



Dated : 03<sup>rd</sup> May, 2014.

**SUE-MOTO PUBLICATION OF 17-MANUALS**  
**MANUAL -1**

The Particulars of its Organisation, Functions and Duties :

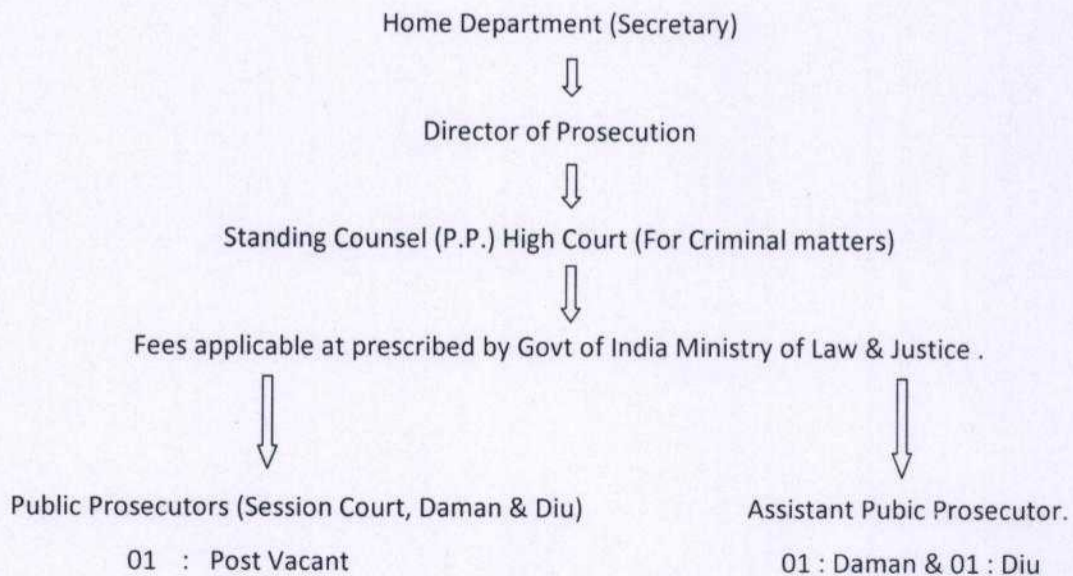
The Secretary (Home) of the U.T. Administration of Daman and Diu is the Administrative Secretary for the Directorate of Prosecution.

The Director of Prosecution is the Head of Office/ Drawing and Disbursing Officer for the office the Director of Prosecution, Daman and Diu. At present there are two Assistant Public Prosecutor (Gazetted, Group 'B') ie. One for Daman District and One for the Diu District. One Post of Public Prosecutor for Daman and Diu is vacant at present and the Assistant Public Prosecutor, Daman has been declared as the Head of office for the office of Pubic Prosecutor.

| Staff/Officer |                         |                    |        |
|---------------|-------------------------|--------------------|--------|
| Sr No.        | Posts                   | Total No. of Posts | Status |
| 1.            | Director of Prosecution | 01                 | Vacant |

The Main function of the Director of Prosecution is to supervise the criminal cases, pending trails, appeal and revision in various Courts. To Supervise and Monitor the conduct of prosecution in courts and give advice to the Government Department on all legal matters (Criminal) of General or specific import vis-a-vis issues arising during investigation or trail whenever required. The Director of Prosecution is the chief functionary of the Prosecution wing and is vested with powers of direction and control over prosecution officers.

**Organisation chart :**



## MANUAL -2



### I. Power and Duties of Officer.

1. **The Secretary (Home)/ Head of the Department :-**  
The Directorate of Prosecution shall function under the Administrative Control of the Secretary (Home), in the U.T. Administration of Daman and Diu. All policies matter related to the Department, including over all supervision of the department he exercises powers vested in Head of Department etc. **At present the post is held of the Hon'ble Administrator of Daman and Diu.**
2. **Director of Prosecution : (01 post : Vacant)**  
The principal function of the Director of Prosecution includes the Administrative control of the prosecution machinery, and also give advice to the various Government Department whenever required in Criminal cases. The legal opinion is sought on the matters relating to the feasibility of filing appeals/revision against the orders of Courts of criminal cases/Appeals etc. The Director of Prosecution, also looks after the financial matters related to the office and is the budget control authority. **At present the post is vacant and additional charge of the post of Director of Prosecution has been allotted to the Assistant Public Prosecutor, Daman.**
3. **Standing Counsel (P.P.) High Court (For Criminal matters) :**  
The Standing Counsel (P.P.), High Court (for Criminal matters) has to appear in the appeal and revision against the Order of the lower court and other miscellaneous application/writ Petitions etc filed in the High Court. He Keeps the concerned officials informed regarding important development in cases assigned, especially stay orders. Furnishing periodicals reports and statements. At present the post of the Standing Counsel (P.P.), High Court (for Criminal matters) is not sanctioned and therefore a Standing Counsel has been appointed on appearance basis on the fees applicable at prescribed by Govt. Of India, Ministry of Law and Justice, New Delhi.
4. **Public Prosecutors (Session Court, Daman & Diu : (01 post: Vacant)**  
The Public Prosecutor conducts criminal cases on behalf of the U.T. Administration of Daman and Diu in the session court. The cases handled by the Public Prosecutor are of grave in nature and exclusively trailed by the Session Court. Also appears in the appeals and revision against the order of the lower Courts. At present the post is vacant and the Assistant Public Prosecutor, Daman has been declared as the Head of Office for the office of the Public Prosecutor, Daman and Diu. At present **five advocates** are appointed and appearing in the Sessions court for conducting the criminal cases on case wise fees payable on their appearance basis.
5. **Assistant Public Prosecutor: 02 posts** (01 post :Daman District & 01 post :Diu District)  
**(A) : Assistant Public Prosecutor, Daman :** Is the Head of Office and Drawing and Disbursing officer for the office of the Assistant Pubic Prosecutor, Daman. His main function is to conduct Criminal cases in the Court of Chief Judicial Magistrate/ Judicial Magistrate First Class. In addition to the case filed by the Police, he also deals with the criminal cases of other Department such as Food and Drugs, Labour Department, Excise Department, Forest Department, Town and County Planning Department of the Administration.  
**(B) (A) : Assistant Public Prosecutor, Diu:** Is the Head of Office and Drawing and Disbursing officer for the office of the Assistant Pubic Prosecutor, Diu. His main function is to conduct Criminal cases in the Court of Chief Judicial Magistrate. In addition to the case filed by the Police, he also deals with the criminal cases of other Department such as Food and Drugs, Labour Department, Excise Department, Forest Department, Town and County Planning Department of the Administration.

**Postal Address :**



**The Director of Prosecution**

Department of Directorate of Prosecution

Court building, 1<sup>st</sup> Floor, Fort Area, Moti Daman.

Pin Code : 396 220

Phone No : 0260-2230122

Fax : 0260 : 2230567

**Working of Hours :**

Monday to Friday : 9:30 AM to 1:30 P.M.  
1:30PM to 2:00 P.M. Lunch Break  
2:00 PM to 6:00 P.M.

### MANUAL-3

The procedure followed in the Decision making process. Including channels of Supervision & accountability.

The proposal for any policy matters is initiated first of Dop, and is submitted to the Secretary (Home)/ Hon'ble Administrator through Deputy Secretary (Home) for taking policy decision. The accountability as per the hierarchy of the posts in the supervision channel. The matter related to the establishment are submitted through the Deputy Secretary (Home) to the Secretary Hon'ble Administrator.

### MANUAL-4

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

1. The Hon'ble Administrator, Daman and Diu is the Appointing authority for group 'A' Gazetted officer. He is also disciplinary authority for group 'A' Gazetted Officer.
2. The Director of Prosecution is the Head of Office for the Directorate of Prosecution, Daman and Diu. He looks after all the works related to the Department.

### MANUAL-5

The rules regulation, Instructions, Mannuals & Records, held by it or under its control or used by its employees for discharging its functions.

The post of Director of Prosecution, Daman and Diu has been created under section 25 of the Code of Criminal Procedure (Amendment), Act, 2005. The powers and function of the Director of Prosecution, are as specified under 25-A of Cr.P.C.

### MANUAL-6

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

1. Recruitment Rules for the Post of Director of Prosecution.
2. Personal file/ Service Book of Director of Prosecution.
3. Pay bill Register, Bill Register.
4. Dead stock register
5. Cheque register
6. Postage stamp record register
7. Register of Contingent charges (TR-29)
8. Budget file.
9. BCR Register.
10. Register of stock of consumable stores and stationery
11. Cash Book.
12. Register showing expenses by Heads of Account (GFR-9).

### MANUAL-7

The particular of any arrangement that exits for consultation with, or Representation by the members of the public in relation to the formulation of its policy or implementation thereof :

The Department of Prosecution, Daman and Diu has no direct dealing with the public. The department of Director of Prosecutor, is dealing with cases related to the Criminal and Criminal cases filed by the Police Department and various Government Department and has no relation to the formulation of policy matter.

### MANUAL-8

A statements of boards, councils, committees and other bodies consisting tow or more persons constituted as its part or for the purpose of its advise and as to whether meeting of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public

Not applicable as far as Daman and Diu is concerned.



**MANUAL-9**

A directory of its officers and employees



| Officers/ Employees |                         |               |              |
|---------------------|-------------------------|---------------|--------------|
| Sr No.              | Posts                   | Telephone No. | Fax No.      |
| 1.                  | Director of Prosecution | 0260-2230122  | 0260-2230567 |

**MANUAL-10**

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

| Officers/ Employees |                         |                               |
|---------------------|-------------------------|-------------------------------|
| Sr No.              | Posts                   | Remarks .                     |
| 1.                  | Director of Prosecution | At present the post is Vacant |

**MANUAL-11**

The Budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursement made :

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

| Budget Head | Contents                      | Expenditure done for the year 2013-14 (Amt in Lakhs) |
|-------------|-------------------------------|--|
| 2014        | : Major Head – Non Plan       |  |
|             | : Administration of Justice   |  |
| 114         | : Legal Advisers and Counsels |  |
| 08.00.01    | : Salaries                    | 0.00   |
| 08.00.02    | : Wages                       | 0.00   |
| 08.00.06    | : Medical Treatment           | 0.00   |
| 08.00.11    | : Domestic Travel Expenses    | 1.00   |
| 08.00.13    | : Office Expenditure          | 0.14   |

**MANUAL-12**

**The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes .**

This department has not executed any subsidy programmes.

**MANUAL-13**

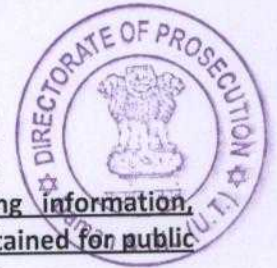
**Particulars of recipients of concessions, permits or authorizations granted by it.**

There are no such concessions, permits granted by this department.

**MANUAL-14**

**Details in respect of the information, available to or held by it, reduced in and electronic form.**

The department information is available on official Web site dop-dd@nic.in



**MANUAL-15**

**The particulars of facilities available to Citizens for obtaining information, including the working hours of a library of reading rooms, if maintained for public use.**

At present there is no library or reading room facility available for the Director of Prosecution, Daman and Diu.

**MANUAL-16**

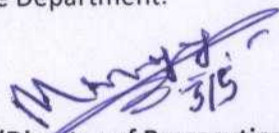
**The names, designation and other particulars of the Public Information officer :**

This is a new set up and the procedure to appointing Public Information Officer is under process

**MANUAL-17**

**Such Other information as may be prescribed: and thereafter update these publication every year.**

All information are updated in the Official web of the Department.

  
(Director of Prosecution)  
Daman and Diu ,  
Daman