

PROFORMA – A.

(LIST OF OFFICERS/OFFICIALS)

So. No.	Name of the Officer/Officials	Designation	Length of Service	Resident Address	Contact No.
01	Smt Gauri R. Vadhel	Superintendent (N.G.)	16 Years	Government Qtrs No Fort Moti-i Daman	9586068161
02	Shri Priti R. Tamboli	Personnel Asstt.	13 Years	Wel Come, Laxmi Appt. Cr.L.No.7, Dilip Nagar, Nani Daman	9879005404
04	Shri Kanti V. Patel	Accountant	03 Years	Dalwada, School Falia, Nani Daman	9724251208
05	Shri I.V. Halpati	UDC	22 Years	Ambawadi, Machhiwad, Moti Daman	9979282308
06	Shri R. A. Varli	UDC	21 Years	Naila Pardi, Moti Daman	9825474095
07	Shri Bhagu R. Patel	LDC	21 Years	Dunetha, Mahyavanshi falia, Nani DamanYears	9924668099
08	Shri G.R. Vasava	Phy. Instructor	20 Years	Govt. Qtr. Fort Area, Moti Daman.	9429117832
09	Shri K. Mukundan	W/s. Instructor	33 Years	Govt. Qtr.Fort Are, Moti Daman	9723486922
10	Shri D.L. Tandel	W/s. Instructor	23 Years	Kadeiya, Machhiwad, Nani daman	9924356424
11	Shri Raju Jacob	W/s. Instructor	20 Years	Main Road, Opp. Collectorate, Dholar, Moti Daman.	9904467900
12	Shri M.C. Bansode	W/s. Instructor	13 Years	B-2,Bldg. Supremi Appt., Khariwad, Nani daman	9429117804
13	Shri.I V Damania	Lab.Assistant	20 Years	Bhamti,Moti-Daman	-

14	Shri K. J. Divecha.	Lab.Assistant	17 Years	Sanskriti Apartment Air Port Road Nani Daman	
15	Shri M.N. Handigol	Asst. Librarian	20 Years	G-7, E-2,Bldg. Supremi Appt., Khariwad, Nani Daman	2261046
16	Shri S.A. Motegheria	Driver	21 Years	Devka Taiwad, Nai Daman	Working Arrangement at office of the Deputy Secretary(Education) Daman
17	Shri E.T. Colaco	Lab. Attendant	20 Years	Main Road Nr. Hathi Bag, Moti Daman.	--
18	Shri S.B. Koli	Lab. Attendant	23 Years	Bhensroad, Koli falia , Nani Daman	9428717651
19	Shri A.J. Noronha	Peon	23 Years	Main Road, Nr. Police Out Post, Moti Daman.	--
20	Shri N.A. Colaco	Attendant	16 Years	Assucena Road Moti Daman	--
21	Shri Naresh R. Halpati	Attendant	06 Years	Patel falia, Bhimpore, Nani Daman	--
22	Shri Rajesh K. Patel	Attendant	09 Years	Pariyari, Moti Daman	9825987280
23	Shri Rajesh A. Mistry	Peon	15 Years	Mota Falia, Varkund, Nani Daman.	9727555198

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic,
Daman.

PROFORMA-B.

(List of Vehicles)

Sr.No.	Description of the vehicle and Registration No.	Petrol/Diesel.	Name of the Driver with Phone/Mobile No.
1.	2.	3.	4.
1	Maruti Van Reg.No. DD-03-E-0018	Petrol	Shri. Dipak R. Patel. Driver (Daily Wages)
2.	Mini-Bus Reg. No. DD-03-0122 (Not Working Condition)	Diesel	Shri. S.A. Motegheria Driver (Working Arrangement with the Deputy Secretary(Education) Daman.

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman

ANNEXURE

Table 3.1-Infrastructure Assessment Template								
1	2	3	4	5	6	7	8	9
Employee Details			Client System Details					
Section/Office/ Division Name	Name of Employee	Role of Employee	System Performance	Operating System	RAM	Processor	LAN	LAN Medium
Govt. Polytechnic, Daman	Jaydeep Patel (Sr.Store Keeper)	Working on Store Software / Uploading		WinXP SP1/2	1GB	P-5,2.4GB	YES	Twisted pair Cable with WINDOW 2003 Server

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman.

Table 3.1-Infrastructure Assessment Template											
10	11	12	13	14	15	16	17	18	19	20	21
Client System Details											
Internet	Internet Speed	Antivirus	UPS	UPS Type	UPS Back Up	Volume of BAK	Scanning Station	Name of Scanner(Scanner Number & Model)	Description Of Scanner	Location	Digital Signature Certificate (DSC)
BSNL(2 Nos) MOD	2 Mbps	QuickHill-3User (3-copy)	APC Company	240-2.4A UPS Es 500	14 Min	Up to 280 GB	IT LAB	HP-1501(2) Epson-LQ Three In One	600dpi 600dpi 600dpi	Office Lab	—

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman.

Table 3.3-e office Date Gathering Template										
EMD- Employee Master Database										
Field No.	1	2	3	4	5	6	7	8	9	10
S.No.	Employee Name	Sex	Employee Code	Designation	Post	Nil E-mail ID	Name Of Organization Unit	Joining date Of Organization Unit	Joining date of services	Date of Birth
01	Smt Gauri R. Vadhel	Female		Superintendent (N.G.)	1		Govt. Polytechnic, Daman	07/03/2011	17/12/1981	13/10/1959
02	Shri Priti R. Tamboli	Female		P.A.	1		---do---	12/12/1996	12/12/1996	20/12/1970
03	Shri.Jaideepraj I Patel	Male		Sr.Storekeeper	1		---do---	16/07/2003	16/07/2003	09/09/1974
04	Shri Kanti V. Patel	Male		Accountant	1		---do---	05/05/2010	29/01/2007	
05	Shri I.V. Halpati	Male		UDC	2		---do---	03/04/2007	02/06/1988	05/04/1968
06	Shri R. A. Varli	Male		UDC			---do---	25/03/1991	20/09/1982	22/05/1959
07	Shri Bhagu R. Patel	Male		LDC	1		---do---	03/01/2001	05/09/1989	04/01/1954
08	Shri G.R. Vasava	Male		Phy. Instructor			---do---	17/05/1991	08/10/1990	01/06/1966
09	Shri K. Mukundan	Male		W/s. Instructor	4		---do---	1/12/1992	2/06/1977	10/11/1953
10	Shri D.L. Tandel	Male		W/s. Instructor			---do---	01/04/1993	01/10/1987	12/03/1965
11	Shri Raju Jacob	Male		W/s. Instructor			---do---	01/06/1990	01/06/1990	23/05/1962
12	Shri M.C. Bansode	Male		W/s. Instructor			---do---	02/12/1996	02/12/1996	01/06/1967
13	Shri.I V Damania	Male		Lab.Asstt.	2		---do---	21/09/1990	21/09/1990	27/03/1963
14	Shri K. J. Divecha.	Male		Lab.Asstt.			---do---	03/04/1993	03/04/1993	15/06/1969
15	Shri M.N. Handigol	Male		Asst. Librarian	2		---do---	11/10/1990	11/10/1990	23/03/1965
16	Shri S.A. Motegheria	Male		Driver			---do---	25/09/1990	21/12/1989	06/08/1970
17	Shri E.T. Colaco	Male		Lab. Attendant			---do---	30/05/1990	30/05/1990	17/07/1968

18	Shri S.B. Koli	Male		Lab. Attendant			---do---	01/01/2003	09/09/1987	05/06/1961
19	Shri A.J. Noronha	Male		Peon			---do---	08/10/1999	13/07/1987	16/05/1960
20	Shri Naresh R Halpati	Male		Attendant			---do---	03/02/2004		21/10/1972
21	Shri Rajesh K. Patel	Male		Attendant			---do---	06/02/2001	06/02/2001	25/01/1973
22	Shri Rajesh A. Mistry	Male		Peon			---do---	11/10/1999	25/05/1995	22/07/1969

(Lalit V.Solanki)
I/c. Principal
Govt. Polytechnic, Daman.

11	12	13	14	15	16	17
Employee status	Working status (Temporary/Permanent)	Pan No.	Telephone No.	Mobile	Residence Phone	Fax No.
Group“c”	Permanent	ABNPV 8665 N	---	9586068161	---	---
-do-	---do---	AASPT 1757 H	----	9879005404	----	---
-do-	---do---	ADWPP 2137 Q		9898969911		
-do-	-do-	ALJPP 1566 E	---	9724251208	---	---
-do-	-do-	AAKPH 5594 G	---	9979282308	---	---
-do-	-do-	AAZPV 5158		9825474095	---	---
-do-	-do-	BGZPP 8399 B		9924668099	---	---
-do-	-do-	AAPPV 1412 J		9429117832	---	---
-do-	-do-	ACHPK 3289 N		9723486922	---	---
-do-	-do-	AAOPT 9665 L		9924356424	---	---
-do-	-do-	ABYPJ 2679 K		9904467900	---	---
-do-	-do-	ABIPB 6325 L		9429117804	---	---
-do-	-do-	AIUPD 5723 D			---	---
-do-	-do-	ABCPD 7939 E			---	---
-do-	-do-	AAFPH 3293 M	2261046		---	---
-do-	-do-	AURPM 4023 G			---	---
-do-	-do-	ALXPC 6464 A			---	---
-do-	-do-	AVMPP 5711 E		9428717651	---	---
-do-	-do-	AHJPN 7058 H			---	---
-do-	-do-	ADDPH 7685 L		7600364622	---	---
-do-	-do-	AWWPP 8150 E		9825987280	---	---
-do-	-do-	BRZPN 3822 R		9727555198	---	---

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman.

Table 3.3- e- Office Data Gathering Template													
Eleave Master Data													
1	2	3	4	5	6	7	8	9	10	11	12	13	14
Employee Name	Empl oyee Code	Designation	Locatio n	Organi zation	E- mail I D	Dep art ment Na me	Reporti ng Officer	Sex	Date of joining	Approvi ng Authori ty	CL	RH	EI
Smt Gauri R. Vadhel		Superintend ent (N.G.)	Nani Daman	Govt. Polytec hnic, Daman		Edu cati on Dep artm ent	Lalit V. Solanki, I/c Principa l, Govt. Polytech nic, Daman	Femal e	17/12/1981	Lalit V. Solanki, I/c Principa l, Govt. Polytech nic, Daman	6	2	285
Shri Priti R. Tamboli		P.A.	--do--	--do--		-- do--	--do--	Femal e	12/12/1996		6	2	186
Shri.Jaidee praj I Patel		Sr.Storekee per	--do--	--do--		-- do--	--do--	Male	16/07/2003		8	2	189
Shri Kanti V. Patel		Accountant	--do--	--do--		-- do--	--do--	Male	29/01/2007		8	2	
Shri I.V. Halpati		UDC	--do--	--do--		-- do--	--do--	Male	02/06/1988		8	2	300
Shri R. A. Varli		UDC	--do--	--do--		-- do--	--do--	Male	20/09/1982		8	2	300
Shri Bhagu R. Patel		LDC	--do--	--do--		-- do--	--do--	Male	05/09/1989		4	2	295
Shri G.R. Vasava		Phy. Instructor	--do--	--do--		-- do--	--do--	Male	08/10/1990		3	2	165
Shri K. Mukundan		W/s. Instructor	--do--	--do--		-- do--	--do--	Male	2/06/1977		8	2	166
Shri D.L. Tandel		W/s. Instructor	--do--	--do--		-- do--	--do--	Male	01/10/1987		8	2	300
Shri Raju Jecob		W/s. Instructor	--do--	--do--		-- do--	--do--	Male	01/06/1990		8	2	254
Shri M.C.		W/s.	--do--	--do--		-----	--do--	Male	02/12/1996		8	2	146

Bansode		Instructor				do							
Shri.I V Damania		Lab.Asstt.	--do--	--do--		-do-	---do---	Male	21/09/1990		8	2	85
Shri K. J. Divecha.		Lab.Asstt.	--do--	--do--		-do-	---do---	Male	03/04/1993		6	2	274
Shri M.N. Handigol		Asst. Librarian	--do--	--do--		-do-	---do---	Male	11/10/1990		8	2	300
Shri S.A. Motegheria		Driver	--do--	--do--		-do-	---do---	Male	21/12/1989		8	2	297
Shri E.T. Colaco		Lab. Attendant	--do--	--do--		-do-	---do---	Male	30/05/1990		8	2	300
Shri S.B. Koli		Lab. Attendant	--do--	--do--		-do-	---do---	Male	09/09/1987		8	2	
Shri A.J. Noronha		Peon	--do--	--do--		-do-	---do---	Male	13/07/1987		8	2	300
Shri Naresh R Halpati		Attendant	--do--	--do--		-do-	---do---	Male			6	2	268
Shri Rajesh K. Patel		Attendant	--do--	--do--		-do-	---do---	Male	06/02/2001		4	2	113
Shri Rajesh A. Mistry		Peon	--do--	--do--		-do-	---do---	Male	25/05/1995		5	2	58

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman

Table 3.3:e-office Data Gathering Template			
eTour Master Data			
1	2	3	4
Basic Pay of Employee	Grade Pay of employee	Approving Authority	Forwading/Aproving Authority
Superitendant (N.G.)- PB-2 (9300 - 34800)(GP-4200)	4200	Development Commissioner, Daman.	I/c. Principal Govt. Polytechnic
P.A. PB-2(9,300-34,800)(GP-4,600)	4600	---do---	---do---
Sr. Storekeeper PB-2 (9300-34800) (GP-4200)	4200	---do---	---do---
Accountant PB-1(5200-20200)(GP-8800)	2800	---do---	---do---
UDC PB-2(5200-20200)(GP-2800)	2800	---do---	---do---
UDC PB-2(7630)	2400	---do---	---do---
LDC PB-1(5,200-20,200)(GP-1,900)	1,900	---do---	---do---
PHY. Instructor PB-2(9300-34800)(GP-4200)	4200	---do---	---do---
W/s.Instructor PB-2(9300-34800)(GP-4200)	4200	---do---	---do---
W/s.Instructor PB-1(5200-20200)(GP-2800)	2800	---do---	---do---
W/s.Instructor PB-1(5200-20200)(GP-2800)	2800	---do---	---do---
W/s.Instructor PB-1(5200-20200)(GP-2800)	2800	---do---	---do---
Lab.Assistant- PB-1(5200-20200)(GP-2800)	2800	---do---	---do---
Assistant Libraian	2800	---do---	---do---

PB-1(5200-20200)(GP-2800)			
Driver PB-1(5200-20200)(GP-2800)	2800	---do---	---do---
Lab.Attendant PB-1(5200-20200)(GP-1800)	1800	---do---	---do---
Lab.Attendant PB-1(5200-20200)(GP-1800)	1800	---do---	---do---
Peon PB-1(5200-20200)(GP-1650)	1650	---do---	---do---
Attendant PB-1(5200-20200)(GP-1650)	1650	---do---	---do---
Attendant PB-1(5200-20200)(GP-1800)	1800	---do---	---do---
Peon PB-1(4440-7440) (GP-1600)	1650	---do---	---do---

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman.

11	12	13	14	15	16	17
Employee status	Working status (Temporary/Permanent)	Pan No.	Telephone No.	Mobile	Residence Phone	Fax No.
Group "A"	Permanent	AXQPS 4209J	---	9427861261	---	2242800
-do-	---do---	ADSPP3738P	----	9427128562	----	2242800
-do-	---do---	AAOPT9667J		9714291251		2242800
-do-	-do-	ABIPB 3613L	---	9426853996	---	2242800
-do-	-do-	AEQPG 5980H	---	9824114334	---	2242800
-do-	-do-	ABBPR 4046B		9723171586	---	2242800
-do-	-do-	AGEPM 0213 F		9426770229	---	2242800
-do-	-do-	AANPC 2393M		9426888068	---	2242800
-do-	-do-	AGDPB 7310 H		9426888130	---	2242800
					---	2242800
-do-	Short term contract	AFJPD8593D		9898334443	---	2242800
-do-	-do-	ABIPB63123		9429530914	---	2242800
-do-	-do-	ABBPH3078H		9879304471	---	2242800
-do-	-do-	ABTPP8010B		9825291545	---	2242800
-do-	-do-	BSDPS1170B		9099047320	---	2242800
-do-	-do-	BSRPS0674N		9427186288	---	2242800
-do-	-do-	ACDPT4662Q		9979142598	---	2242800
-do-	-do-	AVOPP5898A		9725726137	---	2242800
-do-	-do-	AJFPD1087L		9898510237	---	2242800
-do-	-do-	AFUPT6697M		9974604139	---	2242800
-do-	-do-	ANXPD3232F		9879847342	---	2242800
-do-	-do-				---	2242800

(Lalit V. Solanki)
I/c. Principal
Govt. Polytechnic, Daman

Table 3.3:e-office Data Gathering Template			
eTour Master Data			
1	2	3	4
Basic Pay of Employee	Grade Pay of employee	Approving Authority	Forwading/Aproving Authority
Lect. in Chemical Engg.- PB-3 (15,600-39,100) + (GP-5,400) Shri Lalit V. Solanki	5400	Development Commissioner, Daman.	I/c. Principal Govt. Polytechnic
Lecturer in Chemistry - PB-3 (15,600-39,100)+ (GP-5,400) Smt. Megha K. Parikh	5400	I/c Principal, Govt. Polytechnic, Daman	---do---
Lect. in Mechanical Engg.- PB-3 (15,600-39,100)+ (GP-5,400) SHRI CHANDRAKANT D. TANDEL	5400	---do---	---do---
Lect. in Applied Mechanics- PB-3 (15,600-39,100)+ (GP-5,400) SHRI T. BALAGANESAN,	5400	---do---	---do---
Lect. in Civil Engineering.- PB-3 (15,600-39,100)+ (GP-5,400) SHRI NITIN G. GAJWANI	5400	---do---	---do---
Lect. in Mechanical Engg- PB-3 (15,600-39,100)+ (GP-5,400) SHRI MANUBHAI B. ROHIT	5400	---do---	---do---
Lect. in Mechanical Engg.- PB-3 (15,600-39,100)+ (GP-5,400) SHRI BIRJA PRASAD MOHANTY	5400	---do---	---do---
Lect. in Civil Engg.- PB-3 (15,600-39,100)+ (GP-5,400) SHRI AVINASH R. CHAUDHARI,	5400	---do---	---do---

Table 3.3 –e-Office Data Gathering Template														
Eleave Master Data														
Field No	1	2	3	4	5	6	7	8	9	10	11	12	13	14
S. No	Employee Name	Emp Code	Designation	Location	Organization Unit	Nil E-mail ID	Department Name	Reporting officer	Sex	Date of Joining	Approving Authority	CL	RH	EL
01	Shri Lalit V. Solanki		Lect. In Chem. Engg. & I/c. Principal	Nani Daman	Govt. Polytechnic, Daman	Lalitsolankidaman@yahoo.in	Education Department	Secretary Education	Male	11/02/1993	Secretary Education	03	02	218
02	Smt. Megha K. Parikh		Lect. In Chemistry	Do	---do--	Megh92@yahoo.com	---do--	Principal Govt. Polytechnic, Daman	Female	09/07/1980	---do--	06	02	61
03	Sh. Chandrakant D. Tandel		Lect in Mech Engg	Do	---do--		---do--	---do--	Male	11/02/1990	---do--	05	02	104
04	Shri T. Balagansan		Lect. In Applied Mech.	Do	---do--	Bal9@rediffmail.com	---do--	---do--	Male	05/11/1995	---do--	06	02	79
05	Shri N.G. Ganwani		Lect. In Civil Engg.	Do	---do--		---do--	---do--	Male	28/02/2000	---do--	07	02	107
06	Shri M.B. Rohit		Lect.in Mech. Engg.	Do	---do--		---do--	---do--	Male	03/02/2000	---do--	06	02	108
07	Shri B.P. Mohanty		Lect. In Mech. Engg.	Do	---do--		---do--	---do--	Male	18/02/2000	---do--	07	02	48

08	Shri A.R. Chaudhri		Lect. In Civil Engg.	Do	---do-- -	Avinashchudhari17@yahoo.com	---do-- -	---do--	Male	15/03/2000	--do--	08	02	118
09	Shri A R Barik		Lect. In Physics	Do	---do-- -	arb1967@rediffmail.com	---do-- -	---do--	Male	25/11/2000	--do--	04	02	83
10	Shri A T Patel		Lect. In Chem Engg	Do	---do-- -	----	---do-- -	---do--	Male	27/05/1996	--do--	07	02	----
11	Shri M D Hatkar		Lect. In Chem Engg	Do	---do-- -	----	---do-- -	---do--	Male	29/06/1998	--do--	08	02	----
12	Shri R S Badiger		Lect. In Mech. Engg	Do	---do-- -	----	---do-- -	---do--	Male	03/09/1997	--do--	08	02	----
13	Shri T.Davis		Lect. In Mech.Engg	Do	---do-- -	----	---do-- -	---do--	Male	05/02/2008	--do--	06	02	----
14	Kum. P J Desai		Lect. In Civil Engg	Do	---do-- -	----	---do-- -	---do--	Female	07/01/2002	--do--	06	02	----
15	Smt P S Suthar		Lect. In Civil Engg	Do	---do-- -	sutarpunams@rediffmail.com	---do-- -	---do--	Female		--do--	06	02	----
17	Shri Ritesh Tandel		Lect.in Comp Engg.	Do	---do-- -		---do-- -	---do--	Male	01/08/2007	--do--	07	02	----
18	Smt.H.J.Da mania		Lect.in Comp Engg.	Do	---do-- -	helvi24@gmail.com	---do-- -	---do--	Female	05/02/2008	--do--	07	02	----
19	Shri D M Patel		Lect in IT	Do	---do-- -		---do-- -	---do--	Male	12/02/2007	--do--	04	02	----
20	Smt P R Supekar		Lect.in Maths	Do	---do-- -		---do-- -	---do--	Female	12/02/2007	--do--	06	02	----
21	Shri C J Desai		Lect in Elec. Engg.	Do	---do-- -		---do-- -	---do--	Male	12/02/2007	--do--	05	02	----

Table 3.3-e Office Data Gathering Templet										
EMD – Employee Master Database										
Field No	1	2	3	4	5	6	7	8	9	10
S.No.	Employee Name	Sex	Emp Code	Designation	Post	Nil E-mail ID	Name Of Organization unit	Joining Data of Organization Unit	Joining Date of Services	Date of Birth
01	Shri Lalit V. Solanki	Male		Lect. In Chem. Engg. & I/c. Principal	09	Lalitsolankidaman@yahoo.in	Govt. Polytechnic, Daman	11/02/1993	11/02/1993	01/06/1963
02	Smt. Megha K. Parikh	Female		Lect. In Chemistry	--do--	Meghapari.kh92@yahoo.com	---do---	09/07/1980	09/07/1980	30/06/1959
03	Sh. Chandrakant D. Tandel	Male		Lect in Mech Engg	--do--		---do--	11/02/1990	11/02/1990	01/05/1966
04	Shri T. Balagansan	Male		Lect. In Applied Mech.	--do--	Balans9@rediffmail.com	---do---	06/11/1995	06/11/1995	20/06/1967
05	Shri N.G. Ganwani	Male		Lect. In Civil Engg.	--do--		---do---	28/02/2000	28/02/2000	23/05/1965
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