

Dated :03rd May, 2014.

SUE-MOTO PUBLICATION OF 17-MANUALS
MANUAL -1

The Particulars of its Organisation, Functions and Duties :

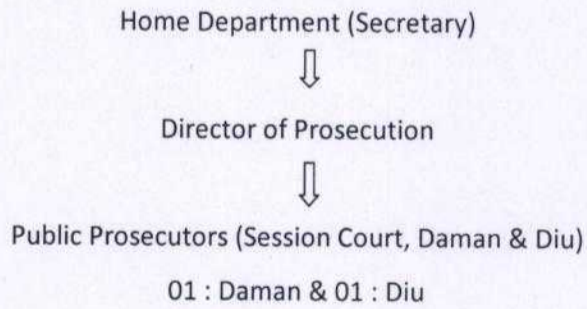
The Secretary (Home) of the U.T. Administration of Daman and Diu is the Administrative Secretary for the Directorate of Prosecution and the post of Public Prosecutor, Daman and Diu is working under the direct supervision of the Director of Prosecution, Daman and Diu.

The Public Prosecutor the Head of Office/ Drawing and Disbursing Officer for the office the Public Prosecutor, Daman and Diu. At present the post of Public Prosecutor (Group 'A') is vacant and the Assistant Public Prosecutor, Daman has been declared as the Head of office for the office of Pubic Prosecutor.

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

The Main function of the Public Prosecutor, Daman and Diu is to conduct criminal cases on behalf of the U.T. Administration of Daman and Diu in the session court. The cases handled by the Public Prosecutor are of grave in nature and exclusively trailed by the Session Court. Also appears in the appeals and revision against the order of the lower Courts.

Organisation chart :



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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. Public Prosecutors (Session Court, Daman & Diu : (01 post: Vacant)

The Public Prosecutor conducts criminal cases on behalf of the U.T. Administration of Daman and Diu in the session court. The cases handled by the Public Prosecutor are of grave in nature and exclusively trailed by the Session Court. Also appears in the appeals and revision against the order of the lower Courts. At present the post is vacant and the Assistant Public Prosecutor, Daman has been declared as the Head of Office for the office of the Public Prosecutor, Daman and Diu. At present **five advocates** are appointed and appearing in the Sessions court for conducting the criminal cases on case wise fees payable on their appearance basis.

Postal Address :

The Public Prosecutor

Office of the Public Prosecutor, Daman and Diu

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

Pin Code : 396 220

Phone/Fax No : 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 Public Prosecutor, Daman & Diu no relation to the formulation of policy matter.

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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 'A' Gazetted officer. He is also disciplinary authority for group 'A' Gazetted Officer.
2. The Public Prosecutor is working under direct control of Director of Prosecution. His responsibility is to conduct criminal cases in the Court of Sessions on behalf of U.T. Administration of Daman and Diu.

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 Public Prosecutor, Daman and Diu has been created under section 24 of the Code of Criminal Procedure. The powers and function of the Public Prosecutor are as specified under Cr.P.C.

MANUAL-6

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

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

MANUAL-7

The particular 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 Public Prosecutor, Daman and Diu has no direct dealing with the public. The Public Prosecutor, is dealing with cases related to the Criminal and Criminal cases filed by the Police Department and various Government Department and has no relation to the formulation of policy matter.

MANUAL-8

A statements of boards, councils, committees and other bodies consisting two 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 and Diu is concerned.

MANUAL-9

A directory of its officers and employees



Officers/ Employees		
Sr No.	Posts	Telephone/ Fax No.
1.	Public Prosecutor, Daman and Diu	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	Remarks .
1.	Public Prosecutor, Daman and Diu	At present the post is Vacant

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	0.00
08.00.02	: Wages	0.00
08.00.06	: Medical Treatment	0.00
08.00.11	: Domestic Travel Expenses	0.00
08.00.13	: Office Expenditure	12.95

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 or reading rooms, if maintained for public use.

At present there is a library available in the office of the Public Prosecutor, but is only available for officials, this facility is not available for Citizens.

MANUAL-16

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

The Public Information Officer is the Head of Office/ Public Information officer for the office of Public Prosecutor, Daman and Diu.

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

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

(H.O. for Office of Public Prosecutor)
Daman and Diu ,
Daman