

PORT OFFICE, DAMAN.

(I) *THE PARTICULARS OF ORGANIZATION FUNCTIONS AND DUTIES*

- i. Issue of Licence for fishing boats.
- ii. Issue of Port Employment Licence.
- iii. Regulate the movement of craft within the Port Limit.
- iv. Conservation of Port.
- v. Regulate and Monitor the Landing and shipping of goods.
- vi. Operation and maintenance of Lighthouses.
- vii. Hoisting the Storm Warning Signals.
- viii. Port Clearance Certificate for departure of vessel from Daman Port to other Port.

II) *THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES*

Sr. No.	Categories of the officials	Power	Duties
1.	Secretary (Ports) / Director (Ports)	The Secretary (Ports) U.T. of Daman and Diu exercise the power of Head of Department for Port and function with Power under DFA Rules.	Control over entire Department.
2.	Deputy Secretary (Ports)	To Convey the decision of Secretary (Ports) and Correspondence with the Govt. of India.	To submit all related files to Secretary (Ports)
3.	Mamlatdar (H.O.), Daman.	Delegated Power of Head of Office	To follow the direction /instruction issued by Dy. Secretary (Ports) and Secretary (Ports) and convey it to Port Office, Daman.
4.	Port Officer, Daman.	Power delegated under the Goa, Daman and Diu Port Rules, 1983. Declared as a Conservator of Port under the Indian Ports Act 1908.	Follows direction / instruction issued by Secretary (Ports) , Deputy Secretary (Ports), Mamlatdar, Daman. Put up all the files related to Port Department. Overall supervision of staff for office work relating to house keeping functions, operation and maintenance of Lighthouse.
5	Senior Lighthouse Keeper	Overall in charge of Lighthouse.	Operation and Maintenance of Lighthouse. Manage matter related to official language, Income Tax, typing etc.

6.	Lighthouse Keeper	Maintenance of lighthouse.	Prepare License, Port Clearance etc.
7.	Lower Division Clerk		Typing works, To maintained Accounts works.
8.	Sailor		Help Lighthouse keeper in cleaning of lighthouse and other misc. work related to shipping.
9.	Multi Tasking Staff (Peon)		Inward, Outward and other works

(III) THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY

Port office submits the files /proposal for the approval of Secretary (Ports) / Hon'ble Administrator of this U.T. for policy decision. All such types of files routed through Mamlatdar, Dy. Secretary (Ports) for onward submission to Secretary (Ports) and Hon,ble Administrator.

IV) THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTION

Port office follows the Goa, Daman & Diu Port Rules 1983 and other norms form by Local Administration and Central Govt. from time to time.

V) THE RULES, REGULATION, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLYEES FOR DISCHARGING ITS FUNCTIONS.

- i) Goa, Daman and Diu Port Rules 1983.
- ii) Indian Port Act. 1908.

VI) A STATEMENT OF CATAGORIES OF DOCUMENT THAT ARE HELD BY IT OR UNDER ITS CONTROL:

Register for Licences issued to vessels.

VII) THE PARTICULAR OF ANY ARRANGEMENT THAT EXIST FOR CONSULTATION WITH, OR REPRESENTATION BY, THE MEMBERS OF THE PUBLIC IN RELATION TO THE FORMULATION OF ITS POLICY OR IMPLIMENTATION OF THEREOF.

No Particular arrangement available.

VIII) A STATEMENT OF THE BOARDS, COUNCILS COMMITTEES AND OTHER BODIES CONSISTING OF TWO OR MORE PERSONS CONSTITUTED AS ITS PORT 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.

Daman Diu Maritime Advisory Committee / Members

1. Administrator of Daman & Diu and DNH -- Chairman.
2. Inspector General of Police of Daman & Diu ---Member
3. D.I.G. Commanding Officer, ICGAS, Daman----Member
4. Secretary (Fisheries) Daman & Diu---Member
5. Secretary (Ports) Daman & Diu---Member
6. Collector Daman & Diu –Member
7. Chief Engineer, OIDC- Member
8. Chief Nautical Officer, Gujarat Maritime Board---Member
9. Representative from Indian Navy ---Member
10. Representative from Daman Fisheries Society -- Member
11. Representative from Diu Fisheries Society-- Member
12. Port Officer – Daman & Diu-- Member Secretary

II. OBJECTIVE OF DAMAN & DIU MARITIME

ADVISORY COMMITTEE.

1. To impetus to Coastal Shipping by assessing the feasibility of Development of Minor Ports of Daman & Diu .
2. To provide proper navigational facilities including construction of jetty, improvement of Lighthouse etc.
3. To maximum Coastal benefits and strategic advantage of Daman & Diu Port.
4. To improve Maritime Tourism
5. To provide service, property and infrastructure support that will promote private investment.
6. To bring innovation and implement latest technology at Daman & Diu
7. To ensure safety and Security at all levels of operation.

IX DIRECTERY OF ITS OFFICER AND EMPLOYEES

Sr. No.	Name	Contact No.
1.	Shri K. K. Dubey, Mamlatadar (H. O.)	0260-2230861
2.	Shri Kaushik Vaghela, Port Officer	9825735098
3.	Shri Haresh M. Rohit, Senior Lighthouse Keeper	9825988076
4.	Shri Makan B. Tandel, Lighthouse Keeper	9726609606
5.	Shri Manojkumar R. Rana, Lighthouse Keeper	9726185846

X. THE MONTHLY REMUNERATION RECEIVED BY EACH OF ITS - OFFICERS AND EMPLOYEES INCLUDING SYSTEM OF COMPENSATION OF COMPONSATION AS PROVIDED

Sr. No.	Name	Gross Salary
1.	Shri Kaushik Vaghela, Port Officer	49940.00
2.	Shri Haresh M. Rohit, Senior Lighthouse Keeper	39826.00
3.	Shri Makan B. Tandel, Lighthouse Keeper	40930.00
4.	Shri Manojkumar R. Rana, Lighthouse Keeper	39530.00
5.	Shri Shri Ramesh J. Dhodi, Sailor	33000.00
6.	Shri Chetan N. Halpati, Peon	21705.00

XI. THE BUDGE ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE.

Sr. No.	BUDGE HEAD	Allocation for the year 2013-14	Expenditure for the year 2013-14
1	PLAN	8 Lakhs	6.22 Lakhs
2.	NON PLAN	33.50 Lakhs	27.93 Lakhs

XII. THE MANNER OF EXECUTION OF SUBSIDY PROGRAMMERS, INCLUDING THE AMOUNTS ALLOCATED AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMERS.

No subsidy programs are implemented by the Port Office, Daman.

XIII. PARTICULARS OF RECIPIENTS OF CONCESSIONS, PERMITS OR AUTHORISATIONS GRANTED BY IT.

No concessions, Permits or Authorization granted by Port Office, Daman.

XIV. DETAILS IN RESPECT OF THE INFROMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AN ELECTRONIC FORM.

No details are required to be reduced in the Electronic form.

XV. 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.

No such, facilities maintained by Port Office, Daman.

XVI. THE NAMES, DESIGNATIONS AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS

Shri K. K. Dubey, Mamlatdar (H.O.), Daman.

XVII. SUCH OTHER INFORMATION AS MAY BE PRESCRIBED.

SUO MOTO DISCLOSURE OF PORT OFFICE FOR MORE ITEMS UNDER SECTION-4

1. Information related to procurement.

There is no procurement made by Port Office which exceed the limit of Rs. 10 Lakhs.

2. Public Private Partnership

There is no agreement enter for Public Private Partnerships

3. Transfer Policy and Transfer order.

This clause is not applicable to Port Office.

4. RTI Applications

There is no RTI application received by Port Office, Daman.

5. CAG and PAC Paras

There is no CAG Paras pending or received by Port Office, Daman.

6. Citizen Charter

Citizen charter is placed on official website www.daman.nic.in

7. Discretionary and Non-discretionary grants.

No grant received by Port office, Daman.

8. Foreign Tours of PM/ Ministers

Not applicable