

CITIZEN'S CHARTER

HOME DEPARTMENT SECRETARIAT, MOTI-DAMAN

Organization chart :

Hon'ble Administrator/Secretary (Home), Daman & Diu and D & N.H.



Special Secretary (Home)



Deputy Secretary (Home)



Superintendent (Home.)



UDC

Postal Address:

Home Department ,
Secretariat, Moti Daman.
Pin Code – 396 220

Phone No 0260 -2231707

Fax No. 0260- 2230023

WORKING HOURS

Monday to Friday: 9:30 AM to 1:30 P.M.

1:30 P.M. to 2:00 P.M. LUNCH BREAK

2:00 P.M TO 6:00 P.M.

1) The Particulars of its Organization, function.

The Hon'ble Administrator/Secretary (Home) is the Head of Home Department. The Home Department deal with all the correspondence received from the Ministry of Home Affairs, Arms Section, Police Division, PM Section, Parliamentary Affairs, and Ministry of External Affairs, New Delhi .

2) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

Sr. No.	Designation	Duties attached
1	Hon'ble Administrator/Secretary (Home), Daman & Diu and D&N.H.	Head of Department
2	Special Secretary (Home.)	Over all Supervision and Monitoring of Home Department matters..
3	Deputy Secretary (Home.)	Head of Office
4	Shri D. R. Tandel. Superintendent (Home.)	Supervision of office work and to assist Special Secretary (Home) and Deputy Secretary (Home)
5	Shri Belarmino Monte Olivio de Silva, UDC	Deal with all the correspondence related to Home matters i.e. processing of files, letters, D.O. letter, preparation of pending issues of Home department, C.M. references and preparation of affidavit related to Home Department for filing before the Hon'ble Supreme Court. Any other work assigned by the office Superintendent/ Higher Authority.

3) **The names, designation and other particulars of the Public information Officers:**

The Deputy Secretary (Home) is Public Information Officer, in the Home Department, Secretariat, Daman.

Address: Fort Area, Moti Daman :396 220

Office telephone No. (0260) 2231707

The Special Secretary (Home) is First Appellate Authority, in the Home Department, Secretariat, Daman.

Address: Fort Area, Moti Daman: 396 220

Office telephone No. (0260) 2230057