

# **ADMINISTRATION OF DAMAN AND DIU DEPARTMENT OF PLANNING AND STATISTICS**

## **INFORMATION UNDER SECTION 4(1) &(2) OF RTI ACT, 2005**

### **I PARTICULARS OF ORGANISATION, FUNCTIONS AND DUTIES.**

The Department of Planning and Statistics is headed by Joint Director ( Additional Charge ) alongwith one Statistical Officer (posted in Collectorate, Daman in TSP Cell). One Research Assistant under Agriculture Census (CSS) alongwith three Statistical Assistants and three Statistical Investigators and one Peon.

The Department of Planning and Statistics performs following functions: -

- 1) Conduct of various Censuses and Surveys as per instruction of Govt. of India.
- 2) Monitoring of 20 Point Programmes.
- 3) Monitoring of Centrally Sponsored Schemes / Flagship Programmes / Developmental Schemes etc. of Government of India.
- 4) Monitoring of UT Run Schemes.
- 5) Annual report on working of Registration of Births and Deaths of the UT of Daman and Diu through on-line CRS Software.
- 6) Annual Administration Report for U.T. of Daman and Diu of Ministry of Home Affairs.
- 7) Monthly Developmental Report of UT to MHA.
- 8) Compilation of Gross State Domestic Product (GSDP) for UT of Daman and Diu for last five years from 2008-09 onwards through Indian Council of Applied Economic Research.
- 9) Preparation of Human Development Report for UT of Daman and Diu.
- 10) Preparation of Statistical Diary and Telephone Directory .
- 11) The Department of Planning and Statistics is the Nodal Department of UT of Daman and Diu for all Statistical matters.

## II POWERS AND DUTIES OF OFFICERS AND EMPLOYEES.

Joint Director of Planning and Statistics has been declared as Head of Office and delegated certain Financial powers as Group 'A' Officers.

Duties of Employees of Department of Planning and Statistics are furnished below:-

Sl. No.	Name and Designation	Duties
1.	Shri. J. A Mendonca Research Assistant	To supervise the work of all staff. To assist Jt. Director in all the Office works. To attend the works of Jt. Director in his absence. Monitoring & Supervision of all surveys. Establishment and General Administration. Parliamentary & MHA related matters. Disposal of D.O letters under consideration. CSO, MOSPI Correspondence. Matters related to Registration of births and deaths.
2.	Shri. A.D. Parmar Statistical Assistant	Preparation of Budget for Deptt. of Planning & Statistics. Correspondence related with NITI Aayog. Survey work of 20 <sup>th</sup> Live Stock, MLP, Agriculture Surveys. Monitoring of Input Survey. Assist Jt. Director on various Surveys and Census. Other works as per assignment.
3.	Shri. D. G. Patel Statistical Assistant	Planning and implementation of all Census and Surveys. Monitoring of data entry, compilation, scrutiny and tabulation of Census/ Surveys results. Timely disposal of D.O letters and other matters related to surveys. Monitoring of Input Survey. Other works as per the assignment. To assist Jt. Director in correspondence with various Ministries regarding Censuses / Surveys.
4.	Shri. D.D. Vasiya Statistical Assistant	15 Point Programme. 20 Point Programme Correspondence related to MPLAD. Other works as per the assignment.
5.	Smt. Agnes Rocha Statistical Assistant	Correspondence relating to Registration of births and deaths including online CRS. Preparation of Annual Report on working of RBD Act, 1969. Compilation and preparation of Statistical Diary for the UT of Daman and Diu Preparation of Annual Administration Report for MHA. Compilation and correspondence relating to RTI, submission of Quarterly Reports. Other works as and when assigned.

Sl. No.	Name and Designation	Duties
6.	Shri. M.A. Mahyavashi Statistical Investigator  Attached with Research Assistant	Preparation of Salary Bill and its uploading on PFMS Portal. Collection and Compilation of data. Scrutiny and coding of different Census and Surveys. Submission of Utilisation Certificate . Other works related to Information Technology as per assignment.
7.	Shri. Atul G. Shinde Statistical Investigator  Attached with Shri. A. D. Parmar, Statistical Assistant	<b>Field work of various Census &amp; Survey-</b> Crop Estimation Survey. Agriculture Census & Input Survey. Integrated Sample Survey of Live Stock Product (season-wise) & Survey on Land Use Statistics. Correspondence related to National Population Register (NPR) & Population Census- 2011. Socio Economic and Caste Census -2011. Collection and Compilation of data. Input- Survey 2011-12. Scrutiny and coding of different Census and Surveys. Other works as per assignment.
8.	Smt. Nitaben B. Mehta Statistical Investigator	Works related to compilation of reports of 20 Point Programme. Data entry work of various Survey and Census. Other works as per assignment.
9.	Shri F.L. Dhodi, Peon/ Multitasking	Office peon

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

- a) **Decision Making Process:-** Various matters are put up by employees of Department through Administrative channels and decision is taken by the Jt. Director within the power of Head of Office. If it is beyond the power of Head of Office, decision is taken by the Secretary (Planning) and Head of Department as per Rule.
- b) **Channels of Supervision and Accountability:-** Statistical Investigators works under supervision of Statistical Assistants, who work under supervision of Research Assistant. Overall supervision is done by Jt. Director for all activities of the Department. The Jt. Director is performing the Job as a team leader.

#### **IV NORMS SET FOR DISCHARGE OF FUNCTION:-**

Following norms have been prescribed:-

- i) Collection and compilation of data for various Censuses and Surveys are carried out as per schedules fixed by Govt. of India.
- ii) Annual Administration Report is prepared during the month of October every year.
- iii) Monthly Developmental Report is prepared on monthly basis and submitted to MHA in the 1<sup>st</sup> week of every succeeding month.
- iv) Report on Developmental Schemes of Govt. of India are submitted to NITI Aayog through Online "Progress Tracor".

#### **V RULES, REGULATION ETC. FOR DISCHARGING OF FUNCTIONS:-**

There are no Rules/Regulations, Instructions for discharging of functions except compilation of data for Births and Deaths for which following Act and Rules are in force:-

- a) Registration of Births and Deaths Act, 1969.
- b) Daman and Diu Registration of Births and Deaths Rules, 2000.

For surveys and censuses, manuals are provided by Govt. of India for field work and tabulation work.

#### **VI CATEGORIES OF DOCUMENTS PREPARED BY THE DEPARTMENT.**

- 1) Statistical Diary of UT of Daman and Diu.
- 2) Annual Administration Report of UT of Daman and Diu to Ministry of Home Affairs.
- 3) Provisional Quick result of 6<sup>th</sup> Economic Census.
- 4) Telephone Directory (June 2017).

#### **VII ARRANGEMENT FOR CONSULTATION WITH MEMBERS OF PUBLIC: NIL**

### VIII STATEMENT OF BOARDS, COUNCILS, COMMITTEES ETC.

Sl. No.	Name of the Board / Committee			Remarks	
1	<b>UT level Planning Board for formulation of Annual Plan / Five Year Plan</b>  <b><i>No. DPS/RCPs /2013-14/695 dated 11/09/2013 Series II No.37 dated 13/09/2013.</i></b>			Now, non functional since the concept of Plan and Non Plan has changed.	
	Name of the Board/ Committee		Members	Aims and Objects	
2.	UT level Sanctioning Committee (ULSC) for the projects proposed to be taken up under Integrated Development of Small & Medium Towns (IDMST)	1 2 3 4 5 6 7 8	Administrator Secretary, Urban Development Secretary, Finance Collector/ Additional Director (Municipal Admn.) Representative of MUA&E Representative of TCPO Representative of Financial Institution / HUDCO Director Town Planning / ATP <b><i>No. DPS/212(26)/2002/122 dated 22/04/2002 Series II No.15 dated 26<sup>th</sup> April 2002</i></b>	Chairman Member Member Member Member Member Invitee Member Secretary	To examine and approve project reports under IDMST Scheme.

Sl. No.	Name of the Board / Committee		Members		Aims and Objects
3.	<b>Standing Committee for implementation of 20 Point Programme and 15 Point Programme for the Welfare of Minorities</b>	A.	OFFICIAL MEMBERS		To suggest ways for effective implementation of 20PP and 15PP
		1.	Development Commissioner- cum Chief Secretary	Chairman	
		2.	The Collector, Daman	Member	
		3.	The Collector, Diu	Member	
		4.	The AIGP, Daman.	Member	
		5.	The BDO, Daman	Member	
		6.	The BDO, Diu	Member	
		7.	Dy. Director ( Planning)	Member Secretary	
		B.	OFFICIAL MEMBERS		
		8.	Member of Parliament Daman and Diu	Member	
		9.	The President, District Panchayat, Daman & Diu, Daman	Member	
		10.	The President, Municipality, Daman and Diu.	Member	
		11.	Shri. S. Farid Quereshi, r/o Khariwad, Nani Daman ( Muslim Minority Committee)	Member	
		12.	Smt. Madhuben Dinesh Halpati Sarpanch Magarwada, Panchayat (ST representative from Daman)	Member	
		13.	Shri S. Oliaji r/o Devka, Nani Daman (Parsi Minority Community)	Member	
		14.	Fr. Manual Rodrigues Parish Priest, Nani Daman ( Catholic Minority Community, Daman).	Member	
		15.	Fr. Mariano Fonseca, St Paul Church, Diu ( Catholic Minority Community, Diu).	Member	

Sl. No	Name of the Board / Committee		Constitution		Aims and Objects		
4.	<p>Inter Departmental Coordination Committee in the UT of Daman and Diu to sought issues hampering the work of registration and achieve universal registration of Births and Deaths by the year 2010.</p> <p><b>No. DPS/ 306(10)/ 2001/ 1086 dated 13/11/2001 Series II No. 43 dated 16/11/2001</b></p>		<b>UT LEVEL</b>		<p>To Achieve target of Universal registration of births and deaths by the year 2010.</p> <p>To create awareness among the people regarding registration of births and deaths</p>		
		1	Finance Secretary / Chief Registrar of Births and Deaths, Daman and Diu.	Chairman			
		2	Collector / District Registrar of Births and Deaths, Daman / Diu.	Member			
		3	Member of Parliament, Daman and Diu	Member			
		4	Law Secretary, Daman	Member			
		5	Director of Health Services Daman.	Member			
		6	Dy. Director Planning and Statistics / Addl. Chief Registrar of Births and Deaths, Daman.	Member Secretary			
		7	Chief Executive Officer, District Panchayat, Daman.	Member			
		8	President, District Panchayat, Daman.	Member			
		9	Research Assistant, (RBD – DPS)	Member			
					<b>DISTRICT LEVEL -DAMAN</b>		
		1.	Collector/ District Registrar of Births and Deaths, Daman.	Chairman			
		2.	Block Development Officer/ Addl. District Registrar of Births and Deaths, Daman.	Member Secretary			
		3.	Research Assistant (RBD- DPS)	Member			
		4.	Mamlatdar, Daman	Member			
		5.	Social Welfare Officer, Daman	Member			
		6.	Civil Registrar/ Sub Registrar, Daman.	Member			
		7.	All Registrar of Births and Deaths Daman.	Member			
		8.	CDPO, Daman.	Member			
		9.	Representative of NGOs.	Member			
					<b>DISTRICT LEVEL -DIU</b>		
		1	Collector/ District Registrar of Births and Deaths, Daman.	Chairman			
		2	Block Development Officer/ Addl. District Registrar of Births and Deaths, Daman.	Member Secretary			
		3	Mamlatdar Diu	Member			
		4	All Registrar of Births and Deaths, Diu.	Member			
		5	CDPO, Diu.	Member			
		6	Representative of NGOs	Member			

## 5. CONSTITUTION U.T. INNOVATION COUNCIL FOR DAMAN & DIU &DNH. OFFICIAL MEMBERS.

1. Administrator	:	Chairman
2. Development Commissioner	:	Member
3. Finance Secretary	:	Member
4. Collector, Dadra & Nagar Haveli	:	Member
5. Collector, Daman	:	Member
6. Collector, Diu	:	Member
7. Managing Director, OI DC	:	Member
8. Secretary (Education)	:	Member
9. Medical Superintendent (Civil Hospital), DNH	:	Member
10. Principal(Government Polytechnic), Daman	:	Member
11. Principal (Government Polytechnic), DNH	:	Member
12. Chief Engineer, PWD, DD/DNH.	:	Member

### NON OFFICIAL MEMBERS

1. Member of Parliament, Daman & Diu	:	Member
2. Member of Parliament, Dadra & Nagar Haveli	:	Member
3. Representative of Gujarat University	:	Member
4. Representative of Pune University	:	Member
5. Representative of Director IIT, Mumbai	:	Member
6. Representative of SVNIT, Surat	:	Member
7. Representative of SIA	:	Member
8. Representative of DNHIA	:	Member
9. Representative of MSME, GOI.	:	Member
10. Representative of CII- Quality of Education	:	Member
11. Representative of National Innovation Council	:	Member
12. Shri Virendra Jain, Vice Chairman, Jai Corpn. Ltd.:	:	Member
13. Shri Mahendra Kabra, Managing Director, RR KABEL Ltd.	:	Member
14. Shri Xairus Dadachanji, Managing Director, Schott K. Pharmaceuticals Pvt. Ltd.	:	Member
15. Shri Dinesh Jain, Director, M/s Kerwal Kiran Clothing Ltd.	:	Member

### FUNCTIONS OF THE COUNCIL :

- (i) Support the Administration to promote innovation in the U.T.
- (ii) Encourage young talent and local Universities, Colleges, Medium and Small Scale Industries and Research & Development Laboratories.
- (iii) Map opportunities for innovation in the U.T.
- (iv) Identify and reward talent in innovation and disseminate success stories.
- (v) Organize Seminar, Lectures, Workshop on innovation and create U.T's innovation portal to educate.
- (vi) Organize risk capital and prepare an innovation road map 2013-2025 for the U.Ts.
- (vii) Creation of environment and systems for innovation.

**6. Re-constitution of District Level Technical Advisory Groups (DLTAGs) for the Union Territory of Daman and Diu comprising of the following members.**

**a) DISTRICT PANCHAYAT, DAMAN**

1.	The Chief Executive Officer, District Panchayat, Daman.	Chairman
2.	The Executive Engineer, Public Works Deptt. Daman	Member
3.	The Associate Town Planner, Daman	Member
4.	The Assistant Account Officer, District Panchayat, Daman	Member
5.	The Assistant Director, Education, District Panchayat, Daman	Member
6.	The Assistant Engineer, District Panchayat, Daman.	Member
7.	The Executive Engineer, District Panchayat, Daman.	Member Secretary

**b) DISTRICT PANCHAYAT, DIU**

1.	The Chief Executive Officer, District Panchayat, Diu.	Chairman
2.	The Executive Engineer, Public Works Deptt. Diu.	Member
3.	The Assistant Account Officer, District Panchayat, Diu.	Member
4.	The Assistant Director, Education, District Panchayat, Diu.	Member
5.	The Assistant Engineer, District Panchayat, Diu.	Member
6.	The Executive Engineer, District Panchayat, Diu.	Member Secretary

**c) DAMAN MUNICIPALITY**

1.	The Chief Officer, Daman Municipal Council	Chairman
2.	The Associate Town Planner, Daman.	Member
3.	The Executive Engineer, Public Works Department, Daman	Member
4.	The Municipal Engineer, Daman Municipal Council.	Member Secretary

**d) DIU MUNICIPALITY**

1.	The Chief Officer, Diu Municipal Council	Chairman
2.	The Executive Engineer, Public Works Department, Diu.	Member
3.	The Municipal Engineer, Diu Municipal Council.	Member Secretary

**e) VILLAGE PANCHAYATS, DAMAN.**

1.	The Block Development Officer, Daman.	Chairman
2.	The Assistant Engineer, District Panchayat, Daman.	Member
3.	The Junior Engineer, District Panchayat, Daman.	Member
4.	The Accountant, Daman.	Member
5.	The Secretary of Respective Village Panchayat, Daman.	Member Secretary

**f) VILLAGE PANCHAYATS, DIU.**

1.	The Block Development Officer, Diu.	Chairman
2.	The Assistant Engineer, District Panchayat, Diu.	Member
3.	The Junior Engineer, District Panchayat, Diu.	Member
4.	The Accountant, Diu.	Member
5.	The Secretary of Respective Village Panchayat, Diu.,	Member Secretary

**Terms of reference:**

The District Level Technical Advisory Groups shall assist the District Planning Committee in preparation of the Development Plan and Annual Plan of the Local Bodies. The Groups shall also prepare their own Action Plan at the District Level/ Village Level and also suggest ways and means for better implementation of the various projects in the Union Territory.

7. Re-constitution a District Planning Committee for the Union Territory of Daman and Diu comprising of the following official and non-official members.

**(A) District Planning Committee for Daman District.**

1.	President, District Panchayat, Daman.	Chairman
2.	President, DMC, Daman	Vice Chairman
3.	Member of Parliament, Daman.	Member
4.	Vice President, District Panchayat, Daman.	Member
5.	Vice President, DMC, Daman	Member
6.	Five Members to be elected by District Panchayat from amongst the elected Sarpanches of Group Gram Panchayat of Daman.	Members
7.	Five Members to be elected by and from Amongst the elected members of District Panchayat, Daman.	Members
8.	Five Members to be elected by DMC from Municipal counsellors, Daman.	Member
9.	Block Development Officer, Daman.	Member
10.	Chief Officer, DMC. Daman.	Member
11.	Chief Executive Officer, District Panchayat, Daman.	Member Secretary

**(B) District Planning Committee for Diu District.**

1.	President, District Panchayat, Diu.	Chairman
2.	President, DMC, Diu.	Vice Chairman
3.	Member of Parliament, Diu.	Member
4.	Vice President, District Panchayat, Diu.	Member
5.	Vice President, DMC, Diu.	Member
6.	Three Members to be elected by District Panchayat from amongst the elected Sarpanches of Group Gram Panchayat of Diu.	Members
7.	Five Members to be elected by and from Amongst the elected members of District Panchayat, Diu.	Members
8.	Five Members to be elected by DMC from Municipal counsellors, Diu.	Member
9.	Block Development Officer, Diu.	Member
10.	Chief Officer, DMC. Diu.	Member
11.	Chief Executive Officer, District Panchayat, Diu.	Member Secretary

**Terms of reference:**

The District Planning Committee shall prepare the Draft Development Plan incorporating different Schemes and works with respect to the subjects as contained in the 11<sup>th</sup> (243G) and 12<sup>th</sup> (243W) Schedules of the Constitution and with respect to the subjects transferred to them. District Planning Committee will submit their Annual Plans/Five Year Plans to the Planning Department of Administration. While preparing Draft Development Plan the District Planning Committee should consolidate the Plans prepared by the Panchayats and Municipal Councils.

**IX & X      DIRECTORY OF OFFICERS AND EMPLOYEES ALONGWITH MONTHLY REMUNERATION.**

Sr. No.	Name of Employee	Designation	Basic Pay	Phone No.
1	Dr. S. D. Bhardwaj, ( Additional Charge )	Joint Director ( Planning & Statistics) drawing salary from Health Department, Daman		9726933111
2	Vacant	Statistical Officer in TSP Cell, Collectorate		Post vacant
3	Shri Joseph A. Mendonca	Research Assistant	64100	2230525
4	Shri A. D. Parmar	Statistical Assistant	60400	9979085841
5	Shri. D. G. Patel	Statistical Assistant	55200	9726367738
6	Shri. D.D. Vasiya	Statistical Assistant drawing salary from O/o Development Commissioner		9924268016
7	Smt. Agnes Rocha	Statistical Assistant	45400	9825843600
8	Shri Mahendra A. Mahyavanshi	Statistical Investigator	29600	9879171596
9	Shri Atul G. Shinde	Statistical Investigator	29600	9998681842
10	Smt. Nitaben B. Mehta	Statistical Investigator	37500	9427128880
11.	Shri Fakir L. Dhodi	Peon	33000	9952679175

**XI ALLOCATION OF BUDGET AND EXPENDITURE:-***(Rs. in lakhs)*

Budget Head	Allotment 2016-17	Expenditure 2016-17	Allocation 2017-18
2401 – Plan	1.00	1.00	1.00
2403 - Plan	13.61	13.60	15.00
2852 – Plan	1.00	1.00	1.00
3454 – Plan	28.74	28.64	121.50
5475-- Plan	0.00	0.00	12.00
3454 – Non Plan	45.75	45.73	--
5475- Non Plan	3.00	3.00	12.00
2401- Agriculture Census	18.45	10.31	--

**XII EXECUTION OF SUBSIDY PROGRAMMES AND DETAILS OF BENEFICIARIES**

No subsidy programmes are implemented by Department of Planning and Statistics.

**XIII CONCESSIONS, PERMITS ETC.**

No concessions, permits or authorizations are granted by Department of Planning & Statistics.

**XIV DETAILS OF AVAILABLE INFORMATION**

1. Statistical Diary 2015-16.
2. Telephone Directory .
3. Reports on various Surveys / Censuses.

**XV PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS-**

There is no library or reading room. Any information can be obtained from the Jt. Director or concerned staff of the Department.

**XVI PARTICULARS OF THE PUBLIC INFORMATION OFFICER-**

1. **Name** : Dr. S. D. Bhardwaj
2. **Designation** : Jt. Director (Additional Charge )  
(Planning & Statistics)
3. **Office Address** : Department of Planning and Statistics,  
Secretariat, Fort Area,  
Moti Daman – 396 220.  
Phone No. : 0260- 2230619.  
Telefax : 0260-2231719  
e-mail:dps-daman-dd@nic.in
4. **Residential Address** : 1304/ B-3, Sopan,  
Opp. Jwahar Navodaya Vidyalaya,  
Dunetha,  
Nani Daman-396 210.

**XVII OTHER INFORMATION – NONE.**