

GOVERNMENT POLYTECHNIC, DAMAN

Dated : 24th January, 2014

SUE-MOTO PUBLICATION OF 17-MANUALS

MANUAL – 1

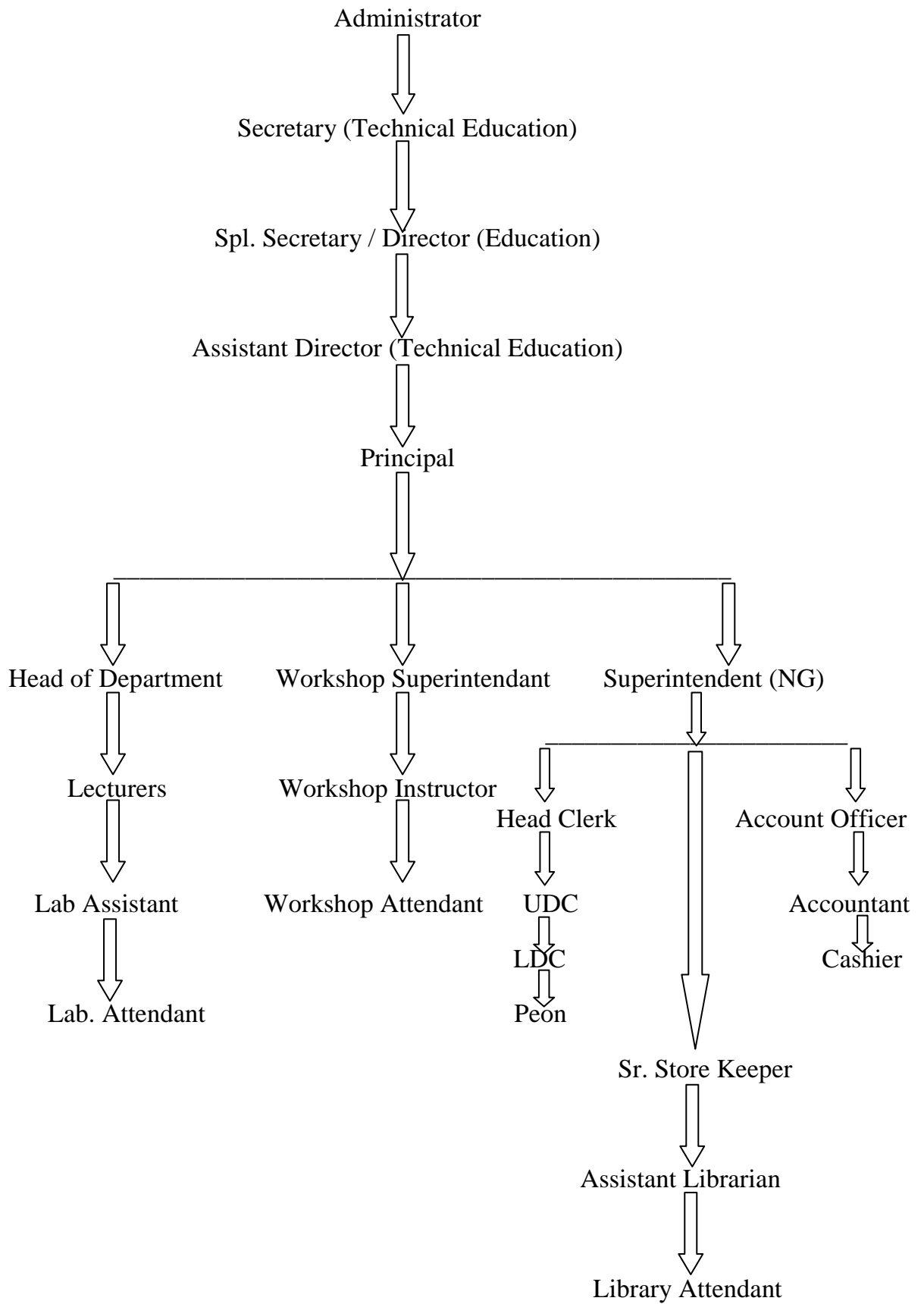
THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-

- 1) The main function of the Government Polytechnic, Daman is conducting Diploma courses in Civil Engineering, Mechanical Engineering, Chemical Engineering, Information Technology, Electrical Engineering and Computer Engineering. The details of the Diploma courses are given below:-

Sr No	Name of Course	Students Intake	Duration	Entry Qualification
01	Diploma in Civil Engineering	60 Students	3-years	SSC passed
02	Diploma in Mechanical Engineering	60 Students	3-years	SSC passed
03	Diploma in Chemical Engineering	60 Students	3-years	SSC passed
04	Diploma in Information Technology	60 Students	3-years	SSC passed
05	Diploma in Electrical Engineering	60 Students	3-years	SSC passed
06	Diploma in Computer Engineering	60 Students	3-years	SSC passed
	Total	360		

- 2) The Government Polytechnic, Daman had been approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated with the Gujarat Technical Examination Board / Gujarat Technological University, Gandhinagar. The medium of instruction of the Diploma Courses is in English.
- 3) The department has constituted a counseling committee for Admission to Diploma courses in the Government Polytechnic, Daman after approval of the Administration.
- 4) The department is handling selection / nomination of the candidates for Degree in Medical / Engineering & Related seats which are being allotted by Government of India to the U.T. of Daman & Diu every year and the department has constituted a counseling committee for selection / nomination of the candidates after approval of the Administration.

ORGANISATION CHART



WORK ALLOCATION TO STAFFS

The distribution of work among the staff of Government Polytechnic, Daman are made as under:-

(A) TEACHING STAFF:-

Sr. No.	Name & Designation of Staff	Work Allotted
01	Shri Lalit V. Solanki I/c Principal & Lecturer in Chemical Engineering	Administrative work of Institution, Admission to Government Polytechnic, Daman Examination, Teaching Subjects of Chemical Engineering, Setting of time table Medical / Engineering counseling etc.
02	Smt. Megha K. Parikh Lecturer in Chemistry	Teaching subjects of Chemistry, Organic Chemistry, time table setting, etc.
03	Shri Chandrakant D. Tandel, Lecturer in Mechanical Engg.	Teaching Subjects of Mechanical Engineering department and setting of Mechanical Department time table, examination etc.
04	Shri T. Balaganesan, Lecturer in Applied Mechanics	Teaching subjects of Applied Mechanics, setting of time table, Examination duty, Diploma Admission Member etc.
05	Shri Nitin G. Gajwani, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
06	Shri Biraja P. Mohanty, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
07	Shri Manubhai B. Rohit, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
08	Shri Avinash R. Chaudhri, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty, Diploma Admission Member etc.
09	Shri Ananta R. Barik, Lecturer in Physics	Teaching subject of Physics, setting of time table, Examination duty etc.
10	Shri Ashok T. Patel, Lecturer in Chemical Engg.	Teaching subjects of Chemical Engineering, setting of time table, Examination duty etc.
11	Shri Mahesh D. Hatkar, Lecturer in Chemical Engg.	Teaching subjects of Chemical Engineering, setting of time table, Examination duty etc.
12	Shri Ramchandra S. Badiger, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty etc.
13	Ms. Preeti J. Desai, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty etc.
14	Smt. Priya R. Supekar, Lecturer in Mathematics	Teaching subject of Mathematics, setting of time table, Examination duty etc.
15	Shri Ritesh B. Tandel, Lecturer in Computer Engg.	Teaching subjects of Computer Engineering, setting of time table, Examination duty etc.
16	Shri Chintal J. Desai, Lecturer in Electrical Engg.	Teaching subjects of Electrical Engineering, setting of time table, Examination duty etc.

17	Shri Dharmesh M Patel, Lecturer in Electronics & Telecommunication	Teaching subjects of Electronics & Telecommunication, setting of time table, Examination duty etc.
18	Shri T. Davish, Lecturer in Mechanical Engg.	Teaching subjects of Mechanical Engineering, setting of time table, Examination duty etc.
19	Smt. Hemali J. Damania, Lecturer in Computer Engg.	Teaching subjects of Computer Engineering, setting of time table, Examination duty etc.
20	Smt. Poonam S. Sutar, Lecturer in Civil Engg.	Teaching subjects of Civil Engineering, setting of time table, Examination duty etc.

(B) TEACHING SUPPORTING STAFF

Sr. No.	Name & Designation of Staff	Work Allotted
01	Shri Raju Jacob Workshop Instructor (Smithy)	Conducting practicals in Smithy section of Workshop, Examination work etc.
02	Shri Dinesh L. Tandel, Workshop Instructor (Welding)	Conducting practicals in Welding section of Workshop, Examination work etc.
03	Sh. Motilal C. Bansode, Workshop Instructor (Fitting)	Conducting practicals in Fitting section of Workshop, Examination work etc.
04	Shri Ishwar V. Damania, Laboratory Assistant	Preparation of Laboratory Materials Chemicals before conducting Lab Examination duty etc.
05	Shri Kamalkant J. Divecha, Laboratory Assistant	Preparation of Laboratory Materials Chemicals before conducting Lab Examination duty etc.
06	Shri Elias T. Colaco, Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
07	Shri Shankar B. Koli, Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
08	Shri Rajesh K. Patel, Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
09	Sh. Naresh R. Halpati, Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.

(C) ADMINISTRATIVE STAFF

Sr. No.	Name & Designation of Staff	Work Allotted
01	Shri Suresh N. Halpati, Dy. Director of Accounts	Supervision of Budget and other Accounts matter and other works as assigned by Principal from time to time.
02	Shri Francisco D' costa, Office Superintendent (NG)	Scrutinize of all the matters related to Government Polytechnic and supervision work and other works as assigned by Principal from time to time.

03	Smt. Preeti R. Tamboli, Personnel Assistant	Handling confidential matters related to Government Polytechnic and supervision work and other works as assigned by Principal from time to time.
04	Shri Gurji R. Vasava, Physical Instructor	Scrutinize the matters related to sports in the Government Polytechnic and supervision work and other works as assigned by Principal from time to time.
05	Shri Jaideep I. Patel, Sr. Store Keeper	Maintenance of Dead stock / Consumer Register, Stationery and other works assigned by Principal from time to time.
06	Shri Harish D. Patel, Accountant	Maintenance of Budget, Preparation of Pay Bills, file and other Accounts works and works assigned by Principal time to time.
07	Shri Chandu P. Patel, UDC	Maintenance of Cash Book, Maintenance of pay Bill and other works assigned by Principal from time to time.
08	Shri Ramu A. Varli, UDC	Maintenance of service books of Gazatted / Non-Gazatted, Leave Accounts and establishment works & other works assigned by Principal from time to time.
09	Shri Mukund N. Handigol, Assistant Librarian	Maintenance of Library books and other works assigned by Principal from time to time.
10	Shri Bhagu R. Patel, LDC	Inward / Outward of letters and file pertaining to Government Polytechnic, Daman and maintenance of Service Postal Stamp, Accounts and other work as assigned by Principal from time to time.
11	Shri Salam A. Motegheria, Driver	Handling students bus for transportation from Daman to Government Polytechnic, Daman & back as assigned to him.
12	Shri Rajesh A. Mistry, Peon	Maintenance of record and other works assigned by Principal from time to time.
13	Shri Antino J. Naronha Peon	Maintenance of Records & Delivery of Posts / files and other works assigned by Principal from time to time.
14	Shri Dipak R. Patel, Driver	Handling Principal vehicle for transportation from Government Polytechnic, Daman to Secretariat and back as assigned to him.
15	Smt. Sonal T. Patel, Computer Operator.	Handling Computer typing work like Noting, Letter and other corresponding matter as assigned to her.

POSTAL ADDRESS

**THE PRINCIPAL
GOVERNMENT POLYTECHNIC,
VARKUND – MOTA FALIYA,
NANI-DAMAN-396210**

PHONE NO: 0260-2242800

FAX NO: 0260-2242800

WORKING HOURS

→ **MONDAY TO SATURDAY**

- 1) **10.00 AM TO 1.00 PM**
- 2) **1.00 PM TO 2.00 PM LUNCH BREAK**
- 3) **2.00 PM TO 5.30 PM**
- 4) **SECOND & FOURTH SATURDAY IS HOLIDAY**

MANUAL – 2

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-

The Principal as Head of Office / DDO in respect of Government Polytechnic, Daman who has been delegated Financial Powers under the provision of Delegation of Financial Rules and having all the power of Administrative, Establishment, Admission, Academic Control, Students enrolments, corresponding with the Administration as well as Gujarat Technological University, sanctioning of 90 days leave, GPF Advance, Increment and other rules pertaining to the Supporting staff as per the CCS Rules. Also approval of All Indian Council for Technical Education (AICTE), New Delhi and affiliation with Gujarat Technical Examination Board / Gujarat Technological University, Gandhinagar.

MANUAL – 3

THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS, SUPERVISION AND ACCOUNTABILITY:-

Sr. No.	Activities	Level of Action	Time Frame
01	To receive applications and put diary number	Counter LDC	Same day
02	To make applications / letters from students/staff / others	Counter LDC	Same day
03	To examine the corresponding and put up report.	Office superintendant (NG)	Within two days
04	To supervise and examine correctness of notes/letters from office staff	Principal	Within a week
05	To approve action/file propose of department	Secretary (Education)	Within 15-days
06	To approve seniority, promotion, appointment and other specific cases.	Head of Department for Group B & C and Administrator for Group "A".	Within 15-days
07	Student related matter	Concerned department	Within a week
08	Examination & Enrollment related matter	Concerned department	Within a week
09	Admission & Counseling related matter	Principal	Within a week
10	Marksheet & Leaving Certificate related matter.	Principal	Within a week

MANUAL -4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-

- 1) The Administrator Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
- 2) The Finance Secretary is Head of Department and Appointing Authority & Disciplinary Authority in respect of Group 'B' (NG) and Group 'C' Officials.
- 3) The norms as prescribed by the All India Council for Technical Education (AICTE), New Delhi for Teaching and Teaching Supporting staff. The target and achievements are being fixed for Teaching Staff and same are modified periodically for effective implementation.

MANUAL – 5

THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

- 1) The service rules prescribed by the Central Government Rules in respect of Group 'A' 'B' 'C' and 'D'. Every proposal containing recruitment / promotion is being placed before the Department Selection Committee/Departmental Promotion Committee prescribed for Group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the Appointing Authority and the proposal such as framing/amendment of R.Rs approval of the Administrator is necessary.
- 2) Rules and Regulation as fixed by All India Council for Technical Education (AICTE). New Delhi as well as Gujarat Technological University, Ghadhinager.

MANUAL – 6

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;

- 1) Matter pertaining to MACP/ACP / probation clearance of staff.
- 2) Recruitment Rules for all departmental posts.
- 3) Matter pertaining to Group 'A', 'B' & 'C' posts.
- 4) Personnel files in respect of all staff.
- 5) ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.
- 6) Cash Book.
- 7) Pay Bill Register / Bill Register.
- 8) BCR Register.
- 9) G.P.F. Register for Group 'D' staff.
- 10) Dead stocks register.
- 11) Cheque register.
- 12) Monthly/Quarterly Report file.
- 13) Pay Bill File.
- 14) Contingency bill file.
- 15) Budget file.
- 16) Term Ending Marksheet
- 17) Leaving Certificate
- 18) Identity card to students/staff.
- 19) Examination students record.
- 20) Examination Stationery record register.

MANUAL – 7

THE PARTICULARS OF ANY ARRANGEMENT THAT EXISTS FOR CONSULTATION WITH OR REPRESENTATION BY THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLEMENTATION THEREOF:

The Government Polytechnic, Daman has no direct dealing with the public. Hence, no such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the Competent Authority. The main function of Government Polytechnic, Daman is academic only.

MANUAL – 8

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE. AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC :

- 1) The Counseling Committee has been constituted for selection/nomination of candidates for Degree in Engineering / Medical & related seats which are being allotted by Government of India to the U.T. of Daman & Diu are given below:-

1) Director (Education), Daman & Diu	-----	Chairman
2) Principal, Govt. College, Daman	-----	Member
3) Dy. Director of Health, Daman	-----	Member
4) Assistant Director of Education, District Panchayat, Daman	-----	Member
5) Assistant Director (Tech. Education), Daman & Diu	-----	Member Secretary

- 2) The Counseling Committee has been constituted for admission to Diploma courses in the Government Polytechnic, Daman as under:-

1) Director (Education), Daman & Diu	-----	Chairman
2) Principal, Govt. Polytechnic, Daman	-----	Member Secretary
3) Lecturer in Chemistry	-----	Member
4) Lecturer in Applied Mechanics	-----	Member

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|---------------------------------------|-------|--------|
| 5) Lecturer in Mechanical Engg. | ----- | Member |
| 6) Lecturer in Civil Engg. | ----- | Member |
| 7) Lecturer in Information Technology | ----- | Member |

MANUAL – 9

A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The Directory of Officers and employees of the department is given below:

(A) Teaching Staff

Sr.no	Name of the Incumbent	Designation	Date of Joining	Contact No.
01	Sh. Lalit V. Solanki	I/c Principal & Lect. in Chemical Engg.	11/02/1993	9427861261
02	Smt. Megha K. Parikh	Lect. in Chemistry	10/07/1990	9427128562
03	Sh. Chandrakant D. Tandel	Lect. in Mechanical Engg.	11/02/1993	9714291251
04	Sh. T. Balaganesan	Lect. in Applied Mechanics	05/11/1995	9426853996
05	Sh. Nitin G. Gajwani	Lect. in Civil Engg.	28/02/2000	9824114334
06	Sh. Birja P. Mohanty	Lect. in Mechanical Engg.	18/02/2000	9426770229
07	Sh. Manu B. Rohit	Lect. in Mechanical Engg.	02/02/2000	9723171586
08	Sh. Avinash R. Chaudhari	Lect. in Civil Engg.	15/03/2000	9426888068
09	Sh. Anata R. Barik	Lect. in Physics	21/06/2001	9426888130
10	Sh. Ashok T. Patel	Lect. in Chemical Engg.	27/05/1996	9825291545
11	Sh. Mahesh D. Hatkar	Lect. in Chemical Engg.	29/06/1998	9879304471
12	Sh. Ramchandra S. Badiger	Lect. in Mechanical Engg.	03/09/1997	9429530914
13	Ms. Preeti J. Desai	Lect. in Civil Engg.	15/01/2002	9898334443
14	Smt. Priya R. Supekar	Lect. in Mathematics	08/02/2007	9099047320
15	Sh. Ritesh B. Tandel	Lect. in Computer Engg.	01/08/2007	9979142598
16	Sh. Chintal J. Desai	Lect. in Electrical Engg.	08/02/2007	9898510237
17	Sh. Dharmesh M. Patel	Lect. in Elect & Comm. Engg.	08/02/2007	9725726137
18	Sh. T. Davis	Lect. in Mechanical Engg.	05/02/2008	9974604139
19	Smt. Hemali J. Damania	Lect. in Computer Engg.	05/02/2008	9879847342
20	Smt. Poonam S. Sutar	Lect. in Civil Engg.	01/10/2008	9427186288

(B) Teaching Supporting Staff

Sr.no	Name of the Incumbent	Designation	Date of Joining	Contact No.
01	Shri Raju Jacob	Workshop Instructor (Smithy)	25/05/1993	9825139676
02	Shri Dinesh L. Tandel,	Workshop Instructor (Welding)	01/05/1993	9924356424
03	Sh. Motilal C. Bansode,	Workshop Instructor (fitting)	03/12/1996	9429117804
04	Shri Ishwar V. Damania,	Laboratory Assistant	21/09/1990	9724953334
05	Shri Kamalkant J. Divecha,	Laboratory Assistant	03/04/1993	9426779124
06	Shri Elias T. Colaco,	Laboratory Attendant		9825797159

07	Shri Shankar B. Koli,	Laboratory Attendant	01/10/2003	9426888059
08	Shri Rajesh K. Patel	Attendant	06/02/2001	9574101531
09	Shri Naresh R. Halpati	Attendant	03/02/2004	8238194781

(C) Administrative Staff

Sr.no	Name of the Incumbent	Designation	Date of Joining	Contact No.
01	Sh. Suresh N. Halpati	Dy. Director of Accounts	28/10/2013	9824180924
02	Sh. Francisco D'costa	Office Superintendant	21/11/2012	9726609901
03	Smt. Preeti R. Tamboli	Personnel Assistant	12/12/1996	9879005404
04	Sh. Gurji R. Vasava	Physical Instructor	17/05/1991	9429117832
05	Sh. Jaideep I. Patel	Sr. Store Keeper	28/04/2008	9898969911
06	Sh. Harish D. Patel	Accountant	01/06/2013	9879172148
07	Sh. Chandu P. Patel	UDC	10/07/2013	9898721331
08	Sh. Ramu A. Varli	UDC	03/05/2011	9825474095
09	Shri Mukund N. Handigol	Assistant Librarian	11/10/1990	9429117952
10	Sh. Bhagu R. Patel	LDC	03/01/2009	9924668099
11	Sh. Salam A. Motegheria	Driver	22/12/1989	9824131772
12	Sh. Rajesh A. Mistry	Peon	12/10/1999	8141381229
13	Sh. Antino J. Noronha	Peon	12/10/1999	9979570557
14	Sh. Dipak R. Patel	Driver	01/07/2005	9925128563
15	Smt. Sonal T. Patel	Computer Operator	23/04/2012	9925829691

MANUAL -10

The Monthly Emoluments Received By Each Officers And Employees, Including The System Of Compensation As Provided In Is Regulations:

Monthly emoluneration received by Officers and employees is given below:

(A) TEACHING STAFF

Sr.no	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
01	Sh. Lalit V. Solanki	I/c Principal & Lect. in Chemical Engg.	PB-4+AGP 9000	110880/-
02	Smt. Megha K. Parikh	Lect. in Chemistry	PB-4+AGP 9000	120700/-
03	Sh. Chandrakant D. Tandel	Lect. in Mechanical Engg.	PB-4+AGP 9000	113920/-
04	Sh. T. Balaganesan	Lect. in Applied Mechanics	PB-4+AGP 9000	105298/-
05	Sh. Nitin G. Gajwani	Lect. in Civil Engg.	PB-4+AGP 9000	98640/-
06	Sh. Birja P. Mohanty	Lect. in Applied Mechanics	PB-4+AGP 9000	93860/-
07	Sh. Manu B. Rohit	Lect. in Mechanical Engg.	PB-3+AGP 8000	71900/-

08	Sh. Avinash R. Chaudhari	Lect. in Civil Engg.	PB-4+AGP 9000	101520/-
09	Sh. Anata R. Barik	Lect. in Physics	PB-3+AGP 8000	69996/-
10	Sh. Ashok T. Patel	Lect. in Chemical Engg.	PB-3+AGP 5400	36000/- (Consolated)
11	Sh. Mahesh D. Hatkar	Lect. in Chemical Engg.	PB-3+AGP 5400	36000/-
12	Sh. Ramchandra S. Badiger	Lect. in Mechanical Engg.	PB-3+AGP 5400	36000/-
13	Ms. Preeti J. Desai	Lect. in Civil Engg.	PB-3+AGP 5400	36000/-
14	Smt. Priya R. Supekar	Lect. in Mathematics	PB-3+AGP 5400	36000/-
15	Sh. Ritesh B. Tandel	Lect. in Computer Engg.	PB-3+AGP 5400	36000/-
16	Sh. Chintal J. Desai	Lect. in Electrical Engg.	PB-3+AGP 5400	36000/-
17	Sh. Dharmesh M. Patel	Lect. in Elect & Comm. Engg.	PB-3+AGP 5400	36000/-
18	Sh. T. Davis	Lect. in Mechanical Engg.	PB-3+AGP 5400	36000/-
19	Smt. Hemali J. Damania	Lect. in Computer Engg.	PB-3+AGP 5400	36000/-
20	Smt. Poonam S. Sutar	Lect. in Civil Engg.	PB-3+AGP 5400	36000/-

(B) SUPPORTING STAFF

Sr. No.	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
01	Sh. Raju Jacob	Workshop Instructor (Smithy)	PB-1 + GP 2800	35200/-
02	Sh.Dinesh L. Tandel	Workshop Instructor (Welding)	PB-1 + GP 2800	35200/-
03	Sh.Motilal C. Bansode	Workshop Instructor (Fitting)	PB-1 + GP 2800	32600/-
04	Sh. Ishwar V. Damania	Laboratory Assistant	PB-2 + GP 4200	38660/-
05	Sh.Kamalkant J. Divecha	Laboratory Assistant	PB-1 + GP 2800	33630/-
06	Sh.Elias T. Colaco	Lab. Attendant	PB-1 + GP 2000	25315/-
07	Sh. Shankar B. Koli	Lab Attendant	PB-1 + GP 2000	24855/-
08	Sh.Rajesh K. Patel	Attendant	PB-1 + GP 1900	21015/-
09	Sh. Naresh R. Halpati	Attendant	PB-1 + GP 1800	18770/-

(C) ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
01	Sh. Suresh N. Halpati	Dy. Director of Accounts (G)	PB-2+GP 4600	43500/-
02	Sh. Francisco D'costa	Office Superintendant (NG)	PB-2+GP 4200	37560/-
03	Smt. Preeti R. Tamboli	Personnel Assistant	PB-2+GP 4600	44340/-
04	Sh. Gurji R. Vasava	Physical Instructor	PB-2+GP 4200	45007/-
05	Sh. Jaideep I. Patel	Sr. Store Keeper	PB-2 + GP 4200	32860/-
06	Sh. Harish D. Patel	Accountant	PB-1 + GP 2800	28720/-
07	Sh. Chandu M. Patel	UDC	PB-1 + GP 2800	29700/-
08	Sh. Ramu A. Varli	LDC	PB-1 + GP 2400	22180/-
09	Sh. Mukund N. Handigol	Assistant Librarian	PB-1 + GP 4200	38660/-
10	Sh. Antino J. Noronha	Peon	PB-1 + GP 2000	23875/-
11	Sh. Rajesh A. Mistry	Peon	PB-1 + GP 1800	21580/-
12	Sh. Dipak R. Patel	Driver	(Daily Wages)	12000/-
13	Smt. Sonal T. Patel	Computer Operator	(Daily Wages)	16980/-

MANUAL – 11**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:**

Budget Allocation for the Financial year 2013-14 as given below:- (Rs. In Thousand)

Sr. no.	Budget Head	Allocation for 2013-14
A	2203 – Plan 2203 – Technical Education 105 – Polytechnics 05 – Direction and Administration 05.00.01 – Salaries 05.00.02 – Wages 05.00.06 – Medical Treatment	23,800/- 300/- 380/-

	05.00.11 - Domestic Travel Expenses	600/-
	05.00.13 – Office Expenses	5700/-
	05.00.21 – Supplies and materials	300/-
	05.00.50 – Other Charges	NIL
	Total (A)	31,080/-
B.	2203 – Plan	
	2203 – Technical Education	
	001 – Direction and Administration	
	06 – Direction and Administration	
	06.00.01 – Salaries	1150/-
	06.00.06 – Medical Treatment	150/-
	06.00.13 – Office Expenses	300/-
	06.00.21 – Stipend / Scholarship	NIL
	06.00.50 – Other Charges	8659/-
	Total (B)	10259/-
C.	4202 – Plan	
	4202 – Capital outlay on Education, Sports and Cultural	
	02 – Technical Education	
	104 – Polytechnics	
	03 – Purchases	
	03.00.52 – Machinery and Equipments	2500/-
	Total (C)	
	Grand Total (A+B+C)	43839/-

MANUAL -12

THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

Presently 50% of fees re-imbursement is providing to the girl students who are pursuing Diploma / Graduation and Post Graduation Professional Courses from a recognised Universities / Institutions .

MANUAL -13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT:

There is no recipient of concession, permit or authorization provided by this Department.

MANUAL - 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM:

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	It is available on website or is being used as a back and data base
01	Circulars	All circulars issued by department from time to time	Yes	Yes
02	Seniority List	Seniority of all common cadre staff	Yes	Yes
03	Tender	Various tenders	Yes	Yes
04	Telephone Directory	Directory of Name and Address of all Officers	Yes	Yes

MANUAL - 15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF A LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE;

There are no facilities available with the department.

MANUAL - 16

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

The Head of Office i.e. Lalit V. Solnaki, Principal, Government Polytechnic, Daman.

MANUAL – 17

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER
UPDATE THESE PUBLICATIONS EVERY YEAR;**

All Information are updated in the official website such as orders, notification, tender
etc.

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