



सत्यमेव जयते

**CITIZEN'S CHARTER
DISTRICT PANCHAYAT,
DAMAN (U.T.)**

**DISTRICT PANCHAYAT,
DHOLAR,
MOTI DAMAN – 396220
PHONE NO:- 0260-2231059
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February, 2014

VISION

District Panchayat, Daman an independent Autonomous Body head quarter at Dholar, Moti Daman including 10 Gram Panchayats in Daman District consisting of Chief Executive Officer, Daman main purpose of this establishment is to monitor flow of funds and its expenditure for District Panchayat as well as Gram Panchayat.

- To make reasonable provisions for Sanitation and Public Health, Public Works, Planning and Development, Administration, Social Welfare and Education and Culture.
- To Promote the Health Safety, Education Comfort, Convenience, Public awareness of the District.
- To make four subject i.e. Non-Conventional Energy, Poverty Alleviation, Welfare of the weaker section and Maintenance of Community Assets.
- To promote measures to increase Agricultural production and to popularize the use of improved Agriculture practices.
- To promote improved method of cultivation and marketing of Vegetable, Fruits & Flowers.
- To implement watershed development projects in Village Panchayats
- District Panchayat has assigned jurisdiction over subjects like Sanitation and Public Health, Public Works, Planning and Development, Social Welfare and Education and Culture.

MISSION

- Activity mapping exercise has covered all 29 subjects in to the District Panchayat and Gram Panchayat listed under XI Schedule to the II Tiers.
- To make plans for economic development and social justice.
- Principle of subsidiary to be followed for the devolution of functions, functionaries and funds.
- District Panchayat shall prepare Action Plan for the Schemes, review the progress of the schemes and assist the Gram Panchayat in implementation the schemes.
- Promote cultivation and marketing of vegetable, fruits and flowers..
- Propagate improved method of cultivation.
- Conduct Agriculture Training programme of fairs and demonstration for farmers.
- Procurement of Agriculture input like seeds, fertilizers, Pesticide, Tools, Implements, equipments, Machineries, Horticulture Plants supply to framers.
- Subsidy to Farmer/Groups, NGOs self help groups etc. various activities for Agriculture filled.
- Implemented watershed development projects in Gram Panchayats.
- Indentify sites for all the irrigation related schemes.

HISTORY

The District Panchayat, Daman & Diu came into existence in 1962 under the Goa, Daman and Diu Village Panchayat Regulation Rule, 1962. After the 73rd amendments to the constitution of India, the Panchayat Regulation was amended in 1994 to provide for a two tier Panchayat Raj system. The first election for both tier (District Panchayat and Gram Panchayat) was held in 1995. In consonance with Article 243 G of the Constitution of India, the Panchayat Raj Institutions (PRI) under Daman & Diu Panchayati Raj Regulation 2002 were empowered to functions as institution of self Government.

The District Panchayat of Daman & Diu with head quarter at Moti Daman is having 14 Gram Panchayats including 4 Gram Panchayats in Diu under their Control as per Chapter V of Daman & Diu Panchayat Raj Regulation 2002. The Panchayat Secretary is the in charge of Gram Panchayat and act under the General supervision of Block Development Officer (BDO)

As per Notification No.3/50/SS/PRI/SDP/DMN/2012-13/57 dated 17th July, 2013 the Administrator of Union Territory of Daman and Diu has constituted separate District Panchayats for the two District Panchayats of the two District of U.T. Daman & Diu one District Panchayat in Daman and one District Panchayat at Diu, which are implemented with effect from 17th July, 2013.

ADMINISTRATIVE STRUCTURE

ADMINISTRATOR



Secretary Panchayat)



Special Secretary (Panchayat)



Chief Executive Officer | President (DP)



Dy. Director of Accounts | Vice President (DP)



Head of Office | Members (DP)



Block Development Officer	Assistant Director of Education	Child Development Project Officer	Executive Engineer, PWD	Extension Officer, Agriculture	Superintendent of Fisheries	Veterinary Husbandry
Head Clerk -Extension Officer	ADEI	Accountant	Asstt. Engg.	Agriculture Assistant	Gram Sevak	Veterinary & Husbandry Doctor
↓ ↓	↓	↓	↓	↓	↓	↓
UDC Gram Sevak	Accountant	UDC	Jr. Engg.	Filled Asstt.	L.D.C.	Attendant Dresser
↓ ↓	↓	↓	↓	↓	↓	↓
LDC LDC	Supervisor	LDC	ASW	Filled Worker	Peon	Peon
↓ ↓	↓	↓	↓			
Peon Peon	UDC	Peon	LDC			
	↓		↓			
	LDC		Peon			
	↓					
	Peon					

THE COMMITTEES OF DISTRICT PANCHAYAT

The following Standing Committees of District Panchayat are to be framed.

- 1) Standing Committee
- 2) Public Works Committee
- 3) Education and Health Committee.
- 4) Welfare Committee.
- 5) Finance Committee
- 6) Joint Committee.

The Administrator, Daman & Diu and DNH has reconstituted a District Planning Committee for the U.T. Daman & Diu comprising of the following Official & Non-Official Members as per Notification No.DPS/RCPS/ 2013-14/694 dated 11/09/2013.

Sr. No.	Name of Members	Committee
1.	President, District Panchayat, Daman	Chairman
2.	President, DMC., Daman	Vice Chairman
3.	Member of Parliament, Daman	Member
4.	President, District Panchayat,	Member
5.	Vice President DMC. Daman	Member
6.	Five Members to be elected Member by District Panchayat from amongst the elected Sarpanches of Group Gram Panchayat of Daman.	Member
7.	Five Members to be elected by and from among the elected members of District Panchayat, Daman	Member
8.	Five Members to be elected by DMC from Municipal Counselors, Daman	Member
9.	Block Development Officer, Daman.	Member
10.	Chief Officer, DMC. Daman	Member
11.	Chief Executive Officer, District Panchayat, Daman	Member

SERVICE STANDERD :

Service Name	Standard	Time Period
1) Administrative Approval & Expenditure Section	Proposal/Estimate received for accord of Administrative Approval & Expenditure Section are scrutinized considering funds availability, correct classification and to whether proposal are included in draft annual plan.	7 working days
2) Tender Approval	Tender copy along with hard copy of documents from various agencies and individual rate quoted are physically verified and accordingly certificate endorsed as per provision of CPWD works manual.	7 working days
3) Running Account Bill	Measurement recorded in Measurement Book for running account bill/ Final Bill are manually check and compared with original tender document for its eligibility as per provision of CPWD works manual. And for various type of dedication such as deduction for security deposit, Income Tax, VAT, Labour Cess etc.	3 working days
4) Preparation of Cheques	On receipt of proposal release of payment duly approved by C.E.O. & President cheque to agency and recovery cheque security deposit, Income Tax, VAT, Labour Cess along with Challan is prepared and deposit in the bank.	2 working days

5) Payment Voucher	Payment voucher of contingent Expenditure on various type of purchase of stationery fuel etc. received from establish section. Mid Day Meals, Nominal Master Rolls of Daily wages staff, Salary Bill of regular staff & on contract basis,	2 working days
6) Pension	Old age pension, Widow pension & Disable pension	2 working days
7) Subsidy	Financial Assistance to Fishermen and Farmers	2 working days
8) Budget	Budget preparation is done by account section base on details submitted by various Section i.e. Agriculture, Fisheries, Veterinary P.W.D. Pension Cell, Village Panchayat of Daman District, and mid days meals proposal from ADE, DP	As time limit prescribed by planning Deptt.
9) Annual Plan	Annual Plan preparation is done by account section base on details submitted by various Section i.e. Agriculture, Fisheries, veterinary P.W.D. Pension Cell, Village Panchayat of Daman District, and mid days meals proposal from ADE, DP for inclusion of new scheme in Annual Plan	As time limit prescribed by planning Deptt.

<p>10) Submission of Proposal Drawal of fund</p>	<p>On receipt of allotment from Finance Department individual file for each budget head (26) head of account list of work received from various link sections is to be prepared. Proposal to be submitted has to be supported with list of expenditure of previous year, Annexure - A for new works, Utilization certificate, and fund availability certificate and details Report for concurrence of finance department and approval of Administrator. UT. Daman & Diu.</p>	<p>7 working days</p>
<p>11) Withdrawal of fund</p>	<p>On receipt of proposal duly approved by competent authority, sanction order is prepared and signature obtained T.R. 42 along with GFR is presented to Treasury and on receipt of cheque same is credit in bank after making necessary entry in respective register.</p>	<p>7 working days</p>
<p>12) Compliance of Audit</p>	<p>Preparation of questionnaires for internal Audit and for resident audit along with supporting document and day to day compliance half margin, Audit Para of District Panchayat and of Village Panchayat. And submission of periodical statement of outstanding Para's.</p>	<p>7 working days</p>

13) Maintenance of record / documents	The following registers/files are maintained by account section	Same day.
	1. Cash Book alongwith cheque book Registers	Same day.
	2. Dead stock Register	Same day.
	3. Stock Register	Same day.
	4. Consumable Register	Same day.
	5. Grant-in-Aids Register	Same day.
	6. Library Register	Same day.
	7. Assets Register	Same day.
	8. Security Deposit Register	Same day.
	9. EMD Register	Same day.
	10. Budget Control Register	Same day.
	11. Inward & Outward Registers	
	12. Voucher Files	Same day.
	13. Receipt of TR-5	Same day.
	14. Log Book (Vehicle)	Same day.
	15. Peon Book.	
	16. Matter pertaining to MACP/ ACP probation clearance of staff.	7 working days
	17. Recruitment Rules for all departmental posts.	30 days
	18. Matter pertaining to Group 'A', 'B' & 'C' posts.	30 days
	19. Personnel files in respect of all staff.	Same day.
	20. ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.	Same day.
	21. Pay Bill Register / Bill Register.	Same day.
	22. Monthly/Quarterly Report file.	Same day.
	23. Pay Bill File.	Same day.
	24. Contingency bill file.	Same day.
	25. Budget file.	Same day.

ADMINISTRATIVE STAFF :

Sr. No.	Name of the Incumbent	Designation	Working Staffs
1.	Shri S.S. Sidhu	Chief Executive Officer	Appointed by the Administrator
2.	Shri K. S. Chauhan	Dy. Director of Accounts	Appointed by the Administrator
3.	Shri P.B. Rathod	Statistical Assistant	Diverted capacity
4.	Smt. B. S. Joshi	Bal Sevika	Diverted capacity
5.	Shri P. L. Bagda	Extension Officer (Agri)	Diverted capacity
6.	Shri H. D. Mahyavanshi	Filled Assistant	Diverted capacity
7.	Shri David Mendonsa	Power Tiller Driver	Diverted capacity
8.	Shri M.J. Patel	Personal Assistant	Regular Appointed
9.	Shri S. K. Patel	Lower Division Clerk	Regular Appointed
10.	Smt. S. G. Tandel	Lower Division Clerk	Regular Appointed
11.	Shri H. B. Halpati	Steno	Contract Basis
12.	Shri D. R. Patel	Lower Division Clerk	Contract Basis
13.	Shri V. R. Halapti	Lower Division Clerk	Contract Basis
14.	Shri M.Dhonde	Lower Division Clerk	Contract Basis
15.	Shri P. K. Dhodi	Lower Division Clerk	Contract Basis
16.	Shri S. N. Dhodi	Lower Division Clerk	Contract Basis
17.	Shri N. D. Patel	Lower Division Clerk	Contract Basis
18.	Shri Y.N. Patel	Lower Division Clerk	Contract Basis
19.	Shri J. P. Mahyavanshi	Driver	Regular Appointed
20.	Shri D. N. Rasulia	Driver	Contract Basis
21.	Shri B. B. Patel	Driver	Contract Basis
22.	Shri K. G. Kamli	Driver	Contract Basis
23.	Shri R. Sharma	Driver	Contract Basis
24.	Shri K.U. Patel	Driver	Contract Basis
25.	Shri S. N. Patel	Driver	Contract Basis
26.	Shri A. D. Tandel	Driver	Contract Basis
27.	Shri J.L. Dhodi	Peon	Regular Appointed
28.	Shri D. R. Halpati	Peon	Regular Appointed
29.	Shri D. L. Halpati	Peon	Regular Appointed
30.	Shri V. H. Shirsath	Peon	Contract Basis
31.	Smt. B. Remedios	Peon	Contract Basis
32.	Shri S. B. Halpati	Peon	Contract Basis
33.	Shri R.C. Halpati	Peon	Contract Basis
34.	Kum. D. M. Patel	Peon	Contract Basis
35.	Shri R. B. Halpati	Peon	Contract Basis

Subject by the Panchayati Raj

Sr. No.	Subject	Funds
1.	Agriculture including Agriculture Extension & Crop Husbandry.	Partially Transferred
2.	Land improvement, implementation of land	Not Transferred
3.	Minor Irrigation, Water Management & Watershed Development.	Fully Transferred
4.	Animal Husbandry, Dairying and Poultry.	Partially Transferred
5.	Fisheries.	Partially Transferred
6.	Social Forestry and Farm Forestry	Partially Transferred
7.	Minor Forest Produce	Partially Transferred
8.	Small Scale Industries Including food processing industries.	Transferred
9.	Khadi, Village and Cottage Industries	Not Transferred
10.	Rural Housing	Fully Transferred
11.	Drinking Water	Fully Transferred
12.	Fuel and Fodder	Not Transferred
13.	Roads, Culvert, Bridges Ferries, Waterways and other means of communication.	Fully Transferred
14.	Rural Electrifications	Fully Transferred
15.	Non-Conventional energy source.	Fully Transferred
16.	Poverty alleviation program.	Fully Transferred
17.	Education –Elementary Education.	Partially Transferred
18.	Technical Training and Vocational Education.	Not Transferred
19.	Adult and non formal education	Not Transferred
20.	Libraries	Transferred
21.	Cultural activities	Transferred
22.	Market and Fairs	Not Transferred
23.	Health & Sanitation, Hospital/Primary Health Centers & Dispensaries.	Partially Transferred
24.	Family Welfare	Not Transferred
25.	Women and child Development	Partially Transferred
26.	Social Security & Welfare (Pension)	Fully Transferred
27.	Welfare of the weaker section and in particular of the SCs and STs	Partially Transferred
28.	Public Distribution system	Not Transferred
29.	Maintenance of community assets	Fully Transferred

GRIEVANCE REDRESS MECHANISM:

1.	a)	Name of Public Grievance Officer/RTI	Shri S.S. Sidhu, Chief Executive Officer for District Panchayat, Daman
	b)	Helpline number/web site UCR to lodge grievance	Telephone No. 0260-2231059 Email: ceo_dp_dmn_@yahoo.com
	c)	Response to be expected by person lodging the services	At the earliest Possible
	d)	Timelines for redress	Appellate Authorities of District Panchayat, Daman.
2.	PIOs of Line Departments out as Grievances Officers in respect of their department.		
	1	Village Panchayat, Daman	Village Panchayat Secretary in respect of Village Panchayat.
	2	Block Development Office (DP)	Block Development Officer (DP)
	3	Education Department (DP)	Asstt. Director of Education (DP)
	4	PWD. District Panchayat (DP)	I/c Executive Engineer, (DP)
	5	Accounts Department, (DP)	Deputy Director of Accounts (DP)
	6	Child Development Project Office (DP)	Child Development Project Officer (DP)
	7	Agriculture Department (DP)	Head of Office, Agriculture Deptt. (DP)
	8	Pension Branch (NSAP)	Bal Sevika (DP)
	9	Fisheries Branch (DP)	Superintendent of Fisheries (DP)
	10	Animal & Husbandry (DP)	Veterinary Officer (HO)
	11	Forest Department (DP)	Forest Officer (HO)
	12	District Panchayat Office	Administrative Officer/District Planning Officer (DP), Daman
	13	Appellate Authority (DP)	The Chief Executive Officer (DP) (For above PIO's.)

List of Stakeholders :

1. Ministry/ Departments of Government of India
2. All the Head of Departments, Head of Offices, DDOs, CDDOs etc.
3. All the employees of UT Administration of Daman & Diu
4. All the PRIs and Local bodies
5. All the Govt. undertakings / organizations
6. Grant-In-Aid institutions receiving grants from UT Administration.
7. Employees of Grant-in-Aid Institutions
8. Pensioner of UT Administration of Daman & Diu.

Responsibility of Centers and Subordinate Organizations - NA

Indicative expectations from service recipients:

Submission of complete application forms along with all the required enclosures, duly attested where required, cross checking for information or the latest position on a matter on the Department's website before raising a query or a grievance.

Month and Year for the next review of the Charter - After One Year.