

**MINUTES OF MEETING HELD ON 22<sup>ND</sup> AUGUST, 2011 AT CONFERENCE HALL, DAMAN CONVEYED BY DEVELOPMENT COMMISSIONER, DAMAN & DIU AT 06.15 PM TO REVIEW THE FRAMING / AMENDMENT OF RECRUITMENT RULES / FILLING UP THE VACANT POSTS.**

At the outset the Development Commissioner welcomed all the present.

The review of Framing / Amendment of Recruitment Rules and filling up of vacant posts in respect of Daman & Diu was then taken up as under:

**[1] Framing of Recruitment Rules in Daman & Diu :**

The Joint Secretary (Personnel), Daman informed that in respect of Daman & Diu the Recruitment Rules for the 120 posts have been approved/ notified. The Recruitment Rules for 26 posts are pending with Union Public Service Commission / various Ministries and Recruitment Rules for 92 posts are under scrutiny/submission.

The Joint Secretary (Pers.) further informed that the Head of Office shall ensure that the proposals for amendment of Recruitment Rules of all post of the concerned Office are prepared as per DoPT guidelines. The Head of Office at Daman should take care of sub-offices at Diu. The Joint Secretary (Pers.) further informed that in many cases the department is proposing higher Pay Scale/Grade Pay in Recruitment Rules instead of replacement scale on the ground that the department has pending proposal for up-gradation of Pay Scale in Ministry. This procedure is wrong. The up-gradation of Pay Scale may be implemented only on sanction of scale from concerned Ministry.

The Joint Secretary (Pers.) informed that the Recruitment Rules approved by Hon'ble Administrator may be notified in official Gazette as soon as possible. The Hindi version of the Recruitment Rules may also be notified in Official Gazette as soon as the Hindi translation is received from Assistant Director (Official Language).

The Development Commissioner directed that all the Head of Offices will be responsible for framing / amendment of Recruitment Rules of all the respective posts in their offices. He further informed that it is necessary for all Head of Offices to certify that all Recruitment Rules of his Offices are amended / framed as per 6<sup>th</sup> CPC. All Head of Offices may accordingly certify to Joint Secretary (Pers.), Daman within next 15 days.

**[2] Filling up the vacant posts in Daman & Diu:**

The Joint Secretary (Pers.), Daman informed that as per the information collected from all Head of Departments of Daman & Diu the position of vacant posts is as under:

Group 'A'	-	99	
Group 'B'	-	309	
Group 'C'	-	155	
<b>TOTAL</b>	<b>=</b>	<b>563</b>	<b>(Subject to SIU Report)</b>

29/8/11



While reviewing the position of the vacant posts in Daman & Diu the Development Commissioner observed that many of the posts are vacant in Daman & Diu from long time, and the reason for non-filling up the posts is that the Recruitment Rules are pending with UPSC.

The Development Commissioner informed that the Group B & C posts which are lying vacant should be filled up as per existing Recruitment Rules on time bound manner and whenever required by relaxing the criteria after approval by Competent Authority. He further informed that all the Head of Offices should submit detailed plan of action for filling up of the posts which are lying vacant in following Proforma to Joint Secretary (Pers.), Daman within a week:

Sr. No.	Name of the Dept./ Office	Name of the Post	Group 'A' / 'B' / 'C' / Multi Tasking Staff	Mode of Recruitment	Year from which the post is vacant	Total No. of Vacancy (Group Wise)	Reason For Vacancy (Superannuation / Voluntary Retirement / Resignation / Promotion / Death/ New Creation etc.)	Plan of Action for filling up the posts
1	2	3	4	5	6	7	8	9
1								
2								

Meeting ended with vote of Thanks.

(P.S. Jani)  
Joint Secretary (Pers.)

No.OL/27/07/PER-06/1631

Dated: 29 / 08 / 2011

To,  
All Head of Offices in Daman District.

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman.
2. The Development Commissioner, Secretariat, Daman.
3. The Finance Secretary, Secretariat, Daman.
4. The Managing Director, O.I.D.C., Daman.
5. The Secretary (Education), Secretariat, Daman.
6. The Inspector General of Police, Daman.
7. The Chief Conservator of Forest, Daman.
8. The Collector, Daman / Diu.
9. The Deputy Secretary (Pers.), DNH, Silvassa for information and necessary action in respect of UT of Dadra & Nagar Haveli.
10. The Deputy Collector, Diu with a request to circulate the minutes to all Head of Offices in Diu.
11. The DIO, NIC, Daman for uploading on the Daman Website.