

Dated : 01 / 10 / 2013

**ORDER**

The Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to order the following arrangements in respect of Secretary/Addl. Secretary/Joint Secretary/Dy. Secretary/ Director in the Secretariat, Daman during their absence on tour/leave etc. with immediate effect in addition to their own duties.

Sl. No	Designation of post	Link Officer (I)	Link Officer (II)
1.	Development Commissioner, Daman & Diu & DNH	Finance Secretary, Daman & Diu & DNH	Hon'ble Administrator, Daman & Diu & DNH.
2.	Finance Secretary, Daman & Diu & DNH	Development Commissioner, Daman & Diu & DNH	Secretary, Education, Daman..
3.	Managing Director, OI DC, Daman	Finance Secretary, Daman & Diu & DNH	Development Commissioner, Daman & Diu & DNH
4.	Law Secretary, DD & DNH	Secretary (Education) DD&DNH	Managing Director, OI DC, Daman
5.	Collector, Daman	Chief Executive Officer, District Panchayat, Daman	Secretary, Education, Daman..
6.	Secretary, Education, Daman.	Finance Secretary, Daman.	Managing Director, OI DC, Daman
7.	Secretary-cum-Director (Fisheries/Animal Husbandry)	Secretary (Education) Daman	Finance Secretary, Daman
8.	Chief Conservator of Forest, Daman & Diu & DNH	Conservator of Forest, Daman & Diu & DNH	Managing Director, OI DC, Daman
9.	Conservator of Forest, Daman & Diu & DNH	Dy. Conservator of Forest, Daman	Chief Executive Officer, Dist. Panchayat, Daman
10.	Principal Scientific Officer, Daman.	Chief Executive Officer, District Panchayat, Daman	General Manager (DIC), Daman
11.	Secretary (Social Welfare, O/L, Industries), DD Spl. Secretary, DD Urban Development/Health, Mission Director, NRHM, DD	Chief Executive Officer, District Panchayat, Daman	General Manager, DIC, Daman
12.	Chief Executive Officer, District Panchayat, Daman Spl. Secretary-cum-Director, DD Education, Rural Development, Spl. Secretary Panchayat Raj Institution	Secretary (Social Welfare, O/L, Industries), DD	General Manager DIC, Daman

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Sr. No.	Designation of post	Link Officer (I)	Link Officer (II)
13.	Secretary-cum-Director, DD Art & Culture, Sports & Youth Affairs.	Secretary (Social Welfare, O/L, Industries), DD	Chief Executive Officer, District Panchayat, Daman
14.	General Manager, DIC, Director DD Social Welfare & Industries, Dy. Secretary DD, Health, PWD, Social Welfare, O/L, Development, Fisheries, AHVS, Parliamentary Affairs, Panchayat /Municipal Election	Chief Officer, DMC, Daman	Dy. Secretary (Election), Daman
15.	Deputy Commissioner (VAT),DD, Deputy Secretary (Personnel), DD Deputy Secretary (Home), DD Deputy Secretary (Vigilance), DD	Joint. Secretary (Fin)	Deputy Secretary (Development), Daman
16.	Deputy Collector (Gen.), Daman Assistant Registrar of Co. Operative Societies, Daman. Land Acquisition Collector, Daman. Dy. Secretary (Labour &Employment), DD (Port & Lighthouse), DD (General Administration & Protocol), DD Co-operative Societies, Food & Civil Supplies Asstt. Commissioner of Excise	Deputy Collector (HQ.),	Deputy Secretary (Election), DD
17.	Deputy Collector (HQ), Daman Deputy Secretary, DD, (Revenue/Information Technology, Panchayatraj Institutions.	Deputy Collector (Gen.),	Deputy Secretary (Election), DD
18.	Deputy Collector, Diu, ARCS, Diu. Dy. Commissioner (VAT)/Excise. Diu, Dy. Director of Transport, /Tourism, Diu Asstt Registrar, Dist. Consumer Redressal Forum, Diu	Chief Executive Officer, Dist. Panchayat, Diu	Mamlatdar, Diu
19.	Chief Executive Officer, Dist. Panchayat, Diu, Chief Officer, Diu Municipal Council, Diu	Deputy Collector, Diu	Mamlatdar, Diu
20.	Joint Secretary (Fin), DD, Jt. Secretary (Power),DD Jt. Secretary (Taxation)DD.	Deputy Secretary (Personnel),Daman	Deputy Secretary (Development), Daman
21.	Project Director, DRDA, Daman Dy. Secretary Rural Development, DD	Deputy Secretary (Dev), Daman	Deputy Secretary (Election), DD
22.	Deputy Secretary Election, DD, Dy. Chief Electoral Officer, DD	Assistant Commissioner (Excise), Daman	Joint Secretary (Fin)
23.	Chief Officer, Daman Municipal Council	Deputy Collector (Gen), Daman	Assistant Commissioner (Excise), Daman
24.	Dy. Director (Transport) Daman, Dy. Secretary (Transport),	Deputy Commissioner (VAT),DD	Deputy Secretary (Development), Daman
25.	Joint Director (Tourism), DD, Director IT, DD	Deputy Secretary (Dev), Daman	Deputy Secretary (Pers), DD

Sr. No.	Designation of post	Link Officer (I)	Link Officer (II)
26.	Secretary-cum-PCA, DD Dy. Secretary Sports & Youth Affairs, Arts & Culture DD & Head of Sports, Daman	Deputy Secretary (Election), DD	Deputy Secretary (Transport).
27.	OSD (Administrator/Education)DD, Dy. Secretary Information Technology, Field Publicity Officer, Daman	OSD (NFSO/Health)	Deputy Secretary (Election), DD
28.	OSD (National Food Security Ordinance/Health)DD	OSD (Administrator/Education)DD	Deputy Secretary (Election), DD
29.	Dy. Secretary (Plg & Stat) DD	Dy. Secretary (Election)	Deputy Secretary (Transport)
30.	Associated Town Planner, DD, Dy. Secretary (Urban Development) Member secretary (PDA)DD	Deputy Secretary (Transport)	Secretary-cum-PCA, DD

All the Link Officers shall exercise all the powers and functions of Link Officers as and when concerned Officers proceeds on leave/Tour etc. for more than five days. In case of Tour/Leave etc. up to five days Link Officers shall look after only routine works and work of urgent nature.

The Link Officers shall look after all the charges held by the Officer who proceeds on leave/tour etc.

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

  
(S. K. Varma)

**Deputy Secretary (Pers.)**

To  
The Concerned Secretary/  
Addl./Joint/Deputy/Secretaries/Directors/Officers.

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 Managing Director, OI DC, Daman.
5. The Secretary (Education), Daman.
6. The Collector, Daman / Diu / DNH.
7. The Dy. Collector, Diu with a request to circulate the same in Diu District.
- ✓ 8. The DIO, NIC, Daman for uploading in the Website.
9. The Director of Accounts, Daman.
10. The Government Printing Press, Daman for publication in the Official Gazette.
11. Office copy / Guard file.