

No.6/12/2013-PER/Vacancy/3039  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220

Dated : 06 / 01 / 2014


## **CIRCULAR**

**Sub : Submission of Online Information regarding Vacancy Position and Meeting Notice**

Attention of all Heads of Office is invited to para 7 of the minutes of the meeting held on 26-12-2013 under the Chairmanship of Development Commissioner to review the status of vacancies in Group A, B and C (including Multi Tasking Staff) posts etc. in the UT Administration of Daman & Diu, wherein it was decided that Personnel Department shall get a software developed for seeking of information relating to vacancy status, etc. in various departments of the Administration.

1. The Personnel Department has accordingly got a web based software developed and hosted at <http://117.218.139.249:90/crm>. The procedure to use the software is annexed herewith as **Annexure-I**. The Login Id and Password of various departments are attached herewith at **Annexure-II**.
2. The information in respect of Common Cadre Posts [i.e., LDC, UDC, Head Clerk / Assistant / Confidential Assistant, Superintendent (NG / Gaz.)] must **not** be entered in the software. Details of only departmental posts (i.e., other than common cadre posts as mentioned above) only needs to be entered in the software.
3. It is further clarified that the Heads of Office in Daman shall enter information in respect of the whole department, i.e., including the posts for both Daman and Diu districts.
4. The above exercise of entry of information in the software should be completed by **14<sup>th</sup> January, 2014**, after which Development Commissioner shall hold a review meeting on **16<sup>th</sup> January, 2014** in his chamber of the departments as per the schedule indicated in **Annexure-III**.

Encl : Annexure – I - III

  
(S.K. Varma)  
Deputy Secretary (Pers.)

To,  
All Heads of Office,  
Daman

Copy to :  
All Secretaries in the UT Administration of Daman & Diu.

## ANNEXURE-I

### PROCEDURE TO USE SOFTWARE FOR DATA ENTRY OF VACANCY POSITION

1. Open Internet Explorer / Google Chrome / Mozilla Fire Fox on your computer.
2. Type <http://117.218.139.249:90/crm> in the address bar.
3. Type your user name in the **User Name** box.
4. Type your password in the **Password** box. \*
5. Click **Log In**.
6. Click on **Vacancy** on top left of the window.
7. Click **Create Vacancy**.
8. Now enter the data of your department.

\* After logging in for the first time, change your password.

### TO CHANGE PASSWORD

1. Log in to the website as per the procedure mentioned from Serial No.1 to 5 above.
2. Click on Department Name [Your Department / Office Name will be shown] mentioned in top left of the window.
3. Click on **Password**.
4. Type your current password in the **Current Password** box.
5. Type your New Password in the **New Password** box.
6. Type Confirm Password in the **Confirm Password** box.
7. Click on **Save**.



**ANNEXURE-II**

Sr. No.	Name of Department / Office	User Name	Password
1	ARCS, Daman	arcs-dmn-dd	abcd1234
2	BDO, Daman	bdo-daman-dd	abcd1234
3	CDPO, Daman	cdpo-dmn-dd	abcd1234
4	City Survey, Daman	eocs-dmn-dd	abcd1234
5	Collectorate, Daman	dycoll-dmn-dd	abcd1234
6	DIC, Daman	dic-dd	abcd1234
7	Directorate of Accounts, Daman	doa-dd	abcd1234
8	Education Department, Daman	adedn-dd	abcd1234
9	Electricity Department, Daman	elec-dmn-dd	abcd1234
10	Excise Department, Daman	excise-dmn-dd	abcd1234
11	Fire Department, Daman	sfo-dmn-dd	abcd1234
12	Fisheries Department, Daman	fish-daman-dd	abcd1234
13	Forest Department, Daman	dcf-dd	abcd1234
14	Government College, Daman	pplgovt-dmn-dd	abcd1234
15	Government Polytechnic, Daman	poly-dmn-dd	abcd1234
16	Government Printing Press, Daman	gpp-dd	abcd1234
17	Health Department, Daman	dmhs-daman-dd	abcd1234
18	ITI, Daman	iti-dmn-dd	abcd1234
19	Labour & Employment, Daman	cifb-dmn-dd	abcd1234
20	Mamlatdar, Daman	mdar-dmn-dd	abcd1234
21	Official Language, Daman	adol-daman-dd	abcd1234
22	Planning & Statistics, Daman	dps-daman-guj	abcd1234
23	Police Department, Daman	police-daman-dd	abcd1234
24	Port Office, Daman	po-dmn-dd	abcd1234
25	Science & Technology, Daman	pso-dd	abcd1234
26	SE-PWD, Daman	pwd-dd	abcd1234
27	Sub-Jail, Daman	subjail-daman-dd	abcd1234
28	Town & Country Planning, Daman	atp-dmn-dd	abcd1234
29	Transport Department, Daman	rtodaman-dd	abcd1234
30	Tribal Sub Plan, Daman	sotsp-dmn-dd	abcd1234
31	TTI, Daman	tti-dmn-dd	abcd1234
32	VAT Department, Daman	ddvat-dd	abcd1234
33	Veterinary Department, Daman	ahvs-dmn-dd	abcd1234
34	Weight & Measure, Daman	jiwm-dmn-dd	abcd1234
35	ZAO, Daman	ddir-agri-dd	abcd1234

**ANNEXURE-III**

MEETING DATE	16-01-2014 10:00 AM	----	16-01-2014 3:00 PM
SR. NO.	GROUP 1	GROUP 2	GROUP 3
1	Health Department	Education	PWD
2	Accounts Department	Polytechnic	Sub Jail
3	ZAO	ITI	VAT
4	Police Department	TTI	Weight & Measure
5	Science & Technology	College	Veterinary Department
6	Planning & Statistics		Official Language
7	Tribal Sub Plan		Mamlatdar
8	Town & Country Planning		Collectorate
9	Government Printing Press		Transport Department
10	Enquiry Office, City Survey		Labour & Employment
11	Forest Department		Port Office
12	Fire Department		ARCS
13	BDO		Excise Department
14	CDPO		DIC
15	Fisheries Department		Electricity Department