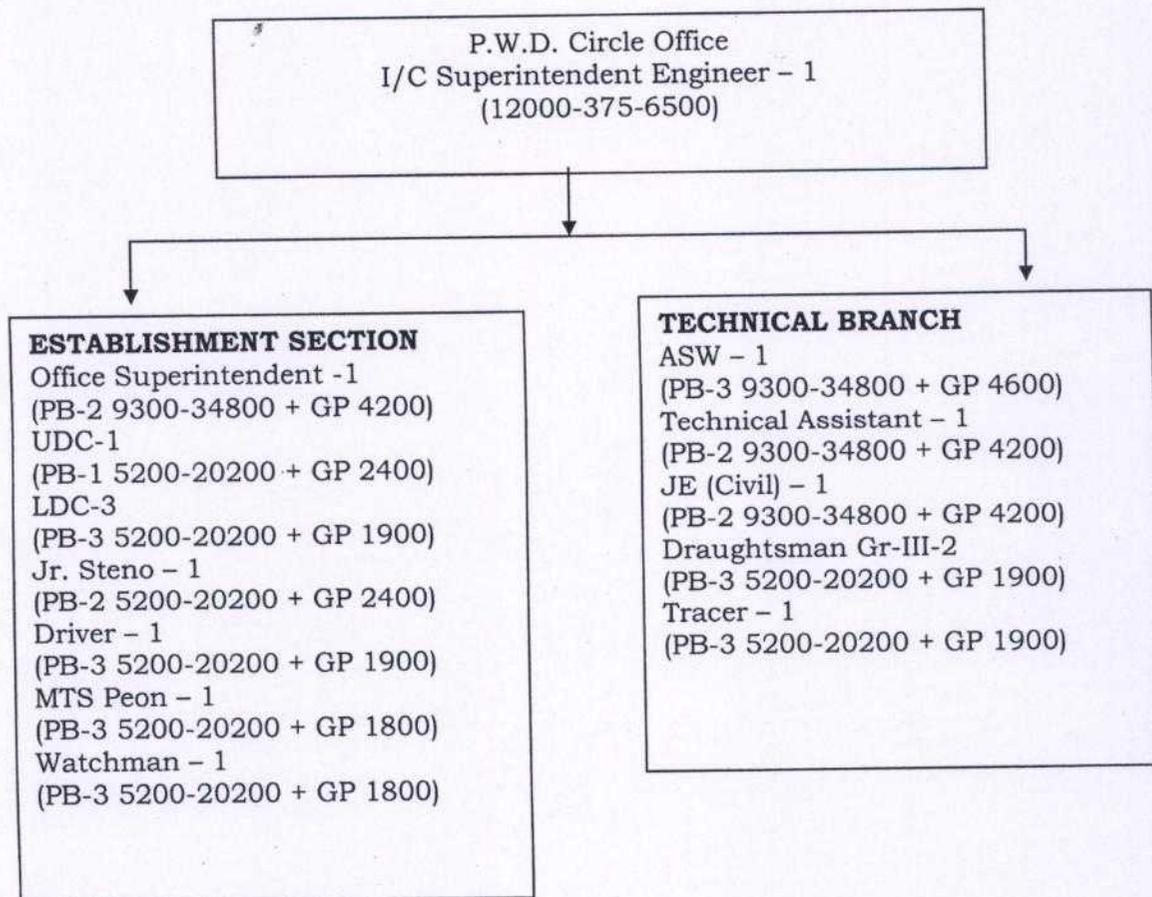


**ORGANIZATION CHART OF CIRCLE OFFICE OF THE  
SUPERINTENDING ENGINEER  
PUBLIC WORKS DEPARTMENT, DAMAN**



<b>Dealing with the work by the Establishment Section</b>	<b>Technical Section Work</b>
<p><b>Office Superintending.</b></p> <p>Overall incharge of all the establishment matters referred to the Circle Office.</p> <p><b>Shri D. P. Davne, U.D.C</b></p> <p>All Accounts matters / including preparation of Bills of all kinds of all Gazetted and Non - Gazetted staff/ Budget/ Monthly/Quarterly/ Yearly Reports etc.</p> <p>Maintenance of all records of Accounts Section/Office Stores/ Stationary/Library/Payment of Salary and Maintenance of Cash Book and its Reconciliation with the Directorate of Accounts every month.</p> <p>Any other work as assigned by the Superintendent/ Higher Authority.</p>	<p>To accord technical <del>and financial</del> sanction for detailed estimates for all civil and electrical works/projects of Public Works Department provided in CPWD Works Manual, Codes, Rules, GFR, CTR, DFPR and instructions/guidelines issued by the Govt. Of India, Ministry of Finance, Ministry of Home Affairs, MORSTH, Urban and Rural Development, Planning Commission, Chief Vigilance Commission (CVC) and UT of Administration from time to time.</p>

**Shri. L.A.Fernandes, L.D.C**

Maintenance of Service record, leave account, C.L. and fixation promotion of the officials pertaining to the circle office.

To assist UDC in the accounts works while preparation of pay bill/FVC bill and other correspondence related to account matter.

Forwarding of M.A.C.P. of all PWD Staff.

**Shri. Manish .B. Halpati, L.D.C**

All type of Establishment and Administrative works.

Matter pertaining to Recruitment of all group A, B & C of Technical post of PWD.

Maintenance of Reservation Roster, maintenance of all the files related to Recruitment.

**Shri. Deepak .C. Halpati, L.D.C**

Outward of all correspondence such as letters and files. Typing work as entrusted to him from time to time.

Preparation and maintenance of files related to Establishment and Administrative matter.

**Smt. Jayshree Damania  
Work Charge, Supervisor.**

Preparing of watercess Assessment orders, outward and inward of watercess applications.

Outward and inward of all the correspondence relative to the RTI, Act, 2005.

Typing and any other work as assigned by the Office Superintending/Higher Authority as well as typing work of Account Section.

Regarding correspondence N.A. permission

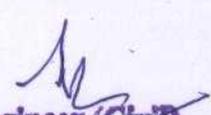
**Smt. Zelia Remedios, Jr. Steno.**

Dictation and Typing work assigned by the S.E/ ASW/OS in the priority order.

Maintenance and upkeepment of ACR Dossiers and correspondence on it.

All confidential and general correspondence pertaining to Steno Section directly under the S.E.

She will also handle incoming and outgoing telephone and fax.

  
**Chief Engineer (Civil)**  
**Public Works Department**  
**U.T. Administration of Daman & Diu**  
**DAMAN.**

Organization Chart

Secretary (PWD)



Superintending Engineer



Assistant Surveyor of Works



Junior Engineer / Technical Assistant



Superintendent



Jr. Steno

UDC

LDC

Peon

Watchman