



सत्यमेव जयते

**DISTRICT PANCHAYAT,  
DIU**

**(U.T.ADMINISTRATION OF DAMAN & DIU)**

**RIGHT TO INFORMATION ACT 2005  
(SECTION 4)  
PUBLICATION OF 17 MANUALS**

**SUE-MOTO PUBLICATION**

**POSTAL ADDRESS**

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

**PHONE NO:- 02875-252822**

**FAX NO:- 02875-252822**

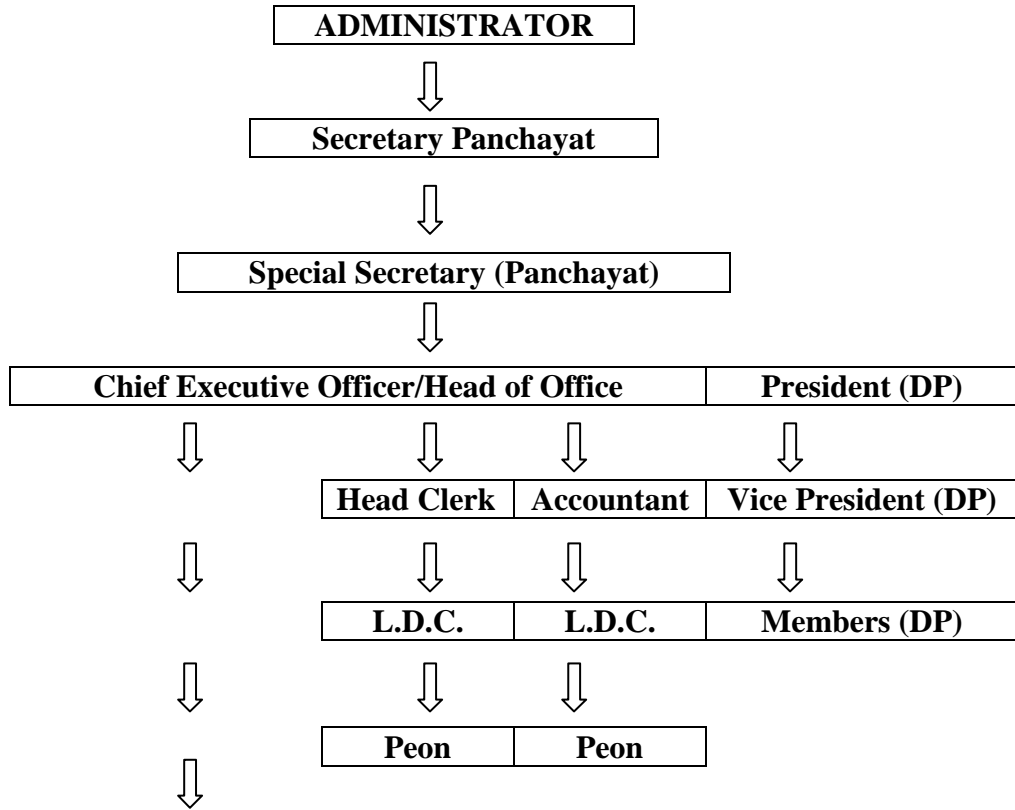
**EMAIL: [dpdiu@yahoo.com](mailto:dpdiu@yahoo.com)**

**WORKING HOURS MONDAY TO SATURDAY**

**(HOLIDAY ON 2<sup>nd</sup> SATURDAY OF EVERY MONTH)**

- ❖ 10:00 AM to 5:00 PM
- ❖ 1:30 PM to 2:00 PM Lunch Break

# ORGANISATION CHART



Block Development Officer	Education Office	Child Development Project Officer	Executive Engineer (DP)	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					

## **MANUAL – 1**

### **THE POWER AND DUTIES OF OFFICERS AND EMPLOYEES OF DISTRICT PANCHAYAT:**

The Chief Executive Office, Head of Office of District Panchayat, Diu who has been delegated Financial Powers under the provision of Delegation of Financial Power Rules General Financial Rules, CTR and CPWD Manual having all the powers of Administrative, Establishment, Corresponding with the Administration as Group 'B' Gazetted Officer.

## MANUAL -2

### **THE COMMITTEES OF DISTRICT PANCHAYAT**

**The following Standing Committees of District Panchayat have already been framed.**

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

## MANUALS - 3

### **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 dedication 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 e-payment duly approved by CEO & Present cheque to agency and recovery cheque security deposit, Income Tax, VAT, Labour Cess alongwith Challan is prepared and deposited 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.	3 working days.
7) Subsidy	Financial Assistance to Fishermen and Farmers	3 working days.
8) Budget	Budget preparation is done by account section base on the detailed Estimates are 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 on the base of detailed line/Estimates 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 of funds 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 is 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 the 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 credited 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.	Within a week and receipt & Intimation



## **MANUAL - 4**

### **THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS**

- 1) The Administrator Daman & Diu is Appointing Authority for Group 'A' & 'B' gazetted Officers. He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
  
- 2) The Secretary (PRI), being Head of Department of District Panchayat and Gram Panchayat, Diu.

## MANUAL – 5

### **THE RULES, REGULATIONS, INSTRUCTIONS, MANUAL AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

- 1) The service rules prescribed by the Central Government Rules in respect of Group 'A' 'B' 'C' and 'D' 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 R.Rs approval of the Administrator is necessary.

## MANUAL – 6

### **A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL:**

14) Maintenance of record /documents	The following registers/file are maintained by account section/Establishment 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) Pay Bill Register / Bill Register.
	12) Monthly/Quarterly Report file.
	13) Pay Bill File.
	14) Contingency Bill file
	15) Budget file
	<b>Establishment Section</b>
	1) Matter pertaining to MACP/ACP/ probation clearance of staff.
	2) Recruitment Rules for all department posts.
	3) Matter pertaining to Group 'A' 'B' & 'C' posts.
	4) Personnel files in respect of all staff.
	5) ACR's / APAR's for Group 'A' 'B' & 'C' departmental posts.

## 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

❖ Meetings organized by Gram Sabha of various Village Panchayats of Diu District.,

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

## MANUAL – 8

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

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

## MANUAL – 9

### A DIRECTORY OF ITS OFFICERS AND EMPLOYEES ADMINISTRATIVE STAFF

Sr. No.	Name of the Incumbent	Designation	Contact Number
1	Shri Lekhraj	Chief Executive Officer	9687823230
2	Shri S. B. Barad	I/c. Executive Engineer/A.E	9824783063
3	Shri R. H. Solanki	Junior Engineer	9426123607
4	Shri U. V. Goswami	Accountant/AAO	9825409716
5	Shri V. D. Patelia	Head Clerk	9824103720
6	Shri Devang Shah	L.D.C.	9825409772
7	Shri M. C. Baria	Junior Engineer (On D/W)	9274484952
8	Shri D. G. Chavda	L.D.C.(On Contract Basis)	9429777915
9	Shri S. B. Solanki	L.D.C (NMR)	9924691731
10	Shri H. G. Makwana	L.D.C.(NMR)	9727964945
11	Shri B. J. Solanki	Supervisor (On. D/W)	9998424824
12	Shri A. C. Makwana	Supervisor (NMR)	9978761407
13	Shri Mansuri Mustakim	Supervisor (NMR)	8460802107
14	Shri P. B. Bamania	Peon (On Contract Basis)	9904364201
15	Shri N. L. Chavda	Peon (NMR)	9924663937
16	Shri Hira Soma	Peon (NMR)	9904460323
17	Shri Dhiru Punja	Driver (NMR)	9824465070
18	Smt. Vanitaben K.	Sweeper (NMR)	9228831568
19	Shri J. C. Bariya	Electrician (On D.W.)	9824253759
20	Shri P. J. Solanki	Mason (On D.W.)	9904365290
21	Shri M. H. Vadher	Mason (On D.W.)	8000078177
22	Shri C. V. Vadhwana	Mazdoor (On D.W.)	7874976615
23	Smt. Hanshaben Girish	Mazdoor (On D.W.)	9825854947
24	Smt. Kantaben K.	Mazdoor (On D.W.)	8469785600
25	Smt. Nikita Kantilal	Mazdoor (NMR)	8980797584
26	Smt. Irubai Gando	Mazdoor (NMR)	---
27	Smt. Motiben Vasram	Mazdoor (NMR)	---
28	Shri Yangesh R. Solanki	Driver (NMR)	9913976503
29	Shri Jignesh Babu	Driver (NMR)	8140321894
30	Shri Sarfaraj	Driver (NMR)	9913216447

## MANUAL – 10

### 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 U. V. Goswami	Accountant/AAO	Appointed by the Administrator
5	Shri V. D. Patelia	Head Clerk	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

## MANUAL -11

THE BUDGET ALLOCATED TO EACH OF ITS AGENCY. INCLUDING THE PARTICULARS OF ALL PLANS AND NON PLAN EXPENDITURE AND REPOSRS ON DISBURSEMENTS MADE

Sr.No.	Budget Head of Account (Under Grant-in-Aid)	Fund Allotted 2013-14 (Rs.)
	<b>PLAN</b>	
1	2202- General Education (Gen)	50,62,000
2	2202- General Education (Cap)	15,00,000
3	2204- Sports and Youth Services	70,50,000
4	2205- Art and Culture	10,35,000
5	2210- Medical and Public Health	30,00,000
6	2215- Water Supply	70,95,000
7	2216- Housing	4,35,000
8	2225- Welfare of SC, ST & OBC	5,10,000
9	2235- Social Security and Welfare (Gen)	2,94,00,000
10	2236- Nutrition	90,00,000
12	2401- Crop Husbandary	55,50,000
13	2402- Soil and Water Conservation (Gen)	45,00,000
14	2402- Soil and Water Conservation (Cap)	45,00,000
15	2403- Animal Husbandary	5,40,000
16	2405- Fisheries	38,70,000
17	2406- Forestry and Wild Life	3,75,000
18	2515- Other Rural Development (Gen)	1,88,75,000
19	2515- Other Rural Development (Cap)	60,00,000
20	2515- Other Rural Development (Salary)	26,25,000
21	2702- Minor Irrigation	14,70,000
22	2711- Flood Control and Drainage	15,000
23	2801- Power	82,95,000
24	2810- New and Renewable Energy	13,20,000
25	2852- Industries	12,60,000
26	3054- Roads and Bridges (Gen)	4,72,00,000
27	3054- Roads and Bridges (Cap)	1,50,00,000
28	3452- Tourism	30,00,000
29	3454- Census Survey & Statistical	1,95,000
	<b>Total</b>	<b>18,86,77,000</b>



Sr.No.	Budget Head of Account (Under Grant-in-Aid)	Fund Allotted 2013-14 (Rs.)
	<b>NON PLAN</b>	
1	2059- Public Works	1,50,000
2	2070- Other Administrative Services	1,20,000
3	2202- General Education (Gen)	3,00,000
4	2202-General Education (Salary)	30,000
5	2215-Water Supply	15,000
6	2216- Housing	15,000
7	2235- Social Security Welfare	90,000
8	2245- Natural Calamities	15,000
9	2515-Other Rural Development Pro.(Gen)	15,000
10	2515-Other Rural Development Pro.(Pan.Raj)	15,00,000
11	2515-Other Rural Development Pro.(Salary)	60,000
12	2702- Minor Irrigations	75,000
13	2801- Power	15,000
14	3054- Roads and Bridges	4,50,000
	<b>Total</b>	<b>28,50,000</b>

## MANUAL – 12

THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES.

Name of Scheme	Seminar / Programmes	Beneficiaries	Allotted fund for the 2013-2014
Integrated Agriculture Development Scheme	Procurement of Agricultural inputs like seeds, organic manure, bio – pesticide, tools equipments, implements, horticulture plants machineries and other inputs (storage bin) etc.	Farmers	Rs. 55,50, 000

## MANUAL -13

### PARTICULARS OF RECEIPIENTS OF CONCESSIONS, PERMITS OF AUTHORIZATION GRANTED BY IT

#### **1. Eligibility Pension to : Old Age Pension (NSAP)**

- a) The age of the person should be 60 years and above.
- b) The person must be a domicile of the U.T. of Daman & Diu.
- c) The income of the Old Age Person / Senior Citizen should not be more than Rs. 1:00 lakh per annum from all sources
- d) If the person gets similar benefits from anyother scheme for same purpose, then the financial assistance under this scheme will be stoped.

#### **2. Eligibility Pension top: Widow Pension (NSAP)**

- a) The person must be a domicile of the U.T. of Daman & Diu.
- b) The Income of the Old Age Person/Senior Citizen should not be more than Rs. 1.00 lakh per annum from all sources.
- c) If the person gets similar benefits from any other scheme for same purpose, then the financial assistance under this scheme will be stoped.
- d) If the person is re-married, the benefit will be stoped.

#### **3. Eligibility Pension to : Disabled Pension (NSAP)**

- a) The age of the person should be 18 years and above.
- b) The parson must be a domicile of the U.T. of Daman & Diu.
- c) The income of the Old Age Person/Senior Citizen should not be more than Rs. 1.00 lakh annum from all sources
- d) The disability level should be 40% and above as certified by the Medical Board as per the guidelines of Government of India. Purpose, them the financial assistance under this scheme will be stoped.
- e) If the person gets similar benefits from any other scheme for same purpose, them the financial assistance under this scheme will be stoped.

**The District Panchayat, Daman and Diu have implanted three category of Pension Scheme for Financial Assistance @ Rs. 1000/- per month under National Social Assistance Programme taking the Beneficiates from Panchayat area of Diu District**

- 1) Old Age pension : 1013
- 2) Widow pension : 732
- 3) Disabled pension : 144

## MANUAL – 14

DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND ELECTRONIC FORM:

Sr No.	Activities for which electronic data available	Nature of Information available	Can it be shared with public	It is available on website or being used as a back and data base
01	Circulars, Orders	All circulars/ Orders issued by department from time to time are placed on office notice board.	Yes	Yes
02	Public Notice	Issued by department time to time placed on office notice board.	Yes	Yes
03	e-Tender	Various Tenders/ Quotation	Yes	Yes

## MANUAL -15

THE PARTICULARS OF FACILITIES AVAILABLE TO CITIZENS FOR OBTAINING INFORMATION, INCLUDING THE WORKING HOURS OF LIBRARY OR READING ROOM, IF MAINTAINED FOR PUBLIC USE.

1. The public can approach the line department for obtaining any information.
2. They can also apply under RTI Act for obtaining information from line department all Head of line department are declared PIO's as details given in Manual -16
3. Name Board regarding staff have been displayed at line department.
4. A Name Board conferring norm & other particulars of PIO and Appellate Authority made RTI ACT has been displayed at a Panchayat placed in compound of District Panchayat.

## MANUAL – 16

### THE NAME AND DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:

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 <a href="mailto:dpdiu@yahoo.com">dpdiu@yahoo.com</a>
	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.

**MANUAL – 17**

**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR:**

All Information is updated on the official website such as orders, notification, tender etc.

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\* All above information to be sent in digital form/soft copy