

**CITIZEN CHARTER**

**OF**

**Directorate of Education, Daman**

**ADDRESS**

**Directorate of Education, Near Jetty,**

**Nani Daman, Daman**

**PHONE:-0260-2255126.**

E-mail Id:- [daman.education@gmail.com](mailto:daman.education@gmail.com)

[adedn-dmn-dd@nic.in](mailto:adedn-dmn-dd@nic.in)

## **INFORMATION OF OFFICE**

**NAME OF OFFICE:-**

**Directorate of Education, Daman**

**HEAD OF DEPARTMENT:-**

**Shri J. B. Singh, IAS, DEVELOPMENT COMMISSIONER**

**SECRETARY (EDUCATION),**

**Shri L. R. Garg, IAS**

**Jt. SECRETARY –CUM-DIRECTOR (EDUCATION),**

**Seju P. Kuruvilla, IPS**

**ASSTT. DIRECTOR OF EDUCATION**

**SHRI. M. D. Patel**

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**Directorate of Education, Near Jetty,**

**Nani Daman, Daman**

**PHONE:-0260-2255126.**

**E-mail Id:- [daman.education@gmail.com](mailto:daman.education@gmail.com)**

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**RIGHT TO  
INFORMATION**

**PUBLIC INFORMATION OFFICER : SHRI. M. D. PATEL**

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**LIST OF THE STAFF WORKING IN DIRECTORATE OF EDUCATION, DAMAN**

<b>Sr. No.</b>	<b>NAME OF OFFICER / OFFICIAL</b>	<b>DESIGNATION</b>	<b>CELL PHONE NO.</b>
1.	Shri M. D. Patel	Asstt. Director of Education/Controlling Officer of All Secondary/Higher Secondary School, Daman	9979496181
2.	Shri P. D. Rajput	Asst. Account Officer (G)	9898110601
3.	Shri D. B. Ahir	Superintendent (G)	9574900046
4.	Smt. Smita Thomas	ADEI	9979688860
5.	Shri N.K. Bhandari	ADEI	9824593634
6.	Shri I.S. Saimoula	U.D.C.	9909861786
7.	Smt. Nilam D. Damania	L.D.C.	9638797002
8.	Shri Deepak C. Patel	L.D.C.	9925092836
9.	Kum. Khalifa Shahin Mansur	Data Entry Operator	7567428809
10.	Shri Umesh N. Halpati	Tr. Gr.-I	9825570371
11.	Shri Prakash L. Patel	Asstt. Teacher	9016386595
12.	Shri Dilip R. Valvi	Asstt. Teacher	9913216215
13.	Shri Tarun R. Halpati	Lab. Technician	9099842491
14.	Shri Ramchandra V. Sadekar	Librarian Grade- II	9898186872
15.	Shri Bhulabhai N. Dhodi	Sweeper	9726851629

**TOTAL SANCTIONED POSTS IN EDUCATION DEPARTMENT, DAMAN & Govt. SECONDARY /  
HIGHER SECONDARY SCHOOLS OF DAMAN DISTRICT**

Sr. No.	Name of Post	Name of schools										Total Accepted Post
		Education, Daman	GHSS, Bhimpore	GHS, Varkund	GHSS, Dabel	GHSS, Kachigam	GHSS, Zari	GHS, Pariyari	GHS, Patlara	GHSS, Moti Daman	GHS, Nani Daman	
1	ADE	01	00	00	00	00	00	00	00	00	00	<b>01</b>
2	Principal	00	01	00	00	00	01	00	00	01	00	<b>03</b>
3	Head Master, GHS	00	01	01	01	01	01	01	01	00	01	<b>08</b>
4	A.A.O.	01	00	00	00	00	00	00	00	00	00	<b>01</b>
5	Tr. Grade-I	00	12	00	00	00	08	00	00	18	00	<b>38</b>
6	Asstt. Tr.	00	21	08	11	08	11	11	08	18	07	<b>103</b>
7	P.E. Teacher	00	01	01	00	01	00	01	01	01	01	<b>07</b>
8	Drawing Teacher	00	01	01	01	00	01	01	01	01	01	<b>08</b>
9	Librarian	00	00	00	00	00	00	00	00	00	00	<b>00</b>
10	Librarian Grade-II	00	00	00	00	00	01	00	00	01	00	<b>02</b>
11	Lab. Technician	00	00	01	01	00	04	00	01	01	01	<b>09</b>
12	U.D.C.	01	00	00	00	00	01	00	00	00	00	<b>02</b>
13	L.D.C.	01	01	01	01	01	01	01	01	01	01	<b>10</b>
14	Peon	00	00	01	01	00	01	00	01	01	01	<b>06</b>
15	Sweeper	00	00	01	01	00	01	00	01	00	00	<b>04</b>
16	Watchman	02	00	01	01	00	01	00	01	01	00	<b>07</b>
17	Cook	02	00	00	00	00	00	00	00	00	00	<b>02</b>
18	Hamal	04	00	00	00	00	00	00	00	00	00	<b>04</b>
19	Supervisor	02	00	00	00	00	00	00	00	00	00	<b>02</b>
	<b>Total</b>	<b>14</b>	<b>38</b>	<b>16</b>	<b>18</b>	<b>11</b>	<b>32</b>	<b>15</b>	<b>16</b>	<b>44</b>	<b>13</b>	<b>217</b>

## **AUTHORITY TO ISSUE T. R. 5**

**Shri P. D. Rajput, AAO(G)  
DIRECTORATE OF EDUCATION , DAMAN**

**Shri D. B. Ahir, Suprintendent(G)  
DIRECTORATE OF EDUCATION , DAMAN**

**Shri I.S. Saimoula, UDC  
DIRECTORATE OF EDUCATION , DAMAN**

**Shri Deepak C. Patel, LDC  
DIRECTORATE OF EDUCATION , DAMAN.**

**Smt. Nilam D. Damania, LDC  
DIRECTORATE OF EDUCATION , DAMAN.**

## **CONTROLLING OFFICER**

**SHRI. M. D. PATEL,  
ASSTT. DIRECTORATOR OF EDUCATION, DAMAN.**

## ACADEMIC

### Secondary Schools

<b>STD-IX</b>	<b>STD-X</b>
Gujarati	Gujarati
English	English
Maths	Maths
Hindi	Social Science
Social Science	Science
Science	---
<b>Optional Subjects</b>	<b>Optional Subjects</b>
Sanskrit	Sanskrit/Hindi
1.Workshop Technology	1.Workshop Technology
Drawing	Drawing/Computer/P.T.
2. Engineering Drawing	2. Engineering Drawing
P.T	---
3.Parambhik Vidhyut Vidhya	---
Computer	---

### Higher Secondary Schools (STD XI & XII)

<b>Science Stream</b>	<b>Arts Stream</b>	<b>Commerce Stream</b>
Maths (1)	Gujarati (HL)	Gujarati (HL)
Maths (2)	English (LL)	English (HL) or English (LL)
Physics-1 Physics-2 Chemistry-1 Chemistry-2 Biology-1 Biology-2 English / Gujarati/ Sanskrit Computer	Hindi (LL) Geography Social Studies Economics Sanskrit P. T Craft Computer	Business Maths Elements of Accounts Statistics Economics Secretarial Practice P.T. Craft Computer

## INFORMATION OF SCHOOLS

### GOVT. EDUCATIONAL INSTITUTIONS

Sr. No.	Category	No. of Schools		
	Govt. Schools	Urban	Rural	Total
1	Secondary School	01	06	07
2	Higher Secondary	01	04	05
3	I.T.I.	00	01	01
4	T. T. I.	01	00	01

### LIST OF SCHOOLS

Sr. No.	Name of Schools	Place	Area
<b>1. Government Secondary Schools</b>			
1	Govt. High School (E/M)	Nani Daman	Urban
2	Govt. High School	Varkund	Rural
3	Govt. High School	Patlara	Rural
4	Govt. High School	Pariyari	Rural
5	Govt. High School	Damanwada	Rural
6	Govt. High School	Marwad	Rural
7	Govt. High School	Dunetha	Urban
<b>2. Government Aided Secondary and Higher Secondary School</b>			
1	Institute of our lady of Fatima	Moti Daman	Urban
2	Sarvajanik Vidhyalaya	Nani Daman	Urban
3	Shri Machhi Mahajan High School	Nani Daman	Urban
<b>3. Central Govt. Aided School</b>			
1	Jawahar Navodaya Vidhyalaya	Dunetha	Rural
<b>4. Govt. Higher Secondary School</b>			
1.	Govt. Higher Secondary School	Moti Daman	Urban
2.	Govt. Higher Secondary School	Bhimpore	Rural
3.	Govt. Higher Secondary School	Zari	Rural
4	Govt. Higher Secondary School	Kachigam	Rural
5	Govt. Higher Secondary School	Dabhel	Rural
<b>5. Govt. Technical Schools</b>			
1	Technical Training Institute	Moti Daman	Urban
2	Industrial Training Institute	Varkund	Rural
<b>6. Non Government High School</b>			
1	Stella Marish Eng. Med. School	Nani Daman	Urban
2	Swami Narayan English Medium School	Dabhel	Rural
3	Swami Vivekanand Hindi/English Medium School	Dalwada	Rural



<b>7. Non Government Higher Secondary School</b>			
1	Shree Machhi Mahajan Gujarati Medium School	Nani Daman	Urban
2	Shrinathji English Medium School	Varkund	Rural
3	Coast Guard Public School	Dalwada	Rural
4	Holy Trinity High School	Dunetha	Rural
5	Divya Jyoti English Medium School	Dabhel	Rural
<b>8. Unaided P. T. C. College</b>			
1	Shrinathji P. T. C. College	Varkund	Rural
<b>9. Government Aided B. Ed. College</b>			
1	Shree Machhi Mahajan B. Ed. College	Nani Daman	Urban
<b>10. Govt. Polytechnic College</b>			
1	Govt. Polytechnic College	Varkund	Rural
<b>11. Govt. College</b>			
1	Govt. College	Nani Daman	Urban

## ACTIVITIES

<b>Sr. No</b>	<b>SERVICES/FACILITIES RENDERED</b>	<b>PROCESS FOR COLLECTION</b>	<b>TIME LIMIT FOR DISPOSAL</b>	<b>TO WHOM TO CONTACT</b>
1.	Monetary incentive to girl students under Plan Scheme	Concerned school	Yearly. In last quarter of the financial year	Asstt. Director of Education, Daman
2.	School level education	Principal/Head Masters of Concerned School	Continuing process	--do--
3.	Counter signature	Outward/Inward section	Immediately. During office hours.	--do--
4.	Issuing of Leaving certificate	Principal/Head Masters of Concerned School	Immediately	Principal/Head Master of concerned school.
5.	1) Admission	Concerned School	Immediately	Principal/Head Master of concerned school.
	2) Admissions for outside students.	Concerned School	Immediately, as per requirement of the school leaving certificate must be countersigned by the District Education Officer of the district in which he/she last attended school.	Principal/Head Master of Concerned school.
6.	Correction/change in name, date of birth etc.	Principal/Head Master of Concerned School(Application with affidavit/birth certificate & other supporting documents)	Within 3 days	Asstt. Director of Education, Daman
7.	Terms and Vacation	Circular from Asst. Director of Education Office.	Yearly	Asstt. Director of Education, Daman.
8.	S.M.D.C. & P.T.A.	Principal/Head Master of concerned school.	---	Principal/Head Master of concerned school.
9.	All types of scholarships	Filled up Forms from school	Yearly process	Asstt. Director of Education, Daman
10	Free Text Books to all students and School Bags, Uniforms to SC/ST Students of Govt. & Govt. Aided School	Principal/Head Master of concerned school	Yearly	--do--
11	Rashtriya Madhyamik Shiksha Abhiyan (RMSA)	Asstt. District Project co-ordinator	Continue Scheme	Principal/Head Master of the Concerned School

12	National Award for Teacher	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
13	Inspire Award	Principal/Head Masters of Concerned School	Yearly	State Nodal Officer, Daman & Diu District
14	Free Bicycle to Girls Students of Std. VIII	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
15	UDAAN Laptop to Students of Govt. & Govt. Aided School of Std. XI and First year students of ITI, TTI and Govt. Polytechnic	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
16	50% fee reimbursement to Girls Students for Degree and Professional Courses	Principal of Concerned College	Yearly	Asstt. Director of Education, Daman
17	Reimbursement of Board Examination Fees to Girls Students of Govt. & Govt. Aided School	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman