

UNION TERRITORY ADMINISTRATION OF DAMAN & DIU

THE OFFICE OF THE BLOCK DEPLOYMENT OFFICE,

DISTRICT PANCHAYAT CAMPUS , DHOLAR,

MOTI DAMAN – 369 220.

Dated : 29.01.2016

SUO-MOTO PUBLICATION OF 17 MANUALS

Manual-1.

The Particulars of its Organization, Functions and Duties:-

The Secretary (PRI), is the Head of Department of the Block Development Office, Daman and the Chief Executive Officer, District Panchayat, Daman is Controlling Officer of the Block Development Office, Daman. The Head of Office/Drawing & Disbursing Officer, (Block Development Officer), Daman is the Public Information Officer under clause 5(1) of the Right to Information Act.,2005 for the Block Development Office, Daman. The office organisation chart is under:-

Secretary (Panchayati Raj Institution), Daman & Diu



Director of Panchayat / Collector, Daman



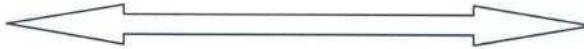
Chief Executive Officer, District Panchayat, Daman



Block Development Officer, Daman



Extension Officer (Village Panchayat), Daman



Field Staff	Administrative / Establishment Staff
Village Panchayat Secretaries	Head Clerk
Gram Sevak /Sevika	UDC
	LDC
	Multi Tasking Staff
	Driver

There are 11 Village Panchayats namely;

01. Bhimpore Group Gram Panchayat, Daman.
02. Dabhel Group Gram Panchayat, Daman.
03. Damanwada Group Gram Panchayat, Daman.
04. Dunetha Group Gram Panchayat, Daman.
05. Kachigam Group Gram Panchayat, Daman.
06. Kadaiya Group Gram Panchayat, Daman.
07. Magarwada Group Gram Panchayat, Daman.
08. Marwad Group Gram Panchayat, Daman
09. Pariyari Group Gram Panchayat, Daman.
10. Patlara Group Gram Panchayat, Daman.
11. Varkund Gram Panchayat, Nani Daman.

Function of department:-

01. Supervision of Panchayats.
02. Issuance of Order for late Registration of Birth & Deaths to Panchayats.
03. Countersign on Income Certificate and Residence Certificate issued by Village Panchayats.
04. Dealing with the criminal cases under section 107, 109, 110 151 & 145 Cr. PC under the power of Executive Magistrate along with inquest and Dying Declarations Cases.

Manual-2.

The Powers and duties of its officers and employees.

The Block Development Officer has been declared as the Head of Office and delegated certain Financial powers and also declared as the Executive Magistrate for the rural area.

Duties of Employees of office of the Block Development Officer are furnished as below:-

Sr. No.	Name and Designation	Duties
01.	Shri S. S. Thakkar, Block Development Officer	Head of Office.
02.	Vacant, Head Clerk	Overall Supervision of all the Staff and any other work assigned by the Superior.
03.	Shri P. M. Makwana, Extension Officer (Village Panchayat), Daman.	Inspection of Accounts Register of all Village Panchayats in Daman District, Data and Information collection from all Village Panchayats, Daman and visit to all Panchayats.
04.	Shri Tushar Mehta, UDC	Dealing with the Accounts, Establishment and other correspondence work related to Administration.
05.	Shri C. N. Halpati, LDC	Dealing with Chapter Cases and preparation of Offline Bills and general clerical work.
06.	Shri K. I. Damania, LDC	Dealing with the Correspondence work of Administration, general clerical work, preparation of Online Bills & E Mail Correspondence.
07.	Kum B. G. Tandel, DEO (STC)	Data Entry Operator and dealing with Applications for Late Registration of Births and Deaths.
08.	Smt Jyotiben B. Dhodi, VP Secretary	Registrar of Births and Deaths and all Administrative work in Village Panchayat.
09.	Shri Pragnesh S. Bhatt, VP Secretary	Registrar of Births and Deaths and all Administrative work in Village Panchayat.
10.	Shri Ganesh D. Kamli, VP Secretary	Registrar of Births and Deaths and all Administrative work in Village Panchayat.
11.	Shri Ramanbhai L. Patel,	Registrar of Births and Deaths and all

	VP Secretary	Administrative work in Village Panchayat.
12.	Shri Premabhai L. Patel, VP Secretary	Registrar of Births and Deaths and all Administrative work in Village Panchayat.
13	Shri J. D. Kamli, Gram Sevak	IAY, NRLM Scheme Loan Cases, Ration Card Enquiry Report, Birth and Death Late Registration Report and misc work allotted by UT Administration of Daman & Diu.
14.	Shri D. R. Rana, Gram Sevak	IAY, NRLM Scheme Loan Cases, Ration Card Enquiry Report, Birth and Death Late Registration Report and misc work allotted by UT Administration of Daman & Diu.
15.	Shri M. P. Halpati, Gram Sevak	IAY, NRLM Scheme Loan Cases, Ration Card Enquiry Report, Birth and Death Late Registration Report and misc work allotted by UT Administration of Daman & Diu.
16.	Shri R. M. Patel, MTS	Multi Tasking Staff
17.	Smt K. V. K. Lakshmi, MTS	Multi Tasking Staff
18.	Shri M. S. Naronha, Driver	Driver of BDO, Daman

Manual-3.

The procedures followed in the decision making process, including channels of supervision and accountability.

- a) **Decision Marking Process** :- Various matter are put up by employees of office through administrative channel and decision is taken by Block Development Officer, Daman. If it is beyond the power of Head of Office, the decision is taken by Secretary (PRI), Daman & Diu.
- b) **Channel of Supervision and Accountability**:- The Village Panchayat Secretary/Gram Sevak works under supervision of Extension officer (Village Panchayat). Overall supervision is done by Block Development Officer for all activities of the Office. The Block Development Officer, is accountable for all related works of Office.

Manual-4.

The norms set by it for the discharge of its functions:-

Following norms have been prescribed:-

- a) Annual Plan is to be prepared every year.
- b) Monthly expenditure report under Plan and Non Plan is prepared every month.
- c) Collection of data from Village Panchayat every month.
- d) Budget Estimates and Revised Budget Estimates are prepared during every month.

Manual-5.

The Rules, Regulation etc., for discharging of functions:-

The Daman & Diu Panchayati Regulation, 2012 in force from 17.08.2012 for discharging function.

Manual-6.

Categories of documents prepared by the department:-

The type of documents maintained by the Village Panchayat, Daman are as follows:-

Sr. No.	Type of documents	Description	Volume
01.	Form-1-A	Account (Ledger Control Register)	Village Panchayat Rules, 1962.
	Form-1-B	Account (Ledger Control Register)	Village Panchayat Rules, 1962.
	Form-2-A	Account (Ledger Control Register)	Village Panchayat Rules, 1962.
	Form-2-B	Account (Ledger Control Register)	Village Panchayat Rules, 1962.
	Form-3	Cash Book	Village Panchayat Rules, 1962.
	Form-4	Receipt Book	Village Panchayat Rules, 1962.
	Form-5	Receipt Book Register	Village Panchayat Rules, 1962.
	Form-6	Property and Assets Register	Village Panchayat Rules, 1962.
	Form-7	Assessment Register for Taxes	Village Panchayat Rules, 1962.
	Form-8	Demand and Collection Register for Taxes	Village Panchayat Rules, 1962.
	Form-9	Grant Register	Village Panchayat Rules, 1962.
	Form-10	Monthly and Annual Income and Expenditure	Village Panchayat Rules, 1962.
	Form-11	Budget Register	Village Panchayat Rules, 1962.

Manual-7.

Public can directly approach to any employee of the office for their work and if needed, they can meet the Block Development Officer at any time, during Office Hours.

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N. A.

Manual-9.

The Directory of its Officers and employees of the Department of Block Development Officer, Daman.

Sr. No.	Designation	Nos. Of post sanctioned	Nos. Of post filled	Nos. Of post vacant
01.	The Block Development Officer, Daman	01	01	--
02.	Extension Officer (Village Panchayat), Daman	01	01	--
03.	Head Clerk	01	--	01
04.	UDC	01	01	--
05.	LDC	02	02	--
06.	Village Panchayat Secretary	08	05	03
07.	Gram Sevak	05	03	02
08.	Driver	01	01	--
09.	Multi Tasking Staff (Peon)	02	02	--
	TOTAL	22	16	06

The Telephone No. And Fax No. Of the office is as under:-

(a) Telephone No.0260-2230869

(b) Fax No.0260-2230869

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Sr. No.	Name	Pay Scale
01.	Shri S. S. Thakkar, BDO	9300 - 34800 + GP 4200
01.	Shri P. M. Makwana Extension Officer (Village Panchayat), Daman.	5200 - 20200 + GP 2800
02.	Head Clerk (Vacant)	9300 - 34800 + GP 4200
03.	Shri Tushar Mehta, UDC	5200 - 20200 + GP 2800
04.	Shri C. N. Halpati, LDC	5200 - 20200 + GP 2400
05.	Shri K. I. Damania, LDC	5200 - 20200 + GP 1900
06.	Smt Jyotiben B. Dhodi, VP Secretary	5200 - 20200 + GP 2800
07.	Shri Pragnesh S. Bhatt, VP Secretary	5200 - 20200 + GP 2400
08.	Shri Ganesh D. Kamli, VP Secretary	5200 - 20200 + GP 2400
09.	Shri Ramanbhai L. Patel, VP Secretary	9300 - 34800 + GP 4200
	Pemabhai L. Patel	9300 - 34800 + GP 4200
10.	Shri J. D. Kamli, Gram Sevak	5200 - 20200 + GP 2800
11.	Shri D. R. Rana, Gram Sevak	5200 - 20200 + GP 2800
12.	Shri M. P. Halpati, Gram Sevak	5200 - 20200 + GP 2400
13.	Shri M. S. Naronha, Driver	5200 - 20200 + GP 2400
14.	Shri R. M. Patel Peon/Multitasking	5200 - 20200 + GP 2000
15.	Smt K. V. K. Lakshmi Peon/Multitasking	5200 - 20200 + GP 2000
16.	Kum Bhagini Tandel, DEO	Rs. 12,000/- Fixed, Contract Basis.

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Budget Allocation.

Sr. No.	Year	Budget Head	Amount s.
01.	2014-15	NON PLAN - Salaries, Office Expenses & Misc.	80,90,000/-
02.	--do--	PLAN - Schemes & Misc.	89,00,000/-
03.	2015-16	NON PLAN - Salaries, Office Expenses & Misc.	68,87,000/-
04.	--do--	PLAN - Schemes & Misc.	89,00,000/-

Manual-12.

Execution of subsidy programmes and details of beneficiaries.

The list of beneficiaries have allotted/sanctioned as subsidy for Assistance of Construction of House for the year 2014-15.



Sr. No.	Name of the Beneficiaries	Address	Amount of subsidy Rs.
1.	Smt. Radha Babu Halpati	Sagarwad, Jampore, Moti Daman	1,50,000/-
2.	Smt. Parvati Chhanu Halpati	Sagarwad, Jampore, Moti Daman	1,50,000/-
3.	Smt. Bharti Nagin Halpati	Sagarwad, Jampore, Moti Daman	1,50,000/-
4.	Smt. Kesar Chhotu Halpati	Sagarwad, Jampore, Moti Daman	1,50,000/-
5.	Smt. Kamla Ishwar Halpati	Sagarwad, Jampore, Moti Daman	1,50,000/-
6.	Shri Mahesh Kalidas Halpati	Jampore, Moti Daman	1,50,000/-
7.	Smt. Niruben Navinbhai Halpati	Deva Pardi, Moti Daman	1,50,000/-
8.	Shri Jagdish Mangal Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
9.	Smt. Shanti Sukar Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
10.	Smt. Chhaniben Kishan Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
11.	Smt. Kashiben Ramji Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
12.	Shri Rupesh Kanti Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
13.	Shri Keshav Mangal Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
14.	Smt. Jashoda Damodar Varli	Paiyari, Varliwad, Moti Daman	1,50,000/-
15.	Smt. Niruben Chhibubhai Halpati	Pariyari, Moti Daman	1,50,000/-
16.	Shri Hiriya Radka Halpati	Pariyari, Moti Daman	1,50,000/-
17.	Shri Mukesh Ramesh Halpati	Chadav Falia, Thana Pardi	1,50,000/-
18.	Shri Raman Babubhai Halpati	Chadav Falia, Thana Pardi	1,50,000/-

19.	Smt. Mina Mahesh Dhodi	Katha Falia, Zari, Moti Daman	1,50,000/-
20.	Smt. Parvati Nanu Halpati	Thana Pardi, Moti Daman	1,50,000/-
21.	Ku. Pinkiben Karshan Halpati	Badhliwari, Magarwada, Moti Daman	1,50,000/-
22.	Smt. Kamuben Raghu Halpati	Badhliwari, Magarwada, Moti Daman	1,50,000/-
23.	Shri Rajubhai Somabhai Halpati	Kund Falia, Bhimpore, Nani Daman	1,50,000/-
24.	Shri Bhavik Ramesh Halpati	Kund Falia, Bhimpore, Nani Daman	1,50,000/-
25.	Shri Sanjay Ramesh Halpati	Kund Falia, Bhimpore, Nani Daman	1,50,000/-
26.	Shri Haresh Bhangia Halpati	Kund Falia, Bhimpore, Nani Daman	1,50,000/-
27.	Smt. Laliben Gaju Halpati	Ambawadi, Moti Daman	1,50,000/-
28.	Shri Dhiru Ravia Dhodi	Kachigam, Kasal Falia, Nani Daman	1,50,000/-
29.	Shri Amrut Jagan Patel (OBC)	Badhliwari, Moti Daman	1,50,000/-
30.	Smt. Kalavati Ramesh Damania (S.C.)	Kachigam, Kasal Falia, Nani Daman	1,50,000/-

Total Rs. 45,00,000/-

Sr. No.	Name of the Beneficiaries	Address	Amount of subsidy Rs.
1.	Smt. Pratiksha Bhagwan Halpati	Dunetha, Nani Daman	Rs.20,000
2.	Shri. Pravin Raghu Halpati	Naila Pardi, Moti Daman	Rs.20,000
3.	Smt. Jashi Kanti Halpati	Naila Pardi, Moti Daman	Rs.20,000
4.	Smt. Kashi Chhagan Halpati	Naila Pardi, Moti Daman	Rs.20,000
5.	Smt. Mangiben Chamar Halpati	Naila Pardi, Moti Daman	Rs.20,000
6.	Smt. Lila Dahya Halpati	Naila Pardi, Moti Daman	Rs.20,000
7.	Smt. Shanti Kariya Halpati	Naila Pardi, Moti Daman	Rs.20,000
8.	Smt. Maniben Ganda Halpati	Naila Pardi, Moti Daman	Rs.20,000
9.	Smt. Tapli Radka Halpati	Naila Pardi, Moti Daman	Rs.20,000
10.	Smt. Sukuben Kanubhai Halpati	Pariyari, Moti Daman	Rs.20,000
11.	Smt. Mani Raviya Halpati	Pariyari, Moti Daman	Rs.20,000
12.	Smt. Sita Vishram Halpati	Pariyari, Moti Daman	Rs.20,000
13.	Smt. Somiben Somla Halpati	Badhliwari, Moti Daman	Rs.20,000
14.	Smt. Rami Laxman Halpati	Badhliwari, Moti Daman	Rs.20,000
15.	Smt. Dayli Ganpat Halpati	Badhliwari, Moti Daman	Rs.20,000
16.	Smt. Ziniben Kashiram Halpati	Badhliwari, Moti Daman	Rs.20,000
17.	Smt. Kanku Somla Halpati	Badhliwari, Moti Daman	Rs.20,000
18.	Smt. Lila Prabhu Halpati	Badhliwari, Moti Daman	Rs.20,000
19.	Smt. Kashi Fakir Halpati	Badhliwari, Moti Daman	Rs.20,000
20.	Shri Mohan Mangal Halpati	Badhliwari, Moti Daman	Rs.20,000
21.	Smt. Ratan Radka Halpati	Badhliwari, Moti Daman	Rs.20,000
22.	Smt. Tulsi Amrat Halpati	Badhliwari, Moti Daman	Rs.20,000
23.	Shri Amrut Kika Halpati	Thana Pardi, Moti Daman	Rs.20,000
24.	Shri Raman Babu Halpati	Thana Pardi, Moti Daman	Rs.20,000
25.	Smt. Rekha Haresh Halpati	Thana Pardi, Moti Daman	Rs.20,000
26.	Smt. Vanita Bakul Halpati	Thana Pardi, Moti Daman	Rs.20,000
27.	Smt. Bharti Manilal Halpati	Thana Pardi, Moti Daman	Rs.20,000
28.	Smt. Geeta Ishwar Halpati	Thana Pardi, Moti Daman	Rs.20,000
29.	Smt. Jashoda Dahyabhai Mahyavanshi (SC)	Mahyavanshi Falia, Dalwada, Nani Daman	Rs.20,000
30.	Smt. Manju Jagan Halpati	Devka Taiwad, Nani Daman	Rs.20,000
31.	Shri Ishwar Kalidas Halpati	Prakash Falia, Dalwada, Nani Daman	Rs.20,000



32.	Shri Ratilal Kalidas Halpati	Prakash Falia, Dalwada, Nani Daman	Rs.20,000
33.	Shri Mahesh Babu Halpati	Devka Colony, Nani Daman	Rs.20,000
34.	Smt. Laxmi Soma Halpati	Devka, Nani Daman	Rs.20,000
35.	Smt. Vijya Chamar Halpati	Devka, Nani Daman	Rs.20,000
36.	Smt. Kamuben Vallabh Halpati	Devka, Nani Daman	Rs.20,000
37.	Smt. Savita Mangal Halpati	Devka, Nani Daman	Rs.20,000
38.	Smt. Narmada Ranchhod Halpati	Devka, Nani Daman	Rs.20,000
39.	Smt. Champi Balka Halpati	Devka, Nani Daman	Rs.20,000
40.	Smt. Hemuben Dipak Halpati	Tanki Falia, Dunetha, Nani Daman	Rs.20,000
41.	Shri Raviya Vesta Halpati	Patel Falia, Bhimpore, Nani Daman	Rs.20,000
42.	Shri Arjun Dalpat Halpati	Dunetha, Nani Daman	Rs.20,000
43.	Smt. Vinaben Natu Damania (SC)	Magarwada, Moti Daman	Rs.20,000
44.	Smt. Sarda Sampat Damania	Magarwada, Moti Daman	Rs.20,000
45.	Shri Jayesh Babu Dunekar (SC)	Bhamti, Talav Falia, Moti Daman	Rs.20,000
Total Rs.			9,00,000/-

Manual-13.

Concessions, permits etc..

No concessions, permits or authorizations are granted by Block Development Office, Daman.

Manual-14.

Details of available information:

NIL.

Manual-15.

Particulars of facilities available to citizens:-

There is no library room. Any information can be obtained from the Block Development officer or concerned staff of this office.

Manual-16.

The Names, Designations and other particulars of the Public Information Officer.

01. Name :- Mr. S. S. Thakkar
02. Designation : Block Development Officer,
03. Office Address: Office of the Block Development Officer,
District Panchayat Campus,
Dholar, Moti Daman - 396 220.
Ph. No. 0260 - 2230869
Telefax : 0260 2230 869

Manual-17.

Other information:

NONE.

=== CONCLUDED ===

