

No.2/13/92-Conf/Part-I/3004  
Administration of Daman & Diu  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220.  
e-mail : [pers-dd@nic.in](mailto:pers-dd@nic.in)

Dated : 28 / 01 / 2015

**NOTIFICATION**

**Subject : Reporting and Reviewing Authority for APARs of DANICS /  
DANIPS Officers**

In continuation of notification No.2/13/92-Conf/Part-I/2573 dated 12-12-2014, the Administrator of Daman & Diu is pleased to declare the “Reporting Authority” and “Reviewing Authority” respectively in respect of Annual Performance Appraisal Report of DANICS / DANIPS as per Annexure- III.

2. In respect of any DANICS/DANIPS post not included in the Annexure, the Reporting Authority and Reviewing Authority shall be as per the normal administrative hierarchy of the department.

3. It is further laid down that if,

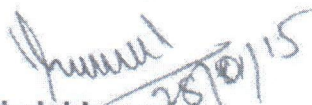
(i) the posts of Reporting and Reviewing Authority are being held by same officer

OR

(ii) the Reviewing Authority for a post happens to be junior to the Reporting officer,

the review shall be carried out by the Reporting Authority of the Reporting Officer.

**By Order and in the name of  
the Administrator of Daman &  
Diu and Dadra & Nagar Haveli**

  
(P. Lalchhuanga)  
Special Secretary (Pers.)

**Encl : Annexure III**

Copy to:-

- 1) The Staff Officer to Administrator, Secretariat, Daman / DNH.
- 2) The Development Commissioner, Secretariat, Daman / DNH.
- 3) The Finance Secretary, Secretariat, Daman / DNH.
- 4) The Collector, Daman / Diu / DNH.
- 5) The Chief Conservator of Forest, Daman / DNH.
- 6) The Secretary (Education), Secretariat, Daman / DNH.
- 7) The S.I.O. NIC, for uploading on Administration Website.
- 8) The Deputy Director, Government Printing Press, Daman for publication in Official Gazette.
- 9) Guard file/Office copy.

**ANNEXURE – III FOR DANICS / DANIPS**

Sl. No.	Name of the Post	Reporting Authority	Reviewing Authority
1.	2.	3.	4.
1.	General Manager (DIC)	Secretary (Industries)	Administrator
2.	Chief Executive Officer, District Panchayat	Director (Panchayat)	Secretary (PRI)
3.	Chief Officer, Municipal Council	Director (Municipal Administration)	Secretary (UD)
4.	Deputy Commissioner (Excise)	Commissioner (Excise)	Secretary (Taxation)
5.	Deputy Commissioner (VAT)	Commissioner (VAT)	Secretary (Taxation)
6.	Deputy Secretary	Administrative Secretary	Administrator
7.	Deputy Collector (H.Q. / Gen.) *	Collector	Secretary (Revenue)
8.	Deputy / Assistant Director of Transport	Director (Transport)	Secretary (Transport)
9.	Deputy Director of Tourism	Director (Tourism)	Secretary (Tourism)
10.	Additional / Deputy Superintendent of Police/Sub Divisional Police Officer (HQ)	Deputy Inspector General (Police)	Administrator
11.	Additional / Deputy Superintendent of Police/Sub Divisional Police Officer	Superintendent of Police	Deputy Inspector General (Police)

\* In case the Deputy Collector is an IAS Officer, there would be 3 levels, including Accepting Authority, and Administrator will be Accepting Authority.

  
 (P. Lalchhuanga)  
 Special Secretary (Pers.)