

Information under section 4(l) (b) of RTI Act, 2005

Obligatory items Under Section 4(l) (b) of RTI ACT, 2005 to publish.	Present status of Information.
1 The particulars of organization, functions and duties.	
2 The powers and duties of its officers and employees.	
3 The procedure followed in its decision making process, including channels of supervision and accountability.	
4 The norms set by it for the discharge of its functions.	
5 The rules, regulations, instructions, manuals and records used by its employees for discharging its functions.	
6 A statement of the categories of the documents held by it or under its control.	
7 The particulars of any arrangement that exist for consultation with, or representation by the members of the public, in relation to the formulation of policy or implementation thereof.	
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 to the public.	
9 A directory of its officers and employees	
10 The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations.	
11 The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made.	
12 The manner of execution of subsidy programmes, including the amount allocated and the details and beneficiaries of such programmes.	
13 Particulars of recipients of concessions, permits or authorizations granted by it.	
14 Details of the information available to, or held by it, reduced in an electronic form.	
15 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, or other facilities for the purpose.	
16 The names, designations and other particulars of the Central Public Information Officer.	
17 Such other information as may be prescribed.	

OFFICE OF THE ENQUIRY OFFICER, CITY SURVEY, DAMAN.

Date: April, 2013

SUE-MOTO PUBLICATION OF 17 MANUALS

MANUAL - 1

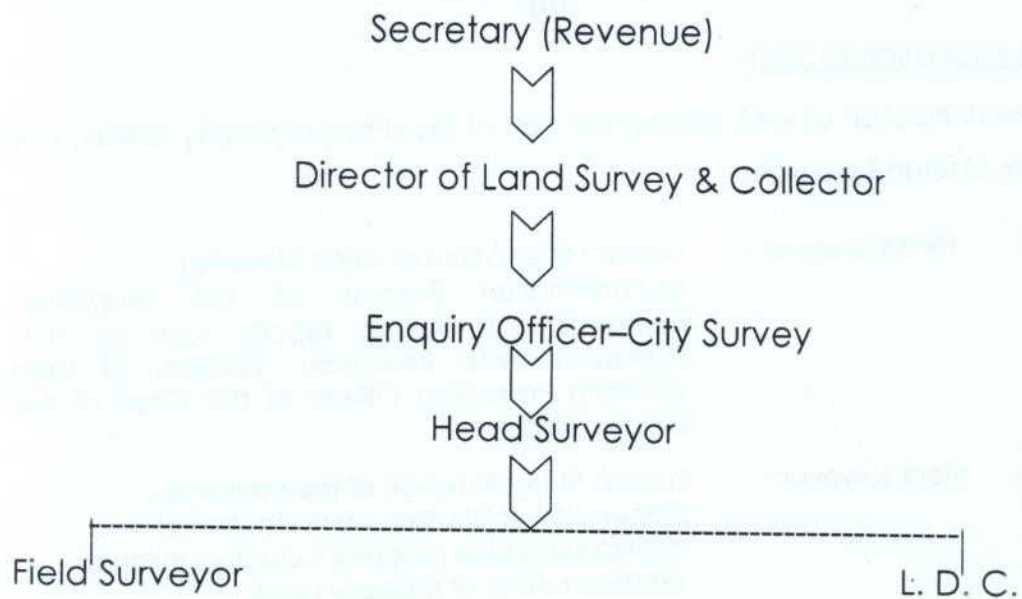
The Particulars of Organisation, Functions and Duties:

The main function of the Office of the Enquiry Officer, City Survey, Daman is to confirm the properties situated within City Survey Limit of Daman District which were provisionally surveyed from the year 1970 onwards; issuing certified copies of various documents such as site plan, Form-B, Property card which deal directly with the general public of U. T. of Daman. The detail of the dealing with the public is as under:-

Preparing of the site plan and property card including carrying out measurement, partition, sub-division and amalgamation of land of the land-holders, confirmation and re-confirmation of the property (land) etc., under section 65 of the Goa, Daman & Diu Land Revenue Code, 1968 after receiving applications for the same from the general public / other Government offices / public sector undertakings etc.

(2)

Organization Chart:



Contd. (3)

(3)

Work Allocation to Staff:-

The distribution of work among the staff of the office of Enquiry Officer, City Survey, Daman is as under: -

- 1). Head Surveyor: - General Supervision of works including re-confirmation Process of the properties, preparation of various reports such as N.A. Permission, Sale Permission, Partition of land including Presenting Officer of the Court of the Enquiry Officer.
- 2). Field Surveyor: - Process of confirmation of the properties, preparation of Site Plan, demarcation of boundaries of the property including issuing of certified copies of property card.
- 3). L. D. C. : - All Establishment work including account work of this office.

Postal Address:

Office of the Enquiry Officer,
City Survey, At Collectorate,
Moti Daman.

(U. T. of Daman).

PIN CODE-396220

Phone No: (0260)-2230864

Fax No: (0260)-2230864

WORKING HOURS:

Monday to Friday: 9:30 AM TO 1:30 P.M.

1:30 P.M. TO 2:00 P.M. LUNCH BREAK

2:00 P.M. TO 6:00 P.M.

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THE POWER AND DUTIES OF OFFICERS AND SUBORDINATES:

1. The Hon'ble Collector of U. T. of Daman is the Controlling Authority of the office of the Enquiry Officer, City Survey, Daman.
2. The Enquiry Officer is the Head of office of City Survey, Daman. He is responsible for day-to-day work / activities being undertaken in the office. He is the reporting officer to the Hon'ble Collector of Daman.
3. The Head Surveyor is the immediate official in the City Survey office who is supervising the work of subordinate staff. All files / letters are being routed through the Head Surveyor.

Contd. (4)

(4)

MANUAL - 3

The procedure followed in the decision-making process including channels, supervision and accountability.

Sr. No.	Activities	Concerned Staff	Time Frame
1	To receive applications and other correspondence, put inward number .	L. D. C.	Same Day
2	To mark applications / correspondence to the subordinate staff	Head Surveyor	Same Day
3	To examine the correspondence and to put up report.	Field Surveyor / L. D. C.	Within a week or two depending on urgency of the matter/case
4	To approve the action taken	Enquiry Officer	←----- do -----→

MANUAL - 4

The norms set by it for the discharge of its factions

2. The Hon'ble Collector of U. T. of Daman is the Controlling Authority of the Enquiry Officer, City Survey, Daman.
2. The Enquiry Officer is Head of office of City Survey office, Daman. He is responsible for day-to-day work / activities being undertaken in the office. He is the reporting officer to the Hon'ble Collector of Daman.
3. The Head Surveyor is the immediate official in the City Survey office who is supervising the work of subordinate staff. All files / letters are being routed through the Head Surveyor.

Contd. (5)

MANUAL-5

The rules, regulations, instructions, manuals and records, held by it or Under its control or used by its employees for discharging its functions.

Office of the Enquiry Officer, City Survey, Daman functions in accordance with Goa, Daman and Diu Land Revenue Code, 1968 read with Goa, Daman and Diu Land Revenue Rules 1971. This office main function to update the records pertaining to the properties situated within City Survey Limit of Daman District by confirming / re-confirming process under said Code/Rules.

- (1) Goa, Daman and Diu Land Revenue Code, 1968
- (2) Goa, Daman and Diu Land Revenue Rules 1971

MANUAL-6

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

- 1 – Form-B Registers
- 2 – P.T. Sheets of City Survey area (1:500)
- 3 – P.T. Sheets of Cadastral Survey (1:1000)
- 4 – Confirmation Files Property wise
- 5 – Re-Confirmation Files Property wise.
- 6 – Cash Book
- 7 – Pay Bill register, Bill Register.
- 8 – Budget Control register
- 9 – Bill Token register
- 10 – G.P.F. Register for Group "D" staff
- 11-Dead stock register
- 12-Cheque Register
- 13-Monthly/Quarterly Expenditure Report file
- 14-Pay Bill register
- 14-Contingency Bill File
- 15-Budget File

MANUAL-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 or implementation thereof:

There is no any arrangement as far as this office is concern. This department is providing services to the public in general as applied by them.

MANUAL -8

A Statement of the boards, councils, committee and other bodies consisting 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 meetings are accessible for public

As far as this office is concerned, there is no boards, councils, committee and other bodies.

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A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The directory of its officer and employess of the Office of the Enquiry Officer, City Survey, Daman :

Sr. No.	Designation	Nos.
	Enquiry Officer	1
	Head Surveyor	1
	Field Surveyor	3
	L.D.C	1
	Peon	2

The telephone No. and Fax No. of this office is as under:

(a) Telephone No. 260-2230864 (b)Fax No 260-2230864

MANUAL-11

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

1. Budget Allocation for the Financial Year 2012-13

PLAN

2029- Major Head-Land Revenue

102-Survey & Settlement Operations

02-City Survey

02.00.01-Salaries : 25,00,000=00

02.00.02-Wages : NIL

02.00.06- Medical Treatment Expense: 10,000=00

02.00.11- Domestic Travel Expenditure: 20,000=00

02.00.13-Office Expenses. : 4,50,000=00

NON PLAN

2029- Major Head-Land Revenue

800-Other Expenditure

04-Establishment

04.00.01-Salaries : 9,00,000=00

04.00.02-Wages : 1,00,000=00

04.00.06- Medical Treatment Expense: 15,000=00

04.00.11- Domestic Travel Expenditure: 15,000=00

04.00.13-Office Expenses. : 1,70,000=00

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The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

This Office has no any subsidy programmes.

MANUAL – 13

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

There is no such concession, permit being granted by this office.

MANUAL – 14

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

Sr. No.	Activities for which electronic data is available	Nature of information available	Can it be shared with the public	Is it available on website or is being used as a back end data base
1	NIL			

Contd. (

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The particulars of facilities available to citizens for obtaining information including the working hours of library or reading room, if maintained for public use:

There is no library or reading room facilities available in this office for public use.

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The names, designations and other particulars of the Public Information Officer:

Shri N. K. Halpati, Enquiry Officer is the Public Information Officer of the office of the Enquiry Officer, City Survey, Daman.

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Such other information as may be prescribed and thereafter update these publications every year –

Such other information prescribed will be updated from time to time.