

OFFICE OF THE COLLECTORATE, DIU.

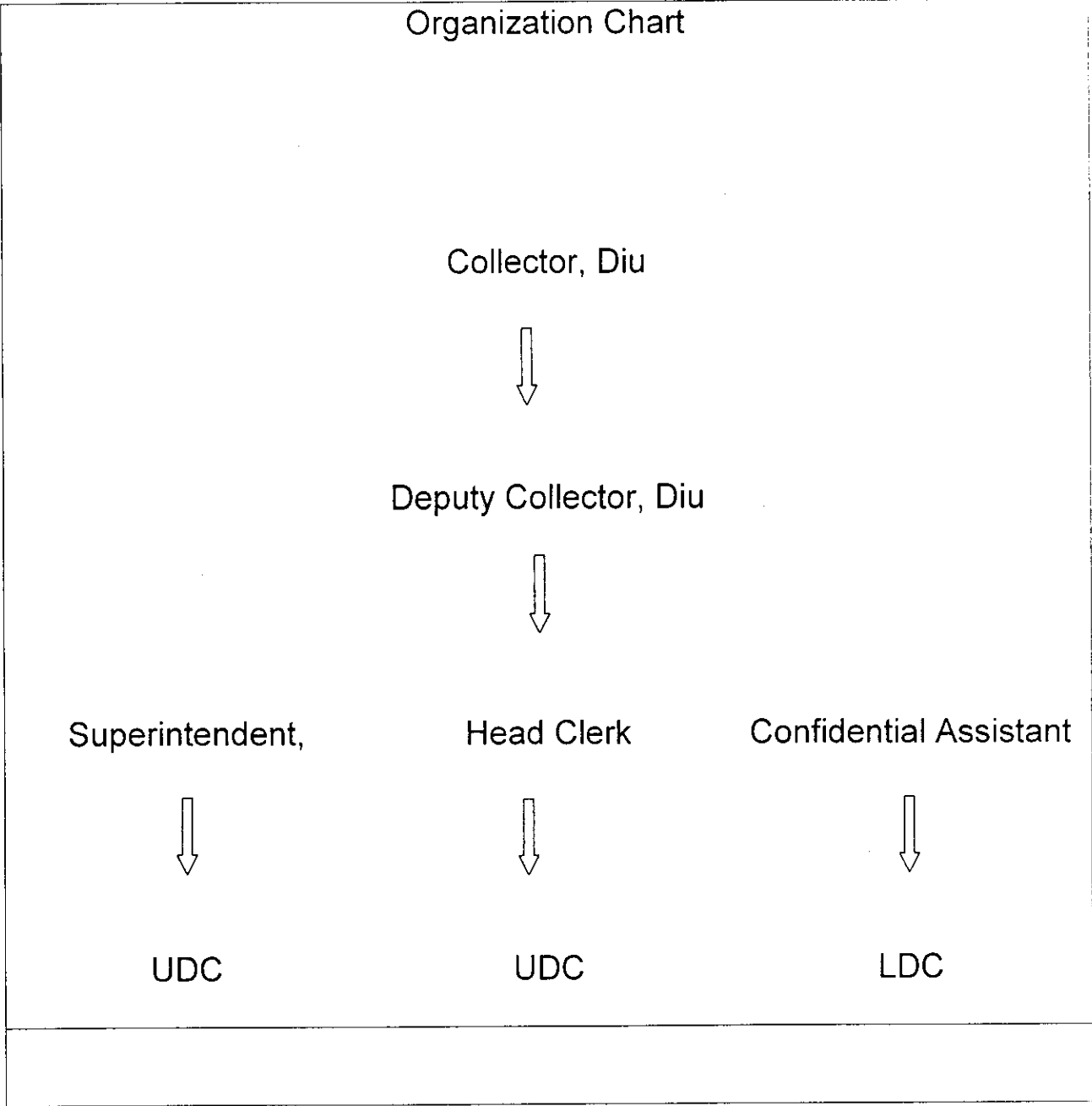
MANUAL - 1

Dated:-29/01/2014.

SUO-MOTU PUBLICATION OF 17 MANUALS.

The Particulars of Its Organization, Functions and Duties.

- i. A) The Collector, Diu is empowered to issue N.A. permission U/Sec.32 of the Goa, Daman & Diu Land Revenue Code 1968.
 - B) The Collector, Diu is also empowered to issue Sale Permission U/Sec. 8-B of Diu (Abolition of Proprietorship of Village) Regulation (Amendment) Act, 1968.
 - C) The Collector, Diu is also empowered to issue Land Gift Permission and Land Mortgage Permission U/Sec.8 B of Diu (Abolition of Proprietorship of Villages) Regulation (Amendment)Act, 1968.
 - D) The Collector, Diu is also empowered to grant permission for Division/Amalgamation U/Sec.62 of the Goa, Daman & Diu Land Revenue Code,1968.
 - E) The Collector, Diu is also empowered to grant permission for Partition U/Sec. 61 of Goa, Daman & Diu Land Revenue Code, 1968.
 - F) The Collector is also District Magistrate, Diu and hence he is empowered to issue Arm Licence & Protection for sale or transfer of the fire Arms under Arm Act & Rules.
 - G) The Collector, Diu is Licensing Authority for issue of Motor Vehicles/LMV/HMV Licence and he is also Registering Authority to register the Vehicles newly purchase/old vehicles purchase by the people of Diu under the Motor Vehicle Act & Rules.
 - H) The Collector, Diu is also declared as Head of Department for Offices stationed at Diu under Delegation of Financial Power under Schedule V to VII, 1978.
- ii. On receipt of application in prescribed form along with all required documents applications are disposed off pertaining Land matter and also Arm Licence/Motor Driving License etc. by the concerned section within prescribed time limit.
 - iii. Pertaining to land matter on receipt of report from the J.T.P/Mamlatdar & P.W.D, permission are granted to the applicant. On receipt of report from the Police Department, Arm License has been issued.
 - iv. As per Act & Rules mentioned at 2 (i) above dealing hands are processing the applications to the Collector/District Magistrate, Diu through the Superintendent & Dy. Collector, Diu.
 - v. All dealing hands have Act & Rules to submit the process with Act & Rules to consider the applications.
 - vi. Head Clerk/Confidential Assistant/U.D.C and Field Surveyor have all Rules & Regulation to disposed of applications received by them.
 - vii. Such other matter pertaining to Administration/Magisterial and Establishment.



WORK ALLOCATION OF STAFF:-

The Office of the Collector, Diu is situated near Municipal Garden and on the way to Diu Fort Collectorate, Diu is having many sections. The distributions of work among the staff of Collectorate Department are made as under:-

| Sr. No. | Name of Officer & Designation | Work Allotted |
|---------|--|--|
| 1. | Shri D. H. Rathod, Superintendent (NG) | 1. Overall Supervision of all the matters Collectorate, Diu. The files related to above matters are submitted through him, the files related to other Department of Diu District are routed through the Superintendent, Collectorate, Diu. Arrangement of Meeting etc. The Dictation / Guidelines to the Staff of Collectorate, Diu and other works as assigned by the Deputy Collector / Collector, Diu. |
| 2. | ESTABLISHMENT SECTION:- Shri L. R. Bamania, Head Clerk | 1. To co-ordinate meetings of Airport Security Committee. 2. All Examination of files pertaining to MAG Section and Establishment as well as other offices. 3. Quarterly report of Western Zonal Council. 4. Registration of Societies and Firms. 5. All correspondence pertaining to Airport. 6. Action to be taken on Grievances on columns of News papers. 7. All Establishment matter relating to Collector's office. 8. Post continuation of Staff. 10. Examination of all Diu District offices files pertaining to establishment matter. 11. Annual Increment and pay fixation of staff and Gazetted officers. 12. Proposal for grant of ACP/MACP file of staff of Collectorate. 13. Allotment of Govt. Building. |
| 3. | PROTOCOL SECTION, Shri K. D. Patelia, L.D.C. | 1. Protocol 2. VIP / VVIP Visit 3. Reservation of Govt. Circuit House 4. Attestation of documents 5. All Tying work entrusted by Head Clerk, Confidential Assistant, Maintenance of Section Diary. |
| 4. | CONFIDENTIAL SECTION: Shri P. P. Solanki, Confidential Assistant. | 1. All confidential matters 2. Matters relating to Vigilance Clearance Certificate. 3. All ACRs dossiers of Diu District Administration. 4. Quarterly / Half yearly /yearly Return of War Book. 5. All correspondence of Naval 6. Allotment of Residential Accommodation. 7. Maintenance of Service Book/Leave Accounts of Staff/Gazetted Officer of Collectorate, Diu 8. To deal with complaint against Govt. Servant. 9. Quarterly/Half/Yearly returns of Group "A'B'C & D" and SC/ST. 10. Issue of Identity Cards to all Govt. Servant & Officers as and when requisite. |

| | | | |
|-------------------------|---|-------------------------------------|---|
| 5. | MEGISTERIAL SECTION:- Kum. Celiza Colimao, UDC | 1. | All magisterial function of Collector's Court/ Executive Magistrate. |
| | | 2. | Issue of Music permission. |
| | | 3. | Correspondence of law and order. |
| | | 4. | Magisterial matters relating to Indian citizenship, bonds and licenses under cinematography act & Arm licenses. |
| | | 5. | Inquest and accidental death. |
| | | 6. | Cable TV Regulation Act 1995. |
| 6. | LAND SECTION:- Shri A. R. Solanki, Field Surveyor. | 1. | The Survey work and preparation of Maps and Sketches etc. |
| | | 2. | Overall supervision of all cases as well as all correspondence in connection with LRC, Abolition Act Besides to attend the Court of Collector. |
| | | 3. | CRZ Correspondence & maintenance of CRZ cases. |
| | | 4. | All works of members Secretary CRZ. |
| | | 1. | To maintain section diary of land section. |
| 7. | Shri Paresh D. Chudasama, LDC | 2. | Preparation and maintenance of files of :- 1. Conversion cases. 2. Sale permission. 3. Illegal Construction. 4. Encroachments. 5. Allotment of lands. 6. Cases under 14(3) 7. Salt Industries. 8. Other land matters. |
| | | PERSONAL ASSTT. TO COLLECTOR | |
| | | 8. | Smt. Lucia Rebello, Junior Stenographer |
| ACCOUNTS SECTION | | | |
| 9. | Shri L. G. Bamania, Accountant | 1. | Overall supervision of all accounts matters of Collectorate & allied Officers & matters related to administrative approval & expenditure sanction. |
| | | 2. | Office purchase & maintenance of Dead stock Register of Collectorate & Govt. House & to attend all work under MPLAD scheme. |
| | | 3. | All correspondence of MPLAND and maintenance of relevant registers |
| | | 4. | Issue & Renewal of license of MPKBY, SAS & PPF Scheme. |
| 10. | Shri M. L. Joshi, UDC | 1.. | To maintain Pay Bill Register. |
| | | 2. | To prepare salary Bills. |
| | | 3. | To disburse staff salary & Payment of Bills etc. |
| | | 4. | To maintain case book and acquittance roll and other register. |
| 11. | Shri D. B. Baraiya, LDC | 1. | To prepare FVC/AC/DC Bills. |
| | | 2. | All tying works pertaining to Accounts section and other works entrusted to him by Accountant & UDC |
| | | 3. | Dispose of Correspondence |

| ELECTION SECTION | | |
|------------------------|---|--|
| 12. | Shri M. U. Khan, LDC, on working arrangement. | 1. All Election viz General Election, Municipal, District Panchayat & Panchayat Election. |
| ADMINISTRATION SECTION | | |
| 13. | Shri J. D. Solanki, L.D.C., On working arrangement for half day. | 1. To maintain the Govt. Food Grain Godown. 2. Maintenance of Vehicles and requisition of fuel for all vehicles. |
| 14. | Shri Raju R. Bamania, L.D.C. | 3. Matter relating to local self Govt. like Municipality, Village Panchayat etc. 4. All Admn. function of Collectorate referred to by the Collector. 5. National Events. 6. All matters/correspondence pertaining to Disaster Management. |
| CIVIL SUPPLIES SECTION | | |
| 15. | Shri Fremiot Almeida, UDC. | 1. Inspection of business Establishment and fair Price Shop. 2. All matter pertaining to Civil Supplies. 3. Issue of Ration Card/ Cancellation of Names of Ration card holders. |
| 16. | Shri K. N. Thar, UDC | 1. Asstt. To Shri Fremiot Almeida, UDC. 2. All the typing work of Civil Supplies. |
| INWARD SECTION | | |
| 17. | Shri D. L. Chauhan, L.D.C. | 1. Inward of all the correspondence and files 2. Distribution of Daks. 3. All other works concerning to Inward section and work entrusted by Superintendent |
| OUTWARD SECTION | | |
| 18. | Shri Wilson Almeida, L.D.C. | 1. Outward of all the correspondence and file. 2. Maintaining of Service postage Register. 3. All other works concerning to dispatch section. 4. All Hindi correspondence. |
| MOTOR VEHICLE SECTION | | |
| 19. | Shri Sandip M. Bariya, AMVI, on Deputation. | 1. Enforcement of Motor Vehicle Act & Rules and Technical Matters. 2. Overall supervision of the Motor Vehicle Section and work done by the Staff. 3. All the Non Technical matters related to Motor Vehicle Section. |
| 20. | Shri Prashant R. Solanki, LDC | 1. Collection all type of Taxes etc. 2. Collection all type of fees etc. |
| 21. | Shri Vinay C. Bariya, LDC, On working arrangement | 1. Computer work- Data Entries. 2. To Assist the AMVI in all office work |
| 22. | Shri K. B. Yagnik LDC, On working arrangement. | 1. Computer work Data Entries. 2. All typing work pertaining to motor vehicle section. |
| 23. | Shri J. B. Rathod, Driver | Maintenance of vehicles and perform duties with the Collector & District Magistrate, Diu and Driving work during the VVIP visit in Diu District. |
| 24. | Shri S. J. Vyas, Driver | -do- |
| 25. | Shri Gafar K. Mansuri, Driver | -do- |
| 26. | Shri H. D. Jadav, Driver | -do- |
| 27. | Shri N. H. Kamalia, MTS (Peon) | Maintenance of Record, General Cleanliness of Office and Delivery of Post/File and Xerox work and etc. |
| 28. | Shri H. H. Jethwa, MTS (Peon) | -do- |
| 29. | Shri V. K. Jethwa, MTS (Peon) | -do- |
| 30. | Shri H. M. Jadav, MTS (Peon) | -do- |
| 31. | Shri J. B. Bariya, MTS (Peon) | -do- |

Postal Address

The Collector & District Magistrate,
Officer of the Collector,
Collectorate,
Fort Road, Diu.
PIN CODE NO. 362 520

Phone No. 02875- 252111, 252444
Fax No. 02875-252333

WORKING HOURS:-

Monday to Friday :- 9.30 AM 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- 2

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-

1. The Administrator of Daman & Diu is appointing Authority for Group 'A' & 'B' Gazetted Officer, He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officer.
2. The Development Commissioner is Appointing Authority & Disciplinary Authority in respect of Group 'B' (N.G.) and Group 'C' Officials.
3. The Administrator is Competent Authority for the transfer and posting of Official in Daman & Diu.
4. The Joint Secretary (Per) is the Head of Office of Personnels Department, the Joint Secretary (Pers.) look after all the works of Department of Personnel and Administrative reforms.
5. The Collector, Diu is also declared as Head of Department for Offices stationed at Diu under Delegation of Financial Power under Schedule V to VII, 1978.
6. The Superintendent is the immediate officials in the Collectorate who is supervising the work of subordinate staff. All files coming to Collectorate are being routed through the Superintendent and he is submitting files to the Deputy Collector / Collector, Diu.

The Collectorate Department functions is accordance with Service Rule prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D' local recruitment. Every proposal containing recruitment/promotion is being placed before the Department Selection Committee / Departmental: Promotion Committee prescribed for group 'A' 'B' and 'C' as the case may be. All the proposal are required approval of the Appointing Authority and the proposal such as framing / amendment of RRs approval of the Administrator is necessary.

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 application and put diary number | Counter Clerk | Same day |
| 2. | To mark application/letter to concerned dealing assistant | Office Superintendent | Same day |
| 3. | To examine the correspondence and to put up report. | Dealing concerned clerk | 4-5 days depending on urgency of the letter and work load. |
| 4. | To examine the note put up | Office Superintendent | 2 to 3 days |
| 5. | To Supervise and examine correctness of notes/letters from branches. | Deputy Collector | 2 to 3 days |
| 6. | To approve action proposed | Deputy Collector | 2 to 3 days |
| 7. | To approve specific matters and VVIP references. | Collector, Diu | 2 to 3 days |
| 8. | To approve seniority, promotion, appointment and other specific cases. | Secretary (Pers) | 2 to 5 days |

NOTE:- Time limit shown for disposal of filers/letters etc. are excluding weekly and Public Holiday and Officers going on tour.

MANUAL- 4

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

1. The Administrator of Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officer, He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officer.
- 2.. The Development Commissioner is Appointing Authority & Disciplinary Authority in respect of Group 'B' (N.G.) and Group 'C' Officials.
3. The Administrator is Competent Authority for the transfer and posting of Official in Daman & Diu.
1. The Joint Secretary (Per) is the Head of Office of Personnels Department, the Joint Secretary (Pers.) look after all the works of Department of Personnel and Administrative reforms.
5. The Collector, Diu is also declared as Head of Department for Offices stationed at Diu under Delegation of Financial Power under Schedule V to VII, 1978.
6. The Superintendent is the immediate officials in the Collectorate who is supervising the work of subordinate staff. All files coming to Collectorate are being routed through the Superintendent, Collectorate, Diu and Deputy Collector / Collector, Diu.

MANUAL - 5

The rules, regulations, instructions, manuals and records, held by it or Under its control or used by its employees for discharging its functions.

The Collectorate Department functions in accordance with Service Rule prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D' local recruitment. Every proposal containing recruitment/promotion is being placed before the Department Selection Committee / Departmental: Promotion Committee prescribed for group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the Appointing Authority and the proposal such as framing / amendment of RRs approval of the Administrator is necessary.

- (A) The CCS (CCA) Rules.
- (B) The CCS (Leave Rules).
- (C) F.R. S.R.
- (D) CCS (Temporary Service) Rules.
- (E) CCS (Conduct) Rules.
- (F) LTC Rules.

MANUAL – 6

A statement of the categories of documents that re held by it or under its control.

1. Transfer and Posting of Common Cadre post.
2. Allotment of Govt. Quarters.
3. Allotment of Govt. Building.
4. Matter pertaining to MACP/ACP probation clearance.
5. Recruitment Rules of Common Cadre post.
6. Personnel files in respect of IAS.
7. Personnel files in respect of DANICS.
8. Personnel files in respect of Group 'B' Gazetted.
9. Staff Inspection Unit report file.
10. Personnel file and service books of staff of Collectorate.
11. ACR's/APAR's of Common Cadre Post and Group 'B'.
12. Issue if Identity Cards to all Govt. Servant & Officers.
13. Issue of Ration Cards/Cancellation of Names of Ration card holders.
14. Lifting of Food Grain from FCI and supply to fair price shop.
15. Inspection of business establishment and fair price shop.
16. All Election viz General Election, Municipal, District/Village Panchayat.
17. Overall Land Revenue i.e. Conversion cases/Sale Permission, Illegal Construction /Encroachment of Land/Allotment of Lands etc.
18. Protocol.
19. VVIP Visits.
20. Reservation of Circuit House.
21. Issue of Motor Vehicle Licence and Renewal Licence..
22. Issue & Renewal of Arms Licence.
23. Issue & Renewal of Licence of MPKBY,SAS & PPF Scheme.
24. Cash book.
25. Pay Bill Register, Bill Register.
26. BCR Register.
27. Dead stock register.
28. Monthly/Quarter Report file.
29. Pay bill file.
30. Contingency bill file.
31. Contingency Register.
32. Budget file.

The Collectorate, Diu is functions in accordance with Service Rules Prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D'

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:

1. The Collectorate, Diu is dealing with Service matters of Government Servants, and has no relation to the formulation of policy matter.

MANUAL – 8

A statement of the boards, councils, committees and other bodies consisting two or more persons constituted as its part of for the purpose of its advice, 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:

1. The Department Selection Committee and Department Promotion Committee. The Administrator of Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officers. And Chairman of the DPC.

For Group 'A' & 'B' Officers

1. Development Commissioner, Daman & Diu Chairman.
2. Manager Director, OIDC, Daman Member.
3. Collector, Daman Member.
4. Collector, Diu. Member.
5. Conservator of Forest, Daman. Member.
6. Director of Accounts, Daman Member.

2. The Department Section Committee and Departmental Promotion Committee. The Development Commissioner of Daman & Diu is Appointing Authority for Group 'B' (NG) and Group 'C' Official and Chairman of DPC and there is no Minutes of such meeting are accessible for public.

Chairman of DPC and there is no Minutes of such meetings are accessible for public.

For Group 'C'

6. Development Commissioner, Daman & Diu Chairman.
7. Manager Director, OIDC, Daman Member.
8. Collector, Daman Member.
9. Collector, Diu. Member.
5. Director of Accounts, Daman Member.
6. Head of Office Concerned. Member.
7. Joint Secretary(Pers.)Only for Common Cadre Posts. Member

The Department Selection Committee and Department Promotion Committee the Finance Secretary of Daman & Diu which the Finance Secretary is the Head of Department.

For Group 'A' & 'B'

1. Finance Secretary, Daman & DiuChairman.
2. Managing Director, OIDC, DamanMember
3. Collector, DamanMember
4. Collector, DiuMember
5. Director of Accounts, DamanMember
6. Head of Office ConcernedMember
7. Joint Secretary (Pers.) Only for Common Cadre PostsMember

For Group 'C'

1. Finance Secretary, Daman & DiuChairman.
2. Managing Director, OIDC, DamanMember
3. Collector, DamanMember
4. Collector, DiuMember
5. Director of Accounts, DamanMember
6. Head of Office ConcernedMember

The Employees Grievances Redressal Cell for the U.Ts. of Daman & Diu and DNH as under:-

1. Joint Secretary (personnel)
2. Concerned Head of Offices.
3. Director of Accounts / Dy. Secretary (Finance).
4. Superintendent (Personnel)Member Secretary.

MANUAL - 9

A directory of its officers and employees:-

| Sr.No. | Designation | Number of Posts |
|---------------|---------------------------------|------------------------|
| 1. | Collector & District Magistrate | 01 |
| 2. | Superintendent | 01 |
| 3. | Head Clerk | 01 |
| 4. | Confidential Assistant | 01 |
| 5. | Accountant | 01 |
| 6. | Junior Stenographer | 01 |
| 7. | Filed Surveyor | 01 |
| 8. | U.D.Cs. | 04 |
| 9. | L.D.Cs. | 07 |
| 10. | Drivers | 04 |
| 11. | Multi Tasking Staff (Peon) | 05 |

The telephone No. and Fax No. of Office is as under:-

(a) Telephone No.02875-252111, 252444 (b) Fax No.02875-252333

MANUAL - 10

The monthly remuneration received by each of Its Officers and employees including the system of compensation as provided in its regulation.

| Sr. No. | Name | Designation | Gross Amount | Net Payable | Month & Year |
|---------|-----------------------|------------------------------|--------------|-------------|---------------|
| 1. | Shri Vinod P. Kavle | Collector & Dist. Magistrate | 53,162/- | 36,106/- | December-2013 |
| 2. | Shri D. H. Rathod | Superintendent | 39,920/- | 29,036/- | Deceber-2013 |
| 3. | Shri L. R. Bamania | Head Clerk | 38,020/- | 22,636/- | December-2013 |
| 4. | Shri P. P. Solanki | Confidential Assistant | 32,400/- | 22,370/- | Deceber-2013 |
| 5. | Shri L. G. Bamania | Accountant | 27,360/- | 24,486/- | December-2013 |
| 6. | Shri A. R. Solanki | Field Surveyor | 40,680/- | 32,650/- | Deceber-2013 |
| 7. | Smt. Lucia Rebello | Jr. Stenographer | 39,368/- | 23,224/- | December-2013 |
| 8. | Kum. Celiza Colimao | U.D.C. | 27,480/- | 20,450/- | December-2013 |
| 9. | Shri M. L. Joshi | U.D.C | 30,060/- | 20,030/- | Deceber-2013 |
| 10. | Shri Fremiot Almeida | U. D.C. | 28,025/- | 21,995/- | Deceber-2013 |
| 11. | Shri K. N. Thar | U.D.C. | 32,410/- | 17,880/- | December-2013 |
| 12. | Shri K. D. Patelia | L.D.C. | 25,384/- | 22,044/- | December-2013 |
| 13. | Shri P. D. Chudasama | L.D.C. | 24,500/- | 21,470/- | Deceber-2013 |
| 14. | Shri Wilson Almeida | L.D.C. | 24,125/- | 19,095/- | December-2013 |
| 15. | Shri D. L. Chauhan | L. D.C. | 22,806/- | 18,316/- | December-2013 |
| 16. | Shri D. B. Bariya | L.D.C. | 17,180/- | 15,590/- | December-2013 |
| 17. | Shri P. R. Solanki | L.D.C. | 17,180/- | 15,590/- | December-2013 |
| 18. | Shri R. R. Bamania | L.D.C. | 15,845/- | 14,346/- | December-2013 |
| 19. | Shri J. B. Rathod | Driver | 22,315/- | 19,285/- | December-2013 |
| 20. | Shri S. J. Vyas | Driver | 27,953/- | 18,163/- | December-2013 |
| 21. | Shri Gafar K. Mansuri | Driver | 26,260/- | 19,230/- | December-2013 |
| 22. | Shri H. D. Jadav | Driver | 25,008/- | 16,718/- | December-2013 |
| 23. | Shri N.H. Kamalia | MTS(Peon) | 23,800/- | 19,770/- | December-2013 |
| 24. | Shri H. H. Jethwa | MTS (Peon) | 23,480/- | 18,450/- | December-2013 |
| 25. | Shri J. P. Bariya | MTS (Peon) | 20,714/- | 18,569/- | December-2013 |
| 26. | Shri V.K. Jethwa | MTS (Peon) | 19,631/- | 16,486/- | December-2013 |
| 27. | Shri H. M. Jadav | MTS (Peon) | 23,800/- | 17,230/- | December-2013 |

MANUAL - 11

The budget allocated to each of its agency, including the particulars of all Plans/Non-Plans, proposed expenditures and reports on disbursements made:

Budget Allocation for the Financial Year 2013-14.

1. **2029: NON-PLAN,**
Land Revenue,
800: Other Expenditure,
04.00.01: Salaries.Rs. 5,00,000/-
04.00.06: Medical Treatment.. . . .Rs. 10,000/-
04.00.11: Domestic Travel Expenses.....Rs. 10,000/-
04.00.13: Office Expenses.. . . .Rs. 1,00,000/-
2. **2052: NON-PLAN**
Secretariat General Services
090: Secretariat,
15: Daman & Diu,
15.00.01: Salaries.Rs.4,00,000/-
15.00.06: Medical Treatment.. . . .Rs. 25,000/-
15.00.11: Domestic Travel Expenses.....Rs. 40,000/-
3. **2053: NON-PLAN,**
District Administration,
093: District Establishment,
07: Daman & Diu,
07.00.01: Salaries.Rs. 65,00,000/-
07.00.02: Wages.....Rs. 1,25,000/-
07.00.06: Medical Treatment.. . . .Rs. 1,40,000/-
07.00.11: Domestic Travel Expenses.....Rs. 2,10,000/-
07.00.13: Office Expenses.. . . .Rs. 11,45,000/-
07.00.41: Secret Service Expenditure.....Rs. 2,50,000/-
07.00.50: Other Charges.....Rs. 50,000/-
4. **2408: NON-PLAN,**
Food Storage & Warehousing,
01: Food,
001: Direction & Administration,
05: Daman & Diu,
05.00.01: Salaries.Rs.8,00,000/-
05.00.06: Medical Treatment.. . . .Rs. 5,000/-
05.00.11: Domestic Travel Expenses.....Rs. 10,000/-
05.00.13: Office Expenses.. . . .Rs. 90,000/-
5. **3456: NON-PLAN,**
Civil Supplies,
001: Direction & Administration,
07: Daman & Diu,
07.00.01: Salaries.Rs. 3,75,000/-
07.00.06: Medical Treatment.. . . .Rs. 5,000/-
07.00.11: Domestic Travel Expenses.....Rs. 5,000/-
07.00.13: Office Expenses.. . . .Rs.1,00,000/-
07.00.50: Other Charges.....Rs. 40,000/-
6. **2041: PLAN,**
Taxes on Vehicle,
001: Direction & Administration,
01: Directorate of Transport,
01.00.01: Salaries.Rs. 10,50,000/-
01.00.06: Medical Treatment.. . . .Rs. 10,000/-
01.00.11: Domestic Travel Expenses.....Rs. 10,000/-
01.00.13: Office Expenses.. . . .Rs. 4,00,000/-
01.00.50: Other Charges.....Rs. 90,00,000

MANUAL – 12

The manners of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.

1. This department has not executed any subsidy programmes.

MANUAL – 13

Particulars of recipients of concessions, permit or authorization granted by it.

1. 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 an electronic form

| Sr. No. | Activities for which electronics data available | Nature of information available | Can it be shared with public | It is available on website or is being used as a back end data base. |
|---------|---|--|------------------------------|--|
| 1. | Transfer/Posting | Name & Designation of Employees/Official transferred | Yes | Available on website |
| 2. | Circulars | All Circulars issued by department from time to time | Yes | Available on website |
| 3. | Seniority List | Seniority of all common cadre staff | Yes | Available on website |
| 4. | Tender | Various tenders | Yes | Available on website |
| 5. | Telephone Directory | Directory of Name and Address of all Officers | Yes | Available on website |

1. The detailed information in respect of Seniority List, Notification, Office Memorandums Circulars issued by this department is available in the official departmental web site i.e. www.daman.nic.in

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:

1. There is no library or reading room facilities available in the department of Collectorate, Diu.

MANUAL – 16

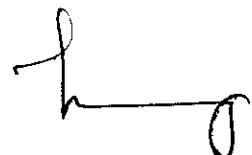
The names, designations and other particulars of the Public Information Officer:

1. Shri D. H. Rathod, Superintendent (NG) is Central Public Information Officer, in the Collectorate, Diu.
2. Shri Vinod P. Kavle, IAS, Collector, Diu is First Appellate Authority in Diu District.

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Such other information as may be prescribed: and thereafter update these publications every year:

1. All information are updated in the Official website, such as Orders, Notification and Seniority list of Common Cadre Post etc.



(LEKH RAJ)
Deputy Collector, Diu.