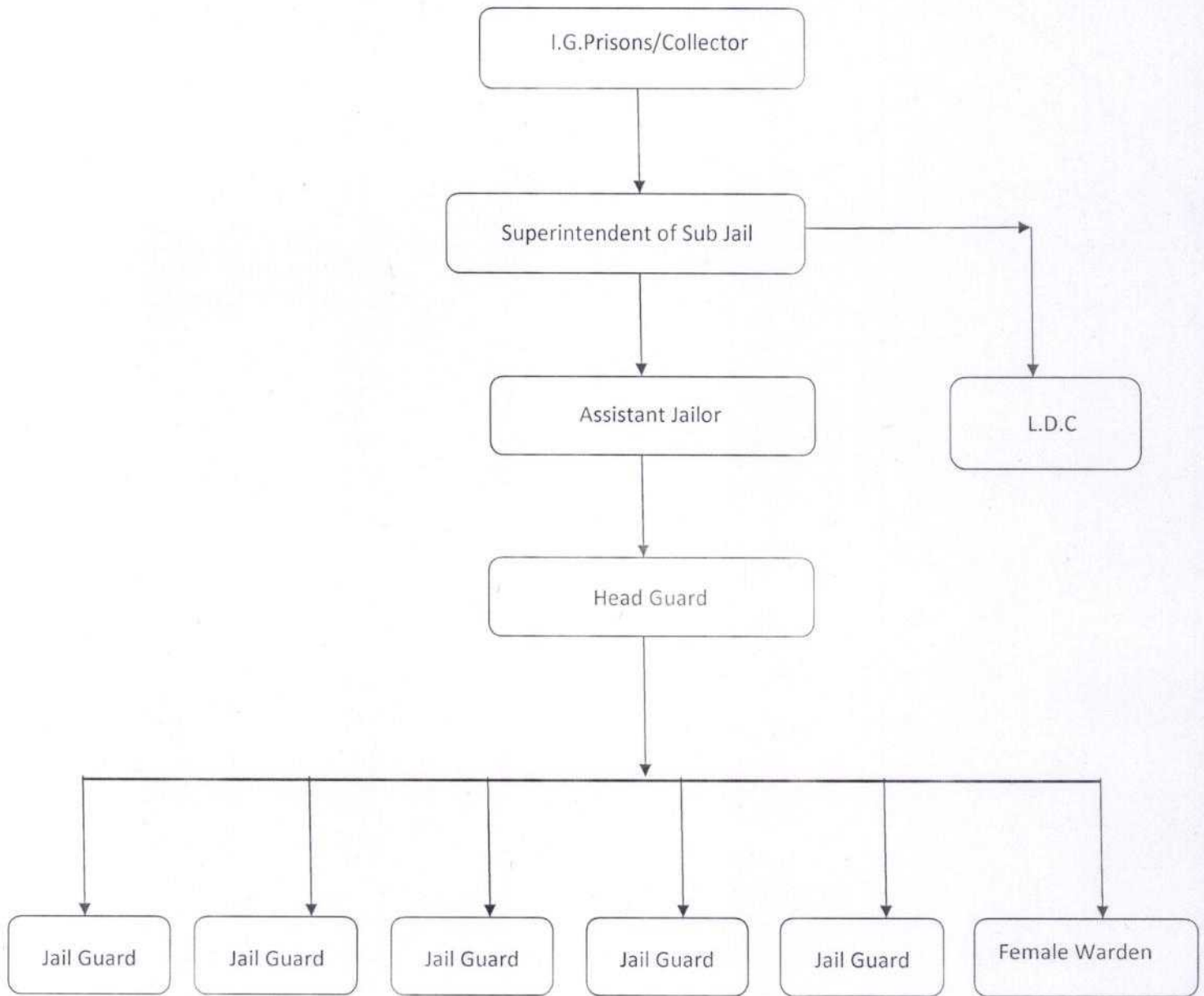


MANUAL – I

The particulars of its organizations, functions and duties.

The organization structure of the office of Superintendent of Sub Jail is as under:-



MANUAL – 2

The power and duties of its officers and employees.

The Inspector General of Prisons is the overall incharge of the Sub Jail & the Superintendent is declares as the Head of Office.

The Assistant Jailor is the incharge of the Jail Guard and assisted Head Guard and Jail Guard.

**MANUAL – 3**

The procedure followed in the decision making process including channels supervision and accountability.

The procedure followed in decision making process including channel of Supervisor & accountability is as per Jail Manual.

**MANUAL – 4**

The norms set by it for the discharge of its functions.

**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.

**MANUAL – 6**

A statement of the categories of documents that are held by it or under its control.

**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.

--- N.A. ---

**MANUAL – 8**

A statement of the boards, councils, committees and other bodies consisting 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 meetings are accessible for public.

--- N.A. ---

**MANUAL – 9**

A directory of its officers and employees.

Sr.No.	Designation	Nos.
1.	Assistant Jailor.	1
2.	Lower Division Clerk	1
3.	Head Guard	1
4.	Jail Guard	5
5.	Female Warden	1
6.	Peon.	1

## MANUAL – 10

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

Sr.No.	Name	Designation	Contact no.	Salary.
1.	Shri G. H. Roa.	Assistant Jailor.	29745/-	9925300838
2.	Shri P. R. Bhandari	Lower Division Clerk	21760/-	9662042153
3.	Shri K. D. Halpati.	Head Guard	23465/-	9979200710
4.	Shri M. P. Kamli.	Jail Guard	25105/-	9879762211
5.	Shri B. P. Patel	Jail Guard	23865/-	
6.	Shri K. A. Patel.	Jail Guard	15695/-	9913907474
7.	Shri P. J. Patel.	Jail Guard	15695/-	9724318111
8.	Shri R. D. Chauhan.	Jail Guard	15255/-	
9.	Kum. K. L. Solanki.	Female Warden	18468/-	
10.	Shri G. D. Patel.	Peon.	24365/-	9925055464

## 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 of the Financial year 2013-14.

2056 – Major Head  
- Jails.

001 – Direction & Administration.

02- Daman & Diu

02.00.01 – Salaries	=	3073000/-
02.00.11 – Domestic Travel Expenses.	=	Nil
02.00.13 – Office Expenses	=	1654000/-
02.00.06 – Medical Treatment.	=	Nil

## MANUAL – 12

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

- The department does not deal with any subsidy programme.

## MANUAL – 13

Particulars of recipients of concessions permits or authorization granted by it.

- --- NIL ---

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#### MANUAL – 14

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

- --- NIL ---

#### 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 is no library or reading room facilities available in the department.

#### MANUAL – 16

The names, designation and other particulars of the Public Information Officer.

- Name : Shri H. B. Jethwa, Superintendent of Sub Jail, Daman.
- Contact No.:- 9825409740

#### MANUAL – 17

Such other information as may be prescribed and thereafter update these publication every year.

- --- NIL ---