

OFFICE OF THE ADMINISTRATOR,
UT ADMINISTRATION OF DAMAN AND DIU
AND DADRA & NAGAR HAVELI
SECRETARIAT, MOTI-DAMAN

RIGHT TO INFORMATION ACT 2005
(SECTION 4)
PUBLICATION OF 17 MANNUALS

Dated: 02/04/2014.

SUO-MOTU PUBLICATION

MANUAL – 1

The Particular of its Organisation, Functions and Duties :

Office of the Administrator, Daman & Diu and Dadra & Nagar Haveli.

The Post of Administrator is a Constitutional post notified by Clause (1) of Article 239 of the Constitution of India and he is appointed by the Hon'ble President of India. The Administrator is the Head of the UTs of Daman & Diu and Dadra & Nagar Haveli. He is responsible for taking policy decisions, overall supervision and monitoring of Plan & Non-Plan Budget & Expenditure, monitoring developmental activities and mobilization of tax and non-tax revenue etc. (For duties please refer to Manual-2 below)

Postal Address:

Office of the Administrator,
UT of Daman & Diu and Dadra & Nagar Haveli
Secretariat, Moti Daman.
Pin Code – 396 220

Phone No 0260 -2230700, 2230770

Fax No. 0260- 2230775
E-mail:administrator-dd-dnh@nic.in

PUBLIC VISITING HOURS FIXED BY THE HON'BLE ADMINISTRATOR:

12.00 Noon to 1.30 P.M. on every working Monday, Thursday & 2nd & 4th Wednesday
(whenever Hon'ble Administrator is in town and not on official tours)

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.

Organization chart

Administrator, Daman & Diu and Dadra & Nagar Haveli



Staff Officer to Administrator.



Junior Stenographer/PA



UDC



LDC



Driver



**Cook/
Asst Cook (MTS)**



**Daftary/
Peon (MTS)**



Watchman (MTS)



Sweeper (MTS)

MANUAL-2

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

| Sr. No. | Designation | Duties attached |
|---------|--|---|
| 1 | Shri Bhupinder S. Bhalla, IAS Hon'ble Administrator, UTs. of Daman & Diu and Dadra and Nagar & Haveli | Head of Department: Administrator of UTs of Daman & Diu and Dadra Nagar Haveli is responsible for taking policy decisions, overall supervision and monitoring of Plan & Non-Plan Budget & Expenditure, monitoring developmental activities and mobilization of tax and non-tax revenue etc. He is Chairman of all the State Level Committees under various Departments. He is also Inspector General of Police for both UTs and has to supervise the functioning of DIG and SP's of all the three districts and monitors the progress made in the implementation of Police Modernization Scheme and Coastal Security Scheme. Administrator is also functioning as Secretary (Home), Personnel, Vigilance, Tourism, and Information & Publicity. He is Chief Vigilance Officer for both the UTs. He is Chairman of Omnibus Industrial Development Corporation and SC/ST OBC Minority Financial Development Corporation. He has to attend meetings convened by Hon'ble Ministers & Secretaries of various Ministries. He is Appointing and Disciplinary Authority for Group 'A' & 'B' posts. He is Appellate Authority for Revenue, Excise, Service matters etc. He also meets the public representatives and general public on all working days to redress their grievances. He holds discussions with all the officers of the Administration for following up the important issues and the implementation of various developmental schemes/projects in all the sectors. |
| 2 | Mrs. Maria L. Duarte Staff Officer to Administrator | Head of Office.: Her duties in the first instance and more importantly involve carrying out whatever work assigned by the Hon'ble Administrator, UTs. of Daman & Diu & DNH from time to time. |

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| | | <p>Management of Court Cases i.e Appeal/ Review/ Revision cases under the relevant Code, Rule and Laws- which consists of scrutiny of cases, calling of relevant documents from Lower Courts, custody of the documents, fixing dates for hearings and noting down proceedings and judgements, informing parties.</p> <p>Dictation, typing, drafting of letters, maintenance of diary for important meetings, attending telephone calls, fixing appointments of Hon'ble Administrators in various Ministries, attending visitors, and custody of important papers, notes and confidential documents.</p> <p>Making all arrangements for the tour and travel of Hon'ble Administrator which also includes protocol and tie-up with Police Department/Airport authorities/ DRC Delhi for security arrangements, keeping records and settling all dues of the tours undertaken by the Hon'ble Administrator.</p> <p>Also holding charge of the office of Sub-Registrar-cum-Civil Registrar, Daman because of knowledge of Portuguese and to streamline the various problems faced by that department in speedy delivery of services owing to the rush in various applications because of the facility given to the territory in obtaining Portuguese nationality to its erstwhile residents and their families.</p> |
| 3 | Shri Thomas Mathew Junior Stenographer | <p>Working as P.A to Administrator/ Staff Officer: Takes dictation from Hon'ble Administrator. Attending Telephone calls. Fair copy typing of D.O. letters which receives from the various departments of the Administration under the signature of Hon'ble Administrator. Assisting Staff Officer to Administrator in various office works/maintaining meeting/ appointment schedules of Hon'ble Administrator. Dealing hand of various office files. Maintaining the MP/VIP references file. Preparing Income Tax related</p> |

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| | | papers i.e. Form No.2D & Saral Form of Officers and officials of the office. Attending Office Fax Messages. Preparing the list of D.O. letters/CM references received from various Ministries, GOI. All other works entrusted by Hon'ble Administrator/Staff Officer to Administrator from time to time. |
| 4 | Mrs. Josefa Noronha, Head Clerk (On working arrangement) | All Accounts matters including preparation of bills of all kinds in r/o Gazetted and Non-Gazetted and Non-Gazetted staff members/ Contingency/ Budget/ Monthly Quarterly/ Yearly reports, etc. Maintenance of all records of Accounts Section/ Office Stores/ Dead Stock/ Payment of Salary and Maintenance of Cash Book. Reconciliation with Accounts Department, preparation of Budget Estimates, Purchase of Stationeries, Maintenance of Xerox Machines, etc. Income Tax related matters and all other works as assigned by the Staff Officer to Administrator from time to time. |
| 5 | Shri Umesh G. Pathak, LDC (On Working Arrangement) | All works related to Inward/Outward section of this office. Works related to Establishment section of this office. All works related to Official Language Deptt., Monthly/ Quarterly Reports of OL Department, RTI Matters, Monitoring, consolidation and preparation of RTI Monthly/ Quarterly/ Annual Reports and all other works as assigned by the Staff Officer to Administrator from time to time. |
| 6 | Shri Parambil John Michael, LDC | His service is mainly attached with Accounts Section of this office thereby assisting the Head Clerk (A/cs.) on various Accounts related works. He is assisting in the Inward/Outward section, typing works & maintaining visitors Register of this office. Assisting to prepare TA/Tour bills of Hon'ble Administrator and all other as assigned by the Staff Officer to Administrator from time to time. |
| 7 | Shri B.L. Kurkutia, Driver | Attached with Administrator |
| 8 | Shri Kalidas K. Patel, Driver. | Attached with Administrator |
| 9 | Shri Gulab M. Dhodi, Driver | Attached with Office of Administrator |