

No.PWD/DP/DMN/2013-14/ 5039
Office of the Assistant Engineer,
P.W.D., Panchayat Sub-Division,
District Panchayat,
Moti Daman,

Dated: 13/02/2014.

To,
The Development Commissioner /Secretary (PWD),
Secretariat,
Daman.

Sub: Action Taken Report.

Ref : Vide Letter No.1/58/Home/2005/Vol.1/3297
Dated:23/01/2014.

Sir,

With reference to Circular No.1/58/Home/2005/Vol.1/3297 Dated 23/01/2014 of Department of Personnel & Administrative Reforms, Secretariat Daman regarding implementation of **suo motu** disclosure under section 4 of RTI Act, 2005 is as under :-

1	Suo motu publication of 17 manuals in officials Gazette		
	i	The particulars of its organization function and duties.	Enclosed as Manual - 1
	ii	The power and duties of its officers and employees.	Enclosed as Manual - 2
	iii	The procedure followed in the decision making process including channels of supervision and accountability	Enclosed as Manual - 3
	iv	The norms set by it for the discharge of its function.	Enclosed as Manual - 4
	v	The rules regulation instruction, manuals and records, held by its employees for discharge its function.	Enclosed as Manual - 5
	vi	A statement of the categories of documents that are held by it or under its control	Enclosed as Manual - 6
	vii	The particular 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.	The P.W.D. Section of District Panchayat Daman dealing with public grievances for Development activities of Panchayat areas.
	viii	A statement of the boards, councils committees and other bodes 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.	Enclosed as Manual - 8

ix	A directory of its officers and employees	Enclosed as Manual - 9
x	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulation.	Enclosed as Manual - 10
xi	The budget allocated to each of its agency, indicating the expenditures and report on disbursement made.	Enclosed as Manual - 11
xii	The manner of exaction of subsidy programmers including the amounts allocated and the details of beneficiaries of such programmers.	Enclosed as Manual - 12
xiii	Particular of recipient of concessions permits or authorizations granted by it	There is no such concession, permits granted by this Department.
xiv	Details in respect of the information available to held by it reduced in an electronic from.	Enclosed as Manual - 14
xv	The particular of facilities available to citizens for obtaining information, including the working hours of a library of reading room, if maintained for public use.	There is no library or reading room facilities available in the office of the Assistant Engineer/I.c. Executive Engineer.
xvi	The names, designation and other particulars of the Public information Officers.	Enclosed as Manual - 16
xvii	Such others information as may be prescribed and thereafter update these publication every year.	Nil

Further the point wise reply is as under: -

1.0 Suo motu disclosure of more items under section 4 : -

The Assistant Engineer/I.c. Executive Engineer is publishing the information under clause (b) (i) to (xvii) of sub-section 4 (1).

1.1 information related to Procurement is kept on official website of UT Administration.

1.2 Public Private Partnership: the Assistant Engineer / I.c. Executive Engineer is not entered into a Public Private Partnership (PPP).

1.3 Transfer Policy and Transfer Order is made by the Department of Personnel and Administrative reforms Secretariat, Daman.

1.4 RTI Application : The Assistant Engineer/I.c. Executive Engineer is not having own websites, however, henceforth the same will be display on official website of Administration.

1.5 CAG & PAC paras : Not Applicable.

1.6 Citizens Charter : Citizen Charter is displayed on official website.

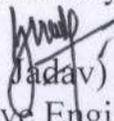
1.7 Discretionary and Non-discretionary grants : No such type of grant is being allocated to the State Govt. /NGOS/Other institutions.

1.8 Foreign Tour of PM/Ministers Not Applicable.

2.0 Guidelines for digital publication of proactive disclosure under Section 4 will be maintained.

3.0 Guidelines for certain clauses of Section 4(1) (b) is (xvii) is disclosed every year.

Yours faithfully,


(G. N. Jadhav)
I/c. Executive Engineer,
P.W.D., District Panchayat,
Daman.

Encl: As above .

Copy submitted to.

1. The N.I.C. Daman. ✓
2. The Chief Executive Officer District Panchayat Daman.

MANUAL -1

Set up of Assistant Engineer/I.C. Executive Engineer Office

- 1) The **Assistant Engineer/I.C. Executive Engineer** is assisted by chief Executive Officer District Panchayat Daman. for development.
- 2) Assistant Engineer/I.C. Executive Engineer Office is preparing Estimate of various Development work Tendering and Executing the same
- 3) The routine administrative matters are looked after by the Assistant Engineer/I.C. Executive Engineer.
- 4) Assistant Engineer/I.C. Executive Engineer having Three junior Engineers basically three civil for looking technical matter.

Technical Section

1. The Particulars of Its Organization, function and Duties

The main functions of Assistant Engineer/I.C. Executive Engineer to prepare estimate accord the technical sanction tendering work and execution the said work as per proceeding of CPWD work manual codes Rules GFR, CTR, DFPR & Instructions & Guidelines issued by the Govt. of India, Ministry of Finance, Ministry of Home Affairs, Urban & Rural Development Planning Commission & the duty of UT Administration from time to time.

Establishment Section

2. Accounts

- (a) All accounts matter including preparation of Bills of all kinds of Gazetted or Non Gazettted Staff.
- (b) Maintenance of Records such as Accounts Section Office, Section Office, Stores reconciliation with the Director of Accounts etc.

Establishment

- (1) Assistant Engineer/I.C. Executive Engineer preparing the estimate proceeding of Tender works and execution the same as per CPWD manual.
- (2) Submission of Proposal for grant of Financial Upgradation under ACP, MACP Schemes of the staff of Assistant Engineer/I.C. Executive Engineer.

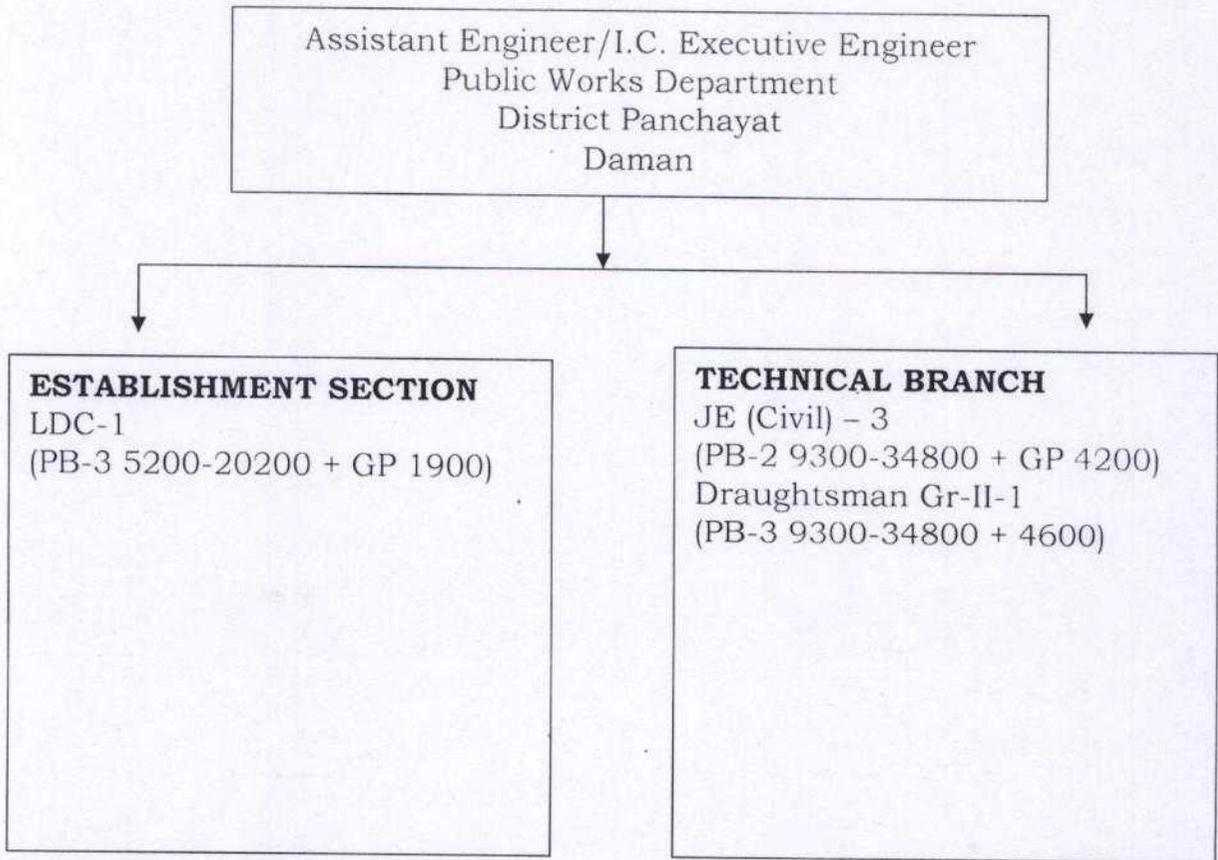
- (3) Correspondence with UT of Local Office & Administrations.
- (4) Maintenance of ACR/APAR of Technical Group C Officers / officials.
- (5) Handling the representations of the Officials/Officers Working under the Assistant Engineer/I.C. Executive Engineer for there Grievances.

Works Allocation to Staffs

The Distribution of work among the staff office of the Assistant Engineer/I.C. Executive Engineer, PWD, are made as under :

Sl. No.	Name of the Official	Work to be entrusted
1.	Shri S. H. Kamalia , Junior Engineer I/c. ASW.	Will look after all the technical works along with the routine work of District Panchayat. Also scrutiny of estimates for accord Technical sanction.
2.	Shri K. M. Patel , , Junior Engineer (Civil)	Will look after all the technical works of along with the routine work of District Panchayat.
3.	Shri M. M. Berawala , Junior Engineer (Civil) E.O. (R.E.)	Will look after all the technical works of District Panchayat as well as 10 villages Panchayat along with the routine work of the same.
4.	Shri Y. D. Tandel , D man Grade-III	Will look after and prepare all the Drawings of Technical works of P.W.D., District Panchayat, Daman. Also look after the RTI matter.
5.	Shri. Keven Jeram L. D. C/Tender Clerk.	Will prepare salary bills of regular staff & work charge staff, F.V.C. Bills, F&F Bills, maintaining records of Establishment and Administrative matter such as Service Book & Leave account, Budget Control Registers, Cashbook, Pay Bill Register, Confidential Matter; Court Matters etc., and also Preparing of Tender documents, comparative statements, typing of work order and issue of the work order, issue of measurement books and all typing work concerned with Executive/Assistant Engineer, P.W.D., District Panchayat, Daman.

**ORGANIZATION CHART OF OFFICE OF THE ASSISTANT
ENGINEER /I.C. EXECUTIVE ENGINEER
PUBLIC WORKS DEPARTMENT,
DISTRICT PANCHAYAT
DAMAN.**



Postal Address:

Assistant Engineer/I.C. Executive Engineer
Public Works Department
District Panchayat
Moti Daman.
Daman.

PIN CODE : 396220

Phone No. 0260- 2230782

WORKING HOURS :

Monday to Friday : 9:30 A.M. TO 1:30 P.M.

1:30 P.M. TO 2:00 P.M. LUNCH BREAK

2:00 P.M. TO 6:00 P.M.

MANUAL - 2

Powers & Duties of Officers & Employees :

Technical Work :

1) Chief Executive Officer :

Giving the Administration Approval and Expenditure Sanction all development works of District Panchayat Under plan and non plan.

2) Development Commissioner/Secy.(PWD) :

Head of Department as well as Appointing Authority for Group 'C' & 'B' Non- Gazetted Technical Officers .

3) Assistant Engineer/I.C. Executive Engineer :

The Assistant Engineer/I.C. Executive Engineer officer his looking after preparing of Estimate with help of Junior Engineer giving Technical Approval and Tendering of various Development works there after executing the works as per CPWD Manual checking of measurement recorded by concerned Junior Engineer and also dealing with the Technical Approval of Building Plan and issuing Occupancy Certificate/Completion Certificate. for rural Area of Daman District.

4) Assistant Surveyor of Works :

1) To examine the proposal for execution of works/estimates/drawing submitted by this office for technical sanction.

MANUAL -3

The procedure followed in the decision making process, including channels Supervision and accountability.

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive application and put dairy number	Counter Clerk	Same day
2.	To mark application/letter to concerned dealing assistant	Office of The Assistant Engineer/I.C. Executive Engineer	1 to 2 days
3.	To examine the correspondence and to put up report	Dealing Assistant	3-5 days depending on urgency of the letter
4.	To examine the note put up	Junior Engineer D.P.	3 to 5 days
5.	To Supervise and examine correctness of notes/letters from branches	Assistant Engineer/I.C. Executive Engineer	5 to 6 days
6.	To approve action proposed	Chief Executive Officer	5 to 8 days
7.	To approve specific matters and VVIP references	Chief Executive Officer	5 to 8 days
8.	To approve seniority, promotion, appointment and other specific cases	DC/Secy. (PWD)	10 to 15 days

MANUAL - 4

The norms set by it for discharge of its functions :

1. The Administrator for Daman & Diu is appointing Authority/Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
2. The Development Commissioner/Secretary is Appointing Authority & Disciplinary Authority in respect of Group 'B' (N.G.) and Group 'C' Technical Officials, also head Department under F.R.S.R.
3. The Administrator is Competent Authority for inter District transfer and posting of Official in Daman & Diu.
4. The Chief Executive Officer is the Head of District Panchayat Daman.
5. The Assistant Engineer/I.c. Executive Engineer is the immediate Officer in the P.W.D. Section who is supervising the work of subordinate staff.
6. All files pertaining to Establishment & Administration matter routed through the Lower Division Clerk He is also assists the Assistant Engineer/I.c. Executive Engineer in the matter of technical Officer and staff.
7. Technical Sanction : A Technical Sanction amounts to a guarantee that the proposals are technically sound and that the estimate are accurately prepared and are based on adequate data.

Nature of Power	Designation of Officer	Extent of Power	Remarks
Accord of technical Sanction to detailed estimates (Civil and Electricals Works)	AE/AEE/ADH	3lac	OM/MAN/186A & 231
	EE/DDH (i)where AE (P) is not provided	30 lac	
	EE (ii) where AE (P) is provided	45 lac	
	SE /DOH	250 lac	
	SE promoted on in situ basis	125 lac	
	CE/ADG/DG	Full powers	

The rules, regulation, instruction, manuals and records held by as per CPWD Manual

- 1) The Assistant Engineer/I.C. Executive Engineer office of the PWD , UT of Daman & Diu functions & Accordance with the CPWD Works Manual - Codes, Rules GFR, CTR, DFPR & Instructions & Guidelines issued by the Govt. of India, Ministry of Finance, Ministry of Home Affairs, Urban & Rural Development Planning Commission & the duty of UT Administration from time to time.

- 2) The Service Rules prescribed by the Central Govt. called as Central civil service Rules in respect of Group 'A', 'B', 'C' local recruitment. The Proposals regarding Recruitment/Promotion is required approval of the Appointing Authority of the Administration is necessary.
 - (a) CPWD Vol. - I
 - (b) CPWD Vol. - II
 - (c) CPWD Vol. - III - Establishment of Work Charged Employee.
 - (d) Service Rules
 - (i) The CCS (CCA) Rules
 - (ii) The CCS (Leave Rules)
 - (iii) F. R. S. R.
 - (iv) CCS (Temporary Service) Rules
 - (v) CCS (Conduct) Rules
 - (vi) LTC Rules

MANUAL - 6

A statement of the categories of documents that are held by it or under its control:

- 1) Preparation of Grant of upgradations under MACP/ ACP, Probation/Promotion, Recruitment etc.
- 2) Personnel Files & Service Book of staff of Assistant Engineer/I.C. Executive Engineer office as well as its sub- ordinate staff.
- 3) ACR's/APAR of Technical Officers of Group 'C'.
- 4) Cash Book Register
- 5) Pay Bill Register, Bill Register
- 6) BCR Register
- 7) Dead stock Register
- 8) Cheque Register
- 9) Monthly/Quarterly Report File
- 10) Pay Bill File
- 11) Contingency Bill File
- 12) Budget File
- 13) Acceptance of Tender Register
- 14) Security Deposit Register
- 15) N. I. T. Register
- 16) Technical Sanction Register
- 17) Acceptance of Quotation Register

The Assistant Engineer/I.C. Executive Engineer Office is function in accordance with the Central Public Works Department Manuals prescribed by the Central Govt. called as CPWD Manuals & Service Rule prescribed therein.

MANUAL - 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;

The Assistant Engineer/I.C. Executive Engineer has dealing with the public & its dealt with the District Panchayat Office for Technical Sanction of execution of works/projects and Technical Approval of public construction plan and Issuing of Occupancy Certificate for the same.

MANUAL - 8

A statement of the boards, councils, committees and other bodies consisting 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) **As Chairman - Nil**

2) **As Member**

- a) Assistant Engineer/I.C. Executive Engineer and Assistant Survey of works are Member of Public Work Committee of District Panchayat Daman for implementation of various Development works.
- b) Assistant Engineer/I.C. Executive Engineer, Member District level Technical Advisory Group (DLTAGS) for District Panchayat /Panchayat Daman.

MANUAL - 9

A directory of its officers and employees :

The directory of its officer and employees of the Assistant Engineer/I.C. Executive Engineer, Daman.

Sr. No.	Designation	Nos.
1.	Assistant Surveyor of Works (I.C.)	1
2.	Junior Engineer	3
3.	Draught Man , Grade-II	1
4.	LDC	1

MANUAL - 10

The monthly remuneration received by the each of its Officers & Employees including the system of compensation as provided in its regulations :

Sr. No.	Name	Designation	Amount	Month & Year
1.	Shri S. H. Kamalia Junior Engineer ASW	Junior Engineer/ I/c. A.S.W.	24480	March 2013
2.	Shri K. M. Patel ,Technical Assistant	Junior Engineer	22100	March 2013
3.	Shri M. M. Berawala , Junior Engineer (Civil)	Junior Engineer	21380	March 2013
4.	Shri Y. D. Tandel, D man Grade-II	Draught Man, Grade-II	19940	March 2013
5.	Shri. Keven Jeram L. D. C/Tender Clerk..	L.D.C./Tender Clerk	7970	March 2013

MANUAL - 11

The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made :

Year of Allocatioin : 2013-14

(Rs. In Thousand)

3054 - Major Head	
Roads & Bridges	--
04 - District & Other Roads	--
337 - Road Works	--
06 - Daman & Diu	--
06.00.01 - Salaries	3200
06.00.02 - Wages	--
06.00.06 - Medical Treatment	75
06.00.11 - Domestic Travel Expenses	15
06.00.13 - Office Expenses	175
06.00.50 - Other Charges	--
800 - Other Expenditure	0
06 - Maintenance and Repairs	--
06.00.27 - Minor Works	--

MANUAL - 12

The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

NIL

MANUAL - 13

Particulars of recipient of concessions permits or authorizations granted by it

There are no such concessions, permits granted by this Department.

MANUAL - 14

Details in respect of the information available to or held by it, reduced in an Electronic form.

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	It is available on website or is being used as a back end data base.
1	Transfer / Posting	Name & Designation of Employees / Official transferred	Yes	Available on website
2	Circulars	All circulars issued by department from time to time	No it is an internal issues	No
3	Seniority list	Seniority of all common cadre staff	Yes	Yes, it will be place as and when its circulation.
4	Tender	Various tender	Yes	Yes
5	Telephone Directory	Directory of Name and Address of all officers	No	No

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 is no library or reading room facilities available in the office of the Assistant Engineer/I.C. Executive Engineer.

MANUAL - 16

The Names, Designations and other particulars of the Public Information Officers.

1) Assistant Engineer/I.C. Executive Engineer (Shir G.N. Jadav) :

The Assistant Engineer/I.C. Executive Engineer officer his looking after preparing of Estimate with help of Junior Engineer giving Technical Approval and Tendering the various Development work, there after executing the works as per CPWD Manual. checking of measurement recorded by concerned Junior Engineer etc.

I.C.Assistant Surveyor of Works (Shri S.H.kamalia)

1) To examine the proposal for execution of Works/estimates/drawing submitted by this office. for technical sanction.

The name designation of CPIO

Chief Engineer

Appellate Authority

Development Commission / Secretary (PWD)

MANUAL - 17

Such other information as may be prescribed and thereafter update these publication every year

----- NIL -----