

**DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
SECRETARIAT, DAMAN.**

(i) PARTICULARS OF ORGANISATION. FUNCTIONS AND DUTIES.

Organization Structure

Secretary (Personnel and Administrative Reforms)

Deputy Secretary (Personnel and Administrative Reforms)

Superintendent (Personnel and Administrative Reforms)

(ii) The vision of the Department of Personnel and Administrative Reforms:

- The aims of the Department of Personnel and Administrative Reforms is to facilitate the pursuit of excellent in Governance through :
- Improvements in Government Structures and processes.
- Dissemination of best practices and
- Simplification of Procedure.

(iii), The Department of Personnel and Administrative Reforms, Daman has no direct dealing with the Public. The Department of Personnel and Administrative Reforms, is dealing with Service Matters of Government Servant.

(iv) Functions & duties:

The main function of the Personnel Department is to deal with the service matters of the employees of U.T. Administration of Dadra & Nagar Haveli and Daman & Diu viz.

1. Recruitment/Promotion of Group 'A', 'B' posts
2. Recruitment/Promotion of Group 'C' Common cadre posts.
3. Scrutiny of the proposals of recruitment/promotion of Group 'C' and 'D' posts other than common cadre posts.
4. To call/send Officer on deputation.
5. To frame /amend RRs of Or. W, '13' Officer and Group 'C' Ministerial staff. & Multi tasking staff.
6. Transfers of Officers and staff:
7. Grant of Financial up gradation under ACP/MACP Scheme/Clearance of Probation Period/Confirmation.
8. Publication of Seniority lists of Gr. 'B' Officers and 'C' of Common Cadre posts and also analyses the proposal for issue of Seniority list other than common cadre posts of Group 'A' B* & 'C'
9. To deal with Court matters in connection with Appeals filed before the CAT/High Court and Supreme Court of India as the Case may be pertains to common Cadre Posts.
10. Correspondence on service matters with the Govt. of India, UPSC, State Government/U.Ts and Local Officers of the UT Administration.

- 11 Maintenance of ACRs of Group 'A' & 'B' Officers and Common Cadre Group 'C' posts.
12. Handling the Grievances of Government Employees related to Leave, wage, Payment, Increment, Transfer, Seniority, work assignment or working condition, non extension of benefit matter rules & interpretation of Service rules etc. through the Employees Grievances Redressal Cell.

Such other matter pertaining to Administration & Establishment.

(v) POWERS AND DUTIES .

1. The Administrator of Dadra & Nagar Haveli and Daman & Diu is Appointing Authority for group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for group 'A' & 'B' 'Gazetted Officers.
2. The Advisor to Administrator, DNH & DD is Appointing Authority & Disciplinary Authority in respect of group 'B' (N.G) and group 'C' Officials.
2. The Administrator is Competent Authority for the transfer and posting of officials in Dadra & Nagar Haveli and Daman & Diu for group 'A' & 'B' 'Gazetted Officers and the Advisor to Administrator is Competent Authority for the transfer and posting of officials in Dadra & Nagar Haveli and Daman & Diu for 'B' (N.G) and group 'C' Officials.
4. The Secretary (Pers) is the Head of Office of Department of Personnel and the Deputy Secretary (Pers) look after all Administrative Reforms.
5. The Superintendent (Pers) is the immediate Officer in the Personnel Department who is supervising the work of subordinate staff. All files coming to personnel Section are being routed through the Superintendent. He also assists the Deputy Secretary (Pers) in the matter of promotion of officer and staff and recruitment etc.

Personnel Department functions in accordance with Services Rules prescribed by the Central Government called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D' local recruitment. Every proposal containing recruitment /promotion is being placed before the Departmental Selection Committee /Departmental Promotion Committee prescribed for group 'A' 'B' and 'C' as the case may be . All the proposal are required approval of the of the Appointing Authority and the proposals such as framing / amendment of R .Rs approval of the Administrator is necessary.

(vi) MANPOWER

Sl.No	Designation	Nos.
1	Advisor	1
2	Asstt./Deputy Secretary	4
3	Superintendent	2
7	Assistant/Headclerk	2
8	Sr. Steno	1
9	Jr. Steno	2
10	UDC	3
11	LDC	3
12	Driver	3
13	Peon	4
14	Watchman	4
15	Daftary	1

(VI) Time Limit for Disposal of Cases by Personnel Department:

- 1) ACP/MACP Scheme : Disposal by the DPC in July and January in the Financial Year as per MACP guidelines.
- 2) Clearance of Probation Period : 30 days
- 3) Allotment of Government Quarters : 07 days

(VII) BUDGET ALLOCATION FOR THE FINANCIAL YEAR 2021-2022

2052 – Secretariat General Service

090 - Secretariat

66- Dadra & Nagar Haveli and Daman & Diu

66.00.01- Salaries	: Rs. 2,15,52,000/-
66.00.06- Medical treatment	: Rs. 90,000/-
66.00.11- Domestic Travel Expenses	: Rs. 10,00,000/-
66.00.12- Foreign Travel expenses	: Rs. 10,00,000/-
66.00.13- Office Expenses	: Rs. 98,70,000/-
66.00.41- Secret Service Expenditure:	Rs. 1,00,000/-
66.00.02- Wages	: Rs. 7,50,000/-

2052- Secretariat General Service

003- Training

01- Training to Govt. Employees

01.00.50- Other charges	: Rs.1,00,000/-
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(Jatin Goyal)
Dy Secretary (Pers)

