

U.T: Administration of Dadra & Nagar Haveli and Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman.

No.1/6/93/PER-Training/2020/504

Dated : 20/04/2021

O R D E R

The Administrator of Dadra & Nagar Haveli and Daman & Diu is pleased to assign Dadra & Nagar Haveli District for District Training to Shri Cheemala Siva Gopal Reddy, IAS (Probationer) 2020 batch of Joint AGMUT Cadre and attach him with the District Collector, Dadra & Nagar Haveli with immediate effect.

The detailed Training Schedule is attached herewith.

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

Jatin Goyal

(Jatin Goyal)

Director-cum-Deputy Secretary(Pers-II)

Copy to:

1. The Advisor to the Administrator, Secretariat, Daman.
2. The Finance Secretary, Secretariat, Daman.
3. The Chief Conservator of Forest, Secretariat, Daman.
4. The Deputy Inspector General of Police, DNH & Daman & Diu, Daman
5. The Secretary(Health & Family Welfare), Secretariat, Daman.
6. The Secretary(Education), Secretariat, Daman.
7. The Secretary(Transport), Secretariat, Daman.
8. The Secretary(Power), Secretariat, Daman.
9. The Secretary-cum-Director(Agriculture, Soil Conservation & Horticulture) Secretariat, Daman.
10. The Collector, DNH/Daman/Diu.
11. Shri Cheemala Siva Gopal Reddy, IAS (Probationer), Daman.
12. The P.S. to Administrator, Secretariat, Daman.
13. The Director of Accounts, Daman.
14. The SIO, NIC, Daman
15. The Concerned Departments, DNH & DD.
16. The Joint Director (P&S) Secretariat, Daman for publication in the Official Gazette.
17. Office copy/Guard file.

**TRAINING SCHEDULE OF SHRI CHEEMALA SIVA GOPAL REDDY, IAS,
PROBATIONER OF 2020 BATCH OF JOINT AGMUT CADRE ATTACHED
WITH COLLECTOR, DADRA & NAGAR HAVELI**

Date	No. of weeks/ Days	Department	
19/04/2021 to 14/05/2021	4 weeks	Health Department	<ol style="list-style-type: none"> 1. Visit to Govt. Hospital and study of various aspects. 2. Attachment with the Directorate of Health Services and study of various Health Policy and information of Pro life illness. 3. Visit to one CHC, One PHC & Sub Centre study of functioning. 4. Implementation of NHM in the UT.
17/05/2021 to 28/05/2021	2 weeks	Education Department	<ol style="list-style-type: none"> 1. Study of Implementation of RTE Act 2. Study of Welfare Scheme for Students 3. Visit to few Schools
31/05/2021 to 04/06/2021	1 week	District Panchayat	<ol style="list-style-type: none"> 1. Attachment with CEO, District Panchayat & study of Panchayat Regulations 2. District Planning Committee-Constitution and function 3. Study of Development Programme Implementation by District Panchayat 4. Study of various Rural Development Scheme. 5. Attachment with DRDA.
07/06/2021 to 11/06/2021	1 week	Municipality	<ol style="list-style-type: none"> 1. Study of Municipal Regulation 2. Urban Local Administration study. 3. Implementation of various schemes 4. Study of Solid Waste Disposal System.
14/06/2021 to 18/06/2021	1 week	Finance/ Treasury/ Directorate of Accounts	<ol style="list-style-type: none"> 1. Attachment with the Value Added Tax Department and study of various provisions. Value Added Tax Regulation and Rules. 2. Attachment with Excise Department and Study of Excise Regulation & Rules. 3. The functioning of the Treasuries and Accounts Department. 4. Visits to District Treasury with the systems and Procedures of accounting and payment.
21/06/2021 to 25/06/2021	1 week	Police Department	<ol style="list-style-type: none"> 1. Police attachment 2. Visit to Police Stations/Outposts 3. Perusal of various registers and books Maintained at Thaana. 4. Experience of Night Patrolling 5. Inspection of Police Lock-up 6. Attachment with the office of S.P., SDPO, Traffic Cell and study of Traffic Rules 7. Visit to Jail and study of Jail Manual and Welfare Scheme for Prisoners.
28/06/2021 to 02/07/2021	1 week	Judiciary Dept.	<ol style="list-style-type: none"> 1. Attend the Court of Judicial Magistrate and Civil Judge

05/07/2021 to 09/07/2021	1 week	Forest/PCC	1. Study of various Forest Laws 2. Study of CRZ Regulations 3. Study of various concepts like reservation and dereservation of Forest.
12/07/2021 to 16/07/2021	1 week	OIDC	Study of Companies Law Attachment with Project/Finance Division.
19/07/2021 to 23/07/2021	1 week	IT Dept.,	Study of various schemes in the IT sector being implemented.
26/07/2021 to 30/07/2021	1 week	Tourism Department,	1. Tourism Policy 2. Central Financial Assistance from Govt. of India for Plan Schemes 3. Maintenance of Tourist places 4. Marketing and publicity of Tourism 5. Single window clearance system of Tourism related activities 6. Water Sports 7. Functions of Department of Tourism 8. Other aspects of Tourism Industry
02/08/2021 to 06/08/2021	1 week	PWD	1. Preparation of Estimates, concepts of Measurement book, Field Inspection etc. 2. Study of latest regulations of the CERC/CEA.
09/08/2021 to 13/08/2021	1 week	Power	3. Study of Centrally sponsored schemes in the Road sector and the power sector
16/08/2021 to 20/08/2021	1 week	Transport	Issue of Driving Licence, Vehicle Registration, Permit etc.
23/08/2021 onwards	(6 weeks)	Collectorate Attachment	<p>I. MAGISTERIAL BRANCH</p> <p>1. Law and Order : Functions under Major Acts.</p> <p>2. <u>Grant of Licenses and functions under:</u></p> <ul style="list-style-type: none"> • Arms Act • Cinematography Act • Petroleum Act • Explosives Acts • Music & Noise Pollution Act • MV Act • Excise Regulation • Marriage Act • Other Minor Acts <p>II. ELECTION SECTION</p> <ul style="list-style-type: none"> • Functions of the DEO, ROs during Parliamentary & Panchayat Elections • Various stages of Elections • Election to local bodies <p>III. RECOVERY SECTION</p> <p>Functions under Land Revenue Code etc.</p>

			<p>IV. LAND ACQUISITION SECTION Functions under the Land Acquisition Act, 1894</p> <p>V. REVENUE SECTION 1. Provisions under Land Revenue Code and Rules 2. Establishment-Sub-division, partition, appeal etc. 3. Stamp Act/Rules</p> <p>VI. ESTABLISHMENT SECTION</p> <ul style="list-style-type: none"> • Confidential Cell • Personnel Branch <p>VII. TEHSILDAR OFFICE ATTACHMENT 1. Record of Rights 2. Valuation of property 3. Caste Certificate 4. Other Backward Class Certificate 5. Attachment with Talathi/Patwari and Circle Inspector</p> <p>VIII. ATTACHMENT WITH THE CIVIL SUPPLIES DEPARTMENT</p> <p>IX. ASSESSMENT WITH DISASTER MANAGEMENT CELL</p>
		Survey & Settlement	<ol style="list-style-type: none"> 1. Study of survey and settlement related works viz. concepts of Plot table data, field measurement book, cadastral Maps and Land Record. 2. Study of computerization of land Record. 3. Field inspection with Surveyor and Demarcation of land.
		Tehsildar/ BDO,	Independent Charge
		SDM,	Independent Charge
		Chief Officer, Municipal Council,	Independent charge
		Judicial Magistrate Second Class	Independent charge
		Chief Executive Officer, District Panchayat	Independent charge