

COMPILATION OF INFORMATION



सत्यमेव जयते

*INFORMATION AS REQUIRED
UNDER SECTION 4 (B) OF THE
RIGHT TO INFORMATION ACT, 2005.*

*UT ADMINISTRATION OF
DAMAN AND DIU
DIU DISTRICT*

I N D E X

Sr.No.	Name of Department	Page No.
1.	The Collector, Diu.	1 to 52
2.	The Block Development Officer, Diu.	53 to 79
3.	The Mamlatdar, Diu.	80 to 91
4.	The Senior Surgeon, Government Hospital, Diu.	92 to 97
5.	The Tourism Department, Diu	98 to 117
6.	The Civil-Registrar-Cum-Sub-Registrar, Diu	118 to 122
7.	The Education Department, Diu.	123 to 128
8.	The Primary Health Centre, Diu.	129 to 146
9.	The Assistant Registrar, Co.Op. Society, Diu.	147 to 153
10.	The Value Added Tax Department, Diu.	154 to 158
11.	The Port Officer, Marine Department, Diu.	159 to 166
12.	The Labour Inspector, Diu.	167 to 173
13.	The Veterinary Department, Diu.	174 to 192
14.	The Public Works Department, Works Division No.II, Diu.	193 to 210
15.	The Superintendent of Fisheries, Diu.	211 to 214
16.	The Enquiry Officer, City Survey, Diu.	215 to 221
17.	The Superintendent of Sub Jail, Diu.	222 to 224
18.	The Range Forest Officer, Diu.	225 to 227,
19.	The Asstt. Engineer, Electricity Department, Diu.	228 to 230
20.	The Excise Inspector, Diu.	231 to 238
21.	The Zonal Agriculture Officer, Diu.	239 to 244
22.	The Junior Town Planner, Diu.	245 to 248
23.	The Technical Training Institute, Diu.	249 to 256
24.	The Assistant Station Fire Officer, Diu.	254 to 256

Sr.No.	Name of Department	Page No.
25.	The Assistant Account Officer, Diu.	257 to 261
26.	The Chief of Police, Diu	262 to 265
27.	The Child Development Project Officer, Diu.	266 to 271
28	The Industrial Training Institute, Diu.	272 to 277

OFFICE OF THE COLLECTOR, DIU.

RIGHT OF INFORMATION ACT – 2005

(i) THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES.

Collectorate, Diu.

The Collector, Diu is the District Head of all the Offices stationed at Diu. He is also the District Magistrate, Diu.

The main powers and functions are as under:-

- 1) Addl. Director of Municipal Administration, Diu*
- 2) Asstt. Commissioner of Excise, Diu*
- 3) Licensing, Registering and Taxation Authority under Motor Vehicles Act and Rule.*
- 4) Chairman of R.T.A., Diu*
- 5) Addl. Director of Civil Supplies, Diu.*
- 6) Addl. Director of Craftsman Training, Diu.*
- 7) Registrar of Co-operative Societies, Diu.*
- 8) District Registrar of Co-operative Societies, Diu.*
- 9) Addl. Registrar of Trade Union, Diu.*
- 10) Full Powers under Land Revenue Code.*
- 11) Rent Controller, Diu.*
- 12) Commissioner for Workmen's Compensation.*
- 13) Election:-*
 - i) Asstt. Returning Officer, 1-Daman and Diu Parliamentary Constituency.*
 - ii) Asstt. Electoral Registration Officer, 1-Daman and Diu Parliamentary Constituency.*
 - iii) Returning Officer, Municipality, District Panchayat and Village Panchayats.*
 - iv) Electoral Registration Officer, Diu Municipal Council and District and Village Panchayat.*
- 14) Chairman, Air Port Security and Aerodrome Committee.*
- 15) Chairman Jawahar Navodaya Vidyalalya.*
- 16) Chairman, Indian Red Cross Society, Diu.*
- 17) Chairman, Bal Bhavan Board, Diu.*
- 18) Chairman, District Blindness Control Society, Diu.*
- 19) Chairman, Aids Control Society, Diu Branch.*
- 20) Chairman, District Leprosy Society, Diu.*
- 21) Chairman, Regional Transport Authority, Diu.*
- 22) Asstt. Labour Commissioner, Diu.*
- 23) Asstt. Director Employment, Diu.*

- 24) *Competent Authority to issue Provisional and Permanent Registration of SSI Units of Diu District.*
- 25) *Sanctioning Authority for grant of Financial Assistance under National Old Age Pension Scheme, National Family Benefit Scheme and National Maternity Benefit Scheme.*
- 26) *Chairman of District Level Screening Committee under PMRY Scheme.*
- 27) *Addl. Director of Tourism, Diu.*
- 28) *Prescribed Authority for Registration of Hotel and Travel Agents, Diu.*
- 29) *Director of OIDC, Diu.*
- 30) *Head of Office of T.T.I., Diu.*
- 31) *Asstt. Commissioner of Sales Tax to execute function under Rule 32 of Daman and Diu Sales Tax Rules, 1964.*
- 32) *Establishment:-*
 - i) *Controlling Authority of all Gazetted Officers stationed at Diu.*
 - ii) *Authority to grant permission to Leave Head Quarter as well as sanction of tour for all Group "C" and "D" officials working in Diu District not exceeding a period of 10 days.*
 - iii) *Power to sanction Official tour performed by Gazetted Officer to Daman and neighbouring area of Gujarat.*
 - iv) *Power to grant 15 days Leave to all Gazetted Officers of Diu District.*
 - v) *Powers to accord approval for continuation of engagement of casual labours beyond 89 days.*
 - vi) *Powers to transfer Group "C" and "D" employees within District.*
 - vii) *Chairman of Screening Committee for Group "D" under ACP Scheme and Appointing Authority.*
- 33) *Financial Powers:-*
 - i) *Head of Department of all Offices stationed at Diu under Schedule V to VII of DFP Rules, 1978.*
 - ii) *Authority to convey the sanctions in capacity of Head of Department for proposal approved by Administrator.*
 - iii) *Own Controlling Officer under SR 191 for countersigning of own T.A. Bills and drawing of T.A. Advance.*
 - iv) *Power to accord expenditure of works to the extent of Rs. 15.00 Lacs.*
 - v) *Controlling Authority under MPLAD Fund.*

ii) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;**

The powers of Head of Office have been vested to the Superintendent (Gazetted) who supervises the functions of Collectorate Office section wise being looked after by subordinate staff as under:-

LAND SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Field Surveyor Assisted by one LDC</i>	<i>All cases as well as all correspondences in connection with LRC, Abolition Act and Rent Control Act, besides to attend the Court of Collector.</i>
	<i>The Survey work and preparation of maps and sketches, etc.</i>
	<i>Preparation and maintenance files of</i> i) <i>Conversion Cases</i> ii) <i>Sale Permission</i> iii) <i>Illegal Construction</i> iv) <i>Encroachments</i> v) <i>Allotment of Land</i> vi) <i>Cases under 14(3)</i> vii) <i>Salt Industries</i> viii) <i>Other land matters</i>

ESTABLISHMENT SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Upper Division Clerk</i>	<i>All establishment matter relating to Collector's Office.</i>
	<i>Matter pertaining to other offices, Gazetted Officers stationed at Diu.</i>
	<i>Allotment of Residential Accomodation.</i>
	<i>Post continuation of staff.</i>
	<i>Maintenance of Service Book, Leave Account of Staff.</i>
	<i>Quarterly, monthly return of Group "A", "B", "C" and "D" of Schedule Caste and Schedule Tribe.</i>
	<i>Allotment of Govt. building.</i>
	<i>Examination of all District Office files pertaining to establishment matter.</i>
	<i>Annual Increment and pay fixation of staff and Gazetted Officers</i>
	<i>Issue of I Cards to Govt. Servants.</i>

MAGISTERIAL SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Upper Division Clerk</i>	<i>All Magisterial of Collector's Court / Executive Magistrate</i>
	<i>Execution of Affidavit on every Wednesday and Thursday.</i>
	<i>Issue of Music permission.</i>
	<i>Correspondence of Law and Order</i>
	<i>Magisterial matters relating to Indian Citizenship, bonds and licenses under Cinematography Act and Armed Licenses</i>
	<i>Inquest and accidental deaths.</i>
	<i>Cable T.V. Regulation Act, 1995</i>

ELECTION SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Lower Division Clerk</i>	<i>All Election viz General Election, Municipal and Village and District Panchayat Election</i>

CIVIL SUPPLIES SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Sub Inspector of Civil Supplies Assisted by 2 L.D.Cs</i>	<i>Inspection of business establishment and fair price shops</i>
	<i>All matter pertaining to Civil Supply</i>
	<i>To maintain the Govt. Godown.</i>
	<i>Issue of Ration Card.</i>
	<i>Issue of Kerosene permits to fishermen.</i>
	<i>Work related to Consumer Forum</i>

MOTOR VEHICLES SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Asstt. Motor Vehicles Inspector</i>	<i>To perform all technical duties, viz. Issue of Fitness Certificate, Inspection of Vehicles, Test of Competence for Motor Driving License, etc.</i>
<i>Upper Division Clerk assisted by L.D.C</i>	<i>All non technical matters related to Motor Vehicle Section</i>

ADMINISTRATION SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Lower Division Clerk</i>	<i>Maintenance of Govt. Vehicles and Log Book / Requisition of Fuel to all vehicles.</i>
	<i>Matters relating to local self Govt. like Municipality, Village Panchayats, etc.</i>
	<i>Maintenance of Office/Circuit House/Govt. House</i>
	<i>Protocol and National Events.</i>
	<i>All corresponding pertaining to Airport, Administrative/Security</i>
	<i>Matter relating to leading citizen.</i>

ACCOUNTS SECTION

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Accountant assisted by one UDC and one LDC</i>	<i>All Accounts matters of Collectorate and allied offices and matters related to administrative approval and expenditure sanction.</i>
	<i>Office purchase and maintenance of Dead Stock Register of Collectorate and Govt. House.</i>
	<i>To maintain Pay Bill register.</i>
	<i>To prepare salary bill.</i>
	<i>To prepare FVC Bill</i>
	<i>To disburse staff salary and payment of bill</i>
	<i>To maintain Cash Book and Acquaintance Roll</i>

PERSONAL ASSISTANT TO COLLECTOR

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Junior Stenographer</i>	<i>Correspondence to pertaining Pubic Grievances</i>
	<i>Preparation of monthly progress report to be send to Administrator</i>
	<i>To maintain up to date trunk call register and diary of Collector for various engagements</i>
	<i>To deal with the cases of workmen compensation</i>
	<i>To attend MPLAD / APSI / CRZ and other meetings Chair by the Collector and to draw the minutes</i>

CONFIDENTIAL ASSISTANT

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Confidential Assistant</i>	<i>All confidential matters referred to by the Collector</i>
	<i>Matter relating to Vigilance Clearance Certificate</i>
	<i>A.C.Rs</i>

HEAD CLERK

<i>Designation</i>	<i>Main Job Assigned to the Post</i>
<i>Head Clerk</i>	<i>Overall supervision of Collectorate, Diu</i>
	<i>Duty roster of Driver and Peon.</i>
	<i>Correspondence pertaining to Enemy Property.</i>
	<i>Registration of Societies</i>

iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

In the decision making process, following procedure are being followed:-

Consultation with concerned officers is held and if necessary opinion of the people through the leading Citizens or formal committees, if any, is taken.

The decision is finally taken by the authority competent as per the delegation of powers approved by Hon'ble Administrator from time to time.

It is further submitted that matters are supervised by the Collector being District Head of all the Offices at Diu. The concerned Secretary, Daman and finally the Hon'ble Administrator, Daman being the final authority also play supervisory role.

Accountability, is enforced through ACRs, Conduct & Service Rules and the Watchdog agencies viz. CVC, Vigilance & CBI. The Panchayat and the pressure groups also help accountability at an informal level.

(iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;**

COLLECTORATE (CIVIL SUPPLIES)

Sr. No.	Nature of work	Documents required	Period	Authority to
1	2	3.	4.	5.
1	Issue of New Ration Cards in case of change of State (With Surrender Certificate)	Application alongwith dully filled in declaration form, Surrender Certificate, Affidavit, 2 passport size Colour photographs of Head of family, Electricity bill & N.O.C., from house owner if on rental basis	3 week	Application to be forwarded to Mamlatdar, Diu for inquiry and on receipt of inquiry report application if found in order, family ration card issued by Superintendent Collectorate, Diu.
2	Issue of separate ration card within the District.	Dully filled in declaration form, 2 Passport size colour photographs of Head of family, Affidavit, Electricity bill, Original ration card/s, & N.O.C., from house owner if on rental basis.	3 weekdo

3	Inclusion/Deletion of family members	i) Application alongwith photo copy of Birth Certificate of child upto 6 years	Same day	Sub-inspector, Civil Supply
		2) Bonafide, School Certificate of School going Children.	... do... do.....
		3) Cancellation Certificate from the native place in original	Depending upon the nature of application.	If required application to be forward for inquiry to Mamlatdar, Diu and on receipt of inquiry report action is taken
		4) Deletion of name of family member photo copy of death Certificate/or for any other reasons to be specified in application.	Same day	Sub-inspector, Civil Supply
		5) Issue of cancellation Certificate of family member/s or cancellation of ration card	Same daydo.....
4	Transfer of ration card from one area to another area within the District.	Application alongwith dully filled in declaration form 2 passport size colour photographs & Electricity bill.	One week	Superintendent, Collectorate, Diu.
5	Transfer of name from one ration card to another ration card within the District.	Application alongwith original concerned ration card/s	Same day	Sub-inspector, Civil Supply.
6	Issue of Foodstuffs Dealer licence	Dully filled in prescribed application form alongwith N.O.C. issued by D.M.C., or concerned Village Panchayat, fees for issue of licence	2 week	Application if found in order licence is issued by the Licensing Authority i.e. Collector, Diu

7	Renewal of kerosene/foodstuffs licences	Dully filling in prescribed application form alongwith receipt of fees paid and licences in original	10 days	Licensing Authority i.e. Collector, Diu.
8	Issue of foodgrains permits to FPS.	Original Chalan paid in Treasury Diu	Same day	Sub-inspector, Civil Supply.
9	Issue of foodgrains from Government foodgrains Godown, Diu to Fair Price Shops.	On production of permits of foodgrains	Same day	Godown in-charge
10	Issue of Kerosene permits to Fishermen	Dully filled in prescribed application form, photo copy of Creek pass issued by Custom Department, Diu, Tonnage Dues Certificate issued by Port Officer, Diu, Certificate of Registry of a fishing Boat, photo copy of family ration card and original kerosene permit issued in previously, if any.	One week	Superintendent, Collectorate, Diu Contd...

COLLECTORATE (SOCIETIES REGISTRATION)

Sr. No.	Service rendered		Procedure	Time limit	Contact Person	Whom to contact if no solace is received from the contact person.
1	Societies Registration: Under the Societies Registration Act, 1860	a)	Documents to be filed. i. Memorandum signed by not less than 7 members. ii. Copy of Rules and Regulations certified to be a correct copy of original Rules and Regulations by at least three Office Holders. iii. Fee of Rs.50/- to be paid vide Chalan in SBS, Diu. i.	15 days	Head clerk / Superintendent(G), Collectorate, Diu.	District Registrar of Societies.
		b)	Obtaining the Character and Antecedent Certificate of the Office bearers from the Police.		...do...	...do.....
		c)	After scrutiny in the Office, a certificate of Registration is issued to the party		...do...	...do...
2	Registration of Firm under the Indian Partnership Act, 1932		i. Application on the prescribed format. ii. Attested copy of partnership deed. iii. Prescribed fee.	Within 15 days	Head clerk / Superintendent(G), Collectorate, Diu.	Registrar of Firms, Diu.

COLLECTORATE (LAND SECTION)

<i>Sr. No.</i>	<i>Particulars</i>		<i>Procedure/Requirement of documents.</i>	<i>Remarks.</i>
1.	<i>N.A. Permission cases U/S 32 of the Goa, Daman and Diu Land Revenue Code 1968.</i>	1.	<i>Prescribed application form available with the land section of Collectorate, Diu. The same can be obtained by the Applicant free of cost</i>	
		2.	<i>Details should be filed up as mentioned in the N.A. application form and Rs.2/- (two) Court fee stamp should be affixed to the application.</i>	
		3.	<i>Application form should be submitted in duplicate along with the following documents</i> <i>i. Form No. 1 & XIV of the land in question, in original plus 8 xerox copies.</i> <i>ii. Site plan of the land in question in original plus 8 xerox copies.</i> <i>iii. Attested copy of Power of Attorney, in cases where applications(s) are filed by the Power of Attorney Holder(s)</i> <i>iv. Any other documents to show access to the plot etc. if required.</i>	
		4.	<i>On receipt of application, the Collector's Office obtains report from the following departments :</i> <i>i. Executive Engineer PWD, Diu.</i> <i>ii. Junior Town Planner, Diu</i> <i>iii. Mamlatdar, Diu.</i> <i>iv. Enquiry Officer City Survey, Diu.</i> <i>v. Asstt. Engineer (Elect.) Diu.</i> <i>vi. Range Forest Officer, Diu.</i>	
		5.	<i>After going through the report</i>	

			<i>received, the Filed Surveyor move the file to Supdt/Dy. Collector for further submit to the Collector for approval/rejection of the case.</i>	
		6.	<i>After the approval N.A. Sanad are issued to the Party after under going further formalities like payment of requisite fees etc. from the party.</i>	
		7.	<i>In case of rejection, applicants(s) are informed in writing.</i>	

2.	<i>Sale Permission Cases U/S 8-B of Diu (Abolition of proprietorship of Village) Regulation (Amendment) Act. 1968 and Rules framed thereunder.</i>	1.	<i>Applicants/Vendor(s) should apply to the Collector, Diu for grant of permission to sell his/her/their land by giving the name of the purchasers(s), amount, purpose for which the purchaser(s) desire to purchase the land reasons why the vendors(s) desire to sell the land et court fee of Rs.2/- should be affixed on the application.</i>	
		2.	<p><i>Along with the application, the following documents should be submitted :-</i></p> <ul style="list-style-type: none"> <i>i. Form No.1 & XIV of the land in question in original plus Xerox copies.</i> <i>ii. Site plan of the land in question in original plus 2 xerox copies.</i> <i>iii. Attested copy of N.A. Sanad & Order in case where Sale Permission is sought for Non Agriculture use.</i> <i>iv. Attested copy of power of Attorney in case where application is filed by the Power of Attorney Holders(s)</i> 	
		3.	<p><i>On receipt of application, the Collector's Office obtains report from the following departments:-</i></p> <ul style="list-style-type: none"> <i>i. The Mamlatdar, Diu.</i> <i>ii. The Junior Town Planner, Diu.</i> 	
		4.	<i>After going through the reports received, the Filed Surveyor move the file to Supdt/Dy. Collector and further submit to the Collector for</i>	

			<i>approval/rejection of the case.</i>	
		5.	<i>Thereafter Order is issued to the concerned party,</i>	
		6.	<i>In case of rejection, Parties are informed writing.</i>	
3.	<i>Land gift permission case U/s 8-B of Diu (Abolition of Proprietorship of Villages) Regulation (Amendment) Act, 1968 and Rules framed thereunder Rules 2(1) (a) & 2(1) (i)</i>	1.	<i>Applicants/Donor(s) should apply to the Collector, Diu for grant of permission to gift his/her/their land by giving the name of the Donee(s) relation of the Donor(s) with the Donee(s) purpose for which the land will be used by the Donee(s). Court fee of Rs.2/- should be affixed to the application.</i>	
		2.	<i>Along with the application, the following documents should be submitted :-</i> <ol style="list-style-type: none"> <i>i. Form No. I & XIV of the land in question in original plus 2 xerox copies.</i> <i>ii. Site plan of the land in question in original plus 2 xerox copies.</i> <i>iii. Attested copy of N.A. Sanad and order in case where sale permission is sought for Non agriculture use.</i> <i>iv. Attested copy of Power of Attorney in cases where applications are filed by the Power of Attorney Holder (s).</i> <i>v. NOC from the other legal heirs of the Donor.</i> 	

		3.	On receipt of application the Collector's Office obtains reports from the following department:- i. The Mamlatdar, Diu. ii. The Junior Town Planner, Diu.	
		4.	After going through the reports received, the Filed Surveyor moves the file to Supdt/Dy. Collector and further submit to the Collector for approval/rejection of the case.	
		5.	Thereafter Order is issued to the concerned party.	
		6.	In case of rejection, parties are informed in writing.	
4.	Land Mortgage Permission Case U/S 8-B of Diu (Abolition of Proprietorship of Villages) Regulation (Amendment) Act, 1968 and Rules framed thereunder Rules 2(1) (a) & 2(1) (i)	1.	Applicant(s) should apply to the Collector, Diu for grant of permission to Mortgage their land in favour of Bank/Financial Institution etc	
		2.	Along with the application, the following documents should be submitted :- i. Form No. I&XIV or form "B" of the land in question in original plus 1 xerox copies. ii. Attested copy of NIL encumbrance certificate on property.	
		3.	On receipt of application, the office of the Collector, Diu	

			<i>obtains report from the Mamlatdar, Diu.</i>	
		4.	<i>After going through the reports received, the Filed Surveyor move the file to Supdt/Dy. Collector and further submit to the Collector for approval/rejection of the case.</i>	
		5.	<i>The approval of the Collector, Diu conveyed to the applicants by the Superintendent of the Land Section Collectorate, Diu.</i>	
5.	<i>Division/amalgamation under section 662 of the Goa, Daman and Diu Land Revenue Code, 1968</i>	1.	<i>Applicant should apply to the Collector, Diu on plan paper with court fee stamp of Rs.2/- to be affixed on the application with two zerox copies:-</i>	
		2.	<i>Alongwith application, the following documents should be submitted:-</i> <ol style="list-style-type: none"> <i>i. Form No. I & XIV of the current year in original alongwith three xerox copies.</i> <i>ii. Site plan for the current year in original along with three Xerox copies.</i> <i>iii. Attested copy of N.A. Sanad and order in triplicate.</i> <i>iv. Lay out plan 9 copies duly signed by the Applicant and Engineer/Architect.</i> 	
		3.	<i>On receipt of application, the Supdt obtains reports from the following offices requesting to submit inquiry/reports within 15 days.</i> <ol style="list-style-type: none"> <i>i. The Junior Town Planner, Diu.</i> 	

			<p>ii. The Enquiry Officer, City Survey, Diu.</p> <p>iii. The Mamlatdar, Diu.</p> <p>After receiving reports/comments from the above offices the order will be issued</p>	
6.	Partition U/S 61 of the Goa, Daman and Diu Land Revenue Code, 1968	1.	Applicants should apply to Collector, Diu on plain papers with Court Fee stamps of Rs.2/- to be affixed on the application with two Xerox copies.	
		2.	<p>Alongwith application the following documents should be submitted:-</p> <p>i. Form No. I & XIV of the current year in Original along with four Xerox copies.</p> <p>ii. Site Plan and lay out Plan Partition of the current year, in original along with its Xerox copy in triplicate.</p>	
		3.	<p>On receipt of application, the Supdt. obtains reports from the following offices requesting to submit inquiry reports within 15 days,</p> <p>i. The Mamlatdar, Diu.</p> <p>ii. The Enquiry Officer, City Survey, Diu.</p>	
		4.	After receiving the reports/comments from the above offices the statements of each applicants will be recorded and orders will be passed.	

COLLECTORATE (MAGISTERIAL SECTION)

Sr. No.	Particulars		Procedure/Requirement of documents	Contact person	Whom to contact if no solace is received from the Contact person
1.	Procedure for issuing new arms licenses.	1.	License for small Arms only will be issued by the District Magistrate.	Superintendent/ Dy. Collector	Collector & District Magistrate , Diu.
		2.	Obtain prescribed application form in duplicate/triplicate from dealing Asstt.		
		3.	Submit the application form directly to the entry clerk and obtain receipt.		
		4.	Application must bear a 50 paisa court fee stamp.		
		5.	Attach 2 passport size photographs with the application form.		
		6.	The applicant can request weapon either for self protection, crop protection, sports or display.		
		7.	A verification report will be called from the police.		
		8.	The Mamlatdar will be asked for a report only in case of crop protection.		
		9.	Orders for grant/refusal will be intimated within 45 days.		

		10	<i>In case, if granted, required fees will have to be paid at the Arms Counter and collect order as well as license book.</i>		
2.	<i>Protection for sale or transfer of fire arms.</i>	1.	<i>Application on plain paper to the dealing hand at the counter and obtain receipt.</i>	<i>Superintendent/ Dy. Collector</i>	<i>Collector & District Magistrate, Diu.</i>
		2.	<i>The application should be addressed to the District Magistrate by both the purchaser and seller.</i>		
		3.	<i>The application should bear a 50 paisa court fee stamp accompanied by the License of the seller as well as the purchaser.</i>		
		4.	<i>In case the purchaser is an arms dealer only the license of the seller is required.</i>		
		5.	<i>Necessary verification will be done with the help of police and after 45 days, if there is no objections, the necessary endorsement will be made on both licenses.</i>		
		6.	<i>Collect the license directly from the counter after the lapse of 45 days.</i>		
		7.	<i>In case of refusal, order will be communicated within 30 days of receipt of the application.</i>		
3.	<i>Procedure for renewal of old licence.</i>	1.	<i>Submit application on blank paper to the dealing hand at the Arms Counter. Address the application to District Magistrate.</i>	<i>Superintendent/ Dy. Collector</i>	<i>Collector & District Magistrate, Diu.</i>

	2.	<i>Affix a 50 paisa court fee stamp.</i>		
	3.	<i>Enclose arms license alongwith the application.</i>		
	4.	<i>Pay necessary fee penalty etc. to the arms counter and collect the renewed license within three days.</i>		

COLLECTORATE (TRANSPORT)

Learner's License:

Application in form 2 accompanied by the attested copies of the document proving his/ her address and his/her age, two passport size photographs for each class of vehicle, and the certificate / Declaration of Medical Fitness as mentioned below :

Sr. No.	Category of License	Form No.	Time	Fees payable	Period of disposal	Contact person	Whom to contact if no solace is received from contract person
1	Driving license of Non-transport vehicles, if the applicant is below the age of 40 years	Form No.-1 (Declaration as to medical fitness)	From 10.00 am to 1.00 pm on all working days except Saturday, tenth and last day of the month.	Rs. 10.00 for each test.		Superintendent / AMVI	Collector, Diu.
2	In all other cases	Form – 1 A Medical Certificate duly signed by the Registered Medical Practitioner	On Saturday, tenth and last day of the month, case will be accepted during 10.00 am to 11.30 am only.				
3	Learner's license	Application along with form I or I-A as the case may be	From 10:00 a.m. to 12:30 p.m. on every Saturday		Within a week & from date of payment of fee	Superintendent / AMVI	Collector, Diu.
			Test will be conducted on Saturday at 10:00 a.m. onwards	Rs. 30.00 for each class of vehicle.			

Permanent Driving Licence:

The applicant on completion of one month from the date of issue of learner's licence, may submit application for permanent Driving licence.

Sr. No	Category of license	Form No. and procedure	Time	Fees Payable	Period of disposal	Contact person	Whom to contact if no solace is received from contract person
1	Permanent driving license	From No.4 Alongwith two passport size photographs and driving certificate in from 5 issued by the school or establishment.	Cash counter of the RTO office during 10. 00 am to 12.30pm on all working days except Saturday, tenth and last day of the month. On Saturday tenth and last of the month each will be accepted during 10.00am to 11.00am.	Rs.50.00 foreach class of vehicle	—	Superintendent/ AMVI	Collector, Diu.
		Application with above mentioned documents	From 10:00a.m. to 12.30p.m. on every Saturday		On Payment of fees		
			Test will be conducted on same day from 10.00 a.m. to 12:30 p.m. .	Rs.200 For each class of vehicle.	Within a week & from date of payment of fees		
		If the applicant dose not pass the test, he can reappear with in seven days.	--	Rs.50.00 for each class of vehicle			

Registration of Motor Vehicle

S.No	Procedure	Documents required	Period of disposal	Contact person	Whom to contact if no solace is received from contract person
1	For registration of motor vehicle .In Form 20 to the Registering Authority within a period of seven days from date of taking delivery of such vehicle	<ol style="list-style-type: none"> 1. Sale certificate in Form 21. 2. Valid insurance certificate 3. Copy of the proceedings of the state transport authority/concerned authority for the purpose of approval of the design in case of trailer or a semi trailer 4. Original sale certificate from the concerned authorities. In Form 21 in case of ex-army vehicles. 5. Proof of address by way of any one of the documents referred to in the Annexure I attached to this charter 6. Temporary registration certificate 	Within seven days	Superintendent/AMVI	Collector, Diu.
		<ol style="list-style-type: none"> 7. Road worthiness certificate in Form 22 from the manufacturer and Form 22-A from the body builders. 8. Custom's clearance certificate in case of imported vehicle alongwith licence and bond if any. 			

Fee prescribed for registration of vehicle:-

S. No.	Class of vehicle	Amount fee
1	Invalid carriage	Rs. 20.00
2	Motor cycle	Rs. 60.00
3	Light Motor Vehicle	Rs. 200.00
4	Light Commercial Vehicle	Rs. 300.00
5	Medium Goods Vehicle	Rs. 400.00
6	Medium Passenger Motor Vehicle	Rs. 400.00
7	Heavy Goods Vehicle	Rs. 600.00
8	Heavy Passenger Vehicle	Rs. 600.00
9	Imported Motor Vehicle	Rs. 800.00
10	Imported Motor Cycle	Rs. 200.00

Renewal of certificate of registration :

S.No	Category of Licence / Person	From No. / Procedure	Fee Payable	Period of disposal	Contact person	Whom to contact if no solace is received from contract person
1	Registration certificate for period of 5 years	Application in Form 25 to the Registering Authority not more than sixty days before the date of expiry	As per the rate prescribed for registration of vehicle	After necessary inspection of motor vehicle and a period of 5 days	Superintendent/AMVI	Collector, Diu.

2	Alteration of motor vehicle	Notice in Form BTI to the registering authority. After alteration the registered owner shall submit the certificate of registration for making necessary entries. After necessary verification / inspection of the vehicle the registering authority shall make entries thereof in the Registration records.	Rs.50.00	Approval of alteration shall be given to the Registered owner within seven days	Superintendent/AM VI	Collector, Diu.
3	Transfer of ownership	Application in Form 29 and 30 alongwith a) certificate of registration b) certificate of insurance c) proof of residence d) valid PUC certificate	Fee at the rate of half of the fee as prescribed	Within a week from the date of payment	Superintendent/AM VI	Collector, Diu.
4	Assignment of new registration marks	Application for registration in Form 27 alongwith a) proof of residence b) declaration in Form FT	Fees at the rate as prescribed	Within seven days from the receipt of confirmation from concerned RTO.	Superintendent/AM VI	Collector, Diu.

5	No objection certificate	<p>Form No.28 alongwith</p> <ol style="list-style-type: none"> Certificate of registration Copy of the certificate of insurance Evidence of payment of motor vehicle tax upto date Valid PUC certificate <p>In case of transport vehicle , in addition of the above documents documentary evidence may be furnished:</p> <ol style="list-style-type: none"> that the vehicle is not covered by any permit sum of money agreed upon to be paid by the holder of the permit under sub-section (5) and (6) of section 86 , if any no pending recovery evidence of payment to tax on passengers and goods. <p>On receipt of such application, a report will be obtained from Police Department that no case relating to the motor vehicle concerned has been reported or is pending as required under sub section (5) of section 48 of the Motor Vehicle Act, 1988.</p>		No objection certificate will be issued within 7 days from the receipt of such police clearance.	Superintendent/AM VI	Collector, Diu.
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6	Change in residence	Form 33 alongwith An application for recording a change in the residence in the certificate of registration of motor vehicle and certificate of registration and proof of residence	Rs.20/-	7days of receipt of such application	Superintend nt/AMVI	Collectpr, Diu.
7	Endorsement of hire purchase agreement	Application for making an entry of hire purchase lease or hypothecation agreement in the certificate of registration of motor vehicle in Form 34 duly signed by the registered owner and financier and shall be accompanied by the certificate of registration valid PUC	Rs.100/-	Within a week of receipt	Superintend ent/AMVI	Collector, Diu.
8	Termination hire-purchase agreement	From 35 duly signed by the registered owner and the financier and accompanied by the certificate of registration	Rs.100/-	The entry of hire-purchase agreement will be canceled within a week from the date of such application and fee.	Superintende nt/AMVI	Collector, Diu.
9	Registration particulars	Insurance of particulars of registration and license	Rs.20/-	Within a week of receipt of a written request	Superintende nt/AM VI	Collector, Diu.

10	Cancellation of registration	If a motor vehicle has been destroyed or has been rendered permanently incapable of use, the owner shall, within fourteen days or as soon as may be, report the fact to the Registering Authority with a request to cancel the registration of the vehicle and shall forward the certificate of registration to that authority. After verification of the merit of the application and inspection of the motor vehicle, if required, the Registering Authority shall cancel the registration of such vehicle.		
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Issue of Renewal of certificate of fitness :-

The application for issue and renewal of fitness in respect of transport vehicles will be accepted in form CFRA accompanied by (a) certificate of insurance (b) permit (c) certificate of taxation and d) fee as below.

S.No.	Class / category of vehicle	Fee for conducting test	Fee for grant or renewal of fitness	Total
1	Two / three wheeler vehicle	100.00	100.00	200.00
2	Light Motor Vehicle	200.00	100.00	300.00
3	Medium Motor Vehicle	300.00	100.00	400.00
4	Heavy Motor Vehicle	400.00	100.00	500.00

The vehicle should be produced for inspection and the certificate of fitness shall be issued on the same day.

Necessity for permit :-

A permit granted by the Regional Transport Authority or State Transport Authority is necessary for use of a vehicle as transport vehicle in any public place. No. vehicle shall be used as Transport vehicle without a valid permit except in cases specified under the provisions of the Motor vehicle Act. 1988 and rules made there under. The application for permit may be made in the following forms to the State Transport Authority of Regional Transport Authority as the case may be and accompanied by the fee mentioned below.

No permit is necessary for any goods vehicle , the gross vehicle weight of which does not exceed 3,000 kilograms.

S.No.	Type of permit	Application form	Fee for application	Fee for grant of
			form	permit
1	Stage Carriage	PSTSA	100	100
2	Contract carriage	PCoPA	100	100
3	Goods carriage	PGdCA	100	100
4	Temporary permit	PTem A	—	20
5	Private Service Vehicle	PPrSA	100	100
6	Special permit	PCoSpA	—	20
7	Tourist vehicle permit	PCoTA	200	200
8	National Permit	NPGdCP	200	200

Permits will be granted within 3 days from the date of sanction by the State Transport Authority subject to production of the valid documents and vehicle by the applicant. However, the temporary permits will be granted on the very next day of the application and payment of fee. Application for Temporary shall be submitted in the preceding month from 25th to the end of month.

Temporary certificate of Registration :-

The application for temporary certificate of registration will be accompanied by (a) Copy of Insurance (b) State Certificate (c) taxes (quarterly) as per the taxation schedule attached to this charter and (d) the fee as mentioned below:

- 1. For two wheelers : Rs. 100.00*
- 2. For all other vehicle:- Rs.200.00*
- 3. Temporary certificate of registration will be issued on the same day.*

Payment of Taxes :-

Motor vehicle tax :- Tax shall be levied according to the taxation schedule attached to this charter subject to an application in Form I appended to the Goa, Daman and Diu motor vehicle (Taxation) Act. / Rules , 1974 accompanied by:

- a) Certificate of registration*
- b) Copy of Insurance*
- c) Valid PUC certificate*

Road Tax can be paid quarterly , half yearly and annually . Tax posting will be done on the same day.

Taxes on passengers and goods > Tax shall be levied accordingly to the taxation .

Schedule attached to this charter subject to an application / declaration in Form I or From II (as the case may be) appended to the Goa , Daman and Diu Motor Vehicle (Taxation on Passengers and Goods) Rules , 1975 accompanied :

a) Certificate of registration

b) Copy of Insurance

c) Valid PUC Certificate Annexure -I Evidence as to the correctness of Address :-

<i>I.For company / Firm vehicle</i>	<i>a)Electricity or telephone bill b) Sales Tax paid or income tax receipt, Central Excise Tax receipt alongwith letter of Municipal or Gram Panchayat for Residence proof c)Valid certificate of shop and establishment issued by labour department d) Sales Tax Registration</i>
<i>2.For Personal vehicles</i>	<i>a) Ration Card b)Election Identity Card c) Other documents specified under Rule 4 of Central Motor Vehicles Rules, 1989.</i>

Annexure II

Taxation schedule

A) Road Tax:

S.No.	Type of Vehicle	Specification for taxation	Road tax per annum (Rs.)	Remarks
1	Two wheelers	Upto 50 cc	15	
		More than 50 cc	60	
		For every side car attached	5	In addition to rates specified as above
2	Auto Rickshaws	Upto 3 seats used for private purpose	60	
		Upto 3 seats used for hire	90	
3	Taxis	Upto 3 seats	225	
		Upto 4 seats	250	
		Upto 5 seats	270	
		For every additional seat upto maximum 7 seats	25	
4	Goods vehicles (including three wheeler pickup vans)	Driven on fuel other than diesel for every 100 Kgs. Of registered laden weight or part thereof.	15	
		Drive on Diesel for every 100 kgs. Of registered laden weight of part thereof.	18	
5	Buses	Upto 18 seats	600	
		For every additional seat over 18 seats	35	
6	Motor vehicles other than those covered above i.e. LMV/Cars/ Jeeps etc.	Upto 850 Kgs. Unladen weight	200	
		Over 850 Kgs. Upto 1200 Kgs.	250	
		Over 1200 Kgs. Upto 2500 Kgs	350	
		Over 2500 Kgs. Upto 5000 Kgs	400	
		For every 1000 Kgs. Or part thereof in excess of 5000 kgs.	60	

B) Goods Tax:

S.No.	Type of vehicle	Specification for taxation	Rate of goods tax per month
1	All transport vehicles including three wheelers	Upto 1000 kgs. Of RLW	Rs.37.50
2	All transport vehicles including three wheelers	More than 1000 Kgs. Of RLW	Rs.60.00

C) Passengers Tax

S.No.	Type of vehicle	Specification for taxation	Rate of goods tax per month
1	All busses	All Busses	Rs.1.50 per seat annually per km. of the total daily kms. Permitted or Rs. 24.00 per seat per month at the option of operator.

ELECTION CELL, COLLECTORATE, DIU

Sr. No.	Nature Of Work	Document Required	Period	Authority
1	2	3	4	5
01	Revision of Electoral Roll In every year.			
	A. Inclusion of Name of new Voters.	Prescribed Form No.6 - Birth Certificate. - Ration Card. - School Leaving Certificate.	Prescribed time Limit as Declared by Election Commission.	Application to be forwarded to the AERO and Collector-Diu, the same is verified by the Mamlatdar-Diu and submitted to the collector Diu.
	B. Deletion of Name of Voters.	Prescribed Form No.7 - Death Certificate - Death Report from Panchayats and Municipal Council-Diu - Report of Foreign Nationals from Police Department.	--DO--	
	C. Correction of Name of Voters.	Prescribed Form No.8 - Birth Certificate - School Leaving Certificate. - Ration Card.	--DO--	

	D. Transposition of Voters.	<i>Prescribed Form No.8-A</i> - Ration Card - Proof of New Changed Residence.	--DO--	
02	<i>Issue of EPIC's</i>			
	A. New EPIC's	<i>Prescribed Form No ECI-EPIC 001</i> - Electors Name Should be in Electoral Roll	<i>Prescribed time Limit as Declared by CEO.</i>	<i>ERO & Collector Daman</i>
	B. Duplicate EPIC's	<i>Prescribed Form No ECI-EPIC 002.</i> - Electors Name Should be in Electoral Roll	<i>Prescribed time Limit as Declared by CEO.</i>	
	C. Rectification of Defect In Electors Photo Identity Card(EPIC)	<i>Prescribed Form No ECI-EPIC 004.</i> - Electors Name Should be in Electoral Roll	<i>Prescribed time Limit as Declared by CEO.</i>	

(v) *the rules, regulations, instructions, manuals, held by it or under its control or used by its employees for discharging its functions;*

1 – LAND SECTION

- A) Goa Daman and Diu Land Revenue Code, 1968*
- B) Goa Daman and Diu Land Revenue Rules, 1971*
- C) Land Acquisition Act, 1894*
- D) Rent Control Act,-----*
- E) Goa, Daman & Diu Abolition (Land at Diu) Act-----*
- F) Goa, Daman & Diu Abolition of (Land at Diu) Rules -----*
- G) Indian Forest Act*

2 – MAGISTERIAL SECTION

- A) Citizenship Act, 1955*
- B) Indian Stamp Act, 1899*
- C) Court Fee Act, 1870*
- D) Arm Act, 1959*
- E) Arm Rules, 1962*
- F) Cinematograph Act, 1952*
- G) Power of Attorney Act, 1882*
- H) Notaries Act, 1952*
- I) Explosives Act, 1884*

3 – MOTOR VEHICLES SECTION

- A) Central Motor Vehicles Act*
- B) Central Motor Vehicles Rules*
- C) Daman and Diu Motor Vehicles Rules*
- D) Goa, Daman and Diu Motor Vehicles Taxation Act*

4 – ESTABLISHMENT SECTION

- A) Manual on Establishment and Administration*
- B) Leave Rules*
- C) FR &SR, Part-I, Allotment of Quarter.*
- D) C.C.S.(C) Rules*

5 – ACCOUNTS SECTION

- A) F.R. & S.R.*

6 – CIVIL SUPPLIES SECTION

- 1. Goa, Daman & Diu Food Stuffs Dealers Licensing Order, 1979.*
- 2. Goa, Daman & Diu Kerosene Oil (Export and Price) Control Order, 1975.*
- 3. Motor Spirit & High Speed Diesel (Regulation of Supply & Prevention of Malpractice) Order- 1998.*
- 4. Petroleum products (Maintenance of Production, Storage and Supply) Order-1999.*
- 5. Kerosene (Restriction on use and fixation of ceiling price) Order-1993.*
- 6. Prevention of Black Marketing and maintenance of Supplies of Essential Commodities Act, 1980.*
- 7. Kerosene (Fixation ceiling prices) Order, 1966.*
- 8. Goa, Daman & Diu (Essential articles)(Food Stuffs) Price (Display and Control) Order-1986.*
- 9. Goa, Daman & Diu Essential Article (Non Food Stuffs) Price (Display and Control) Order-1985.*
- 10. Goa, Daman & Diu Control Commodities (Regulation of Distribution) Order-1966.*
- 11. Public Distribution System (Control) Order-2001.*
- 12. Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order-1993.*
- 13. Edible Oils Packaging (Regulations) Order-1998.*

7 – ELECTION SECTION

1. *Election Manual/Representation of People Act 1950.*
2. *Compendium of Instruction on conduct of Elections.*
3. *Election Laws, Practice and Procedure.*
4. *Manual of Election Law.*
5. *Daman and Diu Municipality Election Rules, 1995.*
6. *The Daman and Diu Panchayats(Election Procedure) Rules,1995.*
7. *The Daman and Diu Village Panchayats (AMENDED) Regulations,1994.*
8. *The Daman and Diu Municipalities (AMENDED) Regulations,1994.*
9. *Compendium of Notifications/Instructions/Guidelines of Election of Panchayats & Municipal Councils of Union Territory of Daman & Diu.*

8 – ADMINISTRATION SECTION

- a) *State Guest Rules, 1990*
- b) *Enemy Property Act.*

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THEM UNDER ITS CONTROL;

1 – LAND SECTION

- A) *Non-Agriculture permission of Land Sanad*
- B) *Notices, Judgement & Order of Court of Collector under Land Revenue Code*
- C) *Sale permission order*
- D) *Gift permission order*
- E) *Release of share of land Order*
- F) *Land acquisition award*
- G) *Notices under land acquisition act*
- H) *Land Allotment Order*
- I) *Site Plan*

2 – MAGISTERIAL SECTION

- A) Register of Arms License*
- b) Affidavits/Powers*
- c) Permission orders*

3 – MOTOR VEHICLES SECTION

- A) Register of Registration of Vehicles and its concerning case files*
- B) Register of Motor Driving Licences and their corresponding papers*

4 – Accounts Section

- a) Tender Forms, comparative statement and its corresponding papers.*

5 – Civil Supplies Section.

- a) Papers concerning issue of Ration Cards*
- b) Issue of Kerosene permit*
- c) Distribution of PDS Commodities*

6 – ESTABLISHMENT

- A) allotment of Govt. Quarters*

- (vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;**

*Yes, every public interested to have information are contacting the Superintendent (G),
Collectorate, Diu*

- (viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;**

- 1 - Non Agricultural of Land committee*
- 2 - Sale/Gift/ mortgage/release of share of Land permission*
- 3 - Land Allotment Committee to Schedule Caste & Schedule Tribes
Land less people of Diu*
- 4 – Allotment Committee Land by auction.*
- 5 – Land allotment Committee to Army personnel*

- 6 – Monitoring Committee to monitor CRZ violation within Coastal Regulation Zone.
- 7 - Daman and Diu Coastal Zone Management Authority.
- 8 – Disaster Management Committee.
- 9 – Purchase Committee.
- 10- District Consumer Forum

The following are the composition of various committees/bodies:-

LIST OF COMMITTEES

1 – Monitoring Committee to monitor the violation under CRZ

- | | | |
|-------|----------------------------------|------------------|
| i) | The Collector, Diu | Chairman |
| ii) | The Executive Engineer, PWD, Diu | Member |
| iii) | The Chief Officer, DMC., Diu | Member |
| iv) | The Enquiry Officer, CS., Diu | Member |
| v) | The Mamlatdar, Diu | Member |
| vi) | The Jr. Town Planner, Diu | Member |
| vii) | The Range Forest Officer, | Member |
| viii) | The Dy. Collector & SDM, Diu | Member Secretary |

2 – Screening Committee under Coastal Regulation Zone (Panchayat & Municipal)

- | | | |
|-------|-----------------------------------|------------------|
| i) | The Collector, Diu | Chairman |
| ii) | The Dy. Collector & SDM., Diu | Member Secretary |
| iii) | The Executive Engineer, PWD., Diu | Member |
| iv) | The Chief Officer, DMC., Diu | Member |
| v) | The Mamlatdar, Diu | Member |
| vi) | The Enquiry Officer, CS., Diu | Member |
| vii) | The Jr. Town Planner, Diu | Member |
| viii) | The Range Forest Officer, Diu | Member |
| ix) | The Block Dev. Officer, Diu | Member |

3 – Airport Security Committee

- | | | |
|-------|----------------------------------|----------|
| i) | The Collector, Diu | Chairman |
| ii) | The Dy. Collector & SDM., Diu | Member |
| iii) | The Executive Engineer, PWD, Diu | Member |
| iv) | The Chief of Police, Diu | Member |
| v) | The Mamlatdar, Diu | Member |
| vi) | The Manager (ATC), Airport, Diu | Member |
| vii) | The Asstt. Eng. PWD, SD-I, Diu | Member |
| viii) | The Manager, Jet Airways, Diu | Member |
| ix) | The Officer I/c, ACS, Diu | Member |
| x) | The Station I/c BPCL, Diu | Member |

- xi) *The Asstt. Central & Intel. Officer, IB, Member*
- xii) *The Security I/c, Jet Airways, Diu Member*
- xiii) *The Company Commander, IRBN Member*
- xiv) *The Range Forest Officer Member*

4 - Aerodrome Committee:-

- i) *The Collector, Diu Chairman*
- ii) *The Dy. Collector & SDM., Diu Member*
- iii) *The Executive Engineer, PWD, Diu Member*
- iv) *The Chief of Police, Diu Member*
- v) *The Mamlatdar, Diu Member*
- vi) *The Manager (ATC), Airport, Diu Member*
- vii) *The Asstt. Eng. PWD, SD-I, Diu Member*
- viii) *The Manager, Jet Airways, Diu Member*
- ix) *The Officer I/c, ACS, Diu Member*
- x) *The Station I/c BPCL, Diu Member*
- xi) *The Asstt. Central & Intel. Officer, IB, Member*
- xii) *The Security I/c, Jet Airways, Diu Member*
- xiii) *The Company Commander, IRBN Member*
- xiv) *The Asstt. Engineer Elec., Diu Member*
- xv) *Shri Yatin K. Fugro, Agent, JA Member*

5 – Bomb Threat assessment and Airport Environment Management Committee

- i) *The Collector, Diu Chairman*
- ii) *The Dy. Collector & SDM., Diu Member*
- iii) *The Chief of Police, Diu Member*
- iv) *The Mamlatdar, Diu Member*
- v) *The Manager (ATC), Airport, Diu Member*
- vi) *The Manager, Jet Airways, Diu Member*
- vii) *The Officer I/c, ACS, Diu Member*
- viii) *The Company Commander, IRBN Member*

6 – Disaster Management Committee

- i) *The Collector, Diu Chairman*
- ii) *The Dy. Collector & SDM., Diu Member*
- iii) *The Executive Engineer, PWD., Diu Member*
- iv) *The Health Officer, PHC, Ghoghla Member*
- v) *The Chief Officer, DMC., Diu Member*
- vi) *The Mamlatdar, Diu Member*
- vii) *The Superintendent, Collectorate Member*
- viii) *The Enquiry Officer, CS., Diu Member*
- ix) *The Chief of Police, Diu Member*
- x) *The Asstt. Engineer Electrical, Diu Member*
- xi) *The Port Officer, Diu Member*

- xii) *The Asstt. Supdt of Fish., Diu Member*
- xiii) *The Block Development Officer, Diu Member*
- xiv) *The Zonal Agri. Officer, Diu Member*
- xv) *The Range Forest Officer, Diu Member*
- xvi) *The Fire Station I/c, Diu Member*

7 – District Blindness Control Society, Diu

- i) *The Collector, Diu Chairman*
- ii) *The Mamlatdar, Diu Vice Chairman*
- iii) *The Asstt. Accounts Officer, Diu Member*
- iv) *The Senior Surgeon, Govt. Hospital Member Secretary*
- v) *The Chief Officer Member*
- vi) *The President, DMC., Diu Member*
- vii) *The Education Officer, Diu Member*
- viii) *Smt Jayanti ben K.Fugro,SW Member*
- ix) *Smt. Sudhaben Somani, Mahila S. Member*

8 – District Leprosy Society, Diu

- i) *The Collector, Diu Chairman*
- ii) *The Asstt. Accounts Officer, Diu Member*
- iii) *The Sr. Surgeon, Govt. Hospital Member*
- iv) *The President, DMC., Diu Member*
- v) *The Vice President Dist. Panchayat, Member*
- vi) *The Sarpanch, V.P. B'wada Member*
- vii) *The Sarpanch, V.P. V'bara Member*
- viii) *The Medical Officer, PHC., Ghoghla Member*
- ix) *Dr. Narendra Padhiar Member*
- x) *Member of Village Panchayat Member*
- xi) *Dr. Pratap Makwana Member*
- xii) *Shri Hakabhai Soni Member*
- xiii) *Shri Rameshbhai Raval Member*
- xiv) *Shri Haridas Premji Member*
- xv) *Dr. V. M. Vaishya Member*
- xvi) *Shri Mohanlal K.K. Ex-President Member*
- xvii) *Dr. P.B. Kapadia, Ex-President, DMC Member*

9 – The Indian Red Cross

- i) *The Collector, Diu Chairman*
- ii) *- Member*
- iii) *- Member*

10 – The Regional Transport Authority, Diu

- | | | |
|------|------------------------------|------------------|
| i) | The Collector, Diu | Chairman |
| ii) | The President, DMC., Diu | Member |
| iii) | The Supdt. Collectorate, Diu | Member Secretary |

11 – The Screening Committee under the SCP Scheme for Group ‘D’

- | | | |
|-----|--------------------------|----------------------------|
| 1 – | The Collector, Diu | Chairman |
| 2 – | The Dy. Collector, Diu | Member |
| 3 – | The Dy. Secretary (Pers) | Member(only common cadre) |
| 4 – | The respective H.O. | Member |

12 – The Departmental Selection Committee for Group ‘D’

- | | | |
|-----|--------------------------|----------------------------|
| 1 – | The Collector, Diu | Chairman |
| 2 – | The Dy. Collector, Diu | Member |
| 3 – | The Dy. Secretary (Pers) | Member(only common cadre) |
| 4 – | The respective H.O. | Member |

13 – Non Agricultural of Land Committee

- | | | |
|----|-------------------------------|----------|
| 1- | The Collector, Diu | Chairman |
| 2- | The Executive Engineer, PWD | Member |
| 3- | The Mamlatdar, Diu | Member |
| 4- | The Enquiry Officer, CS,Diu | Member |
| 5- | The Asstt. Eng.Elec., Diu | Member |
| 6- | The Junior Town Planner, Diu | Member |
| 7- | The Range Forest Officer, Diu | Member |

14- Sale/Gift/Mortgage/Release of share of Land Permission Committee

- | | | |
|----|------------------------------|----------|
| 1- | The Collector, Diu | Chairman |
| 2- | The Mamlatdar, Diu | Member |
| 3- | The Enquiry Officer, CS,Diu | Member |
| 4- | The Junior Town Planner, Diu | Member |

15- Land Allotment Committee to SC/ST Landless people of Diu

- | | |
|--------------------------------|----------|
| 1- The Collector, Diu | Chairman |
| 2- The Dy. Collector, Diu | Member |
| 3- The Executive Engineer, PWD | Member |
| 4- The Mamlatdar, Diu | Member |
| 5- Representative of SC Member | Member |

16- Allotment Committee by Land Auction

- | | |
|---------------------------------|----------|
| 1- The Collector, Diu | Chairman |
| 2- The Executive Engineer, PWD | Member |
| 3- The Mamlatdar, Diu | Member |
| 4- The Enquiry Officer, CS, Diu | Member |

17- Land Allotment Committee to Army Personnel

- | | |
|---------------------------------|----------|
| 1- The Collector, Diu | Chairman |
| 2- The Executive Engineer, PWD | Member |
| 3- The Mamlatdar, Diu | Member |
| 4- The Enquiry Officer, CS, Diu | Member |

18- Indian Red Cross

- | | |
|----------------------------------|-----------|
| 1- The Collector, Diu | Chairman |
| 2- The Education Officer, Diu | Secretary |
| 3- Accountant, Collectorate, Diu | Treasurer |

19- Bal Bhavan Board

- | | |
|-------------------------------------|------------------|
| 1- Smt. Anu Shree Mathur | Chairperson |
| 2- The Collector, Diu | Vice-Chairperson |
| 3- The Director, Bal Bhavan Board | Member |
| 4- The President, DMC | Member |
| 3- The Asstt. Accounts Officer, Diu | Member |
| 4- The Chief of Police, Diu | Member |
| 6- The Education Officer, Diu | Member |
| 7- The C.D.P.O., Diu | Member |
| 8- Smt. Sudha Somani | Member |
| 9- Smt. Nutan Fugro | Member |
| 10- Shri S. A. Remedios | Member |

20- Jawahar Navodaya Vidyalaya

1- The Collector, Diu	Chairman
2- The Education Officer, Diu	Member
3- The Executive Engineer, PWD	Member
4- The Principal, GHSS, Diu	Member
5- The Senior most Teacher of JNV	Member
6- Representative from Public	Member
7- The Chief Medical Officer	Member
8- Two Representative from Parents	Member
9- The Principal , JNV,	Member

21- District Tuberculosis Control Society

1- The Collector, Diu	Chairman
2- The Dy. Collector, Diu	Vice-Chairman
3- The Health Officer, Diu	Member Secretary
4- The Senior Surgeon, Diu	Member
5- The Medical Officer, PHC	Member
6- The President, DMC	Member
7- The Vice President, D.P.	Member
8- The President, IMA	Member
9- The Sarpanch, VP, V'bara	Member
10- The Sarpanch, VP, B'wada	Member
11- The A.A.O., Diu	Treasurer

22- Aids Control Society, Diu

1- The Collector, Diu	Chairman
2- The Medical Officer	Member
3- The Senior Surgeon, Diu	Member
5- The President, Mahila Mandal	Member
6- The Vice-President, D.P	Member
7- The Health Officer	Member Secretary

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;**

Service & personal records of all the employees are maintained

Sr. No.	Name & Designation.	Telephone No.
1.	2.	3.
01.	Dr. Ranbir Singh, Collector, Diu.	252222, 252176
02.	Superintendent on Deputation as Co, DMC, Diu.	252201
03.	Head Clerk, Collectorate, Diu. (VACANT)	
04.	Shri S. Remedios, Conf. Asstt., Collectorate, Diu.	253525
05.	Shri B. I. VYAS, Accountant, Collectorate, Diu.	
06.	Shri P. G. Shah, C.I., C.S., Collectorate, Diu.	252616
07.	Shri Kishan Bamania, U.D.C., Collectorate, Diu.	253755
08.	Shri A.U. Kureshi UDC, Collectorate, Diu.	253786
09.	Shri Adam Basir Mansuri, UDC, Collectorate, Diu.	254724
10.	UDC, Collectorate, Diu. (Vacant)	--
11.	Shri Iqbal Dhadha, F.S., Collectorate, Diu.	--
12.	Smt. Anita Dias, Jr. Steno, Collectorate, Diu.	252666
13.	Jr. Steno., Collectorate, Diu (Vacant)	
14.	Shri M. L. Joshi, LDC, Collectorate, Diu.	253877
15.	Shri J. D. Solanki, LDC, Collectorate, Diu.	255341
16.	Shri P. D. Chudasama, LDC, Collectorate, Diu.	252879
17.	Shri Fremiot Almeida, LDC, Collectorate, Diu.	254979
18.	Shri B. P. Kapse, LDC, Collectorate, Diu.	255073
19.	Kum. Vera Naziario Rebello, LDC, Colle.,Diu.	254367

20.	Shri Harilal Rathod, L.D.C., Collectorate, Diu.	255327
21.	Shri Devang H. Shah, L.D.C., Collectorate, Diu.	253941
22.	Smt. Fermina Almeida, L.D.C., Collectorate, Diu.	252087
23.	Driver, Collectorate, Diu. (Vacant)	
24.	Shri H. D. Jadav, Driver Collectorate, Diu.	255327
25.	Shri Jashvant Rathod, Driver, Collectorate, Diu.	254365
26.	Shri Gafar Kasam, Driver, Collectorate, Diu.	254343
27.	Shri M. J. Jadav, Bailief, Collectorate, Diu.	253288
28.	Shri B. S. Kapadia, Peon, Collectorate, Diu.	--
29.	Shri Haresh H. Jethwa, Peon, Collectorate, Diu.	254884
30.	Shri Renny Rebello, Peon, Collectorate, Diu.	254367
31.	Shri P. H. Vaja, Peon, Collectorate, Diu.	253418
32.	Shri A. H. Bhatt, Peon, Collectorate, Diu.	253629
33.	Shri B. I. Bamania, Peon, Collectorate, Diu.	--
34.	Smt. Dharmishtaben K. Jethwa, Peon, Colle., Diu.	272022

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

Regular Pay and Allowances are disbursed/ paid to each employee by cash and Cheque collected from PAO as under:-

SR NO.	NAME OF EMPLOYEES	DESIGNATION	PAY SCALE	GROSS SALARY
1.	2.	3.	4.	5.
	DR. RANBIR SINGH	Collector, Diu.	15100-400-18300	27,203/-
	ON DEPUTATION AS C.O., DMC, DIU	Superintendent (G)	5500-175-9000	--
	VACANT	Head Clerk	5000-150-8000	--
	SHRIS. A. REMEDIOUS	Conf. Asstt.	5000-150-8000	11,374/-

	SHRI B. I. VYAS	Accountant	4500-125-7000	10,347/-
	SHRI A. K. MANSURI	U. D. C. (Qtr.)	5000-150-8000	9,201/-
	SHRI K. M. BAMANIA	U. D. C.	--do--	9,153/-
	SHRI A. U. KURESHI	U. D. C.	--do--	9,026/-
	VACANT	U. D. C.	--do--	--
	SMT. ANITA MACHADO	Jr. Stano. (Qtr.)	5000-150-8000	10,813/-
	VACANT	Jr. Steno.	--do--	--
	SHRI SOFIA ROSARIO	L. D. C.	3050-75-3950-80-4590	5,771/-
	SHRI V. N. REBELLO	L. D. C.	--do--	7,172/-
	SHRI FERMITO ALMEIDA	L. D. C.	--do--	8,106/-
	SHRI B. P. KAPSE	L. D. C. (Qtr.)	--do--	6,350/-
	SHRI P. D. CHUDASAMA	L. D. C.	--do--	6,752/-
	SHRI D. H. SHAH	L. D. C.	--do--	5,771/-
	SHRI J. B. RATHOD	Driver	--do--	6,221/-
		Driver	--do--	--
	SHRI MAVJI JETHA	Bailief	2650-65-3300-70-4000	7,444/-
	SHRI P. H. VAJA	Peon	2610-60-2910-65-3300-70-4000	6,584/-
	SHRI R. N. REBELLO	Peon	2550-55-2600-60-3200	6,081/-
	SHRI A. H. BHATT	Peon (Qtr.)	--do--	5,616/-
	SHRI N. R. JOSHI	Peon	--do--	5,969/-
	SMT. D. K. JETHWA	Peon	--do--	4,837/-
	SHRI P. G. SHAH	Sub-inspector (C. S.)	4000-100-6000	10,347/-
	SHRI I. J. DHADA	Field Surveyor	--do--	9,477/-
	SHRI M. L. JOSHI	L. D. C.	4000-100-6000	8,106/-
	SHRI J. D. SOLANKI	L. D. C.	--do--	6,752/-
	SHRI B. I. BAMANIA	Peon	2550-55-2600-60-3200	5,721/-
	SHRI H. D. JADAV	Driver	3050-75-3950-80-4590	7,342/-
	SHRI. ABDUL GAFAR K. MANSURI	Driver	--do--	7,202/-
	SHRI. J. K. KAMALIA	Peon (Qtr.)	2550-55-2600-60-3200	5,671/-

(xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE;**

Allocation of funds/ budget are being allotted by the Finance Department based on the Head of Account.

Provision Budget under BE & RE is prepared every year during the pre-budget stage. Relevant registers viz. Cash Book, GFR, TR etc are being maintained. The expenditure report on every Head of Account are being sent well in time.

Annexure-A - contained all budget head of account and allocation of fund are attached herewith.

- (xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;**

Collectorate, Diu is not implementing any subsidy programmes. Hence not applicable

- (xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS, OR AUTHORISATIONS GRANTED BY IT;**

Issue of Food grain permits to the Fair Price Shops under the (TPDS) Targetted Public Distribution Scheme (Antyodaya Anna Yojna, Below Poverty Line and Anapurna Scheme)

- (xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM;**

Yet to be implemented.

- (xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE;**

The window system is not yet established. However, a citizen desiring information or a certified copy may approach the Superintendent, Collectorate, Diu and submit an application to the concerned authority and on payment of requisite fees certified copies are issued.

- (xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**

The Superintendent (G), Collectorate, Diu being H.O. is appointed as Public Information Officer.

- (xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

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ANNEXURE – A(i) (N)

STATEMENT SHOWING THE HEAD WISE DETAILS OF RE-CONSOLIDATE FIGURES FOR THE MONTH OF SEPTEMBER-2005.

<i>Major/Minor Budget of Accounts</i>	<i>Allotment for the Year 2004-05 Rs. in Thousands.</i>	<i>Exp. in previous month of 08/2005</i>	<i>Exp. during the month of 09/2005</i>	<i>Progressive total (col.3 + 4)</i>	<i>Balance</i>	<i>Remarks</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>	<i>4.</i>	<i>5.</i>	<i>6.</i>	<i>7.</i>
Demand No. 63 2015: Election for conduct of 00.105: Charge for conduct of Election to Parliament, 02: Expenditure in U.T. (Without Legislatures) 02.00.28: Professional Service...	6,00,000/-	13,888/-	12,813/-	26,701/-	5,73,299/-	
2029: Major Head Non-Plan, Land Revenue, 800: Other Expenditure, 04: Establishment, 04:00:01: Salaries. 04.00.06: Medical Treatment 04.00.11: Domestic Travels Expenses. 04.00.13: Office Expenses	1,33,000/- 5,000/- 10,000/- 2,00,000/-	58,943/- -- -- 65,261/-	9,477/- -- -- 25,477/-	68,420/- -- -- 90,738/-	64,580/- 5,000/- 10,000/- 1,09,262/-	
2041: Major Head Non-Plan, Taxes on Vehicles 001: Direction & Administration, 01: Directorate of Transport, 01:00:13: Office Expenses. 01.00.50: Other Charges	1,00,000/- 50,000/-	38,972/- --	1,293/- --	40,265/- --	59,735/- 50,000/-	
2052: Major Head Non-Plan, Secretariat General Service, 090: Secretariat, 15: Daman & Diu, 15:00:01: Salaries,	1,75,000/-	72,933/-	--	72,933/-	1,02,067/-	

2053: Major Head Non-Plan, District Administration, 093: District Establishment, 07: Daman & Diu,						
07:00:01: Salaries.	26,50,000/-	11,79,445/-	1,90,953/-	13,70,398/-	12,79,602/-	
07.00.02: Wages.	50,000/-	12,379/-	7,089/-	16,717/-	33,283/-	
07.00.06: Medical Treatment.	20,000/-	17,737/-	--	17,737/-	2,263/-	
07.00.11: Domestic Travels Expenses	90,000/-	39,821/-	2,288/-	42,109/-	47,891/-	
07.00.13: Office Expenses	8,00,000/-	3,19,332/-	44,717/-	3,64,049/-	4,35,951/-	
07.00.41: Secret Service Expenditure	50,000/-	50,000/-	--	50,000/-	-NIL-	
2055: Major Head Non-Plan, Police						
109: District Police, 14: Daman & Diu,						
14:00:13: Office Expenses (FOR PROTOCOL SERVICE)	1,00,000/-	26,007/-	--	26,007/-	73,993/-	
2245: Major Head Non-Plan, Relief on Account of Natural Calamities						
01: Drought						
101: Gratuitous Relief,						
02: Other Items						
02:00:50: Other Charges.	1,00,000/-	--	--	--	1,00,000/-	
2408: Major Head Non-Plan Food Storage & Warehousing,						
01: Food,						
001: Direction & Administration,						
05: Daman & Diu,						
05:00:42: Lump sum Provision.	3,00,000/-	1,22,666/-	30,279/-	1,52,945/-	1,47,055/-	

3456: Major Head Non-Plan, Civil Supplies 001: Direction & Administration, 07: Daman & Diu, 07:00:42: Lump Sum Provision.	2,00,000/-	83,185/-	10,347/-	93,532/-	1,06,468/-	
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ANNEXURE – A(ii) (PLAN)

STATEMENT SHOWING THE HEAD WISE DETAILS OF RE-CONSOLIDATE FIGURES FOR THE MONTH OF SEPTEMBER-2005

Major/Minor Budget of Accounts	Allotment for the Year 2005-06 Rs. in thousand.	Exp. in previous month of 08/2005	Exp. during the month of 09/2005	Progressive total (col.3 + 4)	Balance	Remarks
1.	2.	3.	4.	5.	6.	7.
2041: Major Head Plan, Taxes on Vehicles 001: Direction & Administration, 01: Directorate of Transport, 01:00:01: Salaries. 01.00.11: Domestic Travels 01.00.13: Office Expenses	1,50,000/- 5,000/- 3,75,000/-	36,352/- -- 33,040/-	7,342/- -- 2,25,910/-	50,896/- -- 2,58,950/-	99,104/- 5,000/- 1,16,050/-	
3456: Major Head Plan, Civil Supplies, 001: Direction & Administration, 07: Daman & Diu, 07:00:42: Lump Sum Provision	1,00,000/-	3,723/-	1,782/-	5,505/-	94,495/-	
3053: Major Head Plan, Civil Aviation, 80: General, 800: Other Expenditure, 12: Buildings 12:00:27: Minor Works	10,00,000/-	--	--	--	10,00,000/-	

BLOCK DEVELOPMENT OFFICE, DIU.

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES:-

As Head of Office, the Block Development Officer, Diu is directly connected with implementation of various programmes/schemes in Rural as well as in Urban areas.

- *The Block Development Officer, Diu is overall supervising the works of District Panchayat in Diu Block as well as in four village Panchayats i.e. Vanakbara, Saudwadi, Bucharwada & Zolawadi.*
- *Besides, the Block Development Officer, Diu is performing the duties of Registration of Births & Deaths as Additional District Registrar of Birth and Death for Diu District.*
- *Implementation of National Old Age Pension Scheme, above 65 years of Rs.75/- per month by Money order through the post office, Diu.*
- *Implementation of Old Age Destitute Pension Scheme, above 55 to 64 years of Rs.60/- per month.*
- *Implementation of Prime Minister Rozgar Yojana Scheme, the main objective of this scheme is to provide employment to educated unemployed youth for setting up the self employment ventures through industries, services and business routes.*
- *Implementation of SGSY Scheme, Earlier Programmes like Integrated Rural Development Programme(IRDP), Development of Women and Children in Rural Area(DWCRA), Training of Rural Youth for Self-Employment(TRYSEM), Supply of Improved Toolkits to Rural Artisans(SITRA) & Ganga Kalyan Yojana(GKY) were conceived to be complementary to each other for achieving the larger goal of poverty alleviation in the rural areas.*
- *Implementation of National Family Benefit Scheme, beneficiary is given financial assistance due to death of primary bread winner to the bereaved house-hold @ Rs.10,000/- for natural and accidental death living below poverty line.*
- *Scheme for Grant-in-aid to Mahila Mandal for women activity.*
- *The U.T. Administration of Daman and Diu has authorized the Block Development Officer, Diu to issue Identity Card for Senior Citizen (With age of 60 years above).*

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Block Development Officer, Diu has :-

- (a) To issue Order/Permission for late registration of Births & Deaths as a Additional District Registrar of Births & Deaths/Executive Magistrate, Diu.*

- (b) To supervise Administrative works of all the Village Panchayats of Diu District and District Panchayat.
- (c) To issue formal approval for Plan for construction of buildings in Panchayat area.
- (d) Implementation of Schemes under Poverty Alleviation Programme.
- (e) To carry out Survey of works of various such as Crop estimation, Agricultural, Economic, Population, Live stock, etc.

(f)

Sr. No.	Function.	Section
(01).	(02).	(03).
01.	General supervision of office work.	Head Clerk.
02.	Drafting of important and urgent references.	
03.	Confidential correspondence (Both Section).	
04.	Scrutiny of all schemes/proposals drafted by extension staff.	
05.	Issue of Provisional permanent registration of S.S.I. & Senior Citizen Identity Card.	
06.	Issue of Sr. Citizen Card	
06.	Inspection of Village Panchayats.	E.O. (VP)
07.	Important correspondence regarding matching grants and other works.	
08.	Implementation of JRY scheme.	
09.	Compliance of Audit report of Village Panchayats.	
10.	Log Book.	
11.	Sanction of PMRY Loan.	S.A.
12.	Consolidated report for expenditure under Plan/Non Plan of all head of office station at Diu.	
13.	Registration of Births & Deaths/Permission orders of late registration	
14.	Collection of various data from the Hotels.	S.I.
15.	Collection of data from Ground Water.	
16.	Collection of data for meat.	
17.	N.S.S./Agriculture/Live Stock/Economic/Industries/Rural wages.	
18.	D.R.D.A. works.	
19.	Maintenance of Accounts as per prescribed accounting procedure of B.D.O., Diu.	U.D.C.
20.	Establishment work and maintenance of service book of B.D.O.	
21.	Compliance of Audit note of B.D.O.	
22.	Maintenance of all subsidiary registers of Accounts.	
23.	Preparation of Budget for Plan and Non Plan scheme for the block.	
24.	Handling of Cash in respect of Block section and scheme.	L.D.C.
25.	Maintenance of Cash book of Block office, Schemes and other relevant registers as per prescribed accounting procedure.	
26.	Administration Section.	L.D.C.
27.	Inward/Outward Section.	
28.	All typing works.	
29.	Maintenance of Dead stock.	

30.	Purchase of equipments/stationery etc.	
31.	Implementation of three schemes under N.O.A.P.S.	Gram Sevak.
32.	To assist Mukhya Sevika (Vacant she was deputed from the C.D.P.O., Diu).	Gram Sevak/Sevika.
33.	Preparation of Cases under N.O.A.P.S./P.M.R.Y. schemes.	
34.	B.P.L. Survey.	
35.	Agriculture Survey/Crop Estimation/Ground water.	
36.	Preparation of Plan & Estimate for Developmental works pertaining to Village Panchayats.	E.O. (RE)
37.	Preparation of case under I.A.Y.	
38.	Information regarding SC/ST	Gram Sevak(SW)
38.	Cleanliness of office, Distribution of Daks, etc.	Peons

(iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

In this decision making process, consultation with concerned officers is held in necessary opinion of the people through leading citizens/or formal committees, if any is taken.

It is further submitted that the matters are supervised by the Collector being the District Head wherever necessary.

Accountability is enforced through ACRs, Conduct & Service Rules.

- 1) Being an Additional District Registrar of Births & Deaths/Executive Magistrate, Diu, issue Orders Permission for late registration of Births & Deaths .
- 2) The Block Development Officer, Diu empowered to accord financial sanction to the Panchayats of Diu District and to issue formal approval for construction of building Plans.
- 3) The Block Development Officer, Diu has to implement all the Schemes under Poverty Alleviation Programmes.
- 4) The Block Development Officer, Diu has to carry out Survey of works of various such as Crop estimation, Agricultural, Economic, Population, Live stock, etc. as a charge officer.

(iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

As per the Goa, daman & Diu Village Panchayats(Regulation of Buildings) Rules, 1971 and Daman & Diu Village Panchayats(Amendment) Regulation, 1994, the Block Development Officer, Diu has to supervise the works, expenditure and Administrative works of all the Panchayats.

CITIZEN'S CHARTER OF BLOCK DEVELOPMENT OFFICE, DIU.

<i>Sl. No.</i>	<i>Type of Work</i>	<i>Supporting documents</i>	<i>Dealing person</i>	
5.4	<i>NOC for electricity and Water connection and for shop establishment</i>	<i>Application, Ownership record and copy of ration card</i> <i>Construction permission/order, house tax receipt, ownership/I&XIV Nakal</i>	<i>Statistical Investigator</i>	
5.5	<i>Permission for construction/Reconstruction</i>	<i>Application Ownership document Site Plan Construction plan as required under the rules;</i> <i>a) Approval of technical Officer</i> <i>b) Approval of Architect Planner</i> <i>c) Approval of BDO</i>	<i>E. O. V. P.</i>	
5.7	<i>Issue of permission for late Registration of Births and Deaths within one year</i>	<i>Application Affidavit Non Availability Certificate Janmotary/Medical Certificate Ration Card copy Any other relevant documents</i>	<i>Statistical Assistant</i>	
5.8	<i>Issue of order for late Registration of births and deaths above one year</i>	<i>Application Affidavit Affidavit of four independent witness Non Availability Certificate</i>	<i>Statistical Assistant</i>	

		Certificate of occurrence of event School leaving certificate Any other document		
5.9	Counter signature on income certificate and residence certificate issued by Village Panchayats	i) Ration Card ii) Affidavit	Extension Officer(VP)	
5.10	Matching grant(GIA)	N.A.	Extension Officer(VP)	
5.12	Family Pension to old age and inform destitute	Application form Two passport size photographs Income Certificate Residence Certificate Certificate of Health Officer, PHC, Daman Age/Birth Certificate	Mukhiya Sevika(BDO)	
5.13	Economic betterment of SC/ST	Application form Two passport size photographs Income certificate Caste certificate Credit worthiness certificate Quotation	Mukhiya Sevika(BDO)	
5.14	Welfare of Physically handicapped	Application form Two passport size photographs Income certificate Residence Certificate Credit worthiness certificate Medical certificate with photograph Quotation Physically handicapped certificate	Mukhiya Sevika(BDO)	
5.15	Indira Awas Yojana(IAY)	Application form	E.O.V.P	

		Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence Certificate		
(i)	Middle income group housing scheme(Rs.115000 Maximum) Maximum Interest @ Rs.14% per annum	Application Two passport size photograph Income certificate Land owner ship document Nil Encumbrance certificate of plot Approved Plan and estimates Valuation Certificate Nil Encumbrance certificate of plot and surety Solvency certificate Declaration of surety	Extension Officer(VP)	
ii)	Housing for Tribals Rs.20,000 is provided for house on 100% subsidy basis	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence Certificate NOC of land owner and his power of Attorney	Gram Sevak (TSP)	
iii)	Repairing/Renovation of houses under TSP Rs.5,000 is provided per house on – 100% subsidy	Application form Two passport size photographs Site Plan I and XIV Nakal	Gram Sevak (TSP)	

		Caste Certificate Income Certificate Residence Certificate NOC of land owner and his power of Attorney		
5.17	Self Employment cases Rs.20,000/- is provided per tribal on 50% loan and 50% subsidy	Application form Two passport size photographs Caste Certificate Income Certificate Ration Card copy	Gram Sevak(TSP)	

RURAL/URBAN DEVELOPMENT AGENCY

	(B)RURAL DEVELOPMENT AGENCY						
Sl.N o.	Schemes	Benefits	Financial Assistance	Target Group	Eligibili ty	To whom to contac t	

34.5	Swarna Jayanti Gram Swarozgar Yojana(SGSY)	Assets for income generating activities under agriculture animal, husbandry, forest, fisheries village industries, setting up of micro enterprises targeting activities etc.	Loan: Maximum Rs.50,000 Subsidy: For other 30%(50% for SC/ST of the project cost subject to a ceiling of Rs.7500(Rs.10000 for SC/ST) for group beneficiaries. The existing patterns of subsidy at 50% of the cost subject to ceiling of Rs.1.25 lakhs	SC/ST- 50% Women- 40% Handicapped-3%	Person living below poverty line i.e. having score from 14-17 in the forms of non availability of basic	BDO	
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34.6	Sampurna Gramin Rozgar Yojana	Wage Employment to unskilled labourers	Subsidy: Wage shall be paid partly in food grains and partly in cash(ie. 5 Kg food grains as part of wages per manday. The remaining wages will be paid to the labourers in cash to ensure notified minimum. It is open to all rural poor who are in need of wage employment and to do manual work in and around their habitation	Rural poor	Persons living below poverty line	BDO and Panchayat.	
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34.7	Indira Awaas Yojana	Dwelling house with plinth area of 20 Sq.mtrs. and kitchen, ventilation, sanitation facilities, smokeless chulha etc.	Subsidy: For construction of house Rs.20,000 For conversion of kutcha house to semi pucca house Rs.10,000 100% subsidy	SC, ST, BPL families freed bonded Labour/ SC,ST disabled persons.	Persons living below poverty line	BDO	
34.8	Employment Assurance Scheme	Employment for 100 days for unskilled manual worker on demand during lean period of agriculture	Subsidy: As per minimum wage rate employment	Rural poor	Persons living below poverty line	BDO and Panchayat.	

34.9	Central Rural Sanitation Programme	Construction of: (1) Individual toilets (2) Sanitary latrines inclusively for women (3) drains and other sanitation facility (4) Intensive campaign for awareness generation and health education for creating need for personal, household and environment facility etc.	Subsidy: The basic low cost unit for the construction of household latrine from Rs.625/- to Rs.1000/- subsidy restricted to Rs.500/- basic low cost unit. 80% of subsidy	Persons living below poverty line	E.O.V.P	BDO and Panchayat	
34.10	National Social Assistance Programme						
1.	National Old Age pension Scheme	Monthly Pension	Pension @ Rs.75/- per month	The beneficiary must be (1) 65 years of age above (2) Destitute in the sense of having little or no regular means of livelihood	Must be destitute	Panchayat in case of Rural areas and Municipality in case of urban areas.	

2.	<i>National Family Benefit Scheme</i>	<i>One time financial assistance for death</i>	<i>Subsidy: Rs.1000 0/- for natural death/accidental death</i>	<i>Family living below poverty line, on the death of the primary breadearner</i>	<i>Pers ons living below poverty line</i>	<i>Panchayat in case of Rural areas and Municipality in case of urban areas.</i>	
3.	<i>National Maternity Benefit Scheme</i>	<i>One time financial assistance for pregnancy</i>	<i>Subsidy: Rs.500 per pregnancy</i>	<i>Pregnant women in BPL category for upto 1st and 2nd Live birth provided they are of 19 years of age and above</i>	<i>Wom en living below poverty line</i>	<i>Panchayat in case of Rural areas and Municipality in case of urban areas.</i>	

34.1 1	Balika Samridhi Yojana	One time financial assistan ce	Subsidy: A grant of Rs.500/- on birth Annual Scholars hip for each successf ully complet ed year of Schoolin g: Classi- III:Rs30 0 per annum for each class. IV:Rs.50 0 per annum V:Rs.60 0 per annum VI- VII:Rs.7 00 per annum for each class. VIII: Rs.800 per annum IX & X: Rs.1000 per annum for each class	Benefit is restricted upto two girl children	Girls livin g belo w pove rty line	Panchay at in case of Rural areas and Municip ality in case of urban areas.	

<i>Sl. No.</i>	<i>Type of Work</i>	<i>Supporting documents</i>	<i>Dealing person</i>	
5.1	<i>Registration of Births and Deaths</i>	<i>Registration is done on the basis of Form No.2 and 4</i>	<i>Statistical Assistant</i>	
5.2	<i>Residential Certificate</i>	<i>Application</i>		
5.3	<i>Income Certificate</i>	<i>Affidavit, copy of ration card and verification report</i>		
5.4	<i>NOC for electricity and Water connection and for shop establishment</i>	<i>Application, Ownership record and copy of ration card</i> <i>Construction permission/order, house tax receipt, ownership/I&XIV Nakal</i>		
5.5	<i>Permission for construction/Reconstruction</i>	<i>Application</i> <i>Ownership document</i> <i>Site Plan</i> <i>Construction plan as required under the rules;</i> <i>d) Approval of technical Officer</i> <i>e) Approval of Architect Planner</i> <i>f) Approval of BDO</i>		
5.6	<i>Non availability certificate of Births and Deaths events</i>	<i>Application</i> <i>Affidavit</i> <i>Copy of ration card</i>		
5.7	<i>Issue of permission for late Registration of Births and Deaths within one year</i>	<i>Application</i> <i>Affidavit</i> <i>Non Availability Certificate</i> <i>Janmotary/Medical Certificate</i> <i>Ration Card copy</i> <i>Any other relevant</i>	<i>Statistical Assistant</i>	

		<i>documents</i>		
5.8	<i>Issue of order for late Registration of births and deaths above one year</i>	<i>Application Affidavit Affidavit of four independent witness Non Availability Certificate Certificate of occurrence of event School leaving certificate Any other document</i>	<i>LDC(A)</i>	
5.9	<i>Counter signature on income certificate and residence certificate issued by Village Panchayats</i>	<i>i) Ration Card ii) Affidavit</i>	<i>Extension Officer(VP)</i>	
5.10	<i>Matching grant(GIA)</i>	<i>N.A.</i>	<i>Extension Officer(VP)</i>	
5.11	<i>Special grant(GIA)</i>	<i>N.A</i>	<i>Extension Officer(VP)</i>	
5.12	<i>Family Pension to old age and inform destitute</i>	<i>Application form Two passport size photographs Income Certificate Residence Certificate Certificate of Health Officer, PHC, Daman Age/Birth Certificate</i>	<i>Mukhiya Sevika(BDO)</i>	
5.13	<i>Economic betterment of SC/ST</i>	<i>Application form Two passport size photographs Income certificate Caste certificate Credit worthiness certificate Quotation</i>	<i>Mukhiya Sevika(BDO)</i>	
5.14	<i>Welfare of Physically handicapped</i>	<i>Application form Two passport size photographs Income certificate Residence</i>	<i>Mukhiya Sevika(BDO)</i>	

		Certificate Credit worthiness certificate Medical certificate with photograph Quotation Physically handicapped certificate		
5.15	Indira Awas Yojana(IAY)	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence Certificate	Gram Sevika(BDO)	
5.16	Housing			
(i)	Middle income group housing scheme(Rs.115000 Mximum) Interest @ Rs.14% per annum	Application Two passport size photograph Income certificate Land owner ship document Nil Encumbrance certificate of plot Approved Plan and estimates Valuation Certificate Nil Encumbrance certificate of plot and surety Solvency certificate Declaration of surety	Extension Officer(RE)	
ii)	Housing for Tribals Rs.20,000 is provided for house on 100% subsidy basis	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence	Gram Sevak and Supervisor(TS P)	

		Certificate NOC of land owner and his power of Attorney		
iii)	Repairing/Renovation of houses under TSP Rs.5,000 is provided per house on – 100% subsidy	Application form Two passport size photographs Site Plan I and XIV Nakal Caste Certificate Income Certificate Residence Certificate NOC of land owner and his power of Attorney	Gram Sevak and Supervisor(TSP)	
5.17	Self Employment cases Rs.20,000/- is provided per tribal on 50% loan and 50% subsidy	Application form Two passport size photographs Caste Certificate Income Certificate Ration Card copy	Gram Sevak(TSP)	

RURAL/URBAN DEVELOPMENT AGENCY

Sr. No.	Services rendered/Benefit	Eligibility	Maximum financial assistance		Office to be contacted	
A) 34.1	Urban Development Agency Urban Self Employment Programme(USEP)					
a)	Setting up of Micro Enterprises such as tea shop, News paper/Magazine Shop, Ice Cream Vendors, Pan/Cigarette shop, rickshaw pulling, milk vendor, fruit vegetable vending, laundry work etc.	All the urban poor families	Project Loan upto Rs.50,00 0 for individu al case Each benefici ary is required	Subsidy at the rate of 15% of project cost subject to ceiling of Rs.7500/	Dama n/Diu Municipal Council, Neighbourhood groups	

			to contribute 5% of the project.	- per beneficiary	neighbourhood committee, community development societies.	
b)	Repair of TV/Radio/Refrigerator/Type writer/Cooler/Cycle/Automobile/Diesel motor/Diesel Engines/Watch/Electrical domestic appliances, catering, dry cleaning, canning of chairs, motor winding, show repair, book binding, carpentry, masonry, painting and polishing, glass pane fixing etc.	30% and 3% beneficiaries should be women and handicapped respectively	If two or more eligible persons join together in a partnership the project with higher cost would also be considered provided share of each is Rs.50000 or less			
c)	Making/Manufacturing of washing powder agarbatti, bangle, garments, plastic toys, foot wear, wooden/steel furniture, sarce printing, weaving/pottery, black smith, food processing, ball pen making etc.	SC/ST beneficiaries should be equal to their strength in local population				
d)	Setting up of general merchand shop, kirana shop, building material shop, ready made garments, dairy.					
34.2	Urban Self Employment Programme (TRAINING)					

	Training of beneficiaries and other persons associated with the urban self employment programme for upgradation and acquisition of vocational and entrepreneurial skills.	Urban Youths belonging to poor families	Loan The unit cost allowed for training will be Rs.2000/- per trainee including material cost, training fees, monthly stipend to be paid to the trainees and other miscellaneous expenses to be incurred by the training institute	Daman/Diu Municipal Council, Neighbourhood groups, neighbourhood committee, community development societies	Training period will be for 2 to 6 months subject to a minimum of 300 hrs. The beneficiary should also fulfil the educational qualification required by the ITI for the particular trade.	
34.3	Urban Wage Employment Programme(UWEP)					

	<i>The Programme shall seek to provide wage employment to the urban poor youth for construction of socially and economically useful public assets in the urban areas</i>	<i>Urban poor youth are target group. The work to be identified by Community Development societies.</i>	<i>Wage will be paid to the labourer as per the rate fixed by the local administration from time to time.</i>	<i>Daman/Diu Municipal Council, Neighbourhood groups, neighbourhood committee, community development societies</i>	<i>The material/labour ratio for work under the programme shall be maintained at 60.40</i>	
34.4	<i>Development of Women and Children in Urban Area(DWCUA)</i>					

	The Programme empowers the urban poor women by making them independent as also providing them self employment	Group of atleast 10 urban poor women	Subsidy: Rs.125,000/- or 50% of the project cost whichever is less	Daman/ Diu Municipal Council, Neighbourhood groups, neighbourhood committee, community development societies	The DWC UA sets a thrift & credit society. They shall also be entitled to a lump sum grant of Rs.25000/- as revolving fund at the rate of Rs.1000/month nor earlier than 1 year of formation.	
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(v) **THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION.**

As per the Goa, daman & Diu Village Panchayats(Regulation of Buildings) Rules, 1971 and Daman & Diu Village Panchayats(Amendment) Regulation,1994, the Block Development Officer, Diu has to supervise the works, expenditure and Administrative works of all the Panchayats. The Supervisory staffs are directed to discharge their function as per the Rules & Regulations.

(vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

1 Registration of Births & Deaths.

- 2 Registration of SSI Units.
- 3 Sr. Citizen Card.

(vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

With the assistant of Supervisory staff viz. Head Clerk, EOVP.

(viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

Name of Committee/Councils:-

1) Prime Minister Rojgar Yojana:-

Chairman	-	The Collector, Diu.
Member Secretary	-	The Block Development Officer, Diu.
Member	-	The Lead Bank Officer, Amreli.
Member	-	The Asstt. General Manager, SBS., Diu.
Member	-	The Labour Inspector, Diu.

2) NSAP:-

a) NOAPS

b) NMBS

c) NFBS

Chairman	-	The Collector, Diu.
Member	-	The Block Development Officer, Diu.

3) OLD AGE DESTITUTE PERSON SCHEME:-

Chairman	-	The Collector & Directorate of Social Welfare, Daman.
Member	-	The Collector, Diu
Member	-	The Block Development Officer, Diu.

4) GRANT IN AID TO MAHILA MANDALS:-

Chairman	-	The Collector, Diu
Member	-	The Block Development Officer, Diu.

3) SWARNAJAYANTI GRAM SWAROJGAR YOJANA:-

Chairman	-	The Project Director, DRDA., Daman
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Member - The Block Development Officer, Diu.

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.**

At the door of every room, board of name of every sections. However, names of important supervisory staffs are as under:-

Sr.No.	Name of Officer/Officials	Phone No.
1.	Shri R.M. Bamanian, Block Development Officer, Diu	252137
2.	Shri K.H. Shah, Head Clerk, BDO., Diu.	253536
3.	Shri K.S. Solanki, Extension Officer(Village Panchayat), BDO., Diu	254930
4.	Shri S.H. Kamalia, Extension Officer(Rural Engineer), BDO., Diu.	--
5.	Shri J.J. Vala, Statistical Assistant, BDO., Diu.	254693
6.	Shri D.K. Vala, Statistical Investigator	271625
7.	Shri S. J. Solanki, UDC	253347
8.	Shri P.K. Vaghela, LDC	254449
9.	Shri H.A. Vadher, LDC	--
10.	Shri R.B. Baria, V.P. Secretary	277337
11.	Shri N.L. Solanki, VP. Secretary	271934,
12.	Shri B.R. Bamanian, Gram Sevak	252250
13.	Shri J.C. Vala, Gram Sevak	271071
14.	Shri M.R. Bamanian, Gram Sevak	277447
15.	Kum. H.M. Makwana, Gram Sevak	271805
16.	Smt. B.H. Shah, Gram Sevika	--
17.	Shri Rui de Brito, Driver	--
18.	Shri D.D. Vaja, Peon	252216
19.	Shri M.R. Chauhan, Peon	--
20.	Shri N.H. Kamalia, Peon	255288

(x) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

Name	Scale	Gross Salary
Shri K.H. Shah, Head Clerk, BDO., Diu.	5000-150-8000	12314/-
Shri K.S. Solanki, Extension Officer(Village Panchayat), BDO., Diu	4500-125-8000	12447/-
Shri J.J. Vala, Statistical Assistant, BDO., Diu.	4500-125-7000	10114/-
Shri D.K. Vala, Statistical Investigator	4000-100-6000	11280/-
Shri S. J. Solanki, UDC	4000-100-6000	7732/-

Shri P.K. Vaghela, LDC	3050-75-3950-80-4590	6752/-
Shri H.A. Vadher, LDC	-do-	7032/-
Shri R.B. Baria, V.P. Secretary	3200-85-4900	8115/-
Shri N.L. Solanki, VP. Secretary	-do-	7248/-
Shri B.R. Bamania, Gram Sevak	-do-	7034/-
Shri J.C. Vala, Gram Sevak	-do-	7480/-
Shri M.R. Bamania, Gram Sevak	-do-	7639/-
Kum. H.M. Makwana, Gram Sevak	-do-	7003/-
Smt. B.H. Shah, Gram Sevika	-do-	7003/-
Shri Rui de Brito, Driver	3050-75-3950-80-4590	7202/-
Shri D.D. Vaja, Peon	2750-70-3800-75-4400	7622/-
Shri M.R. Chauhan, Peon	-do-	7202/-
Shri N.H. Kamalia, Peon	2610-60-2910-65-3300-70-4000	6529/-

- (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.**

The required details are as under:-
(Financial year: 2004-05 Rs. in thousand)

Major Head of Account	Sanctioned Grant 2004-05	Expenditure
MH 2235(Plan) Social Welfare (NSAP)	0.91	0.91
MH 2235(Plan) Social Welfare	0.01	0.01
MH 2515(Non Plan), Other Development Programme	11.61	11.57
MH 2515(Non Plan), Panchayati Raj	1.90	1.89
MH 3454(Non Plan), Census, Survey & Statistical	3.49	2.84
MH 2225(Plan)-Welfare of SC/ST & OBC	0.84	0.83

(Financial year: 2005-06 Rs. in thousand)

Major Head of Account	Sanctioned Grant	Expenditure upto September, 05
MH 2235(Plan) Social Welfare (NSAP)	3.50	0.71
MH 2235(Plan) Social Welfare	0.02	0.01
MH 2515(Non Plan), Other Development Programme	10.50	7.42

MH 2515(Non Plan), Panchayati Raj	1.76	1.07
MH 3454(Non Plan), Census, Survey & Statistical	3.50	1.49
MH 2225(Plan)-Welfare of SC/ST & OBC	0.95	0.50

(xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

SWARNJAYANTI GRAM SWAROZGAR YOJANA (S.G.S.Y.) – BELOW POVERTY LINE

The Ministry of Rural Development, Government of India has been implementing the Swarnajayanti Gram Swarozgar Yojana(SGSY) as a major Self Employment Programme in rural India since April,1999. Earlier Programmes like Integrated Rural Development Programme(IRDP),

Development of Women and Children in Rural Area(DWCRA), Training of Rural Youth for Self-Employment(TRYSEM), Supply of Improved Toolkits to Rural Artisans(SITRA) & Ganga Kalyan Yojana(GKY) were conceived to be complementary to each other for achieving the larger goal of poverty alleviation in the rural areas. Over the years, however, there was erosion in the process of implementation of the programmes. These were conceived as integrated programmes with the objective of supplementing each other efforts to ensure synergy. However, each programme has implemented as a separate programme targets. The overall impact of the programmes in poverty alleviation, therefore, reviewed and the SGSY was launched from April, 1999 as the single self-employment programme in their place. 15% of the Central Allocation earmarked for sanction of project for development of infrastructure and activity cluster. The details are as under :-

1.	Family Income	The Gram Sabha will authenticate the list of families below the poverty line identified in the BPL census. Identification of individual families suitable for each key activity will be made through a participatory process.
2.	Project Cost	15% of the funds under SGSY will be set apart at the

		National level for projects having a far reaching significance and which can also act as indicators of possible alternative strategies to be taken up in conjunction with other departments or semi-government or international organizations. This would include initiatives to be taken in the individual districts or across the districts.
3.	Subsidy & Margin money	Subsidy under SGSY will be uniform at 30% of the project cost, subject to a maximum of Rs.7500. In respect of SC/STs and Disabled however, these will be 50% and Rs.10,000 respectively and women for 40%. For Groups of Swarozgaris(SHG) the subsidy would be at 50% of the cost of the scheme, or per capita subsidy of Rs.10,000 or Rs.1.25 lakh, whichever is less. There will be no monetary limit on subsidy for irrigation projects. Subsidy will be back-ended.

This block is implementing this scheme from 2004 and subsidy benefited as under:-

YEAR		NO. OF BENEFICIARIES				
		SC	ST	OTHERS	TOTAL	Exp.Subsidy
1	2004-05	01	--	01	02	----
2	2005-06	01	--	--	01	18413/-

(xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;**

- 1 SGSY
- 2 NOAPS
- 3 NMBS
- 4 NFBS

(xiv) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;**

Yet to be implemented

(xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE:**

Library is not yet established. However Citizen requiring information may contact the Block Development Officer, Diu for such information etc.

(xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE
PUBLIC INFORMATION OFFICERS;**

The Head of Office is appointed as P.I.O.

(xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

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THE MAMLATDAR, DIU.

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES:-

The Mamlatdar, Diu has the following officers One Mamlatdar & Executive Magistrate, Diu. Two UDC's, one LDC, three Talathis and one Peon.

Note:- One post of Aval Karkun in Mamlatdar Office, Diu is vacant since 31-1-2002.

The Main function of this office is to implement the records etc. under the Goa, Daman & Diu(Abolition of Proprietorship of lands in Diu), Act,1971 and Goa, Daman and Diu Land Revenue Code,1968 and Rules made there under.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

OFFICERS:- *The Mamlatdar, Diu exercised the power of Mamlatdar, Diu and Executive Magistrate for Village Panchayats of Vanakbara, Saudwadi, Bucharwada and Zolawadi (Rural areas of Diu District).*

He is the authority for issuing of all type of certificates such as Residence, Income, Scheduled Caste, Scheduled Tribe, Other Backward Class, Solvency, family, Character, Divergence, Abolition, NOC for shop establishment in Rural areas of Diu District, NOC for entertainment and No due Certificate etc.

He also performs the work of attestation of documents for Portuguese Passport.

He also deals with Public Grievance matter, Audit Compilation of Revenue and accounts matter, cases under Pass, Hut and Soletium schemes, Chapter cases in respect of all Panchayats of Rural areas in Diu District.

He also deals with the work of Conversion of use of land from Agriculture to Non Agriculture, Sale and gift permission under the Goa, Daman & Diu(Abolition of Proprietorship of lands in Diu), Act,1971.

He also deals with Confidential matters and inquiries under Rules 14 of the Central Civil Service(Classification Control and Appeal) Rules 1965.

He also deals with work of Issue of Ration Card and attends to urgent work in regards with Cyclone, Earthquake and Natural Calamities and arrangement for visit of VVIP/VIP and other dignatories visiting Diu District and with General Election work to Lok Sabha, Municipal Election, District and Village Panchayat Elections as well as all type of Census work as Agricultural, Economic, Population, Live stock etc

EMPLOYEES:-

- a) One post of Aval Karkun is lying vacant in Mamlatdar Office since 31-1-2002.*
- b) One UDC Class-III looks after the work of accounts of Mamlatdar Office, Diu including all other office whom Mamlatdar is declare as Head of Office. Preparation of Solvency, Scheduled Caste/Tribe and O.B.C. Certificate. Work pertaining to Public Grievance, Audit Compilation of Revenue and Accounts matter, Entertainment tax, cases under Pass, Hut and Soletium schemes, Chapter cases in respect of all Panchayats of Rural areas in Diu District, Magisterial work, purchase of stationery and printing of forms.*

- c) Other UDC class-III looks after the work of establishment matter, work of recovery of under Land Revenue code, 1968, General Correspondence in respect of Diu District, Land correspondence under L.R.C. 1968 including conversion of use of land, sale & Gift permission, Amalgamation, Sub-Division, mortgage, correspondence pertaining to preparation of certificates such as Abolition, No due Certificate, NOC for shop licence in respect of Village Panchayat of Diu District (Rural areas), NOC for entertainment, confidential letters, election work correspondence, preparation of ration card in regards Inquiry and report and NOC for confirmation of properties.
- d) One LDC look after the works of Despatch section, maintenance of service postage account, typing work of various certificates such as Income, Residence, Divergence, attestation of documents for Portuguese passport and maintenance of record and library and typing work of all sections in Mamlatdar Office, Diu.
- e) Talathis/field staff Class -III:- There are three talathis in Mamlatdar office, Diu working under the full control of Mamlatdar, Diu and their duties viz. one in Mamlatdar office (Urban area) second at Village Panchayat Vanakbara & Saudwadi and the third at Village Panchayat, Bucharwada & Zolawadi as under:-
 - 1) Urban Talathi- Site inspection and preparation of inquiry report such as residence, income, scheduled caste/tribe, solvency, family, character, NOC for confirmation of property, ration card, BPL ration cards, grant of govt. land to SC/ST, Mortgaged permission, conversion permission, report in respect of encroachment on Govt. land, preparation of re-confirmation cases.
 - 2) Rural Talathis- Site inspection and preparation of records under primary reporting system, Recovery of land tax and crediting the amount by Chalan in Govt. Treasury inquiry report of ration card, BPL ration card, NOC for shop licence, NOC for confirmation of property, sale and Gift permission, sub Division and Amalgamation, record in respect of encroachment on Govt. land, Scheduled Caste/tribe certificates, Character certificates, mortgaged permission and preparation of Mutation cases.
- f) Peon- Class-IV:- Cleanliness of office, serving of daks and attending other office work.

(iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

In the decision making process, consultation with concerned officers is held and it necessary opinion of the Public through leading Citizen or Panchayat members, committee if any is taken.

It is further submitted that the matter has supervised by the Hon'ble Collector, Diu being a Head of District wherever necessary.

Accountability is enforced through ACRs, conduct and service rules.

- Under the Land Revenue Code, 1968, the Mamlatdar, Diu has to recover loan amount and interest therein from the loanees with the help of Talathis.

- *As a Asstt. Returning Officer, the Mamlatdar, Diu has to hold Election of Village Panchayats and District Panchayats.*
- *As an Executive Magistrate, Diu, the Mamlatdar, Diu has to process and disposed all Chapter cases as per the CRPC.*

(iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**

As per the Goa, Daman & Diu, Land Revenue code, 1968 and CRPC, the Mamlatdar & Executive Magistrate, Diu has to discharge his duties.

CITIZEN'S CHARTER OF MAMLATDAR OFFICE, DIU.

Sl. No.	Services/facilities rendered	Procedure	Time limit	Contact Person	Whom to contact if no solace is received from the Contact Person.
26.3	For getting Mutation done in the record of rights:				
i)	<p>Application on plain paper under section 96 of the Goa, Daman and Diu Revenue Code, 1968. (Court fee Stamp of 50 paise affixed)</p> <p>Furnish details of the land acquired and name/address of adjoining land owners and other interested person i.e. Occupants, Tenants and other rights holders.</p> <p>Furnish fresh copy of Form No.1 and XIV of the property acquired.</p> <p>Affidavit giving the details of heirs of deceased.</p> <p>Furnish certified copy of evidence or any such documents through which right to the property has been acquired.</p> <p>The Talathi will issue receipt of acknowledgement of application in Form VIII immediately.</p> <p>Talathi will issue notice in Form No.X to all persons appearing from the record of rights or mutation register to be interested in the mutation and to any other person whom he has reason to believe to be interested therein, requiring them to submit to him either orally or in writing the objection if any, to the entry in the mutation register within 15 days from the receipt of such notice by serving it on them or by posting at the addresses available by Registered A.D. In case, the persons are not residing at the addresses or in case of death of any person, the service or notice can be allowed by substitute service.</p>		Maximum 45 days	Talathi	Mamlatdar
ii)					
iii)					
iv)					
v)					
vi)					
vii)					

26.1	For obtaining a copy of Form I and XIV	Application on plain paper alongwith Survey Number, Sub-Division Number and Village name(Court fee stamp of 50 paise affixed) With fee @ Rs.5/- per copy.	Within one day	Talathi of the concerned village	Mamlatdar
26.2	For getting Crop Registration in the Register of Cultivator(Form XIV)	<p>i) The Talathi has to give a notice to the cultivators for making registration in the Cultivators Register.</p> <p>Therafter a notice is published in the Village Panchayat/public places regarding the crops grown by the cultivator as recorded in Form I and XIV.</p> <p>iii) Necessary verification is done by the Talathi and if satisfied, entries are done in appropriate column in Form XIV.</p> <p>iv) The recording of the crops is done for kharif season.</p>	Within two months for each season	Talathi	Mamlatdar
26.3(Contd .)	For getting Mutation done in the record of rights:	He will then issue notice in Form XII for informing the parties about certification.	Maximum 45 days	Talathi	Mamlatdar
viii)	The entries are certified by the Mamlatdar of the Taluka after due verification is done by the Circle Inspector.				
ix)	In case of dispute, the entries are made in disputed register and decided by the certifying officer by notifying the complain am as well as the applicant and hearing both of them.				
x)					

26.4	For obtaining Residence Certificate	<p>i) Application in the prescribed format addressed to the Mamlatdar (Court fee stamp of Rs.1.00)</p> <p>ii) Attested xerox copies of Birth Certificate, Ration Card and School Leaving Certificate or any other documents as proof of residence.</p> <p>iii) An affidavit</p> <p>iv) The Mamlatdar shall send the application to the concerned Talathi asking for his report within 3 days and if required verification report from A.K.</p> <p>v) The residence certificate will be issued within 2 days of receipt of the report of the Talathi, duly verified by A.K.</p>	Within week	a	Mamlatdar	Collector
26.5	For obtaining Solvency Certificate	<p>i) Application on plain paper addressed to the Mamlatdar giving complete residential address and the purpose for which the said certificate is required. (Court fee stamp of 50 Paise affixed)</p> <p>ii) Details of ownership of immovable properties giving correct survey number, other details and place where landed property is situated. Attested Xerox copies of documents showing therein ownership of immovable property and NIL Encumbrance Certificate from Sub Registrar Office</p> <p>iii) alongwith an Affidavit and</p>	Within 15 days		Mamlatdar	Collector, Diu

		<p><i>duly executed before the Executive Magistrate.</i></p> <p><i>The Solvency Certificate is issued after conducting detailed enquiry through concerned Talathi and verification by the A.K.</i></p>			
26.6	<p><i>For obtaining Divergence Certificate</i></p> <p>i) <i>File an affidavit in prescribed form.</i></p> <p>ii) <i>Produce documentary evidence wherein the divergence of name have occurred.</i></p> <p>iii) <i>On due verification, the Mamlatdar will issue the Divergence Certificate.</i></p>	<p><i>Application on plain paper (Court fee stamp of 50 Paise affixed) addressed to the Mamlatdar.</i></p>	<p><i>Within a week</i></p>	<i>Mamlatdar</i>	<i>Collector, Diu</i>
26.7	<p><i>For obtaining SC/ST Certificate</i></p> <p>i) <i>Samaj</i></p> <p>ii) <i>An affidavit in the prescribed format.</i></p> <p>iii) <i>Attested copies of Birth Certificate, Ration Card and School Leaving Certificate or any other documents as proof or residence.</i></p> <p>iv) <i>The application will be send to the concerned Talathi asking for his report.</i></p> <p>v) <i>Caste certificate will be issued after getting report from the Talathi</i></p>	<p><i>Application in prescribed form alongwith following documents. (Court fee stamp of 50 paisa affixed)</i></p> <p><i>Certificate from concerned</i></p>	<p><i>Within 7 days</i></p>	<i>Mamlatdar</i>	<i>Collector, Diu</i>

26.8	Obtaining Dependent Certificate	<p><i>Application on plain paper (Court fee stamp of 50 paise affixed)</i></p> <p>i) <i>Enclose an affidavit giving details of the family members</i></p> <p>ii) <i>Attested copy of Ration Card</i></p> <p>iii) <i>Attested copies of birth certificates of all the dependents.</i></p> <p>iv) <i>Marriage Registration Certificate.</i></p> <p>v) <i>Death Certificate.</i></p> <p>vi) <i>On verification report received from the Talathi, the Dependent Certificate will be issued.</i></p>	Within 5 days	Mamlatdar	Collector, Diu
26.9	Income Certificate	<p>1. <i>Application in prescribed form alongwith, following documents. (Court fee stamp of 50 paise affixed)</i></p> <p>i) <i>Attested copy of Ration Card</i></p> <p>ii) <i>Salary Certificate</i></p> <p>iii) <i>File an affidavit with details of family members and their income from all sources.</i></p> <p>2. <i>The Talathi will verify and accordingly Income Certificate will be issued.</i></p>	5 days	Mamlatdar	Collector

26.10	Matriz Certificate	<p>Application on plain paper addressed to the Mamlatdar.</p> <p>(Affix court fee stamp of Rs.2.00)</p> <p>i) An affidavit</p> <p>Attested copies of Birth Certificate, ration Card and School Leaving Certificate.</p> <p>2. Verification report will be obtained from concerned Police authorities.</p> <p>3. Thereafter the Character Certificate will be issued.</p>	At preset Matriz Certificate is not issued by the Mamlatdar, Diu as per instruction of the Collector, Diu.	The Matriz Record have been send to the Enquiry Officer, City Survey, Diu as per the direction of the Hon'ble Collector, Diu.	
26.11	Character Certificate	<p>1. Application on plain paper alongwith following documents.(Court fee stamp of 50 Paise affixed)</p> <p>i) Attested copies of Birth Certificate, Ration Card and School Leaving Certificate.</p> <p>ii) Verification report will be obtained from concerned Police authorities.</p> <p>iii) The application will be send to the concerned Talathi asking for his report.</p> <p>iv) Thereafter the Character Certificate will be issued.</p>	3 days	Mamlatdar	Collector
26.12	For obtaining OBC Certificate	<p>1. Application on prescribed form alongwith following documents(Affix court fee stamp of Rs.1/-)</p> <p>An affidavit</p> <p>School Leaving Certificate</p> <p>i) Birth Certificates</p> <p>ii) Ration Card copy</p> <p>iii) Samaj Certificate</p> <p>iv) The application will be send to the concerned Talathi asking for his report.</p> <p>2</p>	15 days	Mamlatdar	Collector, Diu.

		3	Verification by A.K.			
		4	Mamlatdar will process			
			and submit the OBC			
			certificate duly signed by			
			him to the District			
			Magistrate for his counter			
			signature			
		5	The certificate will be			
			issued no sooner received			
			from the District			
			Magistrate duly counter			
			signed.			

(v) **THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION.**

As per the Goa, Daman & Diu, Land Revenue code, 1968 and CRPC, the Mamlatdar & Executive Magistrate Diu has to process all the cases with the help of Supervisory staff.

(vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

Land records as per the Goa, Daman & Diu, Land Revenue code, 1968 (Registered of Record of Rights of Village Panchayats of Diu District and (Abolition of Proprietorship of lands in Diu), Act, 1971 of Village Panchayat of Diu District.

(vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

All decisions are taken as per the Rules & Regulation and orders of the Competent Higher Authorities.

(viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

The Mamlatdar, Diu is a committee member of CRZ and allotment of house site plot to SC/ST.

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.**

1.	Shri R.M. Bamania, Mamlatdar & Executive Magistrate, Diu	252137
2.	Shri M.M. Chauhan, UDC, Mamlatdar Office, Diu.	252684
3.	Shri A.D. Mello, UDC, Mamlatdar Office, Diu.	254877
4.	Shri C.B. Vala, LDC	271438
5.	Shri L.D. Chamunda, Talathi	255074
6.	Shri O.V. Chauhan, Talathi	254280
7.	Shri R.K. Bamania, Talathi	271464
8.	Smt. P.V. Shah, Peon	254842

(x) **THE MONTHLY REMUNERATION RECEIVED BY CASE OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

Sr. No	Name & Designation	Pay Scale	Gross Salary
1	Shri R.M. Bamania, Mamlatdar & Executive Magistrate, Diu	5500-150-9000	14521/-
2	Shri M.M. Chauhan, UDC, Mamlatdar Office, Diu	4000-100-6000	9986/-
3	Shri A.D. Mello, UDC, Mamlatdar Office, Diu	-do-	9786/-
4.	Shri C.B. Vala, LDC	3050-75-3950-80-4590	7022/-
5.	Shri O.V. Chauhan, Talathi	4500-125-7000	10580/-
6	Shri L.D. Chamunda, Talathi	-do-	10194/-
7	Shri R.K. Bamania, Talathi	3050-75-3950-80-4590	7032/-
8	Smt. P.V. Shah, Peon	2610-60-2910-65-3300-70-4000	6453/-

(xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.**

As far as Mamlatdar Office, Diu is concerned, there is no Plan scheme maintained by the said office.

Head of account 2053 Non Plan	2004-2005		2005-2006 (Upto 30-9-2005.	
Salary	10.00	8.76	9.50	0.53
Office Expenses	1.48	1.48	2.00	0.45
Travel Expenses	0.05	Nil	0.10	0.02

- (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**
The Department does not execute any subsidy programme.
- (xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;**
Nil
- (xiv) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;**
Yet to be implemented.
- (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE:**
Library is not yet established. However, citizen requiring information may contact the Mamlatdar, Diu for such information etc.
- (xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**
The Head of office is appointed as P.I.O.
- (xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;-**

GOVERNMENT HOSPITAL, DIU

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES: -

Government Hospital, Diu. The Senior Surgeon of Government Hospital, Diu function as Head of Office. Government Hospital Having sanctioned strengthen of 11 staffs including Doctors, technical & clerical.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES :

The Senior Surgeon render Medical and Surgical assistance to the patients. Finance & accounts matters, administrative works, Establishment Works, OPD works, handling public grievances, supervision of Technical Staffs, subordinate staffs.

1.	Senior Surgeon	Medical and surgical assistance to the patients.
2.	Jr. Anesthetist	Medical and surgical assistance to the patients. And assist to Sr. Surgeon in Operation.
3.	Ward Sister	Maintenance work to the Hospital and indoor patients.
4.	Staff Nurse	Look after the indoor patients
5.	L.D.C.	The work of Establishment, Administration, Accounts and office relating works
6.	Servant	Assist to the Ward Sister and Staff Nurse.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :

In the decision making powers, the concerned officer, Doctors is consulted for opinion and if need be with people through leading citizens. The concerned Secretary and final the Administrator of Daman & Diu. Accountability is enforced through ACRs and CC conduct Rules.

(iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :

Patients attended daily at O.P.D. after obtaining case papers and approached to concerned doctor/Senior Surgeon.

- (v) **THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION,**

C.C. Conduct Rules and others rules and regulation.

- (vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL,**

**** Case Papers of patients**

**** Comparative Statement from office side.**

- (vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF,**

Any Citizens / Patients are approach the Senior Surgeon in this regards.

- (viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC,**

1. District Blindness Control Society.

1. The Collector, Diu Chairman.
2. The Mamlatdar, Diu Vice Chairman.
3. The Senior Surgeon, Diu Member Secretary.
4. The A.A.O., Diu. Member
5. The Education Officer, Diu Member
6. The Chief Officer, DMC, Diu ... Member
7. The President, DMC, Diu Member
8. Smt. Jayantiben K. Fugro, Diu ... Member
9. Smt. Sudhaben Somani, Diu Member

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYMENTS,**

1.	<i>Dr. Sanjay Verma, Senior Surgeon</i>	<i>252495 (R)</i>
2.	<i>Dr. Ajay Sharma, Jr. Anesthetist</i>	<i>251014 (R)</i>
3.	<i>Smt. Maria Fatima Pereira, Ward Sister</i>	<i>Working arrangement</i>
4.	<i>Smt. Maria Elena Almeida, Staff Nurse</i>	<i>254119</i>
5.	<i>Kum. Maria Ana Lobo, Staff Nurse</i>	<i>253321</i>
6.	<i>Kum. Goswami Varsha S., Staff Nurse</i>	<i>254889</i>
7.	<i>Smt. Bharti H. Pandya, Staff Nurse</i>	<i>254746</i>
8.	<i>Kum. Makodiya Heena P., Staff Nurse</i>	<i>M- 9898520996</i>
9.	<i>Smt. Dhapa Rasila Deva, Staff Nurse</i>	<i>255367</i>
10.	<i>Shri Nilesh A. Goswami, L.D.C.</i>	<i>252362 (R)</i>
11.	<i>Smt. Nita H. Makwana, Servant</i>	<i>—</i>

(x) **THE MONTHLY REMUNERATION RECEIVED BY CASE OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS,**

<i>Sr. No.</i>	<i>Name and Designation</i>	<i>Pay Scale</i>	<i>Gross salary</i>
1.	<i>Dr. Sanjay Verma, Senior Surgeon</i>	<i>10000-325-15200</i>	<i>24,166/-</i>
2.	<i>Dr. Ajay Sharma, Jr. Anesthetist</i>	<i>8000-275-13500</i>	<i>21,021/-</i>

3.	<i>Smt. Maria Fatima Pereira, Ward Sister</i>	<i>5500-175-9000</i>	<i>18,448/-</i>
4.	<i>Smt. Maria Elena Almeida, Staff Nurse</i>	<i>5000-150-8000</i>	<i>16,174/-</i>
5.	<i>Kum. Maria Ana Lobo, Staff Nurse</i>	<i>5000-150-8000</i>	<i>14,214/-</i>
6.	<i>Kum. Goswami Varsha S., Staff Nurse</i>	<i>5000-150-8000</i>	<i>13,374/-</i>
7.	<i>Smt. Bharti H. Pandya, Staff Nurse</i>	<i>5000-150-8000</i>	<i>12,166/-</i>
8.	<i>Kum. Makodiya Heena P., Staff Nurse</i>	<i>5000-150-8000</i>	<i>10,850/-</i>
9.	<i>Smt. Dhapa Rasila Deva, Staff Nurse</i>	<i>5000-150-8000</i>	<i>11,413/-</i>
10.	<i>Shri Nilesh A. Goswami, L.D.C.</i>	<i>3050-75-3980-80-4590</i>	<i>7,076/-</i>
11.	<i>Smt. Nita H. Makwana, Servant</i>	<i>2550-3200</i>	<i>5,297/-</i>

- (xi) *The budget allocated to each of its agency, indicating the particulars of the plans, proposed expenditure and reports on disbursement made,*

BUDGET ALLOCATION FOR F.Y. 2005-06

<i>Budget Head of Accounts</i>	<i>Budget allocation for the year 2005-2006</i>	<i>Expenditure upto September-2005</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>
2210-NON-Plan,		
2210-Medical and Public Health,		
06-Public Health,		
001-Direction & Administration,		
06 - Directorate of Health Service		
06.00.01 - SALARIES	Rs. 12,75,000/-	7,24,766/-
06.00.02 - WAGES	Rs. 3,75,000/-	1,43,473/-
06.00.06 - MEDICAL TREATMENT	Rs. 25,000/-	--
06.00.11 - DOMESTIC TRAVL.	Rs. 20,000/-	13,812/-
06.00.13 - OFFICE EXPENSES	Rs. 3,00,000/-	1,96,045/-
06.00.21 - MATERIAL & SUP.	Rs. 14,00,000/-	5,64,179/-

2210-NON-Plan,		
2210-Medical and Public Health,		
01- Urban & Health Service All.		
110- Hospital & Dispensaries		
30 – Government Hospitals		
30.00.01 - SALARIES	Rs. 6,50,000/-	3,35,850/-
30.00.02 - WAGES	Rs. 2,80,000/-	60,750/-
30.00.06 - MEDICAL TREATMENT	Rs. 10,000/-	--
30.00.11 - DOMESTIC TRAVL.	Rs. 10,000/-	--
30.00.13 - OFFICE EXPENSES	Rs. 1,25,000/-	62,113/-
30.00.21 - MATERIAL & SUP.	Rs. 7,00,000/-	3,41,679/-
<hr/>		
GRAND TOTAL:-	Rs. 51,70,000/-	8,00,392/-

2210- PLAN,		
2210-Medical and Public Health,		
01-Urban & Health Service All.,		
110-Hospital & Dispensaries,		
30 – Government Hospitals		
30.00.01 - SALARIES	Rs. 1,52,000/-	66,500/-
30.00.13 - OFFICE EXPENSES	Rs. 75,000/-	48,195/-
30.00.21 - MATERIAL & SUP.	Rs. 4,00,000/-	1,42,385/-

2210- PLAN,	Rs. 2,00,000/-	1,69,100/-
2210-Medical and Public Health,		
800 – Other Expenditure,		
21- Other Scheme,		
21.00.50 – Other Charges		
<hr/>		
GRAND TOTAL:-	Rs. 8,27,000/-	1,69,100/-

(xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMME, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME,**

Not applicable

(xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION GRANTED BY IT,**

-NIL-

(xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY ITS REDUCED IN AN ELECTRONIC FROM,

Not yet made Computerized

(xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE,

No library has been set. However a citizen can approached the Senior Surgeon for any required information.

(xvi) THE NAMES DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICES,

The Head of Offices is declared as Public Information Officer.

(xvii) SUCH OTHERS INFORMATION AS MAY BE PRESCRIBED, AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEARS

This Government Hospital, Diu has 40 beded indoor facility with Casualty & OPD daily. The department carry out other National Programme through different society.

TOURISM DEPARTMENT, DIU

1. THE PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES :-

4(1)(b)(i)

ORGANISATION

1. i). Collector, Diu (Head of Department. Under Schedule V to VII of D.F.P Rules.

ii). Collector, Diu & Prescribed Authority for issue of License for renewal, fresh registration of Hotels & Travel Agent.

iii). Collector, Diu is also designated as Additional Director of Tourism for Diu District.
2. Mamlatdar, Diu (Head of Office).
3. Information Assistant.
4. Lower Division Clerk/Receptionist/Office Assistant.
5. Driver.
6. Peon.

FUNCTIONS

Tourism Department, Diu is looking after the activities of development of Tourism in the District by creating various type of infrastructures viz. Hotels, Gardens, Maintenance of Historical Monuments, Illumination of various buildings/tourists spots, Tourist Information Centers, Bar-Cum-restaurant, Changing Rooms, Fountains, Water Sports Activities on beaches, Maintenance of Beaches, Providing of Play Equipments at Tourist places etc.

Also looking after the functions of Hotels/Travel Agents etc. in the District.

DUTIES.

The Mamlatdar (H.O.Tourism), Diu is the HO/DDO in respect of Tourism Department, Diu who has been delegated financial powers under the provision of Delegation of Financial Powers Rules which are issued/amended by the Govt. of India from time to time. At present the H.O. has powers to sanction expenditure upto Rs. 8,000/- for non-recurring items and Rs.5,000/- for recurring items.

DUTIES OF EMPLOYEES

<i>Sr.No. Name & Designation of Officials.</i>	<i>Job/Works entrusted.</i>
01. Shri R. N. Divecha, Information Assistant.	<ol style="list-style-type: none"> 1. Overall Supervision & control of Office work. 2. Maintenance of Projects/Gardens. 3. Accounts including purchases. 4. Attending of VVIP/VIP Visits. 5. Control of all Tourism related Activities. 6. Correspondence of Leasing out Projects & collection of lease Amount. 7. Overall supervision & control of Hotels/Travel Agents. 8. Compliance of Audit observations. 9. Supervision and Control of Cash Transaction. 10. Other works as entrusted by Head of office/Collector, Diu. <p>...2...</p>
02. Shri D. V. Jethwa, L.D.C.	<ol style="list-style-type: none"> 1. All office Correspondence of Establishment/Administration Sanction. 2. Preparation of Quarterly Statement of Hindi. 3. Correspondence of sanction of all Type of leave/release of increment. 4. Correspondence of Appointment/Transfer/Promotion/resignation etc. 5. Correspondence concerning to Celebration of National Days Viz. 15th August, 26th January. 6. Correspondence concerning to Appointment of daily wages Workers working in Projects/Gardens. 7. Inward/Outward/Maintenance of Stamp Accounts. All other works Entrusted by Inf.Asstt/Head of Office. Typing work & Computer operation.
03. Shri J. M. Dathiya, L.D.C. on	All Accounts matters Viz.

Daily wages. (Office Asstt.)

1. *Preparation of Budget.*
2. *Preparation of Pay Bills/F.V.C. Bills & other bills.*
3. *Submission of files for Financial Sanction.*
4. *Submission of Monthly/Quarterly Report of Account.*
5. *Misc. Correspondence.*
6. *Typing/Computer operation.*
7. *Maintenance of all Accounts Registered//Dead Stock Registers etc.*
8. *Cash Transaction.*
9. *All other works entrusted by Inf.Asstt./Head of Office.*

04. *Shri S. B. Bamania,
Receptionist-Cum-
Clerk. (on daily wages)*

1. *Collection/Compilation of data of Tourist from the Hotels & submission to concerned Authorities.*
2. *Attending of Tourists Reception Counter set up in Office.*
3. *Maintains of Accounts of Tourism Related Materials.*
4. *Maintenance of Accounts of Amount collected of lease/tourism Related materials etc.*
5. *Maintenance of leased out Properties register.*
6. *Maintenance of chalan Register/ Receipt Book Register/Receipt etc.*
7. *Providing of Guide Services as & When required.*
8. *All other works entrusted by Inf.Asstt./Head of Office.*

4(1)(b)(ii)

2. POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

As per Para (1).

As regard, the registration and renewal of licenses of Hotel & Travel Agents. The Collector, Diu is the Prescribed Authority under Goa, Daman & Diu Tourist Trade Act & Rules, 1965. The Collector, Diu and Prescribed Authority has constituted following Committees for registration and renewal of Licenses of Hotel and Travel Agents.

Hotels:-

1. Collector, Diu – Prescribed Authority..... Chairman.
2. Chief Officer, D.M.C., Diu..... Member.
3. President Hotel Association, Diu..... Member.
4. Mamlatdar (H.O.Tourism), Diu..... Member Secretary.

Travel Agents:-

1. Collector, Diu – Prescribed Authority..... Chairman.
2. Chief Officer, D.M.C., Diu..... Member.
3. Asstt. Motor Vehicle Inspector, Diu..... Member.
4. Mamlatdar (H.O.Tourism), Diu..... Member Secretary.

As per Notification No.6/2/ADT/2003-04/98 dt:22-05-2003 issued by the Dy. Secretary (Tourism), Daman the fees prescribed are:-

<i>Sr.No.</i>	<i>Category</i>	<i>Fees.</i>
01.	Dealer.....	Rs. 200=00
02.	Hotel Keeper.....	Rs. 600=00 per year for 'A' Category. Rs. 400=00 per year for 'B' Category. Rs. 300=00 per year for 'C' Category. Rs. 200=00 per year for 'D' Category.
03.	Travel Agents.....	Rs. 300=00 per year for travel agents confirming to the standards laid down in rules 9. Rs. 200=00 per year for other travel agents like excursion agents, tourist guides etc.

Copy of prescribed application form is enclosed herewith.

4(1)(b)(iii)

3. PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS.

So far as Tourism Department, Diu is concern, it is functioning under the Administrative control and supervision of Collector, Diu. All files are routed through following channels for normal or decision making process.

1. Dealing Hand. (L.D.C.)
2. Information Assistant.
3. Mamlatdar (H.O.Tourism), Diu.
4. Dy. Collector, Diu.
5. Collector, Diu.

If required Govt. approval or / decision.

6. Dy. Secretary (Finance).

7. Secretary (Finance).
8. Development Commissioner / Secretary (Tourism).
9. Administrator of Daman & Diu (HOD).

4(1)(b)(iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF FUNCTIONS.

As mentioned in 4(1)(b)(i) & (ii)

4(1)(b)(v)

4. NAME OF RULES, REGULATIONS AND MANUALS.

All acts & Rules prescribed by the Govt. of India & erstwhile Govt. of Goa, Daman & Diu such as:-

1. D.F.P Rules.
2. F.R. & S.R.
3. G.F.R.
4. C.T.R.
5. Manual of Establishment & Administration.
6. Pension Rules.
7. G.P.F. Rules.
8. Manual of Head of Office/DDO.
9. Goa, Daman & Diu Registration of Tourist Trade Act, 1982.
10. Goa, Daman & Diu Registration Tourist Trade Rules, 1985.

4(1)(b)(vi)

5. CATEGORIES OF DOCUMENTS HELD BY THE DEPARTMENT LIKE VARIOUS FILES OF HOTELS/SCHEMES ETC.

FILE LIST PROJECT

- | | | |
|--|---|----------------------|
| 1. Ferry Boat (Pride of Diu) | - | No. 3-34-97/DT-ADM/ |
| 2. Proposal to cover the Ferry Boat Under Insurance Policy | - | No. 3-34-97/DT-ADM/ |
| 3. Ferry Boat | - | No. 3-34/DT-ADM/ |
| 4. Development of Beaches | - | No. 4-4/DT-ADM/ |
| 5. Development of Gomtimata Beach of Vanakbara | - | No. 4-22/DT-ADM/ |
| 6. Pamphlet/Brochure/Post Card | - | No. 5-3-95/DT-ADM/ |
| 7. Proposal for Development of Sandy Patch Beaches Nagoa & Vanakbara | - | No. 38-39-98/DT-ADM/ |
| 8. Inspection of Hotel Suzlon, Ghoghla | - | No. 4-56/DT-ADM/ |

9. I.A.S. Professional Course Phase (1999 Batch) Winter Study -----
10. Providing of Sign Boards - No. 4-19-95/DT-ADM/
11. Internet Webset Hotline - No. 4-19-96/DT-ADM/
12. Setting up Temporary Structure for Toilet
Cum Facilities at Nagoa Beach - No. 4-64-99/DT-ADM/
13. Const. Of Bird Watching Tower Fudan - No. 4-20/DT-ADM/
14. Providing of Flag Mast with Flags in around Tourist spots - No.3-7-97/DT-ADM/
15. Acquisition of Land for Const. of Aquarium (Laxmi Park) – No. 4-24/DT-ADM/
16. Acquisition of Land/Building for Const. of
Middle class Tourist Hotel at Diu - No. 3-52/DT-ADM/
17. Land Acquisition for const. of six Tourist Cottages at Jallandhar Diu – 4-8(1)/DT-ADM/
18. Grant of NOC for Govt. Land /Non Agriculture Premises – No. 4-49/DT-ADM/
19. Const. of Tourist Cottages at Camping Site Kevdi – -----
20. Camping Site Kevdi - No. 4-57-97/DT-ADM/
21. Tourist Complex Sea Gull - No. 4-57-97/DT-ADM/Vol.II/
22. Camping Site Kevdi
ADM/Vol.II/ - No. 4-9-95/DT-
23. Development of Fort at Simbor - No. 3-87-99/DT-ADM/
24. Proposal for setting up Beach Camp at Simbor - No. 38-39-98/DT-ADM/
25. Permission for Private Tented Accom. On Beach - No.3-65-95/DT-ADM/
26. New Office Building - No. 3-48/DT-ADM/
27. Sanction of Expenditure (3452-Plan/Non Plan) - No.1-28/DT-ACCTS/
28. Expenditure for Inauguration of Sea Shell Museum, Nagoa – No. 1-37/DT-ADM/
29. Sea Shell Museum - No. 3-74-98-99/DT-ADM/
30. Regarding Allotment of Space at Diu Airport-Jet Airways – No.4-63-99/DT-ADM/

31. Up-gradation of Diu Airport	-	No. 3-64-94/DT-ADM/
32. Furnishing to Tourist Complex, Ghoghla	-	No. 4-11/DT-ADM/
33. Changing Room (Nagoa-Ghoghla-Gangeshwar-Chakratirth)	-	4-2/DT-ADM/
34. Tariff	-	No. 4-19-98/DT-ADM/
35. Hotel Tariff in Diu	-	No. 4-19-88/DT-ADM/
36. Travel & Tour Fail at Ahmedabad	-	No. 3-47/DT-ADM/
37. NOC for Organisation of Nature Camp in Diu Dist.	-	No. 6-64-99/DT-ADM/(P.I.)
38. Identity to Tourist Guide of Diu	-	No. 3-79-99/DT-ADM/
39. Correspondence of Centrally Sponsor Scheme for Special Tourist	-	No. 3-54/DT-ADM/
40. Golden Jubilee Celebration of Independence	-	No. 3-61-97/DT-ADM/
41. Kargil Divas	-	No. 3-98/DT-ADM/
42. Vavta Festival	-	No. 3-97/DT-ADM/
43. Publicity Material for Different Advertisement	-	No. 3-73-96/DT-ADM/
44. Advertisement in News Paper for Diu Festival	-	No. 3-74-96/DT-ADM/
45. Celebration of Navratri Festival at Diu	-	No. 5/30/ADT/98-99/
46. Illumination of Hotels, Govt. Building (Diu Festival)-	-	-----
47. News Paper (Advertisement)	-	No. 5-4/95-96/DT-IP/
48. Expost Facto Sanction ADV/on Post card	-	No. 16-25/DT-ACCTS/
49. Advertisement of Postal Post Card	-	No. 16-25-99/DT-ADM/
50. Advertisement on Aerograme	-	No. 4-65-99/DT-ADM/
...6...		
51. Advertisement of Tourism Information & Publicity	-	No. 6-62-98/DT-IP/
52. Advertisement in News Paper for Diu	-	-----

53. Diu Photo Contest	-	No. 3-4/DT-ADM/Part/
54. Regarding Film Shooting in Diu	-	No. 3-88-99/DT-ADM/
55. Permission for Filming in Diu.	-	No. 3-56/DT-ADM/94-95/
56. Water Sports Center	-	No. 4-37/DT-ADM/92-93/
57. Purchase of four FRP Boats	-	No. 3-34-92/DT-ADM/
58. Operation of Water Sports Center Nagoa Beach on Lease	-	No. 6-50-96/DT-ADM/
59. Water Sports	-	No. 4-46-96/DT-ADM/
60. Water Sports – II Equipment for Nagoa/Ghoghla	-	No. 4-37-95/DT-ADM/
61. Grant Permission for Introducing Water Sports and Allied Activity	-	No. 6-46-96/DT-ADM/
62. Mini Amusement Park at Chakratirth Beach	-	No. 4-46/DT-ADM/
63. Furnishing of Seagull Tourist Complex, Kevdi	-	No. 4-9-95/DT-ADM/Part/
64. Children Play Equipments for Tourism Garden	-	No. 4-50-96/DT-ADM/
65. INS Khukri Memorial	-	No. 3-94-2000/DT-ADM/
66. Providing of One Coach Luxury Bus for Tourism Department in Diu to be used for Diu Darshan	-	No. 3-93/DT-ADM/
67. Revised Rate for Mini Bus	-	-----
68. Revised Rate for Mini Bus	-	No. 3-37/DT-ADM/Part.I/
69. Insurance & Road Tax of Vehicle No.DD-02/9508	-	No. 3-37/DT-ADM/(P)/
70. Mini Bus No. DD-03-0114	-	No. 3-37/DT-ADM/
71. Repairing of Mini Bus DD-02/9508	-	No. 3-37/DT-ADM/
72. Parking of Private Vehicle on Beaches	-	No. 3-40/DT-ADM/
73. Preparation of Folders	-	No. 4-19/DT-ADM/
74. Preparation & Painting of Sign Boards	-	No. 4-19-96/DT-ADM/

75. Preparation of Album with Photograph - No. 3-7-97/DT-ADM/
76. Preparation & painting of Sign Board - No. 4-19/DT-ADM/(I)/
77. Preparation of Baggage Tale - No. 4-62-97/DT-ADM/
78. Preparation of Boarding Pass - No. 4-61-97/DT-ADM/
79. Preparation of Tourism Pamphlets/Leaflets/
for Diu Tourism - No. 4-19-97/DT-ADM/
80. Preparation of Acrylic Boards for Diu Tourism - No. 5-30/ADT/96-97/
81. Preparation of Ladder for use of Spots & Garden - No. 3-77/DT-ADM/
82. Renovation of Lighting at Summer House Garden, Diu - No. 4-44-96/DT-ADM/
83. Illumination at Fudam Church - No. 4-44-97/DT-ADM/PF/
- A. Illumination of St. Paul Church - No. 3-39/DT-ADM/93-94/
84. Estimate for Providing 150w street light with
Cable from Nagoa Turning point - Proposal – I
85. Estimate for providing 150w HPSV street light with
U/G cable for hi cliff Hotel Turning to Vanakbara - Proposal – II
86. Electrification of various street light of Diu Dist.
III/ - No. 4-44/DT-ADM/Part-
87. Illumination of Diu Fort - No. 4-44-(I)/DT-ADM/9394
88. Renovation Lighting Diu at Nagoa Beach - No. 3-62-95/DT-ADM/
89. Electrification of Tourist Spots - No. 4-44/DT-ADM/
90. Regarding supply of HPSV Lamp for Tourism - -----
91. Regarding Releading of 25 kw Load to Swarn
Jayanti Lake at Gandhipara-Diu - -----
92. Setting of Restaurant in Swarn Lake side at Gandhipara - -----
93. Fountain of Museum, Diu - No. 3-46/DT-ADM/
94. Providing & fixing of Dome Fountain at Diu Jetty - No. 3-42/DT-ADM/93-94/

95. Transfer of Garden to Forest Department	-	No. 4-43/DT-ADM/
96. Repairing of two big fans of Diu Museum	-	No. 4-60-97/DT-ADM/
97. Repairing of two V.C.R. of Tourism Deptt.	-	No. 4-59-97/DT-ADM/
98. Repairing of Diu Jetty Fountain	-	No. 3-42/DT-ADM/
99. Repairing of A/C units at Tourist Complex	-	No. 4-11-97/DT-ADM/
100. Lease out Camping site at Chakratirth Beach (Bunk House)	-	No. 4-55-98/DT-ADM/
101. Lease rent of Bar-Cum-Restaurant at Tourist Ghoghla	-	No. 4-36/DT-ADM/
102. Lease out of an open space at the front wall on southside at Jallandhar Beach	-	-----
103. Lease rent of Bar-Cum-Restaurant at Nagoa Beach - (Roof Top of Changing Room)	No. 4-55-96/DT-ADM/	
104. Lease seater ferry boat to Pvt. Party	-	-----
105. Lease of Beach Camp Nagoa	-	No. 4-6(2)-95/DT-ADM/
106. House Tax of Govt. Land Building in DMC	-	No. 4-66-99/DT-ADM/
107. Lease of Bar & restaurant at Camping site Kevdi	-	No. 4-9(2)/DT-ADM/
108. Purchase File	-	No. 3-7-95/DT-ADM/
109. Purchase of Dust Bin & Flower Pots	-	No. 3-7-95/DT-ADM/
110. Purchase of Furniture	-	No. 3-7-96/DT-ADM/
111. Purchase of Cycle	-	No. 3-7/DT-ADM/II/
112. Purchase of Furniture	-	No. 3-7-96/DT-ADM/II/
113. Proposal for purchase of City Train for Diu Darshan	-	No. 4-57-96/DT-ADM/
114. Purchase of materials of Tourist Cottages of Ghoghla	-	No. 4-39/DT-ADM/
115. Regarding purchase of plants with flower pots.	-	No. 4-58-97/DT-ADM/
116. Purchase of sofa sets for Tourist Complex, Ghoghla,		

<i>Tourist Cottages Jallandhar, Information Counter, Diu</i>	-	No. 4-11-96/DT-ADM/
117. <i>Purchase of New Jeep for Tourism</i>	-	-----
118. <i>Purchase of Electric Materials</i>	-	-----
119. <i>Complaint again Shri Haribhai Govindbhai Patel and Sureshbhai Govindbhai Patel, Rajkot.</i>	-	No. 3-4-99-2000/DT-ADM/
120. <i>Mr. Amarnath.</i>	-	-----
121. <i>Purchase of Computer.</i>	-	No. 3-99-2000-01/DT-ADM/
122. <i>Rukhda Tree</i>	-	No. 3-100/2000-01/DT-ADM/
123. <i>Dev. Of Children Park (Laxmi Park)</i>	-	No. 4-43/DT-ADM/
124. <i>Programme/Arrangement for Guest of Royal Orient Express</i>	-	No. 3-57/DT-ADM/
125. <i>Proposal for Illumination of various Project/Garden & Railing in Diu District.</i>	-	No. 4-44-97/DT-ADM/
126. <i>Unserviceable Items in Govt. Distillery, Diu.</i>	-	No.3-92-2000-01/DT-ADM/
127. <i>Ferry Boat(Kutch Princess)</i>	-	-----
128. <i>Richie Rich Resort & Bar, Nagoa</i>	-	No.4-93/2002-03/DT-ADM/
129. <i>Celebration of Tourism Day</i>	-	No. 6-31/DT-ADM/2002-03/
130. <i>Central Financial Assistance Under Integrated Development of Tourist Circuits. (Procurement of Water Sports Equipments)</i>	-	No. 7-32/DT-ADM/2003-04/
131. <i>GOI-United Nations Development Programme (UNDP) Endogenous Tourism Project</i>	-	No. 8-131/DT-ADM/2003-04/
132. <i>Universal Tours & Travels</i>	-	No. 9-132/DT-ADM/2003-04/
133. <i>Celebration of Carnival</i>	-	No. 1-11-2003/DT-ADM/
134. <i>Proposal for Land Acquisition opp. Water</i>		

- Fall Zampa –Diu* - *No. 5-25/LND-AQ/DT-ADM/*
135. *Purchase of Zerox Machine* - *No. 3-8/DT-ADM/Xerox/*
136. *Regarding Cleanliness/Sanitation & Beautification of various Areas as well as for making the city more attractive to tourist* - *No. 3-9/DT-ADM/2004-05/*
137. *Action taken report on the minutes of the consultative committee meeting to the MOT held on 24th Nov.,04* - *No. 4-10/DT-ADM/04-05/*
138. *Regarding removal of illegal cabins from Govt. Land* - *No. 3-4/DT-ADM/Part/DMC/*
139. *Maintenance of Illumination in Diu Dist.* - *No. 5-11/DT-ADM/Illum./*

FILE LIST OFFICE

1. *Budget File (Daily Wages)* - *No. Accts/2000-2001/*
2. *Non Plan – Monthly Expenditure* - *No. 1-125/DT-Accts/99-00/*
3. *Plan Monthly Expenditure* - *No. 1-1-26/DT-Accts/99-00/*
4. *Monthly report for Vigilance Organisation* - *No. 3-16/DT-ESTT/97-98/*
5. *Audit Report* - *No. 1-22-Accts-Vol.I & II/*
Audit Report - *No. 1-22-95-96/DT-Accts/*
Vol.III/
6. *Delegation of Financial Powers* - *No. 1-30-94/Accts/*
(Powers of H.O.)
7. *Festival Advances* - *No. 1-8/DT-Accts/88-89/*
8. *Expenditure Sanction* - *No. 1-28/DT-Accts/95/*
9. *Expenditure sanction for Wages Plan/Non Plan* - *No. 2-3-96/DT-Estt/*
10. *Plan & Non Plan Sanction order File for Electricity Bills + Telephone Bills + Water Bills etc.* - *No. 16-25/DT-Accts/00-01/*
11. *Monthly Expenditure Plan* - *No. 1-26/DT-Accts/97-98/*
Monthly Expenditure Plan - *No. 1-26/DT-Accts/94-95/*
12. *Proposal for Expenditure of Period of Employment of Daily Wages Plan/Non Plan* - *No. 1-35-96/DT-Accts/*
13. *Union Territories Govt. Employees Group Insurance*

<i>Scheme 1984</i>	-	<i>No. 1-4/DT-Accts/94-95/Vol.I</i>
<i>14. Revenue Receipt (Part-II)</i>	-	<i>No. 1-3/DT-ACCTS/</i>
<i>15. Leave file sanction of EL/Commuted Leave/ H.P.L./Liwp etc.</i>	-	<i>No. 2-11-95/DT-Est/Vol.II/</i>
<i>16. Grant of EL/H.P.L./EOL/Commuted Leave & Monthly Leave</i>	-	<i>No. II</i>
<i>17. Appointment Promotion and Transfer of Staff of Tourism</i>	-	<i>No. 2-2/DT-Est/98-99/</i>
<i>18. Appointment/Promotion/Transfer of staff on regular</i>	-	<i>No. 2-2/DT-Est/88</i>
<i>19. Appointment of Office Assistant on Daily Wages in Tourism</i>	-	<i>No. 2-3/DT-Estt/94-95(P)/</i>
<i>20. Engagement of Daily Wages Workers</i>	-	<i>No. 2-3/DT-Estt/99-2000/</i>
<i>21. Interview for various posts on Daily Wages in Tourism Department, Diu.</i>	-	<i>No. 2-3(I)95/DT-Est/</i>
<i>22. Engagement of Daily Wages worker at Chakratirth Beach.</i>	-	<i>No. 3-89-99/DT-ADM/</i>
<i>23. Daily Wages</i>	-	<i>No. 2-3/DT-Estt/99-2000/</i>
<i>24. Regarding Engagement of Daily Wages</i>	-	<i>No. 2-3(2)/DT-Estt/</i>
<i>25. Daily Wages – Non Plan</i>	-	<i>No. 2-3(2)/DT-Estt/94-95/</i>
<i>26. Engagement of staff for Seagull Tourist Complex, Kevdi</i>	-	<i>No. 2-3-96/DT-Estt/</i>
<i>27. Estimate for Engaging & Ms. Of NMR Electrician to carry out yearly Maintenance work of Tourism location.</i>	-	<i>-----</i>
<i>28. Confidential Report C.R. Tourism, Diu.</i>	-	<i>No. 2-12/DT-Estt/91-92/</i>
<i>29. Office Inspection</i>	-	<i>No. 3-34/DT-Estt/</i>
<i>30. Post Continuation Order</i>	-	<i>No. 2-9/DT-Estt/88</i>
<i>31. Certificate of Transfer of charges</i>	-	<i>No. 2-28/DT-Estt/94-95/</i>

32. Brief Note of the status of work	-	No. 2-33/DT-Estt/95-96/
33. 20 Point Programme & 15 Point Programme	-	No. 2-17/DT-Estt/
34. Election file	-	No. 2-1/DT-Estt/88/
35. Meeting with Officers & VIP/VVIP	-	-----
36. Raj Bhasha.	-	No. 2(24)/DT-DT-Estt/93-94/
37. Sanction Expenditure under (N.P.) 3452	-	No. 1-27/DT-Accts/
38. Official Gudzette File	-	-----
39. Traveling Allowance (TA/DA/	-	No. 1-18/DT-Accts/90/
40. Release of Increment/E.B. Cross	-	No. 2-8/DT-Estt/
41. Circular	-	No. 3-72-97/DT-ADM/
42. Casual Leave	-	-----
43. Leave Encashment of Earned Leave on Account of Death/Voluntary Retirement	-	-----
44. Sanction of permanent cash imprest for running of Kitchen of tented Accommodation Nagoa Beach	-	No. 4-36(2)/DT-ADM/
45. Installation of cable etc for Intercom	-	No. 3-86-99/DT-ADM/
46. Papers of Bus No. DD-02-9508	-	-----
47. Orders/Notification/Amendments/under various rules/Acts	-	No. 1-31-95/DT-Accts/95-96/
48. G.P.F. Advance	-	No. 1-11/DT-Accts/
49. Budget Allocation for maintenance of Tourism Garden to the forest dept., Diu	-	No. 1-4-95/DT-Accts/
50. Permit of Vehicles	-	No. 3-14/DT-ADM/
51. Admn. Approval & Expenditure sanction in r/o. Land Acquisition for Tented Accomodation at Nagoa Beach. ADM/Part-I/	-	No. 4-6(2)/DT-

52. General	-	No. 3-4/DT-ADM/2000-01/
53. Imprest fund file C/o. Permanent Advance	-	No. 1-23/DT-Accts/90-91/
54. Payment of Advocates fees	-	No. 1-28-97/DT-Accts/PF/
55. Payment of Wages toward cleaning Jetty/Office Cleaning	-	No. DT-DIU/95-96/
56. Tourism Department, Diu	-	No. 2-24/DT-ADM/
57. Monthly Statistic (Tourist Data)	-	No. 4-47-96/I
58. Monthly Statistic (Tourist Data)	-	No. 4-47-96/II
59. Report Tourism Department, Diu	-	No. 4-47-96/DT-ADM/
60. Information on Diu	-	No. 3-17/DT-ADM/
61. Purchase of Typewriter	-	No. 3-7-96/DT-ADM/Type/
62. Electronic Typewriter	-	No. 3-27/DT-ADM/88
63. Celebration of various National/State Days (Brief Note)	-	No. 3-61-95/DT-ADM/95-96/
64. Supply of Uniform to Class C & D Staff	-	No. 3-73-96/DT-ADM/
65. Telephone Connection	-	No. 3-11/DT-ADM/95-96/
66. Stationary Items for Tourism	-	No. 3-50/DT-ADM/94-95/
67. Advance Booking	-	No. 4-40/DT-ADM/95-96/
68. Notice Board File	-	-----
69. Purchase file for consumable.	-	No. 4-11/DT-ADM/Part-I/
70. Office Stationary	-	No. 3-6/DT-ADM/95-96/
71. Monthly Revenue Expenditure Receipt	-	No. 4-6/DT-ADM/99-00/

72. Journey Sanction	-	No. 1-18-95/DT-Acctts/
73. R. D. File	-	No. 1-7/DT-ACCTS/88/
74. Half Year Return on action	-	No. 1-74/DT-ADM/2002/
75. Tenth Year Plan	-	No. 4-6/DT-ADM/75/
76. Promotion of Tourism Art & Culture	-	No. 1-76/DT-ADM/02-03/
77. Visit of Hon'ble Administrator	-	No. 2-77/DT-ADM/02-03/
78. 20 year prospective Plan for Development of Tourism of U.T.	-	No. 5-6-78/DT-ADM/02-03/
79. Monthly Report on Important activities/event of Department.	-	No. 6-6-79/DT-ADM/02-03/
80. Proposal for establishment of Scuba Diving Operation at Diu	-	No. 3-78/DT-ADM/2004-05/
81. Postal Stamps	-	No. 1/2/DT-ACCTTS/

LIS OF FILE OF HOTELS & TRAVEL AGENTS

1. Radhika Beach Resort, Nagoa	-	No. 6-64-98/IP/ADT/
2. Hotel Kohinoor, Diu.	-	No. 6-57-98/DT-ADM/ADT/
3. Suzlon Beach Hotel, Ghoghla	-	No. 4-11-97/DT-IP/ADT/
4. Hotel Khushi, Diu	-	No. 6-16/DT-IP/ADT/96/
5. Apna Guest House, Diu	-	No. 5-11/DT-IP/90-91/
6. Hotel Samrat, Diu	-	No. 6-14-91/DT-IP/90-91/
7. Hotel Seaview, Ghoghla	-	No. 5-8/DT-IP/90-91/
8. Hotel Ankur, Diu	-	No. 6-15/DT-IP/ADT/90-91/
9. Hotel Prince, Diu	-	No. 6-3/IP/ADT/88-89/
10. Hotel Triveni, Diu	-	No. 6-58-97/DT-ADM/ADT/
11. Hotel Uma Shakti, Diu	-	No. 6-55-97/DT-IP/ADT/
12. Hotel Maheshwari, Betawadi-Diu	-	No. 6-61-98/DT-IP/
13. Hemal Guest House, Diu.	-	No. 6-44/95-96/ADT/
14. Hotel Jagat, Diu	-	No. 6-65-98/DT-IP/
15. Hotel Galaxy, Diu	-	No. 6-60-98/DT-IP/ADM/
16. The Resort Hoka, Nagoa	-	No. 6-63-98/DT-IP/ADT/
17. Richie Rich Resort, Nagoa	-	No. 3-5/DT-ADM/
18. Hotel Vishwas, Bucharwada	-	No. 6-11-96/DT-ADM/ADT/
19. Hotel Sanmaan Palace, Diu	-	No. 6-7-96/ADT/

20. Hotel Alishan, Diu	-	No. 6-3-91/DT-IP/
21. Hotel Premalaya, Ghoghla	-	No. 6-18/DT-IP/94-95/
22. Nilesh Guest House, Diu	-	No. 5-1-91/DT-IP/
23. Ganga Sagar Guest House, Nagoa	-	No. 6-2-91/DT-IP/
24. Hotel Jayshankar, Diu	-	No. 6-20-94/DT-ADT/ADM/
25. Hotel Aavkar, Diu	-	No. 6-66/2000-01/DT-IP/
26. Harekrishna Guest House, Diu	-	No. 6-12/ADT-IP/88-89/
27. Hotel Mozambique, Diu	-	No. 6-4/DT-IP/ADT/90-91/
28. Sao Tome Retrio, Diu	-	
29. Hotel Ashyana, Diu	-	No. 6-19-95/ADT/
30. Hotel Gangeshwar, Diu	-	No. 6-56-97/DT-IP/ADT/
31. Estrela-do-Mar, Fudam	-	
32. Hotel Kinara, Diu.	-	No. 6-59-98/DT-IP/ADT/
33. Super Silver Guest House, Diu	-	No. 6-6399/DT-IP/
34. Poonam Guest House, Diu	-	No. 6-62/DT-ADM/2004/

TRAVEL AGENTS

1. Reshma Travel, Diu	-	No. 6-9/DT-IP/95-96/
2. Vijay Travel, Diu	-	No. 6-33/DT-IP/94-95/
3. Oceanic Travel, Diu	-	No. 6-26/DT-IP/94-95/
4. Goa Travel, Diu	-	No. 6-25/DT-IP/94-95/
5. Trans Tours & Travels, Diu	-	No. 6-61/DT-IP/99-2000/
6. Chirag Travel, Diu	-	No. 6-29/DT-IP/94-95/

The form applicable under the Goa, Daman & Diu Registration Hotels & Travel Agents Act & Rules.

Monthly Tourist arrival report for submission to Ministry of Tourism, GOI and other Monthly, Quarterly, Half yearly and Yearly to various departments of the Administration

4(1)(b)(vii)

The particulars of any arrangement that exist for consolation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof:

The office bearer of Hotel Association is being consult as and when their need arise further in all developmental activities members of tourism advisory committee are being consult.

4(1)(b)(viii)

6. NAME OF THE CHAIRMAN AND NAME OF MEMBERS OF THE TOURISM PROMOTION COMMITTEE.

1. collector, Diu – Chairman.
2. Executive Engineer, P.W.D., Diu – Member.
3. Dy. Collector/S.D.M., Diu – Member.
4. Asstt. Engineer, P.W.D., SD-I, Diu – Member.

5. Mamlatdar (H.O.Tourism),Diu – Member.
6. President, D.M.C., Diu – Member.
7. Vice-President, District panchayat, Diu – Member.
8. Vice President, D.M.C., Diu – Member.
9. Sarpanches, V.P. Vanakbara – member.
10. Sarpanches, V.P. Bucharwada – Member.
11. President, Hotel Association, Diu – Member.
12. Yatin Fugro, Proprietor, Hotel Kohinoor, Diu – Member.
13. Ramjibhai Parasmani, Proprietor, Radhika Beach Resort, Nagoa-Diu – Member.
14. Mamager, Suzlon Beach Hotel, Ghoghla-Diu – Member.
15. Information Assistant, Tourism Department, Diu – member.

4(1)(b)(ix)

7. DIRECTORY OF OFFICERS OF TOURISM DEPARTMENT.

Sr.No.	Designation	Phone No.	Monthly Remunerations.
01.	Collector, Diu.	02875 – 252111- O 02875 – 252444 – O 02875 – 252222 – R	Rs. 27,230=00
02.	Mamlatdar, Diu. (H.O.Tourism)	02875 – 252145 – O 02875 – 252233 – R	Rs. 14,521=00
03.	Information Asstt.	02875 – 252653 – O 02875 – 253076 – R	Rs. 11,003=00
04.	L.D.C.	02875 – 252653 – O	Rs. 5,760=00

4(1)(b)(x)

THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

The Officer and other employees of establishment are being paid monthly salaries as admissible. No remuneration is being paid to any employees.

4(1)(b)(xi)

**8. BUDGET ALLOCATION OF THE DEPARTMENT UNDER PLAN AND NON PLAN
SCHEME ALONGWITH PROPOSED EXPENDITURE.**

<i>Budget Allotment</i>		<i>Expenditure upto</i>	
<i>Expenditure</i>			
<i>For the year 2005-06.</i>		<i>Sept.-05.</i>	<i>upto March - 06.</i>
<i>PLAN:-</i>			
02.00.02-Wages	- Rs. 14,00,000/-	Rs. 8,65,119/-	Rs. 14,00,000/-
02.00.13-Off. Exp.	- Rs. 12,00,000/-	Rs. 84,155/-	Rs. 12,00,000/-
04.00.21-Mat. & Supp.	- Rs. 1,00,000/-	-----	Rs.
1,00,000/-			
04.00.27-Minor Wks.	- Rs. 1,00,000/-	-----	Rs. 1,00,000/-
<i>NON PLAN:-</i>			
02.00.01-Salaries	- Rs. 4,10,000/-	Rs. 1,76,612/-	As required
02.00.02-Wages.	- Rs. 1,60,000/-	Rs. 99,452/-	Rs. 1,60,000/-
02.00.20-O.A.E.	- Rs. 30,000/-	-----	Rs.
30,000/-			
02.00.11-D.T.E.	- Rs. 15,000/-	-----	If
required.			
02.00.13-Off. Exp.	- Rs. 5,70,000/-	Rs. 3,37,018/-	Rs. 5,70,000/-
02.00.26-Medical Treat.	- Rs. 15,000/-	-----	If
required.			
<i>2220-PLAN INFORMATION PUBLICITY.</i>			
03.00.26-Adv. & Pub.	- Rs. 3,00,000/-	Rs. 26,979/-	Rs. 3,00,000/-
03.00.01-Salaries	- Rs. 25,000/-	-----	----
-			
03.00.02-Wages.	- Rs. 20,000/-	-----	----
-			
03.00.11-D.T.E.	- Rs. 5,000/-	-----	----
-			
03.00.50-Other Charges.	- Rs. 50,000/-	-----	----
-			

4(1)(b)(xii)

**THE MANNER OF EXECUTION OF SUBSIDY PROGRAMS, INCLUDING THE
AMOUNTS ALLOTTED AND THE DETAIL BENEFICIARIES OF SUCH PROGRAMME.**

Not applicable

4(1)(b)(xiii)

PARTICULARS OF RECIPIENTS OF CONCESSIONS PERMITS OF AUTHORIZATION GRANTED BY IT:

Details of Hotels registered under Goa, Daman & Diu Registration of Tourist Trade Act, 1985.

<u>Grade</u>		<u>Hotels</u>
Three Star	-	02
'A'	-	01
'B'	-	16
'C'	-	06
'D'	-	09

4(1)(b)(xiv)

DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT. REDUCE IN THE ELECTRONIC FORMS:-

1. Website of Diu Tourism - www.diuindia.com
2. Interactive/Virtual walkthrough DC Rom for Daman & Diu Tourism.
3. Installation of Information Kiosk.
4. Email - info@diuindia.com

4(1)(b)(xv)

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZEN FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM IF MAINTAINED FOR PUBLIC USE:-

No library or reading room set-up in this office. However, single page leaflet, map, brochures, post card photographs of Diu Tourism are available from this office during office hours.

4(1)(b)(xvi)

9. PARTICULARS OF NAMES, DESIGNATION OF PUBLIC INFORMATION OFFICER.

MAMLATDAR & H.O.(TOURISM), DIU.

4(1)(b)(xvii)

SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:

NIL

**OFFICE OF THE CIVIL REGISTRAR CUM SUB-REGISTRAR,
EX-OFFICIO NOTARY PUBLIC, DIU.**

(i)	THE PARTICULAR OF ITS ORGANIZATION, FUNCTION AND DUTIES:
	<i>The Civil Registrar-Cum-Sub-Registrar, Ex-officio Notary Public, Diu, The Superintendent, Collectorate, Diu as function as Head of Office. Having the capacity strengthen of 3 staff including 2 clerical and 1 Peon.</i>
(II)	The power and duties of its officer and employees:
	<i>The duties of officer and employees, Finance and Accounts matter, Establishment and Administrative works, handling public grievances etc.</i>
(iii)	The procedure followed in the decision making process, including channels of supervision and accountability:
	<p><u>(A) CIVIL REGISTRATION:-</u></p> <p>(i) To register the marriage and issue of marriage certificate.</p> <p>(ii) To issue Birth / Death certificate prior to 1970.</p> <p>(iii) To issue verification authenticity certificate of Birth / death and marriage to Portugal Embassy at Goa.</p> <p>(iv) To prepare Index for marriage registration for every year.</p> <p><u>(B) SUB-REGISTRAR:-</u> <i>The Sub-Registrar-cum-Notary Public, Diu. The office of Sub-Registrar has to discharge the functions under the Indian Registration Act, 1908 for registering deeds/documents such as Sale Deeds, Gift Deeds, Partition Deeds, Mortgage Deeds, Lease and other Miscellaneous Deeds etc. authenticate power of attorneys, Issue Nil Certificate of Encumbrance and certificate of Encumbrance etc. And the Notary Public has to draw the Wills, Deed of qualification of Heirs, adoption Deeds etc. in Notarial Books, Attest signatures/documents and issue certified copies of wills, deeds etc. from records of office of Notary Public, Diu. In registering the documents, stamp-duty has to be assessed and verified, ledger copies accompanying the original deeds have to be tallied with the original, registration fees has to be assessed and collected and receipt to be issued, entry of deeds has to be made in the day Book, admission of execution of deeds/documents by each and every executants to be verified and to be endorsed/recorded on the deed and signature and full print impression of the executants to be obtained on the deeds and in the Register. Thereafter each any every endorsement on the original deed are to be copied on the ledger copy of the deed, page numbers [paging] are to be machine numbered and registration number to be given in the ledger copy and endorse the same on the Original deeds. Then complete ledger copy is to be compared with the Original mistakes like interlineations, erasures, blanks etc. on the original/ledger copy are to be noted down and signature to be made on each page of the ledger copy.</i></p> <p><i>As Notary public, the wills and deeds of qualification of heirs, adoption deeds etc. are required to be drawn/hand-written in original in</i></p>

	the Notarial Books and on application, certified copies are to be issued. Separate cash books are to be maintained for Sub-Registrar and Notary Public and receipts are to be credited into Government Treasury (Bank) day-to-day by chalan after like maintenance of registers, correspondence, typing, attending to applicants/public etc.
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(iv)

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION:

Sr. No.	Service rendered	Procedure	Time limit	Contact person	Whom to contact if no solace is received from the contact person
1.	Birth and Death certificate / Teor	Birth and Death certificate / Teor certificate registered prior to 1970 are issued in the office of the Civil Registration on presentation of the application by the applicant alongwith photograph of the applicant duly attested by the Gazetted officer alongwith attested copies of Election card, Passport, Ration card, Driving license, Income Tax Bank Passport etc.	Within A week	The Civil Registrar, Diu.	The Superintendent, Collectorate, Diu.
2	Marriage Registration.	The Marriage Registration are completed in two stages. Stage -I) Filing the document of marriage in the office: The documents required are a) Birth certificate of Bride groom. b) Birth certificate of Bride c) Residence certificate issued by the Mamlatdar, Diu/ Sarpanches (issued within Six months.) Between stage I and II, there is a statutory waiting period of 10 days including two Sundays for publication of notice. Stage - II) Actual Registration of a Marriage.		The Civil Registration Office, Diu.	The Superintendent, Collectorate, Diu.

		<i>The Presence of the Bridegroom, Bride and three witnesses are required for the purpose of Registration of Marriage.</i>			
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<i>Sr. No.</i>	<i>Service rendered</i>	<i>Procedure</i>	<i>Time limit</i>	<i>Contact person</i>	<i>Whom to contact if no solace is received from the contact person</i>
<i>1</i>	<i>Registration of document under the Indian Registration Act, 1908</i>	<i>The presenter, Vendor, Purchaser, alongwith two witnesses and one Identifier: to be present before the Sub-Registrar and present the document for registration. After verification and obtaining the signature of the parties, verifying the stamp duty, the document is accepted and admitted for registration after paying the registration fees.</i>	<i>Within 24 hrs.</i>	<i>The Sub-Registrar Diu.</i>	<i>The Superintendent, Collectorate, Diu.</i>
<i>2</i>	<i>Work done under the Notaries Act, 1952. Instruments such as Wills, Declaration of Succession, Adoption, Legitimations.</i>	<i>a) The parties have to take advance appointment with the Notary Public, Ex-officio after retting scrutinized documents like birth / death certificates. b) On the appointed day, the parties have to be present alongwith the proper number of witnesses translator if any and the data and documents required for this work. c) The parties may either convey orally their desire or bring a draft preferably prepared by their lawyer mentioning the details and data to be included in the will. d) The documents should preferably be got verified in advance for inaccuracies and</i>	<i>The same day when the date is fixed.</i>	<i>The Sub-Registrar –Ex-Officio-Notary Public, Diu.</i>	<i>The Superintendent, Collectorate, Diu.</i>

		<p><i>the proper number of witnesses declarants etc. should be brought to the office who are to wait till the whole writing work is concluded, the documents read and their signature taken.</i></p> <p><i>e) The line of succession (in case of Deed of Declaration of Succession as per personal law in force) should be got verified in advance by making available all the data about the lineage from the deceased, exact dates of Births, sequence of deaths and production of documents, accurate in all respect.</i></p>			
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(v)	<i>The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharges its function;</i>
	<i>The Indian Registration Act, 1908,Codigo de usos e costumes dos Habitantes Nao Cristaos de Diu, Codigo de Civil.</i>
(vi)	<i>A statement of the categories of documents that are held by it or under its control:</i>
	<i>The various categories of document such as Sale Deed, Gift Deed, Partition Deed etc. and Register of Birth certificate, Dead certificate, Marriage certificate etc. kept in this office.</i>
(vii)	<i>The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof:</i>
	<i>Applicant applied for certified copy of deeds, certificates etc. to concerned clerk and concerned clerk submit to issuing authority for grant of above certificate.</i>
(viii)	<i>A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;</i>
	<i>Nil</i>
(ix)	<i>A directory of its officer and employees</i>
	<i>The service matter and personnel records of all the employees are maintained.</i>
(x)	<i>The monthly remuneration received by cash of its officers and employees, including the system of compensation as provided in its regulations;</i>

	<i>The regular Pay and allowances and other allowances are disbursed by cash and cheque received from Pay and Accounts Officer.</i>
(xi)	<i>The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made;</i>
	<i>The Allocation of Budget being allotted from the Finance Department, provision of budget under Budget Estimate and Revised Estimate is prepared every year during the pre-Budget stage. The relevant register such as Cash Book, GFR-9, Bill Register, TR etc. are being maintained. Monthly expenditure report being sent to competent authority well in time to time.</i>
(xii)	<i>The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme;</i>
	<i>Nil</i>
(xiii)	<i>Particular of recipients of concessions, permit or authorization granted by it;</i>
	<i>Nil</i>
(xiv)	<i>Details in respect of the information, available to or held by its, reduced in an electronic form;</i>
	<i>Not yet introduced.</i>
(xv)	<i>The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use;</i>
	<i>Window system not yet setup. However a citizen required information may contact the Concerned Clerk / Officer.</i>
(xvi)	<i>The names, designation and other particulars of the public information officers;</i>
	<i>The Head of Office is appointed as P.I.O.</i>
(xvii)	<i>Such other information as may be prescribed; and thereafter update these publication every year;</i>

EDUCATION OFFICE, DIU

(I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES;

Education Office, Collectorate, Diu.

The Education Officer, Diu is the Head of Office. He is also to look after all the Institutes (Govt./Non-Govt) stationed in Diu District.

The main powers and functions are :-

- 1) *Head of Office for Education Section, I.T.I.-Diu, T.T.I.-Diu, Govt. Higher Secondary School-Diu, Govt. High School (Girls)-Diu, Govt. High School-Bucharwada, Sports Section, Diu, Official Language Dept., Diu.*
- 2) *Coordinator for Official Language Department, Diu.*
- 3) *District Project Officer for Sarva Siksha Abhiyan.*
- 4) *Nodal Officer for District Disabled Rehabilitation Center, Diu .*
- 5) *Secretary for Indian Red Cross Society, Diu Dist.*
- 6) **ESTABLISHMENT :-**
 - a) *Authority to grant all types of leave of Group 'C' & 'D' officials.*
 - b) *Authority to release increments to Officials of Group 'C' & 'D'.*
 - c) *Authority to issue N.O.C. for obtaining Indian Passport..*
- 7) **ACADEMIC:-**
 - a) *Authority to visit all schools stationed in Diu Dist. (Govt./Non-Govt)*
 - b) *Authority to Countersign School Leaving Certificates.*
- 8) **FINANCIAL POWERS :-**
 - a) *Non recurring expenditures upto Rs.2000/-*
 - b) *Recurring expenditures upto Rs. 1000/-.*
 - c) *Signing authority of salary bill, contingent bills, TA bills, LTC bills within the powers of Head of Office.*

ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;

1) ACADEMIC SECTION

Designation

main job assigned to the post.

*A.D.E.I. assisted by
01 L.D.C*

1) All correspondence regarding complaints of Education staff & Primary Teachers/Headmasters.

- 2) Prepare proposals for requirement of Teachers/school play-grounds/school buildings its maintenance etc.
- 3) Stipend to students of SC/ST.
- 4) Book grant scheme.
- 5) D.I.E.T. (Training Programme for Primary Teachers)
- 6) Visits/Inspection of Primary schools.
- 7) Teacher Day celebration and other National Days celebration.
- 8) Rural Talent Search.
- 9) Visit and other work related to MDM centers.
- 10) Matter relating to S.S.A.
- 11) U.T./National Awards to teachers.
- 12) Jawahar Navodaya Selection Test/ Science Exhibitions/Cultural programmes.

2) ACCOUNTS SECTION:

Accountant assisted by
01 U.D.C. and 01 L.D.C.

- 1) All accounts matters related to Education Office and High Schools related to administrative approval and expenditure sanction.
- 2) Office purchase and maintenance of
- 3) Dead Stock Registers.
- 4) To maintain pay bill Register.
- 5) To prepare salary bill.
- 6) To prepare F.V.,C. Bill.
- 7) To disburse staff & teachers salary and payment of bills.
- 8) To maintain Cash Book and Acquittance roll.
- 9) Proposal of Tenders/Quotations for purchase of office and school furnitures.
- 10) Approval of tour diaries of technical staff.
- 11) Preparation of Pension papers of staff/Pry./Mid. Teachers/H.Ms.

3) ESTABLISHMENT & ADMINISTRATION SECTION:-

01 U.D.C. assisted by
L.D.C.

- 1) All establishment matters pertaining 01 to Education Office staff, Pry./Mid. Sch. Teachers/H.Ms./Asstt./Phy.Edn.

Teachers.

- 2) *Post creation of Pry./Mid. School trs. Pry./Mid. Sch. H.Ms. and non-teaching staff.*
- 3) *Post continuation of education staff.*
- 4) *Maintenance of staff/teachers/HMs service books and leave accounts.*
- 5) *Examination of files of all the institutes of Diu Dist. Pertaining to establishment matters.*
- 6) *Annual increments and pay fixation of staff/teachers/H.Ms.*
- 7) *Matters relating to higher studies.*
- 8) *N.O.C. for Indian Passport.*
- 9) *Proposal for transfers of all Pry./Mid. Teachers/HMs .*
- 10) *Acquisition & Transfer of Govt. land for construction of schools play grounds.*
- 11) *matters relating to Public grievance.*
- 12) *Matters pertaining to G.O.I.*
- 13) *General administration work.*
- 14) *Matters relating to Election.*
- 15) *Matters pertaining to promotions/examinations etc.*

4) MID DAYS MEAL SECTION

01 Supervisor.

- 1) *Matters pertaining to implementation of MDM scheme in all the Pry. School (Govt./Non-Govt)*
- 2) *Matters pertaining to Pre-Primary sch.*
- 3) *Matters pertaining to Adult Education.*
- 4) *Distribution of food grains to Pry.Sch.*
- 5) *Distribution of school stationery.*
- 6) *Purchase of school stationery/text book and uniforms for SC/ST students.*
- 7) *Matter pertaining to National Foundation of Teachers Welfare Funds.*

5) STATISTICAL SECTION

01 Statistical Investigator

- 1) *Enrolment of students of all sch. Of Diu Dist.*
- 2) *Drop-out rates of students.*

- 3) Data of All India Educational Survey.
- 4) 20 Point programme.
- 5) Matters relating to admissions in degree/ Diploma courses in India.

iii) **PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;**

In the decision making process, following procedures are being followed:-

Consultation with concerned officials is held and finally, the decision is taken by the authority competent as per the delegation of powers approved by the Hon. Administrator from time-to-time.

Accountability is enforced through ACRs and Conduct & Service Rules.

iv) **THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTION;**

The normal office procedure is followed to discharge its function.

v) **THE RULES, REGULATIONS, INSTRUCTIONS HELD BY ITS CONTROL FOR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS ;**

Establishment Section :

- A) Manual on Establishment and Administration.
- B) Leave Rules.
- C) FR and SR Part-I
- D) CCS (conduct), Rules.

Accounts Section

- A) FR and SR

Academic Section

- A) Goa, Daman and Diu School Education Rules, 1986.

Sarva Siksha Abhiyan

- A) SSA Frame Work Handbook.
- B) SSA Financial Procurement Manual.

vi) A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THEM UNDER ITS CONTROL;

Accounts Section

Tender Forms, Comparative Statements and its corresponding papers.

vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

Yes, every public interested to have information are contacting the Education Officer or A.D.E.I., Diu.

viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

- 1) SSA District implementation Committee.
- 2) Examination Committee (Pry./Mid)

ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;

Service and personal records of all the employees including teaching staff are maintained.

x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

Regular pay and allowances are disbursed/paid to each employee by cash.

xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;

Allocation of funds/budget are being allotted by the Finance Dept. based on the Head of Account.

Provision budget under BE and RE is prepared every year during the pre-budget stage. Relevant registers viz. Cash Book, GFR, TR etc. are being maintained. The expenditure report on every Head of Account are being sent well in time.

xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES;

N.A.

xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;

N.A.

xiv) DETAILS IN RESPECT OF INFORMATIONS, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM;

N.A.

xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Education Office is not a public dealing office, however, the Diu District Library is open to public from 9:00 A.M. to 7:00 P.M.

xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

The Head of Office is appointed as P.I.O.

xvii) SUCH OTHER INFORMATIONS AS MAY BE PRESCRIBED.

PRIMARY HEALTH CENTRE, GHOGHLA-DIU.

(i) THE PARTICULAR OF ORGANIZATION, FUNCTION AND DUTIES : Primary Health Centre :- Aims and Objectives :-

Primary Health Centre, Ghoghla-Diu is having 30 bed capacity for admitting the Indoor patient. The Health Officer, Primary Health Centre, Ghoghla-Diu functioning as Head of Office under the D F R Rules, 14 and classified as Group 'A' rank, having the capacity strengthen of 85 staffs including Doctors, Field staff, operational staff & clerical.

Functions :-

- a. The Primary Health Centre having Male & Female Wards for admitting the indoor patients, Operation Theatre, Casualty Care, X-Ray Unit, Falaria & Malaria Unit, Dental Unit, Laboratory,
- b. OPD is being conduct by Medical Officers and also Emergency service is provided round clock.
- c. Nearly 300 patients are attending for OPD daily in this Primary Health Centre, Ghoghla-Diu

(ii) Powers and Duties of Officers and Employees : Financial :

The Health Officer is the HO/DDO in respect of this Department who has been delegated Financial powers under the provision of Delegation of Financial powers Rules, which are issued/amended by the Govt. of India from Time to time. At present the H.O. has powers to sanction expenditure upto Rs. 15,000/- for non-recurring items and Rs. 5,000/- for recurring items, copy of the Administration order dated 3-5-1999 is annexed herewith At 'X', 'Y', 'Z'.

Administrative :

To control staff, sanctioning of leave, advance, increment and to initiate disciplinary action against the staff as per provision of CCS (C&A) Rules.

Duties of Officers/Employees:

***Health Officer**

*Main Duties and responsibilities being a Head of Office are to Perform supervise and guide officials as well as field staff under the following disciplines viz. Establishment, Accounts,

Statistics, Malaria & Filaria Unit and Drawing and Disbursing.

**Being a Technical head of the Health Department, to conduct regular meeting to provide guidance within the preview of Rules and regulations for the better implementation of policy and Programmes etc.*

**Formulation of five year plan, Annual Plan, Budget Estimate, Revised estimates etc.*

**Submission of proposal for Administrative and financial sanction.*

**To attend OPD, daily 180 to 200 patients are treated.*

**Implementation of centrally sponsored schemes.*

- As a departmental head, discharging the duties of compliance of Government of India references, parliament questions etc.*
- Participate in the meetings called by Administrator, Development Commissioner, Finance Secretary and Collector on different subject viz VVIP visit, parliament committee, Review of expenditure any other matter of common public interest.*
- The Health Officer, supervision of the Hotels, shops and other establishment for issuing NOC and Food License, is supervising the Sanitation of the District.*

Medical Officer

- OPD is conducted by the Medical Offices daily 180 to 200 patients are treated.*
- Casualty is functioning around the clock for emergency services and Medical Officer available round the clock.*
- Having 30 bed capacity for admitting the indoor patients (Separate Male & Female ward), registration of patients, medical test, dispensing the drugs/medicines for patients, diagnosis and treatment of patients of STD/RTI by Medical Officer.*
- Medical Officers accompany with VIP's with facilities of Medical Fist AIDS during official*
- The school Health Programme is launched since 2001 and it is carried out every year and all the schools are covered and Medical Officer examines school children.*

Rural Medical Officer

There are 2 Rural Dispensaries in Diu District 1 at Vanakbara village and other at present at Bucharwada. The Rural Medical Officers conducts the OPD in the Rural Medical Dispensary which need of rural population. Also he/she looks after all the national Programmes in their respective areas.

- *OPD is conducted by the Rural Medical Officers daily 100 to 120 Patients are treated.*
- *Diagnosis and treatment of Patients of STD/RTI by Rural Medical Officers.*
- *Conduct OPD at Sub Centre under Rural area by Rural Medical Officer*
- *Supervision of Sub Centre by Rural Medical Officer*
- *Function of Rural Medical Dispensary under the Administrative Control of Health Officer.*

Public Health Dentist

- *There is one post of Public Health Dentist. The Public Health Dentist conducts the OPD in this Primary Health Centre,*
- *The school Health Programme is launched since 2001 and it is carried out every year and all the schools are covered and Public Health Dentist examines school children.*

(FAMILY WELFARE SECTION)

Extension Educator,

Lady Health Visitor,

Goan Sathi,

Complier Checker,

Statistical Investigator,

Refrigerator Mechanic,

A.N.M

The post of Extension Educator play a key role under the Family Welfare programme. Also as per the norms every block has 1 Extension Educator post. He is the person who supervisors the Programmes and work of ANM and Basic Health Worker. This post is created in the year 1968

- *Motivation of eligible couple for family welfare Planning.*
- *Supplementation of Contraception. Oral Pills, Nirodh and copper T. Motivation by ANMS BHWS other Health Workers*
- *Immunization of Children against tetanus Poliomyelitis, Measles, Tuberculosis, Petusis diphtheria and etc.*
- *Service to pregnant women which includes supplement of Iron tablets, regular ANC check up, TT injection and Motivation for institutional delivery.*
- *Function of Sub Centres in Rural & Urban area under the Administrative control of Health Officer.*
- *Field Survey on various National Programme & Health activities.*
- *Assist the Medical Officer during the OPD at Sub Centre*
- *Organization of camps for Diagnosis and treatment of STD / RTI*
- *IEC activities under various Health activities*
- *Mothers meeting at sub center level*
- *Family planning operation are carried under RCH programme.*
- *Organization of Pulse Polio Immunization Programme at 25 Polio Booth in Diu District.*

Pharmacist

As at present are 3 posts of Pharmacist and they are posted at different places viz. 1 at this Primary Health Centre, Ghoghla-Diu. 1 at Rural Medical Dispensary, Bucharwada and 1 at Vanakbara, the pharmacist works under the Rural Medical Officers, where OPD is conducted through out the day. This post cannot be curtailed as per the statutory requirement. The above these posts were created in the year of 1963.

X-Ray Technician

There are 2 posts of X-Ray Technician, This Primary Health Centre, Ghoghla-Diu it is absolutely require since the services of X-ray Technician are rounded the clock and they have to attend the emergencies apart from their routine duties during the OPD hours. Since it is purely technical post and when X-ray Technician proceeds on leave or on off duty it is practically impossible to manage the emergency patients.

Sanitary Inspector.

The Primary Health Centre, Ghoghla-Diu is having 2 post of Sanitary Inspector. 1 is posted at Rural area and another in the Urban area as per the statutory requirement of Sanitation Act and Rules of the erstwhile Govt. of Goa, Daman & Diu. They perform the site inspection in their respective areas including Hotels & other establishment, markets, restaurant etc.

(Malaria Unit)

Malaria Inspector.
Superior Field Worker.
Field Worker

***1 Malaria Inspector :-**

Malaria Inspector fully responsible for planning, organization of seasonal Residual Spraying operation it includes.

- *Uniformity of spray dispersal.*
- *Check evidence of spray on all structures*
- *Evidence of recent spray.*
- *Investigate factors responsible for such spraying refusal and mopping up of refusal with proper health education.*
- *Planning focal spray in 50 houses around the Malaria Positive cases.*
- *Malaria Inspector supervised and regular surveillance and treatment in time ensuring early diction and providing complete treatment to Malaria Cases.*
- *Follow up of Malaria Positive cases after completion of radical treatment and epidemiological investigation of Malaria cases.*
- *Investigation of death cases (to confirm whether death has taken place due to Malaria or otherwise).*
- *Contingency plan for prediction, detection, prevention & control of vector measure with suitable insecticides.*
- *Intensify antilarval measures, compatibility with other methods.*
- *Planning and monitoring activities related to the use of larvicidal fish (Guppy fish)*
- *IEC activities to educate community in general and house wives mahila Mandan school children village Panchayat leader labours workers etc. in particular about the adoption of methods to prevent mosquito breeding and also measures to protect themselves from mosquito bites.*
- *Prepare and maintain all register and records and correspondence related to Malaria activities.*
- *Planning of fogging operation as and when require.*
- **2 Superior Field Worker :-**
- *To give adequate advance information to the peoples for spraying and supervise the spraying operation.*
- *To maintained condition of spray pumps and nozzle tip discharge to be checked.*
- *Preparation of suspension with correct measures and methods.*
- *To see technique of spraying and coverage of all resting place of the mosquitoes.*
- *Maintained of spraying records.*

- *Anti larval measures.*
- *Fly control.*
- *Any other works assigned to him by superior / Officers.*

• **3. Field Worker :-**

- *All activities related to vector Borne Diseases Control programme like seasonal Residual spraying (House to House) focal Spraying in infected area, Larvicidal Treatment to all water stagnation spots, transfer of Guppy fish to well, ponds, cistern, use and unuse well, water tanks etc. maintain of Hatcherise, fogging operation and any other works assigned to them.*

Report/ Return :-

**To send Report on all the Malaria activities to the Assistant Director of Malaria.*

**To send report on Drug and consumption to the Assistant Director of Malaria.*

**To send spraying report to the Assistant director of Malaria.*

(Filaria Unit)

Filaria Inspector.

Health Inspector,

Health Assistant,

Insect Collector,

Superior field Worker,

Field Workers

Main functions:-

- *Weekly spraying of insecticide in drain, kundi, un-used well, septic Tank, Ponds are being carried out by using M.L oil, Baytex and Abate as per the source of breeding.*
- *Classification of the areas as per Vector density & infected area low, medium and high*
- *Mosquitoes collection and dissection to find out whether the mosquito is carrying Microfilaria germs or not.*
- *Night blood smears collection in each family of the Diu District to detected Microfilaria carriers*
- *Microfilaria positive carrier are treated with D.E.C. tablet for 12 days.*

- 13 days follow up smear of the *Microfilaria* positive carries after completion of 12 days treatment.
- Covering of Mosquito nets on gas pipe of septic tanks in all the areas by field worker.
- Introduction of Guppy fish in use and non use wells / pounds and other mosquito breeding places.
- Minor Engineering work canalization, Diesilting, De-weeding and filling.
- **1. Filaria Inspector:-** * National Filaria Staff activity Checking and advise * National Filaria Control Programme correspond and reporting.
- **2. Health Inspector:-** * Time 2:30 p.m. to 5:00 p.m. Registration * 8:00 p.m. to 11:00 p.m. field area in night blood slides collection * *Filaria* night blood slides collection * *Microfilaria* positive carrier and Elephantiasis patients treated * *Microfilaria* positive carrier after 12 days follow up slide collection * Registration & Reporting
- **3 Health Assistant :-** * *Filaria* night blood slides strain * *Filaria* night blood slides examined and detected *Microfilaria* positive carries * *Microfilaria* positive cases to marking in form.
- **4 Insect Collector :-** * Time 7:00 a.m. to 11:00 a.m. fixed and random House catching station for mosquito collection * 2:30 p.m. to 5:00 p.m. mosquito Identify dissection and straitor for vector density and infection and classification * Categories Low medium pm and High indicator.
- **5 Superior Field worker :-** * All mosquito breeding place checking and taken deeper * stage vise larvices count I,II,III and 4th stage and pupa to registration House to House Advise for mosquito breeding places.
- **Filled Worker :-** All mosquito breeding place in spraying for Larvicidal M.L. oil, Baytex and abate etc. * Septic Tank gees pipe cover to mosquito net * Minor Engineer work Canalisation, Desitation, De-weeding and filling.
- **Report/ Return :-**
 - To send Month wise *Filaria* slides collection & Positive carrier to the Director Medical & Health Services, Daman
 - To send Monthly report on *Filaria* activities to the Director Medical & Health Services, Daman.

- To send Report on mosquito collection, dissection, larvicidal treatment to the Director National Anti-Filaria Programme, Delhi and Director Medical & Health Services, Daman.

Lab. Technician :-

Main Function of Lab. Technician is to work in Laboratory and conduct various tests like urinal test, blood test etc. and submit reports to Medical Officer for further action.

Steward:-

Main function of the Steward is to provide health diets to the patients admitted and to purchase fresh and health raw materials / food for the patients from the market.

ANM:-

Main function of ANM is in casualty room, various Sub Centre, Rural Medical Dispensary Vanakbara & Ghoghla to assist doctors while visiting the patients. They perform duties round the clock and to serve / treat the patients admitted in the Primary Health Centre, Ghoghla-Diu

Basic Health Worker:-

Sub Centres are functioning under the administrative control of Health Officer, Primary Health Centre, Ghoghla-Diu, wherein each sub center is having 1 ANM, 1 BHW and 1 Attendant to run smoothly the sub center in Urban & Rural area. To run the sub center smoothly the service of Basic Health Worker is essentially require in each sub center. Above all, the terms in the sub center has to carry out various National Health Programme, routine Immunization, house to house survey in the Specified area. The above these posts were created in the year of 1969 and in 1983 respectively.

Para Medical Worker:-

- Screening of Leprosy patients in community by way of population survey works.
- Mass survey on Detection of suspected cases by Health staff during their routiner house to house visit.
- The suspected cases are referred to Medical Officer for confirmation of treatment.
- Treatment of leprosy patient by SET – Depending upon the type of leprosy (PB. MB) the multi drug treatment was given to patient by PMW at their doorstep so that which enhance patients health, staff relationship and patients compliance. This leads to cure and bringing down prevalence rate.

- Inter-personal counseling to the patient and group discussion for removal of stigma attached with leprosy in the community.
- Giving the patient correct information and counseling about MDT. So the relapse and deformity can be prevented.
- The family members who are in close contact with the leprosy patients are being examined by Para medical worker at regular intervals.
- New cases is detected and cases to be treated or curried & maintained of relevant information of leprosy cases.
- Caring out modified leprosy Elimination campaign.

UDC :-

*There is one post of UDC, The Maine function of UDC are as under ;

- There is one post of UDC
- All Account work pertaining to PHC
- Preparation of all the bills viz. FVC, Pay & Allowances, Arrears bill, Tour TA/DA, Tour TA, LTC, all types of advances, etc.
- Preparation of Data for Budget RE & BE of PHC , Diu.
- Preparation of Monthly pay bill of Gazetted / Non-Gazetted staff, including arrears and maintenance of Pay Roll etc.
- Draft replies of Audit correspondence and to deal with finance account appropriation accounts.
- Maintenance of bill register, GFR-9, cash Book, Budget Control Register, GPF ledger og Group D employees, Acquaintance Roll and other relevant register relating to accounts matter.
- To perform the duties of Cashier and handling of Cash.
- Authorized to sign Challan in absence of the H/O.
- Maintenance of Challan Register and T.r. 5 Receipt.
- General purchase like Stationeries, Computers, Electronic Items and all the other items required in PHC
- Verification of files, Dead Stock , Consumable stock Register pertaining to purchase of Diet and Non-Diet Items, Medicines etc.
- Proposal and finalization of Tenders / Quotations etc. for purchase of all materials / equipments.
- Preparation of Pension Cases.
- Any other work entrusted by the H/O.

LDC:-

There are 3 Nos. of LDCs. and they are distributed following works.

1) LDC (Accounts, Administration Section)

- Assistant of UDC in all works.
- Maintainance of all the files pertaining to accounts Section
- Issue of Salary Certificates to the staff
- General Typing works pertaining to Accounts section.

- *Correspondences relating to Accounts Section*
- *Correspondences related to Public Grievances / Administration Section Section.*
- *Maintainance of Movement Registers / Muster Roll.*
- *Maintainance of file pertaining to PHC Premises, Sub-Centres, construction, renovation etc. and preparation of information of Health infrastructure and activities of various unit.*
- *Any other work entrusted by the H/O.*

2) LDC (Establishment Section)

- *Typing & General works pertaining to Establishment.*
- *Maintenance of Personal Files and Service Books of all the staff i.e. Gazetted and Non-Gazetted and issue of Pay Slip / Increment.*
- *Preparation of Roster Duty list of Doctors, Drivers, X-ray Technician etc.*
- *Correspondence regarding fixation of pay slip of staff, recruitment / Promotion / Transfers / resignation etc.*
- *Correspondence regarding issuance various Certificates like vigilance, Work performance, Integrity, Service, NOC, for Indian Passports etc.*
- *Correspondence regarding daily wages employees.*
- *Maintenance of file pertaining to ACRs of Gazetted and Non-Gazetted employees of PHC*
- *Maintenance of ACRs of Grou D employees.*
- *Correspondence relating to official Tour, Journey, Sanction Orders, Head Quarter leaves, permission of LTC, sanction of Various Leaves, Records of Leave etc.*
- *Maintenance of records of establishment section.*
- *Maintenance of roster of Group D employees for filling of vacant posts*
- *Preparation of ACP cases of staffs.*
- *All the matters pertaining to Official Languages, sending Monthly & Quarterly reports.*
- *Matter pertaining to various elections.*
- *Any other works entrusted by the H/O*

3 LDC (Dispatch, Societies, Programmes, Health Schemes)

- *General typing works and other works entrusted by the H/O*
- *Inward & Out ward of Primary Health Centre, Ghoghla-Diu*
- *Compare all the original documents comes for True Copies.*
- *Issuance and Maintenance of records relating to issuance of Medical Certificates issued by the Medical Officer and H/O.*

- Purchase and maintenance of Service Postage Stamp and records.
- Verification of Requisition books of vehicles.
- Verification of General Services/ Repairing of vehicles.
- Sending of reports pertaining to all sections like monthly, fortnightly, Quarterly, 15 point programme, 20 point programme etc. to the concerned authorities at Daman and Diu.
- Additional works of COVA Programmes, Societies and other Health Schemes and maintenance of accounts, passbooks, Cheque books, records, files, items/ equipments etc. pertaining to various societies.
- Maintenance of Computers and all the Electronics Items of PHC .

Driver:

There are 2 post of Drivers, 1 attending the Emergency duty round the clock for referring the patients at the near by state of Gujarat. 1 post of driver is involved in different National Health Programmes and the administrative works, As at present this Primary Health Centre, Ghoghla-Diu is having 2 Vehicle 1 Driver involved for Ambulance Duty and other performed the field duty. This Primary Health Centre, Ghoghla-Diu is having number of sections such as Family Welfare, Malaria, Filaria, Dental, Leprosy, Statistical, Office Unit, Moreover , this Primary Health Centre, Ghoghla-Diu often has to conduct the various National Programmes from time to time and Besides other health activities / camps. As and when Driver proceeds on any kind of leave or on off duty it is practically impossible to manage the emergency patients and other duties performed by the Driver.

Peon:-

There are 4 posts of peon. Two posts are deployed in RMD Vanakbara and Ghoghla each. Two posts are kept in office at Primary Health Centre, Ghoghla-Diu for smooth functioning.

Chowkidar :-

Main function of Chowkidar is to look after whole premises of Primary Health Centre, Ghoghla-Diu during night. If any patient approaches Primary Health Centre, Ghoghla-Diu during night time, he helps him and performs to the doctor and nurse on duty.

Cook/ Asstt. Cook :-

The main function of cook & Assistant Cook is to cook / prepare health food / diet for the patients admitted and to serve them ward wise.

Helper:-

The main function of Helper is to help the unable patients to approach to Casualty room and to obey the order of the doctor and nurse on duty.

Servant :-

The main function of Servant is to help the unable patients to approach to Casualty room and to obey the order of the doctor and nurse on duty.

Sweeper:-

Main function of Sweeper is to keep toilets clean, sweep and to keep clean the Primary Health Centre, Ghoghla-Diu

Attendant

Attendant /Aya

Attendant / Dai

Sub Centres are functioning under the Administrative control of Health Office, Primary Health Centre, Ghoghla-Diu , wherein each sub Centre is having 1 ANM, 1 BHW and 1 Attendant to run smoothly the sub Centre in Urban & Rural area. To run the sub Centre smoothly the service of Attendants are essentially require in each sub centre. Above all, the team in the Sub Centre has to carry out various National Health Programme, routine Immunization, house to house survey in the specified area..

(iii) THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION ACCOUNTABILITY :

This Department under the control of the Director of Medical & Health Services as well as Finance Secretary & Secretary (Health). The Department is not directly involved in making decision relating to the public issue. However, decision is being taken from the Head of Department. Moreover, so far as the treatment of the General Public /patients is concerned, the Medical Officers & Rural Medical Officers provides treatment, which are referred to Primary Health Centre, Ghoghla-Diu , if required for further treatment.

(iv) THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS :

Norms are prescribed for each scheme and target and achievements are being fixed for each scheme and monitoring the same periodically for its effective implementation.

(V) THE RULES, REGULATION, INSTRUCTIONS MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS:

As per rules and regulation fixed for each scheme.

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE DEPARTMENT OR UNDER ITS CONTROL :

Copy of printed books containing details of the schemes, eligibility and benefits available, procedure to be followed etc. are kept in the office for awareness of the public / patients.

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF :

No such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the competent authorities.

(VIII) A STATEMENT OF BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC :

Society for prevention of Leprosy, Aids and Tuberculosis are existing in the Department. The members of the Executive Committee have been nominated from the General public. Meeting of such meeting are circulated to the members. Their functions are as under:

Leprosy Society :-

Main function is to prevent propagation of Leprosy and to treat the patients from Leprosy, the Committee is constituted by Director Medical & Health Services, Daman & Diu, Daman :-

- 1. The Collector, Diu-----Chairman.*
- 2. The Health Officer, Diu -----Secretary.*
- 3. The Assistant Accounts Officer, Diu. -----Member*
- 4. Rural Medical Officer-----Member*
- 5. The Sr. Surgeon -----Member.*
- 6. The President, DMC, Diu. -----Member*
- 7. Mr. Devendra N. Padhiar. Social Worker. ----- Member*
- 8. Mamlatdar ----- Member*
- 9. Principal GHSS. ----- Member*
- 10. The C.D.P.O., -----Member*
- 11. Dr. Puspesen J. Padhiar. President IMA. ----- Member*
- 12. Shri Vice President. District Panchayat,----- Member*

13. The Sarpanch Village Panchayat, Vanakbara,----- Member
14. The Sarpanch, Bhucharwada, ----- Member
15. The Vice President DMC, ----- Member
16. Smt. Ushaben M Soalnki. Councilor DMC, ----- Member
17. Shri Mohanlal K. K. Ex- President, DMC, ----- Member
18. Dr. P. B. Kapadiya. Ex- President, DMC, ----- Member

Aids Society :-

Main function is to prevent propagation of Aids and to treat the patients suffering from HIV Positive, The project Director / Member Secretary, Daman has Constituted Committee to :-

1. Collector, Diu-----Chairman.
2. Asstt. Dy. Director / Medical Officer, Diu-----Member
3. Sr. Surgeon, Govt. Hospital, Diu-----Member
4. President Mahila Mandan, Diu-----Member
5. Vice President Dist. Panchayat-----Member
6. Health Officer-----Member

Tuberculosis Society

Main function is prevention of Tuberculosis and are of the patients suffering from Tuberculosis, The project Director / Member Secretary, Daman has Constituted Committee to :-

1. Collector, Diu-----Chairman
2. Dy. Collector, Diu-----Vice Chairman
3. Health Secretary-----Member Secretary
4. Senior Surgeon -----Member
5. Medical Officer, PHC, Diu ----- Member
6. A.A.O., Diu-----Treasurer

(IX) A directory of the Officers and Employees:

Sr. No.	Name of Employees	Designation	Scale of Pay
1	Dr. M. J. Vaishya	Health Officer	10000-325-15200
2	Dr. P. R. Anjani	Medical Officer	8000-275-13500
3	Dr. S. S. Sahoo	Medical Officer	8000-275-13500
4	Dr. N. N. Singh	Medical Officer	8000-275-13500
5	Dr. D. K. Bamania	Medical Officer	8000-275-13500
6	Dr. Vilasini M. Vaishya	Rural Medical Officer	10000-325-15200
7	Dr. Shaista Jilani	Rural Medical Officer	8000-275-13500
8	Dr. Himndri Howlader	Public Health Dentist.	8000-275-13500

9	Vacant	Extension Educator	5000-8000
10	Shri Laxmikant Makwana	Pharmacist	
11	Shri Kantilal Premji	Pharmacist	4500-125-7000
12	Shri Rajesh Modasia	Pharmacist	4500-125-7000
13	Shri Rajnikant P. Joshi.	X-Ray Technician	5000-150-8000
14	Shri Suresh R. Parekh	X-Ray Technician	5000-150-8000
15	Vacant	Sanitary Inspector	
16	Shri Karsan Laxman.	Sanitary Inspector	4000-100-6000
17	Vacant	Malaria Inspector.	
18	Shri Nanji B. Bamania	Filaria Inspector	4000-100-6000
19	Shri M. V. Adhavaryu.	Health Inspector.	4500-125-7000
20	Shri Vasant P. Solanki	Health Asstt.	4000-100-6000
21	Shri Devendra V. Shah	Lab. Technician	5000-150-8000
22	Shri Amrutlal Ramji	Insect Collector	3050-75-3950-80-4590
23	Kum. Chalna J. Rathod	Lady Health Visitor	5500-175-9000
24	Shri J. R. Bamania	Statistical Investigator	4000-100-6000
25	Kum. M. B. Rathod	Compiler Checker	3050-75-3950-80-4590
26	Shri Najir M. girach	Refrigerator Mechanic	3050-75-3950-80-4590
27	Shri V. N. Goswami	Steward	4000-100-6000
28	Smt. Zelia Fernandes	ANM	4000-100-6000
29	Kum. Kamalia Sobhna L	ANM	4000-100-6000
30	Smt. Sobhna N. Jadav	ANM	4000-100-6000
31	Smt. Bhagylaxmi Solanki	ANM	4000-100-6000
32	Smt. Vaishali R. Bamania	ANM	4000-100-6000
33	Kum. Bindu B. Solanki	ANM	4000-100-6000
34	Kum. Karuna B. Solanki	ANM	4000-100-6000
35	Kum. Hemashri Bamania	ANM	4000-100-6000
36	Shri Ramchand Kanji	Goan Sathi	3050-75-3950-80-4590
37	Shri Jivraj Kala Patel	Basic Health worker	3050-75-3950-80-4590
38	Shri Alvito D'Brito	Basic Health worker	3050-75-3950-80-4590
39	Shri Mustufa Usman	Basic Health worker	3050-75-3950-80-4590
40	Shri Iqbal Hanif	Basic Health worker	3050-75-3950-80-4590
41	Shri Bava Laxman	Basic Health worker	3050-75-3950-80-4590
42	Shri J. M. Joshi	Para Medical Worker	5000-150-8000
43	Shri Pradeep G. Dudhmal	Para Medical Worker	4000-100-6000
44	Shri Arun S. Pandya	Superior Field Worker	2610-60-3150-65-3540
45	Shri Mahendra Narottam	Superior Field Worker	2610-60-3150-65-3540
46	Shri L. R. Bamania	Upper Division Clerk	4000-100-6000
47	Shri P. P. Solanki	Lower Division Clerk	4000-100-6000
48	Shri I. K. Mujawar	Lower Division Clerk	3050-75-3950-80-4590
49	Shri K. M. Sikotaria	Lower Division Clerk	3050-75-3950-80-4590

50	Shri Jeronimo R. Pareira	Driver	3200-85-4900
51	Shri Sarad Bamania	Driver	3200-85-4900
	Shri Keshav Zina	Peon	2750-70-3800-75-4400
52	Shri M. R. Solanki	Peon	2610-60-2910-65-3300-70-4000
53	Shri M. K. Solanki	Peon	2610-60-2910-65-3300-70-4000
54	Shri J. P. Bariya	Peon	2550-55-2600-60-3200
55	Shri M. I. Mansuri	Peon	
56	Shri P. J. Kamalia	Chowkidar	2550-55-2660-60-3200
57	Smt. Usha Kanakshi	Cook	2610-60-3150-65-3540
58	Smt. Manjula Dhirajlal	Asstt. Cook	2550-55-2660-60-3200
59	Shri Yayesh L. Vala	Helper	2750-70-3800-75-4400
60	Smt Minaben Shamji	Helper	2550-55-2600-60-3200
61	Smt. Sushila Premji	Helper	2610-60-2910-65-3300-70-4000
62	Smt. Hansa K. Solanki	Servant	2550-55-2660-60-3200
63	Smt. Kadviben Kamalia	Servant	2550-55-2660-60-3200
64	Shri Harkishan Vadhvana	Servant	2610-60-2910-65-3300-70-4000
65	Smt. Kadviben Mangal	Sweeper	2610-60-2910-65-3300-70-4000
66	Smt. Devuben Jethalal	Sweeper	2610-60-2910-65-3300-70-4000
67	Shri Velji M. Vadhvana	Sweeper	2550-55-2660-60-3200
68	Smt. Champaben Bhanji	Attendant	2610-60-2910-65-3300-70-4000
69	Kum. Sarojben Jethalal	Attendant	2610-60-2910-65-3300-70-4000
70	Smt. Manjulaben Devji	Attendant	2610-60-2910-65-3300-70-4000
71	Smt. Lalita Ramji	Attendant / Aya	2610-60-2910-65-3300-70-4000
72	Smt. Bhanuben Makwana	Attendant / Aya	2550-55-2660-60-3200
73	Shri Magan Kahan	Attendant / Dai	2610-60-2910-65-3300-70-4000
74	Vacant	Attendant / Dai	
75	Shri Shantilal Bhagvan	Field Worker	2550-55-2660-60-3200
76	Shri Jetha K. Solanki	Field Worker	2610-66-2910-65-3300-70-4000
77	Shri Rameshchandra K.	Field Worker	2550-55-2600-60-3200
78	Shri Rajput Ketan M.	Field Worker	2550-55-2600-60-3200
79	Shri Mahendra J. Solanki	Field Worker	2550-55-2600-60-3200

80	Smt. Nayna Pradeep	Field Worker	2550-55-2660-60-3200
81	Vacant	Field Worker	

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE :

The required details are as under:

(Financial Year: - 2005-2005 Rs. In thousand)

Major Head of Account	Sanctioned Grant 2005-2006	Expenditure upto September-2005
2210 Plan (Deman No.98)	1968	1010
2210 Non-Plan (D.No. 98)	7613	4821
2211 Non-Plan (D. No. 49)	2910	1430

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES :

Not Applicable

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

There is no recipients of concession, permit or authorization provided by the Department.

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONICS FORM :

Not available

(XV) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE :

There are no facilities available with the department. However, information of the department is available in the citizen charter document published by the Administration.

(XVI) THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS :

There is no separate Public Information Officer in the Department. However, Head of Office i.e. Primary Health Centre, Ghoghla-Diu can provide the information of the department to the public whenever required.

(XVII) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED :

Not applicable

ASSISTANT REGISTRAR OF COOP. SOCIETIES, DIU.

(i)	THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES :-	<ul style="list-style-type: none"> Office of the Assistant Registrar of Cooperative Societies, Diu. The Assistant Registrar of Cooperative Societies, Diu is the Head of Office. <p><u>Function</u> :- The Main function of this office is to process and issue registration to various type of Cooperative Societies under the Maharashtra Cooperative Societies Act, 1960 and Rules 1962 applicable to the U.T. of Daman and Diu.</p>	
(ii)	THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:	<p><u>(a) Officers</u> :-</p> <ul style="list-style-type: none"> The Assistant Registrar of Cooperative Societies, Diu is the Head of Office. He is also holding the following charges. <ol style="list-style-type: none"> The Dy. Collector and Sub-Divisional Magistrate, Diu. The Value Added Tax Officer, Diu. <p><u>(b) Duties</u> :-</p> <p>Assistant Registrar of Coop.Societies :-</p>	
		1.	The Asstt. Registrar of Cooperative Societies if the Head of Office.
		2	All the powers delegated by the Registrar of Cooperative Societies from time to time related to Maharashtra Cooperative Societies Act, 1960 and Rules 1962 applicable to U.T. Administration of Daman and Diu, Official Correspondence, Financial powers as delegated by the Administration of U.T. of Daman and Diu, correspondence pertaining to registration of Cooperative Societies, de-registration, amalgamation, division, Inspection and Audit of the Cooperative Societies.
		3.	To Process Loan cases of eligible Cooperative Societies under National Cooperative Development Cooperative Scheme, New Delhi.
		4.	To monitor the work done by Grader /

			Assessor regarding collection of monthly and weekly prices of essential commodities.
		5.	Appointed as a Liaison Officer under SC/ST/OBC Financial Development corporation Ltd., Silvassa for Diu District.
		6.	To process all loan case from the applicant i.e. SC/ST/OBC for obtaining loan for various business purpose and forward the same to the General Manager, SC/ST/OBC Finance Development Corporation, Silvassa for further necessary action.
		7.	To recover loan from defaulters sanctioned by the SC/ST/OBC Finance Development Corporation, Silvassa.
		<u>Employees :-</u>	
		<u>Senior Auditor :-</u>	
		1.	To Process registration Proposal and amendments of Bye-Laws of Cooperative Societies.
		2.	To attend the monthly / Annual meeting of Cooperative Society.
		3.	To audits all the Cooperative Societies
		4.	To maintained register of Govt. Share Capital, Dividend, Grant-in-Aid, Subsidy, Loan granted and reconciliation of Cooperative and assessment of audit fee.
		<u>Grader/Assessor :-</u>	
		1.	To Collect Price of Essential Commodities and thereby submission of weekly report to the concerned department.
		2.	To look after the work pertaining to marketing and agricultural section.
		3.	To assist the Sr. Auditor and other works assigned by the Asstt. Registrar of Cooperative Societies.
		4.	Appointed as a Assistant to the Liaison Officer under SC/ST/OBC Financial Development Corporation Ltd., Silvassa for Diu District.
		<u>Lower Division Clerk :-</u>	
		1.	To maintained Inward, Out Ward, Library, Dead Stock and Leave Register.
		2.	To maintained Staff Service Book and

			Roster Register.
		3.	To prepare Monthly and Quarterly Expenditure Report.
		4.	To Prepare Plan and Non Plan Budget Estimates of the Cooperative Department.
		5.	To prepare Salary Bill, FVC Bills and Other Bills pertaining to the office.
		6.	To maintained cash book, and different type of register pertaining to account and Typing/Computer of office work.
(iii)	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:	1.	The Assistant Registrar of Cooperative Societies, Diu is the Head of Office and as such policy matter to be processed are routed through the Collector, Diu who is the District Head.
		2.	The decision is finally taken by the competent authority as per the delegation of powers.
		3.	Accountability is enforce through ACRs Conduct and Service Rule.
(iv)	NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :	The office procedure is followed to discharge its function. (Attached Annexure-I)	
(v)	THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION.	1.	Maharashtra Cooperative Societies Act, 1960 and Rules 1962 (applicable to U.T. Admn. of Daman and Diu).
		2.	Manual on Establishment and Administration
		3.	The Leave Rules
		4.	FR and SR Part-I.
		5.	CCS (Conduct Rules)
(vi)	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELP BY IT OR UNDER ITS CONTROL	1.	Registration Certificate issued to the Cooperative Societies in Diu District.
		2.	Verification Certificate issued to the

			<i>public for obtaining Indian Passport on urgent basis.</i>
		3.	<i>To issue Limited Tender Notice, Tender From, Supply Order etc.</i>
		4.	<i>To issue Audit Report to the Cooperative Societies.</i>
(vii)	THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.	<i>Yes, every public interested to have information are contacting the Assistant Registrar of Cooperative Societies.</i>	
(viii)	A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.	-----NIL-----	
(ix)	A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;	<i>Service and personal record maintained.</i>	
(x)	THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES,	<i>Regular Pay and allowances are disbursed/paid to each employee by cash and cheque collect from Assistant Accounts officer, Diu.</i>	

	INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.	A.R.C.S....Pay Scale 6500-200-10500. Senior Auditor.Pay Scale 4500-125-7000. Grader/Assessor....Pay Scale 3050-4590. L.D.C.....Pay Scale 3050-4590.	
(xi)	THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.	1.	Allocation of funds/budget are being allotted by the Financial Department base on the head of account.
		2.	Provision budget under BE & RE is prepared every year during the pre-budget stage. Relevant register are maintained. The Expenditure report on every Head of Account are submitted on time.
		3.	Head of Accounts :- 2425 – Plan ... Rs. 6,00,000/- allotted for the year 2005-06. 4425 – Plan.....Rs.10,00,000/- allotted for the year 2005-06. 2425 – Non Plan..Rs.2,00,000/- allotted for the year 2005-06. 2435 – Non Plan...Rs...1,50,000/- allotted for the year 2005-06.
(xii)	THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.	Only one Society has availed Loan/Subsidy namely Diu Sahakari Bhandar Ltd., Diu for grant of Godown i.e. loan for Rs.1,00,000/- and Subsidy for Rs.1,00,000/-	
(xiii)	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR	-----Not applicable-----	

	AUTHORIZATIONS GRANTED BY IT;	
(xiv)	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;	<i>Yet to be implemented.</i>
(xv)	THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE.	<i>We do not Library. However a citizen desiring information approach the A.R.C.S. during working hours.</i>
(xvi)	THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS ;	<i>As per the latest order the Head of Office as appointed as Information Officer.</i>
(xvii)	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;	---

COOPERATIVE SOCIETIES, DIU.

<i>Sr. No.</i>	<i>Service rendered</i>	<i>Document required</i>	<i>Time Limit</i>	<i>Penalties</i>	<i>To whom to Contact.</i>
1.	Registrar of Coop. Society	1. Application from. 2. Bye Laws. 3. Cash Balance 4. Certificate Project 5. Report Minutes of meeting	Within six months	Applicable as per Maharashtra Coop. Societies Act, 1960.	Assistant Registrar, Cooperative Societies, Diu
2.	Audit of Coop. Societies	1. All relevant Books of Accounts	Fifteen working days per society.	Applicable as per Maharashtra Coop. Societies, Act, 1960.	Assistant Registrar, Cooperative Societies, Diu.
3.	Inspection of Coop. Societies	1. All relevant books of accounts	One day	Applicable as per Maharashtra co-op. Societies Act, 1960	Assistant Registrar, Cooperative Societies, Diu
4.	Grant of Govt. Share Capital to Coop. Societies	1. Balance Sheet for last three years. 2. Minutes of meeting of managing Committee	One Month	Applicable as per terms and Conditions	Assistant Registrar, Cooperative Societies, Diu
5.	Grant of Godown Loans to Coop. Societies	1. Balance Sheet for last three years. 2. Minutes of meeting of managing Committee	One Month	Applicable as per terms and Conditions	Assistant Registrar, Cooperative Societies, Diu.

VALUE ADDED TAX DEPARTMENT, DIU

(i)	THE PARTICULARS OF ITS ORGANISATION, FUNCTIONS AND DUTIES;	<i>The VAT Department, Diu has one Asstt. VAT Officer, two L.D.C's and one peon on regular basis. The main function of this office is to implement the provisions of Daman & Diu Value Added Tax Regulation 2005, Daman & Diu Value Added Tax Rules, 2005, Central Sales Tax Act 1956 & Central Sales Tax (Registration and Turnover) Rules 1957 in Diu District, i.e. collection of VAT, issue of Registration, Assessment, Amendment and other related matter.</i>
(ii)	THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.	<p><i>(a) Officers :- The Asstt. VAT Officer is exercising the power delegated by the Commissioner under Value Added Tax Regulation, 2005. He is the authority for issuing Registration. Entitlement Certificate, Amendments, Recovery of VAT Tax dues. He is also the Assessing Authority of Diu District. The power of Head of Office have been allotted to the Enquiry Officer, City Survey, Diu.</i></p> <p><i>(b) Employees :-</i></p> <ol style="list-style-type: none"> <i>1. L.D.C. :- Account works, Administrative works, prepare assessment orders, dispatch works, typing/computer works.</i> <i>2. L.D.C. :- Establishment, entry of chalans in various registers, issue notices/reminders for assessment / registration issue security forms etc.</i>
(iii)	THE PROCEDURES FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;	<i>The decision making process is followed by the Joint Commissioner (VAT), Commissioner (VAT) and Secretary (Taxation). Accountability is enforced through ACRs, conduct and Service Rules.</i>
(iv)	THE NORMS SET BY IT FOR DISCHARGE OF ITS FUNCTIONS;	<i>The staff deployed in the department are discharging their functions as per the norms prescribed in the Value Added Tax Regulation, 2005 and Central Sales Tax Act, 1956.</i>
(v)	THE RULES, REGULATIONS, INSTRUCTIONS,	<i>The Daman & Diu Value Added Tax Regulation 2005, Daman & Diu Value Added Tax Rules, 2005, Daman & Diu Sales Tax Act, 1964 are used by the</i>

	MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;	<i>employees for discharging the function.</i>
(vi)	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL ;	<i>No such documents are held by the Department.</i>
(vii)	THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTANT OR WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.	<i>Any dealer can obtain information as prescribed under Right to Information Act / Rules and as given under Daman & Diu Value Added Tax Regulation, 2005 and Central Sales Tax.</i>
(viii)	A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC ;	<i>.....N.A.....</i>

(ix)	A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:	Sr.No.	Designation		Phone No.		
		1.	VAT Officer		(02875) 252184 (O)		
		2.	L.D.C.		(02875) 253241 ®		
		3.	L.D.C.		(02875) 253245 ®		
		4.	Peon		(02875) 253529 ®		
(x)	THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;	Sr.No.	Designation	Strength	Pay Scale	Gross Salary	
		1.	Asstt. VAT Officer	01	5500-9000	15,249/-	
		2.	L.D.C.	01	3050-4500	7,247/-	
		3.	L.D.C.	01	3050-4500	6,827/-	
		4.	Peon	01	2610-4000	5,969/-	
(xi)	THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE ;	Head of account 2040 Non Plan		2004-2005		2005-2006 (Upto 31 st Aug'2005))	
				B.E.	Exp.	B.E.	Exp.
		01.00.01	Salaries	4.10	4.09	7.00	2.11
		01.00.06	Medical	Nil	Nil	0.25	NIL
		01.00.11	D.T.E.	Nil	Nil	0.30	0.05
		01.00.13	O.E.	1.05	1.05	1.00	0.26
		Total		5.15	5.14	8.55	2.42
(xii)	THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE	The Department does not execute any subsidy programme.					

	AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.	
(xiii)	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT	The details of activities carried out by the department :-
		1. Issue of Registration certificate.
		2. Issue of Entitlement Certificate
		3. Issue of Amendments
		4. Issue of Amendments for change of name, additional place of business and change of location.
		5. Issue of tax refund
		6. Enforcement.
(xiv)	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM;	Yet, to be implemented.
(xv)	THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;	The facilities made available to the citizen has shown in the Citizen's Charter. However, Citizen needing information approach the Value Added Tax Officer. However, Value Added Tax Department also request the citizen to extend their cooperation -
		1. To apply in a proper application form
		2. To apply with necessary fees and documents
		3. To handover and application to correct person.
		4. To avoid touts and middlemen.
		5. To report the higher authority for remedies if needed.
		6. Not to interrupt the official on duty.

		7.	<i>To obey the provision of Daman and Diu VAT Regulation 2005 and Central Sales Tax Act, 1956 and Rules made thereunder.</i>
(xvi)	<i>THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;</i>		<i>The Enquiry Officer, City Survey, Diu is declare as Head of Office of VAT Department, Diu.</i>
(xvii)	<i>SUCH OTHER INFORMATION AS MAY BE PRESCRIBED</i>		<i>.....NIL.....</i>

PORT OFFICER, MARINE DEPARTMENT, DIU.

THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES:-

ORGANIZATION :-

OFFICE OF THE PORT OFFICER, MARINE DEPARTMENT, DIU.

FUNCTION AND DUTIES :-

At Diu District Group of Ports, following Port Centres has been notified as Minor Port vide Govt. Notifications under Section 4 of Indian Port Act, 1908 and the Port Officer has to discharge his duty for improvement, development, conservancy, navigational and enforcement for any illegally activity within the Port vicinity round the clock for 24 hours and deploy of Port staffs for the Port Centers mentioned as below :-

1.	Diu-Ghoghla :-	(Declared vide Govt. Notification I&L/V/118/67/2891 dated 29-11-1967 under Section 4 of Indian Port Act, 1908)
2.	Vanakbhara :-	(Declared vide Govt. Notification 1/59/82-ILD dated 27-7-1984 under Section 4 of Indian Port Act, 1908 in Diu District)
3.	Simbor :-	(Declared vide Govt. Notification 1-476-72-IPD dated 16-01-1972 under Section 4 of Indian Port Act, 1908 in Diu District)
4.	Malala :-	(Declared vide Govt. Notification MD/PO-DIU/M(P)/1692 dated 10-01-1997 under Section 4 of Indian Port Act, 1908 in Diu District).

THE FUNCTIONS AND DUTIES ARE FURNISHED AS UNDER :-

I)	Improvement, development and Conservancy of port and its centers.
II)	To provide proper Navigational facilities to the vessels
III)	Maintenance, Operation and vigilance over Light Houses and Storm Cyclone awareness in Group of Ports and War watching Exercises.
IV)	To create sufficient infrastructure facilities for Landing and Berthing of Vessels.
V)	Enforcement for removal of obstruction and stones, sand, rock within port vicinity.
VI)	To provide port facilities to promote Tourism for ferry service and water sports activities along the coast line.
VII)	To regulate and proper maintenance of port land, limit declared vide Govt. Notifications including all wharves, docks for conveyance of traffic and safety of vessels etc.
VIII)	Registration of fishing vessels and inspection under Merchant Shipping

	Act, 1958.
IX)	To attract private sector investors on BOOT bases for create landing and other facilities by investing their own investment.

VOLUME :- II

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES :-

The Port Officer is the Authority declared under Section 7 of the Indian Port Act, 1908 and also under Rule 2(i) of Goa, Daman and Diu Port Rules, 1983 and also under Section 435(D) and 435E OF M.S. Act, 1958, to discharge duties as per power empowered therein. Which are furnished as under :-

1.	<u>Registration of fishing vessels :-</u> Ministry of Surface Transport (Shipping), Govt. of India, New Delhi, the Port Officer, Diu declared as Registrar for Fishing Vessels vide Govt. Notification GSR No.418 dated 30/8/1995 for Diu under section 435D and 435E of the Merchant Shipping Act, 1958 (44 of 1958).
2.	<u>Licensing of the Crafts :-</u> Under Rule 15 of Goa, Daman & Diu, 1983, No craft shall ply unless it holds a license issued by the Port Authority and also regulating of Tourist, water sports Crafts etc.
3.	<u>Issue of Port Clearance :-</u> No any kind of vessel enter or leave within the Port without Port clearance issued by the Port Authority. More-over, no any craft shall operate for fishing, passenger or cargo at the Port without obtaining creek pass/TDC from the Port department required under Rule 64 of Goa, Daman & Diu Port Rules, 1983.
4.	<u>Issue of Port Employment License :-</u> No person shall be on board of any kind of craft unless he is in possession of a Port Employment License issued by the Port Authority under Rule 62 & 63 of Goa, Daman & Diu Port Rules, 1983.
5.	<u>Regulating movement of the craft :-</u> No person Incharge of the craft shall anchorage or mooring without direction by the Port Authority and shall also without reasonable excuse obstruct or hinder any craft working in the Port or obstruct the free navigation of the Port or the approaches to wharves or jetties or any landing place, under Rule 27 of Goa, Daman & Diu Port Rules, 1983.
6.	<u>Regulating Port land :-</u> No any person shall erect or install any hut, larry and gulla or commercial purpose, Port land limit declared vide Govt. Notifications, without permission and paying fees to the Port Authority under Rule 54 of Goa, Daman & Diu Port Rules, 1983 and Rule (D)(5) of Daman & Diu Amendment Port Rules, 1999.
7.	<u>Conservation of Port :-</u> The Port Officer is the Conservator under Section 7 of the Indian Port Act, 1908 and for the same for proper conservancy make enforcement for any illegality by any craft and sand extraction within Port vicinity and other power and Duties made therein from Section 8 to 32.
8.	<u>Navigational Aids :-</u> There are three lighthouses in Diu and once Lighthouse & Leading Light at Vanakbara which gives signals to the different, kinds of vessels for navigation purpose. They requires proper maintenance, repairing and operation

	<i>without any fault as per guidance of the MOST, GOI, Deptt. of Lighthouses & Lightships.</i>
9.	<i>Cyclone :- Diu is cyclone prone area and hence for safety and awareness to the fishermen and owners of the vessels hoisting day and night storm signals as per message received from the Meteorological Deptt., Ahmedabad.</i>
10.	<i>War Watching Exercise :- During the time of War, exercise is being taken out by the Port Authority as per message of Naval Officer, Porbandar (Gujarat).</i>

VOLUME – III

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :-

Sr.N o.	Particulars	Papers Required / Norms of its function		Time Limit	Contact Person	Remarks
1	2	3		4	5	6
01	Port Employment License	i) ii) iii) iv) v)	Medical Report Ration Card Copy Two Passport Size Photograph Work Experience Certificate, (TDC or Creek Pass) Birth Certificate	02 Days	Port Officer	Under Rule 62 & 63 of GDD port Rules, 1983 (Port Officer)
02.	Port Clearance Certificate for Departure of vessel from Diu Group of Ports	i) ii) iii) iv)	TDC of Port Department, Craft Licence of Port Department. Vessels on Hard Certificate, VRC copy of concerned vessel	On the same Day	Asstt. Port Officer /LHK	Section 43 of Indian Port Act, 1908 (Port Officer)
03.	Port Clearance Certificate for Vessels arrived in Diu Group of Ports	i)	Port Clearance in Original issued by the Custom Authority from the Port Where she is departed, VRC copy of the Concerned Vessel	On the Same Day	Asstt. Port Officer /LHK	Section 39 of Indian Port Act, 1908 (Port Officer)

		ii)				
04.	Issue Tonnage Due Certificate for Operating vessel in the Port.	i) ii) iii)	On Hard Certificate, or Custom Port Clearance. VRC copy of the Concerned Vessel/License List of Crew & Tindar Showing Address, Age etc.	On the Same Day	Asstt. Port Officer / LHK	Under Rule 64 of schedule 54 of GDD port Rules, 1983. (Port Officer)
05.	Issue of License for Fishing Craft	i) ii) iii)	A Copy of VRC A Copy of Port TDC. Required Safety Equipments under the Safety Rules	02 Days	Port Officer	Under Rule 15 of GDD port Rules, 1983 (Port Officer)
06.	Issue of License for Tourist/Passenger Craft	i) ii) iii)	VRC Copy or Bill of Craft Port Clearance of Custom. Required Safety Equipments under Safety Rules & as directed by the Port Officer	04 Days	Port Officer	Under Rule 15 of GDD port Rules, 1983. (Port Officer)
07.	Port Land for Fish Merchant, Fishermen, Lorry & Galla etc. within Port Limit.	i) ii) iii)	Application NOC from Panchayat / DMC and other Department, if required. Copy of License / TDC for fishermen.	One Week	Port Officer	Under rule 54 of GDD port Rules, 1983. And rule (D)(5) of Daman & Diu Amendment Port rules, 1999
08.	Change of Tindal / Crew in License / TDC.	i) ii)	Original Copy of License / TDC. Proof of name & Address	Same Day	Asstt. Port Officer /LHK	Under Rule 64 of schedule 6 of GDD port Rules, 1983 (Port Officer)
09.	NOC for	i)	Prescribed	Same	Port	Under Rule

	<i>Kerosene Permit for Fishing Craft</i>	ii) iii)	<i>Proforma issued by the Civil Supply deptt. A Copy of Port TDC. A Copy of VRC & Custom Creek Pass</i>	<i>Day</i>	<i>Officer</i>	<i>64 of schedule 18 of GDD port Rules, 1983</i>
10.	<i>NOC for Electric Supply in Temporary Hut / Lorry Galla within Port Area.</i>	i) ii) iii)	<i>An Application. An Agreement in prescribed Format of Port Department. A copy of NOC from respective Panchayat / Municipality.</i>	<i>Two Days</i>	<i>Assistant Port Officer / LHK</i>	<i>Under Rule 64 of schedule 18 of GDD port Rules, 1983 (Port Officer)</i>
11.	<i>Other Certificate / NOC.</i>	i) ii) iii)	<i>An Application for the purpose Desired Papers for the same. Prescribed Fees.</i>	<i>Two Days</i>	<i>Port Officer</i>	<i>Under Rule 64 of schedule 18 of GDD port Rules, 1983</i>
12.	<i>Issue of Vessel Registration Certificate (VRC) under Merchant Shipping Act, 1958. i) For New Vessel</i>	i) ii) iii) iv) v) vi) vii)	<i>An Application in prescribed Form. Declaration of Ownership / Dead of Sale. Proof of Citizenship. Residence Proof. Builders Certificate of the Vessel. Bill of Wood / Craft for purchase Necessary fees under the Act.</i>	<i>Three Days</i>	<i>Port officer</i>	<i>Merchant Shipping (Registration of Indian Fishing Boat) Rules, 1988 c Rule 7</i>
	<i>ii) For Transfer of Port of Registration</i>	i) ii)	<i>An Application in prescribed Form, NOC from Registrar of Fishing Vessel,</i>	<i>Two Days</i>	<i>Port Officer</i>	<i>Merchant Shipping (Registration of Indian Fishing</i>

		iii) iv) v)	An Affidavit as directed, Deed of Sale Necessary Fees under M.S. Act.			Boat) Rules, 1988 c Rule 11.
	iii) For change of Ownership	i) ii) iii) iv) v)	An Application in prescribed Form, Declaration of Ownership, Deed of Sale, An Affidavit as directed, Necessary Fees under M.S. Act.	Two Days	Port Officer	Merchant Shipping (Registratio n of Indian Fishing Boat) Rules, 1988 c Rule 15 (Port Officer)
	iv) For Re- gistration	i) ii) iii) iv) v)	An Application in Prescribed Form. Registration / Cancellation Order of Old Number issued. Declaration of Ownership. Deed of Sale Necessary Fees under the Act.	Three Days	Port Officer	Merchant Shipping (Registratio n of Indian Fishing Boat) Rules, 1988 c Rule 3

TDC – Tonnage Dues Certificate (Issued to the sea going crafts under port Rules in force).

VRC - Vessel Registration Certificate (Issued to the Fishing Crafts under M.S. Act)

LHK - Light House Keeper.

NOC - No Objection Certificate

DMC - Diu Municipality Council

GDD - Goa, Daman & Diu.

VOLUME :- IV

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS :-

AS PER VOLUME – iii OF COLUMN – 3 & 6.

VOLUME :- V

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :-

ACT AND RULES, REGULATION :-

1) INDIAN PORT ACT, 1908 (XV OF 1908)

Power and Duties empowered to the Conservator of Ports i.e. Port Officer, under Section 8 to 18 and Rules for safety and conservation of ports from Section 19 to 32.

2) GOA, DAMAN & DIU PORT RULES, 1983

AND

DAMAN AND DIU AMENDMENT PORT RULES, 1999.

Regulating of Port Traffic, Navigational Aids Port Land, Penalties and Port dues and other fees Levied at the rates specified in the schedule mentioned therein.

3) MERCHANT SHIPPING ACT, 1958 (44 OF 1958)

Under Section 435D and 435E of M.S. Act, 1958, the Port Officer is declared as REGISTRAR for registering of Indian Fishing Boats, by the Under Secretary, MOST., (Shipping Wing), GOI., New Delhi Vide Govt. Notification GSR No. 418, dated 30-08-1995. The following Rule and Regulation to be observed for Registering of Fishing Vessels as per direction of the D.G. of Shipping, Ministry of Shipping, GOI., Mumbai. :-

i)	<i>Merchant Shipping (Registration of Indian Fishing Boats) Rules, 1988.</i>
ii)	<i>Merchant Shipping (Registration of Indian Fishing Boats) Amendment Rules, 1994 and 1998.</i>
iii)	<i>Merchant Shipping (Fire Appliances) Rules, 1969</i>
iv)	<i>Merchant Shipping (Life Saving Appliances) Rules, 1982.</i>
v)	<i>Merchant Shipping (Prevention of Collision at Sea) Regulations, 1975.</i>

INSTRUCTINS :-

i)	<i>Vide Letter No.65/37-78-LND/2383, dated 14-9-1987, the collector, Diu with the approval of Eco Development Council to grant government land at Seashore, Diu and Ghoghla within port limit authorized the port Authority for allotment after recovery of fees prescribed under 21 of schedule of Goa, Daman & Diu Port Rules, 1983, and terms and conditions mentioned therein.</i>
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ii)	<i>Vide letter o.65-1-94-LND/4132, dated 4-10-1994 the Collector, iu directed to Port Authority, Diu for allotting port limit Land at Vanakbara, Diu and Ghoghla under port rules in force.</i>
iii)	<i>Vide Circular No.MD/PO-DIU/LND/21-93/05-06/487 dated 16-05-2005, the Collector, Diu informed to all Govt., Non Govt, Semi Govt agencies not to take any activity within the Limit of Port area declared vide various Govt. Notifications without Consulting the Port Authority, Diu.</i>
iv)	<i>The Collector, Diu vide letter No.64-1-85-LND-3318, dated 10-12-1986 and letter No.36-93-97/ADM/1802, dated 3-8-1998 directed for watch for illegal extraction & theft of sand at the sea shore area under Section 30 of the Indian Port Act,1908.</i>

RECORDS :-

1)	<i>Vessels Movement Register for inward in port and outward from the port.</i>
2)	<i>Register for Register of fishing Boat under M.S. Act,1958 in form of IV (see rule 7(1))</i>
3)	<i>Register for issue of License to Water Sports and inland creek ferry Crafts.</i>

LABOUR AND EMPLOYMENT OFFICE, DIU.

(i) THE PARTICULARS OF ITS ORGANIZATION FUNCTION AND DUTIES.	
LABOUR AND EMPLOYMENT OFFICE, DIU.	
(a)	<i>The Labour and employment, Diu having only one Labour Inspector on regular basis/</i>
(b)	<i>The Collector, Diu is the District Head of Stationed at Diu. He is also Asstt. Labour Commissioner and Asstt. Director of Employment Exchange, Diu.</i>
©	Establishment :-
(1)	<i>Authority to grant permission to Leave Head Quarter as well as sanction of four of Grup "C" exceeding period of 10 days.</i>
(2)	<i>Power to accord approval for continuation of engagement of casual Labour beyond 89 days.</i>
(d)	Financial power :-
(1)	<i>Authority to convey the sanction capacity of Head of Deptt., for proposal approved by the Administrator.</i>
(ii) THE POWERS AND DUTIES OF IT OFFICERS AND EMPLOYEES :-	
(1)	<i>The power of head of office have been vested to the Superintendent (G) who Supervisor the function of Labour & Employment office being looked after by the Labour Inspector as under :-</i>
(2)	<i>Finance and accounts matter Administrative work, handling public Grievances, Inspection of shops & Establishment, Factories, and contract activities. All matter pertaining to Labour & Employment office, issued of shops 7 Establishment Licence as well Employment Identity Card to the applicants.</i>
(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :-	
(1)	<i>The Superintendent, Diu is the Head of Office for Labour & Employment, who supervise all administrative work and accounts matter. All decision making process and policy matter are taken by the Collector, Diu. Accountability is enforced through ACRs, conduct & Service Rules watch dog wiz CVC & Vigilance.</i>
(iv) THE RULES, REGULATIONS, INSTRUCTION, ANNUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION :-	
(1)	<i>Goa, Daman and Diu Shops and Establishment Act, 1975.</i>
(2)	<i>Goa, Daman & Diu Shops & establishment Rules, 1975</i>
(3)	<i>Child Labour (prohibition and regulations Act, 1986.</i>
(4)	<i>Employment exchange (Compulsory Notification of Vacancies) ct, 1959.</i>
(5)	<i>Minimum wages Act, 1948.</i>
(6)	<i>Payment of wages act, 1936</i>
(7)	<i>Payment of Bonus Act, 1965.</i>
(8)	<i>Workmen's Compensation Act, 1923</i>
(9)	<i>Factory Act, 1948.</i>

24. LABOUR AND EMPLOYMENT

Sr.No.	Service Facilities	Procedure	Time Limit	Contract Person	Whom to contact if no solace is received from the Contact Person.
24.1	Registration of Shop and Establishment	1. SSI Registration Certificate (True Copy) 2. Affidavit to be given by the Director / Partner / Owner	10 days	Labour Inspector	Collector and Labour Commissioner
		3. Partnership Deed / Memorandum Articles of association (Signed)			
		4. Copy of receipt / challan as proof of payment of Registration fee			
		5. Lense agreement and Lesser's ownership documents if applicable.			
		6. Panchayat NOC.			
		7. Health NOC.			
		* Applicable only to units employing less than 10 person (directly/indire			

			ctly) with the aid of power or less on any one day of the year or 20 persons without the aid of power. All other units have to apply for factory license.			
		*	On company letter head by authorized signatory of whatever is not applicable.			
			Whatever is not applicable may be stted on company letter head and ignd by the authorized signatory.			
24.2	Registration of Factories	1	Rom 1,2,3, alongwith the paid challan	20 days	Chief Inspector of Factories and Boilers	Secretary (Labour)
		2.	Occupancy Certificate from PWD (True Copy)			
		3.	Certificate regarding stability of the structure from a qualified structural engineer.			
		4.	List of safety equipment/pre cautionary measures			

			taken at site. (Company letterhead and signed)			
		5.	Machinery layout drawing architect approved. A copy of the approved plan. (True Copy)			
		6.	A copy of ON SITE/OFF SITE PLAN if applicable / signed statement on company's letterhead that it is not applicable.			
		7.	Approval of the plans from the Chief Controller of Explosives, Nagpur in respect of the storage of petroleum and Hazardous substances, if applicable/sig ned statement on company's letter head that it is not applicable.			
		8.	Sale deed / Agreement for sale / Lease Agreement if applicable (regd. True Copy/signed statement on			

			company's letter head that is not applicable)			
		9.	Project Report (including flow chart) (signed).			
		10	Copy of land document (from I and XIV) (True copy)			
Sr.No.	Service Facilities		Procedure	Time Limit	Contract Person	Whom to contact if no solace is received from the Contact Person
24.2	Registration of Factories (Contd.)	11	A copy of SSI Registration/Industrial License ? In principal clearances in case of MSI/LSI (True copy)	70 days	Chief Inspector of Factories and Boilers	Secretary (Labour)
		12	Details of ETP, if any (On company letterhead and signed) Note: All documents to be signed by the Director / Partner, documents signed by Authorised Signatory shall not be accepted.			
24.3	Registration for Employment Identity Card X-10	1.	Resident Certificate	2 days	Labour Inspector com Asstt. Employment Officer	Collector and Director of Employment Exchange

		2.	Caste Certificate			
		3.	Birth Certificate			
		4.	All Education Certificate			
		5.	Experience Certificate			
(vi)	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THA HELD BY IT OR UNDER ITS CONTROL;					
	(1) Paper concerning issue of Employment Identity Card/					
	(2) Paper concerning issue of shops and Establishment Register Certificate.					
(vii)	THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:-					
	Yes, every public interested to have information ae Contacting the Labour Inspector, Diu.					
(viii)	A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC :-					
	NIL					
(ix)	A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :-					
	Shri H.B. Jethwa, Labour Inspector, Tel. No.252444					
	Service and personal records maintained.					
(x)	THE MONTHLY REMUNERATION RECEIVED BY CASH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :-					
	Shri H.B. Jethwa Labour Inspector, Pay Scale 4500-125-7000 Gross Pay 10114					
	Regular pay & Allowances are disbursed by case and Cheque collected from PAO.					
(xi)	THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE:-					
	Allocation of fund \ budget are being allotted by the Finance Department based on the head of Accounts, Provision Budget under BE&RE is prepared every year during the pre-budget stage. Relevant Register vise case book, GFRTr etc are being maintained. The expenditure report being sent well in time.					
	2230-Non-Plan, Labour & Employment					
(xii)	THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME:-					
	Labour and Employment, Diu is not implementing any subsidy programme. Hence not applicable.					

(xiii)	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION GRANTED BY IT :-
	NIL
(xiv)	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY ITS, REDUCED IN AN ELECTRONIC FORM ;
	Not applicable.
(xv)	THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE ;
	Citizen Charter is made available for public.
(xvi)	THE NAMES DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;
	The Superintendent, Collectorate, Diu being Head of Office is appointed as Information Officer.
(xvii)	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;
	NIL

VETERINARY OFFICE, DIU.

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:

DUTIES AND FUNCTION OF OFFICES:-

"Principles of Veterinary Medical Ethics"

"The principle objectives of the Veterinary profession are to render service to society, to conserve our livestock resourced and to relieve suffering of animals. A veterinarian should conduct himself in relation to the public, his colleagues and their patients and the allied professions, so as to merit their full confidence and respect."

At present Veterinary Office/Dispensary is functioning from Govt. Godown near Bunder Chowk, Diu. A Veterinary Office has to deal with the treatment of pets, small animal, large animal as well as birds.

From Veterinary Dispensary, Diu treatment to sick animals is provided at dispensary. As well as field treatment is provided also at the owner's premises in Diu, Ghoghla, Malala, Fudam area. Veterinary Dispensary have to performed major operation, and carry out vaccination programme in Diu District. Animal Husbandry is a supplementary occupation in the rural area of this district. It is serving as a additional source of income and nutrition to the rural/urban population.

Staff strength:	Veterinary Officer	-	1
	Extension Officer	-	2
	Veterinary Assistant	-	3*
	Attendant Dresser	-	2*

*(* 1 post of Vet. Assistant & 1 Att. Dresser transferred to District Panchayat)*

Main Functions

- 1. To provide treatment to the sick animals. Pet etc*
- 2. To carry out immunization by providing Vaccine*
- 3. To provide Artificial Insemination facility to large animals*
- 4. To initiate poultry farming activity in rural area.*
- 5. To introduce scientific technology /method for rearing of poultry birds.*
- 6. To encourage the unemployed youth of the area for starting their own earning.*
- 7. To provide chicken at moderate price at nearby place, so the people of*
- 8. Perform major operation, and carry out vaccination programme.*
- 9. Extension by giving training to Farmer.*
- 10. Control of Epizootics.*

11. Livestock Census Survey.

For further development, the followings are the plan of Department in detail:

EXTENSION AND TRAINING:

OBJECTIVES :- *This scheme will be started to develop awareness of farmers towards the livestock management. In order to train them about the improved livestock practices a demonstration will be given at Govt. Poultry Farm. This scheme will be effectively implemented through the use of scientific equipment like Power presentation and slide Projectors. It will also include training camps small seminars and visit to some well established Farm and developed areas in this respect from adjoining states. Under this scheme an incentives will be provided to participating farms by granting TA/DA etc.*

CATTLE DEVELOPMENT BY ARTIFICIAL INSEMINATION (New):

OBJECTIVES :*The objectives of the scheme is to replace low productive indigenous cow with exotic germ plasma for better growth rate early maturity high yield and short calving period. This scheme besides improving cattle bread and milk production will also help the farmers to avail of the Veterinary Services in their own village. Under this scheme a cross, breeding programme is started in Diu District, for that frozen semen utilized for Artificial Insemination. The office at present keeping HF-100%, HF-50%, Jersey-100%, Jersy-50%, Gir-100%, Murrah-100% (Buff.) frozen semen straw and provides as per need of farmers.*

POULTRY DEVELOPMENT BY ESTABLISHING POULTRY DEMO. FARM:

OBJECTIVES :

The objectives of the scheme is to replace low productive indigenous Poultry birds with improved germ plasma of Genetically improved Deshi breed derived by using Genetics Science. This will improve growth rate, and prevents early mortality, gives good growth in short period. This scheme besides improving Poultry breed for meat and Egg production will also help the farmers.

Our Department is running Poultry Demonstration Farm since last 9 years at Bucharwada Village, successfully. Due to this Farm to private Poultry farm were come up in both Village Panchayat Area of Diu District. This is providing employment to the rural people as well as the Broiler birds to the people of Villages.

CONTROL OF EPIZOOTICS

OBJECTIVES :-

Special drives for preventive and curative against dreaded Animal disease like H.S., and F.M.D. under which various vaccination programme will be carried

out. And screening programme for detected of Brucella affected Animal will be done as it has zoonotic and Public health importance.

DIRECTION AND ADMINISTRATIVE STRENGTHENING UP OF ANIMAL HUSBANDRY AND VETERINARY OFFICE, DIU.

OBJECTIVES :-

It is felt necessary to strengthen the Veterinary Services and set up Animal Husbandry Office at Diu for better Planning, Direction and Execution of all Animal Husbandry and Vet. Services in the U.T.

The proposal is put-up for construction of one Veterinary Hospital along with small animal's operation theatre. It includes construction of Office building and staff quarters together. This is proposed to construct said Hospital building at Be-Otly, Opposite to Sport Complex, Diu, so the Veterinary Dispensary will be operate from the out skirt of Diu town. Thus, it will be equidistance to Diu, Ghoghla, Fudam, Malala area. Also due to availability of operation theatre department will implement ABC programme (Animal Birth Control) of Dog with the help of DMC, Diu.

DETAILS OF STAFF :- *The present staff of Veterinary Dispensary is Sufficient to undertake the scheme.*

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;

Veterinary Officer-

H.O. & D.D.O., Look after treatment work of all kind of Animals, Look after Poultry Demo. Farm, Meeting with Farmer's as part of Extension work

Extension Officer(AH)-(1)

Farmer's training programme, Information regarding various scheme of Department to the Farmers, Also look after the Account work/Establishment of the office additionally.

Extension Officer(AH)-(2)

Look after Poultry Demo Farm as I/C., Also look after the Veterinary Sub-centre at Bucharwada.

Veterinary Assistant-(1)

Helps to the Vet. Officer in treatment work of Animals, Look after the Medicine consumption records.

Veterinary Assistant-(2) Helps to the Vet. Officer in treatment work of Animals, Look after the maintenance of case paper/Vaccination records, Preparation of Monthly & Quarterly progress regard of animal treatment, Maintains of Library records, SPCA file additionally

Veterinary Assistant-(3) Working at Daman in working arrangement.

Veterinary Assistant-(4) Tendered his resignation.

Attendant Dresser :

Helps to the V.O. & V.A. in Dressing, in treatment, cleaning of Instruments and also peon work additionally.

(iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

The decision making authority is Veterinary Officer, Diu, who takes final approval from Collector, Diu or if requires of higher rank, than HoD at Daman. The subordinate staff at Veterinary Office, Diu are supervised by V.O., Diu. The whole thing done as per Conduct Rules and Regulation.

- *The treatment of the animal done after the supervision and advice of the Veterinary Officer and than treatment has been administered by the Veterinary Assistant and Attendant Dresser.*
- *In leave or Training period of the Veterinary Officer the Extension Officer supervised the office routine and Veterinary Assistant looks after the treatment work.*

(iv) THE NORMS SET BY IT FOR THE DISCHARGES OF ITS FUNCTIONS;

The Veterinary Officer has to work as H.O. & D.D.O., under immediate supervision of Collector, Diu. For that all noting made by VO and file should be approved by the appropriate higher authority. As per treatment and Vaccination of animals are concern that done on same time as and when reported..

- *The Veterinary Officer is a Head of Office, responsible for daily office routine as well as treatment aspect of the animal of the district.*
- *The treatment of the animal done after the supervision and advice of the Veterinary Officer and than treatment has been administered by the Veterinary Assistant and Attendant Dresser.*
-
- *In leave or Training period of the Veterinary Officer the Extension Officer supervised the office routine and Veterinary Assistant looks after the treatment work.*

(v) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;

The office is working under the Department of Animal Husbandry , Dairing and fisheries, rules and regulations and instruction from time to time.

At present veterinary Dispensary provides treatment in working hours 10.00am-1.15pm & 2.00pm-5.00pm as normal office hours. The clinic closed on every Sunday and on 2nd Saturday of the month.

Although in emergency cases as and when reported at the Residence of the employee of Office the immediate treatment is provided.

Citizen charter available with the office.

The records held under Veterinary Officer through concern persons are:-

Sr. No.	Type of records
1.	Maintenance of register pertain to Account matter, Administration work
2.	Maintenance of records of Stationery
3.	Maintenance of records of Immunization record
4.	Maintenance of records of Case paper/Treatment record
5.	Maintenance of records of Monthly/Quarterly animal treatment progress reports
6.	Maintenance of records of Meat inspection
7.	Maintenance of records of Medicine stock
8.	Maintenance of records of Daily Medicine issue
9.	Maintenance of records of Dead stock.
10.	Maintenance of records of Broiler Production Register.
11.	Maintenance of records of Poultry Feed/ Medicine consumption Register
12.	Maintenance of records of Poultry & Sub-centre Medicine stock Register
13.	Maintenance of records of Broiler selling Register
14.	Consumable Register
15.	Outward/Inward Register
16.	Artificial Insemination record register
17.	Stamp register

(vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

Department : Dept. of Animal Husbandry & Veterinary Services, Diu. (A.H.&V.S.)

Name :- Dr. M. B. Sapara.

Designation :- Veterinary Officer, Diu.

Sr. No.	Item of Work
1.	<i>Head of Office & Drawing and Disbursing Officer</i>
2	<i>Treatment of sick animals at Veterinary Dispensary level as well as some cases at Veterinary Aid center Round the year depending upon type of cases Viz. Medicinal, Surgical or Gynecological cases</i>
3.	<i>Immunization programme for Pet animal at Dispensary, and for large animals and Poultry birds at Poultry Demo. Farm, Bucharwada. -To Pet animals a vaccine provided against Rabies, Canine Distemper, Parvo, Icterus, Leptospirosis, etc.. - FMD & H.S. Vaccine to Large animals, and - Lasotta and IBD vac. To Poultry birds</i>
4.	<i>Attend meetings as H.O. viz - District Level Lead Bank meeting - UTLBC Meets - S.H.G. seminars</i>
5.	<i>Taking part and Provides help during Disaster/ Cyclone and at natural/artificial outbreak of Disease. This matter depends on seasonal changes</i>

Name :- H. M. Shah.

Designation :- Extension Officer (A.H.), Diu.

Sr. No.	Item of Work
1.	<i>Visit to Village Panchayat in Afternoon session to arrange small gathering/meeting with small group of Animal owners in different region/Sheri and to provide information on: - Sanitation measures to be taken at the time of calving. - Feeding of Dam and newborn calves. - Provide info. On First Aid. - Advantage of A.I. facility - Advantage of Castration of Bull - Advantage of regular Vaccination</i>
2.	<i>Maintenance of register pertain to Account matter, Administration work</i>
3.	<i>Sample Survey for the Major Livestock products viz. Milk, Egg, Wool, Meat etc. - For Summer, Monsoon and Winter Seasons</i>
4	<i>Farmer's Training Programme- Provide detail Training on Scientific rearing of Poultry & Livestock - 1 times, (60 participants)</i>
5.	<i>Provides suggestion/Guidance to the people who came to office for queries about their livestock, Birds etc. - Daily</i>
6.	<i>Bank work like filling of Challan, Cheque withdrawal, D.D. as ask by V.O</i>

Name :- K.J. Chauhan.

Designation :- Extension Officer (A.H.) (Poultry), Diu.

Sr. No.	Item of Work
1.	<i>Visit to Poultry sheds and look after the - Daily</i> <ul style="list-style-type: none">- Feeding carried out by Poultry Attendant- Watering carried out by Poultry Attendant- Observation of behavior of birds- Medication as per V.O. 's instruction- Vaccination as per V.O. 's instruction
2.	<i>Provides information about status of birds, and if any bird dies than provides information on behavior/ symptoms during illness, and Help to the V.O. during Post Mortem of bird</i>
3.	<i>Maintenance of register pertain to : Daily</i> <ul style="list-style-type: none">- Broiler Production Register.- Feed/ Medicine consumption Register- Medicine stock Register- Broiler selling Register- Maintains TR-5 books & Record.- Medicine Register- Consumable Register- Treatment Register
4.	<i>Treatment of sick animals which are reported at Veterinary Sub-Center (Vet Aid Center) with V.O. or the Vet. Asstt. Comes from Diu. And maintain record of it. ---- Daily</i>
5.	<i>Provides A.I. facility when farmer requested</i>
6.	<i>Farmer's Training Programme- Provide detail Training on Scientific rearing of Poultry & Livestock</i>
7.	<i>Provides suggestion/Guidance to the people who came to Veterinary Sub-Center for queries about their livestock, Birds etc. Daily</i>
8.	<i>Sample Survey for the Major Livestock products viz. Milk, Egg, Wool, Meat etc.</i> <ul style="list-style-type: none">- For Summer, Monsoon and Winter Seasons

Name :- Rui E. Dias.

Designation :- Veterinary Assistant, Diu.

<i>Sr. No.</i>	<i>Item of Work</i>
<i>1.</i>	<i>Helps in treatment of Pet & small animals at Veterinary Dispensary - Daily</i>
<i>2.</i>	<i>Helps in treatment of animals at field level whenever reported. Also at night time/ odd hours. Also attend the stray animal cases when reported by people of area.</i>
<i>3.</i>	<i>Sample Survey for the Major Livestock products viz. Milk, Egg, Wool, Meat etc. - For Summer, Monsoon and Winter Seasons</i>
<i>4.</i>	<i>Provides Vaccine to Pet & small animals</i>
<i>5.</i>	<i>Maintenance of records of :- - Stationery - Immunization record - Case paper/Treatment record - Monthly/Quarterly animal treatment progress reports - Meat inspection - Drafting/Correspondence</i>
<i>6.</i>	<i>Vaccination against FMD</i>
<i>7.</i>	<i>Vaccination against Hemorrhagic Septicemia</i>

Name :- M. M. Bamania.

Designation :- Veterinary Assistant, Diu.

Sr. No.	Item of Work
1.	Helps in treatment of Pet & small animals at Veterinary Dispensary - Daily
2.	Helps in treatment of animals at field level whenever reported. Also at night time/ odd hours. Also attend the stray animal cases when reported by people of area.
3.	Sample Survey for the Major Livestock products viz. Milk, Egg, Wool, Meat etc. - For Summer, Monsoon and Winter Seasons
4.	Maintenance of records of :- <ul style="list-style-type: none">- Medicine stock- Daily Medicine issue- Case paper/Treatment record- Dead stock.
5.	Visits to Veterinary Aid- Center in Morning session whenever V.O. ask, as one Veterinary Assistant had resigned
6.	Vaccination against FMD
7.	Vaccination against Hemorrhagic Septicemia

Name :- (In process of filling two new post , due to retirement of persons working as Att. Dresser)

Designation :- Attendant Dresser (Group "D")

Sr. No.	Item of Work
1.	To assist V.O. and V.A.during treatment of Pet & small animals at Veterinary Dispensary – Daily
2.	Proper cleaning & Sterilization of Veterinary Instruments - Daily
3.	Do Dressing/Bandaging of wounds - About 150 cases a year
4.	In absence of the post of Peon he is doing all works related to Peon in addition to his technical work. - Daily

Name :- Kum. Y. B. Jethwa.

Designation :- LDC (Daily Wages), Diu.

Sr. No.	Item of Work	Annual Frequency
1.	Preparation of Pay bills	48
2.	Preparation of Arrears bills	12
3.	Preparation of FVC bills	150
4.	Inward register	268
5.	Outward register	498
6.	Typing work	Daily
7.	Maintains of Stamp register	Daily
8.	Meat Inspection/Production	Monthly
9.	Office Expenditure	Monthly
10.	Revenue Receipt	Monthly
11.	Hindi Monthly Report	Monthly
12.	Animal Treatment Report i.e. Vaccine Castration treatment etc.	Quarterly
13.	Pay and Allowance Report	Quarterly
14.	Vigilance Report	Quarterly
15.	15 Point Programme	Quarterly
16.	Re-Structuring of 20 Point Programme	Quarterly
17.	Disciplinary Action	Quarterly
18.	Laying of Rules in both house of parliament	Quarterly
19.	Hindi Quarterly Report	Quarterly
20.	Attending to various queries	Daily
21.	Attending to Telephone calls	Daily

Summary :- (L.D.C.) (Daily Wages)
Veterinary Office, Diu.

POSTS REQUIRED:-

(1) LDC (One post)

- To carry out clerical, administrative and establishment work

(2) Peon. (One post)

- No post of Peon at present in Veterinary Office, Diu.

POSTS TRANSFERRED TO DISTRICT PANCHAYAT :-

(1) Veterinary Assistant (One post)

- This post was attached to Veterinary Aid- Center, Bucharwada and presently Vacant. Process for the filling of the same is in progress.

(2) Attendant Dresser (One post)

- Presently vacant. Process for the filling of the same is in progress.

(vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

Dr. M.B. Sapara, the Veterinary Officer, Diu for consultation with the representation by the members of the public. They can direct contact with Veterinary Officer, Diu or they can make representation to the Collector, Diu and through which implementation.

(viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF IT ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

—SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS, DIU is exist under the chairmanship of Collector, Diu and Veterinary Officer works as a Member Secretary.

PREAMBLE : *In pursuance of the goal for the prevention of cruelty and promoting kindness to animals, it is essential to establish SPCA in the district to meet the goal of having one SPCA in each district. Accordingly, this society is formed and its Rules and Regulations are available at Veterinary Office, Diu..*

Adopt following techniques to prevent cruelty to animals:

- *By warning or prosecuting if necessary all persons found guilty of acts of cruelty as laid down under the P.C.A. Act of 1960.*
- *By providing and assisting Veterinary Services such as ambulance, stretchers, free spaying/ sterilization of dogs and cats etc.*
- *By building and maintaining animal shelters and water troughs.*
- *Never procure milk from cow by giving oxytocin injection*
- *Never introduce air or any substance into the genital passage of milch animals in order to increase the flow of milk.*
- *Never overstock the animals while bringing them to the market for sale.*
- *Never beat the animals cruelly.*
- *Provide sufficient milk to the calves.*
- *Never put very young animals to work.*
- *Never keep the animals yoked for long distances.*
- *Never brand the animal on the face or body for no valid reason.*
- *Never carry the animals or birds upside down while carrying for slaughter.*
- *Provide sufficient water and feed while transferring animals to long distances.*
- *Never sacrifice animals in the name of religion.*

- *Never subject animals or birds to vivisection. (Vivisection can be defined as subjection of living animals to experiments in the pursuit of scientific knowledge or in the course of commercial manufacture)*

(ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;

Ex-officio members : (SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS, DIU)

- The Collector and District Magistrate, Diu- President of Society
- The Deputy Collector, Diu- Vice President of Society
- The Chief of Police, Diu
- The President, Diu Municipal Council
- The Vice-President, Daman and Diu, District Panchayat
- The Chief Officer, Diu Municipal Council.
- The Veterinary Officer, Diu- Secretary of Society.
- The Health Officer, PHC, Ghoghla- Diu.
- The Asst. Accounts Officer, Diu- Treasurer of Society

The ex-officio members shall be members as long as they hold their office by virtue of which they are members.

(x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

No monthly remuneration received by each of its Officers and employees, as they are Honorary members, and as long as they hold their office by virtue of which they are members.

The monthly income (Sept. '05) of Veterinary Office, Diu are as under:

Group	Name & Designation	Pay scale	Basic pay	Dearness pay	N.P.A.	D.A. (17%)	H.R.A.	P.P.	T.A.	Gross Total
"A"	Dr. M. B. Sapara, Veterinary Officer.	8000-275-13500	10,200/-	6,375/-	4,144/-	3,522/-	-	-	400/-	24,641/-
"C"	Shri H. M. Shah, Extension Officer (AH)	4500-125-7000	6,250/-	3,125/-	-	1,594/-	703/-	125/-	75/-	11,872/-
"C"	Shri K. J. Chauhan, Extension Officer (AH)	4500-125-7000	5,875/-	2,938/-	-	1,498/-	661/-	125/-	75/-	11,172/-
"C"	Shri R. F. Dias, Veterinary Assistant	4500-125-7000	6,000/-	3,000/-	-	1,530/-	-	-	75/-	10,605/-
"C"	Shri M. M. Bamanila, Veterinary Assistant	4500-125-7000	5,875/-	2,938/-	-	1,498/-	661/-	-	75/-	11,047/-
"C"	Shri T. M. Patel, Veterinary Assistant	4000-100-6000	5,800/-	2,900/-	-	1,479/-	-	100/-	-	10,279/-
"D"	Vacant Attendant Dresser,	2650-65-3300- 75-4000	-	-	-	-	-	-	-	-
"D"	Vacant Attendant Dresser,	2650-65-3300- 75-4000	-	-	-	-	-	-	-	-

(xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE;

No special budget allocated for running SPCA, as the governing body is all from Government employee and till date no involvement of any NGO, thus the treatment which is done as part of SPCA, is taken as part of Veterinary Service and the expenditure incurred is from the Fund of Veterinary Office, Diu.

The Budget allotted to Veterinary Dispensary, Diu under various Budget head for Financial year 2005-06 are as under:-

SR.NO.	BUDGET HEAD	ALLOTMENT
1.	2.	3.
	<u>PLAN</u>	
1.	2403-Plan, 2403-Animal Husbandry, 001-Direction & Admn. 04-Daman & Diu, 04.00.42-Lump Sum Provision.	2,00,000=00
2.	2403-Plan, 2403-Animal Husbandry, 103-Poultry Development. 02-Poultry Development Scheme, 02.00.42-Lump Sum Provision.	2,00,000=00
3.	2403-Plan, 2403-Animal Husbandry, 800-Other Expenditure. 12-Other Schemes, 12.00.13-Office Expenses.	50,000=00
	<u>NON PLAN</u>	
4.	2403-Non Plan, 2403-Animal Husbandry, 001-Direction & Admn. 04-Daman & Diu, 04.00.42-Lump Sum Provision.	2,00,000=00
5.	2403-Non Plan, 2403-Animal Husbandry, 106-Other Livestock Development. 03-Other Livestock Development Scheme 03.00.01-Salaries, 03.00.06-Medical Treatment 03.00.11-Domestic Travel Expenses 03.00.13-Office Expenses.	5,50,000=00 15,000=00 5,000=00 1,40,000=00
6.	2403-Non Plan 2403-Animal Husbandry, 800-Other Expenditure. 12-Other Schemes, 12.00.01-Salaries, 12.00.06-Medical Treatment 12.00.11-Domestic Travel Expenses 12.00.13-Office Expenses.	4,00,000=00 15,000=00 5,000=00 1,40,000=00

7.	2404-Non Plan, 2404-Dairy Development, 800-Other Expenditure. 02-Other Schemes, 02.00.42-Lump Sum Provision.	1,50,000=00
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***** (xii) ***The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programs;***

No special budget allocated for running SPCA, as the governing body is all from Government employee, thus for above clause information treated as nil.

(xiii) ***PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;***

Not applicable.

(xiv) ***DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;***

All the information pertains to Veterinary Dispensary as well as SPCA are available in as an electronic form in the Computer of Veterinary Office, Diu.

(xv) ***THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;***

The citizen/ Farmer can get information regarding Animal Husbandary & Vateriaary Service from Extension Officer (AH), the library book & Citizen charter can be given for reading at Veterinary Dispensary during working hour i.e. 10.00am -1.15pm & 2.00pm-5.00pm.

(xvi) ***THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;***

Dr. M.B. Sapara, the Veterinary Officer, Diu for consultation the Public Information Officers;

(xvii) ***SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;***

The ultimate goal of Veterinary service is animal production, i.e., production of food of animal origin (Milk, Meat and eggs) for human consumption. Animal production in a country like India is a challenge. It is to be remembered that man can achieve only that much which the Mother Nature permits him to achieve. It is specifically applicable in all animal production systems. Veterinary and animal husbandry in combination is an environment-friendly profession and its professionals have to take help of the Mother Nature to develop animal production. However, with the help of the Mother Nature, it is possible to modify certain of her own factors to achieve a profitable animal production.

Treatment, prevention, and control of disease, especially the infectious and some other preventable disease is the basic duty of Veterinary Dispensary that play a pivotal role in any animal production system. Along with this aspect, it is to be seen that the animals are bred well, fed well, and managed well.

The veterinary profession is considered to be the noblest of the noble professions of mankind.

“Principles of Veterinary Medical Ethics”

“The principle objectives of the Veterinary profession are to render service to society, to conserve our livestock resourced and to relieve suffering of animals. A veterinarian should conduct himself in relation to the public, his colleagues and their patients and the allied professions, so as to merit their full confidence and respect.”

“Veterinarian’s Oath”

“Being admitted to the profession of Veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of the society through the protection of animal health, the relief of animal suffering, the conservation of livestock resources, the promotion of public health and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.”

PUBLIC WORKS DIVISION, WORKS DIVISION NO.II, DIU.

I. ORGANISATION/FUNCTIONS AND DUTIES.

The Division Office headed by the Executive Engineer has 4 branches, Correspondence Branch under a Head Clerk ; Accounts Branch under a Divisional Accountant ; drawing branch to execute drawing and estimating work, and Technical branch under a Assistant Surveyor of Works to assist the Executive Engineer in Technical matters. The Divisional Officer has two sub-divisions under him. Each Sub-Division, being under the charge of an Assistant Engineer who is assisted by four junior Engineers. Organizational Chart is as under: Separate sheet annexed.

FUNCTIONS AND DUTIES:

FUNCTIONS:

The Public Works Department, U.T. of Daman and Diu is following C.P.W.D. Manuals, Accounts Codes, Departmental Codes, Technical Specifications etc. etc. in to to for accomplishing its assignments.

The functions of the PWD as, on today, are as follows:

- a) *Survey and investigations, Planning, Designing, preparation of detailed Plans and Estimates after approvals etc., Tendering for execution of construction and maintenance works pertaining to Government Residential and non-residential buildings, Major District Roads and Other District Roads, Water Supply and Flood Control under the various Budget Heads pertaining to P.W.D. infrastructures.*
- b) *Construction works for some Other Departments of the U.T. Administration of Daman and Diu, like, Veterinary, Fisheries, Electricity, Ports and Light Houses, Tourism, Education Sports, Arts & Culture, Medical and Public Health and Police who are not having their own Civil engineering wing for undertaking the Civil Works in respect of their Budget Heads. In addition to these main assignments of P.W.D.; the "DEPOSIT WORKS" under M.P.L.A.D. Scheme, Centrally sponsored Schemes are also being assigned to this Division from time to time.*
- c) *Construction of other buildings works at the request of Telephone Department, Jawahar Navodaya Vidhyalaya etc. in Diu.*

DUTIES.

A Divisional Office under the Charge of an Executive Engineer is an executive unit directly concerned with procurement of men, material and machinery for speedy and economic execution of the works as per funds made available during the financial year in its charge and is, directly, responsible for proper upkeep of the works accounts and implementation of the terms of contracts entered into with various parties, viz. Contractors and Suppliers. Main Functions of the Division is Maintenance and Construction of various infrastructures of Water Supply ; Flood Control ; Roads (Major District Roads and Other District Roads) & Buildings (Residential and Non-Residential Buildings) of U. T. Administration of Daman and Diu in Diu District.

Division has two Sub-Divisional Units under its charge. The work load of a construction cum maintenance Division had earlier been fixed at Rs. 340 lakhs per annum approximately. This limits have now, been revised in the light of upward revision of the cost index to the tune of Rs. 680 lakhs per annum.

A Sub-Divisional Office under the charge of an Assistant Engineer is the field unit responsible for supervision and execution of works according to the norms and standards laid down in designs, drawings and estimates. The successful achievement of the targets fixed by the Department for completion of each work with due consideration for quality and economy and or the proper maintenance of the buildings, structures, area and equipments under his charge mainly depends on the faithful implementation by the Assistant Engineer.

**2. THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:
POWERS UNDER C.P.W.D. MANUAL VOL.II.**

<i>Sr. No.</i>	<i>Nature of Power</i>	<i>Designation Of the Officer</i>	<i>Extent of Power(in Rupees)</i>
1	<i>To sanction minor works and additions/alterations to residential and non- residential buildings in respect of each case</i>		
	<i>Residential</i>	<i>Ex. Engineer</i>	<i>3,000</i>
	<i>Non Residential.</i>	<i>Ex. Engineer</i>	<i>10,000</i>
2.	<i>To issue orders declaring stores including spare parts of vehicles, other than those not involving losses, as surplus or unserviceable, the original purchase value of articles being estimated, if not known.</i>		
		<i>Ex. Engineer.</i>	<i>7,500</i>
3.	<i>Issue of order of disposal of stores declared by competent authority to be unserviceable(subject to any orders, the Superintending Engineer may have passed) where the stores were so declared by himself or by Government.</i>		
		<i>Ex. Engineer.</i>	<i>10,000</i>
4.	<i>Write off from returns of unserviceable T & P articles of which part value is recovered.</i>		
		<i>Ex. Engineer.</i>	<i>10,000</i>
5.	<i>Grant of extension of time and levy of compensation</i>	<i>Ex. Engineer.</i>	<i>Full Powers in respect of contracts amounting to Rs.1 lac. Full Powers in respect of individual contract amounting to more than Rs.1 lac and up to Rs.10 lac provided the delay in not more than 1/3rd of the stipulated period</i>

6.	Acceptance of lowest tender with or without negotiation.	Ex. Engineer.	10 lacs
7.	Acceptance of Single Tender with or without negotiations.	Asst. Engineer Ex. Engineer.	15,000 1 lac.
8.	Award of work without call of Tenders	Asst. Engineer Ex. Engineer.	15,000 1 lacs.
9.	Award of work to labour Co-operative societies without call of tender	Ex. Engineer.	1 lacs.
10.	Award of work by negotiation ab-initio after in fructuous call of tender or with a firm which has not quoted for execution of the remaining work after recession of the contract.	Asst. Engineer Ex. Engineer.	20,000 1.5lac
11	Splitting up projects/ works/ sub-heads.	Ex. Engineer.	Up to 6 lacs.
12	Acceptance of tenders for the split up components	Ex. Engineer.	Up to 6 lacs.
13.	Award of work order (Annual Limit) in addition to sub-division powers.	Asst. Engineer Ex. Engineer.	2 lacs. 15 lacs.
14.	a)To accept highest tender bid for disposal of government buildings without land at/and above the reserve price fixed by CE/DGW	Ex. Engineer.	4 lacs
	b) Acceptance of single tender/bid at/and above reserve price.	Ex. Engineer	20,000
	c) Sale/dismantlement of Public Building Purely temporary structure.	Ex. Engineer.	Full power subject to the conditions mentioned in Para 127 of CPWD Code.
15.	Accord of technical sanction to detailed estimates(Civil/Electrical works)	Asst. Engineer Ex. Engineer.	60,000 10 lacs.

16.	Accord of sanction to extra/substituted items.		
	(i) In respect of contracts accepted within his power.	Asst. Engineer	3,000 or 5% of the contract value which ever is less.
	(i) In respect of schedule and agreement item.	Ex. Engineer.	2 lacs.
	(ii) In respect of other items.	Ex. Engineer.	25% of the contract value ,subject to the ceiling of 15,000
17.	Award of additional quantities against agreement items.	Asst. Engineer Ex. Engineer.	10% of the agreement amount subject to a maximum of Rs.60,000. 20% of the agreement amount subject to a maximum of 7 lacs.

The executive unit of the Department is the division, in charge of the Divisional Officer (Executive Engineer) who is responsible to the Superintending Engineer for the efficient execution and management of all works within his division. It is, therefore, part of his duties to organize and supervise the execution of works and to see that they are suitably and economically carried out with materials of good quality.

As per CPWD's Departmental Code, subject to the orders of the Superintending Engineer a Divisional Officer may transfer establishment (other than Sub-Divisional Officers) from one station to another within his Division.

The Divisional Officer as the primary disbursing officer of the Division is responsible not only for the financial regularity of the transactions of the whole division but also for the maintenance of the accounts of the transactions correctly. He is, therefore required to take the necessary steps for obtaining cash for the works under his control to keep accounts and to submit them punctually to the Audit Officer under the rules for the time being in force. He is responsible for arrangements for account keeping, in which matter he will be assisted by his Divisional Accountant, and he must see that his accounts are posted from day to day and that the Accountant carries out his duties regularly and punctually. The responsibility for the correctness in all respects, of the original records of cash and stores receipts and expenditure as all for seeing that complete vouchers are obtained rests with the Divisional Officer, who will before submitting the monthly accounts carefully examine the books, returns and papers from which the same are compiled.

3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

1. An "ANNUAL PLAN" is required to be prepared for every financial year, by this Division, after inviting proposals/ demands from the Public

representatives like Hon. Member of Parliament, Village Panchayat Sarpanch, District Panchayat Members etc. etc. and also from various Government Officers in the District, on the basis of tentative amount of outlay under particular Budget Head made known to them and making the preliminary Estimates of works and Schemes suggested by them, for approval of the Competent authority in the Administration i.e. Secretary or his authorized representative of particular Department in whose jurisdiction the proposed works/ Schemes fall.

2. Once the annual plan is approved by the Competent authority as mentioned above an "ANNUAL ACTION PLAN" is prepared in the form of Bar Chart, considering all practical aspects for carrying out various activities like survey and investigations, planning and designing, preparation of detailed plans and estimates. This annual action plan in the form of bar chart is submitted to the concerned department i.e. in case of non PWD Budget Heads to the concerned Department for obtaining the approval of their competent authorities and in case of PWD Budget Heads to the I/C. Superintending Engineer, P.W.D., Daman for obtaining the approval of the Secretary (PWD).

3. Once the ANNUAL ACTION PLAN is approved in the aforesaid manner, the various activities as indicated above are undertaken one after the other to comply with the codel formalities to obtain the Technical Sanctions of the Competent authorities so, as to obtain the Administrative Approval and Expenditure Sanctions from the authorities designated for it.

4. After receipt of Technical Sanctions, Administrative Approval and Expenditure Sanctions, the Tenders are invited through the Newspapers and also through Web site on internet for works costing more than Rs.2.00 lacs. For works costing less than Rs.2.00 lacs and above Rs.1.00 lac tender notices, are circulated among all the Government Offices Stationed in Diu District and in case of works costing less than Rs.1.00 lac and Rs.15,000/- the quotations are being invited by the Executive Engineer and Assistant Engineer respectively, from the eligible and qualified contractors/ suppliers available in the District and nearby region by sending them the quotation notices individually.

5. The quotations/ tenders received in the aforesaid manner are being opened in the presence of the Assistant Accounts Officer for works costing more than Rs.10.00 lacs and in the presence of Divisional Accountant for the works costing less than Rs.10.00 lacs. These tenders and quotations are being compared under a comparative statement so as to determine the lowest offer and the same is decided, keeping in view the guidelines, directions and instructions mentioned in CPWD Manual Vol.II after weighing of pros and cons of lowest offer. These offers are decided for acceptance or rejection by the competent authorities as scheduled under the CPWD Manual Vol.II i.e. up to Rs.15,000/- by Assistant Engineer; up to Rs.10.00 lacs by Executive Engineer ; up to Rs.70.00 lacs by Superintending Engineer or Work Advisory Board in cases where the performance of Tender is more than 5% above the Estimated cost put to tender.

After the approval of the tenders by the competent authority in the Department, the Executive Engineer accepts such approved offers on behalf of the President of India and issues a work

order to the lowest tenderer for execution of the work/ Scheme/ Supply within the stipulated time limit after entering into an agreement with standard terms and conditions included in the tender documents.

6. The execution of the work order is being carried out basically through the Sub Divisions which is a basic unit at field responsible for faithful execution of the said work order. The execution works are being supervised throughout its duration by its supervisors under the instructions of the concerned Junior Engineer. The Junior Engineer, Assistant Engineer and the Executive Engineer, who also, visit the site of work for checking and inspection as and when required for efficient and economical execution of the quality work. This quantity of work done is measured, recorded by the Junior Engineer and checked from time to time at different stages by the Assistant Engineer and the Executive Engineer as stipulated under the CPOWD Manual Vol.II.
7. Soon after the physical completion of the works/ schemes, the works or schemes are being handed over to the concerned department for their use and in case of PWD works/ Schemes; the same are commissioned to put for public use.
8. The expenditures on account of aforesaid execution of works/ Schemes are duly being accounted and the accounts are being maintained and up-kept in the Accounts Branch of the Division Office and the same are also being submitted to the Assistant Accounts Officer. These Accounts are also being audited by the Auditors from C.A.G. /R.A.O., Mumbai.

4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

The P.W.D., Diu is adhering and following the CPWD Manual Vol. I in respect of Establishment related matters, CPWD Manual Vol.II in respect of works related matters, CPWD Manual Vol.III in respect of Work-charged establishment and CPWD Technical Specification in respect of execution of Works, CPWD Departmental Code in case of duties and functions of the Department and CPWD Accounts Code in relation to the maintenance and upkeepment of the Work Accounts.

5. THE RULES,REGULATIONS,INSTRUCTIONS MANUALS AND RECORDS,HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

1. C.P.W.D. MANUAL VOL.I, II AND III.
2. C.P.W.A CODE.
3. C.P.W.D CODE.
4. GENERAL FINANCIAL RULES.
5. CENTRAL TREASURY RULES.
6. DELEGATION OF FINANCIAL POWER RULES.
7. C.G.A. (R. & P.),RULES.
8. F.R. AND S.RS.
9. C.C.S. (Leave) Rules.

10. *General Provident Fund (C.S.) Rules.*
11. *Contributory Provident Fund (C.S.), Rules.*
12. *C.P.W.D. Technical Specifications.*

6. **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL DOCUMENTS.**

1. *Detailed Estimates.*
2. *N.I.T. Documents.*
3. *Tender Documents.*
4. *Contractor's Agreement.*
5. *Work Files.*
6. *E.M.D.(F.D.R) received for Work.*
7. *N. M. R. Bills.*
8. *Work-charged Establishment bills.*
9. *Running Accounts Bills.*
10. *First and final Bills.*
11. *Schedule Docket Sheets.*
12. *Transfer Entry Order Form.*

REGISTERS.

1. *Estimates Register.*
2. *Technical Sanction Register.*
3. *Administrative Approval and Expenditure Sanction Register.*
4. *Issue of N.M.R. bill Register.*
5. *Issue of Measurement Book Register.*
6. *Notice Inviting Tender Register.*
7. *Issue and Receipt of Tender Register.*
8. *Work Order Register.*
9. *Work Register.*
10. *Contractor's Ledger.*
11. *E. M. D. Register.*
12. *Security Deposit Register.*
13. *Cash Book.*
14. *T.R.5 Receipt Book Register.*
15. *Cheque Book Register.*
16. *Budget Control Register.*
17. *Stationery Register.*
18. *Stock Registers of various materials.*
19. *Dead Stock Registers.*
20. *Consumable Stores Register.*
21. *G. F. R. – 9.*
22. *Bill Register in Form TR-28 A.*
23. *Pay Bill Register T.R. 22-A.*
24. *Cash Book in Form No. T. R. 4.*
25. *Acquittance Roll Register.*
26. *Library Register.*
27. *Un-disbursed Pay & Allowance Register T.R. 29.*
28. *Permanent Advance Register.*
29. *T.D.S. issue (Income Tax Deduction) Register.*

30. Issue of Form "D" for Sales Tax Register.
31. Transfer Entry Order Form Register.

7. **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

All the Heads of Offices/ Elected Bodies/ Elected representatives of Village/ District Panchayat and Hon'ble Member of Parliament are being requested to submit invariably, before the commencement of financial year and five year plan period, their demands and requirements on work side to the concerned Secretaries of their Departments through proper channel. The Executive Engineers will act only on Annual Action Plan/ Five year Plan, duly approved by the concerned Secretaries and the Secretary(Planning)

8. **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

No Boards, Councils, Committees and other Bodies are constituted for the purpose of advice and hence question of public access does not arise.

9. **DIRECTORY OF ITS OFFICER AND EMPLOYEES.**
DIVISION OFFICE.

	Office	Resi.
1. Shri Bharat Gupta, Executive Engineer.	252294	252315
2. Shri H. M. Solanki, Assistant Surveyor of Works. ---	252416	
3. Shri M. D. Gohil, Junior Engineer. ---	252954	
4. Shri U. V. Goswami, Divisional Accountant. ---	253735	
5. Shri H. N. K. Mujaavar, U.D.C. Establishment. ---		
6. Shri M. P. Jadav, U.D.C./Accounts Clerk. ---	254117	
7. Shri K. N. Thar,		

U.D.C./Accounts Clerk.	---	253872
8. Mrs. Lucia Rebelo, Jr. Steno.	---	253013
9. Shri M. M. Bamanian, L.D.C./Tender Clerk.	---	252088
10. Shri V. C. Vala, L.D.C. Work Charged Section.	---	271071
11. Shri S. J. Solanki, Helper.	---	---
13. Shri A. H. Shiraj, Watchman.	---	---
13. Shri R. J. Solanki, Chowkidar.	---	---

SUB – DIVISION I.

1. Shri C. A. Somani, Assistant Engineer.	252128	253030
2. Shri M. J. Mandalia, Junior Engineer.	---	252608
3. Shri C. P. Solanki, Junior Engineer.	---	253050
4. Shri R. B. Modasia, Junior Engineer.	---	254254
5. Shri D. S. Raghuvanshi, Junior Engineer.	---	252830
6. Shri C. R. Parmar, Draughtsman Gr.II.	---	---
7. Shri P. S. Sankhet, Laboratory Assistant.	252479	---
8. Shri A. B. Kapadia, L.D.C.	252128	252602

SUB –DIVISION II.

1. Shri C. A. Somani, In charge Assistant Engineer.	252248	253030
2. Shri M. M. Jiwani,		

*Technical Assistant on Deputation
to D.M.C.,Diu.*

3. *Shri N. B. Makwana,
Junior Engineer on Deputation
to District Panchayat.*
4. *Shri N. P. Chudasama,
Junior Engineer.* --- 254059
5. *Shri R. H. Solanki,
Junior Engineer.* --- 252297
6. *Shri S. R. Jadav, L.D.C.* --- ---

10. **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

No monthly remuneration is being paid to any officer or official including the system of compensation since it not has been provided in any Regulations of C.P.W.D. Only Regular Pay and Allowances identical to the post held by the Officer or Officials of P.W.D. is being paid.

S.No. Designation. Pay Scale Gross Salary

WORKS DIVISION II, DIU.

1. *Executive Engineer,* 10000-325-15200 22,684/-
2. *Asstt. Surveyor of Works.* 6500-200-10500 16,074/-
3. *Head Clerk.* 5000-150- 8000
4. *Divisional Accountant.* 4500-125- 7000 11,047/-
5. *U.D.C.* 4000-100- 6000 10,355/-
6. *U.D.C.* 4000-100- 6000 9,786/-
7. *U.D.C.* 4000-100- 6000 9,700/-
8. *Jr. Steno.* 5000-150- 8000 9,903/-
9. *L.D.C.* 3050-75-3980-80-4590 9,095/-
10. *L.D.C.* 3050-75-3980-80-4590 5,696/-
11. *Watchman.* 2550-55-2660-60-3200 5,969/-

(6) 4202 – PLAN. **ALLOTMENT OF Rs.66.00 LAKHS**4202 – C.O. on Education, Sports, Arts, &
Culture,

01 – General Education,

800 – Other Expenditure,

04 – General Administration,

04.00.53 – Major Works.

31.64

(7) 4210 – PLAN. **ALLOTMENT OF Rs.22.00 LAKHS**

4210 – C.O. on Medical & Public Health,

01 – Med. Edu. Training & Research,

105 – Allopathy,

01 – Building,

01.00.53 – Major Works.

08.33

(8) 4215 – PLAN. **ALLOTMENT OF Rs.75.00 LAKHS**

4215 – C.O. on Water Supply & San.

01 – Water Supply,

102 – Rural Water Supply,

04 – Construction,

04.00.60 – Other Capital Expenditure. 13.39(9) 4215 – PLAN. **ALLOTMENT OF Rs.53.00 LAKHS**

4215 – C.O. on Water Supply & San.

01 – Water Supply,

800 – Other Expenditure,

01 – Other Items,

01.00.53 – Major Works. 35.76(10) 4216 – PLAN. **ALLOTMENT OF Rs.27.00 LAKHS**

4216 – C.O. on Housing,

01 – Govt. Residential Building,

106 – General Pool Accommodation,

05 – Building,

05.00.53 – Major Works. 13.79

1.	2.	3.	4.
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(11) 4403 – PLAN. **ALLOTMENT OF Rs.10.00 LAKHS**

4403 – C.O. on Animal Husbandry,

800 – Other Expenditure,

13 – Building,

13.00.53 – Major Works. 00.20(12) 4405 – PLAN. **ALLOTMENT OF Rs.04.00 LAKHS**

4405 – C.O. on Fisheries,
 101 – Inland Fisheries,
 07 – Other Expenditure,
07.00.53 – Major Works. 00.08

(13) 4701 – PLAN, **ALLOTMENT OF Rs.04.00 LAKHS**
 4701 – C.O. on Major & Medium Irrigation,
 04 – Medium Irrigation (NC),
 052 – Machinery & Equipment,
 01 – Other Items,
01.00.60 – Other Capital Expenditure. 00.00

(14) 4711 – PLAN, **ALLOTMENT OF Rs.14.00 LAKHS**
 4711 – C.O. on Flood Control Project,
 02 – Anti Sea Erosion Project,
 800 – Other Expenditure,
 02 – Construction,
02.00.53 – Major Works. 00.31

(15) 4801 – PLAN, **ALLOTMENT OF Rs.13.00 LAKHS**
 4801 – C.O. on Power Project,
 05 – Transmission & Distribution,
 800 – Other Expenditure,
 06 – Building,
06.00.53 – Major Works. 00.73

(16) 5051 – PLAN, **ALLOTMENT OF Rs.70.00 LAKHS**
 5051 – C.O. on Ports & Light Houses,
 02 – Minor Ports,
 200 – Other Small Ports,
 04 – Const. & Devlp. of
 Ports & Light Houses,
04.00.53 – Major Works. 02.04

(17) 5054 – PLAN, **ALLOTMENT OF Rs.200.00 LAKHS**
 5054 – C.O. on Roads & Bridges,
 04 – District & Other Roads,
 800 – Other Expenditure,
 01 – Const. of Road & Bridges,
01.00.53 – Major Works. 28.06

 1. 2. 3. 4.

(18) 5452 – PLAN, **ALLOTMENT OF Rs.33.00 LAKHS**
 5452 – C.O. on Tourism,
 01 – Tourist Infrastructure,
 800 – Other Expenditure,
 12 – Const. & Devlp. of
 Tourist Infrastructure,

12.00.53 – Major Works.

14.54

(19) 5053 – PLAN, **ALLOTMENT OF Rs.00.00**
5053 – C.O. on Civil Aviation ,
– Upgradation of Diu
Airport 00.00

TOTAL 167.39

1. 2059 – NON PLAN **ALLOTMENT OF Rs.00.80**

2059 – Public Works,
80 – General,
001 – Direction & Admn.
14 – Daman & Diu

14.00.42 – Lump Sum Provision. ---

051 – Construction **ALLOTMENT OF Rs.03.00**

04 – Building,
04.00.27 – Minor Works. ---

052 – Mach. & Equipment, **ALLOTMENT OF Rs.08.00 LAKHS**

01 – New Supplies,
01.00.52 – Mach. & Equipments, ---

053 – Maintenance & Rep. **ALLOTMENT OF Rs.60.00 LAKHS**

03 – Building,
03.00.27 – Minor Works. 05.27

103 – Furnishing **ALLOTMENT OF Rs.14.50 LAKHS**

01 – New Supplies,
01.00.21 – Materials & Supplies 00.64

799 – Suspense **ALLOTMENT OF Rs.08.00 LAKHS**

01 – Stock
01.00.43 – Suspense. ---

1. 2. 3. 4.

2. 2215 – NON PLAN **ALLOTMENT OF Rs.63.00 LAKHS**

2215 – W/S & Sanitation
01 – Water Supply
101 – Urban W/S Programme
05 – Other Urban Water
Supply Programmes,

05.00.27 – Minor Works. 03.47

102 – Rural W/S Programme **ALLOTMENT OF Rs.44.00 LAKHS**

03 – Other Rural Water

<i>Supply Programmes,</i>	
03.00.27 – Minor Works.	02.25
3. 2216 – NON PLAN	ALLOTMENT OF Rs.20.00 LAKHS
2216 – Housing	
01 – Govt. Residential Bldg.	
700 – Other Housing	
03 – Maintenance & Repairs,	
03.00.27 – Minor Works.	02.99
4. 3054 – NON PLAN,	ALLOTMENT OF Rs.40.00 LAKHS
3054 – Roads & Bridges,	
04 – District & Other Roads,	
800 – Other Expenditure,	
06 – Maintenance & Repairs,	
06.00.27 – Minor Works.	05.07

TOTAL	19.69

CIVIL DEPOSIT (DEPOSIT FOR M.P.L.A.D. SCHEME)

1. 8443 – Civil Deposit – III,	ALLOTMENT OF Rs.20.00 LAKHS
108 – P.W.D. Deposit,	
117 – Deposit for Works Done for	
Public Bodies Or. Pvt.	
Individuals.	19.45

TOTAL	19.45

CIVIL DEPOSIT (DEPOSIT FOR J. N. V.)

1. 8443 – Civil Deposit – III,	ALLOTMENT OF Rs.02.64 LAKHS
108 – P.W.D. Deposit,	
117 – Deposit for Works Done for	
Public Bodies Or. Pvt.	
Individuals.	02.03

TOTAL	02.03

12. **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

No Subsidy programmes are being implemented by the Public Works Department, Diu and hence there is nothing to be furnished.

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

No Concessions, permits or authorizations granted to any recipients as per Para 13 above.

14. DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

All the Open Tender Notice issued by the Public Works Department, Diu is available in reduced Electronic form i.e. on the website www.damannic.in.

15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

Fixed visiting hours for the citizens have been displayed on the office Notice Board for seeking any information. No facility of Library is provided since the department is dealing with the construction and maintenance of various buildings and roads, and as such the same is not required.

16. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS.

- 1. SHRI BHARAT GUPTA, EXECUTIVE ENGINEER, P.I.O.*
- 2. SHRI C. A. SOMANI, ASSISTANT ENGINEER, P.I.O.*

17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED, AND TRHEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.
NIL.

FISHERIES DEPARTMENT, DIU.

1. **THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-**
The Fisheries Office, Diu is working under the U. T. Administration of Daman & Diu, Fisheries Department, Daman and associated with Govt. of India, the Ministry of Agriculture, Department of Animal Husbandry, Dairying & Fisheries, New Delhi. Diu has about 21.5 km. Long coastal length and Gujarat State is having 1600 km of coastline and 1.64 lakh sq. km. continental shelf and 38.9sq.km. total area of Diu. It is fact that the fishing ground for fishermen of Diu District is same as the Gujarat State. Thus fishing forms the main economic activity of the Diu District, engaging (21,390) as much as 48.5% of its total population (44,110) in fishing operation and fisheries allied activities.

In Diu District, a variety of major economically important fishes including Pomfret, Ribbon Fish, Jew Fish (Ghol), Seer Fish, Bombay duck, Hilsa, Sciaenids, Mackerel, Tuna, Perches, Sharks, Prawns/shrimps, Lobsters, Cuttle fishes, Squids etc producing from marine fisheries. These fishes enjoy a good market both at National and International levels. These are the varieties being landed at **three Major Fish landing centres i.e. Vanakbara, Ghoghla and Diu in the District Diu.**

Due to over exploitation and increase in numbers of fishing vessels, fish catches per boat is drastically reduced and fishermen are venture in to sea for 8-10 days fishing trip (voyage), which increase operational cost for diesel, oil, food grains, wages, water etc. and on other side fishermen are not getting competitive prices. Therefore, this department has already started educating with modern fishing technology like use of Fish finder (locate quantity & quality of fishes) and GPS (locate area of fishing ground and landing centre) which reduce operational cost by saving fuel and time. To maintain fishery resources, the department has planned to create artificial breeding ground in certain areas and release of fish larvae reared in hatchery to increase production of fishes. And provision of shore based infrastructure facilities will change scenario of Fisheries in Diu.

2. **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-**

Marine Fishing Regulation Act, 1980

3. **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:-** The Secretary Fisheries is the Head of the Department, which control two offices, one at Daman and one at Diu. The Enquiry Officer, City survey, Diu is Head of Office/D.D.O. of the Fisheries Office, Diu, with the following staff.

Sr. No.	Designation	No. of Officers/Employees	Total
1.	Asst. Supdt. of Fisheries	01	01
2.	Gramsevak (Fisheries)	01	01
3.	Peon	01	01

Aforesaid Officer/Employees discharge the duties as following:-

1. Asst. Supdt. of Fisheries, Diu:-

- a) Registration of fishing boats & issue fishing vessels plying license/ Nets license/ Diesel permits card to operate fishing boats in the sea & collection of license fees for fishing activities.*
- b) Issue/renewal of Identity cards for active fishermen & fisherwomen engaged in fishing activities under Group Accident Insurance Scheme.*
- c) Accident death claim of fishermen forwarded to the FISHCOPEL, New Delhi for settlement of insurance.*
- d) To provide loan & subsidy for purchase of GPS, VHF, Fish finder & other fisheries requisites, repair of houses etc under various plan schemes.*
- e) Recovery of loan installment & interest/ issue of loan recovery notices.*
- f) Implementation of various Centrally sponsored scheme.*
- g) To provide rebate on H.S.Diesel oil used by mechanized fishing vessels.*
- h) To transmit information of fishermen apprehended by Pakistani authority and repatriation of fishermen and to provide assistance to fishermen family.*
- i) To provide training to fishermen for use of GPS, VHF, Fish finder, hygienic handling of fish, awareness about IMBL.*
- j) Development of shore based facilities/infrastructure at landing centre.*
- k) Development of shrimp farming/aquaculture, management, monitor and technical support.*
- l) Over all supervision and discharge all the matters put up to the Head of Office.*

2. Gram Sevak (Fisheries)

- a) Monthly collection of Fish landing data*
- b) Verification of Net Licence.*
- c) Verification of documents to issue diesel permit card and provided necessary help to fishermen for application & Issue of T.R.5 receipts for Net license fees collected from fishermen.*
- d) To conduct survey for identifying eligible fishermen/women for financial assistance for various plan scheme. All the Fisheries related survey was conducted as and when required by the Government*
- e) To collect information of Fishermen captured by Pakistani Authority*
- f) Identity cards for active fishermen were issued with proper entry in register and other records.*
- g) Discharge function of LDC, preparation of bills, handling of all kind of accounts matters and stores also.*
- h) Despatch work and typing of office letters.*

All the matter pertaining to Diu are processed by the Asst. Supdt. of Fisheries, Diu through the Collector, Diu and Supdt. of Fisheries, Daman on and above of the Secretary Fisheries and Hon'ble Administrator of Daman and Diu is final authority.

- 4. THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION:-***There is no financial powers to the Asst. Supdt. of Fisheries, but as per the Head of Office powers and financial delegation powers delegated to the Enquiry Officer, City survey, Diu.*

5. **THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTION:-**
 - i) Departmental employees using the rules time to time issued by the higher authorities i.e. Finance, Accounts, Planning, Vigilance, Home etc.
 - ii) Goa, Daman & Diu Marine Fishing Regulation act 1980.
 - iii) Shrimp Farming Policy, 2002.
6. **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:-** Boat/Net Registering documents, related to issue of diesel permits, Application forms related to implementation of various plan schemes etc.
7. **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :-** N. A.
8. **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:-** N. A.
9. **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:-**
and
10. **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION:-**

Sr. No.	Name of the Employees	Designation	Monthly Salary
1.	Shri Sukar R. Anjani	Asst. Supdt. of Fisheries	Rs. 10,956/-
2.	Shri Samji V. Bamanian	Gram Sevak (Fisheries)	Rs. 6,752/-
3.	Shri Magan S. Makwana	Peon	Rs. 5,969/-

11. **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:-**

And

12. **THE MANNER OF EXECUTION OF SUBSIDY PROGRAM, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAM:-**

Sr. No.	Name of the Scheme	Budget Allocated	Expenditure upto July '05	No. of Beneficiaries	Report on Disbursement
	PLAN SCHEME				
1.	Financial assistance for Fishery requisites Loan : Subsidy :	Rs. 7.50 lakhs Rs. 18.50 lakhs	Rs. 3.61 lakhs Rs. 2.48 lakhs	10 23	Loan & subsidy provided for purchase of GPS & VHF for use in fishing boat. Back ended subsidy release through Bank loan.
2.	Financial assistance for family of fishermen captured by Pakistani authority	Rs. 9.00 lakhs		76	On verification of fishermen captured, quarterly proposal prepared and disburse to the family member of fishermen.

- 13. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:-** To provide the Rebate on HSD Oil @ of Rs. 1.50 per litre used by the fishermen under the Centrally Sponsored Scheme, diesel permit are issued depending upon the capacities of diesel engine as following:

Sr. No.	Type of capacity	Quantity
1.	Below 50 H. P.	11,000 litres
2.	Above 50 H.P.	16,000 litres

- 14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:-** N. A., but all details in respect of the departmental information available in booklet form to the Fishermen through Fisheries Co-operative Society.

- 15. THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE:-** Fishermen are approaching to office during working hours for fisheries related information.

- 16. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**

The Head of Office is appointed as P.I.O.

- 17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED :-** N. A.

OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY, DIU.

(i)	<i>The particular of its organization, function and duties:</i>
	<i>The enquiry Officer, Diu as function as Head of Office. Having the capacity strengthen of 5 staff including 2 Field Surveyor 01 clerical and 1 Peon.</i>
(II)	<i>The power and duties of its officer and employees:</i>
	<i>The duties of officer and employees, Confirmation of Property /Issue of Site Plan/Demarcation of Property, Finance and Accounts matter, Establishment and Administrative works, handling public grievances etc.</i>
(iii)	<i>The procedure followed in the decision making process, including channels of supervision and accountability:</i>
	<p><u>ENQUIRY OFFICE, CITY SURVEY, DIU:-</u></p> <p>(i) CONFIRMATION OF THE PROVISIONAL PROPERTIES. (ii) RE-CONFIRMATION OF THE CONFIRMED PROPERTIES. (iii) PROCEDURE OF THE ISSUING SURVEY RECORDS.</p> <p>(IV) SEARCH OF THE PROPERTY.</p> <p>(V) CERTIFIED COPY OF THE RECORDS.</p> <p>(VI) DEMARCATION OF PROPERTIES.</p> <p><u>DETAILED OF PROCEDURE:-</u></p> <p><u>1. CONFIRMATION OF THE PROVISIONAL PROPERTIES:-</u></p> <p><i>Confirmation of properties private and Govt. is being carried out after observing all the formalities as laid down under Rule 6 of Goa, Daman & Diu (City Survey) Rules, 1969 and the Land Revenue Code, 1968.</i></p> <p><i>This office is making confirmation of the property in two ways (i) routine survey and (ii) special survey i.e. on request of the applicant.</i></p> <p><i>It is submitted that the Enquiry Office is issuing notice to the holder of the property as per provisional records giving 10-15 days time and a copy also affixed on the plot under reference for inspection of the site. In case of special survey a copy of the notice also supplied to the applicant concerned in the case. As fixed on date the survey team reaches on site with survey records viz. P.T. Sheet and verifying the boundaries of the property in reference, if any changes found are noted. In the afternoon session the concerned party are informed to remain present for statement, scrutinizing the old records, provisional records and status at present. In case of changes in the size of the plot/area of the plot by making sub-plotting/ sub-division / amalgamation of the properties were recorded in the survey record. In these cases proceeding sheets are to be maintained from day to day and in any case objection is received from other party, a regular case has to be conducted by hearing the parties. After verifying the documents from both the sides and office records the Enquiry Officer, City Survey, Diu is issuing confirmation order to the parties concerned. After paying the necessary fees, the register and concerned P.T. Sheets are updating with the entry.</i></p> <p><u>2. RE-CONFIRMATION OF THE CONFIRMED PROPERTIES:</u></p> <p><i>When-ever, the properties are confirmed in the name of persons and when he dies or he has sold the said properties, the persons has to submit the application alongwith</i></p>

the documents. The same are to be verified through the concerned Talathi and then after completion of the formalities, the concerned Talathi will submit the all process to the undersigned for making a final order. In these cases if any objection is received from other party, a regular case has to be conducted by hearing the parties. After verifying the documents from both the sides and office records the Enquiry Officer, City Survey, Diu is issuing re-confirmation order to the parties concerned. After paying the necessary fees, the register and concerned P.T. Sheets are updating with the entry.

3. PROCEDURE OF THE ISSUING SURVEY RECORDS:

The requirement of information of any property of City Survey can be search by any person and required copy of the said can be supplied on request of the applicant. The prescribed fees as per rules are collected from the person concerned.

4. SEARCH OF THE PROPERTY:

A person who want to know the status of the property at present may apply to the Enquiry Officer, City Survey, Diu on plain paper and after satisfied, the Officer can allow him to search survey number after collecting search fees from him. At present Rs.2/- per holding is fixed as per Rules. As time fixed by the office official of this office are showing P.T. Sheet after asking the area or location of the concerned property for which the information asked by the applicant. The applicant with the help of the official on duty searching the survey number and verifying the Enquiry register giving the details of the holding to the applicant.

5. CERTIFIED COPY OF THE RECORDS:

After searching proper number of the property the applicant is applying on plain paper and asking certified copy of the holding. The Enquiry Officer, City Survey, Diu scrutinizing the application and if he satisfied he allowed to grant for issue of the certified copies of the records viz. Site Plan, Form-B or Form-D. The necessary fees are being taken from the applicant concerned as per Rules. At present minimum fees for certified copy of site plan is Rs.20/- per holding in three slab upto 100/- per holding on the base of size and shape of the plot. The surveyor of this office preparing site plan by making tracing from P.T.Sheets available in records. Form-B is a copy of the Enquiry register and Form-D is a copy of re-confirmation register which are showing PTS No., area of the holding, name of the holder, confirmation order No. if the property is confirmed, Mutation entry number if re-confirmed. After verification of the certified copies of the records with sign and seal of the Enquiry Officer, City Survey, Diu, the said copies are supplied to the applicant in time limit as fixed.

6. Demarcation of properties situated at City Area of Diu District after observing all the formalities as laid down under the Goa, Daman & Diu Land Revenue Code, 1968.

(iv) <i>The Norms set by it for the discharge of its function:</i>					
Sr. No.			Time limit	Contact person	Whom to contact if no solace is received from the contact person
	Service rendered	Procedure ↓	Within 15 Days from date of proceeding	The Enquiry Officer, City Survey, Diu.	The Enquiry Officer, City Survey, Diu.
1.	CONFIRMATION OF PROVISIONAL PROPERTY	<p>Confirmation of properties private and Govt. is being carried out after observing all the formalities as laid down under Rule 6 of Goa, Daman & Diu (City Survey) Rules, 1969 and the Land Revenue Code, 1968.</p> <p>This office is making confirmation of the property in two ways (i) routine survey and (ii) special survey i.e. on request of the applicant.</p> <p>The Enquiry Office is issuing notice to the holder of the property as per provisional records giving 10-15 days time and a copy also affixed on the plot under reference for inspection of the site. In case of special survey a copy of the notice also supplied to the applicant concerned in the case. As fixed on date the survey team reaches on site with survey records viz. P.T. Sheet and verifying the boundaries of the property in reference, if any</p>			
		<p>changes found are noted. In the afternoon session the concerned party are informed to remain present for statement, scrutinizing the old records, provisional records and status at present. In case of changes in the size of the plot/area of the plot by making sub-plotting/ sub-division / amalgamation of the properties were recorded in the survey record. In these cases proceeding sheets are to be maintained from day to day and in any case objection is received from other party, a regular case has to be conducted by hearing the parties. After verifying the documents from both the sides and office records the Enquiry Officer, City Survey, Diu is issuing confirmation order to the parties concerned. After paying the necessary fees, the register and concerned P.T. Sheets are updating with the entry.</p> <p>Confirmation of properties private and Govt. is being carried out after observing all the formalities as laid down under Rule 6 of Goa, Daman & Diu (City Survey) Rules, 1969 and the Land Revenue Code, 1968.</p>			

	Service rendered	Procedure	Time limit	Contact person	Whom to contact if no solace is received from the contact person Survey, Diu
		↓	Within 30 days	The Enquiry Officer, City Survey, Diu	The Enquiry Officer, City Survey, Diu
2.	<u>RECONFIRMATION OF THE CONFIRMED PROPERTIES</u>	When-ever, the properties are confirmed in the name of persons and when he dies or he has sold the said properties, the persons has to submit the application alongwith the documents. The same are to be verified through the concerned Talathi and thenafter completion of the formalities, the concerned Talathi will submit the all process to the undersigned for making a final order. In these cases if any objection is received from other party, a regular case has to be conducted by hearing the parties. After verifying the documents from both the sides and office records the Enquiry Officer, City Survey, Diu is issuing re-confirmation order to the parties concerned. After paying the necessary fees, the register and concerned P.T. Sheets are updating with the entry.			
	Service rendered	Procedure	Time limit	Contact person.	Whom to contact if no solace is received from the contact person.
		↓	----	The Enquiry Officer, City Survey, Diu	The Enquiry Officer, City Survey, Diu
3.	<u>PROCEDURE OF THE ISSUING SURVEY RECORDS:</u>	The requirement of information of any property of City Survey can be search by any person and required copy of the said can be supplied on request of the applicant. The prescribed fees as per rules are collected from the person concerned.			

	Service rendered	Procedure	Time limit	Contact person.	Whom to contact if no solace is received from the contact person.
		↓	24 Hours	The Enquiry Officer, City Survey, Diu	The Enquiry Officer, City Survey, Diu.

4.	SEARCH OF THE PROPERTY	A person who want to know the status of the property at present may apply to the Enquiry Officer, City Survey, Diu on plain paper and after satisfied, the Officer can allow him to search ' survey number after collecting search fees from him. At present Rs.2/- per holding is fixed as per Rules. As time fixed by the office official of this office are showing P.T. Sheet after asking the area or location of the concerned property for which the information asked by the applicant. The applicant with the help of the official on duty searching the survey number and verifying the Enquiry register giving the details of the holding to the applicant.			
	Service rendered	Procedure	Time limit	Contact person.	Whom to contact if no solace is received from the contact person.
			Within A Week after receipt of fee	The Enquiry Officer, City Survey, Diu	The Enquiry Officer, City Survey, Diu.
5.	CERTIFIED COPY OF THE RECORDS	After searching proper number of the property the applicant is applying on plain paper and asking certified copy of the holding. The Enquiry Officer, City Survey, Diu scrutinizing the application and if he satisfied he allowed to grant for issue of the certified copies of the records viz. Site Plan, Form-B or Form-D. The necessary fees are being taken from the applicant concerned as per Rules. At present minimum fees for certified copy of site plan is Rs.20/- per holding in three slab upto 100/- per holding on the base of size and shape of the plot. The surveyor of this office preparing site plan by making tracing from P.T.Sheets available in records. Form-B is a copy of the Enquiry register and Form-D is a copy of re-confirmation register which are showing PTS No., area of the holding, name of the holder, confirmation order No. if the property is confirmed, Mutation entry number if re-confirmed. After verification of the certified copies of the records with sign and seal of the Enquiry Officer, City Survey, Diu, the said copies are supplied to the applicant in time limit as fixed.			
	Service rendered	Procedure ↓	Time limit	Contact person.	Whom to contact if no solace is received from the contact person.
			Within 15 days from date of proceeding	The Enquiry Officer, City Survey, Diu	The Enquiry Officer, City Survey, Diu.

6	DEMARCATIION OF PROPERTY	Demarcation of properties situated at City Area of Diu District after observing all the formalities as laid down under the Goa, Daman & Diu Land Revenue Code, 1968.
(v)	The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharges its function;	Under Rule of Goa, Daman & Diu (City Survey) Rules, 1969 and LRC, 1968.
(vi)	A statement of the categories of documents that are held by it or under its control:	The various categories of document such as issue of Certified Copies of Site Plan/Form-B/Form-D & Issue of Certified copies of Confirm files documents. Etc.
(vii)	The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof:	Applicant applied for certified copy of Site Plan/Form-B/Form-D & Issue of Certified copies of Confirm files documents. Etc. to concerned clerk and concerned clerk submit to issuing authority for grant of above certificate.
(viii)	A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;	Nil
(ix)	A directory of its officer and employees	The service matter and personnel records of all the employees are maintained.
(x)	The monthly remuneration received by cash of its officers and employees, including the system of compensation as provided in its regulations;	The regular Pay and allowances and other allowances are disbursed by cash and cheque received from Pay and Accounts Officer.
(xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made;	The Allocation of Budget being allotted from the Finance Department, provision of budget under Budget Estimate and Revised Estimate is prepared every year during the pre-Budget stage. The relevant register such as Cash Book, GFR-9, Bill Register, TR etc. are being maintained. Monthly expenditure report being sent to competent authority well in time to time.
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme;	Nil
(xiii)	Particular of recipients of concessions, permit or authorization granted by it;	Nil
(xiv)	Details in respect of the information, available to or held by its, reduced in an electronic form;	Not yet introduced.

(xv)	<i>The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use;</i>
	<i>Window system not yet setup. .(Information pertaining to Enquiry Office, City Survey, Diu have been displayed in painted Board.)If a citizen required information may contact the Concerned Clerk / Officer</i>
(xvi)	<i>The names, designation and other particulars of the public information officers;</i>
	<i>The Head of Office is appointed as P.I.O.</i>
(xvii)	<i>Such other information as may be prescribed; and thereafter update these publication every years</i>

SUPERINTENDENT OF SUB – JAIL,

(i) **THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES:-**

The Mamlatdar, Diu is ex officio Superintendent of Sub – Jail, Diu function as Head of Office Group “B” having the capacity strength of 8.

(ii) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:**

- *Jail matters under Jail manual and Act.*
- *Maintain law and order in Jail.*
- *To grant remission to the Prisoners under going sentence.*
- *To grant Parole/Furlough to the Prisoners under going sentence.*
- *To keep the records of each and every Prisoners.*
- *To hand over and taken over the accused to Police escort party, as and when the dates are given by the Hon'ble Courts.*
- *Handle financial and accounts matters, Administrative work and Jail matters.*
- *(1) Superintendent shall be present whenever a capital punishment executed.*
- *(2) To see that all Prisoners are counted once a day.*
- *(3) To visit Prisoners daily also Sunday/Holiday.*
- *(4) To see Medical treatment is given by Medical Officer in proper manner.*
- *(5) To inspect the barracks, cells, latrines and every part of Prisoners once a week*
- *(6) Invariably visit the Women's section of the Prisoners and to keep a record of such visit in the Jail register.*
- *(7) To hold inspection parade of all Prisoners.*
- *(8) To submit report of Disease Prevails amongst the Prisoners.*
- *(9) Necessary precaution to be taken for preventing escape.*
- *(10) Receive and enquire into a complaint from a Prison officer or Prisoners.*
- *(11) To see that Department of Prison is run with utmost economy.*
- *(12) Satisfy him self at least once a month.*
- *(13) Be free to communicate with the Inspector General in all the matter.*
- *(14) Notify to the Police the information if any.*
- *(15) Make him self thoroughly acquainted with the Act and Rules regulation and Orders relating to the Prisoners.*
- *The Asstt. Jailor has performed duties as per Jail manual in to obey the orders of his senior Officers.*
- *The Head Guards/Jail Guards has to performed duties as per Jail manual in to obey Orders of Senior Officers.*
- *To submit each case of Prisoners being eligible for premature release to the sentence Review Boards.*
- *To give notice to the member of Board of visiting at every quarter.*

- (iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

Yes

- (iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION:-**

Yes (As per Jail Manual)

- (v) **THE RULES, REGULATION, INSTRUCTION MANUALS AND RECORDS, HOLD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION:**

Yes followed the rules regulation, instruction manuals and Act.

- (vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY ITS OR UNDER ITS CONTROL:**

A statement of the categories of documents that are held by its or under are displayed at auspicious place of Jail Premises.

- (vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY FOR IMPLEMENTATION THEREOF:**

Strictly followed as per Govt. of India's Act and Rules.

- (viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC:**

Yes

- (ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYMENTS:**

Maintained.

- (x) **THE MONTHLY REMUNERATION RECEIVED BY CASE OFFICERS OF THE OFFICES AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:**

Not applicable.

- (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE:**

Maintained.

- (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

Not applicable.

- (xiii) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM:**

All the basis data's pertaining to Superintendent of Sub – jail, Diu has been computerized for all section.

- (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE:**

Not applicable.

- (xvi) **THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:-**

The Head of Office is appointed as P.I.O.

- (xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED:**

Information is provided to the courts and Police Department as an when required.

**OFFICE OF THE RANGE FOREST OFFICER , FOREST
DEPARTMENT,DIU.**

(i)	<i>The particular of its organization, function and duties:</i>
	<i>The Range Forest officer, Diu, The Enquiry Officer, City Survey, Diu as function as Head of Office. Having the capacity strengthen of 6 staff.</i>
(II)	<i>The power and duties of its officer and employees:</i>
	<i>The duties of officer and employees, Finance and Accounts matter, Establishment and Administrative works, handling public grievances etc.</i>
(iii)	<i>The procedure followed in the decision making process, including channels of supervision and accountability:</i>
	<i>Yes</i>

(iv)		<i>The Norms set by it for the discharge of its function:</i>			
<i>Sr. No.</i>	<i>Service rendered</i>	<i>Procedure</i>	<i>Time limit</i>	<i>Penalties</i>	<i>Whom to contact if no solace is received from the contact person</i>
1	<i>Permission for felling of trees</i>	<i>The owner has to apply as per provision of Goa, Daman and Diu preservation of tree Act,1984 and Rules made there under.</i>	<i>60 days</i>	<i>As per the Provision Act, and Rules made there under</i>	<i>Tree Officer, Collector,Diu</i>
2	<i>Forwarding of proposal Forest Conservation Act, 1980.</i>	<i>As per the provision of the Act and Rules made there under.</i>	<i>60 days</i>	<i>As per the provisions Act and Rules made there under .</i>	<i>Dy.Conservator of Forests .</i>
3.	<i>License for the Sawing contrivances other than sawmills, veneer and units.</i>	<i>The applicant has to apply as per the provision of Indian Forest Act and Goa, Daman and Diu, Forest Rules made there under.</i>	<i>90 days</i>	<i>As per the provisions act and Rules made there under.</i>	<i>Dy. Conservator of Forests</i>
4.	<i>Forwarding of application for the license of veneer and plywood industries.</i>	<i>The applicant has to apply as per the provision of Indian Forest Act and Goa, Daman Diu, Forest Rules made there under.</i>	<i>90 days</i>	<i>As per the provisions Act and Rules made there under</i>	<i>Dy Conservator of Forests.</i>

5	Compensation for damage by wildlife	The case is to be reported to Range Forest Officer within 3 days of incident. The application is to be submitted to Dy Conservator of Forest or Collector for compensation /relief within one month of incident.	At the earliest	As per the provisions Act and Rules made there under	Range Forest Officer/Dy. Conservator of Forests / Collector
(v)	The rules, regulations, instruction, manuals and records, held by it or under its control or used by its employees for discharges its function;				
	The Indian Forest Act 1927.				
(vi)	A statement of the categories of documents that are held by it or under its control:				
	Reserved Forest map documents etc.				
(vii)	The particulars of any arrangement that exists for consultation with or representation by the member of the public in relation to the formulation of its policy or implementation thereof:				
	Nil				
(viii)	A statement of the boards, council, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice, and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public;				
	Nil				
(ix)	A directory of its officer and employees				
	The service matter and personnel records of all the employees are maintained.				
(x)	The monthly remuneration received by cash of its officers and employees, including the system of compensation as provided in its regulations;				
	The regular Pay and allowances and other allowances are disbursed by cash and cheque received from Pay and Accounts Officer.				
(xi)	The Budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made;				
	The Allocation of Budget being allotted from the Finance Department, provision of budget under Budget Estimate and Revised Estimate is prepared every year during the pre-Budget stage. The relevant register such as Cash Book, GFR-9, Bill Register, TR etc. are being maintained. Monthly expenditure report being sent to competent authority well in time to time.				
(xii)	The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programme;				
	Nil				
(xiii)	Particular of recipients of concessions, permit or authorization granted by it;				
	Nil				
(xiv)	Details in respect of the information, available to or held by its, reduced in an electronic form;				
	Not yet introduced.				
(xv)	The particulars of facilities available to citizen for obtaining information, including the working hours of a library or reading room, if maintained for public use;				
	Window system not yet setup. However a citizen required information may contact the Concerned Clerk / Officer.				

(xvi)	<i>The names, designation and other particulars of the public information officers;</i>
	<i>The Head of Office is appointed as P.I.O.</i>
(xvii)	<i>Such other information as may be prescribed; and thereafter update these publication every year;</i>

ELECTRICITY DEPARTMENT, SUB DIV.NO.II, DIU

(I) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES;

- Electricity Dept- Sub Div. II, Diu, the Asstt. Eng. Electricity functions as Head of Office Group 'B'. Having the capacity strengthen of 90 staffs including technical clerical.

(II) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES;

- Finance & accounts matters, administrative works, handling public grievances, Supervision of technical staff, subordinate staff, Periodic inspection on site

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY;

- 'Yes'

(IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS;

- 'Yes'

(V) THE RULES, REGULATIONS, INSTRUCTION, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION;

- 'Yes'

(VI) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

- 'Yes'

(VII) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

- Nil

(VIII) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

- Nil

(IX) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;

- Service matter and personnel records of all the employees are maintained.

(X) THE MONTHLY REMUNERATION RECEIVED BY CASH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS;

- Regular Pay & allowance are disbursed by cash and cheque collected from PAO

(XI) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE;

- Allocation of funds / budget being allotted from the Finance Dept, Provision of Budget under BE & RE is prepared every year during the pre-budget stage. Relevant registers viz. cash book, GFR, TR etc are being maintained. Expenditure report being sent well in time.

(XII) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME;

- Not applicable –

(XIII) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMIT OR AUTHORIZATION GRANTED BY IT;

- Nil –

(XIV) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY ITS, REDUCED IN AN ELECTRONIC FORM;

- Computerized works done for Bill Section, technical section and besides other Unit.

(XV) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;**

- *Not applicable –*

(XVI) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**

- *The Head of Office is appointed as P.I.O.*

(XVII) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;**

- *This Department caters to about 13,000 numbers consumers at Diu, which includes Industrial, Domestic, and commercial, agricultural. Similarly, the monthly revenue collection is nearly about Rs. 43 lakhs*
- *Above all, this Department having various unit functions in Diu District viz 66 KV Sub Station at Malala, Complain – cum - Cash Collection Centre at Diu Town / Ghoghla / Vanakbara and Complain Section at Fudam / Nagoa & Bhuchrawda.*

i

STUDY OF DEPARTMENT/OFFICES UNDER THE U.T.OF DAMAN AND DIU.

I. Name of the Department:- EXCISE STATION, DIU.

II. Objective of the Department/Office: This office is implementing the achuits Under Goa, Daman and Diu (Excise Duty) Act 1964 and the Goa, Daman & Diu (Excise Duty) Rules, 1964.

III: Main Functions:-

1. Excise Inspector :T.P,Import Permit,Transport Permit,Two Bottle permit,Excise Duty,Liquor Shop,Inspection, Ouata Register,Bonded register,Stock and Other Register and other Administration works
2. Excise Sub-Inspector :Duty on M/S Kalpana Distillery,Malala-Diu, All production liquor inspection works and Other Administration works.
3. U.D.C. :Accounts work,Cash Work, Establishment, work, Excise Revenue work and other Administration work.
4. L.D.C. :Liquor T.P. Works,Liquor file works,Inward, Outward,Computer Work,Typing and other Administration works.
5. Excise Guard :Duty on Check post/Out post for transport Liquor etc. Checking works & other Administration works.
6. Asstt.Excise Guard :Duty on Check post/Out post & office works & other administration works.

IV. Consolidated Position of Posts:-

<u>Sr.No.</u>	<u>Name of Post</u>	<u>Pay Scale</u>	<u>SS</u>	<u>WS</u>	<u>Vacant since When.</u>
1.	Excise Inspector	4500-125-7000		01	01
2.	Excise Sub-Inspector	4000-100-6000	01	01	-
3.	U.D.C.	4000-100-6000	01	01	-
4.	L.D.C.	3050-4590		01	01
5.	Excise Guard	2750-4400	06	06	-
6.	Asstt.Excise Guard	2610-3540		09	09

In case of large Department/Office, Please give details of posts for each section/Division separately.

V. Details of different returns and reports and their periodicity:-

<u>Sr.No.</u>	<u>Name of the report/return</u>	<u>From whom reed/to whom sent</u>	<u>Periodicity</u>
---------------	----------------------------------	------------------------------------	--------------------

- | | | | |
|----|------------------------------|-------------------------|------------|
| 1. | Monthly Expenditure | The B.D.O. Diu | Monthly |
| 2. | Monthly Hindi report | The Hindi Officer, Diu. | Monthly |
| 3. | Quarterly Expenditure report | The B.D.O., Diu | Quarterly |
| 4. | Quarterly Hindi report | The Hindi Officer, Diu | Quarterly. |

Note: SS: SANCTIONED STRENGTH.

WS: WORKING STRENGTH.

VI. Deployment of Stenographers:-

<u>Officer to whom attached.</u>	<u>Indicate grade of the stenographer</u>
1. Enquiry Officer, City Survey, Diu.	N.A.

VII. Deployment of Group 'D' Staff:-

1. Asstt. Exccise Guards: Group 'D' total :- 9 Nos.
Duty on Check post/Out post and office works
And other Administration works.

BRIEF NOTE

NAME LOF OFFICE: EXCISE STATION, DIU.

*** Main Function:-**

1. EXCISE INSPECTOR:-

<u>Sr.No.</u>	<u>Name of Works</u>	<u>Annual Frequency</u>	<u>Avg./time/ Taken per Unit.</u>
1.	Transport Permit issued to retail shop	3600	2 mts.each
2.	Import Permit issued to Distillery	210	5 mts.each
3.	Inspection of Liquor Shops.	190	1 hrs.each
4.	Reply to all type letters and noting to other departments	03 (Daily)	30 mts.each

2. EXCISE SUB INSPECTOR:- Full time deployed at Distillery.

1. No.of Inspection of Distillery Daily posting at Distillery
or all times visited.

2. *Inspection of Production:-*

<u>YEAR</u>	<u>PRODUCTION</u>	<u>SALE</u>
2004-2005	(C.L.) 1,28,58,43,360 B.L.	1,28,58,43.360 B.L.
<u>EXCISE REVENUE:-</u>		
2002-2003	2003-2004	2004-2005
1,33,30,162/-	1,46,20,090/-	1,20,79,322/-
<u>LIQUOR SHOP:-</u>		
a. Retailsale Shop	190 (included Hotels)	
b. Wholesale Shop	16 Nos.	
c. Distillery	01 Nos.	
<u>EXCISE CHECK POST/OUT POST AND POSTING OF STAFF:-</u>		
a. Excise Check Post	02 Nos.	
b. Excise Out post	01 Nos.	
<u>STRENGTH OF STAFF FOR CHECK POST/OUT POST AND OFFICE:-</u>		
a. Ghoghla Check post	05 Nos. Excise Guard/Asstt.E.G.	
b. Bucharwada Check Post	04 Nos. Excise Guard/Asstt.E.G	
c. Vanakbara out Post	03 Nos. Excise Guard/Asstt.E.G.	
d. Excise Office	03 Nos. Excise Guard/Asstt.E.G.	

3. **UPPER DIVISION CLERK:-**

• **ACCOUNTS WORKS:-**

a. <i>Preparation of salary bills</i>	2 X 12 = 24	60 mts. each
b. <i>Disbursement of salary</i>	02 (Per Month)	3 hrs.p.m.
c. <i>Arrears of D.A.</i>	04	60 mts. each
d. <i>Bonus</i>	02	60 mts. each
e. <i>G.P.F.</i>	06	30 mts. each
f. <i>T.A.</i>	03	60 mts. each

g.	H.B.A.	02	1.5 Hrs. each
h.	Monthly expenditure report	12	1 hrs. each
i.	Quarterly expend. Report	04	1 hrs. each
j.	Excise revenue report	24	2 hrs. each
k.	15 point programme report	04	30 mts. each
l.	F.V.C. bills	40	30 mts. each
m.	Preparation of Budget	02	10 hrs. each

• **ESTABLISHMENT WORKS:-**

a.	All administration letter/correspondences/works	02	30 mts. each
b.	Two bottles permits issued	2400	3 mts. each
c.	Attend to various quarries of Dealers/retailsale/visitors	Daily	1.5 Hrs.
d.	Preparation of Chalans	05 (Daily)	15 mts each.

• **MAINTAINANCE OF VARIOUS TYPE OF REGISTER:-**

a.	Cash Book register	}		
b.	Stationery Register	}		
c.	Increment Register	}		
d.	Service Books	}		
e.	Aquittance Register	}	Daily	1 hrs.
f.	Check Register	}		
g.	Bill Register	}		
h.	G.F.R. 9 Register	}		
i.	Group 'D' Book register	}		

4. **LOWER DIVISION CLERK:-**

a.	Preparation of Transport permit	250 per day	3 mts.each
b.	Total receipt of (Inward)	838	3 mts.each
c.	Total receipt of (Outward)	632	5 Nts. Each
d.	No.of Import permits prepared	210	15 mts.each

• **MAINTANCE OF VARIOUS TYPE OF REGISTERS:-**

a.	Quota Register	}		
b.	Post stamp register	}		
c.	Bonded warehouse register	}		
d.	Liquor stock register	}		
e.	Transport permit register	}	Daily	1 hrs.
f.	Import permit register	}		
g.	Dead stock register	}		
h.	E.V.C. register	}		
i.	File movement register	}		

• **COMPUTER WORKS AND TYPTING WORKS:-**

a.	All type of Computer works i.e entry of chalan, noting, Import permit,transport permit,letters, E.L.order/		Daily	1 hrs.
b.	Hindi monthly report	12		30 mts.each
c.	Hindi Quarterly report	04		60 mts.each
d.	Attend to official Telephone Calls		Daily	15 mts.

BRIEF NOTE

NAME LOF OFFICE: EXCISE STATION, DIU.

*** Main Function:-**

1. EXCISE INSPECTOR:-

<u>Sr.No.</u>	<u>Name of Works</u>	<u>Annual Frequency</u>	<u>Avg./time/ Taken per Unit.</u>
1.	Transport Permit issued to retail shop	3600	2 mts.each
2.	Import Permit issued to Distillery	210	5 mts.each
3.	Inspection of Liquor Shops.	190	1 hrs.each
4.	Reply to all type letters and noting to other departments	03 (Daily)	30 mts.each

2. **EXCISE SUB INSPECTOR:-** Full time deployed at Distillery.

1. No. of Inspection of Distillery Daily posting at Distillery or all times visited.

2. Inspection of Production:-

<u>YEAR</u>	<u>PRODUCTION</u>	<u>SALE</u>
2004-2005	(C.L.) 1,28,58,43,360 B.L.	1,28,58,43,360 B.L.
• <u>EXCISE REVENUE:-</u>		
2002-2003	2003-2004	2004-2005
1,33,30,162/-	1,46,20,090/-	1,20,79,322/-
• <u>LIQUOR SHOP:-</u>		
a. Retailsale Shop	190 (included Hotels)	
b. Wholesale Shop	16 Nos.	
c. Distillery	01 Nos.	
• <u>EXCISE CHECK POST/OUT POST AND POSTING OF STAFF:-</u>		
a. Excise Check Post	02 Nos.	
b. Excise Out post	01 Nos.	
• <u>STRENGTH OF STAFF FOR CHECK POST/OUT POST AND OFFICE:-</u>		
a. Ghoghla Check post	05 Nos. Excise Guard/Asstt. E.G.	
b. Bucharwada Check Post	04 Nos. Excise Guard/Asstt. E.G.	
c. Vanakbara out Post	03 Nos. Excise Guard/Asstt. E.G.	
d. Excise Office	03 Nos. Excise Guard/Asstt. E.G.	

3. **UPPER DIVISION CLERK:-**

• **ACCOUNTS WORKS:-**

a. Preparation of salary bills	2 X 12 = 24	60 mts. each
b. Disbursement of salary	02 (Per Month)	3 hrs.p.m.
c. Arrears of D.A.	04	60 mts. each

d.	Bonus	02	60 mts. each
e.	G.P.F.	06	30 mts. each
f.	T.A.	03	60 mts. each
g.	H.B.A.	02	1.5 Hrs. each
h.	Monthly expenditure report	12	1 hrs. each
i.	Quarterly expend. Report	04	1 hrs. each
j.	Excise revenue report	24	2 hrs. each
k.	15 point programme report	04	30 mts. each
l.	F.V.C. bills	40	30 mts. each
m.	Preparation of Budget	02	10 hrs. each

• **ESTABLISHMENT WORKS:-**

b.	All administration letter/correspondences/works	02	30 mts. each
b.	Two bottles permits issued	2400	3 mts. each
e.	Attend to various quarries of Dealers/retailsale/visitors	Daily	1.5 Hrs.
d.	Preparation of Chalans	05 (Daily)	15 mts each.

• **MAINTAINANCE OF VARIOUS TYPE OF REGISTER:-**

a.	Cash Book register	}		
b.	Stationery Register	}		
c.	Increment Register	}		
d.	Service Books	}		
e.	Aquittance Register	}	Daily	1 hrs.
f.	Check Register	}		
g.	Bill Register	}		
h.	G.F.R. 9 Register	}		
i.	Group 'D' Book register	}		

4. **LOWER DIVISION CLERK:-**

a.	Preparation of Transport permit	250 per day	3 mts. each
b.	Total receipt of (Inward)	838	3 mts. each
c.	Total receipt of (Outward)	632	5 Nts. Each
d.	No. of Import permits prepared	210	15 mts. each

• **MAINTANCE OF VARIOUS TYPE OF REGISTERS:-**

j.	Quota Register	}		
k.	Post stamp register	}		
l.	Bonded warehouse register	}		
m.	Liquor stock register	}		
n.	Transport permit register	}	Daily	1 hrs.
o.	Import permit register	}		
p.	Dead stock register	}		
q.	E.V.C. register	}		
r.	File movement register	}		

• **COMPUTER WORKS AND TYPTING WORKS:-**

b.	All type of Computer works i.e entry of chalan, noting, Import permit, transport permit, letters, E.L.order/		Daily	1 hrs.
b.	Hindi monthly report	12		30 mts.each
c.	Hindi Quarterly report	04		60 mts.each
f.	Attend to official Telephone Calls		Daily	15 mts.

ZONAL AGRICULTURE OFFICE, DIU.

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES:-

The main function of the Zonal Agriculture Office is to carry-out different extension and developmental activities in the field of agriculture by implementing all the schemes allotted to this office by the Directorate of Agriculture, Daman. The following schemes are being implemented by this office for betterment of the farmers and with a view to increase food production in the district.

☞ PLANT PROTECTION SCHEME :-

Under this scheme, needy farmers are provided Plant Protection Equipments like Hand Spray Pumps (plastic & brass), Foot Spray Pumps, Bucket Spray Pumps, Dusters etc. on 50% subsidy rate and 25% subsidy on purchase of Insecticides & Pesticides. The technical know-how regarding control over the pest, disease and other information on plant protection measures are being provided by technical staff of the department.

☞ HORTICULTURE DEVELOPMENT SCHEME:-

1. Coconut Demonstration Scheme :

The scheme is implemented with an object to enhance horticultural production in district. In horticulture, there are many vegetable crops as well as fruit crops which are more responsive to the agro-climatic condition of the district. Hence to increase horticultural production, this office is undertaking demonstration on Vegetable & Coconut. Under such demonstrations, farmers are provided agricultural inputs like seeds, fertilizer pesticides etc. at free of cost. As per approved pattern of assistance, a farmer's plot having minimum 25 coconut trees within an area covered about 2000 Sq. Mts. or above are selected under 'Coconut Demonstration'. The selected plots/farmers are supplied chemical fertilizer/Agril. inputs as per pattern of assistance under the scheme. Every year about 30 to 40 demonstrations are being conducted.

2. Vegetable Demonstration Scheme :

Under this scheme, seeds of different vegetables and fertilizer are provided at free of cost to the farmers upto a limit of Rs. 300/- for each demonstration plot.

☞ MODERNISATION OF EXISTING FARM :-

This office is having a small piece of land admeasuring an area of about 1.5 acre at Malala, Diu. The developmental activities such as demonstration of hybrid varieties are grown with an object to make familiar about its duration, diseases resistance, production etc. so that farmers can adopt & apply such varieties in their own field for better production.

☞ AGRICULTURAL ENGINEERING SCHEME :-

This scheme is implemented with a view to popularize agricultural machineries among the farmers. There are different types of agricultural machineries and tools are made available to the farmers on hire basis. At present, this office is having one tractor with trailer and implements like Disc Plough, Cultivator, Leveler and Thresher & Diesel Pumps are available for hiring purpose to the farmers of Diu District. The hire charges fixed by the administration are quite reasonable.

☞ **EXTENSION & FARMER'S TRAINING SCHEME :-**

Under this scheme, extension programmes are being conducted for awareness of different technologies applied in the field of agriculture. The farmers are imparted training on various aspects of agriculture by organizing local camps at village area. Under such camps agricultural inputs, insecticides/pesticides, spray pumps etc. are also made available to the farmers on subsidized rate. About 3 to 4 camps are organized in a year are being conducted.

The farmers are also being taken up at different research centres/agril. universities, Krushi Melas in nearby State with a object to familiarize the impact of new technologies evolved and adopted by the farmers in other region.

☞ **PILOT PROJECT ON MULTIPLE CROPPING SCHEME :-**

1. Bajra Demonstration Scheme :-

Under this scheme, farmers are encouraged to change in cropping patter i.e. by cultivating different varieties with a view to maintain soil fertility and productivity. The department is conducting Bajra Demonstration during its cultivating season. Under such demonstration farmers are being provided seeds of hybrid varieties and fertilizer at free of cost upto the limit of Rs. 300/- per each demonstration plot.

2. Pulses Demonstration Scheme :-

Under this scheme, farmers are encouraged to change in cropping patter i.e. by cultivating different varieties with a view to maintain soil fertility and productivity. The department is conducting Pulses Demonstration during its cultivating season. Under such demonstration farmers are being provided seeds of hybrid varieties of pulses and fertilizer at free of cost upto the limit of Rs. 300/- per each demonstration plot.

☞ **SUPPLY OF AGRIL INPUTS TO SC FAMILIES :-**

Under this scheme SC families are supplied agricultural inputs like seeds, fertilizer, implements and storage bins @ of 50% subsidy.

(ii) **The powers and duties of its officers and employees:**

- (g) To provide agricultural inputs i.e. Seeds, Fertilizers. Samplings, Grafts, Insecticides, Pesticides, Spray Pumps etc. as per pattern of assistance under the scheme.
- (h) To provide guidance to the farmers on control over the insects, pests and diseases during the crop cultivation.
- (i) To organize local training camps at distinct villages of the district..
- (j) To provide Storage Bins, implements, samplings, seeds, fertilizers to SC farmers/ families under the scheme. Poverty Alleviation Programme.
- (k) To carry out Survey of works of various such as Crop estimation, Agricultural, Economic, Population, Live stock, etc.

(iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:**

1. Before the implementation of any scheme mentioned above, information in written is given to the Sarpanch of all Panchayats & Vide President of District Panchayat with a request to give vide publicity in their respective areas to avail the benefits of the scheme from the department.
2. The farmers must have a land admeasuring an area of 2000 Sq. mts. or more for availing assistance under any of the scheme mentioned above.
3. The farmer/applicant has to produce a copy of their land in Form 1/14 issued by the concerned talaties of village Panchayat.
4. A copy of ration card.
5. The selection is made on the "first come first serve basis".

(iv) **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:**
As per the Schemes mentioned above.

(v) **THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION.**

Work allotment order has been issued and assigned the duties to the staff to discharge their duties in respective areas allotted to them.

(vi) **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.**

Books on agricultural aspects, Video films on different crops etc are kept in the department to avail information. During the training camp in village panachayts, information are being given on agricultural aspects to the farmers.

(vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.**

With the assistant of technical staff.

(viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.**

Various key points for better agricultural cultivation are displayed on notice board.

(ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.**

At the door of every room, board of name of every sections. However, names of important supervisory staffs are as under:-

1. Shri J. J. Soalnki, Head of Office for Agriculture Department, Diu.
2. Shri H. M. Bamania, Assistant Agricultural Officer, ZAO, Diu.
3. Shri M. M. Parmar, Agriculture Assistant, ZAO, Diu.
4. Shri H. R. Jadav, Field Assistant, ZAO, Diu.
5. Shri S. S. Kapadia, U.D.C., ZAO, Diu.

(x) **THE MONTHLY REMUNERATION RECEIVED BY CASE OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.**

The required details are as under:-

(Financial year: 2004-05 Rs. in thousand)

Sr. No.	Head of Accounts	Allotment for the year 2004-05	Expenditure for the year 2004-05
01.	02.	03.	
01.	2401 – Major Head, PLAN, Crop Husbandry 103 - Seeds, 26 - Seeds Farm, 26.00.42 – Lumpsum Provision	—	—
02.	104 - Agricultural Farm, 01 - Experimental Farms, 01.00.42 – Lumpsum Provision	Rs. 50,000/-	Rs. 50,000/-
03.	105 - Manures & Fertilizers, 19 - Purchase of Manure & Fertilizer, 19.00.42 – Lumpsum Provision	Rs. 50,000/-	Rs. 50,000/-
04.	107 - Plant Protection, 03 - Control of Pest & Diseases, 03.00.42 – Lumpsum Provision	Rs. 50,000/-	Rs. 50,000/-
05.	109 - Extension & Farmer's Training 05 - Demonstration & Training, 05.00.42 – Lumpsum Provision	Rs. 1,00,000/-	Rs. 1,00,000/-
06.	113 - Agricultural Engineering, 20 - Establishment, 20.00.42 – Lumpsum Provision	Rs. 50,000/-	Rs. 50,000/-
07.	119 - Horticulture & Vegetable crops, 34 - Fruits, Vegetable & Nursery, 34.00.42 – Lumpsum Provision	Rs. 1,00,000/-	Rs. 1,00,000/-
08.	800 - Other Expenditure, 25 - Demonstration & Training, 25.00.42 – Lumpsum Provision	Rs. 50,000/-	Rs. 50,000/-
	TOTAL	Rs. 4,50,000/-	Rs. 4,50,000/-

(Financial year: 2005-06 Rs. in thousand)

Sr. No.	Head of Accounts	Allotment for the year 2005-06	Exp. Upto 20 th Sept. 2005.
01.	02.	03.	
01.	2401 – Major Head, PLAN, Crop Husbandry 103 - Seeds, 26 - Seeds Farm, 26.00.42 – Lumpsum Provision	—	—

02.	104 - Agricultural Farm, 01 - Experimental Farms, 01.00.42 - Lumpsum Provision	Rs. 50,000/-	Rs. 2,890/-
03.	105 - Manures & Fertilizers, 19 - Purchase of Manure & Fertilizer, 19.00.42 - Lumpsum Provision	Rs. 1,00,000/-	Rs. 47,283/-
04.	107 - Plant Protection, 03 - Control of Pest & Diseases, 03.00.42 - Lumpsum Provision	Rs. 50,000/-	Rs. 47,841/-
05.	109 - Extension & Farmer's Training 05 - Demonstration & Training, 05.00.42 - Lumpsum Provision	Rs. 1,00,000/-	Rs. 43,336/-
06.	113 - Agricultural Engineering, 20 - Establishment, 20.00.42 - Lumpsum Provision	—	—
07.	119 - Horticulture & Vegetable crops, 34 - Fruits, Vegetable & Nursery, 34.00.42 - Lumpsum Provision	Rs. 1,00,000/-	Rs. 78,885/-
08.	800 - Other Expenditure, 25 - Demonstration & Training, 25.00.42 - Lumpsum Provision	Rs. 50,000/-	—
	TOTAL	Rs. 4,50,000/-	Rs. 2,20,235/-

- (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.**

Maintained

- (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.**

Sr. No	Name of the Scheme	Name of activities	Number of farmers benefited	Proposed Target for the year 2005-06
1.	Pilot Project on Multiple Cropping Scheme	Bajra Demonstration	70	125
2.	Horticulture Development Scheme	Coconut Demonstration	110	150
3. do	Vegetable Demonstration	70	100
4.	Extension & Farmer's Training Scheme	Organizing local training camps	200	200
5.	Plant Protection Scheme	Supply of Insecticides/ Pesticides	50	80
6. do	Supply of Spray Pumps	20	30
7.	Supply of Agril. Inputs to SC families / farmers	Supply of Agril. Inputs	30	50

- (xiii) **PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;**

Not applicable

- (xiv) **DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;**

All the basic data's pertaining to this office has been computerized for all sections.

- (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE;**

Library or reading room is not required. However, relevant information has been published for the knowledge of public in general by way of issuing Circulars to all the Panchayats of Diu District.

- (xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;**

The Head of Office is appointed as P.I.O.

- (xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

Not applicable.

OFFICE OF THE JUNIOR TOWN PLANNER, DIU.

(i) **PARTICULARS OF ITS ORGANIZATION FUNCTION & DUTIES :-**

- (a) The development activities under the Regional plan of Diu District.
- (b) Approval of Building plans in respect of urban and Rural area of Diu District.
- (c) To scrutinized the Residential/Commercial and Industrial plans as per the guidelines of the Regional plans.
- (d) To Scrutinized the Sub-Divisional plans as per the guidelines of the Town & Country planning etc.
- (e) To verify the cases of conversion of use of land on the planning point of view .
- (f) The Coastal Regulation Zone Cease are verified from the guidelines of the Regional plan as well from the coastal Regulation Zone plan.
- (g) To Submit reports for land Acquisition cases/ transfer of Government land & Grant of Government land.
- (h) For monitoring the regional plan of Diu District.

(ii) **POWERS AND DUTIES OF ITS OFFICERS OF ITS OFFICERS & EMPLOYEES :-**

Approval of Residential /Commercial/Industrial plans of urban and Rural area of Diu District and to scrutinized the case of N.A. Permission/Sub-Division/Grant of Government land Acquisition.

(iii) **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS , INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY :-**

On the base of reports submitted by the Draughtsman Gr-II the Jr. Town Planner ,Diu Submit his report for approval of Residential/Commercial /Industrial plans of urban ares of Diu District and for N.A. Permission /sale permission /Sub-Division/Grant of Government land /Transfer of Government land /C.R.Z.cases/land Acquisition to the concerned authorities of Diu District Administration as per the guidelines of Regional plans/ Coastal Regulation Zone plan & Town and country planing point of view.

- (iv) THE NORMS SET BY IT FOR THE DISCHARGES OF ITS FUNCTION :-

All the report from the office of the Junior Town planners, Diu are submitted to the concerned authorities for approval of Residential /Commercial /Industrial Plans of urban & Rural areas of Diu District and cases of N.A. Permission /Sub –Division /Sale permission Grant of Government land /Transfer of Government land/ Acquisition of land etc. in prescribed time limit .

- (v) THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGES ITS FUNCTIONS

“ Town & Country planning Act ”

- (vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL :-

No Public dealing works with this office.

- (vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBER OF PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF :-

No public dealing works with this office .

- (viii) A STATEMENT OF BOARDS ,COUNCIL , COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OF FOR THE PURPOSE OF ITS ADVISE , AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH ARE ACCESSIBLE FOR PUBLIC :-

Not application.

- (ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES :-

The service matters and personal records of all employees are maintained :-

- (x) THE MONTHLY REMUNERATION RECEIVED BY OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS:-

Sr. No.	Designation of Posts	Pay scale	Gross Salary.
01.	Jr.Town Planners.	8000-275-13,500	18,909/-
02.	Planning Assist.	5500-175-9000	12,635/-
03.	Draghtsman Gr.II	4500-125-7000	11,483/-

- (xi) THE BUDGET ALLOCATION TO EACH OF ITS AGENCY ,INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE :

Budget has been allotted by the Department of Finance Daman
Particulars are as under :-

Budget Head	Allocation for 2005-06	Expenditures upto Sept-2005	Proposed Expenditures upto March-2006
2217 –plan Urben Development 80- General 800-Other Exp. 12-Arch,Twon Plan.Est.	25,000/-	11,062/-	13,938/-
2217-Non Plan urban Dev. 80- General 800 Other Exp. 12-Arch,Twon Plan.Est	8,35,000/-	3,50,297/-	4,34,703/-

- (xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALL THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME.

Not applicable .

- (xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS AND AUTHORITIES GRANTED BY IT :-

Not applicable .No revenue receipts by this office.

- (xiv) DETAILS IN RESPECT OF THE INFORMATION AVAILABLE TO OR HELD BY ITS REDUCED IN AN ELECTRONIC FROM :-

Not yet Introduced .

- (xv) THE NAMES , DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICER.

C.R.Z.and Regional plans can be seen by the public in general in the office during office hours.

Draghtsman Gr.II provides the required information to the public in General .

Sr. No.	Name and designation .	Residential address.
01.	Shri Prakash P.Parmar , Jr.Twon Planner.	Silvassa-working at Daman Office on working arrangement.
02.	Shri.Jignesh B.Makwana , Planing Asstt.	Main Road, Bhuchrawad-Diu.
03.	Shri Remeshchandra V. Solanki. Draghtsman ,Gr.II	Govt.Quarter, Neer PWD Office, Diu.

- (xvii) Such other information as may be prescribed :_

Not applicable .

TECHNICAL TRAINING INSTITUTE, DIU

(i) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES;

Technical Training Institute, Diu

The Education Officer & Head Master Govt. High School(G), Diu functions as Head of Office Group "B" and DDO for Technical Training Institute, Diu having capacity strength of 8 staff.

The main powers and functions:-

1) Head of office & DDO for Technical Training Institute, Diu

2) ESTABLISHMENT

- a) Authority to grant all types of leave to Group "C" and "D" Officials.
- b) Authority to release increment to Group "C" and "D" Officials.
- c) Authority to issue N.O.C. for obtaining Indian Passport to his subordinates officials.
- d) Confidential matters and Authority to make inquires under rule 14 of the C.C.S (Classification Control and Appeal) Rules 1965.

7) FINANCIAL POWERS

- a) Non - recurring expenditure upto Rs. 2000/-
- b) Recurring expenditures upto 1000/-
- c) Signing authority of salary bill, contingent bills, TA bills, LTC bills within the powers of Head of office.

(ii) THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

1) ACADEMIC SECTION

DESIGNATION

MAIN JOB ASSIGNED TO THE POST.

I/C VICE PRINCIPAL &
ASSTT LECTURER IN ENGG.
(1) post

- 1) To look after all correspondence and also regarding complaints of staff.
- 2) To keep over all supervision of institute matter.
- 3) To issue Technical pass certificate to Std Xth students, and issue of Bonafied / schooling / first attempt certificate to Std XIth and XIIth students of Catering & Restaurant Management under Home Science stream.
- 4) To organize all National Days celebration in the Institute premises.
- 5) To take lectures in technical subject of Std VIIIth , IXth & Xth and in Std XIth and XIIth Catering & restaurant Mangement under Home science stream.

Asstt. lecturer in Engg. (2)
post

- 1) To take lectures in Technical subjects of Std VIIIth, IXth and Xth.
- 2) To keep records of students attendance / Result / enrollment.
- 3) To Teach Engg. Drawing, Elements of Engg. And Mechanical Engg. And to give primary knowledge in Technical subjects.

Instructor Carpentry (1)
post

- 1) To teach and to give primary knowledge how to do practical in Carpentry.

Vocational Teacher (1)
Post

- 1) To take lecturers of Std XIth and XIIth
- 2) To teach how to do practical of catering & Restaurant Management as per syllabus of Std XIth & XIIth under Home Science stream.

Lab. Asstt. (1) post

- 1) To take lecturers of Std XIth and XIIth To pick up ingredient and prepare the practical and to show the students how to prepare the recipe as per the syllabus of Std XIth and XIIth Catering and Restaurant Management under Home Science stream.

3) ACCOUNTS /ESTABLISHMENT & ADMINISTRATION SECTIONS:-

LOWER DIVISION CLERK (1) POST	<ol style="list-style-type: none">1) To prepare all types of noting/drafts/reply to letters2) To prepare proposals for requirement of teachers/school play ground / school building and its maintenance.3) Stipend to students of SC / ST.4) All accounts matter including acquiring of
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	<p>Administrative Approval and Expenditure sanction.</p> <ol style="list-style-type: none"> 5) Office purchase and maintenance of consumable / dead stock registers. 6) To maintain Pay bill Register. 7) To prepare salary bills. 8) To prepare F.V.C. bills. 9) To disburse staff salary and payment of bills. 10) To maintain Cash book and Acquittance roll. 11) To prepare tenders / quotations for purchase of office and Institute furniture / materials for laboratory / stationery. 12) Preparation of Pension papers of staff. 13) All Establishment matters pertaining to Technical Training Institute, Diu. 14) To prepare proposals for post creation of Teaching & Non - Teaching staff. 15) Post continuation of Technical Training Institute, Diu Staff. 16) Maintenance of staff service book and Leave account. 17) To release annual increment and pay fixation of staff. 18) To acquire NOC for staff for Higher Studies 19) To acquire NOC for Indian Passport to staff 20) Matter relating to Public Grievance. 21) Matter pertaining to G.O.I. 22) General Administration work 23) Matter relating to Election. 24) Matter relating to promotions / examinations etc. 25) Maintenance of registers of all sections. 26) Maintenance of files of all sections
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(iii) PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY.

In the decision making process, following procedure are being followed.

Consultation with concerned officials is held and finally, the decision is taken by the authority competent as per the delegation of powers approved by the Hon. Administrator from time-to-time.

Accountability is enforced through ACRs and Conduct & Service Rules.

(iv) THE NORMS SET BY IT FOR DISCHARGING OF ITS FUNCTION;

The manual on office procedure is followed to discharge its functions.

- (V) **THE RULES, REGULATION, INSTRUCTIONS HELD BY ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS;**

ESTABLISHMENT SECTION :-

- (a) Manual on Establishment and Administration.
- (b) Leave Rules
- (c) F.R. & S.R. Part – I
- (d) CCS (Conduct) Rules.

ACCOUNTS SECTION

- (a) FR & SR
- (b) Treasury Rules.

ACADEMIC SECTION

- (a) Goa, Daman & Diu School education Rules, 1986.

- (vi) **A STATEMENT OF CATEGORIES OF DOCUMENTS THAT ARE HELD BY THEM UNDER ITS CONTROL:-**

Accounts Section:-

Tender Forms, Comparative statement and its corresponding papers.

- (vii) **THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;**

Yes, every public interested to have information are contacting the I/C Vice principal and Head Master Govt. High School (Girls), Head of office & DDO for TTI, Diu.

- (viii) **A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC;**
Nil

- (ix) **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES;**

Service and personal records of all the employees including teaching and

Non – teaching staff are maintained.

- (x) **THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES , INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS**

Regular pay and allowances are disbursed / paid to each employee in cash.

- (xi) **THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENT MADE;**

Allocation of funds / budget are being allotted by the finance Department of this U.T. Administration based on the Head of Account and its record (BCR) is maintained.

Provision Budget under BE & RE is prepared every year during the pre-Budget stage. Relevant registers Viz. Cash Book, GFR, TR, etc are being maintained. The expenditure report on every Head of account is being sent well in time.

- (xii) **THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMME. :-** Not applicable

- (xiii) **PARTICULARS OF RECIPIENTS OF CONCESSION, PERMITS OR AUTHORIZATIONS GRANTED BY ITS; :-** Not applicable.

- (xiv) **DETAILS IN RESPECT OF INFORMATION, AVAILABLE TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM; :-** Not applicable.

- (xv) **THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM , IF MAINTAINED FOR PUBLIC USE. :-** Not applicable.

- (xvi) **THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS; :-**

The Head of Office is appointed as P.I.O.

- (xvii) **SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;**

This is a Technical Training Institute, and the subject are teach in Technical Subjects to the visiting students of Std. VIII, IX & X of the other schools and more over in this Institute Std. XIth & XIIth higher secondary Education based Catering & Restaurant Management is also functioning under Home Science stream of Gujarat Higher Secondary Education Board.

**DEPARTMENT OF FIRE & EMERGENCY DAMAN& DIU
FIRE SERVICE, DIU**

(I) ORIGANISATION,FUNCTION AND DUTIES OF THE OFFICERS:-

The Administration of Daman & Diu is having 03 Fire Stations each at Diu, Somnath, Nani Daman and Moti Daman. The Dy inspector General of Police, is designated as Director of Fire & Emergency Services, Daman & Diu, Diu.

The Fire & Emergency Services is an essential department of the Government Organization to save life and property from Fire & render Emergency Services in the U.T. of Daman & Diu.

Dy Inspector General of Police, who is assisted by ASP, COP, Diu and the following Staffs, heads the Department.

- 01. Asstt. Station Fire Officer.
- 02. Leading Fireman
- 03. Driver Operator
- 04. Fireman
- 05. Sweeper.

(II) POWERS AND DUTIES :-
Fire protection and emergency Services

(III) DECISION MAKING PROCESS

All decisions in respect of Fire Prevention and safety measures norms are being taken as per

Goa, Daman & Diu Fire Force Act 1986 and National Building Code of India part-IV.

(V) NORMS FOR DISCHARGE OF ITS FUNCTIONS

As per Goa, Daman & Diu Fire Force Act and Daman & Diu Fire Force Subordinate service Rules.

(V) LAW/REGULATIONS:

Goa, Daman & Diu Fire Force Act-1986.

(VI) DOCUMENTS AVAILABLE WITH THE OFFICERS OF DF7ES.

Documents relating to Administration are available.

ANNEXURE –A

<u>Sr.No.</u>	<u>Head of Accounts</u>	<u>Budget Allotment for</u>
	<u>20005-2006</u>	
	2070 NON-PLAN, Other Administrative Services, 108 Fire Protection & Control. 03 Other expenditure,	
01.	03.00.01 – Salaries	Rs. 14,40,000=00
02.	03.00.02 – Wages.	Rs. 35,000=00
03.	03.00.06 – Medical Treatment.	Rs. 25,000=00
04.	03.00.11-Domestic Travel Expenses	Rs. 35,000=00
05.	03.00.13 – Office Expenses.	Rs. 2,00,000=00
06.	03.00.25 – Clothing & Tantage.	Rs. N I L
07.	03.00.52 – Machinery & Equipments.	Rs. 2,00,000=00
08.	114 – Purchase & Maintenance of Transport, 01 – Maintenance & Repairs, 01,00,21 – Meterial & Supplies.	Rs. 1,00,000=00
09.	01.00.27-Minor Works.	Rs. 50,000=00
	<u>T O T A L :</u>	<u>Rs. 20,85,000=00</u>

(VII) POLICY FORMULATION.
Policy is farmed as per requirement as per law.

(VIII) STATEMENT OF BOARD, COUNCIL AND COMMITTEE. ETC.
This office of the Fire & Emergency Services,Daman & Diu, Diu
dose not any
Board, Council and Committee.

(IX) DIRECTORY OF ITS OFFICE AND EMPLOYEES.
1. Dy.Inspector General of Police, Daman & Diu, - Tel No. 0260-2254707
2. Addl. S.P.,Daman & Diu – Tel. No. 0260-2251848.
3. Chief of police,Diu, Tel. No. 02875, 252123.

(X) MONTHLY REMUNERATIONS:-

Remunerations of different ranks are given below :-

Sr. No.	Designation	Pay – Scale
01	Asstt. Station Fire Officer	3050 – 75 – 3950 – 80 – 4590
02.	Leading Fireman	3050 – 75 – 3950 – 80 – 4590
03.	Driver Operator	3050 – 75 – 3950 – 80 – 4590
04.	Fireman	2610-60-2910-65-3300-70-4000
05.	Sweeper	2610-60-2910-65-3300-70-4000

Other allowances are given as per orders of the Govt.

(XI) **MANNER OF EXECUTION OF SUBSIDY PROGRAMME :-**

The Officer of Fire & Emergency Service, Diu does not deal with any subsidy programme.

(XII) **RECEIPIENTS OF CONCESSIONS PERMITS :-** NIL

OFFICE OF ASSISTANT ACCOUNTS OFFICER, DIU

(1) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES.

(i) Before the formation of UT Administration of Daman & Diu from the erstwhile Government of Goa, Daman & Diu. Directorate of Accounts, Daman and Diu were branches of Directorate of Account, Panaji-Goa.

(ii) After delinking and with formation of U.T. Administration of Daman & Diu in the year 1987(w.e.f.29/05/1987) all the functions of Pay & Accounts Office/ Principal Pay & Accounts office are bring discharged by the Head of Accounts at Directorate of Accounts, Daman and the function of Pay & Accounts Office is being discharged by the Branch Office at Diu.

(iii) The Accounts Cadre of the Administration of Daman & Diu is an : Organised Accounts Cadre” whose functions are discharged by Directorate of Accounts, Daman & Diu.

(iv) Functioning Treasury Office (Banking Treasuries) Daman & Diu. The main duties for Sale of Stamps & Stamp Papers & Maintenance of Treasury Accounts.

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

In Accounts cadres, Director, Dy.Director and Asstt. Accounts Officer all officers are Gazetted Officer who has to perform duty of Pay & Accounts Officer. The detailed statement for duties of Officers & Employees is enclosed as Annexure-I.

(3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

Scrutiny of all type of bills presented to this office by various officer/department are scrutinised with reference to the provisions of Delegation of financial Power Rules, General Financial Rules, Central Treasury Rules, Supplementary & Fundamental Rules, Leave Rules, Medical Reimbursement Rules , P.A.O., Manual etc.

(4) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS.

Directorate of Accounts has to perform the function of Pay & Accounts Office and also Treasury Offices, Daman & Diu.

(5) THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :

Scrutiny of all type of bills presented to this office by various officer/department are scrutinised with reference to the provisions of Delegation of financial Power Rules, General Financial Rules, Central Treasury Rules, Supplementary & Fundamental Rules, Leave Rules, Medical Reimbursement Rules , P.A.O., Manual etc.

(6) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL

All relevant documents prescribed by Comptroller Audit General of Accounts, Ministry of finance for Budget, Expenditure and monthly Accounts Sections, Central Audit etc.

In additions to prescribed documents below are main documents maintained.
Long Term Interest Bearing Accounts Personal Ledger Accounts Personal Deposit Accounts General Provident Fund Accounts & Ledgers. Appropriation Account in four stages. Finance Account in various type of Proforms(s) Statement of Central Transactions Inter Departmental transaction with Other departments of the Central Government/Ministries. Original pensions case file Disbursement portion of Pensioners Register of various category of Pensioners Monthly Account Expenditure statement PAO cheques / credit scrolls.

(7) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;

This office most dealing is with offices / department. As far as dealing with public are concerned they are listed below:

Sale of stamp papers, stamps, court fees etc. dealt by Treasury Section & Disbursement of monthly pension to the Pensioners.

(8) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;

Being Govt. Department no Board is constituted.

(9) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES ;

Enclosed Annexure – I.

(10) THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS ;

The staff / officers working in the Directorate of Accounts are not paid with type of remuneration for extra work. Except Salaries, The details of Salaries received by the staff of Director of Accounts is enclosed. Annexure-III.

(11) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE :-

Total allocation for the current financial 2005-06 are as under for Daman and Diu. Full allocation is likely to be utilised. Plan Allocation (Daman) - Rs. 4.00,000/- (4 Lakhs)
Non-Plan Allocation (DMN & DIU) - Rs. 66,00,000 (66 Lakhs)

(12) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES ;

- NIL -

(13) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT

- N.A.-

(14) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM; :

Most of the records maintained are computerised.

(15) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS THE OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE ;

No such facility is available to public

(16) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

Shri H.G. Solanki, Assistant Accounts Officer, Diu.

(17) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR; :

- N.A.-

ANNEXURE – I

**SHRI H. G. SOLANKI, ASSTT. ACCOUNTS OFFICER – SECTION
HEAD – BRANCH OFFICER, DIU.**

Sr. No.	Name & Designation	Description of Work Allotted	
1.	2.	3.	4.
1.	Shri K.S. Chauhan, Accountant (Reg.)	1.	Passing of all bills elated to Budget Head : 2202 Primary & Sec.Edn. of Edn.Office, Diu 2202 & 2204 Govt. Hr.Sec. School, Diu 2204 Sports, 2205 Arts & Culture and 2203 Tech. Training Institute, Diu. 2235 & 2236 Child Development Proj. Office, Diu
		2.	Reparation of all 1 st Payment of Settled Pension Cases of Diu Branch and maintenance of relevant registers.
		3.	All Correspondence related to central / Municipal Village Panchayat Audit and to maintain all relevant files and records.
		4.	Maintenance of Confidential Reports, Letters and Files related to it.
		5.	Maintenance of Movement Register and installed Computer & related all matters.
2.	Shri M.R. Kamalia, Accountant (Half Day Working Arrangement)	1.	Passing of all bills related to Budget Head: 2055 Polie & protocol of Collectorate, Diu 2070 of Home Guards, Fie and Hindi Section 2230 Labour and Employment & I.T.I., Ghoghla-Diu 2515 & 2235 Block Development Office, Diu 3454 Census, 2406 & 4406 Forest Office, Diu. 2029 City Survey, Diu
		2.	Settlement of all Suspense Slips.
		3.	Consolidation & preparation of Monthly Account in scheduled date and forward the same alongwith Flesh Figure by the D.A., Daman
		4.	To supervise the L..C. for the correctness of all schedules like G.P.F., Govt. Insu.,H.B.A.,

			M.C.A., M.Cy.A. etc. before submission to D.A., Daman.
		5.	Posting of all Capital Expenditure Figure of P.W.D. Monthly A/c. every month.

ANNEXURE – II

	Name & designation of Officer / Officials	Residential Full address with Telephone Number
1.	Shri H.G. Solanki, Assistant Accounts Officer	Bandodker Colony, Ghoghla-Diu Tel. Phone No.252152 (O) Tel. Phone o.252297 (Resi)
2.	Shri K.S. Chauhan, Accountant	Gandhipara, Diu. Tel. Phone No.252152 (O) Tel. Phone No.253591 (Resi)
3.	Shri M.R. Kamalia, Accountant (Half Day Working Arrangement)	Near Govt. Hospital, Diu Tel. Phone No.252152 (O) Tel. Phone No.253936 (Resi)

ANNEXURE – III

Sr. No.	Name & Designation of Officer / Officials	Gross Salary as on 30/09/2005
1.	Shri H.G. Solanki Assistant Accounts Officer, Diu	Rs.14,050/-
2.	Shri K.S. Chauhan, Accountant	Rs.10,583/-

OFFICE OF THE CHIEF OF POLICE, DIU.

- (1) THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES.

The department is functioning under the Deputy Insp. Genl. of Police, Daman & Diu. Addl. S.P., Chief of Police, Police Inspector Incharge Diu Police Station Police Sub-Inspector, other Asstt. Sub-Inspector, Head Constables and Police Constables.

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

As prescribed under the Code of Criminal Procedure, 1973.

- (3) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

As prescribed by law. The channel supervision is as under :

The Deputy Insp. Genl. of Police, Daman & Diu, Chief of Police, Police, Addl. S. P. Inspector Incharge, Diu Police Station, Police Sub-Inspector, other Asstt. Sub-Inspector, Head Constables and Police Constables.

(4)	THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS
	<i>As prescribed under the provisions of various Acts and rules.</i>
(5)	THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :
	<i>All Acts and rules applicable to this territory.</i>
(6)	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL
	<i>All investigation papers are held under the control of each Investigating Officer and over all control of the Chief of Police and Incharge Police Station</i>
(7)	THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH, OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF;
	<i>No comments Pls.</i>
(8)	A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETINGS OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC;
	<i>No comments Pls.</i>

(9)	A DIRECTORY OF ITS OFFICERS AND EMPLOYEES ;
	<i>Maintained by the Police Control room, Diu</i>
(10)	THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS ;
	<i>As per ANNEXURE "B" enclosed herewith.</i>
(11)	THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENT MADE :-
	<i>As per ANNEXURE "A" & ANNEXUE "C" enclosed herewith.</i>
(12)	THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES ;
	<i>No comments Pls.</i>
(13)	PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT
	<i>No comments Pls.</i>
(14)	DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM; :
	<i>No comments Pls.</i>
(15)	THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS THE OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE ;
	<i>Copy of FIR, Panchanama all any other such documents required by the public in general and which is within the powers of the Police to issue.</i>
(16)	THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;
	<i>No comments Pls.</i>
(17)	SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR; :
	<i>No comments Pls.</i>

"ANNEXURE - A"

**STATEMENT SHOWING MONTHLY EXPENDITURE FOR THE
MONTH OF AUG - 2005**

Office of the Chief of Police, Diu.

(Rs. In Lakhs)

Sr. No.	Budget Head	Allotment	Expenditure of previous month	Expenditure for the month	Progressive Total	Percentage	Balance
01	2055-(N.P.) 2055-Police 109 Dist. Police 14 Daman & Diu 14.00.01 Salary	87.00	35.83	07.56	43.39	49.87	43.61
02	14.00.02-Wages	0.50	0.08	--	0.08	10%	0.42
03	14.00.05-Rewards	0.40	0.04	--	0.04	10%	0.36
04	14.00.06-Medical Treatment	0.40	0.22	--	0.22	55%	0.18
05	14.00.11-Domestic Travel Expenses	3.00	1.40	0.79	2.19	73%	0.81
06	14.00.13-Office Expenses	08.00	2.32	0.88	3.20	40%	4.80
07	14.00.23-Cost of Ration	0.50	---	---	---	---	0.50
08	14.00.24 - P.O.L.	4.50	0.98	---	0.98	21.77%	03.52
09	14.00.28-Professional Service	0.15	---	---	---	---	0.15
10	14.00.50-Other Charges	1.00	0.55	---	0.55	55%	0.45
11	Total	105.45	41.42	09.23	50.65	48.03%	54.80
12	2070(N.P.)2070-Other Admn. Service 107-Home Guards 04-Daman & Diu 04.00.02-Wages	24.00	08.75	---	08.75	36.45	15.25
13	Total of Col.11 & 12	129.45	50.17	09.23	59.40	45.88	70.05

“ ANNEXURE – B”

Pay Scale in respect of all the officials of Police Department

Sr.No.	Designation	Pay - Scale
1.	Chief of Police, Diu	8,000-275-13,500
2.	Police - Inspector	6500-200-10,500
3.	Police Sub-Inspector	4500-125-7000
4.	Asstt. Sub-Inspector	4000-100-6000
5.	Head Constable	3200-85-4900
6.	Police Constable/Driver	3050-75-3950-80-4590
7.	Asstt. Cook	26110-60-3150-65-3200
8.	Sweeper	2550-55-2600-60-3200

“ANNEXURE C”

Sr.No.	Budget Head	Allotment
01.	2055-(N.P.) 2055- Police 109-Dist. Police 14 – Daman and Diu 14.00.01-Salary	87.00
02.	14.00.02 – Wages	0.50
03.	14.00.05 - Rewards	0.40
04.	14.00.06 – Medical Treatment	0.40
05.	14.00.11 – Domestic Travel Expenses	3.00
06.	14.00.13 – Office Expense	08.00
07.	14.00.23 – Cost of Ration	0.50
08.	14.00.24 – P.O.I.	4.50
09.	14.00.28-Professional Service	0.15
10.	14.00.50-Other Charges	1.00
11.	Total	105.45
12.	2070 (N.P.)2070 – Other Admn. Service 107 – Home Guards 04 – Daman and Diu 04.00.02 - Wages	24.00
13.	Total of Col.11 & 12	129.45

CHILD DEVELOPMENT PROJECT OFFICE, DIU

(i) **THE PARTICULARS OF ITS ORGANIZATION, FUNCTION AND DUTIES:-**

CHILD DEVELOPMENT PROJECT OFFICE, DIU.

As Head of Office, the child Development Project Officer, Diu is directly connected with implementation of Various Special Nutrition programmes in Rural as well as in Urban areas and functioning as Head of Office & D.D.O. for C.D.P.O., ICDS Project, Diu. having 33 Anganwadi Centre and 21 Wheat Base Centre at Diu District.

- The Child Development project Officer, Diu is overall supervising the implimentation of scheme for S.N.P to Pregarant Women, Nursing Mother, 0-6 Year Children, Adolacent Girls, Widow Women, Physical Hendicapt and Ammunition in Diu.

(ii) **THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES:**

The Block Development Officer, Diu has :-

- (l) Implementation of Schemes under Special Nutrition Programme.
(m) To carry out Survey of works of various such as population, Pregarant Women, Nursing Mother, 0-6 Year Children, Adolacent Girls, Widow Women, Physical Hendicapt and Ammunition in Diu.

Sr.	Name of Official	Function
1.	2.	3.
1.	Shri M. R. Kamalia Accountant.	<ol style="list-style-type: none">1. Overall supervision of Accounting Work of this Office.2. Preparation and Finalization of Budget and its Data.3. Verification of Bills and Book of Accounts.4. Correspondence regarding AC/DC bills and Outstanding Audit Observation.5. Scrutiny of all financial proposals and codal formalities such as Tenders..6. Preparation of pension papers, ACP etc.7. Financial advise to H.O.8. Any other work entrusted by H.O.

2.	<i>Smt. N. M. Vala, Mukhya Sevika.</i>	<ol style="list-style-type: none"> 1. <i>As per Job Chart.</i> 2. <i>S.N.P. General work.</i> 3. <i>Visit to all Anganwadi Centres and scrutiny of Attendance Register, Food Register, Growth Register, Chart of Children, Supply Register.</i> 4. <i>Work out the monthly Supply Order & Verification of Quality & Quantity of Diet Materials Supplied by the supplier.</i> 5. <i>Observation of Wheat Based Scheme of all Centres.</i> 6. <i>General work of Anganwadi/ Mahila meeting/ Demonstration etc.</i> 7. <i>Any other work assigned by the H.O.</i>
3.	<i>Shri P. R. Yoganand, U. D. C.</i>	<ol style="list-style-type: none"> 1. <i>Maintenance of Service Book and personal files of the staff.</i> 2. <i>All matter related to Establishment section and preparation of its related monthly, Quarterly and yearly returns.</i> 3. <i>Maintenance of (i) Inward Register (ii) Outward Register (iii) Service Postage Stamp Account (vi) File Movement Register (v) C.L Register (vi) Attendance Roll (vii) Daily News paper Register (viii) Consumable Stock Register (ix) Dead Stock Register (x) Stationery Stock Register etc.</i> 4. <i>Preparation of Raj Bhasha Monthly, Quarterly and Yearly Report.</i> 5. <i>Maintenance of all files related to Establishment and Administration.</i> 6. <i>Verification and checking of Log Book and Vehicle Maintenance.</i> 7. <i>Any other work entrusted by the Accountant and H.O.</i>
4.	<i>Shri V. R. Anjani, L. D. C.</i>	<ol style="list-style-type: none"> 1. <i>Preparation of all kind of bills.</i> 2. <i>Maintenance of Accounts Books like (i) Pay Bill Register (ii) Periodical Increment Register (iii) Bill Register (iv) B.C.R. (v) GFR – 9 Register (vi) TR 29 Register (vii) Bill Transit Register (viii) Cheque Register (ix) Aquittance Register (x) Cash Book (xi) GPF Ledger & Pass Book for Group D</i> 3. <i>All the Typing work given by Accountant & H.O.</i> 4. <i>Handling of Cash, Directorate of Account & Bank work</i>

- (iii) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY:

In this decision making process, consultation with concerned officers is held in necessary opinion of the people through leading citizens/or formal committees, if any is taken.

It is further submitted that the matters are supervised by the Collector being the District Head wherever necessary.

- (iv) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:

As per the Manual on Integrated Child Development Services Child Development Project Officer, Diu has to supervise the works, expenditure and Administrative works of ICDS Project.

- (V) THE RULES, REGULATIONS, INSTRUCTION MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGE ITS FUNCTION.

As per the Manual on Integrated Child Development Services Child Development Project Officer, Diu has to supervise the works, expenditure and Administrative works of ICDS Project.

- (vi) A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Nil

- (vii) THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF.

With the assistant of Supervisory staff viz Mukhya Sevika and Health Officer, B.D.O..

- (viii) A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE, AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCIL, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC, OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Name of Committee:-

1) Prime Minister Rojgar Yojana:-

Chairman	-	The Collector, Diu.
Member Secretary	-	The Child Development Project Officer, Diu.
Member	-	The Vice President, Village Panchayat, Diu.
Member	-	The President, DMC, Diu.
Member	-	The E.E. PWD, Diu.
Member	-	The Health Officer, PHC, Ghoghla, Diu.
Member	-	The B.D.O., Diu.

- (ix) A DIRECTORY OF ITS OFFICERS AND EMPLOYEES.

At the door of every room, board of name of every sections. However, names of important supervisory staffs are as under:-

Sr.No.	Name of Officer/Officials	Phone No.
21.	Smt, K.R. Shah, Child Development Project Officer, Diu	
22.	Shri M. R. Kamalia, Accountant.	253936
23.	Shri N.M. Vala, Mukhyasevika	252591
24.	Shri P. R. Yoganand, UDC	252847
25.	Shri V. R. Anjani, LDC	271379
26.	Kum. D. B. Bamaniam, Bal Sevika	252236
27.	Smt. C. O. Vaja, Bal Sevika	253551
28.	Kum. S. d. Vaja, Bal Sevika	253061
29.	Smt. V. K. Bamaniam, Bal Sevika	271650
30.	Smt. I. B. Maheta, Bal Sevika	--
31.	Shri A. M. Makwana, Driver	252050
32.	Kum. U. M. Solanki, Peon	252625
33.	Shri Abdul Gafar kasmani, Attendent.	254585

- (x) THE MONTHLY REMUNERATION RECEIVED BY EACH OF THE OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS.

Name	Scale	Gross Salary
Smt. K.R. Shah, CDPO, Diu.	5500-175-9000	12635/-
Shri M.R. Kamalia, Accountant	5500-175-9000	12700/-
Shri N.M. Vala, Mukhyasevika	5500-175-9000	13713/-
Shri P. R. Yoganand, UDC	4000-100-6000	9713/-
Shri V. R. Anjani, LDC	3050-75-3950- 80-4590	8042/-
Kum. D.B.Bamaniam, Bal Sevika	4500-125-7000	10270/-
Smt. C. O. Vaja, Bal Sevika	-do-	10195/-
Kum. S. D. Vaja, Bal Sevika	-do-	10436/-
Smt. V. K. Bamaniam, Bal Sevika	3200-85-4900	7226/-
Smt. I. B. Maheta, Bal Sevika	-do-	7003/-
Shri A. M. Makwana, Driver	3050-75-3950- 80-4590	7285/-
Kum. U. M. Solanki, Peon	2610-60-2910- 65-3300-70-4000	6736/-
Shri Abdul Gafar	On Daily Wages	

kasmani, Attendent		
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- (xi) THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATION THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

The required details are as under:-
(Financial year: 2004-05 Rs. in thousand)

Major Head of Account	Sanctioned Grant 2004-05	Expenditure
MH 2235(Non Plan) Social Security & WelfareWelfare	1079	1079
MH 2235(Plan) Social Security & WelfareWelfare	1325	1325
MH 2236(Plan) Nutrition	2100	2100

(Financial year: 2005-06 Rs. in thousand)

Major Head of Account	Sanctioned Grant	Expenditure upto September, 05
MH 2235(Non Plan) Social Security & WelfareWelfare	1238	559
MH 2235(Plan) Social Security & WelfareWelfare	1325	658
MH 2236(Plan) Nutrition	2500	846

- (xii) THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

-----N.A-----

- (xiii) PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT;

5 SNP

- (xiv) DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM;

Yet to be implemented

- (xv) THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY ROOM, IF MAINTAINED FOR PUBLIC USE:

Library is not yet established. However Citizen requiring information may contact the Child Development Project Officer, Diu for such information etc.

(xvi) THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS;

The Head of Office is appointed as P.I.O.

(xvii) SUCH OTHER INFORMATION AS MAY BE PRESCRIBED;

INDUSTRIAL TRAINING INSTITUTE, DIU.

THE PARTICULAR OF ORGANIZATION, FUNCTION AND DUTIES.

2. POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Financial

The Principal, Govt. Hr. Sec. School, Diu is the HO/DDO in respect of Industrial Training Institute, Ghoghla-Diu, who has been delegated Financial powers under the provision of Delegation of Financial Powers Rules, which are issued / amended by the Govt. of India from time to time. At present the H.O. has powers to sanction expenditure upto Rs. 15,000/- for non-recurring items and Rs. 5,000/- for recurring items. Copy of the Administration order dated 03-05-1999 is annexed herewith. At. "X", "Y", "Z".

3. THE PROCEDURE FOLLOWED IN DECISION MAKING PROCESS, INCLUDING CHANNEL OF SUPERVISION AND ACCOUNTABILITY :

This Department is under the control of Finance Secretary, being H.O.D. for Labour & Employment (Craftsmen Training Scheme) the Department is not directly involved in making decision is being taken from the H.O.D. moreover, So far as the Industrial Training Institute, Diu is concerned, it imparts training in different Engg. & Non-engg. trades under the supervisor of Group Instructor.

4. THE NORMS SET FOR THE DISCHARGE OF FUNCTIONS :

Norm are prescribed by the National Council for Vocational Training and State Council for vocational Training. There are State councils corresponding to National Council to deal all matters relating to vocational training at a level of State the State council which is affiliated to the National Councils for Vocational Training functions as a State agency to advise the Govt. in carrying out the training popicy and the discharge of functions for different I.T.I. 's of State / U.T.

5. THE RULES, REGULATION, INSTRUCTIONS MANUALS AND RECORDS HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS :

Progress cards are maintained in respect of every trainee from the date of admission to the Institute. The monthly tests are conducted in all the subjects and the performance recorded as usual on monthly and quarterly basis for awarding sessional marks.

the form of record card are maintained in respect of ex-trainees of the Industrial Training Institute, The record cards are maintained to ensure that the passed out trainees have been able to secure employment.

6. A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY THE DEPARTMENT OR UNDER ITS CONTROL :

No any document except training records are held by the Institute.

7. THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR ADMINISTRATION THEREOF :

No such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the competent authorities.

8. A STATEMENT OF BOARDS, COUNCILS, COMMITTEE AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVISE AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETINGS ARE ACCESSIBLE FOR PUBLIC.

Committee for the selection of candidates for the admission to the Industrial Training Institute, Ghoghla-Diu. is constituted for scrutinizing the application for I.T.I., Diu member of Committee are as under:

- 1. The Principal, Govt. Higher Secondary School, Diu.*
- 2. The Group Instructor, I.T.I., Diu.*
- 3. The Sr. Craft Instructor, I.T.I., Diu.*
- 4. A Representative of S/C & S/T Officer of the Administration.*

The State Director, Craftsman Training, Daman & Diu shall Scrutinize the selection made and declare the results with the approval of the District Collector or Head of Department.

9. A DIRECTORY OF THE OFFICERS AND EMPLOYEES :

Sr. No.	Name of employee	Designation	Present Pay Scale. in Rs.
01	Shri Rachhpal Singh	I/c Group Instructor	5000-150-8000
02	Shri H.S. Kamalia,	C.I., (Electrician)	6500-200-10500
03	Shri B.S. Kamalia,	C.I., (Wireman)	6500-200-10500
04	Shri A.D. Jethwa	C.I., (C & S)	5000-150-8000
05	Shri I.A. Sheikh,	Maths Instructor.	5000-150-8000
06	Shri N. D. Koli,	C.I., (Welder)	6500-200-10500
07	Shri P.V. Joseph ,	C.I., (Diesel Mech.)	6500-200-10500
08	Shri D.D. Vaghela,	C.I., (Fitter)	6500-200-10500
09	Shri H.J. Solanki,	C.I. (Electrician)	6500-200-10500
10	Shri A.L. Jagdale	Allied Trade Inst.	6500-200-10500
11	Shri P.M. Solanki,	C.I., (R & Ac.)	5000-150-8000
12	Shri M.K. Boricha,	C.I., (Electronic)	5000-150-8000
13	Shri S.V. Chauhan,	Drawing Inst.	5000-150-8000
14	Shri B.R. Solanki,	C.I., (Wireman)	5000-150-8000
15	Kum. R.A. Makwana	L.D.C.	3050-75-3950-80-4590
16	Shri A.B. Divecha,	Workshop Att.	2750-70-3800-75-4400
17	Shri B.J. Vyas	Peon	2550-55-2660-60-3200
18	Shri S.H. Solanki,	Sweeper	2650-65-3300-70-4000
19	Shri M.B. Chauhan	Watchman	2750-70-3800-75-4400
20	Shri V. N. Jethwa,	Watchman	2550-55-2660-60-3200

Short terms contract basis / daily wages.

Sr. No.	Name of employee	Designation	Present Pay Scale. in Rs.	Remarks
01	Shri L.R. Baria,	C.I., (COPA)	Basis pay 5000 + D.A.	Contract basis
02	Shri R.D. Patelia,	C.I., (R & Ac.)	Basis pay 5000 + D.A.	Contract basis
03	Shri S.H. Solanki	C.I., (Fitter)	Basis pay 5000 + D.A.	Contract basis
04	Shri M. G. Chudasama	Workshop Att.	Basis pay 2650 + D.A.	Contract basis
05	Shri D. M. Bamania	L.D.C.	Rs. 105.80 / day	On daily wages
06	Shri Y. M. Baria,	Mech. Helper	Rs. 79.35 / day	On daily wages
07	Kum. J.L. Patel	Sweeper	Rs. 92.57 / day	On daily wages

10. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATIONS :

Sr. No.	Name of employee	Designation	Remuneration
01	Shri Rachhpal Singh	I/c Group Instructor	Rs. 14265=00
02	Shri H.S. Kamalia,	C.I., (Electrician)	Rs. 15731=00
03	Shri B.S. Kamalia,	C.I., (Wireman)	Rs. 15357=00
04	Shri A.D. Jethwa	C.I., (C & S)	Rs. 13355=00
05	Shri I.A. Sheikh,	Maths Instructor.	Rs. 14404=00
06	Shri N. D. Koli,	C.I., (Welder)	Rs. 15,851=00
07	Shri P.V. Joseph ,	C.I., (Diesel Mech.)	Rs. 14797=00

08	Shri D.D. Vaghela,	C.I., (Fitter)	Rs. 15731=00
09	Shri H.J. Solanki,	C.I., (Electrician)	Rs. 14984=00
10	Shri A.L. Jagdale	Allied Trade Inst.	Rs. 13744=00
11	Shri P.M. Solanki,	C.I., (R & Ac.)	Rs. 11663=00
12	Shri M.K. Boricha,	C.I., (Electronic)	Rs. 11483=00
13	Shri S.V. Chauhan,	Drawing Inst.	Rs. 12954=00
14	Shri B.R. Solanki,	C.I., (Wireman)	Rs. 11404=00
15	Kum. R.A. Makwana	L.D.C.	Rs. 7022=00
16	Shri A.B. Divecha,	Workshop Att.	Rs. 6756=00
17	Shri B.J. Vyas	Peon	Rs. 5968=00
18	Shri S.H. Solanki,	Sweeper	Rs. 6379=00
19	Shri M.B. Chauhan	Watchman	Rs. 7481=00
20	Shri V. N. Jethwa,	Watchman	Rs. 5857=00

**11. PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE
AND REPORTS ON DISBURSEMENT MADE.**

Major Head of Account	Sanctioned	Expenditure Grant 2005-2006 up to Aug.2005.
2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130001: Salaries	Rs.23,35000/-	Rs.12,96,678/-
2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130002:Wages	Rs.1,00,000	Rs.--
2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130006:Medicai Treatment	Rs.40,000/-	Rs. —
2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130011:Domestic Travel	Rs 25,000/-	Rs11,444/-
2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130013:Office Expense	Rs. 2,00,000/-	Rs.82,744
2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 13.00.34:Scholarship/Stipend	Rs. 2,50,000/-	Rs.--

2230: Non-Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 13.00.52:Mech. & Equip	Rs.2,00,000	Rs.---
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Major Head of Account	Sanctioned	Expenditure Grant 2005-2006 up to Aug.2005.
2230: Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130001: Salaries	Rs.7,00,000/-	Rs.2,43,460/-
2230: -Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130002:Wages	Rs.25,000/-	Rs.--
2230: -Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130006:Medicai Treatment	Rs.25,000/-	Rs. --
2230: -Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130011:Domestic Travel	Rs 10,000/-	Rs--
2230: -Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 130013:Office Expense	Rs. 4,00,000/-	Rs.3,785/-
2230: -Plan 03: Trainig 003:Trainig of craftsamen & Sup 13: Daman & Diu. 13.00.52:Mech. & Equip	Rs.3,00,000	Rs.---

12. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMERS INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMERS :

No such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the competent authorities.

13. PARTICULARS OF RECIPIENTS OF CONCESSIONS,
PERMITS OF AUTHORIZATIONS GRANTED BY IT :

Concession like supply of overall (Workshop clothing) awarding of stipend are provided to all the trainees of this Institute.

14. DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE
TO OR HELD BY IT REDUCED IN AN ELECTRONIC FORM :

Not available

15. THE PARTICULARS OF FACILITIES AVAILABLE TO
CITIZENS FOR OBTAINING INFORMATION INCLUDING
THE WORKING HOURS OF A LIBRARY OR READING
ROOM, IF MAINTAINED FOR PUBLIC USE :

Facilities available to the citizen for obtaining information available is through the advertisement is the local cable operator, public notice & by sending letter to the public bodies like panchayat, & to the Dist Education Officer for circular of the same to different High & Hr. Secondary school, of the district at the time of Admission to the Industrial Training Institute, Ghoghla-Diu.

16. THE NAMES DESIGNATION AND OTHER PARTICULARS OF
THE PUBLIC INFORMATION OFFICERS.

There is no separate Public information Officer in the Department. However, Head of Office i.e. Principal, Govt. Hr. Sec. School, Diu & H.O. /D.D.O., Industrial Training Institute, Ghoghla-Diu can provide the information of the Department to the public wherever required.

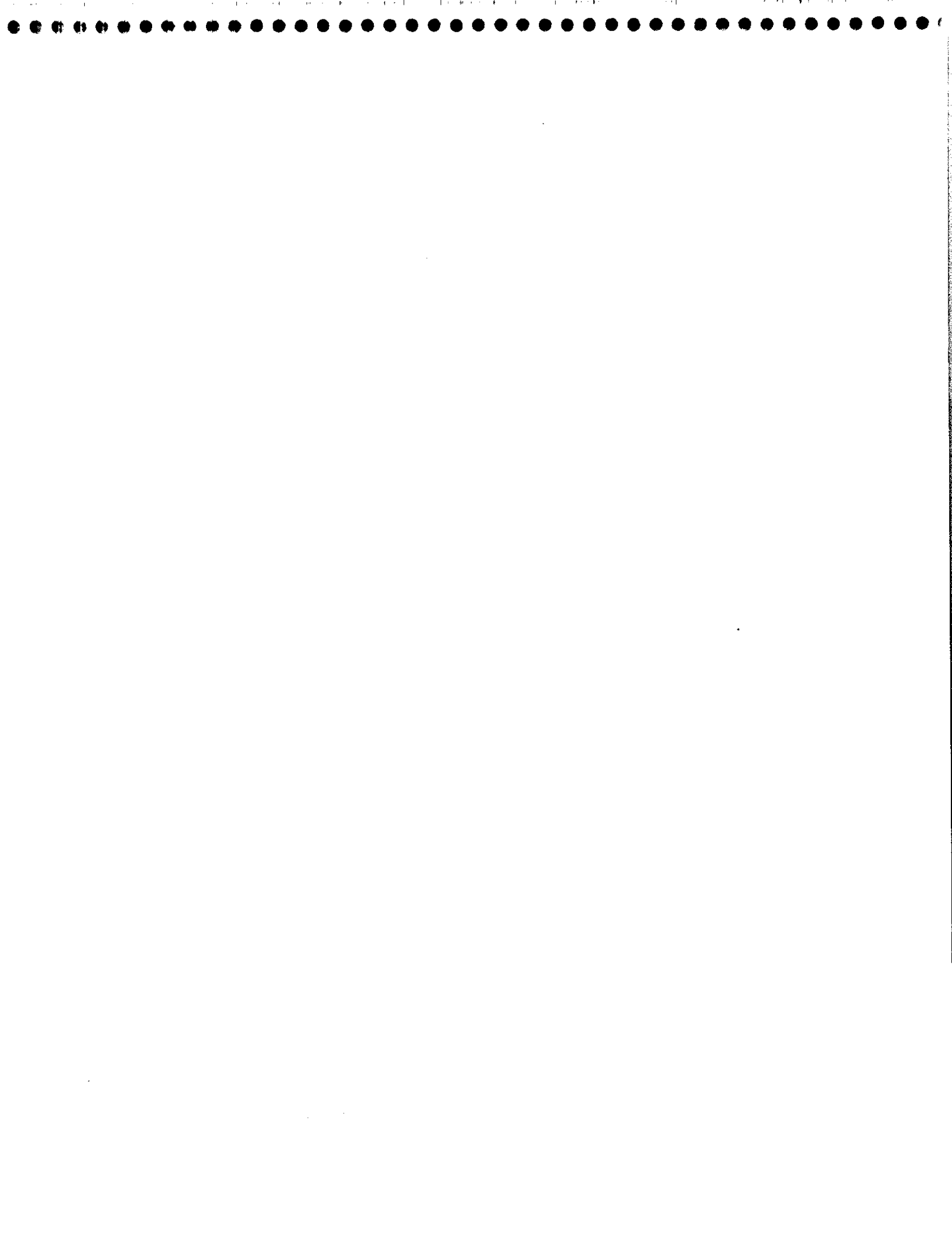
17. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED :

No such Other information available at present which may be prescribed.

ANNEXURE – A(i) (N)

STATEMENT SHOWING THE HEAD WISE DETAILS OF RE-CONSOLIDATE FIGURES FOR THE MONTH OF SEP.

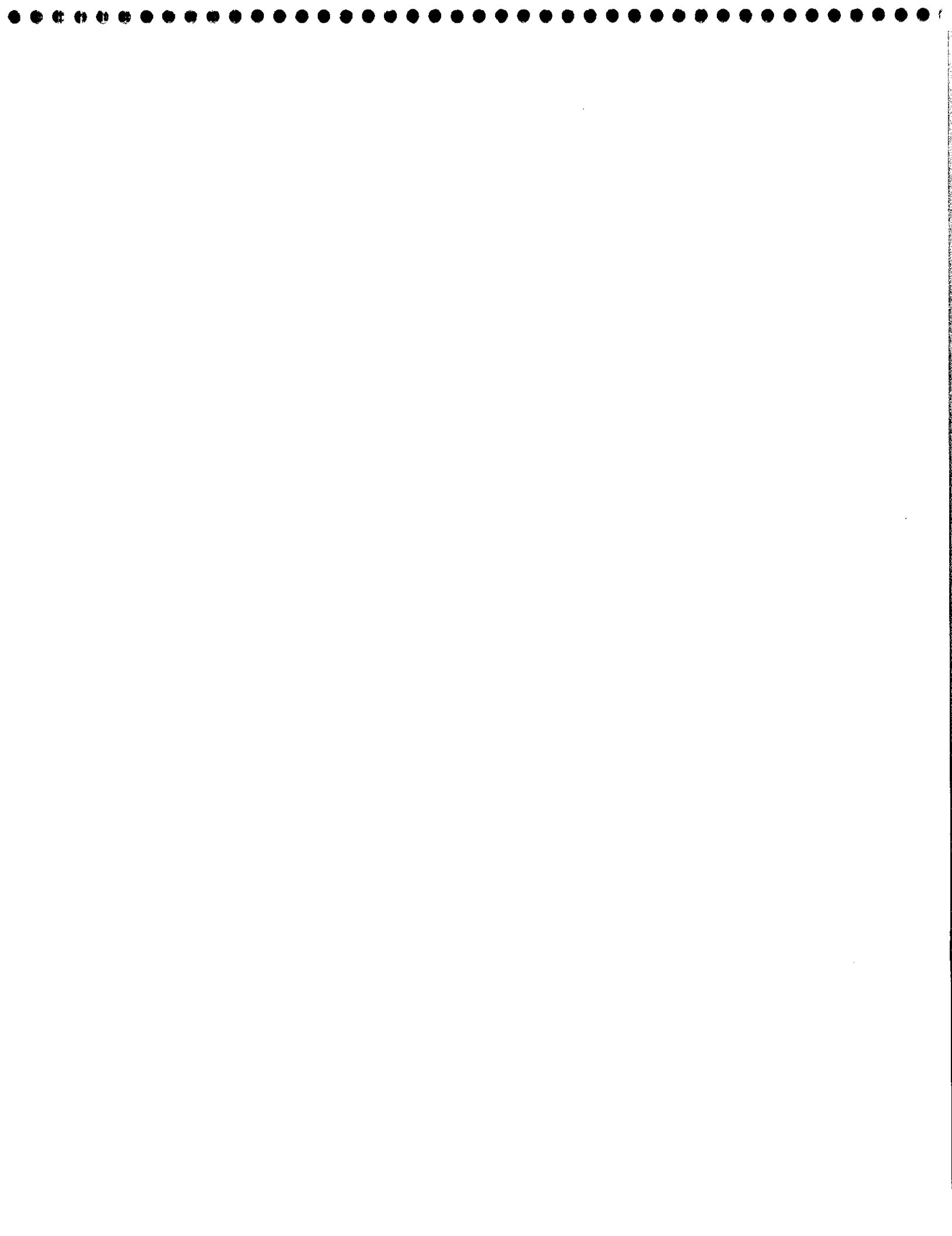
<i>Major/Minor Budget of Accounts</i>	<i>Allotment for the Year 2004-05 Rs. in Thousands.</i>	<i>Exp. in previous month of 08/2005</i>	<i>Exp. during the month of 09/2005</i>	<i>Progressive total (col.3 + 4)</i>	<i>Balance</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>	<i>4.</i>	<i>5.</i>	
Demand No. 63 2015: Election for conduct of 00.105: Charge for conduct of Election to Parliament, 02: Expenditure in U.T. (Without Legislatures) 02.00.28: Professional Service ...	6,00,000/-	13,888/-	12,813/-	26,701/-	5,7
2029: Major Head Non-Plan, Land Revenue, 800: Other Expenditure, 04: Establishment, 04:00:01: Salaries, 04.00.06: Medical Treatment 04.00.11: Domestic Travels Expenses. 04.00.13: Office Expenses	1,33,000/- 5,000/- 10,000/- 2,00,000/-	58,943/- -- -- 65,261/-	9,477/- -- -- 25,477/-	68,420/- -- -- 90,738/-	6 1 1 1,0
2041: Major Head Non-Plan, Taxes on Vehicles 001: Direction & Administration, 01: Directorate of Transport, 01:00:13: Office Expenses. 01.00.50: Other Charges	1,00,000/- 50,000/-	38,972/- --	1,293/- --	40,265/- --	55 50
2052: Major Head Non-Plan, Secretariat General Service, 090: Secretariat, 15: Daman & Diu, 15:00:01: Salaries,	1,75,000/-	72,933/-	--	72,933/-	1,02



2053: Major Head Non-Plan, <i>District Administration,</i> <i>093: District Establishment,</i> <i>07: Daman & Diu,</i>					
<i>07:00:01: Salaries.</i> <i>07.00.02: Wages.</i> <i>07.00.06: Medical Treatment.</i> <i>07.00.11: Domestic Travels Expenses</i> <i>07.00.13: Office Expenses</i> <i>07.00.41: Secret Service Expenditure</i>	26,50,000/- 50,000/- 20,000/- 90,000/- 8,00,000/- 50,000/-	11,79,445/- 12,379/- 17,737/- 39,821/- 3,19,332/- 50,000/-	1,90,953/- 7,089/- -- 2,288/- 44,717/- --	13,70,398/- 16,717/- 17,737/- 42,109/- 3,64,049/- 50,000/-	
2055: Major Head Non-Plan, <i>Police</i> <i>109: District Police,</i> <i>14: Daman & Diu,</i> <i>14:00:13: Office Expenses</i> <i>(FOR PROTOCOL SERVICE)</i>	1,00,000/-	26,007/-	--	26,007/-	
2245: Major Head Non-Plan, <i>Relief on Account of</i> <i>Natural Calamities</i> <i>01: Drought</i> <i>101: Gratuitous Relief,</i> <i>02: Other Items</i> <i>02:00:50: Other Charges.</i>	1,00,000/-	--	--	--	
2408: Major Head Non-Plan <i>Food Storage & Warehousing,</i> <i>01: Food,</i> <i>001: Direction & Administration,</i> <i>05: Daman & Diu,</i> <i>05:00:42: Lump sum Provision.</i>	3,00,000/-	1,22,666/-	30,279/-	1,52,945/-	



3456: Major Head Non-Plan, <i>Civil Supplies</i>					
<i>001: Direction & Administration,</i>					
<i>07: Daman & Diu,</i>					
<i>07:00:42: Lump Sum Provision.</i>	<i>2,00,000/-</i>	<i>83,185/-</i>	<i>10,347/-</i>	<i>93,532/-</i>	



ANNEXURE – A(ii) (PLAN)

STATEMENT SHOWING THE HEAD WISE DETAILS OF RE-CONSOLIDATE FIGURES FOR THE MONTH OF SEPTEMBER

<i>Major/Minor Budget of Accounts</i>	<i>Allotment for the Year 2005-06 Rs. in thousand.</i>	<i>Exp. in previous month of 08/2005</i>	<i>Exp. during the month of 09/2005</i>	<i>Progressive total (col.3 + 4)</i>	<i>Ba</i>
<i>1.</i>	<i>2.</i>	<i>3.</i>	<i>4.</i>	<i>5.</i>	
2041: Major Head Plan, <i>Taxes on Vehicles</i>					
001: Direction & Administration,					
01: Directorate of Transport,					
01:00:01: Salaries.	1,50,000/-	36,352/-	7,342/-	50,896/-	
01.00.11: Domestic Travels	5,000/-	--	--	--	
01.00.13: Office Expenses	3,75,000/-	33,040/-	2,25,910/-	2,58,950/-	
3456: Major Head Plan, <i>Civil Supplies,</i>					
001: Direction & Administration,					
07: Daman & Diu,					
07:00:42: Lump Sum Provision	1,00,000/-	3,723/-	1,782/-	5,505/-	
3053: Major Head Plan, <i>Civil Aviation,</i>					
80: General,					
800: Other Expenditure,					
12: Buildings					
12:00:27: Minor Works	10,00,000/-	--	--	--	

