

CITIZEN CHARTER

OF

Directorate of Education, Daman

ADDRESS

Directorate of Education, Near Jetty,

Nani Daman, Daman

PHONE:-0260-2255126.

E-mail Id:- adedn-dmn-dd@nic.in

INFORMATION OF OFFICE

NAME OF OFFICE:-

Directorate of Education, Daman

HEAD OF DEPARTMENT:-

**Shri S. S. Yadav, IAS,
Advisor to Administrator,
Daman & Diu and Dadra & Nagar Haveli**

**SECRETARY (EDUCATION),
Smt. Pooja Jain, IAS**

**DIRECTOR (EDUCATION),
Shri Vaibhav Rikhari, DANICS**

**ASSTT. DIRECTOR OF EDUCATION
SHRI. M. D. Patel**

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E-mail Id:- adedn-dmn-dd@nic.in



**RIGHT TO
INFORMATION**

PUBLIC INFORMATION OFFICER : SHRI. M. D. PATEL

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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 M. D. Patel	Asstt. Director of Education/Controlling Officer of All Secondary/Higher Secondary School, Daman	9979496181
2.	Shri Pramodchandra Bearamo	Asst. Account Officer (G)	9898110601
3.	Shri D. B. Ahir	Superintendent (G)	9574900046
4.	Smt. Smita Thomas	ADEI	9979688860
5.	Shri N.K. Bhandari	ADEI	9824593634
6.	Shri Icbalassif Sulemanxarif	U.D.C.	9909861786
7.	Smt. Nilam D. Damania	L.D.C.	9638797002
8.	Shri Umesh N. Halpati	Tr. Gr.-I	9825570371
9.	Shri Manish G. Smart	Asstt. Teacher	9228232456
10.	Shri Prakash L. Patel	Asstt. Teacher	9016386595
11.	Shri Dilip R. Valvi	Asstt. Teacher	9913216215
12.	Shri Sandip R. Patel	Lab. Technician	9978022205
13.	Shri Ramchandra V. Sadekar	Librarian Grade- II	9898186872
14.	Shri Bhulabhai N. Dhodi	Sweeper	9726851629
15.	Shri Sandip B. Patel	MTS	9574707878

**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, Dabel	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	12	00	00	00	08	00	00	18	00	38
6	Asstt. Tr.	00	21	08	11	08	11	11	08	18	07	103
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 Grade-II	00	00	00	00	00	01	00	00	01	00	02
10	Lab. Technician	00	00	01	01	00	04	00	01	01	01	09
11	U.D.C.	01	00	00	00	00	01	00	00	00	00	02
12	L.D.C.	01	01	01	01	01	01	01	01	01	01	10
13	Peon	00	00	01	01	00	01	00	01	01	01	06
14	Sweeper	00	00	01	01	00	01	00	01	00	00	04
15	Watchman	02	00	01	01	00	01	00	01	01	00	07
16	Cook	02	00	00	00	00	00	00	00	00	00	02
17	Hamal	04	00	00	00	00	00	00	00	00	00	04
18	Supervisor	02	00	00	00	00	00	00	00	00	00	02
	Total	14	38	16	18	11	32	15	16	44	13	217

AUTHORITY TO ISSUE T. R. 5

**Shri Pramodchandra Dearamo, AAO(G)
DIRECTORATE OF EDUCATION , DAMAN**

**Shri D. B. Ahir, Suprintendent(G)
DIRECTORATE OF EDUCATION , DAMAN**

**Shri Icballassif Sulemanxarif, UDC
DIRECTORATE OF EDUCATION , DAMAN**

**Smt. Nilam D. Damania, LDC
DIRECTORATE OF EDUCATION , DAMAN.**

CONTROLLING OFFICER

**SHRI. M. D. PATEL,
ASSTT. DIRECTORATOR OF EDUCATION, DAMAN.**

ACADEMIC

Secondary Schools

STD-IX	STD-X
Gujarati	Gujarati
English	English
Maths	Maths
Hindi	Social Science
Social Science	Science
Science	Optional Subjects
Sanskrit	Sanskrit/Hindi
Drawing	Drawing/Computer/P.T.
P.T	---
Computer	---

Higher Secondary Schools (STD XI & XII)

Science Stream	Arts Stream	Commerce Stream
Maths English Physics Chemistry Biology Gujarati/ Sanskrit Computer	Gujarati English Hindi Geography Social Studies Economics Sanskrit P. T. Computer	Gujarati English Elements of Accounts Statistics Economics Secretarial Practice / Org. of Commerce P.T. Computer

INFORMATION OF SCHOOLS

GOVT. EDUCATIONAL INSTITUTIONS

Sr. No.	Category	No. of Schools		
	Govt. Schools	Urban	Rural	Total
1	Secondary School	01	05	06
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	Urban
2. Government Aided Secondary and Higher Secondary School			
1	Institute of our lady of Fatima	Moti Daman	Urban
2	Sarvajanik Vidhyalaya	Nani Daman	Urban
3	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. Technical Schools			
1	Technical Training Institute	Moti Daman	Urban
2	Industrial Training Institute	Varkund	Rural
6. Non Government High School			
1	Stella Marish Eng. Med. School	Nani Daman	Urban
2	Swami Vivekanand Hindi/English Medium School	Dalwada	Rural
3	Divya Jyoti Hindi Medium School	Dabhel	Rural
4	Aman Vidyaniketan	Marwad	Rural

7. Non Government Higher Secondary School			
1	Shree Machhi Mahajan Gujarati Medium School	Nani Daman	Urban
2	Shrinathji English Medium School	Varkund	Rural
3	Coast Guard Public School	Dalwada	Rural
4	Holy Trinity High School	Dunetha	Rural
5	Divya Jyoti English Medium School	Dabhel	Rural
6	Shree Swami Narayan English Medium School	Dabhel	Rural
8. Unaided P. T. C. College			
1	Shrinathji P. T. C. College	Varkund	Rural
9. Government Aided B. Ed. College			
1	Shree Machhi Mahajan B. Ed. College	Nani Daman	Urban
10. Govt. Polytechnic College			
1	Govt. Polytechnic College	Varkund	Rural
11. Govt. College			
1	Govt. College	Nani Daman	Urban

ACTIVITIES

Sr. No	SERVICES/FACILITIES RENDERED	PROCESS FOR COLLECTION	TIME LIMIT FOR DISPOSAL	TO WHOM TO CONTACT
1.	Counter signature	Outward/Inward section	Immediately. During office hours.	--do--
2.	Issuing of Leaving certificate	Principal/Head Masters of Concerned School	Immediately	Principal/Head Master of concerned school.
3.	1) Admission	Concerned School	Immediately	Principal/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.	Principal/Head Master of Concerned school.
4.	Correction/change in name, date of birth etc. (Up to Std. 10 th)	Principal/Head Master of Concerned School(Application with affidavit/birth certificate & other supporting documents)	Within 3 days	Asstt. Director of Education, Daman
5.	Terms and Vacation	Circular from Asst. Director of Education Office.	Yearly	Asstt. Director of Education, Daman.
6.	S.M.D.C. & P.T.A.	Principal/Head Master of concerned school.	---	Principal/Head Master of concerned school.
7.	All types of scholarships	Filled up Forms from school	Yearly process	Asstt. Director of Education, Daman
8.	Free Text Books to all students and School Bags, Uniforms to SC/ST Students of Govt. & Govt. Aided School	Principal/Head Master of concerned school	Yearly	--do--
9.	Rashtriya Madhyamik Shiksha Abhiyan (RMSA)	Asstt. District Project co-ordinator	Continue Scheme	Principal/Head Master of the Concerned School
10.	National Award for Teacher	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
11.	Inspire Award	Principal/Head Masters of Concerned School	Yearly	State Nodal Officer, Daman & Diu District

12.	Free Bicycle to Girls Students of Std. VIII	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman
13.	50% fee reimbursement to Girls Students for Degree and Professional Courses	Principal of Concerned College	Yearly	Asstt. Director of Education, Daman
14.	Reimbursement of Board Examination Fees to Girls Students of Govt. & Govt. Aided School	Principal/Head Masters of Concerned School	Yearly	Asstt. Director of Education, Daman