



Dated: 03 May 2014

SUE-MOTO PUBLICATION OF 17-MANUALS
MANUAL -1

The Particulars of its Organisation, Functions and Duties :

The Secretary (Home) of the U.T. Administration of Daman and Diu is the Administrative Secretary for the Directorate of Prosecution and the Assistant Public Prosecutor, Daman is working under the direct supervision of the Director of Prosecution, Daman and Diu.

The Assistant Public Prosecutor the Head of Office/ Drawing and Disbursing Officer for the office the Assistant Public Prosecutor, Daman. The post of Assistant Public Prosecutor (Group 'B'- Gazetted)

Staff/Officer		
Sr No.	Posts	Total No. of Posts
1.	Assistant Public Prosecutor	01

The main function is to conduct Criminal cases in the Court of Chief Judicial Magistrate/ Judicial Magistrate First Class. In addition to the case filed by the Police, he also deals with the criminal cases of other Department such as Food and Drugs, Labour Department, Excise Department, Forest Department, Town and County Planning Department of the Administration.

Organisation chart :

Home Department (Secretary)



Director of Prosecution



Assistant Pubic Prosecutor.
01 : Daman & 01 : Diu

MANUAL -2



I. Power and Duties of Officer.

1. The Secretary (Home)/ Head of the Department :-

The Directorate of Prosecution shall function under the Administrative Control of the Secretary (Home), in the U.T. Administration of Daman and Diu. All policies matter related to the Department, including over all supervision of the department he exercises powers vested in Head of Department etc. **At present the post is held of the Hon'ble Administrator of Daman and Diu.**

2. Director of Prosecution : (01 post : Vacant)

The principal function of the Director of Prosecution includes the Administrative control of the prosecution machinery, and also give advice to the various Government Department whenever required in Criminal cases. The legal opinion is sought on the matters relating to the feasibility of filing appeals/revision against the orders of Courts of criminal cases/Appeals etc. The Director of Prosecution, also looks after the financial matters related to the office and is the budget control authority. **At present the post is vacant and additional charge of the post of Director of Prosecution has been allotted to the Assistant Public Prosecutor, Daman.**

3. Assistant Public Prosecutor: 01 Post

The Assistant Public Prosecutor, Daman is the Head of Office and Drawing and Disbursing officer for the office of the Assistant Public Prosecutor, Daman. His main function is to conduct Criminal cases in the Court of Chief Judicial Magistrate/ Judicial Magistrate First Class. In addition to the case filed by the Police, he also deals with the criminal cases of other Department such as Food and Drugs, Labour Department, Excise Department, Forest Department, Town and County Planning Department of the Administration.

Postal Address :

The Assistant Public Prosecutor

Office of the Assistant Public Prosecutor,

Ground Floor, Court building, Fort Area, Moti Daman.

Pin Code : 396 220

Phone No : 0260-2230122

Fax : 0260 : 2230567

Working of Hours : (Court working hours)

Monday to Saturday: 10:30 AM to 2:00 P.M.
2:00PM to 2:45 P.M. Lunch Break
2:45 PM to 5:45 P.M.



MANUAL-3

The procedure followed in the Decision making process. Including channels of Supervision & accountability.

All the policy matters and Administrative functions are initiated by Directorate of Prosecution, Daman and Diu and the proposal and administrative nature file are submitted has per hierarchy. The Assistant Public Prosecutor, Daman has no relation to the formulation of policy matter.

MANUAL-4

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

1. The Hon'ble Administrator, Daman and Diu is the Appointing authority for group 'B' Gazetted officer. He is also disciplinary authority for group "B' Gazetted Officer.
2. The Assistant Public Prosecutor, Daman is the Head of Office for the Assistant Public Prosecutor, Daman. He looks after all the works related to the Office.

MANUAL-5

The rules regulation, Instructions, Mannuals & Records, held by it or under its control or used by its employees for discharging its functions.

The post of Assistant Public Prosecutor, Daman has been created under section 25 of the Code of Criminal Procedure. The powers and function of the Assistant Public Prosecutor are as specified under 25 of Cr.P.C.

MANUAL-6

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

1. Recruitment Rules for the Post of Assistant Public Prosecutor.
2. Personal file/ Service Book of Director of Prosecution.
3. Pay bill Register, Bill Register.
4. Dead stock register
5. Cheque register
6. Postage stamp record register
7. Register of Contingent charges (TR-29)
8. Budget file.
9. BCR Register.
10. Register of stock of consumable stores and stationery
11. Cash Book.
12. Register showing expenses by Heads of Account (GFR-9).

MANUAL-7

The particular of any arrangement that exits for consultation with, or Representation by the members of the public in relation to the formulation of its policy or implementation thereof :

The Assistant Public Prosecutor, Daman has no direct dealing with the public. The Assistant Public Prosecutor, is conducting criminal cases filed by the Police and Other departments of the U.T. Administration of Daman and Diu. He has no relation to the formulation of policy matter.

MANUAL-8

A statements of boards, councils, committees and other bodies consisting tow or more persons constituted as its part or for the purpose of its advise 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

Not applicable as far as Daman is concerned.



MANUAL-9

A directory of its officers and employees

Officers/ Employees			
Sr No.	Posts	Telephone No.	Fax No.
1.	Assistant Public Prosecutor	0260-2230122	0260-2230567

MANUAL-10

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

Officers/ Employees	
Sr No.	Posts
1.	01 : Assistant Public Prosecutor

MANUAL-11

The Budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursement made :

1. Budget Allocation for the Financial Year **2013-14**

Budget Head	Contents	Expenditure done for the year 2013-14 (Amt in Lakhs)
2014	: Major Head – Non Plan	
	: Administration of Justice	
114	: Legal Advisers and Counsels	
08.00.01	: Salaries	7.48
08.00.02	: Wages	0.00
08.00.06	: Medical Treatment	0.06
08.00.11	: Domestic Travel Expenses	0.00
08.00.13	: Office Expenditure	1.00

MANUAL-12

The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes .

This department has not executed any subsidy programmes.

MANUAL-13

Particulars of recipients of concessions, permits or authorizations granted by it.

There are no such concessions, permits granted by this department.

MANUAL-14

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

The department information is available on official Web site dop-dd@nic.in



MANUAL-15

The particulars of facilities available to Citizens for obtaining information including the working hours of a library of reading rooms, if maintained for public use.

At present there is no library or reading room facility available for Assistant Public Prosecutor, Daman.

MANUAL-16

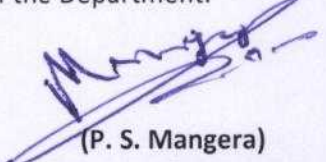
The names, designation and other particulars of the Public Information officer :

The Assistant Public Prosecutor, Daman is the Head of office/Public Information officer for the office of Assistant Public Prosecutor, Daman.

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

All information are updated on the Official web of the Department.


(P. S. Mangera)
Assistant Public Prosecutor
Daman