

CITIZEN CHARTER

OF

Directorate of Education, Daman

ADDRESS

Directorate of Education, Near Jetty,

Nani Daman, Daman

PHONE:-0260-2255126.

E-mail Id:- daman.education@gmail.com

INFORMATION OF OFFICE

NAME OF OFFICE:-

Directorate of Education, Daman

HEAD OF DEPARTMENT:-

SHRI. GYANESH BHARTI, I.A.S, FINANCE SECRETARY.

**SECRETARY (EDUCATION),
SHRI V. ABRAHAM, I.A.S.**

**SPECIAL SECRETARY -CUM- DIRECTOR (EDUCATION),
SHRI. S. S. SIDHU, DANICS**

**ASSTT. DIRECTOR OF EDUCATION
SHRI. B. S. SHRIMALI.**

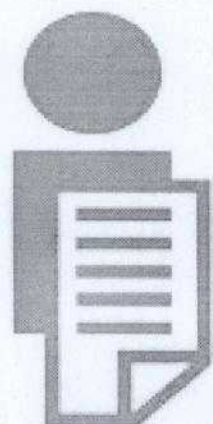
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**RIGHT TO
INFORMATION**

PUBLIC INFORMATION OFFICER : SHRI. B. S. SHRIMALI

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LIST OF THE STAFF WORKING IN DIRECTORATE OF EDUCATION, DAMAN

Sr. No.	NAME OF OFFICER / OFFICIAL	DESIGNATION	CELL PHONE NO.
1.	Shri B.S. Shrimali,	Asstt. Director of Education/Controlling Officer of All Secondary/Higher Secondary School, Daman	9824767226
2.	Shri I.B. Patel	Asst. Account Officer	9879083457
3.	Smt. Smita Thomas	ADEI	9979688860
4.	Shri N.K. Bhandari	ADEI	9824593634
5.	Shri I.S. Saimoula	U.D.C.	9909861786
6.	Shri R.A. Colimao	L.D.C.	9638446040
7.	Smt. Saritharji S. Nair	L.D.C.	9586327126
8.	Smt. P.H. Lakhani	Supervisor	9824085833
9.	Shri Bhulabhai N. Dhodi	Peon	9726851629
10.	Shri A.K. Sharma	Tr. Gr.-I	814190009
11.	Shri K.S. Arya	Asstt. Teacher	9913571031
12.	Shri Prakash L. Patel	Asstt. Teacher	9016386595
13.	Shri Dilip R. Valvi	Asstt. Teacher	9913216215
14.	Shri Sandip R. Patel	Lab. Technician	9978022205

TOTAL SANCTIONED POSTS IN EDUCATION DEPARTMENT, DAMAN & Govt. SECONDARY /
HIGHER SECONDARY SCHOOLS OF DAMAN DISTRICT

Sr. No.	Name of Post	Name of schools										Total Accepted Post
		Education, Daman	GHSS, Bhimpore	GHS, Varkund	GHSS, Dabhel	GHSS, Kachigam	GHSS, Zari	GHS, Pariyari	GHS, Patlara	GHSS, Moti Daman	GHS, Nani Daman	
1	ADE	01	00	00	00	00	00	00	00	00	00	01
2	Principal	00	01	00	00	00	01	00	00	01	00	03
3	Head Master, GHS	00	01	01	01	01	01	01	01	00	01	08
4	A.A.O.	01	00	00	00	00	00	00	00	00	00	01
5	Tr. Grade-I	00	06	00	00	00	08	00	00	10	00	24
6	Asstt. Tr.	00	22	08	10	08	11	11	08	16	07	101
7	P.E. Teacher	00	01	01	00	01	00	01	01	01	01	07
8	Drawing Teacher	00	01	01	01	00	01	01	01	01	01	08
9	Librarian	00	00	00	00	00	00	00	00	00	00	00
10	Librarian Grade-II	00	00	00	00	00	01	00	00	01	00	02
11	Lab. Technician	00	00	01	01	00	04	00	01	01	01	09
12	U.D.C.	01	00	00	00	00	01	00	00	00	00	02
13	L.D.C.	01	01	01	01	01	01	01	01	01	01	10
14	Peon	00	00	01	01	00	01	00	01	01	01	06
15	Sweeper	00	00	01	01	00	01	00	01	00	00	04
16	Watchman	02	00	01	01	00	01	00	01	01	00	07
17	Cook	02	00	00	00	00	00	00	00	00	00	02
18	Hamal	04	00	00	00	00	00	00	00	00	00	04
19	Supervisor	02	00	00	00	00	00	00	00	00	00	02
	Total	14	33	16	17	11	32	15	16	34	13	201

AUTHORITY TO ISSUE T. R. 5

SHIRI. I. B. PATEL, A. A. O.
DIRECTORATE OF EDUCATION , DAMAN.

SHRI I.S. Saimoula, UDC
DIRECTORATE OF EDUCATION , DAMAN.

SHRI R. A. COLIMAO, LDC
DIRECTORATE OF EDUCATION , DAMAN.

SMT. SARITHARJI S. NAIR, LDC
DIRECTORATE OF EDUCATION , DAMAN.

CONTROLLING OFFICER

SHRI. B. S. SHRIMALI,
ASSTT. DIRECTORATOR OF EDUCATION, DAMAN.

ACADEMIC

Secondary Schools: (STD IX & X)- (Subject)

STD-IX	STD-X
Gujarati	Gujarati
English	English
Maths	Maths
Hindi	Social SCience
Social Science	Science
Science	---
Optional Subjects	Optional Subjects
Sanskrit	Sanskrit/Hindi
1.Workshop Technology	1.Workshop Technology
Drawing	Drawing/Computer/P.T.
2. Engineering Drawing	2. Engineering Drawing
P.T	---
3.Parambhik Vidhyut Vidhya	---
Computer	---

Higher Secondary Schools: (STD XI & XII)- (Subject)

Science Stream	Arts Stream	Commerce Stream
Maths (1)	Gujarati (HL)	Gujarati (HL)
Maths (2)	English (LL)	English (HL) or English (LL)
Physics-1 Physics-2 Chemistry-1 Chemistry-2 Biology-1 Biology-2 English / Gujarati/ Sanskrit Computer	Hindi (LL) Geography Social Studies Economics Sanskrit P. T Craft Computer Org. of Com.	Org. of Com. Elements of Accounts Statistics Economics Secretarial Practice P.T. Craft Computer

INFORMATION OF SCHOOLS

GOVT. EDUCATIONAL INSTITUTIONS

Sr. No.	Category	No. of Schools		
	Govt. Schools	Urban	Rural	Total
1	Secondary School	01	06	07
2	Higher Secondary	01	04	05
3	I.T.I.	00	01	01
4	T. T. I.	01	00	01

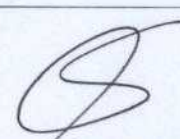
LIST OF SCHOOLS

Sr. No.	Name of Schools	Place	Area
1. Government Secondary Schools			
1	Govt. High School (E/M)	Nani Daman	Urban
2	Govt. High School	Varkund	Rural
3	Govt. High School	Patlara	Rural
4	Govt. High School	Pariyari	Rural
5	Govt. High School	Marwad	Rural
6	Govt. High School	Dunetha	Rural
7	Govt. High School	Damanwada	Rural
2. Government Aided Secondary School			
1	Sarvajanik Vidhyalaya	Nani Daman	Urban
2	Shri Machhi Mahajan High School	Nani Daman	Urban
3. Central Govt. Aided School			
1	Jawahar Navodaya Vidhyalaya	Dunetha	Rural
4. Govt. Higher Secondary School			
1.	Govt. Higher Secondary School	Moti Daman	Urban
2.	Govt. Higher Secondary School	Bhimpore	Rural
3.	Govt. Higher Secondary School	Zari	Rural
4	Govt. Higher Secondary School	Kachigam	Rural
5	Govt. Higher Secondary School	Dabhel	Rural
5. Govt. Aided Higher Secondary School			
1	Sarvajanik Vidhyalaya	Nani Daman	Urban
2	Institute of our lady of Fatima	Moti Daman	Urban
3	Shri Machhi Mahajan Higher Sec. School. (E/G)	Nani Daman	Urban
6. Govt. Technical Schools			
1	Technical Training Institute	Moti Daman	Urban
2	Industrial Training Institute	Varkund	Rural

7. Non Government High School			
1	Stella Marish Eng. Med. School	Nani Daman	Urban
2	Swami Vivekanand Hindi/English Medium School	Dalwada	Rural
3	Swami Narayan English Medium School	Dabhel	Rural
4	Shree Machhi Mahajan Gujarati Medium School	Nani Daman	Urban
8. Non Government Higher Secondary School			
1	Shrinathji English Medium School	Varkund	Rural
2	Coast Guard Public School	Dalwada	Rural
3	Holy Trinity Higher Sec.School	Dunetha	Rural
4	Divya Jyoti Enlish Medium Higher Sec.School	Dabhel	Rural
9. Unaided P. T. C. College			
1	Shrinathji P. T. C. College	Varkund	Rural
10. Government Aided B. Ed. College			
1	Shree Machhi Mahajan B. Ed. College	Nani Daman	Urban
11. Unaided B. Ed. College			
1	Smt. B. F. Kadari B. Ed. College	Dalwada	Urban

ACTIVITIES

Sr. No	SERVICES/FACILITIES RENDERED	PROCESS FOR COLLECTION	TIME LIMIT FOR DISPOSAL	TO WHOM TO CONTACT
1.	Monetary incentive to girl students under Plan Scheme	Concerned school.	Yearly. In last quarter of the financial year	Asstt. Director of Education, Daman
2.	School level education	Head Masters of Concerned School	Continuing process	--do--
3.	Counter signature	Outward/Inward section	Immediately. During office hours.	--do--
4.	Issuing of Leaving certificate	Head Masters of Concerned School	Immediately	Head Master of concerned school.
5.	1) Admission	Concerned School	Immediately	Head Master of concerned school.
	2) Admissions for outside students.	Concerned School	Immediately, as per requirement of the school leaving certificate must be countersigned by the District Education Officer of the district in which he/she last attended school.	Head Master of Concerned school.
6.	Correction/change in name, date of birth etc.	Head Master of Concerned School(Application with affidavit/birth certificate & other supporting documents)	Within 3 days	Asstt. Director of Education, Daman
7.	Terms and Vacation	Circular from Asst. Director of Education Office.	Yearly	Asstt. Director of Education, Daman.
8.	S.M.D.C. & P.T.A.	Head Master of concerned school.	---	Head Master of concerned school.
9.	All types of scholarships	Filled up Forms from school	Yearly process	Asstt. Director of Education, Daman
10	Free Text Books, School Bags, Uniforms for SC/ST Students	Head Master of concerned school	Yearly	--do--
11	Rashtriya Madhyamik Shiksha Abhiyan (RMSA)	Asstt. District Project co-ordinator	Continue Scheme	Head Master of the Concerned School
12	National Award for Teacher	Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
13	Inspire Award	Head Masters of Concerned School	Yearly	State Nodal Officer, Daman & Diu District


 सहायक शिक्षा निदेशक,
 दमण एवं दीव,
 दमण.