U.T. ADMINISTRATION OF DAMAN & DIU
DEPARTMENT OF CIVIL AVIATION,
COLLECTORATE, DHOLAR,
MOTI DAMAN – 396 220

No. COL/DMN/EST-406/CIVIL AVIATION/2017-18/5368   Dated : 19/06/2017

NOTIFICATION

Constitution of the UT level Monitoring cum Coordination Committee under Promotion of Regional connectivity by way of revival of unserved and underserved airports/airstrips and RCS-UDAN.

In pursuance of the National Civil Aviation Policy, 2016, the Government of India is implementing Promotion of Regional connectivity by way of revival of unserved and underserved airposts/airstrips and RCS-UDAN.

1.	Finance Secretary	Chairperson
2.	Secretary, Civil Aviation	Member
3.	IGP, Police Department, Daman & Diu	Member
4.	Collector, Diu	Member, Convener
5.	Deputy Secretary, Home Deptt.	Member
6.	Airport Director, Diu	Member
7.	Representatives from RCS Airlines	Special Invitees
8.	Representative from Oil Company concerned	Special Invitees

Chairperson may co-opt any Officer(s)/Expert(s) when required.

Terms of Reference for committee :

a. The Committee shall be responsible for monitoring of the Schemes of Promotion of Regional Connectivity by way of revival of unserved and underserved airports/airstrips in the State and RCS-UDAN.

b. The Committee shall be responsible for coordinating with the concerned stakeholders at State level for time bound implementation of the Schemes.

c. The Committee shall review meeting compliance to Regulatory requirements of DGCA and BCAS at the Airports.

d. The Committee shall meet every month on first week or as and when necessary.

This is issued with the approval of the competent authority vide Diary No. 216714 dated 13/06/2017.

Sd/-
(Karanjit Vadodaria)
Dy. Secretary, Civil Aviation

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U.T. Administration of Daman and Diu,
Directorate of Mdeical and Health Services,
Community Health Centre, Daman.

No. DMHS/DD/MISC-CORR/2017-18/5351   Dated : 20/06/2017

Read :- 1) Order No. DMHS/DD/ACCTS/DDO/2015-16/2246 dated 09/09/2015
2) Order No. DMHS/DD/MISC-CORR/2017–18/3568 dated 21/04/2017

O R D E R

In exercise of the powers delegated to the undersigned vide Rule 16 Delegation of Financial Powers Rules, 1978 read with Rule 35 (2) of Central Government Account (Receipts & Payments) Rules, 1983, Dr. Sangeeta Joshi, Dy. Director, Directorate of Medical & Health Services, Daman & Diu, Daman is hereby designated as Drawing & Disbursing Officer for Establishment including Salary, FVC, TA, Medical, LTC and other bills of Directorate of Medical & Health Services, Daman with immediate effect.

In supersession earlier Order No. DMHS/DD/MISC-CORR/2017-18/3568 dated 21/04/2017.

Sd/-
(Dr. V. K. Das)
Director,
Medical & Health Services,
Daman & Diu.

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Administration of U. T. of Daman and Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman.

No. 6/78/2017-PER/1353   **Dated : 22/06/2017**

NOTIFICATION

The Administration of UT of Daman and Diu is following the policy of Central Government on e-Governance. To deliver government services to citizens in a hassle free manner and for effective discharge of duties, it is essential that all Group "A", "B" and "C" employees are proficient in computer skills. Therefore, the following instruction are issued for strict compliance :

1) **Computer Training :**

   Training on computer skill i.e. CCC+ for Group A & B and CCC for Group C employees will be organised by the Administration. All the employees must attend the training.

2) **"Computer Skill" Examination will be arraange for each employees as under :**

   a) Computer Skill examination i.e. CCC+ level exam will conducted for Group "A" and Group "B" employees.

   b) Course on computer Concept (CCC) level exam will be conducted for Group "C" employees.

3) **The above Computer skill examination shall be compulsory for all Groups of employees/officers.**

   a) Directly Recruited employees/officers will have to pass this examination during their probation period. In case the examination is not passed during the probation period then, their probation period may be extended and if, the examination is still not passed during that period, they will be allowed to resume service only after passing the examination.

   b) Emplopyees/officers will have to pass the said exam before promotion/MACP.

   c) Multi Tasking Staff (Group – "C") would be required to pass the CCC Examination for promotion to Group "C" post.

   d) If the employee is promoted from Group "C" (MTS) to Group "C" and has passed CCC exam then he/she will be exempted from the above examination.

   e) If the employee is promoted from Group "B" to Group "A" and has passed CCC+ previously then, they will be exempted from the above examination.

   f) Employees who have acquired any one of the qualifications mentioned in Annexure – I, will be exempted.

4) Any Officer/Employee can directly appear for "Computer Skill" examination. There will be no need of prior training for the examination.

5) The syllabus for the examination is attached herewith and Annexed as Annexure–II and Annexure–III.

6) The examination will be conducted for all the Government personnel through Government Polytechnic, Technical Training Institute, Industrial Training Institute, Daman and Diu.

7) The Computer Skill examination will be conducted in English language, 50 Marks Theory and 50 Marks Practical, Total 100 Marks. Minimum passing marks for each part will be 25 Marks.

8) The result of the examination will be intimated to the concerned Departments/ Offices and will also be published in the offical gazette.

9) The result/certificate of passing the examination will be noted in the service book by the order of the Competent Authority.

10) The Institute will be provided with incentive for conducting training and examination for officers/employees. For imparting the training and conducting the examination for the same the institute will be provided Rs. 1000/- for CCC and Rs. 1800/- for CCC+ per employee.

11) The Training Institutes will have to fix the annual training and examination programme and will have to inform all the offices of Daman and Diu, prior to the date of training.

12) The Officers/employees falling under promotion criteria or ranking high in the seniority list may be given priority for training and examination.

13) All the Head of Department will have to prepare a seniority list of officers/employees and will have to submit a Hard Copy as well as a Soft copy to the respective institute/department.

14) No officer/officials will be exempted from passing this examination. This examination will be applicable to all the Government Sector Officers/Employees/Corporations/ Autonomous body/DMC/Panchayats.

15) The Officers/Employees who has been completed more than 55 years will also be exempted from the above Examination.

16) In consideration to above any officers/employees in any Group appointed through Direct Recruitment having educational qualification related to computers as Annexure–I shall be exempted from passing the Computer Skill CCC/CCC+ Examination.

By Order in the name of the
Administrator of Daman & Diu

Sd/-
(Gurpreet Singh)
Deputy Secretary (Pers.)

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ANNEXURE - I

The officer/officials who has acquired the following qualification will be exempted for possessing of CCC / CCC+ Examination :

a) M.Tech / M.E. in Computer Engineering.
b) M.Tech / M.E. in Computer Science Engineering.
c) M.Tech / M.E. in Information Technology.
d) M.Tech / M.E. in Information Communication Technology.
e) M.Tech / M.E. in Computer Science.
f) M.Tech / M.E. in Software Engineering.
g) M.Tech / M.E. in Computer Network.
h) M.Tech in Network Security.
i) M. Tech in Embedded System.
j) B.Tech / B.E. in Computer Engineering.
k) B.Tech / B.E. in Computer Science.
l) B.Tech / B.E. in Computer Science & Engineering.
m) B.Tech / B.E. in Information Technology.
n) B.Tech / B.E. in Information Communication Technology.
o) MSc. In Computer Science.
p) MSc. In Information Technology.
q) Master in Computer Application.
r) B.Sc. in Computer Science.
s) B.Sc. in Information Technology.
t) Bachelor in Computer Application (B.C.A.)
u) Diploma in Computer Application.
v) Post Graduate Diploma in Computer Application
w) Diploma in Computer Technology.
x) Diploma in Computer Engineering.
y) Diploma in Information Technology.
z) Diploma in Information and Communication Technology.

ANNEXURE - II

Syllabus for CCC

Total Duration : 45 Hours.

Section – 1 :
Duration : 20 Hours.

> ➢ **Operating System & Office Productivity Tools**
> - Microsoft Windows 2008 / 2010
> - MS Word 2007 including Advanced Features
> - MS Excel 2007
> - MS Power Point including presentations
> - MS Outlook 2007
> - File and Folder Management
> - Internet Familiaity, Usages and E-mail
> - Uderstanding Wide Area Network, Wireless LAN and connecting LAN to WAN
> - Information on Internet explorer usages and various option / settings available.
> - Overview & usage of PDF

Section – 2 :
Duration : 15 Hours.

> ➢ **Microsoft Office 2007**
> - Introduction about MS Office 2007.
> - Introduction about Desktop, Mouse, Keyboard, etc.
> - How to start Word? Methods of starting Word 2007.
> - How to Change language English to Hindi.
> - Introduction about the Hindi Keyboards.
> - Introduction about the Hindi IME. Difference between Remington and Transliteration K/B.
> - How to operate the K/B. What is Transliteration K/B.
> - How to type different Characters and Words from transliteration K/B.
> - How to use IME help? How to use spelling grammars check in Hindi?
> - What is smart Tag? What is Thesaurus?
> - How to change the Menu from English to Hindi.
> - Convert the ASCII font to Unicode from TBIL converter.

Section – 3 :
Duration : 10 Hours.

> ➢ **Troubleshooting, Installation and Best Practices**
> - Understanding Storage devices.
> - How to use a DVD/ CD / ROM and Pendrive.
> - Burning DVD/CD
> - Taking data on and from a flash drive, Pen drive.
> - Using data and resources from a Local Area Network.
> - Using FTP for uploading and downloading of Data from the Internet.
> - Information on Scanner and Scanner software usage / configuration

> **Installations:**
>   - Installing basic software's like MS Office, etc.
>   - CD Burning software (Nero etc.)
>   - Installing or adding printers
>   - Installing or adding Fonts.
>   - Installing sound drivers.
>   - Installing drivers for any new hardware.
>   - Installing new software and removing them using the control panel.

> **Best Practices :**
>   - Understanding patches, upgrades, versions and installing them.
>   - General Security Concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
>   - Disk cleanup
>   - Regular updating of anti virus software.
>   - Scanedisk.
>   - Backups in detail including the following :
>   - Backup through Application.
>   - Backup through Utilities and Tools.
>   - Record Retention.

> **Troubleshooting:**
>   - Troubleshooting Tools.
>   - Troubleshooting Viruses.
>   - Troubleshooting Fundamentals
>   - Problems that keep a computer from starting.
>   - Troubleshooting OS, Network.
>   - Problems after a Computer Boots.

ANNEXURE - III

Syllabus for CCC⁺

Total Duration : 75 Hours.

Section – 1 :
Duration : 25 Hours.

> ➤ Operating System & Office Productivity Tools
>   - Microsoft Windows 2008 / 2010
>   - MS Word 2007 including using Mail Merge and Track Changes
>   - MS Excel 2007 in depth (Usage of all formulas, functions, arguments, data filter etc.)
>   - MS Power Point including presentations.
>   - MS Outlook 2007 including using managing & organising e-mail messages, schedules tasks, notes, contacts & other information.
>   - File and Folder Management
>   - Overview & usage of PDF

Section – 2 :
Duration : 20 Hours.

> ➤ Microsoft Office 2007
>   - Introduction about MS Office 2007.
>   - How to start Word? Methods of starting Word 2007.
>   - How to Change language English to Hindi.
>   - Introduction about the Hindi Keyboards.
>   - Introduction about the Hindi IME. Difference between Remington and Transliteration K/B.
>   - How to operate the K/B. What is Transliteration K/B.
>   - How to type different Characters and Words from transliteration K/B.
>   - How to use IME help? How to use spelling grammars check in Hindi?
>   - What is smart Tag? What is Thesaurus?
>   - How to change the Menu from English to Hindi.
>   - Convert the ASCII font to Unicode from TBIL converter.

Section – 3 :
Duration : 10 Hours.

> ➤ Troubleshooting, Installation and Best Practices
>   - Understanding Storage devices.
>   - How to use a DVD/ CD / ROM and Pendrive.
>   - Burning DVD/CD
>   - Taking data on and from a flash drive, Pen drive.
>   - Using data and resources from a Local Area Network.
>   - Using FTP for uploading and downloading of Data from the Internet.
>   - Information on Scanner and Scanner software usage / configuration

> **Installations:**
  - Installing basic software's like MS Office, etc.
  - CD Burning software (Nero etc.)
  - Installing or adding printers
  - Installing or adding Fonts.
  - Installing sound drivers.
  - Installing drivers for any new hardware.
  - Installing new software and removing them using the control panel.

> **Best Practices :**
  - Understanding patches, upgrades, versions and installing them.
  - Disk cleanup
  - Regular updating of anti virus software.
  - Scanedisk.
  - Backups in detail including the following :
    - Backup through Application.
    - Backup through Utilities and Tools.
    - Record Retention.

> **Troubleshooting:**
  - Troubleshooting Tools.
  - Troubleshooting Viruses.
  - Troubleshooting Fundamentals
  - Problems that keep a computer from starting.
  - Troubleshooting OS, Network.
  - Problems after a Computer Boots.

Section – 4 :
Duration : 10 Hours.

> **Technology Track**
  - **Networking / Internet Concepts (7 Hours)**
  a. Understand Network Implementation and troubleshoot Network Support.
  b. Understand Internet Basics, Connections and WAN Connections.
  c. Information on Internet explorer usage and various option / settings available.
  d. Understand DNS and Uniform Resources Locators
  e. Understand Firewalls and different Types of Virtual Private Networks.

  - **Security (3 Hours)**
  a. General Security Concepts (Covering orientation on the criticality of the password protection, guidelines on forming new passwords, guidelines on protection, of the assigned accounts)
  b. Communication of Security.
  c. Infrastructure Security.
  d. Operational and Organizational Security.

Section – 5 :
Duration : 10 Hours.

➤ Project Management Track
  o Overview of Project Management.
  o Project Framework.
  o Project Management Concepts including Integration, Scope Management, Cost Management, Time Management, Quality Management, Communication Management, Risk Management & Procurement Management.
  o Overview of Microsoft Project 2007.