



सत्यमेव जयते

**DISTRICT PANCHAYAT,  
DAMAN (U.T.)**

**SUE-MOTO PUBLICATION OF  
17-MANUALS**

**POSTAL ADDRESS**

**CHIEF EXECUTIVE OFFICER  
DISTRICT PANCHAYAT,  
DHOLAR,  
MOTI DAMAN – 396 220**

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**WORKING HOURS MONDAY TO FRIDAY**

- ❖ 9:30 AM to 1:30 PM**
- ❖ 1:30 PM to 2:00 PM Lunch Break**
- ❖ 2:00 PM to 6:00 PM**

# ORGANISATION CHART

ADMINISTRATOR



Secretary Panchayat)



Special Secretary (Panchayat)



Chief Executive Officer    President (DP)



Dy. Director of Accounts    Vice President (DP)



Head of Office    Members (DP)



Block Development Officer	Assistant Director of Education	Child Development Project Officer	Executive Engineer, PWD	Extension Officer, Agriculture	Superintendent of Fisheries	Veterinary Husbandry
Head Clerk -Extension Officer	ADEI	Accountant	Asstt. Engg.	Agriculture Assistant	Gram Sevak	Veterinary & Husbandry Doctor
↓      ↓	↓	↓	↓	↓	↓	↓
UDC    Gram Sevak	Accountant	UDC	Jr. Engineer	Filled Asstt.	L.D.C.	Attendant Dresser
↓      ↓	↓	↓	↓	↓	↓	↓
LDC    LDC	Supervisor	LDC	ASW	Filled Worker	Peon	Peon
↓      ↓	↓	↓	↓			
Peon    Peon	UDC	Peon	LDC			
	↓		↓			
	LDC		Peon			
	↓					
	Peon					

# **MANUAL – 1**

## **THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:**

The Chief Executive Officer, Head of Office of District Panchayat, Daman who has been Delegated Financial Powers under the provision of Delegation Financial Power, General Financial Rules, CTR and CPWD Manual having all the power of Administrative, Establishment, Corresponding with the Administration.

## MANUAL – 2

### **THE COMMITTEES OF DISTRICT PANCHAYAT**

**The following Standing Committees of District Panchayat are to be framed.**

- 1) Standing Committee
- 2) Public Works Committee
- 3) Education and Health Committee.
- 4) Welfare Committee.
- 5) Finance Committee
- 6) Joint Committee

## MANNUAL -3

### Service Standards –

Service Name		Standard
1) Administrative Approval & Expenditure Section	Proposal/Estimate received for accord of Administrative Approval & Expenditure Section are scrutinized considering funds availability, correct classification and to whether proposal are included in draft annual plan.	2 working days
2) Tender Approval	Tender copy along with hard copy of documents from various agency's and individual rate quoted are physically verified and accordingly certificate endorsed as per provision of CPWD works manual.	2 working days
3) Running Account Bill	Measurement recorded in Measurement Book for running account bill/ Final Bill are manually check and compared with original tender document for its eligibility as per provision of CPWD works manual. And for various type of deduction such as deduction for security deposit, Income Tax, VAT, Labour Cess etc.	3 working days
4) Preparation of Cheques	On receipt of proposal release of payment duly approved by C.E.O. & President cheque to agency and recovery cheque security deposit, Income Tax, VAT, Labour Cess along with Challan is prepared and deposit in the bank.	2 working days

5) Payment Voucher	Payment voucher of contingent Expenditure on various type of purchase of stationery fuel etc. received from establish section. Mid Day Meals, Nominal Master Rolls of Daily wages staff, Salary Bill of regular staff & on contract basis,	2 working days
6) Pension	Old age pension, Widow pension & Disable pension	2 working days
7) Subsidy	Financial Assistance to Fishermen and Farmers	2 working days
8) Budget	Budget preparation is done by account section base on details submitted by various Section i.e. Agriculture, Fisheries, Veterinary P.W.D. Pension Cell, Village Panchayat of Daman District, and mid days meals proposal from ADE, DP	As time limit prescribed by planning Deptt.
9) Annual Plan	Annual Plan preparation is done by account section base on details submitted by various Section i.e. Agriculture, Fisheries, veterinary P.W.D. Pension Cell, Village Panchayat of Daman District, and mid days meals proposal from ADE, DP for inclusion of new scheme in Annual Plan	As time limit prescribed by planning Deptt.

10) Submission of Proposal Drawal of fund	On receipt of allotment from Finance Department individual file for each budget head (26) head of account list of work received from various link sections is to be prepared. Proposal to be submitted has to be supported with list of expenditure of previous year, Annexure - A for new works, Utilization certificate, fund availability certificate and details Report for concurrence of finance department and approval of Administer.	7 working days
11) Withdrawal of fund	On receipt of proposal duly approved by competent authority, sanction order is prepared and signature obtained T.R. 42 along with GFR is presented to Treasury and on receipt of cheque same is credit in bank after making necessary entry in respective register.	7 working days
12) Compliance of Audit	Preparation of questionnaires for internal Audit and for resident audit along with supporting document and day to day compliance half margin, audit para of District Panchayat and of Village Panchayat. And submission of periodical statement of outstanding Paras.	



13) Maintenance of record / documents	The following registers/files are maintained by account section	Same day.
	1. Cash Book alongwith cheque book Registers	Same day.
	2. Dead stock Register	Same day.
	3. Stock Register	Same day.
	4. Consumable Register	Same day.
	5. Grant-in-Aids Register	Same day.
	6. Library Register	Same day.
	7. Assets Register	Same day.
	8. Security Deposit Register	Same day.
	9. EMD Register	Same day.
	10. Budget Control Register	Same day.
	11. Inward & Outward Registers	
	12. Voucher Files	Same day.
	13. Receipt of TR-5	Same day.
	14. Log Book (Vehicle)	Same day.
	15. Peon Book.	
	16. Matter pertaining to MACP/ ACP probation clearance of staff.	7 working days
	17. Recruitment Rules for all departmental posts.	30 days
	18. Matter pertaining to Group 'A', 'B' & 'C' posts.	30 days
	19. Personnel files in respect of all staff.	Same day.
	20. ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.	Same day.
	21. Pay Bill Register / Bill Register.	Same day.
	22. Monthly/Quarterly Report file.	Same day.
	23. Pay Bill File.	Same day.
	24. Contingency bill file.	Same day.
	25. Budget file.	Same day.

## **MANUAL - 4**

### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

- 1) The Administrator Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
  
- 2) The Secretary (PRI), being Head of Department of District Panchayat and Gram Panchayat, Daman & Diu.

## **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) The service rules prescribed by the Central Government Rules in respect of Group 'A' 'B' 'C' and 'D'. Every proposal containing recruitment / promotion is being placed before the Department Selection Committee/Departmental Promotion Committee prescribed for Group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the Appointing Authority and the proposal such as framing/amendment of R.Rs approval of the Administrator is necessary.

## MANUAL – 6

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;**

14) Maintenance of record / documents	The following registers/files are maintained by account section
	1) Cash Book alongwith cheque books Registers
	2) Dead stock Register
	3) Consumable Register
	4) Grant-in-Aids Register
	5) Library Register
	6) Assets Register
	7) Security Deposit Register
	8) EMD Register
	9) Budget Control Register
	10) Voucher Files
	11) Matter pertaining to MACP/ACP / probation clearance of staff.
	12) Recruitment Rules for all departmental posts.
	13) Matter pertaining to Group 'A', 'B' & 'C' posts.
	14) Personnel files in respect of all staff.
	15) ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.
	16) Pay Bill Register / Bill Register.
	17) Monthly/Quarterly Report file.
	18) Pay Bill File.
	19) Contingency bill file.
	20) Budget file.

## 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:

- ❖ Meetings organized by Gram Sabha of various Group Gram Panchayats of Daman District.
  1. Marwad Group Gram Panchayat, Nani Daman.
  2. Kadaiya Group Gram Panchayat, Nani Daman.
  3. Bhimpore Group Gram Panchayat, Nani Daman.
  4. Varkund Group Gram Panchayat, Nani Daman.
  5. Dabhel Group Gram Panchayat, Nani Daman.
  6. Kachhigam Gram Panchayat, Nani Daman.
  7. Damanwada Group Gram Panchayat, Nani Daman.
  8. Magarwada Gram Panchayat, Nani Daman.
  9. Pariyari Gram Panchayat, Nani Daman.
  10. Patlara Magarwada Gram Panchayat, Nani Daman.

## MANUAL – 8

A STATEMENT OF THE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PART OR FOR THE PURPOSE OF ITS ADVICE. AND AS TO WHETHER MEETING OF THOSE BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC:

The Administrator, Daman & Diu and DNH has reconstituted a District Planning Committee for the U.T. Daman & Diu comprising of the following Official & Non-Official Members as per Notification No.DPS/RCPS/2013-14/694 dated 11/09/2013.

### DISTRICT PLANNING COMMITTEE FOR THE DAMAN DISTRICT.

<b>Sr. No.</b>	<b>Name of Members</b>	<b>Committee</b>
1.	President, District Panchayat, Daman	Chairman
2.	President, DMC., Daman	Vice Chairman
3.	Member of Parliament, Daman	Member
4.	President, District Panchayat,	Member
5.	Vice President DMC. Daman	Member
6.	Five Members to be elected Member by District Panchayat from amongst the elected Sarpanches of Group Gram Panchayat of Daman.	Member
7.	Five Members to be elected by and from among the elected members of District Panchayat, Daman	Member
8.	Five Members to be elected by DMC from Municipal Counselors, Daman	Member
9.	Block Development Officer, Daman.	Member
10.	Chief Officer, DMC. Daman	Member
11.	Chief Executive Officer, District Panchayat, Daman	Member



## MANUAL – 9

### **A DIRECTORY OF ITS OFFICERS AND EMPLOYEES: ADMINISTRATIVE STAFF**

Sr. No.	Name of the Incumbent	Designation	Contact Number
1.	Shri S.S. Sidhu	Chief Executive Officer	9727208888
2.	Shri K. S. Chauhan	Dy. Director of Accounts	9913805540
3.	Shri P.B. Rathod	Statistical Assistant	9879485025
4.	Smt. B. S. Joshi	Bal Sevika	9377026084
5.	Shri P. L. Bagda	Extension Officer (Agri)	9925575861
6.	Shri H. D. Mahyavanshi	Filled Assistant	9624728697
7.	Shri David Mendonsa	Power Tiller Driver	9825182118
8.	Shri M.J. Patel	Personal Assistant	9913159662
9.	Shri S. K. Patel	Lower Division Clerk	9427801139
10.	Smt. S. G. Tandel	Lower Division Clerk	8238555550
11.	Shri H. B. Halpati	Steno	9998627056
12.	Shri D. R. Patel	Lower Division Clerk	9429008425
13.	Shri V. R. Halapti	Lower Division Clerk	8733067099
14.	Shri M.Dhonde	Lower Division Clerk	9687083367
15.	Shri P. K. Dhodi	Lower Division Clerk	9898155888
16.	Shri S. N. Dhodi	Lower Division Clerk	9825714626
17.	Shri N. D. Patel	Lower Division Clerk	9779142233
18.	Shri Y.N. Patel	Lower Division Clerk	9722212223
19.	Shri J. P. Mahyavanshi	Driver	9638843458
20.	Shri D. N. Rasulia	Driver	9375965177
21.	Shri B. B. Patel	Driver	9724438234
22.	Shri K. G. Kamli	Driver	9879977105
23.	Shri R. Sharma	Driver	9891359905
24.	Shri K.U. Patel	Driver	9712529717
25.	Shri S. N. Patel	Driver	9909443880
26.	Shri A. D. Tandel	Driver	9924333346
27.	Shri J.L. Dhodi	Peon	9979496829
28.	Shri D. R. Halpati	Peon	8000506191
29.	Shri D. L. Halpati	Peon	9913907411
30.	Shri V. H. Shirsath	Peon	9624232556
31.	Smt. B. Remedios	Peon	9099844096
32.	Shri S. B. Halpati	Peon	9825865315
33.	Shri R.C. Halpati	Peon	9974347417
34.	Kum. D. M. Patel	Peon	9879449262
35.	Shri R. B. Halpati	Peon	9727939145



## MANUAL – 10

### ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Working Staffs
1.	Shri S.S. Sidhu	Chief Executive Officer	Appointed by the Administrator
2.	Shri K. S. Chauhan	Dy. Director of Accounts	Appointed by the Administrator
3.	Shri P.B. Rathod	Statistical Assistant	Diverted capacity
4.	Smt. B. S. Joshi	Bal Sevika	Diverted capacity
5.	Shri P. L. Bagda	Extension Officer (Agri)	Diverted capacity
6.	Shri H. D. Mahyavanshi	Filled Assistant	Diverted capacity
7.	Shri David Mendonsa	Power Tiller Driver	Diverted capacity
8.	Shri M.J. Patel	Personal Assistant	Regular Appointed
9.	Shri S. K. Patel	Lower Division Clerk	Regular Appointed
10.	Smt. S. G. Tandel	Lower Division Clerk	Regular Appointed
11.	Shri H. B. Halpati	Steno	Contract Basis
12.	Shri D. R. Patel	Lower Division Clerk	Contract Basis
13.	Shri V. R. Halapti	Lower Division Clerk	Contract Basis
14.	Shri M.Dhonde	Lower Division Clerk	Contract Basis
15.	Shri P. K. Dhodi	Lower Division Clerk	Contract Basis
16.	Shri S. N. Dhodi	Lower Division Clerk	Contract Basis
17.	Shri N. D. Patel	Lower Division Clerk	Contract Basis
18.	Shri Y.N. Patel	Lower Division Clerk	Contract Basis
19.	Shri J. P. Mahyavanshi	Driver	Regular Appointed
20.	Shri D. N. Rasulia	Driver	Contract Basis
21.	Shri B. B. Patel	Driver	Contract Basis
22.	Shri K. G. Kamli	Driver	Contract Basis
23.	Shri R. Sharma	Driver	Contract Basis
24.	Shri K.U. Patel	Driver	Contract Basis
25.	Shri S. N. Patel	Driver	Contract Basis
26.	Shri A. D. Tandel	Driver	Contract Basis
27.	Shri J.L. Dhodi	Peon	Regular Appointed
28.	Shri D. R. Halpati	Peon	Regular Appointed
29.	Shri D. L. Halpati	Peon	Regular Appointed
30.	Shri V. H. Shirsath	Peon	Contract Basis
31.	Smt. B. Remedios	Peon	Contract Basis
32.	Shri S. B. Halpati	Peon	Contract Basis
33.	Shri R.C. Halpati	Peon	Contract Basis
34.	Kum. D. M. Patel	Peon	Contract Basis
35.	Shri R. B. Halpati	Peon	Contract Basis

## MANUAL – 11

**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:**

<b>Sr. No.</b>	<b>Budget Head of Account (Under Grant-in-Aid)</b>	<b>Fund Allotted 2013-14</b>
	<b>PLAN</b>	
1	2202 - General Education (Gen)	1,18,13,000
	2202 - General Education (Cap)	35,00,000
2	2204 - Sports and Youth Services	82,25,000
3	2205 - Art and Culture	12,07,000
4	2210 - Medical and Public Health	35,00,000
5	2215 - Water Supply	82,77,000
6	2216 - Housing	5,07,000
7	2225 - Welfare of SC, ST & OBC	5,95,000
8	2235 - Social Security and Welfare (Gen)	4,40,00,000
	2235 - Social Security and Welfare (NSAP)	50,00,000
9	2236 - Nutrition	1,50,00,000
10	2401 - Crop Hunsb.	64,75,000
11	2402 - Soil and Water Conservation (Gen)	52,50,000
	2402 - Soil and Water Conservation (Cap)	52,50,000
12	2403 - Animal Husbandary	6,30,000
13	2405 - Fisherise	90,30,000
14	2406 - Forestry and Wild Life	4,37,000
15	2515 - Other Rural Develop. Pro. (Gen)	1,19,87,000
	2515 - Other Rural Develop. Pro. (Cap)	70,00,000
	2515 - Other Rural Develop. Pro. (Salary)	61,25,000
16	2702 - Minor Irrigation	17,15,000
17	2711 - Flood Control and Drainage	0
18	2801 - Power	96,77,000
19	2810 - Non-Conv. Sources of En.	15,40,000
20	2852 - Industries	14,70,000
21	3054 - Roads and Bridges (Gen)	5,25,00,000
	3054 - Roads and Bridges (Cap)	1,75,00,000
22	3452 - Tourism	35,00,000
23	3454 - Census Survey & Statist.	2,27,000
	<b>Total Fund Allotted :</b>	<b>24,19,37,000</b>

	<b>NON - PLAN</b>	<b>Fund Allotted 2013-14</b>
1	2059 - Public Works	3,50,000
2	2070 - Other Administrative Services	2,80,000
3	2202 - General Education ( <b>Gen</b> )	7,00,000
4	2202 - General Education ( <b>Salary</b> )	70,000
5	2215 - Water Supply	35,000
6	2216 - Housing	35,000
7	2235 - Social Security and Welfare	2,10,000
8	2245 - Natural Calamities	35,000
9	2515 - Other Rural Develop. Pro. ( <b>Gen</b> )	35,000
10	2515 - Other Rural Develop. Pro. ( <b>Pan. Raj</b> )	35,00,000
11	2515 - Other Rural Develop. Pro. ( <b>Salary</b> )	1,40,000
12	2702 - Minor Irrigation	1,75,000
13	2801 - Power	35,000
14	3054 - Roads and Bridges	10,50,000
	<b>Total</b>	<b>66,50,000</b>

## MANUAL -12

THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES,  
INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF  
BENEFICIARIES OF SUCH PROGRAMMES:

Name of Scheme	Seminar / Programmes	Beneficiaries	Allotted fund for the 2012-13
Integrated Agriculture Development Scheme	Procurement of Agricultural inputs like seeds, organic manure, bio- pesticide, tools, equipments, implements, horticulture plants machineries and other inputs (storage bin) etc.	1644 Nos. of Beneficiaries	₹ 1,25,00,000/-
Maintenance of Govt. Horticulture & Demonstration Farm, Daman	Farmers' seebir /training & field demonstration programme.	310 Nos. of Beneficiaries	₹ 60,00,000/-

## MANUAL -13

### PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORIZATIONS GRANTED BY IT.

#### **1. Eligibility Pension to : Old Age Pension (NSAP)**

- a) The age of the person should be 60 years and above.
- b) The person must be a domicile of the U.T. of Daman & Diu.
- c) The income of the Old Age Person/Senior Citizen should not be more than ₹ 1.00 lakh per annum from all sources.
- d) If the person gets similar benefits from any other scheme for same purpose, then the financial assistance under this scheme will be stopped.

#### **2. Eligibility Pension to : Widow Pension (NSAP)**

- a) The person must be a domicile of the U.T. of Daman & Diu.
- b) The income of the Old Age Person/Senior Citizen should not be more than ₹ 1.00 lakh per annum from all sources.
- c) If the person gets similar benefits from any other scheme for same purpose, then the financial assistance under this scheme will be stopped.
- d) If the person is re-married, the benefit will be stopped.

#### **3) Eligibility Pension to : Disabled Pension (NSAP)**

- a) The age of the person should be 18 years and above.
- b) The person must be a domicile of the U.T. of Daman & Diu.
- c) The income of the Old Age Person/Senior Citizen should not be more than ₹ 1.00 lakh per annum from all sources.
- d) The disability level should be 40% and above as certified by the Medical Board as per the guidelines of Government of India.  
purpose, then the financial assistance under this scheme will be stopped.
- e) If the person gets similar benefits from any other scheme for same purpose, then the financial assistance under this scheme will be stopped.

**The District Panchayat, Daman and Diu have implemented three category of Pension Scheme for Financial Assistance @ Rs.1000/- per month under National Social Assistance Programme taking the Beneficiaries from Panchayats area of Daman District.**

- 1) Old Age Pension : 1756 Nos. of Beneficiaries
- 2) Disabled Pension : 1061 Nos. of Beneficiaries
- 3) Disabled Pension : 1714 Nos. of Beneficiaries

## MANUAL – 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND 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 and data base
01	Circulars, Orders &	All circulars/ Orders issued by department from time to time placed on office notice board.	Yes	Yes
02	Public Notice	issued by department from time to time placed on office notice board.	Yes	Yes
02	e-Tender	Various tenders / quotations	Yes	Yes

## **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. The public can approach the line department for obtaining any information.
2. They can also apply under RTI Act for obtaining information from line department all Head of line department are declared PIO's as details given in Manual-16.
3. Name Board regarding staff have been displayed at line department.
4. A Name Board confirming norm & other particulars of PIO and Appellate Authority made RTI Act has been displayed at a Panchayat place in compound of District Panchayat.

## MANUAL - 16

THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

1.	a)	Name of Public Grievance Officer/RTI	Shri S.S. Sidhu, Chief Executive Officer for District Panchayat, Daman
	b)	Helpline number/web site UCR to lodge grievance	Telephone No. 0260-2231059 Email: ceo_dp_dmn_@yahoo.com
	c)	Response to be expected by person lodging the services	At the earliest Possible
	d)	Timelines for redress	Apellate Authorities of District Panchayat, Daman.
2.	PIOs of Line Departments out as Grievances Officers in respect of their department.		
	1	Village Panchayat, Daman	Village Panchayat Secretary in respect of Village Panchayat.
	2	Block Development Office (DP)	Block Development Officer (DP)
	3	Education Department (DP)	Asstt. Director of Education (DP)
	4	PWD. District Panchayat (DP)	I/c. Executive Engineer, (DP)
	5	Accounts Department, (DP)	Deputy Director of Accounts (DP)
	6	Child Development Project Office (DP)	Child Development Project Officer (DP)
	7	Agriculture Department (DP)	Head of Office, Agriculture Deptt. (DP)
	8	Pension Branch (NSAP)	Bal Sevika (DP)
	9	Fisheries Branch (DP)	Superintendent of Fisheries (DP)
	10	Animal & Husbandary (DP)	Veterinary Officer (HO)
	11	Forest Department (DP)	Forest Officer (HO)
	12	District Panchayat Office	Administrative Officer/District Planning Officer (DP), Daman
	13	Appellate Authority (DP)	The Chief Executive Officer (DP) (For above PIO's.)



**MANUAL – 17**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;**

All Information is updated in the official website such as orders, notification, tender etc.

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\* All above information to be sent in digital form/soft copy.