

No.1-1-87/CS/Vol.I/3623  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Moti Daman – 396 220

Dated : 12 / 02 / 2014

## ORDER

- READ :
1. Order No. 1/6/93-PER/Part/869 dated 17-06-2011
  2. Corrigendum No.1/6/93-PER/PART/1164 dated 11-07-2011
  3. Notification No.1/1/87-CS/PF/317 dated 28-04-2011
  4. Notification No.1-1-87/CS/Vol.I/2163 dated 20-09-2011
  5. Notification No.1-1-87-CS/PF/318 dated 28-04-2011
  6. Notification No.1/1/87-CS/PF/1080 dated 04-07-2011

In supersession to the orders mentioned in the preamble above, the Administrator of Daman & Diu and Dadra & Nagar Haveli is hereby pleased to order as follows :

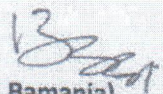
- i. The officers mentioned in column No.2 of Annexure-I shall be the Head of Department under Rule 3 (1) (f) of D.F.P. Rules, 1978 and under S.R. 2 (10) of Fundamental Rules with immediate effect for the departments for which the Secretary is as indicated in Column No.1 of Annexure-I.
- ii. In pursuance of the provisions contained in Sub-Rule (2) of Rule 9, Sub-Rule (2) of Rule 12 and Rule 24 of Central Civil Services (Classification, Control and Appeal) Rules 1965 read with item No.32 (ii) of Part II, item No.(iii) of Sl. No.4 of Part III, item No.(iii) of Sl. No.1 of Part IV of the Schedule thereto, the Appointing Authority, the Disciplinary Authority and the penalties which the said Disciplinary Authority may impose and the Appellate Authority shall be as specified in Column No.2 to 10 for posts in various departments for which the Secretary is as indicated in Column No. 1 of Annexure-II with immediate effect.
- iii. The Departmental Selection Committee / Departmental Promotion Committee / Screening Committee for making *adhoc* appointments / promotions to Group 'A' posts, Departmental Selection Committee / Departmental Promotion Committee for making appointments / promotions / for probation clearance / for confirmation etc. to Group 'B' and 'C' Posts and Multi Tasking Staff and the Screening Committee for the purpose of processing the cases for grant of benefit under ACP / MACP case for the Central Government Civilian Employees in respect of Group 'B', 'C' and

12/02/14

Multi Tasking Staff Services / Posts and isolated posts in Group 'A', 'B', 'C' and Multi Tasking Staff in various departments under the Administration of Daman & Diu and Dadra & Nagar Haveli shall be as mentioned in Annexure-III with immediate effect.

By Order in the name of the  
Administrator of Daman & Diu

Encl : As above

  
(P. J. Bamanian)  
Joint Secretary (Pers.)  
12.02.2014

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 Chief Conservator of Forest, Secretariat, Daman / DNH.
5. The Law Secretary, Secretariat, Daman / DNH.
6. The Managing Director, OI DC, Daman & Diu, Daman / DNH.
7. The Secretary (Education), Secretariat, Daman / DNH.
8. The Collector, Daman / Diu / DNH.
9. The Director of Accounts, Daman.
10. All Heads of Offices, Daman / Diu / DNH.
11. The S.I.O., NIC, Daman for uploading in the Administration Website.
12. The Deputy Director, Government Printing Press, Daman for publication in the Official Gazette.
13. Office copy / Guard file.

**ANNEXURE - I**

<b>SECRETARY OF DEPARTMENT</b>	<b>HEAD OF DEPARTMENT</b>
<b>1</b>	<b>2</b>
Administrator	Administrator
Development Commissioner	Development Commissioner
Finance Secretary	Finance Secretary
Collector, Daman	Collector, Daman
Collector, DNH	Collector, DNH
Chief Conservator of Forest	Chief Conservator of Forest (Only for Department of Forest & Environment)
Any Other Officer	Development Commissioner

*P. J. Baman*  
(P. J. Baman)  
Joint Secretary (Pers.)  
*12.02.2014*

**ANNEXURE - II**

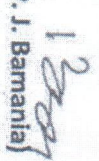
SECRETARY OF DEPARTMENT	APPOINTING AUTHORITY					DISCIPLINARY AUTHORITY					Penalties which it may impose (with reference to item number in Rule 11)
	GROUP A & B	GROUP C	COMMON CADRE POSTS (GROUP C & MTS)	OTHER MTS	GROUP A	GROUP B & C	COMMON CADRE POSTS (GROUP C & MTS)	OTHER MTS			
1 Administrator	2	3 DC	4 DC	5 DC	6	7 DC	8 DC	9 DC	10 All		
Development Commissioner	Administrator	DC	DC	DC	Administrator	DC	DC	DC	All		
Finance Secretary		FS	DC	FS		FS	DC	FS	All		
Collector, Darman		DC	DC	DC		DC	DC	DC	All		
Collector, DNH	Administrator	DC	DC	DC	Administrator	DC	DC	DC	All		
Chief Conservator of Forest		CCF (For Department of Forest & Environment)	DC	CCF (For Department of Forest & Environment)		CCF (For Department of Forest & Environment)	DC	CCF (For Department of Forest & Environment)	All		
Any Other Officer		DC	DC	DC		DC	DC	All			

DC – Development Commissioner

FS – Finance Secretary

CCF – Chief Conservator of Forest

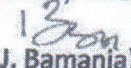
MTS – Multi Tasking Staff

  
 (P. J. Barmania)  
 Joint Secretary (Pers.)  
 I.R.O.R. & IV

### ANNEXURE - III

A.	GROUP 'A', 'B', 'C' & MULTI TASKING STAFF			NAME OF DEPARTMENTS / OFFICES
1	Development Commissioner, Daman & Diu	-	Chairman	<ul style="list-style-type: none"> <li>• For all Departments / Offices, except for which Finance Secretary is the Secretary of the Department, and except the Department of Forest &amp; Environment.</li> <li>• For all common cadre posts.</li> </ul>
2	Chief Conservator of Forest, Daman & Diu	-	Member	
3	Deputy / Joint Secretary (Pers.), Daman	-	Member	
4	Deputy / Joint Secretary (Finance), Daman	-	Member	
5	Head of Office concerned	-	Member	
6	1 (one) additional member to be nominated by the Chairman of DSC / DPC / Screening Committee.	-	Member	
B.	GROUP 'A', 'B', 'C' & MULTI TASKING STAFF			NAME OF DEPARTMENTS / OFFICES
1	Finance Secretary, Daman & Diu	-	Chairman	For those Departments / Offices for which Finance Secretary is the Secretary of the Department (excluding Common Cadre posts, but including other Common Cadre posts of the Department).
2	Conservator of Forest, Daman & Diu	-	Member	
3	Deputy / Joint Secretary (Pers.), Daman	-	Member	
4	Deputy / Joint Secretary (Finance), Daman	-	Member	
5	Head of Office concerned	-	Member	
6	1 (one) additional member to be nominated by the Chairman of DSC / DPC / Screening Committee.	-	Member	
C.	GROUP 'A', 'B', 'C' & MULTI TASKING STAFF			NAME OF DEPARTMENTS / OFFICES
1	Chief Conservator of Forest, Daman & Diu	-	Chairman	For Department of Forest & Environment only (excluding Common Cadre posts, but including other Common Cadre posts of the Department).
2	Conservator of Forest, Daman & Diu	-	Member	
3	Deputy / Joint Secretary (Pers.), Daman	-	Member	
4	Deputy / Joint Secretary (Finance), Daman	-	Member	
5	Head of Office concerned	-	Member	
6	1 (one) additional member to be nominated by the Chairman of DSC / DPC / Screening Committee.	-	Member	
D.	GROUP 'A', 'B', 'C' & MULTI TASKING STAFF			NAME OF DEPARTMENTS / OFFICES
1	Finance Secretary, Daman & Diu	-	Chairman	For all teaching & Non-teaching posts in Department of Education, Daman & Diu (excluding Common Cadre Posts).
2	Secretary (Education), Daman & Diu	-	Member	
3	Director of Education, Daman & Diu	-	Member	
4	Deputy / Joint Secretary (Pers.), Daman	-	Member	
5	Deputy / Joint Secretary (Finance), Daman	-	Member	
6	1 (one) member to be nominated by the Chairman of DSC / DPC / Screening Committee.	-	Member	

Efforts should be made to the maximum extent possible to nominate a Scheduled Caste / Scheduled Tribe / Minority Officer in the Selection Committee for recruitment. This is all the more necessary when bulk selections for a large number of vacancies, say, for thirty or more at a time, are made.

  
 (P. J. Barmania)  
 Joint Secretary (Pers.)  
12.12.2014