

MINUTES OF MEETING HELD ON 11TH JANUARY, 2012 AT CONFERENCE HALL, DAMAN CONVENED BY DEVELOPMENT COMMISSIONER, DAMAN & DIU AT 11.30 A.M. TO REVIEW STATUS OF THE FRAMING / AMENDMENT OF RECRUITMENT RULES / FILLING UP THE VACANT POSTS / EMPLOYEE GRIEVANCES / EMPLOYEES RETIRING ON SUPERANNUATION

At the outset the Development Commissioner welcomed all the present.

The Development Commissioner informed that all Secretaries shall, on regular basis review the issue of (1) Framing / Amendment of Recruitment Rules (2) Filling up the vacant posts (3) Employee Grievances (4) Payment of retirement benefit to employees retired/died on service in respect of departments under their control. The Development Commissioner desired that all the Secretaries of the concerned Departments should attend the meeting of Department of Personnel & Administrative Reforms henceforth.

The review of status of Framing / Amendment of recruitment rules / Filling up the vacant posts / Employee Grievances / Employees Retiring on Superannuation / payment of retirement benefits to retired employees and those who died during service was taken up as under:

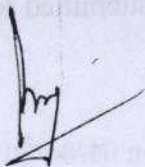
(1) Framing of Recruitment Rules in Daman & Diu :

Joint Secretary (Pers.) informed that till date 169 number of Recruitment Rules have been notified; and proposal for amendment of 28 Recruitment Rules is pending with UPSC / Ministry.

Proposal for amendment of Recruitment Rules in respect of Multi Tasking Staff of PWD, Daman is not received; similarly proposal of amendment of Recruitment Rules of Multi Tasking Staff from Electricity Department is also not received. Development Commissioner directed all Heads of Offices to ensure that proposals for amendment of Recruitment Rules of all posts in their offices are notified as per DoPT guideline.

Development Commissioner further directed that reminder should be sent to the concerned Ministry / UPSC every fortnight, for pending proposal of Recruitment Rules.

The concerned Secretary shall be responsible for taking up follow up action with UPSC / concerned Ministry, where the draft Recruitment Rules has been sent for the approval. The Officers may visit the concerned Ministry / UPSC whenever they are on tour to Delhi.



[Action: All Head of Offices]

(2) Filling up the vacant posts in Daman & Diu:

Development Commissioner observed that there are many posts which are lying vacant since 1995, and attract the provision of deemed abolition. Development Commissioner asked Joint Secretary (Pers.) to collect information of all posts vacant in Daman & Diu, afresh along with the information on such posts which are vacant for more than one year and attract deemed abolition provision as per DoPT guidelines.

[Action: All Head of Offices]

Development Commissioner asked DMHS to submit a status note of all the vacant posts in DMHS including Diu District along with information of department / Ministry where the proposal is pending and name of concerned officer in UPSC / Ministry, who looks after these matters.

[Action: DMHS]

Development Commissioner reviewed the status of vacant post of Education Department and asked about the posts which have been advertised & the issue of local Domicile. The Development Commissioner informed that a meeting may be called by Education department in which all public representatives may be called to sort out the issue of Recruitment of teachers.

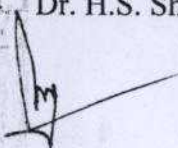
[Action: Secretary (Education)]

(3) Payment of Retirement Benefits to Employees Retiring on superannuation / Dies while in Service :

The Development Commissioner asked E.E., P.W.D., Daman to look after the pension matters of employee who have died while on service and also directed to speed up the procedure of Departmental Inquiries initiated / pending against employees.

The Development Commissioner also directed all Head of Offices that the process for preparation for pension papers should be started six months before the date of retirement. The Development Commissioner noted the pendency of pension papers of following employees in the agenda and asked to clear the matter as per rules.

1. Shri M.O. Patel, Draftman, proposal is in process for grant of provisional Pension due to inquiry is pending against the official.
2. Shri Antonio J. Da, S. Dais, Watchman, Pension Paper submitted to the Director of Accounts.
3. Shri P.K. Mishra, Associate Professor in Physics, retired on 01/04/2011
4. Dr. H.S. Sharma, Associate Professor in Political Science retired on 01/06/2011



5. Dr. D. Tripathi, Associate Professor in Mathematics retired on 10/11/2011
6. Shri Raman C. Patel, Hamal retired on 01/10/2011. Pension Papers are already submitted to Director of Accounts for settlement.
7. Shri N.D. Koli, Craft Instructor (Welder) retiring on 30/09/2011.
8. Smt. Ramila R. Joshi, Superintendent (Gaz.) retired on 31/12/2011. Her Pension case has been submitted to Directorate of Accounts, Daman.
9. Shri C.V. Coutinho, Ex-Fireman has voluntary retired from the service w.e.f. 27/09/2010 and payment of leave encashment and group insurance scheme has been made and payment of pension gratuity and final payment of GPF are under process.
10. Smt. L.F. Machado, UDC retiring on 31/07/2016.
11. Shri Jose C.B. Dias, Basic Health Worker died on 24/12/2011, retirement benefit papers are under process.

[Action: All Head of Offices]

(4) Employee Grievance Redressal Cell :

Development Commissioner directed that grievances received from public or employees must be acknowledged. The Head of Office shall take prompt action on grievances as per rule.

Development Commissioner directed Excise Department about the disposal of vehicles which are lying in the area behind the Secretariat. Development Commissioner also directed Deputy Collector (HQ) / Sub Divisional Magistrate, Daman to hold a meeting on this issue and take action as per relevant rules.

[Action: Deputy Collector (HQ) / SDM, Daman / EE, PWD, Daman / Joint Commissioner (Excise), Daman]

(5) Public Grievance Cell :

Development Commissioner informed that a Public Grievance Cell has been set up recently and the Collector, Daman has been designated as Director of Public Grievances for Daman & Diu.



Development Commissioner informed that wide publicity may be made to create awareness in public about Public Grievance Cell. The telephone number, address of Director, etc may also be notified. The Collector / Director of Public Grievance shall hold the meeting of Head of Offices regularly. A monthly report on Public Grievance shall be submitted to Development Commissioner / Secretary (Public Grievance) every month.

[Action : Collector, Daman]

(6) Miscellaneous :

Development Commissioner informed that Head of Offices shall ensure regular meeting of DPC to fill up the posts; the proposals should be put up well in advance before the post falls vacant. The anticipated vacancies in the year may also be taken into account while submitting the proposal.

The Development Commissioner informed that DPCs should be convened regularly as per guidelines. The concerned Head of Offices should lay down a time schedule, for holding DPCs under their control and after laying down such a schedule, the same should be monitored by making one of their official responsible for keeping a watch to ensure that they are held regularly. Holding of DPC meetings need not be delayed or postponed on the ground that recruitment rules for a post are being reviewed. Joint Secretary (Pers.) may examine as to whether a vacancy can be filled in accordance with the Recruitment Rules in force on the date of vacancy, unless rules made subsequently have been expressly given retrospective effect. The matter be put up on file for approval of Hon'ble Administrator.

[Action : All Head of Offices]

(7) Annual Performance Appraisal Report (APAR) :

The Joint Secretary (Pers.), Daman informed that the existing system of Annual Confidential Report has been notified as Annual Performance Assessment Report (APAR) from this year i.e. 2011-12. The Respective Head of Offices has to carry out amendment in the existing ACR Format as per detail guideline issued by Personnel Department vide Circular No.1/13/89/GA/Vol.I/PART/2934 dated 22/11/2011. The new APAR format of common cadre posts i.e. Superintendent, Head Clerk, Upper Division Clerk, Lower Division Clerk, Stenographer have been modified by Personnel Department and are available on website of Administration i.e. www.daman.nic.in All Head of Offices may take necessary action to formulate new proforma of their departmental post with the approval of Secretary of the department. The APAR of all employees be Reported / Reviewed as per the time schedule circulated vide circular dated 22-11-2011.

[Action: All Head of Offices]

The Development Commissioner also directed to furnish the information of total number of vacant posts in Group 'A', 'B', 'C' & Multi Tasking Staff category which are vacant as on 12-01-2012 in concerned Departments / Offices to Personnel department in the proforma given below by 17-01-2012 and efforts made to fill the posts without fail.

Sr. No.	Name of the Dept./ Office	Name of the Post	Group 'A' / 'B' / 'C' / Multi Tasking Staff	Whether the provision of deemed abolition of post attracts, being vacant for more than one year	Total No. of Vacancy	Reason For Vacancy (Superannuation/ Voluntary Retirement / Resignation / Promotion /Death/ New Creation etc.)	Steps taken for filling up the vacant post. (Including proposal sent to UPSC & reminder)
1	2	3	4	5	6	7	8
1							
2							

Meeting ended with vote of Thanks.

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

No.OL/27/07/PER-06/3662

Dated : 13 / 01 / 2012

To,
All Head of Offices in Daman District.

Copy to :

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Managing Director, O.I.D.C., Daman.
5. The Secretary (Education), Secretariat, Daman.
6. The Deputy Inspector General of Police, Daman.
7. The Chief Conservator of Forests, Secretariat, Daman.
8. The Collector, Daman / Diu.
9. The Deputy Secretary (Pers.), DNH, Silvassa for information and necessary action in respect of UT of Dadra & Nagar Haveli.
10. The Deputy Collector, Diu with a request to circulate the minutes to all Head of Offices in Diu.
11. The DIO, NIC, Daman for uploading on the Daman Website.