

**UT. Administration of Daman & Diu, Daman**  
**Office of the Block Development Office, District Panchayat, Daman.**

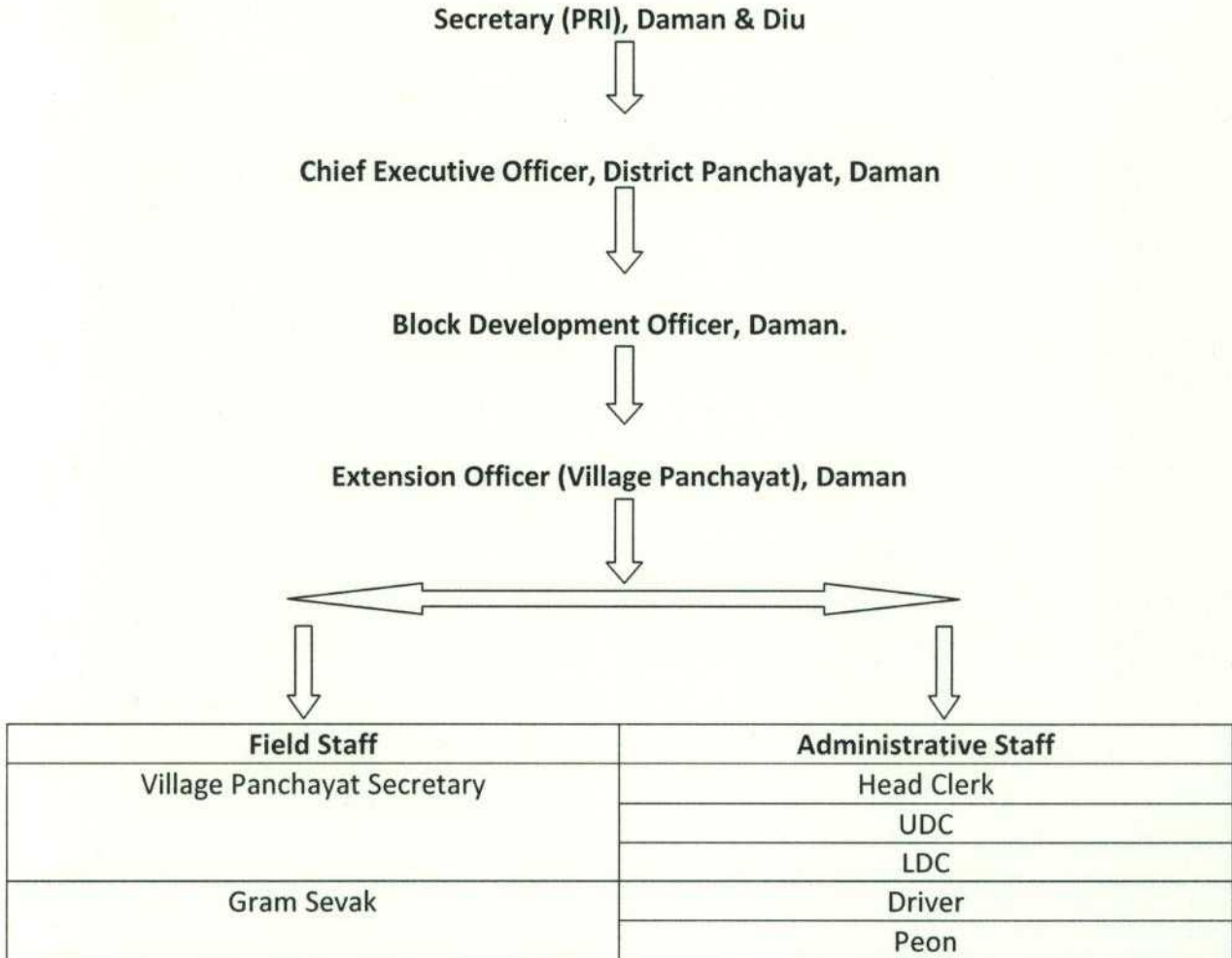
Dated: 13.02.2014

**SUE-MOTO PUBLICATION OF 17 MANUALS**

**Manual-1.**

**The Particulars of its Organization, Functions and Duties:-**

The Secretary (PRI), is head of department of Block Development Office, Daman and Chief Executive Officer, District Panchayat, Daman is also department channel who is Head of Department of Block Development Office, Daman. The Head of Office/Drawing & Disbursing Officer, (Block Development Officer), Daman is the Public Information Officer under clause 5(1) of the Right to Information Act.,2005 for Block Development Office, Daman. The office organisation chart is under:-



**There are 10 Village Panchayats, Daman District namely;**

01. Magarwada Group Gram Panchayat, Magarwada, Daman.
02. Pariyari Group Gram Panchayat, Pariyari, Daman
03. Patlara Gram Panchayat, Patlara, Daman.
04. Damanwada Gram Panchayat, Damanwada, Daman.
05. Dabhel Group Gram Panchayat, Dabhel, Daman.
06. Kachigam Gram Panchayat, Kachigam, Daman.
07. Bhimpore Group Gram Panchayat, Bhimpore, Daman.
08. Varkund Group Gram Panchayat, Varkund, Daman
09. Kadaiya Gram Panchayat, Kadaiya, Daman.
10. Marwad Group Gram Panchayat, Marwad, Daman.



**Function of department:-**

01. Issue of permission for late Registration of Birth & Deaths.
02. Countersigned on Income Certificate and Residence Certificate issued by Village Panchayat.
03. Dealing with the criminal/Chapter cases under section 107, 109, 110, 116, 145, 150 & 151 Cr. PC under the power of Executive Magistrate.
04. Dealing with the cases of inquest, dying declaration u/s. 174 176 Cr. PC & test identification parade.
05. Dealing with Law & order.
06. Affidavit.

**Manual-2.**

**The Powers and duties of its officers and employees:-**

The Block Development Officer has been declared as Head of Office and delegated certain financial powers and also declared as the Executive Magistrate, Daman for the rural area.

**Duties of Employees of office of Block Development Office are furnished as below:-**

Sr. No.	Name and Designation	Duties
01.	Shri P. M. Makwana <b>Extension Officer (Village Panchayat)</b>	1. Inspection in Account Register's of all Village Panchayats, Daman District. 2. Visit of all Village Panchayat, Daman District. 3. Data and Information collection from all Village Panchayat, Daman District.
02.	Shri P. M. Patel <b>Head Clerk</b>	All Establishment work and chapter cases work.
03.	Shri D. K. Patel <b>U.D.C.</b>	Account and Clerical work.
04.	Shri C. N. Halpati <b>L.D.C.</b>	Despatch and Clerical work.
05.	Shri P. L. Patel, <b>Village Panchayat Secretary</b>	Registrar of Birth & Death and all Administrative work related in Village Panchayat.
05.	Shri R. L. Patel, <b>Village Panchayat Secretary</b>	Registrar of Birth & Death and all Administrative work related in Village Panchayat.
06.	Smt. J. B. Dhodi, <b>Village Panchayat Secretary</b>	Registrar of Birth & Death and all Administrative work related in Village Panchayat.
07.	Shri P. S. Bhatt, <b>Village Panchayat Secretary</b>	Registrar of Birth & Death and all Administrative work related in Village Panchayat.
08.	Shri G. D. Kamli, <b>Village Panchayat Secretary</b>	Registrar of Birth & Death and all Administrative work related in Village Panchayat.
09.	Shri K. M. Patel, <b>Gram Sevak</b>	SGSY Scheme loan cases, Ration Card inquiry report, Birth and Death late registration inquiry report and deferent type filled work from U.T. Administration Daman.
10.	Shri J. D. Kamli, <b>Gram Sevak</b>	SGSY Scheme loan cases, Ration Card inquiry report, Birth and Death late registration inquiry report and deferent type filled work from U.T. Administration Daman.



11.	Shri D. R. Rana, Gram Sevak	SGSY Scheme loan cases, Ration Card inquiry report, Birth and Death late registration inquiry report and deferent type filled work from U.T. Administration Daman.
12.	Shri M. P. Halpati, Gram Sevak	SGSY Scheme loan cases, TSP Housing Scheme loan cases, Ration Card inquiry report, Birth and Death late registration inquiry report and deferent type filled work from U.T. Administration Daman.
13.	Shri M. S. Naronha, Driver	Driving in Block Development Officer.
14.	Shri R. M. Patel Peon/Multitasking	Peon work in BDO office
15.	Smt. K. V. K. Laxmi Peon/Multitasking	Peon work in BDO office

### Manual-3.

The procedures followed in the decision making process, including channels of supervision and accountability.

- a) **Decision Marking Process:-** Various matter are put up by employees of office through administrative channel and decision is taken by Block Development Officer, Daman. If it is beyond the power of Head of Office, the decision is taken by the Chief Executive officer, District Panchayat, Daman as well as Secretary (PRI), Daman & Diu, whose are Head of Department.
- b) **Channel of Supervision and Accountability:-** The Village Panchayat Secretary/Gram Sevak works under supervision of Extension officer (Village Panchayat). Overall supervision is done by Block Development Officer for all activities of the Office. The Block Development Officer, is accountable for all related works of Office.

### Manual-4.

**The norms set by it for the discharge of its functions:-**

Already shown through departments Citizen Carter.

### Manual-5.

**The Rules, Regulation etc., for discharging of functions:-**

The Daman & Diu Panchayati Regulation.,2012 in force from 17.08.2012 for discharging function.

**Manual-6.**

**Categories of documents prepared by the department:-**

The following documents/registers/files maintained by the all Village Panchayat, Daman District are as under:-

Sr. No.	Type of documents	Description	Volume
1.	Form-1-A	Account (Leger Control Register)	Village Panchayat rules-1962
2.	Form-1-B	Account (Leger Control Register)	Village Panchayat rules-1962
3.	Form-2-A	Account (Leger Control Register)	Village Panchayat rules-1962
4.	Form-2-B	Account (Leger Control Register)	Village Panchayat rules-1962
5.	Form-3	Cash Book	Village Panchayat rules-1962
6.	Form-4	Receipt Book	Village Panchayat rules-1962
7.	Form-5	Receipt Book Register	Village Panchayat rules-1962
8.	Form-6	Property & Assets Register	Village Panchayat rules-1962
9.	Form-7	Assessment Register for Taxes	Village Panchayat rules-1962
10.	Form-8	Demand & Collection Register for Taxes	Village Panchayat rules-1962
11.	Form-9	Grant Register	Village Panchayat rules-1962
12.	Form-10	Monthly & Annually Income & Expenditure	Village Panchayat rules-1962
13.	Form-11	Budget Register	Village Panchayat rules-1962

**Manual-7.**

Members of Public can directly approach to any employee of office for their work and if needed, they can meet the Block Development Officer at any time.

**Manual-8.**

N. A.





**Manual-9.**

**The Directory of its Officers and employees of the Department of Block Development Officer, Daman.**

Sr. No.	Designation	Nos. Of post sanctioned	Nos. Of post filled	Nos. Of post vacant
01.	The Block Development Officer, Daman	01	01	--
02.	Extension Officer (Village Panchayat), Daman	01	01	--
03.	Head Clerk	01	01	--
04.	UDC	01	01	--
05.	LDC	02	01	01
06.	Village Panchayat Secretary	10	05	05
07.	Gram Sevak	10	05	05
08.	Driver	01	01	--
09.	Multi Tasking Staff (Peon)	02	02	--

**The telephone No. And Fax No. Of the office is as under:-**

(a) Telephone No.0260-2230869

(b) Fax No.0260-2230869

**Manual-10.**

Sr. No.	Name	Designation	Contact No.	Salary
01.	Shri D. B. Ahir	Block Development Officer	9574900046	38250/-
02.	Shri P. M. Patel	Head Clerk	9924105805	40420/-
03.	Shri P. M. Makwana	Extension Officer (VP)	9429530882	28560/-
04.	Shri P. L. Patel	Village Panchayat Secretary	9824782411	37740/-
05.	Shri R. L. Patel	Village Panchayat Secretary	9825256627	37740/-
06.	Smt. J. B. Dhodi	Village Panchayat Secretary	9825875947	28400/-
07.	Shri P. S, Bhatt	Village Panchayat Secretary	9909910652	26620/-
08.	Shri G. D. Kamli	Village Panchayat Secretary	97274339490	26140/-
09.	Shri D. K. Patel	UDC	--	31600/-
10.	Shri C. N. Halpati	LDC	8469740018	26940/-
11.	Shri K. M. Patel	Gram Sevak	9879795480	44460/-
12.	Shri J. D. Kamli	Gram Sevak	9712329082	28440/-
13.	Shri D. R. Rana	Gram Sevak	9924748333	28400/-
14.	Shri M. P. Halpati	Gram Sevak	9979628367	26620/-
15.	Shri M. S. Naronha	Driver	9376164440	26655/-
16.	Shri R. M. Patel	M. T. Peon	9925437949	24365/-
17.	Smt. K. V. K. Laxmi	M. T. Peon	--	24155/-





**Manual-11.**

**Budget Allocation.**

Sr. No.	Year	Budget Head	Amount s.
01.	2013-14	2515- NON PLAN	1,15,10,000/-
02.	--do--	2515- PLAN	10200000/-

**Manual-12.**

**Execution of subsidy programmes and details of beneficiaries.**

The list of beneficiaries have allotted/sanctioned as subsidy for Assistance of Construction of House for the year 2012-13

1	Smt. Ukadi Babu Dhodi,	Patel falia-Zari, Moti Daman.	Rs.1,00,000/-
2	Smt. Champu Chhotu Dhodi,	Taki falia-Zari, Moti Daman.	Rs.1,00,000/-
3	Shri Anil Chanu Dhodi,	Patel falia-Zari, Moti Daman.	Rs.1,00,000/-
4	Shri Subhash Ramesh Dhodi,	Taki falia-Zari, Moti Daman.	Rs.1,00,000/-
5	Shri Haresh Natu Halpati,	Lotha falia,Patlara, Moti Daman.	Rs.1,00,000/-
6	Smt. Sadhana Amrat Halpati,	Halpativas Pariyari, Moti Daman.	Rs.1,00,000/-
7	Shri Natu Naran Halpati,	Halpativas Pariyari, Moti Daman.	Rs.1,00,000/-
8	Smt. Khalpi Naran Halpati,	Halpativas Pariyari, Moti Daman.	Rs.1,00,000/-
9	Shri Ramesh Narshi Halpati,	Veri falia, Naila Pardi, Moti Daman.	Rs.1,00,000/-
10	Shri Mahesh Babu Halpati,	Main road, Naila Pardi, Moti Daman.	Rs.1,00,000/-
11	Shri Ramesh Mohan Halpati,	Halpativas Pariyari, Moti Daman.	Rs.1,00,000/-
12	Smt. Geeta Ashok Varli,	Sagarwad, Pariyari, Moti Daman.	Rs.1,00,000/-
13	Smt. Kamu Tersha Varli,	Sagarwad, Pariyari, Moti Daman.	Rs.1,00,000/-
14	Smt. Ramila Shankar Varli,	Sagarwad, Pariyari, Moti Daman.	Rs.1,00,000/-
15	Smt. Sukhi Raman Halpati,	Bramin falia, Bhimpore, Nani Daman.	Rs.1,00,000/-
16	Smt. Somiben Chhibu Halpati,	Bramin falia, Bhimpore, Nani Daman.	Rs.1,00,000/-
17	Shri Mahesh Chhibu Halpati,	Bramin falia, Bhimpore, Nani Daman.	Rs.1,00,000/-
18	Smt. Jaymati Sukar Halpati	Kund Falia, Bhimpore, Nani Daman	Rs.1,00,000/-
19	SmtLila Bhagu Halpati	Kund Falia, Bhimpore, Nani Daman	Rs.1,00,000/-
20	Smt.Babli Bhaniya Halpati	Kund Falia, Bhimpore, Nani Daman	Rs.1,00,000/-
21	Smt. Sangeeta Rajesh Halpati	Kund Falia, Bhimpore, Nani Daman	Rs.1,00,000/-
22	Shri Mahesh Bhagu Halpati	Kund Falia, Bhimpore, Nani Daman	Rs.1,00,000/-
23	Smt.Shushila Naresh Halpati	Badhliwari Moti Daman	Rs.1,00,000/-
24	Smt.Kanchan Balu Halpati	Badhliwari Moti Daman	Rs.1,00,000/-
25	Smt.Guli Dhiru Halpati	Badhliwari Moti Daman	Rs.1,00,000/-



The list of beneficiaries have allotted/sanctioned as subsidy for Assistance of Construction of House for the year 2013-14.

Sr. No.	Name of the Beneficiaries	Address	Amt of subsidy
1/20	Manjuben Ramesh Halpati (ST)	Dunetha, Nani Daman.	Rs.1,00,000/-
2/20	Kariben Damu Halpati (ST)	Amran falia, Dunetha, Nani Daman.	Rs.1,00,000/-
3/20	Parvatiben Nanubhai Halpati (ST)	Amran falia, Dunetha, Nani Daman.	Rs.1,00,000/-
4/20	Thakorbbhai Dalpat Halpati (ST)	School falia, Dunetha, Nani Daman.	Rs.1,00,000/-
5/20	Chandu Dalpat Halpati (ST)	Pardi falia, Dunetha, Nani Daman	Rs.1,00,000/-
6/20	Pratap Naran Vankadkar (SC)	Moti Vankad, Nani Daman.	Rs.1,00,000/-
7/20	Savita Kalidas Halpati (ST)	Kund falia, Bhimpore, Nani Daman	Rs.1,00,000/-
8/20	Radha Ramesh Halpati (ST)	Kund falia, Bhimpore, Nani Daman	Rs.1,00,000/-
9/20	Rukhi Mohan Halpati (ST)	Badhliwari, Moti Daman.	Rs.1,00,000/-
10/20	Raman Naran Halpati (ST)	Badhliwari, Moti Daman.	Rs.1,00,000/-
11/20	Mahesh Naran Halpati (ST)	Badhliwari, Moti Daman.	Rs.1,00,000/-
12/20	Nirmala Bharat Halpati (ST)	Badhliwari, Moti Daman.	Rs.1,00,000/-
13/20	Bharti Narrotam Halpati (ST)	Badhliwari, Moti Daman.	Rs.1,00,000/-
14/20	Kamu Budhiya Halpati (ST)	Boriya Talav, Moti Daman	Rs.1,00,000/-
15/20	Manish Amrut Halpati (ST)	Palhit, Moti Daman.	Rs.1,00,000/-
16/20	Prabhavati Kishan Mahyavanshi (SC)	Bhamti, Moti Daman.	Rs.1,00,000/-
17/20	Shailesh Lavi Mahyavanshi (SC)	Bhamti, Moti Daman.	Rs.1,00,000/-
18/20	Ashvin Lavi Mahyavanshi (SC)	Pariyari, Moti Daman.	Rs.1,00,000/-
19/20	Manoj Chhagan Mahyavanshi (SC)	Pariyari, Moti Daman.	Rs.1,00,000/-
20/20	Ramila Ramesh Halpati (ST)	Naila Pardi, Moti Daman.	Rs.1,00,000/-





**The list of beneficiaries have allotted/sanctioned as subsidy for Assistance of repairing of House for the year 2013-14.**

Sr. No.	Name of the Beneficiaries	Address	Amount of subsidy
01	Shantiben Budhilal Solanki (SC)	Bhamti, Moti Daman	Rs. 10,000/
02	Damyanti Chiman Patel (SC)	Bhamti, Moti Daman	Rs. 10,000/
03	Pushpa Devidas patel (SC)	Bhamti, Moti daman	Rs. 10,000/
04	Bhikiben Ranchhod mahyavanshi (SC)	Bhamti, Moti Daman.	Rs. 10,000/
05	Nilaben Devram Damania( SC)	Bhamti, Moti Daman.	Rs. 10,000/
06	Ramesh Soma Bhamtiker (SC)	Bhamti, Moti Daman.	Rs. 10,000/
07	Suresh Magan Mahyavanshi ( SC)	Pariyari, Moti Daman	Rs. 10,000/
08	Kirti Danji Damania (SC)	Pariyari, Moti Daman	Rs. 10,000/
09	Vajila Babu Mahyavanshi (SC)	Dalwada, Nani Daman	Rs. 10,000/
10	Ramila Danji Mahyavanshi (SC)	Dalwada, Nani Daman	Rs. 10,000/
11	Lilavati lalji Mahyavanshi (SC)	Dalwad, Nani Daman	Rs. 10,000/
12	Kanji Prema Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
13	Mina Suresh Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
14	Bharat Thakor Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
15	Suresh Nanu HGalpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
16	Pankaj Kanti Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
17	Rajesh Thakor Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
18	Bhaila Kalyan Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
19	Chunilal Jina Halpati (ST)	Bhenslore, Nani Daman.	Rs. 10,000/
20	Gajree Mithal Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
21	Jamna Ravji Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
22	Bhagla Nanu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
23	Shanti Jina Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
24	Babar Shankar Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
25	Jina Bhana Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
26	Chamar Sukkar Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
27	Sukhi Jagan Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
28	Pravin Bhikhu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
29	Lallu Jagan Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
30	Pravin Shankar halp[ati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
31	Shanti Babu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
32	Dhiru Raman Halpati ( ST)	Dunetha, Nani Daman.	Rs. 10,000/
33	Rajesh Jogi Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
34	Raman Chamar halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
35	Santosh Nanu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/



36	Dhedia Sukkar Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
37	Pali Babu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
38	Gomi Dhedia Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
39	Dilip Thakor Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
40	Shanti Chamar Halpati ST	Dunetha, Nani Daman.	Rs. 10,000/
41	Lakhi Gulab Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
42	Jashu kanti Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
43	Rukhi Babu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
44	Mukesh Chhotu Halpati (ST)	Dunetha, Nani Daman.	Rs. 10,000/
45	Mani Devji Halpati (ST)	Deva Pardi, Moti Daman	Rs. 10,000/
46	Manilal Chhagan Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
47	Rukhi Karia Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
48	Shila Thakor Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
49	Champu Nagin Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
50	Radha Amrut Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
51	Kamu Mohan Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
52	Savita Kishan Halpati (ST)	Deva pardi, Moti Daman	Rs. 10,000/
53	Radha Chhotu Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
54	Nandi Raman Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
55	Kamri Raman Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
56	Parvati Chhotu Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
57	Jyoti Jagdish Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
58	Jashi Mangal Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
59	Savita Chhibu Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
60	Parvati Mangal Halpati (ST)	Naila Pardi, Moti Daman	Rs. 10,000/
61	Madhu Bhana Halpati (ST)	Pariyari, Moti Daman	Rs. 10,000/
62	Mangal Ragu Varli (ST)	Pariyari, Moti Daman	Rs. 10,000/
63	Sukha Bhangia Varli (ST)	Pariyari, Moti Daman	Rs. 10,000/
64	Dinesh jagu Varli (ST)	Jampore, Moti Daman	Rs. 10,000/
65	Revli Ramesh Halpati (ST)	Bhamti, Moti Daman	Rs. 10,000/
66	Ramila Satish Halpati (ST)	Bhamti, Moti Daman	Rs. 10,000/
67	Mukesh Ganda Halpati (ST)	Bhamti, Moti Daman	Rs. 10,000/
68	Tapli Radka halpati (ST)	Bhamti, Moti Daman	Rs. 10,000/
69	Mina Mohan Halpati (ST)	Kachigam, Nani Daman	Rs. 10,000/
70	Dhansukh Mohan Halpati (ST)	Kachigam, Nani Daman	Rs. 10,000/

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**Manual-13.**

**Concessions, permits etc..**

No concessions, permits or authorizations are granted by Block Development Office, Daman.

**Manual-14.**

**Details of available information:**

NIL.

**Manual-15.**

**Particulars of facilities available to citizens:-**

There is no library room. Any information can be obtained from the Block Development officer or concerned staff of this office.

**Manual-16.**

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

- |                     |   |
|---------------------|---|
| 01. Name :-         | Mr. D. B. Ahir.   |
| 02. Designation :   | Block Development Officer   |
| 03. Office Address: | Office of the Block Development Office,<br>District Panchayat Campus,<br>Dholar, Moti Daman 396 220.<br>Ph. No. 0260 – 2230869<br>Telefax : 0260 2230 869 |

**Manual-17.**

**Other information:**

NONE.

