

No.6/12/2013-PER/Vacancy/3039
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220

Dated : 01 / 01 / 2014

CIRCULAR

Sub : Submission of Online Information regarding Vacancy Position and Meeting Notice

Attention of all Heads of Office is invited to para 7 of the minutes of the meeting held on 26-12-2013 under the Chairmanship of Development Commissioner to review the status of vacancies in Group A, B and C (including Multi Tasking Staff) posts etc. in the UT Administration of Daman & Diu, wherein it was decided that Personnel Department shall get a software developed for seeking of information relating to vacancy status, etc. in various departments of the Administration.

1. The Personnel Department has accordingly got a web based software developed and hosted at <http://117.218.139.249:90/crm>. The procedure to use the software is annexed herewith as Annexure-I. The Login Id and Password of various departments are attached herewith at Annexure-II.
2. The information in respect of Common Cadre Posts [i.e., LDC, UDC, Head Clerk / Assistant / Confidential Assistant, Superintendent (NG / Gaz.)] must not be entered in the software. Details of only departmental posts (i.e., other than common cadre posts as mentioned above) only needs to be entered in the software.
3. It is further clarified that the Heads of Office in Daman shall enter information in respect of the whole department, i.e., including the posts for both Daman and Diu districts.
4. The above exercise of entry of information in the software should be completed by 14th January, 2014, after which Development Commissioner shall hold a review meeting on 16th January, 2014 in his chamber of the departments as per the schedule indicated in Annexure-III.

Encl : Annexure – I - III

(S.K. Varma)

Deputy Secretary (Pers.)

To,
All Heads of Office,
Daman

Copy to :
All Secretaries in the UT Administration of Daman & Diu.

ANNEXURE-I

PROCEDURE TO USE SOFTWARE FOR DATA ENTRY OF VACANCY POSITION

1. Open Internet Explorer / Google Chrome / Mozilla Fire Fox on your computer.
2. Type <http://117.218.139.249:90/crm> in the address bar.
3. Type your user name in the **User Name** box.
4. Type your password in the **Password** box. *
5. Click **Log In**.
6. Click on **Vacancy** on top left of the window.
7. Click **Create Vacancy**.
8. Now enter the data of your department.

* After logging in for the first time, change your password.

TO CHANGE PASSWORD

1. Log in to the website as per the procedure mentioned from Serial No.1 to 5 above.
2. Click on Department Name [Your Department / Office Name will be shown] mentioned in top left of the window.
3. Click on **Password**.
4. Type your current password in the **Current Password** box.
5. Type your New Password in the **New Password** box.
6. Type Confirm Password in the **Confirm Password** box.
7. Click on **Save**.

ANNEXURE-II

| Sr. No. | Name of Department / Office | User Name | Password |
|---------|----------------------------------|------------------|----------|
| 1 | ARCS, Daman | arcs-dmn-dd | abcd1234 |
| 2 | BDO, Daman | bdo-daman-dd | abcd1234 |
| 3 | CDPO, Daman | cdpo-dmn-dd | abcd1234 |
| 4 | City Survey, Daman | eocs-dmn-dd | abcd1234 |
| 5 | Collectorate, Daman | dycoll-dmn-dd | abcd1234 |
| 6 | DIC, Daman | dic-dd | abcd1234 |
| 7 | Directorate of Accounts, Daman | doa-dd | abcd1234 |
| 8 | Education Department, Daman | adedn-dd | abcd1234 |
| 9 | Electricity Department, Daman | elec-dmn-dd | abcd1234 |
| 10 | Excise Department, Daman | excise-dmn-dd | abcd1234 |
| 11 | Fire Department, Daman | sfo-dmn-dd | abcd1234 |
| 12 | Fisheries Department, Daman | fish-daman-dd | abcd1234 |
| 13 | Forest Department, Daman | dcf-dd | abcd1234 |
| 14 | Government College, Daman | pplgovt-dmn-dd | abcd1234 |
| 15 | Government Polytechnic, Daman | poly-dmn-dd | abcd1234 |
| 16 | Government Printing Press, Daman | gpp-dd | abcd1234 |
| 17 | Health Department, Daman | dmhs-daman-dd | abcd1234 |
| 18 | ITI, Daman | iti-dmn-dd | abcd1234 |
| 19 | Labour & Employment, Daman | cifb-dmn-dd | abcd1234 |
| 20 | Mamlatdar, Daman | mdar-dmn-dd | abcd1234 |
| 21 | Official Language, Daman | adol-daman-dd | abcd1234 |
| 22 | Planning & Statistics, Daman | dps-daman-guj | abcd1234 |
| 23 | Police Department, Daman | police-daman-dd | abcd1234 |
| 24 | Port Office, Daman | po-dmn-dd | abcd1234 |
| 25 | Science & Technology, Daman | pso-dd | abcd1234 |
| 26 | SE-PWD, Daman | pwd-dd | abcd1234 |
| 27 | Sub-Jail, Daman | subjail-daman-dd | abcd1234 |
| 28 | Town & Country Planning, Daman | atp-dmn-dd | abcd1234 |
| 29 | Transport Department, Daman | rtodaman-dd | abcd1234 |
| 30 | Tribal Sub Plan, Daman | sotsp-dmn-dd | abcd1234 |
| 31 | TTI, Daman | tti-dmn-dd | abcd1234 |
| 32 | VAT Department, Daman | ddvat-dd | abcd1234 |
| 33 | Veterinary Department, Daman | ahvs-dmn-dd | abcd1234 |
| 34 | Weight & Measure, Daman | jiwm-dmn-dd | abcd1234 |
| 35 | ZAO, Daman | ddir-agri-dd | abcd1234 |

ANNEXURE-III

| MEETING DATE | 16-01-2014 10:00 AM | ---- | 16-01-2014 3:00 PM |
|--------------|-----------------------------|-------------|------------------------|
| SR. NO. | GROUP 1 | GROUP 2 | GROUP 3 |
| 1 | Health Department | Education | PWD |
| 2 | Accounts Department | Polytechnic | Sub Jail |
| 3 | ZAO | ITI | VAT |
| 4 | Police Department | TTI | Weight & Measure |
| 5 | Science & Technology | College | Veterinary Department |
| 6 | Planning & Statistics | | Official Language |
| 7 | Tribal Sub Plan | | Mamlatdar |
| 8 | Town & Country Planning | | Collectorate |
| 9 | Government Printing Press | | Transport Department |
| 10 | Enquiry Office, City Survey | | Labour & Employment |
| 11 | Forest Department | | Port Office |
| 12 | Fire Department | | ARCS |
| 13 | BDO | | Excise Department |
| 14 | CDPO | | DIC |
| 15 | Fisheries Department | | Electricity Department |