

**HOME DEPARTMENT**  
**SECRETARIAT, MOTI-DAMAN**

**RIGHT TO INFORMATION ACT 2005**  
**(SECTION 4)**  
**PUBLICATION OF 17 MANUALS**

Dated: 05 /05/2014.

**OF**

**SUO-MOTU PUBLICATION**

**MANUAL – 1**

**The Particulars of its Organisation, Functions and Duties :**

The Home Department of the UT Administration of Daman & Diu is entrusted with the work of disposal of various D.O. letters, circular and others correspondence received from Ministry of Home Affairs, New Delhi through the concerned Department of UT Administration. The Home Department deals with all the matters in preparing and submitting of various affidavit that are being filed in the Hon'ble Supreme Court of India, New Delhi. Directions are also being issued to the Police Department for maintaining law and order and also to control of Crimes and also Prosecution of criminals.

Postal Address:

Home Department ,  
Secretariat, Moti Daman.  
Pin Code – 396 220

Phone No 0260 -2230600

Fax No. 0260- 2230771

**WORKING HOURS**

Monday to Friday: 9:30 AM to 1:30 P.M.

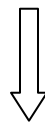
1:30 P.M. to 2:00 P.M. LUNCH BREAK

2:00 P.M TO 6:00 P.M.

**Organization chart :**

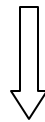
Hon'ble Administrator/Secretary (Home), Daman & Diu and D & N.H.

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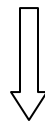
Special Secretary (Home)

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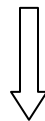
Deputy Secretary (Home)

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Superintendent (Home.)

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**MANUAL-2**

**THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.**

Sr. No.	Designation	Duties attached
1	Hon'ble Administrator/Secretary (Home), Daman & Diu and D&N.H.	Head of Department
2	Special Secretary (Home.)	Over all Supervision and Monitoring of Home Department matters..
3	Deputy Secretary (Home.)	Head of Office
4	Shri D. R. Tandel. Superintendent (Home.)	Supervision Staff, office work and to assist Special Secretary (Home) and Deputy Secretary (Home)
5	Shri Belarmino Monte Olivio de Silva, UDC	Deal with all the correspondence related to Home matters i.e. processing of files, letters, D.O. letter, preparation of pending issues of Home department, C.M. references and preparation of affidavit related to Home Department for filing before the Hon'ble Supreme Court. Any other work assigned by the office Superintendent/ Higher Authority.

### MANUAL 3

#### THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

- a) The UT Administration is following the rules and regulation prescribed in the Manual of Office Procedure published by the Administrative reforms wing. The Rules and Instructions are amended from time to time by the Administrative Reforms Wing.

### MANUAL – 4

#### The norms set by it for discharge of its functions:

1. The Special Secretary (Home) supervises and monitors all cases in Home Department.
2. The Deputy Secretary (Home) is the Head of Office and looks after the works of Home Department.
3. The Superintendent (Home) supervises the work of subordinate staff. All files coming to Home Department are being routed through the Superintendent. He also assists the Special Secretary (Home) and Deputy Secretary (Home) in discharging their duties.
4. No specific norms are set up for discharge of functions as it is not a public dealing office. However, all the norms as set forth in the Manual of Office Procedure are followed in letter and spirit.

## MANUAL – 5

### **The rules, regulations, instructions, manuals and records, held by it or its control or used by its employees for discharging its functions.**

The Home Department primarily deals with the matter relating to law & order which is a reserved subject with the Central Government and as such all the Central Acts/Acts extended to the UT of Daman & Diu and Rules framed thereunder are followed.

## MANUAL – 6

### **A Statement of the categories of documents that are held by it or under its control:-**

Not Applicable

## 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:**

Not applicable as Home Department is not a public dealing department

## MANNUAL -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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meeting are accessible for public:**

- (i) Administrator's Advisory Council
- (ii) Home Minister's Advisory Committee

## MANUAL – 9

### A directory of its officers and employees

#### Officer of Home Department

- |                             |                   |
|-----------------------------|-------------------|
| 1. Home Secretary           | Additional charge |
| 2. Special Secretary (Home) | Additional charge |

#### Staff of Home Department

- |                                 |                   |
|---------------------------------|-------------------|
| 1. Deputy Secretary (Home)- One | Additional charge |
| 2. Superintendent (Home) - One  |                   |
| 3. Statistical Assistant- One   |                   |
| 4. UDC - Two                    |                   |
| 5. LDC - One                    |                   |
| 6. Daftary - One                |                   |
| 7. Peon/MTS-One                 |                   |

## MANUAL-10

### The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

The Officer & Staff of this Department are Central Government employees and are receiving salaries as prescribed by the Government of India, hence the question of payment of monthly remuneration does not arise.

## MANUAL – 11

### The budget allotted to each of its agency, including the particulars of all Non Plan proposed expenditure and reports on disbursement made:

<b>2052</b>	<b>Major Head- Non Plan</b>	
	<b>Secretariat General Services</b>	
<b>090</b>	<b>Secretariat</b>	
<b>15</b>	<b>Daman and Diu</b>	(₹ in thousands)
15.00.01	Salaries	2500
15.00.06	Medical Treatment	100
15.00.11	Domestic Travel Expenses	100
15.00.13	Office expenses	700

**MANUAL -12**

**The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

Home Department is not implementing any programme involving subsidy.

**MANUAL -13**

**Particulars of receipts of concession, permits or authorization granted by it**

Home Department is not allowing concession/issuing permits or authorizations to the public,

**MANUAL -14**

**Details in respect of the information, available to or held by it, reduced in an electronic form.**

Not Applicable

**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 :**

Not Applicable



## **MANUAL-16**

### **The names, designation and other particulars of the Public information Officers:**

The Deputy Secretary (Home) is Public Information Officer, in the Home Department, Secretariat, Daman.

Address: Fort Area, Moti Daman :396 220  
Office telephone No. (0260) 2230707

The Special Secretary (Home) is First Appellate Authority, in the Home Department, Secretariat, Daman.

Address: Fort Area, Moti Daman :396 220  
Office telephone No. (0260) 2230088

## **MANUAL -17**

**Such other information as may be prescribed, and thereafter update these publications every year.**

Nil