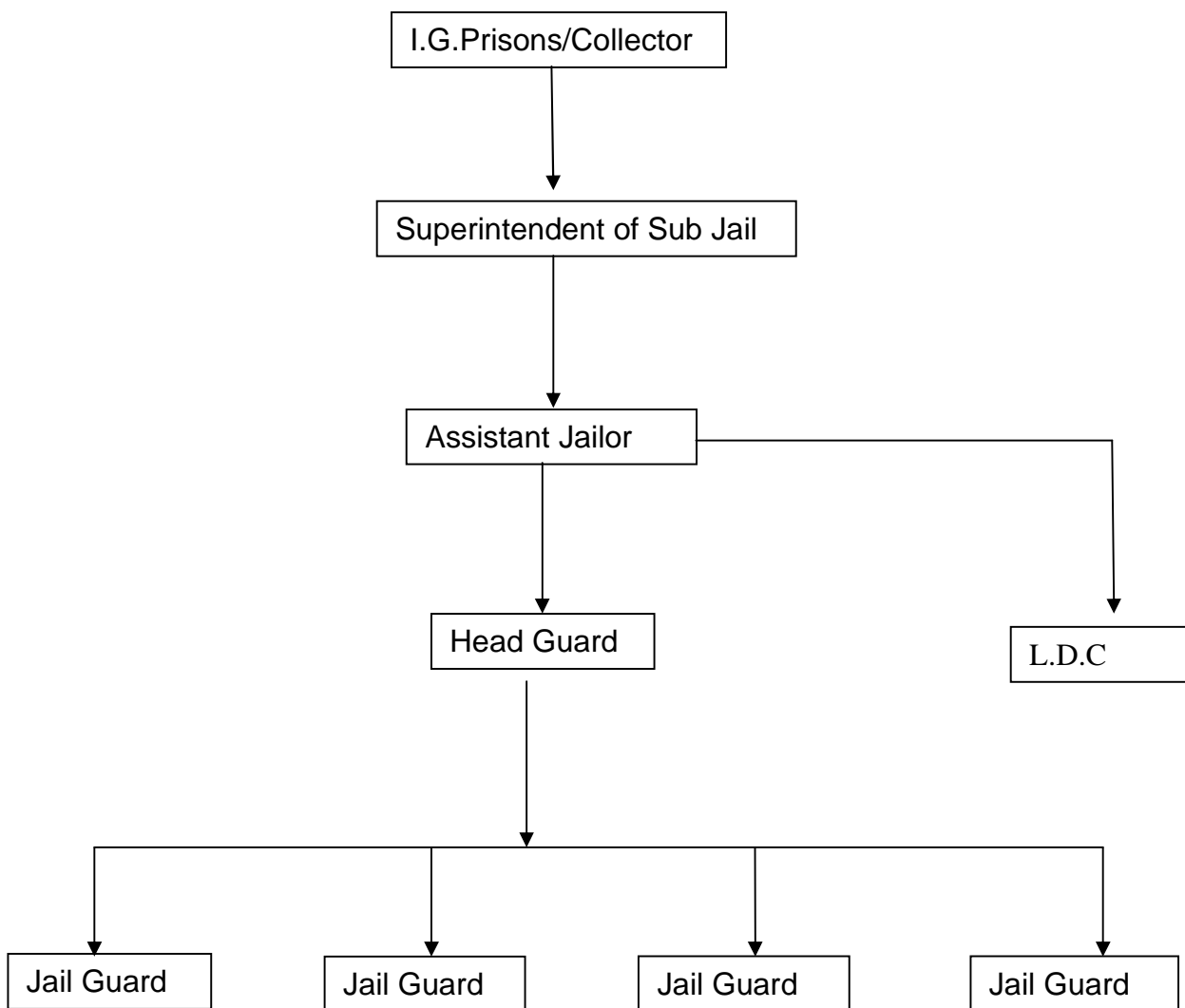


OFFICE OF SUPERINTENDENT OF SUB JAIL, DIU SUO MOTO INFORMATION RTI

❖ MANUAL – I

The particulars of its organizations, functions and duties.

The organization structure of the office of Superintendent of Sub Jail is as under:-



❖ MANUAL – 2

The power and duties of its officers and employees:

The Inspector General of Prisons is the overall in-charge of the Sub Jail & the Superintendent is declares as the Head of Office.

The Assistant Jailor is the in-charge of the Jail Guard and assisted Head Guard and Jail Guard.

❖ MANUAL-3

The procedure followed in the decision making process including channels supervision and accountability.

The procedure followed in decision making process including channel of Supervisor & accountability is as per Jail Manual.

❖ MANUAL-4

The norms set by it for the discharge of its functions.

❖ 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.

❖ MANUAL-6

A statement of the categories of documents that are held by it or under it', control.

❖ 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.

❖ MANUAL-8

A statement of the boards, councils, committees and other bodies consisting two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of those boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public.

❖ MANUAL – 9

A directory of its officers and employees.

Sr. No.	Designation	Nos.
1	Assistant Jailor.	1
2	Lower Division Clerk (D/W)	1
3	Head Guard	1
4	Jail Guard	4
5	Peon.	1

❖ MANUAL – 10

The monthly remuneration by each of its officers and employees including the system of compensations provided in its regulations.

Sr. No.	Name	Designation	Contact No.	Salary
1	Shri D. J. Baraiya	Assistant Jailor.	9925484677	8960
2	Shri R. D. Makwana	Head Guard	9574840026	9310
3	Shri H. B. Makwana	Jail Guard	9979078446	6360
4	Shri S. A. Chauhan	Jail Guard	9712723007	8200
5	Shri T. K. Solanki	Jail Guard	9913216295	7740
6	Shri N. M. Rathod	Jail Guard	9898772561	5200
7	Shri P. H. Vaja	Peon	9898664803	8950
8	Shri Y. A. Mogal	LDC	9909187338	13000

❖ MANUAL-11

The budget allocated to each of its agency including the particulars of all plans proposed expenditure and reports on disbursements made.

❖ Budget allocation of the financial year 2014-15.

2056 - Major Head	
- Jails.	
001 - Direction & Administration.	
02- Daman & Diu	
02.00.01 - Salaries	=20,00,000/-
02.00.11 -Domestic Travel Expenses.	=15,000/-
02.00.13 - Office Expenses	=4,00,000/-
02.00.06 - Medical Treatment.	=15,000/-
02.00.02-wages	=50,000/-

❖ MANUAL-12

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

- The department does not deal with any subsidy programme.

❖ MANUAL-13

Particulars of recipients of concessions permits or authorization granted by it.

--- NIL ---

❖ MANUAL – 14

Details in respect of the information available to or held by it reduced in an electronic form.

--- NIL ---

❖ MANUAL – 15

The particulars of facilities available to citizens for obtaining formation, including the working hours of a library or reading room if maintained for public use.

❖ There is no library or reading room facilities available in the department.

❖ MANUAL - 16

The names, designation and other particulars of the Public Information Officer.

❖ Name: Shri D. R. Damania, Superintendent of Sub Jail, Diu.

❖ Contact No.:-9824137111

❖ MANUAL – 17

Such other information as may be prescribed and thereafter update these publication every year.

-Nil-