

**FINANCE DEPARTMENT, SECRETARIAT, DAMAN**  
**SUO-MOTO PUBLICATIONS OF DELEGATION OF FINANCIAL POWERS**  
**AND GENERAL FINANCIAL RULES.**

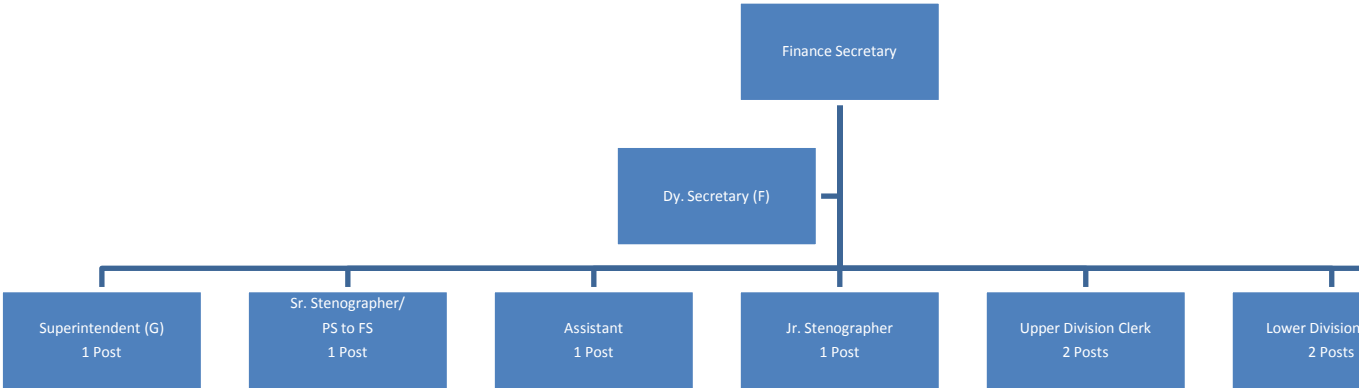
**The particular of the department, functions and duties:**

The main function of the Finance Department of UT of Daman & Diu is :-

1. a) Provides Advisory services to other administrative departments.
- b) Formulates budget and exercises budgetary control over the spending of UT Government Departments.
- c) Monitors the mobilization of resources through taxes, non tax revenue etc.
2. Delivery of services –  
Different Administrative Departments constitute the client of the Finance Department. The Finance Department will provide its advice and opinion on the proposals of Administrative Departments within a week. List of cases concurred with by Finance Department will be shortly placed on the website on daily basis.
3. Scrutiny and concurrence of financial matters of all departments of Daman & Diu.

# Organization Chart

Finance Secretary is the official Head of the Department. The structure of the Finance Department is as follows:-



**Work distribution to Staff Finance Department is as follows:-**

Sr.N o	Name & Designation	Work/departments allotted	Remarks
01	Smt. Niza F.D.Nunes  Sr. Steno.	<ol style="list-style-type: none"> <li>1. PA to FS</li> <li>2. All confidential matters</li> <li>3. Dictation &amp; Typing</li> <li>4. Marine, Ports and Transport</li> </ol> <p><b>Any other work as assigned by the JS(F)</b></p>	
02	Smt. Silvana Pereira  Assistant	<ol style="list-style-type: none"> <li>1. R.T.I. &amp; general correspondence.</li> <li>2. Establishment &amp; C.R. Dossier, Maintenance of Service book, leave account, pension &amp; retirement benefits to staff</li> <li>3. Standing orders</li> <li>4. Education including Technical Education i.e. Polytechnic, T.T.I., I.T.I. &amp; District Panchayat (Edn) and Grants-in-aid.</li> <li>5. PWD Department</li> <li>6. Maintenance of Financial Audit i.e. Panchayat, Municipality and District Panchayat</li> <li>7. Land acquisition department</li> <li>8. Records of Grants-in-aid</li> <li>9. Parliament matters, correspondence with GOI, D.O letters, etc.</li> <li>10. Supervision of all establishment &amp; other financial matters.</li> <li>11. All other works which are not allotted to the dealing hands.</li> </ol> <p><b>Any other work as assigned by the JS(F)</b></p>	
03	Shri Govind B. Patel  Head clerk  (on working arrangement)	<ol style="list-style-type: none"> <li>1. Preparation / Maintenance of Budget &amp; allocation of funds for UT of Daman &amp; Diu</li> <li>2. Forest &amp; Environment</li> <li>3. Planning &amp; Statistics, Printing Press and NIC.</li> <li>4. Collector including Civil supply, Mamlatdar and City survey.</li> <li>5. Architect Planner</li> </ol>	

		6. Veterinary 7. Election department 8. Delegation of Financial powers <b>Any other work as assigned by the JS(F)</b>	
<b>04</b>	Smt. Eliza Rosario, Jr. Steno	1. Attached to the JS(Finance) Dictation and typing. 2. Electricity Department 3. Secretariat i.e. O/o the Administrator, Dev. Com., Law Secretary & Secretary (Education) 4. CJSD/District Judge 5. Sub-Jail 6. District Library 7. Weights & measures 8. Department of Civil Registrar 9. Post Creation/continuation for all departments <b>Any other work as assigned by the JS(F)</b>	
<b>05</b>	Shri Ishvar K. Patel, UDC	1. Medical and Health 2. Police & Fire Services 3. Social welfare department i.e. CDPO, Industries, Pollution & TSP. 4. Agriculture 5. Sports including GIA 6. VAT department 7. Excise department 8. Science & Technology including IT 9. BDO department <b>Any other work as assigned by the JS(F)</b>	
<b>06</b>	Shri Yogesh D. Patel LDC	1. Cash handling & Maintenance of cash book 2. Maintenance of all stock register i.e. Dead stock, consumable, stationary, miscellaneous & Library account including purchase 3. Quarterly/Statement of Pay & allowance records of the UT. 4. RDA /DP/ Panchayats including GIA 5. Municipalities including GIA 6. Bal Bhavan including GIA	

		<p>7. Official language/Hindi Cell 8. O IDC <b>Any other work as assigned by the JS(F)</b></p>	
<b>07</b>	Shri Bhavesh M. Patel  LDC	<p>9. Accounts sections of Finance Department i.e. Preparation of salary, FVC and all bills including advances. 10. Local audit 11. Fisheries Department 12. Accounts &amp; Treasury 13. Co-operative. 14. Tourism/Information &amp; Publicity. 15. Labour &amp; Employment including CIF&amp;B. 16. All advances i.e. GPF, MCA, Mcy.A, Cy.A, HBA, Pay, TA, etc. 17. Inward/Outward. <b>Any other work as assigned by the JS(F)</b></p>	
<b>09</b>	Smt. Meena Gupta,  Sweeper	<p>1. Inward/outward of all letters and files 2. Maintenance of Service postage stamp account 3. Maintenance of diary of inward/outward of all dealing hands 4. Distribution of files and tapal and other related work of dispatch <b>Any other work as assigned by the JS(F)</b></p>	

Postal Address:

1. The Finance Secretary,

Secretariat,

Moti Daman – 396 220

Email id: [fs-dmn-dd@nic.in](mailto:fs-dmn-dd@nic.in)

Ph: (0260) 2230726

Fax: (0260) 2230550

2. Joint Secretary (Finance)

Finance Department

Secretariat,

Moti – Daman - 396 220

Email id: [jsfin-11@nic.in](mailto:jsfin-11@nic.in)

Telefax: (0260) 223097

WORKING HOURS:

Monday to Friday : 9:30 AM 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.

## **THE POWER AND DUTIES OF OFFICERS AND EMPLOYEES**

1.	The Finance Secretary is the Head of Department for the departments which he is the Secretary. .
2.	He is the Appointing Authority for the Departments for which, he is the Secretary
3.	Delegation of Financial Powers to accord sanction of Works, Schemes, Project in the UT of Daman and Diu.