

**OFFICE OF THE TRIBAL SUB PLAN CELL,**  
**COLLECTORATE, DHOLAR, MOTI DAMAN**

**SUO-MOTO PUBLICATION OF 17 MANUALS IN**  
**OFFICIAL GAZETTE**

1	The particulars of its organization, functions and duties	Enclosed Annexure –I
2	The powers and duties of its officer and employees	Enclosed Annexure – II
3	The procedures followed in the decision making process, including channels of supervision and accountability	<p>a) All the routine matters, after being presented by concerned dealing assistance are decided and disposed off at the level of Deputy Secretary(Social Welfare) itself</p> <p>b) Only the matters issues and the references received from/to be referred to Ministries of Govt. of India are decided at the level of Secretary concerned after approval from Hon'ble Administrator</p>
4	The norms set by it for the discharge of its functions	As per the Citizen's Charter Enclosed Annexure – III
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging it functions:	Deputy Secretary(Social Welfare)
6	A statement of the categories of documents that are held by it or under its control	<p>i) Pertaining the files for the subject belonging to UT and Centrally Schemes</p> <p>ii) Establishment/Administrative matter files, Service Books, Registers etc.</p> <p>iii) Accounts matter files and registers</p>
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	Meetings are held with the representatives of Secretary/Director and the views expressed by them are considered while deciding the policy matters
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 meetings are accessible for public	As per meeting of the minutes, notification, letters/circulars
9	A directory of its officers and employees	Enclosed Annexure – IV
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Enclosed Annexure – V
11	The budget allocated to each of its agency, indication the particulars of all plans, proposed expenditure and reports on disbursements made	Enclosed Annexure – VI
12	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes	Enclosed Annexure – VII
13	Particulars of recipients of concessions permits or authorization granted by it	
14	Details in respect of the information available to or held by it, reduced in an electronic form	CD containing the list of students for Incentives and Scholarships from the Education Office and District Education Office of Daman & Diu District
15	The particulars of facilities available to citizen for obtaining information including the working hours of a library or reading room, if maintained for public use	Issuing senior citizen card and disability card for handicapped

16	The names, designation and other particulars of the Public Information Officer	Shri Harminder Singh (Director IT/Head of Office TSP/SW)
17	Such other information as may be prescribed; and thereafter update these publications every year	All the information mentioned above in Col.(i) to Col(16) are updated every year and/or as and when necessary.

## ANNEXURE - I

Name of Department	:	Tribal Welfare Department
Address	:	Collectorate Building, Dholar, Moti Daman
Name of Secretary/Director	:	Shri Mihir Vardhan – I.A.S.
Name of Dy. Secretary	:	Shri Harminder Singh
Name of Dy. Director	:	Shri Harminder Singh
Name of Nodal Officer	:	Sudheer Pandey
Contact No.	:	(0260)2230854 8866442014

The main functions of the Tribal Welfare Department are to deal with subject related to Tribals of the UT Administration of Daman & Diu.

Functioning the Tribal Works:

1. Preparation the various reports on Statistics pertaining to ST matters
2. Preparation of Annual Plans pertaining to ST
3. Maintaining the AshramShalas at Zari & Bhimpore
4. Cash Incentive to parents of SC/ST students std.I to X :

Std. I to X	Rs. 1,000/- per month
Std. XI & XII	Rs. 1,250/- per month

5. Maintaining the Village Libraries at Zari & Bhimpore
6. Mobile Dispensaries with one Doctor, Nurse and Compounder, visiting all the villages once in a week for treatment of tribal on the spot by Director of Medical and Health
7. Maintaining the Personal file, Service Book & Earned Leave of Tribal staff
8. All the corresponding works pertaining to ST matters from Ministries & UT
9. Identification of Beneficiaries under various scheme of tribal
10. Collecting the date/information from various office connected with implementation of tribal
11. Scheme for investment with ST Corporation
12. Monthly, half yearly and yearly report of Tribal Welfare Department
13. Preparing the Budget of Tribal
14. Maintaining the Budget Control Register of Tribal
15. Special Central Assistance
16. Reconciling the Accounts matter
17. Audit information

## Annuxure – II

SR. NO.	NAME AND DESIGNATION	ASSIGNMENT OF WORK
1.	Shri Sudheer Pandey Nodal Officer	<ol style="list-style-type: none"><li>1) All Statistical Matters.</li><li>2) Preparation of various reports on Statistics.</li><li>3) Preparation of Annual Plans &amp; Five Year Plans</li><li>4) Day to day work assigned by the Secretary (Tribal Welfare)</li><li>5) To attend all D.O. letters received from the Ministries.</li><li>6) Monthly, Half yearly and yearly Reports of TSP</li></ol>
2	Shri Shyam B. Barsa Accountant	<ol style="list-style-type: none"><li>1) Preparation of Budget</li><li>2) Maintenance of BCR</li><li>3) Special Central Assistance</li><li>4) Preparation of reports on Accounts.</li><li>5) Audit and Reconciliation</li><li>6) Accounts of Centrally Sponsored Schemes under TSP &amp; Social Welfare.</li><li>7) Monthly/Quarterly Plan Expenditure Report of TSP/Social Welfare</li></ol>
3.	Kum. Maimuda S. Cott UDC	<ol style="list-style-type: none"><li>1) Preparation of Bill pertaining to TSP/SW</li><li>2) Maintenance of Personal File, Service Book Special &amp; Earned Leave</li><li>3) Establishment matters of TSP Cell</li><li>4) Scheme for investment with SC/ST Corporation.</li><li>5) All educational schemes under TSP</li><li>6) TSP Maintenance of ACRs</li><li>7) Maintaining Cash Incentive to Parents of ST/SC Girl/Boy Students std.1 to XII</li></ol>
4.	Shri Jashvantrai V. Patel, Gram Sevak	<ol style="list-style-type: none"><li>1) Inward/Outward letters/files</li></ol>
5.	Shri Jignesh H. Halpati L. D. C.	<ol style="list-style-type: none"><li>1) Typing work /any other work assigned by the Social Welfare Officer</li><li>2) Scholarships for Minority, OBC Community, Merit-cum-means SC &amp; ST (Pre-Matric &amp; Post-Matric ) Centrally Sponsred Schemes &amp; Top-up</li></ol>
6.	Shri Ramesh B. Dhodi	Driver the Govt. Vehicle DD03 C-0024

## Annuxure – III

### 42. TRIBAL SUB PLAN

Sr. No.	Services rendered by the Department	Procedure	Contact Person	Whom to contact if no solace is received from the Contact Person.	
1.	Free supply of Text Books, Stationery and Uniforms.	All tribal students of standard from I to X	Head Master of concerned School.	Assistant Director of Education, Daman.	
2.	Cash Incentives to parents of tribal students	All Tribal students of Standard I to XII with minimum monthly attendance of 90%.	Head Master of concerned school.	Assistant Director of Education & Assistant Director of Education (DP), Daman and Diu	
	Standard				Monthly incentive (Rs.)
	I-X				1000/-
	XI-XII	1250/-			
3.	Free boarding and lodging facilities at Ashramshalas in Zari and Bhimpore.	All tribal students of Standard III to X.	Warden of Ashramshala.	Head Master, Govt. High School, Bhimpore and Zari	
4.	Craft training to tribal youth in following trades:	Application in prescribed form.	Principal, Technical Training Institute (TTI), Moti Daman.	Collector, Daman.	
	i) Computer				
	ii) Welding				
	iii) Metal Turning				
	iv) Tailoring (only for girls)				
5.	Village Libraries at Zari and Bhimpore.	Books, Newspapers and magazines are being made available for reading.	Librarian Ashramshalas at Zari and Bhimpore.	Assistant Director of Education, Daman.	
6.	Mobile Dispensaries with one Doctor, one Nurse and one Compounder.	Visit all villages once in a week for treatment of tribals on the spot.	Doctor of Mobile Dispensary.	Director, Medical & Health Services, Daman.	

## **ANNEXURE – IV**

### **OFFICE OF THE TRIBAL SUB PLAN CELL / SOCIAL WELFARE, COLLECTORATE, DHOLAR, MOTI DAMAN**

#### **DIRECTORY OF OFFICERS AND OFFICIALS**

<b>SR. No.</b>	<b>Name of the officer and officials</b>	<b>Designation</b>	<b>Contact No.</b>
1.	Shri Sudheer Pandey	Nodal Officer	8866442014
2.	Shri Shyam. B. Barsa	Accountant	9998172822
3.	Kum. Maimuda. S. Cott	U. D. C.	9898278026
4.	Shri Jignesh. S. Halpati	L. D. C.	7801997998
5.	Shri Jashvantrai. V. Patel	Gram Sevak	9824417696
6.	Shri Ramesh. B. Dhodi	Driver	9825988393
7.	Shri Jitendra. R. Mitna	Peon/Multi Tasking staff	9712885959

## **ANNEXURE – V**

### **Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Designation</b>	<b>Pay Matrix</b>
1.	Shri Sudheer Pandey	<b>Statistical Officer/Nodal Officer</b>	<b>Level - 6</b>
2.	Shri Shyam. B. Barsa	<b>Accountant</b>	<b>Level – 5</b>
3.	Kum. Maimuda. S. Cott	<b>Upper Division Clerk</b>	<b>Level – 5</b>
4.	Smt. Beennamma Joseph	<b>Junior Stenographer</b>	<b>Level – 5</b>
5.	Shri Jignesh. S. Halpati	<b>Lower Division Clerk</b>	<b>Level – 2</b>
6.	Shri Jashvantrai. V. Patel	<b>Gram Sevak</b>	<b>Level – 6</b>
7.	Smt. Darshna B. Patel	<b>Aisstant Instructor(Tailoring)</b>	<b>Level – 2</b>
8.	Shri Ramesh. B. Dhodi	<b>Driver</b>	<b>Level – 4</b>
9.	Shri Jitendra. R. Mitna	<b>Peon/Multi Tasking Staff</b>	<b>Level – 3</b>

U. T. Administration of Daman & Diu,  
Finance Department,  
Secretariat, Moti Daman,  
DAMAN - 396 220  
e-Mail [jsfin-dd@nic.in](mailto:jsfin-dd@nic.in)

No: 3/1/2018-FD/2008

Dated: 26/04/2018

Ref: Office Memorandum F.No.2(12)-B(D)/2018 dated 29<sup>th</sup> March, 2018  
from Government of India, Ministry of Finance, New Delhi.


O R D E R

The Vote on Account for 2018-19 has been passed by the Parliament in respect of the Grants for the year 2018-19. The Appropriation Bill is also assented by the President.

The provisions made in the budget for the year 2018-19 in respect of Demand No. 52 - Daman & Diu (UT) is shown in column No. 3 of the Annexure enclosed. The funds are placed at the disposal of Drawing & Disbursing Officers/Head of Offices of Daman & Diu as per said Annexure.

  
(Dr. S. B. Deepak Kumar) IAS  
Finance Secretary

Encl: as above

  
सुधीर पाण्डेय 23/10/2018  
नोडल अधिकारी  
आदिवासी कल्याण विभाग  
जिलाधिकारी कार्यालय  
दमण



