

DEPARTMENT OF TECHNICAL TRAINING INSTITUTE,  
MOTI - DAMAN

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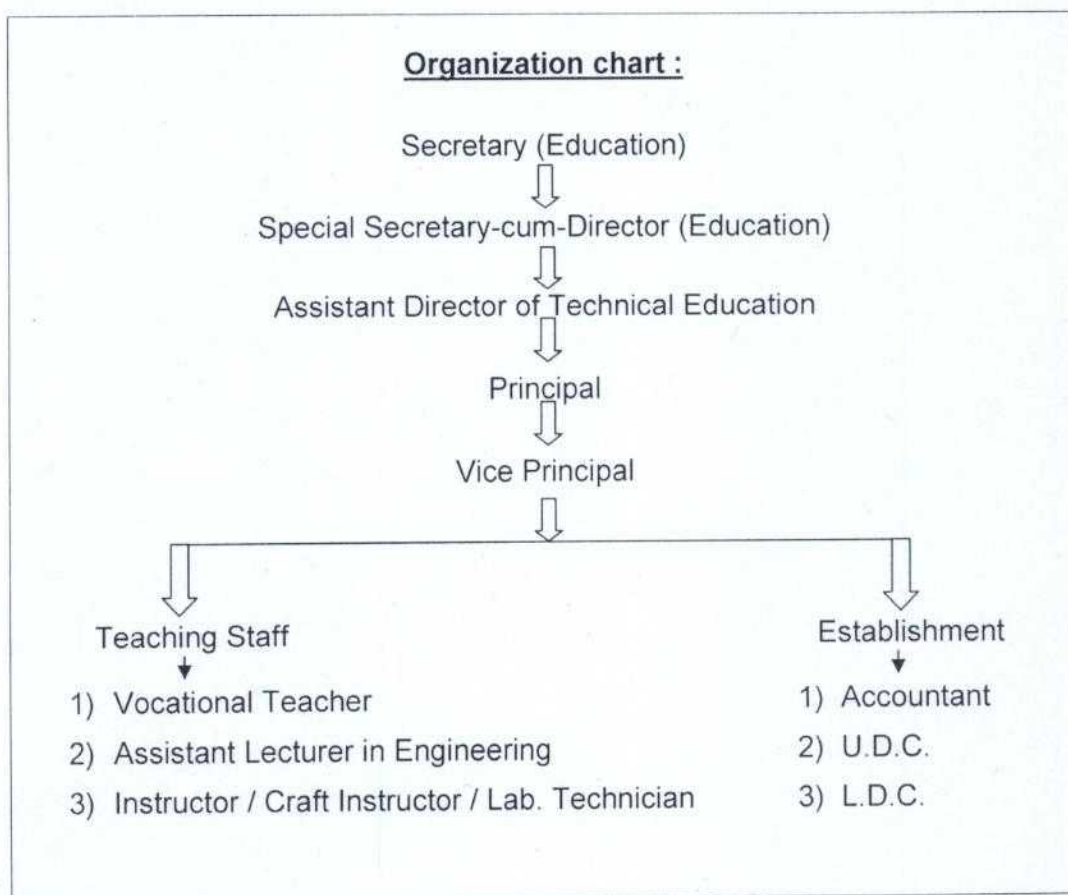
Dated : 31<sup>th</sup> Jan,2014

**SUO-MOTO PUBLICATION OF 17 MANUALS**

**MANUAL - I**

**The particulars of its organization, functions and duties:**

The Technical Training Institute, Daman is imparting knowledge of Technical Subjects (Pre-vocational subject) to the student of all High Schools of Daman District, Imparting Vocational Education at Higher Secondary (10+2) level in field of Vocational Education and Imparting 1 year Craft Training to the Trainees of SC/ST community in various Workshop Trades / Lab. under the Tribal Sub Plan Scheme.



**POSTAL ADDRESS:**

The Principal  
Technical Training Institute,  
Fort Area, Moti Daman.  
PIN Code : 396 220  
  
Phone No. 0260-2230836

**WORKING HOURS**

Monday to Friday : 10:00 A.M. TO 01:30 P.M.  
02:00 P.M. TO 06:00 P.M.  
LUNCH BREAK : 01:30 P.M. TO 02:00 P.M.  
Saturday : 10:00 A.M. TO 01:30 P.M.

**MANUAL – II****The powers and duties of its officers and employees:**

The HO/DDO in respect of this Department who has been delegated Financial powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment, Admission, Academic control in respect of students Control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules.

**Duties of Officers / Employees:****(a) Principal:-**

- Over all Office & Academic Controlling of the Technical Training Institutes, Daman & Diu.
- Department Administrative work correspondence with Gujarat Secondary Education Board, Gandhinagar & Administration of Daman & Diu for time to time.
- Planning & implementation of Scheme.
- Controlling of budget accounts, establishment, store and academic work.
- Maintenance of buildings, workshop sections, Laboratories furniture and other related work.
- Monitoring the department wise smooth working performance.

**(b) Vice Principal:-**

- Teaching in the subjects of Vocational Education.
- Assisting the Principal in academic as well as Administrative Work.
- Control, Supervision and superintendence over the Vocational Institutes.
- Any other work assigned by Principal from time to time.

(c) Asstt. Lecturers / Vocational Teacher:-

- Teaching, Tutorial, Examination & Evaluation, Student assessment work, interaction education activities with students and other related work assigned by the Principal.

(d) Workshop Instructors:-

- To impart Practical Knowledge to the student of Secondary Section in his respective trades, maintain discipline & safety aids in his section, maintain & keep records of Stock register, consumable register and any other work as entrusted by the Principal.

(e) Lab Technician:-

- To help the Lecturers with conducting practical classes in respective laboratories.

(f) Workshop Attendant:-

- To carry out the equipments for practical purpose in laboratory/ Workshop Section, cleaning Labs / Workshop Sections, helping Assistant Lecturer/Vocational Teacher as well as Instructor at the time of Practical Classes.

(g) Accountant / Assistant:-

- Compilation of Accounts matter.
- Maintain the progress registers of budget expenditure and plan expenditure.
- Preparation of Budget and Plan.
- Scrutiny of service matters concerned with accounts (Pay and allowances, fixation, pension cases etc.)
- Cash transaction.

(h) UDC:-

- Typing work of office.
- Handling work of Establishment section / Account Section.
- Other miscellaneous works.
- Students correspondence with Technical Examination Board.
- Collection of Term / Tuition fees etc.
- Maintain of Service Book, Personal File, E.L. Register, General Register about enrollment of students of all staffs etc.

(i) LDC:-

- Typing work of office
- Other miscellaneous works
- Students correspondence with Technical Examination Board.
- Collection of Term / Tuition fees etc.
- Maintenance of Service Book, Personal File of all staffs etc.
- Any other work entrusted by the Principal.

(j) Sweeper:-

- For cleaning Classroom, Office, Building, Toilet & Others cleaning and other school related work entrusted by the Officers.

(k) Watchman:-

- Watching the campus, entire building, workshop and costly items acquired by the institute.

MANUAL – III

The procedure followed in the decision making process, including channels of supervision and accountability:

Sr. No.	Activities	Level of Action	Time Frame
1.	To receive application / letter and put diary number	L.D.C.	Same day
2.	To mark application / letter to concerned dealing assistant	Principal	Same day
3.	To examine the correspondence and to put up report	U.D.C.	6-7 days depending on urgency of the letter
4.	To examine the note put up	Principal	2 to 3 days
5.	To approve action proposed	Principal	2 to 3 days
6.	To approve specific matters and VVIP references	Secretary (Edu.)	2 to 3 days

MANUAL – IV

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

The Principal is the Head of Office of this Institute, the look after all the works of Technical Training Institute, Daman.

MANUAL – V

The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:

This Department functions in accordance with Education Rules prescribed by the Gujarat Secondary Education Board, Gandhinagar and amended by the U.T. Administration of Daman & Diu time to time.

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

- 1) Preparation of MACP/ACP, Probation Clearance of departmental post.
- 2) Preparation of Recruitment Rules of departmental post.
- 3) Personnel files and service books of department staff.
- 4) ACR's/APAR's of Ex-cadre post of Technical Training Institute, Daman.
- 5) Cash Book.
- 6) Pay Bill Register, Bill Register.
- 7) BCR Register.
- 8) G.P.F. Register for Group 'D' of departmental staff.
- 9) Dead Stock Register.
- 10) Cheque Register.
- 11) Monthly / Quarterly Report file.
- 12) Pay Bill File.
- 13) Contingency Bill File.
- 14) Budget File.
- 15) G.R. Register of students.
- 16) Students information like L.C. Mark sheet etc

**MANUAL – VII****The particulars of any arrangement that exists in consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:**

The department of Technical Training Institute, Daman has no direct dealing with the public. The department is dealing with the student for student relative activities and has no relation to the formulation of policy matter.

MANUAL – VIII

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as 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:

No such bodies are constituted by the Principal, Technical Training Institute, Daman.

MANUAL – IX

A directory of its officers and employees:

The Directory of Officers and employees of the Department is enclosed herewith at Annexure-I.

MANUAL – X

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

Monthly remuneration received by Officers and employees is enclosed at Annexure-II.



MANUAL – XIThe budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made:

The required details for the financial year: 2013-14 are as under:

	Major Head of Account	Initially Sanctioned Grant 2013-14	Expenditure upto 31-01-2014
(A)	2203 – Technical Education(Plan) 001 – Direction & Administration 06 – Directorate of Administration		
	06.00.01 – Salaries	25,00,000/-	20,51,930/-
	06.00.02 – Wages	50,000/-	----
	06.00.06 – Medical Treatment	25,000/-	16,562/-
	06.00.11–Domestic Travel Expenses	40,000/-	42,246/-
	06.00.13 – Office Expenses	8,00,000/-	5,67,892/-
	(B)	2203 – Technical Education (Non-Plan) 001 – Direction & Administration 06 – Directorate of Administration	55,00,000/-
06.00.01 - Salaries			---
06.00.02 – Wages		75,000/-	---
06.00.06 – Medical Treatment		50,000/-	12,184/-
06.00.11 – Domestic Travel Expenses		30,000/-	11,584/-
06.00.13 – Office Expenses		6,25,000/-	3,32,092/-
(C)		2203 – Technical Education (Plan) 796 – Tribal Area Sub-Plan 01 – Establishment	
	01.00.01 – Salaries	12,00,000/-	5,63,563/-/-
	01.00.02 – Wages	1,00,000/-	---
	01.00.06 – Medical Treatment	25,000/-	---
	01.00.11 – Domestic Travel Expenses	10,000/-	---
	01.00.13 – Office Expenses	15,65,000/-	14,51,561/-
	01.00.34 – Scholarships / Stipend	11,00,000/-	7,33,000/-

MANUAL – XII

**The manner of extension of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes;**

This department has not executed any subsidy programmes.

MANUAL – XIII

**Particulars of recipients of concessions, permits or authorizations granted by it;**

There is no recipient of concession, permit or authorization provided by this department.

MANUAL – XIV

**Details in respect of the information, available to or held by it, reduced in an electric form;**

There is no facilities available with this department.

MANUAL – XV

**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 facilities available with this department.

**MANUAL – XVI**

**The names, designations and other particulars of the Public Information Officers;**

The Head of Office i.e. Shri J. P. Solanki, I/c. Principal is the Public Information Officer in respect of Technical Training Institute, Daman as notified by Administration.

**MANUAL – XVII**

**Such other information as may be prescribed.**

All other information are uploaded in the Official Web Site. Such as Orders, Recruitment advertise, Establishment work related document list of the department.

**Administration of Daman & Diu(U.T.)**  
**Office of the Principal,**  
**Technical Training Institute, Daman.**  
**DIRECTORY OF OFFICERS & EMPLOYEES**

**ANNEXURE - I**

Sr. No.	Name of Incumbent	Designation	Scale of Pay
1	Shri J. P. Solanki	Vice Principal	15600-39100 + G.P. 5400
2	Smt. Minika M. Dashondi	Vocational Teacher	9300-34800 + G.P. 4800
3	Shri C. L. Smart	Assistant Lecturer in Engineering	9300-34800 + G.P. 4600
4	Shri K. K. Patel		do -
5	Shri Jitesh G. Patel		do -
6	Shri Chetan B. Patel		do -
7	Shri Kanubhai S. Rathod	- do -	9300-34800 + G.P. 4600
8	Shri Umesh Revia	Lab Technician	9300-34800 + G.P. 4600
9	Kum. Angelina Machado	U.D.C.	5200-20200 + G.P.2800
10	Smt. Sofia Maria do Rosario	L.D.C.	5200-20200 + G.P.2400
11	Shri Shantilal C. Lohar	Instructor	5200-20200 + G.P.1900
12	Shri Kailash Ragunath	Instructor	5200-20200 + G.P.1900
13	Shri Vinod P. Patel	Craft Instructor	5200-20200 + G.P.2000
14	Shri Navin K. Patel	Craft Instructor	5200-20200 + G.P.2000
15	Shri Gulabh S. Halpali	Instructor	5200-20200 + G.P.1900
16	Smt. Kamlaben H. Makwana	Workshop Attendant	5200-20200 + G.P.1900
17	Shri Ashok N. Halpali	Workshop Attendant	5200-20200 + G.P.1800
18	Shri Prema Patel	Peon	5200-20200 + G.P.1900
19	Smt. Jacinta Fernandes	Peon	5200-20200 + G.P.1900
20	Shri Kanti V. Patel	Peon	5200-20200 + G.P.1900
21	Smt. Maria L. Lopes	Sweeper	5200-20200 + G.P.1900
22	Shri Nandalal B. Halpali	Warchman	5200-20200 + G.P.1800

Administration of Daman & Diu(U.T.)  
Office of the Principal,  
Technical Training Institute, Daman.  
**MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES**

**ANNEXURE - II**

Sr. No.	Name of Incumbent	Designation	Date of Birth	Date of Joining	Category	Basic Pay as on JAN-2014
1	Shri J. P. Solanki	Vice Principal	01/06/1963	05/10/1983	GEN.	PB-23180 + GP-5400*
2	Smt. Minika M. Dashondi	Vocational Teacher	05/12/1974	19/10/2010	GEN.	PB-15050+GP-4800*
3	Shri C. L. Smart	Assistant Lecturer in Engineering	17/11/1972	30/12/1994	GEN.	PB-18350+GP-4600*
4	Shri K. K. Patel	- do -	05/11/1961	13/05/1981	GEN.	PB-17590+ GP-4800*
5	Shri Jitesh G. Patel	- do -	10/01/1984	22/02/2011	OBC	PB-13590+GP-4600*
6	Shri Chetan B. Patel	- do -	16/12/1980	01/03/2011	GEN.	PB-13590+GP-4600*
7	Shri Kanubhai S. Rathod	- do -	20/01/1983	18/12/2012	SC	PB-9720+ GP-4600*
8	Shri Umesh Revia	Lab Technician	02/06/1973	04/04/1998	GEN.	PB-12480+ GP-2800*
9	Kum. Angelina Machado	U.D.C.	01/11/1961	01/02/2012	GEN.	PB-11510+ GP-2400*
10	Smt. Sofia Maria do Rosario	L.D.C.	18/02/1974	12/09/2013	GEN.	PB-8260+ GP-1900*
11	Shri Shantital C. Lohar	Instructor	01/06/1974	10/07/2001	GEN.	PB-8780+ GP-1900*
12	Shri Kailash Ragunath	Instructor	12/08/1968	28/01/2000	GEN.	PB-9140+ GP-2000*
13	Shri Vinod P. Patel	Craft Instructor	05/02/1975	06/03/2000	GEN.	PB-9130+ GP-2000*
14	Shri Navin K. Patel	Craft Instructor	11/12/1977	30/11/2013	GEN.	PB-5830+ GP-1900*
15	Shri Gulabh S. Halpatti	Instructor	05/01/1975	01/12/2003	ST	PB-7590+ GP-1900*
16	Smt. Kamlaben H. Makwana	Workshop Attendant	16/12/1956	13/01/1990	SC	PB-9280+ GP-1800*
17	Shri Ashok N. Halpatti	Workshop Attendant	29/08/1975	14/07/1997	ST	PB-8270+ GP-1900*
18	Shri Prema Patel	Peon	14/04/1969	06/04/1990	GEN.	PB-9280+ GP-2000*
19	Smt. Jacinta Fernandes	Peon	08/03/1969	19/12/1998	GEN.	PB-8050+ GP-1900*
20	Shri Kanti V. Patel	Peon	11/11/1964	27/05/1995	GEN.	PB-8520+ GP-1900*
21	Smt. Maria L. Lopes	Sweeper	15/02/1965	21/04/1988	GEN.	PB-9290+ GP-2000*
22	Shri Nandatal B. Halpatti	Watchman	17/12/1979	13/07/1998	ST	PB-7740+ GP-1800*

\* Plus other allowances as admissible.