

**U.T. Administration of Daman & Diu,
Office of the Finance Secretary,
Secretariat, Moti Daman
Pin : 396 220.**

No. 4/34-FD/2012/ 609

Dated: 23/11/2012

CIRCULAR

The UT Administration Vide Circular No.4/34-FD/2010-11/1733 dated 18th March, 2011 and subsequent reminder dated 5th April, 2011, directed all the local bodies i.e the Village Panchayats /District Panchayats / Municipalities of the UT of Daman and Diu and Dadra & Nagar Haveli to submit the details of all the developmental works/projects carried out by them in each Village Panchayat / District Panchayat and Municipalities, Daman and Diu and DNH (Panchayat-wise /and Ward-wise as per annexure attached to Circular dated 18th March, 2011 for the years 2008-09, 2009-10 and 2010-11.

Further vide Note No.4/34-FD/2011-12/801 dated 21/12/2011 the Local Bodies/Municipalities were directed to display the same on the official website of National Informatics Centre of the UTs for general public information and update such information from time to time.

It has come to the notice that the said instructions are not adhered by this Local Bodies and the same is in violation to the instructions issued by the Administration and conditions of sanction order of the Grant-in-aid to these local bodies.

All the local bodies i.e the Village Panchayats/District Panchayats/Municipalities of the UT of Daman and Diu and DNH are therefore requested to furnish details of works displayed on the website during the previous year 2011-12 in the enclosed proforma.

Further, it has been decided to monitor the progress / status of all the developmental works on regular basis. Therefore, all the local bodies i.e the Village Panchayats / District Panchayats / Municipalities of the UT of Daman and Diu should send the information on quarterly basis, in the same format so as to reach this office by the 5th day of the corresponding month of the quarter eg. 5th of July for the quarter ending April to June.

This is issued with the approval of the Finance Secretary, Daman & Diu and Dadra & Nagar Haveli vide approved note dated 22/11/2012.

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23/11/2012
(P.J. Bamania)
Joint Secretary (Finance)

To

- 1) The CEO, District Panchayat, Daman & Diu and Dadra & Nagar Haveli.
- 2) The Chief Officer, Daman Municipal Council, Daman.
- 3) The Chief Officer, Diu Municipal Council, Diu.
- 4) The Chief Officer, Silvassa Municipal Council.

Copy for information to :

- 1) The Staff Officer to Administrator, Secretariat, Daman/DNH.
- 2) The P.S. to Development Commissioner, Secretariat, Daman/DNH.
- 3) The Secretary (Panchayats), Secretariat, Daman.
- 4) The Collector, Daman/Director of Municipal Administration
- 5) The Collector, Diu
- 6) The president cum Counsellor, District Panchayat, Daman & Diu.
- 7) The President, DMC, Daman.
- 8) The President, DMC, Diu.

ANNEXURE

**Developmental Works done during the last year 2011-12 in the Village
Panchayat/District Panchayat / Municipalities of
Daman and Diu Village-wise/Ward-wise**

Name of the Village Panchayat/ Municipal Ward:

Period for the Quarter ending :

Sr. No.	Total number of Works carried out	Total number of Works which information is displayed on the website	Name of the website	Total number of display board displayed at Work site	Remarks
1	2	3	4	5	6

No.1/31/FD/Misc/2011-12/612
Administration of Daman and Diu,
Office of the Finance Secretary,
Secretariat, Daman - 396 220.

Dated : 26/11/2012

C I R C U L A R

In supersession of all earlier instructions in this behalf, the Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to authorize the Secretary of the concerned departments to accord approval for continuation of engagement on daily wages / contract basis employees for Multi Tasking Staff / Peon / Driver as per guidelines issued by the Govt. of India, Ministry of Home Affairs, Ministry of Finance, Ministry of Labour and Employment and UT Administration from time to time subject to the following conditions:

1. The engagement on daily wages basis shall be restricted to 200 days on each occasion and 2 days break shall be given on completion of every 89 days to each person.
2. The engagement on contract basis shall be restricted to 6 months on each occasion and it requires further 2 days break shall be given on completion of 6 months to each person.
3. The department shall attempt to fill up the vacant posts on regular basis at the earliest.
4. The department shall not engage any new person on daily wages or contract basis.
5. The Head of Offices / DDO shall make payment to daily wages / contract basis employees through e-payment only. No cash payment is allowed.

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Contd.....2/-

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6. All Head of Offices/DDO should submit quarterly statement in enclosed Annexure for persons on daily wages /contract basis employees to the Personnel Department which shall be put up to the Hon'ble Administrator for perusal.

It is re-iterated that all Secretaries / Head of Departments / Head of Offices /DDOs of UT of Daman and Diu should follow the above instructions scrupulously. In case of any deviation, in this regard, the concerned officers will be held responsible.

This issues with the approval of the Hon'ble Administrator vide diary No.9037 dated 15-11-2012.

Encl : Annexure

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(P. J. Bamanian) 26/11/2012
o/c Joint Secretary (Finance)

To,
All Secretaries /Head of Offices, UT of Daman and Diu, Daman.

Copy to:

1. The Collector, Diu for circulation of above circular to all Head of Offices DDO in Diu District.
2. The Staff Officer to the Administrator for kind information of the Administrator.

NAME OF DEPARTMENT / OFFICE _____

ANNEXURE

DAILY WAGES / CONTRACT EMPLOYEES STATEMENT
QUARTELY REPORT FOR QUARTER ENDING _____

Sr. No.	No. of Daily Wages/Contract Employees	Name of Employees	Date of Engagement	Period of Engagement	Wages Paid per Month	Total Expenditure incurred during the Quarter	Reason for Engagement on Daily Wage/Contract	Remarks (if any)
1								
2								
3								
4								
5								