



DISTRICT PANCHAYAT,
DAMAN (U.T.)

SUO-MOTU PUBLICATION OF
17-MANUALS

POSTAL ADDRESS

CHIEF EXECUTIVE OFFICER
DISTRICT PANCHAYAT,
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WORKING HOURS MONDAY TO FRIDAY

- 9:30 AM to 01:30 PM
- 01:30 PM to 02:00 PM - **Lunch Break**
- 02:00 PM to 06:00 PM

ORGANISATION CHART

ADMINISTRATOR



SECRETARY (PANCHAYATI RAJ IINSTITUTE)



PRESIDENT



VICE PRESIDENT



DISTRICT PANCHAYAT MEMBERS



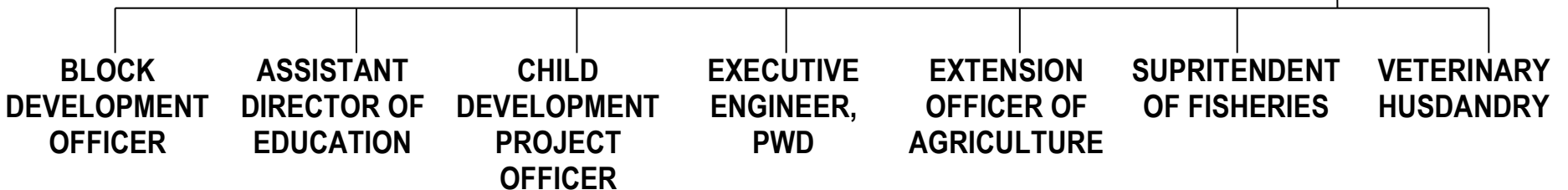
CHIEF EXECUTIVE OFFICER



DY DIRECTOR OF ACCOUNTS



HEAD OF OFFICES



MANUAL - 1

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

The Chief Executive Officer, Head of Office of District Panchayat, Daman who has been Delegated Financial Powers under the provision of Delegation Financial Power, General Financial Rules, CTR and CPWD Manual having all the power of Administrative, Establishment, Corresponding with the Administration.

The Chief Executive Officer, District Panchayat has been delegated executive powers under the Daman & Diu Panchayat Regulation, 2012 and Rules made thereunder.

MANUAL - 2

THE COMMITTEES OF DISTRICT PANCHAYAT

The following Standing Committees of District Panchayat are framed.

1. General Standing Committee.
2. Works Committee.
3. Education Committee.
4. Finance, Audit and Planning Committee.
5. Joint Committee.

MANUAL – 3

Service Standards:

Service Name			Standard
1.	Administrative Approval & Expenditure Section	Proposal / Estimate of works / projects received for accord of Administrative Approval & Expenditure Section are scrutinized considering funds availability, correct classification and to whether proposal are included in draft annual plan.	7 working days
2.	Tender Approval	Tender copy along with hard copy of documents from various agencies and individual rate quoted are physically verified and accordingly certificate endorsed as per provision of CPWD works manual.	7 working days
3.	Running Account Bill	Measurement recorded in Measurement Book for running account bill/Final Bill are manually check and compared with original tender document for its eligibility as per provision of CPWD works manual. And for various type of deduction such as deduction for security deposit, Income Tax, VAT, Labour Cess etc.	7 working days
4.	Preparation of Cheques	On receipt of proposal for release of payment duly approved by C.E.O. & President, cheque to agency and recovery cheque security deposit, Income Tax, VAT, Labour Cess along with Challan is prepared and deposit in the bank.	5 working days
5.	Payment Voucher	Payment voucher of contingent Expenditure on various type of purchase of stationery fuel etc. received from establish section. Mid Day Meals, Nominal Master Rolls of Daily wages staff, Salary Bill of regular staff & on contract basis.	5 working days
6.	Pension	Old age pension, Widow pension & Disable pension	1 st week of month
7.	Subsidy	Financial Assistance to Fishermen and Farmers	7 working days
8.	Budget	Budget preparation is done by account section base on details Submitted by various Section i.e. Agriculture, Fisheries, Veterinary, P.W.D., Pension Cell, Village Panchayat of Daman District, and mid days meals proposal from ADE, DP	As time limit prescribed by planning Deptt.
9.	Annual Plan	Annual Plan preparation is done by account section base on details submitted by various Section i.e. Agriculture, Fisheries, Veterinary, P.W.D., Pension Cell, Village Panchayat of Daman District, and mid days meals proposal from ADE, DP for inclusion of new scheme in Annual Plan	As time limit prescribed by planning Deptt.
10.	Submission of Proposal Drawal of fund	On receipt of allotment from Finance Department file for list of work received from various link sections is to be prepared. Proposal to be submitted has to be supported with list of expenditure of previous year, Annexure - A for new works, Utilization certificate, fund availability certificate and details Report for concurrence of Finance Department and approval of Administrator.	7 working days

11.	Withdrawal of fund	On receipt of proposal duly approved by competent authority, Sanction order is prepared and signature obtained T.R. 42 along with GFR is presented to Treasury and on receipt of cheque same is credit in bank after making necessary entry in respective register.	7 working days
12.	Compliance of Audit	Preparation of questionnaires for internal Audit and for resident audit along with supporting document and day to day compliance half margin, audit para of District Panchayat and of Village Panchayat. And submission of periodical statement of outstanding Paras.	7 working days
13	Maintenance of record / documents	The following registers / files are maintained by account section	
1.	Cash Book along with cheque book Registers		
2.	Dead stock Register		
3.	Stock Register		
4.	Consumable Register		
5.	Grant-in-Aids Register		
6.	Library Register		
7.	Assets Register		
8.	Security Deposit Register		
9.	EMD Register		
10.	Budget Control Register		
11.	Inward & Outward Registers		
12.	Voucher Files		
13.	Receipt of TR-5		
14.	Log Book (Vehicle)		
15.	Peon Book.		
16.	Matter pertaining to MACP/ACP probation clearance of staff.		
17.	Recruitment Rules for all departmental posts.		
18.	Matter pertaining to Group 'A', 'B' & 'C' posts.		
19.	Personnel files in respect of all staff.		
20.	ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.		
21.	Pay Bill Register/Bill Register.		
22.	Monthly/Quarterly Report file.		
23.	Pay Bill File.		
24.	Contingency bill file.		
25.	Budget file.		

MANUAL – 4

THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS

1. The Administrator Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for Group “A” & “B” Gazetted Officers.
2. The Secretary (PRI), is Head of Department of District Panchayat and Gram Panchayat, Daman & Diu.
3. The President, Chief Executive Officer, Block Development Officer, Executive Engineer, District Panchayat, Panchayat Secretary and other officers of Panchayats discharge their duties as per the Daman & Diu Panchayat Regulation, 2012 and Rules made thereunder.

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THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.

The service rules prescribed by the Central Government Rules in respect of Group “A”, “B”, “C” and “D”. Every proposal containing recruitment / promotion is being placed before the Department Selection Committee/Departmental Promotion Committee prescribed for Group “A”, “B” and “C” as the case may be.

All the proposals are required approval of the Appointing Authority and the proposal such as framing/amendment of R.Rs approval of the Administrator is necessary.

The following Act and Rules are applicable to the District Panchayat, Daman & Diu:

1. The Daman and Diu Panchayat Regulation Act, 2012.
2. The Daman and Diu Election of Upa-Sarpanch of Gram Panchayat and President and Vice-President of District Panchayat, Rules, 2013.
3. The Daman and Diu District Panchayat (Meeting) Rules, 2013.
4. The District Panchayat, Daman and Diu Committee Rules, 2013.
5. The Procedure of No Confidence Motion against Sarpanch or Upa-Sarpanch. Order dated 14.08.2014.
6. The Daman and Diu Panchayats (Election Procedure), Rules, 2014.
7. The Daman and Diu District Panchayat (Motion of No Confidence, against the President and Vice President) Rules, 2013.
8. The Daman and Diu District Panchayat (Disqualification on ground of defection) Rules, 2013.
9. The Daman and Diu Panchayat (Reservation and Rotation of seats for the Schedule Caste, Schedule Tribes and Women) Rules, 2015.
10. The Daman & Diu Panchayats (Application of Gram Fund and District Panchayat Fund) Rules, 2015.

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A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL.

Maintenance of record/ documents	The following registers/files are maintained by Account section:
1	Cash Book along with cheque books Registers
2	Dead stock Register
3	Consumable Register
4	Grant-in-Aids Register
5	Library Register
6	Assets Register
7	Security Deposit Register
8	EMD Register
9	Budget Control Register
10	Voucher Files
11	Matter pertaining to MACP/ACP/probation clearance of staff.
12	Recruitment Rules for all departmental posts.
13	Matter pertaining to Group 'A', 'B' & 'C' posts.
14	Personnel files in respect of all staff.
15	ACR's /APAR's for Group "A", "B" & "C" departmental posts.
16	Pay Bill Register / Bill Register.
17	Monthly/Quarterly Report file.
18	Pay Bill File.
19	Contingency bill file.
20	Budget file.
21	Work files.
22	Personnel files.
23	Scheme files.

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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 organized by Gram Sabha of various Group Gram Panchayats of Daman District.

1. Marwad Group Gram Panchayat, Nani Daman.
2. Kadaiya Group Gram Panchayat, Nani Daman.
3. Bhimpore Group Gram Panchayat, Nani Daman.
4. Varkund Group Gram Panchayat, Nani Daman.
5. Dabhel Group Gram Panchayat, Nani Daman.
6. Kachigam Gram Panchayat, Nani Daman.
7. Damanwada Group Gram Panchayat, Nani Daman.
8. Magarwada Gram Panchayat, Nani Daman.
9. Pariyari Gram Panchayat, Nani Daman.
10. Patlara Gram Panchayat, Nani Daman.
11. Dunetha Gram Panchayat, Nani Daman

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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 MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC:

The Administrator, Daman & Diu and DNH has reconstituted a District Planning Committee for the U.T. Daman & Diu comprising of the following Official & Non-Official Members as per Notification No. DPS/RCPS/2015-16/107 dated 28/04/2015.

DISTRICT PLANNING COMMITTEE FOR THE DAMAN DISTRICT.

Sr. No.	Name of Members	Committee
1	Collector, Daman	Chairman
2	Hon'ble Member of Parliament, Daman & Diu	Special Invitee
3	President, District Panchayat, Daman	Member
4	Vice- President, District Panchayat, Daman	Member
5	President, DMC, Daman	Member
6	Vice-President, DMC, Daman	Member
7	Superintending Engineer, PWD, Daman	Member
8	04 Member to be nominated by Chairman from elected Sarpanches (Proper representation should be ensured by the Chairman during Nomination of Women/SC/ST/Minority community) in consultant with President, District Panchayat, Daman.	Member
9	04 Member to be nominated by Chairman from elected District Panchayat, Daman (Proper representation should be ensured by the Chairman during Nomination of Women/SC/ST/Minority community) in consultant with President, District Panchayat, Daman.	Member
10	04 Members to be nominated by Chairman from elected Ward Counselors (Proper representation should be ensured by the Chairman during Nomination of Women/SC/ST/Minority community) in consultation with President, Daman Municipal Council.	Member
11	Chief Officer, DMC, Daman	Member
12	Chief Executive Officer, District Panchayat, Daman	Member Secretary

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A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Contact Number
1	Shri P. S. Jani	Chief Executive Officer	9925177877
2	Shri D. S. Prabhakar	Executive Engineer, PWD, DP.	9426872458
3	Shri Manoj Berawala	Assistant Engineer, PWD, DP.	9909013077
4	Shri K. K. Dubey	Administrative Officer	9904411366
5	Shri S. M. Halpati	Dy. Director of Accounts	9824180924
6	Shri K M Patel	Junior Engineer	9586068532
7	Shri Ravindra H Solanki	Junior Engineer	9426123607
8	Smt. Usharani Patel	Junior Engineer	9978850200
9	Shri P. L. Bagda	Extension Officer (Agriculture)	9925575861
10	Dr. Solanki	Veterinary Officer	9825384071
11	Shri Pritesh N Bharucha	PA to President	9727531963
12	Shri M. Dhonde	PA to CEO	9909334476
13	Shri Abhishek Kumar	Steno	9879021696
14	Shri Geo Sebastian	State Mission Manager, NRLM	8511080659
15	Shri Dharmendra Pandey	Technical Expert, PMAY-G	8460338867

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ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Working Staff
1	Shri P. S. Jani	Chief Executive Officer	Appointed by the Administrator
2	Shri D. S. Prabhakar	Executive Engineer, PWD, DP.	Diverted capacity
3	Shri Manoj Berawala	Assistant Engineer, PWD, DP.	Diverted capacity
4	Shri K. K. Dubey	Administrative Officer	Diverted capacity
5	Shri S. M. Halpati	Dy. Director of Accounts	Appointed by the Administrator
6	Shri K M Patel	Junior Engineer	Diverted capacity
7	Shri Ravindra H Solanki	Junior Engineer	Diverted capacity
8.	Smt. Usharani Patel	Junior Engineer	Diverted capacity
9	Shri P. L. Bagda	Extension Officer (Agriculture)	Diverted capacity
10	Dr. Solanki	Veterinary Officer	Honorarium
11	Shri Pritesh N Bharucha	PA to President	Contract Basis
12	Shri M. Dhonde	PA to CEO	Contract Basis
13	Shri Abhishek Kumar	Steno	Diverted capacity
14	Shri Daxesh R Patel	Agriculture Assistant	Diverted capacity
15	Shri Chetan S Patel	Supervisor	Contract Basis
16	Shri Pravin J Kamli	Supervisor	Contract Basis
17	Shri Geo Sebastian	State Mission Manager	Contract Basis
18	Shri D. R. Pandey	Technical Expert	Contract Basis
19	Shri Suresh. K. Patel	Lower Division Clerk	Regular Appointed
20	Shri Girish H Patel	Lower Division Clerk	Diverted capacity
21	Smt. Shital. G. Tandel	Lower Division Clerk	Regular Appointed
22	Shri Dhansukh. R. Patel	Lower Division Clerk	Contract Basis
23	Shri Viresh. R. Halpati	Lower Division Clerk	Contract Basis
24	Sarojben Gajanand	Lower Division Clerk	Contract Basis
25	Shri D. H. Rathod	Lower Division Clerk	Contract Basis
26	Shri Pankaj. K. Dhodi	Computer Operator	Contract Basis
27	Shri Nitin R Patel	Lower Division Clerk	Contract Basis
28	Smt. Amruta M Halpati	Lower Division Clerk	Contract Basis
29	Tanna Pallavi Bharat	Lower Division Clerk	Contract Basis
30	Smt. Jyotsana R Patel	Lower Division Clerk	Contract Basis

31	Shri Satish. N. Dhodi	Lower Division Clerk	Contract Basis
32	Shri Navin. D. Patel	Lower Division Clerk	Contract Basis
33	Shri Yogesh .N. Patel	Lower Division Clerk	Contract Basis
34	Shri Mahesh B Rathod	Lower Division Clerk	Diverted capacity
35	Shri Rathod Yogesh D	Cluster Coordinator	Contract Basis
36	Shri J. P. Mahyavanshi	Driver	Regular Appointed
37	Shri Ramesh Patel	Driver	Contract Basis
38	Shri Satish Patel	Driver	Contract Basis
39	Shri Kamlesh . G. Kamli	Driver	Contract Basis
40	Shri Sandip . N. Patel	Driver	Contract Basis
41	Shri Hemant B Patel	Driver	Contract Basis
42	Shri Jayendra. Dhodi	Peon	Regular Appointed
43	Shri David Mendonsa	Power Tiller Driver	Diverted capacity
44	Shri Vasant M Halpati	Tractor Assistant	Diverted capacity
45	Shri Dinesh . R. Halpati	Peon	Regular Appointed
46	Shri Dhuru. L. Halpati	Peon	Regular Appointed
47	Smt. Balbina. Remedios	Peon	Contract Basis
48	Shri Sanjay. B. Halpati	Peon	Contract Basis
49	Shri R.C. Halpati	Peon	Contract Basis
50	Kum. D. M. Patel	Peon	Contract Basis
51	Shri R. B. Halpati	Peon	Contract Basis
52	Shri Mahendra Sonia	Peon	Contract Basis
53	Smt. Karuna Goswami	Field Worker	Diverted capacity
54	Smt. Savita K Dhodi	Sweeper	Contract Basis
55	Smt. Dayli Halpati	Sweeper	Contract Basis

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THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:

Sl.	Budget Head of Account (Under Grant-in-Aid)	Fund Allotted 2018-19
01.	2515- Other Rural Develop. Pro. (Gen)	20,10,40,000
	2515- Other Rural Develop. Pro. (Cap)	2,10,35,000
	2515- Other Rural Develop. Pro. (Salary)	73,85,000
	2515-Other Rural Develop. Pro. (Swacchta Action Plan)	8,75,000
	Total Fund Allotted:	23,03,35,000

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THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:

Name of Scheme	Seminar / Programme	Beneficiaries	Fund Allotted for 2018-19 (Rs. in Lakh)
Integrated Agriculture Development Scheme	1. Distribution of Seeds, Bio Fertilizers / Pesticide, Sprayers pump, storage bin, Agriculture Machinery, Traps for pest control, Plants, seedling etc. 2. Hire charges of Tractor 3. Extension and training activity.	1500 Nos. Beneficiaries / farmers	25.00
Pradhan Mantri Awas Yojana-Gramin (PMAY-G)	To Provide house to poor beneficiaries falling under SECC-2011 and Non SECC category.	342 (If approved by the Ministry)	
Top Up Scheme of PMAY-G	To provide additional assistance, in addition to Central share for the beneficiaries of PMAY-G	342 (If approved by the Ministry)	
Shyama Prasad Mukherji National Rurban Mission (NRuM)	To provide amenities for specified		35.00
National Rural Livelihood Mission (NRLM)	Roll out workshop with help of GLPC and NIRD, Hyderabad.	Daman & Diu Total SHG Group 102	2017-18 50.00
	<u>CAPACITY BUILDING TRAINING</u>		
	NRLM Awareness Programmes at Gram Panchayats.	Daman Total SHG Group 65	2018-19 Nil
	Book Distribution.		
	Book keeping Training to Self Help Groups	Diu Total SHG Group 37 Books provided Individual Pass Book 680 Cash Book 65 Nos. Meeting Book 65 Nos.	
Establishment of Veterinary Aid Center	Under this scheme the Treatment of sick animals are carried out and supply of medicines to the animal's owners as per requirement	4187	2017-18 19.25
Control of Epizootics	Under this scheme the vaccination of animals and poultry birds are carried out.	3946	2018-19 NIL

MANUAL – 13

PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

1.	Eligibility Pension to: Old Age Pension (NSAP)	
	i	The age of the person should be 60 years and above.
	ii	The persons must be a domicile of the UT of Daman & Diu.
	iii	The income of the old age person/senior citizen should not be more than Rs. 1.00 lakh per annum from all sources
	iv	If the person gets similar benefits from any other scheme for same purpose, then the financial assistance under this scheme will be stopped.
	<p>The amount of pension under the scheme of the beneficiaries of 60-69 yrs will get Rs.1000/- per month and Age 70 yrs & above @ Rs.2000/- per month. Under this pension scheme, 1915 beneficiaries get Rs. 1000/- per month till date and 908 beneficiaries get Rs.2000/- per month till date.</p>	
2.	Eligibility Pension to: Widow Pension (NSAP)	
	i	The Woman must be a domicile of the UT of Daman & Diu.
	ii	The income of the Widow should not be more than Rs. 1.00 lakh per annum from all sources.
	iii	If the person gets similar benefits from any other scheme for same purpose, then the financial assistance will be stopped.
	iv	If the person is re-married, the benefit will be stopped.
	<p>The amount of pension under the scheme of the beneficiaries of 18-69 yrs will get Rs.1000/- per month and Age 70 yrs & above @ Rs.2000/- per month. Under this pension scheme, 1226 beneficiaries get Rs. 1000/-per month till date and 138 beneficiaries get Rs.2000/- per month till date.</p>	
3.	Eligibility Pension to: Disabled Pension (NSAP)	
	i	The age of the person should be 05 years and above.
	ii	The persons must be a domicile of the UT of Daman & Diu.
	iii	The income of the Disabled person should not be more than Rs. 1.00 lakh per annum from all sources.
	iv	The Disability level should be 40% and above as certified by the Medical Board as per the guidelines of Government of India.
	v	If the person gets similar benefits from any other scheme for same purpose, then the financial assistance will be stopped.
	<p>The amount of pension under the scheme of the beneficiaries of Disability level 40% to 89% will get Rs.1000/- per month and 90% & above @Rs.2000/- per month. Under this pension scheme, 183 beneficiaries get Rs.1000/- per month till date and 51 beneficiaries get Rs.2000/- per month till date. All the above payment under Pension Scheme are being made to the individual through the PFMS / Bank account only.</p>	

MANUAL – 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM:

Sr. No.	Activities for which electronic data available	Nature of information available	Can it be shared with public	It is available on website or is being used as a back and data base
1	Circulars, Orders	All circulars / Orders issued by department from time to time placed on office notice board.	YES	YES
2	Public Notice	All Public Notices issued by department from time to time are placed on office notice board.	YES	YES
3	e-Tender	Various tenders / quotations	YES	YES

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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

1. The public can approach the President, Chief Executive Officer and line department for obtaining any information.
2. They can also apply under RTI Act for obtaining information from line department all Head of line department are declared PIO's as details given in Mannual-16.
3. Name Board regarding staff have been displayed.
4. A Name Board conforming norm & other particular of PIO and Appellate Authority made RTI Act has been displayed at a Panchayat place in compound of District Panchayat.

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THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

1.	a.	Name of Public Grievance Officer/ RTI	Shri P. S. Jani, Chief Executive Officer for District Panchayat, Daman.
	b.	Name of CPIO under RTI.	Shri D. R. Damania, Block Development Officer, Daman.
	c.	Helpline number/web site UCR to lodge grievance	Telephone No. 0260-2231059 email: ceodp-dmn-dd@nic.in
	d.	Response to be expected by person lodging the services	At the earliest Possible
	e.	Timelines for redress	Appellate Authorities of District Panchayat, Daman.
2.	PIOs of Line Departments out as Grievances Officers in respect of their department.		
	1.	Village Panchayat, Daman	Village Panchayat Secretary in respect of Village Panchayat.
	2.	Block Development Office (DP)	Block Development Officer (DP)
	3.	Education Department (DP)	Asstt. Director of Education (DP)
	4.	PWD. District Panchayat (DP)	I/c. Executive Engineer, (DP)
	5.	Accounts Department, (DP)	Deputy Director of Accounts (DP)
	6.	Child Development Project Office (DP)	Child Development Project Officer (DP)
	7.	Agriculture Department (DP)	Head of Office, Agriculture Deptt. (DP)
	8.	Pension Branch (NSAP)	Block Development Officer (DP)
	9.	Fisheries Branch (DP)	Superintendent of Fisheries (DP)
	10.	Animal & Husbandry (DP)	Veterinary Officer (HO)
	11.	Forest Department (DP)	Forest Officer (HO)
	12.	District Panchayat Office	Administrative Officer/District Planning Officer (DP), Daman
13.	Appellate Authority (DP)	The Chief Executive Officer (DP) (For above PIO's.)	

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SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR.

All Information is updated in the official website such as orders, notification, tender etc.

* All above information to be sent in digital form/soft copy.