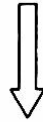


CITIZEN'S CHARTER

HOME DEPARTMENT SECRETARIAT, MOTI-DAMAN

Organization chart :

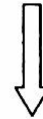
Secretary (Home)



Deputy Secretary (Home)



Superintendent (Home)



Upper Division Clerk



Lower Division Clerk

Postal Address:

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

Phone No 0260 -2230460

Fax No. 0260- 2231199

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 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	Shri S. S. Yadav, IAS Secretary (Home), Daman & Diu and D&NH.	Head of Department.
2	Ms. Gurpreet Singh, Deputy Secretary (Home)	Head of Office Over all Supervision and Monitoring of Home Department matters.
3	Shri D. R. Tandel, Superintendent (Home)	Supervision of office work and to assist Deputy Secretary (Home).
4	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.
5	Smt. Ivette P. Noronha, UDC	Deal with all RTI related matters, consolidate reply of the representations of Public Representatives / Leaders / Hon'ble Member of Parliament, preparation of Quarterly Report of RTI for uploading on the website of CIC, General Correspondences. Any other work assigned by the office Superintendent/ Higher Authority.
6	Shri Mohammed Sadique A. Baba, LDC	Inward / Outward of letters & files, Dispatch of correspondences, maintenance of Post Stamp records, maintenance of Casual Leave / Restricted Holidays leave account, correspondence related to Administrator's Advisory Council & M.P. meetings, correspondences related to eSamikSha Portal & PRAGATI Portal, compilation of pending issues with various Ministries of Government of India and correspondences related to Western Zonal Council. Any other work assigned by the office Superintendent/ Higher Authority.

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

The Superintendent (Home) is Central Public Information Officer, in the Home Department, Secretariat, Daman.
Address: Fort Area, Moti Daman :396 220
Office telephone No. (0260) 2230460

The Deputy Secretary (Home) is First Appellate Authority, in the Home Department, Secretariat, Daman.
Address: Fort Area, Moti Daman: 396 220
Office telephone No. (0260) 2230460