

SUO -MOTO DISCLOSURE UNDER SECTION 4 OF RTI ACT, 2005

MANUAL - 1

The particulars of its organization, functions and duties.

COLLECTOR DAMAN

1. N.A permission cases under section 32 of the Goa Daman & Diu Land Revenue, Code, 1968.
2. N.A permission for residential purpose for self housing for plot / land up to 500 Sq meter U/s 32 of the Daman & Diu Land Revenue, Code, 1968.
3. Sale permission cases u/s 8-B of Daman (Abolition of Proprietorship of villages) regulation (Amendment) Act, 1968 & rules framed.
4. Land gift permission case u/s 8-B of Daman (abolition of Proprietorship of villages) regulation amendment act 1968 & rules framed thereunder rule 2 (1) (a) & 2 (1) (i)
5. Land exchange permission case u/s 8-B of Daman (Abolition of Proprietorship of villages) regulation amendment act 1968 & rules framed thereunder rule 2 (1) (i).
6. Land Mortgage permission case u/s 8-B of Daman (Abolition of Proprietorship of villages) regulation amendment act 1968 & rules framed thereunder rule 2 (1) (e).
7. For correction entry clerical errors of records
8. For issuing arm license.
9. For issuing license for cinema theatre under cinematography act.
10. For issuing license for video parlour.
11. For issuing license under petroleum act.
12. For issuing sound permission upto 10.00 p.m.
13. For starting and registration of newspapers.
14. For endorsement of foreign power of attorney.

DEPUTY COLLECTOR

1. Sub Division / Amalgamation under section 62 of the Goa, Daman & Diu Land Revenue, Code, 1968.
2. Partition under section 61 of the Goa, Daman & Diu Land Revenue, Code, 1968.
3. Procedure for acquisition of land; filing objections and enhancement of claims under land acquisition act.
4. Information under Right to Information Act, 2005.
5. For inclusion/Transposition /cancellation/correction of names in the electoral roll.

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The powers and duties of its officers and employees:

The following Officer / Officials in the Collectorate, Daman are allotted the work as shown against each

Sr. No.	Name and Designation.	Works allotted.
1.	Shri Jerambhai L. Patel, Superintendent (Gaz.)	<ol style="list-style-type: none">1. Superintendent (Establishment)2. Magisterial Section3. Classified/Secretariat Books4. Disaster Management5. File pertaing to Establishment Section will be routed through him6. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time
2.	Shri Antonio F. Jesus Superintendent (Gaz)	<ol style="list-style-type: none">1. Superintendent (Land)2. Files pertaining to land section of Collectorate Daman including Land Partition/ Sub Division/Amalgamation cases will be routed through him3. C.R. Z. Matter4. Superintendent Election Cell, Collectorate, Daman5. D.M.C related matter6. Any other work allotted by the Collector Deputy Collector, Daman from time to time
3.	Shri Hansraj K. Kamli Superintendent (NG)	<ol style="list-style-type: none">1. Superintendent Civil Supply/Land Acquisition/ Panchayat related matter2. Protocol Matter/VIP/VVIP Reservation3. Recovery Matters4. UIDAI Project5. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time
4.	Shri Ganesh G. Dhodi, Head Clerk (Land Section)	<ol style="list-style-type: none">1. Head Clerk Land Section2. Land Partition/Sub-Division/Amalgamation Cases3. COC to Court of Collector/Deputy Collector(HQ)/SDM/Additional Collector, Daman (LRC Appeal/Forest Settlement cases under Section 133 Cr. Pc.4. Flood Control5. Disaster Management6. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time
5.	Smt. Loretat Machado Head Clerk (Est/MAG section)	<ol style="list-style-type: none">1. RTI Matter.2. PMO and VIP reference/correspondence from Ministry.3. Air Port Matters4. Parliament Question.5. NSS Scheme/Postal Matter.6. Communal Harmony/Encroachment Religious Stricture/Cinemas/Videos Theatre and TV Cable and NOC

		Petroleum. 7. SAFEMA/COFEPOSA/PASA & SARFASI. 8. Evacuee Property Wakf Property Cases. 9. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time.
6.	Shri Suraj S. Halpati Head Clerk (Est/MAG section)	1. Celebration of all National Festival. 2. Observation of Important days 3. Mattes related to HAJ. 4. Regarding Property registration Act. 5. IAS Correspondence and other miscellaneous matter 6. Pollution Control Committee/Western Zone Council. 7. Public Holiday Matter 8. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time
7.	Shri Hemant L. Halpati Upper Division Clerk (Est/MAG section)	1. Recruitment, Promotion, Retirement, Resignation, Superannuation of Group "C" (Multi Tasking Staff i.e. Daftaries, Peons, Watchman and Sweepers) 2. Arms Act and Arms License 3. MAG (Miscellaneous). 4. ACR of staff of Collector, Daman 5. Circulars/Instructions from the Central Vigilance Commission on proceedings of Department related issue. 6. SC/ST/OBC Minority Back log. 7. Matter pertaining to 15 & 20 Point Progarmme 8. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time.
8.	Shri Nagin G. Varli Upper division Clerk (Est/MAG section)	1. Land Acquisition matter 2. Issue of Nationality Certificate 3. Wall calendars, Citizen Charter books, Public Grievances, Daily Intelligence Report, Monthly Prime Minister Report, Monthly report on the important activities/Events of Department, Monthly report of Transport and related to the Daman Municipal Council, Daman. 4. Permission of any Culture Programme/ Orchestra/Use of Loud Speaker/ Meeting/ Rally/ selling of fire Crackers, etc. 5. Law & Order Matter 6. District Consumer Forum Cases 7. State consumer Forum cases 8. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time
9.	Shri Mukesh R. Dhodi Lower Division Clerk (Est/MAG section)	1. Matter pertaining to Attestation of Power of Attorney of Outside of India. 2. Matter pertaining to Attestation of Portuguese Paper 3. Matter pertaining to Direct Cash Transfer 4. Awards Matters. 5. Stone Quarry matters 6. Accidental Death Cases (AD). 7. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time.

10.	Shri Dilip V. Patel Accountant (Accounts Section)	<p><u>All work related to financial matter</u></p> <ol style="list-style-type: none"> 1. Preparation and monitoring of Budget for Plan/Non-Plan/revenue Receipt and maintaining of GFR etc. 2. Security of all proposal related to financial department 3. All proposal for obtaining sanction from the Collector in related to Protocol, National Programme day and other works of department 4. Monitoring of Monthly Account, Quarterly Statement of pay and Allowance, Quarterly Income Tax return etc.
11.	Smt. Dolly M. Berawala Upper Division Clerk (Accounts Section)	<ol style="list-style-type: none"> 1. Monitoring of FVC Bill ,TA Bill Medical Bill etc and issue of form 16 to staff 2. Maintaining of department Personal Account in the name of Collector, Daman i.e. for UIDAI and preparation of GFR & reconciliation of Account with Director of Accounts, National Land Record and modernization of programme, Disaster Management and Department personal saving Account in the name of Collector 3. All proposal for procurement of materials, stationery item, computer item and other miscellaneous item etc. floating of limited tender, open tender etc. for Department 4. Monitoring of Cash Book, Stock Register, Dead Stock Register etc. 5. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time.
11.	Smt. Dolly M. Berawala Upper Division Clerk (Accounts Section)	<ol style="list-style-type: none"> 1. Accounts Section, Collectorate, Daman 2. Any other work allotted by the Collector/ Deputy Collector, Daman from time to time.
12.	Shri Vinod B. Patel, Lower Division Clerk (Accounts section)	<ol style="list-style-type: none"> 1. Preparation of Bills i.e. Salary FVC, Medical, T.A., LTC, GPF & other 2. Deed Stock Register 3. Consumables/Stationery & Misc. register 4. Coordination with Director of Accounts for clearing of bill and Receipt of cheque etc. 5. Bank routine works 6. Any other misc. work of Accounts section
13.	Smt. Anita Dias Sr. Stenographer	<ol style="list-style-type: none"> 1. P.A. to Collector 2. R.T.I Appeal 3. Appeals Pertaining to DMC/Excise/Tourism etc (In addition to her own duties)
14.	Smt. Mohana T.T. Jr. Stenographer	<ol style="list-style-type: none"> 1. P.A. to Collector 2. Matter pertaining to preparation of report of Coordination Meeting (In addition to her own duties)
15.	Shri Parsuram Y. Raut, Upper Division Clerk Sub-Inspector, Civil Supply)	<ol style="list-style-type: none"> 1. Sub-Inspector, Civil Supply, Daman 2. Correspondence of D.O. letter & other routing official correspondence 3. Daily inspection of minimum 5 Fair Price Shops and to submit report to Civil Supply Officer 4. To ensure compliance of relevant sections of Essential Commodity Act.

		<p>5 District Consumer Forum Cases</p> <p>6 State consumer Forum cases</p> <p>5. <u>Physical Inspection of the Licensee</u></p> <p>(a) Trace out the Bogus Ration Card and deleted from the card register of Licenses</p> <p>(b) to attested the entries on the cards register of the Licenses</p> <p>(c) to attested the entries of Food Stuff/ Kerosene Oil on stock register of the Licensees</p> <p>(d) To Check proper distribution of PDS items among the Card Holders</p> <p>(e) To collect the monthly report from the Licenses and after verifying the correctness of the report to submit Monthly /Quarterly/Half Yearly & Yearly Report to Govt. of India</p> <p>6. Pre-Inspection of New Ration Cards application/Bifurcation/Deletion/Addition/Correction/ Cancellation of names from Ration Cards</p> <p>7. Any other work allotted by Collector/Deputy Collector, Daman from time to time</p>
16.	Shri Vinay B. Patel, LDC/Godown keeper (Civil Supply Section)	<p><u>Work of Civil Supply Godown Keeper.</u></p> <p>1. To ensure timely procurement of food grains from FCI Godown & distribution to Fair Price Shop and maintenance of food stock register etc.</p> <p>2. Submit the daily distribution report of the food grains.</p> <p>3. To ensure proper loading & Unloading of food grains in the Godown.</p> <p>4. He shall work in the office of the Civil Supply Department in the afternoon session.</p> <p>5. Any other work allotted by Collector/Deputy Collector, Daman from time to time.</p>
17.	Shri M.D. Patel, Lower Division Clerk (Civil Supply Section) Voluntary Retirement from Govt. Service w.e.f. 01/08/2013. Shri Vinay B. Patel, LDC, at Sr. No. 16 will look after the work in addition to his own duties	<p><u>Civil Supply Department</u></p> <p>1. Ration Cards matter.</p> <p>2. Maintain records of the files of licenses.</p> <p>3. Solvent Licenses file.</p> <p>4. Consumer redressed forums District and State Consumer Courts</p> <p>5. To assist Superintendent Civil Supply</p> <p>6. Any other work allotted by Collector/Deputy Collector, Daman from time to time.</p>
18.	Shri Vinod M. Patel, Lower Division Clerk (Dispatch Section) and in addition to charge of L.D.C. Land Section	<p>1. Dispatch Clerk (file inward, outward and letter outward)</p> <p>2. Hindi Monthly/Quarterly report.</p> <p>3. Land matters (to assist Superintendent and Head Clerk.</p> <p>4. Any other work allotted by Collector/Deputy Collector, Daman from time to time.</p>
19.	Shri V. V. Joshi Lower Division Clerk	<p>1. Dispatch Clerk (Letter Inwards)</p> <p>2. Any other work allotted by</p>

	(Dispatch Section)	Collector/Deputy Collector, Daman from time to time.
20.	Shri Ramesh R. Mahyawanshi, Excise Inspector (On working arrangement in this office)	1. Special Assistant in Disaster Management. 2. Any other work allotted by Collector/Deputy Collector, Daman from time to time.

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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 and put up diary number	Counter clerk	Same day
2.	To mark application/letter to concerned dealing assistant	Office Superintendent	Same day
3.	To examine the correspondence and to put-up report	Dealing Assistant	3-5 days depending on urgency of the letter
4.	To examine the note put up	Office Superintendent	2 to 3 days
5.	To supervise and examine correctness of notes/letters from branches	Dy. Collector/SDM	2 to 3 days
6.	To approve action proposed	Collector/D.M	2 to 3 days

The Deputy Collector (HQ) is the supervising officer of the office of the Collectorate and is declared as Head of Office.

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

As mentioned in Manual - 2.

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

1. The Govt of Goa, Daman & Diu land Revenue code, 1968.
2. The Govt of Goa, Daman & Diu land Revenue code, 1969.
3. The Daman (Abolition of Proprietorship of villages) Regulation, 1962.
4. The Goa Daman & Diu Land Revenue (Disposal of Govt Lands) Rules, 1971.
5. The Land Acquisition Act, 1894.
6. The Arms Act, 1959.
7. The Arms Rules, 1962.
8. The Explosive Act, 1984.
9. The Explosive Rules, 2008.
10. The Petroleum Act, 1934.
11. The Petroleum Rules, 2002.
12. The Cinematograph Act, 1952.

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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 Collectorate, Daman.
2. Cash Book.
3. Pay Bill Register, Bill Register.
4. BCR Register.
5. Dead Stock Register.
6. Cheque Register.
7. Monthly / Quarterly and report file.
8. Pay bill Register.
9. Contingency bill file.
10. Budget file.
11. Arms Register.
12. Stationary / consumable Register.
13. Income Tax File.
14. Proposal file.

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

Not applicable.

MANUAL - 8

A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part of for the purpose of its advice, and has to whether meetings 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.

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A directory of its officers and employees:

Sr. No.	Designation	Nos
1	Collector/District Magistrate.	1
2	Deputy Collector (HQ)	1
3	Deputy Collector (Gen.)	1
4	Superintendent (Gaz)	2
5	Superintendent (Non Gaz)	1
6	Accountant	1
7	Head Clerk	3
8	Senior Steno	1
9	Junior Steno	1
10	U.D.C	4
11	L.D.C	7
12	Driver	3
13	Peon	6
14	Orderly	1

Telephone No. 0260 2230049

Fax No. 0260 2230689

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

From Accountant

Sr. No.	Name of official & Designation	Basic Pay	G.P./ D.P.	D.A.	TOTAL
	Collector, Daman (15600-39100)				
1	Shri Ramesh Verma <i>Supdt. (Gaz).(9300-34800)</i>	20550	6600	24435	51585
2	Shri J. L. Patel	17230	4200	19287	40717
3	Shri A. F. Jesus <i>Supdt. (NG) (9300-34800)</i>	14,310	4,200	16,659	35,169
4	Shri H. K. Kamli Head Clerk(9300-34800)	13,210	4,200	15,669	33,079
5	Shri Ganesh Dhodia	13,050	4,200	15,525	32,775
6	Smt. Loreta Machado	12,250	4,200	14,805	31,255
7	Shri Suraj S. Halpati Sr/Jr. Steno(9300-34800)	10,750	4,200	13,455	28,405
8	Smt. Anita Dias	15,340	4,600	17,946	37,886

9	Smt. Mohana T. T.	15,340	4,600	17,946	37,886
	Accountant (5200-20200)				
10	Shri Hitesh R. Koli	10,800	2,800	12,240	25,840
	UDC (5200-20200)				
11	Shri Nagin G. Varli	12,870	2,800	14,103	29,773
12	Shri Hemant Halpati	14,020	4,200	16,398	34,618
13	Smt. Dolly Berawala	11,990	2,800	13,311	28,101
	LDC (5200-20200)				
14	Shri Vinod B. Patel	9,150	1,900	9,945	20,995
15	Shri Vinay B. Patel	9,150	1,900	9,945	20,995
16	Shri V. V. Joshi	8,220	1,900	9,108	19,228
17	Shri Vinod M. Patel	8,960	1,900	9,774	20,634
18	Shri Mukesh Dhodi	6,070	1,900	7,173	15,143
	DRIVER (5200-20200) GP Rs.2400/-				
19	Shri Tito A. Remedios	10,840	2,400	11,916	25,156
	Peon (5200-20200)				
20	Shri Pravin G. Mitna	11,000	2,400	12,060	25,460
21	Shri K. D. Dhodi	9,280	2,000	10,152	21,432
22	Shri H. G. Mangela	9,130	2,000	10,017	21,147
23	Shri S. N. Patel	9,280	2,000	10,152	21,432
24	Shri D. L. Patel	9,280	2,000	10,152	21,432
25	Shri K. B. Patel	9,480	2,000	10,332	21,812
26	Smt. Lucy Miranda	2,550	3,825	5,776	12,151
27	Kum. Mayuri K. Mitna	4,798			4,798
		Monthly			
	TOTAL	298,898	81,725	338,281	718,904

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The budget allotted to each of its agencies, indication the particulars of all Plans, proposed expenditures and reports on disbursements made:

2053 - Non Plan	
2053 - District Administration	
093 - District Establishment,	
07 - Daman & Diu,	
07.00.01 - Salaries	1,00,58,000
07.00.02 - Wages	57,000
07.00.03 - Over time allowances	0
07.00.06 - Medical Treatment	1,48,000
07.00.11 - Domestic Travel Expenses	2,12,000
07.00.12 - Foreign Travel Expenses	0
07.00.13 - Office Expenses	1,86,000
07.00.41 - Secret Service	2,50,000

3456 - Non Plan 3456 – Civil Supply 001 – Direction Administration, 07 - Daman & Diu,	
07.00.01 - Salaries	6,62,000
07.00.06 - Medical Treatment	0
07.00.11 - Domestic Travel Expenses	0
07.00.13 - Office Expenses	1,80,000
07.00.50 - Other charges.	60,000
2408 - Non Plan 2408 – Food & Storage & Warehousing 001 – Food, 05 - Daman & Diu,	
05.00.01 - Salaries	5,69,000
05.00.06 - Medical Treatment	0
05.00.11 - Domestic Travel Expenses	0
05.00.13 - Office Expenses	1,75,000

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The manner of execution of subsidy programs, including the amounts allotted and the detail beneficiaries of such programme.

The Department has not executed any such programme.

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Particulars of recipients of concessions, permits or authorization granted by it.

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

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Details in respect of the information, available to or held by it, reduce in the electronic forms:

Detail information on official website www.collectordaman.gov.in.

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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 library or reading room facilities available in the department of Collectorate,

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The names, designation and other particulars of the Public information Officer:

Shri Gaurav Singh Rajawat, (IAS)
Deputy Collector (HQ), Daman.

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Such other information has may be prescribed; and thereafter update these publications every year.

Detail information on official website www.collectordaman.gov.in.

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