

DEPARTMENT OF LAW & JUSTICE,
U.T. ADMINISTRATION OF DAMAN AND DIU, DAMAN.

Dated :- May, 2014.

SUE-MOTO PUBLICATION OF 17-MANUALS

MANUAL-1

The Particulars of its Organisation, Functions and Duties :

The Department of Law & Justice has no direct dealing with the public. It is only guiding the Departments of the Administration in their legal affairs. Also the Law Secretary is Legal advisor to the Administrator.

Law Secretary gives opinion on court's order when opinion is sought by respective departments.

Vetting the drafts like Recruitment Rules, and other various Rules, various agreements, deeds etc. framed by the Administration. Also vet reply/affidavit furnished by various Departments.

The Department is being assisted by a Jr. Stenographer, one LDC and 2 Peon.

MANUAL-2

Power and Duties of Officer

The Law Secretary gives opinion on court's order when opinion is sought by respective departments.

Postal Address :

Department of Law & Justice,

Secretariat, Moti Daman.

Daman – 396 220.

Phone No. 0260 – 2230714

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.m. to 6.00 p.m.

MANUAL-3

The procedure followed in the Decision making process including channels of Supervision & accountability.

MANUAL-4

The norms set by it for the discharge of its functions

1. The Hon'ble Administrator, Daman and Diu is the Appointing Authority for Group 'A' Gazetted Officer. He is also disciplinary authority for Group 'A' Gazetted Officer.
2. The Law Secretary is the Head of the Office for the Law Department, Daman. He looks after all the works related to the Department.

MANUAL-5

The rules regulation, instructions, manuals & records, held by it or under its control or used by its employees for discharging its functions.

MANUAL-6

A statement of the categories of documents that are head by it or under the control

1. Personal file/Service Book of Law Secretary.
2. Pay Bill Register, Bill Register.
3. Dead Stock Register.
4. Cheque Register.
5. Postage stamp record register.
6. Register of Contingent charges (TR-29)
7. Budge File
8. BCR Register
9. Register of stock of consumable stores and stationery
10. Cash Book
11. Register showing expenses by Head of Account (GFR-9)

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

MANUAL-8

A statements of boards, councils, committees and other bodies consisting two or more persons constituted as its part or for the purpose of its advise 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.

MANUAL-9

A directory of its officers and employees

Officers /Employees			
Sr.No.	Posts	Telephone No.	Fax No.
1.	Law Secretary	0260 - 2230714	
2.	Junior Stenographer		
3.	L.D.C.		
4.	Peon.		

MANUAL-10

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

MANUAL-11

The Budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursement made :

1. Budget Allocation for the Financial Year 2013-14

Budget Head	Contents	Expenditure done for the year 2013-14 (Amt. in lakhs)

MANUAL-12

The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

This department has not executed any subsidy programmes.

MANUAL-13

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

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 and electronic form.

The department information is available on official web site.

MANUAL-15

The particulars of facilities available to Citizens for obtaining information including the working hours of a library of reading rooms, if maintained for public use.

At present there is no library or reading room facility available for the Law Department, Daman.

MANUAL-16

The names, designation and other particulars of the Public Information Officer :

This is a new set up and the procedure to appointing Public Information Officer is under process.

MANUAL-17

Such Other information as may be prescribed: and thereafter update these publication every year.

All information are updated in the Official web of the Department.

Law Secretary.