

Dated: 22 .01.2014

SUE-MOTO PUBLICATION OF 17 MANUALS

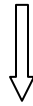
MANUAL – 1

The Particulars of Its Organisation, Functions and Duties:

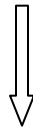
- 1. Organization of various Science popularization Activities such as National Science Seminar, National Science Day, Nature Education for Camp for Students of Teachers Camp, Teacher Training Programme, Science Quiz & Elocution Completion, Science Exhibition, Work Shop, Educational Tour, Visit to Science Center, Science City for Teachers and Students of Daman & Diu District.**
- 2. Implementation of various renewable energy programmes, To provide non-conventional energy equipments , Organizing programmes/camps for general awareness, Projects for Harnessing wing/Solar Energy Projects by setting up Wings/Solar energy projects at suitable sites . To install Non Conventional Energy Equipments at Public places etc.**
- 3. Operation of a Science Museum.**

Organization chart :

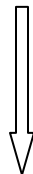
- Secretary (S & T)



Principal Scientific Officer



Museum Manager



L.D.C

Work Allocation to Staffs :-

The distribution of work among the staff of the Department of Science & Technology, Daman

Sr. No	Name of Officials & Designation	Work Allotted
1	Shri Arulrajan P. Principal Scientific Officer,	1) ADMINISTRATIVE SUPERVISION OF DEPARTMENT OF SCIENCE AND TECHNOLOGY. 2) DEVELOPMENT AND IMPLEMENTATION OF SCHEME RELATED TO RESEARCH AND DEVELOPMENT IN THE U.T OF DAMAN AND DIU. 3) POPULARISATION OF SCIENCE AND SCIENTIFIC EQUIPMENTS IN THE U.T OF DAMAN AND DIU. 4) APPLICATION OF NEW TECHNOLOGY INLCUDING NON CONVENTIONAL ENERGY SOURCES.
2.	Ms. Hansa J. Malanker, Museum Manager,	All Establishment matters/ correspondence matters of local Administration files, all hindi correspondence letters and files, purchase of Stationery and other store items, R.T.I matters, Supervision of Museum work/All Other Office work, And The various Activities/Programme conducting/organizing by the department, etc.
3.	Smt. Chithra T.M L.D.C.	Accounts matters/including preparation of bills of all kinds of all Gazetted & Non-Gazetted staff / Contingency / 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, and other works as assigned by Principal Scientific Officer, &

		Museum Manager.
4.	Shri Ashok M. Halpati, Multi Tasking Staff.	General Cleanliness of Office and Delivery of Posts/File and Xerox Work, Inward letters/Files etc. to help Programmes.
5.	Shri Manoj J. Damania, Multi Tasking Staff.	General Cleanliness of Office and Delivery of Posts/File and Xerox Work. Outward letters/Files etc. to help. Programmes.
6.	Smt. Kiran A. Bhavsar, Mus. Attendent.	Museum cleanses, delivery of posts/File and Xerox work, to help dispatch work for Programms./to help Programmes.

Postal Address:

The Department of Science & Technology,

Old B.D.O., Office, Near Secretariat,

Moti – Daman

PIN CODE: 396220

Phone No: 0260-2230685

Fax No: 0260-2230685

WORKING HOURS:

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

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

MANUAL – 6

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

1. Personnel files and service books of staff of Science & Technology Department.
2. Cash Book
3. Pay Bill Register, Bill Register
4. B.C.R Register
5. Dead stock register
6. Cheque register
7. Monthly/Quarterly Report file
8. Pay Bill File
9. Contingency Bill file .
10. Budget file
11. Chelan Register etc

MANUAL – 11

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

1. **Budget Allocation for the Financial Year 2013-14**

3425– Plan	
Other Scientific Research	
01- Survey of India	
001- Direction and Administration	
03- Establishments	
03.00.01 – Salary	3300 (Thirty Three Lakhs)
03.00.02 - Wages	100 (One lakh)
03.00.06 – Medical Treatment	50 (Fifty thousand s)
03.00.11 Domestic Travel Expenses	50 (Fifty thousand s)
03.00.13 Office Expenses	3000 (Thirty lakhs)
2810 Major Head	
New and Renewable Energy	
800 Other Expenditure	
02- Solar Energy System	
02.00.50 Other Charges	1000 (Ten lakhs)

CITYZENS CHARTER IN THE DEPARTMENT OF SCIENCE & TECHNOLGOY, DAMAN.

Sr. no.	Services facilities rendered	Procedure	Time limit	Contact Person	Whom to contact if no solace is received from the Contract Person.
36.1	Science Museum	Open to all	9.30 am to 1.30 pm. 2.00 pm. To 6.00 pm.	Museum Manager	Principal Scientific Officer, Daman.