

CITIZEN CHARTER

OF

Deputy Secretary,(Election)

ADDRESS

Deputy Secretary (Election),
Secretariat,
Moti Daman

PHONE No.0260-2230665

FAX No.0260-223083

INFORMATION OF OFFICE

NAME OF OFFICE :-

**Office of the Deputy Secretary (Election),
Secretariat, Daman.**

HEAD OF DEPARTMENT :-

**Shri Sandeep Kumar, IAS
Development Commissioner/
Chief Electoral Officer,
Daman & Diu**

Deputy Secretary (Election)

**Smt. Asha Chaudhary , DANICS,
Deputy Secretary (Election)/
Deputy Chief Electoral Officer**

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RIGHT TO INFORMATION

**PUBLIC INFORMATION OFFICER :
Smt. Asha Chaudhary**

Deputy Secretary (Election)

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**LIST OF THE STAFF WORKING IN DEPUTY SECRETARY (ELECTION),
DAMAN.**

Sr.No.	Name of Official	Designation	Mobile No.
1	Surendrakumar Goan	U.D.C.	9904549250
2	Somabhai L. Patel	Peon/Multi Tasking staff	9998376772

**TOTAL SANCTIONED POSTS IN DEPUTY SECRETARY (ELECTION),
DAMAN**

Sr. No.	Name of Post	Total Accepted Post
1	U.D.C.	01
2	Peon / Multi Tasking Staff	01

AUTOHRITY TO ISSUE T.R. 5

Shri A.F. Jesus, Superintendent

Shri Surendrakumar Goan, UDC

CONTROALLING OFFICER

Smt. Asha Chaudhary,

**Deputy Secretary (Election),/
Deputy Chief Electoral Officer**

ACTIVITIES

Sr.No.	Activities	Level of Action	Time Limit
1	<ul style="list-style-type: none">* To receive applications and other Correspondence and entry in inward Register * Applications / Correspondence marked by Deputy Secretary (Election) has examined and put up on file for submission and sent the reply to concerned office.	U.D.C	<ul style="list-style-type: none">* Same Day • Within a week or depending on urgency to the matter / case