

No.6/3/2012-PER/ 734
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220

Dated : 03 / 07 / 2014

ORDER

Subject: - Link Officers in UT of Daman & Diu.

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/other officers during their absence on tour/leave etc. with immediate effect in addition to their own duties

Sl.No	Officer	Link Officer	If both on leave/tour
1.	Development Commissioner, DD & DNH	Finance Secretary, DD & DNH	Hon'ble Administrator, DD & DNH.
2.	Finance Secretary, DD & DNH	Secretary, Education, DD & DNH	Development Commissioner, DD & DNH
3.	Secretary cum Director (Art & Culture) DD & DNH,	Finance Secretary, DD & DNH	Collector, Daman
4.	Law Secretary, DD & DNH	Secretary (Education) DD&DNH	Secretary (Science & Technology) DD&DNH
5.	Secretary Education, DD & DNH	Finance Secretary, DD & DNH	Development Commissioner, DD & DNH
6.	Secretary (Science & Technology) DD&DNH,	Finance Secretary, DD&DNH	Secretary (Education) DD&DNH
7.	Collector, Daman.	Finance Secretary, DD&DNH	Secretary cum Director (Art & Culture) DD & DNH.
8.	Collector, Diu	Dy. Collector, Diu.	Chief Executive Officer, Dist. Panchayat, Diu
9.	Director (Education), DD	Chief Executive Officer, Dist. Panchayat, Daman	The Chief Officer, DMC, Daman
10.	Chief Conservator of Forest, DD & DNH	Conservator of Forest, DD & DNH	Deputy Conservator of Forest (Territorial), DNH,
11.	Conservator of Forest DD & DNH	Deputy Conservator of Forest (Territorial), DNH, Silvassa	Deputy Conservator of Forest (Wildlife), DNH, Silvassa
12.	Deputy Conservator of Forest, DD	Deputy Conservator of Forest (Territorial), DNH, Silvassa	Deputy Conservator of Forest (Wildlife), DNH, Silvassa
13.	Member Secretary PCC, DD&DNH	Deputy Conservator of Forest (Territorial), DNH,	Deputy Conservator of Forest, DD
14.	Principal Scientific Officer, Daman.	Deputy Conservator of Forest (Territorial), DNH, Silvassa	Deputy Conservator of Forest (Wildlife), DNH, Silvassa

15.	Chief Executive Officer, District Panchayat, Daman	Chief Officer, DMC, Daman	General Manager DIC, Daman
16.	General Manager, DIC, Daman	Chief Officer, DMC, Daman	Dy. Secretary (Election), Daman
17.	Deputy Commissioner (VAT), Daman	Joint. Secretary (Fin)	General Manager, DIC, Daman
18.	Deputy Collector (HQ.), Daman	Deputy Collector (Gen.),	Deputy Secretary (Election), DD
19.	Deputy Collector (Gen), Daman.	Deputy Collector (HQ.),	Deputy Secretary (Election), DD
20.	Deputy Collector, Diu.	Chief Executive Officer, Dist. Panchayat, Diu	Mamlatdar, Diu
21.	Chief Executive Officer, Dist. Panchayat, Diu.	Deputy Collector, Diu	Mamlatdar, Diu
22.	Joint Secretary (Fin), DD	Deputy Secretary (Personnel), Daman	Deputy Collector (HQ), Daman
23.	Project Director DRDA, Daman	Deputy Collector (Gen), Daman	Deputy Secretary (Election), DD
24.	Chief Officer, Municipal Council, Daman.	Chief Executive Officer, Dist. Panchayat, Daman	Assistant /Deputy Commissioner (Excise), Daman
25.	Dy. Director (Transport) Daman.	Deputy Commissioner (VAT), I, DD	Deputy Collector (Gen), Daman
26.	Secretary-cum-PCA, DD	Deputy Secretary (Election), DD	Deputy Secretary (Transport).
27.	Dy. Director (Plg & Stat) DD	Dy. Secretary (Election).DD	Deputy Director (Transport). Daman
28.	Associate Town Planner, DD.	Deputy Secretary (Transport)	Secretary-cum-PCA, DD

2. 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.

3. The Link Officers shall look after the Substantive as well as additional charge(s) 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.**

(P. Lalchhuanga)

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