

U. T. Administration of Daman & Diu, Diu

Office of the Block Development Office, Diu.

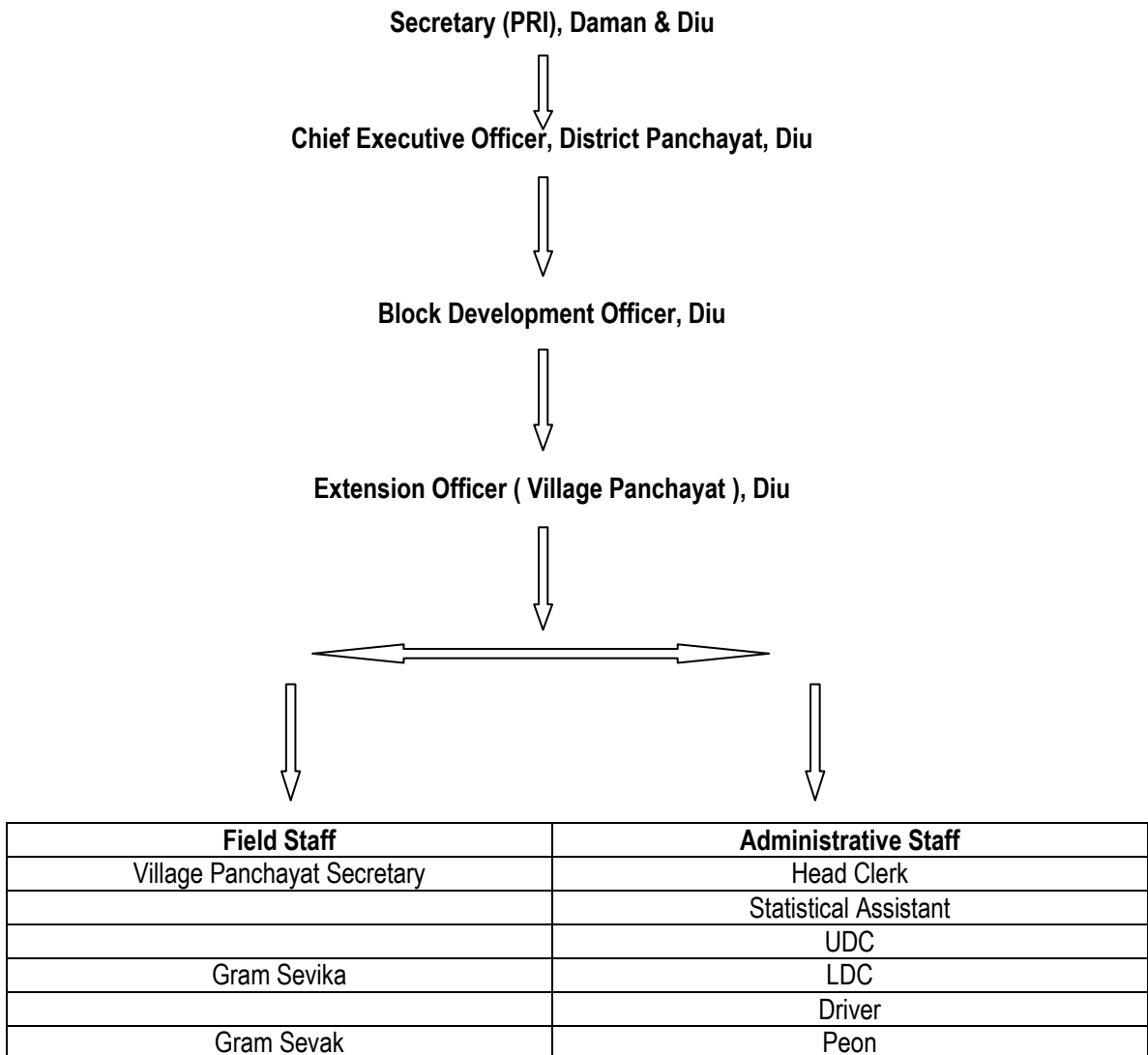
Dated : 12.03.2014

SUO-MOTO PUBLICATION OF 17 MANUALS

Manual-1

The Particulars of its Organization, Functions and Duties :-

The Secretary (PRI), is head of Department of Block Development Office, Diu and Chief Executive Officer, District Panchayat, Diu is also Department channel who is head of Department of Block Development Office, Diu. The Head of Office/Drawing & Disbursing Officer, (Block Development Officer), Diu is the Public Information Officer under clause 5(1) of the Right to information Act, 2005 for Block Development Office, Diu. The Office Organisation chart is under :-



There are 4 Village Panchayat, Diu District namely :-

1. Vanakbara Village Panchayat, Vanakbara, Diu.
2. Saudwadi Village Panchayat, Saudwadi, Diu.
3. Bucharwada Village Panchayat, Bucharwada, Diu.
4. Zolawadi Village Panchayat, Dangarwadi, Diu.

Function of Department :-

1. Issue of permission for late Registration of Births & Deaths.
2. Countersigned on Income Certificate and Resident Certificate issued by Village Panchayat.
3. Registration of SSI.
4. Issue of Senior Citizen Card.
5. Dealing with Law & order.

Manual-2

The Powers and Duties of its Officers and Employees :-

The Block Development Officer has been declared as Head of Office and delegated certain financial powers and also declared as the Executive Magistrate, Diu for rural area.

Duties of Employees of Office of Block Development Office are furnished as below :-

Sr. No.	Name and Designation	Duties
01.	Shri R. B. Baria, Extension Officer (Village Panchayat)	<ol style="list-style-type: none">1. Inspection in Account Register's of all Village Panchayats, Diu District.2. Visit of all Village Panchayat, Diu District.3. Data and Information collection from all Village Panchayat, Diu District.4. Data upload CPSMS and payment of DBT old age, Widow and Disabled pension Schemes.
02.	Shri C. N. Solanki Head Clerk	All Establishment works and Registration of SSI.
03.	Shri J. J. Vala Statistical Assistant	<ol style="list-style-type: none">1. Issue of Permission/Order for late Registration of Births & Deaths.2. Preparation of Five plan and annual plan of all H. Os., DMC and District Panchayat, Diu.3. Submission of Monthly plan and Non-plan Expenditure of all H. Os. In Diu District.
04.	Shri S. P. Jadav U.D.C.	Account and Clerical office works.

05.	Shri Ketan B. Yagnik L.D.C.	Working arraignment in R.T.O, Collectorate, Diu.
06.	Shri V. C. Bariya L.D.C.	Working arraignment in R.T.O., Collectorate, Diu.
07.	Shri N. L. Solanki Village Panchayat Secretary	Registrar of Births & Deaths and all Administrative works related in Village Panchayat.
08.	Shri. J. C. Vala Village Panchayat Secretary	Registrar of Births & Deaths and all Administrative works related in Village Panchayat.
09.	Smt. B. H. Shah Gram Sevika	Working arraignment in Mamlatdar office, Diu and deferent type survey/filed works from Administration Diu.
10.	Shri B. R. Bamania Gram Sevak (S.W.)	Ration Card inquiry report, Births & Deaths late Registration inquiry report and deferent survey/filed works from Administration, Diu.
11.	Shri M.R. Bamania Gram Sevak	Working arraignment in Mamlatdar office, Diu and deferent type survey/filed works from Administration Diu.
12.	Smt. H. M. Makwana Gram Sevak	Ration Card inquiry report, Births & Deaths late Registration inquiry report and deferent survey/filed works from Administration, Diu.
13.	Shri Rui Britto Driver	Driving in Deputy Collector.
14.	Shri H. N. Chudasama Peon/Multitasking	Peon work in Account Section Collectorate office
15.	Shri A. H. Bhatt Peon/Multitasking	Despatch and Peon work in BDO office

Manual-3

The procedures followed in the decision making process, including channels of supervision and accountability.

- a) **Decision Making Process** :- Various matter are put up by employees of office through administrative channel and decision is taken by Block Development Officer, Diu. If it is beyond the power of Head of office, the decision is taken by the Chief Executive Officer, District Panchayat, Diu as well as Secretary (PRI), Daman & Diu, whose are Head of Department.
- b) **Channel of Supervision and Accountability** :- The Village Panchayat Secretary / Gram Sevika / Gram Sevak work under supervision of Extension officer (Village Panchayat). Overall supervision is done by Block Development Officer for all activities of the Office. The Block Development Officer is accountable for all related works of Office.

Manual-4

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

Already shown through Departments Citizen Charter.

Manual-5

The Rules, Regulation etc, for discharging of functions :-

The Daman & Diu Panchayat Regulation, 2012 in force from 17.08.2012 for discharging function.

Manual-6

Categories of documents prepared by the Department :-

The following Documents / Registers / Files maintained by the all Village Panchayat, Diu District are as under :-

Sr. No.	Type of Documents	Description	Volume
01	Form – 1 – A	Account (Leger Control Register)	Village Panchayat rules-1962
02	Form – 1 – B	Account (Leger Control Register)	Village Panchayat rules-1962
03	Form – 2 – A	Account (Leger Control Register)	Village Panchayat rules-1962
04	Form – 2 – B	Account (Leger Control Register)	Village Panchayat rules-1962
05	Form – 3	Cash Book	Village Panchayat rules-1962
06	Form – 4	Receipt Book	Village Panchayat rules-1962
07	Form – 5	Receipt Book Register	Village Panchayat rules-1962
08	Form – 6	Property & Assets Register	Village Panchayat rules-1962
09	Form – 7	Assessment Register for Taxes	Village Panchayat rules-1962
10	Form – 8	Demand & Collection Register for Taxes	Village Panchayat rules-1962
11	Form – 9	Grant Register	Village Panchayat rules-1962
12	Form – 10	Monthly & Annually Income & Expenditure Register	Village Panchayat rules-1962
13	Form – 11	Budget Register	Village Panchayat rules-1962

Manual-7

Members of Public can directly approach to any employee of office for their work and if needed, they can meet the Block Development Officer at any time.

Manual-8

N. A.

Manual-9

The Directory of its Officers and employees of the Department of Block Development Officer,

Diu.

Sr. No.	Designation	Nos. Of post sanctioned	Nos. Of post filled	Nos, of post Vacant
01	The Block Development Officer, Diu	--	--	--
02	Extension Officer (Village Panchayat), Diu.	01	01	--
03	Head Clerk	01	01	--
04	Statistical Assistant	01	01	--
05	Statistical Investigator	01	--	01
06	UDC	01	01	--
07	LDC	02	02	--
08	Village Panchayat Secretary	04	02	02
09	Gram Sevika	01	01	--
10	Gram Sevak	04	03	01
11	Driver	01	01	--
12	Multi Tasking Staff (Peon)	02	02	--

The Telephone No. and Fax No. of the office is as under :-

(a) Telephone No. 02875-252145

(b) Fax No. 02875-252145

Manual-10

Sr. No.	Name	Designation	Contact No.	Salary
01	Shri D. R. Damania	Block Development Officer	9824137111	---
02	Shri C. N. Solanki	Head Clerk	9924800749	37020/-
03	Shri R. B. Baria	Extension Officer (V.P.)	9737477186	31660/-
04	Shri J. J. Vala	Statistical Assistant	9925992509	34020/-
05	Shri N. L. Solanki	Village Panchayat Secretary	9824438270	26350/-

06	Shri J. C. Vala	Village Panchayat Secretary	9904770780	26780/-
07	Shri S. P. Jadav	U.D.C.	9879697963	26140/-
08	Shri K. B. Yagnik	L.D.C.	9428440389	20748/-
09	Shri V. C. Bariya	L. D. C.	8469130777	15447/-
10	Smt. B. H. Shah	Gram Sevika	9724492335	24909/-
11	Shri B. R. Bamania	Gram Sevak	9723324888	28440/-
12	Shri M. R. Bamania	Gram Sevak	9428242520	29920/-
13	Smt. H. M. Makwana	Gram Sevak	9687543345	26120/-
14	Shri Rui Britto	Driver	9428241767	26700/-
15	Shri H. N. Chudasama	M.T.S./Peon	9426230006	23485/-
16	Shri A. H. Bhatt	M.T.S./Peon	9428954476	20291/-

Manual-11

Budget Allocation :

Sr. No.	Year	Budget Head	Amounts.
01	2013-14	2515 – Non-Plan	8940000
02	2013-14	2515-Plan	4600000
03	2013-14	3454-Non-Plan	757000

Manual-12

Execution of subsidy programmes and details of beneficiaries.

N.A.

Manual-13

Concessions, permits etc.

No concessions, permits or authorizations are granted by Block Development Office, Diu.

Manual-14

Details of available information :

NIL

Manual-15

Particulars of facilities available to citizen :-

There is no library room. Any information can be obtained from the Block Development Officer or concerned staff of this office.

Manual-16

The Names, Designations and other particulars of the Public Information Officer.

1. Name :- Mr. D. R. Damania.
2. Designation :- Block Development Officer
3. Office Address :- Office of the Block Development Office,
District Office Campus,
Diu. 362 520.
Ph. No. 02875-252145
Telefax : 02875-252145

Manual-17

Other information :

NONE.