

U.T. Administration of Daman & Diu,  
Department of Per. & Admn. Reforms,  
Secretariat, Daman – 396 220.

No.6/32/1998-PER/Part/ 1023

Dated: 18/05/2016.

**Office Memorandum**

**Sub:- Expediting movement of files between Daman & Diu.**

It has been observed by the Hon'ble Administrator that the Head of Offices, Daman & Diu are not following the procedures for expediting movement of files between Daman and Diu as per the instructions issued by the Development Commissioner, Daman & Diu and Dadra & Nagar Haveli vide order No.DC/DMN/2014-15/10611 dated 10/02/2015.(copy enclosed)

It is once again reiterated that all Heads of Office, Daman & Diu should follow the procedures/instructions issued vide order dated 10/02/2015 scrupulously to obviate unnecessary delays.

*R Kumar*  
18-5-2016

( Rakesh Kumar )  
Deputy Secretary (Per)  
Tel. No.2231707

To :

1. All Heads of Office, Daman.
2. The Collector, Diu for circulation to all offices located in Diu District.

Copy to :

1. PPS to Hon'ble Administrator, Daman & Diu and Dadra & Nagar Haveli.
2. All Secretaries/Spl. Secretaries In UT Administration of Daman & Diu
3. Office Website.

NO:DC/DMN/2014-15/ 10611  
UT Administration of Daman & Diu & DNH,  
O/o the Development Commissioner,  
Daman.  
Dated: 10/02/2015

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## ORDER

### **SUB: Expediting movement of files between Daman and Diu.**

It has been observed by the undersigned that various files containing important proposals and seeking financial sanction are being forwarded by Heads of Office (HOs) of Diu District through Collector, Diu to Daman. These proposals are received in Daman by Head of Office of concerned Department or Finance Department. The Department concerned at Daman or Finance Department examine the proposal as per rules, and if any shortcomings are found in proposal, returns such proposal to Collector, Diu for compliance. The Collector, Diu in turn forwards such proposal to the concerned HO of Diu for compliance of shortcomings observed by the Department at Daman/F.D., Daman. The H.O. concerned of Diu after complying the observations, again submit the proposal through Collector, Diu to concerned Department/F.D. Daman.

2. The distance between Daman and Diu is nearly 750 Kms. The physical movement of file between Daman & Diu takes time of at least 10 days. The proposals/projects and financial sanctions gets delayed when such proposals are returned very often, to HOs of Diu.

3. To overcome the situation and for speedy disposal of proposals/financial sanctions of Diu District, it has been decided that following procedure shall be adopted by all HOs/Departments of Daman and Diu, including Financial Department:

- (i) All the Head of Offices at Diu District, while submitting proposal/financial sanctions etc., shall ensure that the proposal is formulated as per the latest Rules/Instructions issued by Government of India and UT Administration of Daman and Diu from time to time. The proposal shall be specific and any ambiguity be avoided. The documents/copies of papers required in support of proposal be placed in file. Any past reference to strengthen the proposal be also placed in file, if required. The copy of Map/Land Records etc. be also placed in file, if required. The File No. and subject should be given to each proposal in accordance with Manual of Office Procedure. Page number on correspondence side and noting side should also be given. The Email id of concerned HO shall be

mentioned on noting sheet on top of right corner on each page. The HO concerned after satisfying himself that the proposal is complete in all respects, shall submit the said proposal to Collector, Diu. A shadow file of all such proposals required to be sent to Daman may be kept by concerned HO, Diu including noting and all papers on correspondence side.

- (ii) The Collector, Diu shall scrutinise all the proposals received from concerned HOs and if found in order, forward such proposals with his recommendation to concerned Department/FD, Daman. The Email id of Collector, Diu be mentioned on note sheet as per para 3(1) of the order. All the files from Diu to Daman shall be sent by Speed post or by special messenger only.
- (iii) The concerned Department/FD in Daman shall after examining such proposal accord his approval/recommendation. If the proposal needs approval of Hon'ble Administrator, it shall forward the proposal to the office of Administrator.
- (iv) If the concerned Department/FD finds any shortcomings, the same shall be recorded specifically on noting side of concerned file with signature of Department/JS(Fin). However, instead of sending the file back to Collector, Diu, the concerned Department/JS(Fin) shall email scanned copy of such observation to the Collector, Diu and concerned HO at Diu. It may be ensured that all the observations be raised at one point at initial stage only. The hard copy of email be kept on file.
- v The concerned HO, Diu/Collector, Diu on receipt of the observation through Email, should immediately comply with such observation in accordance with rules. The reply of observation be submitted on shadow file kept by concerned HO to Collector, Diu. The concerned HO at Diu, upon approval of Collector, Diu shall email the reply so approved by Collector, Diu to concerned Department/FD at Daman. The shadow file will remain with concerned HO at Diu. For this purpose all the HOs, Diu/Collector, Diu shall check their emails regularly.
- vi. The concerned Department/JS(Fin) on receiving the reply of observation through email, shall keep hardcopy of such reply on concerned file, and if found in accordance with rule, accord his approval/recommendation to such proposal. However the approval note may be emailed to Collector, Diu for further action. The concerned file may be sent to Diu by Speed post. If such proposal needs approval of Hon'ble Administrator, it shall forward the proposal to the office of the Hon'ble Administrator.


vii. If, the proposal is received with any observation of Hon'ble Administrator requiring clarification, concerned Department/FD, Daman shall follow the procedure as described in Para 3(iv), (v) and (vi) of this order and on receiving reply to observation of Hon'ble Administrator from Collector, Diu, the concerned Department/FD shall submit the proposal to Hon'ble Administrator for approval.

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viii. On receiving the approval/sanction from Hon'ble Administrator, the concerned Department/FD shall email the approval note to Collector, Diu for further action, and forward the said file to Collector, Diu for further necessary action at his end by speed post.

4. It is reiterated that clarification required on proposals received from Diu should invariably be obtained by sending scanned copies of the observation by email and scanned copy of reply be furnished by Officers at Diu. Shadow File be maintained of all such files at Diu.

5. The above instruction should be strictly adhered to by the Officers at Daman as well as Diu.

  
( Sandeep Kumar )  
Development Commissioner,  
Daman.

To,

1. All Heads of Office, Daman.
2. Collector, Diu for circulation to all Departments at Diu.

Copy to:

1. PPS to Hon'ble Administrator, DD & DNH.
2. All Secretaries/Spl. Secretaries in UT Administration of Daman & Diu.
3. SIO(NIC) for uploading on website.