



सत्यमेव जयते

CITIZEN'S CHARTER

**CHIEF EXECUTIVE OFFICER
DISTRICT PANCHAYAT,
NAIDA DIU – 362 520**

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VISION

District Panchayat, Diu an independent Autonomous Body head quarter at Naida, Diu including 04 Gram Panchayats in Diu District consisting of Chief Executive Officer, Diu main purpose of this establishment is to monitor flow of funds and its expenditure for District Panchayat as well as Gram Panchayat.

- To make reasonable provisions for Sanitation and Public Health, Public Works, Planning and Development. Administration, Social Welfare and Education and Culture.
- To Promote the Health Safety, Education Comfort, Convenience, Public awareness of the District.
- To make subject i.e. Non-Conventional Energy, Poverty Alleviation, Welfare of the weaker section and Maintenance of Community Assets.
- To promote measures to increase Agricultural production and to popularize for use of improved Agriculture practices.
- To promote improved method of cultivation and marketing of Vegetable, Fruits & Flowers.
- To implement watershed development projects in Village panchayats.
- District Panchayat has assigned jurisdiction over subjects like Sanitation and Public Health, Public Works, Planning and Development, Social Welfare and Education and Culture.

MISSION

- Activity mapping exercise has covered all 29 subjects in to the District Panchayat and Gram Panchayat listed under XI Schedule to the II Tiers.
- To make plans for economic development and social justices.
- Principle of subsidiary to be followed for the devolution of functions, functionaries and funds.
- District Panchayat shall prepare Action Plan for the Schemes, review the progress of the schemes and assist the Gram Panchayat in implementation the Schemes.
- Promote cultivation and marketing of vegetable, fruits and flowers.
- Propagate improved method of Cultivation.
- Conduct Agriculture Training programme of fairs and demonstration for farmers.
- Procurement of Agriculture inputs like seeds, fertilizers, Pesticide, Tools Implements, equipments Machineries, Horticulture Plants supply to framers.
- Subsidy to Farmer / Groups NGOs self held groups etc. various activities for Agriculture filled.
- Implemented watershed development projects in Gram Panchayats.
- Identify sites for all the irrigation related schemes.

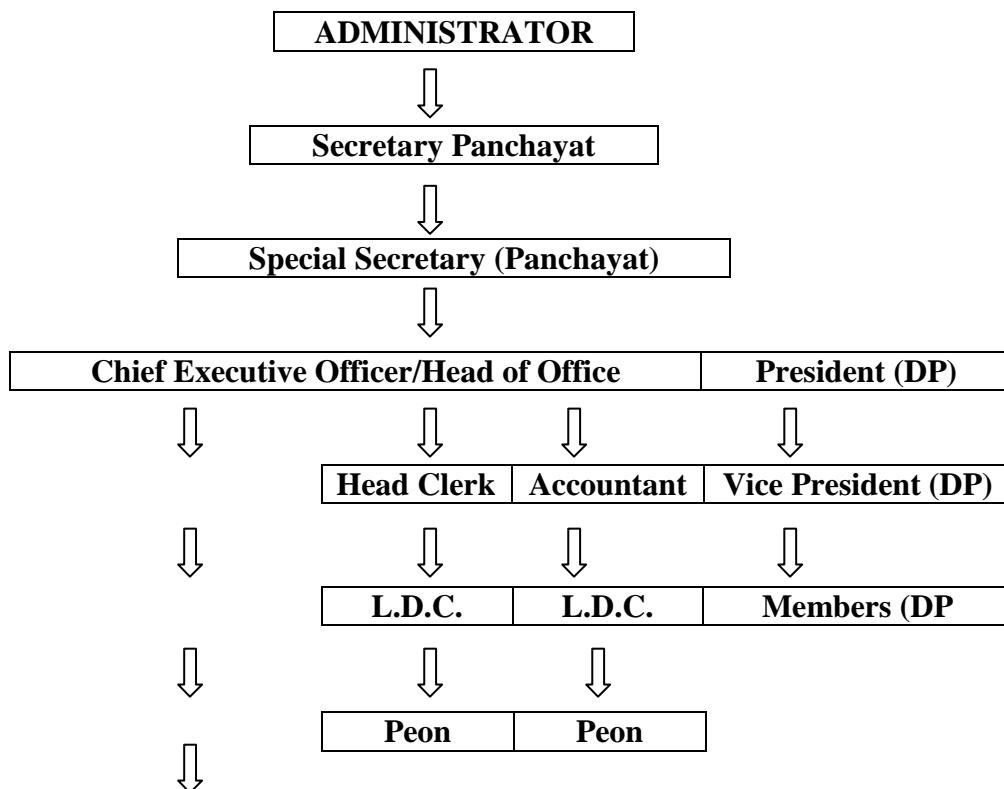
HISTORY

The District Panchayat, Daman & Diu came into existence in 1962 under the Goa, Daman and Diu Village Panchayat Regulation Rule, 1962. After the 73rd amendments to the constitution of India, the Panchayat Regulation was amended in 1994 to provide for a two tier Panchayat Raj system. The first election for both tier (District Panchayat and Gram Panchayat) was held in 1995. In consonance with Article 243 G of the Constitution of India, the Panchayat Raj Institutions (PRI) under Daman & Diu Panchayati Raj Regulation 2002 were empowered to functions as institution of self Government.

The District Panchayat, Diu is having 04 Gram Panchayats in Diu District under their Control as per Chapter V of Daman & Diu Panchayat Raj Regulation 2002. The Panchayat Secretary is the in charge of Gram Panchayat and act under the General supervision of Block Development Officer (BDO)

As per Notification No.3/50/SS/PRI/SDO/DMN/2012-13/57 DATED 17TH July, 2013 the Administrator of Union Territory of Daman and Diu has constituted separate District Panchayats for the two District Panchayats of the two District of U.T. Daman & Diu one District Panchayat in Daman and one District Panchayat at Diu, which are implemented with effect from 17th July, 2013.

ORGANISATION CHART



Block Development Officer	Education Office	Child Development Project Officer	Executive Engineer P.W.D.	Extension Officer Agriculture	Asstt. Supdt of Fisheries	Veterinary Officer
Head Clerk – Extension Officer	ADEI	Accountant	Asstt.Eng	Agriculture Assistant	Gram Sevak	Extension Officer
↓ ↓	↓	↓	↓	↓	↓	↓
UDC Gram Sevak	Accountant	UDC	Jr.Engineer	Filled Asstt.	LDC	Attendant Dresser
↓ ↓	↓	↓	↓	↓	↓	↓
LDC LDC	Supervisor	LDC	Supervisor	Filled Worker	Peon	Peon
↓ ↓	↓	↓				
Peon Peon	UDC	Peon				
	↓					
	LDC					
	↓					
	Peon					

THE COMMITTEES OF DISTRICT PANCHAYAT

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

- 1) General Standing committee
- 2) Finance Audit Committee
- 3) Education Committee
- 4) Work Committee
- 5) Social Audit Committee

The Administrator, Daman & Diu 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 DIU DISTRICT.

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

SERVICE STANDARD:-

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 CEO & Present cheque to agency and recovery cheque security deposit, Income Tax, VAT, Labour Cess alongwith 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, PWD Pension Cell, Village Panchayat of Diu District and mid day meals proposal from Education Officer (DP)	As time limit prescribed by planning Department.
9) Annual Plan	Annual Plan preparation is done by account section base on details submitted by various Section i.e. Agriculture, Fisheries, Veterinary, PWD, Pension Cell, Village Panchyat of Diu District and mid days meals proposal from Education Officer (DP) for inclusion of new scheme in Annual Plan	As time limit prescribed by planning Department.

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/file are maintained by account section
	1) Cash Block 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 department 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

ADMIMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Working staffs
1	Shri Lekhraj	Chief Executive Officer	Appointed by the Administrator
2	Shri S. B. Barad	I/c. Executive Engineer/A.E	Appointed by the Administrator
3	Shri R. H. Solanki	Junior Engineer	Appointed by the Administrator
4	Shri V. D. Patelia	Head Clerk	Appointed by the Administrator
5	Shri U. V. Goswami	Accountant	Appointed by the Administrator
6	Shri Devang Shah	L.D.C.	Appointed by the Administrator
7	Shri M. C. Baria	Junior Engineer	On daily wages
8	Shri D. G. Chavda	L.D.C.	On Contract Basis
9	Shri S. B. Solanki	L.D.C	NMR
10	Shri H. G. Makwana	L.D.C.	NMR
11	Shri B. J. Solanki	Supervisor	On daily wages
12	Shri A. C. Makwana	Supervisor	NMR
13	Shri Mansuri Mustakim	Supervisor	NMR
14	Shri P. B. Bamania	Peon	On Contract Basis
15	Shri N. L. Chavda	Peon	NMR
16	Shri Hira Soma	Peon	NMR
17	Shri Dhiru Punja	Driver	NMR
18	Smt. Vanitaben K.	Sweeper	NMR
19	Shri J. C. Bariya	Electrician	On daily wages
20	Shri P. J. Solanki	Mason	On daily wages
21	Shri M. H. Vadher	Mason	On daily wages
22	Shri C. V. Vadhwana	Mazdoor	On daily wages
23	Smt. Hanshaben Girish	Mazdoor	On daily wages
24	Smt. Kantaben K.	Mazdoor	On daily wages
25	Smt. Nikita Kantilal	Mazdoor	NMR
26	Smt. Irubai Gando	Mazdoor	NMR
27	Smt. Motiben Vasram	Mazdoor	NMR
28	Shri Yangesh R. Solanki	Driver	NMR
29	Shri Jignesh Babu	Driver	NMR
30	Shri Sarfaraj	Driver	NMR

Subject by the Panchayati Raj

Sr.No.	Subject	Funds
1	Agriculture including Agriculture Extension & Crop Husbandry	Partially Transferred
2	Land improvement, implementation of land	Not Transferred
3	Minor Irrigation, Water Management & Watershed Development	Fully Transferred
4	Animal Husbandry, Dairying and Poultry	Partially Transferred
5	Fisheries	Partially Transferred
6	Social Forestry and Farm Forestry	Partially Transferred
7	Minor Forest Produce	Partially Transferred
8	Small Scale Industries Including Food processing Industries	Transferred
9	Khadi, Village and Cottage Industries	Not Transferred
10	Rural Housing	Fully Transferred
11	Drinking Water	Fully Transferred
12	Fuel and Fodder	Not Transferred
13	Roads, Culvert, Bridges Ferries, Waterways and other means of communication	Fully Transferred
14	Rural Electrifications	Fully Transferred
15	Non-Conventional energy source	Fully Transferred
16	Poverty alleviation program	Fully Transferred
17	Education- Elementary Education	Partially Transferred
18	Technical Training and Vocational Education	Not Transferred
19	Adult and non formal education	Not Transferred
20	Libraries	Transferred
21	Cultural Activities	Transferred
22	Market and Fairs	Not Transferred
23	Health & Sanitation, Hospital / Primary Health Centers & Dispensaries	Partially Transferred
24	Family Welfare	Not Transferred
25	Women and child Development	Partially Transferred
26	Social Security & Welfare (Pension)	Fully Transferred
27	Welfare of the weaker section and in Particular of the SCs and STs	Partially Transferred
28	Public Distribution system	Not Transferred
29	Maintenance community assets	Fully Transferred

GRIEVANCE REDRESS MECHANISM:

1	a)	Name of Public Grievance Officer/RTI	Shri. Lekhraj Chief Executive Officer (District Panchayat, Diu)
	b)	Helpline number/web site UCR to lodges grievance	Telephone No. (02875) 252822 Email dpdiu@yahoo.com
	c)	Response to be expected by person lodging the services	At the earliest possible
	d)	Timelines for redress	Appellate Authorities of District Panchayat, Diu.
PIOs of Line Departments out as Grievances Officers in respect of their department.			
	1	Village Panchayat, Diu	Village Panchayat Secretary in respect of Village Panchayat.
	2	Block Development Officer (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)	C.E.O. (DP), Diu
	6	Child Development Project Office (DP)	Child Development Project Office (DP)
	7	Agriculture Department (DP)	Head of Office, Agriculture Deptt. (DP)
	8	Pension Branch (NSAP)	All Panchayat of Diu District
	9	Fisheries Branch (DP)	Superintendent of Fisheries (DP)
	10	Animal & Husbandry (DP)	Veterinary Officer (HO)
	11	Forest Department (DP)	Forest Officer (HO)
	12	District Panchayat Office	Chief Executive Officer District Panchayat, Diu
	13	Appellate Authority (DP)	Collector Diu.

List of Stakeholders:-

1. Ministry/ Department of Government of India
2. All the Head of Departments, Head of Offices, DDOs, CDDOs etc.
3. All the employees of UT Administration of Daman & Diu.
4. All the PRIs and Local bodies.
5. All the Govt. undertaking / organizations.
6. Grant-In Aid institutions receiving grants from UT Administration.
7. Employees of Grant-in-Aid Institutions.
8. Pensioner of UT Administration of Daman & Diu.

Responsibility of Centers and subordinate Organizations – NA

Indicative expectations from service recipients:

Submission of complete application forms along with all the required enclosures, duly attested where required, cross checking for information or the latest position on a matter on the Department's website before raising a query or a grievance

Month and Year for the next review of the Charter – after One Year.