

**ADMINISTRATION OF DAMAN AND DIU  
DEPARTMENT OF PLANNING AND STATISTICS**

**INFORMATION UNDER SECTION 4(1) &(2) OF RTI ACT, 2005**

**I PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.**

The Department of Planning and Statistics is headed by Deputy Director alongwith one Statistical Officer ( posted in TSP Cell). One Research Assistant under Agriculture Census ( CSS) alongwith two Statistical Assistants and four Statistical Investigators and one Peon.

The Department of Planning and Statistics performs following functions: -

- 1) Preparation of Annual Plans and Five Year Plans for UT of Daman and Diu.
- 2) Monitoring of progress of expenditure under Plan and Non Plan.
- 3) Conduct of various Censuses and Surveys as per instruction of Govt. of India.
- 4) Monitoring of 20 Point Programmes.
- 5) Monitoring of Centrally Sponsored Schemes.
- 6) Monitoring of Direct Cash Transfer Schemes.
- 7) Annual report on working of Registration of Births and Deaths of the UT of Daman and Diu.
- 8) Annual Administration Report for U.T. of Daman and Diu of Ministry of Home Affairs.
- 9) Compilation of Gross State Domestic Product (GSDP) for UT of Daman and Diu for last five years from 2008-09 onwards through Indian Council of Applied Economic Research.
- 10) Preparation of Human Development Report for UT of Daman and Diu.
- 11) Preparation of Statistical Diary and Telephone Directory .
- 12) The Department of Planning and Statistics is the Nodal Department for Direct Cash Benefit Scheme U.Ts Innovation Council ( UTInC), and Dy. Director, ( Planning & Statistics) is the Nodal Officer for Direct Cash Benefit Scheme as well of UTInC.

## II POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Dy. Director of Planning and Statistics has been declared as Head of Office and delegated certain Financial powers as Group 'A' Officers.

Duties of Employees of Department of Planning and Statistics are furnished below:-

Sl. No.	Name and Designation	Duties
1.	Shri. J. A Mendonca Research Assistant	To supervise the work of all staff To assist Dy. Director in all the Office works To attend the works of Deputy Director in his absence Monitoring & Supervision of all surveys Establishment and General Administration Other matters and Plan related work as per assignment Parliamentary & MHA related matters Disposal of D.O letters under consideration CSO, MOSPI Correspondence Matters related to Registration of births and deaths
2.	Shri. A.D. Parmar Statistical Assistant	Preparation of Five Year Plans and Annual Plans Preparation of monthly expenditure reports under Plan and Non Plan and analysis Re-appropriation of budget under Plan & Non Plan Maintenance of monthly plan & non plan budget registers Preparation of Budget for Deptt. of Planning & Statistics Scheme wise proposed and approved plan document and sectoral outlays , capital and revenue details allocation and expenditure of local bodies Department wise and cost wise important projects Correspondence related with Planning Commission Implementation of the recommendations of Finance Commission Reports Other works as per assignment
3.	Shri. D. G. Patel Statistical Assistant	Planning and implementation of all Census and Surveys. Monitoring of data entry, compilation, scrutiny and tabulation of Census/ Surveys results. Timely disposal of D.O letters and other matters related to surveys Integrated Sample Survey of Live Stock Product Survey Monitoring of Input Survey Other works as per the assignment To assist Dy. Director in correspondence with various Ministries regarding Censuses / Surveys.

Sl.No.	Name and Designation	Duties
4.	Shri. D.D. Vasiya Statistical Assistant	Direct Cash Transfer Monitoring and reporting of CSS and flagship programmes including 20 Point Programme Matter related to Parliamentary Standing Committee of MHA Other works as per the assignment
5.	Smt. Agnes Rocha Statistical Assistant	Correspondence relating to Registration of births and deaths. Preparation of Annual Report on working of RBD Act, 1969. Compilation and preparation of Statistical Diary for the UT of Daman and Diu Preparation of Annual Administration Report for MHA. Compilation and correspondence relating to RTI, submission of Quarterly Reports. Other works as and when assigned.
6.	Shri. M.A. Mahyavashi Statistical Investigator	<b>Field work of various Census &amp; Survey-</b> Crop Estimation Survey Live Stock Product Survey Collection and Compilation of data Scrutiny and coding of different Census and Surveys 15 Point Programme Preparation of quarterly expenditure report of Livestock Product Survey and submission of Utilisation Certificate Other works related to Information Technology as per assignment.
7.	Shri. Atul G. Shinde Statistical Investigator	<b>Field work of various Census &amp; Survey-</b> Crop Estimation Survey Agriculture Census & Input Survey Integrated Sample Survey of Live Stock Product (season-wise) & Survey on Land Use Statistics Correspondence related to National Population Register (NPR) & Population Census- 2011 Socio Economic and Caste Census -2011 Collection and Compilation of data Input- Survey 2011-12 Scrutiny and coding of different Census and Surveys Other works as per assignment.
8.	Smt. Nitaben B. Mehta Statistical Investigator	Works related to compilation of reports of all the Departments on 20 Point Programme and submission of report to the Ministry. Data entry of CRS records of births and deaths and generation of reports. Other works as per assignment.
9.	Shri F.L. Dhodi, Peon/ Multitasking	Office peon

**III PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

- a) **Decision Making Process:-** Various matters are put up by employees of Department through Administrative channels and decision is taken by the Dy. Director within the power of Head of Office. If it is beyond the power of Head of Office, decision is taken by the Finance Secretary & Secretary (Planning), who is Head of Department of Planning and Statistics.
- b) **Channels of Supervision and Accountability:-** Statistical Investigators works under supervision of Statistical Assistants, who work under supervision of Research Assistant. Overall supervision is done by Deputy Director for all activities of the Department. The Deputy Director is accountable for all works of the Department.

**IV NORMS SET FOR DISCHARGE OF FUNCTION:-**

Following norms have been prescribed:-

- a) Annual Plan is to be prepared every year during October/November.
- b) Monthly expenditure report under Plan and Non Plan is prepared by 10<sup>th</sup> day of every month.
- c) Collection and compilation of data for various Censuses and Surveys are carried out as per schedules fixed by Govt. of India.
- d) Annual Administration Report is prepared during the month of October every year.
- e) Budget Estimates are prepared during August every year.

**V RULES, REGULATION ETC. FOR DISCHARGING OF FUNCTIONS:-**

There are no Rules/Regulations, Instructions for discharging of functions except compilation of data for Births and Deaths for which following Act and Rules are in force:-

- a) Registration of Births and Deaths Act, 1969.
- b) Daman and Diu Registration of Births and Deaths Rules, 2000.
- c) Online Civil Registration System on Births and Deaths.

For surveys and censuses, manuals are provided by Govt. of India for field work and tabulation work.

**VI CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT.**

- 1) Five Years Plans of UT of Daman and Diu.
- 2) Annual Plans of UT of Daman and Diu.
- 3) Annual Action Plan of UT of Daman and Diu.
- 4) Statistical Diary of UT of Daman and Diu.
- 5) Annual Administration Report of UT of Daman and Diu to Ministry of Home Affairs.
- 6) Provisional Quick result of Economic Census.
- 7) Key Development Plan.
- 8) Telephone Directory (June 2015).

**VII ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC.**

There is a District Planning Committee, which suggests for various schemes/works for inclusion in Annual Plan/Five Year Plan of UT of Daman and Diu.

Members of Public can directly approach to any employee of the Department for their work and if needed, they can meet the Dy. Director at any time.

**VIII STATEMENT OF BOARDS, COUNCILS, COMMITTEES ETC.**

Sl. No	Name of the Board / Committee		Members	Aims and Objects	
1	<b>UT level Planning Board for formulation of Annual Plan / Five Year Plan</b>  <i>No. DPS/RCPs /2013-14/695 dated 11/09/2013 Series II No.37 dated 13/09/2013.</i>	1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18	The Administrator, Daman, Diu and DNH The Member of Parliament, Daman and Diu The Development Commissioner The Finance Secretary The Collector, Daman. The Collector, Diu. Chief Engineer (PWD) Daman & Diu . Ex. Engineer (PWD) Daman . Executive Engineer ( Electricity ) Daman The Director of Medical and Health Services, Daman The Director of Education, Daman The President, District Panchayat of Daman . The President, District Panchayat of Diu . The President Municipal Council, Daman The President Municipal Council, Diu The Chief Executive Officer Distt. Panchayat, Daman The Chief Executive Officer Distt. Panchayat, Daman The Secretary Planning	Chairman Ex-Officio-Vice Chairman Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Member Secretary	To formulate plan schemes and prepare Annual / Five Year Plans. Will integrate the Draft dev. Plan/Sector al Plan and rationalize the allocation and resource of different sectors.
2.	UT level Sanctioning Committee (ULSC) for the projects proposed to be taken up under Integrated Development of Small & Medium Towns (IDMST)	1 2 3 4 5 6 7 8	Administrator Secretary, Urban Development Secretary, Finance Collector/ Additional Director (Municipal Admn.) Representative of MUA&E Representative of TCPO Representative of Financial Institution / HUDCO Director Town Planning / ATP <i>No. DPS/212(26)/2002/122 dated 22/04/2002 Series II No.15 dated 26<sup>th</sup> April 2002</i>	Chairman Member Member Member Member Member Invitee Member Secretary	To examine and approve project reports under IDMST Scheme.

Sl. No.	Name of the Board / Committee	Members		Aims and Objects	
3.	<b>Standing Committee for implementation of 20 Point Programme and 15 Point Programme for the Welfare of Minorities</b>	A.	OFFICIAL MEMBERS	To suggest ways for effective implementation of 20PP and 15PP	
		1.	Development Commissioner-cum Chief Secretary		Chairman
		2.	The Collector, Daman		Member
		3.	The Collector, Diu		Member
		4.	The AIGP, Daman.		Member
		5.	The BDO, Daman		Member
		6.	The BDO, Diu		Member
		7.	Dy. Director ( Planning)		Member Secretary
		B.	OFFICIAL MEMBERS		
		8.	Member of Parliament Daman and Diu		Member
		9.	The President, District Panchayat, Daman & Diu, Daman		Member
		10.	The President, Municipality, Daman and Diu.		Member
		11.	Shri. S. Farid Quereshi, r/o Khariwad, Nani Daman ( Muslim Minority Committee)		Member
		12.	Smt. Madhuben Dinesh Halpati Sarpanch Magarwada, Panchayat (ST representative from Daman)		Member
		13.	Shri S. Oliaji r/o Devka, Nani Daman (Parsi Minority Community)		Member
		14.	Fr. Manual Rodrigues Parish Priest, Nani Daman ( Catholic Minority Community, Daman).	Member	
		15.	Fr. Mariano Fonseca, St Paul Church, Diu ( Catholic Minority Community, Diu).	Member	





Sl. No	Name of the Board / Committee	Constitution			Aims and Objects
6.	Inter Departmental Coordination Committee in the UT of Daman and Diu to sought issues hampering the work of registration and achieve universal registration of Births and Deaths by the year 2010.  <i>No. DPS/ 306(10)/ 2001/ 1086 dated 13/11/2001 Series II No. 43 dated 16/11/2001</i>	<b>UT LEVEL</b>			To Achieve target of Universal registration of births and deaths by the year 2010.  To create awareness among the people regarding registration of births and deaths
		1	Finance Secretary / Chief Registrar of Births and Deaths, Daman and Diu.	Chairman	
		2	Collector / District Registrar of Births and Deaths, Daman / Diu.	Member	
		3	Member of Parliament, Daman and Diu	Member	
		4	Law Secretary, Daman	Member	
		5	Director of Health Services Daman.	Member	
		6	Dy. Director Planning and Statistics / Addl. Chief Registrar of Births and Deaths, Daman.	Member Secretary	
		7	Chief Executive Officer, District Panchayat, Daman.	Member	
		8	President, District Panchayat, Daman.	Member	
		9	Research Assistant, (RBD – DPS)	Member	
		<b>DISTRICT LEVEL -DAMAN</b>			
		1.	Collector/ District Registrar of Births and Deaths, Daman.	Chairman	
		2.	Block Development Officer/ Addl.. District Registrar of Births and Deaths, Daman.	Member Secretary	
		3.	Research Assistant (RBD- DPS)	Member	
		4.	Mamlatdar, Daman	Member	
		5.	Social Welfare Officer, Daman	Member	
		6.	Civil Registrar/ Sub Registrar, Daman.	Member	
		7.	All Registrar of Births and Deaths Daman.	Member	
		8.	CDPO, Daman.	Member	
		9.	Representative of NGOs.	Member	
		<b>DISTRICT LEVEL -DIU</b>			
		1	Collector/ District Registrar of Births and Deaths, Daman.	Chairman	
		2	Block Development Officer/ Addl. District Registrar of Births and Deaths, Daman.	Member Secretary	
		3	Mamlatdar Diu	Member	
		4	All Registrar of Births and Deaths, Diu.	Member	
		5	CDPO, Diu.	Member	
		6	Representative of NGOs	Member	

**7. CONSTITUTION U.T. INNOVATION COUNCIL FOR DAMAN & DIU & DNH.  
OFFICIAL MEMBERS.**

1. Administrator	:	Chairman
2. Development Commissioner	:	Member
3. Finance Secretary	:	Member
4. Collector, Dadra & Nagar Haveli	:	Member
5. Collector, Daman	:	Member
6. Collector, Diu	:	Member
7. Managing Director, OI DC	:	Member
8. Secretary (Education)	:	Member
9. Medical Superintendent (Civil Hospital), DNH	:	Member
10. Principal (Government Polytechnic), Daman	:	Member
11. Principal (Government Polytechnic), DNH	:	Member
12. Chief Engineer, PWD, DD/DNH.	:	Member

**NON OFFICIAL MEMBERS**

1. Member of Parliament, Daman & Diu	:	Member
2. Member of Parliament, Dadra & Nagar Haveli	:	Member
3. Representative of Gujarat University	:	Member
4. Representative of Pune University	:	Member
5. Representative of Director IIT, Mumbai	:	Member
6. Representative of SVNIT, Surat	:	Member
7. Representative of SIA	:	Member
8. Representative of DNHIA	:	Member
9. Representative of MSME, GOI.	:	Member
10. Representative of CII- Quality of Education	:	Member
11. Representative of National Innovation Council	:	Member
12. Shri Virendra Jain, Vice Chairman, Jai Corpn. Ltd.:	:	Member
13. Shri Mahendra Kabra, Managing Director, RR KABEL Ltd.	:	Member
14. Shri Xairus Dadachanji, Managing Director, Schott K. Pharmaceuticals Pvt. Ltd.	:	Member
15. Shri Dinesh Jain, Director, M/s Kerwal Kiran Clothing Ltd.	:	Member

**FUNCTIONS OF THE COUNCIL :**

- (i) Support the Administration to promote innovation in the U.T.
- (ii) Encourage young talent and local Universities, Colleges, Medium and Small Scale Industries and Research & Development Laboratories.
- (iii) Map opportunities for innovation in the U.T.
- (iv) Identify and reward talent in innovation and disseminate success stories.
- (v) Organize Seminar, Lectures, Workshop on innovation and create U.T's innovation portal to educate.
- (vi) Organize risk capital and prepare an innovation road map 2013-2025 for the U.Ts.
- (vii) Creation of environment and systems for innovation.

**Notified vied No. DPS/ SIC/ 2013-14/687 dated 09/09/2013 Series II No. 37 dated 09/09/2013**

**8. Re-constitution of District Level Technical Advisory Groups (DLTAGs) for the Union Territory of Daman and Diu comprising of the following members.**

**a) DISTRICT PANCHAYAT, DAMAN**

1.	The Chief Executive Officer, District Panchayat, Daman.	Chairman
2.	The Executive Engineer, Public Works Deptt. Daman	Member
3.	The Associate Town Planner, Daman	Member
4.	The Assistant Account Officer, District Panchayat, Daman	Member
5.	The Assistant Director, Education, District Panchayat, Daman	Member
6.	The Assistant Engineer, District Panchayat, Daman.	Member
7.	The Executive Engineer, District Panchayat, Daman.	Member Secretary

**b) DISTRICT PANCHAYAT, DIU**

1.	The Chief Executive Officer, District Panchayat, Diu.	Chairman
2.	The Executive Engineer, Public Works Deptt. Diu.	Member
3.	The Assistant Account Officer, District Panchayat, Diu.	Member
4.	The Assistant Director, Education, District Panchayat, Diu.	Member
5.	The Assistant Engineer, District Panchayat, Diu.	Member
6.	The Executive Engineer, District Panchayat, Diu.	Member Secretary

**c) DAMAN MUNICIPALITY**

1.	The Chief Officer, Daman Municipal Council	Chairman
2.	The Associate Town Planner, Daman.	Member
3.	The Executive Engineer, Public Works Department, Daman	Member
4.	The Municipal Engineer, Daman Municipal Council.	Member Secretary

**d) DIU MUNICIPALITY**

1.	The Chief Officer, Diu Municipal Council	Chairman
2.	The Executive Engineer, Public Works Department, Diu.	Member
3.	The Municipal Engineer, Diu Municipal Council.	Member Secretary

**e) VILLAGE PANCHAYATS, DAMAN.**

1.	The Block Development Officer, Daman.	Chairman
2.	The Assistant Engineer, District Panchayat, Daman.	Member
3.	The Junior Engineer, District Panchayat, Daman.	Member
4.	The Accountant, Daman.	Member
5.	The Secretary of Respective Village Panchayat, Daman.	Member Secretary

**f) VILLAGE PANCHAYATS, DIU.**

1.	The Block Development Officer, Diu.	Chairman
2.	The Assistant Engineer, District Panchayat, Diu.	Member
3.	The Junior Engineer, District Panchayat, Diu.	Member
4.	The Accountant, Diu.	Member
5.	The Secretary of Respective Village Panchayat, Diu.,	Member Secretary

**Terms of reference:**

The District Level Technical Advisory Groups shall assist the District Planning Committee in preparation of the Development Plan and Annual Plan of the Local Bodies. The Groups shall also prepare their own Action Plan at the District Level/ Village Level and also suggest ways and means for better implementation of the various projects in the Union Territory.

9. Re-constitution a District Planning Committee for the Union Territory of Daman and Diu comprising of the following official and non-official members.

**(A) District Planning Committee for Daman District.**

1.	President, District Panchayat, Daman.	Chairman
2.	President, DMC, Daman	Vice Chairman
3.	Member of Parliament, Daman.	Member
4.	Vice President, District Panchayat, Daman.	Member
5.	Vice President, DMC, Daman	Member
6.	Five Members to be elected by District Panchayat from amongst the elected Sarpanches of Group Gram Panchayat of Daman.	Members
7.	Five Members to be elected by and from Amongst the elected members of District Panchayat, Daman.	Members
8.	Five Members to be elected by DMC from Municipal counsellors, Daman.	Member
9.	Block Development Officer, Daman.	Member
10.	Chief Officer, DMC. Daman.	Member
11.	Chief Executive Officer, District Panchayat, Daman.	Member Secretary

**(B) District Planning Committee for Diu District.**

1.	President, District Panchayat, Diu.	Chairman
2.	President, DMC, Diu.	Vice Chairman
3.	Member of Parliament, Diu.	Member
4.	Vice President, District Panchayat, Diu.	Member
5.	Vice President, DMC, Diu.	Member
6.	Three Members to be elected by District Panchayat from amongst the elected Sarpanches of Group Gram Panchayat of Diu.	Members
7.	Five Members to be elected by and from Amongst the elected members of District Panchayat, Diu.	Members
8.	Five Members to be elected by DMC from Municipal counsellors, Diu.	Member
9.	Block Development Officer, Diu.	Member
10.	Chief Officer, DMC. Diu.	Member
11.	Chief Executive Officer, District Panchayat, Diu.	Member Secretary

**Terms of reference:**

The District Planning Committee shall prepare the Draft Development Plan incorporating different Schemes and works with respect to the subjects as contained in the 11<sup>th</sup> (243G) and 12<sup>th</sup> (243W) Schedules of the Constitution and with respect to the subjects transferred to them. District Planning Committee will submit their Annual Plans/Five Year Plans to the Planning Department of Administration. While preparing Draft Development Plan the District Planning Committee should consolidate the Plans prepared by the Panchayats and Municipal Councils.

**IX & X      DIRECTORY OF OFFICERS AND EMPLOYEES ALONGWITH MONTHLY REMUNERATION.**

Sr. No.	Name of Employee	Designation	Pay +Grade Pay (Rs.)	Phone No.
1	Dr. S. D. Bhardwaj	Deputy Director ( Planning & Statistics) drawing salary from Health Department, Daman		9726933111
2	Shri. C.M. Bangal	Statistical Officer in TSP Cell, Collectorate	28030	9825338191
3	Shri Joseph A. Mendonca	Research Assistant	24120	2230525
4	Shri A. D. Parmar	Statistical Assistant	20840	9979085841
5	Shri. D. G. Patel	Statistical Assistant	19810	9726367738
6	Shri. D.D. Vasiya	Statistical Assistant drawing salary from O/o Development Commissioner		9924268016
7	Smt. Agnes Rocha	Statistical Assistant	16240	9825843600
8	Shri Mahendra A. Mahyavanshi	Statistical Investigator	10840	9879171596
9	Shri Atul G. Shinde	Statistical Investigator	10840	9998681842
10	Smt. Nitaben B. Mehta	Statistical Investigator	13370	9427128880
11.	Shri Fakir L. Dhodi	Peon	11820	9952679175

**XI ALLOCATION OF BUDGET AND EXPENDITURE:-***(Rs. in lakhs)*

Budget Head	Allotment 2014-15	Expenditure 2014-15	Allocation 2015-16
2401 – Plan	1.00	1.00	1.00
2403 - Plan	0.25	0.25	0.25
2852 – Plan	1.00	1.00	1.00
3454 – Plan	46.11	46.10	53.00
5475-- Plan	50.56	50.53	64.25
3454 – Non Plan	46.48	46.46	58.45
5475- Non Plan	49.48	49.46	3.00
2401- Agriculture Census	15.65	10.66	8.49
<b>Total</b>	<b>210.53</b>	<b>205.46</b>	<b>189.44</b>

**XII EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES**

No subsidy programmes are implemented by Department of Planning and Statistics.

**XIII CONCESSIONS, PERMITS ETC.**

No concessions, permits or authorizations are granted by Department of Planning & Statistics.

**XIV DETAILS OF AVAILABLE INFORMATION**

1. 12<sup>th</sup> Five Year Plan : 2012-17
2. Annual Plan : 2014-15
3. Statistical Diary 2014-15.
4. Reports on various surveys/censuses conducted by this Department are available in book/booklet form.

**XV PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS-**

There is no library or reading room. Any information can be obtained from the Dy. Director or concerned staff of the Department.

**XVI PARTICULARS OF THE PUBLIC INFORMATION OFFICER-**

1. **Name** : Dr. S. D. Bhardwaj
2. **Designation** : Dy. Director (Planning & Statistics)
3. **Office Address** : Department of Planning and Statistics,  
Secretariat, Fort Area,  
Moti Daman – 396 220.  
Phone No. : 0260- 2230619.  
Telefax : 0260-2231719  
E-mail:dps-daman-guj@nic.in
4. **Residential Address** : 1304/ B-3, Sopan,  
Opp. Jwahaar Navodaya Vidyalaya,  
Dunetha,  
Nani Daman-396210.

**XVII OTHER INFORMATION – NONE.**