

No. 2/18/92-GA/Part/ 3/  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman.

Dated :- 07/04/2000.

O R D E R

In order to follow a uniform pattern as regard to filling up of the various posts in this Administration, the Administrator of Daman and Diu & Dadra and Nagar Haveli is hereby pleased to order the following :-

(a) The Personnel Department, Secretariat, Daman will process all cases of direct recruitment/promotion pertaining to Group 'C' common cadre posts under the Administration of Daman and Diu.

(b) The concerned Heads of Offices, Daman and Diu, will process all cases pertaining to departmental posts of Group 'C' (other than those belonging to common cadre posts) to be filled in by direct recruitment/promotion.

The concerned Offices/Departments should put up the proposal duly completed in all respect and in accordance to DOP&T O.M. No. 22011/5/86-ESTT(D) dated 10/04/1989, directly to the Chairman of DSC/DPC and obtain necessary clearance.

(c) The post based roster in accordance to DOP&T O.M. No. 36012/2/96-ESTT(RES) dated 02/07/1997 shall be maintained as under :-

- i) For common cadre posts under the Administration of Daman and Diu shall be maintained by the Personnel Department, Secretariat, Daman.
- ii) For departmental posts, other than those falling under common cadre shall be maintained by the respective Heads of Offices. The concerned offices at Daman will maintain the post based roster in respect of their counterparts at Diu and will coordinate with each other for determining the reservations.

(d) For all departmental posts, other than common cadre, the concerned Offices will process the entire case and obtain the approval, conducting of DSC/DPC and issue of appointment order, directly with the chairman of DSC/DPC and Appointing Authority, as the case may be.

(e) In case of any difficulty by the concerned Heads of Offices, clarifications may be sought from the Personnel Department through Head of Department.

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(f) The following posts shall fall under the common cadre :-  
Lower Division Clerks, Upper Division Clerks, Headclerks/  
Assistants, Junior Stenographer, Senior Stenographer, Drivers  
(Light & Heavy Vehicle), Superintendent (N.G.), Superintendent  
(Gazetted).

(g) As regard Group 'A' and 'B' posts, the concerned  
Department will process the entire cases and submit the file  
to the Personnel Department for further processing and  
holding of DSC/DPC as a Nodal Office.

(h) The concerned Department will maintain the respective  
post based roster and it should accompany with the proposal  
for filling up the post.

This order will come into force with immediate effect  
and is in supersession to all earlier orders on the subject.

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

*Pooja Gupta*  
( Dr. Pooja Gupta )  
Assistant Secretary (PER)

Copy to :-

1. The Finance Secretary, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Collector, Daman/Diu.
4. The Law Secretary, Secretariat, Daman.
5. The P.S. to Administrator, Secretariat, Daman.
6. All Heads of Offices, Daman/Diu.
7. Office Copy.
8. Guard File.

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