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No.2/13/92-Conf/Part-I/2573
Administration of Daman & Diu
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220.
e-mail : pers-dd@nic.in

Dated : 12/12/2014

NOTIFICATION

Subject : Reporting, Reviewing and Accepting Authority for APARs

In supersession of all the earlier notifications on the subject, the Administrator of Daman & Diu is pleased to declare the Officers shown in Column No. 3,4, and 5 as “Reporting Authority” “Reviewing Authority” and “Accepting Authority” respectively in respect of Annual Performance Appraisal Report of All India Service Officers and Heads of Office shown in Column No. 2 of the Annexure- I and II respectively.

2. It is further laid down that if,

(i) the posts of Reporting and Reviewing Authority are being held by same officer

OR

(ii) the Reviewing Authority for a post happens to be junior to the Reporting officer,

the review shall be carried out by the Reporting Authority of the Reporting Officer.

**By Order and in the name of
the Administrator of Daman &
Diu and Dadra & Nagar Haveli**


(P. Lalchhuanga)
Special Secretary (Pers.)

Encl : Annexure I & II


Copy to:-

- 1) The Staff Officer to Administrator, Secretariat, Daman / DNH.
- 2) The Development Commissioner, Secretariat, Daman / DNH.
- 3) The Finance Secretary, Secretariat, Daman / DNH.
- 4) The Collector, Daman / Diu / DNH.
- 5) The Chief Conservator of Forest, Daman / DNH.
- 6) The Secretary (Education), Secretariat, Daman / DNH.
- 7) The S.I.O. NIC, for uploading on Administration Website.
- 8) The Deputy Director, Government Printing Press, Daman for publication in Official Gazette.
- 9) Guard file/Office copy.

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ANNEXURE – II FOR HEADS OF OFFICE

| Sl. No. | Name of the Post | Reporting Authority | Reviewing Authority |
|---------|---|---|----------------------------|
| 1. | 2. | 3. | 4. |
| 1. | Director, Medical & Health Service | Secretary (Health) | Administrator |
| 2. | Medical Officer, Incharge of Govt. Hospital / CHC / PHC | Director, Medical & Health Service | Secretary (Health) |
| 3. | Deputy Director, Medical & Health Services | Director, Medical & Health Service | Secretary (Health) |
| 4. | Deputy Director (NVBDCP) | Director, Medical & Health Service | Secretary (Health) |
| 5. | Superintending Engineer (Civil) | Secretary (PWD) | Administrator |
| 6. | Executive Engineer(Civil) / Surveyor of Works | Superintending Engineer (Civil) | Secretary (PWD) |
| 7. | Executive Engineer (Electricity) | Secretary (Power) | Administrator |
| 8. | Principal Scientific Officer | Secretary (Science & Technology) | Administrator |
| 9. | Principal, Govt. College / I.T.I. / T.T.I. / Government Polytechnic | Director (Technical & Higher Education) | Secretary (Education) |
| 10. | Assistant Director (Education) / Principal Higher Secondary School | Director of Education | Secretary (Education) |
| 11. | Chief Inspector Factories & Boiler | Commissioner (Labour) | Development Commissioner |
| 12. | Director of Accounts | Finance Secretary | Administrator |
| 13. | Deputy Director of Agriculture | Director of Agriculture | Secretary (Agriculture) |
| 14. | Veterinary Officer | Director (AHVS) | Secretary (AHVS) |
| 15. | Dy. Director (Planning & Statistics) | Secretary (Planning) | Administrator |
| 16. | Public Prosecutor | Law Secretary | Administrator |
| 17. | Associate Town Planner | Secretary (UD) | Administrator |
| 18. | Staff Officer to Administrator | Administrator | Administrator |
| 19. | Statistical Officer (TSP) | Director (Social Welfare) | Secretary (Social Welfare) |
| 20. | Dy. Director of Accounts / AAO | Director of Accounts | Finance Secretary |
| 21. | Child Development Project Officer | Deputy Director (Social Welfare) | Director (Social Welfare) |
| 22. | Enquiry Officer, City Survey | Deputy Collector | Collector |
| 23. | Mamlatdar | Deputy Collector | Collector |
| 24. | Block Development Officer | Chief Executive Officer, District Panchayat | Secretary (Panchayat) |
| 25. | Assistant Director (Official Language) | Secretary (Official Language) | Administrator |
| 26. | Superintendent of Fisheries | Director (Fisheries) | Secretary (Fisheries) |
| 27. | Zonal Agriculture Officer | Director of Agriculture | Secretary (Agriculture) |


 (P. Lalchhuanga)
 Special Secretary (Pers.)

ANNEXURE – I FOR ALL INDIA SERVICE OFFICERS

C/S

| Sl. No. | Name of the Post | Reporting Authority | Reviewing Authority | Accepting Authority |
|---------|------------------------------------|------------------------------------|----------------------------------|----------------------------------|
| 1. | 2. | 3. | 4. | 5. |
| 1. | Development Commissioner | Administrator | Ministry of Home Affairs | Ministry of Home Affairs |
| 2. | Deputy Inspector General of Police | IGP/Administrator | Ministry of Home Affairs | Ministry of Home Affairs |
| 3. | Superintendent of Police | Deputy Inspector General of Police | IGP/Administrator | Ministry of Home Affairs |
| 4. | Finance Secretary | Administrator | Ministry of Home Affairs | Ministry of Home Affairs |
| 5. | Secretary in UT Administration | Administrator | Ministry of Home Affairs | Ministry of Home Affairs |
| 6. | Collector, Daman / Diu / DNH | Secretary (Revenue) | Administrator | Ministry of Home Affairs |
| 7. | Law Officer / Law Secretary | Development Commissioner | Administrator | --- |
| 8. | Chief Conservator of Forest | Secretary (Environment & Forest) | Administrator | Ministry of Environment & Forest |
| 9. | Conservator of Forest | Chief Conservator of Forest | Secretary (Environment & Forest) | Administrator |
| 10. | Deputy Conservator of Forest | Conservator of Forest | Chief Conservator of Forest | Secretary (Environment & Forest) |


 (P. Lalchhuanga)
 Special Secretary (Pers.)