

No.6/14/94-PER/Part/1423
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman
Moti Daman – 396 220.

Dated:- 29/07/2011

Read:- Office Memorandum F.No.1/1/2008-IC dated 24th December, 2008 issued by the Government of India, Ministry of Finance, Department of Expenditure, Implementation Cell, New Delhi.

C I R C U L A R

The 6th CPC recommended that all Group 'D' post in the Government will stand upgraded to Group 'C' Pay Band-1 with Grade Pay of Rs. 1800. Initially all Group 'D' employees shall be placed in the 1S Pay Scale with appropriate grade pay. Thereafter such those Group 'D' employees possess the revised minimum qualification of 10th Pass or ITI Pass would be placed in the Group 'C' Pay Band with a grade pay of Rs. 1800/- with effect from 1.1.2006.

Those Group 'D' employees who do not possess the minimum qualification prescribed would need to be retrained. The Training package would need to be evolved separately for each of the individual Ministries/Department/Organization keeping in view their specific needs. Job description of the Group 'D' Posts.

In this connection, the following Training curriculum for placements of those Group 'D' officials who do not possess the minimum prescribed Qualification is given under:

(I) General Group 'D' Staff

Peon, Watchman, Sweeper, Servant, Khalashi Bull Attendant, Field Worker

- 1) Role & Importance of Multi tasking Staff
- 2) Efficient Communication System
- 3) Maintenance of Diary/Dispatch/Movement Register
- 4) Office Management & Discipline
- 5) Dak Receipt, Registration & Distribution
- 6) Filing of papers
- 7) File numbering System
- 8) Record Management
- 9) Leave Rules
- 10) Communication skill
- 11) Basic Data entry on computer
- 12) Opening & closing of office.

(II) Public Works Department

Cook, Waiter, Barkhandas.

- 1) Etiquette and manners.
 - (A) Be Polite
 - (B) Service with smile
 - (C) Good posture
- 2) Personal hygiene, appearance and grooming
 - (A) Prevent food contamination
 - (B) Prevention against illness
 - (C) Clean habits (Avoid smoking, chewing tobacco/Pan etc on duty)
 - (D) Clean & trimmed nail & clean clothes
 - (E) Wearing prescribed uniforms
 - (F) Taking order politely with sense of urgency
 - (G) Use of clean crockery/cutlery
 - (H) Proper service of snacks/tea/coffee with sugar requirement
 - (I) Proper service of meals & timely clearance of meal plates
 - (J) Proper cleaning of tables/Kitchen.

(2)

(III) Electricity Department

Asstt. Lineman/Wireman, Line Helper

- 1) Role & importance of Assistant Lineman/Wireman, Line Helper etc. in Electricity Department
- 2) Maintenance of Diary for Line repairing
- 3) Efficient Communication System
- 4) Precautions while working on Electric line
- 5) Base Rules of Electricity Supply
- 6) Role during emergent situation
- 7) Proper information at first Aid.

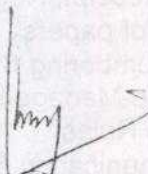
(IV) Directorate of Medical & Health Service

Helper, Attendant, Ward Boy, Aya, Dresser.

- 1) Role & importance of Helper, Attendant, Aya, Dressers etc in Health Department.
- 2) Politeness while talking to patients.
- 3) Proper cleaning of Wark/kitchen in Hospital
- 4) Efficient Communication with seniors.
- 5) Proper information of Firt Aid.
- 6) Personal hygiene & clean habits u.e. avoid smoking/chewing tobacco pan etc on Duty.

The Head of Office concerned in Daman & Diu and Dadra & Nagar Haveli are informed to chalked out the training programme as per the above curriculum for those Group 'D' employees who do not possess the minimum qualification. The training programme should not exceed 3 months and it may be imparted during working days for not more than 2 hours per day. For this purpose the Heas of Office concerned may nominate a senior employee of the office to impart training as per the curriculum. After completion of three months training, the Head of Office concerned may order placing such Group 'D' employees in to Group 'C' Multi Tasking Staff in Pay Band of Rs.5200-20200 alongwith Grade Pay of Rs. 1800 with effect from 1.1.2006. The department concerned will bear the expenditure for training. The training of Group 'D' staff may be started with effect from 1.9.2011.

This is issues with the approval of the Administrator of Daman & Diu vide diary No. 4390 dated 25.07.2011.


(P. S. Jani)
Joint Secretary (Pers)

To,

All Head of Offices, Daman.

Copy to:-

- 1) The Deputy Collector, Diu with request to circulate the same at Diu District.
- 2) The Deputy Secretary (Pers.), DNH for similar action for DNH Administration.
- 3) The DIO, NIC, Daman for uploading on Govt. Website.
- 4) Guard file/Office copy.