

No.6/12/2013-PER/Vacancy/3244  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220

Dated : 20 / 01 / 2014

## CIRCULAR

**Sub : Use of Electronic Communication – Reg.**

Attention of all Heads of Office is invited to the meeting held on 26-12-2013 under the Chairmanship of Development Commissioner to review the status of vacancies in Group A, B and C (including Multi Tasking Staff) posts etc. in the UT Administration of Daman & Diu, wherein it was decided that Personnel Department with the help of NIC shall create official e-mail ids of all the departments / offices.

2. Electronic mails (e-mail) provides an effective and expeditious means of communication between two entities. The purpose of using emails in Government Departments is to

- Disseminate information
- Share records and reports with and between Work Groups
- Share Agenda and Minutes.
- Circulate draft document.
- Coordinate meeting, appointment and work schedule, and
- Support informal / formal approval process.

3. In view of above and to encourage e-communication between Departments in the UT Administration of Daman & Diu, e-mail ids have been created for all Heads of Office / Secretaries in the Administration on NIC server (<http://www.mail.gov.in>) and are enclosed herewith. To check email type mail.gov.in in your web browser and enter your username and password. The password has been sent to your mobile number as indicated in the Annexure-I. The email ids of all the departments / offices is annexed herewith as Annexure-I. All concerned officers are further advised to change their password immediately.

Cont...2/-



4. The Administrator, UT of Daman & Diu and Dadra & Nagar Haveli is further pleased to order that :


- (i) All Circulars / Orders / Office Memorandum (OM's), etc. issued by Department of Personnel & Administrative Reforms, Finance, Planning & Statistics, Law, etc. from Secretariat shall henceforth be only through emails and no hard copies will be sent.
- (ii) All Meeting Notices and Agenda from Secretariat shall henceforth be only through email.
- (iii) Other coordinating Departments such as Collectorate, Daman / Diu, etc. shall also adopt email communication only for issuing Circular / Order / Meeting Notices, etc.
- (iv) All Officers shall make conscious and earnest efforts to use emails and encourage their subordinate to also use emails.

5. Any clarification / guidelines regarding use of emails may be sought from SIO, NIC, Daman (utpal.mehta@nic.in / dddam@nic.in).

This issues with the approval of the Hon'ble Administrator, Daman & Diu vide diary No. 1159 & dated 20/01/2014.

Encl : As above

To,  
All Heads of Office,  
Daman & Diu

  
(S.K. Varma)  
Deputy Secretary (Pers.)

Copy to :

1. All Secretaries / Special Secretaries in the UT Administration of Daman & Diu.
2. The SIO, NIC, Daman with a request to upload on Administration website.



**OFFICIAL E-MAIL ID'S OF SECRETARIES / SPECIAL SECRETARIES IN DAMAN & DIU AND DNH**

SR. NO.	NAME OF THE OFFICER	DESIGNATION	DEPARTMENT	E-MAIL ID
1	Shri B.S. Bhalla	Administrator	Administrator's Secretariat, Daman & Diu and DNH	administrator-dd-dnh@nic.in
2	Shri Sandeep Kumar	Development Commissioner	Development Commissioner, Daman & Diu and DNH	devcom-dd@nic.in
3	Shri P.S. Reddy	Finance Secretary	Finance Department, Daman & Diu and DNH	fs-dmn-dd@nic.in
4	Shri Yogesh	Chief Conservator of Forest	Forest Department, Daman & Diu and DNH	ccf-dmn-dd@nic.in
5	Shri Rajesh Khurana	Inspector General of Police	Police Department, Daman & Diu and DNH	digp-daman-dd@nic.in
6	Shri V. Abraham	Secretary (Education)	Education Department, Daman & Diu and DNH	secy-edu-dd@nic.in
7	Shri P.S. Reddy	Secretary	Fisheries Department, Daman & Diu	secyfisheries-dd@nic.in
8	Shri Ramesh Verma	Collector, Daman	Collectorate, Daman	collector-daman-dd@nic.in
9	Shri Vinod Kavle	Collector, Diu	Collectorate, Diu	collector-diu-dd@nic.in
10	Smt. Madhu Garg	Secretary	Official Language, Daman & Diu	secyol-dd@nic.in
11	Smt. Madhu Garg	Secretary	Social Welfare, Daman & Diu	secysw-dd@nic.in
12	Shri Umesh Kumar Tyagi	Special-Secretary-cum-Director (Education)	Education Department, Daman & Diu	diredu-dd@nic.in
13	Shri S S Sidhu	Chief Executive Officer	District Panchayat, Daman	ceodp-dmn-dd@nic.in
14	Shri S S Sidhu	Deputy Secretary	O/o. Deputy Secretary (Education), Daman & Diu	dsedn-dd@nic.in



OFFICIAL E-MAIL ID'S OF DEPARTMENT IN DAMAN

SR. NO.	NAME OF THE OFFICER	DESIGNATION	DEPARTMENT	E-MAIL ID	MOBILE NO.
1	Shri P J Bamanja	Director	Accounts Department, Daman	doa-dd@nic.in	9979938283
2	Smt. Maria Duarte	Staff Officer to Administrator, Daman	Administrators' Secretariat, Daman	soadmmr-dd@nic.in	9825870448
3	Dr. M B Sapra	Zonal Agriculture Officer	Agriculture Department, Daman	ddlr-agri-dd@nic.in	9426473758
4	Shri D B Ahir	Block Development Officer	Block Development Office, Daman	bdo-daman-dd@nic.in	9574900046
5	Smt. K J Baria	Child Development Project Officer	Child Development Project Office, Daman	cdpo-dmn-dd@nic.in	9824922499
6	Smt. Maria Duarte	C.R.S.R	Civil Registrar-cum-Sub Registrar, Daman	crsr-dmn-dd@nic.in	9825870448
7	Shri Gaurav Rajawat	Deputy Collector (HQ)	Collectorate, Daman	dycoll-dmn-dd@nic.in	9427657720
8	Shri S K Varma	Deputy Secretary	Department of Personnel & Administrative Reforms, Daman	pers-dd@nic.in	9726851602
9	Shri Arulrajan	Principal Scientific Officer	Department of Science & Technology, Daman.	pso-dmn-dd@nic.in	8980555551
10	Smt. Seema Bawa	General Manager	District Industries Centre, Daman	dic-dd@nic.in	8469044035
11	Shri B S Shrimali	Assistant Director of Education	Education Department, Daman	adedn-dmn-dd@nic.in	9824767226
12	Shri K.S. Chandrasekhar	Director-cum-Joint Secretary	e-Governance Society, Daman & Diu	ddegs-dd@nic.in	9426828802
13	Shri M R Ingle	Executive Engineer	Electricity Department, Daman	elec-dmn-dd@nic.in	9426982023
14	Shri Gaurav Rajawat	Deputy Commissioner of Excise	Excise Department, Daman	excise-dmn-dd@nic.in	9427657720
15	Shri P J Bamanja	Joint Secretary	Finance Department	jsfin-dd@nic.in	9979938283
16	Shri A K Vala	Station Fire Officer, Daman	Fire Department, Daman	sfo-dmn-dd@nic.in	9824194429
17	Smt. Abhilasha Agrawal	Superintendent	Fisheries Department, Daman	fish-daman-dd@nic.in	9824123816
18	Shri Arulrajan	Deputy Conservator of Forest	Forest Department, Daman	dcf-dmn-dd@nic.in	8980555551
19	Dr Bhoop Singh	Principal	Government College, Daman	pplgovt-dmn-dd@nic.in	9904466100
20	Dr B R Chand	Medical Superintendent	Government Hospital, Marwad, Daman	msg-h-dmn-dd@nic.in	9824141352
21	Shri Lalit Solanki	Principal	Government Polytechnic, Daman	Polytechnic-dmn-dd@nic.in	9427861261



SR. NO.	NAME OF THE OFFICER	DESIGNATION	DEPARTMENT	E-MAIL ID	MOBILE NO.
22	Shri S D Bharadwaj	Deputy Director	Government Printing Press, Daman	gpp-dd@nic.in	9726933111
23	Dr. K Y Sultan	Director	Health Department, Daman & Diu	dmhs-daman-dd@nic.in	9978930867
24	Shri S K Varma	Deputy Secretary	Home Department, Daman & Diu	dshome-dd@nic.in	7359212378
25	Shri J P Solanki	Principal	Industrial Training Institute, Daman	iti-dmn-dd@nic.in	9426945734
26	Shri Kaushik Vaghela	Port Officer	Marine Department, Daman	po-dmn-dd@nic.in	9429117834
27	Dr. Kaushik Rathod	Deputy Director	NVBDCP, Daman	ad-nvbdcp-dd@nic.in	9978930860
28	Shri Updadhay	Assistant Public Prosecutor	O/o. Assistant Public Prosecutor, Daman	app-dmn-dd@nic.in	9825851718
29	Shri Gaurav Rajawat	Assistant Registrar Co. Societies	O/o. Assistant Registrar Co. Societies, Daman	arcs-dmn-dd@nic.in	9427657720
30	Smt. Asha Chaudhary	Deputy Secretary (Election)	O/o. Chief Electoral Officer, Daman & Diu	dselection-dd@nic.in	8238558885
31	Shri Kiran Bhatia	Chief Inspector of Factories & Boilers	O/o. Chief Inspector of Factories & Boilers, Daman	cifb-dmn-dd@nic.in	9825593688
32	Smt. Seema Bawa	Deputy Secretary	O/o. Development Commissioner, Daman & Diu	dsdev-dd@nic.in	8469044035
33	Smt. Snehlata Chand	Project Director	O/o. DRDA, Daman	drda-dmn-dd@nic.in	9825786709
34	Shri B G Contractor	Assistant Director of Education	O/o. Education Department, District Panchayat, Daman	edndp-dmn-dd@nic.in	9016240354
35	Shri N K Halpati	Enquiry Officer, City Survey	O/o. Enquiry Officer, City Survey, Daman	eocs-dmn-dd@nic.in	9374866667
36	Shri Himmat Solanki	The Executive Engineer	O/o. Executive Engineer, PWD-I, Daman	eepwd-dmn-dd@nic.in	9426993448
37	Shri K K Dubey	Mamlatdar	O/o. Mamlatdar, Daman	mdar-dmn-dd@nic.in	9904411366
38	Shri G N Jadao	Executive Engineer	O/o. PWD, District Panchayat, Daman	pwdp-dmn-dd@nic.in	9904115133
39	Shri Sudhir Chawda	Superintendent Engineer	O/o. Superintendent Engineer, PWD, Daman	sepwd-dd@nic.in	9879166999
40	Dr. Anil Kaushik	Assistant Director	Official Language, Daman	adol-daman-dd@nic.in	9979386958
41	Shri S.D. Bharadwaj	Deputy Director	Planning & Statistics, Daman	dps-daman-guj@nic.in	9726933111
42	Shri Atul Thakur	Superintendent of Police (HQ)	Police Department, Daman	police-daman-dd@nic.in	9712209777
43	Shri P.D. Rana	PWD Work Division 3	PWD, WD-III, Daman	wd3-dmn-dd@nic.in	9429117943



SR. NO.	NAME OF THE OFFICER	DESIGNATION	DEPARTMENT	E-MAIL ID	MOBILE NO.
44	Shri Gaurav Rajawat	Head of Sports	Sport Department, Daman	sports-dmn-dd@nic.in	9427657720
45	Shri K K Dubey	Superintendent	Sub-Jail, Daman	subjail-daman-dd@nic.in	9904411366
46	Shri J P Solanki	Principal	Technical Training Institute, Daman	tii-dmn-dd@nic.in	9426945734
47	Shri K S Chandrasekhar	Deputy Director of Tourism	Tourism Department, Daman	tourism-dmn-dd@nic.in	9428828802
48	Shri P P Parmar	Associate Town Planner	Town & Country Planning, Daman	atp-dmn-dd@nic.in	98255560945
49	Shri Hari Krishan Premi	Deputy Director	Transport Department, Daman	rtodaman-dd@nic.in	9537981120
50	Shri C M Bengal	Statistical Officer	Tribal Sub Plan, Daman	sotsp-dmn-dd@nic.in	9825338191
51	Shri K S Bhorla	Deputy Commissioner	VAT Department, Daman	ddvat-dd@nic.in	9726564726
52	Dr. M B Sapra	Veterinary Officer	Veterinary Department, Daman	ahvs-dmn-dd@nic.in	9426473758
53	Shri S K Varma	Deputy Secretary	Vigilance Department, Daman & Diu	dsvig-dd@nic.in	7359212378
54	Shri K K Dubey	Junior Inspector	Weights & Measure, Daman	jiwm-dmn-dd@nic.in	9904411366