

*COMPILATION
OF
INFORMATION*



*INFORMATION AS REQUIRED
UNDER SECTION 4 (B) OF THE
RIGHT OF INFORMATION ACT, 2005.*

*UT ADMINISTRATION OF
DAMAN AND DIU
DAMAN – 396 220.*

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OFFICE OF CHIEF ELECTORAL OFFICER, DAMAN AND DIU, DAMAN

(I) ORGANISATION, FUNCTIONS AND DUTIES OF THE OFFICERS

The Development Commissioner of U.T. of Daman and Diu has been declared as Chief Electoral Officer for the U.T. of Daman and Diu by the Election Commission of India. The Development Commissioner, Daman and Diu has also been declared as Director of Panchayat Election and Director of Municipal Election by the State Election Commission of Daman and Diu. Shri Dharmendra, Development Commissioner is at present, working as Chief Electoral Officer, Director of Panchayat Election and Director of Municipal Election.

In the performance of his functions, the Chief Electoral Officer is insulated under the various laws like Representation of People Act, 1950, Representation of People Act, 1951, Conduct of Election Rules, 1961 and Registration of Electoral Rules, 1960. The main functions of the C.E.O. is to hold of Parliamentary Election, under the superintendence, directions and control of Election Commission of India. The elections to Village Panchayats and Municipalities are conducted under the superintendence, directions and control of State Election Commission.

The Office of the Chief Electoral Officer issues the directions to the Returning Officers/Electoral Registration Officers, from time to time in respect of preparation, maintenance and periodical updates of the electoral roll which shows who is entitled to vote. During the electioneering, it monitor the election campaigning, including contesting candidates etc. as per the directions of Election Commission. It also monitor with the coverage of election process by the Media, organization of Polling Booths where voting took place and look after the counting of votes and the declaration of results. The Election Commission of India has introduced voting system by Electronic Voting Machine and identification of voters during the voting by means of EPIC, which are prepared and distributed to the voters by Returning Officers in Daman and Diu. All these is done to ensure the election can take place in order and fairly manner.

The election are conducted under the laws, provisions and supplementary laws made by Parliament. The Major laws are Representation of People Act, 1950, which deal with preparation and revision of Electoral Roll for parliament election, Representation of People Act, 1951, which deals with organization to conduct of Parliamentary Election. For Local Bodies Elections, the Daman and Diu Village Panchayats (Amendment) Regulation, 1994 and Rules made thereunder, and the Daman and Diu Municipalities (Amendment) Regulation, 1994 are enforced in Daman and Diu.

The Office of the Chief Electoral Officer, Daman and Diu has its headquarters at Secretariat, Moti Daman. The Office of the Chief Electoral Officer are provided with one Dy. Secretary (Election) for manning the department, one U.D.C. and one Peon as staff members. The Collector, Daman is Returning Officer for 1 – Daman & Diu Parliament Constituency and Collector, Diu, Dy. Collector (HQ), Daman are the Asstt. Returning Officers for 1 – Daman & Diu Parliament Constituency.

(II) DECISION MAKING PROCESS

All the decisions in respect of conduct of election, revision of electoral roll and preparation and issue of Electoral Photo Identity Cards are being taken at the level of Chief Electoral Officer as per the guidance/instructions issued by Election Commission of India from time to time.

(III) LAWS/REGULATIONS REGULALTED BY OFFICE OF THE CHIEF ELECTORAL OFFICER

- (a) Representation of People Act, 1950.
- (b) Representation of People Act, 1951.
- (c) Daman and Diu Village Panchayats (Amendment) Regulation, 1994.
- (d) Daman and Diu Municipalities (Amendment) Regulation, 1994.
- (e) Daman and Diu Village Panchayats (Election Procedure) Rules, 1995
- (f) Daman and Diu Municipalities (Elections) Rules, 1995.
- (g) Registration of Electoral Rules, 1960.
- (h) Conduct of Election Rules, 1961.

(IV) DOCUMENTS AVAILABLE WITH THE OFFICERS OF C.E.O.

- (a) Electoral Roll for 1 – Daman & Diu Parliamentary Constituency.
- (b) Electoral Roll for Village Panchayat Wards.
- (c) Electoral Roll for Municipality Wards.

(V) POLICY FORMULATION

The Office of the Chief Electoral Officer does not deals with any policy formulation, it works under the superintendence , directions and control of Election Commission of India.

(VI) STATEMENT OF BOARD, COUNCIL AND COMMITTEE, ETC.

The Office of the C.E.O. does not have any Board, Council and Committee, etc. It works under the superintendence, directions and control of Election Commission of India.

(VII) DIRECTORY OF ITS OFFICE AND EMPLOYEES AND REMUNERATION

The following officers and employees are working in the Office of the Chief Electoral Officer:

1. Shri Dharmendra, Chief Electoral Officer, Daman & Diu - Remuneration Rs.32292/- p.m.
2. Shri P.S.Jani, Dy.Secretary (Election), Secretariat, Daman - Remuneration Rs.15620/- p.m.
3. Shri S.D.Modasia, Superintendent (Election), Daman - Remuneration Rs15902/-p.m.

The above officers are working in the Office of the Chief Electoral Officer and remuneration paid to them are shown against their names.

(VIII) PLAN BUDGET ALLOCATION

There is no Plan budget allocation for the Office of the Chief Electoral Officer, Daman and Diu. However, Non-Plan budget to the tune of Rs. 10 lakhs has been provided to the Office of the Chief Electoral Officer, mainly for the use of salary, office expenses, maintenance of Electoral Roll, issue of Electoral Photo Identity Cards, maintenance of Electronic Voting Machines and storage of Ballot Boxes etc.

(IX) MANNER OF EXECUTION OF SUBSIDY PROGRAMME

The Office of Chief Electoral Officer does not deal with any subsidy programme.

(X) DETAILS IN RESPECT OF INFORMATION IN AN ELECTRONIC FORM

The Office of the Chief Electoral Officer, Daman and Diu has Web Site on Internet. The Web address is : http://ceo_daman.nic.in. E-Mail address of the Chief Electoral Officer is : ceo_daman @eci. Gov.in.

The following information are available on the Web Site of Chief Electoral Office:

1. *Polling Station wise Roll (PDF Format) in English as well as Gujarati Language.*
2. *Polling Station wise Summary of Electors.*
3. *Polling Station wise Figures of Electors.*
4. *Service Electors Information (PDF Format)*
5. *Forms for Addition, Deletion, Correction in name etc. (Form 4, 6, 7, 8, 8A etc. in English) (Gujarati version will also be hosted soon) in PDF format.*
6. *Download link to download the Eroll (PS wise PDF files)*
7. *Online Search of Elector (PDF search AND database search)*
8. *Troubleshooting and FAQ section.*
9. *Organisation details like name, address, phone no., email address etc. of CEO, RO, ARO, Ds etceteras*
10. *Tenders & Notices section.*
11. *News section*

12. Previous Elections Result Statistics.
13. Citizen Charter related to Electoral Roll functionality
14. Important links (NIC, CEO Silvassa, Election Commission, Govt. Web Site Directory etc.)
15. 'Contact us' section.
16. Data related to General Election 2004 like list of Polling Stations, List of Candidates, Affidavits, Voter Turn Out etc.

(XI) FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The Member of public/citizen can contact the Chief Electoral Officer/Dy.Secretary (Election) during office hours for obtaining any information as mentioned above. There is no facility of Library/Reading Room in the Office of C.E.O.

(XII) PARTICULARS OF PUBLIC INFORMATION OFFICER

Shri P.S.Jani, Dy. Secretary (Election), Office of the Chief Electoral Officer, Daman and Diu , Secretariat, Moti Daman has been designated as Public Information Officer for the office of the C.E.O., Daman and Diu, Daman. The Telephone No. is 0260 – 2230665 and Fax No. is 0260 – 2230383.

***OFFICE OF THE EXECUTIVE ENGINEER, PUBLIC WORKS DEPARTMENT,
WORKS DIVISION No.I, DAMAN***

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS & DUTIES

The Public Works Department is the agency of the Administration for construction, maintenance & repairs of all works and buildings under control of the Administration.

The main function of the P.W.D is to execute various Civil & Electrification of buildings Works and maintenance of all Govt. Buildings, Roads & Bridges and Water Supply System. P.W.D. undertakes the execution of all type of civil works, Roads & Bridge Works and Water Supply works such as const. of over head tanks, ground storage sumps. Laying of water supply pipeline etc. This office also takes up the civil works of other Departments also, like Education, Health, Police Department, Port Department, Fisheries Department and other Govt. Residential and Non-Residential buildings like office buildings and Circuit House.

(II) THE POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES

The P.W.D. office is following C.P.W.D. Manual Volume I, II & III for its functions.

C.P.W.D. Manual Vol.I has defined the duties of all the Technical Staff of P.W.D. and accordingly the officers/officials are performing their duties.

C.P.W.D. Manual Vol.II has defined the various Technical/Financial powers to the officers/officials of P.W.D. and accordingly the officers/officials are exercising their Technical/Financial powers as regards to according of Technical sanction to the detailed estimates of various works, acceptance of tenders, issue of work orders, approval of extra/substituted items of the works and payment to the contractors for their completed items of works.

**(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The estimates for the works/scheme are prepared as per the allotment of Funds under various Budget Heads and for the other Department works as per their priority schedule given by them. The estimates for Works/Schemes are prepared by Sub-Divisions and submitted to Division Office for obtaining Technical Sanction and Administration approval & expenditure sanctions from competent authority. On receipt of A.A. & E.S. the works are Tendered and work is awarded to the lowest tenderer. The works is executed at Sub-Divisional level.

The channels of Supervision and accountability are governed by C.P.W.D., Manual Vol. I & Vol. II.

- (a) *Junior Engineer supervise and record the works executed and prepare bills for payment to the agency. Junior Engineer is 100% responsible for recording measurements of items of works in measurement book and bills prepared for payment.*
- (b) *Assistant Engineer test check 50% measurements recorded in measurement books and bill processed for payment.*

(c) Executive Engineer test check 10% of measurements recorded for the items of works and is over all responsible for the execution of works for its quality and execution of works as per C.P.W.D. Specifications Vol. I/II. The bills as received from Sub-Divisions to the Division Office is scrutinized by the accounts section comprising of Divisional Accountant, Accounts clerks etc. and then the bill of the contractor is passed by the Executive Engineer and payment is made to the contractor for the work executed.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

- (a) The Administrative setup is governed by C.P.W.D., Manual Vol. I.
- (b) The works side and execution of the works are governed by C.P.W.D., Manual Vol. II & C.P.W.D. specifications Vol. I & II respectively.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

For discharging its functions by employees, following rules, regulations, instructions, Manual are followed :-

- 1) C. C. S. Rules.
- 2) C. C. S. (conduct) Rules.
- 3) C.P.W.D., Manual Vol. I.
- 4) C.P.W.D., Manual Vol. II.
- 5) C.P.W.D., Manual Vol. III.
- 6) C.P.W.A. Code.
- 7) C.P.W.D. specifications Vol. I & II.
- 8) C.P.W.D. Code.
- 9) Schedule of Rates of Govt. of Gujarat, Valsad Circle for R & B, PHE, electrical works.

(VI) A STATEMENT OF THE CATEGORISES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- (i) Form C.P.W.D. – 6 Notice inviting Tenders.
- (ii) Form C.P.W.D. – 7 For works costing up to Rs. 40,000/-.
- (iii) Form C.P.W.D. – 8 For works costing more than Rs. 40,000/-.
- (iv) Form C.P.W.D. – 9 Supply of Materials.
- (v) Form C.P.W.A. – 10 Summery of indent.
- (vi) C.P.W.D. – 8 General condition of Contract for Central P.W.D. works.
- (vii) Measurement Books.

(VII) THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Not Applicable.

(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

Not Applicable.

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Not Applicable.

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

Not Applicable.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Not Applicable.

(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

Not Applicable.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The Heads of offices are designated as Public Information Officers vide order No.1/58/Home/2005/676, Dated:-13/09/2005 issued by Deputy Secretary (Home). And as per the said order, the following officers stand designated as Public Information Officers for P.W.D. :-

1) Shri V. H. Jethwa, I/c. Executive Engineer, P.W.D., W.D. - I, Daman.

- 2) *Shri D. S. Prabhakar, Assistant Engineer, P.W.D., S.D. - No. I, Nani Daman.*
- 3) *Shri A. G. Oza, Assistant Engineer, P.W.D., S.D. - No. II, Nani Daman.*
- 4) *Shri S. R. Rana, Assistant Engineer, P.W.D., S.D. - No. IV, Nani Daman.*

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Not Applicable.

TRANSPORT DEPARTMENT, DAMAN

(I) PARTICULAR OF ORGANIZATION: - TRANSPORT DEPARTMENT, UT OF DAMAN & DIU

The Transport Department is functioning under the various provisions of the Motor Vehicles Act, 1988, Central Motor Vehicles Rules, 1989 and Daman & Diu Motor Vehicles Rules, 1989. Taxes are levied according to the provisions of the Goa, Daman & Diu Motor Vehicles Taxation Act, 1974, Goa, Daman & Diu Motor Vehicles Tax Rules, 1974, Goa, Daman & Diu Motor Vehicles Tax (Taxation on passengers & goods) Act, 1974 and Goa, Daman & Diu Motor Vehicles (Taxation on passengers & Goods) Rules, 1975.

Functions of Duties of Department

The transport department provides various services as below:-

1. Issue and Renewal of Motor Driving Licenses
2. Registration and other related works of motor vehicles
3. Issue of Permits for goods and passenger vehicles
4. Collection of Motor Vehicles Taxes
5. Enforcement of Laws related to Motor Vehicle
6. Road Safety Measures
7. Pollution Control and Regulation related to Motor Vehicle

(II) POWERS/DUTIES OF OFFICER & EMPLOYEE

The Assistant Director of Transport, Daman is declared as Head of Office who exercises all the financial powers delegated to Head of office. The Assistant Director of Transport is also designated as Registering Authority and Licensing Authority / Taxation Authority and Member Secretary – State Transport Authority. The Motor Vehicles Inspector is immediate highest technical authority looking after all the workings of Department including policy-making decision. Department has three LDCs and three Data Entry Operators (Daily Wages) who are handling the works of registration of vehicles on computers by implementing VAHAN software developed by the NIC and works related to Motor Driving Licences.

(III) *The procedure followed in the decision making process, including channels of supervision and accountability:*

As per the Administrative Directives/instructions, policy decision is taken only after obtaining approval of highest competent authority i.e. Hon'ble Administrator, after submitting proposal through Director of Transport / Head of Department / Secretary (Transport) and vetting through Law Secretary, if required.

(IV) **THE FORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

The applications for various services are disposed off within the time frame fixed in the Citizen Charter of UT Administration of Daman & Diu. Time fixed for disposal of various applications are as below:-

<i>Service</i>	<i>Time of disposal</i>
<i>Learner's Licence</i>	<i>Within two working days</i>
<i>Driving Licence</i>	<i>Within Four working days</i>
<i>Renewal of Driving licence</i>	<i>Within four working days</i>
<i>Duplicate Driving Licence</i>	<i>Within four working days</i>
<i>Registration of Vehicle</i>	<i>Within seven working days</i>
<i>Renewal of Certificate of Registration</i>	<i>Within four working days</i>
<i>Alteration of a motor vehicle</i>	<i>Within four working days</i>
<i>Transfer of ownership</i>	<i>Within five working days</i>
<i>Assignment of new registration marks</i>	<i>Within seven days after receipt of confirmation of NOC from concerned RTO of other state/UT</i>
<i>No Objection Certificate</i>	<i>Within seven working days after receipt of police clearance</i>
<i>Change in residence</i>	<i>Within seven working days</i>
<i>Endorsement of Hire-purchase Agreement</i>	<i>Within five working days</i>
<i>Termination of Hire Purchase Agreement</i>	<i>Within five working days</i>
<i>Supply of Registration particulars</i>	<i>Within three working days</i>
<i>Cancellation of registration</i>	<i>Within seven working days</i>
<i>Permits</i>	<i>Within three working days on granting of permit by the State Transport Authority</i>
<i>Temporary Certificate of Registration</i>	<i>Same day</i>

(V) The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

- (i) Motor Vehicles Act, 1988*
- (ii) Central Motor Vehicles Rules, 1989*
- (iii) Daman & Diu Motor Vehicles Rules, 1989*
- (iv) Goa, Daman & Diu Motor Vehicles Tax (Act) 1974*
- (v) Goa, Daman & Diu Motor Vehicles Tax Rules, 1974*
- (vi) Goa, Daman & Diu Motor Vehicles (passengers & goods) Tax (Act) 1974*
- (vii) Goa, Daman & Diu Motor Vehicles (passengers & goods) Tax Rules, 1975*
- (viii) Citizen Charter of Union Territory Administration of Daman & Diu.*

(VI) A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Different kinds of registers are being maintained and preserved by the department viz register for driving licence, permit registers. Day to day cash transaction is maintained in Cash Book.

The registration of motor vehicles and taxation is being carried out on computer by implementing VAHAN software developed by the National Informatics Centre and all the data pertains to registration is stored in server and soft copy as well.

(VII) THE PARTICULAR OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE NUMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

The State Transport Authority is constituted under the Motor Vehicles Act, 1988 and rules made therein under. The committee consists of 05 members comprising 03 officials and 02 Non-official members.

(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 MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF EACH MEETINGS ARE ACCESSIBLE FOR THE PUBLIC.

The State Transport Authority constituted under the Motor Vehicles Act, 1988 in the UT of Daman & Diu for the purpose of granting various kinds of permits and for the identification of parking areas etc... in order to have a control over the Transport Vehicles. The certified copy of order passed by the authority can be obtained by the public on payment of prescribed fee.

(IX) A DIRECTORY OF OFFICERS AND EMPLOYEES

Sr. No.	Name of officer	Designation	Telephone
1.	Shri Kirit D. Vaja	Assistant Director of Transport, Daman	2255140 2251361 (Fax)
2.	Shri Saleem Ahmad	Motor Vehicle Inspector	2255140

(X) MONTHLY REMUNERATION RECEIVED BY EACH OFFICER

Sr. No.	Name of officer	Designation	Salary
1.	Shri Kirit D. Vaja	Assistant Director of Transport, Daman	Rs. 14,216/-
2.	Shri Saleem Ahmad	Motor Vehicle Inspector	Rs. 9,692/-

(XI) BUDGET ALLOCATION 2005-06

PLAN : Rs. 4.70 lakhs

NON PLAN : Rs. 9.40 lakhs

(XII) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

There is no subsidy programme / scheme

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

The information may be treated as nil.

(XIV) DETAILS OF IN RESPECT IN ALL THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

A Citizen Charter containing all the information of the Department is being displayed on web site of NIC, Daman.

(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

A citizen charter has been published by the UT Administration of Daman & Diu in a book form for the information of public in general. Facilities available in the Transport Department is given in the said Charter in details. Apart from this, the boards containing procedures, forms etc.... for activities is also displayed at the office.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Name of Public Information officer	Designation	Phone Number
Shri Kirit D. Vaja,	Assistant Director of Transport	2255140 2251361 (Fax)

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Nil

EDUCATION DEPARTMENT

(I) ORGANISATION, FUNCTIONS AND DUTIES OF THE OFFICERS

Sr. No	Categories of the officials	Power	Duties
1	<i>Secretary Education</i>	<i>The Secretary Education U.T. of Daman & Diu exercise of the power of Head of Department for education and function with power under DFA Rules</i>	<i>Control over entire Department.</i>
2	<i>Director of Education</i>	<i>As per Goa, Daman & Diu School Education Rules, 1986 and School Education Act., 1984, the Director of Education is the competent authority to include any other officers authorised by him to perform or any of the functions of the Director of Education under the said Rules and Act.</i>	<ul style="list-style-type: none"> i) To control the Directorate of Education, UT of Daman & Diu. ii) Powers to open and close the schools. iii) Recognition of the school iv) To release grant to the Grant-in Aid Schools/ Educational Institute. v) Powers to recruit teaching and non teaching staff for the grant -in-Aid schools. vi) To control minority and un-minority school. vii) To control fees for admission , tuition etc. viii) Guidance, monitoring inspection of schools.
3	<i>Addl. Director of</i>	<i>To convey the decision of</i>	<i>To submit all the related files to</i>

	<i>Education/ Deputy Secretary</i>	<i>Secretary Education.</i> <i>To correspondence with the Govt. of India.</i>	<i>the Director of Education.</i>
4	<i>Asstt. Director of Education</i>	<i>Administrative and Academic control, Inspection, Monitoring of the schools of Daman & Diu.</i> <i>Delegated powers of Head of Office for Grant-in-Aid schools and Directorate of Education.</i>	<ul style="list-style-type: none"> - <i>Follows directions, Instructions issued by the Director of Education.</i> - <i>To impart in-service training / Refresher Courses for the teachers to improve the quality of education.</i> - <i>Proposing authority for deputation of officials for the various training conducted by NCERT, NIEPA, NCTE & GOI.</i> - <i>To conduct Board Exam.</i>
5	<i>Dy. Director of Accounts</i>	<i>To control Budget and Account Section of the Directorate of Education, UT of Daman & Diu.</i>	<ul style="list-style-type: none"> - <i>To prepare Annual budget.</i> - <i>To Supervise and monitor Account Section of the Department.</i>
6	<i>Accountant</i>	<ul style="list-style-type: none"> - <i>To control Budget and supervise and monitor Account Section.</i> 	<ul style="list-style-type: none"> - <i>To exam various proposals related with Finance.</i>
7	<i>U.D.C.</i>	<ul style="list-style-type: none"> - <i>To prepare Bills.</i> - <i>To make statements.</i> - <i>Orders and all Officials correspondence</i> 	<ul style="list-style-type: none"> - <i>To implement various centrally Sponsored and UT level schemes.</i>
8	<i>L.D.C.</i>	<ul style="list-style-type: none"> - <i>Typing correspondence etc.</i> 	<ul style="list-style-type: none"> - <i>Typing, correspondence etc.</i>
9	<i>Peon</i>		
10	<i>A.D.E.Is (Administrative & Academic Section)</i>	<ul style="list-style-type: none"> - <i>To supervise send monitor the schools.</i> - <i>To prepare proposal for opening and closing the</i> 	<ul style="list-style-type: none"> - <i>To supervise and monitor the school.</i> - <i>To prepare proposal for opening and closing the</i>

	- school. Over all control on all schools.	- school. To impart training programme for in-service teachers.
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(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

This Directorate of Education submits the files/ proposals for the approval of Secretary Education / Hon'ble Administrator of this U.T. for the policy decisions. All such type of files routed through Asstt. Director of Education, Deputy Secretary (Education) and the Director of Education for onward submission of Secretary Education and Hon'ble Administrator.

IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

This Directorate of Education follows the norms framed by the local Administration and Central Govt. of India as amended from time to time.

(V) *This Directorate of Education U.T. of Daman & Diu follows rules and regulation framed by the then Govt. of Goa, Daman & Diu i.e. School*

Education Rules 1986 and School Education act. 1984.

VI) STATEMENT OF THE CATEGORIES OF DOCUMENTS

(A) Administrative and Establishment

1. Personal files of the employees.
2. Service books of the employees.
3. Category-wise Recruitment and promotion files.
4. Category-wise Annual Confidential files.
5. Internal and Inter district Transfer files.
6. Category-wise Senior and Selection Scale files.

(B) Academic Documents

1. School-wise inspection files.
2. School-wise Correspondence files.
3. In-service / Refresher Course files.

4. *Training Programme for the officials and Teachers.*
5. *National Award for teacher files.*
6. *Information files.*
7. *Citizen Charter files.*
8. *Minutes of the meeting files.*
9. *Latest Achievement for the Administrators Speech.*
10. *Celebration of National days.*
11. *Adult Education files.*
12. *L.S.Q./ R.S.Q. Question.*
13. *Medical and Health Service files.*
14. *School files.*
15. *Jawahar Navodaya Vidhyalaya.*
16. *SOPT files.*
17. *P.T.C. training files.*
18. *Local Exam. files.*
19. *Bharat Scout & Guide.*
20. *Circular files.*
21. *Reservation for SC/ST/OBC students.*
22. *N.C.C. file.*
23. *I.C.T. file.*
24. *C.A.B.E. files.*
25. *Election files.*
26. *Up-liftment of women files.*
27. *NCTE files.*
28. *NCERT files.*
29. *RIE files.*
30. *National foundation for teacher welfare.*
31. *Tree plantation files.*
32. *Population Education files.*
33. *Science Development files.*
34. *Celebration of teacher day files.*

35. *SSC/HSSC result files.*
36. *Sports.*
37. *Sainik school files.*
38. *Details of various programme organised by Directorate of Education.*
39. *Annual Administrative Report.*
40. *Circular / Order files.*
41. *Annual Essay Competition files.*
42. *Local Essay Competition files.*
43. *Contribution of teachers day files.*
44. *Linguistic Minority files.*
45. *Distance Education Programme files.*
46. *Daman Children Memorial Society files.*
47. *News paper cutting files.*
48. *Award / Scholarship to the monitor student, Daman*
49. *Two weeks study tour programme to Japan.*
50. *Development of Sanskrit Education.*
51. *20 Point, 15 point files.*
52. *AJK Society PTC, College file 1 to 6*
53. *IOLOF Convent Senior Scale*
54. *Nirmala Mata High School Trained Pry. Tr. Appointment*
55. *B.Ed. College, Sampurna Adivasi Vikas, New opening*
56. *ATD College – AJES*
57. *Galaxy Eng. Med. School, Diu.*
58. *Post Creation Education Office, Diu*
59. *Post Creation Education Office, Daman*
60. *SIU Report*
61. *Deputation of Teacher – Saroja Dhawan*
62. *Urdu Medium School, under SSA.*
63. *Vacant post of primary teachers.*
64. *Important order files.*
65. *PTC correspondence files.*

66. LSQ files
67. RSQ files
68. Inter-Dist. Transfer
69. Smt. Kalyani personal files.
70. FR 15 promotion case
71. Files for the SSA Scheme.
72. National Awards files.
73. Files for the court cases.
74. Post creation, GHS Zari
75. Strike & Boycott of Education, GHS, Vanakbara
76. National Environment Awareness.
77. Senior Scale for High School H.M.
78. Galaxy Education Society, Diu
79. Opening of General stream in GHSS, Zari
80. Maruti Education Society, PTC, B.Ed. New opening
81. RSQ – LSQ
82. Post continuation B Group, Diu.
83. Post Creation GHS, Vanakbara
84. Post continuation A,B,C,D – Diu.
85. Application on compassionate ground
86. Telephone file.
87. NIEPA files

(VII) At present, there is no any arrangement existing for the consultation and guidance. Such arrangement will be proposed to be established in the Directorate of Education under the Scheme of Guidance and counseling in the UT of Daman & Diu.

(VIII)

SSA COMMITTEE

A. Executive Committee (U.T. level Implementation Society) :

i.	<i>The Development Commissioner / Secretary Education, UT of Daman & Diu</i>	<i>Chairman</i>
ii.	<i>Hon'ble M.P. UT of Daman & Diu</i>	<i>Member</i>
iii.	<i>The President Dist. Panchayat, UT of Daman & Diu</i>	<i>Member</i>
iv.	<i>The President DMC, Daman</i>	<i>Member</i>
v.	<i>The President, DMC, Diu</i>	<i>Member</i>
vi.	<i>The Collector, Daman</i>	<i>Member</i>
vii.	<i>The Collector, Diu</i>	<i>Member</i>
viii.	<i>The Director of Education, Daman</i>	<i>Member/Secretary</i>
ix.	<i>The Asstt. Secretary Fin., UT of Daman & Diu</i>	<i>Member</i>
x.	<i>The Dy. Director of Planning Daman</i>	<i>Member</i>
xi.	<i>The Asstt. Secretary Education, Daman</i>	<i>Member</i>
xii.	<i>The Asstt. Director of Education, Daman</i>	<i>Member</i>
xiii.	<i>The Chief Executive Officer, Dist. Panchayat</i>	<i>Member</i>
xiv.	<i>Three representatives to be nominated by MHRD, Deptt. of Education</i>	<i>Member</i>
xv.	<i>Representatives to be nominated by Central Govt.</i> 1. <i>Education known for their experience and interest in basic education (3)</i> 2. <i>Persons for Voluntary Agency who have Distinguished themselves in the areas of Education of SC, ST and Disable children (one from each area) (3)</i> 3. <i>Women who have distinguished themselves in the area of basic Education (2)</i>	<i>Member</i> <i>Member</i> <i>Member</i>
xvi.	<i>The Director, NCERT or his nominee</i>	<i>Member</i>
xvii.	<i>The Director, NIEPA or his nominee</i>	<i>Member</i>

B. The General Body Mission of the Sarva Shiksha Abhiyan

i.	<i>Hon'ble Administrator</i>	<i>Chairman</i>
ii.	<i>Hon'ble Member of Parliament, UT of Daman & Diu</i>	<i>Member</i>
iii.	<i>Commissioner & Secretary (Fin.)</i>	<i>Member</i>
iv.	<i>The Secretary Education, UT of Daman & Diu</i>	<i>Member</i>
v.	<i>The Director of Education, UT of Daman & Diu</i>	<i>Member</i>
vi.	<i>The Collector, Diu</i>	<i>Member</i>
vii.	<i>The President, Dist. Panchayat</i>	<i>Member</i>
viii.	<i>The President, DMC, Daman</i>	<i>Member</i>

<i>ix.</i>	<i>The President, DMC, Diu</i>	<i>Member</i>
<i>x.</i>	<i>The Chief Executive Officer, Dist. Panchayat, Daman</i>	<i>Member</i>
<i>xi.</i>	<i>The Director of Primary Health Center, Daman</i>	<i>Member</i>
<i>xii.</i>	<i>The Social Welfare Officer, TSP Cell</i>	<i>Member</i>
<i>xiii.</i>	<i>The President Mahila Mandal, Daman</i>	<i>Member</i>
<i>xiv.</i>	<i>The President Sakhi Mandal</i>	<i>Member</i>
<i>xv.</i>	<i>A Member from Minorities</i>	<i>Member</i>
<i>xvi.</i>	<i>The President, Youth Mandal, Daman</i>	<i>Member</i>
<i>xvii.</i>	<i>A Member from SC/ST</i>	<i>Member</i>
<i>xviii.</i>	<i>The Asstt. Director of Education</i>	<i>Member</i>
<i>xix.</i>	<i>The Child Development Project Officer, Daman</i>	<i>Member</i>
<i>xx.</i>	<i>The Dy. Director of Planning, Daman</i>	<i>Member</i>
<i>xxi.</i>	<i>Shri Subhash Joshi, Social Worker, Daman</i>	<i>Member</i>
<i>xxii.</i>	<i>The Headmaster Primary Schools, Daman</i>	<i>Member</i>
<i>xxiii.</i>	<i>The Education Officer, Diu</i>	<i>Member</i>
<i>xxiv.</i>	<i>Three Representatives to be nominated by MHRD, Deptt. of Education</i>	<i>Member</i>
<i>xxv.</i>	<i>Representatives to be nominated by Central Govt.</i> 1. <i>Education known for their experience and interest in basic education (3)</i> 2. <i>Persons for Voluntary Agency who have Distinguished themselves in the areas of Education of SC, ST and Disable children (one from each area) (3)</i> 3. <i>Women who have distinguished themselves in the area of basic Education (2)</i>	<i>Member</i> <i>Member</i> <i>Member</i>
<i>xxvi.</i>	<i>The Director, NCERT or his nominee</i>	<i>Member</i>
<i>xxvii.</i>	<i>The Director, NIEPA or his nominee</i>	<i>Member</i>

POPULATION EDUCATION COMMITTEE

<i>i.</i>	<i>Collector, Daman</i>	<i>Chairman (Daman)</i>
<i>ii.</i>	<i>Collector, Diu</i>	<i>Chairman (Diu)</i>
<i>iii.</i>	<i>Director of Education</i>	<i>Project Director</i>
<i>iv.</i>	<i>Asstt. Director of Education</i>	<i>Asstt. Project Director</i>
<i>v.</i>	<i>Headmaster, Sec. School</i>	<i>Project Officer</i>
<i>vi.</i>	<i>A.D.E.I. (Daman)</i>	<i>Project Co-ordinator</i>
<i>vii.</i>	<i>A.D.E.I. (Daman)</i>	<i>Member Secretary</i>
<i>viii.</i>	<i>A.D.E.I. (Diu)</i>	<i>Member Secretary</i>
<i>ix.</i>	<i>Education Officer (Diu)</i>	<i>Project Co-ordinator</i>

NATIONAL FOUNDATION FOR TEACHER WELFARE COMMITTEE

<i>i.</i>	<i>The Development Commissioner, U.T. of Daman & Diu</i>	<i>Chairman</i>
<i>ii.</i>	<i>The Education Secretary, Daman</i>	<i>Member</i>

<i>iii.</i>	<i>The Finance Secretary, Daman & Diu</i>	<i>Member</i>
<i>iv.</i>	<i>The Collector, Daman</i>	<i>Member</i>
<i>v.</i>	<i>The Collector, Diu</i>	<i>Member</i>
<i>vi.</i>	<i>The Director of Accounts, Daman</i>	<i>Member</i>
<i>vii.</i>	<i>The Principal, Govt. College, Daman</i>	<i>Member</i>
<i>viii.</i>	<i>The Asstt. Dist. Edu. Insp.</i>	<i>Member</i>
<i>ix.</i>	<i>The Asstt. Dist. Edu. Insp.</i>	<i>Member</i>
<i>x.</i>	<i>The Senior most Headmaster of Govt. P. School, Daman</i>	<i>Member</i>
<i>xi.</i>	<i>The Principal, Convent High School, Moti Daman</i>	<i>Member</i>
<i>xii.</i>	<i>The Principal, Sarvajanik Vidhyalaya</i>	<i>Member</i>
<i>xiii.</i>	<i>The Asstt. Director of Education, Daman</i>	<i>Secretary Treasurer</i>

ANNUAL ESSAY COMPETITION COMMITTEE

<i>i.</i>	<i>The Collector, Daman</i>	<i>Chairman</i>
<i>ii.</i>	<i>The joint Secretary (Home)</i>	<i>Member</i>
<i>iii.</i>	<i>The Principal, Govt. College, Daman</i>	<i>Member</i>
<i>iv.</i>	<i>The Dy. Director (Plg. & State), Daman</i>	<i>Member</i>
<i>v.</i>	<i>The Asstt. Secretary(F), Daman</i>	<i>Member</i>
<i>vi.</i>	<i>The Asstt. Director of Education, Daman</i>	<i>Member / Secretary</i>

NATIONAL AWARD TEACHER COMMITTEE (DIST. & U. T. LEVEL) DIST. COMMITTEE

<i>i.</i>	<i>Dist. Inspector of school (Asstt. Director of Education)</i>	<i>Chairman</i>
<i>ii.</i>	<i>Head of a Primary Training Institution</i>	<i>Member</i>
<i>iii.</i>	<i>Headmaster of a Secondary school</i>	<i>Member</i>

U.T. COMMITTEE

<i>i.</i>	<i>The Director of Education, Director of Public Institutions</i>	<i>Chairman</i>
<i>ii.</i>	<i>Principal of Training College</i>	<i>Member</i>
<i>iii.</i>	<i>Field advisor of the NCERT of the state as standing nominee of the control Government</i>	<i>Member</i>

ADULT LITERACY COMMITTEE

<i>i.</i>	<i>Collector, Daman</i>	<i>President</i>
<i>ii.</i>	<i>M.P. of U.T. of Daman & Diu</i>	<i>Vice President</i>
<i>iii.</i>	<i>Asstt. Director of Education, Daman</i>	<i>Secretary</i>
<i>iv.</i>	<i>Asstt. Secretary (Fin.) Secretariat, Daman</i>	<i>Treasurer</i>

BHARAT SCOUT & GUIDE COMMITTEE

i.	Hon'ble Administrator, Daman, Diu & DNH	Patron
ii.	Secretary Education, Daman, Diu & DNH	President
iii.	Collector / Director Education, Daman & Diu	State Chief Commissioner
iv.	Addl. Director of Education, Daman & Diu	State Commissioner (Guides)
v.	Shri Prema Tandel, President, MMES	State Commissioner (Scout)
vi.	Shri Bhatt, Principal, S.V.D.	Treasurer
vii.	Shri L. S. Borate, Asstt. Director of Education	Secretary
viii.	Mrs. L. K. Shetty, Principal, MMEMS	State Organising Commissioner – cum Tr. Comm. (Guides)
ix.	Shri L. P. Patel, Principal, G.H.S., Zari	State Organising Commissioner – cum Tr. Comm. (Scout)

4 (1) (b) (IX) Enclosed Separate Sheet

4 (1) (b) (X) Enclosed Separate Sheet

4 (1) (b) (XI) Enclosed separated sheet

(XII) Manner of Execution of subsidy programme including the amounts allocated and the details of the beneficiaries of such programmes.

Sr. No.	Name of the scheme	Total Allocation	Rate per Head	Total No. of Beneficiaries
1.	Pre-Primary School	1,00,000/-	Rs. 1,200/- and 1,500/-	13 pre-primary schools
2.	Cash to tribal students			3791
3.	Book Bank	80,000/-	1 set per child/student	
4.	EBC Scholarship	1,30,000/-		Proposed for revised rate and annual income
5.	Supply of Uniforms to Tribal Students		2 pair of each students	3791
6.	Supply of stationary and text books to Tribal Students		Text books, Uniform, Shoes & Shocks	3791
7.	Promotion of Girls Education	2,60,000/-		
8.	Adult Education Programme	1,50,000/-		
9.	Art and Culture	10,00,000/-		
10.	Supply of Text Books and stationary, Uniform	6,37,000/-	Text books, stationary, Uniform, Shoes & Shocks	1085
11.	Mid Day Meal	64,00,000/-		

12.	<i>Stipend to SC/ST</i>			<i>Proposal submitted to GOI to revise the rates and enhancement of Annual Incomes.</i>
13.	<i>Vocational Courses</i>			
14.	<i>Remedial Coaching Classes for SC and ST Students</i>	<i>Depend on batches</i>	<i>Rs. 200/- per teacher and per subject and Rs. 50/- for peons</i>	
15.	<i>Post Matric Scholarship to ST Students.</i>	96,850/-	<i>Full fees paid and Maintenance Allowance as per the Guidelines</i>	<i>46 Students</i>
16.	<i>Post Matric Scholarship to SC Students.</i>	2,21,597/-	-- do --	<i>48 Students</i>

4 (1) (b) (XIII)

4 (1) (b) (XIV)

(XV) THE PARTICULAR OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION ARE AS UNDER

1. *Notice Board*
2. *Local News Papers*
3. *Local TV Channels*
4. *Circulation of letters*
5. *All India Radio.*
6. *Library rooms are not yet made available for the public*

PUBLIC INFORMATION OFFICER

<i>Sr. No.</i>	<i>Name of Officers</i>	<i>Designation</i>	<i>Officer</i>
1.	<i>Shri L. S. Borate</i>	<i>Asstt. Director of Education</i>	<i>Directorate of Education</i>
2	<i>Smt. Abhilasha Agrawal</i>	<i>Superintendent</i>	<i>Fisheries, Nani Daman</i>

(XVII) As above.

POR T OFFICE

(I) THE PARTICULARS OF ORGANIZATION FUNCTIONS AND DUTIES

- (a) Registration of Fishing boats.*
- (b) Issue of Licence for fishing boats.*
- (c) Issue of Port Employment Licence.*
- (d) Regulate the movement of craft within the Port Limit.*
- (e) Conservation of Port.*
- (f) Regulate and Monitor the Landing and shipping of goods.*
- (g) Operation and maintenance of Lighthouses.*
- (h) Hoisting the Storm Warning Signals.*
- (i) Port Clearance Certificate for departure of vessel from Daman Port to other Port.*

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Port Officer have been declared as Port Authority. He has full power delegated under the Goa, Daman and Diu Port Rules 1983.

Port Officer has also been declared the Registrar of Fishing boats in Daman Port under the Merchant Shipping Act, 1958.

(III) The Head of office and Head of department is the Decision making authorities.

(IV) The norms set by it for the discharge of its functions;

No norms has been set by it.

(V) Goa, Daman and Diu Ports Rules 1983 and Merchant Shipping Act 1958 rules are used for discharging Function of Port.

(VI) Statement of the categories of documents that are held by it or under its control; Book of Registration of Fishing vessels.

(VII) The particulars of any arrangement that exists for consultation with , or representation by, the members of the public in relation to the formulation of its policy or implementation thereof; No particular arrangement exist.

(VIII) Not applicable.

(IX) A Directory of its officers & Employees.

(1) <i>Kaushik Vaghela</i>	<i>Port Officer</i>	<i>Magarwada, Moti Daman</i>	<i>O- 2230615 R- 2231078</i>
(2) <i>Mario S.D.Guedes</i>	<i>Sr.Lighthouse Keeper</i>	<i>Ambawadi, Moti Daman</i>	<i>R- 2231446</i>
(3) <i>Makan B.Tandel</i>	<i>Lighthouse keeper</i>	<i>Kadaiya, Nani Daman</i>	<i>R- 2220044</i>
(4) <i>Manoj R.Rana.</i>	<i>Lighthouse Keeper</i>	<i>Rana Street, Nani Daman</i>	<i>R- 2261504</i>

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICER AND EMPLOYEES, INCLUDING SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

	<i>Gross Pay</i>
(1) <i>Kaushik Vaghela</i>	<i>Port Officer</i> <i>Rs.13790/-</i>

(XI) BUDGET ALLOCATION FOR THE YEAR 2005-06 3051 Ports & Lighthouses.

<i>Budget Head</i>	<i>Allotment</i>	<i>Exp.</i>
<i>PLAN</i>	250	170
<i>NONPLAN</i>	1565	477

(XII) No subsidy programmes executed.

(XIII) Not Applicable

(XIV) No information available which is reduced in an electronic form.

(XV) No library or reading room maintained for public use.

(XVI) Smt. Abhilasha Agrawal, Supdt. Of Fisheries.

(XVIII) Citizen charter 2005, published by the Administration.

OFFICE OF THE DEPUTY CONSERVATOR OF FORESTS

(I) OUR AIMS AND OBJECTIVES

- a. Protection and conservation of flora, fauna, forests and wildlife.*
- b. Afforestation and regulation of degraded areas; and.*
- c. Protection of environment in order to promote sustainable development.*

DETAILS OF BUSINESS TRANSACTED BY THE DEPARTMENT

Forestry and Wildlife

- 1. Protection & Conservation of existing forests.*
- 2. Encouraging afforestation, including social forestry and other forest developmental activities.*
- 3. Checking further degradation of forests by jurisdictions use of resources.*
- 4. Taking up soil & moisture conservation measure to improve water table.*
- 5. Rehabilitation of degraded forest and adjoining lands to increase their sustained productivity.*

(II) POWER & DUTIES OF ITS OFFICERS & EMPLOYEES

The Forest Department implements Indian Forest Act 1927, Wildlife Protection Act 1972, Forest Conservation Act 1980 and Goa, Daman & Diu Preservation of Tree Act, 1982.

The following are the officers in Forest Department Daman.

- 1. Conservator of Forest.*
- 2. Deputy Conservator of Forest.*
- 3. Range Forest Officer.*
- 4. Forest Guards/Sepoy.*

The above Officers implement the above mentioned laws.

(III) PROCEDURE FOLLOWED IN DECISION MAKING

Scheme/works originate from Forest Guard or Forest Range Officer Label and are put up to Deputy Conservator of Forests (DCF). As per the powers vested in Head of Offices, by U.T. Administration of Daman & Diu matters within the power of Head of Office are decided by DCF and other matters are put up to Conservator of Forests for decision as Head of Department. Other matters which are beyond the power of Head of Department are put up to secretary (Forests) and Administrator for necessary approval.

Works are implemented by Forest Guards, which are directly supervised by RFO and are further supervised by Deputy Conservator of Forests and by Conservator of Forests and also by Secretary (Forests) and Administrator also.

Further for supervision of Forest areas & Trees in Private areas primarily Forest Guards are responsible for the same. For this purpose Forest Guards have been designated as beat guards. These Guards keep round the clock vigil in their areas. Further areas are supervised by range Forest Officer and also by DCF for checking of illegality. Certain check posts have also been established in the territory for checking the illegal transportation of wood. These check posts are manned by Forest Guards and are supervised by Range Forest Officer & Deputy Conservator of Forests.

(IV) NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTION

First the work are approved by appropriate authority as mentioned in Manual No.(iii) above and then Codal formalities are completed as per the Accounting Norms. Then as per the decision the works are either executed departmentally or are awarded to private persons for execution as per the Codal formalities completed.

Regarding Forest Areas management Forest Guards have been designated as beat guards. These beat guards are primarily responsible for protection of the Forests and other trees in their areas, and if anything found unauthorized offence cases are booked and matter is brought in the knowledge of RFO & DCF. Immediately matter is processed as per the gravity of offence and as per the provision of Law.

RFO & DCF also supervise the areas independently by way of patrolling and with the help of information network.

(V) FOREST DEPARTMENT IMPLEMENTS THE FOLLOWING RULES/LAWS

1. Indian Forest Act 1927.
2. Wildlife Protection Act 1972.
3. Forest Conservation Act 1980.
4. Goa, Daman & Diu Preservation of Tree Act 1982.

Further while taking decisions, Goa, Daman & Diu Forest Code is followed.

(VI) CATEGORIES OF DOCUMENTS HELD BY THE DEPARTMENT

No important documents are held by the department.

(VII) FOREST POLICIES ARE FRAMES BY MINISTRY OF ENVIRONMENT & FOREST GOVERNMENT OF INDIA.

At the label of U.T. of Daman & Diu there is no policy formulation. Implementation of policies is done as per the guidelines. These guidelines include taking the view of public while implementing the policies. Further while formulating policy Government of India always obtains public view & same get incorporated in the final policy statement.

(VIII) IN FOREST DEPARTMENT DAMAN & DIU FOLLOWING BOARD EXISTS

1. State Board for Wildlife: The Public representative are also the members of the board and minutes are circulated to members.
2. Daman & Diu Coastal Zone Management Authority.

The authority is constituted by Ministry of Environment and Forests, and the decision taken by the authority are made know to public as per the requirements.

(IX) THE DIRECTORY OF OFFICERS

Conservator of Forests	-	Shri Richard D'Souza
Deputy Conservator of Forests	-	Shri S.S. Kandpal
Range Forest Officer, Daman	-	Shri K.S. Gaikwad.
& also incharge RFO, Diu.		

(X) FOLLOWING IS THE PAY SCALE OF OFFICERS

1. Conservator of Forests :- 16400 – 450- 20,000
2. Deputy Conservator of Forests :- 12000-375- 18,000
3. Range Forest Officer :- 5500 – 175- 9000
4. Forest Guards/Sepoy :- 2750-70-3800-75-4400

(XI) *A statement of budget allocation this year to Forest Department Daman & Diu is placed as Annexure – I.*

(XII) *Forest Department do not implement any subsidy programmes. However Forest Department distributes free seedlings to public for planting in their areas.*

(XIII) *Forest Department issues transit passes to public members for transporting wood having legal source from one place to other. Further certain saw mills, katha factory, wood depot and furniture units have also been authorized by Forest Department. Forest Department also authorizes private person for cutting of trees from their private property.*

(XIV) *The Departmental works are carried out using Computer. However, relevant Code, Law & rules are yet to be computerized.*

(XV) *All the officer of the Department as mentioned in Sl. No. (x) are available in their offices and any public member can visit the offices and ask for the information. Further these officers can even be contacted on phone for any information or complaint etc.*

(XVI) FOLLOWING IS THE INFORMATION OFFICER FOR FOREST DEPARTMENT DAMAN

*Mr. S.S. Kandpal
Deputy Conservator of Forests,
Daman & Diu,
Daman.*

(XV) ANY OTHER INFORMATION

May please be obtained from Public Information officer on demand.

ANNEXURE - I

Rs. In thousand.

BUDGET HEAD	ALLOCATION OF FUNDS FOR 2005-2006					
	PLAN			NON PLAN		
	Daman	Diu	Total	Daman	Diu	Total
2406-NON PLAN						
2406-Forestry & Wildlife						
01-Forestry						
001-Direction & Administration						
02-Daman & Diu						
02.00.01-Salaries	425	Nil	425	1900	500	2400
02.00.06-Medical Treatment.	25	Nil	25	10	20	30
02.00.02-Wages	-	-	-	220	150	370
02.00.11-Domestic Travel Expenses	50	Nil	50	50	50	100
02.00.13-Office Expenses				400	300	700
2406-PLAN						
2406-Forestry & Wild Life						
01-Forestry.						
102-Social & Farm Forestry						
02-Farm Forestry						
02.00.27-Minor Works	1000	900	1900			
02-Environment Forestry & Wildlife						
800-Other Expenditure						
01-Wild Life Preservation.						
01.00.27-Minor Works	50	50	100			
01.00.50-Other Charges	200	200	400			
3435-PLAN						
3435-Ecology & Environment						
01-Survey (Botanical)						
02-Other						
800-Other Expenditure						
02.00.42-Lump Sum Provision.	300	200	500			
4406-PLAN						
4406-Capital Outlay on Forestry & WL						
02-Environmental Forestry & Wildlife						
800-Other Expenditure						
01-Development of Forest.						
01.00.53-Major Works.	Nil	500	500			
TOTAL	2050	1850	3900	2580	1020	3600
GRAND TOTAL OF PLAN AND NON PLAN						7500

OFFICE OF THE CHILD DEVELOPMENT PROJECT OFFICER

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS & DUTIES

Daman ICDS Project is Rural Project. In this village, there are 54 Anganwadi Centres and 15 Wheat Based Centres, all operating in Rural Area. There are 10 Mahila Mandals in Rural Area. In this project one child Development Project Officer, three Maukhya Sevika, 54 Anganwadi Workers and 54 Anganwadi Helpers were engaged. Total beneficiaries are 8731 for the last financial year 2004-05 and target for this year is 9000, the beneficiaries are pregnant women, lacting mothers, adolescent girls and 06 months to 06 years children covering Supplementary Nutrition, Health Check up, immunization, preschool education, nutrition and Health Education needs of the above beneficiaries.

In addition there are also Schemes such as Kishori Shakti Yojna, Balika Mandal Scheme, Prdhan Mantri Grammodaya Yogana, etc. under the above project.

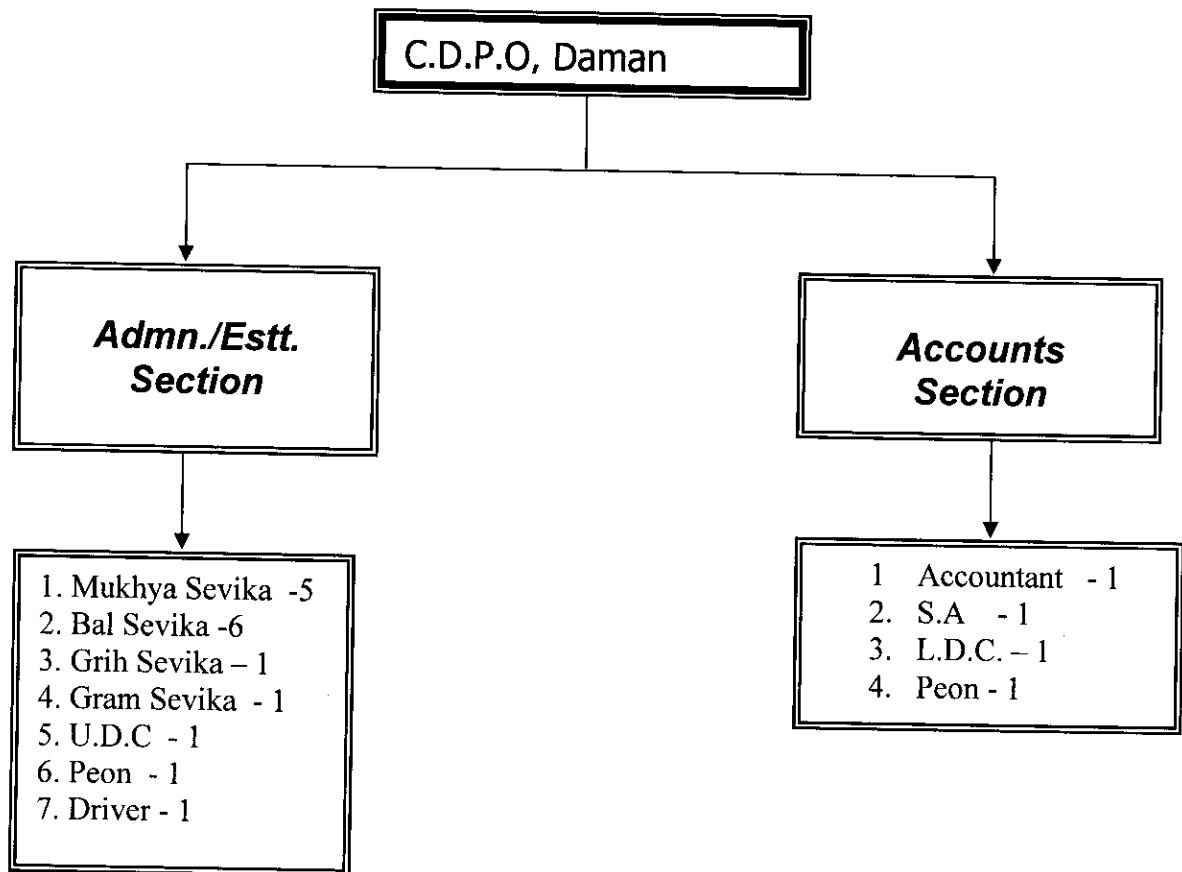
The objective of the ICDS are :-

- 1) To improve the Nutritional health States of Children in the age group of 0 to 06.
- 2) To lay foundation for proper physiological, social development of child.
- 3) To reduce the incidents of mortality, morbidity, and school dropouts.
- 4) To achieve effective co-ordination of policy and implementation amongst the various departments to promote child development.
- 5) To enhance the capability of mother to look after the normal health and nutritional need of the child through proper nutritional Health Education.

Apart from above kthe Daman ICDS office celebrate every year the flowing events /days.

- 1) International Women's Day.
- 2) Immunization
- 3) Award for best Anganwadi Workers
- 4) Celebration of World Population Day.
- 5) World breast Feeding week.
- 6) National Nutrition Week
- 7) Bal Din.

ORGANISATION CHART OF OFFICE OF THE C.D.P.O, DAMAN



(II) THE POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES

The Child Development Project Office (CDPO) function as per the "Manual on Integrated Child Development Services".

The Said Manual defines the duties of all the technical staffs of CDPO and accordingly the Officers/ officials are performing their duties.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

- 1) *The CDPO function as per the Manual on Integrated Child Development Services"*
- 2) *The CDPO is the Head of Officer and having the power of drawing and disbursing Officer.*
- 3) *The CDPO acts as the co-ordinator of the ICDS at the Block/Project level.*
- 4) *Finalising yearly budget for each Anganwadi and incur necessary expenditure for Anganwadi activities.*
- 5) *Supervise and guide the work of entire project including supervisors (i.e. Mukhya Sevikya) and Anganwadi Workers also conducting field visit periodically.*
- 6) *Mukhya Sevikya are to supervise the work and activities of Anganwadi workers regularly. Perform meeting of village women and Mahila Mandal and provide necessary guidance about works relating to woken, adolescent girls, Health Nutrition etc.*
- 7) *Anganwadi worker performing the duties as i) to distribute supplementary Nutrition to children (0-06 years) and Pregnant & nursing mothers ii) giving preschool education to children of age 3-6 years iii) Assisting P.H.C Staffs for health programmes. Iv) giving heath and nutrition education to mothers. V) Maintenance of records and reports of Anganwadi activities. vi) Conducting Communities & liaison*

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Administrative set up is governed by the "Manual on Integrated Child Development Services".

(V) **THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

- 1) *Manual on Integrated Child Development Services*
- 2) *C.C.S Rules.*
- 3) *C.C.S (Conduct) Rules*

(VI) **A STATEMENT OF THE CATEGORISES OF DOCUMENTS THAT ARE HELD BY OIT OR UNDER ITS CONTROL**

Not Applicable

(VII) **THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULATION WITH KOR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION KOF ITS POLICY OR IMPLEMENTATION THEREOF**

Not Applicable

(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**

Not Applicable

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

LIST OF OFFICERS / OFFICIALS WORKING IN THE C.D.P.O, DAMAN.

	Name of the officer/officials & Designation	Length of service	Place of duty	Residential Full Address	Contact No.	Remarks
01	Smt. K.J.Bariya	33 years	C.D.P.O, Daman	Sai Krupa Society, Nani Daman	226111	----
02	Shri. M.M. Rana, Accountant	29 years	--do--	Rana Street, Nani Daman	2261936	----
03	Smt. S.M. Halpati, Mukhya sevikya	26 years	--do--	Khariwad, Nni Daman	---	----
04	Smt. G.L.Vagela M.S	23 Years	--do--	Tin Batti, Nani Daman	---	----
05	Smt. G.R. Jat, M.S.	14 years	--do--	Varkund, Nani Daman	---	Working in SWO, Daman
06	Smt.D.N Mahasuri, Bal Sevika	2731 years	AWC, Magarwada	Rana Street, Nani Daman	----	----
07	Shri. B.J. Patel, B.S	34 years	AWC, Kachigam	Dungri falia, Vapi	---	----
08	Smt. J.C. Halpati, B.S.	16 years	AWC, Damanwada	Ringanwada, Mora falia, Nani Daman	-----	----
09	Smt. B.R. Joshi Grih Sevika	16 years	----	Bhim pore, Dori, Kadiya	-----	Working in BDO office,
10	Smt. Chonkar, G.S	M.M. 16 years	----	Porabhu falia, Nani Daman	-----	---do--
11	Sht. M.I. Ghumre,	11 years	AWC, Dunetha	Bramhin Falia, N.D	-----	-----

	<i>Bal Sevika</i>					
12	<i>Smt. K.R. Mahyavanshi, B.S</i>	11 Years	<i>AWC, Bhimpore</i>	<i>Dalwada, nani Daman</i>	----	----
13	<i>Smt. P.L. Tandel, B.S</i>	11 years	<i>AWC, Marward</i>	<i>Kadiya, machi wad, N D</i>	----	----
14	<i>Smt. V.N. Nunes, U.D.c</i>	28 years	----	<i>Govt. Hospital Qtr., Marward</i>	----	<i>Working in DC Office, Secreteriat,</i>
15	<i>Kum. M.J. Mewndonca, LDC</i>	07 years	<i>-CDPO Daman</i>	<i>Assucena Road, Moti Daman</i>	----	----
16	<i>Shri. K.K.Patel, Driver</i>	02 Years	----	<i>Patlara, Moti Daman</i>	---	<i>Working in Finance Department</i>
17	<i>Shri. T. Mendonca</i>	14 Years	<i>CDPO, Daman</i>	<i>Assucena Road, Moti Daman</i>	---	----
18	<i>Smt. K.V.k Laxmi,Peon</i>	14 years	<i>CDPO, Daman</i>	<i>Govt. Qtr, Fort Area, Moti Daman</i>	----	-----

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

STATEMENT SHOWING THE MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES:-

OFFICERS

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Remuneration</i>
01	<i>Smt. K.J.Bariya</i>	<i>CDPO, Daman</i>	<i>12,961/-</i>

EMPLOYEES

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Remuneration</i>
01	<i>Shri. M.M. Rana</i>	<i>Accountant</i>	<i>11514/-</i>
02	<i>Smt. S.M. Halpati</i>	<i>Mukhya Sevikya</i>	<i>12,447/-</i>
03	<i>Smt. G.L. Vagela</i>	<i>M.S</i>	<i>11,981/-</i>
04	<i>Smt. D.M. Mansuri</i>	<i>Bal Sevika</i>	<i>9703/-</i>
05	<i>Smt. L.J Patel</i>	<i>B.S</i>	<i>9703/-</i>
06	<i>Smt. J.C. Halpati</i>	<i>B.S.</i>	<i>8273/-</i>
07	<i>Smt. B.R. Jopshi</i>	<i>Grih Sevika</i>	<i>8273/-</i>
08	<i>Smt. M.N.Chonkar</i>	<i>Gram Sevikaq</i>	<i>8273/-</i>
09	<i>Kum. M.I. Ghumre</i>	<i>Bal Sevika</i>	<i>7639/-</i>
10	<i>Smt. K.R. Mahyavanshi</i>	<i>Bal Sevika</i>	<i>7639/-</i>
11	<i>Smt. P.l. Tandel</i>	<i>Bal Sevika</i>	<i>7639/-</i>

Detailed Statements in respect of Act. No. (XI) of the Chapter-2 of the Budget allocated to each agency, and the particulars of all plan, proposal expenditure disbursements made.

The Finance Depaartment, UT Administration of Daman & Diu vide order dated 18/04/2005 has allotted following funds under Plan & Non-plan for the year 2005-06 to the C.D.P.O., Daman

BUDGET ALLOCATION FOR 2005-06

PLAN

(Rupees in thousands)

2236 - Nutrition (Plan)

02- Distribution of Nutritious Food & Beverages

101 – Special Nutrition Programme

09 – Applied Nutrition Programme

09.00.50 - Other Charges. **2900**

NON – PLAN

2235 - Social Security & Welfare	
02- Social Welfare	
32 – Establishment	
32.00.01 - Salaries	1292
06.00.06 Medical Treatment	30
06.00.13 Office Expenses	350
06.00.11 Domestic Travel Expenses	40

Apart from above, the CDPO Daman has received the following funds under the Centrally Sponsored Scheme for the year 2005-06

2235 - Social Security & Welfare (Plan)	
02 - Social Welfare	
102 - Child Welfare	
18 - ICDS	
18.01 - General Component	
A/c No. 223502102180131	
C code No. 22350292	
SCCDP No. 191	
18.01.31 - Grant in Aid Demand No. 59	Rs. 24,62,600/-

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

Not Applicable

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT

Not Applicable

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Not Applicable

(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

Not Applicable

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The Head of offices are designated as Public Information Officers vide order NO. 1/58/Home/2005/676, dated 13/09/2005 issued by Deputy Secretary (Home). And as per the said order, the following officer is stand designated as Public Information Officer for C.D.P.O., Daman.

Smt. K.J. Bariya, C.D.P.O, Daman

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Not Applicable

***OFFICE OF THE EXECUTIVE ENGINEER, PUBLIC WORKS DEPARTMENT, WORKS
DIVISION NO.III***

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS & DUTIES

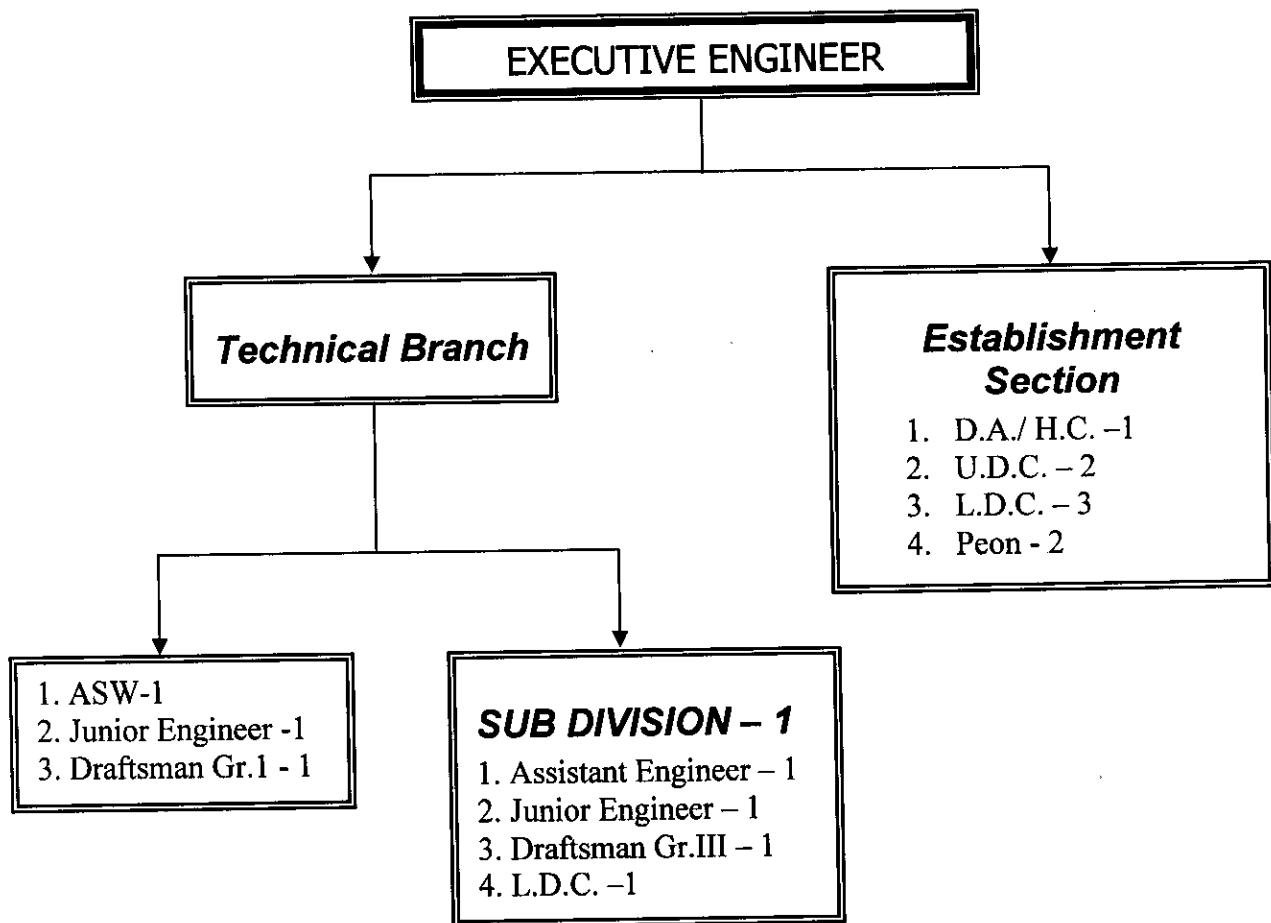
The Office of the Executive Engineer, PWD, Works Division – III, Daman is the agency of the Administration of Daman & Diu for the construction of all works under the MPLAD Scheme. This Division is set up exclusively for the implementation of MPLAD Scheme works only.

The Civil works are proposed by the Hon'ble MP of Daman & Diu through DRDA/DUDA, Daman to this division. Accordingly the Assistant Engineer, Sub Division-I, of this Works Division prepare the Estimates and send to the Division Office for getting the Technical Sanction and the necessary Administrative Approval & Expenditure Sanction from the Competent Authority. After getting the necessary approval from the Competent Authority the work is tendered and awarded to the lowest tenderer and execute the work.

Since this Division is created wholly for the implementation of the MPLAD Scheme work there is no Plan Scheme under this Division.

Organization Chart of PWD, WD-III, Daman is appended herewith.

**ORGANISATION CHART OF OFFICE OF THE EXECUTIVE ENGINEER,
PWD, WD-III, DAMAN.**



(II) THE POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES

The PWD, WD – III, Daman is following CPWD Manual Volume I, II & III for its functions.

CPWD Manual Vol-I has defined the duties of all the Technical Staff of PWD and accordingly the officers/officials are performing their duties.

CPWD Manual Vol - II has defined the various Technical/Financial powers to the officers/officials of PWD and accordingly the officers/officials are exercising their Technical/Financial powers as regards to according of Technical Sanction to the detailed Estimates of various works, acceptance of tenders, issue of work orders, approval of extra/substituted items of the works and payment to the contractors for their completed items of works.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

As proposed by the Hon'ble MP of Daman & Diu, the estimates for the works/scheme are prepared accordingly. The estimates for works/schemes are prepared by Sub-division and submitted to the Division Office for obtaining Technical Sanction and Administrative Approval & Expenditure sanction from the Competent Authority. On receipt of A.A & E.S the works are Tendered and works is awarded to the lowest tenderer. The works are executed at Sub-Divisional level.

The channels of Supervision and accountability are governed by CPWD Manual Vol-I & Vol-II

- a) Junior Engineer supervise and record the works executed and prepare bills for payment to the agency. Junior Engineer is 100% responsible for recording measurements of items of works in measurement book and bills prepared for payment
- b) Assistant Engineer test checks 50% measurements recorded in measurement books and bill processed for payment.
- c) Executive Engineer test check 10% of measurements recorded for the items of works and is over all responsible for the execution of the works for its quality and execution of

works as per CPWD Specifications Vol-I/II. The bills as received from sub-divisions to the Division Office is scrutinized by the Accounts Section comprising of Divisional Accountant, Accounts Clerks etc. and then the bill of the contractor is passed by the Executive Engineer and payment is made to the contractor for the works executed.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

- (a) *The Administrative set up is governed by C.P.W.D Manual Vol. I*
- (b) *The Works side and execution of the works are governed by C.P.W.D. Manual Vol. II & C.P.W.D. Specifications Vol. I & II respectively.*

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:-

For discharging its functions by employees, following rules, regulations, instructions, Manual are followed:

- 1) *C.C.S. Rules*
- 2) *C.C.S (Conduct) Rules*
- 3) *C.P.W.D. Manual Vol-I*
- 4) *C.P.W.D. Manual Vol-II*
- 5) *C.P.W.D. Manual Vol-III*
- 6) *C.P.W.A. Code*
- 7) *C.P.W.D Specifications Vol.I & II*
- 8) *C.P.W.D. Code*
- 9) *Schedule of Rate of Govt. of Gujarat, Valsad Circle for R & B, PHE, electrical works.*

(VI) A STATEMENT OF THE CATEGORISES OF DOCUMENTS THAT ARE HELD BY OIT OR UNDER ITS CONTROL

- 1) *Form C.P.W.D. – 6 Notice Inviting Tenders*
- 2) *Form C.P.W.D – 7 For works costing up to Rs. 40,000/-*
- 3) *Form C.P.W.D – 8 For works costing more than Rs. 40,000/-*
- 4) *Form C.P.W.D – 9 Supply of Materials.*

- 5) Form C.P.W.A - 10 *Summery of Indent.*
 6) C.P.W.D - 8 *General condition of Contract for Central PWD works.*
 7) Measurement books

(VII) THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULATION WITH KOR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION KOF ITS POLICY OR IMPLEMENTATION THEREOF

Not Applicable

(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

Not Applicable

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

***LIST OF OFFICERS / OFFICIALS WORKING IN THE P.W.D,
WORKS DIVISION No.-III, DAMAN.***

Sl. No	Name of the officer/officials & Designation	Length of service	Place of duty	Residential Full Address	Contact No.	Remarks
01	Shri. I.S. Talekar I/c Executive Engineer	28 years	Executive Engineer, PWD, WD- III, Daman	Atlanta Bldg. Dilip Nagar, Flat No 103, Nani Daman	-----	-----
02	Shri. P.R. Patel, ASW	21 years	Executive Engineer, PWD, WD- III, Daman	Govt. Quarters, Near Dist. Library, Moti Daman	9874132195	-----
03	Shri. P.D. Rana, A.E	29 years	SD-I, WD- III, PWD, Daman	2/255, Rana Street, Nani Daman	0260- 2250311	-----

04	Shri. B.C. Rana, Junior Engineer	29 Years	SD-I, WD-III, PWD, Daman	Sai Krupa Society, Nani Daman	0260-226-377	-----
05	Shri. P.M.Tandel, Junior Engineer	19 years	SD-I, WD-III, PWD, Daman	Batli Sheri, Behind old telephone Exchange, Nani Daman	0260-5546578	-----
06	Shri. B.I.Dhonde, D'man, Gr-I	31 years	Executive Engineer, PWD, WD-III, Daman	Opp. Veera da Daba, Varkund, Nani Daman	---	-----
07	Shri. Y.D. Tandel	16 years	SD-I, WD-III, PWD, Daman	Adhiya Sheri, Nani Daman	---	---

(X) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION**

STATEMENT SHOWING THE MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES

OFFICERS

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Remuneration</i>
01	Shri. P.R.Patel	Asst. Surveyors of Works	16,873/-
02	Shri. P.D. Rana	Assistant Engineer	15,874/-

EMPLOYEES

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Remuneration</i>
01	Shri. B.C. Rana	Junior Engineer	16,274/-
02	Shri. P.M. Tandel	Junior Engineer	14,580/-
03	Shri. B.I. Dhonde	D'man, Gr-I	14,921/-
04	Shri. Y.D. Tandel	D'man, Gr-III	10,533/-

Detailed Statements in respect of Act. No. (XI) of the Chapter-2 of the Budget allocated to each agency, and the particulars of all plan, proposal expenditure disbursements made.

Since this PWD, WD-III, Daman is created exclusively for execution of the MPLAD Scheme works only there is no Plan allotment for this Division. On receipt of the Proposal of Hon'ble MP of Daman & Diu through the DRDA/DUDA, Daman we prepare estimate for the proposed work and accordingly the DRDA/DUDA/competent authority releases the fund required for the execution of the said work and this division utilises the released fund for the said work.

BUDGET ALLOCATION FOR 2005-06

NON – PLAN

(Rupees in thousands)

<i>Major</i>	<i>Head 3054 (N.P.)</i>
<i>3054</i>	<i>Roads & Bridges</i>
<i>04</i>	<i>District & Others Roads</i>
<i>337</i>	<i>Road Works</i>
<i>06</i>	<i>Daman & Diu</i>
<i>06.00.01 Salaries</i>	<i>1825</i>
<i>06.00.13 Office Expenses</i>	<i>300</i>
<i>06.00.11 Domestic Travel Expenses</i>	<i>20</i>
<i>06.00.06 Medical Treatment</i>	<i>20</i>

(XVI) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Not Applicable

(XVII) PARTICULAR OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT

Not Applicable

(XVIII) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Not Applicable

(XIX) 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

Not Applicable

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The Head of offices are designated as Public Information Officers vide order NO. 1/58/Home/2005/676, dated 13/09/2005 issued by Deputy Secretary (Home). And as per the said order, the following officer is stand designated as Public Information Officer for PWD, WD-III, Daman.

Shri. I.S. Talekar, I/c Executive Engineer, PWD, WD-III, Daman.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Not Applicable

OFFICE OF THE MAMLATDAR

(I) PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES

The Office of the Mamlatdar, Daman

The Main functions and duties of the Mamlatdar are to maintain Land Records of Rural Area, Revenue Recoveries, Mutation of land records, Cases under Daman (Abolition of Proprietorship of Villages) Regulation, 1962/Amendment Act, 1968. Also issue of Residence Certificate/Caste Certificate/OBC Certificate/Heirship Certificate etc. In addition, Mamlatdar, Daman is appointed as an Executive Magistrate for the Urban Areas of Daman District. As an Executive Magistrate, magisterial duties like, Maintaining Law & Order/Holding of Court and conducting the cases u/s 107, 109 and 145 of Cr. P.C./Recording of Dying declarations/Drawing of Inquest Punchnama/Holding of Test Identification Parades etc./Emergency duties during natural calamities like Cyclone, Flood etc. and Affidavites.

(II) POWERS AND DUTIES OF OFFICERS & EMPLOYEES

The Staff strength of Mamlatdar Office, Daman are as under:-

- | | |
|---------------------|----------------------------------|
| 1. Mamlatdar | 01 |
| 2. Aval Karkoon | 01 (at present vacant) |
| 3. Circle Inspector | 01 (at present vacant) |
| 4. Talathi | 08 (at present one post of |

Talathi is vacant)

The functions and duties of the above Staff are as under:-

MAMLATDAR

The powers & duties of the Mamlatdar determine for each parcel of land in rural area, the correct boundaries, who is the rightful owner/occupant, who is entitled to be confirmed in possession thereof, which possession constitute encroachment, easement or licence, which land rest with the Government etc. and to collect land revenue and other functions and duties mentioned above. Supervision over the functioning of officials are done at all

times to satisfy the general public by having regular interaction with staff members.

AVAL KARKOON

- a. *Over all control and supervision over staff members including field staff*
- b. *To scrutinize and process the papers/report submitted by Talathis/C.I. pertaining to Revenue/Land matters etc.*
- c. *Office correspondences like Parliament Question/20 point programme/ Public Grievances/Inquiry Report/Periodical Returns/Audit Paras/ Maintenance of Accounts/Maintenance of Registers and other Misc. correspondences.*

CIRCLE INSPECTOR

- d. *Over all supervision of Talathis and their work including inspection of daftars.*
- e. *Execution of Demand Notices, Warrants, Attachment Orders and other works.*
- f. *Detection of encroachment, unauthorized sale of land and conversion of use of land etc. and all other Revenue works referred from time to time.*

TALATHI

Field works and custodian of Land Records of their respective Village

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

1) Mutation of land

On receipt of application for mutation process the case papers are forwarded to the concerned dealing hand for processing as per the procedure laid down under the code and rules and thereafter order to give its effect in the record of rights is issued.

2) Varsai of property

On receipt of application along with relevant documents, the same are forwarded to the concerned Talathi for processing as per the procedure laid down under the code and rules. Talathi issues the notice, records the statements and objection if any of the objector. Thereafter, the Circle Inspector verifies the same and the case is put up for order of the Mamlatdar.

3) Issue of Land Records in Form No. I & XIV

On receipt of Application for the same, Copy of Form No. I & XIV of the property are issued by the concerned Talathi on payment of requisite fee i.e Rs.2/- per copy within a period of one week from the date of receipt of the application.

4) Collection of Land Revenue

Land Revenue are collected by the concerned Talathi and Receipt under T.R.-5 are issued to the Party.

5) Issue of Caste Certificate/OBC/Heriship/Valuation/Residence/Solvancy and other Miscellaneous Certificates

Are being dealt by UDC-2 by following the procedure like report from the Talathi/Circle Inspector etc. and Certificate are issued within one week or 10 days from the date of receipt of application.

6) Passport Application

The Application for issue of Indian Passport are collected by the UDC-1 and forwarded to the Regional Passport Officer, Mumbai within one week time from the date of receipt of the application.

(IV) NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Time limit already mentioned above.

(V) RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER IT CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

1. Daman (Abolition of Proprietorship of Villages) Regulation, 1962 /Amendment Act, 1968.
2. The Goa, Daman & Diu Land Revenue Code, 1968
3. The Mamlatdar's Court Act

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT CONTROL

The Record of Rights of Village Area

(VII) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSOLIDATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

----- No Policy formulated, hence not applicable -----

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

----- No Boards, Committees, etc. are constituted -----

(IX) DIRECTORY OF ITS OFFICERS AND EMPLOYEES

1. Shri D. R. Damania	- Mamlatdar, Daman
2. Shri P. L. Halpati	- Talathi
3. Shri M. D. Desai	- Talathi
4. Shri B. C. Solanki	- Talathi
5. Shri C. P. Patel	- Talathi
6. Shri B. J. Patel	- Talathi
7. Shri D. K. Halpati	- Talathi
8. Shri N. L. Patel	- Talathi

(X) MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

1. Shri D. R. Damania	- Mamlatdar	- 11,579/-
2. Shri P. L. Halpati	- Talathi	- 8,479/-
3. Shri M. D. Desai	- Talathi	- 6,967/-
4. Shri B. C. Solanki	- Talathi	- 8,153/-
5. Shri C. P. Patel	- Talathi	- 10,580/-
6. Shri B. J. Patel	- Talathi	- 10,580/-
7. Shri D. K. Halpati	- Talathi	- 9,226/-
8. Shri N. L. Patel	- Talathi	- 7,451/-

There is no system of compensation

(XI) BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

<i>Head of Accounts</i>	<i>Allocation</i>	<i>Expenditure upto September, 2005</i>
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PLAN

2029 – Land Revenue

102 – Survey & Settlement Operation

01 – Cadastral Survey

01.00.42- Lump Sum Provision

Rs.3,00,000/-

Rs.1,82,445/-

NON-PLAN

2053 – Dist. Admn.

00.093 – Dist. Est.

07 - Daman & Diu

07.00.01- Salaries	Rs. 11,50,000	Rs. 6,23,925/-
Office Expenses – 07.00.13	Rs. 2,25,000	Rs. 1,53,839/-
Wages	Rs. 10,000	-----
Medical Treatment	Rs. 15,000	-----
Domestic Travel	Rs. 10,000	-----

- (XII) **MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

---- No subsidy programmes are implemented by this office

- (XIII) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

---- NIL ----

- (XIV) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

---- No information reduced in an electronic form ----

- (XV) **PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE**

---- No library or reading room available ----

- (XVI) **NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

Shri D. R. Damania, Mamlatdar, daman

Phone No. (O) 0260 - 2230861

(R) 0260 - 5548608

- (XVII) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

---- NIL ----

DEPARTMENT OF VALUE ADDED TAX

Information for Implementation of Right to Information Act

(I) THE PARTICULARS OF ORGANIZATION, FUNCTION AND DUTIES

The U.T. of Daman is exempted zone for manufacturing dealers who are registered and fulfilled the criteria laid down under the provision of Daman and Diu Sales Tax Act, 1964 and Rules made thereunder and Central Sales Tax Act, 1956. The exemption has been extended upto 31.12.2017 for interstate sales only under Central Sales Tax Act, 1956.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Dy. Commissioner (VAT) is functioning as Head of Office and Drawing and Disbursing officer. He is exercising the powers delegated by the Commissioner under Value Added Tax Regulation 2005. He is the authority for issuing Registration, Entitlement Certificate, Amendment, Recovery of VAT Tax Dues, Cancellation of Registration of Non-functioning dealer and issue of refund claim. He is also the Assessing Authority the employees attached with the department are doing the work as per the order issued by the Commissioner under Value Added Tax Regulation 2005 from time to time. Under the Value Added Tax Regulation the following officer's employees deployed to carry out the assessment for the period from 2001-2002 to 2004-2005.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The decision making process is followed by Dy. Commissioner, Joint Commissioner (VAT), Commissioner (VAT) and Secretary (Taxation).

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

The staff deployed in the department are discharging their function as per the norms prescribed in the Value Added Tax Regulation 2005 and CST 1956.

(V) **THE RULES, REGULATION INSTRUCTION, MANUAL AND RECORD HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEE FOR DISCHARGING ITS FUNCTION**

The Daman and Diu Value Added Tax Rules, 2005, the Central Sales Tax Rules, 1973 and Daman and Diu Sales Tax Act, 1964 are used by the employees for discharging the function.

(VI) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

No such documents are held by the Department.

(VII) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

No boards, committee and other bodies consisting of two or more persons have been constituted under Daman and Diu Value Added Tax Regulation 2005 or under the repealed Daman and Diu Sales Tax Act, 1964. However as asked in clause (viii), any dealer can obtain any information as prescribed under Right to Information Act / Rules and as given under Daman and Diu Value Added Tax Regulation 2005 and Central Sales Tax.

(VIII) **A STATEMENT OF BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES ARE OPEN TO PUBLIC OR THE MINUTE OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

No boards, committee and other bodies consisting of two or more persons have been constituted under Daman and Diu Value Added Tax Regulation 2005 or under the repealed Daman and Diu Sales Tax Act, 1964. However as asked in clause (viii), any dealer can obtain any information as prescribed under Right to Information Act / Rules and as given under Daman and Diu Value Added Tax Regulation 2005 and Central Sales Tax.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No.	Designation	Phone No.	Fax No.
1.	Commissioner (VAT) / Finance Secretary	(0260) 2230473	(0260) 2230771
2.	Joint Commissioner (VAT)	(0260) 2230351	
3.	Dy. Commissioner (VAT)	(0260) 2230349	

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

Sanctioned strength of VAT Department.

Sr. No.	Designation	Strength	Pay Scales
1.	Asstt. VAT Officer	1	5500-9000
2.	VAT Inspector	1	4500-7000

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

(Rs. in thousand)

Head of Account 2040 Non Plan Dire. & Admn.		2004-2005		2005-2006 (Upto 31st August, 2005)	
		B.E.	Expdr.	B.E.	Expdr.
01.00.01	Salaries	8.80	8.79	11.30	4.55
00.00.02	Wages	1.85	1.85	1.60	0.78
01.00.06	Medical	Nil	Nil	0.25	Nil
01.00.11	D.T.E.	08	08	0.30	02
00.00.13	O.E.	13.45	13.45	18.70	6.98
<i>Total</i>		32.10	32.09	32.15	12.33

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

The department does not execute any subsidy programme.

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

The details of activities carried out by the department.

- *Issue of Registration Certificate.*
- *Issue of Entitlement Certificate.*
- *Issue of Amendments.*
- *Cancellation of Registration of Non-functional dealer.*
- *Issue of Statutory Forms to the dealer.*
- *Issue of Amendments for change of name, additional place of business and change of location.*
- *Issue of tax refund.*
- *Enforcement.*

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN A ELECTRONIC FORM

No such information available.

(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

The facilities made available to the citizen has shown in the Citizen's Charter. However, Value Added Tax Department request the citizen to extend their cooperation.

- *To apply in a proper application form.*
- *To apply with necessary fees and documents.*
- *To handover and application to correct person.*
- *To avoid touts and middlemen.*

- *To report the higher authority for remedies if needed.*
 - *Not to interrupt the official on duty.*
 - *To obey the provision of Daman and Diu VAT Regulation 2005 and Central Sales Tax Act 1956 and Rules made thereunder.*
 - *Follow the time schedule of the department on working days as under.*
 - *Filling of application for Statutory* *11.00 a.m. to 13.00 p.m.*
 - *Issue of Forms* *15.00 p.m. to 17.00 p.m.*
 - *Filling of Returns application for*
Amendments & registration. *11.00 a.m. to 13.00 p.m.*
 - *Filling of Misc. application* *11.00 a.m. to 13.00 p.m.*
 - *Assessment* *10.00 a.m. to 13.30 p.m.*
- &
- 14.30 p.m. to 17.00 p.m.*

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Shri Arun Kumar Mishra, Deputy Commissioner (VAT), Daman.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

The Manufacturing units and Traders are governed by the Daman and Diu Value Added Tax Regulation 2005 and Central Sales Tax Act, 1956. The Assessment for the period from 2001-2002 is being carried out as per repealed Daman and Diu Sales Tax Act, 1964.

DEPARTMENT OF SCIENCE AND TECHNOLOGY, DAMAN

(I) PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES

The plan proposals for Science & Technology was approved during 1990-91. The Activities in the field initially started through a committee till Science and Technology cell was setup with the creation of post during 1994-95 and started functioning.

The Department has been making steady progress in its field of Science popularization, albeit much could not be achieved in case of setting of Science museum due to non-availability of fund and scarcity of land. However, small Science Museum has already been set-up temporarily in the space provided at Tribal Hostel, District Panchayat Complex, Dholar Moti Daman.

(Staff Strength 10 Nos)

The Department is having the following Scheme:

- 1) *Direction and Administration Science and Technology Cell: For Monitoring the implementation of the Schemes. Science and Technology cell has already been created and services facilities established.*
- 2) *Strengthening of Science Museum : To achieve the objectives of Science education a small science Museum has already been established in space provided in the premises of Tribal Hostel at District Panchayat Complex, Dholar Moti Daman. Further steps is under process for purchased of land and construction of Building.*
- 3) *Popularization of Science : for the purpose various activities like Science Exhibition, In-service Training on Fabrication of Teaching aids for School Teachers, Science Quiz and Elocution Competition for Students, Education Tour and Nature Camp for Students, National Seminar and National Science Day etc are organized by the Department.*
- 4) *Popularization of Non-Conventional Sources of Energy: For popularization of Non-Conventional Sources of Energy, this Department have installed Non Conventional Energy Equipments at various Government Building and Public places like Solar Water Heater, Garden Light, Solar water purified, P.V.C. indoor light, etc for awareness among public in general. Department has also supply solar cooker and solar lantern to schools demonstration purpose among the School children and beneficiary of village people.*

As Head of Office Principal Scientific Officer, for all purpose, In addition to complete control and supervision over all the staff members the P.S.O. is required to look after the works pertaining to Administrative, Establishment, Accounts matters etc. and all other routine works.

(II) POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Principal Scientific Officer is declared as Head of Office and he has full power over the employees working under him. He is also the Drawing and Disbursing Officer for all Accounts matters. The employees perform the duties as directed and Supervision under the Head of Office.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS UNCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

a) Matter pertaining to Schemes:

Under the scheme of popularization of Science and Technology and non-conventional energy Sources this Deptt. Has conducted various activities/Programmes and files are processed by the concerned dealing persons and submitted to the Head of Office for his comments/remarks and for further submission to the Head of Department for approval and sanction. Accordingly Bills are prepared and submitted to the Director of Accounts for passing and after satisfaction of officials the payment made to the concerned participants/winners.

b) Matters pertaining to Accounts :

For purchase of any item which are beyond the power of the Head of Office, the file is submitted to the Head of Department for approval and sanction. After approval of H.O.Deptt. items are to be purchased by issuing supply order after completion of all the codal formalities. Then bill are prepared and payment made to the concerned party.

The Co-Ordinator Supervisor supervised the works of all the employees.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FURNCTIONS

The Office order is issued by Head of Office and accordingly works are distributed to each employee for smooth function of the office work

(V) **THE RULES REGULATION,INSTRUCTION,MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTIONS**

- i. C.C.S. Rules
- ii. C.C.S. (Conduct) Rules
- iii. General Finance Rules
- iv. F.R.S.R.
- v. Swamy's Master Manual for D.D.O's
- vi. Swamy's Manual on Office Procedure.
- vii. T.A. Rules
- viii. Delegation of Financial Power Rules
- ix. Medical Allowance Rules.

(VII) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

NOT APPLICABLE

(VIII) **A STATEMENT OF THE BOARD, 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 MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHERS BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

NOT APPLICABLE

(IX) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Sr. No.	Name of the Officer/Officials and Designation.	Length of the service	Place of Duty
01	Shri S.S. Kandpal Principal Scientific Officer		O/O the Principal Scientific Officer, Daman.
02	Miss H.J. Malankar, Museum Manager	24 Years	-----do-----
03	Shri N. M. Tandel Co-ordinator Supervisor	30 years	-----do-----

(X) **STATEMENT SHOWING THE MONTHLY REMUNERATION OF OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION**

OFFICERS

Sr.No.	Name of the Officer	Designation	Remuneration
01	Shri Neeraj Semwal	Dy. Collector (Gen) Salary drawn against the post of P.S.O.	Rs. 14,940/-

EMPLOYEES

Sr. No.	Name of the Officer	Designation	Remuneration
01	Miss H.J. Malankar	Museum Manager	Rs. 15,902/-
02	Shri N.M. Tandel	Co-Ordinator supervisor	Rs. 14,771/-

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF APPLICANTS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE

PLAN SCHEME

Sr. No.	Budget Head	Name the Scheme	Rs. In Lakhs		
			Budget Allocation 2005 – 06	Proposed Expd.	Reports on disbursement made
01	3425 Major Head plan other Scientific Research 01 Survey of India 300 Other Expenditure 03 Establishment	03.00.01 Salaries 03.00.06 Medical 03.00.02 Wages 03.00.11 Domestic Travel Exp. 03.00.13 office Exp. (Including Scheme)	11.94 0.25 0.60 0.75 6.46	12.26 0.25 0.20 0.75 59.05	
02	2810 - Major Head - Plan Non-Conventional sources of Energy 01 - Bio Energy 800 - Other Expenditure 02 - Other scheme 02.00.42- Lumpsum Provision	Popularization of Non conventional source of energy	2.00	3.00	

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

NOT APPLICABLE

(XII) PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT

NOT APPLICABLE

(XIV) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The Department has purchased two computers and work is done in computers. However available information are yet to be converted in electronic form.

(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

Citizens Chart is available in the office to facilitate citizens to obtain information pertaining to this office. Further all the Officer are available for consultation during Office hours.

(XVI) THE NAME DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

The Head of office is designated as public information Officer vide order No.1/58/Home /2005/676 Dated 13/09/2005 issued by the deputy Secretary (home), and as per the said order the following Officer stands designated as Public Information Officer of Principal Scientific Officer.

1) Shri. S. S. Kandpal. Principal Scientific Officer.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

-----NOT APPLICABLE -----

EXCISE DEPARTMENT, DAMAN

(I)	<u>THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES</u>
	<p><i>The Excise Department Administers Goa, Daman & Diu Excise Duty Act, 1964 and Medicinal & Toilet Preparation (Excise Duty) Act, 1955 and Rules, 1956 as applicable to the Union Territory of Daman and Diu. The functions of the department include monitoring of manufacturing and sale of liquor and its payment of Excise duty, license fees, Import and Export fees.</i></p>
(II)	<u>THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES</u>
	<p><i>(a) Commissioner of Excise</i></p> <p><i>As per the Section 3 of Goa, Daman & Diu Excise Duty Act 1964 for carrying out the purposes of this Act, the Government shall appoint an officer to be called the Commissioner of Excise. The Commissioner's powers and duties are specified under various provisions of the Act. Overall supervision of all the activities of Excise Department being done by Commissioner of Excise.</i></p>
	<p><i>(b) Dy. Commissioner of Excise</i></p> <p><i>To assist the Commissioner in the execution of his functions under this Act and Head of Office of the Excise Department. Supervision of staff of Excise Department is done by Dy. Commissioner of Excise.</i></p>
	<p><i>(c) Excise Inspector</i>) The Commissioner may, subject to) the rules and orders regulating the <i>(d) Excise Sub-Inspector</i>) conditions of service of persons in) public services and posts, appoint as <i>(e) Excise Guards</i>) many Excise Inspectors, Sub-) Inspectors of Excise and such other) Executive or ministerial staff as may <i>(f) Assistant Excise Guard</i>) be sanctioned by the Government to) assist him in the execution of his) functions.</p>
	<p><i>Office Staff:</i></p> <p>1. Lower Division Clerk) Correspondence received and</p>

	<p>) despatch, prepare all the permits,</p> <p>2. <i>Upper Division Clerk</i>) Challans and maintain all liquor) licence records including revenue) records.</p> <p>3. <i>Excise Sub-Inspector</i>) Issue Local Transport Permit and) assist to the Excise Inspector.</p> <p>4. <i>Excise Inspector</i>) To look office routine works, issued permits and supervision of licence and Field staff posted at Check post.</p>
	<p><i>Field Staff:</i></p> <p>1. <i>Excise Inspector</i>) Posted at every Distillery, Brewery, and) unit under the M & T.P. Act to) supervise movement of incoming) and out going excisable articles, their) manufacture, storage, removal and) transport of such articles after payment of</p> <p>2. <i>Excise Sub-Inspector</i>) excise duty and other charges if any due) thereon. In performing the said duties, the) members of the staff takes care that) the smooth running of the distillery,) brewery is not hampered.</p> <p>3. <i>Excise Guard</i>) Posted at check posts and out posts. A) supervisor or excise guard shall be</p> <p>4. <i>Asstt. Excise Guard</i>) Incharge of the check posts to) to check import and export of liquor,</p>
(III)	<p><u>THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY</u></p> <p>1. Any decision involving policy matter, file is put up by Excise Inspector to Dy. Commissioner of Excise and then to Commissioner of Excise. 2. Permits are prepared by the L.D.C/U.D.C. and issued by Excise Inspector.</p>
(IV)	<p><u>THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS</u></p> <p>Annual target of revenue collection are fixed for the Department and achieve the same</p>
(V)	<p><u>THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS</u></p> <p>1. <i>The Goa, Daman & Diu Excise duty Act, 1964.</i></p>

	<p>2. <i>The Goa, Daman & Diu Excise duty Rule, 1964.</i> 3. <i>The Medicinal and Toilet Preparations (Excise duties) Act, 1955</i> 4. <i>The Medicinal and Toilet Preparations (Excise duties) Rules, 1956.</i> 5. <i>The Notifications issued under the above Act and Rules.</i> 6. <i>Circulars, Policy decision under the above Act & Rules.</i></p>
(IV)	<p><u>A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL</u></p> <p>1. <i>List of various type of liquor licences</i> 2. <i>Revenue information of all the units</i></p>
(VII)	<p><u>THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF</u></p> <p><i>Before taking any policy decision meeting are conducted with various stakeholders to consider their views on the subject;</i></p>
(VIII)	<p><u>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</u></p> <p><i>Committee on Taxation policy has been formed under Chairmanship of Finance Secretary.</i></p>
(IX)	<p><u>A DIRECTORY OF ITS OFFICERS AND EMPLOYEES</u></p> <p><i>As per Annexure- I</i></p>
(X)	<p><u>THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS</u></p> <p><i>As per Annexure- I</i></p>
(XI)	<p><u>THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE</u></p> <p><i>As per Annexure- II</i></p> <p><i>Budget Allocation for the year 2005-2006 2039 – Major Head – NON PLAN State Excise</i></p>

	<p><i>001 – Direction and Administration</i></p> <table> <tr> <td><i>04 – Daman and Diu</i></td><td><i>(Rs. in thousand)</i></td></tr> <tr> <td><i>04.00.01 – Salaries.....</i></td><td><i>4100</i></td></tr> <tr> <td><i>04.00.02 – Wages.....</i></td><td><i>100</i></td></tr> <tr> <td><i>04.00.06 – Medical Treatment.....</i></td><td><i>35</i></td></tr> <tr> <td><i>04.00.11 – Domestic Travel Expenses.....</i></td><td><i>30</i></td></tr> <tr> <td><i>04.00.13 – Office Expenses.....</i></td><td><i>600</i></td></tr> </table>	<i>04 – Daman and Diu</i>	<i>(Rs. in thousand)</i>	<i>04.00.01 – Salaries.....</i>	<i>4100</i>	<i>04.00.02 – Wages.....</i>	<i>100</i>	<i>04.00.06 – Medical Treatment.....</i>	<i>35</i>	<i>04.00.11 – Domestic Travel Expenses.....</i>	<i>30</i>	<i>04.00.13 – Office Expenses.....</i>	<i>600</i>
<i>04 – Daman and Diu</i>	<i>(Rs. in thousand)</i>												
<i>04.00.01 – Salaries.....</i>	<i>4100</i>												
<i>04.00.02 – Wages.....</i>	<i>100</i>												
<i>04.00.06 – Medical Treatment.....</i>	<i>35</i>												
<i>04.00.11 – Domestic Travel Expenses.....</i>	<i>30</i>												
<i>04.00.13 – Office Expenses.....</i>	<i>600</i>												
(XII)	<p><u>THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES</u></p> <p>---N I L ---</p>												
(XIII)	<p><u>PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT</u></p> <p><i>List of various license issued as Annexure- III</i></p>												
(XIV)	<p><u>DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM</u></p> <p><i>List of various licensees, tax collection and record of Import permit.</i></p>												
(XV)	<p><u>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</u></p> <p><i>Various application forms for permits etc. are available alongwith check list indicating the documents to be attached and formalities to be completed for applying for the same.</i></p>												
(XVI)	<p><u>THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS</u></p> <p style="text-align: center;"><i>Sanjeev Ahuja Dy. Commissioner of Excise Excise Department, Moti daman-396 220. Phone No. : 0260 - 2230863</i></p>												
(XVII)	<p><u>SUCH OTHER INFORMATION AS MAY BE PRESCRIBED</u></p> <p>---N I L--</p>												

Licenses issued to Distillery/Brewery

A N N E X U R E - III

(I) M/s Royal Distillery, Ringanwada, Kachigam Road, Nani Daman.

Sr.No.	Licence No.
01	Bottling/IMFL/88-89/1
02	M/WINE/88-89/1
03	M/MS/88-89/1
04	M/IMFL/88-89/1
05	Blending/CL/88-89/1
06	Bottling/CL/88-89/1
07	WS/DS/7
08	WS/IMFL/42
09	PBWH/CL/88-89/1
10	PBWH/RM/88-89/1
11	WS/CL/37
12	M/CL/88-89/1
13	M/NS-RS/1/88-89
14	PBWH/RS/NS/MS/88-89/1
15	PBWH/IMFL/88-89/1
16	RS/IMFL-CL/PB/22
17	RS/IMFL-CL/TOWN/37

(II) M/s Khemani Distilleries Ltd. Ringanwada, Kachigam, Daman.

Sr.No.	Licence No.
01.	Bottling/IMFL/92-93/6
02	M/IMFL/92-93/6
03	M/MS/92-93/3
04	PBWH/RS/NS/MS/92-93/48
05	M/CL/92-93/8

06	Bottling/CL/92-93/7
07	Blending/CL/92-93/7
08	PBWH/RM/92-93/51
09	PBWH/CL/92-93/50
10	PBWH/IMFL/92-93/49
11	WS/CL/VILLAGE/44
12	RS/IMFL-CL/PB/Loose/41
13	RS/IMFL-CL/PB/VILL./40
14	WS/DS/6
15	M/WINE/92-93/3
16	M/RS/NS/92-93/3
17	WS/IMFL/VILL./92-93/49

(III) M/s Jupiter Distillery, Kathiria, Nani Daman.

Sr.No.	Licence No.
01	2/88-89/Blending/CL
02	RS/IMFL/CL/PB/21
03	WS/CL/TOWN/38
04	WS/IMFL/TOWN/43
05	M/MS/2/88-89
06	M/Wine/2/88-89
07	M/RS/2/88-89
08	2/88-89/Bottling/CL
09	M/CL/2/88-89
10	2/88-89/Bottling/IMFL
11	M/IMFL/2/88-89
12	PBWH/2/IMFL/88-89
13	PBWH/CL/2/88-89
14	PBWH/RS/NS/2/88-89
15	PBWH/DN/2/88-89

(IV) Govt. Distillery, Bhensroad, Nani Daman.

Sr.No.	Licence No.
01	M/CL/4/88-89
02	PBWH/CL/4

(V) M/s Krimpi Distillery, Bhensroad, Nani Daman.

Sr.No.	Licence No.
01	M/IMFL/5/91-92
02	Bottling/IMFL/91-92/5
03	PBWH/IMFL/91-92/45
04	Blending/CL/91-92/6
05	M/CL/91-92/7
06	Bottling/CL/91-92/6
07	PBWH/CL/91-92/46
08	PBWH/RS/NS/91-92/44
09	WS/IMFL/91-92/48
10	WS/CL/91-92/43
11	RS/IMFL-CL/PB/91-92/39

(VI) M/s Dharmesh Distillery, Kadaiya, Nani Daman.

Sr.No.	Licence No.
01	PBWH/IMFL/56/93-94
02	BLENDING/CL/09/93-94
03	BOTTLING/IMFL/08/93-94
04	PBWH/RS/NS/55/93-94
05	M/IMFL/08/93-94
06	WS/IMFL/51/93-94
07	M/CL/10/93-94

08	PBWH/CL/57/93-94
09	BOTTLING/CL/09/93-94
10	WS/CL/46/93-94
11	RS/IMFL-CL/PB/42/93-94

(VII) M/s Daman Distillery, Kathiria, Nani Daman.

Sr.No.	Licence No.
01	M/IMFL/3/388-89
02	3/88-89/Bottling/IMFL
03	WS/IMFL/TOWN/20
04	WS/CL/TOWN/02
05	PBWH/3/88-89
06	3/88-89/Blending/CL
07	3/88-89/Bottling/CL
08	M/CL/3/388-89

(VIII) M/s Silver Star Distillery, Bhensroad, Nani Daman.

Sr.No.	Licence No.
01	PBWH/IMFL/92-93/53
02	Bottling/IMFL/92-93/7
03	Bottling/CL/92-93/8
04	WS/IMFL/92-93/50
05	WS/CL/92-93/45
06	Blending/CL/92-93/8
07	PBWH/CL/92-93/54
08	M/IMFL/92-93/7
09	M/CL/92-93/9
10	PBWH/RS/NS/92-93/52

(IX) M/s Blossom Industries Pvt. Ltd., Jani Vankad, Nani Daman.

Sr. No.	Licence No.
01	PBWH/BEER/94-95/1
02	M/BEER/94-95/1
03	RS/BEER/94-95/1
04	WS/BEER/94-95/1
05	Bottling/Beer/94-95/1

ANNEXURE - I

DIRECTORY OF OFFICERS AND EMPLOYEES

1	Commissioner of Excise	<i>The charge of the said posts are being look after the additional charge. There is no sanctioned posts.</i>		
2	Dy. Commissioner of Excise			
Sr. No.	Name	Designation	Pay Scale	Gross pay
1	Shri R. R. Mahyavanshi	Excise Inspector	4500-125-7000	11182
2	Shri V. B. Halpati	Excise Inspector	4500-125-7000	11564
3	Shri N. P. Solanki	Excise Sub-Inspector	4000-100-6000	8900
4	Shri Suresh D. Dhodi	Excise Sub-Inspector	4000-100-6000	8156

LIST OF WHOLESALE LICENCE OF I.M.F.L. (Series Wise)

SR. NO.	LICENCE NO.	NAME OF LICENCE HOLDER	ADDRESS	
1	WS/IMFL/1	Favourite Traders	Main Road, Nani Daman	
2	WS/IMFL/2	Krishna Wines	Sea Face Road, Nani Daman	
3	WS/IMFL/3	Shiraz Gullamhusein Ramzan	Bhimpore, Nani Daman	
4	WS/IMFL/4	Royal Wines	Patalia, Nani Daman	
5	WS/IMFL/5	Quality Wines	Kathiria, Nani Daman	Closed
6	WS/IMFL/6	K.H.Khemani & Sons	Biblos Market, Nani Daman	
7	WS/IMFL/7	Hotel Casino	Dalwada, Nani Daman	
8	WS/IMFL/8	Damania Stores, Bar & Rest.	Dalwada, Nani Daman	
9	WS/IMFL/9	Mohan Meakin Ltd.	Dalwada, Nani Daman	
10	WS/IMFL/10	Trade Links Ltd.	Dalwada, Nani Daman	
11	WS/IMFL/11	Savita M. Kolat	Zapabar, Nani Daman	
12	WS/IMFL/12	Morarbhai Chipka & Sons	Near Municipal Market, Nani Daman	Cancelled

13	WS/IMFL/13	Bhanabhai Khalpa	Thana Pardi, Moti Daman	
14	WS/IMFL/14	Firoz. M. Damania	Regal Stores, Nani Daman	
15	WS/IMFL/15	Chandiben V. Tandel	Navi Ori, Nani Daman	
16	WS/IMFL/16	Hirabhai M. Damania	Municipal Market, Nani Daman	Closed
17	WS/IMFL/17	Champaben D. Rana	Sea Face Road, Nani Daman	
18	WS/IMFL/18	Paramount Traders	Bhimpore, Nani Daman	
19	WS/IMFL/19	Parvati Bhulabhai	Sea Face Road, Nani Daman	
20	WS/IMFL/20	Daman Distillery	Kathiria, Nani Daman	
21	WS/IMFL/21	Vallabh Fakirbhai	Naila Pardi, Moti Daman	
22	WS/IMFL/22	Magan Damodar Rana	Zapabar, Nani Daman	
23	WS/IMFL/23	Gurukripa Enterprises	Main Road, Nani Daman	
24	WS/IMFL/24	Dhanuben Arjun Tandel	Prime Wine, Devka Road, Nani Daman	
25	WS/IMFL/25	Damania Enterprises	Kathiria, Nani Daman	
26	WS/IMFL/26	J.S. Prabakar	Jani Vakad, Nani Daman	
27	WS/IMFL/27	Albino Feleiro	Thana Pardi, Moti Daman	
28	WS/IMFL/28	Shashi Wines	Dalwada, Nani Daman	
29	WS/IMFL/29	Navrang Traders	Bhenslore Road, Nani Daman	
30	WS/IMFL/30	Laxman Dullabh Tandel	Sangia St. Nani Daman	
31	WS/IMFL/31	Lalubhai Bhudia Kokla	Airport Road, Nani Daman	
32	WS/IMFL/32	Oriental Bar	Main Road, Moti Daman	
33	WS/IMFL/33	Keshav Bhanabhai Tandel	Naila Pardi, Moti Daman	
34	WS/IMFL/34	Manek S. Tandel	Naila Pardi, Moti Daman	
35	WS/IMFL/35	Mukesh N. Tandel	Dabhel, Nani Daman	
36	WS/IMFL/36	Cosmic Traders	Biblos Market, Nani Daman	
37	WS/IMFL/37	Manek B. Tandel	Patalia, Nani Daman (Mukesh Wines)	
38	WS/IMFL/38	Girubhai Bhulabhai Patel	Bhimpore, Nani Daman	
39	WS/IMFL/39	Jose Souza Morais	Marwad, Nani Daman	
40	WS/IMFL/40	National sales Corporation	Sea Face Road, Nani Daman	
41	WS/IMFL/41	A.B.G. Enterprises	Dabhel, Nani Daman	Closed
42	WS/IMFL/42	Royal Distillery Pvt. Ltd.	Kachigam, Nani Daman	
43	WS/IMFL/43	Jupiter Distillery	Kathiria, Nani Daman	
44	WS/IMFL/44	Mohanbhai Makan Tandel	Zapabar, Nani Daman	Closed
45	WS/IMFL/45	Samjibhai B. Solanki	Tin Batti, Kathiria, Nani Daman	
46	WS/IMFL/46	Vallabh Dullabh Tandel	Navi Ori, Nani Daman	
47	WS/IMFL/47	Jay Traders	Bhenslore Road, Nani Daman	
48	WS/IMFL/48	Krimpi Distillery	Bhimpore, Nani Daman	
49	WS/IMFL/49	Khemani Distillery	Kachigam, Nani Daman	
50	WS/IMFL/50	Silver Star Distillery	Bhenslore Road, Nani Daman	
51	WS/IMFL/51	Dharmesh Distillery	Kadaiya, Nani Daman	
52	WS/IMFL/52	O.I.D.C.	Paryatan Bhavan, Nani Daman	

LIST OF WHOLESALE LICENCE OF COUNTRY LIQOUR (Series Wise)

SR.NO.	LICENCE	NAME OF LICENCE HOLDER	ADDRESSES	
1	WS/CL/1	N.P.Quenem	Taxi Stand, Nani Daman	
2	WS/CL/2	Daman Distillery	Kathiria, Nani Daman	
3	WS/CL/3	Shiraz Gullamhusein Ramzan	Bhimpore, Nani Daman	
4	WS/CL/4	Krishna Wines	Sea Face Road, Nani Daman	
5	WS/CL/5	Firoz. M. Damania	Regal Stores, Nani Daman	
6	WS/CL/6	Bhana Khaipa	Thana Pardi, Moti Daman	
7	WS/CL/7	Chandiben V. Tandel	Navi Ori, Nani Daman	
8	WS/CL/8	Royal Wines	Patalia, Nani Daman	
9	WS/CL/9	Favourite Traders	Main Road, Nani Daman	
10	WS/CL/10	Quality Wines	Tin Batti, Nani Daman	Closed
11	WS/CL/11	K.H. Khemani & Sons	Biblos Market, Nani Daman	
12	WS/CL/12	Hari Mangal Damania	Municipal Market, Nani Daman	
13	WS/CL/13	Champaben D. Rana	Sea Face Road, Nani Daman	
14	WS/CL/14	Paramount Traders	Bhimpore, Nani Daman	
15	WS/CL/15	Hotel Casino	Dalwada, Nani Daman	
16	WS/CL/16	Damania Stores Bar & Rest	Dalwada, Nani Daman	
17	WS/CL/17	Savita M Kolat	Zapabar, Nani Daman	
18	WS/CL/18	Morarbhai Chipka & Sons	Municipal Market, Nani Daman	Cancelled
19	WS/CL/19	Parvati Bhulabhai	Sea Face Road, Nani Daman	
20	WS/CL/20	Vallabh Fakir Tandel	Naila Pardi, Moti Daman	
21	WS/CL/21	Magan Damodar Rana & Sons	Zapabar, Nani Daman	
22	WS/CL/22	Gurukripa Hotel	Sea Face Road, Nani Daman	
23	WS/CL/23	Dhanuben Arjun Tandel	Prime Wine, Devka Road, Nani Daman	
24	WS/CL/24	Damania Enterprises	Kathiria, Nani Daman	
25	WS/CL/25	J.S. Prabakar	Jani Vankad, Nani Daman	
26	WS/CL/26	Shashi Wines	Dalwada, Nani Daman	
27	WS/CL/27	Navrang Traders	Bhenslore Road, Nani Daman	
28	WS/CL/28	Laxman Dullabh Tandel	Sangia St. Nani Daman	
29	WS/CL/29	Lalubhai Bhudia Kokla	Air-Port, Nani Daman	
30	WS/CL/30	Oriental Bar	Main Road, Moti Daman	
31	WS/CL/31	Keshav Bhanabhai Tandel	Naila Pardi, Moti Daman	
32	WS/CL/32	Cosmic Traders	Biblos Market, Nani Daman	
33	WS/CL/33	Jose Souza Morais	Marwad, Nani Daman	
34	WS/CL/34	A.B.G. Enterprises	Dabhel, Nani Daman	Closed

35	WS/CL/35	Gajubhai Bhulabhai Patel	Bhimpore, Nani Daman
36	WS/CL/36	Mukesh N. Tandel	Shital Traders, Dabel, Nani Daman
37	WS/CL/37	Royal Distillery Pvt. Ltd.	Kachigam, Nani Daman
38	WS/CL/38	Jupiter Distillery	Kathiria, Nani Daman
39	WS/CL/39	Mohanbhai Makan Tandel	Zapabar, Nani Daman
40	WS/CL/40	Samjibhai B. Solanki	Tin Batti, Kathiria, Nani Daman
41	WS/CL/41	Vallabh Dullabh Tandel	Navi Ori, Nani Daman
42	WS/CL/42	Jay Traders	Bhenslore Road, Nani Daman
43	WS/CL/43	Krimpi Distillery	Bhimpore, Nani Daman
44	WS/CL/44	Khemani Distillery	Kachigam, Nani Daman
45	WS/CL/45	Silver Star Distillery	Bhenslore Road, Nani Daman
46	WS/CL/46	Dharmesh Distillery	Kadaiya, Nani Daman
47	WS/CL/47	O.I.D.C.	Paryatan Bhavan, Nani Daman

LIST OF RETAIL SALE OF I.M.F.L./C.L. IN PACK BOTTLES (Series Wise)

SR.NO.	LICENCE NO	NAME OF HOLDER	ADDRESSES
1	RS/IMFL-CL/PB/1	Shiraz Gullamhusein Ramzan	Bhimpore, Nani Daman
2	RS/IMFL-CL/PB/2	Trade Link Ltd.	Dalwada, Nani Daman
3	RS/IMFL-CL/PB/3	Krishna Wines	Kachigam Border, Nani Daman
4	RS/IMFL-CL/PB/4	K.H.Khemani & Sons	Biblos Market, Nani Daman
5	RS/IMFL-CL/PB/5	Royal Wines	Patalia, Nani Daman
6	RS/IMFL-CL/PB/6	Hirabhai M. Damania	Municipal Market, Nani Daman
7	RS/IMFL-CL/PB/7	Savita M. Kolat	Zapabar, Nani Daman
8	RS/IMFL-CL/PB/8	Damania Enterprises	Kathiria, Nani Daman
9	RS/IMFL-CL/PB/9	Shashi Wines	Dalwada, Nani Daman
10	RS/IMFL-CL/PB/10	Gurukripa Enterprises	Sea Face Road, Nani Daman
11	RS/IMFL-CL/PB/11	Isha V. Babul/Pramod R. Tandel	Classic Building, Moti Daman
12	RS/IMFL-CL/PB/12	Harilal D.Rana	Sea Face Road, Nani Daman
13	RS/IMFL-CL/PB/13	Prema Bhagwan/Mukesh Wines	Patalia, Nani Daman
14	RS/IMFL-CL/PB/14	Ishwar D.Damania	Sea Face Road, Nani Daman
15	RS/IMFL-CL/PB/15	Raju D. Bhatela	Sea Face Road, Nani Daman
16	RS/IMFL-CL/PB/16	Girju Bhula	Bhimpore, Nani Daman
17	RS/IMFL-CL/PB/17	Dossu Bhai N. Oliaji	Devka Road, Nani Daman
18	RS/IMFL-CL/PB/18	Cosmic Traders	Biblos Market, Nani Daman
19	RS/IMFL-CL/PB/19	Jose Souza Morais	Marwad, Nani Daman
20	RS/IMFL-CL/PB/20	Alexo A. Sequeira	Khariwad, Nani Daman
21	RS/IMFL-CL/PB/21	Jupiter Distillery	Kathiria, Nani Daman
22	RS/IMFL-CL/PB/22	Royal Distillery	Kachigam, Nani Daman

23	RS/IMFL-CL/PB/23	Commnd. Officer Coast Guard	Air-Port, Nani Daman
24	RS/IMFL-CL/PB/24	Jagdish K. Damania	Sea Face Road, Nani Daman
25	RS/IMFL-CL/PB/25	Minaxi S. Solanki	Zapabar, Nani Daman
26	RS/IMFL-CL/PB/26	Premila Vallabh	Khariwad, Nani Daman
27	RS/IMFL-CL/PB/27	Soma Govan	Tin Batti, Kathiria, Nani Daman
28	RS/IMFL-CL/PB/28	Hasmuk Makan Tandel	Biblos Market, Nani Daman
29	RS/IMFL-CL/PB/29	Daniben G./Hirabhai Vallabh	Tin Batti, Nani Daman
30	RS/IMFL-CL/PB/30	Leena Kanti (Bhavik Wines)	Tin Batti, Nani Daman
31	RS/IMFL-CL/PB/31	Bhanuben D. Tandel	Malbari Apts., Nani Daman
32	RS/IMFL-CL/PB/32	Kalavati V. Tandel	Classic Building, Moti Daman
33	RS/IMFL-CL/PB/33	Keshav Lallu Tandel	Hotel Diamond, Nani Daman
34	RS/IMFL-CL/PB/34	Jivan Ukad	Dharmesh Apts, Nani Daman
35	RS/IMFL-CL/PB/35	Jhonny George	Zapabar, Nani Daman
36	RS/IMFL-CL/PB/36	Norshir A. Damania	Main Road, Nani Daman
37	RS/IMFL-CL/PB/37	Royal Distillery Pvt Ltd.	Near Daman Talkies, Nani Daman
38	RS/IMFL-CL/PB/38	Mahesh Lalu Tandel	Sea Face Road, Nani Daman
39	RS/IMFL-CL/PB/39	Krimpi Distillery	Bhimpore, Nani Daman
40	RS/IMFL-CL/PB/40	Khemani Distillery Pvt. Ltd	Kachigam, Nani Daman
41	RS/IMFL-CL/PB/41	Khemani Distillery Pvt. Ltd	Biblos Market, Nani Daman
42	RS/IMFL-CL/PB/42	Dharmesh Distillery	Kadaiya, Nani Daman
43	RS/IMFL-CL/PB/43	O.I.D.C.	Red Cross Bhavan, Nani Daman
44	RS/IMFL-CL/PB/44	O.I.D.C.	Marwad, Nani Daman
45	RS/IMFL-CL/PB/45	Makan Kalanbai Tandel	Municipal Market, Moti Daman
46	RS/IMFL-CL/PB/46	Jayshree H. Tandel	Sai Kripa, Nani Daman
47	RS/IMFL-CL/PB/47	Rukeshimani R. Tandel	Tin Batti, Nani Daman
48	RS/IMFL-CL/PB/48	Narsaimbai Dullabh Tandel	Municipal Market, Nani Daman
49	RS/IMFL-CL/PB/49	Mukesh Bhagwanbhai Tandel	Sea Face Road, Nani Daman
50	RS/IMFL-CL/PB/50	Surendra Premshankar Joshi	Sea Face Road, Nani Daman
51	RS/IMFL-CL/PB/51	Raman Makan	Tin Batti, Nani Daman
52	RS/IMFL-CL/PB/52	O.I.D.C.	Dabhel, Nani Daman
53	RS/IMFL-CL/PB/53	Smt. K.A. Contractor & Manoj G. Tandel	Tin Batti, Nani Daman
54	RS/IMFL-CL/PB/54	Maniben Hirabhai Tandel	Kachigam, Char-rasta, Nani Daman

LIST OF LICENCE HOLDER OF BAR-REST (Series Wise)

SR. NO.	LICENCE NO	NAME OF THE LICENCE HOLDER	ADDRESSES
1	RS/IMFL/CL/BAR-	Temtem G. Wadia	Navi Ori, Nani Daman

	<i>REST/1</i>		
2	<i>RS/IMFL/CL/BAR-REST/2</i>	<i>Bhana Khalpa</i>	<i>Sea Face Road, Nani Daman</i>
3	<i>RS/IMFL/CL/BAR-REST/3</i>	<i>M/s Oriental Bar</i>	<i>Dabhel, Nani Daman</i>
4	<i>RS/IMFL/CL/BAR-REST/4</i>	<i>Firoz M. Damania</i>	<i>Sea Face Road, Nani Daman</i>
5	<i>RS/IMFL/CL/BAR-REST/5</i>	<i>M/s. Magan Damodar R & Sons</i>	<i>Zapabar, Nani Daman</i>
6	<i>RS/IMFL/CL/BAR-REST/6</i>	<i>Champa. D. Rana</i>	<i>Moti Vankad, Nani Daman</i>
7	<i>RS/IMFL/CL/BAR-REST/7</i>	<i>Paliben V. Tangal</i>	<i>Sea Face Road, Nani Daman</i>
8	<i>RS/IMFL/CL/BAR-REST/8</i>	<i>Gangaben Sukar Tandel</i>	<i>Hotel Ambassdor, Nani Daman</i>
9	<i>RS/IMFL/CL/BAR-REST/9</i>	<i>Narbada Govind Tandel</i>	<i>Navi Ori, Nani Daman</i>
10	<i>RS/IMFL/CL/BAR-REST/10</i>	<i>Damania Stores Bar & Rest</i>	<i>Char Rasta, Nani Daman</i>
11	<i>RS/IMFL/CL/BAR-REST/11</i>	<i>Hotel Casino</i>	<i>Char Rasta, Nani Daman</i>
12	<i>RS/IMFL/CL/BAR-REST/12</i>	<i>Sherbanoo B. Modi</i>	<i>Main Road, Nani Daman</i>
13	<i>RS/IMFL/CL/BAR-REST/13</i>	<i>Firoz. M. Damania</i>	<i>Regal Bar, Nani Daman</i>
14	<i>RS/IMFL/CL/BAR-REST/14</i>	<i>Laxmiben Bhagwanbhai</i>	<i>Hotel Soverign, Nani Daman</i>
15	<i>RS/IMFL/CL/BAR-REST/15</i>	<i>Morar Chipka & Sons</i>	Cancelled
16	<i>RS/IMFL/CL/BAR-REST/16</i>	<i>Paramount Traders</i>	<i>Fish Market, Nani Daman</i>
17	<i>RS/IMFL/CL/BAR-REST/17</i>	<i>Parvati Bhula</i>	<i>Sea Face Road, Nani Daman</i>
18	<i>RS/IMFL/CL/BAR-REST/18</i>	<i>Mangiben Lallu Patel</i>	Closed
19	<i>RS/IMFL/CL/BAR-REST/19</i>	<i>Bijia Ramabhai</i>	<i>Main Road, Moti Daman</i>
20	<i>RS/IMFL/CL/BAR-REST/20</i>	<i>Devji Dullabh Machhi</i>	<i>Sea Face Road, Nani Daman</i>
21	<i>RS/IMFL/CL/BAR-REST/21</i>	<i>Gulab Jagan Patel</i>	<i>Kumbhar St. Nani Daman</i>
22	<i>RS/IMFL/CL/BAR-REST/22</i>	<i>Jeronimo Falario</i>	<i>Hotel Paradise, Nani Daman</i>
23	<i>RS/IMFL/CL/BAR-REST/23</i>	<i>Vallabh Kika Tandel</i>	<i>Tin Bati, Nani Daman</i>

24	RS/IMFL/CL/BAR-REST/24	Nandiben Haribhai	Dhobi Talao, Nani Daman
25	RS/IMFL/CL/BAR-REST/25	Ratan Nanabhai Rustmji	Ringanwada, Nani Daman
26	RS/IMFL/CL/BAR-REST/26	Jini Dorabji Damania	Patalia, Nani Daman
27	RS/IMFL/CL/BAR-REST/27	Navroze G. Wadia	Dabhel, Nani Daman
28	RS/IMFL/CL/BAR-REST/28	D & X Wadia	Kadaiya, Nani Daman
29	RS/IMFL/CL/BAR-REST/29	Bhana Sona Dhodi	Zari, Moti Daman
30	RS/IMFL/CL/BAR-REST/30	Hanita Godrejwadia	Dabhel, Nani Daman
31	RS/IMFL/CL/BAR-REST/31	Rustam N. Luth	Cancelled
32	RS/IMFL/CL/BAR-REST/32	Kuwarben Govanbhai Tandel	Sangam Bar, Zapabar, Nani Daman
33	RS/IMFL/CL/BAR-REST/33	Jitendra R. Kodrawala	Near Electric Office, Nani Daman
34	RS/IMFL/CL/BAR-REST/34	Kashiben Gopal Tandel	Motegam Sheri, Nani Daman
35	RS/IMFL/CL/BAR-REST/35	Wilhemine D. Lopes	Biblos Market, Nani Daman
36	RS/IMFL/CL/BAR-REST/36	Quiteria Machado	Magarwada, Moti Daman
37	RS/IMFL/CL/BAR-REST/37	Maria Felomena Fernandes	Thana Pardi, Moti Daman
38	RS/IMFL/CL/BAR-REST/38	Cyrelo Coutinho	Vad Chowki, Nani Daman
39	RS/IMFL/CL/BAR-REST/39	Raman Makan	Transferred to P.B. Licence No.51
40	RS/IMFL/CL/BAR-REST/40	Keshav Kalan Tandel	Biblos Market, Nani Daman
41	RS/IMFL/CL/BAR-REST/41	Silloo E. Damania	Patel Dhaba,Dabhel, Nani Daman
42	RS/IMFL/CL/BAR-REST/42	Farida A. Damania	Dunetha, Nani Daman
43	RS/IMFL/CL/BAR-REST/43	Makan Kalanbhai Tandel	Transferred to P.B. Licence No.45
44	RS/IMFL/CL/BAR-REST/44	Narbada N. Damania	Near Bharat Pipe, Kadaiya, Nani Daman
45	RS/IMFL/CL/BAR-REST/45	Doshabhai N.Oliagi	Hotel Duke, Devka, Nani Daman
46	RS/IMFL/CL/BAR-REST/46	Madhubhai Gopibhai Tandel	Hotel "Summer House", Devka, Nani Daman

47	RS/IMFL/CL/BAR-REST/47	Krishna Govind Raut	Thana Pardi, Moti Daman
48	RS/IMFL/CL/BAR-REST/48	Dajibhai Ramabhai Tandel	Machhiwad, Kadaiya, Nani Daman
49	RS/IMFL/CL/BAR-REST/49	Ishwarbhai Naranbhai	Patalia, Nani Daman
50	RS/IMFL/CL/BAR-REST/50	Laxmiben P. Tangal	Hotel Gurukripa, Nani Daman

SR. NO.	LICENCE NO	NAME OF LICENCE HOLDER	ADDRESSES
51	RS/IMFL/CL/BAR-REST/51	Chandiben Vallabh Tandel	Navi Ori, Nani Daman
52	RS/IMFL/CL/BAR-REST/52	Drawpati Dayabhai Patel	Patalia, Nani Daman
53	RS/IMFL/CL/BAR-REST/53	Fatima Faleiro	Vad Chowki, Nani Daman
54	RS/IMFL/CL/BAR-REST/54	Rukeshimani R. Tandel	Transferred to P.B.Licence No.47
55	RS/IMFL/CL/BAR-REST/55	Harish N. Damania	Veera Dhaba, Varkund, N.Daman
56	RS/IMFL/CL/BAR-REST/56	Manish B. Patel	Patalia, Nani Daman
57	RS/IMFL/CL/BAR-REST/57	Antonio C. Furtado	Taxi Stand, Nani Daman
58	RS/IMFL/CL/BAR-REST/58	Esmalia Mendonca	Ambawadi, Moti Daman
59	RS/IMFL/CL/BAR-REST/59	Alexandre de Noronha Furtado	Dabhel, Nani Daman
60	RS/IMFL/CL/BAR-REST/60	Mangiben M. Patel	Kachigam, Nani Daman
61	RS/IMFL/CL/BAR-REST/61	Gulabbhai Naranbhai	Dabhel, Nani Daman
62	RS/IMFL/CL/BAR-REST/62	Deargi Lallu Patel	Sital ni Wadi, Air-Port, N.Daman
63	RS/IMFL/CL/BAR-REST/63	Alferdo Fonseca	Cancelled
64	RS/IMFL/CL/BAR-REST/64	Paliben Narshi Athia	Taxi Stand, Nani Daman
65	RS/IMFL/CL/BAR-REST/65	Narotamdas Babu Patel	Kathiria, Nani Daman
66	RS/IMFL/CL/BAR-REST/66	Aspi D. Damania	Attiyawad, Dabhel, Nani Daman
67	RS/IMFL/CL/BAR-REST/67	Lalitaben Rameshchandra Kamli	Patalia, Nani Daman
68	RS/IMFL/CL/BAR-	Luiz.G. Machado	Patalia, Nani Daman

	<i>REST/68</i>		
69	<i>RS/IMFL/CL/BAR- REST/69</i>	<i>Parxotam Babubhai Patel</i>	<i>Pariyari, Moti Daman</i>
70	<i>RS/IMFL/CL/BAR- REST/70</i>	<i>Badiben Daybhai Patel</i>	<i>Bhimpore, Nani Daman</i>
71	<i>RS/IMFL/CL/BAR- REST/71</i>	<i>Jamiyatbhai Jivanbhai Tandel</i>	<i>Devka Road, Nani Daman (Closed)</i>
72	<i>RS/IMFL/CL/BAR- REST/72</i>	<i>Narsaimbhai Lallubhai Tandel</i>	<i>Greenland Bar, Khariwad, N.Daman</i>
73	<i>RS/IMFL/CL/BAR- REST/73</i>	<i>Mohanbhai Dayabhai Rana</i>	<i>Patalia, Nani Daman</i>
74	<i>RS/IMFL/CL/BAR- REST/74</i>	<i>Haribhai Naranbhai Tandel</i>	<i>Hotel Sunman, Tinbati, N.Daman</i>
75	<i>RS/IMFL/CL/BAR- REST/75</i>	<i>Premiben Mithabhai Tandel</i>	<i>Jetty, Nani Daman</i>
76	<i>RS/IMFL/CL/BAR- REST/76</i>	<i>Kantilal Lallubhai</i>	<i>Veg. Market, Nani Daman</i>
77	<i>RS/IMFL/CL/BAR- REST/77</i>	<i>Laxmiben Dayabhai Tandel</i>	<i>Hotel Gokul, Nani Daman</i>
78	<i>RS/IMFL/CL/BAR- REST/78</i>	<i>Mohanbhai Babubhai Patel</i>	<i>Kachigam, Nani Daman</i>
79	<i>RS/IMFL/CL/BAR- REST/79</i>	<i>Dayabhai Vallabhbhai Patel</i>	<i>Dabhel, Nani Daman</i>
80	<i>RS/IMFL/CL/BAR- REST/80</i>	<i>Bharatiben Makan Tandel</i>	<i>Opp. Prince Bar, Dabhel, Nani Daman</i>
81	<i>RS/IMFL/CL/BAR- REST/81</i>	<i>Keshavbhai Lallubhai Tandel</i>	<i>Hotel Diamond, Nani Daman</i>
82	<i>RS/IMFL/CL/BAR- REST/82</i>	<i>Virissimo R. Miranda</i>	<i>Jani Vankad, Nani Daman</i>
83	<i>RS/IMFL/CL/BAR- REST/83</i>	<i>Diwariben Haribhai Tandel</i>	<i>Hotel Natraj, Nani Daman</i>
84	<i>RS/IMFL/CL/BAR- REST/84</i>	<i>Mohanbhai Naranbhai Tandel</i>	<i>Dabhel, Nani Daman</i>
85	<i>RS/IMFL/CL/BAR- REST/85</i>	<i>Nandiben Chhibubhai Patel</i>	<i>Kachigam, Nani Daman</i>
86	<i>RS/IMFL/CL/BAR- REST/86</i>	<i>Amrat Lallu Patel</i>	<i>Kachigam, Nani Daman</i>
87	<i>RS/IMFL/CL/BAR- REST/87</i>	<i>Kamuben R. Patel</i>	<i>Varkund, Nani Daman</i>
88	<i>RS/IMFL/CL/BAR- REST/88</i>	<i>Bhankiben Dayabhai Patel</i>	<i>Thana Pardi, Moti Daman</i>
89	<i>RS/IMFL/CL/BAR- REST/89</i>	<i>Beroz T. Wadia</i>	<i>Hotel Marina, Nani Daman</i>
90	<i>RS/IMFL/CL/BAR- REST/90</i>	<i>Uttambhai Kanjibhai Tandel</i>	<i>Bhimpore, Nani Daman</i>

91	RS/IMFL/CL/BAR- REST/91	Chandiben Tandel	Lallubhai Tandel	Sea Face Road, Nani Daman
92	RS/IMFL/CL/BAR- REST/92	Gopalbhai Kalan Tandel		Hotel Miramar, Nani Daman
93	RS/IMFL/CL/BAR- REST/93	Vishnubhai Mangal Kamli		Varkund, Nani Daman
94	RS/IMFL/CL/BAR- REST/94	Narsimhbhai Dullabhbhai Tandel		Transferred to P.B.Licence No.48
95	RS/IMFL/CL/BAR- REST/95	Laxmiben Tandel	Dhanjibhai Tandel	Patalia, Nani Daman
96	RS/IMFL/CL/BAR- REST/96	Dayabhai Harjibhai Tandel		Kadaiya Sea Shore, Nani Daman
97	RS/IMFL/CL/BAR- REST/97	Hirabhai Chipka Tandel		Kathiria, Devka Road, Nani Daman
98	RS/IMFL/CL/BAR- REST/98	Vanmali Babubhai Patel		Sea Face Road, Nani Daman
99	RS/IMFL/CL/BAR- REST/99	Gulabben Tandel	Bhulabhai Tandel	Wad Chowki, Nani Daman
100	RS/IMFL/CL/BAR- REST/100	Urmilaben Rameshchandra Patel		Bhenslore, Nani Daman
101	RS/IMFL/CL/BAR- REST/101	Rameshbhai Tandel	Vallabh Tandel	Sea Face Road, Nani Daman
102	RS/IMFL/CL/BAR- REST/102	Bhanuben Patel	Chibubhai Tandel	Dabhel, Nani Daman
103	RS/IMFL/CL/BAR- REST/103	Damiyanti Tandel	Keshav Tandel	Naila Pardi, Moti Daman
104	RS/IMFL/CL/BAR- REST/104	Kesarben Tandel	Bhagwan Tandel	Devka Beach, Nani Daman
105	RS/IMFL/CL/BAR- REST/105	Ramaben Rana	Bhikhabhai Rana	Devka Beach, Nani Daman
106	RS/IMFL/CL/BAR- REST/106	Jamnadas Patel	Mangubhai Patel	Sea Face Road, Nani Daman
107	RS/IMFL/CL/BAR- REST/107	Manjulaben Damania	Parbu Damania	Patalia, Nani Daman
108	RS/IMFL/CL/BAR- REST/108	Manekben Gopal Tandel		Near Fish Market, Nani Daman
109	RS/IMFL/CL/BAR- REST/109	Ramiben Jivan Tandel		Near State Bank, Nani Daman
110	RS/IMFL/CL/BAR- REST/110	Mohan Bhandari	Dayabhai Bhandari	Marwar Nani Daman
111	RS/IMFL/CL/BAR- REST/111	Dilip Pandurang Kamat		Tin Bati, Nani Daman
112	RS/IMFL/CL/BAR- REST/112	Maria Joana do Rosario		Bhimpore, Nani Daman
113	RS/IMFL/CL/BAR- REST/113	Mahesh Lalu Tandel		Transferred to P.B. Licence No. 38

114	RS/IMFL/CL/BAR- REST/114	Dhansukhlal Ramu Patel	Sea Face Road, Nani Daman
115	RS/IMFL/CL/BAR- REST/115	Narbadaben Kesav Patel	Bhimpore, Bhandarwad, N.Daman
116	RS/IMFL/CL/BAR- REST/116	Baviben Dayabhai Sagar	Sagar Bar, Moti Daman
117	RS/IMFL/CL/BAR- REST/117	Laxmiben Bhagwan Tandel	Sea Face Road, Nani Daman
118	RS/IMFL/CL/BAR- REST/118	Mithun Kumar Dhiru Patel	Kachigam, Nani Daman
119	RS/IMFL/CL/BAR- REST/119	Shital Ramesh Kamli	Moti Vankad, Nani Daman
120	RS/IMFL/CL/BAR- REST/120	Godavariben Makan Tandel	Dabhel, Atyawad, Nani Daman
121	RS/IMFL/CL/BAR- REST/121	Chanchalben Bhagwan Patel	Devka Beach, Nani Daman
122	RS/IMFL/CL/BAR- REST/122	Natwarijal Keshav Rana	Panchal Ind., Moti Vankad, Nani Daman
123	RS/IMFL/CL/BAR- REST/123	Lubna Ekram Dadani	Hotel Brighton, Nani Daman
124	RS/IMFL/CL/BAR- REST/124	Gangaben J. Prabakar	Dabhel, Nani Daman
125	RS/IMFL/CL/BAR- REST/125	Vasant Govan Tandel	Kadaiya, Nani Daman
126	RS/IMFL/CL/BAR- REST/126	Ekram P. Dadani	Ringanwada, Nani Daman
127	RS/IMFL/CL/BAR- REST/127	Maria Felomena Fernandes	Parkota Sheri, Nani Daman
128	RS/IMFL/CL/BAR- REST/128	Vilma Maria P. Pereira	Near Market, Moti Daman
129	RS/IMFL/CL/BAR- REST/129	Marcelina Rosario	Classic Bldg., Moti Daman
130	RS/IMFL/CL/BAR- REST/130	Ramjibhai Dhanji Tandel	Vintage Bar, Kunta Road, Nani Daman
131	RS/IMFL/CL/BAR- REST/131	Chotubhai Chhibubhai Patel	Kachigam, Nani Daman
132	RS/IMFL/CL/BAR- REST/132	Narshin Bhagwan Tandel	Kaleria, Dabhel, Nani Daman
133	RS/IMFL/CL/BAR- REST/133	Vasant Narshin Tandel	Nani Vankad, Nani Daman
134	RS/IMFL/CL/BAR- REST/134	Judita Colaco	Near Market, Moti Daman
135	RS/IMFL/CL/BAR- REST/135	Olivia de Silva Souza	Devka Road, Nani Daman
136	RS/IMFL/CL/BAR- REST/136	Vijaykumar Babu Patel	Kachigam, Nani Daman

137	RS/IMFL/CL/BAR-REST/137	Premabhai Patel	Chiman	Bhimpore, Char-rasta, Nani Daman
138	RS/IMFL/CL/BAR-REST/138	Vallabh Govan		Barodia Street, Nani Daman
139	RS/IMFL/CL/BAR-REST/139	Godavariben G. Patel		Luhar St., Moti Daman
140	RS/IMFL/CL/BAR-REST/140	Maria Augusto de Rosario		Kathiria, Nani Daman
141	RS/IMFL/CL/BAR-REST/141	Sureshbhai Vallabh Damania		Koda Falia, Nani Daman
142	RS/IMFL/CL/BAR-REST/142	Laxmiben Makan Tandel		Air-Port, Nani Daman
143	RS/IMFL/CL/BAR-REST/143	Dalpat Babubhai Patel		Shital Bar, Patalia, Nani Daman
144	RS/IMFL/CL/BAR-REST/144	Lataben Mohanbhai Patel		Super Bar, Moti Vankad, Nani Daman
145	RS/IMFL/CL/BAR-REST/145	Maria Perpetua S.D. Rosario		Near Bazar, Moti Daman
146	RS/IMFL/CL/BAR-REST/146	Bipinchandra Raghunathji Desai		Kachigam, Nani Daman
147	RS/IMFL/CL/BAR-REST/147	Manekben Bhana		Montegam Sheri, Nani Daman
148	RS/IMFL/CL/BAR-REST/148	Bena Makan Tandel		Hotel Man Sagar, Nani Daman
149	RS/IMFL/CL/BAR-REST/149	Nandi Ranchod Tandel		Patalia, Nani Daman
150	RS/IMFL/CL/BAR-REST/150	Prakash Gulabbhai Patel		Dabhel, Nani Daman
151	RS/IMFL/CL/BAR-REST/151	Ashok Kumar S. Agrawal		Amalia, Dabhel, Nani Daman
152	RS/IMFL/CL/BAR-REST/152	Surendra Premshankar Joshi		Transfer to P.B. Licence No.50
153	RS/IMFL/CL/BAR-REST/153	Taruna Krishna		Kevdi Falia, Dabhel, Nani Daman
154	RS/IMFL/CL/BAR-REST/154	Ganpatbhai Bhikubhai Kamli		Patalia, Nani Daman
155	RS/IMFL/CL/BAR-REST/155	Champakbhai Babubhai Kamli		Patalia, Nani Daman
156	RS/IMFL/CL/BAR-REST/156	Chanchalben Jivan Tandel		Jain St., Nani Daman
157	RS/IMFL/CL/BAR-REST/157	Emilia Fonseca		Luhar St., Moti Daman
158	RS/IMFL/CL/BAR-REST/158	Mohanbhai Kanjibhai Tandel		Naila Pardi, Moti Daman
159	RS/IMFL/CL/BAR-REST/159	Ravia Soma		Dalwada, Nani Daman

160	RS/IMFL/CL/BAR-REST/160	Maniben Hirabhai Tandel	Transfer to Pack Bottle No.54
161	RS/IMFL/CL/BAR-REST/161	Pravin Fakir	Bamanpuja, Moti Daman
162	RS/IMFL/CL/BAR-REST/162	Babubhai Mithabhai Patel	Opp. Prince Bar,Dabhel, N.Daman
163	RS/IMFL/CL/BAR-REST/163	Celina Lopes	Machiwad, Moti Daman
164	RS/IMFL/CL/BAR-REST/164	Devji Bhula	Atyawad, Dabhel, Nani Daman
165	RS/IMFL/CL/BAR-REST/165	Mangar Khalpa	Jampore, Moti Daman
166	RS/IMFL/CL/BAR-REST/166	Jacinta Furtado	Dabhel, Nani Daman
167	RS/IMFL/CL/BAR-REST/167	Jamnaben Soma Talia	Moti Vankad, Nani Daman
168	RS/IMFL/CL/BAR-REST/168	Babubhai Haribhai Patel	Bamanpuja, Moti Daman
169	RS/IMFL/CL/BAR-REST/169	Teminaben Ramji Tangal	Kayur Bar, Patalia, Nani Daman
170	RS/IMFL/CL/BAR-REST/170	Yasmeen Esmail Lalji	Ringanwada, Nani Daman
171	RS/IMFL/CL/BAR-REST/171	Manilal Bhana Patel	Dabhel, Nani Daman
172	RS/IMFL/CL/BAR-REST/172	Ramabhai Nanabhai	Ambawadi, Moti Daman
173	RS/IMFL/CL/BAR-REST/173	Hanita Dadabhoy Wadia	Sea Face Road, Nani Daman
174	RS/IMFL/CL/BAR-REST/174	Manjuben Shankar Patel	Mangarwada, Moti Daman
175	RS/IMFL/CL/BAR-REST/175	Dharmendra Ramesh Rana	Zapabar, Nani Daman
176	RS/IMFL/CL/BAR-REST/176	Narmadaben · Naran Tandel	Cancelled
177	RS/IMFL/CL/BAR-REST/177	Chhaganbhai Budhiya Patel	Main Road, Moti Daman
178	RS/IMFL/CL/BAR-REST/178	Mohan Govan Patel	Dunetha Nani Daman
179	RS/IMFL/CL/BAR-REST/179	Bhana Mangar Patel	Bhimpore, Nani Daman
180	RS/IMFL/CL/BAR-REST/180	Laxmiben Gojia Tandel	Devka Road, Nani Daman
181	RS/IMFL/CL/BAR-REST/181	Ratiben Ramji Tandel	Mashal Chowk, Nani Daman
182	RS/IMFL/CL/BAR-REST/182	Dayakorben Dayaram Rajput	Zapabar, Nani Daman

183	RS/IMFL/CL/BAR-REST/183	Jayshree H. Tandel	Transferred to Pack Bottle No. 46
184	RS/IMFL/CL/BAR-REST/184	Kanji Bhagwan Tandel	Sapna Bar, Dabhel, Nani Daman
185	RS/IMFL/CL/BAR-REST/185	Babu Chhiba Tangal	Thana Pardi, Moti Daman
186	RS/IMFL/CL/BAR-REST/186	Filomena R.P.M. Lopes	St. Anthony Road, Moti Daman
187	RS/IMFL/CL/BAR-REST/187	Bharatkumar Naran Patel	Patalia, Nani Daman
188	RS/IMFL/CL/BAR-REST/188	Narendrakumar Narsain Patel	Marwar, Nani Daman
189	RS/IMFL/CL/BAR-REST/189	Chhotubhai Naran Patel	Dabhel, Nani Daman
190	RS/IMFL/CL/BAR-REST/190	Lallubhai Babubhai Patel	Kachigam, Nani Daman
191	RS/IMFL/CL/BAR-REST/191	Anusuyaben Pramod Patel	Bhimpore, Nani Daman
192	RS/IMFL/CL/BAR-REST/192	Mukesh Bhagwanbhai Tandel	Transferred to Pack Bottle No. 49
193	RS/IMFL/CL/BAR-REST/193	Jivanbhai Naranbhai Tandel	Devka Road, Nani Daman
194	RS/IMFL/CL/BAR-REST/194	Bhanuben Haribhai Tandel	Tin Bati, Nani Daman
195	RS/IMFL/CL/BAR-REST/195	Parvatiben Jogibhai Tandel	Bhimpore, Vankad Rd., N. Daman
196	RS/IMFL/CL/BAR-REST/196	Premiben Kalayan Tandel	Bhimpore, Patalia Rd., N. Daman
197	RS/IMFL/CL/BAR-REST/197	Bharatkumar Champak Patel	Kachigam Border, Nani Daman
198	RS/IMFL/CL/BAR-REST/198	Gullabhbai Khalpabhai Patel	Dabhel, Nani Daman
199	RS/IMFL/CL/BAR-REST/199	Dr. J.S. Prabhakar	Moti Vankad, Nani Daman
200	RS/IMFL/CL/BAR-REST/200	Uttambhai Manilal Patel	Classic Bld. Moti Daman

SR. NO.	LICENCE NO	NAME OF LICENCE HOLDER	ADDRESSES
201	RS/IMFL/CL/BAR-REST/201	C Shoshana Excise Depart mint	Thana Pardi, Moti Daman
202	RS/IMFL/CL/BAR-REST/202	Raman Chhagan	Dunetha, Nani Daman
203	RS/IMFL/CL/BAR-REST/203	Raman Ragla	Kevdi, Dabhel, Nani Daman
204	RS/IMFL/CL/BAR-	Harjibhai Dajibhai	Jain St., Nani Daman

	REST/204		
205	RS/IMFL/CL/BAR- REST/205	Bhagwanbhai Vallabh Tandel	Hotel Dipak Jyote, Nani Daman
206	RS/IMFL/CL/BAR- REST/206	Harshadrai Kikubhai Patel	Kachigam, Nani Daman
207	RS/IMFL/CL/BAR- REST/207	Mahesh Kumar Manubhai Patel	Kachigam, Nani Daman
208	RS/IMFL/CL/BAR- REST/208	Mukesh Amratlal Patel	Marwar, Nani Daman
209	RS/IMFL/CL/BAR- REST/209	Sureshbhai Ramanbhai Tandel	Hotel Sagar Sun, Devka, Nani Daman
210	RS/IMFL/CL/BAR- REST/210	Naranbhai Budhia	Hotel Ratnakar, Devka, Nani Daman
211	RS/IMFL/CL/BAR- REST/211	Naran Dahya Patel	Near Police Quarters, Nani Daman
212	RS/IMFL/CL/BAR- REST/212	Ramilaben Chiman Patel	Ambawadi, Moti Daman
213	RS/IMFL/CL/BAR- REST/213	K. A.Contractor/Manoj Tandel	Transferred to Pack Bottle No. 53
214	RS/IMFL/CL/BAR- REST/214	Niruben Chhibubhai	Bhimpore, Nani Daman
215	RS/IMFL/CL/BAR- REST/215	Kamat Holiday Resort	Cancelled
216	RS/IMFL/CL/BAR- REST/216	Rameshbhai Khalpa Patel	Dabhel, Nani Daman
217	RS/IMFL/CL/BAR- REST/217	Gullabbhai Dheria Patel	Dabhel, Nani Daman
218	RS/IMFL/CL/BAR- REST/218	Rajendra B. Patel	Hotel Manish, Patalia, Nani Daman
219	RS/IMFL/CL/BAR- REST/219	Gangaben Bhagwan Tandel	Hotel Sukh Sagar, Nani Daman
220	RS/IMFL/CL/BAR- REST/220	Jivanbhai Mithabhai	Hotel Sweatmany, Nani Daman
221	RS/IMFL/CL/BAR- REST/221	Amratlal Raghabhai	Hotel Panchratna, Dabhel, Nani Daman
222	RS/IMFL/CL/BAR- REST/222	Kesarben K. Tandel	Hotel Dariya Darshan, Devka, Nani Daman
223	RS/IMFL/CL/BAR- REST/223	Haresbhai Bhulabhai Tandel	Hotel Princess Park, Devka, Nani Daman
224	RS/IMFL/CL/BAR- REST/224	Gajubhai Hirabhai Tandel	Hotel New Natraj, Nani Daman
225	RS/IMFL/CL/BAR- REST/225	Nitinkumar Amratlal Rathod	Hotel Sandy Resort, Devka, Nani Daman
226	RS/IMFL/CL/BAR- REST/226	Narendra Kaur	Beach Resort, Jetty, Moti Daman
227	RS/IMFL/CL/BAR-	Diwaliben Dhanji Tandel	Hotel China Town, Jampore,

	<i>REST/227</i>		<i>Nani Daman</i>
228	<i>RS/IMFL/CL/BAR- REST/228</i>	<i>Ras Resort & Apart Hotel</i>	<i>Cancelled</i>
229	<i>RS/IMFL/CL/BAR- REST/229</i>	<i>Laxmiben Gajubhai Tandel</i>	<i>Hotel Shilton, Devka, Nani Daman</i>
230	<i>RS/IMFL/CL/BAR- REST/230</i>	<i>Narshibhai K. Athia</i>	<i>Hotel Pallavi, Nani Daman</i>
231	<i>RS/IMFL/CL/BAR- REST/231</i>	<i>Budhia Devji Tandel</i>	<i>Hotel Ashirwad, Nani Daman</i>
232	<i>RS/IMFL/CL/BAR- REST/232</i>	<i>Keshav Hira Tandel</i>	<i>Hotel Mangal, Nani Daman</i>
233	<i>RS/IMFL/CL/BAR- REST/233</i>	<i>Bhavesh Maniar</i>	<i>Hotel Silver Sand, Devka, Nani Daman</i>
234	<i>RS/IMFL/CL/BAR- REST/234</i>	<i>Argentino Ferreiro</i>	<i>Hotel Island, Bhimpore, Nani Daman</i>
235	<i>RS/IMFL/CL/BAR- REST/235</i>	<i>Rukhiben Ramji Tandel</i>	<i>Hotel Holiday Inn, Tin Bati, Nani Daman</i>
236	<i>RS/IMFL/CL/BAR- REST/236</i>	<i>Sanjay H. Rana</i>	<i>Rahi Guest House, Devka, Nani Daman</i>
237	<i>RS/IMFL/CL/BAR- REST/237</i>	<i>Rohitkumar N. Feta</i>	<i>Hotel New Ratankar, Nani Daman</i>
238	<i>RS/IMFL/CL/BAR- REST/238</i>	<i>Narendra M. Tandel</i>	<i>Hotel Jazira, Devka, Nani Daman</i>
239	<i>RS/IMFL/CL/BAR- REST/239</i>	<i>Gaju H & Natvar H. Tandel</i>	<i>Hotel Rajesh, Nani Daman</i>
240	<i>RS/IMFL/CL/BAR- REST/240</i>	<i>Kanti M. Tandel</i>	<i>Hotel Ashoka Palace, Devka, Nani Daman</i>
241	<i>RS/IMFL/CL/BAR- REST/241</i>	<i>Mahesh G. Patel</i>	<i>Hotel Prakash, Guest House, Nani Daman</i>
242	<i>RS/IMFL/CL/BAR- REST/242</i>	<i>Prema S. Prabakar</i>	<i>Hotel Umesh Nani Daman</i>
243	<i>RS/IMFL/CL/BAR- REST/243</i>	<i>Raju D. Bathela</i>	<i>Jay Resort, Moti Daman</i>
244	<i>RS/IMFL/CL/BAR- REST/244</i>	<i>Dhaniben K. Tandel</i>	<i>Hotel Dhanashree, Varkund, Nani Daman</i>
245	<i>RS/IMFL/CL/BAR- REST/245</i>	<i>Mirasol</i>	<i>Hotel Mirasol, Kadaiya, Nani Daman</i>
246	<i>RS/IMFL/CL/BAR- REST/246</i>	<i>Usha R. Tandel</i>	<i>Closed</i>
247	<i>RS/IMFL/CL/BAR- REST/247</i>	<i>Narendra K. Feta</i>	<i>Satya Sagar Udhyan, Dalwada, Nani Daman</i>
248	<i>RS/IMFL/CL/BAR- REST/248</i>	<i>Babar V. Tandel</i>	<i>Hotel Kadaiya Corner, Kadaiya, Nani Daman</i>
249	<i>RS/IMFL/CL/BAR- REST/249</i>	<i>Shree Vimalshwar</i>	<i>Hotel Vimalshwar, Kachigam, Nani Daman</i>
250	<i>RS/IMFL/CL/BAR-</i>	<i>Gulab B. Patel</i>	<i>Hotel Kings, Dabhel, Nani</i>

	<i>REST/250</i>		<i>Daman</i>
251	<i>RS/IMFL/CL/BAR- REST/251</i>	<i>Vasant R. Patel</i>	<i>Hotel Sunrise, Devka, Nani Daman</i>
252	<i>RS/IMFL/CL/BAR- REST/252</i>	<i>Navin K. Feta</i>	<i>Jampore Beach Resort, Moti Daman</i>
253	<i>RS/IMFL/CL/BAR- REST/253</i>	<i>Lalita G. Halpati</i>	<i>Hotel Ambika, Devka Road, Nani Daman</i>
254	<i>RS/IMFL/CL/BAR- REST/254</i>	<i>Dayabhai Chhibad Patel</i>	<i>Hotel Hill Top, Bhimpore, Nani Daman</i>
255	<i>RS/IMFL/CL/BAR- REST/255</i>	<i>Dahiben Champak. Patel</i>	<i>Hotel Dinesh, Kachigam, Nani Daman</i>
256	<i>RS/IMFL/CL/BAR- REST/256</i>	<i>Sham D. Chhabaria</i>	<i>Hotel Regent Palace, Bhimpore, Nani Daman</i>
257	<i>RS/IMFL/CL/BAR- REST/257</i>	<i>Shri Kishore Amar Khatri</i>	<i>Hotel Sai Amar, Sea Face Road, Nani Daman</i>
258	<i>RS/IMFL/CL/BAR- REST/258</i>	<i>Shri Champak Dahya Patel</i>	<i>Chirag Guest House, Devka, Nani Daman</i>
259	<i>RS/IMFL/CL/BAR- REST/259</i>	<i>Miramar Resorts Pvt. Ltd.</i>	<i>Kadaiya, Nani Daman</i>

*Following Licence under Medicinal & Toilet Preparation
Act, 1955 and Rules, 1956.*

1.	<i>MTP/94-95/5 M/s Hertz Chemicals Pvt.Ltd., Bhimpore, Nani Daman.</i>
2.	<i>MTP/97-98/6 M/s Silver Star Cpsmetics, Bhenslore, Dunetha, Nani Daman.</i>
3.	<i>MTP/98-99/7 M/s Tranee International, Bhimpore, Nani Daman.</i>
4.	<i>MTP/2000-2001/8 M/s Vita Soaps & Specification, Panchal Udyog Nagar, Bhimpore, Daman.</i>
5.	<i>MTP/2002-2003/9 M/s Biochem Pharmaceutical Industries Ringanwada, Nani Daman.</i>
6.	<i>MTP/2002-2003/10 M/s Olive Healthchare, Athiwad, Dabhel, Nani Daman.</i>
7.	<i>MTP/2003-2004/11 M/s Trescho Pack, Silver Indl. Estate, Bhimpore, Daman.</i>

8.	<i>MTP/2003-2004/12 M/s Vikas Organics Pvt.Ltd., Bhimpore, Nani Daman.</i>
9.	<i>MTP/2004-2005/13 M/s Grace universal, Athiwad, Nani Daman.</i>
10.	<i>MTP/2004-2005/14 M/s Coral Laboratories Ltd., Bhenslore, Dunetha, Nani Daman.</i>
11.	<i>MTP/2004-2005/15 M/s Milan Cosmetics Pvt. Ltd., Bhimpore, Nani Daman.</i>
12.	<i>MTP/2005-2006/16 M/s Wockhardt Ltd., Kadaiya, Nani Daman.</i>

DEPARTMENT OF ANIMAL HUSBANDRY AND VETERINARY SERVICES

(I) THE PARTICULAR OF ORGANIZATION, FUNCTION AND DUTIES

Animal Husbandry :

Animal Husbandry is an important economic activity associated with agriculture playing vital role in generating employment supplementary income of small and marginal farmers and agricultural labourers in the U.T. of Daman & Diu. Poultry and goat rearing is a common phenomenon in the U.T. sine there is good demand for goat meat and poultry in hotels.

Functions : The main focus of the activities of the Department are :

- (i) The development of the requisite infrastructure for improving the animal productivity.*
- (ii) The preservation and production of the Livestock by providing proper health care facilities.*
- (iii) Increase in the production in the major livestock product specially milk to meet the increasing per capita requirement.*

The Department of Animal Husbandry and Veterinary Services has been entrusted the responsibilities if implementing Dairy, Poultry schemes as well as Veterinary services.

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Financial:

The Animal Husbandry cum Vet. Officer is the HO/DDO in respect of this Department who has been delegated Financial powers under the provision of Delegation of Financial Powers Rules.

Administrative:

To control staff, sanctioning of leave, advance, increment, and to initiate disciplinary action against the staff as per provisions of CCS (C&A) Rules.

DUTIES OF OFFICERS / EMPLOYEES:

Veterinary Officer: (I/C Veterinary Hospital and Dairy Farm)

- *Treatment of animals.*
- *Attend the emergency cases*
- *Attend the surgical cases*
- *Supervision of Stockman's activities*
- *Inspection and checking registers maintained by Veterinary Asstt.*
- *Supervision of vaccination and veterinary services*
- *Preparation of demand of medicines, vaccinations and other requirement of equipment of animal health and veterinary services.*
- *Watch on medicines, vaccines etc.*
- *Distribution of medicines, vaccination and feeds at Centres.*
- *Implementation of schemes for Cattle, Poultry and Fodder development etc.*
- *Correspondence of official references pertaining to dairy Farm/ Hospital etc.*
- *Maintenance of Veterinary Hospital and Dairy farm.*
- *Treatment and care of Dairy animals.*
- *Supervision on milk production and proper and regular distribution of milk produced.*
- *Checking and signing of Dairy Cash-books.*
- *Checking and signing of Registers.*
- *Preparation of demand of feeds, fodder and feed supplements for Government Dairy Farm.*
- *Submission of periodical returns.*
- *Formulation of Five year Plan, Annual Plan, Budget Estimate, Revised Estimates etc.*

- *Implementation of Centrally Sponsored Schemes.*
- *As a Technically Head of the Animal Husbandry Department, he is discharging the duties of Compliance of Government of India references, Parliament Questions etc.*
- *Participate in the Workshop Seminar meeting etc. etc Organised by Govt. of India at any parts of India.*

VETERINARY ASSISTANT I/C DAIRY FARM

- *Maintenance of all required dairy registers and records as per guidance of Veterinary Officer.*
- *Maintenance of Milk production register and records of each animal.*
- *Maintenance of register of pregnancy of animals.*
- *Register of empty gunny bags and Farm Yard Mannure (FYM).*
- *Maintenance of register of feed and fodder accounts purchase for dairy animals.*
- *Maintenance of daily feeding register.*
- *Maintenance of register of bills received and issued.*
- *To look after the dairy animals and to give the necessary guidance to milkmen and milk vendor (Attendant).*
- *To keep proper watch ward on animals so that timely intimation can be given to the Veterinary Officer regarding illness of animals.*
- *Supervision of dairy farm staff works so that maximum work can be extracted from them.*
- *Other works assigned by Veterinary Officer i/c Dairy Farm.*
- *Maintenance of Premium Bull Register*
- *Maintenance of feed and fodder register of Premium Bulls.*
- *Maintenance of Service record of Premium Bulls.*

- *Maintenance of feeding register of Premium Bulls.*
- *Maintenance of History sheet of Premium Bulls.*

VETERINARY ASSISTANT I/C VETERINARY HOSPITAL

- *Maintenance of all records as per guidance of Veterinary Officer i/c Veterinary Hospital.*
- *Maintenance of register of purchase and distribution of Medicines Stores etc.*
- *Maintenance of register of dead-stock i.e. furniture, surgical instrument etc.*
- *Maintenance of out door treatment register.*
- *Maintenance of supply medicine register.*
- *Maintenance of library register.*
- *Maintenance of sera and vaccine register.*
- *Submission of periodical returns in respect of Veterinary Hospital.*
- *Preparation of contagious out breaks report.*
- *Preparation of correspondence of official reference for Veterinary Officer.*
- *Maintaining of laboratory register.*
- *Correspondence of Government and Administration reference.*
- *Maintenance of Implementation of Centrally Sponsored Scheme references.*
- *Assisting Veterinary Officer in all matters of Department.*
- *Other works assigned by Veterinary Officer.*

VETERINARY ASSISTANT I/C CENTRES:

- *First Aid Treatment of animals and birds and supply of medicines.*
- *Castration of Scrub bulls.*
- *Vaccination of cattle and poultry in clean and affected area.*

- Programme for animal health and veterinary services, Dairying Poultry farming and (Artificial Insemination) A.I. activities
- To look after Panjarapoles and Gaushalas cooperative dairy/ poultry farm for first aid veterinary services.
- To maintain all relevant registers prescribed for keeping proper account of medicine, vaccine, sera etc. at the level of Veterinary Aid Centre.
- Submission of periodical return.
- Correspondence of official references.
- Other works assigned by Veterinary Officer.

(III) THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

This Department is under the control of the Development Commissioner who is also Secretary (Animal Husbandry). The Department is not independently making decision relating to the public issues. Now for better supervision and accountability the Director is in channel above the Veterinary Officer. However, order are being taken from the Head of Department (i.e. Development Commissioner). Moreover, so far as the treatment of the animal is concerned, the Veterinary Asstt. provides first aid treatment, under direct supervision of Veterinary Officer i/c Hospital.

(IV) THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS

Norms are prescribed for each scheme, and target and achievements are being fixed for each scheme and monitoring the same periodically for its effective implementation.

(V) THE RULES, REGULATION, INSTRUCTIONS MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

As per rules and regulation fixed for each scheme, the function for each scheme is being carried out.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE DEPARTMENT OR UNDER ITS CONTROL

No specific documents are held by the Department.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF

No such arrangement exists at present. All the decisions regarding formulation of policy are being taken as per the orders of the competent authority.

(VIII) A STATEMENT OF BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC

No such bodies constituted by the Veterinary Department, Daman.

(IX) A DIRECTORY OF THE OFFICERS AND EMPLOYEES

The Directory of Officers and employees of the Department is annexed herewith at Annexure-I

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Monthly remuneration received by Officers and employees is annexed at Annexure-II

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE

The required details are as under:

Financial year : 2005-06 (Rs.)

Major Head of Account	Sanctioned Grant 2005-06	Expenditure upto 22-9-2005
MH 2403 (Plan) Animal Husbandry	14,20,000	2,69,155
MH 2403 (Non-Plan) Animal Husbandry	27,30,000	15,04,113
MH 2404 (Non Plan) Dairy Development	4,50,000	88,000

-
- (XII) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;**

Not readily available.

- (XIII) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

There is no recipient of concession, permit or authorization provided by the Department.

- (XIV) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM**

Not available

- (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**

There are no facilities available with the department.

- (XVI) **THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS**

The Head of Office i.e. Veterinary Officer is the Public Information Officer in respect of Animal Husbandry and Veterinary Department as notified by the Administration.

- (XVII) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED**

Not available.

OFFICE OF THE DEVELOPMENT COMMISSIONER, SECRETARIAT, DAMAN

(I) THE PARTICULARS OF ITS ORGANIZATIONS, FUNCTION AND DUTIES

The Development Commissioner is the Secretary & Head of Department in respect of the following departments: -

- a) Education (including Technical Education)
 - b) Tourism
 - c) Panchayat
 - d) Animal Husbandry
 - e) Fisheries
 - f) Co-Operation
 - g) Planning & Statistics
 - h) Election (Local Bodies)
 - i) Rural Development
 - j) Parliamentary Affairs
 - k) Urban development & Town & Country Planning
 - l) PWD Irrigation & Water Supply
 - m) Revenue

* Deputy Secretary..... 4 Posts

Out of these, four posts of Deputy Secretary, the following Officers are drawing their salaries against the post of Deputy Secretary (Dev):-

1. *Shri Neeraj Semwal, IAS* - *Working in Collectorate, Daman.*
2. *Shri Sushil Yadav, DANICS* - *Posted at Delhi*
3. *Shri A.K. Mishra, DANICS* - *Working in Personnel Department*

One post of Deputy Secretary is vacant

* Superintendents 5 Posts

Out of these five posts of Superintendents, only one Superintendent is attached with this office. One is vacant and the other three are working in other offices as under:-

1. *Collectorate, Daman.*
 2. *Liaison Officer, Delhi*
 3. *Silvassa*

* P.S. to Development Commissioner ----- / Post

There is only one post of P.S. to Development Commissioner, who is working at Secretariat, Sylvassa.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Development Commissioner is the Secretary & Head of Department in respect of this office as well as the departments mentioned above. The Deputy Secretary (Dev) is Head of office in respect of this office and Parliamentary Affairs, Law , Fisheries, Revenue, Panchayat and Animal Husbandry. The post of Superintendent is supervisory post over the staff attached with this office. The other staff namely; Assistant, UDCs, LDCs are working according to the directions of the Deputy Secretary (Dev)/Head of Office from time to time.

(III) The Procedure Followed In The Decision Making Process, Including Channels Of Supervision And Accountability

The Development Commissioner is the Secretary & Head of Department in respect of the following departments: -

- n) Education (including Technical Education)
- o) Tourism
- p) Panchayat
- q) Animal Husbandry
- r) Fisheries
- s) Co-Operation
- t) Planning & Statistics
- u) Election (Local Bodies)
- v) Rural Development
- w) Parliamentary Affairs
- x) Urban development & Town & Country Planning
- y) PWD Irrigation & Water Supply
- z) Revenue

All the Departments are following procedures as per CCS (CCA) Rules, CCS (Conduct) Rules, General Fundamental Rules and Rules of concerned Departments. The departments concerned are submitting the proposal to the Development Commissioner for approval through Finance Department.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

As per Rules applicable. All the employees attached to this office are attending their works according to work allocation order No.1/1/2002-DC/52 dated 24/04/2002.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- (i) CCS Rules
- (ii) CCS Conduct Rules
- (iii) General Fundamental Rules
- (iv) FRSR
- (v) Establishment and Administration
- (vi) Swamy's Master Manual for DDOs
- (vii) Swamy's Manual on Office Procedure
- (viii) T.A. Rules
- (ix) Delegation of Financial Powers Rules
- (x) Medical Allowance Rules

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- (i) Service Book & Records
- (ii) Personal Files of Staff

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Not Applicable

(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 MEETING ARE ACCESSIBLE FOR PUBLIC

Not applicable since no such board, council, committee etc. has been constituted, as far as office of Deputy Secretary (Dev) is concerned.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr.No.	Name & Designation	Office Phone No.	Residence Phone No.
01.	Shri Dharmendra Development Commissioner	2230726	2230978 (M) 9879133666
02.	Shri P.S. Jani Deputy Secretary	2230486	
03.	Shri N.K. Halpati Superintendent (Gazetted)	2230726	2231035

(IX) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Sr.No.	Name & Designation	Amount of Remuneration
01	<i>Shri Dharmendra Development Commissioner</i>	<i>Rs. 32292/-</i>
02	<i>Shri P.S. Jani Deputy Secretary</i>	<i>Rs. 15620/-</i>
03	<i>Shri N.K. Halpati Superintendent (Gazetted)</i>	<i>Rs. 14268/-</i>

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

Not applicable since no such scheme is implemented by this office. However Budget allocated under Non-Plan is as under:-

(Rupees in thousand)

Sl No	Major/ Minor Budget Head	Sector/ Name of the Scheme	Budget Allocation for 2005-2006
1	2	3	4

<i>I</i>	<i>2052 - Non Plan Secretariat General Services. 090 - Secretariat, 15 – Daman & Diu, 15.00.01 –SALARIES,</i>	<i>2052-Non Plan Secretariat General Services.</i>	<i>3615</i>
	<i>15.00.03 - OVERTIME ALLOWANCE</i>		<i>15</i>
	<i>15.00.06 - MEDIEDICAL TREATMENT</i>		<i>190</i>
	<i>15.00.11 – DOMISTIC TRAVEL EXPENSES</i>		<i>400</i>
	<i>15.00.12 – FOREIGN TRANVEL EXPENSES</i>		<i>—</i>
	<i>15.00.13 –OFFICE EXPENSES</i>		<i>1800</i>
	<i>15.00.41 –SECRET SERVICE EXPENDITURE</i>		<i>200</i>
	<i>Total</i>		<i>6220</i>

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Not applicable in view of (xi) above

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

Not applicable in view of above

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Not Applicable since no such form is used by this office.

(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

The public in general can meet the concerned officers during visiting hours for getting any kind of information as per their needs. No library or reading room exists in this office.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

*Shri P.S. Jani
Deputy Secretary (Development) - Head of office
Secretariat,
Moti Daman-396 220 (UT)*

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

So far this office is concerned there is no prescribed information.

OFFICE OF THE DIRECTOR OF ACCOUNTS, DAMAN

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTION AND DUTIES

- 1) Before the formation of UT Administration of Daman & Diu from the erstwhile Government of Goa, Daman & Diu. Directorate of Accounts, Daman and Diu were branches of Directorate of Account, Panji-Goa.
- 2) After delinking and with formation of U.T. Administration of Daman & Diu in the year 1987(w.e.f.29/05/1987) all the functions of Pay & Accounts office/ Principal Pay & Accounts office are being discharged by the Head of Accounts at Directorate of Accounts, Daman and the function of Pay & Accounts Office is being discharged by the Branch Office at Diu.
- 3) The Accounts Cadre of the Administration of Daman & Diu is an "Organised Accounts Cadre" whose functions are discharged by Directorate of Accounts, Daman & Diu.
- 4) Functioning Treasury Office (Banking Treasuries) Daman & Diu. The main duties for Sale of Stamps & Stamp Papers & Maintenance of Treasury Accounts.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

In Accounts cadres, Director, Dy.Director and Asstt. Accounts Officer all officers are Gazetted Officer who has to perform duty of Pay & Accounts Officer. The detailed statement for duties of Officers & Employees is enclosed as Annexure-I.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Scrutiny of all type of bills presented to this office by various officer/department are scrutinised with reference to the provisions of Delegation of financial Power Rules, General Financial Rules, Central Treasury Rules, Supplementary & Fundamental Rules, Leave Rules, Medical Reimbursement Rules , P.A.O., Manual etc.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Directorate of Accounts has to perform the function of Pay & Accounts Office and also Treasury Offices, Daman & Diu.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Scrutiny of all type of bills presented to this office by various officer/department are scrutinised with reference to the provisions of Delegation of financial Power Rules,

General Financial Rules, Central Treasury Rules, Supplementary & Fundamental Rules, Leave Rules, Medical Reimbursement Rules, P.A.O., Manual etc.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

All relevant documents prescribed by Comptroller Audit General of Accounts, Ministry of finance for Budget, Expenditure and monthly Accounts Sections, Central Audit etc.

In additions to prescribed documents below are main documents maintained.

Long Term Interest Bearing Account

Personal Ledger Account

Personal Deposit Account

General Provident Fund Accounts & Ledgers.

Appropriation Account in four stages

Finance Account in various type of Proforms(s)

Statement of Central Transactions

Inter Departmental transaction with other departments of the Central Government/Ministries.

Original pensions case file

Disbursement portion of Pensioners

Register of various category of Pensioners

Monthly Account

Expenditure statement

PAO cheques/credit scrolls.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

This office most dealing is with offices / department. As far as dealing with public are concerned they are listed below:

Sale of stamp papers, stamps, court fees etc. dealt by Treasury Section & Disbursement of monthly pension to the Pensioners

(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

Being Govt. Department no Board is constituted.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Enclosed Annexure - II

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

The staff / officers working in the Directorate of Accounts are not paid with type of remuneration for extra work. Except Salaries, The details of Salaries received by the staff of Director of Accounts is enclosed. Annexure-III.

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE

Total allocation for the current financial 2005-06 are as under for Daman and Diu. Full allocation is likely to be utilised.

Plan Allocation (Daman) - Rs. 4,00,000/- (4 Lakhs)

Non-Plan Allocation (DMN & DIU) - Rs. 66,00,000 (66 Lakhs)

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :-

- NIL -

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY

- N.A.-

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM; DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Most of the records main tanned are computerised.

(XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS THE OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE

No such facility is available to public

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Shri P.J. Bamania, Director of Accounts, Daman.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

- N.A.-

ANNEXURE - I

Shri Ernesto Fernandes, Asstt.Accounts Officer – Section Head - AUDIT - I

Sr. No	Name & Designation	Description of works Allotted.
1.	SMT. SINTIA ROSARIO - ACCOUNTANT	<i>(I) UTGEGIS – Scheme's Posting of Schedules in Broadsheet etc. (II) Broadsheet of Advance to Govt. Servants including calculation of interest. (III) Funds availability for advances, passing of bills for Advance to Govt. Servants. (IV) Maintenance of Computer System. (V) Scrutiny of Pension Papers/Documents & Issue of PPO. Other works as assigned from time to time</i>

Shri R.D. KAMALIA, Asstt.Accounts Officer – Section Head - AUDIT - II

Sr. No	Name & Designation	Description of works Allotted.
1.	SHRI D.V. PATEL, ACCOUNTANT	<i>(i) Furnishing all Periodicals returns & other details to be furnished for Combined Accounts of Daman & Diu. (ii) Consolidation of Monthly Account(Receipt, Payment & Expenditure & Related Correspondence. (iii) Scrutiny Pension Papers / Documents & Issue of PPO.</i>

Sr. No	Name & Designation	Description of works Allotted.
1.	SHRI J.M. DESAI, ACCOUNTANT (has already tendered notice of voluntary retirement) charged given to P.M. Joshi, Accountant	(i) Security of Pension Papers/Documents & issue/renewal of PPO. (ii) Transfer of Pension payments to Public Sector Banks through CPAO. (iii) Maintain all the registers of pension payments Custodian of all pension files received from other Sections and from AAO, Diu. (iv) Any other work as assigned to him from time to time.
2.	SHRI T. B. HALPATI, ACCOUNTANT	(i) Appropriation Account (ii) Finance Account and Miscellaneous Work including Transfer of Accounts (iii) General Correspondence pertaining to works audit. (iv) Bills Audit for Major Head : 2012 – ADMR. (v) (i) Maintenance of PLA Pass-Book & Allied Works. (ii) Checking of Form 50 & 51 submitted by Exe-Engrs. P.W. D. & Elect. (vi) Obtaining Details and entry thereof in the respective master Data file in Respect of Loans & Advances to Govt. Servants. (vii) Maintenance of A.C./ D.C./ Bill Register. (viii) Other Works as assigned from time to time.

Shri M.C. PATEL, DY.DIRECTOR OF ACCOUNTS.

Sr. No	Name & Designation	Description of works Allotted.
1.	SHRI D.V. PATEL, ACCOUNTANT	(1) Consolation and Submission of Monthly Account of Daman & Diu and related correspondence.

ANNEXURE - II

	Name & Designation of Officer/Officials	Residential Full address with Telephone Number
1.	Shri P.J. Bamania, Director of Accounts	Sai Krupa-II, Nani Daman 2230369(O) 2230826(O)

2.	<i>Shri M. C. Patel, Dy.Director of Accounts</i>	<i>Bhimpore, Nani Daman 2230826(O) 2220003(Resi.)</i>
3.	<i>Shri P. M. Tandel, Asstt.Accounts Officer</i>	<i>Machhiwad, Moti Daman 2230826(Off)</i>
4.	<i>Shri R.D.Kamalia, Asstt.Accounts Officer</i>	<i>Near Jetty, Vaniwad, Nani Daman 2230826(Off)</i>
5.	<i>Shri Ernesto Fernandes, Asstt.Accounts Officer</i>	<i>Mangueral Road, Moti Daman 2230826(O) 2230835(Resi)</i>

ANNEXURE - III

<i>Sr.No.</i>	<i>Name & Designation of Officer/Officials</i>	<i>Gross Salary as on 30-09-2005</i>
1.	<i>Shri P.J. Bamania, Director of Accounts</i>	<i>18,675</i>
2.	<i>Shri F.X. Fernandes, Dy.Director of Accounts</i>	<i>16,215</i>
3.	<i>Shri P. M. Tandel, Asstt.Accounts Officer</i>	<i>13,615</i>
4.	<i>Shri R.D.Kamalia, Asstt.Accounts Officer</i>	<i>13,206</i>
5.	<i>Shri Ernesto Fernandes, Asstt.Accounts Officer</i>	<i>12,961</i>

**DEPARTMENT OF LAND SURVEY,
OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY**

(I)	<p><u>PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES</u></p> <p><i>The Office of the Enquiry Office, City Survey Daman of the Land Survey Department consists of two sections.</i></p> <p>a) <i>City Survey Office :-</i> <i>In order to determine for each parcel of land situated within the limits of the City Survey and Gauthan Survey areas, and who is entitled to be confirmed in possession of each such parcel of land, and to determine the right, and interest of individual and bodies, the Inquiry Officer holds an enquiry, by way of quasi-judicial proceedings and in conclusion of such enquiry passes an order. The maps and registers are then corrected in accordance with the decision of the Inquiry Officer. In short, the Inquiry Officer finalises the records of rights of City Survey and Gauthan Survey areas.</i></p> <p>b) <i>Inspectorate of Survey & Land Records :-</i> <i>This section is responsible for the maintenance and updating of land survey maps pertaining to rural areas i.e cadastral survey maps of all 23 villages of Daman</i></p>
(II)	<p><u>POWERS AND DUTIES OF OFFICERS AND EMPLOYEES</u></p> <p><i>I - Enquiry Officer, City Survey, Daman:</i> <i>He is declared as Head of Office, under FRs/SRs and DFPR.</i> <i>He is also declared as Survey & Settlement Officer, under the Goa, Daman & Diu Land Revenue Code – 1968 read with Goa, Daman & Diu Land Revenue Rules – 1969.</i> <i>Over all supervision over office & staff members</i> <i>To impart assistance and guidance to sub-ordinates.</i> <i>Deciding of confirmation cases by way of quasi-judicial proceedings.</i> <i>Certification of entry in mutation cases.</i> <i>Submission of reports sought in cases pertaining to (1) Partition, (2) Sub-Division & amalgamation, (3) N.A. cases (4) Sale permission cases, (5) Land Acquisition cases, and in other cases/ matters referred by Higher Authorities.</i></p> <p><i>II - Head Surveyor :</i> <i>Over all supervision over staff members</i> <i>To impart assistance and guidance to sub-ordinates</i> <i>Processing & dealing with re-confirmation/mutation cases.</i> <i>Verification/random checking of confirmation cases dealt / processed by Field Surveyor.</i> <i>Preparing of report (after site-inspection & processing) for submission in the Collectorate, in r/o. cases pertaining to (1) Partition, (2) Sub-Division & amalgamation, (3) N.A. cases (4) Sale permission cases, (5) Land Acquisition</i></p>

	<p><i>cases, and in other cases/ matters referred by Higher Authorities. Verification of Site-plan, and other certified copies, prepared by field surveyor. Dealing with Establishment & Administrative work.</i></p> <p>III - Field Surveyor : <i>Dealing & processing of cases pertain to confirmation of properties. Carrying out measurement & demarcation of property on application by private individual. Joint inspection & measurement in Land Acquisition cases and preparing of plan & survey description proforma. To assist the Head Surveyor, in processing and preparing the reports sought in cases pertaining to (1) Partition, (2) Sub-Division & amalgamation, (3) N.A. cases (4) Sale permission cases, (5) Land Acquisition cases, and in other cases/ matters referred by Higher Authorities. Preparation of certified copies of site-plan, extracts, survey reports, etc.</i></p>
(III)	<p><u>PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY</u></p> <p>I) Confirmation of possession of Property : On receipt of application alongwith relevant documents and after processing the same notices are issued to all concerned persons by giving a date and time at least seven days in advance. On the given date and time, the site is inspected in morning session with the hearing in the evening session preferably on the same day. Statement of all the concerned are recorded and after verifying the documents if there is any dispute, further evidences are called. Judgment and Order is passed, after taking into accounts the evidence produced regarding the possession over the property.</p> <p>II Mutation of Property : On receipt of application for mutation process the case papers are forwarded to Talathi for processing as per the procedure laid down under the code and rules. Talathi issues the notice, records the statements and objection if any of the objector. Thereafter the Circle Inspector verifies the entry and the case is put up to the certifying officer for taking date and time for the certification of the entry. On the date and time fixed the parties are heard in person and if the entry is admitted the certifying officer, certifies the same. And if there is any dispute the case is decided according to the disputed entry procedure. There after the entry is certified passing order to give its effect in the records of rights.</p> <p>Apart from above main/important functions & duties, the office also discharges the following.</p> <p>Submission of reports sought, in the matter pertaining to case of : a) Partition, b) Sub-Division & Amalgamation, c) N.A. Cases d) grant/transfer of govt. Lands, and other miscellaneous matter. Processing, carrying out site- inspection and/or measurement/ demarcation of site, at the request of individual on payment of fees, other offices or on the orders</p>

	<p>of Higher Authorities/ Courts etc.</p> <p>Carrying out joint site-inspection, measurement / demarcation in Land Acquisition Case and supply of map and survey description proforma, for publication of Notification u/s 4 & 6 of the Land Acquisition Act – 1894.</p> <p>Preparation and supply of certified copies of</p> <ul style="list-style-type: none"> (1) site-plan/ map, (2) Property cards/ confirmation order, (3) City survey Court proceedings/ Mutation proceedings including statements/ reports, etc. (4) extract from old & existing survey records etc. 										
(IV)	<p><u>NORMS SET BY IT FOR THE DISCHARGE OF IT FUNCTIONS</u></p> <p>1. Confirmation of possession of properties</p> <p>Time limit: If in order within one month Otherwise on finalisation of enquiry by way of quasi-judicial proceedings</p> <p>Fees : Upto 100 Sq.mts., in area Rs. 100/- Above 100 Sq.mts. Re. 1/- per additional area in Sq.mts.</p> <p>2. Re-confirmation/ Mutation. Within the prescribed limit of 45 days as laid down under the rules, And if there is dispute after deciding of dispute within one year.</p> <p>3. Issue of Site-plan. (Within 7days time limits) The prescribed fees is as under : (for cadastral survey map)</p> <table border="1"> <tbody> <tr> <td>Upto 20 Ares</td> <td>Rs. 20 per holding</td> </tr> <tr> <td>From 20 to 40 Ares</td> <td>Rs. 25 per holding</td> </tr> <tr> <td>From 40 to 1 hect</td> <td>Rs. 40 per holding</td> </tr> <tr> <td>From 1 hect to 3 hect</td> <td>Rs. 60 per holding</td> </tr> <tr> <td>Above 3 hect upto 12 hect</td> <td>Rs.100 per holding</td> </tr> </tbody> </table> <p>For City Survey/ Gaunthan Survey map: (Within 7days time limits) Rs. 20 per holding</p> <p>4. Issue of Property card/other certified copies. (Within 7days time limits) Rs. 5/- per copy of property card / order Rs. 5/- per page in all other cases</p> <p>5. Measurement/Demarcation fees. Time limits with one month after giving 7 clear days notices Rs. 200/- per holdings for measurement either on application or for subdivision, amalgamation, partition , N.A. Case etc.</p>	Upto 20 Ares	Rs. 20 per holding	From 20 to 40 Ares	Rs. 25 per holding	From 40 to 1 hect	Rs. 40 per holding	From 1 hect to 3 hect	Rs. 60 per holding	Above 3 hect upto 12 hect	Rs.100 per holding
Upto 20 Ares	Rs. 20 per holding										
From 20 to 40 Ares	Rs. 25 per holding										
From 40 to 1 hect	Rs. 40 per holding										
From 1 hect to 3 hect	Rs. 60 per holding										
Above 3 hect upto 12 hect	Rs.100 per holding										
(V)	<p><u>RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER IT CONTROL OR USED BY ITS EMPLOYEES</u></p>										

FOR DISCHARGING ITS FUNCTIONS

*The Goa, Daman & Diu, Land Revenue Code 1968 :
The Goa, Daman & Diu, Land Revenue Rules 1969:I*

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT CONTROL

*The Cadastral Survey Maps of all the Villages of Daman.
The Survey Maps of City Area of Daman District and the House sites of all the Villages of Daman District.
The Records of Rights of City Area and Gauthan Areas.*

(VII) PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSOLIDATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

----- No policy formulated, hence not applicable -----

(VIII) STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTE 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

----- No boards, committees, etc constituted -----

(IX) DIRECTORY OF ITS OFFICERS AND EMPLOYEES

1 Shri J. M. Dali	- Enquiry Officer - City Survey - Daman.
2. Shri B. R. Patel	- Head Surveyor (Supervisory Post)
3. Shri J. P. Patel	- Field Surveyor
4. Shri M. S. Tandel	- Field Surveyor
5. Shri M. M. Vankar	- Field Surveyor

(X) MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Name & Designation	Remuneration
1 Shri J. M. Dali - City Survey Officer	Rs. 15,576/-
2. Shri B. R. Patel - Head Surveyor	Rs. 13,148/-
3. Shri J. P. Patel - Field Surveyor	Rs. 10,813/-
4. Shri M.S. Tandel - Field Surveyor	Rs. 10,813/-
5. Shri M. M. Vankar - Field Surveyor	Rs. 8,950/-

	<i>There is no system of compensation.</i>																		
(XI)	<p><u>BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE</u></p> <table> <thead> <tr> <th><i>Head of Accounts</i></th> <th><i>Allocation</i></th> <th><i>Expenditure Upto Sept. 2005.</i></th> </tr> </thead> <tbody> <tr> <td>2029 - Land Revenue 02 - City Survey</td> <td>Rs.8,65,000/-</td> <td>Rs. 4,26,410/-</td> </tr> </tbody> </table> <p><i>Plan :</i></p> <table> <thead> <tr> <th><i>2020 - Land Revenue</i></th> <th><i>Rs.5,23,000/-</i></th> <th><i>Rs. 2,21,371/-</i></th> </tr> </thead> <tbody> <tr> <td>04 - Establishment</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>Non-Plan :</i></p> <table> <thead> <tr> <th><i>2020 - Land Revenue</i></th> <th><i>Rs.5,23,000/-</i></th> <th><i>Rs. 2,21,371/-</i></th> </tr> </thead> <tbody> <tr> <td>04 - Establishment</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>The allocation is towards establishment/salary component. The major expenditure is towards disbursement of salary/ office expenses.</i></p>	<i>Head of Accounts</i>	<i>Allocation</i>	<i>Expenditure Upto Sept. 2005.</i>	2029 - Land Revenue 02 - City Survey	Rs.8,65,000/-	Rs. 4,26,410/-	<i>2020 - Land Revenue</i>	<i>Rs.5,23,000/-</i>	<i>Rs. 2,21,371/-</i>	04 - Establishment			<i>2020 - Land Revenue</i>	<i>Rs.5,23,000/-</i>	<i>Rs. 2,21,371/-</i>	04 - Establishment		
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04 - Establishment																			
(XII)	<p><u>MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES</u></p> <p><i>No subsidy programmes are implemented by this office</i></p>																		
(XIII)	<p><u>PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT</u></p> <p><i>---- NIL ----</i></p>																		
(XIV)	<p><u>DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM</u></p> <p><i>No information reduced in an electronic form.</i></p>																		
(XV)	<p><u>PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE</u></p> <p><i>No liabrary or reading room is available</i></p>																		
(XVI)	<p><u>NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS</u></p> <p><i>Shri. J. M. Dali, Enquiry Officer, City Survey - Daman Phone No. (O) 0260 - 2230864 (R) 0260 - 224522</i></p>																		
(XVII)	<p><u>SUCH OTHER INFORMATION AS MAY BE PRESCRIBED</u></p> <p><i>---- NIL -----</i></p>																		

**DEPARTMENT OF JAILS, O/O.THE SUPERINTENDENT OF SUB-JAIL,
FORT AREA - MOTI DAMAN**

(I)	<p><u>PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES</u></p> <p><i>In the U.T. of Daman & Diu, there are no other kinds of Jails, except two Sub-Jails one each in the Districts of Daman & Diu.</i></p> <p><i>Prisons in the country endeavors to reform and re-assimilate offenders in the social milieu by giving them appropriate correctional treatment. Department of Prisons & Correctional Services deals with the prisons, their institutional care, treatment, aftercare, probation and other non- institutional services.</i></p> <p><i>Custody being the basic function of prison, appropriate security arrangements are made in accordance with the need for gradual custody. The management of prisons is characterized by firm and positive discipline, with due regard, however to the maintenance of human rights of prisons. The over all objective of reform and rehabilitation is pursued within the frame work of custody.</i></p> <p><i>The guarding establishment in prison, is responsible for guarding of prisoners, prison premises, gate and carrying out any other duties which may be assigned to them. The guarding establishment includes the warder performing their duties in rotation.</i></p>
(II)	<p><u>POWERS AND DUTIES OF OFFICERS AND EMPLOYEES</u></p> <p>I - <i>Inspector General of Prisons :</i></p> <p><i>Inspector General of Prisons and Correctional Services who will exercise general control and superintendence of all prisons situated in the state. The Inspector General will ensure the implementation of Provisions of the Prisons Act through other officers as appointed by the government for assisting him at the headquarters, regional organization, at the prisons and at other institutions under his control.</i></p> <p><i>The general functions of the Inspector General shall be :</i></p> <ul style="list-style-type: none">i) <i>To implement prison policies as laid down by the State Government</i>ii) <i>To plan, organize, direct, coordinate and control the various prison/ correctional services</i>iii) <i>To define the functions and fix lines of authority and channels of command of the prison personnel</i>iv) <i>To inspect prisons institutions with special reference to care, welfare, training and treatment of inmates, staff discipline and staff welfare, etc.</i> <p>v) <i>The Inspector General will prepare the budget for the various services</i></p>

under his control.

- vi) *The Inspector General will have all the necessary financial, administrative and disciplinary powers.*

II - Superintendent :

The Superintendent will, subject to any order of the State Government and the Inspector General of Prisons and the Regional DIG (Prisons), be in charge of the executive management of the prison in all matters relating to economy, discipline, labour, expenditure, punishment and control in general, among other things. The Superintendent thus is responsible for developing an atmosphere that is conducive and correctional in nature and providing leadership in every aspect of prison management. He shall take care of the duties, suggestion, planning, organizing, directing, guiding, coordinating, supervising and controlling all prison activities.

The Superintendent will be the head of the prison and all officers will be subordinate to him.

III Executive Staff :

- i) *The Jailer/ Asstt. Jailer is the chief executive office of the Prison and is subordinate to the Superintendent*
- ii) *Shall also be subordinate to the Additional Superintendent and assist him wherever necessary*
- iii) *Shall be generally responsible for observance of all prescribed rules and orders*
- iv) *Supervision over security, custody and discipline, supervision over care and welfare of prisoners*
- v) *Supervision over personnel matters, staff discipline and staff welfare assisting the Superintendent in all matters pertaining to institutional management*
- vi) *Inspecting kitchen and canteen, visit to hospital*
- vii) *Admission and release work prison manufactures*
- viii) *Classification of prisoners and their training*
- ix) *He shall see that prisoners are clean in their persons and clothes and that they have the authorised amount of clothing and bedding and no more*
- x) *Shall, at uncertain times but at least once a week, cause every prisoner and all clothing, bedding workshops, wards and cells to be thoroughly searched*
- xi) *Shall be responsible for the execution of all orders regarding the labour of prisoners. He shall assign to each prisoner his work on the recommendation of the classifying Committee constituted in each Central Prison for the purpose.*

- | | |
|-------|--|
| xiii) | <i>He shall jointly with the Guards be responsible for the proper preparation and distribution of food to prisoners</i> |
| xiv) | <i>He shall supervise the working of the guards. At least once a week, at uncertain time, he shall visit the prison after 10.00 P.M. and satisfy himself that the standing guard is present, the sentries posted are on the alert, and that the rounds are properly maintained</i> |
| xv) | <i>He shall be responsible for custody of all warrants and for the strict enforcement of their terms and that no prisoner on any account be released before his due time or kept in prison beyond the termination of his sentence.</i> |

IV - Head Guard / Jail Guard. :

- i) Security, custody, discipline
- ii) Searches and counting of prisoners
- iii) Opening and locking-up of the prisons
- iv) Reporting defects and short comings in prison buildings, walls, locks, lighting arrangements, bars taking immediate action for rectifying these and taking care of the custody of locks and keys, handcuffs and other security equipment
- v) Care and welfare of prisoners
- vi) Maintenance of discipline in institutional premises, gates, quarantine, barracks, dormitories, cells, worksheds, punishment yards, segregation yards, hospital, kitchen, farm and in every other section of the institution
- vii) Sanitation and hygiene in areas under his charge
- viii) Guarding and sentry duties
- ix) Escorting prisoners for work, supervision of their work, care and custody of tools, property, equipment, dead stock and livestock
- x) Supervision of distribution of food, canteen articles and inmate equipment
- xi) Reporting violations of discipline to appropriate officers for taking immediate action as per rules
- xii) Observing habits and behavior patterns of inmates and reporting the same to the authorities concerned, helping inmates improve their habits and attitudes.
- xiii) Taking preventive and control measures for all emergency situations
- xiv) Discipline in staff quarters
- xv) P.T., drill parades and emergency practice.

V - Ministerial Staff. :

- a) Inward / Outward of correspondences
- b) Complete Accounts work, including preparation of all types of bills, etc.
- c) Maintenance of Cash Book and all other Accounts Register.
- d) Handing of cash and disbursement
- e) Submission of information and periodical returns on various subject

	<p>matters, i.e. weekly, fortnightly, monthly, quarterly, half yearly, yearly and bi-annual, etc.</p> <p>f) Complete typing work, etc. g) Establishment and maintenance of service records.</p>						
(III)	<u>PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY</u>						
	No decision are taken at Sub-Jail level. The decision taken by Higher Authorities and Courts are implemented / given effect.						
(IV)	<u>NORMS SET BY IT FOR THE DISCHARGE OF IT FUNCTIONS</u>						
	Please see as furnished here before under Manual – ii of Section 4(1) (b)						
(V)	<u>RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER IT CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS</u>						
	<ol style="list-style-type: none"> 1. The Prison Act – 1894. 2. The Goa, Daman & Diu Prison Manual 						
(VI)	<u>A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT CONTROL</u>						
	Except those received from the various Court, Administration, no documents are held.						
(VII)	<u>PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSOLIDATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.</u>						
	-- NIL --						
(VIII)	<u>STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTE 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</u>						
	-- Board of Visitors --						
(IX)	<u>DIRECTORY OF ITS OFFICERS AND EMPLOYEES</u>						
	<table border="1"> <tr> <td>1 Dr. M. Modassir - Inspector General of Prisons Collector, Daman.</td> <td>Daman & Diu, Daman.</td> </tr> <tr> <td>2 Shri J. M. Dali - Superintendent Enquiry Officer City Survey - Sub-Jail, Daman.</td> <td></td> </tr> <tr> <td>3. Shri G. H. Rao - Asstt. Jailor</td> <td></td> </tr> </table>	1 Dr. M. Modassir - Inspector General of Prisons Collector, Daman.	Daman & Diu, Daman.	2 Shri J. M. Dali - Superintendent Enquiry Officer City Survey - Sub-Jail, Daman.		3. Shri G. H. Rao - Asstt. Jailor	
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(X)	<p><u>MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS</u></p> <table border="1" data-bbox="370 318 1347 551"> <thead> <tr> <th colspan="2">Name & Designation</th><th>Remuneration</th></tr> </thead> <tbody> <tr> <td>1</td><td>Dr. M. Modassir Collector, Daman.</td><td>- I.G.Priso. -----</td></tr> <tr> <td>1</td><td>Shri J. M. Dali Enquiry Officer</td><td>- Superintendent - Ex - Officio -----</td></tr> <tr> <td>2.</td><td>Shri G. H. Rao</td><td>- Asstt. Jailor Rs. 4,603/-</td></tr> </tbody> </table> <p><i>There is no system of compensation.</i></p>	Name & Designation		Remuneration	1	Dr. M. Modassir Collector, Daman.	- I.G.Priso. -----	1	Shri J. M. Dali Enquiry Officer	- Superintendent - Ex - Officio -----	2.	Shri G. H. Rao	- Asstt. Jailor Rs. 4,603/-
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(XI)	<p><u>BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE</u></p> <table> <thead> <tr> <th>Head of Accounts</th> <th>Allocation</th> <th>Expenditure Upto Sept. 2005.</th> </tr> </thead> <tbody> <tr> <td>2056 – Major Head JAILS</td> <td>Rs.15,30,000/-</td> <td>Rs. 6,38,651/-</td> </tr> <tr> <td>02 – Daman & Diu</td> <td></td> <td></td> </tr> </tbody> </table> <p><i>The allocation is towards establishment/salary component. The major expenditure is towards disbursement of salary/ office expenses/and diet charges.</i></p>	Head of Accounts	Allocation	Expenditure Upto Sept. 2005.	2056 – Major Head JAILS	Rs.15,30,000/-	Rs. 6,38,651/-	02 – Daman & Diu					
Head of Accounts	Allocation	Expenditure Upto Sept. 2005.											
2056 – Major Head JAILS	Rs.15,30,000/-	Rs. 6,38,651/-											
02 – Daman & Diu													
(XII)	<p><u>MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES</u></p> <p>-- No subsidy programs implemented</p>												
(XIII)	<p><u>PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT</u></p> <p>--- NIL ---</p>												
(XIV)	<p><u>DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM</u></p> <p>No information reduced in an electronic form</p>												
(XV)	<p><u>PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE</u></p> <p>No library or reading room is maintained for public use.</p>												
(XVI)	<p><u>NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC</u></p>												

	<p><u>INFORMATION OFFICERS</u></p> <p><i>Jail timing :- From 10.00 a.m. to 5.00 p.m.</i> <i>Visiting Days :- On every Monday, during the jail timings.</i></p> <p><i>Shri. J. M. Dali, Enquiry Officer, City Survey / Superintendent of Sub-Jail - Daman Phone No. (O) 0260 - 2230864 (O) 0260 - 2230884. (R) 0260 - 224522</i></p>
(XVII)	<p><u>SUCH OTHER INFORMATION AS MAY BE PRESCRIBED</u></p> <p>-- Nil ---</p>

OFFICE OF THE ASSISTANT REGISTRAR, CO-OPERATIVE SOCIETIES

(I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Co-operative movement started in Daman and Diu District since 1962-63. In Course of time the cooperative activities have expanded considerably and cover many spheres such as Agriculture Credit Consumers, Fisheries and Housing etc. Prior to the delinking from Goa, these activities were being controlled by the Registrar of Coop. Societies, Govt. of Goa, Daman and Diu, at Panaji, Goa.

STATUTORY FUNCTION OF THE DEPARTMENT:

- 1) *Registration, General Administration & Liquidation of the Cooperative societies.*
- 2) *Inspections, Audit and Supervision of Co-operative societies.*
- 3) *Implementation of Plan Scheme.*
- 4) *Organization and over all Development of Cooperative Societies.*
- 5) *Entertain correspondence with the Govt. of India, N.C.D.C., N.C.C.F., NABARD and such other National federation. Secretariat, Collectorate and other offices as a office of the Registrar of Coop. Societies.*
- 6) *Collection of daily prices of essential commodities from local markets from time to time.*

DUTIES:

The Registrar approves registration, liquidation, de-registration, amalgamation, division etc of the co-operative societies.

The Assistant Registrar is the chain between the office staff and the Registrar.

Senior Auditors audits the coop. societies and also look upon the administrative affairs of the office.

Senior Inspector inspects the Co-operative Societies.

Grader / Assessor collects day to day market prices.

Lower division Clerk looks upon the accounts and other miscellaneous works of the office.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Registrar:- All the powers as assigned in Maharashtra Coop. Societies Act, 1961 application to U.T. Administration of Daman and Diu.

Asstt. Registrar : All the powers delegated by the Registrar of Coop. Societies from time to time related to MCA, 1961 pertaining to the Coop. Societies, Official correspondence, Head of office for O/o ARCS, Financial powers as delegated by the Administration of U.T. of D & D., Correspondence pertaining to registration, de- registration, Amalgamation, division, Inspection and Audit of the Coop. Societies.

Sr. Auditor : Coordination to day to day routine administration works and office administration supervision & control and guidance of coop. Societies, Guidance & Organization of New Coop. Societies and processing registration proposal and amendments of

Bye-Laws of Coop. Societies. Attending the Monthly/Annual meetings of Coop. Societies besides the audits of Coop. Societies any other work as assigned by ARCS.

Sr. Inspector : *Assessment of Audit fees, preparing the orders and Register of recovery to maintain register of Govt. Share Capital, Dividend, Grant in aid subsidies, loan granted & reconciliation of Coop. and other records of planning section calculation of Govt. dues and prepare notice, Challans etc. for the same and issue the same through ARCS. Processing all cases under section 88 100 A (1), 91 and 156 of Coop. Societies. Preparing Annual Plan, Five-year Plan and Budget Estimates of Coop. Department. Processing files pertaining to monthly, quarterly, half yearly and yearly reports of Coop. Societies. Processing arrangements of Celebration of Coop. Week Seminars collection of all information pertaining to Coop. Department besides Inspection of Coop. any other work assigned by ARCS.*

Grader/Assessor : *Collection of Essential Commodities from various shops of Daman District and thereby submission of Weekly report of the same to the concerned Departments from time to time and looks after the works pertaining to the Marketing & Agriculture section.*

L.D.C. : *Maintaining, inward, outward, stamps, library, stationery, dead stock, casual leave register, maintains establishment work of the office, maintains staff service books and roster, typing of office works, dispatch of tapal, preparation of FVC bills, and other bills pertaining to the office, maintains cash book and all account works of office. Any other work assigned by ARCS.*

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION

When the office receives any correspondence the same is inwarded by the dispatch clerk. This application is then submitted to the Assistant Registrar and the Assistant Registrar marks to the concern official. The concern official puts it up on process and is resubmitted to the Assistant Registrar for approval.

The Assistant Registrar is the supervising officer of the office of the Assistant Registrar of Co-operative Societies and is declared as Head of Office.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

As mentioned in 4(1) (b) (ii).

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

The Maharashtra Co-operative Societies Act, 1961 and The Maharashtra Co-operative Societies Rule, 1962 are applicable to the Union Territory of Daman & Diu.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The forms applicable as per the Maharashtra Co-op. Societies Act and Rules. Monthly / Quarterly / Half-yearly and Yearly reports submitted to various Departments. Registers as applicable to the office.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSOLIDATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Not applicable

(VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONES CONSTITUTED AS ITS PART OF FOR THE PURPOSE OF ITS ADVICE, AND HAS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC

Not Applicable

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No.	Name & Designation	Office Phone No.	Residence Phone No.
01.	<i>Shri V. C. Pandey Registrar.</i>		9898506116
02.	<i>Shri Neeraj Semwal Assistant Registrar.</i>		9825139065
03.	<i>Shri K. K. Dubey Senior Auditor.</i>	0260 2230436	9898041157
04.	<i>Shri H. R. Tandel Senior Auditor.</i>	0260 2230436	0260 2254703
05.	<i>Shri D. B. Ahir Senior Inspector.</i>	0260 2230436	0260 2230204
06.	<i>Shri S. F. Pereria Grader / Assessor.</i>	0260 2230436	0260 2230012

- (X) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

Nil

- (XI) **THE BUDGET ALLOTTED TO EACH OF ITS AGENCIES, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

Not applicable

- (XII) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOTTED AND THE DETAIL BENEFICIARIES OF SUCH PROGRAMME**

Sr. No.	Name of the Co-op. Society	Purpose for grant	Amount of loan	Amount of subsidy
01	The Varkund Juth Seva Sahakari Mandli Ltd.	Godown Loan	54122.00	54122.00
02	The Damao De Sima Juth Seva Sahakari Mandli Ltd.	---do---	42550.00	42550.00
03	The Kachigam Juth Seva Sahakari Mandli Ltd.	---do---	100000.00	100000.00
04	The Bhimpore Juth Seva Sahakari Mandli Ltd.	---do---	100000.00	100000.00
05	The Tribal Lamp Society Ltd.	---do---	100000.00	100000.00

- (XIII) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT**

Not applicable

- (XIV) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCE IN THE ELECTRONIC FORMS**

Not applicable

- (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**

Not applicable

(XVI) THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

*Shri Neeraj Semwal,
Assistant Registrar of Co-operative Societies, Daman.*

(XVII) SUCH OTHER INFORMATION HAS MAY BE PRESCRIBED

Nil

GOVERNMENT POLYTECHNIC

(I) The particulars of its organisation , functions and duties;

The Govt.Polytechnic, Daman is conducting Diploma Courses in Civil, Mechanical &Chemical Engg. and approved by A.I.C.T.E & affiliated with Gujarat Technical Examination Board and the main focus of the requisite infrastructure for improving the better results of students passed out Diploma courses.

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

The HO/DDO in respect of this Department who has been delegated Financial powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment, Admission, Academic control in respect of students. Control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules

Duties of Officers / Employees:

(a) Principal:

- Controlling of all Subordinating Staffs, Examination & related works, academic control of students, maintenance of students results seats, issue of Provision certificate, establishment, administrative and financial assessment.*

(b) Lecturers:-

- Teaching, Tutorial and Examination & related other work assigned by the Principal.*

(c) Workshop Instructors:-

- Preparation of jobs in workshop section to the Students of Diploma courses.*

(d) Lab. Assistant:-

- To Help with Lecturers for conducting Practical classes in the laboratories in respective department.*

(e) Lab Attendant :-

- To Carried out equipment for Practical purpose in the laboratories purpose.*

(f) Accountant/ Assistant:-

- Compilation of Accounts matter*
- Maintenance of progress registers of budget expenditure and plan expenditure.*

- Preparation of Budget and Plan
- Scrutiny of service matters concerned with accounts (Pay and allowances, fixation, pension cases etc.)
- Cash transaction

(i) Asstt. Librarian:

- Maintenance of register for purchase the books / Magazine ,New papers etc.
- Submission of proposal for purchase books.
- Maintenance the register of books in alphabetic order.

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

This Department is under the control of the Development Commissioner / Secretary (Tech.Education). The Department is not independently making decisions relating to the public issues and for better supervision and accountability ,the Deputy Secretary / Director (Tech.Education) is in the channel of Govt. Polytechnic, Daman..

(IV) The norms set by it for the discharge of its functions;

Norms are prescribed for teaching scheme as per the Technical Examination Board, Gandhinagar , Gujarat State, target and achievements are being fixed for teaching scheme of above and monitoring the same periodically for its effective implementation.

(V) The rules , regulations , instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Rules and regulation is fixed by the Administration and employees for discharging its functions are maintained by the Department .

(VI) A statements of the categories of documents that are held by it or under its control;

The statement of the documents / Files are maintained by the Department

(VII) The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof;

No such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the competent authority.

(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 meeting are accessible for public;

(a) The following Member of counseling committee constituted by the Administration for selection / nomination of candidates for Degree/ Diploma in Medical / Engineering seats allotted by Government of India to U.T. of Daman & Diu every year.

- 1) Deputy Secretary (Tech. Education): Chairman
- 2) Chief Executive Officer: Member
(District Panchayat)
- 3) Health Officer : Member
(Public Health center)
- 4) Principal (Govt. College) : Member
- 5) Asstt. Director of Tech.Educaiton : Member Secretary

(b) The following Member of counseling committee constituted by the Administration for admission to Govt. Polytechnic , Daman

- 1) Deputy Secretary (Tech.Education) : Chairman
- 2) Lecturers in Mechanical Engg.: Member
(Govt. Polytechnic, Daman)
- 3) Lecturers in Civil Engg.: Member
(Govt. Polytechnic, Daman)
- 4) Lecturers in Chemistry: Member
(Govt. Polytechnic, Daman)
- 5) I/c Principal : Member Secretary
(Govt. Polytechnic, Daman)

(IX) A directory of its officers and employees;

The Directory of Officers and employees of the Department is enclosed herewith at Annexure-1.

(X) *The monthly remuneration received by each of its officers and employees ,including the system of compensation as provided in its regulations.*

Monthly remuneration received by Officers and employees is enclosed at Annexure- II

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

The required details for the Financial year: 2005-06 are as under:

<i>Major Head of Account</i>	<i>Sanctioned 2005-06 (Rs. in thousands)</i>	<i>Grant in 30/9/2005</i>	<i>Expenditure upto 30/9/2005 (Rs. In thousands)</i>
2203 - Plan			
2203 -Technical Education			
105 -Polytechnic			
05 -Direction & Administration			
(A) 05.00.01 -Salaries	62,00000/-		26,87,655/-
05.00.02 -Wages		2,50,000/-	1,47,682/-
05.00.06 -Medical Treatment		75,000/-	22,077/-
05.00.11 -Domestic Travel Expenses		1,00000/-	79,839/-
05.00.13 -Office Expenses		25,50,000/-	11,57,996/-
05.00.21 -Material and Supplies		5,00000/-	2,02,734/-
05.00.52 -Machinery and Equipments		25,00000/-	1,06,807/-
(B) 06.00.01 – Salaries	5,00000/-		2,48,959/-
06.00.06 – Medical Treatment		50,000/-	40,963/-
06.00.11 – Domestic Travel Expenses		5000/-	NIL
06.00.13 – Office Expenses		50,000/-	28,963/-
06.00.34 –Scholarships/ Stipend		50,000/-	NI

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes;

The statement of the Scholarships for students studying higher education those annual income does not exist Rs.50,000/- is maintained by the Department .

(XII) Particulars of recipients of concessions, permits or authorisations granted by it;

There is no recipient of concession, permit or authorization provided by this Department.

(XIII) Details in respect of the information, available to or held by it, reduced in and electronic form;

Not available

(XIV) 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;

The facilities available to citizens for obtaining information in working hours of a library or reading room is maintained by the department and Shri . M.N. Handigol , Librarian is member for obtaining public information.

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

The Head of Office i.e. Shri Lalit V. Solanki, I/c Principal is the Public information officer in respect of Govt. Polytechnic, Daman as notified by the Administration

(XVII) Such other information as may be prescribed;

Not available

DIRECTORY OF OFFICERS AND EMPLOYEES

Sr. No.	Name	Designation	Pay Scale
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1.	<i>Sh. Lalit V. Solanki</i>	<i>I/c Principal</i>	<i>8000-275-13,500</i>
2.	<i>Sh. N.G. Gajwani</i>	<i>Lect. In Civil Engg.</i>	<i>- do -</i>
3.	<i>Sh. A.R, Chaudhari</i>	<i>- do -</i>	<i>- do -</i>
4.	<i>Sh. C. D. Tandel</i>	<i>Lect. in Mech.Engg</i>	<i>- do -</i>
5.	<i>Sh.T. Balaganesan</i>	<i>Lect. in Applied Mechanics</i>	<i>- do -</i>
6.	<i>Sh. B. P. Mohanty</i>	<i>Lect. in Mech.Engg</i>	<i>- do -</i>
7.	<i>Sh. M. B. Rohit</i>	<i>Lect. in Mech.Engg</i>	<i>- do -</i>
8.	<i>Smt. M. K.Parikh</i>	<i>Lect. in Chemistry</i>	<i>- do -</i>
9.	<i>Sh. A. R. Barik</i>	<i>Lect in Physics</i>	<i>- do -</i>
10.	<i>Miss P. J. Desai(S.T. C)</i>	<i>Lect in Civil Engg.</i>	<i>- do -</i>
11.	<i>Sh. R.S. Badiger(S.T.C)</i>	<i>Lect. in Mech.Engg</i>	<i>- do -</i>
12.	<i>Sh. A.T. Patel (S. T.C)</i>	<i>Lect.in Chem. Engg.</i>	<i>- do -</i>
13.	<i>Sh. M. D.Hatkar (S.T.C)</i>	<i>Lect.in Chem. Engg.</i>	<i>- do -</i>
14.	<i>Sh. S. P. Bamania (S.T.C)</i>	<i>Lect.in Chem. Engg.</i>	<i>- do -</i>
15.	<i>Smt. Shalini Ahuja (S. T.C)</i>	<i>Lect. in English</i>	<i>- do -</i>
16.	<i>Sh. P. R. Momin (S.T.C)</i>	<i>Lect in Civil Engg.</i>	<i>- do -</i>
17.	<i>Smt. Ekta Mishra (visiting)</i>	<i>Lect. In Electrical Engg.</i>	<i>-</i>
18.	<i>Sh.G. R. Vasava</i>	<i>Phy. Instructor</i>	<i>5000-150-8000</i>
19.	<i>Sh. K. Mukundan</i>	<i>Worshop Instructor (Carpentry)</i>	<i>4000-100-6000</i>
20.	<i>Sh. N. G. patel</i>	<i>- do - (Turning)</i>	<i>- do -</i>

21.	<i>Sh. M. C. Bansode</i>	- do - (Fitting)	- do -
22.	<i>Sh. R. Jacob</i>	- do - (Turning)	- do -
23.	<i>Sh .D. L. Tandel</i>	- do - (Welding)	- do -
24.	<i>Sh. I. V. Damania</i>	<i>Lab. Assistant.</i>	- do -
25.	<i>Sh. K. J. Devecha</i>	- do -	- do -
26.	<i>Sh. M. N. Handigol</i>	<i>Asstt. Librarian</i>	- do -
27.	<i>Smt. P. R. Tamboli</i>	<i>Personal Assistant</i>	<i>5000-180-8000</i>

<i>Sr. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Total emoluments</i>
01	<i>Sh. Lalit V. Solanki</i>	<i>I/c Principal</i>	<i>Rs. 24,584/-</i>
02	<i>Sh. N.G. Gajwani</i>	<i>Lect. In Civil Engg.</i>	<i>Rs. 16,854/-</i>
03	<i>Sh. A.R, Chaudhari</i>	<i>- do -</i>	<i>Rs.16,454/-</i>
04	<i>Sh. C. D. Tandel</i>	<i>Lect. in Mech.Engg</i>	<i>Rs.18,866/-</i>
05	<i>Sh.T. Balaganesan</i>	<i>Lect. in Applied Mechanics</i>	<i>Rs.18,384/-</i>
06	<i>Sh. B. P. Mohanty</i>	<i>Lect. in Mech.Engg</i>	<i>Rs.16,454/-</i>
07	<i>Sh. M. B. Rohit</i>	<i>Lect. in Mech.Engg</i>	<i>Rs.16,454/-</i>
08	<i>Smt. M. K.Parikh</i>	<i>Lect. in Chemistry</i>	<i>Rs.20,989/-</i>
09	<i>Sh. A. R. Barik</i>	<i>Lect in Physics</i>	<i>Rs.15,971/-</i>
10	<i>Miss P. J. Desai(S.T. C)</i>	<i>Lect in Civil Engg.</i>	<i>Rs.14,040/-</i>
11	<i>Sh. R.S. Badiger(S.T.C)</i>	<i>Lect. in Mech.Engg</i>	<i>Rs. 14,040/-</i>
12	<i>Sh. A.T. Patel (S. T.C)</i>	<i>Lect.in Chem. Engg.</i>	<i>Rs. 14,040/-</i>
13	<i>Sh. M. D.Hatkar (S.T.C)</i>	<i>Lect.in Chem. Engg.</i>	<i>Rs. 14,040/-</i>
14	<i>Sh. S. P. Bamania (S.T.C)</i>	<i>Lect.in Chem. Engg.</i>	<i>Rs. 14,040/-</i>
15	<i>Smt. Shalini Ahuja (S. T.C)</i>	<i>Lect. in English</i>	<i>Rs. 14,040/-</i>
16	<i>Sh. P. R. Momin (S.T.C)</i>	<i>Lect in Civil Engg.</i>	<i>Rs. 14,040/-</i>
17	<i>Smt. Ekta Mishra (visiting)</i>	<i>Lect. In Electrical Engg.</i>	<i>-</i>
18	<i>Sh.G. R. Vasava</i>	<i>Phy. Instructor</i>	<i>Rs.11,633/-</i>
19	<i>Sh. K. Mukundan</i>	<i>Worshop Instructor (Carpentry)</i>	<i>Rs.9,377/-</i>

<i>20</i>	<i>Sh. N. G. Patel</i>	<i>- do - (Turning)</i>	<i>Rs. 9,377/-</i>
<i>21</i>	<i>Sh. M. C. Bansode</i>	<i>- do - (Fitting)</i>	<i>Rs.8,349/-.</i>
<i>22</i>	<i>Sh. R. Jacob</i>	<i>- do - (Turning)</i>	<i>Rs.9,973/-</i>
<i>23</i>	<i>Sh .D. L. Tandel</i>	<i>- do - (Welding)</i>	<i>Rs.9,973/-</i>
<i>24</i>	<i>Sh. I. V. Damania</i>	<i>Lab. Assistant.</i>	<i>Rs.9,786/-</i>
<i>25</i>	<i>Sh. K. J. Devecha</i>	<i>- do -</i>	<i>Rs.8,850/-</i>
<i>26</i>	<i>Sh. M. N. Handigol</i>	<i>Asstt. Librarian</i>	<i>Rs.11,504/-</i>
<i>27</i>	<i>Smt. P. R. Tamboli</i>	<i>Personal Assistant</i>	<i>Rs.9,800/-</i>

Technical Training Institute

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

The Technical Training Institute, Daman is conducting Technical Subjects, Vocational Education Stream & Tribal Sub Plan scheme and affiliated with Gujarat Secondary & Higher Secondary Examination Board and the main focus of the requisite infrastructure for improving the better results of students passed out Technical Subjects.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The HO/DDO in respect of this Department who has been delegated Financial powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment, Admission, Academic control in respect of students. Control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules

DUTIES OF OFFICERS / EMPLOYEES

(a) Principal:

- *Controlling of all Subordinating Staffs, Examination & related works, academic control of students, maintenance of students results seats, issue of Provision certificate, establishment, administrative and financial assessment.*

(b) Asstt.Lecturers / Vocational Teacher :

- *Teaching, Tutorial and Examination & related other work assigned by the Principal.*

(c) Workshop Instructors :

- *Preparation of jobs in workshop section to the Students of Diploma courses.*

(d) Lab. Assistant :

- *To Help with Lecturers for conducting Practical classes in the laboratories in respective department.*

(e) Workshop Attendant :

- *To Carried out equipment for Practical purpose in the laboratories purpose.*

(f) Accountant/ Assistant :

- *Compilation of Accounts matter*
- *Maintenance of progress registers of budget expenditure and plan expenditure.*
- *Preparation of Budget and Plan*

- Scrutiny of service matters concerned with accounts (Pay and allowances, fixation, pension cases etc.)
- Cash transaction

(g) *Store-Keeper :*

- Maintenance of registers of purchase of Machinery/ Equipment / Materials/ Chemicals etc
- Submission of proposal for purchase.
- Maintenance of purchase of Machinery/ Equipment/ Stationery/Furniture etc and verification of dead stock
- Maintenance the register of Board's Stationery.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

This Department is under the control of the Development Commissioner / Secretary (Tech.Education). The Department is not independently making decisions relating to the public issues and for better supervision and accountability, the Deputy Secretary / Director (Tech.Education) is in the channel of Technical Training Institute, Daman.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

Norms are prescribed for teaching scheme per the Secondary & Higher Secondary Board Examination, Gandhinagar , Gujarat State, target and achievements are being fixed for teaching scheme of above and monitoring the same periodically for its effective implementation.

(V) THE RULES , REGULATIONS , INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Rules and regulation is fixed by the Administration and employees for discharging its functions are maintained by the Department .

(VI) A STATEMENTS OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The statement of the documents / Files are maintained by the Department

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

No such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the competent authority.

(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 MEETING ARE ACCESSIBLE FOR PUBLIC

No such bodies constituted by the Principal, Technical Training Institute, Daman.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The Directory of Officers and employees of the Department is enclosed herewith at Annexure-1.

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES ,INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Monthly remuneration received by Officers and employees is enclosed at Annexure- II

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The required details for the Financial year: 2005-06 are as under:

<i>Major Head of Account</i>	<i>Sanctioned 2005-06</i>	<i>Grant</i>	<i>Expenditure 30/9/2005</i>	<i>upto</i>
2203	-Technical Education(Plan)			
001	-Direction & Administration			
06	-Directorate of Administration			

(A) 06.00.01 -Salaries	8,00000/-	3,42,240/-
06.00.02 -Wages	70,000/-	26,929/-
06.00.06 -Medical Treatment	15,000/-	NIL
06.00.11 -Domestic Travel Expenses	35,000/-	3,168/-
06.00.13 -Office Expenses	6,50,000/-	2,98,318/-
2203 -Technical Education (Non Plan)		
001 -Direction & Administration		
06 -Directorate of administration		
(B) 06.00.01 -Salaries	23,50,000/-	11,73,956/-
06.00.02 -Wages	70,000/-	13,478/-
06.00.06 -Medical Treatment	30,000/-	3,077/-
06.00.11 -Domestic Travel Expenses	20,000/-	NIL
06.00.13 -Office Expenses	4,50,000/-	1,59,804/-
2203 -Technical Education (Plan)		
796 -Tribal Area Sub-Plan		
01 -Establishment		
(C) 01.00.01 -Salaries	,500000/-	1,94,068/-
01.00.02 -Wages	50,000/-	NIL
01.00.06 -Medical Treatment	10,000/-	NIL
01.00.11 -Domestic Travel Expenses	10,000/-	NIL
01.00.13 -Office Expenses	5,30,000/-	3,13,174/-
01.00.34-Scholarships/ Stipend	2,00000/-	49,200/-

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

The statement of the Stipend for ST students studying under Tribal Sub-Plan, Rs.300/- per month to each is maintained by the Department .

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

There is no recipient of concession, permit or authorization provided by this Department.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM

Not available

(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

There is no library facilities available with the department.

(XVI) THE NAMES ,DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The Head of Office i.e. Shri Lalit V. Solanki, I/c Principal is the Public information officer in respect of Technical Training Institute, Daman as notified by the Administration

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Not available

DIRECTORY OF OFFICERS AND EMPLOYEES

Sr. No.	Name	Designation	Pay Scale
1.	<i>Sh. Lalit V. Solanki</i>	<i>I/c Principal</i>	<i>8000-275-13,500</i>
2.	<i>Sh. Arvind M. Patel</i>	<i>Asstt Lect. in Engg.</i>	<i>6500-200-10500</i>
3.	<i>Sh. J. P. Solanki</i>	<i>Asstt Lect. in Engg.</i>	<i>- do -</i>
4.	<i>Sh. C. L. Smart</i>	<i>Asstt Lect. in Engg.</i>	<i>5500-175-9000</i>
5.	<i>Sh.K. K. Patel</i>	<i>Asstt Lect. in Engg.</i>	<i>5500-175-9000</i>
6.	<i>Sh. B.R. Patel</i>	<i>Instructor</i>	<i>3050-75-4590</i>
7.	<i>Sh. A.M. Khatri</i>	<i>Instructor</i>	<i>3050-75-4590</i>
8.	<i>Sh. L.S. Mnsuri</i>	<i>Instructor</i>	<i>3050-75-4590</i>
9.	<i>Sh. K. R. Raut</i>	<i>Instructor</i>	<i>3050-75-4590</i>
10.	<i>Sh.S.C. Lohar</i>	<i>Instructor</i>	<i>3050-75-4590</i>
11.	<i>Sh. G.V. Zala</i>	<i>Instructor</i>	<i>3050-75-4590</i>
12.	<i>Sh. Vinod P. Patel</i>	<i>Comp-Instructor</i>	<i>3050-75-4590</i>
13.	<i>Sh. U. B. Rana</i>	<i>Lab.Asstt.</i>	<i>4000-100-6000</i>
14.	<i>Sh. N.D. Damania</i>	<i>Fitter-cum-Turn</i>	<i>2650-65-4000</i>
15.	<i>Sh. A.S.Suleman</i>	<i>Workshop Attendant</i>	<i>2610-60-4000</i>
16.	<i>Sh. D. L. Halpati</i>	<i>Workshop Attendant</i>	<i>2610-60-4000</i>
17.	<i>Smt. K. H.Makwana</i>	<i>Workshop Attendant</i>	<i>2610-60-4000</i>
18.	<i>Sh. S.B. Bari</i>	<i>Workshop Attendant</i>	<i>2550-55-3200</i>
19.	<i>Sh.A N.Halpati</i>	<i>Workshop Attendant</i>	<i>2550-55-3200</i>

20.	<i>Sh.G.S.Halpati</i>	<i>Workshop Attendant</i>	2550-55-3200
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MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES

Sr. No.	Name	Designation	Pay Scale
21.	<i>Sh. Lalit V. Solanki</i>	<i>I/c Principal</i>	Rs.24,584/-
22.	<i>Sh. Arvind M. Patel</i>	<i>Asstt Lect. in Engg.</i>	Rs.17,743/-
23.	<i>Sh. J. P. Solanki</i>	<i>Asstt Lect. in Engg.</i>	Rs.15,269/-
24.	<i>Sh. C. L. Smart</i>	<i>Asstt Lect. in Engg.</i>	Rs.12,417/-
25.	<i>Sh.K. K. Patel</i>	<i>Asstt Lect. in Engg.</i>	Rs.12,307/-
26.	<i>Sh. B.R. Patel</i>	<i>Instructor</i>	Rs. 7,551/-
27.	<i>Sh. A.M. Khatri</i>	<i>Instructor</i>	Rs.8,597/-
28.	<i>Sh. L.S. Mansuri</i>	<i>Instructor</i>	Rs.7,950/-
29.	<i>Sh. K. R. Raut</i>	<i>Instructor</i>	Rs.6,571/-
30.	<i>Sh.S.C. Lohar</i>	<i>Instructor</i>	Rs.6,431/-
31.	<i>Sh. G.V. Zala</i>	<i>Instructor</i>	Rs.7,213/-
32.	<i>Sh. Vinod P. Patel</i>	<i>Comp-Instructor</i>	Rs.6,471/-
33.	<i>Sh. U. B. Rana</i>	<i>Lab.Asstt.</i>	Rs.8,953/-
34.	<i>Sh. N.D. Damania</i>	<i>Fitter-cum-Turn</i>	Rs. 7,207/-
35.	<i>Sh. A.S.Suleman</i>	<i>Workshop Attendant</i>	Rs.7,053/-
36.	<i>Sh. D. L. Halpati</i>	<i>Workshop Attendant</i>	Rs.6,529/-
37.	<i>Smt. K. H.Makwana</i>	<i>Workshop Attendant</i>	Rs.6,019/-
38.	<i>Sh. S.B. Bari</i>	<i>Workshop Attendant</i>	Rs.5,371/-
39.	<i>Sh.A N.Halpati</i>	<i>Workshop Attendant</i>	Rs.5,745/-

40.	<i>Sh.G.S.Halpati</i>	<i>Workshop Attendant</i>	Rs.4,940/-
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DEPARTMENT OF LAW & JUSTICE, DAMAN

- (I) **THE PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES** Name of the Department:
DEPARTMENT OF LAW & JUSTICE
- Head of the Department:**
Administrator
- Head of Office:** Law
Secretary
- LAW SECRETARY:**
FUNCTIONS & DUTIES
- Head of Office of Dept. of Law and Justice.**
- Giving Legal Advice to the Government in various matters.*
- Interpretation of provisions from various Acts, Rules, Regulations etc. as requested by various departments.*
- Liaisoning with the Standing Counsels/Public Prosecutors appointed on behalf of the U. T. Administration and the Courts.*
- Taking care of court matter by obtaining up-to-date information of the matter from the concerned Department.*
- Preparing of Panel List of Standing Counsels in the High Courts.*
- Financial Powers as D.D.O to Law Department.*
- Maintaining the Law Library.*
- Controlling of subordinate staff.*
- Attending Supreme Court / High Court as and when required.*
- (II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES**
- Administrator being the Head of the Department. Channel of supervision*

INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

and accountability, If any decision is required to be taken, only with the prior approval of the Administrator.

- (IV) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

On priority basis. As per directions issued by the Administrator, Head of the Department.

- (V) **RULES, REGULATIONS, INSTRUCTIONS, MANUALS RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYER FOR DISCHARGING ITS FUNCTIONS**

All Central Acts and Rules, Regulations,

Orders etc. issued by various Ministries.

All local Acts, and rules framed thereunder enacted by the erstwhile UT of Goa, Daman & Diu, with amendment or without amendment carried out by the UT Administration of Daman & Diu, is in force in the territory. These are used for discharging its functions.

- (VI) **STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

NIL

- (VII) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF THE POLICY OR IMPLEMENTATION THEREOF**

NIL

- (VIII) **STATEMENT OF THE BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES CONSISTING OF TWO OR MORE PERSON 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 MEETING ARE ACCESSIBLE FOR PUBLIC**

NIL

- (IX) **A DIRECTORY OF ITS OFFICERS**

NIL

	<u>AND EMPLOYEES.</u>	
(X)	<u>THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.</u>	<u>NIL</u>
(XI)	<u>THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.</u>	
(XII)	<u>THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS</u>	<u>NIL</u>
(XIII)	<u>PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATIONS GRANTED BY IT</u>	<u>NIL</u>
(XIV)	<u>DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.</u>	<u>NIL</u>
(XV)	<u>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.</u>	<i>There is a library , containing all Central Acts and Rules, Statutes , Regulation etc. and some local Acts with rules are available; but not for public use.</i>
(XVI)	<u>THE NAME DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.</u>	<i>Prashant Kulkarni, Law secretary</i>

Head of Office is designated as Public

Information Officer as per order No.

1/58/Home 2005/676 dated 13/9/2005.

(XVII) SUCH OTHER INFORMATION AS
MAY BE PRESCRIBED.

NIL

DEPARTMENT OF FISHERIES

(I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Fisheries department is working under the U. T. Administration of Daman and Diu and associated with the Ministry of Agriculture, Govt. of India. Daman and Diu have the total costal line 29 K.m. (12 km. at Daman and 17 km at Diu). Fishing is the main economics activities. 40 % of the population is engaged in the business.

This U. T. is famous for producing variety of marine fish like Pomfrete, Bombay duck, Prawns etc., which have a good market value.

Department registered the fishing boats / nets and provide the necessary financial assistance under the Plan & Centrally Sponsored Schemes as well as other requisites amenities , under the Marine Fishing Regulation act, 1980 essential infrastructure facilities i. e Water, Ice, Light , Diesel, approach Road, Jetties , Action hall, Fish Market etc. to the fishermen. Issue Diesel Permits, Identity Cards , Fish Catch data collection and preparation of report.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Marine Fishing Regulation Act, 1980.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Secretary Fisheries is the Head of the Department, which control two Offices one at Daman and one at Diu, with the following staff.

Sr. No	Designation	No. of Officers/Employees		Total
		Daman	Diу	
1.	Supdt. of fisheries.	1	-	1
2.	Asstt. Supdt. of Fisheries	-	1	1
3.	Extension Officer (Fisheries)	1	-	1
4.	Gramsevak (Fisheries)	2	1	3
5.	L.D.C.	1 (Vacant)	-	1
6.	Salesman.	2	-	2
7.	Mechanic Gr.II	2	-	2

Afore said Officer/Employees discharge the duties as following :

i. ***Supdt. of Fisheries :***

Over all supervision and discharge all the responsibility as Head of Office.

ii. ***Extension Officer (Fish) :*** Under the supervision of Extension Officer, all the matter put up to the Head of Office.

iii. ***Gramsevak (I) :*** Collection of Fish catch data, preparation of reports, issuing of NOC, Registered the Boats/Nets, Issuing licence etc.

- iv. **Gramsevak (II) :** Identification of the beneficiaries and process the loan cases and other Plan Scheme and field visit etc.
- v. **Salesman (I) :** Identification of the beneficiaries and process the cases for Development of Model Fishermen Villages, Group Accident Insurance Scheme, process the cases regarding disbursement of Rebate on HSD Oil under the Centrally Sponsored Scheme. Issuing of Diesel Permits and Office Establishment Works etc.
- vi. **Salesman (II) :** As the Supdt. of Fisheries discharge the duties as Field Publicity department , Daman. Therefore, he is assisting and put up all the work of Information and Publicity department.
- vii. **L.D.C. :** Post vacant due to death of the employee.
- viii. **Mechanic Gr.II (I) :** Due to absence of the L.D.C., he discharge the functioning of L.D.C. i.e. preparation of bills, handling of all kind of accounts matters and stores also.
- ix. **Mechanic Gr.II (II) :** He is works as dispatch clerk, i.e. Inward, Outward the letter / files correspondence regarding Hindi reports etc. Preparation of Identity cards handling training materials and equipments etc.

All the matter are processed by the Supdt. of Fisheries Head of Office (Daman) and Asstt. Supdt. of Fisheries at Diu, through their respective Director Head of Office (Incharge) & Collector, Diu on and above of the Secretary Fisheries and Hon'ble Administrator of Daman and Diu is final authority.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

As per the Head of Office powers and financial delegation powers delegated by the Head of Department & Administrator, Head of Office of Daman and Diu discharge their function and powers.

(V) THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- (i) Departmental employees using the rules time to time issued by the higher authorities i.e Finance, Accounts, Planning, Vigilance, Home etc.
- (ii) Goa, Daman & Diu Marine Fishing Regulation act, 1980.
- (iii) Shrimp Farming , 2002.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

Boat/Net Registering documents, related to issue of diesel permit, applications forms related to implementation of various plan Schemes etc.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The officials of the department of Fisheries are frequently meet with local fishermen and members of the fisheries cooperative Societies. As an when fishermen find problems / difficulty or they have any suggestion / demands etc, that time they bring the matter in the notice of concern officials. Matter put up and discuss with the higher authorities and necessary relief, policy or Plan Schemes formulated to implement thereof.

(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

Presently as such no council / board or committee consisting for that purpose.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

Sr. No.	Name of the employees	Designation	Monthly Salary
1.	Smt. Abhilasha Agrawal,	Supdt. of Fisheries.	Rs. 14,567/-
2.	Shri R. B. Bhatt.	Extension Officer (Fish)	Rs. 10,114/-
3.	Shri S. D. Mangela.	Gramsevak (Fish)	Rs. 6,051/-
4.	Shri D. V. Nigam.	Gramsevak (Fish)	Rs. 6,051/-
5.	Shri N. B. Dhodi.	Salesman.	Rs. 9,880/-
6.	Shri S. B. Varli.	Salesman.	Rs. 6,383/-
7.	Shri G. R. Tandel.	Mechanic Gr.-II.	Rs. 8,115/-
8.	Shri N. R. Ghadiali.	Mechanic Gr.-II	Rs. 6,876/-

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

2005-2006 (till September, 2005)

Sr. No.	Name of the Schemes.	Budget Allocated.	Proposed Expenditure.	No.of Bene.	Report on Disbursement and made.

	PLAN SCHEMES :				
1.	<i>Financial assistance for Fishery requisites : Pattern of Assistance: Loan: 70 % Subsidy : 20 % Party Contribution: 10%</i>	7.00 Lakhs 3.50 Lakhs	3.85 Lakhs 1.10 Lakhs	5 nos. 5 nos.	<i>After sanction the loan & subsidy, beneficiary purchase the material. After inspection of the materials loan & Subsidy amount disburse to the suppliers.</i>
2.	<i>Establishment of Fish Aquarium. Subsidy : 100 % subsidy Maximum up to Rs.8000/- each.</i>		1.13 lakhs	27 nos.	----- !! -----
3.	<i>Financial assistance for family of capture by PMSA Rs.50/- per day/fishermen.</i>	1.00 lakhs	0.23 lakhs	04 nos.	<i>After capturing, quarterly proposal prepared and disburse to the family member of the fishermen.</i>
	CENTRALLY SPONSORED SCHEMES :				
1.	<i>Development Model Fishermen Villages. 100 % Subsidy Maximum up to Rs.40,000/- .</i>	15. 00 lakh	15.00 lakh	38 nos.	<i>After sanctioning the proposal sanctioned amount disbursed in two installments i.e. 75 % & 25 % to the beneficiary.</i>
2.	<i>Group Accident Insurance for Active Fishermen. 100 % Premium born by the Govt. of India.</i>	1,61,154/-	<i>Insurance premium paid directly by GOI. to the concerned agency.</i>	11,511 nos.	<i>As an when the insurance claim received from the beneficiary, sent to the concerned Ministry for disbursement . Ministry cleared the Insurance</i>

					<i>claim in the name of legal hire of the deceased fishermen. Same disbursed of the handed over to them through department.</i>
3.	<i>Fishermen Development Rebate on HSD Oil. Subsidy Rs.1.50 per ltr Maximum up to : (i) Below 50 HP Engine : 11,000 ltrs. (ii) Above 50 HP Engine : 16,000 ltrs.</i>	50.00 lakh	50.00 lakhs	550	<i>After purchasing the diesel from authorized Petrol Pump, quarterly proposal prepared. After scrutiny, sanctioning the amount disbursed to the beneficiary through cooperative societies.</i>

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

To provide the Rebate on HSD Oil @ of Rs. 1.50 per ltr. used by the fishermen under the Centrally Sponsored Scheme, diesel permit are issued depending upon the capacities of diesel engine as following ;

Sr. No.	Type of capacity	Quantity
1.	<i>Below 50 H.P.</i>	<i>11, 000 ltr.</i>
2.	<i>Above 50 H. P.</i>	<i>16, 000 ltr.</i>

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

N. A., but all details in respect of the departmental information available in booklet form to the fishermen through fisheries cooperative Society.

(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

To obtain the information during the working hours citizens can get the information to the public information officer / Head of Office (Fisheries)

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

*Smt. Abhilasha Agrawal, Supdt. of Fisheries, Daman is designation as Public Information Officer for fisheries department. **DEPARTMENT OF FISHERIES, DAMAN.***

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

N. A.

GOVERNMENT COLLEGE, DAMAN

(I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

The Government College, Daman is a degree level college having three faculties viz., ARTS, SCIENCE & COMMERCE. The college is controlled and financed by the Administration of Daman and Diu; and is affiliated to the Veer Narmad South Gujarat University, Surat. Education is imparted as per the syllabus prescribed by the university.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Principal is the Head of Institution as well as Head of Office of the College.

Teaching faculty (Gazetted Group A Officers), having specialization in respective fields discharge their duties (i.e. subject teaching and evaluation) as per the university statutes and the time-table set by the Principal/Administration of Daman & Diu.

Non-Teaching staff attached with laboratories and the library discharge their duties as per the instructions of their respective HODs', and the Principal.

The staff attached with the office of the Principal discharge their duties pertaining to establishment and accounts under the direct supervision and control of the Principal.

Group D employees do the general cleanliness duties in the college campus; take DAK in other offices, and the work connected with the bank, post office etc.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

All the decisions are taken by the Principal in consultation with the Secretary Education. The channel of supervision and accountability is Secretary Education, and Administrator.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The teaching work in the college is discharged according to a weekly time-table prepared normally at the beginning of the academic year (i.e. in the month of June). The college office remains open from 10 A.M. up to 5.30 P.M. on all working days except Saturday.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Administrative Work:

- i. *FRSR*
- ii. *CSR*
- iii. *LEAVE RULES*
- iv. *FINANCIAL RULES*
- v. *PENSION RULE*
- vi. *T.A.RULE*
- vii. *T.A.RULE*
- viii. *C.C.S.CONDUCT RULE*
- ix. *MEDICAL ATTENDENCE RULE*
- x. *GPF ADVANCE RULE*
- xi. *ESTABLISHMENT MANNUAL*
- xii. *CHILDREN EDUCATIONAL ASSISTANCE RULE*
- xiii. *ALLOTMENT OF QUARTER RULE*

Academic Work:

- i. *VEER NARMAD SOUTH GUJARAT UNIVERSITY SURAT ACT 1965*
- ii. *VEER NARMAD SOUTH GUJARAT UNIVERSITY SURAT STATUTES 1998*
- iii. *VEER NARMAD SOUTH GUJARAT UNIVERSITY SURAT ORDINANCES 1998*

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

1. *Students Enrolment and Examination Records*
2. *Service Records of Employees*
3. *Records relating to College Budget and Accounts*

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

All the policy decisions are taken at the Education Secretary level, public is free to meet the concerned authority.

(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 MEETING ARE ACCESSIBLE FOR PUBLIC

Students Representative Council,

Academic (Admission & Exam.) Committee,

Sports Committee,

are constituted every year for the advice in the related matters. These committees are in-house committees and public is not associated with them.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

TEACHING STAFF

NAME	Desig- nation	Address & Phone No.
1.Dr. D. Tripathi	Principal (I/c)	Dunetha, Nani Daman. Phone No. 2262116 (R)
2.Dr. S. S. Jha	Reader Economics	i Dunetha,Nani Daman, Ph. No.2261467(R)
3.Dr. H.S. Sharma	Reader Pol Sc.	i Dunetha, Nani Daman, Ph. No. 2262867 (R)
4.Dr. P.K. Mishra	Reader Physics	i E-3, Govt. quarter College, Campus. Nani Daman. Ph. No.2261250 (R)
5.Shri R. M. Dhote	Lecturer Botany	i D-2/A. Govt.Qtrs. Fort area Moti Daman. Ph. No. 2230754 (R)
6.Smt.L.K. Goswami	Lecturer English	i Dunetha, Nani Daman, Ph. No. 2263527(R)
7.Dr. Sanjay Kumar	Reader	i Govt.College Campus,. N.D.

Economics. Ph. No.5546310 (R)

8. *Dr. R. C. Agrawal Reader in D-1, Govt. College campus,
Commerce Ph. No. 2260324 (R)*
9. *Dr. D. C. Agrawal Reader in D-2, Govt. College campus,
Commerce. Ph. No. 2261288 (R)*
10. *Shri Balasubramanian Lecturer in D-2/D, Govt. Qutrs., Fo.
Commerce area, Moti Daman.
Ph. No. 2230448 (R)*
11. *Dr. Bhoop Singh Reader i E-1, Govt. College campus,
Hindi Nani Daman
Ph. No. 9327790778 (M)*
12. *Smt. S. Tripathi Lecturer i Govt. Quarter, Moti Daman
Economics Ph. No. 2230612 (R)*
13. *Smt. D. B. Patel Lecturer i 15, Koteswar Sadan Nehru
Economics Street, Vapi.
Ph. No. 2464081 (R)*
14. *Shri B. J. Kopper Lecturer i D-2/1, Officers.Qtrs,Dhola.
Zoology Moti Daman.
Ph. No. 2231360 (R)*
15. *Shri. B. J. Singh Lecturer i D/2-4, Govt. Qtrs, Dholar,
Maths Moti Daman,
Ph. No.2231361 (R)*
16. *Dr. Anil Kumar Lecturer i D-3, Govt. College campus,
Bajpai Pol. Sc. Nani Daman
Ph. No. 2262073 (R)*
17. *Shri G. J. Patel Physical Vatar Vapi,
Education Ph. No. 2243740 (R)
Teacher*
18. to 31. *VACANT (To be filled up by the
UPSC, Delhi)
Short-term arrangement
has been made.*

NON- TEACHING STAFF

NAME **Designation** **Address & Phone No.**

1. Shri M. C. Bhavsar Head Clerk. Govt. Quarter, Fort area,
Moti Daman.
Ph. No. 2230630
2. Shri H. S. Dhonde. Accountant Parabhu Falia, Nani
Daman.
3. Shri B. B. Patel Lab. Asstt. Bhimpore, Nani Daman.
4. Shri P. K. Tandel Lab. Asstt. Katheria, Nani Daman
5. Shri G. K. Tandel Lab. Asstt. Katheria, Nani Daman.

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INDICATING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Teaching staff

Name	Pay-Scale	Total. Remuneration (Rs. Per month)
1. Dr. Bhoop Singh	12000-420-18300	26495
2. Smt L. K. Goswami	12000-420-18300	35360
3. Dr. H. S. Sharma	12000-420-18300	35360
4. Dr. Anilkumar Bajpai	12000-420-18300	19832
5. Dr. S. S. Jha	12000-420-18300	35780
6. Dr. Sanjay Kumar	12000-420-18300	25566
7. Smt S. Tripathi	10000-15200	21372
8. Smt D. B. Patel	10000-15200	23324
9. Dr. R. C. Agrawal	12000-420-18300	28431
10. Dr. D. C. Agrawal	12000-420-18300	30642
11. Shri S. Balasubramaniam	10000-15200	21943
12. Dr. D. Tripathi	12000-420-18300	35780
13. Shri B. J. Singh	10000-15200	20232
14. Dr. P. K. Mishra	12000-420-18300	32854
15. Dr. B. J. Koppar	10000-15200	21127
16. Shri R. M. Dhote	12000-420-18300	33254
Short Term Contract Basis (Teaching)		(Rs. Per month)
17. Dr. Jagdish Kantharia	Fixed	12880
18. Dr. Sagar A. Desai	Fixed	12880
19. Shri J H. Solanki	Fixed	12880
20. Miss Darshita Vyash	Fixed	12880
21. Shri Patel Dharmesh U.	Fixed	12880
22. Miss Sandhya P. Meriya	Fixed	12880

<i>23.Dr. Gulab J. Wagh</i>	<i>Fixed</i>	<i>12880</i>
<i>24.Shri Patel Suresh</i>	<i>Fixed</i>	<i>12880</i>
<i>25.Shri G.J.Patel</i>	<i>6500-200-10500</i>	<i>17070</i>
<i>Non-Teaching Staff</i>		<i>(Rs per month)</i>
<i>Shri M. C. Bhavshar</i>	<i>5000-8000</i>	<i>12799</i>
<i>Shri S. H. Dhone</i>	<i>4500-7000</i>	<i>11122</i>
<i>Shri B. B. Patel</i>	<i>4000-100-6000</i>	<i>11467</i>
<i>Shri P. K. Tandel</i>	<i>4000-100-6000</i>	<i>9786</i>
<i>Shri G.K. Tandel</i>	<i>4000-100-6000</i>	<i>7732</i>

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

Annual Budget: (2005-2006) (Rs. In thousand)

	<i>BUDGET HEAD</i>	<i>ALLOTMENT for 2005-06</i>	<i>EXPENDITURE UP TO SEP- 2005</i>
2002 -	<i>Plan</i>		
	<i>General Education</i>		
	<i>University</i>	<i>Higher</i>	
03-	<i>Education</i>		
	<i>Direction</i>	<i>&</i>	
001-	<i>Administration</i>		
01.00.01-	<i>Salaries</i>	<i>5,50,000</i>	<i>50,608</i>
01.00.11	<i>Domestic Travel Expenses</i>	<i>5,000</i>	<i>0</i>
01.00.13	<i>Office Expenses</i>	<i>13,00,000</i>	<i>1,55,824</i>
01.00.50	<i>Other charges</i>	<i>45,000</i>	<i>0</i>
	<i>BUDGET HEAD</i>	<i>ALLOTMENT for 2005-06</i>	<i>EXPENDITURE UP TO SEP- 2005</i>
2002 -	<i>Non Plan</i>		
	<i>General Education</i>		
	<i>University</i>	<i>Higher</i>	
03-	<i>Education</i>		
	<i>Direction</i>	<i>&</i>	
001-	<i>Administration</i>		
01.00.01-	<i>Salaries</i>	<i>100,00,000</i>	<i>5,120,724</i>

01.00.06	<i>Medical treatment</i>	100,000	0
01.00.11	<i>Domestic travel expenses</i>	1,00,000	10,451
01.00.13	<i>Office expenses</i>	700,000	1,79,739

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMERS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMERS

Not Applicable

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

Not Applicable

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Not Available

(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

From the Office of the Principal, Govt. College, Daman on all working days (except Saturday) between 10 A.M. to 5 P.M.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Dr. Diwakar Tripathi, Principal (I/C), Govt. College, Daman.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

NIL

**OFFICE OF THE SUPERINTENDING ENGINEER, PUBLIC WORKS DEPARTMENT,
DAMAN.**

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS & DUTIES

The Public Works Department is the agency of the Administration for construction, maintenance & repairs of all works and buildings under control of the Administration.

The main function of the P.W.D. is to execute various Civil & Electrification of buildings works and maintenance of all Govt. Buildings, Roads & Bridges and Water Supply System. PWD undertakes the execution of all type of civil works, roads & Bridge works and water supply works such as const. Of over head tanks, ground storage sumps, laying of water supply pipeline etc. This office also takes up the civil works of other Departments also like Education, health, Police Department, Port Department, Fisheries Department and other Govt. Residential and Non-Residential buildings like office buildings and Circuit House.

The organization chart is appended herewith.

FORM P - I

ORGANISATION CHART OF SE, PWD, U.T. OF DAMAN & DIU AS ON 31-3-2002.

P.W.D - CIRCLE OFFICE

U.C. SUPERINTENDING ENGINEER - I
(12000 - 375 - 16500)

TECHNICAL BRANCH

ESTABLISHMENT SECTION

A.S.W. - I (6500-200-10500)
J.E. (CIVIL) - I
T.A. - I
TRACER - I
D'MAN GR.I - I
D'MAN GR.III - 2
L.D.C. - I
PEON - I

OFFICE SUPERINTENDENT - I
U.D.C. - 2
L.D.C. - 3
JR. STENO - I
DRIVER - I
DAFTARY - I
PEON - I
WATCHMAN - I

(II) THE POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES

The PWD office is following CPWD Manual Volume I, II & III for its functions.

CPWD Manual Vol.I has defined the duties of all the Technical Staff of PWD and accordingly the officers/officials are performing their duties.

CPWD Manual Vol.II has defined the various Technical/Financial powers to the officers/officials of PWD and accordingly the officers/officials are exercising their Technical/Financial powers as regards to according of Technical sanction to the detailed estimates of various works, acceptance of tenders, issue of work orders, approval of extra/substituted items of the works and payment to the contractors for their completed items of works. Duties and function of Engineer is enclosed.

Duties of Officers of the CPWD

A – Superintending Engineer

1. The administrative unit of the department is the circle, in charge of Superintending Engineer. The Director of Horticulture at New Delhi will function as Superintending Engineer as in respect of Horticultural Works.

2. Subject to any orders of the Ministry of Urban Development the transfers and Postings within his circle of establishment, other than of Divisional Officers and Accountants, may be made by the Superintending Engineer on his own authority.

3. The Superintending Engineer should examine the books of Divisional Officers and their subordinates, and see that matters relating to the primary accounts are attended to personally by the Divisional and Sub Divisional Officers and that the accounts fairly represent the progress of each work. It will also be his duty to examine the registers of work, and, when he considers it necessary, he may require a Divisional Officer to report to him monthly or at longer intervals on a works slip, the total expenditure to date under each sub-head of a work, in contrast with the sanctioned estimate. It will thus be seen that if rests with the Superintending Engineer to investigate excess over sub-heads with a view to deciding whether or not a revised estimate will be required for the work. When a revised estimate is required, it will also devolve on the Superintending Engineer to see that it is submitted in due time to the sanctioning authority. See paras, 46 and 75.

4. (a) It will be the duty of the Superintending Engineer to inspect the various works in progress within his circle, and to satisfy himself that the system of management prevailing is efficient and economical, that the different stores are duly verified according to the rules laid down and that there is no accumulation of stock in any division beyond its requirements. He should record the results of his inspections of the works as frequently as considered necessary and ensure that the defects pointed out on

each occasion are promptly rectified. Before final payment is made in respect of the following contracts:-

- (i) *Building works costing Rs. 10 Lakhs and above;*
- (ii) *Electrical and sanitary works costing Rs. 3 Lakhs and above;*
- (iii) *Road and runway works costing Rs. 5 Lakhs and above;*
- (iv) *Horticultural works costing Rs. 50,000 and above;*

The Superintending Engineer / Director of Horticulture in respect of Horticultural works) is required to record the following certificates within a period of three months from the date of completion of the works:-

I have inspected the work of _____ contract value of which is Rs. _____, vide arrangement No. _____ today. As a result of this inspection and my previous inspections, I find that the work has been carried out generally to specifications and has been completed satisfactorily. There are no noticeable defects, except for the following:-

- 1. _____
- 2. _____

These defects should be rectified by the contractor or by the department at his cost, action for which should be taken in terms of the contract.

(b) The Superintending Engineer is also responsible that no delay is allowed to occur in the submission of completion reports. He should further, so far as may be possible, inspect periodically all important public building and other works within his jurisdiction.

5. The Superintending Engineer will inspect the divisional offices at least once a year and record the results of such inspection in the prescribed form. He is required to satisfy himself, from time to time. The staff employed in each division is actually necessary and accurate for its management.

6. The Superintending Engineer is required to make it his special duty during his tours to see that measurement books are carefully kept and measurements properly recorded and that they are complete records of the actual measurements of each kind of work done for which certificates have been granted. He should also see that any orders of the Ministry of Urban Development regarding check measurements are duly observed.

7. The supervision and control of the assessment of revenue from irrigation works and other sources within his circle will rest with the Superintending Engineer.

8. *The Superintending Engineer is authorized to correspond direct with any of the local authorities, civil or military, within the area of his jurisdiction.*

B-Divisional Officer / Executive Engineer

. *The Executive unit of the Department is the division, in charge of a Divisional Officer, who is responsible to the Superintending Engineer for the efficient execution and management of all works within his division. It is therefore part of his duties to organize and supervise the execution of work and to see that they are suitably and economically carried out with materials of good quality. The Deputy Director of Horticulture will function as Divisional Officer in respect of horticulture works and is similarly responsible to the Director of Horticulture.*

2. *Subject to the orders of the Superintending Engineer, a Divisional Officer may transfer establishment (other than Sub-Divisional Officers) from one station to another within his division.*

3. *The Divisional Officer, as the primary disbursing officer of the division is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of the accounts of the transactions correctly. He is, therefore, required to take the necessary steps for obtaining cash for the work under his control, to keep accounts, and to submit them punctually to the Audit Officer (now Pay and Accounts Officer) under the rules for the time being in force. He is responsible for the arrangements for the account keeping, in which matter he will be assisted by his Divisional Accountants, and he must see that his accounts are posted from day to day and that the Accountants carry out his duties regularly and punctually. The responsibility for the correctness, in all respects, of the original records of cash and stores, receipts and expenditure, as also for seeing that complete vouchers are obtained rests with the Divisional Officer, who will, before submitting the monthly accounts, carefully examine the books, returns and papers from which the same are compiled.*

4. *The Divisional Accountant is responsible to the Divisional Officer for the correct compilation of the accounts of the division from the data supplied to him. The relative position of the Divisional Accountant to the Divisional Officer in respect of accounts is analogous to that of a Sub-Divisional Officer to a Divisional Officer in respect of works, and the responsibilities of the latter for the work of the Divisional Accountant are similar to those which attach to him in respect of the execution of works in the charge of his other subordinates. See also CPWA Code, paras 4.2.2 to 4.2.7.*

Note:- The 'Divisional Accountant' will include Selection Grade Divisional Accountant/ Divisional Accounts Officer/ Assistant Accounts Officer vide Note 3 below para 4.1.1 CPWA Code.

5. *The Divisional Officer is held primarily responsible for affording information in cases of probability of actual over estimated cost of work, and should report any such probability to the Superintending Engineer at once, describing the nature and cause of the excess and asking for orders. This report should be made on the 'Work Slip' Form. Divisional Officers must also submit the 'Work Slip' with such explanation as will enable*

the Superintending Engineer to pass orders on the case, on the occurrence, or the probability of the occurrence, of any irregularity in the rate or cost of a sub-head. All important liabilities not brought to account should also be noted on the Work Slip.

Note:- It is necessary for the Divisional Officer to submit the Work Slip in cases in which he can pass finally excess over estimates under para 77.

6. The Divisional Officer is required to inspect at least once a year, the more important buildings and works in his division, and is responsible that proper measures are taken to preserve them and to prevent encroachment --- on Government lands in his charge. He should keep accurate plans of all such lands and take care that his subordinates make themselves acquainted with the boundaries and see that they are respected.

Note:- A Divisional Officer must keep on record in his office the following plans, or such of them as are required in his division:-

- (i) Complete plans, sections and elevations of every building or other work under his charge as actually constructed any subsequent alteration being carefully noted. The boundaries of the ground attached to any buildings should be distinctly shown.*
- (ii) Plans of roads under his charge, showing the quarries whence metal obtained.*

7. Immediately a work is finished, it is the duty of the Divisional Officer to close the accounts of it in the manner indicated in paras 10.6.5 to 10.6.10 of CPWA Code and to prepare the completion report if required by rules in para 106 of this Code. If there is necessarily delay in closing the accounts, it should be seen in particular that further charges are not incurred without the permission of the Divisional Officer.

Note:- When it is decided to abandon a work, the accounts relating to the work should be

Closed as soon as possible after such decision is reached.

8. A Divisional Officer is required to report immediately to the Superintending Engineer any important accident occurrence connected with his division and to state how he has acted in consequence. See also para 99.

9. It is the duty of the Divisional Officer to administer the grant made for public works in his division and with this object, to keep a close watch over the progress of expenditure against it with a view to seeing that no excess is permitted to occur. He should accordingly keep himself informed of such circumstances as may affect the progress of expenditure, in order to take timely steps for obtaining extra funds or surrendering probable savings as may be necessary. The Divisional Officer should keep also take necessary steps to reconcile the expenditure recorded in his books with that in the books of the Audit Officer (now PAO) in the prescribed manner.

10. The Divisional Officer is responsible for the detailed assessment of the revenue to be obtained from irrigation works and other sources within his division, and will maintain such records and accounts for the purpose as may be prescribed.

11. A Divisional Officer can receive orders only from his Director-General of Works. Additional Director-General, Chief Engineers, Superintending Engineers, Superintending Surveyors or Works, the Ministry of Urban Development, or other civil officer duly authorized.

C – Sub Divisional Officer / Assistant Engineer.

1. The division is divided in the sub-divisions in charge of Sub-Divisional Officers

(Assistant Directors in case of Horticulture) who are responsible to the Divisional Officer for the management and efficient execution works within their sub-divisions.

(a) The Sub-Divisional Officer is required to maintain the initial accounts records of cash and stores under his charges as well as Works Abstracts, with certain accompaniments, for each work, in progress in the sub-division under the rules for the time being in force. He should ensure that all accounts returns are submitted punctually to the Divisional Officer and are correct in all respects.

(b) The Sub-Divisional Officer is responsible that the value of stores sold to Municipalities, Local Funds and the Public, and issues made to contractors of private use, under the orders of the competent authority is recovered in cash in advance. He is also responsible for clearance from Works Accounts of all outstanding against contractors on account of the recoverable value of materials issued and services rendered to them by charge to Works.

(c) As the account of works are based on (a) the Muster Roll and (b) the Measurement Book. It is an important function of the Sub-Divisional Officer to see that these initial records are written up nearly in accordance with prescribed rules to avoid all doubts about their authenticity.

D – Junior Engineer / Technical Assistant

As Junior Engineer is the primary element in the executive unit. He is responsible both for the execution of works and maintenance of accounts with which he is concerned.

The duties of the Junior Engineers engaged on original and maintenance work are as below.

- 1) To collect engineering data for estimates and prepare rough drawing and site plans concerned therewith.
- 2) To supervise and see that all works under his charge are done according to the specifications drawings, standards laid down and approved samples. He is expected to remain at site throughout in order to see that the works are executed properly in accordance with the requirements. If any work is done by a

Contractor below specification it is the duty of the Junior Engineer to bring it at once to the notice of the Assistant Engineer incharge and also make a note in the site order book.

- 3) To arrange for the materials, T&P from store / by purchase from the market, issue materials, T&P to contractors / works at the proper time so that there is no obstruction in the execution of work.
- 4) To keep Government materials, T&P in his custody and care, maintain proper accounts of receipts issues and balances, arrange adequate watch and ward.
- 5) i) To record measurements of work done by the contractor / departmental labour.
ii) To take the level of areas where earth work is done and prepare earth work calculation sheets, lead charts, etc. for calculating the quantities of work done.
- 6) To prepare abstract of measurements at the time of preparation of bills / closing of Muster Rolls.
- 7) To prepare recovery statements for the material / T&P supplied to contractors, or other services rendered by the department and send them to the S.D.O. for effecting recovery.
- 8) To prepare theoretical consumption statements.
- 9) To submit progress report of works as may be required by his superiors and to bring to the notice of his immediate superiors hindrances to the execution of work.
- 10) To maintain the prescribed registers / accounts like cement register, caube register, curing register, register of testing of fine aggregate. M.A.S. account site order book, Account of Temporary advances, Imprest Accounts, Stock account, T&P account, standard M.B.s., etc.
- 11) To maintain Register of Inspection of Buildings in his section in the prescribed form and to bring to the notice of the superior officers any defects noticed at the time of his inspection. If any building / structure is particularly unsafe, this should be specifically brought to the notice of higher authorities.
- 12) To prepare completion drawings, extra and substituted items statements, deviation statement, reduction rate statements.
- 13) To mark the attendance of W.C. and regular staff in the register to maintain the muster rolls properly to mark the attendance of casual labour in Muster Rolls, to arrange for casual labour required for departmental works, to see the work – charged staff is properly and fully employed, to watch the out-turn and performance of the staff and labour engaged under him, to send daily reports as required under the rules.
- 14) To prepare estimates for additions and alterations in buildings.
- 15) To prepare estimates for annual repair and special repair works and petty works after collecting data from site.
- 16) To furnish full details for preparing supplementary estimates, revised estimates.
- 17) To submit reports of all accidents.
- 18) To give first aid and arrange for medical aid in case of accidents.
- 19) To submit occupation and vacation reports of buildings in his charge.
- 20) To detect and report unauthorized occupation, encroachments and unauthorized additions and alterations.
- 21) To verify bills, A.T.D.S. etc.
- 22) To submit required returns to his superior officers.

- 23) To maintain drawings of buildings, services etc. under his charge.
- 24) To initiate action for disposal of surplus / unserviceable materials / T&P / empties etc.
- 25) To ensure prompt action on complaints received in inquiry offices.

**(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

The estimates for the works/scheme are prepared as per the allotment of Funds under various Budget Heads and for the other Department works as per their priority schedule given by them. The estimates for Works/Schemes are prepared by Sub-Divisions and submitted to Division Officer for obtaining Technical Sanction and Administration approval & expenditure sanctions from competent authority. On receipt of A.A. & E. S. the works are Tendered and work is awarded to the lowest tenderer. The works is executed at Sub-Divisional level.

The channels of Supervision and accountability are governed by CPWD Manual Vol. I & Vol. II.

- a) Junior Engineer supervise and record the works executed and prepare bills for payment to the agency. Junior Engineer is 100% responsible for recording measurements of itsms of works in measurement book and bills prepared for payment.
- b) Assistant Engineer test check 50% measurements recorded in measurement books and bill processed for payment.
- c) Executive Engineer test check 10% of measurements recorded for the items of works and is over all responsible for the execution of works for its quality and executive of works as per CPWD specifications Vol. I/II. The bills as received from Sub-Divisions to the Division Office is scrutinized by the accounts section comprising of Divisional Accountant, Accounts clerks etc. and then the bill of the contractor is passed by the Executive Engineer and payment is made to the contractor for the work executed.
- d) The SE, PWD is the overall controlling authority of Sub-Division & Divisional Office of PWD Daman & Diu of UT Administration.

The estimate of the particular works were prepared at Divisional office level and if the estimated cost exceeds Rs.10/- lakhs then in that case the Technical sanction is to be issued by the Superintending Engineer, PWD upto the estimated cost of Rs. 70/- lakhs and the scrutinized issued with Technical S and submitted to the competent authority i.e. Development Commissioner/The Secretary(PWD).

The SE office is also receiving estimates which are costing more than Rs.10/- lakhs from Autonomous bodies such as Municipality and District Panchayat.

The NIT (Notice Inviting Tender) which are costing more than Rs.10/- lakhs are also scrutinized and sent to the concern offices.

The Tenders which are quoted upto 5% of Estimated Cost put to tender are within the power of S.E. for acceptance for the estimated cost between Rs.10.00/- Lakhs and upto Rs.70.00/- Lakhs. If the percentage of quoted tender is more than 5% then the particular tender will be placed before the Work Advisory Board for its acceptance.

Further, Superintending Engineering Office had also power to accept the single tender upto the tendered cost of Rs.30.00/- and within the 5% of estimated cost put to tender.

The other Major Civil Works such as Bridge for which the estimated cost is more than Rs.70.00/- Lakhs are being given to the Gujarat PWD and CPWD, Mumbai as a Deposit Works.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

A) The Administrative setup is governed by CPWD Manual Vol. I.

B) The works side and executive of the works are governed by CPWD Manual Vol.II & CPWD specifications Vol. I & II respectively.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

For discharging its functions by employees, following rules, regulations, instruction, Manuals are followed:-

- 1) CCS Rules.
- 2) CCS (Conduct) Rules.
- 3) CPWD Manual Vol. I.
- 4) CPWD Manual Vol. II.
- 5) CPWD Manual Vol. III.
- 6) CPWA Code.
- 7) CPWD specifications Vol. I & II.
- 8) CPWD Code.
- 9) Schedule of Rates of Govt. of Gujarat, Valsad Circle for R & B, PHE, electrical works.

(VI) A STATEMENT OF THE CATEGORISES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER TIS CONTROL

- I) Form CPWD -6 *Notice inviting Tenders.*

ii) Form CPWD -7 *For works costing up to Rs. 40,000/-*

iii) Form CPWD-8 *For works costing more than Rs. 40,000/-*

iv) Form CPWD-9 *Supply of Materials.*

v) Form CPWA-10 *Summery of indent.*

vi) CPWD-8 *General condition of contract for Central PWD works.*

vii) *Measurement Books*

(VII) THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

Not Applicable.

(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

- i) The Work Advisory Board for PWD, U. T.Daman & Diu as constituted below.

i) The Collector, Daman	Chairman
ii) Superintending Engineer, PWD, Daman & Diu.	Member
iii) Assistant Secretary, Finance Department, U. T. of Daman & Diu	Member
iv) Concerned Executive Engineer, PWD / Electricity Department whose Tenders are referred as below.	Member
v) Assistant Surveyor of Works, Circle office, PWD, Daman.	Member Secretary.

- 2) *The Technical Advisory Committee in PWD is constituted as below for making scrutiny, assessment and appropriate recommendation for ascertaining the eligibility and competence of the prospective tenderers and evaluate the technical offers of the tenderers received and short list them so as to facilitate the decision in selecting the technical offers / bids received on major works costing more than Rs.50.00 Lakhs and above.*

Technical Advisory Committee.

- | | | | |
|---|---|---|-----------------------------|
| 1 | <i>I/c. Superintending Engineer, PWD, Daman & diu.</i> | - | <i>Chair Person</i> |
| 2 | <i>Executive Engineer, PWD, WD-III, Daman</i> | - | <i>Member</i> |
| 3 | <i>Assistant Engineer, PWD, Sub – Division No.I, Daman.</i> | - | <i>Member</i> |
| 4 | <i>Asstt. Surveyor of Works, Circle Office, Daman.</i> | - | <i>Member
Secretary</i> |

- 3) *The Tariff Advisory Committee constitutes for U. T. of Daman & Diu consisting of the following Members for revision of water tariff in Daman & Diu.*

- | | | |
|-----|--|---------------|
| 1) | <i>Finance Secretary & Chairman
Secretary, PWD, Daman,
Diu & DNH</i> | |
| 2) | <i>M. P. Daman & Diu</i> | <i>Member</i> |
| 3) | <i>Collector, Daman</i> | <i>Member</i> |
| 4) | <i>Collector, Diu</i> | <i>Member</i> |
| 5) | <i>President, Jilla Panchayat, Daman & Diu</i> | <i>Member</i> |
| 6) | <i>President, DMC, Daman</i> | <i>Member</i> |
| 7) | <i>President, DMC, Diu</i> | <i>Member</i> |
| 8) | <i>President, Industries Association, Daman</i> | <i>Member</i> |
| 9) | <i>Superintending Engineer, PWD, Daman & Diu</i> | <i>Member</i> |
| 10) | <i>Executive Engineer, PWD, Daman.</i> | <i>Member</i> |
| 11) | <i>Executive Engineer, PWD, Diu.</i> | <i>Member</i> |

12) Surveyor of Works, Circle Member Secy.
Office, Daman.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

**LIST OF OFFICER / OFFICIALS WORKING IN THE SUPERINTENDING ENGINEER,
P.W.D., DAMAN.**

Sr. No	Name of Officials & Designation	Length of Service	Place of Duty	Residential Full Address	Contact Nos.
1	Shri I. S. Talekar I/c. Superintending Engineer		SE, PWD, Daman	Dilip Nagar, Nani Daman	
2	Shri P. J. Micheal Assistant Surveyor of Works	29	SE, PWD, Daman	Govt. quarter, Near Marker, Moti Daman	2230929
3	Shri D. R. Tandel Office Superintendent (NG)	17	SE, PWD, Daman	Machhiwad, Moti Daman.	2230709
4	Shri M. R. Rana Technical Assistant	4	SE, PWD, Daman	Wadi falia, Nani Daman	2251577
5	Shri M. O. Patel D'man	30	EE, WD-I, PWD, Daman	Dilip Nagar, Nani Daman	
6	Shri M. A. Momin D'man	16	SD-IV, PWD, Daman	Main road, Khariwad, Nani Daman	2250429
7	Shri H. N. Gohil D'man	15	SD-II, PWD, Daman	Amalsad, Gujarat.	

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION.

STATEMENT SHOWING THE MONTHLY REMUNERATION OF OFFICER AND EMPLOYEES :-

OFFICERS

Sr. No.	Name of Officers	Designation	Remuneration
1.	Shri I. S. Talekar	I/c. Superintending Engineer	
2.	Shri P. J. Micheal	Assistant Surveyor of Works	15118/-

EMPLOYEES

Sr. No.	Name of Officers	Designation	Remuneration
1.	Shri D. R. Tandel	Superintendent (NG)	13288/-
2	Shri M. R. Rana	Technical Assistant	10533/-
3	Shri M. O. Patel	D'man	13061/-
4	Shri M. A. Momin	D'man	9786/-
5	Shri H. N. Gohil	D'man	9786/-

THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS & DUTIES

The Public Works Department is the agency of the Administration for construction, maintenance & repairs of all works and buildings under control of the Administration.

The main function of P.W.D. is to execute various Civil & Electrification of buildings works and maintenance of all Govt. Buildings, Roads & Bridges and Water Supply.

(XI) THE BUDGET ALLOCATED TO THE EACH OF ITS AGENCY INDICATING THE PARTICULARS OF ALL NON - PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

BUDGET ALLOCATION FOR THE YEAR 2005-06

BUDGET HEAD

NON - PLAN

Head of Accounts	EE-I	EE-II	EE-III	DPSD	SE	TOTAL	Remarks
3054 Major Head (N.P.)	--	--	--	--	--	--	--
<i>Roads & Bridges</i>	--	--	--	--	--	--	--
<i>04 – District & Other Roads</i>	--	--	--	--	--	--	--
<i>337 – Road Works</i>	--	--	--	--	--	--	--
<i>06 – Daman & Diu</i>	--	--	--	--	--	--	--
<i>06.00.01 – Salaries</i>	--	--	--	--	2200	2200	--
<i>06.00.06 – Medical Treatment</i>	--	--	--	--	30	30	--
<i>06.00.11 – Domestic Travel Expenses</i>	--	--	--	--	50	50	--
<i>06.00.13 – Office Expenses</i>	--	--	--	--	400	400	--
<i>06.00.50 – Other Charges</i>	--	--	--	--	--	--	--
<i>800 – Other Expenditure</i>	--	--	--	--	--	--	--
<i>06 – Maintenance and Repairs</i>	--	--	--	--	--	--	--
<i>06.00.27 – Minor Works</i>	--	--	--	--	--	--	--

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

Not Applicable

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

Not Applicable

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

Not Applicable

(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

Not Applicable

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

- 1) Shri I. S. Talekar, I/C. Superintending Engineer, Public Works Department, Daman.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Not Applicable

COLLECTORATE, DAMAN

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES

- I. *N.A. PERMISSION CASES U/s. 32 OF THE GOA,DAMAN & DIU LAND REVENUE CODE,1968*
1. *Prescribed Application Form is available with the Land Section of Collectorate, Daman. The same can be obtained by the Applicants free of cost.*
 2. *Details should be filled up as mentioned in the N. A. Application Form & Rs. 2/- Court Fee Stamp should be affixed to the application.*
 3. *Application Form should be submitted in duplicate, along with the following documents:*
 - i. *Form No. I & XIV of the land in question, in original +8 Zerox Copies*
 - ii. *Site Plan of the land in question, in original + 8 Zerox Copies*
 - iii. *Layout Plan in cases where area of the land exceeds 4,000 Sq. Mts.*
 - iv. *Attested copy of Power of Attorney, in cases where application(s) are filed by the Power of Attorney Holder(s)*
 - v. *Any other documents to show access to the plot etc. if required.*
 4. *On receipt of application, the Collector's Office obtains reports from the following departments:*
 - i. *Land Acquisition Collector, Daman*
 - ii. *Superintending Engineer, PWD, Daman*
 - iii. *Executive Engineer, (Elect.), Daman*
 - iv. *Architect Planner, Daman*
 - v. *Zonal Agriculture Officer, Daman*
 - vi. *Mamlatdar, Daman*
 - vii. *Inquiry Officer, City Survey, Daman*
 5. *Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to N.A. conversion permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.*
 6. *In cases where the area of the land involved is more than 5 Acres i.e. 20,000 Sq. Mts. the case is put up before the Empowered Committee for their recommendation.*
 7. *Applicants are offered personal hearing in the matter and decision in the cases are pronounced in the open Court by the Collector, Daman after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.*
 8. *N. A. Sanad are issued to the Party after under going further formalities like payment of requisite fees etc. by the Party.*

9. In case of rejection, applicant(s) are informed in writing and certified copy of the detailed order is issued to the Parties, on application and payment of requisite fee.

SALE PERMISSION CASES U/S.8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMENDMENT) ACT,1968 & RULES FRAMED THEREUNDER

1. Applicant(s)/Vendor(s) should apply to the Collector, Daman for grant of permission to sell his/her/their land by giving the name of the Purchaser(s), Amount, Purpose for which Purchaser(s) desire to purchase the land, reason why the Vendor(s) desire to sell the land etc. Court Fee of Rs.2/- should be affixed to the Application.
2. Along with the application the below mentioned documents should be submitted:
 - i. Form No. I & XIV of the land in question, in original + 2 Zerox copy
 - ii. Site Plan of the land in question, in original + 2 Zerox copy
 - iii. Attested copy of N.A. Sanad & Order in case where sale permission is sought for Non-agriculture use.
 - iv. Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s).
3. On receipt of application, the Collector's Office obtains reports from the following departments:
 - i. The Mamlatdar, Daman
 - ii. The Land Acquisition Collector, Daman
4. Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Sale permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.
5. Thereafter applicant(s)/Vendor(s)- Original Occupant(s) of the land and Purchaser(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision are pronounced in the open Court by the Collector, Daman, after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee
6. Thereafter Order is issued to the concerned party.
7. In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.

LAND GIFT PERMISSION CASE U/S. 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMANDMENT) ACT,1968 & RULES FRAMED THEREUNDER – RULE 2(1) (a) & 2(1)(i)

1. *Applicant(s)/Donor(s) should apply to the Collector, Daman for grant of permission to Gift his/her/their land by giving the name of the Donee(s), Relation of the Donor(s) with the Donee(s), Purpose for which the land will be used by the donee(s), etc. Court Fee of Rs.2/- should be affixed to the Application.*
2. *Along with the application the below mentioned documents should be submitted:*
 - i. *Form No. I & XIV of the land in question, in original + 2 Zerox copy*
 - ii. *Site Plan of the land in question, in original + 2 Zerox copy*
 - iii. *Attested copy of N.A. Sanad & Order in case where sale permision is sought for Non-agriculture use.*
 - iv. *Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s).*
 - v. *N.O.C. from the other legal heir(s) of the Donor*
3. *On receipt of application, the Collector's Office obtains reports from the following departments:*
 - vi. *The Mamlatdar, Daman*
 - vii. *The Land Acquisition Collector, Daman*
4. *Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Land Gift Permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.*
5. *Thereafter applicant(s)/Doner(s)- Original Occupant(s) of the land and Donee(s)are offered personal hearing in the matter in the Court of the Collector, Daman and decision are pronounced in the open Court by the Collector, Daman, after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.*
6. *Thereafter Order is issued to the concerned party.*
7. *In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.*

LAND EXCHANGE PERMISSION CASE U/S. 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMANDMENT) ACT, 1968 & RULES FRAMED THEREUNDER – RULE 2(1) (j)

1. *Applicants should apply to the Collector, Daman for grant of permission to Exchange their land with each other by giving the names of the Occupants of the land/plots proposed for exchange, Relation of the Applicants with each other, Purpose for which the land will be used after exchange by both the Parties, etc. Court Fee of Rs.2/- should be affixed to the Application.*
2. *Along with the application the below mentioned documents should be submitted:*
 - i. *Form No. I & XIV of the land in question, in original + 2 Zerox copy*
 - ii. *Site Plan of the land in question, in original + 2 Zerox copy*
 - iii. *Attested copy of N.A. Sanad & Order in case where exchange permission is sought for Non-agriculture use.*
 - iv. *Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder(s).*
 - v. *Layout/Site plan showing position/situation both the land*
3. *On receipt of application, the Collector's Office obtains reports from the following departments:*
 - vi. *The Mamlatdar, Daman*
 - vii. *The Architect Planner, Daman*
4. *Thereafter, on receipt of reports the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Land Exchange Permission etc. After going through the reports received, the Committee recommends clearance/rejection of the application.*
5. *Thereafter Parties are offered personal hearing in the matter in the Court of the Collector, Daman and decision are pronounced in the open Court by the Collector, Daman, after going through the merits of the cases, reports received from the concerned departments and recommendation of the Committee.*
6. *Thereafter Order is issued to the concerned party.*
7. *In case of rejection, Parties are informed in writing and certified copy of the detailed order is issued on application and payment of requisite fee.*

LAND MORTGAGE PERMISSION CASE U/s. 8-B OF DAMAN (ABOLITION OF PROPRIETORSHIP OF VILLAGES) REGULATION (AMENDMENT) ACT, 1968 & RULES FRAMED THEREUNDER – RULE 2(1)(e)

1. *Applicant(s) should apply to the Collector, Daman for grant of permission to Mortgage their land in favour of Bank/Financial Institution etc.*
2. *Along with the application, the below mentioned documents should be submitted:-*
 - i. *Form No. I & XIV of the land in question, in original + 1 Zerox copy.*
 - ii. *Attested copy of Nil Certificate of Encumbrance on Property.*
 - iii. *Copy of letter from the Bank/Financial Institution etc.*
3. *On receipt of application, the office of the Collector, Daman obtains report from the Mamlatdar, Daman.*
4. *Thereafter, on receipt of report from the Mamlatdar, Daman the case is put up before the Committee constituted to scrutinize and recommend cases pertaining to Mortgage permission etc. After going through the report received, the Committee recommends clearance/rejection of the application.*
5. *Thereafter, applicant(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman after going through the merits of the case, report of the Mamlatdar, Daman and recommendation of the Committee.*
6. *The approval of the Collector, Daman is conveyed to the applicant(s) by the Superintendent of the Land Section, Collectorate, Daman.*
7. *Hereafter, applicant(s) are offered personal hearing in the matter in the Court of the Collector, Daman and decision is pronounced in the open Court by the Collector, Daman after going through the merits of the case and report of the Mamlatdar, Daman.*
8. *The approval of the Collector, Daman is conveyed to the applicant(s) by the Superintendent of the Land Section, Collectorate, Daman.*

**SUB-DIVISION/AMALGAMATION UNDER SECTION 62 OF THE GOA,
DAMAN & DIU LAND REVENUE, CODE, 1968.**

- 1 *Application should apply to the Collector, Daman on plain paper with Court Fees of Rs.2/- should be affixed to the application with zerox copy of its in duplicate.*
- 2 *Along with application the below mentioned documents should be submitted.*
 - i. *Form No.I & XIV of the current year in Original alongwith three Zerox copy.*
 - ii. *Site Plan for the current year in Original alongwith three Zerox copy.*
 - iii. *Attested copy of N.A. Sanad and order in Triplicate.*
 - iv. *Lay out plan 9 copies duly signed by the Applicant and Engineer.*
3. *On receipt of Application the Deputy Collector's Office obtains reports from the following offices requesting to submit inquiry/reports within 15 days.*
 1. *The Architect Town Planner, Daman.*
 2. *The Enquiry Officer, City Survey, Daman.*
After receiving reports/comments from the above offices the order will be issued within 8 days

PARTITION UNDER SECTION 61 OF THE GOA, DAMAN & DIU, LAND REVENUE CODE,1968

1. *Application should apply to the Collector, Daman on plain paper with Court Fees of Rs.2/- should be affixed to the Application with Zerox copy of its in Duplicate.*
2. *Along with Application the below mentioned documents should be submitted*
 - i. *Form No. I & XIV of the current year, in Original along with three Zerox copies.*
 - ii. *Site Plan and Lay out Plan (Partition) of the current year, in original along with its Zerox copy in Triplicate.*
3. *On receipt of Application the Deputy Collector's Office obtains reports from the following offices requesting to submit inquiry/reports within 15 days.*
 1. *The Mamlatdar, Daman.*
 2. *The Enquiry Officer, City Survey, Daman.*
After receiving the reports/comments from the above offices the statements of each applicants to be recorded and order will be passed on

completion of less than 30 days or more than 60 days on issue of the Notice on each such Co-holders for hearing them.

PROCEDURE FOR ISSUING NEW ARMS LICENCES

- 1) *Licence for small Arms only will be issued by the District Magistrate, also Licences valid for entrance territory on all India will be issued here.*
- 2) *Obtain prescribed application form in duplicate/triplicate from dealing asst.*
- 3) *Submit the application form directly to the same dealing Asst. and obtain receipt.*
- 4) *Application must bear a 50 paise court fee stamp.*
- 5) *Attach 2 passport size photographs with the application form.*
- 6) *The applicant can request weapon either for self protection, crop protection, sports and or display.*
- 7) *A verification report will be called from the police.*
- 8) *The Mamlatdar will be asked for a report only in case of crop protection.*
- 9) *Orders for grant/refusal will be intimated within 45 days.*
- 10) *In case if grant, pay required fees at the Arms Counter, collect order as well as licence book.*

PROCEDURE FOR SALE OR TRANSFER OF FIRE ARMS

- 1) *Application on plain paper to the dealing hand at the counter and obtain receipt.*
- 2) *The application should be addressed to the District Magistrate by both the purchaser and seller.*
- 3) *The application should bear a 50 paise court fee stamp above accompanied by the License of the seller as well as the purchaser.*

- 4) In case the purchaser is an arms dealer only the license of the seller is required.
- 5) Necessary verification will be done with the help of police and after 45 days. If there is no objections, the necessary endorsement will be made on both licences.
- 6) Collect the licence directly from the counter after a lapse of 45 days.
- 7) In case of refusal, order will be communicated within 30 days of receipt of the application.

PROCEDURE FOR RENEWAL OF OLD LICENSE

- 1) Submit application on blank paper to the dealing hand at the Arms Counter, address application to District Magistrate/A.D.M.
- 2) Affix a 50 paise court fee stamp.
- 3) Enclose arms licence alongwith the application.
- 4) Pay necessary fees penalty fee etc., to the arms counter and collect the renewal license within three days.

CIVIL SUPPLIES DEPARTMENT

The U.T. Administration will carryout addition/deletion of family members, change in address, transfer of ration cards in a time-bound manner, as follows:-

Work	Time Frame	Documents Required	Authority to Effect charges.
(I) Inclusion/ Deletion of Family members(by representation to Area Rationing Office)	(I) Same day/One week	(I) Application alongwith Zerox copy of birth certificate, if child Cancellation certificate from their Native place in Original.(2) Deletion of name	Sub-Inspector of Civil Supplies with prior of Civil Supplier Officer.

		of family member, zerox copy of death certificate, if person is dead (3) If physical verification of necessary (for additions)	
(II) Change in address within jurisdiction of the same FPS.	Same day.	Application alongwith zerox copy of House Documents, NOC from house owner, if rental basis.	--- do ---
(III) Change in address within jurisdiction including changes in FPS.	One Week.	Application alongwith zerox copy of house documents, NOC from existing FPS.	
(IV) Issue of surrender jurisdiction including change in FPS certificate on transfer of family to other city or otherwise.	Same day	Application alongwith original Ration Card.	
(V) Issue of Separate Ration Card within the State	One week	Application/NOC form Existing Ration card holder and application from applicant alongwith declaration form issued by Civil Supplies Department.	
(VI) Issue of New Ration Card -do-	One Week	Application alongwith cancellation	

<i>Ration Card in case of change of State (with surrender certificate)</i>		<i>certificate from their native place. NOC from house owner. If, rental basis.</i>	
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Accounts Section

Accounting

Control over Budget Expenditure/Receipts,

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

As provided under the various Acts and Rules under the L.R.C, DAPVR and Rules. Goa, Daman and Diu Land Revenue Code and Rule, Arms Act with Rule, Explosive Act with Rule, Indian Stamp Act, Petroleum Act with Rule. As provided under the essential commodities Acts, 1955 (10 of 1955).

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

Application scrutinised and report sought from the concerned department such as Mamlatdar, Inquiry Officer, City Survey, Architect Town Planner, Chief of Police, Fire Service Station, Civil Supplies Officer etc. as applicable and submission of brief note to the decision is taken and the matter is disposed off.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;

As prescribed by the Government from time to time.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USE BY ITS EMPLOYEES FOR DISCHARGING ITS

As provided under the L.R.C, DAPVR and Rules. Goa, Daman and Diu Land Revenue Code and Rule, Arms Act with Rule, Explosive Act with Rule, Indian Stamp Act, Petroleum Act with Rule. As provided under the essential commodities Acts, 1955 (10 of 1955)

FUNCTIONS

- (VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL; N. A.
- (VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF *In formal suggestions received from public / public leaders are given due weightage. However, there is no such formal institutionalised arrangement.*
- (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; Details of committees constituted for the functioning of various sections are provided under section 4 (1)(g)(i). Meeting of these committees are not opened to the public, but minutes of such meetings can be made available to the public, on demand, if approved by the Head of Office.
- (IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES Separate sheet enclosed
Annexure – A

(X)	<u>THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:</u>	Separate sheet enclosed Annexure - B
(XI)	<u>THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE</u>	Separate sheet enclosed Annexure - C
(XII)	<u>THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES</u>	<i>This department does not deal with such programmes.</i>
(XIII)	<u>PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORISATIONS GRANTED BY IT</u>	N.A.
(XIV)	<u>DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;</u>	N. A.
(XV)	<u>THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING</u>	NO

**INFORMATION,
INCLUDING THE
WORKING HOURS OF A
LIBRARY OR READING
ROOM, IF MAINTAINED
FOR PUBLIC USE;:**

- (XVI) **THE NAMES,
DESIGNATIONS AND
OTHER PARTICULARS OF
THE PUBLIC
INFORMATION OFFICER:** Dy. Collector (HQ), Daman.
- (XVII) **SUCH OTHER
INFORMATION AS MAY
BE PRESCRIBED** Nil

ANNEXURE - B

Sr. No.	Name of Officers/Officials	Designation	Remuneration (in Rs.)
1.	<i>Shri G. H. Bamania</i>	<i>Superintendent</i>	<i>12492/-</i>
2.	<i>Shri J. L. Patel</i>	<i>Superintendent</i>	<i>12307/-</i>
3.	<i>Smt. Rita Fernandes</i>	<i>Senior Steno</i>	<i>14268/-</i>
4.	<i>Shri Mahesh N. Vaidya</i>	<i>Head Clerk</i>	<i>13335/-</i>
5.	<i>Shri U. Y. Kundaikar</i>	<i>Assistant</i>	<i>11933/-</i>
6.	<i>Shri P. D. Rajput</i>	<i>Accountant</i>	<i>8479/-</i>

ANNEXURE - A

<i>Sr. No.</i>	<i>Name of Officers/Officials</i>	<i>Designation</i>
1.	<i>Dr. M. Modassir</i>	<i>Collector</i>
1.	<i>Shri G. H. Bamania</i>	<i>Superintendent</i>
2.	<i>Shri J. L. Patel</i>	<i>Superintendent</i>
3.	<i>Smt. Rita Fernandes</i>	<i>Senior Steno</i>
4.	<i>Shri Mahesh N. Vaidya</i>	<i>Head Clerk</i>
5.	<i>Shri U. Y. Kundaikar</i>	<i>Assistant</i>
6.	<i>Shri P. D. Rajput</i>	<i>Accountant</i>

ANNEXURE - C

Sr. No.	Budget Head	Total Allotment (In thousands)	Expenditure upto Aug , 2005(in Thousand)
1.	<i>2053 (Non Plan)</i> <i>2053- District Administration</i> <i>093- District Establishment</i> <i>07 – Daman & Diu</i> <i>07.00.01- Salaries</i> <i>07.00.02- Wages</i> <i>07.00.03- Overtime Allowance</i> <i>07.00.06- Medical Allowance</i> <i>07.00.11- Dom. Travel Expenses</i> <i>07.00.13- Office Expenses</i> <i>07.0041- Secret Service Exp.</i> <i>07.00.50- Other Charges</i>	<i>Rs. 4000/-</i> <i>Rs. 140/-</i> <i>Rs. 10/-</i> <i>Rs. 75/-</i> <i>Rs. 200/-</i> <i>Rs. 2500/-</i> <i>Rs. 100/-</i> <i>Rs. 100/-</i>	<i>Rs. 1437/-</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. 14/-</i> <i>Rs. 468/-</i> <i>Rs. Nil</i> <i>Rs. Nil</i>
2.	<i>2053 (Plan)</i> <i>2053- District Administration</i> <i>093- District Establishment</i> <i>07 – Daman & Diu</i> <i>07.00.01- Salaries</i> <i>07.00.02- Wages</i> <i>07.00.03- Overtime Allowance</i> <i>07.00.06- Medical Allowance</i> <i>07.00.11- Dom. Travel Expenses</i> <i>07.00.13- Office Expenses</i> <i>07.0041- Secret Service Exp.</i> <i>07.00.50- Other Charges</i>	<i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i>	<i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i> <i>Rs. Nil</i>
3.	<i>3456 (Non Plan)</i> <i>3456- Civil Supplies</i> <i>001- Direction & Administration</i> <i>00.00.42- Lumpsum Provision</i>	<i>Rs. 400/-</i>	<i>Rs. 136/-</i>
4.	<i>3456 (Plan)</i> <i>3456- Civil Supplies</i> <i>001- Direction & Administration</i> <i>00.00.42- Lumpsum Provision</i>	<i>Rs. 400/-</i>	<i>Rs. 84/-</i>
5.	<i>2408 (Non Plan)</i> <i>2408- Food Storage & Warehousing</i> <i>01- Food</i> <i>001- Direction & Administration</i> <i>05- Daman & Diu</i> <i>05.00.42- Lumpsum Provision</i> <i>101- Procurement & Supply</i> <i>07- Purchase of Commodities</i> <i>07.00.50- Other Charges</i>	<i>Rs. 400/-</i> <i>Rs. 10000/-</i>	<i>Rs. 167/-</i> <i>Rs. 2349/-</i>
6.	<i>2245 (Non Plan)</i>		

	<i>2245- Relief of Accounts of Natural Calamities</i> <i>01- Drought</i> <i>101- Gratuitous Relief</i> <i>02- Other Items</i> <i>02.00.50- Other Charges</i>	<i>Rs.3300/-</i>	<i>Rs2669/-</i>
7.	<i>2055 (Non Plan)</i> <i>2055- Police</i> <i>109- District Police</i> <i>14- Daman & Diu</i> <i>14.00.13- Office Expenses</i>	<i>Rs.800/-</i>	<i>Rs. 45/-</i>
8.	<i>3051 (Non Plan)</i> <i>3051- Ports & Light Houses</i> <i>03- Light Houses & Light Ship</i> <i>800- Other Expenditure</i> <i>01- Port & Light Houses Estb.</i> <i>01.00.13- Office Expenses</i>	<i>Rs.270/-</i>	<i>Rs.85/-</i>
9.	<i>2515 (Non Plan)</i> <i>2515- Other Rural Development Programmes</i> <i>101- Panchayati Raj</i> <i>09- Establishment</i> <i>09.00.13- Office Expenses</i>	<i>Rs.650/-</i>	<i>Rs.650/-</i>

DIRECTOR OF MEDICAL AND HEALTH SERVICES, DAMAN

(I)	<p><u>THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES</u></p> <p><i>The Directorate Medical & Health Services is having 1 Community Center, 2 Primary Health Center, and 15 Sub Center. All Sub Centers are having Auxiliary Nurse Midwife (ANM) and Basic Health worker (BHW) where providing free treatment to the people at large. The following National programme are run by this institute. (1) Family Welfare, (2) Family Planning, (3) Immunization, (4) Child Survival and Safe Motherhood, (5) T.B. control, (6) Leprosy Eradication, (7) AIDS Control, (8) Iodine Deficiency Disorder Control Programs and to provide health facilities to the public.</i></p>
(II)	<p><u>THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES</u></p> <p><i>The Primary Health Center is governed under Central Civil Rules run by UT Administration of Daman and Diu and powers and duties of officers and employees is as prescribed under the said Rules and also as per the directives of the Administration.</i></p>
(III)	<p><u>THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY</u></p> <p><i>All the decisions taken as per the instruction issued by the Administration as well as Ministry of Health & Family Welfare. The channel of supervision is :- Director - Dy. Director – Health Officer – Medical Officer – Asstt. Director of NVB DCP</i></p>
(IV)	<p><u>THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS</u></p> <p><i>The Director, Medical & Health Services is looked after administration / establishment and clinical works. The Deputy Director is supervise all the staff as well as clinical work.</i></p>
(V)	<p><u>THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS</u></p>

	<i>Central civil service rules are applicable for discharging the duties.</i>
(VI)	<u>A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL</u> <i>This Directorate is not having statement of the categories of documents except patient's Registration papers, bio-medical test report, sonography report. Etc.</i>
(VII)	<u>THE PARTICULARS OF ANY ARRANGEMENTS THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF</u> <i>For the redressal of grievances, the Director of Medical & Health Services has appointed Nodal Officer, namely Shri S.F. Vohra, Superintendent and Shri J.B. Bhandari, UDC</i>
(VIII)	<u>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</u> 1. Aids Control Society, 2. Leprosy Control Society, 3. Blindness Control Society, 4. TB Control Society, 5. RNTCP, 6. State Health & Family Welfare Society for Voluntary Action (SCOVA), 7. State Blood Transfusion council, 8. District Mental Health Programme, 9. Voluntary Counseling & Testing Center The minutes of the annual general body meeting are circulated to the public representatives and press for awareness of the public about functioning of various health societies.
(IX)	<u>A DIRECTORY OF ITS OFFICERS AND EMPLOYEES</u> 1. Dr. S. S. Vaishya, Director 2. Dr. B. Hansraj, Deputy Director. 3. Dr. Sangeeta Joshi, Medical Officer, 4. Dr. H.K. Vaidya, Medical Officer, 5. Dr. Ivan Vas, Public Health Dentist 6. Dr. K.Y. Sultan, Medical Officer, 7. Dr. S.D. Bhardwaj, Research officer, 8. Dr. S.G. Rathod, Medical Officer, 9. Dr. Sudha Rao, Medical Officer, 10. Dr. Manish R. Patel, Medical Officer, 11. Dr. Sudhir R. Nair, Medical Officer, 12. Dr. Pratap U. sonane, Medical Officer, 13. Dr. Usha S. Heranjal (STC) Sr. Ophthalmic Surgeon 14. Dr. Unmesha C. Shah Ayu. Medical Officer (STC) 15. Dr. Rajesh D. Shah Honorary Pathologist 16. Dr. Tejal Vaghela, Medical Officer, 17. Dr. Lovelina Dias, Dental Surgeon 18. Suresh M. Halpati, Asstt. Account Officer

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| | <p>19. Dharmesh N. Agarwal, (STC) Drugs Inspector
 20. Ophilia Remedios, Public Health Nurse
 21. Maria Jose Noronha, Staff Nurse
 22. Bernadine Davide, Staff Nurse
 23. Corina N.F. Noronha, Staff Nurse
 24. Ashok N. Joshi, X-ray Technician
 25. Kishore D. Bhandari, X-Ray Technician
 26. Maria Lourdes Pereira, ANM
 27. Mariamma Vargese, ANM
 28. Elasamma K.C. Methew, ANM
 29. Aleyamma S. Thiyadi, AND
 30. Taraben J. Rathod, ANM
 31. Fazl-e-Karim A.G. Fadra, Pharmacist/Compounder
 32. Francisco Fernandes, Lab Asstt.
 33. P.C. Patel, Sanitary Inspector
 34. Francisco X Ca Pereira, Sanitary Inspector
 35. Carlos O.J. Noronha, BHW,
 36. Albert Pereira, BHW
 37. Jose C.B. Dias, BHW,
 38. Dilip G. Kataria, BHW,
 39. Agnelo Hilario Miranda BHW
 40. Rajesh H. Halpati, BHW
 41. Satish N. Contractor, BHW
 42. Dipak d. Mahyavanshi, BHW
 43. Ramji Pancha, BHW
 44. Rajesh R. Bhrambhatt, BHW,
 45. Zubair H. Shaikh, BHW
 46. Salikutty E. George, ANM
 47. Ramesh K. Patel, Vaccinator
 48. Yadav Narendra Sureshchandra, Pharmacist
 49. Manilal N. Patel, Sr.Filaria Inspector
 50. Mario FC Rosario, Filaria Inspector
 51. Ramesh N. Dhanu, Health Inspector
 52. Ketan D. Desai, Health Assistant
 53. Vadher Karsan Alla, Insect Collector
 54. Chamarbhai R. Patel, Sr. Field Worker
 55. Chhotubhai K. Patel, Field Worker
 56. Maniya J. Halpati, Field Worker
 57. Milton Rocha, Field worker
 58. Parshottam B. Mitna, Field worekr
 59. Dipak P. Tandel, Jr. Chemist
 60. Ramesh B. Dubla, Food Inspector
 61. Vasant N. Patel, Lab Attendant
 62. Rajni Kossambe, Staff Nurse,
 63. Beena K. Joseph, staff Nurse
 64. Francisco A. Colaco, Staff Nurse
 65. Veena M.K. Korah, Staff Nurse
 66. Daxa D. Ahir, Staff Nurse
 67. Meklon Franika Earnest, Staff Nurse</p> |
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68. Hernenegaldo Lopes, Compoundar / Pharmacist
 69. Asifali M. Devkawala, Lab Technician
 70. Shailesh R. Bhatiya, Radiographer/X-ray Technician
 71. Bhikhu K. dhodi, Dresser
 72. Hareesh J. Solanki, Ward Boy
 73. Bhikhu H. Halpati, Ward boy
 74. Saroj B. Solanki, Aya,
 75. Anna Maria Noronha, Staff Nurse
 76. C.M. Bangal, Heath Educator
 77. Melba Lopes Staff Nurse
 78. Margarida D.F. Pereira, LHV
 79. Ketan N. Lad, Pharmacist
 80. Ketan B. Parmar, Lab Technician
 81. Victoria Elvira Noronha, ANM
 82. Bhagwan F. Tandel S.I.
 83. Jayshree N. Kulkarni, Staff Nurse
 84. Rui MRJ Fernandes, Refrigerator Mechanic
 85. Franco L.S. Miranda, NMS
 86. Amarsingh G. Contractor, PNW,
 87. Hareesh K. Bhandari, PNW
 88. Yogesh P. Damania, PNW
 89. Sangita H. Shah, PNW
 90. Gunvanti L. Tandel, Extension educator
 91. Yolanda Pereira, LHV,
 92. Annamma Mathew ANM
 93. Shyla P. John, ANM
 94. Sumitra K. Rathod, ANM
 95. Gracy U. Pereira, ANM
 96. Gracy Joseph, ANM
 97. Nita B. Mehta, Compiler Checker
 98. Elsamma K.C. Mathew ANM
 99. J.A. Mendonca, Technical Officer,
 100. Naresh U. Tandel, Lab. Assistant
 101. Minaxi A. Damania Lab Technician
 102. Thankamma Thomas, ANM
 103. Saroj F. Patel, ANM
 104. Vibha S. Dhone, Camp co-ordinator
 105. Jayant Tamrekar, Ophthalmic assistant
 106. Dhanvanti N. Damankar, computer Asstt.
 107. Kalavatiben L. Patel, ANM
 108. Vegda Sumitra Mayji, ANM
 109. Baria Shobhna Jayraj, ANM
 110. Cetarina X D'souza, ANM
 111. Vishnu Ramesh Dhodi, Field Worker
 112. K.J. Bamania, Finance Officer
 113. Dr. M.K. Mandal, Asstt.Dy. Director,
 114. Prasad D. sant, NGO Advisor
 115. Girsih J. Vaghela, Drug Inspector
 116. Dr. D.K. Makwana, Medical Officer,

	<p>117. Randhir C. Thakkar, Comp. Programmer 118. Geeta K. Tandel, Comp. Asstt. 119. Sanket L. Smrat, Asstt. 120. Devendra Prasad, Lab Technician (Blood Bank) 121. Sheetal Desai, Lab Tech, (VCTC) 122. Sanjiv K. Pandya, Counselor 123. Kalpanaben K. Mehta, Counselor 124. K.J. Bamania, F.O. (SCOVA) 125. Kamlesh K. Rathod, DEO (Leprosy) 126. Linly Remedous Comp. Asstt. (SBTC) 127. Lavanya Gwalre, Clinical Psyc. (Mental) 128. Jasmin John, Staff Nurse (Mental) 129. Jayawanti D. Patel, Staff Nurse (Mental) 130. Smt. Pushpa D. Patel, ANM (Mental) 131. Hansa A. Rathod, Staff Nurse (Mental) 192. Induben M. Patel, Staff Nurse (Mental)</p>																																																										
(X)	<p><u>THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS</u></p> <table> <tbody> <tr> <td>1. Dr. S. S. Vaishya, Director</td> <td>.... Rs. 44420-00</td> </tr> <tr> <td>2. Dr. B. Hansraj, Deputy Director.</td> <td>.... Rs. 42909-00</td> </tr> <tr> <td>3. Dr. Sangeeta Joshi, Medical Officer,</td> <td>.... Rs. 28401-00</td> </tr> <tr> <td>4. Dr. H.K. Vaidya, Medical Officer,</td> <td>.... Rs. 35828-00</td> </tr> <tr> <td>5. Dr. Ivan Vas, Public Health Dentist</td> <td>.... Rs. 33910-00</td> </tr> <tr> <td>6. Dr. K.Y. Sultan, Medical Officer,</td> <td>.... Rs. 30622-00</td> </tr> <tr> <td>7. Dr. S.D. Bhardwaj, Research officer,</td> <td>.... Rs. 16074-00</td> </tr> <tr> <td>8. Dr. S.G. Rathod, Medical Officer,</td> <td>.... Rs. 30622-00</td> </tr> <tr> <td>9. Dr. Sudha Rao, Medical Officer,</td> <td>.... Rs. 22717-00</td> </tr> <tr> <td>10. Dr. Manish R. Patel, Medical Officer,</td> <td>.... Rs. 22024-00</td> </tr> <tr> <td>11. Dr. Sudhir R. Nair, Medical Officer,</td> <td>Rs. 22024-00</td> </tr> <tr> <td>12. Dr. Pratap U. sonane, Medical Officer,</td> <td>.... Rs. 20721-00</td> </tr> <tr> <td>13. Dr. Usha S. Heranjal (STC) Sr. Ophthalmic Surgeon</td> <td>Rs. 17550-00</td> </tr> <tr> <td>14. Dr. Unmesh C. Shah Ayu. Medical Officer (STC)</td> <td>Rs. 14040-00</td> </tr> <tr> <td>15. Dr. Rajesh D. Shah Honorary Pathologist</td> <td>Rs. 10000-00</td> </tr> <tr> <td>16. Dr. Tejal Vaghela, Medical Officer,</td> <td>Rs. 13680-00</td> </tr> <tr> <td>17. Dr. Lovelina Dias, Dental Surgeon</td> <td>Rs. 14040-00</td> </tr> <tr> <td>18. Suresh M. Halpati, Asstt. Account Officer</td> <td>Rs. 11327-00</td> </tr> <tr> <td>19. Dharmesh N. Agarwal, (STC) Drugs Inspector</td> <td>Rs. 11408-00</td> </tr> <tr> <td>20. Ophilia Remedios, Public Health Nurse.</td> <td>Rs. 16268-00</td> </tr> <tr> <td>21. Maria Jose Noronha, Staff Nurse</td> <td>Rs. 16921-00</td> </tr> <tr> <td>22. Bernandine Davide, Staff Nurse</td> <td>Rs. 16268-00</td> </tr> <tr> <td>23. Corina N.F. Noronha, Staff Nurse</td> <td>Rs. 13933-00</td> </tr> <tr> <td>24. Ashok N. Joshi, X-ray Technician</td> <td>Rs. 14315-00</td> </tr> <tr> <td>25. Kishore D. Bhandari, X-Ray Technician</td> <td>Rs. 14315-00</td> </tr> <tr> <td>26. Maria Lourdes Pereira, ANM</td> <td>Rs. 12347-00</td> </tr> <tr> <td>27. Mariamma Vargese, ANM</td> <td>Rs. 9697-00</td> </tr> <tr> <td>28. Elasamma K.C. Methew, ANM</td> <td>Rs. 10950-00</td> </tr> <tr> <td>29. Aleyamma S. Thiyadi, AND</td> <td>Rs. 9707-00</td> </tr> </tbody> </table>	1. Dr. S. S. Vaishya, Director Rs. 44420-00	2. Dr. B. Hansraj, Deputy Director. Rs. 42909-00	3. Dr. Sangeeta Joshi, Medical Officer, Rs. 28401-00	4. Dr. H.K. Vaidya, Medical Officer, Rs. 35828-00	5. Dr. Ivan Vas, Public Health Dentist Rs. 33910-00	6. Dr. K.Y. Sultan, Medical Officer, Rs. 30622-00	7. Dr. S.D. Bhardwaj, Research officer, Rs. 16074-00	8. Dr. S.G. Rathod, Medical Officer, Rs. 30622-00	9. Dr. Sudha Rao, Medical Officer, Rs. 22717-00	10. Dr. Manish R. Patel, Medical Officer, Rs. 22024-00	11. Dr. Sudhir R. Nair, Medical Officer,	Rs. 22024-00	12. Dr. Pratap U. sonane, Medical Officer, Rs. 20721-00	13. Dr. Usha S. Heranjal (STC) Sr. Ophthalmic Surgeon	Rs. 17550-00	14. Dr. Unmesh C. Shah Ayu. Medical Officer (STC)	Rs. 14040-00	15. Dr. Rajesh D. Shah Honorary Pathologist	Rs. 10000-00	16. Dr. Tejal Vaghela, Medical Officer,	Rs. 13680-00	17. Dr. Lovelina Dias, Dental Surgeon	Rs. 14040-00	18. Suresh M. Halpati, Asstt. Account Officer	Rs. 11327-00	19. Dharmesh N. Agarwal, (STC) Drugs Inspector	Rs. 11408-00	20. Ophilia Remedios, Public Health Nurse.	Rs. 16268-00	21. Maria Jose Noronha, Staff Nurse	Rs. 16921-00	22. Bernandine Davide, Staff Nurse	Rs. 16268-00	23. Corina N.F. Noronha, Staff Nurse	Rs. 13933-00	24. Ashok N. Joshi, X-ray Technician	Rs. 14315-00	25. Kishore D. Bhandari, X-Ray Technician	Rs. 14315-00	26. Maria Lourdes Pereira, ANM	Rs. 12347-00	27. Mariamma Vargese, ANM	Rs. 9697-00	28. Elasamma K.C. Methew, ANM	Rs. 10950-00	29. Aleyamma S. Thiyadi, AND	Rs. 9707-00
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22. Bernandine Davide, Staff Nurse	Rs. 16268-00																																																										
23. Corina N.F. Noronha, Staff Nurse	Rs. 13933-00																																																										
24. Ashok N. Joshi, X-ray Technician	Rs. 14315-00																																																										
25. Kishore D. Bhandari, X-Ray Technician	Rs. 14315-00																																																										
26. Maria Lourdes Pereira, ANM	Rs. 12347-00																																																										
27. Mariamma Vargese, ANM	Rs. 9697-00																																																										
28. Elasamma K.C. Methew, ANM	Rs. 10950-00																																																										
29. Aleyamma S. Thiyadi, AND	Rs. 9707-00																																																										

30.	Taraben J. Rathod, ANM	Rs. 9919-00
31.	Fazl-e-Karim A.G. Fadra, Pharmacist/Compounder	Rs. 11047-
32.	Francisco Fernandes, Lab Astt.	Rs. 11980-00
33.	P.C. Patel, Sanitary Inspector	Rs. 11187-00
34.	Francisco X Ca Pereira, Sanitary Inspector	Rs. 9693-00
35.	Carlos O.J. Noronha, BHW,	Rs. 8341-00
36.	Albert Pereira, BHW	Rs. 8191-00
37.	Jose C.B. Dias, BHW,	Rs. 8052-00
38.	Dilip G. Kataria, BHW,	Rs. 7106-00
39.	Agnelo Hilario Miranda BHW	Rs. 8285-00
40.	Rajesh H. Halpati, BHW	Rs. 7772-00
41.	Satish N. Contractor, BHW	Rs. 7047-00
42.	Dipak d. Mahyavanshi, BHW	Rs. 7211-00
43.	Ramji Pancha, BHW	Rs. 8400-00
44.	Rajesh R. Bhrambhatt, BHW,	Rs. 7071-00
45.	Zubair H. Shaikh, BHW	Rs. 7071-00
46.	Salikutty E. George, ANM	Rs. 9627-00
47.	Ramesh K. Patel, Vaccinator	Rs. 8921-00
48.	Yadav Narendra Sureshchandra, Pharmacist	Rs. 7898-00
49.	Manilal N. Patel, Sr.Filaria Inspector	Rs. 12547-00
50.	Mario FC Rosario, Filaria Inspector	Rs. 11047-00
51.	Ramesh N. Dhanu, Health Inspector	Rs. 8245-00
52.	Ketan D. Desai, Health Assistant	Rs. 8245-00
53.	Vadher Karsan Alla, Insect Collector	Rs. 8146-00
54.	Chamarbhai R. Patel, Sr. Field Worker	Rs. 8007-00
55.	Chhotubhai K. Patel, Field Worker	Rs. 8146-00
56.	Maniya J. Halpati, Field Worker	Rs. 7773-00
57.	Milton Rocha, Field worker	Rs. 6074-00
58.	Parshottam B. Mitna, Field worker	Rs. 6074-00
59.	Dipak P. Tandel, Jr. Chemist	Rs. 10347-00
60.	Ramesh B. Dubla, Food Inspector	Rs. 9880-00
61.	Vasant N. Patel, Lab Attendant	Rs. 7247-00
62.	Rajni Kossambe, Staff Nurse,	Rs. 18598-00
63.	Beena K. Joseph, staff Nurse	Rs. 13144-00
64.	Francisco A. Colaco, Staff Nurse	Rs. 13933-00
65.	Veena M.K. Korah, Staff Nurse	Rs. 13298-00
66.	Daxa D. Ahir, Staff Nurse	Rs. 13294-00
67.	Meklon Franika Earnest, Staff Nurse	Rs. 14,035-00
68.	Hernenegaldo Lopes, Compoundar / Pharmacist	Rs. 14035-00
69.	Asifali M. Devkawala, Lab Technician	Rs. 9926-00
70.	Shailesh R. Bhatiya, Radiographer/X-ray Technician	Rs. 9299-00
71.	Bhikhu K. dhodi, Dresser	Rs. 6582-00
72.	Haresh J. Solanki, Ward Boy	Rs. 6580-00
73.	Bhikhu H. Halpati, Ward boy	Rs. 6301-00
74.	Anna Maria Noronha, Staff Nurse	Rs. 15438-00
75.	C.M. Bangal, Heath Educator	Rs. 14216-00
76.	Melba Lopes Staff Nurse	Rs. 16174-00
77.	Margarida D.F. Pereira, LHV	Rs. 12347-00
78.	Ketan N. Lad, Pharmacist	Rs. 10428-00

	79. Ketan B. Parmar, Lab Technician	Rs. 9199-00
	80. Victoria Elvira Noronha, ANM	Rs. 9919-00
	81. Bhagwan F. Tandel S.I.	Rs. 9861-00
	82. Jayshree N. Kulkarni, Staff Nurse	Rs. 14,260-00
	83. Alphonsamma John, Junior Steno	Rs. 8775-00
	84. Rui MRJ Fernandes, Refrigerator Mechanic	Rs. 8339-00
	85. Franco L.S. Miranda, NMS	Rs. 12020-00
	86. Amarsingh G. Contractor, PNW,	Rs. 10415-00
	87. Haresh K. Bhandari, PNW	Rs. 10153-00
	88. Yogesh P. Damania, PNW	Rs. 10153-00
	89. Sangita H. Shah, PNW	Rs. 8937-00
	90. Gunvantil L. Tandel, Extension educator	Rs. 10791-00
	91. Yolanda Pereira, LHV,	Rs. 11880-00
	92. Annamma Mathew ANM	Rs. 9919-00
	93. Shyla P. John, ANM	Rs. 9697-00
	94. Sumitra K. Rathod, ANM	Rs. 9919-00
	95. Gracy U. Pereira, ANM	Rs. 9919-00
	96. Gracy Joseph, ANM	Rs. 11786-00
	97. Nita B. Mehta, Compiler Checker	Rs. 7807-00
	98. Elsamma K.C. Mathew ANM	Rs. 11609-00
	99. J.A. Mendonca, Technical Officer,	Rs. 13139-00
100.	Naresh U. Tandel, Lab. Assistant	Rs. 8180-00
101.	Minaxi A. Damania Lab Technician	Rs. 9739-00
102.	L.B. Kapadia, S.A.	Rs. 11514-00
103.	Thankamma Thomas, ANM	Rs. 10106-00
104.	Saroj F. Patel, ANM	Rs. 9919-00
105.	Vibha S. Dhone, Camp co-ordinator	Rs. 10814-00
106.	Jayant Tamrekar, Ophthalmic assistant	Rs. 8949-00
107.	Dhanvanti N. Damankar, computer Asstt.	Rs. 5000-00
108.	Kalavatiben L. Patel, ANM	Rs. 9732-00
109.	Vegda Sumitra Mavji, ANM	Rs. 9732-00
110.	Baria Shobhna Jayraj, ANM	Rs. 9732-00
111.	Cetarina X D'souza, ANM	Rs. 7311-00
112.	Vishnu Ramesh Dhodi, Field Worker	Rs. 5635-00
113.	K.J. Bamania, Finance Officer	Rs. 14159-00
114.	Dr. M.K. Mandal, Asstt.Dy. Director,	Rs. 35649-00
115.	Prasad D. sant, NGO Advisor	Rs. 15500-00
116.	Girsih J. Vaghela, Drug Inspector	Rs. 11115-00
117.	Dr. D.K. Makwana, Medical Officer,	Rs. 28801-00
118.	Randhir C. Thakkar, Comp. Programmer	Rs. 12214-00
119.	Geeta K. Tandel, Comp. Asstt.	Rs. 6000-00
120.	Sanket L. Smrat, Asstt.	Rs. 6000-00
121.	Devendra Prasad, Lab Technician (Blood Bank)	Rs. 6500-00
122.	Sheetal Desai, Lab Tech, (VCTC)	Rs. 6500-00
123.	Sanjiv K. Pandya, Counselor	Rs. 6500-00
124.	Kalpanaben K. Mehta, Counselor	Rs. 6500-00
125.	Harish D. Patel, Accts. Clerk (SCOVA)	Rs. 8000-00
126.	Kanti V. Patel, S.A. (SCOVA)	Rs. 8000-00
127.	Shahin R. Mithani, Comp. Asstt. (SCOVA)	Rs. 8000-00

	128. <i>Prakash M. Jade, Sweeper (SCOVA)</i> Rs. 2000-00 129. <i>K.J. Bamania, F.O. (SCOVA)</i> Rs. 4500-00 130. <i>Kamlesh K. Rathod, DEO (Leprosy)</i> Rs. 6500-00 131. <i>Linly Remedous Comp. Asstt. (SBTC)</i> Rs. 5000-00 132. <i>Lavanya Gwalre, Clinical Psyc. (Mental)</i> Rs. 14040-00 133. <i>Jasmin John, Staff Nurse (Mental)</i> Rs. 12091-00 134. <i>Jayawanti D. Patel, Staff Nurse (Mental)</i> Rs. 13524-00 135. <i>Smt. Pushpa D. Patel, ANM (Mental)</i> Rs. 7945-00 136. <i>Mohan G. Tandel, Driver (Mental)</i> Rs. 7171-00 137. <i>Hansa A. Rathod, Staff Nurse (Mental)</i> Rs. 12881-00 138. <i>Induben M. Patel, Staff Nurse (Mental)</i> Rs. 14635-00	
(XI)	<u>THE BUDGET ALLOTTED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE</u>	
	<i>The budget allotted is separately shown as Annexure "A". the budget mainly use of salary, office expenses, maintenance etc.</i>	
(XII)	<u>THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES</u>	
	<i>The Health Department does not deal with any subsidy programme.</i>	
(XIII)	<u>PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT</u>	
	<i>The Health Department has granted Health N.O.C. to the Shop-keeper, Bar & Restaurant, Hotels and authorization granted to the pharmaceuticals unit.</i>	
(XIV)	<u>DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM</u>	
	<i>The Health Department is not having any website</i>	
(XV)	<u>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</u>	
	<i>Outdoor patient department, indoor patient department, maternity, casualty, ayurvedic OPD, X-ray, Laboratory, Dental OPD, Operation Theater, Family Planning operation, Special OPD for TB control. Family Welfare & Immunization Counselling, Leprosy Treatment, Eye Clinic / operation. There is no facility of the library or reading room.</i>	
(XVI)	<u>THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS</u>	
	<i>Dr. S.S. Vaishya, the Director, Medical & Health Service, Dr. B. Hansraj, Dy. Director, Medical & Health Services, PHC, Moti Daman.</i>	
(XVII)	<u>SUCH OTHER INFORMATION AS MAY BE PRESCRIBED ; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR</u>	•

Diet for indoor patients :
8.00 AM Tea,
11.00 AM Breakfast,
12.00 PM Lunch,
03.00 PM Tea,
07.30PM dinner.

Indoor visiting Hours : 4 to 8 PM

The following specialist Doctors visited :

(1) Physiotherapy (2) Physician (3) Gynecologist, (4) Mental, (5) General Surgeon, (6) Child Specialist, (7) Plastic Surgeon, (8) Sonologist, (9) ECO Cardiologist, (10) Orthopadic surgeon, (11) ENT surgeon, (12) Eye specialsit, (13) Skin specialist.

NATIONAL IMMUNISATION SCHEME :

- (1) Polio O Doze & BCG - within one month,
- (2) Polio + DPT 1st Doze – 1 ½ month,
- (3) Polio + DPT 2nd Doze – 2 ½ month,
- (4) Polio + DPT 3rd Doze – 3 ½ month,
- (5) Measles + Vit. A 1st Doze – 10 months
- (6) 1st Booster Doze + Vit. A 2nd dose 1 ½ years,
- (7) Vitamin A 3rd Doze – 2 years
- (8) Vitamin A 4th doze – 2 ½ years,
- (9) Vitamin A 5th Doze – 3 years,
- (10) 2nd Booster Dose – Polio + DT – 5 years,

- Breast milk is the best food for babies till the 4th month, so the practice of breast feeding should be encouraged.
- Breast milk alone will not sufficient after 4 months to sustain the growth. This calls for other additional food supplement.
- At 3-4 month fruit juice, porridges prepared out of wheat or regi flour can be started.
- At 4-5 months dal, vegetable soup may be given.
- At 5-6 months eggs may be given, initially the egg (yolk) should be given in a soft boiled form.
- After 9 months breast feeding may be discouraged.
- After 10 month the baby should share the family food.

ANNEXURE "A"

PLAN

*Total expenditure
upto Sept. 2005*

2210	<i>Medical and public Health</i>		
2	<i>Urban Health Services other systems of medicines</i>		
2.101	<i>Ayurveda</i>		
1	<i>Dispensaries</i>		
00.00.42	<i>Lump sum Provision</i>	600000	234921

6	<i>Public Health</i>			
6.001	<i>Direction and Administration</i>			
6	<i>Directorate of Health Services</i>			
06.00.01	<i>Salaries</i>	6748000	5207880	
06.00.06	<i>Medical Treatment</i>	100000	25066	
06.00.11	<i>Domestic Travel Expenses</i>	100000	79990	
06.00.13	<i>Office Expenses</i>	300000	198754	
06.00.21	<i>Materials & supplies</i>	7600000	5781617	
6	<i>Public Health</i>			
6.101	<i>Prevention and Control of Diseases</i>			
10	<i>Filaria Eradication Programme</i>			
10.00.01	<i>Salaries</i>	1194000	641225	
10.01.06	<i>Medical treatment</i>	15000	2153	
10.00.11	<i>Domestic travel expenses</i>	6000	-	
10.00.13	<i>Office Expenses</i>	6500000	427785	
6.800	<i>Other expenditure</i>			
21.00.50	<i>Other charges</i>	2050000	1529546	
6.796	<i>Tribal Area Sub Plan</i>			
1	<i>Other schemes</i>			
01.00.42	<i>Lump sum provision</i>	700000	534157	
	<i>NON PLAN</i>			
2210	<i>Medical and public health</i>			
1	<i>Urban health services-Allopathy</i>			
1.109	<i>School Health Scheme</i>			
1	<i>Health services</i>			
01.00.42	<i>Lump Sum Provision</i>	1000000	404054	
1.110	<i>Hospital and Dispensaries</i>			
30	<i>Government Hospitals</i>			
30.00.21	<i>Materials & supplies</i>	1000000	833311	
6	<i>Public health</i>			
6.001	<i>Direction and Administration</i>			
6.001	<i>Directorate of health services</i>			
06.00.01	<i>Salaries</i>	7900000	4867240	
06.00.06	<i>Medical treatment</i>	300000	238812	
06.00.02	<i>Wages</i>	915000	365175	
06.00.11	<i>Domestic travel expenses</i>	190000	84737	
06.00.12	<i>Foreign travel expenses</i>	-	-	
06.00.13	<i>Office expenses</i>	700000	646500	
06.00.21	<i>Materials & supplies</i>	4200000	3588981	
6	<i>Public Health</i>			

6.101	<i>Prevention & Control of diseases</i>		
5	<i>National Small Pox Eradication Programme</i>		
05.00.42	<i>Lump sum provision</i>	225000	92638
6.101	<i>Prevention & Control of Diseases</i>		
15	<i>Dental care</i>		
15.00.01	<i>Salary</i>	458000	363583
15.01.06	<i>Medical treatment</i>	15000	-
15.00.02	<i>Wages</i>	25000	-
15.00.11	<i>Domestic travel expenses</i>	5000	-
15.00.131	<i>Office expenses</i>	100000	48851
15.00.21	<i>Material and supplies</i>	400000	199528
21	<i>Leprosy control</i>		
21.01	<i>National Leprosy Control Programme</i>		
21.01.01	<i>Salary</i>	615000	359316
21.01.06	<i>Medical treatment</i>	15000	-
21.01.02	<i>Wages</i>	10000	-
21.01.11	<i>Domestic travel expenses</i>	15000	3560
21.01.13	<i>Office expenses</i>	130000	75448

**OFFICE OF THE ASSISTANT DIRECTOR OF TOURISM, PARYATAN BHAVAN,
NANI DAMAN**

(I) THE PARTICULAR OF THE ORGANIZATION, FUNCTION AND DUTIES

The Tourism Department is headed by the Director of Tourism. The Collector Daman is declared as ex-office Director of Tourism. The Department is functioning with following stand of Staff.

Function and duties:

Assistant Director of Tourism :

- (1) *The Assistant Director of Tourism has been declared as Head of Office for Tourism Department.*
- (2) *Over all supervision and control of office.*
- (3) *Preparation of Plan Schemes.*
- (4) *Preparation of the proposals for the projects prioritized by the Ministry of Tourism, Government of India, New Delhi.*
- (5) *Monitoring of developmental activities for promotion of Tourism in Daman.*
- (6) *Periodical inspection of various tourist spots / hotels etc.*
- (7) *Monitor the Budget expenditure for Plan and Non Plan.*
- (8) *Preparation of calendar of events for Travel & Tourism Fair to be held at Mumbai, Bangalore, Chennai, Kolkata, Delhi etc.*
- (9) *Various correspondences with Ministry of Tourism, GOI, New Delhi.*
- (10) *Smooth functioning of the Department is a main task of the Assistant Director of Tourism.*

Information Assistant :

- (1) *Establishment work.*
- (2) *Office routine work.*
- (3) *Looking after all Tourism related activities.*
- (4) *Assisting in preparation of Plan Schemes.*
- (5) *Assisting in preparation of proposal of projects prioritized by the Ministry of Tourism.*
- (6) *Office correspondence.*
- (7) *Collection of Lease amount as per agreement.*
- (8) *Correspondence with Ministry of Tourism for Central Financial Assistance.*
- (9) *Assisting in preparation of budget.*
- (10) *Correspondence / Compliance of Audit observation.*

(II) THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Powers:

Collector Daman is declared as Ex-officio Director of Tourism and having power under the Goa, Daman & Diu Registration of Tourist Trade Act, 1982 and the rules made thereunder, which is applicable to U.T. Administration of Daman & Diu.

Assistant Director of Tourism:

He is having power of Head of office and Drawing Disbursing Officer in respect of tourism office.

Duties:

Other duties of respective officers are furnished at 4 (1) (b) (i)

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION

When the office receives any correspondence the same is inwarded by the dispatch clerk. This references is then submitted to the Assistant Director of Tourism and the Assistant Director of Tourism marks it to the concern officials. The concern officials puts up on process on file resubmit to the Assistant Director of Tourism for approval.

The Assistant Director of Tourism examin the matter and put the same before the Director of Tourism for approval.

The Assistant Director of Tourism is the supervisory officer for the Tourism Department Daman who is declared as Head of Office.

The citizen charter of Tourism Department is enclosed.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

(As mentions in (ii))

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- (1) *The Goa, Daman & Diu Registration of Tourist Act, 1982.*
- (2) *The Goa, Daman & Diu Registration of Tourist Trade Rules, 1985.*
- (3) *The Goa, Daman & Diu Registration of Tourist Trade (1st amendment) Rules, 2003. (Copy of Rules & Act. Enclosed)*

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The form applicable under the Goa, Daman & Diu Registration Act & Rules.

Monthly Tourist arrival report for submission to Ministry of Tourism, GOI and other Monthly Quarterly, Half Yearly and Yearly to various department of the Administration.

(VII) THE PARTICULAR OF ANY ARRANGEMENT THAT EXISTS FOR CONSOLIDATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATIONS THEREOF

The office bearer of local Hotel Association is being consultate as and then their need arise in formation of terrif, fees, etc. for hotels.

(VII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF FOR THE PURPOSE OF ITS ADVICE,

**AND HAS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS,
COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR
THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC**

Not Applicable

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No.	Name & Designation	Address	Telephone No.
1	<i>Shri Vishwendra Asstt. Director of Tourism</i>	<i>Govt. Quarters, Near Collectorate Fort area, Moti Daman.</i>	<i>2231257</i>
2	<i>Shri K. L. Patel, Information Assistant</i>	<i>D/102, Yogeshwar Complex, M.G.Road, Khariwadi, Nani Daman</i>	<i>2262159</i>

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS

Sr. No.	Name of officer/officials	Designation	Remuneration (In Rupees)
1.	<i>Shri P. S. Jani</i>	<i>Assistant Director of Tourism Presently Pay Deputy Secretary (Election)</i>	<i>15,620/-</i>
2.	<i>Shri K. L. Patel</i>	<i>Information Assistant</i>	<i>12,924/-</i>
3.	<i>Shri Hemant N. Rajput</i>	<i>L.D.C.</i>	<i>8,281/-</i>
4.	<i>Shri Gulab M. Dhodi</i>	<i>Driver</i>	<i>6,872/-</i>
5.	<i>Shri Harish L. Damania</i>	<i>Peon</i>	<i>5,576/-</i>

There is no system of compensation

(XI) THE BUDGET ALLOTTED TO EACH OF ITS AGENCIES, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPOSTS ON DISBURSEMENTS MADE

Sr. No.	Name of the Scheme	Allotment	Expenditure
TOURISM			

NEW SCHEMES

1.	<i>Grant in Aid to Tourism Development Authority.</i>	<i>0.00</i>	<i>0.00</i>
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CONTINUING SCHEME

1.	<i>Development & Maintenance of Garden/</i>	<i>63.00</i>	<i>63.00</i>
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*Parks/Ponds/Beaches & other tourist
Spots/facilities/beautification &
Promotion & Publicity of Tourism in
Daman & Diu*

2.	<i>Lighting arrangement at various tourist spots</i>	0.00	0.00
3.	<i>Strengthening of Tourism Department in Daman</i>	1.00	0.00
4. ASSISTANT TO LOCAL BODIES			
4.1	<i>Establishment, maintenance of parks, Clubs, akhadas & other places of recreation, for the villagers including women and children at Daman & Diu</i>	0.00	0.00
<i>Total</i>		64.00	63.00

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE AMOUNTS ALLOTTED AND THE DETAIL BENEFICIARIES OF SUCH PROGRAMME

Not Applicable

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATION GRANTED BY IT

Details of Hotels in Daman & Diu registered under Goa, Daman & Diu under Registration of Tourist Trade Act, 1985

Daman

<i>Grade A Hotel</i>	13
<i>Grade B Hotel</i>	45
<i>Grade C Hotel</i>	04
<i>Grade D Hotel</i>	01

Total 63

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCE IN THE ELECTRONIC FORMS:-

1. Website of Daman Tourism - www.damantourism.com
2. Interactive / virtual walkthrough CD ROM for Daman & Diu Tourism.
3. Installation of Information Kiosk on Daman & Diu.

(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

No library or reading room setup in this office However, brochures namely the "New Holiday Destinations on Daman & Diu" with Map and Single page leaflet are available from this office during office hours.

(XVI) THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER

*Shri Vishwendra,
Assistant Director of Tourism, Daman.
Tel. No. 2255104*

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

NIL

DEPARTMENT OF PLANNING & ARCHITECTURE, DAMAN

(I) PARTICULARS OF ORGANISATION

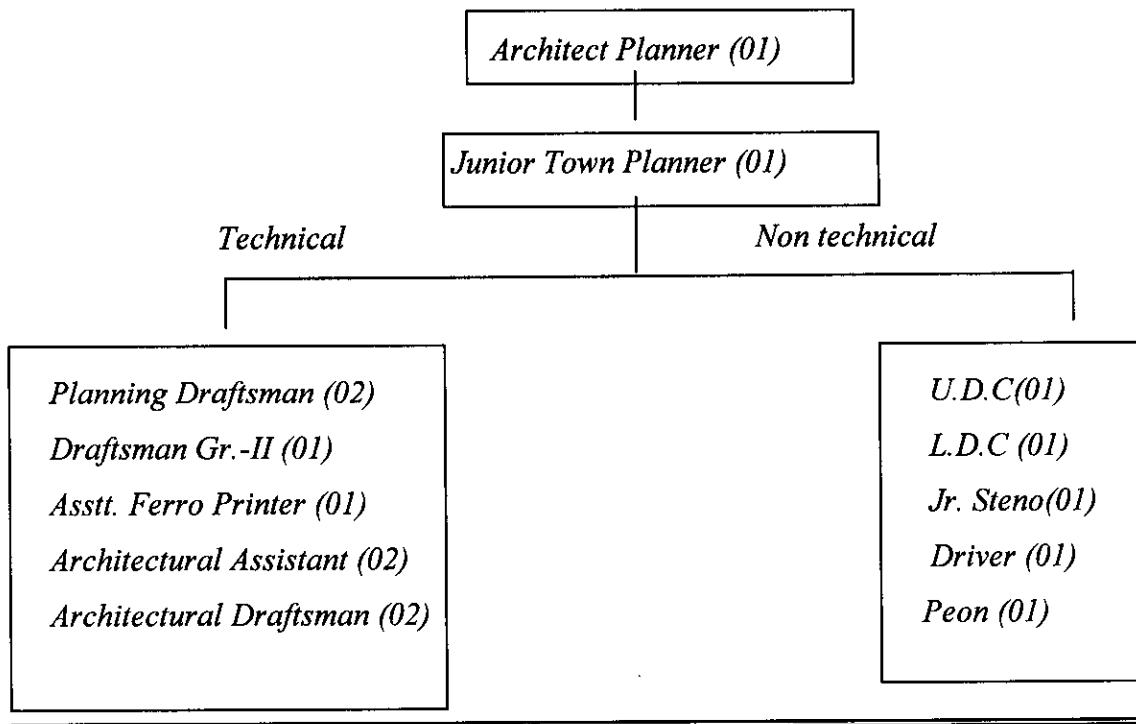
Office Address : 1st Floor (above electricity office)
Opposite DMC office,
Fort Area,
Moti Daman.

Head Of Department : Development Commissioner
U.T Administration of Daman & Diu

Head Of Office : Architect Planner

Total Staff Strength : 15 Nos.

Staff Pattern :



Functions & Duties:

1. Dealing matters pertaining to building permissions.
2. Dealing matters pertaining to N.A / Sale / Gift permissions for lands.
3. Concern to achieve planned growth of the region
4. Preparation of building plans/drawings for the Governmental buildings.
5. Preparation & Implementation of Developmental/ improvement schemes.

(II) POWERS & DUTIES OF OFFICERS & EMPLOYEES

<i>Officer</i>	<i>Duties of Officer</i>
<i>Architect</i>	<ol style="list-style-type: none"> 1. Disposal of all the business/receipts dealt within the office. 2. All the matters of policy and administration. 3. Check all the statements /submission 4. Preparation of Developmental /improvement scheme. 4. Overall Administrative Control of the Office. 5. Formulation of Action plan. 6. Periodic checks for expeditious disposal of work. 7. Discharge other duties assigned in the Planning Legislation.
<i>Planner</i>	<ol style="list-style-type: none"> 1. Checks all the technical proposals including site visit. 2. Assist in physical planning process. 3. Assist in preparation & implementation of Developmental Schemes. 4. Other work assign by the Architect Planner. 5. Co-ordination of the work. 6. Maintenance of order and discipline in the office.
<i>Junior Planner</i>	<ol style="list-style-type: none"> 1. Scrutiny of technical proposals. 2. Site visit 3. Preparation of building drawings for the Governmental buildings 4. Other work assign by the superior.
<i>Architectural Assistant</i>	<ol style="list-style-type: none"> 1. Scrutiny of technical proposals. 2. Site visit . 3. Preparation of building drawings for Govt. buildings. 4. Other work assign by the superior.
<i>Architectural Draftsman</i>	<ol style="list-style-type: none"> 1. Scrutiny of technical proposals. 2. Site visit . 3. Preparation of building drawings for Govt. buildings. 4. Other work assign by the superior.
<i>Planning Draftsman</i>	<ol style="list-style-type: none"> 1.Scrutiny of technical proposals. 2. Site visit 3. Preparation of maps required during planning process. 4. Other work assign by the superior.

<i>Draftsman Gr.-II</i>	<ol style="list-style-type: none"> 1. Scrutiny of proposals of building permissions. 2. Scrutiny of proposal of N.A / Sale/ Gift / Sub-division/ Amalgamation of lands. 3. Site visit 4. Preparation of maps required during planning process. 5. Other work assign by the superior.
<i>Asstt. Ferro Printer</i>	<ol style="list-style-type: none"> 1. Taking ammonia prints of building drawings and maps.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Architect Planner is the administrative head of the Office and responsible on all matters of policy decision and general administration of this office. His responsibility is complete and undivided. He is responsible for the disposal of every business of the office. as a whole.

The Architect Planner go through the all receipt and mark them to Junior Town Planner, a next below officer for action. The Architect Planner may also mark himself such difficult receipt requiring personal attention.

Junior Town Planner go through the receipts and distribute them among the staff as evenly as possible to initiate action. Where necessary , he may give directions regarding line of action to be taken.

The concern dealing hand go through the case and scrutinized in context with the Development Control Regulation /Bye-laws. He also visit the site under consideration to ensure other aspects that it is as per norms from planning point of view. Then the concerned dealing hand submits the case to Junior Town Planner with detailed facts of the case and his comments. The concern dealing hand is responsible for mistakes/mis-statement/missing data or information and timely disposal of the case.

Junior Town Planner scrutinizes the submission of the dealing hand. He may also like to visit the site where necessary. He points out mistakes , mis-statement or missing data if any and checks overall correctness of the submission. He state the question for consideration and bring out clearly the points requiring decision & the relevant law and rules. He records ,where necessary , a note setting out his own comments or suggestions and submits the case to the Architect Planner for final disposal. He is responsible for any mistake/ mis- statement or information for his submission/comments and timely disposal of the case.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS DUTIES

The norms as indicated in the Village Panchayat Regulations (building), 1971 and Development Control regulations are followed.

(V) RULES/REGULATIONS/INSTRUCTIONS/MANUALS HELD BY THE OFFICE

1. Daman & Diu Town and Country Planning (Amendment) Act,1999
(Principal Act,1974)
2. Village Panchayat Regulations(Building), 1971.
3. Development Control Regulations,1989.
4. Regional Plan –1989.

(VI) STATEMENT OF THE CATEGORIES OF DOCUMENTS HELD

1. Daman & Diu Town and Country Planning (Amendment) Act,1999
(Principal Act,1974)
2. Village Panchayat Regulations(Building), 1971.
3. Development Control Regulations,1989.
4. Regional Plan –1989.

(VII) THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMLEMENTATION THEREOF

---Not Applicable---

(VIII) A STATEMENT OF THE BOADS, 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 ACCESIBLE FOR PUBLIC

BOARD- Daman & Diu Town and Country Planning Board.

Minutes are accessible.

Composition Of the Board

1.	Administrator , U.T of Daman & Diu	Chairman
2.	Finance Secretary , U.T of Daman & Diu	Vice-Chairman
3.	Collector, Daman	Member
4.	Additional Collector & A.D.M., Daman	Member

5.	<i>Superintending Engineer , Daman & Diu</i>	<i>Member</i>
6.	<i>Managing Director, O.I.D.C. , Daman & Diu</i>	<i>Member</i>
7.	<i>Conservator of Forest , Daman & Diu</i>	<i>Member</i>
8.	<i>Dy. Conservator of Forest , Daman & Diu</i>	<i>Member</i>
9.	<i>Director of Medical Health Services , Daman & Diu</i>	<i>Member</i>
10.	<i>Six members nominated by the Central Govt. to represent respectively the Ministers of that Govt. dealing with –</i> <i>(i) Director of Planning , Ministry of Railways</i> <i>(ii) Defence Estates Officer , Ministry of Defence</i> <i>(iii) Deputy Secretary , Ministry of Transport</i> <i>(iv) Regional Director , Ministry of Tourism</i> <i>(v) Deputy Secretary , Ministry of Home Affairs</i> <i>(vi) Senior Town Planner , Ministry of Urban Affairs & employment</i>	<i>Member</i>
11.	<i>Additional Chief Planner , City & Industrial Development</i>	<i>Member</i>
12.	<i>Shri Suleman Charania , Architect , Daman</i>	<i>Member</i>
13.	<i>President of Daman & Diu Industrial Association</i>	<i>Member</i>
14.	<i>Member of Parliament , U.T of Daman & Diu</i>	<i>Member</i>
15.	<i>President cum Chief Counselor of the District Panchayat of the Union Territory</i>	<i>Member</i>
16.	<i>Chairman of the District Planning Committee of District of Daman and Diu</i>	<i>Member</i>
17.	<i>Chief Town Planner , Daman & Diu</i>	<i>Member Secretary</i>

(IX) DIRECTORY OF OFFICERS & EMPLOYEES

<i>Sr.No.</i>	<i>Name of the Officer/Employee</i>	<i>Designation</i>
01.	<i>Shri V. H. Jethwa</i>	<i>I/C Architect Planner</i>
02	<i>Shri Prakash P.Parmar</i>	<i>Junior Town Planner</i>
03.	<i>Shri Swadhin Badmera</i>	<i>Architectural Asstt.</i>
04.	<i>Smt. Ramaben C. Patel</i>	<i>Architectural Asstt.</i>
05.	<i>Shri Sudhir G.Patel</i>	<i>Architectural D'man</i>
06.	<i>Shri Kantibhai D. Pamsi</i>	<i>Planning D'man Gr.I</i>
07.	<i>Shri Jayesh Damania</i>	<i>Planning D'man Gr.I</i>
08.	<i>Shri Govindbhai Patel</i>	<i>Draftman Gr. II</i>
09.	<i>Smt. Shilpa C.Tandel</i>	<i>Architectural D'man</i>
10.	<i>Shri Raman M. Halpati</i>	<i>Asstt. Ferro Printer</i>

(X) THE MONTHLY REMUNERATION RECEIVED BY THE OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

Sr.No.	Name of Employees	Designation	Remuneration
01	Shri V.H Jethwa	In -Charge Architect Planner	Rs. 16,200/-
02	Shri Prakash P.Parmar	Junior Town Planner	Rs. 18,909/-
03	Shri Swadhin Badmera	Architectural Asstt.	Rs 16,074/-
04	Smt. Ramaben C. Patel	Architectural Asstt.	Rs. 16,074/-
05	Shri Sudhir G.Patel	Architectural D'man	Rs. 15,071/-
06	Shri Kantibhai D. Pamsi	Planning D'man Gr.I	Rs. 15,071/-
07	Shri Jayesh Damania	Planning D'man Gr.I	Rs. 13,941/-
08	Shri Govindbhai Patel	Draftman Gr. II	Rs. 11,499/-
09	Smt. Shilpa C.Tandel	Architectural D'man	Rs. 12,494/-
10	Shri Raman M. Halpati	Asstt. Ferro Printer	Rs. 6,779/-

(XI). THE BUDGET ALLOCATED TO EACH AGENCY AND THE PARTICULARS OF ALL PLAN, NON PLAN PROPOSAL EXPENDITURE DISBURSEMENTS MADE

SR.NO.	BUDGET HEAD	TOTAL ALLOTEMENT	EXPENDITURE FOR AUGUST 2005	TOTAL EXPENDITURE	BALANCE
1	2	3	4	5	6

2217 – Major Head – NON PLAN

Urban Development

80 – General

800 – Other Expenditure

00.00.01 – Salaries 19,50,000/- 1,57,590/- 9,45,813/-
 10,04,187/-

00.00.02 – Wages ---- ---- ----

00.00.11 – Domestic Travel 40,000/-
 Expenses ---- ----

00.00.13 – Office Expenses 2,26,000/- 6,246/- 17,147/-
 2,08,853/-

2217 – Major Head – PLAN
 Urban Development

80 – General
800 – Other Expenditure

00.00.01 – Salaries	25,000/-	---	---
	25,000/-		
00.00.13 – Office Expenses	25,000/-	---	---
	25,000/-		
00.00.50 – Other Charges	---	---	---

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

-----Not Applicable -----

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED

-----Not Applicable -----

(XIV) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD REDUCED IN AN ELECTRONIC FORM

-----Nil -----

(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

Citizens may contact the Architect Planner for obtaining information during working days.

(XVI) THE NAME, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

Name	– Shri V.H. Jethwa
Designation	-- In-Charge Architect Planner

(XVII) OTHER INFORMATION

-----Nil -----

CIVIL REGISTRAR-CUM-SUB REGISTRAR, D A M A N

(I) PARTICULAR OF ORGANIZATION

The Civil Registrar-cum-Sub Registrar is functioning under the various provisions of the 'Registration' of Document under the Registration Act, 1908; Transfer of Property Act, 1882; under the Notaries Act, 1952; Registration of Society under the Societies Registration Act, 1860; Registration of Firms under the Indian Partnership Act, 1932; Registration of Marriage under the Civil Registration Code.

Functioning of Duties of Department

The Registration Department provides various services as below:

- 1) Accepting, registering, & issue of various types of 'Registration' Documents.
- 2) Registration of Societies.
- 3) Registration of Civil Marriage and issue of marriage certificates.
- 4) Issue of birth & death certificates (of those registered upto 1970).
- 5) Search of records, such as birth, death, and other registered documents.
- 6) Registration of Firms, and issue of certificates.
- 7) Registration of 'Will' Deed in secret register and issue of certified copy.
- 8) Issue of Nil Encumbrances/non-encumbrance certificates regarding registration of Land, etc.

(II) POWER/DUTIES OF OFFICER & EMPLOYEE

The Civil Registrar-cum-Sub Registrar is declared as Head of Office who exercises all the financial powers delegated to Head of Office. The Civil Registrar-cum-Sub Registrar is also the Registering Authority under the various provisions of above-mentioned Acts. Department has one UDC, Two LDCs (one on working arrangement), and one Peon, who are handling the works of registrations, record keeping, issuing of various certificates, etc.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY

As per the Administrative directives/instructions, policy decision is taken only after obtaining approval of the Collector, Daman, as Head of the Department.

(IV) THE FORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The applications received for various types of works as above, and the same are disposed off within the time frame fixed in the Citizen Charter of UT Administration of Daman & Diu, as under :

<i>Service</i>	<i>Time of disposal</i>
<i>Accepting, registering, & issue of various types of 'Registration' Documents</i>	<i>Within two days.</i>
<i>Registration of Civil Marriage and issue of marriage certificates</i>	<i>Within one week.</i>
<i>Issue of birth & death certificates (of those registered upto 1970).</i>	<i>Within one week.</i>
<i>Search of records, such as birth, death, and other registered documents</i>	<i>Within one week.</i>
<i>Registration of Firms, and issue of certificates</i>	<i>Within one week</i>
<i>Registration of 'Will' Deed in secret register and issue of certified copy</i>	<i>Same day of application.</i>
<i>Issue of Nil Encumbrances/non-encumbrance certificates regarding registration of Land, etc</i>	<i>Within one week.</i>
<i>Registration of Societies</i>	-

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

- 1) *The Registration Act, 1908.*
- 2) *The Notaries Act, 1952;*
- 3) *The Societies Registration Act, 1860;*
- 4) *The Indian Partnership Act, 1932;*
- 5) *The Civil Registration Act,*
- 6) *Registered documents of various types.*
- 7) *Birth and death registers.*
- 8) *Marriage registers.*
- 9) *Firm registers.*
- 10) *Book of Will Deed.*
- 11) *Day book/Thumb Impression book of registered documents.*
- 12) *Index book for registration of land/flats, etc.*

(VI) A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

- 1) *Registered documents of various types.*
- 2) *Birth and death registers.*
- 3) *Marriage registers.*

- 4) Firm registers.
- 5) Book of Will Deed.
- 6) Day book/Thumb Impression book of registered documents.
- 7) Index book for registration of land/flats, etc.
- 8) Birth, death, & marriage certificates forms, forms of firms, etc.
- 9) Records of establishment & accounts section.

(VII) THE PARTICULAR OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY, THE MEMBER OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The members of the public meets the Collector, Daman, as the Head of the Department, for any consultation/grievances.

(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 MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER ARE OPEN TO THE PUBLIC, OR THE MINUTES OF EACH MEETINGS ARE ACCESSIBLE FOR THE PUBLIC

Not applicable.

(IX) A DIRECTORY OF OFFICERS AND EMPLOYEES

Sr.No.	Name of Officials	Designation	Telephone No.
1.	Smt. Maria L.S. Duarte	CRSR	2231778 (Intercom No.221)

(X) MONTHLY REMUNERATION RECEIVED BY EACH OFFICER

Sr.No.	Name of Officials	Designation	Salary (after deductions)
1.	Smt. Maria L.S. Duarte	CRSR	Rs.8,040/-

(XI) BUDGET ALLOCATION 2005-06

NON PLAN : Rs. 5.00 lakhs.

(XII) MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

There is no subsidy programme/scheme.

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

Nil

(XIV) DETAILS IN RESPECT OF ALL THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

No

(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

The Department of Planning & Statistics, UT Administration of Daman & Diu has published a Citizen Charter, for the information of public in general. Facilities available in this office are given in the said Charter in details. Apart from this, the display boards containing all the procedures, specimen of forms, etc. are displayed at the Office.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

<i>Name of Officer</i>	<i>Designation</i>	<i>Phone No.</i>
<i>Smt. Maria L.S.Duarte</i>	<i>CRSR</i>	<i>Intercom No.221</i>

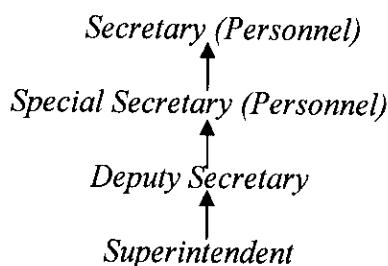
(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Nil

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS,
SECRETARIAT, DAMAN**

(I) PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES

Organization Structure



(i) Functions and duties :

The main function of the Personnel Section is to deal with the service matters of the employees of U.T. Administration of Daman & Diu viz.

- *Recruitment/promotion of Group 'A', 'B' posts.*
- *Recruitment/Promotion of Group 'C' Common cadre posts.*
- *To call/send Officers on deputation.*
- *To frame/amend R.Rs of Gr. 'A' & 'B' Officer and Group 'C' Ministerial staff.*
- *Transfers of Officers and staff.*
- *Grant of Financial Up gradation under ACP Scheme / Clearance of Probation period.*
- *Publication of Seniority lists of Gr. 'B' Officers and 'C' of Common cadre posts and also analyses the proposal for issue of seniority list of other than common cadre posts of Group 'A' 'B' & 'C'*
- *To deal with Court matters in connection with Appeals filed before the CAT/High Court and Supreme Court of India as the case may be pertains to this department and also to analyses of the matter pertains to other departments*
- *Allotment of Government Accommodation.*
- *Correspondence on service matters with the Govt. of India, State Governments/U.Ts and Local offices of the Administration.*
- *Maintenance of ACRs of Group 'A' & 'B' Officers and Common Cadre Group 'C' posts.*

Such other matter pertaining to establishment.

(II) POWERS AND DUTIES OF OFFICES AND EMPLOYEES

1. *Deputy Secretary (Per.): is the Head of Personnel Section and is exercising the powers of in the name of the Administrator who takes decision on every*

proposal and forwards the same for the approval of the higher authority if needed.

2. *Superintendent (Per.): is the immediate Officer of Personnel Section who is supervising the work of subordinate staff. All files coming to personnel section is being routed through the Superintendent. He also assist the Deputy Secretary Personnel in the matter of promotion of officers and staff and recruitment etc.*

Personnel Section functions in accordance with Service Rules prescribed by the Central Government called as Central Civil service Rules in respect of Group 'A', 'B' 'C' and 'D' local recruitment. Every proposal containing recruitment/promotion is being placed before the Departmental Selection Committee/Departmental Promotion Committee prescribed for Gr. 'A' 'B' and 'C' as the case may be. All the proposal are required approval of the Appointing Authority and the proposals such as framing/amendment of R.Rs approval of the Administrator is necessary. The Administrator is also the Appellate authority in respect of Group 'C' staff.

(III) NORMS

Adopted as prescribed by the Department of Personnel & Trainings, New Delhi.

(IV) RULES, REGULATION, INSTRUCTIONS MANUALS AND RECORDS

Personnel Section is having Recruitment Rules of Group 'A', 'B' Officers and Gr. 'C' Ministerial staff. Orders containing constitution of Selection Committee/Departmental Promotion Committee. Reservation guidelines.

(V) STATEMENT OF DOCUMENT

Personnel related file.

(VI) PARTICULARS OF ARRANGEMENT THAT EXIST

N.A.

(VII) STATEMENT OF BOARDS COUNCILS, COMMITTEE ETC

Departmental Selection Committee and Departmental Promotion Committee, Screening Committee for implementation of ACP Scheme for Group 'A' & 'B' 'C' posts.

(VIII) MONTHLY REMUNERATION RECEIVED BY EACH OFFICERS AND EMPLOYEES

Information is available in other manuals from where they are drawing salary.

(IX) BUDGET ALLOCATED

No separate budget is allotted to personnel Section, however office expenses have been paid from the Budget Head of the Office of the Development Commissioner, Secretariat, Daman.

(X) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT

Nil

(XI) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

On Notice board of the office by way of circulation to all offices, including Panchayat Offices.

(XII) NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER.

Shri P.S. Jani, Deputy Secretary (Dev.,) is looking after this portfolio.

(XIII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

Nil

DEPARTMENT OF LABOUR & EMPLOYMENT, DAMAN

**(I) THE PARTICULARS OF
ITS ORGANISATION,
FUNCTIONS AND DUTIES**

The Labour & Employment Department, Daman & Diu has 1 office each in the District of Daman and Diu respectively. The Finance Secretary is the Secretary(Labour & Employment) in this U.T. and the respective Collectors are the Labour Commissioners for Daman and Diu Districts. Similarly, the respective Collectors are the Directors of Employment Exchange for Daman & Diu Districts. The Chief Inspector of Factories & Boilers is common for both the districts. Each District of Daman & Diu has one Labour Inspector each, who is also looking after the day to day functioning of the Employment Exchanges. The main functions of the Labour Department are to implement the various statutory provisions of the Acts/like the Minimum Wages Act,1948, The Workmen's Compensation Act,1923, The Industrial Disputes Act,1947, The Factories Act, 1948, the Boilers Act, 1923, Shops & Establishments Act,1973 etc. The registration and sponsoring etc. of the names is carried out by the Employment Exchange, Daman inaccordance with the provisions of the National Employment Service Manual issued by Govt. of India, Ministry of Labour, New Delhi. The notified Authorities under the various labour laws is enclosed and the power and duties of each authority are specified under the statute.

**(II) THE POWERS AND
DUTIES OF ITS
OFFICERS AND
EMPLOYEES;**

The powers and duties of each authority are specified under the labour laws and are the statutory requirements.

**(III) THE PROCEDURE
FOLLOWED IN THE
DECISION MAKING
PROCESS, INCLUDING
CHANNELS OF
SUPERVISION AND
ACCOUNTABILITY;**

The Labour Inspectors report to the Chief Inspector of Factories & Boilers, who in turn report to the Labour Commissioner. In case of framing/amending rules, objections/suggestion are invited and after due consideration, necessary amendments are carried out inaccordance with the laws.

(IV) THE NORMS SET BY IT

Norms are inaccordance with the Act/Rules

	<u>FOR THE DISCHARGE OF ITS FUNCTIONS;</u>	<i>inforce</i>
(V)	<u>THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;</u>	<i>The following rules have been framed under the Act :</i> <ul style="list-style-type: none"> (a) <i>Goa, Daman & Diu Shops & Establishment Rules, 1975.</i> (b) <i>Goa, Daman & Diu Factories Rules, 1985.</i> (c) <i>Goa, Daman & Diu Minimum Wages Rules, 1975.</i> (d) <i>Goa, Daman & Diu Employees State Insurance(Court) Rules, 1976.</i> (e) <i>Goa, Daman & Diu Employment State Insurance (Medical Benefit) Rules, 1975.</i> (f) <i>Industrial Employment(Standing Orders) Central Rules, 1946.</i>
(VI)	<u>A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;</u>	<i>Category of documents are specified under each Act</i>
(VII)	<u>THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF</u>	<i>In case of any amendment/framing of rules or formulation of policies, objections/suggestions are invited from the members of the public, which are then taken into consideration by the Administration. All copies of the notifications are sent to the representatives of the public before framing/implementation.</i>
(VIII)	<u>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</u>	<i>A copy of notification dated 2.8.96 in respect of the constitution of Advisory Board under the Minimum Wages Act, 1948 is enclosed.</i>

**OTHER BODIES ARE
OPEN TO THE PUBLIC,
OR THE MINUTES OF
SUCH MEETINGS ARE
ACCESSIBLE FOR
PUBLIC**

(IX)	<u>A DIRECTORY OF ITS OFFICERS AND EMPLOYEES</u>	<i>Designation</i>	<i>Office Phone No.</i>
		<i>Secretary(Labour)</i>	2230473
		<i>Labour Commissioner, Daman</i>	2230698, 2230755
		<i>Labour Commissioner, Diu</i>	252111, 252444
		<i>Chief Inspector of Factories & Boilers, Daman.</i>	2254091
		<i>Labour Inspector, Daman.</i>	2255059
(X)	<u>THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;</u>	<i>Chief Inspector of Factories & Boilers – Rs. 10000-325-15200. Labour Inspector, Daman – Rs. 4500-125- 7000. Labour Inspector, Diu – Rs. 4500-125-7000</i>	
(XI)	<u>THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;</u>	<i>Plan : 2230 – Major Head Plan Allocation : Rs. 12,00,000/- Non Plan : 2230 – Major Head Non Plan Allocation : Rs. 9,45,000/- The budget under Plan and Non Plan mainly comprises of Salary, Wages and Office expenses.</i>	
(XII)	<u>THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;</u>	<i>No subsidy programmes are being executed by this Department.</i>	
(XIII)	<u>PARTICULARS OF</u>		<u>NIL</u>

RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT;

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

Administration has introduced SWIFT System (i.e. Single Window Investor Friendly & Time bound) where all applications in respect of registration of Industries and Establishments are submitted to the Single Windows and the applicant collects the necessary Registrations from the same window. It is a computerised counter and staff are available on full time.

(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;

Not applicable to this Office

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

*Kiran Bhatia
Chief Inspector of Factories & Boilers,
Daman.
Ph. 2254091*

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.

The Department implements the various provisions of the Central Acts in accordance with the statutes. Authorities have been notified under the law alongwith the other technical aspects. Appellate Authorities have also been notified as per the law incase of any grievance.

ELECTRICITY DEPARTMENT, DAMAN

(I) THE PARTICULARS OF THE ORGANISATION, FUNCTION AND DUTIES

The Electricity Department of the Administration of Daman & Diu comprises one division office headed by the Executive Engineer stationed at second floor of Vidyut Bhavan, Kathiria, Nani Daman.

There are four Sub Divisions in the Electricity Department.

- (1) *Sub Division NO.I. Daman, which is headed by the Assistant Engineer and his subordinate staff. This Sub Division looks after all the consumers fed from Kachigam Sub Station i.e. Kachigam village, Somnath O.I.D.C., Somnath GDDIDC and complete Moti Daman Municipal and Panchayat areas.*
- (2) *Sub Division No.II, Diu. This Sub Division is headed by the Assistant Engineer and his subordinate staff. It is located in Diu District and looks after the whole area of Diu District under the direct control of Collector, Diu.*
- (3) *Sub Division No.III, Daman. This Sub Division is headed by the Assistant Engineer and his subordinate staff. This looks after the Dabhel Sub Station areas i.e. Somnath industrial area, Dabhel area and part of Ringanwada.*
- (4) *Sub Division No.IV, Daman. This Sub Division is headed by the Assistant Engineer and his subordinate staff. This looks after the Dalwada Sub Station and Varkund Sub Station area. i.e. Nani Daman City, Kadaiya, Marwad, Bhimpore, Devka and all its related villages and industrial zone.*

The Executive Engineer is the Head of Electricity Department, who is the public information officer under clause 5(1) of the Right to information Act, 2005.

(II) THE POWERS AND DUTIES OF THE OFFICERS AND EMPLOYEES

The Electricity Department looks after all the administrative works, accounts matters, financial matters, technical matters, handling public grievances, supervision on all type of staff by the concerned sub division in charge of their respective section and periodic inspection etc.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The Electricity Department follows all procedures related to financial, technical and other matters in conformity to CPWD Manuals and Codes as prescribed by Central Government. The Department function as per CCS Conduct Procedure of Government of India in accordance of the Union Territories rules.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Electricity Department and its employees functions as per the norms set by the Union Territory Administration which is strictly in accordance with the CCS Conduct Rules.

The Department and its employees functions as per the various norms fixed by the Administration and Central Government meant for State Electricity Department. Its functions are to distribute electrical energy in the whole of Union Territory as per the various norms set by the suppliers and consumers relation scenario.

(V) THE RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY THE EMPLOYEES FOR DISCHARGE ITS FUNCTION

The Electricity Department functions based on its prevailing rules, regulations, instructions, manuals as per the Union Territory Administration guidelines framed for the State Electricity Department as time to time.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS FUNCTION

The Electricity Department maintains all the relevant documents under its control in respect of its employees including all the statistical information in respective all its consumers as per the Union Territory Government norms.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The Union Territory Administration of Daman & Diu strictly formulates its policies in accordance with the instructions of the Central Government as time to time. The whole department adheres to these instructions as time to time.

(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 MEETING OF THOSE BOARDS, COUNCILS,
COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR
THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC**

The Electricity Department is functioning under the control of Secretary (Power) and is completely governed by the Union Territory Administration of Daman & Diu. The rules and regulations thereof is strictly followed by the department.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

The service matters and personal records of all the employees of Electricity Department are maintained by the establishment section of this department.

**(X) THE MONTHLY REMUNERATION RECEIVED BY CASH ITS OFFICERS
AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN ITS REGULATIONS**

Regular pay and allowances are disbursed to all employees and records thereof maintained.

**(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING
THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND
REPORTS ON DISBURSEMENT MADE**

Allocation of funds / budget being allotted from the Finance Department, Provision of Budge under BE & RE is prepared every year during the pre-budget stage. Relevant registers viz. Cash book, GFR, TR etc. are being maintained. Expenditure report being sent well in time.

**(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES,
INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF
BENEFICIARIES OF SUCH PROGRAMME**

Nil

**(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR
AUTHORISATION GRANTED BY IT**

Nil

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY ITS, REDUCED IN AN ELECTRONIC FORM

Computerized billing is issued to all the category of consumers and the information thereof are available in billing section, technical section and also other information available on various sections of the department, accounts, technical section etc.

(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

The citizens visiting this department are provided with sitting arrangement, drinking water and Queue arrangement for paying the bills etc. No special library or reading room is maintained for public.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The name plates indicating the name and designations of the officers are arranged at every section.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR

The department is serving with electric connections. There are total 38,850 numbers of consumers in the Daman District and 13,000 number of consumers in Diu District which includes industrial, domestic, commercial, LIG, Agriculture and water works. The total annual revenue collected by the department during the year up to September, 2005 is Rs.49,96,11,000/-

The department has various section officers to look after the public grievances in every Sub Divisions. The public and the consumers visit this section officers round the clock for their power supply problems and these section officers are headed by Junior Engineers and round the clock posting of Lineman/ Line Helper and other field staff is ensured by the department.

FINANCE DEPARTMENT, DAMAN

(I) PARTICULARS OF ORGANIZATIONS, FUNCTIONS AND DUTIES

ORGANIZATION OF FINANCE DEPARTMENT

The Finance Department consists of the following officers in the department.

***FINANCE SECRETARY
(Head of Department)***

***DEPUTY SECRETARY(FINANCE)
(Head of Office)***

<i>Establishment Section</i>	<i>Accounts Section</i>	<i>Operational</i>
<i>Senior Stenographer.....01 Post</i>	<i>Lower Div.Clerk... 01 Post</i>	<i>Drivers... 02 Posts</i>
<i>Assistant.....01 Post</i>		
<i>Upper Division Clerk.....02 Post.</i>		
<i>Junior Stenographer..... 02 Post</i>		
<i>Lower Division Clerk..... 01 Post</i>		
<i>Draftary..... 01 Post</i>		
<i>Peons..... 03 Post</i>		

FUNCTIONS :

The Main functions of the Department is to control of budget and submission of returns to the Ministry from time to time in regard to the expenditure object wise and revenue accrued by the UT of Daman & Diu.

The Finance Department has also to control the expenditure being proposed by the concerned Departments and whether the purchase is made as per the norms of the Govt. Rules as per the GFRs and Govt. orders being issued by the Ministry of home affairs, Ministry of Finance and orders being issued by the Administrator from time to time.

DUTIES :

The main duties of the department is for allotment of funds received from the Ministry which are required to be distributed to the concerned Department as per the Budget provision at par with the Budget Estimate for the year.

Other duties of the department is for conduct of Monthly/Quarterly review meeting for finding out the Financial Achievements by each department as per the fixed quarterly percentage and to find the cause of the zero budgeting of the department not achieving the target.

The files received from the Department and the proposal for purchase are also to be examined as per the necessity of purchase and to find out the mode of purchase proposed if it is as per the codal formalities constituted by the Govt. and to find out whether the department has followed the required procedures and also to ensure of the availability of for the purchase if available with the department.

Conduct of Meetings to review the plan and non – Expenditure from time to time.

The Finance Department is a part of the Secretariat Set up of the Administration of Daman & Diu and part functioning of the UT Administration of Dadra & Nagar Haveli as consultative in Finance Matters.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES IS AS UNDER

Sr.No.	Name of the Officer/Employees	Designation	Powers Designated.
01.	Shri.S.L.Bansal.	Finance Secretary	<p>Appointing/Disciplinary Authority for Group "C" Staffs appointed as Secretary For the departments</p> <p>Declared as Secretary & Head of Department.</p> <p>1. Finance & Accounts.</p> <p>2. Taxation (Including Excise & Sales Tax)</p> <p>3. Social Welfare.</p> <p>4. Official Language.</p> <p>5. Information Technology.</p> <p>6. Labour & Employment.</p> <p>7. Power</p> <p>8. Medical & Health.</p>

Commissioner VAT.

02	<i>Shri.P.J. Bamania.....</i>	<i>Deputy Secretary(Fin)</i>	<ol style="list-style-type: none"> 1. <i>Powers of Head of Office of Department of Finance.</i> 2 <i>Issue of sanction orders for expenditure sanction for the Department where Finance Secretary has been declared as Secretary.</i> 3. <i>Issues of Circulars, O.M's for the department with the concurrence of the Finance Secretary and approval of the Administrator.</i> 4. <i>Purchase of items within the powers of head of Office.</i> 5. <i>Declared as Deputy Secretary (PWD) for issue of sanction after the approval of Development Commissioner/Secretary(PWD).</i>
03.	<i>Shri.S.D.Modasia.</i>	<i>Superintendent.</i>	<i>On deputation to Home Department, Personal Dept., Daman.</i>
04.	<i>Staffs of the Department.....</i>		<i>List of Works allotted is attached herewith.</i>

WORKS DISTRIBUTION OF STAFFS OF FINANCE DEPARTMENT.

Sr.No.	Name	Designation	Department/Files Allotted.
01	<i>Shri. P.J. Bamania.....</i>	<i>Dy.Secretary(Fin)</i>	<i>Head of office</i>
02	<i>Smt. Niza F.D.Nunes.....</i>	<i>Sr.Stenographer</i>	<ol style="list-style-type: none"> (1) <i>PA to FS</i> (2) <i>Confidential matters</i> (3) <i>Dictation & Typing</i>

03.	<i>Shri.Juliano Machado</i>	<i>Assistant</i>	<ul style="list-style-type: none"> (1) <i>Estt. & Personal Dossiers.</i> (2) <i>Maintainance of Service Book/ Leave Account/Pension & Retirement benefits.</i> (3) <i>Standing orders.</i> (4) <i>Election Department</i> (5) <i>Registration Dept(Birth,Death & Marriage,Properties).</i> (6) <i>OIDC</i> (7) <i>Bal Bhawan</i> (8) <i>Red Cross</i> (9) <i>Veterinary/Agriculture/ Fisheries & Cooperatives.</i>
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04.	<i>Smt. Silvana Pereira</i>	<i>UDC</i>	<ul style="list-style-type: none"> (1) <i>Transport.</i> (2) <i>Marine/Ports.</i> (3) <i>Industries/Pollution</i> (4) <i>BDO/DPO/RDA/TSP</i> (5) <i>CDPO/Social Welfare.</i> (6) <i>PWD</i> (7) <i>Labour & Employment.</i> <i>(Inlcuding ITI,CIF&B)</i> (8) <i>Education/Sports.</i> (9) <i>Municipality/District Panchayat.</i> (10) <i>Audit for panchayat,Municipility & Districtpanchayat.</i> (11) <i>Land Acquisition</i>
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05.	<i>Shri.K.L.Halpati.</i>	<i>UDC</i>	<ul style="list-style-type: none"> (1) <i>Quarterly Statement of Pay & Allowances.</i> (2) <i>Parliament matters.</i> (3) <i>Science & Technology</i> (4) <i>Secretariat Administration/ Dev. Commissioner & Law Secretary.</i> (5) <i>Revenue</i> (6) <i>Tourism/Information & Publicity.</i>
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- (7) Official language/Hindi Cell
 - (8) Hindi Translation of various Finance Matters.
 - (9) Any other work assigned by the By the Deputy Secretary (Fin).
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06. Shri.Govind B. Patel	UDC	<ul style="list-style-type: none"> (1) Budget. (2) Forest & Enviorament (3) Planning & Statistics/Printing Press/NIC. (4) Collector/Civil Supplies/ Mamlatdar/City Survey.
07. Smt. Telma Miranda.	Jr.Stenographer	<ul style="list-style-type: none"> (1) Dictation & Typing. (2) Police & Fire Services. (3) CJSD/District Judge. (4) Sub-Jail. (5) Excise. (6) Electricity. (7) Medical & Health.
08. Shri.D.S. Khot.	LDC	<ul style="list-style-type: none"> (1) Accounts/Preparation of Bills & Handling of Cash. (2) Maintance of all Registers. (3) Dead Stock Register Consumable Registers. (4) Advances. (GPF/MCA/H BA/ PAY/TA/ etc. (5) Library. (6) Sales Tax. (7) Architech Planner. (8) Accounts & Local Audit.
09. Shri.G.A. Rosario.	LDC	<ul style="list-style-type: none"> (1) Inward/Outward Section in respect all letters & files. (2) Maintance of Service & Postage Stamp Register.

(3) Maintenance of all
Diaries of
Inward/Outward of
Dealing hands.

10. Shri. R.Z. Damania. Daftary (1) Distribution of Files &
Tapals and other correspondence.

**(III) THE PROCEDURES FOLLOWED IN THE DECISION MAKING POWERS
INCLUDING CHANNELS OF SUPERVISION DECISION**

The entire final approval and decision on the Finance Matters, the Secretary(Finance) decision in all matters pertaining to Finance is final. The decision policy in regard to sanction of powers not within the powers of the Secretary(Finance) the decision and approval of The Administrator of Daman & Diu is sought and decision taken only after the approval.

DECISION MAKING PROCESS :

The file being submitted by the department are entered and kept on records which are then distributed to the concerned officials of the Finance Department for examining and submitting the proposal for final decision and approval of The Secretary(Finance) for further order.

The Dy. Secretary (Finance) supervises each and every file of the submission made and accordingly the shadow noting of the proposal is submitted for its final decision and approval which is then maintained in the office as record, and the decision and approval of the Finance Department is put on original file.

SUPERVISION :

The entire department and its functioning is kept under the supervision of the Deputy Secretary(Finance) being declared as Head of Office of the Finance Department and controls the entire department of Staffs and its working. Strict watch is being kept on working of the Staffs and their integrity for maintaining the desirable level of transparency in the Administration and also for the public satisfaction.

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The norms set out for the department is as under:-

1. *The files received from the Department/Ministries or correspondences received are entered for the records of the Department.*
2. *The Officials dealing with the handling of the files of the proposal submitted by the department are properly scrutinized by the concerned officials of the department in all its respect as far to find out :-*
 1. *The necessity for the purchase.*
 2. *Availability of funds.*
 3. *Procedure for the purchase is followed.*

After due securitization of the proposal the complete details of the purchases propose is put up the Shadow noting which is submitted for approval of the Secretary(Finance) through the Deputy Secretary(Finance) who is the Head of Office for Finance Department.

3. *After the approval of the Secretary(Finance) or his remarks if any of the concurrence the same is noted on the original file of the department and is sent either to the Administrator if the sanction is within the power of The Administrator or to the Head of Department for approval and issue of order.*
4. *Special norms and preferences are sort out for the Public complaints received if any and requires intervention if Finance Department in any matters and also for the representation from the member of Parliament or any political Leaders in any matters.*
5. *A special watch is being kept in functioning of the Department in all its respects special care is taken that no files are kept pending for any purpose and for no any reasons. Section Diaries are being maintained by each and every official and constant checks are made to see that no correspondences or files are kept pending other than the normal time required for action to be taken on file is of a minimum 2 days time for scrutinizing and submission.*

6. Matters pertaining to the ministry in regard to the Budgetary works immediate action is on war footing basis is taken up by the department. An overall functioning of the Staffs of the department is satisfactory in all respect and deserves appreciation in their works.

(V) **THE RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS**

Under the said manual however the Department is following all the Government Rules & Regulations in force as controlled by the following Govt. Books:-

1. Delegation of Financial Power Rules.
2. General Financial Rules.
3. Central Treasury Rules.
4. CCS(Conduct) Rules in force.

The above books contains all the important rules of functioning of the Department and also functioning of a Government servant.

The Swamys manual also being issued from time to time provides the latest sdevelopment Rules which are utilized for all the purposes.

(VI) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL**

All the rules and regulations under the Govt. Rules are to be followed and observed, however there is no any special Rules that is kept under its control.

In regard to Disciplinary Action to be initiated by the Disciplinary Authority as per the CCS(Conduct) Rules the penalty to be imposed and action to be taken is kept under the Control of Disciplinary Authority for Group "C" Employees of the Department that The Secretary(Finance) is declared as Head of Department.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

The Finance Department does hold consultation of the member of parliament and as well as with the public in the event of disaster or calamities taken place in the District and in the event of serious events taken place to maintain peace and harmony.

Consultation with the Member of the Parliament and other Public is taken in case of works to be taken up of national importance in the District.

(VIII) 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 MEETING ARE ACCESSIBLE FOR THE PUBLIC

The Finance Department has not framed any boards,. Councils and Committees for the functioning of the Department.

Hence the information may treated as not applicable

(IX) DIRECTORY OF OFFICERS AND EMPLOYEES

Sr.No.	Name of the Officer/Officials	Designation	Phone no. Office Residence	Remarks
01	Shri.S.L.Bansal	Finance Secretary	2230473 2230555	
02	Shri.P.J.Bamania	Deputy Secretary(F)	2230979 2261811	
03	Shri.S.D.Modasia	Superintendent	2230473	
04	Smt. Niza F.D.Nunes	Sr.Stenographer	-do- 2230772	
05	Shri.Juliano Machado	Assistant	-do- 5536807	
06	Shri.K.L.Halpati.	UDC	-do- 2230516	
07	Shri.G.B.Patel	UDC	-do- 2261569	

08	Smt.Telma de Miranda	Jr. Stenographer	-do- 2230378	
09	Smt. Silvana Pereira	UDC	-do- 2231487	
10	Shri.G.A.Rosario	LDC	-do- 2231218	
11	Shri.D.S.Khot	LDC	-do- ---	
12	Shri.Dilip T.Yadav.	Driver.	-do-	
13	Shri.U.R.Surtan.	Driver	-do-	
14	Shri.R.Z.Damania	Daftary.	-do-	
15	Shri.R.G.Mitna	Peon	-do- 2250989	
16	Shri.K.R.Halpati	Peon	-do- ---	
17	Shri.D.D.Maher.	Peon	-do-	
18	Smt. Savita B. Patel.	Sweeper	-do-	
19	Chetan N Halpati.	Peon (W/A)	-do-	

(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION

Sr. No.	Name of Officer/Officials	Designation	Pay Scale	Monthly Remuneration as on 9/2005
1.	Shri S.L. Bansal	Finance Secretary	15100-18300	31415/-
2.	Shri S.D. Modasia	Superintendent	5500-9000	15902/-

(XI) DIRECTORY OF OFFICERS AND EMPLOYEES

Sr. No.	Name of Officer/Officials	Designation	Phone no.	Remarks
1.	Shri S.L. Bansal	Finance Secretary	2230473 2230555	
2.	Shri P.J. Bamania	Deputy Secretary (Finance)	2230979 2261811	
3.	Shri S.D. Modasia	Superintendent	2230473	

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNT ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

The Finance Department is not operating any such Schemes/programmes, hence the information in the said manual to be treated as Nil

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATION GRANTED BY IT

The Finance Department is not in issue of any such concessions, permits or any authorization. The information of the said manual to be treated as Nil.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM

The details sought from the department can be made available on internet systems being maintained and processed through the District Informatic Centre being set up in the Administration for the purpose.

However all the information pertaining to disposal of files or budgetary works are available in the computerized forms in the department.

(XV) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The department has displayed a Public Notice Board for the public meeting for finding any information with the department and meeting with Finance Secretary, Secretariat, Daman on any working days from 12.00 p.m to 1.00 p.m

(XVI) NAMES, DESIGNATIONS AND OTHER PARTICULARS OF PUBLIC INFORMATION OFFICERS

1. All the Head of offices of Daman & Diu except the Veterinary officer, Daman and Zonal Agriculture officer of Agriculture Department, Daman has been declared as Public Information Officers under the clause 19(1) of Right to information Act-2005.

2. The Development Commissioner, UT Daman & Diu has been declared as Chief Public Information Officer and Appellate Authority for Daman & Diu under clause 19(1) of Right to Information Act, 2005.

(XVII) OTHER INFORMATION

1. *The department is following a norm that the Finance Department is open to all the Public to contact the office for any purpose for inquiry of files and other matters.*
2. *Instructions have been issued by the Head of office of the department to be cautious in dealing with public and should be prompt to attend to their grievances.*
3. *The Department is not restricting the public to timing to contact the Office as the department does not close immediately after 6.00 p.m and neither it is closed during the lunch hours.*
4. *The Assistant of the Department is kept for attending to any Public visiting the Office and for taking immediate action and sort out any problems of the public with the assistance of the Deputy Secretary(Finance) in any matters and the grievances are immediately attended to.*
5. *There has been no any complaints from any angle of the Govt. Department or from the Public in respect of functioning of the finance Department.*

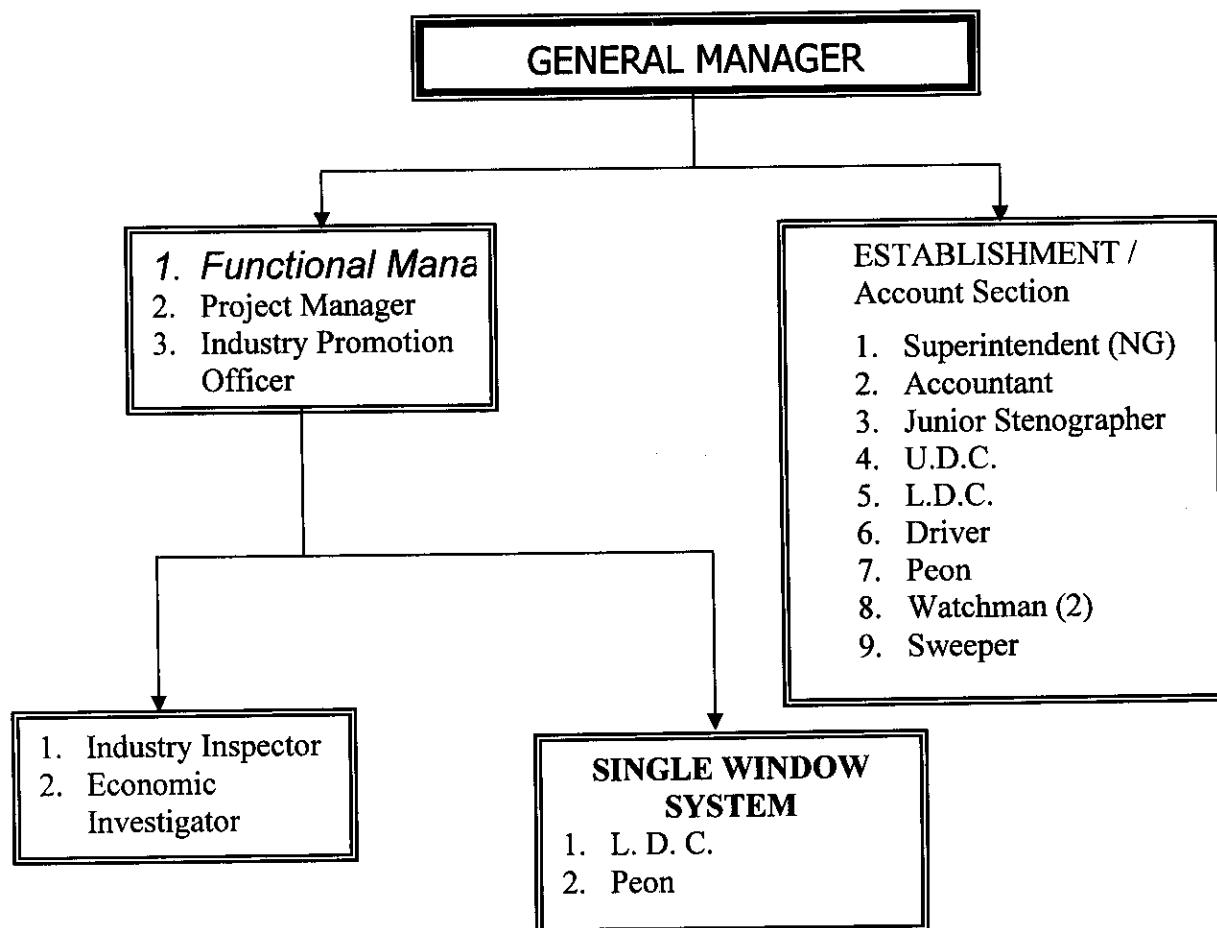
DISTRICT INDUSTRIES CENTRE, DAMAN

(I) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS & DUTIES

The Office of the General Manager, DIC is functioning mainly with aim of promoting, facilitating & developing Industrial growth in the territory & responsible for identification and registration of new Industries in the U.T of Daman & Diu. The DIC gives recommendations relating to infrastructure facilities for setting up industries and supply of indigenous raw materials to different industrial units. It also makes assessment of capabilities of the industrial units to recommend release of materials and power supply etc. from the agencies. Issue of import licenses after processing of applications is also done by the DIC.

Organisation Chart of General Manager, DIC, Daman is appended herewith.

ORGANISATION CHART OF OFFICE OF THE GENERAL MANAGER, District Industries Centre, DAMAN.



(II) THE POWERS AND DUTIES OF ITS OFFICERS & EMPLOYEES

The District Industries Centre, is functioning mainly with the aim of promoting, facilitating & developing, industrial growth in the territory. For the convenience of existing and new entrepreneurs, the Administration has identified various clearances needed and incorporated, them in a computerised monitoring system called SWIFT (Single Window Investigator Friendly Time Bond System). Activities are being monitored through Single Window. Applications are received at Single Window from 10.00 a.m. to 1:00 p.m. on all working days. Replies/certificates can be received and enquiries can be made from 2:30 p.m. to 4:00 p.m.. All the applicants are required to apply in the proper prescribed application form enclosing all necessary certified true copies or notarised documents, at the Single Window. Applicant can contact/approach for any grievances to the General Manager, (DIC) and Director (Industries)/Collector, Daman. Name of the activity/Services provided are given below with the requirement of document as well as maximum time prescribed for their disposal.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

The channels of Supervision and accountability are as under:-

1. General Manager.
2. Industry Inspector

The function of General Manager & Industry Inspector are shown as under functions of IV the post of Functional Manager and Industry Promotion Officer are vacant

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

DISTRICT INDUSTRIES CENTRE

The District Industries Centre is functioning mainly with the aim of promoting, facilitating & development Industrial growth in the territory. This office carries out the registration of Small Scale Industry on basis of which further activities such as issue of Electricity Connection, Pollution Clearance, Health Clearance, Factory licence etc are being issued by the concerned department.

Initially the unit is registered Provisionally on the basis of duly filled application form, Affidavit, Project Report, Ownership details and documents regarding location clearance etc. Once the unit become operational after obtaining various clearance , Permanent Registration is carried out.

In addition, DIC carries out the following activities:-

1. Inprinciple Clearance of LSI/MSI.
2. NOC of additional Power.
3. Change of name.
4. Change of location.
5. Shifting of location.
6. Inclusion of new items.
7. Additional place of business.
8. Inclusion of additional Machinery.
9. Manufacturer's Certificate for quality control.
10. Assessment of Scarce raw material.
11. Implementation of PMRY scheme.

It also carries out assessment of capabilities of the industrial unit to recommend release of materials and power supply etc. from the concerned agencies. Issue of import licences after processing of applications is also done by the DIC.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

For discharging its functions by employees, following rules, regulations, instructions Manual are followed:

1. C.C.S. Rules
2. C.C.S (Conduct) Rules
3. Industries (Devalue. & Regulable) Act 1951

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL

As prescribed under the Single Window System:-

1. IN PRINCIPLE CLEARANCE MSI/LSI;-

Description of Documents

1. Acknowledgement from SIA alongwith a copy of Memorandum filed with SIA(True copy).
2. Copy of Project Report(Signed by the applicant)
3. Partnership Deed/Memorandum & Articles of Association(Signed by the applicant)

The following supporting documents are required for location clearance:

1. Sale deed/Lease deed (true copy)
2. Extract & XIV (true copy)
3. N.A. Sanad Order (true copy)
4. Sub Division Order (if applicable) True copy
5. Occupancy Certificate if it in a Gala/Bldg.

PROVISIONAL SSI REGISTRATION;

1. Application in prescribed form in duplicate.
2. Affidavit (notarised) in prescribed format and signed by the applicant.
3. Project report (signed by the applicant)

The following support document s are required for location clearance

4. deed/lease deed (true copy)
5. Extract of I & XIV (True copy)
6. N. A. Sanad Order(true copy)
7. Sub-Division order (if applicable) (true copy)
8. Occupancy certificate from P. W. D. if its is in Gala.

PERMANENT SSI REGISTRATION :

1. Application form in prescribed perform.
2. Provisional registration certificate (true copy)
3. Copy of sales tax registration (local) (True copy)
4. Copy of C.S. T. Registration (True copy)
5. Copy of Project Report.
6. Extract of first 15 days purchase (on company letter head and signed)
7. Extract of first 15 days Sale
8. Extract of first 15 days Production.

9. Copy of Machinery Bill.
10. Copy of three sales Bills.
11. Copy of shop and establishment license/license to work a factory.
12. Copy of Power Release Order.
13. Copy of List of Plant & Machinery
14. Copy of Employment undertaking.
15. Copy of Plantation undertaking.
16. Copy of Muster Rolls signed by the applicant.
17. Copy of Land document/Lease Agreement/sale deed copy (Reg. True copy)
18. Partnership deed/ Memorandum & Articles of Association
19. Copy of Consent order to operate water Act/Air Act, if applicable
20. Affidavit (Notarised) (Signed by the applicant)
21. Full Occupancy certificate from P.W.D. (Not part OC) (true copy)
22. Sub-Division Order (true copy) if applicable/signed statement on company letterhead that it is not applicable.
23. Form No. 1 & XIV current.
24. Sanad.

(VII)

THE PARTICULARS OF ANY AGREEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION KOF ITS POLICY OR IMPLEMENTATION THEREOF

----- NOT APPLICABLE ---

(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, CONCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH METTING ARE ACCESSIBLE FOR PUBLIC

--- NOT APPLICABLE ---

(IX) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

LIST OF OFFICERS / OFFICIALS WORKING IN THE DIC, DAMAN.

<i>Sl. No</i>	<i>Name of the officer/officials & Designation</i>	<i>Length of service</i>	<i>Residential Full Address</i>	<i>Contact No.</i>	<i>Remarks</i>
01	<i>Shri Philips T.</i>	17 years	<i>Dholar, Moti Daman</i>	9879899777	----
02	<i>Shri M. J. Rathod</i>	24 years	<i>Govt. Quarters, Fort Area, Moti Daman</i>	9825291917	----
03	<i>Shri P. M. Joshi</i>	26 years	<i>C-2/1, Govt. Quarter, Fort Area, Moti Daman</i>	2231740	<i>½ day w/a in Directorate of Accounts</i>
04	<i>Shri P. B. Rathod</i>	15 years	<i>Pariyari, Mahyavanshi Falia, Moti Daman</i>	2231515	<i>½ day w/a in District Panchayat</i>

**(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS
AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS
PROVIDED IN ITS REGULATION**

**STATEMENT SHOWING THE MONTHLY REMUNERATION OF OFFICERS AND
EMPLOYEES**

OFFICERS

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Remuneration</i>
01	<i>Shri Philips T.</i>	<i>General Manager</i>	<i>19253/-</i>

EMPLOYEES

<i>Sl. No.</i>	<i>Name</i>	<i>Designation</i>	<i>Remuneration</i>
1.	<i>Shri M. J. Rathod</i>	<i>Industry Inspector</i>	<i>10,125/-</i>
2.	<i>Shri P. M. Joshi</i>	<i>Accountant</i>	<i>5,064/-</i>
3.	<i>Shri P. B. Rathod</i>	<i>Statistical Investigator</i>	<i>5,108/-</i>

(XI) DETAILED STATEMENTS IN RESPECT OF ACT. NO. (XI) OF THE CHAPTER-2 OF THE BUDGET ALLOCATED TO EACH AGENCY, AND THE PARTICULARS OF ALL PLAN, PROPOSAL EXPENDITURE DISBURSEMENTS MADE

BUDGET ALLOCATION FOR 2005-06

NON-PLAN

(Rupees in thousands)

2852	<i>Major Head – Non Plan</i>	
	<i>Industries</i>	
80	<i>General</i>	
001	<i>Direction and Administration</i>	
03	<i>Directorate of Industries</i>	
03.00.01	<i>Salaries</i>	157
03.00.02	<i>Wages</i>	35
03.00.13	<i>Office Expenses</i>	98
03.00.11	<i>Domestic Travel Expenses</i>	10
03.00.06	<i>Medical Treatment</i>	0

BUDGET ALLOCATION FOR 2005-06

PLAN

(Rupees in thousands)

2852	<i>Major Head – Plan</i>	
	<i>Industries</i>	
80	<i>General</i>	
001	<i>Direction and Administration</i>	
03	<i>Directorate of Industries</i>	
03.00.01	<i>Salaries</i>	2000
03.00.02	<i>Wages</i>	40
03.00.13	<i>Office Expenses</i>	370
03.00.11	<i>Domestic Travel Expenses</i>	50
03.00.06	<i>Medical Treatment</i>	100
4885	<i>Plan</i>	
12.00.54	<i>Investment</i>	800

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

NOT APPLICABLE

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OR AUTHORISATIONS GRANTED BY IT

NOT APPLICABLE

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

NOT APPLICABLE

(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

NOT APPLICABLE

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

The Head of offices are designated as Public Information Officers vide order NO. I/58/Home/2005/676, dated 13/09/2005 issued by Deputy Secretary (Home). And as per the said order, the following officer is stand designated as Public Information Officer for DIC, Daman.

Shri Philips T., General Manager, District Industries Centre, Daman.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

NOT APPLICABLE

DEPARTMENT OF PLANNING & STATISTICS, DAMAN

(I) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

The Department of Planning and Statistics performs following functions: -

- 1) Preparation of Annual Plans and Five Year Plans for UT of Daman and Diu.
- 2) Conduct of various Censuses and Surveys as per instruction of Govt. of India.
- 3) Monitoring of progress under 15 Point Programmes and 20 Point Programmes.
- 4) Monitoring of progress of expenditure under Plan and Non Plan.
- 5) Compilation of data of Births and Deaths.
- 6) Annual Administration Report for U.T. of Daman and Diu.
- 7) Preparation of documents such as Basic Data, Citizens Charter, Telephone Directory etc.
- 8) Compilation of weekly/monthly statistical data on Fisheries, Transport, Labour, Water Consumption, Rainfall, Prices of Commodities, building Statistics.

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Dy. Director of Planning and Statistics has been declared as Head of Office and delegated certain Financial powers as Group 'A' Officers.

Duties of Employees of Department of Planning and Statistics are furnished below:-

<i>Sl. No.</i>	<i>Name and Designation</i>	<i>Duties</i>
1.	<i>Shri A. D. Parmar, Statistical Assistant</i>	<p><i>I. Supervision and dealing of all Census and Surveys and correspondence and :</i></p> <ol style="list-style-type: none"><i>1. 5th Economic Census 2005</i><i>2. Index of Industrial Production</i><i>3. National Sample Survey</i><i>4. 7th All India School Education Survey</i><i>5. Post Enumeration Survey – 7th AISES</i><i>6. Agricultural Census 2000-01 and Agricultural Input Survey 2001-02.</i><i>7. Crops Estimation Surveys</i><i>8. Livestock Product Surveys (Seasonal)</i><i>9. Livestock Census 2003</i><i>10. 3rd All India Census of SSIs</i><i>11. Annual Survey of Industries</i> <p><i>II 15 Point Programmes</i></p>

2.	<i>Smt. Jayasree M., Statistical Assistant</i>	<ol style="list-style-type: none"> 1. Preparation of Annual Plan and Five Year Plans. 2. Preparation of monthly Plan and Non- Plan expenditure report. 3. 20 PP – fixation of targets and preparation of monthly reports. 4. Re-appropriation of budget 5. Maintenance of monthly Plan and Non Plan Budget Registers.
3.	<i>Shri. Budhiabhai. M. Machhi, Statistical Investigator</i>	<p><i>Conduct of Field work of Census and Surveys :</i></p> <ol style="list-style-type: none"> 1. 5th Economic Census 2005 2. National Sample Survey 3. Livestock Product Surveys (Seasonal) 4. Crop Estimation Survey 5. Index of Industrial Production. <p><i>(Half Day before noon in Agriculture Department)</i></p>

Sl. No.	Name and Designation	Duties
4.	<i>Shri. Pandhu .R. Halpathi, Statistical Investigator</i>	<p><i>Conduct of Field work of Census and Surveys :</i></p> <ol style="list-style-type: none"> 1. <i>5th Economic Census</i> 2. <i>National Sample Survey</i> 3. <i>Livestock Product Survey (Seasonal)</i> 4. <i>Crop Estimation Survey</i> 5. <i>Index of Industrial Production.</i>
5.	<i>Kum. Agnes Rocha, Statistical Investigator</i>	<ol style="list-style-type: none"> 1. <i>Works related to Registration of Births and Deaths Act and compilation of births and deaths records.</i> 2. <i>Processing of files for change/ correction of name and verification of documents pertaining to issue of Passport</i> 3. <i>Preparation of Basic Data for the UT .</i> 4. <i>Preparation of Annual Administration Report.</i> 5. <i>Preparation of Salary Bill of staff</i> <p><i>Conduct of Field works of Census:</i></p> <ol style="list-style-type: none"> 1. <i>5th Economic Census 2005</i> <p><i>Compilation of Statistical Data :</i></p> <ul style="list-style-type: none"> <i>Fisheries Data</i> <i>Vehicles/ Transport Data</i> <i>Rainfall Data</i> <i>Data on Labour and Employment</i> <i>Data on wells and grounds</i> <i>Data on water consumption</i>
6.	<i>Shri Bharat.M. Patel, Statistical Investigator</i>	<p><i>Conduct of Field work of Census and Surveys :</i></p> <ol style="list-style-type: none"> 1. <i>5th Economic Census</i> 2. <i>National Sample Survey</i> 3. <i>Livestock Product Survey (Seasonal)</i> 4. <i>Crop Estimation Survey</i> 5. <i>Collection of data</i> 6. <i>Index of Industrial Production</i> 7. <i>Preparation of Salary Bill of staff</i>

<i>Sl. No.</i>	<i>Name and Designation</i>	<i>Duties</i>
7.	<i>Shri Atul.G. Shinde , Statistical Investigator</i>	<p><i>Conduct of Field work of Census and Surveys :</i></p> <ol style="list-style-type: none"> 1. <i>5th Economic Census</i> 2. <i>National Sample Survey</i> 3. <i>Livestock Product Survey (Seasonal)</i> 4. <i>Crop Estimation Survey</i> 5. <i>Index of Industrial Production</i> 6. <i>Compilation of 15 PP report.</i> 7. <i>Compilation of ER-I and ER-II report</i> <p><i>(Half Day afternoon in Mamlatdar Office)</i></p>
8.	<i>Shri Mahnedra Mahyavanshi, Statistical Investigator</i>	<p><i>A. Conduct of Field work of Census and Surveys :</i></p> <ol style="list-style-type: none"> 1. <i>5th Economic Census</i> 2. <i>National Sample Survey</i> 3. <i>Livestock Product Survey (Seasonal)</i> 4. <i>Crop Estimation Survey</i> 5. <i>Index of Industrial Production</i>

**(III) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

- a) *Decision Making Process:- Various matters are put up by employees of Department through Administrative channels and decision is taken by the Dy. Director within the power of Head of Office. If it is beyond the power of Head of Office, decision is taken by the Development Commissioner, who is Head of Department of Planning and Statistics.*
- b) *Channels of Supervision and Accountability:- Statistical Investigator works under supervision of Statistical Assistants, who work under supervision of Research Assistant. Overall supervision is done by Dy. Director for all activities of the Department. The Dy. Director is accountable for all works of the Department.*

(IV) NORMS SET FOR DISCHARGE OF FUNCTION

Following norms have been prescribed:-

- a) *Annual Plan is to be prepared every year during October/November.*
- b) *Monthly expenditure report under Plan and Non Plan is prepared by 10th day of every month.*
- c) *Collection and compilation of data for various Censuses and Surveys are carried out as per schedules fixed by Govt. of India.*
- d) *Annual Report on Births and Deaths is prepared during the first quarter of every year.*
- e) *Annual Administration Report is prepared during the month of October every year.*
- f) *Budget Estimates are prepared during August every year.*

(V) RULES, REGULATION ETC. FOR DISCHARGING OF FUNCTIONS

There are no Rules/Regulations, Instructions for discharging of functions except compilation of data for Births and Deaths for which following Act and Rules are in force:-

- a) *Registration of Births and Deaths Act, 1969.*
- b) *Daman and Diu Registrastion of Births and Deaths Rules, 2000.*
For surveys and censuses, manuals are provided by Govt. of India for field work and tabulation work.

(VI) CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT

- 1) *Five Years Plans of UT of Daman and Diu.*
- 2) *Annual Plans of UT of Daman and Diu.*
- 3) *Annual Action Plan of UT of Daman and Diu.*
- 4) *Basic Data of UT of Daman and Diu.*
- 5) *Annual Administration Report of UT of Daman. and Diu.*
- 6) *Annual Report on Registration of Births and Deaths.*
- 7) *Citizens Charter, 2005 of UT of Daman and Diu.*
- 8) *Report on provisional statistics-7th All India School Education Survey 2002.*
- 9) *Report on 4th Economic Census 1998.*
- 10) *Report on 6th Agricultural Census 1995-96.*
- 11) *Report on 6th Agricultural Input Survey 1996-97.*
- 12) *Report on 3rd All India Census of SSI with base year 2001-02.*

(VII) ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC

There is a District Planning Committee, which suggests for various schemes/works for inclusion in Annual Plan/Five Year Plan of UT of Daman and Diu.

Members of Public can directly approach to any employee of the Department for their work and if needed, they can meet the Dy. Director at any time.

(VIII) STATEMENT OF BOARDS, COUNCILS, COMMITTEES ETC

Sr. No.	Name of Boards/Committees	Members	Aims and Objects
1.	UT Level Planning	1. The Administrator, Daman. Diu Chairman and DNH	To formulate

	<i>Board for formulation of Annual Plan/ Five Year Plan.</i>	2. <i>The Member of Parliament, Ex-Officio Vice Chairman Daman and Diu.</i> 3. <i>The Development Commissioner</i> 4. <i>The Finance Secretary</i> 5. <i>The Collector, Daman</i> 6. <i>The Collector, Diu</i> 7. <i>Supdt. Engineer(PWD) Daman & Diu and DNH.</i> 8. <i>Executive Engineer (Electricity), Daman.</i> 9. <i>The Director of Medical and Health Services, Daman.</i> 10. <i>The Director of Education, Daman.</i> 11. <i>The President Cum Chief Counsellor, District Panchyat of Daman and Diu.</i> 12. <i>The President, Municipal Council, Daman.</i> 13. <i>The President, Municipal Council, Diu</i> 14. <i>The Chief Executive Officer Distt. Panchayat, Dmaan.</i> 15. <i>The Secretary (Planning)</i>	<i>Member Member Member Member Member Member Member Member Member Member Member Member Member Member Secretary</i>	<i>plan schemes and prepare Annual /Five Year Plans</i>
2.	<i>UT Level Sanctioning Committee (ULSC) for the projects/proposal to be taken up under Integrated Development of Small and Medium Town (IDSMT)</i>	1. <i>Administrator</i> 2. <i>Secretary, Urban Development</i> 3. <i>Secretary, Finance</i> 4. <i>Collector/ Additional Director (Municipal Admn.)</i> 5. <i>Representative of MUA&E</i> 6. <i>Representative of TCPO</i> 7. <i>Representative of Financial Institution/HUDCO</i> 8. <i>Director Town Planning /ATP</i>	<i>Chairman Member Member Member Member Member Invitee Member Secretary</i>	<i>To examine and approve project reports under IDSMT Scheme.</i>
3.	<i>Standing Committee for implementation of 20 Point Programme and 15 Point Programme for the Welfare of Minorities.</i>	A. <i>OFFICIAL MEMBERS</i> 1. <i>Development Commissioner – cum- Chief Secretary</i> 2. <i>The Collector, Daman</i> 3. <i>The Collector, Diu</i> 4. <i>Asslt. Inspector General of Police, Daman.</i> 5. <i>Block Development Officer, Daman</i>	<i>Chairman Member Member Member Member</i>	<i>To suggest ways for effective implementation of 20PP & 15PP</i>

		6. <i>Block Development Officer, Diu</i> 7. <i>Dy. Director (Planning)</i>	<i>Member Member Secretary</i>	
B. NON OFFICIAL MEMBERS				
		8. <i>Member of Parliament Daman & Diu</i>	<i>Member</i>	
		9. <i>The President, District Panchayat Daman & Diu, Daman</i>	<i>Member</i>	
		10. <i>The President, Municipality, Daman & Diu.</i>	<i>Member</i>	
		11. <i>Shri S. Farid Quereshi R/O Khariwad, Nani Daman (Muslim Minority Committee)</i>	<i>Member</i>	
		12. <i>Smt. Madhuben Dinesh Halpati Sarpanch Magarwada Panchayat (ST representative from Daman)</i>	<i>Member</i>	
		13. <i>Shri S. Oliaji R/O Devka, Nani Daman. (Parsi Minority Community)</i>	<i>Member</i>	
		14. <i>Fr. Manual Rodrigues Parish Priest, Nani Daman (Catholic Minority Community, Daman)</i>	<i>Member</i>	
		15. <i>Fr. Mariano Fonseca St. Paul Church, Diu (Catholic Minority Community, Diu)</i>	<i>Member</i>	
4.	<i>UT Level Plan Monitoring Committee for Monitoring of Annual Plan/Five Year Plan.</i>	1. <i>The Secretary Planning, Daman, Diu and DNH.</i> 2. <i>Conservator of Forests</i> 3. <i>The Collector, Daman.</i> 4. <i>The Collector, Diu.</i> 5. <i>Supdt. Engineer (PWD)</i> 6. <i>All Head of Offices (implementing Plan Schemes)</i> 7. <i>The Chief Executive Officer, District Panchayat of Daman.</i> 8. <i>The Chief Officer, Municipal Council, Daman/Diu.</i> 9. <i>Assistant Secretary (Finance)</i> 10. <i>The Dy. Director (Planning)</i>	<i>Chairman Member Member Member Member Member Member Member Member Secretary</i>	<i>To monitor physical and financial performance of Plan Schemes of Govt. and Local Bodies.</i>
5.	<i>Govt. and Non-Govt.</i>	A. GOVT. ORGANISATIONS	1. To suggest for	

	<p><i>Organisation Interface Committee for the UT of Daman and Diu for Integration of Welfare activities of Govt and NGO.</i></p>	<p>1 <i>Finance Secretary/Secy. Finance</i> 2 <i>The Collector, Daman</i> 3 <i>The Collector, Diu</i> 4 <i>The Director of Medical & Health Services, Daman.</i> 5 <i>The Director of Education, Daman</i> 6 <i>The Assistant Secretary (Welfare)</i></p>	<p><i>Chairman Member Member Member Member Member Secretary</i></p>	<p><i>involvement of Voluntary Organisations in social welfare activities.</i></p> <p>2. To Integrate Welfare activities of GOs & NGOs.</p>
		<p>B. NON GOVT. ORGANISATION</p> <p>7 <i>The President Cum Chief Counsellor, Member District Panchayat of Daman & Diu</i> 8 <i>The President, Municipal Council, Member Daman</i> 9 <i>The President, Municipal Council, Member Diu.</i> 10 <i>The President, Bal Bhavan</i></p>	<p><i>Member</i></p>	
Sr. No.	<i>Name of Boards/ Committees</i>	<i>Members</i>		<i>Aims and Objects</i>
6.	(a) <i>Inter Departmental Co-ordination Committee at UT Level for registration of</i>	<p>C. VOLUNTARY ORGANISATIONS</p> <p>11 <i>The Secretary Indian Red Cross Soc.</i> Member 12 <i>The President Mahila Mandal Daman</i> Member 13 <i>The President Hotliers Association, Member Daman.</i> Member 14 <i>The President Industries Association</i> Member 15 <i>The President Machhi Mahajan</i> Member 16 <i>The President Swaminarayan Miller Association</i> Member 17 <i>The President Muslim Association</i> Member 18 <i>The President Catholic Association</i> Member 19 <i>The President Parsi Zoroastrian Association</i> Member</p>		<p>1. To achieve target of Universal registration of births and deaths</p>

	<i>Births and Deaths.</i>	4. <i>Law Secretary, Daman</i> Member 5. <i>Director of Health Services, Daman</i> Member 6. <i>Dy. Director Planning & Statistics/ Addl. Chief Registrar of Births and Deaths, Daman.</i> Member 7. <i>Chief Executive Officer, District Panchayat, Daman.</i> Member 8. <i>President, District Panchayat, Daman.</i> Member 9. <i>Research Assistant, (RBD-DPS)</i> Member	<i>by the year 2010.</i> 2. <i>To create awareness among people regarding registration of births & deaths.</i>
	<i>(b) Inter Departmental Co-ordination Committee at District Level for registration of Births and Deaths.</i>	<i>Daman</i> 1. <i>Collector/District Registrar of Births and Deaths, Daman</i> Member Secretary 2. <i>Block Development Officer/Addl. District Registrar of Births and Deaths, Daman.</i> Member 3. <i>Research Assistant (RBD-DPS)</i> Member 4. <i>Mamlatdar, Daman.</i> Member 5. <i>Social Welfare Officer, Daman.</i> Member 6. <i>Civil Registrar/Sub Registrar, Daman.</i> Member 7. <i>All Registrar of Births and Deaths, Daman.</i> Member 8. <i>CDPO, Daman.</i> Member 9. <i>Representative of NGOs.</i>	<i>Chairman</i> <i>--- do ---</i>
		<i>DIU</i> 1. <i>Collector/District Registrar</i> Chairman 2. <i>Block Development Officer/Addl. District Registrar.</i> Member Secretary 3. <i>Mamlatdar, Diu</i> Member 4. <i>All Registrar of Births and Deaths, Diu.</i> Member 5. <i>CDPO, Diu.</i> Member 6. <i>Representative of NGOs.</i> Member	<i>--- do ---</i>
7.	<i>District Planning Committee.</i>	1. <i>President, District Panchayat, Daman & Diu.</i> Chairman 2. <i>Vice President, District Panchayat, Daman & Diu.</i> Vice-Chairman 3. <i>Member of Parliament, Daman & Diu.</i> Member	1. <i>To prepare draft development plans for various schemes &</i>

		<p>4. Five Members to be elected by Members District Panchayat from amongst the elected Sarpanches of Group Gram Panchayats of Daman & Diu.</p> <p>5. Five Members to be elected by and Members from Amongst the elected members of District Panchayat, Daman & Diu.</p> <p>6. Block Development Officer, Daman. Member</p> <p>7. Assistant Accounts Officer (BDO), Member Daman.</p> <p>8. Chief Executive Officer, District Member Panchayat, Daman & Diu. Secretary</p>	<p>works related to 29 subjects under 11th Schedule of the Constitution.</p> <p>2. To submit Annual Plan/Five Year Plan to Department of Planning & Statistics, Daman.</p>
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**(IX & X) DIRECTORY OF OFFICERS AND EMPLOYEES ALONGWITH
MONTHLY REMUNERATION**

Sr. No.	Name of Employee	Designation	Monthly Salary (Rs.)	Phone No.
1	Shri Jagdish Pandey	Deputy Director	19,749/-	2230522
2	Shri Mathura Prasad	Research Assistant	15,488/-	9925475901
3	Shri Joseph A. Mendonca	Research Assistant		2230525
4	Shri D.D. Vasiya	Statistical Assistant	10,114/-	-----
5	Shri Arvind D. Parmar	Statistical Assistant	10,788/-	2230292
6	Smt. Jayasree M.	Statistical Assistant	10,117/-	2230116
7	Shri B.M. Machhi	Statistical Investigator	11,981/-	2251059
8	Shri Pandu Halpati	Statistical Investigator	9,600/-	-----
9	Kum. Agnes Rocha	Statistical Investigator	8,853/-	2230916
10	Shri Bharat M. Patel	Statistical Investigator	8,853/-	2220563
11	Shri Atul G. Shinde	Statistical Investigator	7,020/-	9228102512

12	Shri Mahendra A. Mahyavanshi	Statistical Investigator	7,020/-	9879171596
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(XI) ALLOCATION OF BUDGET AND EXPENDITURE

Budget Head	Allotment for 2005-06	Expenditure upto August, 2005	(Rs. in lakhs) Anticipated Expenditure upto March, 2006
2401 – Plan	0.50	0.00	0.50
2403 - Plan	0.30	0.00	0.30
2852 – Plan	0.40	0.00	0.40
3454 – Plan	20.00	2.13	20.00
3454 – Non Plan	21.40	8.72	21.40
2401 – Non Plan	1.40	0.98	1.40
2515 – Non Plan (Panchayati Raj)	2.00	0.00	2.00
2015 – Election	2.00	0.35	2.00
2401 – Agri. Census	2.53	0.77	2.53
2403 – Livestock Survey	1.50	0.00	1.50
3602 – Eco. Census	11.71	1.71	11.71
TOTAL	63.74	14.66	63.74

**(XII) EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF
BENEFICIARIES**

No subsidy programmes are implemented by Department of Planning and Statistics.

(XIII) CONCESSIONS, PERMITS ETC

No concessions, permits or authorizations are granted by Department of Planning & Statistics.

(XIV) DETAILS OF AVAILABLE INFORMATION

1. *Basic Data of UT – 2002-03.*
2. *Annual Plan – 2005-06.*
3. *Five Year Plan – 2002-07.*
4. *Reports on various surveys/censuses conducted by this Department are available in book/booklet form.*

(XV) PARTICULARS OF FACILITES AVAILABLE TO CITIZENS

There is no library or reading room. Any information can be obtained from the Dy. Director or concerned staff of the Department.

(XVI) PARTICULARS OF THE PUBLIC INFORMATION OFFICER

1. *Name :* *Shri Jagdish Pandey.*
2. *Designation:* *Dy. Director (Planning & Statistics)*
3. *Office Address:* *Department of Planning and Statistics,
Secretariat, Fort Area,
Moti Daman – 396 220.
Phone No. : (0260) 2230619.*
4. *Residential Address:* *D-3/B, Govt. Quarters, Fort Area,
Moti Daman – 396 220.
Phone No. : (0260) 2230522.*

(XVII) OTHER INFORMATION

NONE

INDUSTRIAL TRAINING INSTITUTE, DAMAN

(I) PARTICULARS OF ORGANIZATION OF DETAILS OF INDUSTRIAL TRAINING INSTITUTE, DAMAN

ORGANISATION OF DEPARTEMENT

In the Industrial Training Institute, Daman is functioning with the Principal as head of Office alongwith the Group Instructor as Supervisor of the Institute and also consisting Craft Instructor. 12 Instructor of all trades functioning at Industrial Training Institute, Daman. Further the Intimate is also equipped with Office functioning staffs as well as Group 'D' Staff such as Workshop Attendant, Store Attendant, Watchman, Hamal & Sweepers. The entire premises of Industrial Training Institute is functioning at the new complex at Ringanwada, Nani Daman.

FUNCTIONING

The main functioning of Industrial Training Institute, Daman is for the conduct of Trainees of Labourer in the different trades faculties such as Fitter, Turner, Electrician, Wireman, Plastic Processing Operator Trade, Electronics, Welder, Refrigeration & Air Conditioning Mechanic, Computer Operator & Programming Assistant, Cutting & Sewing and Information Technology & Electronics System Maintenance under the said training. The Principal functioning as the Head of the Institute and the power vested upon him. The main function if for the conduct of Admission, Examination, Declaration of Results and overall the placement of Trainees with the Industries. The Principal also has to comply with all the correspondence of the Administration and as well as of Ministry's.

DUTIES

The duties of the Principal of Industrial Training Institute, Daman as well Group Instructor and Craft Instructor are mainly responsible in conduct of trainees programme for the trainees as per the syllabus of Ministry's, The Principal as well as Group Instructor has to perform the duties as Supervisory staff of the Institute. i.e. For the observation for all the workshops, training practical then conductor of Theory class and all other class regarding to the training programme. The Principal is also responsible for the smooth functioning of the Institute in its establishment academic and Administrative works of department.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

Sr. No.	Name of Officer	Designation	Powers	Duties
1.	Shri. V. Kesavan.	Principal	As Head of office with D. D.O. Powers Group "B" Officer.	<p>1. Functions of Head of the Office of the Institute.</p> <p>2. Supervision over the work of Group Instructor.</p> <p>3. The Principal should ensure that :-</p> <ul style="list-style-type: none"> i. All the instructions issued to him by the higher authorities are properly and expeditiously carried out ; ii. Accounts are maintained properly, stores are properly accounted for and verified periodically, and the purchases are according to specification and in good condition ; iii. Training programmes are carried out according to schemes ; iv. Raw Materials are Purchased in time and duly supplied ; v. Machine and equipment are properly maintained ; vi. Manufacture products are properly accounted for and disposed off in accordance with the rules and instructions issued from time to time. vii. Ensure that the foreman and supervisors maintain an extremely close supervision over the work of instructors and the progress of the classes; viii. Proper discipline is maintained in the institute; ix. There is close relationship between the trainees and the instructions staff ; x. Proper follow up is maintained of the passed out trainees ; xi. Proper security arrangements are maintained and safety precautions observed ; and xii. The trainees get the proper medical aid and welfare arrangement are

				<p><i>available and</i></p> <p>xiii. <i>Proper facilities are made available to the inspection staff of the State Directorate, DGE&T, and other authorized bodies.</i></p>
2.	Shri. V. R. Kothra.	Group Instructor	Non Gazetted Group "B" officer only Supervisor Powers.	<p>1. <i>Supervision over the work of Craft Instructor.</i></p> <p>2. <i>The Group Instructors should ensure that :</i></p> <ul style="list-style-type: none"> i. <i>Proper coordination is maintained in all the sections and the training programme is carried out efficiently, by personal close check and inspections.</i> ii. <i>The tests are regularly carried out, the trainees work is correctly assessed, and proper record is kept in the progress cards.</i> iii. <i>Raw materials requirements of the sections are prepared well in advance to enable supply to be arranged in time ;</i> iv. <i>Safety precautions are observed in the workshop: and</i> v. <i>The sections function strictly to the time schedule laid down and proper discipline maintained</i>
3.	Staffs As	Craft Instructor	Only Teaching Group "C" Staffs.	<p>1. <i>The Instructors will be responsible for ;</i></p> <ul style="list-style-type: none"> i. <i>Taking of class of trainees in theory and practice according to the prescribed syllabus and graded exercises ;</i> ii. <i>Maintenance of attendance register, progress cards raw materials register, tools and equipment register, manufacturing register and other sectional records in accordance with the instructions ;</i> iii. <i>Checking and correcting of theory notes, practical work and journals of trainees ;</i> iv. <i>Preparing charts, drawing and other visual aid materials for the section ;</i> v. <i>Ensuring that the machines in the section are in good working</i>

				<ul style="list-style-type: none"> vi. condition and are properly cleaned at the closing time daily ; vi. Requisitioning of tools and raw materials required for the section. vii. Ensuring close relationship with the trainees ; and viii. Attending to leave applications of trainees.
4	Shri. Devang R. Patel	Store Keeper		<ul style="list-style-type: none"> i. For effective purchase as per the required for all trades. ii. For Receipt of stores and Issue of stores iii. Maintain all the needs of the stores.

**(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,
INCLUDING CHANNELS OF SUPERVISORS OF SUPERVISION AND
ACCOUNTABILITY**

DECISION

The entire function of Industrial Training Institute, Daman the rest with the Principal of the Institute, the decision of the Principal as far as the works of Institute is also Govern by a State Director / Director of Technical Education. For decision as far as Admission, Placement and other correspondence required to be made with the Ministry's. As far as decision for Introduction of New trade in the Industrial Training Institute the decision of the Head of the Department and also the Administrator is taken as final and binding.

DECISION MAKING PROCESS

As far as decision to be made by the Principal that will be implemented at the Institute. In regard to decision and the approvals of the high authorities is required to be obtain prior to putting it into implementation.

The file of the concern proposal is submitted through proper channel. For seeking necessary approval on all the decision.

CHANNEL OF SUPERVISION

The entire supervision of the Industrial Training Institute is taken care by the Head of Department. i.e. The Finance Secretary.

The main supervision is being look after by the Development commissioner / Secretary (Technical Education) in all the matter pertaining to Admission till the output and placement of trainees for the institute in regard to financial supervision. The matter is reformed to Finance Department for approval of file.

(IV) THE NORM SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The normal set out for the Department of Industrial Training Institute, Daman is at par with norms of the Ministry's. i.e. The Training Manual for ITI's.

- a) *The Norms for Admission approval of the Administrator is obtain prior to issuing of the Admission Notice.*
- b) *After the completion of the works of Admission the approval of the Director Technical Education is obtain for declaration of Result of Admission.*
- c) *Conduct of Exam are been held as per the instruction being issued by the Ministry.*
- d) *The State Director / Director Technical Education grant all the approval for processing any matter pertaining to smooth functioning of the I.T.I.*
- e) *The Principal keep a special watch over the functioning of the Institute in the Training programme and all other matter concern to the Development activities of Institute which is mainly process with the assistance of Training Manual.*
- f) *The matter pertaining to the Ministry as well as to the Administration Budgetary works and other correspondence taken up on top priority bases.*

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS, AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Under the said Manual the Department is following all the Government Rules as prescribed by Government time to time.

The basis Training Manual of the Ministry's for the functioning of the Industrial Training Institute is mainly used.

In this context the Government Rules Books which is utilized in the Budgetary and Financial work is followed with help of General Financial Rules and Central Treasury Rules. The Swamy's Manual is also being referred time to time.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The Industrial Training Institute maintain all the relevant documents pertaining to the Admission, Examination, Placement of Trainees with Industries including all the

Statistics information submitted to the Ministry and Administration pertaining to the Training programme.

The Records of its employees are being maintain and kept under the control of Principal for its function.

(VII) **A PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF**

For formulation of its policy or implementation thereof the Industrial Training Institute, Daman has formed a board to control all the activities of functioning of Industrial Training Institute, Daman which included member of the Public such as Member of Association and Members of the Union so that the Public has a clear view of functioning other works of Development of the Institute. The Department also take initiative to approach the Member of Parliament and other representative of the Public for any assistant and the help is required to make the Training Programme being implemented at Industrial Training Institute, Daman more effective and more valuable with assistance of Public.

(VIII) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART 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**

Sr. No.	Notification No.	Members	Remarks
1.	CRAFTSMAN TRAINING	<ol style="list-style-type: none">1. The Administrator Chairman Daman & Diu and DNH.2. The Secretary, (Labour)..... Vice Chairman Daman & Diu and DNH.3. The Chief Inspector of Factories & Boiler.... Member. Daman & Diu and DNH.4. The Member of Parliament, Daman & Diu....Member.5. The Member of Parliament, DNH.....Member.6. The President, Daman Industries Association.Member.7. The President, Silvassa Industries Association.Member.8. The President, Diu Industries Association.....Member.9. The Collector, Daman.....Member.10. The Collector, Diu.....Member.11. The Collector, DNH.....Member.	

		<p>12. <i>The Principal, Polytechnic, Daman</i> Member.</p> <p>13. <i>The Principal, Polytechnic, DNH</i> Member.</p> <p>14. <i>The Principal, I.T.I. Daman</i> Member.</p> <p>15. <i>The Principal, I.T.I. Diu</i> Member.</p> <p>16. <i>The Principal, I.T.I. DNH</i> Member.</p> <p>17. <i>The Counselor, Daman</i> Member.</p> <p>18. <i>The Counselor, Diu</i> Member.</p> <p>19. <i>the Counselor, DNH</i> Member.</p> <p>20. <i>The President, DNH Hotel Industries Association</i> Member.</p> <p>21. <i>The Representative of the Central Govt</i> Member.</p>	
2	APPRENTICE-SHIP TRAINING	<p>1. <i>The Administrator</i> Chairman <i>Daman & Diu and DNH</i>.</p> <p>2. <i>The Secretary, (Labour)</i> Vice Chairman <i>Daman & Diu and DNH</i>.</p> <p>3. <i>The Chief Inspector of Factories & Boiler</i>.... Member. <i>Daman & Diu and DNH</i>.</p> <p>4. <i>The Member of Parliament, Daman & Diu</i>.... Member.</p> <p>5. <i>The Member of Parliament, DNH</i>.... Member.</p> <p>6. <i>The President, Daman Industries Association</i>.Member.</p> <p>7. <i>The President, Silvassa Industries Association</i>.Member.</p> <p>8. <i>The President, Diu Industries Association</i>.... Member.</p> <p>9. <i>The Collector, Daman</i>..... Member.</p> <p>10. <i>The Collector, Diu</i>..... Member.</p> <p>11. <i>The Collector, DNH</i>..... Member.</p> <p>12. <i>The Principal, Polytechnic, Daman</i> Member.</p> <p>13. <i>The Principal, Polytechnic, DNH</i> Member.</p> <p>14. <i>The Principal, I.T.I. Daman</i> Member.</p> <p>15. <i>The Principal, I.T.I. Diu</i> Member.</p> <p>16. <i>The Principal, I.T.I. DNH</i> Member.</p>	
		<p>17. <i>The Counselor, Daman</i> Member.</p> <p>18. <i>The Counselor, Diu</i>..... Member.</p> <p>19. <i>the Counselor, DNH</i>..... Member.</p> <p>20. <i>The President, DNH Hotel Industries Association</i> Member.</p> <p>21. <i>The Representative of the Central Govt</i> Member.</p>	
3.	CENTRE OF EXCELLENCE	<p>INSTITUTE MANAGEMENT COMMITTEE.</p> <p>1. <i>President, Daman Industrial Association, Daman</i> Chairman.</p> <p>2. <i>Director (Technical Education)</i>..... Member.</p> <p>3. <i>Deputy Secretary, (Technical Education)</i> Member.</p> <p>4. <i>The Director, M/s. Nelson Engine, Daman</i>.... Member.</p> <p>5. <i>The Director, Blue Star Ltd. Dadra</i>..... Member.</p> <p>6. <i>The Director, M/s. PSL Holding Ltd. Daman</i>.... Member.</p> <p>7. <i>The Director, Polycab Wires Pvt. Ltd, Daman</i>.... Member.</p>	

		<p>8. The Director, Enercon Ltd. Daman..... Member.</p> <p>9. The Representative from DGE&T (Western Zone) Mumbai..... Member.</p> <p>10. Student Union representative..... Member.</p> <p>11. Chief Inspector of Factories & Boilers, Daman & Diu..... Member.</p> <p>12. The Principal, Industrial Training Institute, Daman..... Member Secretary & Nodal Officer.</p>
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(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No	Name of the Officer	Designation	Present Pay Scale	Phone No.	
				Office	Residence
<i>Group'B – Gazzeted</i>					
1	Shri. V. Kesavan	Principal	6500-200-10500	2244140	2230670
<i>Group'B - Non-Gazzeted</i>					
2	Shri. V. R. Kothra	Group Instructor	6500-200-10500	2244049	2255393
<i>Group'C</i>					
3	Shri. G. N. Patel	Craft Instructor (Electrician)	6500-200-10500	2244049	9825986879
4	Shri. A. R. Pathan	Craft Instructor (Electrician)	6500-200-10500	2244049	5547664
5	Shri. M. C. Patel	Craft Instructor (Fitter)	6500-200-10500	2244049	2220792
6	Shri. S. D. Patel	Craft Instructor (Welder)	6500-200-10500	2244049	9879057988
7	Shri. D. J. Tandel	Craft Instructor (Fitter)	6500-200-10500	2244049	2230520
8	Shri. J. S. Tandel	A. T. I.	5000-150-8000	2244049	2251761
9	Shri. P. D. Rathod	Drawing Instructor	5000-150-8000	2244049	9825224559
10	Shri. R. F. Patel	Craft Instructor (Fitter)	5000-150-8000	2244049	9879675107
11	Shri. I. B. Patel	Craft Instructor (R. A/c.)	5000-150-8000	2244049	9427185195
12	Shri. Edwin Mendonca	Craft Instructor (Electronics)	5000-150-8000	2244049	9825680748
13	Shri. D. M. Prajapati	Craft Instructor (Turner)	5000-150-8000	2244049	2261369
14	Shri. P. P. Rawal	Maths Instructor	5000-150-8000	2244049	9898615449

(X) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No	Name of the Officer	Designation	Present Pay Scale	Remuneration on Sept'2005	Remarks
<i>Group'B – Gazzeted</i>					
1	Shri. V. Kesavan	Principal	6500-200-10500	18979	
<i>Group'B - Non-Gazzeted</i>					

2	<i>Shri. V. R. Kothra</i>	<i>Group Instructor</i>	<i>6500-200-10500</i>	<i>17345</i>	
<i>Group'C</i>					
3	<i>Shri. G. N. Patel</i>	<i>Craft Instructor (Electrician)</i>	<i>6500-200-10500</i>	<i>15820</i>	
4	<i>Shri. A. R. Pathan</i>	<i>Craft Instructor (Electrician)</i>	<i>6500-200-10500</i>	<i>16074</i>	
5	<i>Shri. M. C. Patel</i>	<i>Craft Instructor (Fitter)</i>	<i>6500-200-10500</i>	<i>16224</i>	
6	<i>Shri. S. D. Patel</i>	<i>Craft Instructor (Welder)</i>	<i>6500-200-10500</i>	<i>16104</i>	
7	<i>Shri. D. J. Tandel</i>	<i>Craft Instructor (Fitter)</i>	<i>6500-200-10500</i>	<i>15701</i>	
8	<i>Shri. J. S. Tandel</i>	<i>A. T. I.</i>	<i>5000-150-8000</i>	<i>12644</i>	
9	<i>Shri. P. D. Rathod</i>	<i>Drawing Instructor</i>	<i>5000-150-8000</i>	<i>11654</i>	
10	<i>Shri. R. F. Patel</i>	<i>Craft Instructor (Fitter)</i>	<i>5000-150-8000</i>	<i>11094</i>	
11	<i>Shri. I. B. Patel</i>	<i>Craft Instructor (R. A/c.)</i>	<i>5000-150-8000</i>	<i>14174</i>	
12	<i>Shri. Edwin Mendonca</i>	<i>Craft Instructor (Electronics)</i>	<i>5000-150-8000</i>	<i>13062</i>	
13	<i>Shri. D. M. Prajapati</i>	<i>Craft Instructor (Turner)</i>	<i>5000-150-8000</i>	<i>12214</i>	
14	<i>Shri. P. P. Rawal</i>	<i>Maths Instructor</i>	<i>5000-150-8000</i>	<i>11374</i>	

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

(Rs. in Thousand)

Sr. No.	Budget Head / Unit of Appropriation	Expenditure incurred for the year 2004-2005	Original Allotment for the year 2005-2006	Proposed Expenditure	Disbursed Mode
	2230 : PLAN <i>Labour & Employment</i> 03 : Training 003 : Training of Craftsman & Supervisor 13 : Daman & Diu				
1	13.00.01 - Salaries	743	730	Salaries of Staffs	Payment will be made to staffs.
2	13.00.02 - Wages	260	375	Payment of Wages Employees	- do -
3	13.00.06 – Medical Treatment	0	25	Treatment of Staffs	- do -
4	13.00.11 –Domestic	5	10	Traveling	- do -

	<i>Travel Expenses</i>			<i>expenses of Staffs</i>	
5	13.00.13 – Office Expenses	500	1200	For Purchase of Consumable / Office Equipments	Payment will be made by Cheque / D.D's
6	13.00.52 - Machinery & Equipment	350	1500	Purchase of Machineries	Payment will be made by Cheque / D.D's
	TOTAL	1858	3840		

(Rs. in Thousand)

Sr. No.	Budget Head / Unit of Appropriation	Expenditure incurred for the year 2004-2005	Original Allotment for the year 2005-2006	Proposed Expenditure	Disbursed Mode
	2230 : NON PLAN Labour & Employment 03 : Training 003 : Training of Craftsman & Supervisor 13 : Daman & Diu				
1	13.00.01 - Salaries	3069	3000	Salaries of Staffs	Payment will be made to staffs.
2	13.00.02 - Wages	300	300	Payment of Wages Employees	- do -
3	13.00.06 – Medical Treatment	007	60	Treatment of Staffs	- do -
4	13.00.11 –Domestic Travel Expenses	032	40	Traveling expenses of Staffs	- do -
5	Scholarships /Stipend	215	250	Stipend for the Trainees	Payment made to the Trainees.
5	13.00.13 –	819	800	For Purchase of	Payment will be

	<i>Office Expenses</i>			<i>Consumable / Office Equipments</i>	<i>made by Cheque / D.D's</i>
6	<i>13.00.52 - Machinery & Equipment</i>	500	600	<i>Purchase of Machineries</i>	<i>Payment will be made by Cheque / D.D's</i>
	TOTAL	4942	5050		

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES

The manner of execution as subsidy as payment of stipend to all the Trainees by way as stipend which is given to the Trainees for the expenses incurred by them such as Transport etc. @ Rs. 100/- p.m. for General category and Rs. 150/- for SC & ST Trainees. Action is also being taken to inverse the rate of subsidy to the Trainees.

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT

CONCESSIONS.

Trainees will be given the following concessions at the Institute :-

1. *Free Training.*
2. *Free Workshop Clothing, One every Six Months.*
3. *Free facilities recreation & Sports.*
4. *Bonafied Certificates for Bus Pass.*
5. *Railway Concession forms.*
6. *Free Medical Treatments.*
7. *Concession is also awarded to the passed out Trainees for further studies in Diploma or Degree Courses.*

PERMINTS – N. A.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM

The Industrial Training Institute has made the information of the Industrial Training Institutes in the public form such as printing of prospectus and pamphlets and distributors to the trainees and to the public of all the facilities of the trades and other concession is made known to the public. The admission notice is also being published in the newspapers for the information made available to all the students and public around.

Further the Institute is also made provision of putting the entire prospectus of the Industrial Training Institute in the Internet service that can me made to any public service.

(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.

The department has displayed a Public Notice Board at Institute. So that public are free to access and obtain any free information regarding its Admission, Facilities given to the trainees and Stipend give to the trainees.

Further there is no restrictions of timing for the Public / Citizen to contact the office as the Institute is open from Morning 07:30 to 06:00 Evening.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Sr. No.	Name of Officer	Designation	Contact No.	Remarks.
1	Shri. V. Kesavan.	Principal, Industrial Training Institute, Daman.	(0260) 2244140	

2. All Head of Office of Daman and Diu are declared as Public information Officer under Casual 19 (1) of the right to information act '2005.
3. The Development Commissioner is also declared Public information Officer and applet authorities for Daman & Diu.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

1. The Industrial Training Institute does not keep any records or any documents that the public wishes to verify.
2. Even the examination records are made available to the parents of the trainees has when they demand its.
3. Any Public Grievances are duly attended with immediate effect.
4. As far as functioning of Daman so far the Institute is being appraises the work carried out with full satisfaction of the Public.

ZONAL AGRICULTURAL OFFICER, DAMAN

(I) THE PARTICULARS OF ITS ORGANIZATIONS, FUNCTIONS AND DUTIES

The Hon'ble Collector, Daman is the ex-officio Secretary and Director of Agriculture and also functioning as Head of Department for Agriculture Department, Daman & Diu. The Deputy Collector (HQ) is the ex-officio Deputy Secretary and Public Information Officer under clause 5(1) of the Right to Information Act, 2005 for Agriculture Department. They are assisted by the Deputy Director of Agriculture Group "A" post presently under suspension and by next Group "B" Officer i.e. Assistant Agriculture Officer Grade First/Zonal Agriculture Officer, Daman. The Department of Agriculture, Daman & Diu is having total 38 nos. of sanctioned post out of which 11 nos. of posts are vacant. Out of 27 field posts, one Dy. Director of Agriculture is under suspension and one Extension Officer Agriculture and one Statistical Investigator were transferred to Daman Jilla Panchayat, Daman in diverting capacity, one U.D.C., one Agriculture Assistant, one field Assistant and one Power Tiller

Driver are working in Agriculture Department at Diu District. Therefore, presently only 21 field posts are available at Daman District with the Zonal Agriculture Office, Daman those are as follows:-

Deputy Director of Agriculture, Group "A" gazetted

Post(under suspension) One

Assistant Agriculture Officer Gr.I/

Zonal Agriculture Officer Group "B"

gazetted post. One

Agriculture Demonstrator, Group "C" post One

(4) Agriculture Assistant, - do - Two

(5) Field Assistant, - do - One

(6) Senior Mechanic, - do - One

(7) Tractor Driver - do - One

(8) Power Tiller Driver - do - One

(9) Jeep Driver - do - One

(10) Lower Division Clerk - do - Three

(11) Field Assistant - do - One

(12) Tractor Assistant Group "D" post ... Two

(13) Mali - do - ... One

(14) Field Worker - do - ... Two

(15) Watchman - do - ... One

(16) Peon - do - ... One

Total

Twenty one

The department of Agriculture is also having one Seed Multiplication Farm at Kachigam and one Horticulture Farm at Moti Daman and one Agriculture Farm at Diu, one Mechanical cultivation section garage at Moti Daman Farm and one Farmer Training Centre at Kachigam Farm. The main function of the department is to procure and distribute quality type of improved and H.Y.V. seeds, planting

materials, P.P. equipment and pesticides, manure and fertilizers, Agriculture tools and implements and to provide agriculture machinery's like tractor and water pumps on reasonable hire charge basis with required implements like tractamount, spray pump/trailer/plough/cultivator/harrow etc. The departments provide technical know-how, conduct demonstration and adaptive trials on farms and farmers field and impart training to the farmers and arrange agriculture tours outside the U.T.

The department also issue licenses for manufacture and sale/stock/exhibit of pesticides as per the provision of Insecticides Act, 1968 and also process the cases of registration for manufacture and wholesale and retail sale of fertilizers under Fertilizer Control Order, 1985 and arrange allocation of fertilizer among dealers as per ECA Plan allocation to the U.T. The main duty of the Agriculture department is to serve the farming community for their upliftment of socio economic conditions with agriculture developmental and extension activities being mainly input base extension establishment of Z.A.O., Daman.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND ITS EMPLOYERS

Collector

The Collector/Secretary (Agril.) being Head of Department has the power to accord Administrative Approval and expenditure sanction for the Plan & Non plan Schemes. All policies matter related to the department, including over all supervision of the department, he exercise all the powers vested in Head of Department etc.

Dy. Collector (H.Q.)

He is designated as Public Information Officer under Clause 5(1) of the Right to Information Act, 2005 and responsible for implementation of Right to Information Act, 2005 for the Agriculture Department in Daman District. He is functioning as Deputy Secretary for the Agriculture Department, Daman and all the information's pertaining to Parliament Questions are signed and sent by him for the Department of Agriculture, Daman with approval of Secretary (Agriculture) etc.

Deputy Director of Agriculture

He assist Deputy Secretary and Secretary (Agriculture) in carrying out all the departmental Plan & Non Plan Scheme work. He prepare and submit annual and five year plan proposals for the schemes pertaining to the department of agriculture including Agriculture Census and Evolution work. He finalize budget estimates for the department. He also guide and supervise the staffs. He is under suspension since April, 2001. He is the licensing authority under The Insecticides Act, 1968, he is also Nodal Officer for Food Processing Units.

Zonal Agriculture Officer

The Zonal Agriculture Office is headed by the Zonal Agriculture Officer who is Head of Office and drawing and disbursing Officer for his Agriculture establishment in Daman. He implement all Plan & Non Plan Schemes pertaining to Agriculture Extension and development. He Manage supervises Government Seed Multiplication Farm, Govt. Horticulture Farm, Mechanical cultivation section garage and Farmer Training Centre. He is Insecticides Inspector under the provision of The Insecticides Act, 1968. He assist to Dy. Director/Director/Dy. Secretary/Secretary/ HOD Agriculture, Daman for the Agriculture work, he also guide and supervise the Staffs etc.

Agriculture Demonstrator

He assist Zonal Agriculture Officer for implementation of Plan & Non Plan Schemes and for Horticulture Farm work, he is responsible for implementation of Tribal Sub Plan Schemes of Agriculture Sector/he assist for implementation of Soil Conservation and Multiple Cropping Scheme etc.

Extension Officer (Agriculture)

He is posted in Daman Jilla Panchayat Office. He is responsible for preparation of agriculture Village Plan and providing technical know-how to the farmers through Gram Sevak by individual and or group approach as the case may be and he has to implement all the agriculture schemes of Jilla Panchayat at Village/Panchayat level.

Agriculture Assistant

They have to assist Zonal Agriculture Officer for implementation of Plan & Non Plan Schemes and for Farm work at field level. They have to distribute agriculture inputs, motivation of farmers for organizing adaptability trials conducting demonstration advising farmers and supervising farmers fields imparting practical training to farmers etc.

Field Assistant

He has to assist Agriculture Assistant at field level for conducting demonstration/organizing farmers training programmes and attending other field operations at farms and farmers field.

Field Worker

To carry out all farm field works like digging, leveling, bunding, manuring, watering, sowing, harvesting etc.

Mali

Maintenance of ornamental /flowering plants, raising of plant Nursery, propagating ornamental and other plants, shaping, budding/grafting/layering/pruning work.

Foreman Supervisor

Post is vacant. Overall supervision and maintenance work of Agriculture machineries pertaining to Mechanical cultivation section and farm, assisting Zonal Agriculture Officer for popularizing mechanization of farming and implementation of agriculture engineering plan scheme etc.

Senior Mechanic

Repair & Maintenance work of agriculture machineries and to assist Foreman Supervisor.

Junior Mechanic Post is vacant. He has to assist Foreman Supervisor and Senior Mechanic for repair and maintenance of agriculture machineries.

Tractor/Power trailor Drivers

To drive tractor with all required implements to carry out field operations like ploughing, leveling, bunding, threshing, spraying, watering, transportation and maintenance of tractor and log book of the respective tractor etc. They are responsible to carry out farmers work on hire basic beside departmental farm works.

Tractor Assistant

The have to assist Tractor Drivers and also carry out farm and farmers field works on hire independently and maintain tractor and its log book.

Watch man

Common cadre post. Watch and ward work at Government Farms, F.T.C. & Garage

U.D.C (Vacant post)

Common Cadre post. Assist for the Administrative and accounts work.

L.D.C

Common cadre post. Assist for the Administrative and accounts work.

Jeep Driver

Common cadre post. Driving and maintenance of department vehicle.

Peon

Common cadre post. Works as office messenger, helping in delivery and collecting of posts, cleaning, opening and closing of office etc.

Statistical Investigator

Statistical Investigator has been transfer to District Panchayat, Daman who is presently working with the Department of Planning & Statistics, Daman for all the Planning & Statistical work pertaining to agriculture department, help in collecting agriculture statistical information.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS

Including Channels of supervision & accountability. The proposal for any policy matter is initiated first by the Zonal Agriculture Officer/Dy. Director Agriculture and it is submitted to the Administrator through Collector/Director/Secretary(Agriculture)/Finance Secretary, Development Commissioner for taking policy decision. The accountability is per as per hierarchy of the posts in the supervision channel. The matter related to the establishment are submitted through head of department, Deputy Secretary (Personnel) to Administrator. The Extension Officer (Agriculture) supervise the work of Gram Sevaks presently working in Daman Jilla Panchayat. Agriculture Demonstrator/Assistant Agriculture Officer Gr.II, supervise the work of Agriculture Assistant, Field Assistant, Mali, Field worker and Watchman. Foreman supervisor, supervise the work of senior mechanic, Jr. Mechanic, Tractor Drivers, Tractor Assistants and Jeep Driver. U.D.C. supervise the work of L.D.C. and Peon.

(IV) THE NORMS SET BY IT OF THE DISCHARGE OF ITS FUNCTIONS

Annual draft plan for the Plan Scheme prepared with physical and financial targets and finally implemented according to the approval and allocation. Inputs supply and maintenance are the need based. Service to the farmers are rendered on first come first serve basis.

(V) THE RULES, REGULATION, INSTRUCTIONS, MANUAL & RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

There is no manual of agriculture department for control and discharging its functions for the employees. However, licensing Officer and Insecticides Officer has to discharge his statutory as per the provision of Insecticides Act, 1968 and Insecticides Rules, 1971 similarly as per Fertilizers Control Order, 1985. The various plan scheme of agriculture department so as Centrally Sponsored Schemes are to be implemented as per the provision of the schemes or the guideline by the employees of the department.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

TR-5 cash receipt book, Cash book, Bank challan files and bank challan register, Cheque register, Bill register, Acquaintance register, Pay Bill register, Increment register, G.P.F. Accounts books of Group "D" employees, G.F.R.9 register, Fund allotment and expenditure register, T.W.2 book (Tractor work deposit receipts) Labour mandays register, and any other things pertaining to Accounts is maintained by L.D.C. designated Cashier in the office premises. Dead Stock Register, consumable stock register, spare parts, replacement register, diesel, oil consumable register, bill entry register, service books, personal file and leave accounts, Inward-Outward register, Stamp Accounts register, Guard file, Outward file movement register, Muster roll (Attendance) register, Confidential file Register, Staff movement register and any other things pertaining to service matters of the employees and establishments are maintained by L.D.C. designated as Store/LDC in office premises. Casual Leave account register/Library register/Loan recovery registers & files etc. are being maintained by the L.D.C. in office premises. Fertilizer stock register, Pesticides stock register, Seeds Stock register, Seeds, pesticides, fertilizers distribution register under TSP scheme No.1.1 & 1.2, Horticulture demonstration, distribution of Organic fertilizer register and other register pertaining to inputs supplied to the farmers and farms produce register are being maintained by Agriculture Demonstrator and Agriculture Assistants and they are responsible for maintenance of accounts of receipts and distributions etc. The lubricant, diesel, oil, spares, tyre, tubes, equipment and machineries maintenance and repair register are maintained by Senior Mechanic. The logbook of the concerned tractor and vehicle are maintained by the respective drivers of the vehicles.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF.

The District Panchayat implements the programme of procurement and distribution of improved/H.Y.V. seeds, Manure and Fertilizers, popularizing improved agriculture implements and making such implements available to farmers by consulting Panchayat Members in Gram Sabha through Gram Sevak and Extension Officer(Agriculture). Farmers elected Panchayat Members and Sarpanches may directly contact to the field functionaries for any suggestion, consultation or may represent their grievance directly to the department as deemed fit by them.

(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 OPENED TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Not applicable as far as Daman is concerned.

(IX)**A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Sr.No.	Name and Designation	Telephone No.	
		Office	Residence
1.	Collector/Director/Secretary/HO D (Agriculture)	2230698 2230755	2230600 2230472
2.	Dy. Collector (HQ)/ Dy. Secretary (Agriculture)	2230689	2231257
3.	Dy. Director Agriculture (U.S.)	-	-
4.	Zonal Agriculture Officer	2230856	2231013
5.	Agriculture Demonstrator	2230856	2230652

**(X) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS
OFFICERS AND EMPLOYEES, INCLUDING SYSTEM OF
COMPENSATION AS PROVIDED IN ITS REGULATION**

Sr. No.	Post	Nos. of Employees	Remuneration per month(As on September, 2005)
1.	Dy. Director of Agriculture (U.S.), Subsistence allowance only.	01	Rs. 17,325/-
2.	Zonal Agriculture Officer	01	Rs. 16,171/-
3.	Agriculture Demonstrator	01	Rs. 11,405/-
4.	Compost Inspector/EO(Agri.)	01	Rs. 11,044/-
5.	Agriculture Assistant	02	Rs. 14,367/-
6.	Field Assistant	01	Rs. 6,350/-
7.	Field Worker	02	Rs. 12,102/-
8.	Mali	01	Rs. 6,106/-
9.	Watchman	01	Rs. 5,603/-
10.	Senior Mechanic	01	Rs. 10,190/-
11.	Tractor/P.T. Driver	02	Rs. 15,197/-
12.	Tractor Assistant	02	Rs. 12,608/-

They are given Travelling Allowance, Medical Reimbursement Allowance, Level Travel Concession as per service rules as and when they proceed on tour and submit their claim for Medical and L.T.C. reimbursement.

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE

The Budget allocation for both Plan & Non Plan for the year 2005-06 is Rs.54.55 lakhs and the expenditure incurred till September, 2005 for both Plan & Non Plan is Rs. 22,53,779/- . The expenditure statement for each month are reported to the Dy. Director of Planning & Statistics, Secretariat, Daman under intimation to the Dy. Secretary(Fin.) Finance Department, Secretariat and Hon'ble Collector/Director/Secy./HOD Agriculture, Daman. The Budget Head wise expenditure incurred under Plan & Non Plan 2005-06 is enclosed herewith. The disbursement to the local parties is made by account payees cheque and outside Daman by account payees demand draft. The payment of salaries, wages, allowance are made in cash to the employees, rarely payment is made in cash were bank account is not readily available and as per the request of the party concerned. The quarterly statement of expenditure on Pay and allowances of Group "A", "B", "C" & "D" staff etc. (Copy of statement for quarter ending September is enclosed) for each quarter ending i.e. June, September, December & March are also submitted to the Deputy Secretary (Fin.), Finance Department, Secretariat, Daman under intimation to the Hon'ble Collector/Director/Secretary/HOD (Agriculture), Daman.

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMS.

Other than the Soil & Water Conservation Schemes where expenditure incurred by the beneficiaries is reimbursed in the form of cash subsidy in all other schemes where there is subsidy the inputs are supplied in kind. Under Individual Beneficiaries Oriented Soil & Water

Conservation Plan Scheme Pattern of Assistance is as under:

*(1) S.C./S.T. Farmers ... 100 % subsidy.
:- 15 :-*

*Small & marginal farmer other than SC/ST. ... 50% subsidy.
(3) All other farmers ... 25% subsidy*

Maximum subsidy admissible is Rs.5,000/-per beneficiaries and restricted to Rs.5000/-per hectare. Subsidy is drawn on T.R.42 forms and paid. Under Plant protection scheme 50% subsidy on P.P. equipment and pesticides is the need base programs, subsidy is available to all farmers, small, marginal, SC/ST and general farmers and are given in kind. Under supply of inputs to Schedule caste families there is 50% subsidy on purchase of agricultural inputs like seeds, pesticides, fertilizers, agricultural implements and tools, work animals and horticulture plants like mangoes, chickoo and coconuts and storage bins etc. Where there is demonstration/trials are conducted, inputs are purchased by the department and supplied in kind such as Under Pilot Project on Multiple Cropping Scheme,

Horticulture Development Scheme, Plant Protection Scheme benefits are available to all categories of farmers on first come first serve basis.

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATION GRANTED BY IT

Not applicable to this department.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE OR HELD BY IT, REDUCE IN AN ELECTRONIC FORMS.

The department does not have information in electronic form i.e. web site and email facility is not available.

(XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOMS, IF MAINTAINED FOR PUBLIC USE.

The Zonal Agriculture Office, Daman remains open from 09.30 to 13.30 & 14.00 to 18.00 hrs on working days. The required information can be made available through Zonal Agriculture Officer on any working days during the office hours by the public. The information can also be held through Kisan Call Centre with free toll phone No.2231180 installed in Zonal Agriculture Office, Daman. Information is also furnished to farmers through Extension functionaries of the department at village level.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Shri Vishwandra, Deputy Collector (HQ) is the Public Information Officer under clause 5(1) of the Right to Information Act,2005 for Veterinary & Agriculture Department, Daman. His office is located at Collectorate, Daman. His office telephone No.2230689 and residence Tel. No.2231257.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

The list of the plan schemes implemented is furnished in separate sheet and enclosed herewith including the scheme of Tribal Sub Plan Agriculture Sector.

*U.T. ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF AGRICULTURE
ZONAL AGRICULTURE OFFICE
DAMAN – 396 220.*

WEIGHTS & MEASURE, DAMAN

(I)	<p><u>PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES</u></p> <p><i>The Enquiry Office, City Survey Daman is Head of office of Inspectorate of Weights & Measures, Daman.</i></p> <p><i>The Collector, Daman who is the Head of Department is also the Controller of Legal Metrology under whose general superintendence, direction & control the departmental officers shall exercise all powers and discharge the duties conferred or imposed and them by or under the Enforcement Act or the Standard Act i.e.</i></p> <ul style="list-style-type: none"><i>1) Registration of users of Weights & Measures</i><i>2) Grant of licence for Manufacture, repair or sale of Weights & Measures</i><i>3) Verification and stamping of Weights & Measures</i><i>4) Inspection, search, seizure and forfeiture of Weights & Measures</i><i>5) Enforcement of all provisions and imposition of penalty for contraventions of sections.</i>
(II)	<p><u>POWERS AND DUTIES OF OFFICERS AND EMPLOYEES</u></p> <p><i>I - Inspector of Weights & Measures, Daman:</i></p> <p><i>He is also declare as Assistant Controller of Weights & Measures, Daman. Over all supervision over office & staff members</i></p> <p><i>General Inspection, surprise visit verification & Stamping of all kind of weights, measures, weighing & measuring instrument and issue of verification Certificate Implementation of provisions contained under the Weight & Measures Act & Rules to make tour-camp at Diu after the approval of controller of Weights & Measures and with the permission of Head of Office.</i></p> <p><i>To seize or detain the of Weights & Measures and file cases against party as per Act & Rules,</i></p> <p><i>To maintain Service book.</i></p> <p><i>To impart assistance and guidance to sub-ordinates.</i></p> <p><i>II - Junior Inspector of Weights & Measures. :</i></p> <ul style="list-style-type: none"><i>1. Over all supervision over staff members</i><i>2. To impart assistance and guidance to sub-ordinates</i><i>3. Enforcement of Provisions under the package commodities Act and Rules 1976-77 under guidance of the Inspector of Weights & Measures.</i><i>4. All the Budgetary, Establishment and Accounts matters including Audit matters. Drafting and noting on files maintenance of Dead stock Register and other registers & records as per guidance of Inspector of Weights Measures.</i><i>5. To look after the work of Office during the tour period or camp of</i>

	<p><i>Inspector, from time to time.</i></p> <p>6. <i>Other works assigned by the Inspector..</i></p> <p>7. <i>Dealing with Establishment & Administrative work.</i></p> <p><i>III - Laboratory Assistant. :</i></p> <p>2. <i>To Maintain the Laboratory and keep all the equipment, in clean condition.</i></p> <p>3. <i>To prepare of Salary bills and F.V.C. bill etc.</i></p> <p>4. <i>Maintain of Cash book, Inward, Outward Registers, Log book, Chalan file Register, Lab Register, Stationery register, Service postage Stamps Register and other work as an when suggested by the sr. or jr. Inspector of Weights & Measures.</i></p> <p>4. <i>Toe prepare Verification Certificate of Traders.</i></p>
(III)	<p><u>PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY</u></p> <p><i>Enforcement decision are taken by the Authorities as provided under Act & Rules.</i></p>
(IV)	<p><u>NORMS SET BY IT FOR THE DISCHARGE OF IT FUNCTIONS</u></p> <p><i>As laid down under the Enforcement Act & Rules.</i></p>
(V)	<p><u>RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER IT CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS</u></p> <p>1) <i>The Standards of Weights & Measures (Enforcement) Act - 1985.</i></p> <p>2) <i>The Daman & Diu, Standards of Weights & Measures (Enforcement) Rules – 1991.</i></p> <p>3) <i>Standards of Weights & Measures (Packaged Commodities) Rules 1977.</i></p>
(VI)	<p><u>A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT CONTROL</u></p> <p><i>Documents --- NIL ---</i></p> <p><i>Reference Standard Weights & Measures are kept in office.</i></p>
(VIII)	<p><u>STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTE 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</u></p> <p><i>----- No boards, committees, etc constituted -----</i></p>

	<i>No subsidy programmes are implemented by this office</i>
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(XIII)	<u>PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT</u> ---- NIL ----
(XIV)	<u>DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM</u> <i>No information reduced in an electronic form.</i>
(XV)	<u>PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE</u> <i>No library or reading room is maintained for public use.</i>
(XVI)	<u>NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.</u> <i>Shri. J. M. Dali, Head of Office. Enquiry Officer, City Survey - Daman. Phone No. (O) 0260 - 2230864 (R) 0260 - 224522</i>
(XVII)	<u>SUCH OTHER INFORMATION AS MAY BE PRESCRIBED</u> ----- NIL -----

DEPARTMENT OF FIRE & EMERGENCY SERVICES, DAMAN & DIU, DAMAN

(I) ORGANISATION, FUNCTION AND DUTIES OF THE OFFICES

The Administration of Daman & Diu is having 03 Fire Stations each at Somnath, Nani Daman, Moti Daman and Diu. The Dy. Inspector General of Police is designated as Director of Fire & Emergency Services, Daman & Diu, Daman.

The Fire & Emergency Services is an essential department of the Government organization to save life and property from Fire & render Emergency, services in the U.T. of Daman & Diu.

The Department is headed by Dy. Inspector General of Police, who is assisted by ASP, COP, Diu and the following staffs:-

<i>Sr.No.</i>	<i>Name of Posts.</i>
01.	<i>Station Fire Officer</i>
02.	<i>Asstt. Station Fire Officer</i>
03.	<i>Leading Fireman</i>
04.	<i>Driver Operator</i>

(II) POWERS AND DUTIES

Fire protection and emergency services.

(III) DECISION MAKING PROCESS

All decisions in respect of Fire prevention and safety measures norms are being taken as per Goa, Daman and Diu Fire Force Act- 1986 and National Building Code of India Part IV.

(IV) NORMS FOR DISCHARGE OF ITS FUNCTIONS

As per the Goa, Daman & Diu Fire Force Act and Daman & Diu Fire Force subordinate service rules

(V) LAW/REGULATIONS

Goa, Daman & Diu Fire Force Act-1986.

(VI) DOCUMENTS AVAILABLE WITH THE OFFICERS OF D.F.& E.S.

Documents relating to Administration are available.

(VII) POLICY FORMULATION

Policy is framed as per requirement and as per law.

(VIII) STATEMENT OF BOARD, COUNCIL AND COMMITTEE, ETC.

This office of the Fire & Emergency Services, Daman dose not any Board, Council and Committee, etc.

(IX) DIRECTORY OF ITS OFFICE AND EMPLOYEES

1. *Dy. Inspector General of Police, Daman & Diu – Tel. No. 0260-2254707.*
2. *Addl. S. P., Daman & Diu – Tel.No. 0260- 2251848.*
3. *Chief of Police, Diu – Tel.No. 02875-252123*
4. *Station Fire Officer, Daman – Tel. No. 0260- 2242666.*
5. *Station Fire Officer, Diu – Tel.No. 02875-252475*

(X) MONTHLY REMUNERATIONS

Remuneration of different ranks are given below :

Sr.No.	Designation	Pay scale
01	<i>Station Fire Officer</i>	<i>4500-125-7000</i>
02	<i>Asstt. Station Fire Officer</i>	<i>3050-75-3950-80-4590</i>
03	<i>Leading Fireman.</i>	<i>3050-75-3950-80-4590</i>
04	<i>Driver operator</i>	<i>3050-75-3950-80-4590</i>

Other allowances are given as per orders of the Govt.

(XI) PLAN BUDGET ALLOCATION

The amount of Rs. 100 lakhs has been allotted under 4059 Plan Budget head (Capital expenditure) for construction of new Fire Station at Moti Daman,

which is maintained by the P.W.D., Daman. And amount of Rs. 66.15 lakhs has been allotted under 2070- NONPLAN Budget Head Under:- (ANNEXURE - A)

(XII) MANNER OF EXECUTION OF SUBSIDY PROGRAMME

The Officer of the Fire & Emergency Service, Daman does not deal with any subsidy Programme.

(XIV) RECEIPIENTS OF CONCESSIONS, PERMITS

NIL

(XIV) DETAILA IN RESPECT OF INFORMATION IN AN ELECTRONIC FORM

The Officer of the Fire & Emergency Service, Daman does not have any electronic form.

(XV) FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION

The Member of public/citizen can contact the Fire & Emergency Service Control room for obtaining any information relating to fire and other emergency. Staff at Fire Station is available round the clock. People can use dial facility of "101" for fire service.

(XVI) PARTICULARS OF PUBLIC INFORMATION OFFICER

Director of Fire & Emergency Service, Daman/Head of Office has been designated as public information officer for the department of Fire & Emergency Service, Daman and Diu. The Telephone No. is 0260-2254707 and Fax No. is 0260-2254607.

(XVIII) OTHER INFORMATION AS MAY BE PRESCRIBED

NIL

TRIBAL SUB PLAN, DAMAN

(I) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

Social Welfare Department Daman performs following functions-

- 1) To prepare Annual Plans and Five year Plans for Tribal Sub Plan, Daman
- 2) To prepare consolidated Budget for all Budget Heads under TSP, Daman
- 3) To implement various schemes under Tribal Sub Plan Cell and Social Welfare.
- 4) To send two tribal representatives of Daman to witness Republic Day Celebration at New Delhi.
- 5) To send five Freedom Fighters to participate in AT Home at New Delhi
- 6) To prepare Monthly/Quarterly reports related to Social Welfare
- 7) To attend correspondence with various Ministries, National Commissions and Finance Corporations for weaker sections of the society
- 8) To implement provisions under various Acts and Rules for Social Welfare
- 9) To deal with all matters related to Freedom Fighters of Daman and Diu
- 10) To deal with all matters related to welfare of SC, ST,OBC, Minorities , disabled persons, women, children and Senior Citizen etc
- 11) To issue identity cards for senior citizen and disabled persons of Daman and Diu
- 12) To attend liaisoning work with Dadra and Nagar Haveli, Daman and Diu, SC,ST,OBC and Minorities Financial and Development Corporation Ltd, Silvassa.

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Statistical Officer has been designated as Social Welfare Officer and declared as Head Office for Social Welfare Department and delegated certain financial powers as group "B" Officers.

Duties of employees of Social Welfare Department are furnished below

SR. No.	NAME AND DESIGNATION	ASSIGNMENT OF WORK
1.	<i>Shri Babubhai H. Patel, Statistical Assistant</i>	<i>1) All Statistical Matters. 2) Preparation of various reports on Statistics. 3) Preparation of Annual Plans & Five Year Plans for Sending TSP, Daman.</i>

		4) Arrangement for sending Tribal Representatives for Republic Day Celebrations at New Delhi. 5) Assistance to the Statistical Officer in general correspondence 6) Supervision of Statistical Investigator 7) Surveys assigned by the Dy. Director of Planning & Statistics.
2.	Smt. S.R.Mendonca , Accountant	1) Preparation of Budget 2) Maintenance of BCR 3) Special Central Assistance 4) Preparation of reports on Accounts. 5) Audit and Reconciliation 6) Accounts of Centrally Sponsored Schemes under TSP & Social Welfare. 7) Scheme for investment with SC/ST Corporation. 8) Supervision over UDCs
3.	Smt. G. R. Jat, Mukhya Sevika	1) All matters of Social Welfare Deptt. except Establishment and Financial matters. 2) Official Language File
11.	Shri Jashwant V. Patel, Gram Sevak	1) Identification of Beneficiaries under various schemes 2) Maintenance of Loan Recovery 3) Outward of letters . 4) Dispatch of letters 5) Incharge of Video Cassettes

(III) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

- a) **Decision Making Process:-** Various matters are put up by the employees under Social Welfare Department through Administrative channel and decision is taken by the Statistical Officer within the power of Head of Office. If it is beyond the power of Head of Office, the matter is submitted to the Director (SW) through Additional Director (SW). For financial matters beyond the power of Head of Office, the decision is taken by Finance Secretary who is Head of Department of Social Welfare.
- b) **Channels of Supervision and Accountability:-** Accountant, Statistical Assistant and Mukhya Sevika of Social Welfare Department makes supervision under them. Overall supervision is done by Statistical Officer for all activities of the Department. He is accountable for all works of the department.

(IV) NORMS SET FOR DISCHARGE OF FUNCTION

Following norms have been prescribed:-

- a) Annual Plan for Tribal Sub Plan is prepared every year during Oct/ Nov.
- b) Monthly progress Report under various schemes is prepared during first week of every month.
- c) Budget Estimates under TSP and S.W.D are prepared every year during August
- d) Identity Card for Senior Citizen and disable person are issued next day after receipt of application.

(V) RULES, REGULATIONS ETC FOR DISCHARGING OF FUNCTIONS

Sr. No.	ACTS & RULES
1.	<i>Legal Services Authorities Act, 1987.</i>
2.	<i>Wakf Act, 1995</i>
3.	<i>Dowry Prohibition Act, 1961</i>
4.	<i>The Employment of Manual Scavengers and Construction of Dry Latrines(Prohibition) Act, 1993.</i>
5.	<i>The SC and the ST (Prevention of Atrocities) Act, 1989</i>
6.	<i>The SC and the ST (Prevention of Atrocities) Rules, 1995.</i>
7.	<i>Indecent Representation of women (Prohibition) Act, 1955.</i>
8.	<i>National Trust for Welfare of Persons with Autism, Cerebral Palsy, Mental Retardation & Multiple Disabilities Act, 1999.</i>
9.	<i>The juvenile justice (Care & Protection of Children) Act, 2000.</i>
10.	<i>Immoral Traffic (Prevention) Act, 1956.</i>
11.	<i>Prevention of Cruelty to Animals Act, 1960.</i>
12.	<i>Commission of Sati(Prevention) Act, 1987</i>
13.	<i>Indian Evidence Act, 1872.</i>
14.	<i>Family Court Act, 1984</i>
15.	<i>Child Marriage Restraint Act, 1929.</i>
16.	<i>Protection of Civil Rights Act, 1955</i>
17.	<i>RCI Act, 1992</i>
18.	<i>The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.</i>

(VI) CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT

- a) Annual Plan for TSP, Daman
- b) Five Year Plan for TSP, Daman

(VII) ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC

Members of Public can directly approach to any employee of the Department for their work and if needed, they can meet the Statistical Officer at any time.

(VIII) STATEMENT OF BOARDS, COUNCILS, COMMITTEES ETC.

Following Committees have been constituted for Social Welfare Department.

SR	Name of Board/ Committees	Member of Committee	Duties of Committee
01	<i>Complaints Committee for redressal of the complaints of Sexual harassment of Women Workers</i>	1) Collector, DamanChairman 2) G.M., DIC, Daman....Member 3) G.M. OIDC, Daman...Member 4) Director, Bal Bhavan...Member 5) Medical Supdt, Marwad.. Memb 6) A.P.S. to Adm....Member 7) A.D.E, Daman....Member 8) Chief Inspector of F & B.. Memb 9) Asstt. Secy (SW).....Member 10) CDPO, Diu.....Member 11) CDPO, Daman.....Member	1) to ensure time bound treatments of complaints 2) to send annual report to administration about the complaints and action taken

02	<i>Selection Committee under Juvenile Justice Rules</i>	1) <i>The Secy(SW).....Chairman</i> 2) <i>The Secy, (IRCS).....Member</i> 3) <i>The Director (Bal .B.).Member</i> 4) <i>The Director (Bal.B., Diu)Memb</i> 5) <i>The A.D.E, Daman.....Member</i> 6) <i>The CDPO, Daman.....Member</i> 7) <i>The S.W.O, Daman.....Member</i>	<i>To prepare a panel of names for Juvenile Justice Board and Child Welfare Committee</i>
03	<i>Vigilance Cell for Verification of Caste Certificates</i>	A) <i>V.C for Daman District:-</i> a) <i>COP, Daman....Vig. Officer</i> b) <i>P.I., Daman....Investigator</i> c) <i>P.I., Daman....Investigator</i> B) <i>V.C. for Diu District:-</i> 1) <i>COP, Diu.....Vig. Officer</i> 2) <i>P.I., Daman....Investigator</i> 3) <i>P.I., Daman....Investigator</i>	1) <i>Police Inspector shall go to the place of original residence and verify caste status and submit his report to the Vigilance Officer</i> 2) <i>Vigilance Officer should personally verify and then submit a report to the Director (SW), Daman</i>

**(IX & X) DIRECTORY OF OFFICERS AND EMPLOYEES ALONGWITH
MONTHLY REMUNERATION**

<i>Sr. No</i>	<i>Name of Officers/Officials</i>	<i>Designation</i>	<i>Monthly Salary Rs.</i>	<i>Phone Number</i>
1.	<i>Shri J. Pandey</i>	<i>Statistical Officer</i>	<i>Rs. 19749/-</i>	<i>M-9898304227</i>
2.	<i>Smt. Sylvia Mendonca</i>	<i>Accountant</i>	<i>Rs. 11747/-</i>	<i>R-2230545</i>
3.	<i>Shri B.H. Patel</i>	<i>Statistical Asstt.</i>	<i>Rs. 11981/-</i>	<i>R-2263180</i>
4.	<i>Smt. Gayatri Jat</i>	<i>Mukhya Sevika</i>	<i>Rs. 11514/-</i>	<i>R-2244355</i>
5.	<i>Shri V.B. Machhi</i>	<i>Statistical</i>	<i>Rs. 9786/-</i>	<i>R-2262106</i>

		<i>Investigator</i>		
6.	<i>Shri T.R. Mehta</i>	<i>Junior Stenographer</i>	<i>Rs. 8853/-</i>	<i>M-9824141352</i>
7.	<i>Smt. Valina Dias</i>	<i>Upper Divisional Clerk</i>	<i>Rs. 8479/-</i>	<i>R-5542655</i>
8.	<i>Shri Telmo Lopes</i>	<i>Upper Divisional Clerk</i>	<i>Rs. 9600/-</i>	<i>R-2230497</i>
9.	<i>Shri H.K. Kamli</i>	<i>Upper Divisional Clerk</i>	<i>Rs. 8853/-</i>	
10.	<i>Shri K.B. Patel</i>	<i>Upper Divisional Clerk</i>	<i>Rs. 9413/-</i>	<i>R-2260398</i>
11.	<i>Smt. L.F. Machado</i>	<i>Upper Divisional Clerk</i>	<i>Rs. 8479/-</i>	<i>R-2230639</i>
12.	<i>Shri J.V. Patel</i>	<i>Gram Sevak</i>	<i>Rs. 8200/-</i>	<i>M-9824117696</i> <i>R-2220099</i>

(XI) ALLOCATION OF BUDGET AND EXPENDITURE

(Rs. in Lakhs)

<i>Budget Head</i>	<i>Allotment for 2005-06</i>	<i>Expenditure upto September 2005</i>	<i>Anticipated Expenditure upto March ,2006</i>
<i>A. PLAN</i>			
2401	5.00	0.38	5.00
2852	3.00	1.46	3.00
2202	35.00	7.67	35.00
2205	0.75	-	0.75
4225	11.00	-	11.00
2235	9.13	0.81	9.13
<i>B. NON PLAN</i>			
2225	23.30	11.66	23.30
2801	10.00	3.79	10.00
<i>TOTAL</i>	<i>97.18</i>	<i>25.77</i>	<i>97.18</i>

(XII) EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES

Following beneficiary oriented Schemes are implemented by Social Welfare Department

Sr	Name of the Scheme	Amount of Subsidy per beneficiary	No. of beneficiaries covered upto September 2005
01	Agriculture Extension	Rs. 300/-	231
02	Agriculture Inputs	Rs. 500/-	92
03	Agriculture Implements and Tools	Rs. 3000/-	1
04	Horticulture development	Rs. 200/-	5
05	Assistance for self Employment in service oriented units	Rs. 10,000/-	18
06	Cash incentive to tribal boy students	Primary = Rs. 30 P.M Middle = Rs. 40 P.M H.S. = Rs. 50 P.M	1167
07	Cash incentive to tribal girl students	Primary = Rs. 25 P.M Middle = Rs. 30 P.M H.S. = Rs. 50 P.M	955

(XIII) CONCESSION, PERMITS ETC.

No Concessions, permits or authorizations are granted by Department of Social Welfare Department, Daman

(XIV) DETAILS OF AVAILABLE INFORMATION

- 1) Annual Plan 2005-2006 of Tribal Sub Plan, Daman
- 2) Five year plan 2002-2007 of Tribal Sub Plan, Daman
- 3) Details of subsidy and loan under various schemes.

(XV) PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS

There is no library or reading room. Any information can be obtained from the Social Welfare Officer or concerned staff of the Department.

(XVI) PARTICULARS OF THE PUBLIC INFORMATION OFFICER

1. Name:- *Shri Jagdish Pandey*
2. Designation: *Statistical Officer/ Social Welfare Officer*
3. Office Address: *Social Welfare Department
Collectorate, Dholar
Moti Daman 396 220
Phone (O) 2230854
(Chamber) 2231666*
4. Residential Address:- *D-3/B, Govt. Quarters, Fort Area
Moti Daman- 396 220
Phone No.: 2230522*

(XVII) OTHER INFORMATION

NONE

GOVERNMENT PRINTING PRESS, DAMAN

(I) PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES

The Government Printing Press, Daman performs following functions: -

1. Printing of Official Gazettes.
2. Printing of Stationery for various Govt. Offices.
3. Purchase and supply of stationery items for various Govt. Offices.
4. Printing of Telephone Diary, Calenders and other Documents.
5. Printing of Electoral Rolls.

(II) POWERS AND DUTIES OF OFFICERS AND EMPLOYEES

Dy. Director of Planning and Statistics has been declared as Head of Office and delegated certain Financial powers as Group 'A' Officers.

Duties of Employees of Department of Planning and Statistics are furnished below:-

Sl. No.	Name and Designation	Duties
1.	Shri N.D. Patel Supervisor	i) Supervision over functioning of Govt. Printing Press. ii) All accounts work of Govt. Printing Press as well as Department of Planning & Statistics, Daman.
2.	Shri Kehar Singh Reader	i) All matters related to Govt. Gazettes & Publications. ii) All leave matters of the staff including service book and personal file. iii) Supply of stationery to Govt. Department. iv) Supervision of staff at First floor. v) Printing of various forms on Electronic Printing Machine
3.	Shri Hemendra P. Yoganand. Copy Holder	i) Computerisation of Gazette and Other documents.

		<p><i>ii) NOC for Govt. Departments for stationery.</i></p> <p><i>iii) Preparation of salary Bills.</i></p> <p><i>iv) Supervision of staff at Ground floor.</i></p>
4.	<i>Smt. Minaxi Patel Proof Pressman.</i>	<p><i>i) Computerisation of Documents.</i></p> <p><i>ii) Computerisation of Annual Plan.</i></p> <p><i>iii) Assistance to Supervisor in Accounts.</i></p>
5.	<i>Shri V. Noronha Binder</i>	<i>Binding work.</i>
6.	<i>Shri Vijay Patel Binder</i>	<i>Printing of various forms on Electronic Printing Machine and Binding work.</i>
7.	<i>Shri Pandu K. Mangela Binder</i>	<i>Binding work and issue of stationery.</i>
8.	<i>Shri Ganesh J. Mangela Binder</i>	<i>Work on Thradal Printing Machine and Binding work.</i>
9.	<i>Smt. F. A. Remedios Binder</i>	<i>Preparation of set of various forms and books.</i>
10.	<i>Shri Sukar B. Patel Binder</i>	<i>Work on cutting machine and Binding work.</i>
11.	<i>Smt. Indu S. Jethwa Binder</i>	<i>Numbering of R.T.O. receipt book.</i>
12.	<i>Shri Natu K. Halpati Binder</i>	<i>Binding and cutting work.</i>
13.	<i>Shri Shailesh G. Halpati Binder</i>	<i>Binding work and numbering of R.T.O. receipt book.</i>
14.	<i>Shri Ravi V. Pawar Machineman</i>	<i>Working on Cylinder Machine and printing of various material and composing work.</i>
15.	<i>Shri Navin F. Halpati Machineman</i>	<i>Working on Thradal Printing Machine and printing of various material and composing work.</i>
<i>Sl. No.</i>	<i>Name and Designation</i>	<i>Duties</i>
16.	<i>Shri Mahendra R. Damania</i>	<i>Working on Cylinder and Thradal</i>

	<i>Machineman</i>	<i>Machine and printing of various material and composing work.</i>
17.	<i>Shri Luis J. Miranda Labourer</i>	<i>Distribution of gazette and assistance in binding work. Opening and closing of Printing press.</i>
18.	<i>Shri Mahendra R. Halpati Labourer</i>	<i>Assistance in binding work and distribution of tapals /Gazettes of Govt. Press and Department of Planning & Statistics in Moti Daman.</i>
19.	<i>Shri Vishnu L. Mahyavanshi Labourer</i>	<i>Assistance in binding work and distribution of tapals/Gazettes in Nani Daman.</i>
20.	<i>Shri Prakash D. Parab Labourer</i>	<i>Work on Offset machine and Assistance to binding work.</i>
21.	<i>Shri S.D. Pereira Labourer</i>	<i>Assistance in binding work and other miscellaneous works</i>
22.	<i>Smt. Flaviana M. Rosario Labourer</i>	<i>Distribution of Gazettes/Tapal & Assistant Binding work and other miscellaneous work.</i>
23.	<i>Smt. Neeta A. Shinde Computer Operator</i>	<i>Miscellaneous Typing work.</i>
24.	<i>Smt. K.M. Varli</i>	<i>Miscellaneous Typing work.</i>

**(III) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS
INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY**

- c) **Decision Making Process:-** Initial decision is taken by Supervisor of Govt. Printing Press. Decision regarding Financial matters within the power of Head of Office is taken by Dy. Director (Planning & Statistics). If it is beyond the power of Head of Office, decision is taken by the Development Commissioner, who is Head of Department of Planning and Statistics.
- d) **Channels of Supervision and Accountability:-** Initial Supervision is done by Supervisor of Govt. Printing Press and overall supervision is done by the Dy. Director(Planning & Statistics), who is accountable for all works of the Press.

(IV) NORMS SET FOR DISCHARGE OF FUNCTION

No norms have been prescribed for Govt. Printing Press. Various matters are printed by Govt. Press as per Schedules fixed by the concerned Departments.

(V) RULES, REGULATION ETC. FOR DISCHARGING OF FUNCTIONS

No Rules/Regulations, Instructions for discharge of functions of Govt. Press are in existence.

(VI) CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT

- 1) *Official Gazettes in Series I, II and III.*
- 2) *Telephone Diary 2005.*
- 3) *Calender for 2005.*
- 4) *Electoral Roll, 2005.*

(VII) ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC

Members of Public can approach to the Supervisor for any work of Govt. Press and if needed they can meet the Dy. Director (Planning and Statistics) at any time.

(VIII) STATEMENT OF BOARDS, COUNCILS, COMMITTEES ETC.

There are no Boards, Councils or Committees for Govt. Printing Press, Daman.

**(IX) & (X) DIRECTORY OF OFFICERS AND EMPLOYEES ALONGWITH
MONTHLY REMUNERATION**

Sr. No.	Name of Employee	Designation	Monthly Salary (Rs.)	Phone No.
1.	<i>Shri N. D. Patel</i>	<i>Superviser</i>	<i>11047/-</i>	<i>2231337</i>
2.	<i>Shri Kehar Singh</i>	<i>Reader</i>	<i>6876/-</i>	<i>9898264970</i>
3.	<i>Shri H. P. Yoganand</i>	<i>Copy Holder</i>	<i>7312/-</i>	<i>2250213</i>
4.	<i>Shri Vijay R. Patel</i>	<i>Binder</i>	<i>7312/-</i>	<i>2230759</i>
5.	<i>Shri Venecio Noronha</i>	<i>Binder</i>	<i>7312/-</i>	<i>9898330760</i>

6.	<i>Shri Sukar B. Patel</i>	<i>Binder</i>	7387/-	9825509321
7.	<i>Shri Ganesh J. Mangela</i>	<i>Binder</i>	7387/-	9824964902
8.	<i>Shri Natu K. Halpati</i>	<i>Binder</i>	7387/-	---
9.	<i>Shri Shailesh G. Halpati</i>	<i>Binder</i>	7312/-	---
10.	<i>Shri Pandu K. Mangela</i>	<i>Binder</i>	7387/-	---
11.	<i>Smt. Indumati S. Jethwa</i>	<i>Binder</i>	6876/-	2251684
12.	<i>Smt. Felismina Remedios</i>	<i>Binder</i>	7312/-	2250801
13.	<i>Shri Ravindra V. Pawar</i>	<i>Machineman</i>	6876/-	---
14.	<i>Shri Navin F. Halpati</i>	<i>Machineman</i>	7312/-	9879934342
15.	<i>Shri Mahendra R. Damania,</i>	<i>Machineman</i>	7387/-	---
16.	<i>Shri Luis L. J. Miranda</i>	<i>Labourer</i>	5939/-	9426770235
17.	<i>Shri Mahendra R. Halpati</i>	<i>Labourer</i>	5586/-	---
18.	<i>Shri V. L. Mahyavanshi</i>	<i>Labourer</i>	5939/-	---
19.	<i>Shri Prakash D. Parab</i>	<i>Labourer</i>	5480/-	---
20.	<i>Shri S. D. Periera</i>	<i>Labourer</i>	5677/-	9825208646
21.	<i>Smt. Flaviana M. Rosario</i>	<i>Labourer</i>	5827/-	---
22.	<i>Smt. M. M. Patel</i>	<i>Proof Pressman</i>	5353/-	2426051
23.	<i>Smt. Neeta A. Shinde</i>	<i>Computer Operator</i>	5340/-	9228102512
24.	<i>Smt. K.M. Varli</i>	<i>Peon/Attendent</i>	4350/-	9824767619

(XI) ALLOCATION OF BUDGET AND EXPENDITURE

(Rs. in lakhs)

<i>Budget Head</i>	<i>Allotment for 2005-06</i>	<i>Expenditure upto August, 2005</i>	<i>Anticipated Expenditure upto March, 2006</i>
2058 – Plan	48.00	10.81	48.00
2058 – Non Plan	5.00	1.00	5.00
TOTAL	53.00	11.81	53.00

(XII) EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES

No subsidy programmes are implemented by Department of Planning and Statistics.

(XIII) CONCESSIONS, PERMITS ETC.

No concessions, permits or authorizations are granted by Department of Planning & Statistics.

(XIV) DETAILS OF AVAILABLE INFORMATION

- 1) Official Gazettes in Series I, II and III.
- 2) Telephone Diary 2005.
- 3) Calender for 2005.

(XV) PARTICULARS OF FACILITES AVAILABLE TO CITIZENS

There is no library or reading room. Any information can be obtained from the Dy. Director or concerned staff of the Department.

(XVI) PARTICULARS OF THE PUBLIC INFORMATION OFFICER

Name	<i>Shri Jagdish Pandey.</i>
Designation	<i>Dy. Director (Planning & Statistics)</i>
Office Address	<i>Government Printing Press, Fort Area, Moti Daman – 396 220.</i>
	<i>Phone No. : (0260) 2230619.</i>
Residential Address	<i>D-3/B, Govt. Quarters, Fort Area, Moti Daman – 396 220. Phone No. : (0260) 2230522.</i>

(XVII) OTHER INFORMATION

NONE

CHIEF OF POLICE, DAMAN

(I) PARTICULARS OF ORGANIZATION OF DETAILS OF INDUSTRIAL TRAINING INSTITUTE, DAMAN

	<p><i>The Head Quarter of the Daman Police is located at Daman, the Deputy Inspector General of Police is overall in-charge of Police Force assisted by Additional Superintendent of Police and Chief of Police. The details are mentioned in the chart below :</i></p>
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*DIGP
ADDL. S.P.
CHIEF OF POLICE
S.H.O. Police Station, Daman, I/C Traffic,*

*I/C O.P. Moti Daman.
I/C O.P. Kachigam.
I/C O.P. Kalaria.
I/C O.P. Bhimpore.
I/C M.T.*

The main functions and duties of the Police are as below :

<i>(a)</i>	<i>Maintaining law and order.</i>
<i>(b)</i>	<i>Investigation/detection of criminal cases.</i>
<i>(c)</i>	<i>Collecting intelligence on internal security.</i>
<i>(d)</i>	<i>Traffic regulation.</i>

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES

The Police staff, Head Constable and above are empowered to investigate the criminal cases. While the constabulary, the mainstay of the force is to assist the officers in day to day work.

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISORS OF SUPERVISION AND ACCOUNTABILITY

The Police staff, Head Constable and above, investigate the criminal cases. S.H.O. of the Police station supervise the investigation of all cases. The final report of the case is filed by the SHO of the Police station. Senior officers are supervising police working of subordinates.

(IV) THE NORM SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

The Police force has to function without fear, bias and prejudice. It has to function professionally and conduct investigation of cases and deal with other day to day matters fairly and judiciously.

(V) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS, AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS

Daman Police works as per the rules laid by Criminal Procedure Code and Indian Penal Code. It works as per instruction issued by the Government from time to time.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

The Daman Police has two types documents under its control :

- (i) Cases files of various F.I.R. registered and pending investigation
- (ii) Various administrative files, arising from day to day functioning.

(VII) A PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATIVE BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF

No such fixed arrangement has been made for consultation with, representation by the members of the public in relation to the formulation of its policy or implementation. But regular interaction meeting are held with public.

(VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART 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

S.H.O. Daman Police Station is directed to be available at the Police Station for hearing public grievances. The Duty Officer also been directed to hold meeting with public. The Duty Officers are available in each P.S. for 24 hrs.

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Important telephone numbers of Police Department are as follows :

<i>Police Control Room</i>	<i>0260-2254100</i>
<i>DIGP Office</i>	<i>0260-2254704</i>
<i>ASP Office</i>	<i>0260-2251848</i>
<i>COP Office</i>	<i>0260-2254101</i>
<i>Moti Daman Out Post</i>	<i>0260-2231342</i>
<i>Kalaria Out Post</i>	<i>0260-2243102</i>

Kachigam Out Post 0260-2243101
Bhimpore Out Post 0260-2220733

(X) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES**

Deputy Inspector General of Police	16,400-450-20,000
Chief of Police	8,000-275-13,500
Police Inspector	6,500-200-10,500
Police Sub-Inspector	4,500-125-7000
Asstt. Sub-Inspector	4,000-100-6000
Head Constable	3,200-85-4900
HC / RTO	3050-75-3950-80-4590
Police Constable / Driver	3050-75-3950-80-4590
Head Cook	2650-65-3300-70-4000
Asstt. Cook	2610-60-3150-65-3200
Mess Servant	2550-55-2600-60-3540
Sweeper	2550-55-2600-60-3200

In addition to the basic pay DA and other allowances as admissible are also paid to them.

(XI) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE**

Police Department is functioning under non-plan scheme (detail of budget as per the ANNEXURE "A" & annexure "C" enclosed herewith)

(XII) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES**

No comments please.

(XIII) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT**

No comments please.

(XIV) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM**

No comments please.

(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.**

P.S.O. of Police Stations are available round the clock every day to entertain the public. 100 No. dial facility is also available round the clock.

(XVI) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

DIGP, M.K. Meena, (Tel.) 2254707

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED

No comments please.

STATEMENT SHOWING MONTHLY EXPENDITURE FOR THE MONTH OF AUGUST, 2005.

Sr.No.	Budget Head	Allotment	Expenditure previous month	Expenditure for the month	Progressive total	Percentage %	Balance
1	2055-(N.P.),2055-Police, 001-Direction & Administration 02-Establishment 02.00.42-Lump sum provision	3.50	1.46	0.25	1.71	48.85%	1.79
2	2055-(N.P.),2055-Police,109.Dist.Police 14-Daman & Diu,14.00.01-Salaries	140.00	60.26	10.00	70.26	50.18%	69.74
3	14.00.02-Wages	1.50	0.39	0.10	0.49	32.66%	1.01
4	14.00.05- Reward	1.60	0.15	0.00	0.15	9.37%	1.45
5	14.00.06-Medical Treatment.	1.60	0.00	0.21	0.21	13.12%	1.39
6	14.00.11-Domestic Travel Expenses	7.00	2.04	0.36	2.40	34.28%	4.60
7	14.00.13-Office Expanses	28.00	9.79	1.15	10.94	39.07%	17.06
8	14.00.21-Material and Supplies	3.00	2.90	0.00	2.90	96.67%	0.10
9	14.00.24-P.O.I.	10.00	7.22	0.00	7.22	72.27%	2.78
10	14.00.25-Clothing and Tentage	12.00	0.25	0.00	0.25	2.08%	11.75
11	14.00.28-Payment for Professional Service	0.85	0.38	0.00	0.38	44.71%	0.47
12	14.00.50-Other Charges	4.00	1.66	0.00	1.66	41.50%	2.34
13	2070(N.P.) 2070-Other Adm. Service 107-Home Guards 04-Daman & Diu 04.00.02-Wages	37.00	11.64	3.15	14.79	39.97%	22.21
14	04.00.13-Office Expenses	1.00	0.00	0.00	0.00	0.00%	1.00
15	04.00.25-Clothing & Tentage	2.00	0.00	0.00	0.00	0.00%	2.00
16	2012(N.P.) 2012-President, Vice President/ Governor/Admin. Of U.T.,03-Governor/Admin.of U.T.01-Daman & Diu,090-Secretariat,01.00.01 Salaries.	2.00	0.43	0.11	0.54	27.00%	1.46
17	01.00.01-Domestic Travel Expenses.	0.20	0.00	0.10	0.10	0.00%	0.10
18	2052(N.P.) 2052-Secretariat Gen.Service 090-Secretariat,15-Daman and Diu. 15.00.01-Salaries.	1.75	0.56	0.14	0.70	40.00%	1.05
	TOTAL	257.00	99.13	15.57	114.70	43.44%	142.30

ANNEXURE "A"

**STATEMENT SHOWING THE DETAILS OF THE BACK UP FOR THE ALLOTMENT OF THE FUND FOR THE DIGP DAMAN & COP DIU
FOR THE YEAR 2005-2006.**

Sr.No.	Budget Head	Allotment for DIGP, Daman & Diu.	DIGP Daman	C.O.P. Diu.
1.	2055-(N.P.),2055-Police, 001-Direction & Administration 02-Establishment 02.00.42-Lump sum provision	3.50	3.50	--
2.	2055-(N.P.),2055-Police,109- Dist.Police	227.00	140.00	87.00
3.	14.00.02-Wages	2.00	1.50	.0.50
4.	14.00.05-Rewards	2.00	1.60	0.40
5.	14.00.06-Medical Treatment	2.00	1.60	0.40
6.	14.00.11-Domestic Travel Expenses	10.00	7.00	3.00
7.	14.00.13-Office Expenses	38.00	30.00	8.00
8.	14.00.21-Material and Supplies	3.00	3.00	--
10.	14.00.23-Cost of Ration.	0.50	--	0.50
11.	14.00.24-P.O.L.	14.50	10.00	4.50
12.	14.00.25-Clothing and Tentage	12.00	12.00	--
13.	14.00.28-Payment for Professional Service	1.00	0.85	0.15
14.	14.00.50-Other Charges	5.00	4.00	1.00
15.	2070(N.P.) 2070-Other Adm. Service 107-Home Guards 04-Daman & Diu 04.00.02-Wages	61.00	37.00	24.00
16.	04.00.13-Office Expenses	1.00	1.00	--
17.	04.00.25-Clothing & Tentage	2.00	2.00	--
18.	2012(N.P.) 2012-President,Vice President/ Governor/Admin. Of U.T.,03- Governor/Admin.of U.T.01-Daman & Diu,090-Secretariat,01.00.01- Salaries.	2.25	2.25	--
19.	01.00.01-Domestic Travel Expenses.	0.25	0.25	--
20.	2052(N.P.) 2052-Secretariat Gen.Service 090-Secretariat,15-Daman and Diu. 15.00.01-Salaries.	3.00	3.00	--
21.	15.00.11-Domestic Travel Expenses.	0.25	0.25	--
	TOTAL	390.25	287.80	129.45

संघ प्रदेश दमण एवं दीव प्रशासन / U.T. Administration of Daman & Diu
राजभाषा विभाग, सचिवालय / Rajbhasha Vibhag, Shachivalaya
दमण/ Daman - 396 220.

सं. रा.भा. 11(25)/सूचना अधिकार/2005

दिनांक :- 05.10.2005

सूचना का अधिकार अधिनियम, 2005 के कार्यान्वयन हेतु उसकी धारा-4 (1) (ख) के अंतर्गत सूचीबद्ध 17 मेनुअलों से संबंधित विवरण ।

I. राजभाषा विभाग, दमण के गठन एवं कार्यों से संबंधित विवरण ;-

(क) राजभाषा विभाग, दमण की औपचारिक रूप से स्थापना वर्ष, 1997 में हुई । इस विभाग के लिए भारत सरकार के राजभाषा विभाग द्वारा निम्नलिखित पद सूचित किए गए हैं ;-

- | | |
|---------------------------|---------|
| 1. सहायक निदेशक (राजभाषा) | - 01 पद |
| 2. वरिष्ठ हिन्दी अनुवादक | - 01 पद |
| 3. कनिष्ठ हिन्दी अनुवादक | - 03 पद |
| 4. हिन्दी टाइपिस्ट | - 01 पद |

(ख) भारत सरकार के राजभाषा अधिनियम, राजभाषा नियम व राष्ट्रपति द्वारा समय-समय पर संसदीय राजभाषा समिति की सिफारिशों पर जारी आदेशों का अनुपालन करना राजभाषा विभाग का कार्य व दायित्व है ।

राजभाषा विभाग द्वारा किए जा रहे कार्यों का विवरण इस प्रकार है ;-

1. अनुवाद एवं पुनरीक्षण कार्य :- इस प्रशासन के 45 अधीनस्थ कार्यालयों में राजभाषा हिन्दी के उत्तरोत्तर प्रयोग कराए जाने की जिम्मेदारी राजभाषा विभाग पर है । इसलिए प्रत्येक कार्यालय में कार्यों की भिन्न प्रकृति के साथ उनका अनुवाद कार्य एवं अनुवाद पुनरीक्षण कार्य राजभाषा विभाग द्वारा किया जाता है ।

2. कार्यान्वयन कार्य :-

- (i) राजभाषा नीति, नियम एवं अधिनियम के अनुपालन सुनिश्चित करने के लिए एवं सभी कार्यालयों में राजभाषा के प्रयोग बढ़ाने के उद्देश्य से वर्ष में राजभाषा कार्यान्वयन समिति की 4 बैठकें एवं नगर राजभाषा कार्यान्वयन समिति की 02 बैठकें आयोजित की जाती हैं ।
- (ii) कर्मचारियों एवं अधिकारियों की मानसिकता हिन्दी प्रयोग के प्रति आकर्षित करने के लिए कर्मचारी वर्ग एवं अधिकारी वर्ग के लिए वर्ष में अलग-अलग कार्यशालाएं आयोजित की जाती हैं ।
- (iii) हर वर्ष हिन्दी के प्रयोग को बढ़ाने के उद्देश्य से एवं राजभाषा हिन्दी के व्यापक प्रचार-प्रसार के लिए हिन्दी पखवाड़ा एवं हिन्दी दिवस का आयोजन किया जाता है । इस दौरान प्रतियोगिताएँ, संगोष्ठियाँ आयोजित की जाती हैं तथा सफल विजेताओं को पुरकृत किया जाता है ।
- (iv) कार्यालयों में राजभाषा हिन्दी में किए जा रहे कार्यों में आ रही कठिनाइयों के निराकरण हेतु एवं राजभाषा हिन्दी के प्रयोग बढ़ाने के लिए किए जा रहे कार्यों का जायजा लेने हेतु निरीक्षण समिति के सदस्य सभी कार्यालयों में हिन्दी कार्य संबंधी निरीक्षण करते हैं ।
3. हिन्दी शिक्षण योजना :- राजभाषा विभाग, दमण में हिन्दी शिक्षण योजना के अंतर्गत अंशकालिक हिन्दी प्रशिक्षण केंद्र खोला गया है । कर्मचारियों को हिन्दी भाषा प्रशिक्षण एवं हिन्दी टंकण प्रशिक्षण दिया जाता है ।
4. विभागीय हिन्दी पत्रिका प्रकाशन :- हिन्दी में सृजनात्मक शक्ति बढ़ाने के उद्देश्य से विभाग द्वारा वार्षिक हिन्दी पत्रिका “राजभाषा दमणगंगा” का प्रकाशन कराया जाता है । इसमें अधिकारियों एवं कर्मचारियों से प्राप्त लेख, कविताएं आदि प्रकाशित करायी जाती हैं ।

5. विभागीय स्थापना एवं लेखा संबंधी कार्य :- राजभाषा विभाग के खर्च संबंधी बजट प्रस्तुतीकरण एवं लेखा कार्य तथा कर्मचारियों से संबंधित स्थापना कार्य राजभाषा विभाग द्वारा किया जाता है।

II . राजभाषा विभाग के अधिकारी एवं कर्मचारियों का कर्तव्य :

(क) सहायक निदेशक (राजभाषा) का कर्तव्य :

- (i) अनुवाद पुनरीक्षण कार्य एवं समय-समय पर अनुवाद कार्य ।
- (ii) राजभाषा बैठकों के आयोजन एवं इससे संबंधित कार्य ।
- (iii) हिन्दी कार्यशाला, हिन्दी पखवाड़ा / दिवस व हिन्दी संगोष्ठियों के आयोजन संबंधी कार्य ।
- (iv) हिन्दी शिक्षण योजना के अंतर्गत कक्षाओं का गठन एवं हिन्दी भाषा प्रशिक्षण प्रदान करने का कार्य ।
- (v) कार्यालयों में राजभाषा प्रयोग संबंधी निरीक्षण कार्य ।
- (vi) विभाग की स्थापना प्रशासनिक एवं लेखा संबंधी कार्यों का पर्यवेक्षण कार्य ।

(ख) वरिष्ठ हिन्दी अनुवादक का कर्तव्य :-

1. साधारण एवं तकनीकी सामग्रियों का अंग्रेजी से हिन्दी तथा हिन्दी से अंग्रेजी अनुवाद जिनका विवरण निम्नानुसार है ;-

साधारण :

- (क) सामान्य प्रशासनिक रिपोर्ट ।
- (ख) सामान्य आदेश, निर्देशिका, परिपत्र आदि ।
- (ग) संसदीय कार्य-संसदीय प्रश्नावली, आश्वासन, ध्यान आकर्षण सूचना आदि ।
- (घ) नेमी पत्राचार ।
- (ड) विभिन्न आयोगों / समितियों की रिपोर्ट ।

तकनीकी :

- (क) नीति संबंधी मामलों पर रिपोर्ट ।
- (ख) श्वेतपत्र ।
- (ग) प्रशासन के विभिन्न विभागों / कार्यालयों के वैज्ञानिक तथा तकनीकी साहित्य ।
- (घ) वैज्ञानिक एवं तकनीकी रिपोर्ट ।
- (ड) कोड, मैनुअल, नियमावली, विनियम एवं असांविधिक प्रकृति के अन्य प्रक्रियात्मक साहित्य ।
- 2. आवश्यक के अनुसार कनिष्ठ अनुवादकों द्वारा किए गए अनुवादों का पुनरीक्षण कार्य ।
- 3. राजभाषा नियमावली एवं नीतियों के कार्यान्वयन कार्य में निम्नानुसार सहायता करना ;-
- (क) प्रशासन के विभिन्न कार्यालयों / विभागों से प्राप्त तिमाही हिन्दी प्राप्ति रिपोर्टों का समेकन कार्य ।
- (ख) राजभाषा कार्यान्वयन समिति की बैठक संचालन में सहायता करना ।
- (ग) हिन्दी दिवस / पखवाड़ा मनाने में सहायता करना ।
- (घ) हिन्दी कार्यशालाओं / संगोष्ठियों आदि के संचालन कार्य में सहायता करना ।
- 4. अपेक्षानुसार हिन्दी शिक्षण योजना के अधीन चलाए जा रहे हिन्दी प्रशिक्षण कक्षाओं के संचालन में यथेष्ट सहायता करना ।
- 5. आवश्यक के अनुसार अधीनस्थ कर्मचारियों के कार्यों, अनुशासन आदि पर निगरानी एवं मार्गदर्शन करना ।
- 6. राजभाषा विभाग के अन्य नेमी कार्य ;- जैसे- प्रशासन के विभिन्न कार्यालयों में भेजी जाने वाली विभिन्न प्रकार की रिपोर्ट तैयार करना ।

(ग) कनिष्ठ हिन्दी अनुवादक के कर्तव्य :

1. साधारण एवं तकनीकी सामग्रियों का अंग्रेजी से हिन्दी तथा हिन्दी से अंग्रेजी अनुवाद करना, जिनका विवरण निम्नानुसार है ;-
 - (क) सामान्य प्रशासनिक रिपोर्ट ।
 - (ख) सामान्य आदेश, निर्देशिका, परिपत्र आदि ;
 - (ग) संसदीय कार्य- संसदीय प्रश्नावली, आश्वासन, ध्यानाकर्षण सूचना आदि ;
 - (घ) नेमी पत्राचार ।
 - (ङ) विभिन्न आयोगों / समितियों आदि की रिपोर्ट ।

तकनीकी :

- (क) नीति संबंधी मामलों पर रिपोर्ट ।
- (ख) श्वेतपत्र ।
- (ग) प्रशासन के विभिन्न विभागों / कार्यालयों के वैज्ञानिक तथा तकनीकी साहित्य ।
- (घ) वैज्ञानिक एवं तकनीकी रिपोर्ट ।
- (ङ) कोड, मैनुअल, नियमावली, विनियम एवं असांविधिक प्रकृति के अन्य प्रक्रियात्मक साहित्य ।
2. राजभाषा नियमावली एवं नीतियों के कार्यान्वयन में निम्नानुसार सहायता करना ;-
 - (क) प्रशासन के विभिन्न विभागों / कार्यालयों से प्राप्त तिमाही हिन्दी प्रगति रिपोर्टों का समेकन कार्य ।
 - (ख) हिन्दी दिवस / पर्खवाड़ा मनाने में सहायता करना ।
3. कार्यालय के अन्य नेमी कार्य जैसे ;- कार्यालयीन रिपोर्ट आदि का प्रस्तुतीकरण तथा कार्यालय को सुचारू रूप से चलाने के लिए जब कभी आवश्यक हो अन्य कार्य, जो अनुवाद कार्य में बाधा न डालते हों ।

(घ) हिन्दी टाइपिस्ट का कर्तव्य :

- (क) राजभाषा विभाग में हिन्दी में किए जाने वाले कार्यों का हिन्दी में टंकण करना ;
- (ख) विभागों / कार्यालयों से प्राप्त अनुवाद का टंकण कार्य ；
- (ग) हिन्दी टंकण प्रशिक्षण प्रदान करना ;
- (घ) कार्यालय के सामान्य प्रशासन, स्थापना, लेखा आदि कार्य निष्पादन में सहायता करना ;

III. पर्यवेक्षण एवं उत्तरायित्व सहित विभागीय निर्णय लिए जाने की प्रक्रिया :-

राजभाषा विभाग, दमण में सहायक निदेशक (राजभाषा) को कार्यालय अध्यक्ष के रूप में घोषित किया गया है । राजभाषा कार्यान्वयन समिति एवं नगर राजभाषा कार्यान्वयन समिति तथा कार्यालयों में राजभाषा प्रगति संबंधी निरीक्षण के लिए बनायी गयी राजभाषा उप-निरीक्षण समिति में वे सदस्य सचिव के रूप में कार्य करते हैं ।

कनिष्ठ हिन्दी अनुवादकों, हिन्दी टाइपिस्ट के कार्यों का पर्यवेक्षण वरिष्ठ हिन्दी अनुवादक का दायित्व है ।

माननीय वित्त सचिव राजभाषा विभाग के भी सचिव का कार्यभार संभालते हैं । राजभाषा नीतियों के कार्यान्वयन, राजभाषा अधिनियम का अनुपालन एवं दमण एवं दीव में राजभाषा हिन्दी के व्यापक प्रसार व प्रचार कार्य को गति देने के लिए विभिन्न बैठकों में निर्णय लिये जाते हैं । दमण प्रशासन के सभी अधीनस्थ कार्यालयों के प्रमुख राजभाषा कार्यान्वयन समिति के सदस्य हैं एवं दमण स्थित सभी केन्द्रीय सरकारी कार्यालयों, उपक्रमों, निगमों, राष्ट्रीयकृत बैंकों के कार्यालय अध्यक्ष नगर राजभाषा कार्यान्वयन समिति के सदस्य हैं ।

सचिव (राजभाषा) राजभाषा विभाग के विभागाध्यक्ष हैं । विभागीय विषयों पर निर्णय लेने का अधिकार सचिव (राजभाषा) को है ।

IV. राजभाषा विभाग के कार्य निष्पादन में बनाए गए मानदण्ड ;-

1. **अनुवाद कार्य निष्पादन संबंधी मानक :** भारत सरकार, गृह मंत्रालय, राजभाषा विभाग, नई दिल्ली द्वारा एवं वित्त मंत्रालय (कर्मचारी निरीक्षण एकक) की सलाह पर लिए गए निर्णय के अनुरूप राजभाषा विभाग, दमण में भी अनुवाद कार्य को साधारण व तकनीकी रूप में वर्गीकृत करते हुए निपटाये जाने का मानक निम्न प्रकार है ;-

साधारण

अनुवाद - 1750 शब्द प्रतिदिन
पुनरीक्षण - 5800 शब्द प्रतिदिन

तकनीकी

1350 शब्द प्रति दिन
4000 शब्द प्रति दिन

अनुवाद की सामग्री का वर्गीकरण निम्न प्रकार से किया जाता है ;-

सामान्य :

- (क) वार्षिक प्रशासनिक रिपोर्ट ।
- (ख) सामान्य आदेश, अनुदेश, परिपत्र, सूचना आदि ।
- (ग) संसदीय कार्य- संसद प्रश्न, आवश्यासन, ध्यानाकर्षण प्रस्ताव आदि ।
- (घ) नेपी पत्राचार ।
- (ड) विभिन्न आयोगों / समितियों की रिपोर्ट ।

तकनीकी :

- (क) नीति विषयक रिपोर्ट ।
- (ख) श्वेतपत्र ।
- (ग) विभिन्न विभागों / कार्यालयों का वैज्ञानिक तथा तकनीकी साहित्य एवं रिपोर्ट ।
- (घ) मैनुअल, कोड, नियम, विनियम, अधिसूचना एवं अन्य कार्य विधि साहित्य ।

2. कार्यान्वयन कार्य से संबंधित मानक :

- (क) **बैठकों का आयोजन :** प्रत्येक तिमाह में राजभाषा कार्यान्वयन समिति की बैठक का आयोजन ; बैठक की तिथि से सात दिनों के भीतर कार्यवृत्त प्रस्तुतीकरण, 15 दिनों के भीतर अनुबर्ती कार्रवाई की प्रक्रिया संपत्र, 01 महीने के भीतर अनुपालन रिपोर्ट प्राप्त करने की प्रक्रिया ।
- (ख) प्रत्येक अर्धवर्ष में नगर राजभाषा कार्यान्वयन समिति की बैठक आयोजन करना, बैठक की तिथि से 07 दिनों के भीतर कार्यवृत्त प्रस्तुतीकरण, 15 दिनों के भीतर अनुबर्ती कार्रवाई की प्रक्रिया संपत्र, 01 महीने के भीतर अनुपालन रिपोर्ट प्राप्त करने की प्रक्रिया ।
- (ग) **कार्यशालाओं का आयोजन :** भारत सरकार, राजभाषा विभाग के दिशा निर्देश के अनुसरण में प्रत्येक तिमाह में अधिकारी वर्ग / कर्मचारी हेतु कार्यशाला का आयोजन किया जाना है ।

3. राजभाषा प्रयोग संबंधी निरीक्षण :

- (क) प्रत्येक माह में कम से कम 05-06 कार्यालयों में हिन्दी प्रयोग से संबंधित निरीक्षण करना है किया जाना है ।
- (ख) उपर्युक्त के अलावा तिमाही हिन्दी प्रगति रिपोर्ट एवं मासिक हिन्दी प्रगति रिपोर्ट में पायी गयी कमियों के सुधार हेतु तथा राजभाषा नियम व अधिनियम में किए जा रहे उल्लंघन रोकने के उद्देश्य से उचित समय पर निरीक्षण किया जाना है ।

4. हिन्दी पखवाड़ा / दिवस, कवि सम्मेलन एवं संगोष्ठियों का आयोजन :

राजभाषा हिन्दी के व्यापक प्रचार-प्रसार के लिए प्रत्येक वर्ष सितम्बर माह में हिन्दी पखवाड़ा एवं हिन्दी दिवस का आयोजन किया जाना है तथा समय-समय पर कवि सम्मेलन एवं संगोष्ठियों का आयोजन भी किया जाना है ।

5. हिन्दी शिक्षण योजना :

दमण प्रशासन में सभी कर्मचारियों को हिन्दी भाषा एवं टंकण प्रशिक्षण प्रदान करे का कार्य समाप्त होने तक जनवरी से मई तक एवं जुलाई से नवम्बर तक हिन्दी भाषा प्रशिक्षण के दो सत्र आयोजित किए जाने हैं तथा फरवरी से जुलाई तक एवं अगस्त से जनवरी तक हिन्दी टंकण प्रशिक्षण के दो सत्र चलाए जाने हैं। प्रशिक्षण सत्र प्रारंभ के 01 महीने पहले प्रशिक्षण हेतु नाम मनोनीत करनेका कार्य किया जाना है।

V. विभागों के कार्य निष्पादन के लिए उपयोग में लाए जा रहे विनियम, नियमावली, अनुदेश, मैनुअल एवं रिकॉर्ड आदि ;-

राजभाषा विभाग में कार्य निष्पादन के लिए निम्नलिखित संदर्भमूलक नियम, विनियम, अनुदेश, मैनुअल, रिकॉर्ड आदि का उपयोग किया जा रहा है ;-

- (i) राजभाषा हिन्दी के प्रयोग संबंधी नियम पुस्तिका ;
- (ii) हिन्दी शिक्षण योजना संबंधी आदेशों का संकलन ;
- (iii) राजभाषा विभाग, नई दिल्ली से प्राप्त “संघ का राजकीय कार्य राजभाषा हिन्दी में करने के लिए वार्षिक कार्यक्रम” (प्रत्येक वर्ष जारी किया जाता है)
- (iv) कार्यालय प्रशासन, लेखा एवं स्थापना से संबंधित नियम पुस्तिकाएँ
- (v) सहायक निदेशक (राजभाषा), वरिष्ठ हिन्दी अनुवादक, कनिष्ठ हिन्दी अनुवादक एवं हिन्दी टाइपिस्ट की भर्ती से संबंधित भर्ती नियमावली ।

कार्यालय रिकॉर्ड :

- (क) फाइल सूची रजिस्टर ।
- (ख) कार्यालयीन लेखा संबंधी रिकॉर्ड रजिस्टर ।
- (ग) स्थापना से संबंधी रिकॉर्ड रजिस्टर ।
- (घ) अनुवाद संबंधी रिकॉर्ड रजिस्टर ।
- (ड) हिन्दी प्रशिक्षण संबंधी रिकॉर्ड रजिस्टर ।
- (च) संसदीय राजभाषा समिति से प्राप्त कागजातों की फाइल रिकॉर्ड ।

VI. विभाग द्वारा या विभाग के नियंत्रण में रखे गये विभिन्न प्रकार के दस्तावेजों का विवरण :

निम्नलिखित दस्तावेज विभाग में उपलब्ध हैं ; जैसे ;-

- (1) विभिन्न कार्यालयों के कोड, मैनुअल, नियमावली, विनियम, अधिनियम, आदि की अनुदित प्रतियाँ ।

VII. विभाग के लिए नियम बनाने एवं उसके कार्यान्वयन के बारे में लोक प्रतिनिधि अथवा नियुक्त सलाहकार से संबंधित विवरण ;-

विभाग द्वारा इस प्रकार की व्यवस्था करने की आवश्यकता प्रतीत नहीं हुआ है।

VIII. सलाह के प्रयोजन से विभाग के हिस्से के रूप में दो या अधिक व्यक्तियों द्वारा गठित बोर्ड, समिति तथा अन्य निकाय संबंधी विवरण एवं क्या इन बोर्ड समिति व निकाय की बैठक में पब्लिक शामिल होती हैं या इन बैठकों के कार्यवृत्त पब्लिक के लिए उपलब्ध कराए जाते हैं ।

दमण प्रशासन के राजभाषा विभाग द्वारा राजभाषा हिन्दी के व्यापक प्रसार एवं प्रयोग के प्रयोजन से तथा भारत सरकार की राजभाषा नीतियों के कारण अनुपालन के उद्देश्य से राजभाषा विभाग, दमण द्वारा निम्न प्रकार तीन समितियों का गठन किया गया है ;-

1. राजभाषा कार्यान्वयन समिति - अध्यक्ष - माननीय प्रशासक
2. नगर राजभाषा कार्यान्वयन समिति - अध्यक्ष - माननीय सचिव (वित्त एवं राजभाषा)
3. राजभाषा निरीक्षण उप-समिति

इन समितियों की बैठकों में लिए गए निर्णयों से संबंधित कार्यवृत्त केवल कार्यालयों में

IX. विभाग के अधिकारी एवं कर्मचारियों के लिए निर्देशिका :

राजभाषा विभाग के अधिकारी एवं कर्मचारियों के आवश्यक पता एवं दूरभाष सं. इस पकार है ;-

क्रम सं.	नाम एवं पदनाम	पता	दूरभाष सं. (आवास)
1.	श्री अंतर्यामी परिढ़ा, सहायक निदेशक (राजभाषा)	डी.-20, फोर्ट एरिया मोटी दमण-396220	(मोबाइल) 9426892840
2.	श्री सुनील कुमार विभूते वरिष्ठ हिन्दी अनुवादक	सी./5-डी, फोर्ट एरिया, मोटी दमण-396 220	(मोबाइल) 9898269877
3.	श्री सुहास एस. राऊल, कनिष्ठ हिन्दी अनुवादक	सी./6-ए, फोर्ट एरिया मोटी दमण-396 220	(0260) 5535179
4.	सुश्री प्रज्ञा प्रियदर्शिनी कनिष्ठ हिन्दी अनुवादक	मास्टर शेरी, नानी दमण	--
5.	श्री शंकर प्रसाद सिन्हा, कनिष्ठ हिन्दी अनुवादक	साजिया कॉम्प्लेक्स, 5 बां तल मोटी दमण	9825291635
6.	श्री अशोककुमार एम. भंडारी हिन्दी टाइपिस्ट	मु. पो. - खरड़पाड़ा, वाया-नरोली, दादरा नगर हवेली	(0260) 2650331

**X. विभाग के विनियमों में यथा प्रदत्त क्षतिपूर्ति व्यवस्था सहित विभाग के प्रत्येक अधिकारी एवं
कर्मचारी द्वारा प्राप्त किया जाने वाला मासिक पारिश्रमिक ;-**

क्रम सं.	नाम एवं पदनाम	मूल वेतन	महँगाई वेतन	मूल वेतन + महँगाई वेतन	महँगाई भत्ता	यात्रा भत्ता
1.	श्री अंतर्यामी परिढ़ा, सहायक निदेशक (राजभाषा)	7700/-	3850/-	11550/-	1964/-	--
2.	श्री सुनील कुमार विभूते, वरिष्ठ हिन्दी अनुवादक	6550/-	3275/-	9825/-	1670/-	--
3.	श्री सुहास एस. राऊल, कनिष्ठ हिन्दी अनुवादक	6200/-	3100/-	9300/-	1581/-	75/-
4.	सुश्री प्रज्ञा प्रियदर्शिनी कनिष्ठ हिन्दी अनुवादक	5600/-	2800/-	8400/-	1428/-	75/-
5.	श्री शंकर प्रसाद सिन्हा, कनिष्ठ हिन्दी अनुवादक	5600/-	2800/-	8400/-	1428/-	75/-
6.	श्री अशोककुमार एम. भंडारी हिन्दी टाइपिस्ट	3650/-	1825/-	5475/-	931/-	75/-

**XI. सभी योजनाओं, प्रस्तावित खर्चों तथा किए गए संवितरण पर रिपोर्ट के ब्यौरों को दर्शाते हुए
विभाग के प्रत्येक शीर्ष में बजट प्रावधान ;-**

राजभाषा विभाग के लिए गैर-योजनाओं के अंतर्गत आंबंटित बजट शीर्ष-2070-गैर योजना है ।

इसके गौण शीर्ष में वर्ष-2005-06 के लिए आंबंटित बजट इस प्रकार है ;-

2070-गैर योजना , 2070-अन्य प्रशासनिक सेवाएं

119-राजभाषा , 05-दमण एवं दीव

आंबंटित राशि

05.00.01-वेतन 9,87,000/-

05.00.02-मजदूरी 25,000/-

05.00.06-चिकित्सा व्यय 30,000/-

05.00.11-सांस्कृतिक यात्रा 20,000/-

- XII. सब्सिडी कार्यक्रमों के लिए आंबटित राशि, इसके कार्यान्वयन का तरीका एवं उक्त कार्यक्रमों से लाभार्थियों का विवरण ;-
राजभाषा विभाग में ऐसा कोई सब्सिडी कार्यक्रम नहीं है।
- XIII. विभाग द्वारा दी जाने वाली छूट, परमिट या प्राधिकार प्राप्तकर्ताओं का विवरण ;-
राजभाषा विभाग में उपर्युक्त से संबंधित कोई स्कीम नहीं है।
- XIV. विभाग द्वारा सूचना के संबंध में इलेक्ट्रॉनिक माध्यम में परिवर्तित कर उपलब्ध या संचित विवरण ;-
राजभाषा विभाग में इलेक्ट्रॉनिक माध्यम से परिवर्तित कर सूचना उपलब्ध कराने के लिए वेबसाइट उपलब्ध नहीं है।
- XV. नागरिकों को सूचना उपलब्ध कराने के लिए सुविधाओं के विवरण सहित, यदि सार्वजनिक व्यवहार के लिए पुस्तकालय या वाचनालय की व्यवस्था है, तो उसका कार्य-समय ;-
राजभाषा विभाग, दमण द्वारा अलग से पुस्तकालय या वाचनालय की व्यवस्था सार्वजनिक रूप से उपलब्ध नहीं है।
- XVI. विभाग के लोक सूचना अधिकारियों के नाम, पता एवं विवरण ;-
प्रशासन द्वारा जारी आदेश सं. 1/58/गृह/2005/675, दिनांक 13-09-2005 के अनुसार कार्यालय अध्यक्ष को लोक सूचना अधिकारी के रूप में पदनामित किया गया है। अतः राजभाषा विभाग के लिए लोक सूचना अधिकारी का ;-
- | | |
|------------|--|
| i) नाम- | श्री अंतर्यामी परिढ़ा |
| ii) पदनाम- | सहायक निदेशक (राजभाषा) |
| iii) पता- | राजभाषा विभाग,
सचिवालय, दमण。
दूरभाष सं. (0260)-2230467 |
- XVII. अन्य कोई जानकारी, जो देना चाहें ;-
कार्यालय में आंगतुकों के मिलने के समय के दौरान लोक सूचना अधिकारी द्वारा उन्हें अपेक्षित जानकारी दी जाती है।