

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE
REFORMS, MOTI - DAMAN

Dated: March , 2012
April, 18, 2012

SUE-MOTO PUBLICATION OF 17 MANUALS

MANUAL - 1

The Particulars of Its Organisation, Functions and Duties:

The main functions of the Personnel Department are to deal with the service matters of the employees of U.T. Administration of Daman & Diu viz.

1. Recruitment/Promotion of Group 'A', 'B' posts.
2. Recruitment /Promotion of Group 'C' Common cadre posts includes Supdt. (Gaz.), Supdt. (N.G.), Head Clerk/Asstt. UDC, LDC, Sr. Steno, Jr. Steno and Driver).
3. Scrutiny and analyzing the proposals of recruitment/promotion of Group 'A', 'B', 'C' and 'D' posts other than common cadre posts.
4. Scrutiny and analyzing the proposals for Appointment on deputation.
5. Scrutiny and analyzing frame/amendment of RRs of Gr. 'A', 'B' Officer and Group 'C' Ministerial staff and Multi tasking staff.
6. Transfer and posting of Officers and Employees of Daman & Diu.
7. Allocation of subject/Department to Officers of Daman & Diu.



8. Scrutiny of proposal for Grant of Financial up gradation under ACP/MACP Scheme/Clearance of Probation Period/Confirmation etc to all Group 'A' 'B' 'C' & 'D' Officers/Officials.
9. Publication of Seniority lists of Gr. 'B' Officials and 'C' of Common Cadre posts and also analyses the proposal for issue of Seniority list other than common cadre posts of Group 'A' 'B' & 'C'.
10. To deal with Court matters in connection with Appeals filed before the CAT/High Court and Supreme Court of India as the Case may be pertains to Common Cadre Posts.
11. Correspondence on service matters with the Govt. of India, UPSC, State Government / UTs and Local Officers of the Administration.
12. Maintenance of ACRs/APAR's of Group 'A' & 'B' Officers and Common Cadre Group 'C' posts.
13. Handling the Grievances of Govt. Employees related to Leave, wage, payment, Increment, Transfer, Seniority, work assignment or working condition, non extension of benefit matter rules and interpretation of Service rules etc. through the Employees Grievances Redressal Cell.
14. Such other matter pertaining to Administration & Establishment.



Organization chart :

Secretary (Personnel)



Special Secretary (Pers.)



Joint Secretary (Pers.)



Superintendent (Gaz.)

Superintendent (NG)

Head Clerk



UDC



UDC



LDC

Handwritten signature

Work Allocation to Staffs :-

The distribution of work among the staff of Personnel Department are made as under:-

Sr.No	Name of Official & Designation	Work Allotted
1	Shri L.D. Halpati, Supdt (G)	He will the overall supervision with the following subject matter. The work assigned to following dealing hand will report to him and he will directly report to the Deputy Secretary (Pers). (1) Ramesh B. Patel, Assistant (2) Shri Cliff P. Mendonca, UDC and (3) Shri K. Krishnaprasadan, UDC. He will look aftr the work of DDO's and PIO under RTI Act.
2.	Shri G.V. Rathod, Supdt. (NG)	He will the overall supervision with the following subject matter. The work assigned to following dealing hand will report to him and he will directly report to the Deputy Secretary (Pers). (1) Shri Subir Kumar Sinha, Junior Hindi Translator (2) Shri Vijay Anand LDC
4.	Shri Ramesh B.Patel, Asstt.	Deal with all Accounts matters and also other works as assigned by Deputy Secretary (Pers) from time to time.
5.	Shri Cliff P. Mendonza	1. Service matter of IAS/IPS/IFS/ and all other Group A & B officers. 2. Scrutiny of Proposal related to Recruitment Rules/Recruitments etc. 3. Verification of Roster of Group A & B posts. 4. Periodical Reports to Ministry/UPSC 5. Scrutiny of proposals and subsequent correspondence with Ministry/UPSC 6. Training matters 7. Recruitment, transfer/posting/promotion of other Group A & B posts. 8. Court cases and any other work assigned by the Deputy Secretary (Pers).

6.	Shri K.Krishnaprasadan. U.D.C.	<ol style="list-style-type: none"> 1. Service I matters of DANICS & DANIPS. 2. Staff Inspection Unit Reports (SIU) 3. Questionnaires regarding SC, ST & OBC and persons with Disability and Minorities communities. 4. Citizen Charter & Public Grievances 5. Court cases and any other work assigned by the Deputy Secretary (Pers).
7.	Shri Subir Kumar Sinha, Junior Hindi Translator.	<ol style="list-style-type: none"> 1. Inward & Outward of letters and files Maintenance of Service postal Stamp Account. 2. Maintenance of overall records regarding Govt. Quarters. 3. Processing the proposal for allotment of Quarter under General Pool in Type A,B,C,D, & E. 4. RTI Matter pertains to Personnel Department 5. Any other work assigned by the Deputy Secretary from time to time. 6. Translation in Hindi.
8.	Shri J. Vijay Anand L.D.C.	<ol style="list-style-type: none"> 1. Recruitment of Group B & C of common cadre posts. 2. Maintenance of ACRS/APAR of Group A,B, and Group C Common Cadre posts. 3. Processing the proposal of ACP/MACP and Probation Clearance of Group B, C & MTS. 4. Maintenance of Roster and Seniority of All Common Cadre Posts, 5. Scrutiny of Proposal for framing/amendment of Recruitment Rules/ of Group V & MTS. 6. Recruitment/transfer/posting/promotion of Scrutiny of proposal and subsequent correspondence with Ministry in respect of Group C & MTS posts. 7. Maintenance of Service Book of Staff. 8. Collection of Miscellaneous data based. 9. Court cases and any other work assigned by the Deputy Secretary (Pers).

c/182

Postal Address:

The Joint Secretary (personnel)
Department of Personnel & Administrative Reforms
Secretariat,
Moti – Daman
PIN CODE: 396220

Phone No: 0260-2231707

Fax No: 0260-2230023

WORKING HOURS:

Monday to Friday : 9:30 AM TO 1:30 P.M.

1:30 P.M. TO 2:00 P.M. LUNCH BREAK

2:00 P.M. TO 6:00 P.M.



MANUAL - 2THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:

1. The Administrator of Daman & Diu is Appointing Authority for group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for group 'A' & 'B' Gazetted Officers.
2. The Development Commissioner is Appointing Authority & Disciplinary Authority in respect of Group 'B' (N.G.) and Group 'C' Officials.
3. The Administrator is Competent Authority for the transfer and posting of Officials in Daman & Diu.
4. The Joint Secretary (Per) is the Head of Office of Personnel Department, the Joint Secretary (Pers.) look after all the works of Department of Personnel and Administrative reforms.
5. The Superintendent (Pers.) is the immediate Officer in the Personnel Department who is supervising the work of subordinate staff. All files coming to personnel Section are being routed through the Superintendent. He is also assist the Joint Secretary (Pers) in the matter of promotion of officer and staff and recruitment etc.

Personnel Department functions in accordance with Service Rules prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D' local recruitment. Every proposal containing recruitment / promotion is being placed before the Departmental Selection Committee/ Departmental; Promotion Committee prescribed for group 'A' 'B' and 'C' as the case may be. All the proposal are required approval of the Appointing Authority and the proposal such as framing / amendment of RRs approval of the Administrator is necessary.

MANUAL – 3

The procedure followed in the decision making process, including channels supervision and accountability.

Sr.No.	Activities	Level of Action	Time Frame
1.	To receive application and put diary number	Counter Clerk	Same day
2.	To mark application/letter to concerned dealing assistant	Office Superintendent	Same day
3.	To examine the correspondence and to put up report	Dealing Assistant	6-7days depending on urgency of the letter and work load.
4.	To examine the note put up	Office Superintendent	2 to 6 days
5.	To Supervise and examine correctness of notes/letters from branches.	Joint Secretary	2 to 3 days
6.	To approve action proposed	Spl . Secretary (Pers.)	2 to 5 days
7.	To approve specific matters and VVIP references	Secretary (Pers.)	2 to 5 days
8.	To approve seniority, promotion, appointment and other specific cases	Secretary (Pers)	2 to 5 days

NOTE: - Time limit shown for disposal of files/letters etc. are excluding Weekly and Public Holidays and Officers going on tour.



MANUAL - 4**The norms set by it for the discharge of its functions;**

1. The Administrator of Daman & Diu is Appointing Authority for group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for group 'A' & 'B' Gazetted Officers.
2. The Development Commissioner is Appointing Authority & Disciplinary Authority in respect of Group 'B' (N.G.) and Group 'C' Officials.
3. The Administrator is Competent Authority for the transfer and posting of Official in Daman & Diu.
4. The Joint Secretary (Per) is the Head of Office of Personnel Department, the Joint Secretary (Pers.) look after all the works of Department of Personnel and Administrative reforms.
5. The Superintendent (Pers.) is the immediate Officer in the Personnel Department who is supervising the work of subordinate staff. All files coming to personnel Section are being routed through the Superintendent. He also assists the Joint Secretary (Pers.) in the matter of promotion of officer and staff and recruitment etc.



c/182

MANUAL – 5

The rules, regulations, instructions, manuals and records, held by it or Under its control or used by its employees for discharging its functions.

1. Personnel Department functions in accordance with Service Rules prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D' local recruitment. Every proposal containing recruitment / promotion is being placed before the Departmental Selection Committee/ Departmental; Promotion Committee prescribed for group 'A' 'B' and 'C' as the case may be. All the proposal are required approval of the Appointing Authority and the proposal such as framing / amendment of R.Rs approval of the Administrator is necessary.

(A) The CCS (CCA) Rules

(B) The CCS (Leave Rules)

(C) F.R.S.R.

(D) CCS (Temporary Service) Rules

(E) CCS (Conduct) Rules

(F) LTC Rules



C/181

MANUAL – 6**A statement of the categories of documents that are held by it or under its control;**

1. Transfer and Posting of Common cadre post.
2. Allotment of Govt. Quarters.
3. Matter pertaining to MACP/ACP probation clearance
4. Recruitment Rules of Common Cadre post.
5. Matter pertaining to Group 'A' & 'B' post i.e. posting of Officer IAS & IPS.
6. Personnel files in respect of IAS/IPS Officers posted in Daman & Diu
7. Matter pertaining to DANICS/DANIPS Officers.
8. Staff Inspection Unit report file
9. Personnel files in respect of DANIS/DANIPS Officers posted in Daman & Diu.
10. Personnel files and service books of staff of Personnel Departments.
11. ACR's/APAR's of Common Cadre Post and Group 'A' & 'B'.
12. Cash Book
13. Pay Bill Register, Bill Register
14. BCR Register
15. G.P.F. Register for Group 'D' of Personnel department staff.
16. Dead stock register
17. Cheque register
18. Monthly/Quarterly Report file
19. Pay Bill File
20. Contingency Bill file .
21. Budget file

Personnel Department functions in accordance with Service Rules prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D'.



C/180

MANUAL - 7

The particulars of any arrangement that exists for consultation with, or Representation by the members of the public in relation to the formulation of its policy or implementation thereof;

1. The department of Personnel and Administrative Reforms, Daman has no Direct dealing with the public. The department of Personnel and Administrative Reforms, is dealing with Service matters of Government Servants, and has no relation to the formulation of policy matter.

MANUAL - 8

A statement of the boards, councils, committees and other bodies consisting two or more persons constituted as its part or for the purpose of its advice, and as to whether meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

1. The Departmental Selection Committee and Departmental Promotion Committee The Administrator of Daman & Diu is Appointing Authority for group 'A' & 'B' Gazetted Officers. And Chairman of the DPC.

For Group 'A' & 'B' Officers

1. Development Commissioner, Daman & Diu Chairman.
 2. Managing Director, OI DC, Daman Member
 3. Collector, Daman Member
 4. Collector, Diu.Member
 5. Conservator of Forest, Daman Member
 6. Director of Accounts, Daman Member
2. The Departmental Selection Committee and Departmental Promotion Committee. The Development Commissioner of Daman & Diu is Appointing Authority for Group 'B' (NG) and Group 'C' Official and Chairman of DPC and there is no Minutes of such meetings are accessible for public



c/129

Chairman of DPC and there is no Minutes of such meetings are accessible for public

For Group 'C'

- | | |
|--|---------------|
| 1. Development Commissioner Daman & Diu | Chairman |
| 2. Managing Director, OI DC, Daman | Member |
| 3. Collector, Daman | Member |
| 4. Collector, Diu | Member |
| 5. Director of Accounts, Daman | Member |
| 6. Head of Office Concerned | Member |
| 7. Joint Secretary (Pers.) only for Common Cadre Posts | . Member |

The Departmental Selection Committee and Departmental Promotion Committee the Finance Secretary of Daman & Diu which the Finance Secretary is the Head of Department.

For Group 'A' & 'B'

- | | |
|--|---------------|
| 1. Finance Secretary Daman & Diu | Chairman |
| 2. Managing Director, OI DC, Daman | Member |
| 3. Collector, Daman | Member |
| 4. Collector, Diu | Member |
| 5. Director of Accounts, Daman | Member |
| 6. Head of Office Concerned | Member |
| 7. Joint Secretary (Pers.) Only for Common Cadre Posts | . Member |

For Group 'C'

- | | |
|-------------------------------------|---------------|
| 1. Finance Secretary of Daman & Diu | Chairman |
| 2. Managing Director, OI DC, Daman | Member |
| 3. Collector, Daman | Member |
| 4. Collector, Diu | Member |
| 5. Director of Accounts, Daman | Member |
| 6. Head of Office Concerned | Member |

The Employees Grievances Redressal Cell for the U.Ts of Daman & Diu and DNH as under:-

1. Joint Secretary (Personnel)
2. Concerned Head of Offices.
3. Director of Accounts/Dy. Secretary (Finance).
4. Superintendent (Personnel).....Member Secretary.



C/178

MANUAL – 9**A directory of its officers and employees;**

The directory of its officer and employees of the Department of Personnel and Administrative Reforms, Daman:

Sr. No.	Designation	Nos.
1.	Joint Secretary	1
2.	Superindent	1
3.	Assistant	1
4	U.D.C.	2
5	Jr. Steno	1
6	L.D.C.	2
7	Driver	3
8	Peon	3
9	Watchman	3
10.	Sweeper	1

The telephone No and Fax No of Office is as under: -

(a) Telephone No. 0260- 2231707 (b) Fax No.0260 - 2230023



MANUAL – 10

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations;

Sr. No	Name	Designation	Amount	Month & Year
1.	Shri L.D. Halpati	Superintendent	Rs.41640/-	January -2014
2.	Shri Subhash V. Damania	Assistant	Rs.37610/-	January -2014
3.	Shri Cliff P. Mendonca	UDC	Rs.30120/-	January -2014
4.	Shri K.Krishnaprasadan.	UDC	Rs.29640/-	January -2014
5.	Smt. Janhavi Dighe	Jr. Steno	Rs.22288/-	January -2014
6.	Shri Vijay Anand	LDC	Rs.22580/-	January -2014
7.	Shri Bhupendra Rama	Driver	Rs.25915/-	January -2014
8.	Shri D.M. Rathod	Driver	Rs.32320/-	January -2014
9.	Shri Ashok S. Mangela	Driver	Rs.18275/-	January -2014
10.	Shri Ramesh D Patel	Peon	Rs.23990/-	January -2014
11.	Shri T.A. Mendonza	Peon	Rs.23990/-	January -2014
12.	Shri Uttam Halpati	Watchman	Rs.23935/-	January -2014
13.	Shri Fakir S. Halpati	Watchman	Rs.28000/-	January -2014
14.	Shri Prvin N Kamli	Watchman	Rs.21770/-	January -2014
15.	Shri Anand R Varli	Watchman	Rs.18680/-	January -2014
18	Smt. Meena Gupta	Sweeper	Rs.15695/-	January -2014

MANUAL – 11

The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made;

1. Budget Allocation for the Financial Year 2012-2013

2052 – Non Plan

2052 – Secretariat General Service

90 – Secretariat

15 - Daman & Diu

15.00.01-Salary : : 5800

15.00.13-Office Expenses : : 915

15.00.06-Medical treatment : : 25

15.00.11-Domestic Travel Expenses : : 50

MANUAL – 12

**The manner of execution of subsidy programmes, including the amounts
allocated and the details of beneficiaries of such programmes.**

1. This department has not executed any subsidy programmes.

MANUAL – 13

Particulars of recipients of concessions, permits or authorizations granted by it.

1. There are no such concessions, permits granted by this department.

MANUAL - 14

Details in respect of the information, available to or held by it, reduced in an electronic form

Sr. No	Activities for which electronic data available	Nature of information available	Can it be shared with public	It is available on website or is being used as a back end data base
1	Transfer /Posting	Name & Designation of Employees/Official transferred	Yes	Available on website
2.	Circulars	All circulars issued by department from time to time	Yes	Yes
3.	Seniority List	Seniority of all common cadre staff	Yes	Yes
4	Tender	Various tenders	Yes	Yes
5	Telephone Directory	Directory of Name and Address of all Officers	Yes	Yes

1. The detailed information in respect of Seniority List, Notifications, Office Memorandums Circulars issued by this department is available in the Official departmental web site i.e. www.daman.nic.in

C/124

MANUAL – 15

The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use;

1. There is no library or reading room facilities available in the department Of Personnel and Administrative Reforms.

MANUAL – 16


The names, designations and other particulars of the Public Information Officer;

1. Shri Laxmanbhai D. Halpati, Supintendent (Gaz) is Public Information Officer, in the Department of Personnel and Administrative Reforms, Secretariat, Daman.
2. Shri P.S. Jani, Joint Secretary (Pers.) is the first Appellate Authority for Department of Personnel and Administrative Reforms.

MANUAL – 17

Such other information as may be prescribed; and thereafter update these publications every year;

1. All information are updated in the Official web site. such as Orders, Notification and Seniority list of Common Cadre Post etc.


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