

INTRODUCTION

The Government of Goa in its Budgetary Speech 2012-13 declared Football as the Official Sport of the State of Goa on 26th March 2012 and constituted the “Goa Football Development Council (GFDC)” with the objective of development of Football in the State. To give effect to the Government Resolution the Council has been registered as Society under Societies Registration Act, 1860.

GFDC has established in rural and urban areas 39 football development centres which are located at Aldona, Ambelim, Amone-Canacona, Arambol, Benaullim, Carmona, Collem, Colvale, Corlim, Cortalim, Cuncolim, Davorlim, Devabhag, Divar, Dona-Paula, Fatorda, Khandepar, Mandrem, Marcel, Mayem, Maina-Curtorim, Navelim, Paroda, Pernem, Poirra, Quepem, Sanquelim, Santa-Cruz, Savoi-Verem, Seraulim Shiroda, Siolim, Socorro, Uguem, Utorda, Vagator, Valpoi, Zarme-Valpoi and Zuarinagar.

GFDC has done tremendous work and are currently having:

Total number of Boys Trainees Registered: 3968

Total number of Girls Trainees Registered: 1356

Total Number of Coaches: 87

(i) The Aims, functions and duties;

1. To advise the Government on all matters concerning the Sport of Football.
2. To coordinate and harmoniously complement the activities of the AIFF, the GFA, the SAG, local governing bodies such as municipalities, ZillaParishads and Panchayats, organizations promoting Football and other Government authorities and Departments.
3. To recommend to the Government release of financial and other assistance to organizations promoting Football.
4. To conceive, draw up and ensure implementation of development plans for the promotion of football and improvement of activities and standards in Football within the State.

5. To monitor and report to the Government on existing schemes for the promotion of Football in the State.
6. To conceive, initiate, undertake, sponsor, stimulate and encourage Research and Development in Sports and Football related medicines, bio-chemistry, psychology and other allied sciences.
7. To conceive, plan and implement Football development centres at convenient places in Goa to promote Football with special emphasis on development of football in notified districts, talukas and other areas.
8. To initiate, sponsor and encourage research in Football equipment in Goa including but not limited to the production and/or manufacture of standard and specialized Football equipment.
9. To conceive, plan and ensure implementation of Football infrastructure by way of playgrounds, ancillary buildings and other facilities within the State.
10. To conceive and ensure implementation of welfare schemes for retired Football players, coaches, referees and administrators.
11. To advise the Government on all matters relating to promotion of Football, on improvement of Football standards, on other matters related to or impacting Football in the State and on other matters which it may like to recommend on its own to the Government and other departments and authorities.
12. To organize seminars, conferences etc., on different aspects of Football at State, National and International level.
13. To assist the SAG, the GFA, and other authorities and departments at the Centre and State in implementing schemes for Football.
14. To do all such acts as it may be directed to perform by the Government for furtherance of the Sport of Football in Goa.

HEAD OFFICE

Goa Football Development Council
SAG Athletic Stadium, Bambolim – Goa 403202

Tel:

Website: www.gfdc.in

E-mail: contact@gfdc.in

Working Hours for Office and Public:

Monday to Friday (excluding public holidays, Saturdays and Sundays)
between 9:30 am to 5:45 pm

(ii) The powers and duties of its officers and employees;

Sr. No	Name of the Post	Powers and Duties
	Chairman	<ul style="list-style-type: none">• Shall preside over the meetings of the Council.• Shall accord sanction to any supplementary budget.• Shall appoint and delegate such powers as deemed necessary to a Vice-Chairman from amongst the members of the Council.• May in case of emergency, take decision on important and urgent matter as submitted by the Member Secretary, provided the matter and decision taken are expeditiously conveyed to the other members of the Council.• Shall instruct the Member Secretary to convene meetings of the Council as and when necessary.• Shall have a casting vote in case of a tie on the decision during a meeting of the Council, when a difference of opinion amongst the members present at the meeting prevents the majority opinion being arrived at.
	Vice - Chairman	<ul style="list-style-type: none">• Shall exercise such powers and discharge such functions as may be delegated to him by the Chairman.• Shall preside over the meetings of the Council in the absence of the Chairman and shall exercise all functions and power of the Chairman on his behalf during the period of the Chairman's absence
	Member Secretary	<ul style="list-style-type: none">• Shall be and act as the Chief Executive Officer of the Council and shall be responsible for day to day administration of the Council on the instructions of the Chairman.• Shall on instruction for the Chairman of the Council, convene the meeting of Council and prepare the agenda of approval and circulation, incorporating points

		<p>submitted by the Chairman and other members of Council.</p> <ul style="list-style-type: none"> • Shall prepare, have confirmed with the Chairman and communicate the minutes of the meeting of the Council. • Shall be responsible for the arranging to have kept proper accounts of the Council. • Shall recommend or forward any urgent matter to the Chairman for advice and decision. • Shall be responsible for implementing all the decisions of Council. • Shall be convenor and ex-officio member of all Standing Committees appointed by Council. • Shall in consultation with the Chairman of the Council prepare an annual budget before the close of the financial year and submit it to the Government for approval and making necessary budgetary provisions. • Shall sign / execute any legal documents and contracts on behalf of the Council to implement decisions of the Council and / or the Government. • Shall assist the Chairman of the Council in the day to day function of the Council. • Shall perform and execute any other reasonable work entrusted to him by the Chairman from time to time.
	<p>Administrative Officer</p>	<ul style="list-style-type: none"> • Head of Administrative & H.R. section. • Supervision and guidance to the staff. • Scrutiny of all administrative files. • Administrative & H.R. related advice to the Council. • P.I.O. and all matters related to R.T.I. Issuing of various circulars, office memorandums etc.
	<p>Football Development Officer (Co-ordination)</p>	<ul style="list-style-type: none"> • Manage Football Development Centers. • Conduct administrative checks of the Centers. • Conducting Centre Head meetings to address general activities/issues pertaining to GFDC centers

		<ul style="list-style-type: none"> • Ground work/check list/working out financial implication for opening new training centers & planning inauguration programme. • Conducting courses, seminar/conferences, promotional & development programme. • Planning & organizing GFDC football events viz. intra/inter centers matches, AFC grassroots festival etc. • Planning & organizing GFDC coaching camps. • Manage travel and schedule.
	Procurement Officer	<ul style="list-style-type: none"> • In charge of Purchase Section. • To handle all procurement required for Council. • Floating of tenders, inviting quotations etc. • To ensure that proper account of stores is maintained.
	Personal Secretary/ Personal Assistant	<ul style="list-style-type: none"> • Personal Secretary to Chairman/Member Secretary. • All work allotted by Chairman and Member Secretary. • Organize and schedule meetings and appointments. • Liaising with various departments. • Handling of e-mail account of Chairman/Secretary. • Any other work allotted by Member Secretary/Chairman
	Sr. Accountant.	<ul style="list-style-type: none"> • Overall supervision/ scrutiny of all processed files of accounts section of GFDC. • Assisting Finance Advisor in preparing budgeting of GFDC. • Reconciliation of expenses incurred. • Liaising with Government offices banks etc. • R.T.I. and LAQ matters relating to accounts section. • Any other work assigned by higher authorities.
	Accountant.	<ul style="list-style-type: none"> • Preparation of salary bills of staff & coaches. • Processing of academy and centers contingent bills. • Income tax and related matters. • Assisting in preparation of Budget.

		<ul style="list-style-type: none"> • Maintenance of relevant Accounts registers.
	Technical Assistant.	<ul style="list-style-type: none"> • Overall In-charge of MOUs of Centre trainees with GFDC. • To inspect Centers and preparation of Centre visit reports. • Monitor training sessions at GFDC Training Centers. • Assist Technical In-charge/F.D.O. (Coaching) in all outdoor activities including coaching courses, Workshop etc. • Issue of N.O.Cs to GFDC trainees to play for other Clubs. • Perform duties of Personnel Secretary and Personal Secretary during their absence. • All such other work allotted by Higher Authorities
	Accounts Clerk.	<ul style="list-style-type: none"> • Checking of all reports of North & South Goa Centers/Academics and Pre-academics. • Preparation of contingent bills of centers/academies. • Maintenance and updating of bank books. • Maintenance of relevant registers. • Processing travelling allowances bills of coaches and trainees
	Office Assistant.	<ul style="list-style-type: none"> • Maintenance of office equipment, and vehicle files • Preparation of sports equipment bills etc. • Maintenance of Leave records • Maintenance of relevant registers • All typing work. • Processing of telephone, electricity water, newspaper and other recurring bills. • Any other work allotted by higher authorities from time to time.
	Front Office Assistant.	<ul style="list-style-type: none"> • Inward/Outward • Answer and direct phone calls. • Maintain contact list. • Maintenance of Personal files. • Maintenance of leave records • Develop and maintain a filing system.
	Driver. (Light/Heavy)	<ul style="list-style-type: none"> • Driving Govt. Vehicles for official use as and when required.

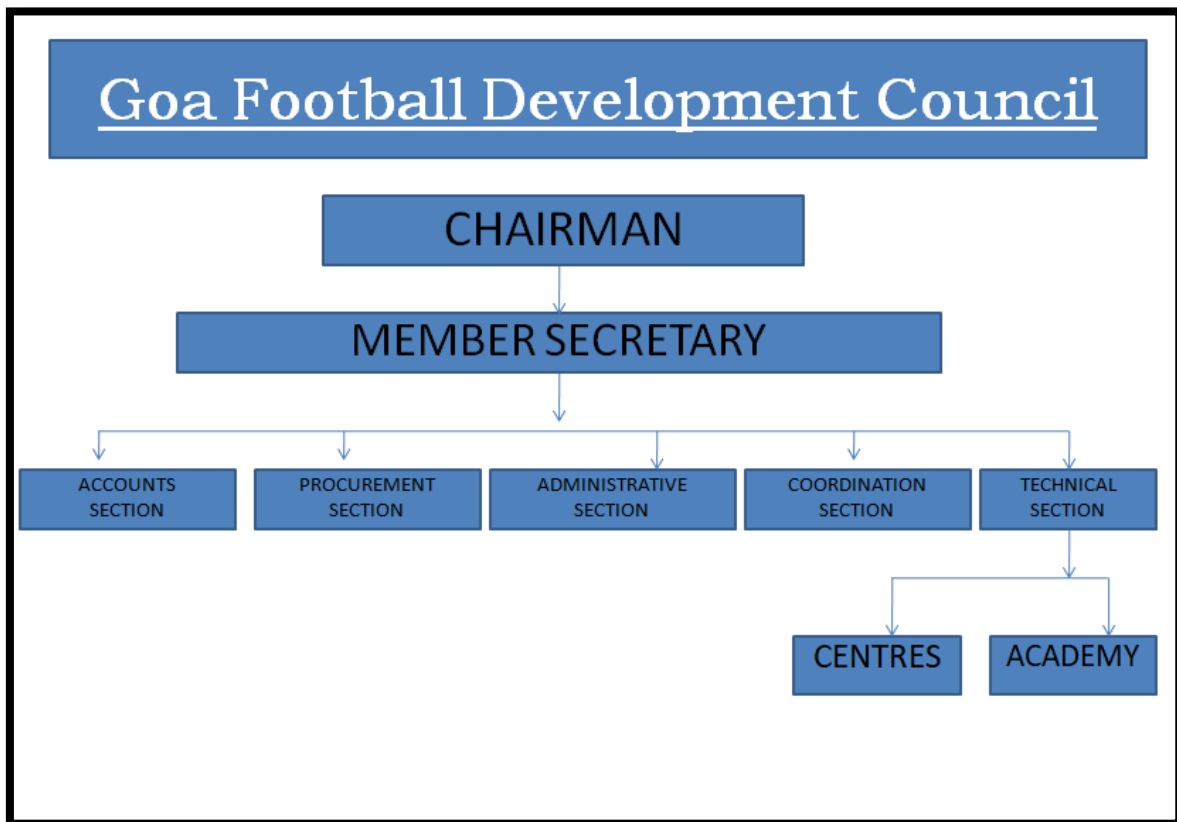
	Office Attendant.	<ul style="list-style-type: none">• To attend Chairman/ Member Secretary.• To attend other officers/ officials of GFDC.• Delivering correspondence to other departments/ offices.• All postal work.
--	-------------------	--

.

(iii) the procedure followed in the decision making process, including channels of supervision and accountability;

ORGANIZATIONAL SET UP

The Society is under the administrative control of Department of Sports & Youth Affairs. The management of the affairs of the society is vested with Council Committee nominated by the Government. Being an Autonomous Body, GFDC follows the Circulars/Guidelines issued by Central & State Government from time to time and as applicable to State Government PSUs.



ACCOUNTS SECTION

The Accounts Section deals with all the budgetary work of the Office including framing of Annual Budget, preparing of Performance Budget, Revised Estimates, Monthly Expenditure Statements.

PROCUREMENT SECTION

All the requisite Sports equipment as per the technical requirements are duly procured by this section and made available to the registered

trainees at the various Grassroot Centres, Pre-academies and Residential Academy. This section also procures all other items as required by the office.

ADMINISTRATIVE SECTION

The Administration Section of this Office looks after all such duties related to the establishment work of the Office.

CO-ORDINATION SECTION

The Co-ordination Section deals with the following:

1. Management of the Grassroot Centres and Residential Academy
2. Organization of Vacation Camps, Football Festivals/Tournaments, Goa International Football Table (GIFT), Goa Club Conferences

TECHNICAL SECTION

This section of the office has been set up to provide systematic coaching on scientific lines to the budding talent in Goa by experienced and qualified Coaches at the grassroot level registered at the various Grassroot Centres and Residential Academy. This section also conducts Refresher Courses, Workshops, Seminars and Orientation Courses from time to time for the benefit of Coaches to acquaint them with the latest techniques, skills and Training methodology so as also to update their knowledge and equip them adequately.

Grassroots Football Development Centres

The registered trainees between ages 6-14 are provided training in football along with adequate nutrition and kits at Grassroot Centres spread across the State. Those attending training are given full kit i.e. jersey, shorts, shinguard, socks and boots.

With the help of nutritionists, assessment of Anthropometrics and Nutritional requirement is carried out of each trainee. Talks & advice to parents of trainees is given on the dietary requirements for the budding footballers. Medical examination of the trainees is also carried out.

Residential Academy

GFDC's Residential Football Academy had started in June 2016 at Margao with 30 boy trainees. The GFDC will be providing the trainees with free boarding, lodging and football coaching along with educational facilities.

The trainees boarding and lodging is provided at St. John Paul II Complex, Borda-Margao and schooling at Holy Spirit Institute, Margao. Football training is being provided at DSYA Ground – Seraulim and Artificial Turf Ground – PJNI Stadium Fatorda.

In the year 2019 GFDC enrolled 2nd batch of 18 trainees from its GFDC centres. The previous batch of 30 boy trainees of GFDC residential academy have graduated after 3 years and have signed for prominent football clubs such as FC Goa, Dempo, Salgaocar FC, Reliance Foundation Young Champs and most importantly for the Indian National Football Team.

(iv) The norms set by the Council for the discharge of its functions.

The existing provisions of the Rules lay down the norms regarding discharge of duties in carrying out the functions of the said rules.

1) A statement of the categories of documents that are held by it for under its control Register:-

1. Muster Roll
2. Inward register
3. Outward Register
4. Outward File Register
5. Office Files register
6. Casual/Earned leave/Commuted leave/Register.
7. Movement of files Register
8. Dead Stock Register.
9. Consumable items Register.
10. Sports Equipment Inventory Register
11. Residential Academy/Office Inventory register
12. Cartridges register
13. Office Movement Register
14. Vehicle logbook register
15. Cheques issued register
16. Grants received register
17. Session Plans register (North & South)
18. Centre Report register
19. MoU register

2) Files

1. Files/records for promotion/recruitment/creation of new posts.
2. Records of Confidential Reports (CRs).
3. Office Order Files.
4. Miscellaneous File
5. Personal files.
6. Files related to the concerned subject matters.

3) Decision making process (including channels of supervision and accountability) The Member Secretary in consultation with the Chairman arrives at a particular decision on important matters to ensure smooth and effective functioning of the Council. The Member Secretary has the authority to exercise all financial and disciplinary and other powers. The final authority in the decision making process rests with the Chairman with the approval of the Government.

4) Norms set for Discharge of its functions: The Council is headed by the Member Secretary who is Head of Department. Member Secretary is

also known as the Chief Executive Officer of the Council and is presently assisted by Administrative Officer, Procurement Officer, Football Development Officers (Management) and Senior Accountant.

(v) The rules ,regulations ,instructions, manuals and records held by the commission or under its control are used by its employees for discharging its functions.

Rules, regulations, instructions, manual and records for discharging functions Guidelines/Circulars/Office orders issued to employees from time to time.

(vi) A statement of the categories of documents that are held by the Council or under its control.

Documents are held as per the norms followed in point (iv) above

(vii) The particulars of any arrangement that exist for consultation with, or representation by, the members of the public in relation to the formulation of Council's policy or implementation thereof.

Nil

(viii) a statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Constitution of the Board – GENERAL BODY

1. Chairman : Shri. Brahmanand Shankhwalkar
2. Vice Chairman: Dr. Shrikant Azgaonkar
3. Member secretary: Shri. Brijesh Manerkar
4. Member: Shri. Shantaram Naik
5. Member: Shri. Sanjiv Nagvekar
6. Member: Shri. Pradeep Chodankar
7. Member: Shri. Avertano Furtado
8. Member: Shri. Caitano Fernandes
9. Member: Shri. Bruno Coutinho
10. Member: Shri. Lector Mascarenhas
11. Member: Shri. Collin Vaz
12. Member: Shri. Valente Fernandes
13. Member: Shri. Jovito Lopes
14. Member: Shri. Maria Rebello

Constitution of the Board – COUNCIL COMMITTEE

1. Chairman : Shri. Brahmanand Shankhwalkar
2. Vice Chairman: Dr. Shrikant Azgaonkar
3. Member Secretary: Shri. Brijesh Manerkar
4. Member: Shri. Shantaram Naik
5. Member: Shri. Sanjiv Nagvekar
6. Member: Shri. Pradeep Chodankar
7. Member: Shri. Avertano Furtado
8. Member: Shri. Bruno Coutinho
9. Member: Shri. Lector Mascarenhas
10. Member: Shri. Caitano Fernandes
11. Member: Shri. Jovito Lopes

(ix) a directory of its officers and employees;

<u>Sr. No.</u>	<u>Name</u>	<u>DESIGNATION</u>	<u>CONTACT</u>
1	Shri. Brahmanand Shankhwalkar	Chairman	

2	Shri. Brijesh Manerkar	Member secretary	
3	Franklyn Roncon	Football Development Officer (Co-ordination)	
4	Soniya J. Parab	Front Office Asst	
5	Gaurish Zalmi	Driver	
6	Chandrashekhar Chopdenkar	Driver	
7	Malcolm De Lima	Accounts Assistant/Cashier	
8	Vishal H. Shirodkar	Driver	
9	Caetano X. Lazro	Office Assistant /Store-Keeper	
10	Denzil Perira	PA/Personal Secretary	
11	Yogesh Dabholkar	Accountant/Accounts Officer	
12	Jivanand Mukund Gaude	Accounts Assistant	
13	Mario Simplicio Palha	Office Attendant	
15	Alisha Gama	PA/Personal Secretary	
16	Prakash Karmalkar	Driver	
17	Akhil Verlekar	Office /Accounts Assistant	
18	Prakash Gaonkar	Office Attendant	
19	Shrinivas Ankolekar	Procurement Officer	
20	Lawjyo Gomes	Technical Assistant	
22	Priyanka Bhaidkar	Accountant	

(x) the monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations;

<u>Sr. No.</u>	<u>Name</u>	<u>DESIGNATION</u>	<u>Consolidated Salary</u>
-----------------------	--------------------	---------------------------	-----------------------------------

1	Shri. Brahmanand Shankhwalkar	Chairman	Not applicable
2	Shri. Brijesh Manerkar	Member secretary	
3	Franklyn Roncon	Football Development Officer (Co-ordination)	38,800
4	Soniya J. Parab	Front Office Asst	18,700
5	Gaurish Zalmi	Driver	18,700
6	Chandrashekhar Chopdenkar	Driver	18,700
7	Malcolm De Lima	Accounts Assistant/Cashier	20,100
8	Vishal H. Shirodkar	Driver	18,700
9	Caetano X. Lazro	Office Assistant /Store-Keeper	20,100
10	Denzil Perira	PA/Personal Secretary	20,100
11	Yogesh Dabholkar	Accountant/Accounts Officer	38,800
12	Jivanand Mukund Gaude	Accounts Assistant	20,100
13	Mario Simplicio Palha	Office Attendant	18,500
15	Alisha Gama	PA/Personal Secretary	20,100
16	Prakash Karmalkar	Driver	18,700
17	Akhil Verlekar	Office /Accounts Assistant	20,100
18	Prakash Gaonkar	Office Attendant	18,500
19	Shrinivas Ankolekar	Procurement Officer	37,200
20	Lawjyo Gomes	Technical Assistant	35,600
22	Priyanka Bhaidkar	Accountant	35,600

(xi) the budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;

Particulars	2019-20	18-19	17-18	16-17	15-16	14-15
Grant received from Govt of Goa	489.95	467.26	500	540	340	450

Revenue	1.25	3.93	5.63	8.61	19.56	16.39
Expenses	535.54	568.54	554.22	627.32	420.72	457.88

(xii) The manner of execution of subsidy programmes, including amounts the allocated and the details of beneficiaries of such programmes.

NIL

(xiii) Particulars of concessions, permits or authorizations granted by the organization.

NIL

(xiv) Details in respect of the information, available to or held by the Council, reduced in an electronic form

Information is available in print, visual, electronic and social media mode, effectively publicizing policies and programs of the government on the website and facebook page. Releasing Press notes and Photographs to print, electronic and visual media through emails.

(xv) the particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

- Monday to Friday (excluding public holidays, Saturdays and Sundays) between 9:30 am to 5:45 pm
- Official Website (www.gfdc.in)

(xvi) The names, designations and other particulars of the Public Information Officers;

First Appellate Authority: Shri. Brijesh Manerkar, Member Secretary
Public Information Officer: Shri. Yogesh Dabholkar, Administrative Officer

Address:

Goa Football Development Council
SAG Athletic Stadium,
Bambolim – Goa, 403202

GRIEVANCES REDDRESSAL

Any grievances/complains may please be addressed to:

Shri. Yogesh Dabholkar

Administrative Officer

Goa Football Development Council

SAG Athletic Stadium, Bambolim – Goa 403202

TEL:

E-mail: contact@gfdc.in

PUBLIC INFORMATION OFFICER

General Information may be obtained from:

Shri. Yogesh Dabholkar

Administrative Officer

Goa Football Development Council

SAG Athletic Stadium, Bambolim – Goa 403202

TEL:

E-mail: contact@gfdc.in

* Any information regarding the functions or any other activities pertaining to GFDC can be obtained from the office.