

ADMINISTRATION OF DAMAN & DIU (U.T)
OFFICE OF THE DEPUTY SECRETARY (ELECTION)
SECRETARIAT, MOTI DAMAN.

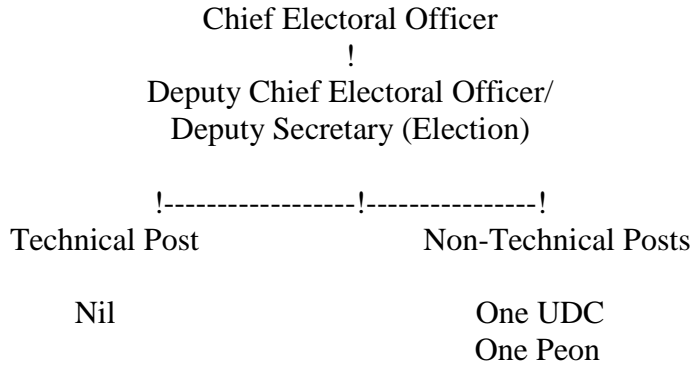
SUO MOTO PUBLICATION OF 17 MANUALS

MANUAL-1

(I) The Particulars of its Organization, function and Duties :

The main function of the Office of the Deputy Secretary (Election) is to correspond with Election Commission of India, New Delhi to submit requisite information pertaining to Election matter of Daman & Diu.

ORGANIZATION CHART



Work Allocation of Staffs :

The distribution of work among the staff on Deputy Secretary (Election) are made as under :-

Sr.No.	Name of official & Designation	Work Allotted
1.	Surendrakumar Goan, UDC	<ul style="list-style-type: none">• To received Dak and outward• To put up the correspondence in concern file• To submit the files to Deputy Secretary (Election)• To Pay Bill, FVC Bill etc. submitted to Account Department• To received chqueque and Deposit in Bank• Maintenance of various Register
2.	Somabhai L. Patel Peon/ Multi Tasking staff	<ul style="list-style-type: none">• To assist in office works like delivering the Tapal• To Maintain cleanliness in office• To attend the Head of Office

POSTAL ADDRESS

ADMINISTRATION OF DAMAN & DIU (U.T.)
OFFICE OF THE DEPUTY SECRETARY (ELECTION)

SECRETARIAT,

MOTI DAMAN.

PIN CODE NO.396 220

Phone No. (0260)2230665

Fax NI. (0260) 2230383

WORKING HOURS

Monday to Friday : 9:30 a.m. to 1:30 p.m.

1.30 p.m. to 2.00 p.m. Lunch Break

2.00 p. to 6.00 p.m.

MANNUAL-2

The powers and duties of officers and employees :

The Deputy Secretary (Election), HO/DDO in respect of this Department who has been delegated Financial Powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment, Control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules.

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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 applications and other Correspondence and entry in inward Register * Applications / Correspondence marked by Deputy Secretary (Election) has examined and put up on file for submission and sent the reply to concerned office.	U.D.C	* Same Day • Within a week or depending on urgency to the matter / case

MANUAL-4

The norms set by it for the discharge of its functions :

1. The Deputy Secretary (Election) is head of office. He is responsible for day-to-day work/ activities being undertaken in the office. He is the reporting officer to the Chief Electoral Officer.

MANUAL-5

The rules, regulations, instruction, manuals and records held by it or under its control or used by its employees for discharging its functions :

As per C.C.C. Conduct Rules and G.F.R.

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MANUAL-6

A Statements of the categories of documents that are held by it or under its control :

1. Personal files and service books of staff of Deputy Secretary (Election), Daman.
2. ACR's
3. Pay Bill Register
4. BCR Register
5. Dead Stock Register
6. Cheque Register
7. Monthly/Quarterly Report file.
8. Pay Bill file
9. Contingency Bill file
10. Budget file
11. Consumable register
12. G.F.R.-8 Register
13. Bill Register

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 :

No such arrangement exists at present, All the decision regarding formulation of policy are being taken as per the orders of the competent authority.

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 the those boards councils, committees and other bodies are open to the public or the minutes of such meeting are accessible for public :

No such bodies constituted by the Deputy Secretary (Election), Daman.

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MANUAL-9

A directory of its officers and employees :

The Directory of Officers and employees of the Office of the Deputy Secretary (Election) is as below :

DIRECTORY OF OFFICERS & EMPLOYEES :

Sr.No.	Designation	Nos. of posts
1.	UDC	1
2.	Peon / Multi Tasking Staff	1

The telephone No and Fax No of office is as under :_

(a) Telephone No.0260-2230665 (b) Fax No.0260-2230383

MANUAL-10

The monthly remuneration received by each of its officers and employees, including the systems of compensation as provided in its regulations :

Monthly remuneration for the posts of Officers and employees is as under :

MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES

Sr.No.	Designation	Scale of Pay
1	UDC	PB:1 : 5200-20200+GP Rs.2800
2.	Peon / Multi Tasking staff	PB:1 : 5200-20200+GP Rs.2000

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MANUAL-11**The budget allocated to each to its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made :**

The required details for the Financial years 2013-14 are as under :

Sr. No	Major Head of Account	Sanctioned 2013-14
1	Non Plan 2015-Election (Major Head) 0.105-Charges for Conduct of Election to Parliament 2-Expenditure in Union Territories (Without Legislature) 02.00.28-Professional Service (Non Plan)	Rs.80,00,000
2	Demand No.64 Non Plan 2217-Major Head Urban Development 80-General 800-Other Expenditure Estt. 12-Architect Town Planner Estt. 12.00.13-Office Expenses	Rs.2,00,000/-
3	Non Plan 2217-Major Head Urban Development 800-Other Expenditure 12-Architect Town Planner Estt. 12.00.11-Domestic Travel Expenses	Rs.1,00,000/-
4	Non Plan 2515-Majoar Head Other Rural Urban Development 1-Direction and Administration 5-Daman & Diu 09.00.13-Office Expense	Rs.1,00,000/-
5	Non Plan 2515-Major Head Other Rural Urban Development 5-Daman & Diu 00.00.11-Domestic Travel Expenses	Rs.50,000/-

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MANUAL-12

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

Does not pertain to Office of the Deputy Secretary (Election)

MANUAL-13

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

Does not pertain to Office of the Deputy Secretary (Election)

MANUAL-14

Details in respect of the information, available to or held by it, reduced in and election from :

NIL.

The Part 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:

There are no facilities available with this department.

MANUAL-16

The Head of office i.e. Smt. Asha Chaudhary, Deputy Chief Electoral Officer / Deputy Secretary (Election), is the Public information office in respect of Office of the Deputy Secretary (Election), Daman as notified by the Administration.

MANUAL-17

Such other information as may be prescribed :

Nil.