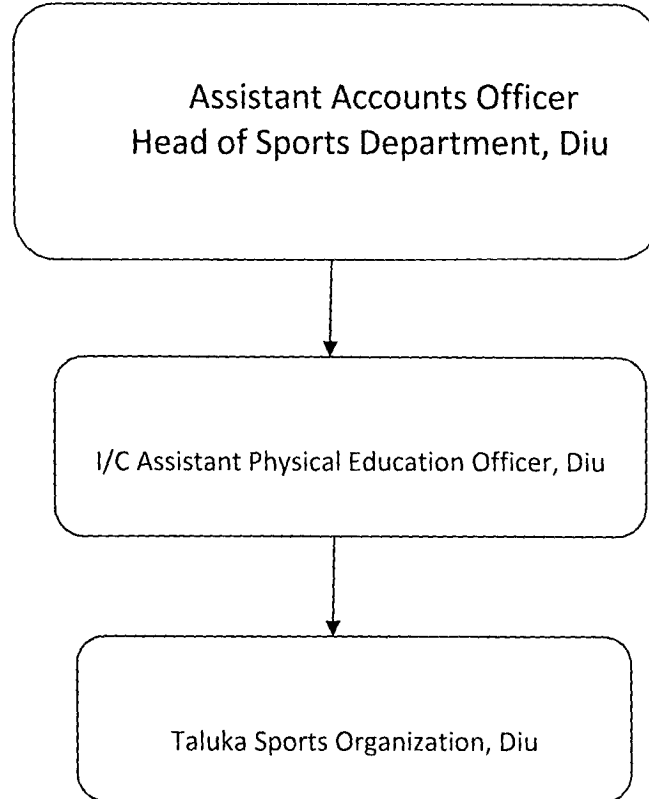


ANNEXURE

SUO-MOTO PUBLICATION OF 17 MANUALS

MANUAL-(I)

Head of Sports Office Organization Structure:



ANNEXURE

SUO-MOTO PUBLICATION OF 17 MANUALS

MANUAL-(I)

<p>(1)</p>	<p><u>Particular of Organization functions and duties</u></p> <p>The A.A.O. is declared as Head of Office of Sports Department, Diu</p> <p>The Secretary (Sports) is the Head of Department is under whose general superintendence, direction & control the department officers shall exercise all power and discharge the duties conferred.</p>
<p>(2)</p>	<p><u>POWER AND DUTIES OF OFFICERS AND EMPLOYEES.</u></p> <p><u>1 – Assistant Accounts Officers, Diu</u></p> <p>He is declare as Head of Sports, Diu Over all supervision over office & staff members</p> <ol style="list-style-type: none">(1) The main functions of the Sports Section is to the academic and co-curricular activities,(2) Organizing of sports for the Primary and Secondary School and organizing various tournaments for the developments of Sports in Diu District.(3) During National Programmes, various Festivals, Co-curricular functions, Primary and secondary School Sports. Tournament, Exhibitions, Shows etc.(4) Assistant Accounts Office, H.O. Sports Section /Education Officer, Diu/ Head Master / Chief Office, DMC, Diu/Assistant Engineers, PWD & Electrical, Diu & the Members of cultural committees etc.(5) The Assistant Accounts Officer, Directorate of Accounts, Branch Diu declared as Head of Office/ Drawing & Disbursing Officer by Collector, Diu under his power Rule 14 of Delegation of Finical Power Rules, 1978.(6) In Padmbhushan Sports Complex and Cricket ground number of students, public in general/ officers & players of Diu and from outside comes daily for Badminton, Table Tennis , Tennis, caroms Cricket, Foot-Ball, Volley Ball, Gymnasium etc. and during various festivals, Co- curricular functions, Primary and secondary School Sports, Tournament, Exhibitions, Shows etc. are also organized by this Sports Department. <p>To impart assistance and guidance to sub-ordinates.</p>

II – I/C A.P.E.O

1. Over all supervision over staff members
2. To impart assistance and guidance to sub-ordinates
3. All the Budgetary, Establishment and Accounts matters including Audit and other registers and noting on files maintenance of Dead stock Register and other registers & records as per guidance of Head of Sports.
4. To look after the work of Office during the tour period or camp of Head of Sports from time to time.
5. Other works assigned by the Head of Sports.
6. Dealing with Establishment & Administrative work.
7. To Maintain the Laboratory and keep all the equipment, in clean condition.
8. To prepare of salary bills and F.V.C. bill etc.
9. Maintain of Cash book, Inward, Outward Register, Long book, Chalan file register, and other work as an when suggested by of.
10. The A.P.E.O. Diu have to be in touch with the Collectorate, Diu
11. To cope up the work to set up Hall stages at Sports Complex.
12. The Office is also looking after the work of Diu District Sports Council under the chairmanship of Hon'ble Collector.
13. A big Multipurpose Hall in which indoor games like Badminton, Table Tennis, Carrom, Chess are being played daily in the morning and evening sessions.
14. Tennis Court with cement floor. Two Gym Room. Volley Ball Ground. Newly developed Football ground behind Nirmala Mata High School, Diu.
15. All of the above, departments have Padmbhushan Sports ground in which cricket is being played. Many tournaments are played like C.K. Naidu Trophy, Jay Hind Trophy, Open Saurashtra, District Level Tournaments etc.

III- T.S.O

- (1) Organizing of sports for the Primary and Secondary School and organizing various tournaments for the developments of Sports in Diu District.
- (2) All of the above, departments have Padmbhushan Sports ground in which cricket is being played. Many tournaments are played like C.K. Naidu Trophy, Jay Hind Trophy, Open Saurashtra, District Level Tournaments
- (3) To organize all other Sports Tournament under the T.S.O. Guidance

iii)	PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY. Enforcement decisions are taken by the Authorities as per Rules.
iv)	NORMS SET BY IT FOR THE DISCHARGE OF IT FUNCTIONS; As laid down under the Rules.
v)	RULES, REGULATION, INSTRUCTION, MANUALS AND RECORDS, HEAD BY IT OR UNDER IT CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING FUNCTIONS; ----- Nil-----
vi)	A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER IT CONTROL; ----- Nil-----

viii) Statement of the boards, councils, committees and other bodies consisting of two or more persons constitute 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 meetings are accessible for public;

(1) The Office is also looking after the work of Diu District Sports Council under the chairmanship of Hon'ble Collector.

ix) **DIRECTORY OF ITS OFFICERS AND EMPLOYEES:**

Sr No	Name	Designation	Telephone No.
01	Shri P.D.Rajput	A.A.O/H.O Sports, Diu	9898110601
02	Shri D.P.Mori	I/c A.P.E.O, Diu	9825771346
03	Shri H.V.Acharya	T.S.O. Diu	9427387310

x) **MONTHLY REMUNERATION RECEIVED BY EACH OF ITS OFFICERS AND EMPLOYEES, INCLUDING THE SYSTEM OF COMPENSATION AS PROVIDED IN ITS REGULATION;**

Sr No.	Name	Designation	Basic pay+ Grade pay
01	Shri H.V. Acharya	T.S.O. Diu	Rs.20740+ Rs.5400

xi) **BUDGET ALLOCATED TO EACH OF ITS AGENCY, INDICATING THE PARTICULARS OF ALL PLANS PROPOSED EXPENDITURES AND REPORTS ON DISBURSEMENTS MADE;**

Sr. No	Budget Head	Allotted 2014-15	Allotted 2014-15
01 PLAN		Daman	Diu
	07.00.13 -Office Expenses	---	2900
	08.00.13- Office Expenses	---	3400
	07.00.11-D.T.E.	---	50
02 NON PLAN			
	07.00.01- Salaries	---	600
	07.00.02- Wages	---	100
	07.00.11- Medical Treatment	---	10
	07.00.13- Office Expenses.	---	200
	08.00.13- Office Expenses.	---	100

The allocation is towards establishment/ salary component.
The major expenditure is towards disbursement of salary/office expenses.

07

Discretionary and Non- discretionary grants

Grants received by Head of Sports, Diu

Under Budget Head:

	ALLOTED 2014-15
2204-Sports & Youth Services(PLAN)	
08.00.31- Grants- in aid	200
07.00.31-Grants- in- aid	500