

**PROFORMA FOR WEBSITE**

Sr. No.	Type of information required.	
1.	Name of the Department	Development Department, Secretariat, Daman.
2.	Head of the department/Contact person.	Development Commissioner,
3.	Contact Address	Office of the Development Commissioner, Secretariat, Moti Daman – 396 220.
4.	Telephone Numbers	1. 0260 -2230473 2. 0260 - 2230460
5.	Fax No.	0260 - 2230550
6.	Email Address	devcom-dd@nic.in
7.	Contact Person	1. Development Commissioner/Head of Department. Phone (Office) 0260-2230473 2. Joint Secretary (Dev)/Head of Office, Phone (Office) 0260 - 2230460.
8.	Any other contact details	Joint Secretary (Dev), Secretariat Building, Fort Area, Moti Daman – 396 220.
9.	The brief description about the functionality of the department.	Dealing in matters relating to strengthening of Panchayati Raj Institutions, devolution of Powers, functions, functionaries, Panchayati Raj Regulations and related matters..
10.	List and description of the services /schemes to the public.	Monitoring on the following schemes : 1. National Rural Employment Guarantee Programme (NREGA). 2. Monitoring on U.T. & District Level Vigilance & Monitoring Committee for Daman & Diu
11	Major Achievements so far	1. Devolution of Powers. 2. Transfer of functionaries. 3. Monitoring the U.T. & District Level Vigilance & Monitoring Committee for Daman & Diu. 4. Amendment made in Daman & Diu District Panchayat (Accounts and Audit and Custody of Funds) Rules, 1996 as financial sanction up to Rs. 2.00 lakhs (Rupees two lakhs only) for General Standing Committee of the District Panchayat and for the works above Rs. 2.00 Lakhs (Rupees two Lakhs only) by the District Panchayat. 5. Notification issued under National Rural Employment Guarantee Act, 2005 notifying the scheme as Daman & Diu Rural Employment

		<p>Guarantee Scheme.</p> <p>6. 73<sup>rd</sup> Constitutional Amendment and as provided under Article 243 (G) of the Constitution of India, all the 29 subjects as mentioned in the XI Schedule of the Constitution of India have been transferred to the District Panchayat.</p>
12.	If Functionality of the department touches to the public directly then	No. Being Secretaries functionality of the department touches to the public directly.
	The list of task/activities.	N. A.
	The required procedures for different tasks.	N. A.
	The list of pre-requisites for certain procedures.	N. A.
	The required forms (in MS-WORD /PDF format) with instruction like how to fill and whom to submit etc.	N. A.
	The visiting hours for public	12.00 noon to 01.00 p.m.
13.	Any other details of public interest not covered in above	N. A.
14.	Citizen Charter of the Department.	Since it is Secretariat & not dealing with citizen directly or providing any services, no citizen's charter has been prepared.
15.	Pictures/Photographs of the Department / Building.	Nil
16.	All the information sought under RTI, Act, categorically.	<ol style="list-style-type: none"> <li>1. U T. Profile – Daman &amp; Diu.</li> <li>2. Order No. DRDA/5/25/2005-06/Part-II/57 dated 09/05/2008 reconstitution of Vigilance &amp; Monitoring Committee for Rural Development Programme at State/Union Territories level.</li> <li>3. Order No. DRDA/5/25/2005-06/Part-II/58 dated 09/05/2008 reconstitution of Vigilance &amp; Monitoring Committee for Rural Development Programme at Diu District level .</li> <li>4. Order No. DRDA/5/25/2005-06/Part-II/59 dated 09/05/2008 reconstitution of Vigilance &amp; Monitoring Committee for Rural Development Programme at Daman District level.</li> <li>5. Order No. 107/DC/PR/PF-I/2006-07/251 dated 28/07/2006 regarding transfer to the subjects as mentioned in the XI Schedule of the Constitution of India alongwith the Schemes, funds allocated for the year 2006-07.</li> <li>6. Order No. DRDA/5/25/2005-</li> </ol>

		<p>06/Part-II/84 dated 30/05/2008 reconstitution of Vigilance &amp; Monitoring Committee of District Panchayat of Daman for the Rural Development Programme.</p> <p>7. Minutes of the Special Meeting of the U. T. level Vigilance &amp; Monitoring Committee for Rural Development Programmes for Daman &amp; Diu held on 30/07/2008.</p> <p>8. Notification No. 1/160/DC/Pan-Fin-Power/2008-09/246 dated 14/08/2008 amend Daman &amp; Diu District Panchayat (Accounts and Audit and Custody of Funds) Rules, 1966.</p> <p>9. Order No. 1/160/DC/Pan-Fin-Power/2008-09/247 dated 14/08/2008 for partial modification to incur expenditure.</p> <p>10. Notification No.DRDA/1/56/NREGA/08-09/305 dated 10/09/2008 notifies the scheme to be called Daman and Diu Rural Employment Guarantee Scheme.</p> <p>11. Notification No.DRDA/1/56/NREGA/08-09/304 dated 10/09/2008 Officers/Officials are designated under National Rural Employment Guarantee Act, 2005.</p> <p>12. List of seats reserved in Village Panchayats of Daman and Diu.</p> <p>13. List of seats reserved in District Panchayat Daman &amp; Diu.</p> <p>14. List of the Village Panchayat s where office Chairman is reserved.</p> <p>15. List of Chairman, Vice - Chairman and Elected Members of Village Panchayats of Daman District.</p> <p>16. List of Chairman and Elected Members of Village Panchayats of Diu District.</p> <p>17. List of President and Elected Members of District Panchayat, Daman &amp; Diu.</p> <p>18. Statement of U. T. of Daman &amp; Diu approved budget for Annual Plan – 2008-09.</p>
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Place : Daman

Date:

Joint Secretary (Dev).

(1) In exercise of the powers conferred by Section 65 of the Daman & Diu Village Panchayats Regulation, 1962 as amended by Daman and Diu Village Panchayat (Amendment) Regulation, 1994 vide Notification No.

SHORT TITLE AND COMMENCEMENT :

- (I) These Rules may be called the District Panchayat Daman and Diu Committee Rules, 1996.
- (II) The shall come into force at once.

(2) ) In exercise of the powers conferred by Section 65 of the Daman & Diu Village Panchayats Regulation, 1962 (Regulation No. 9 of 1962) as amended by Daman and Diu Village Panchayat (Amendment) Regulation, 1994.

(3) The Development Commissioner, Secretariat, Daman is monitoring various Departments of Daman & Diu as being Secretary to the following Departments :

1. P.W.D., Irrigation, & Water Supply.
2. Electricity (Local Bodies)
3. Environment & Forest, Chairman PC /DDCZMA
4. Industries.
5. Information Technology.
6. Panchayat.
7. Power
8. PPP Projects.
9. Revenue
10. Rural Development.
11. Taxation (Excise & VAT)
12. Transport.

Special Secretary to the following Departments :

2. Home
3. Vigilance.
4. Special Secretary (Personnel Department)

Additional Charges :

1. Finance Secretary & Secretary (Planning & Statistics)

List and Description of the Services/ Schemes to the public :

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Sr. No.	Type of information required.	
1.	Name of the Department	Development Commissioner, Secretariat, Daman.
2.	Head of the department/Contact person.	Development Commissioner Development Commissioner,
3.	Contact Address	Office of the Development Commissioner, Secretariat, Moti Daman – 396 220.
4.	Telephone Numbers	1. 0260 -2230473 2. 0260 - 2230460
5.	Fax No.	0260 - 2230550
6.	Email Address	
7.	Contact Person	3. Development Commissioner/Head of Department. Phone (Office) 0260-2230473 4. Joint Secretary (Dev)/Head of Office, Phone (Office) 0260 - 2230460.
8.	Any other contact details	The Development Commissioner, Secretariat Building, Fort Area, Moti Daman – 396 220.
9.	The brief description about the functionality of the department.	Monitoring on Panchayat, District Panchayat and Rural Development.
10.	List and description of the services /schemes to the public.	Monitoring on the following schemes : 1. National Rural Employment Guarantee Programme (NREGA). 2. Monitoring on the schemes under the devolution of 29 subject listed in XI Schedule of the constitution of the India. 3. Monitoring on U.T. & District Level Vigilance & Monitoring Committee for Daman & Diu
11	Major Achievements so far	7. Constitute the U.T. & District Level Vigilance & Monitoring Committee for Daman & Diu. 8. Amendment made in Daman & Diu District Panchayat (Accounts and Audit and Custody of Funds) Rules, 1996 as financial sanction up to Rs. 2.00 lakhs (Rupees two lakhs only) for General Standing Committee of the District Panchayat and for the works above Rs. 2.00 Lakhs (Rupees two Lakhs only) by the District Panchayat. 9. 73 <sup>rd</sup> Constitutional Amendment and as provided under Article 243 (G) of the Constitution of India, all the 29 subjects as mentioned in

		<p>the XI Schedule of the Constitution of India have been transferred to the District Panchayat.</p> <p>10. Notification issued under National Rural Employment Guarantee Act, 2005 notifying the scheme as Daman &amp; Diu Rural Employment Guarantee Scheme.</p>
12.	If Functionality of the department touches to the public directly then	No functionality of the department touches to the public directly.
	The list of task/activities.	N. A.
	The required procedures for different tasks.	N. A.
	The list of pre-requisites for certain procedures.	N. A.
	The required forms (in MS-WORD /PDF format) with instruction like how to fill and whom to submit etc.	<p>Format : MS – WORD</p> <p>Simple Application as per the format of RIT Act.</p> <p>The Joint Secretary (Dev), Daman.</p>
	The visiting hours for public	
13.	Any other details of public interest not covered in above	Nil
14.	Citizen Charter of the Department.	Not introduced.
15.	Pictures/Photographs of the Department / Building.	Nil
16.	All the information sought under RTI, Act, categorically.	<p>19. U T. Profile – Daman &amp; Diu.</p> <p>20. Notification No. DP/52/96-97/282 dated 29/10/1996 the Daman and Diu District Panchayat (Meeting) Rules, 1996.</p> <p>21. Notification No. DP/65/96-97/291 dated 13/11/1996 amendment in the Daman and Diu District Panchayat (Accounts and Audit and Custody of Funds) Rules, 1996.</p> <p>22. Notification No. DP/66/1996-97/403 dated 03/12/1996 amendment in the District Panchayat Daman and Diu Committee Rules, 1996.</p> <p>23. Order No. 6/253/06-PER/436 dated 01/07/2006 regarding devolution of power to the Panchayati Raj institution to place the officials of various departments/offices.</p> <p>24. Order No. DRDA/5/25/2005-06/Part-II/57 dated 09/05/2008 reconstitution of Vigilance &amp; Monitoring Committee for Rural Development Programme at State/Union Territories level.</p> <p>25. Order No. DRDA/5/25/2005-</p>

		<p>06/Part-II/58 dated 09/05/2008 reconstitution of Vigilance &amp; Monitoring Committee for Rural Development Programme at Diu District level .</p> <p>26. Order No. DRDA/5/25/2005-06/Part-II/59 dated 09/05/2008 reconstitution of Vigilance &amp; Monitoring Committee for Rural Development Programme at Daman District level.</p> <p>27. Order No. 107/DC/PR/PF-I/2006-07/251 dated 28/07/2006 regarding transfer to the subjects as mentioned in the XI Schedule of the Constitution of India alongwith the Schemes, funds allocated for the year 2006-07.</p> <p>28. Order No. DRDA/5/25/2005-06/Part-II/84 dated 30/05/2008 reconstitution of Vigilance &amp; Monitoring Committee of District Panchayat of Daman for the Rural Development Programme.</p> <p>29. Minutes of the Special Meeting of the U. T. level Vigilance &amp; Monitoring Committee for Rural Development Programmes for Daman &amp; Diu held on 30/07/2008.</p> <p>30. Notification No. 1/160/DC/Pan-Fin-Power/2008-09/246 dated 14/08/2008 amend Daman &amp; Diu District Panchayat (Accounts and Audit and Custody of Funds) Rules, 1966.</p> <p>31. Order No. 1/160/DC/Pan-Fin-Power/2008-09/247 dated 14/08/2008 for partial modification to incur expenditure.</p> <p>32. Notification No.DRDA/1/56/NREGA/08-09/305 dated 10/09/2008 notifies the scheme to be called Daman and Diu Rural Employment Guarantee Scheme.</p> <p>33. Notification No.DRDA/1/56/NREGA/08-09/304 dated 10/09/2008 Officers/Officials are designated under National Rural Employment Guarantee Act, 2005.</p>
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Place : Daman

Date:

Joint Secretary (Dev).