

No.6/3/2012-PER/ 3243  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220

Dated : 20 / 01 / 2014

### O R D E R

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	<u>Officer</u>	<u>Link Officer</u>	<u>If both on leave/tour</u>
1.	Development Commissioner, Daman & Diu & DNH	Finance Secretary, Daman & Diu & DNH	Hon'ble Administrator, Daman & Diu & DNH.
2.	Finance Secretary, Daman & Diu & DNH, Secretary Industries, Daman & Diu and DNH, AHVS & Fisheries and Commissioner (VAT) Daman & Diu	Development Commissioner, Daman & Diu & DNH	Secretary, Education, Daman..
3.	Managing Director, OI DC, Daman	Finance Secretary, Daman & Diu & DNH	Collector, Daman
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.	Chief Conservator of Forest, Daman & Diu & DNH	Conservator of Forest, Daman & Diu & DNH	Deputy Conservator of Forest (Territorial), DNH, Silvassa
8.	Conservator of Forest, Daman & Diu & DNH	Deputy Conservator of Forest (Territorial), DNH, Silvassa	Deputy Conservator of Forest (Wildlife), DNH, Silvassa
9.	Deputy Conservator of Forest, Daman & Diu	Deputy Conservator of Forest (Territorial), DNH, Silvassa	Deputy Conservator of Forest (Wildlife), DNH, Silvassa
10.	Principal Scientific Officer, Daman.	Deputy Conservator of Forest (Territorial), DNH, Silvassa	Deputy Conservator of Forest (Wildlife), DNH, Silvassa
11.	Secretary cum Director (Social Welfare), DD & DNH Secretary O/L.), DD , Mission Director, NRHM, DD & DNH	Chief Executive Officer, District Panchayat, Daman	General Manager, DIC, Daman
12.	Special Secretary-cum-Director (Education), DD	Chief Executive Officer, District Panchayat, Daman	Secretary cum Director (Social Welfare), DD & DNH
13.	Chief Executive Officer, District Panchayat, Daman Spl. Secretary-cum-Director, DD Rural Development, Spl. Secretary Panchayat Raj Institution	Special Secretary-cum-Director (Education), DD	General Manager DIC, Daman



14.	Secretary-cum-Director, DD&DNH Art & Culture, Sports & Youth Affairs.	Secretary cum Director (Social Welfare), DD & DNH	Chief Executive Officer, District Panchayat, Daman
15.	General Manager, DIC, Dy. Director DD 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
16.	Deputy Commissioner (VAT)II, DD Deputy Secretary (Personnel), DD Deputy Secretary (Home), DD Deputy Secretary (Vigilance), DD	Joint. Secretary (Fin)	Deputy Secretary (Development), Daman
17.	Deputy Collector (HQ.), Daman Assistant Registrar of Co. Operative Societies, Daman. Land Acquisition Collector, Daman.. Dy. Director Tourism, Daman & Diu Dy. Secretary (Labour & Employment), DD (Port & Lighthouse), DD (General Administration & Protocol), DD Co-operative Societies, Food & Civil Supplies, sports & Youth Affairs. Revenue, Inf. Technology, Panchayat Raj Institutions. Asstt. Commissioner of Excise Head of Sports, Daman	Deputy Collector (Gen.),	Deputy Secretary (Election), DD
18.	Deputy Collector (Gen)), Daman. Dy. Commissioner (VAT) I	<u>Deputy Collector (HQ.),</u> <u>Dy. Commissioner (VAT)II</u>	Deputy Secretary (Election), DD
19.	Deputy Collector, Diu, ARCS, Diu. GM, OI DC, 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
20.	Chief Executive Officer, Dist. Panchayat, Diu, Chief Officer, Diu Municipal Council, Diu	Deputy Collector, Diu	Mamlatdar, Diu
21.	Joint Secretary (Fin), DD, Jt. Secretary (Power), DD Jt. Secretary (Taxation)DD.	Deputy Secretary (Personnel), Daman	Deputy Secretary (Development), Daman
22.	Project Director, DRDA, Daman Dy. Secretary Rural Development, DD	Deputy Secretary (Dev), Daman	Deputy Secretary (Election), DD
23.	Deputy Director (Social Welfare) DD Dy. Secretary Election, DD, Dy. Chief Electoral Officer, DD	Assistant Commissioner (Excise), Daman	Joint Secretary (Fin)
24.	Chief Officer, Daman Municipal Council	Deputy Collector (HQ), Daman	Assistant Commissioner (Excise), Daman
25.	Dy. Director (Transport) Daman, Dy. Secretary (Transport),	Deputy Commissioner (VAT), I, DD	Deputy Secretary (Development), Daman
26.	Secretary-cum-PCA, DD	Deputy Secretary (Election), DD	Deputy Secretary (Transport).
27.	Dy. Secretary (Plg & Stat) DD	Dy. Secretary (Election)	Deputy Secretary (Transport).



28.	Associated Town Planner, DD, Dy. Secretary (Urban Development) Member secretary (PDA)DD	Deputy Secretary (Transport	Secretary-cum-PCA, DD
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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.