

**OFFICE OF THE DEVELOPMENT COMMISSIONER,**  
**SECRETARIAT, MOTI-DAMAN**

**RIGHT TO INFORMATION ACT 2005**  
**(SECTION 4)**  
**PUBLICATION OF 17 MANUALS**

Dated: 27/04/2014.

**OF**

**SUO-MOTU PUBLICATION**

**MANUAL - 1**

**The Particulars of its Organisation, Functions and Duties :**

The Office of Development Commissioner is responsible for establishment matters related to Development Commissioner, 4 Deputy Secretaries and staff of the Development Commissioner Office.

This office functions as the Nodal Department for uploading the Quarterly Returns to CIC under Section 25 of the RTI Act, 2005.

3/1/14

Postal Address:

Office of the Development Commissioner,  
Secretariat, Moti Daman.  
Pin Code – 396 220

Phone No 0260 -2230473

Fax No. 0260- 2230771

**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.

**Organization chart :**

Development Commissioner, Daman & Diu and D & N.H.

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Deputy Secretary (Dev)

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P. A. to DC.



Superintendent (Gaz.)

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UDC



LDC



Peon(MTS)

MANUAL-2

THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

Sr. No.	Designation	Duties attached
1	Development Commissioner, Daman & Diu and D&N.H.	Head of Department
2	Deputy Secretary (Dev.)	Head of Office.
3	Shri D. R. Tandel. Superintendent(Gaz.)	Over all supervision of office Establishment work, and also assist Deputy Secretary (Dev).
4	Smt. Rosita Remedious, Junior Stenographer.	Working as PA to Development Commissioner
5	Shri P. F. Patel, UDC	1) Preparation of contingent Bills and Salary Bills of Staffs (Gazetted & Non-Gazetted). 2) Preparation of Retirement Pension Papers. 3) Reconciliation with Account Department. 4) All monthly and quarterly report of Account Section. 5) Preparation of Budget Estimate. 6) Income Tax Quarterly and Yearly Return File. 7) Maintenance of all records of Stores/Library/Dead Stock. 8) Any other work assigned by the office Superintendent/ Higher Authority.
6	Shri Sanjeev Nair, LDC.	1) Inward / Outward of files / letters ( including of Home & Vigilance Department) & of the office of the Development Commissioner and keep track / record of file. 2) Typing work of Superintendent. Any other work assigned by the office Superintendent / Higher Authority.
7	Shri Baldeu Lalu, Peon(MTS)	1) Delivery of dak & files (including of Home & Vigilance Department) to different departments. 2) Any other work assigned by the Office Superintendent/ Higher Authority.
8	Shri M. G. Patel, Peon (MTS)	1) Delivery of dak & files ( including of Vigilance & Home Department) to different departments. 2) Any other work assigned by the Office Superintendent/ Higher Authority.
9	Shri R. G. Mitna, Peon (MTS)	Attached with Development Commissioner
10	Shri Felipe A. Pereira, Peon (MTS)	Attached with Development Commissioner

### MANUAL 3

#### THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.

- a) All the routine matters, after being presented by concerned dealing assistants are decided and disposed off at the level of Deputy Secretary (Dev), Secretariat, Daman.
- b) Matters involving policy issues and the references received from Ministries/Departments of Govt. of India are processed through Development Commissioner and disposed after approval of Development Commissioner/Administrator.

### MANUAL - 4

#### The norms set by it for discharge of its functiuons:

All matters are processed and disposed in a Time Bound Manner.

### MANUAL – 5

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

- (i) The CCS (CCA) Rules, 1965
- (ii) The CCS (Temporary Service) Rules, 1972
- (iii) The CCS (Conduct) Rules, 1964
- (iv) LTC Rules
- (v) F.R.S.R
- (vi) CCS (Leave) Rules, 1972.

### MANUAL – 6

**A Statement of the categories of documents that are held by it or under its control:**

1. Personnel Files and Service Books in respect of Officers & Officials working in this Office.
2. Accounts matter, files and Register.

### 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 policy or implementation thereof:**

This office deals only with Service Matters of the Officers and Staff working in the department.

MANNUAL -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 meeting are accessible for public:

--- NIL ---

MANNUAL - 9

A directory of its officers and employees

The directory of its Officers and Employees

Sr. No.	Name of the Posts	No. of post	Posts filled	Posts Vacant	Remarks
1	Development Commissioner, Daman & Diu and D&N.H.	01	01	--	
2	Deputy Secretary	04	04	--	* Shri Hari Kishan, Premi, Dy. Director (Transport), * Shri K. S. Bhorla, Dy. Commissioner (VAT) and * Shri R.K Saxena, Dy. Secretary (Per.) are drawing their salaries against the post of Dy. Secretary (Dev.)
3	Superintendent (Gaz.)	02	02	--	Shri A.F. Jesus Superintendent (G) is on working arrangement at Collectorate, Daman but salary is being drawn from the office of the Development Commissioner.
4	Assistant	01	01	--	

5	Senior Stenographer	01	01	--	Smt Andrea C. Coutinho, Sr. Steno is on working arrangement with Secretary (Agriculture/Science & Tech.), Daman but salary is being drawn from the office of the Development Commissioner.
6	Junior Stenographer	01	01	--	
7	Statistical Assistant	02	02	--	Shri Dilip D. Vasia, Statistical Assistant is on working arrangement in Planning Department, Daman but salary is being drawn from the office of the Development Commissioner.
8	UDC	03	03	--	Smt. V. M. Fernandes , UDC is on working arrangement in Directorate of Accounts, Daman upto 31.3.2014 Daman but salary is being drawn from the office of the Development Commissioner.
9	LDC	03	01	02	
10	Peon	04	04	--	
	<b>Total</b>	<b>22</b>	<b>18</b>	<b>02</b>	

**MANUAL-10**

**The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:**

Sr. No	Name	Designation	Pay Band with Grade Pay	Remarks
1	Shri Sandeep Kumar, IAS	Development Commissioner, Daman & Diu and D& N.H.	PB-4 ₹.37400-6700 GP ₹.10000	
2	Smt. Seema Bawa, DANICS	Deputy Secretary (Dev.)	PB-2 ₹.9300-34800 GP ₹.5400	
3	Shri Hari Kishan Premi, DANICS	Deputy Secretary	PB-2 ₹.9300-34800 GP ₹.5400	Working as Dy. Director (Transport) but drawing salary against the post of Deputy Secretary(Dev.)
4	Shri K. S. Bhoria, DANICS	Deputy Secretary	PB-2 ₹.9300-34800 GP ₹.5400	Working as Dy. Commissioner (VAT) but salary against the post of Deputy Secretary (Dev.)
5.	Shri R. K. Saxena, DANICS	Deputy Secretary	PB-2 ₹.9300-34800 GP ₹.5400	Working as Dy. Secretary (Per.) but drawing salary against the post of Deputy Secretary (Dev.)
6	Shri D. R. Tandel,	Superintendent(G)	PB-2 ₹.9300-34800 GP ₹.4200	
7	Shri A. F. Jesus	Superintendent (G)	PB-2 ₹.9300-34800 GP ₹.4200	Working arrangement in Collectorate, Daman but drawing salary from the Office of the Development Commissioner.
8.	Smt. Andrea C. Cooutinho	Sr. Steno	PB-2 ₹.9300-34800 GP ₹.4200	Working arrangement with Secretary (Agriculture/ Science & Tech.), Daman but drawing salary from the Office of the Development Commissioner.

9	Shri J. B. Bhandari	Assistant	PB-2 ₹.9300-34800 GP ₹.4200	Working arrangement in Vigilance Department but drawing salary from the Office of the Development Commissioner.
10	Smt. Rosita Remedious	Jr. Steno	PB-2 ₹.9300-34800 GP ₹.4200	
11	Shri Dilip D. Vasia	Statistical Assistant	PB-2 ₹.9300-34800 GP ₹.4200	Working arrangement in Planning & Statistics, Daman but drawing salary from the Office of the Development Commissioner.
12	Smt. Jayasree M.	Statistical Assistant	PB-2 ₹.9300-34800 GP ₹.4200	
13	Shri P. F. Patel	UDC	PB-1 ₹.5200-20200 GP ₹.2800	
14	Shri B. Mode Silva	UDC	PB-1 ₹.5200-20200 GP ₹.2800	
15	Smt. Verita M. Fernandes,	UDC	PB-1 ₹.5200-20200 GP ₹.2800	Working arrangement in Directorate of Accounts, Daman upto 31.03.2014 but drawing salary from the Office of the Development Commissioner.
16	Shri Sanjeev R. Nair	LDC	PB-1 ₹.5200-20200 GP ₹.1900	
17	Shri Baldeu Lalu	Peon/MTS	PB-1 ₹.5200-20200 GP ₹.2000	
18	Shri Mukesh G. Patel	Peon/MTS	PB-1 ₹.5200-20200 GP ₹.2000	
19	Shri R. G. Mitna	Peon/MTS	PB-1 ₹.5200-20200 GP ₹.2000	
20	Shri Felipe A. Pereira	Peon/MTS.	PB-1 ₹.5200-20200 GP ₹.2000	

## MANUAL - 11

The budget allotted to each of its agency, including the particulars of all Non Plan proposed expenditure and reports on disbursement made:

(1) Budget Allocation for the financial year 2013-14

2052 - Non Plan, 2052 - Secretariat General Service 90 - Secretariat 15 - Daman & Diu	(in thousands)
15.00.01 - Salaries.....	₹. 9000
15.00.13 - Office Expenses.....	₹. 2000
15.00.06 - Medical Treatment.....	₹. 370
15.00.11 - Domestic Travel Expenses.....	₹. 120

## MANUAL -12

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

1. This department is not implementing any subsidy programmes.

## MANUAL -13

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

1. 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 an electronic form.

Sr.No.	Activities for which electronic data available	Nature of information	Can it be shared with public	It is available on website or is being used as a back end data base
01	Notification / Office Memorandum/Circulars			

### MANUAL -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 :

1. There is no library or reading room facilities available in the Office of the Development Commissioner, Secretariat, Daman.

### MANUAL-16

The names, designation and other particulars of the Public information Officers:

1. Shri D. R. Tandel, Superintendent (Gaz.) is Public Information Officer, in the Department of Development Commissioner, Secretariat, Daman.  
Address: Fort Area, Moti Daman 396 220.  
Office telephone No.(0260 2230460)
2. Smt. Seema Bawa, Deputy Secretary (Dev.) is First Appellate Authority for Department of Development Commissioner, Secretariat, Daman.  
Address : Fort Area, Moti Daman.  
Office telephone No. (0260 2230460)

### MANUAL -17

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

1. All information are updated on the Official web site.