk (Personnel assistant/steno secretary from the corporation through the Collector of South Goa. The copies of the same is enclosed herewith.

In view of above it is requested to recruit the staff from Goa Human Resources Development Corporation and post them to village level Comunidades and Head office being head of the department and thereafter permanent recruitment may be followed.

Encl. as above.

Yours Faithfully, Collectorate of South Goa  
Margao

Date: 02/7/24  
Inward No.: 123456  
Section: 123456

**(Pradeep S. Naik)**

Administrator of Comunidades of  
South Zone, Margao.

6/1

OFFICE OF THE ADMINISTRATOR OF COMUNIDADES  
SOUTH ZONE

MARGAO - SALCETE - GOA - 403601

No. ACSZ/91/Misc/2024-2025/ 469

Date:-24/10/2024

To,

The Collector of South Goa District,  
Civil Administration Branch,  
Margao-Goa.

Sub: Appointment/Recruitment of staff in the Administration of  
Comunidades South Zone, Margao

Sir,

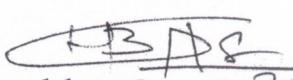
This is to inform you that earlier your office vide letter No. ACSZ/EST/97/2024-2025/824 dated 08/02/2024 and letter No. ACSZ/EST/97/2024-2025/169 dated 28/06/2024 had submitted proposal for appointment of staff in the Administration of Comunidades South Zone, Margao

It has been decided in the meeting convened by the Collector of South Goa District, Margao dated 23/08/2024 as regards to the shortage of staff it was decided that proposal be sent to the Government for engaging the staff from GHRDC.

In view of above it is requested to forward the proposal to Government for needful action in the matter

Encl. as above

Yours faithfully,

  
(Mangaldas Gaonkar) 24/10  
Administrator of Comunidades of  
South Zone ,Margao.

9401C

**OFFICE OF THE ADMINISTRATOR OF COMUNIDADES  
SOUTH ZONE**

A-Wing, Old Collectorate Building, Margao-Goa.

No. ACSZ/97/EST/2024-2025/ 7/1

Dated: 17/01/2025

To,  
The Collector of South Goa District,  
Civil Administration Branch,  
Margao-Goa.

Collectorate of South Goa
Margao
Date: 20/01/25
Inward No.: 1635
Section: CAB

Sub: Recruitment/Deployment of staff

Madam,

I am submitting that the office of the Administrator of Comunidade of South Zone, Margao, and Village level offices of the Comunidade is being managed by 19 clerical and 3 Peons staff as follows:

Sr. No.	Name of Employee & Designation	Present Posting	Remarks
1	2	3	4
1	Shri. Vivek V. N. Dessai, UDC	Head Office	Due for retirement on superannuation 31/12/2025
2	Shri. Sagar A. Dessai, UDC	Requisitioned by Disaster Management & Control Cell of the office of the Collector North Goa Panaji	
3	Smt. Ubaldina Rodrigues, Escrivao/LDC	Comunidade of Davorlim Dicarpale, Betalbatim and additional charge in Administration office as 3 <sup>rd</sup> key holder /Cashier	
4	Shri. Shrivdas H. Borkar, Escrivao/LDC	Comunidade of Cortalmi, Quelossim, Sancoale and additional charge of Chicalim, Chicolna, Vaddem, Dabolim	Due for retirement on superannuation 31/10/2025
5	Smt. Epifania Rodrigues, Escrivao/LDC	Comunidade of Varca, Carmona Orlim, Cavelossim, Additional charge in Head office as Dealing Clerk of Margao, Aquem, Telaulim, Nagoa Verna, Loutolim Comunidade and APIO	
6	Smt. Mamta M. Kambli, LDC	Requisitioned by Civil Administration Branch, office of the Collector South Goa, Margao	
7	Shri. Pramod V. Gaunkar, Escrivao/LDC	Comunidade of Ambaulim, Adnem, Balli, Cusmona, Caurem, Fatorpa, Naqueri, Provincia de Balli, Pirla	Due for retirement on superannuation 28/02/2025

		<b>Quepem, Quitol, Quedem, Sirvoi</b>	
8	Shri. Uday Dessai, Escrivao/LDC	Comunidade of Canacona, Cola, Gaundongrem Loliem-Polem Nagorcem-Palolem, Poinguinim	
9	Shri. Amaro Afonso, Escrivao/LDC	Comunidade of Margao, Aquem, Telaulim, Verna	
10	Shri. Amar V. Prabhu Dessai, Escrivao/LDC	Comunidade of Ambelim, Assolna, Chinchinim, Velim <b>of Salcete Taluka</b> , Assolda, Avedem, Chaifi, Xic-Xelvona, Cotombi, Curchorem, Cacora, Molcornem, Odar, Xelvona, Xeldem <b>of Quepem Taluka</b>	<b>Due for retirement on superannuation 30/06/2026</b>
11	Shri. Nilesh N. Dessai, Escrivao/LDC	Comunidade of Benaulim, Cana, Colva, Duncolim, Gandaulim, Sernabatim, Seraulim, Vanelim	
12	<b>Shri. Dayanand S. Fal Dessai, Escrivao/LDC</b>	<b>Comunidade of Calata, Gonsua, Majorda, Nagoa, Raia Utorda</b>	<b>Due for retirement on superannuation 31/01/2025</b>
13	Miss. Virginia N.C. Pereira, Escrivao/LDC	Comunidade of, Deussua, Dramapur, Sarzora, Sirlim <b>and Additional charge in Head office as Dealing Clerk of Comunidades of Mormugao Taluka</b>	<b>Admitted to Goa Medical Collage due to cardiac arrest</b>
14	Shri. Naresh G. Dessai, LDC	Head Office, Encroachment matters, Court Clerk	
15	Smt. Utkarsha U. Velip, LDC	Head Office Outward Clerk and dealing Clerk of Comunidades of Salcete Taluka except Comunidades at Sr. <b>No.5</b>	
16	Smt. Manisha Luis, Escrivao/LDC	Comunidade of Cavorim, Chandor, Curtorim, Guirdolim, Macazana	
17	Smt. Sulaksha P. N. Gauncar, Escrivao/LDC	Comunidade of Astragrar, Colomba, Curdi, Netorlim, Rivona, Jaqui- Nundem	
18	Smt. Rekha Kadam, LDC	Head Office	
19	Shri. Keshav B. Naik, Escrivao/LDC	Comuidade of Loutolim, Camorlim, Mormugao, Arossim, Cansaulim, Cuelim, Issorcim, Pale, Velsao	
20	<b>Shri. Jayanti alias Kamini K. Udpikar, Peon</b>	Head Office	<b>Duty of Inward Clerk</b>
21	<b>Shri. Denzyl Vaz, Peon</b>	Head Office	<b>Assist Inward Clerk</b>

<b>Shri. Swapnil M. Dessai, Peon</b>	Head Office	
--	-------------	--

The following staff retired and since then no new staff is employed. Shri. Rajendra Kavlekar, UDC(Expired), Smt. Remedia Rebello, Head Clerk, Shri. Micheal Luis, UDC, Shri. Tukaram H. Gaude, UDC, Shri. Govind B. Raut Dessai, UDC, Shri. Expectacao J.H.R. Fernandes, LDC (VRS)

Shri. Dayanand S. Fal Dessai, and Shri. Pramod V. Gaunkar, Escrivao/LDC is due for retirement on **31/01/2025 and 28/02/2025** respectively.

Shri. Shivdas H. Borkar, Escrivao/LDC, Shri. Vivek V. N. Dessai, UDC and Shri. Amar V. Prabhu Dessai, Escrivao/LDC is due for retirement on **31/10/2025, 31/12/2025, 30/06/2026** respectively.

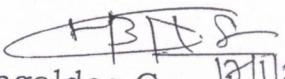
Shri. Sagar A. Dessai, UDC and Smt. Mamta M. Kambli, LDC of this office are requisitioned by Disaster Management & Control Cell of the office of the Collector North Goa Panaji and Civil Administration Branch, office of the Collector South Goa, Margao respectively.

**The duty of Inward Clerk is entrusted to Smt. Jayanti alias Kamini K. Udpikar, Peon/MTS and Shri. Denzyl Vaz, Peon/MTS, is entrusted duty to assist the Inward Clerk**

The employees posted in Comunidades are given additional charges of village Comunidades and in Head Office.

In view of above, it is requested to recruit /deploy 15 number of staff on urgent basis from your office for smooth functioning of the office of the Administrator of South Zone, Margao and Village Comunidade offices.

Yours faithfully,

  
 (Mangaldas Gaonkar)  
 12/11/21  
 Administrator of Comunidades of  
 South Zone, Margao Goa

Copy to:

The Under Secretary (Revenue-I), Revenue Department, Secretariat  
 Porvorim Goa

95  
5/2/25

OFFICE OF THE ADMINISTRATOR OF COMUNIDADES  
SOUTH ZONE

A- Wing, Old Collectorate Building, Margao-Goa.

No. ACSZ/97/EST/2024-2025/ 732

Dated: 24/01/2025

To,  
The Collector of South Goa District,  
Civil Administration Branch,  
Margao-Goa.

Sub: Digitization of records

Madam,

The office of the Administrator of Comunidade of South Zone, Margao, currently maintains a substantial volume of physical documents across diverse categories. While these paper-based records have served their purpose, they now present several challenges, including the risk of loss, limited accessibility, and inefficient retrieval.

To address these issues, we seek a comprehensive solution involving the complete scanning, digitization, secure storage, archival, and indexing of all existing records in the format mentioned below:

1. General files
2. Inward book for Share Transfer Application
3. Share catalog book
4. Share transfer/ proceeding book
5. Case files

In view of the above, It is kindly requested to grant your approval for the same and to forward this request to the Department of Information Technology for assistance in implementing this project in a phased manner.

Yours faithfully,

Ganesh Barve  
(Ganesh Barve)

Administrator of Comunidades of  
South Zone, Margao Goa

Copy to:

The Under Secretary (Revenue-I), Revenue Department, Secretariat Porvorim Goa

Member  
3/1/25

OFFICE OF THE COLLECTOR, SOUTH GOA DISTRICT, MARGAO  
Civil Administration Branch, Collectorate Bldg., Margao - Goa

E-mail: [cab-cols.goa@nic.in](mailto:cab-cols.goa@nic.in)

Phone No:0832-2794321/23  
File No.52/Misc/57/2025/CAB/1619

Fax No: 0832-2794402  
Dated: 14 /03/2025.

To,  
The Director,  
Department of Information and Technology,  
2<sup>nd</sup> floor, IT Hub, Altinho, Panaji-Goa.

Sub: Digitization of records.

Sir,

Kindly find enclosed herewith a letter No.ACSZ/97/EST/2024-2025/732  
dated 24/1/2025 received from the Office of the Administrator of Comunidades  
of South Zone, Margao-Goa regarding Digitization of records.

In view of the above, the application is hereby forwarded for your necessary  
action.

This is issued with the approval of the Collector(South).

Yours faithfully,

9 -  
(Sharmila Gaunkar)  
Deputy Collector(L.A.)  
South Goa.

Encl:- ;As above.

Copy to:-

- 1 The Administrator of Comunidades of South Zone, Margao-Goa.
- 2.P.A. to Collector South
- 3.Guard file.

**OFFICE OF THE ADMINISTRATOR OF COMUNIDADES  
SOUTH ZONE**

MARGAO – SALCETE – GOA – 403601

No. ACSZ/91/Misc/2025-2026/238

Date: -26/05/2025

To  
Deputy Collector (South -II)  
O/o District Collector, South Goa.  
Margao – South Goa.

Subject: Action Taken Report with reference to letter No.  
17/60/2025-RD-I/1998 dated 29/04/2025

Sir,

In reference to your communication No. 52/60/2025/Staff-Com/CAB/1840 dated 22/05/2025, I hereby submit the Action Taken Report as directed:

1. Vacancy Assessment:

A consolidated statement of all vacant clerical posts under the Administrator of Comunidade has been prepared.  
Report of total vacancies is enclosed.

2. Proposal for Filling Temporary Posts as per Code of

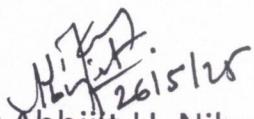
Comunidades: Code of Comunidades does not explicitly provide for temporary appointments of Staff.  
Hence a formal proposal for engagement of temporary personnel against the identified vacancies from the Goa Human Resource Development Corporation (GHRDC) vide letter no ACSZ/97/EST/2025-2025/711 dated 17/01/2025 was forwarded for necessary approval through office of Collector (South) as enclosed.

3. Computerization and Digitization of Records:

A comprehensive project proposal for computerization/digitization of all archival and current records has been submitted through office of Collector (South) to the Department of Information and Technology, vide letter No. ACSZ/97/EST/2024-2025/732 dated 24/01/2025 as enclosed.

This report is submitted for your kind perusal and further instructions.

Yours faithfully,

  
(Mr. Abhijit U. Nikam)

Administrator of Comunidades  
South Zone, Margao

Total Vacancies:-

Sl. No.	Designation	Salcete Taluka	Mormugao Taluka	Quepem Taluka	Canacona Taluka	Sanguem Taluka
1	Administrators	1	-	-	-	-
2	Work Technicians	1	-	-	-	-
3	Secretaries	1	-	-	-	-
4	Assistant Class I	3	1	-	-	-
5	Assistant Class II	4	1	1	1	1
6	Assistant Class III	1	-	-	-	-
7	Draftsmen cum Overseer	1	-	-	-	-
8	Bailiffs	2	-	-	-	-
9	Peons	2	1	1	1	1
10	Clerk Category Q	6	-	-	-	-
11	Clerk Category R	15	-	-	-	-
12	Clerk Category S	9	9	-	2	2
	Total	46	12	2	4	4
	Existing staff Clerk	17	Nil	Nil	Nil	Nil
	Existing Staff Peon	3	-	-	-	-
	Vacant	48	-	-	-	-

Note:

1. Shri. Sagar A. Dessai, UDC, requisitioned by the office of the Deputy Collector & SDO Quepem
2. Smt. Mamta Kambli, LDC , requisitioned by the Office of the Collector South Goa, Civil Administration Branch



**OFFICE OF THE COLLECTOR, SOUTH GOA DISTRICT, MARGAO-GOA**  
**Civil Administration Branch, Collectorate Bldg., Margao – Goa.**  
E-mail: cab-cols.goa@nic.in

File No.52/09/2007/CAB/vol-III/1658

DATE: 26/03/2025

To,  
The Under Secretary (Revenue-I),  
Secretariat, Porvorim-Goa.

Sub:-Proposal for Recruitment/Deployment of staff from GHRDC.  
Ref No. 1. 52/09/2007/CAB/VOL-III/632 dated 19/07/2024  
2. 52/09/2007/CAB/VOL-III/1206 dated 18/12/2024

Sir/Madam

In continuation to this office letters dated 19/07/2024 and 18/12/2024 on the above cited subject it is submitted that this office is in receipt of letter No. ACSZ/97/EST/2024-2025/711 dated 17/01/2025 from the office of the Administrator of Comunidade regarding Recruitment / Deployment of staff. The Administrator has informed that there is shortage of staff in the office of the Administrator of Comunidade, South Zone and further it is stated that the office of Administrator is being managed by only 19 clerical staff and 3 peons which is insufficient to handle the work load, and that present staffs are managing multiple responsibilities leading to delay in work and public services.

The details of the staff of the Office of the Administrator of Comunidades of South Zone is as follows:-

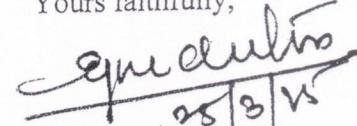
Sr. No	Name of Employee and Designation	Present Posting	Remarks
1	Shri. Vivek V. N. Dessai, UDC	Head Office	Due for retirement on superannuation 31/12/2025
2	Shri. Sagar A. Dessai, UDC	Requisitioned by Dy. Collector Quepem	
3	Smt. Ubaldina Rodrigues Escrivao, LDC	Comunidade of Davorlim Dicarpale, Betalbatim and additional charge in Administrator office as 3 <sup>rd</sup> key holder / Cashier	
4	Shri. Shividas H. Borkar, Escrivao/LDC	Comunidade of Cortalim, Quelossim, Sancoale and additional charge of Chicalim, Chicolna, Vaddem, Dabolim	Due for retirement on superannuation 31/10/2025
5	Smt. Epifania Rodrigues,	Comunidade of Varca, Carmona Orlim, Cavelossim, additional	

	Escrivao, LDC	charge in Head Office as Dealing Clerk of Margao, Aquem, Telaulim, Nagoa Verna, Loutolim Comunidade and APIO	
6	Smt. Mamta M. Kambli, LDC	Requisitioned by Civil Administrator Branch, Office of the Collector South Goa, Margao	Dealing clerk of all Comunidade matter of South Zone, i.e. LAQ, RTI, Court matter, Staff Matter and all correspondence.
7	Shri. Pramod V. Gaunkar, Escrivao/LDC	Comunidade of Ambaulim, Adnem, Balli, Cusmora, Cayrem, Fatorpa, Naqueri, Provincia de Balli, Pirla Quepem, Quitol, Quedem, Sirvoi	Retired on superannuation on 28/02/2025
8	Shri. Uday Dessai, Escrivao / LDC	Comunidade of Conacona, Cola, Gaundongrem Loliem-Polem Nagorcem-Palolem, Poinguinim	
9	Shri. Amaro Afonso, Escrivao/LDC	Comunidade of Margao, Aquem, Telaulim, Verna	
10	Shri. Amar V. Prabhu Dessai Escrivao/LDC	Comunidade of Ambelim, Assolna, Chinchinim, Velim of Salcete Taluka, Assilda, Avedem, Chaifi, Xic-Xelvona, Cotombi, Curchorem, Cacora, Molcornem, Odar, xelvona, Xeldem of Quepem Taluka	Retired on superannuation 31/01/2025
11	Shri. Nilesh N. Dessai, Escrivao/LDC	Comunidade of Benaulim, Cana, Colva, Duncolim, Gandaulim, Sernabatim, Seraulim, Vanelim	
12	Shri. Dayanand S. Fal Dessai, escrivao/LDC	Comunidade of Calata, Gonsu, Majorda, Nagoa, Raia Utorda	Retired on superannuation 31/01/2025
13	Miss. Virginia N. C. Pereira, Escrivao/LDC	Comunidade of Deussua, Dramapur, Sarzora, Sirlim and additional charge in Head office as dealing Clerk of Comunidades of Mormugao Taluka	
14	Shri. Naresh G. Dessai, LDC	Head Office, Encroachment matters, Court Clerk	
15	Smt. Utkarsha U. Velip, LDC	Head Office Outward Clerk and dealing Clerk of Comunidades of Salcete Taluka	
16	Smt. Manisha Luis, Escrivao/LDC	Comunidade of Cavorim, Chandor, Curtorim, Guirdolim, Macazana	
17	Smt. Sulaksha P. N. Gauncar, Escrivao/LDC	Comunidade of Astragrar, Colomba, Curdi, Netorlim, Rivona, Jaqui-Nundem	

18	Smt. Rekha Kadam, LCD	Head Office	
19	Shri. Keshav B. Naik, Escrivao/LDC	Comunidade of Loutolim, Camorlim, Marmugao, Arossim, Cansaulim, Cuelim, Issorcim, Pale, Velsao	
20	Shri. Jayamti alias Kamini K. Udpikar, Peon	Head Office	Duty of Inward Clerk
21	Shri. Denzyl Vaz, Peon	Head Office	Assist Inward Clerk
14	Shri. Swapnil M. Dessai, Peon	Head Office	

In light of the above circumstances, the proposal of the Administrator of Comunidades of South Zone, Margao for recruitment/deployment of staff from GHRDC is being submitted with request to consider the same and to convey approval of the Government.

Yours faithfully,



(Egna Cleetus, IAS)

Collector  
South Goa District  
Margao Goa

Encl: As above.

Copy to:- 1. The Administrator of Comunidades of South Zone, Margao-Goa.  
2. P.A. to Collector of South Goa  
3. Guard file