

**The Corporation functions under the provisions of the following Acts/Rules:**

- Companies Act
- Certified Standing Orders (CSO)
- Central Civil Services (Conduct) Rules (CCS – Conduct)
- Government Circulars / Amendments issued from time to time
- Industrial Disputes Act
- Factories Act
- Employees' Provident Funds and Miscellaneous Provisions Act / Employees' State Insurance Act

**The Statistical Section consists of the following staff:**

- Statistical Officer (SO)
- Upper Division Clerk (UDC)
- Lower Division Clerk (LDC)

**1. Rules and Regulations:**

All staff members adhere to the applicable rules and regulations as prescribed in the work orders issued from time to time. Additionally, instructions issued by the Head of the Section are followed regularly for effective discharge of duties.

**2. Receipt of Correspondence:**

All correspondence/letters received from Government Departments, other Departments or concerned Sections are duly inwards either manually or through the Management Information System (MIS).

**3. Maintenance of Records:**

Proper records of all incoming correspondence and related documents are systematically maintained in the section.

**4. Processing of Matters:**

Compilation and monitoring of various types of Reports such as Earning, Accidents, Operational Reports, Break-down Analysis, Tyre Performance, HSD KMPL Report and submission of the same to the Management for decision making and to take corrective action from time to time.

**5. Provide required statistical information periodically to Government bodies(e.g. Directorate of Planning, Statistics & Evaluation, Ministry department) etc.**

Coordinate material from respective section for Goa Legislative Assembly and Lok Sabha questions & submit replies on time.