

DEPARTMENT OF TECHNICAL TRAINING INSTITUTE,

DIU

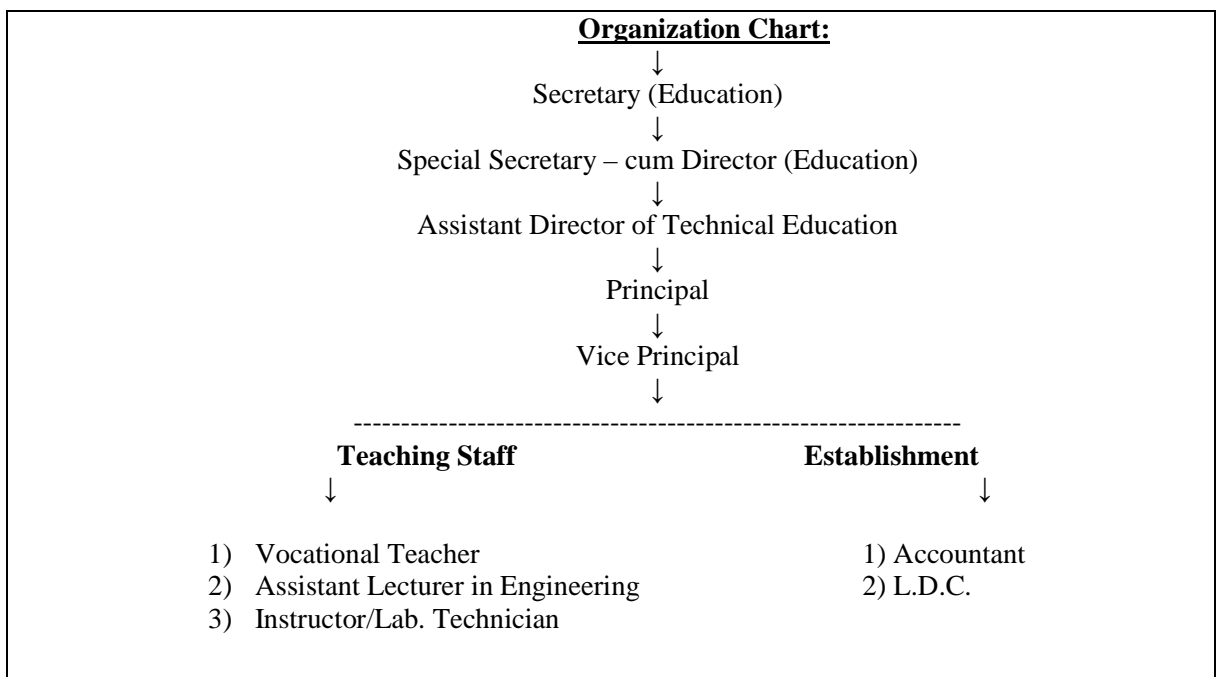
Date: 14- May 2014

SUO-MOTO PUBLICATION OF 17 MANUALS

MANUAL – 1

The particulars of its organization, function and duties:

The Technical Training Institute, Diu is imparting knowledge of Technical Subjects (Pre-Vocational subject) to the student of all High Schools of Diu District, Imparting Vocational Education at Higher Secondary (10+12) level in field of Vocational Education.



POSTAL ADDRESS:

The Principal,
Technical Training Institute,
Fort Road, Near PWD, Diu.
Pin Code No. 362 520.
Phone No (02875) 252251

WORKING HOURS

Monday to Saturday : 10:00 A.M. TO 01:30 P.M.
:02: 00P.M. TO 06:00 P.M.

LUNCH BREAK : 10:30 P.M. TO 02:00 P.M.

MANUAL –II

The powers and duties of its officers and employees:

The HO/DDO in respect of this Department who has been delegated financial powers under the provision of Delegation of Financial Powers Rules and also having all the power of Administrative, Establishment. Admission, Academic control in respect of students control of staff, sanctioning of leave, Advance, increment and to initiate disciplinary action against the staff as per provisions of CCS Rules.

Duties of officers / Employees:

1. Principal :-

- Over all Office & Academic Controlling of the Technical Training Institutes, Daman & Diu.
- Department Administrative work correspondence with Gujarat Secondary Education Board, Gandhinagar & Administration of Daman & Diu for time to time.
- Planning & implementation of Scheme.
- Controlling of budget accounts, establishment, store and academic work.
- Maintenance of buildings, workshop sections, Laboratories furniture and other related work.
- Monitoring the department wise smooth working performance.

2. Vice Principal :-

- Teaching in the subject of Vocational Education.
- Assisting the Principal in academic as well as Administrative work.
- Control, Supervision and Superintendence over the Vocational Institute.
- Any other work assigned by Principal from time to time.

3. Assistant lecturers / Vocational Teacher :-

- Teaching, Tutorial, Examination & Evaluation, Student Assessment Work, interaction education activities with students and other related work assigned by the principal.

4. Workshop Instructor :-

- To impart Practical knowledge to the student of Secondary Section in his respective trades, maintain discipline & safety aids in his section, maintain & keep records of Stock register, Consumable register and any other work as entrusted by the Principal.

5. Lab. Technician :-

- To help the Lecturer with conducting practical classes in respective laboratory.

6. Workshop Attendant:-

- To carry out the equipments for practical purpose in Laboratory/Workshop Section, Cleaning Labs / Workshop Section, helping Assistant Lecturer/Vocational Teacher as well as instructor at the time of Practical Classes.

7. Accountant / Assistant:-

- Compilation of Accounts matter.
- Maintain the progress registers of budget expenditure and plan expenditure.
- Preparation of Budget and Plan.
- Scrutiny of service matters concerned with accounts (pay and allowances, fixation, pension cases etc.)
- Cash transaction.

8. LDC:-

- Typing work of office,
- Other miscellaneous works.
- Students correspondence with Technical Examination Board.
- Collection of terms / Tuition fees etc.
- Maintenance of Service Book, Personal File of all staffs etc.
- Any other work entrusted by the Principal.

MANUAL – III

The procedure followed in the decision making process, inclusion channels of supervision and accountability:

Sr. No.	Activities	Level	Time frame
1.	To receive application / letter and put diary number	L.D.C.	Same day
2.	To mark application / letter to concerned dealing assistant	Principal	Same day
3.	To examine the correspondence and to put up report	L.D.C.	6-7 days depending on urgency of the letter
4.	To examine the note put up	Principal	2 to 3 days
5.	To approve action proposed	Principal	2 to 3 days
6.	To approve specific matters and VVIP reference	Secretary (Educ.)	2 to 3 days

MANUAL – IV

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

The principal is the Head of Office of this Institute, the look after all the works of Technical Training Institute, Diu.

MANUAL – V

The rules, regulation, instruction, manuals and records, held by it or under its control or used by its employees for discharging its functions:

The Department functions in accordance with Education Rules prescribed by the Gujarat Secondary Education Board, Gandhinagar and amended by the U.T. Administration of Daman & Diu time to time.

MANUAL – VI

A statement of the categories of documents that are held by it or under its control:

1. Preparation of MACP/ACP, Probation Clearance of departmental post.
2. Preparation of Recruitment Rules of departmental post.
3. Personnel files and service books of department staff.
4. ACR's/APAR's of Ex-cadre post of Technical Training Institute Diu.
5. Cash Book.
6. Pay Bill Register, Bill Register.
7. BCR Register.
8. G.P.F. Register for Group 'D' of departmental staff.
9. Dead Stock Register.
10. Cheque Register.
11. Monthly / Quarterly Report file.
12. Pay Bill File.
13. Contingency Bill File.
14. Budget File.
15. G.R. Register of students.
16. Students information like L.C., mark Sheet etc.

MANUAL – VII

The particulars of any arrangement that exists in consultation with or representation by the members of the public in relation to the formulation of its policy or implementation thereof:

The Department of Technical Training institute, Diu has no direct dealing with the public. The department is dealing with the students for student relative activities and has no relation to the formulation of policy matter.

MANUAL – VIII

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 whether meetings of those boards, councils, committees and other bodies are open to the minutes of such meetings are accessible for public:

No such bodies are constituted by the principal, Technical Training institute, Diu.

MANUAL – IX

A directory of its officers and employees:

The directory of officers and employees of the Department is enclosed herewith at Annexure –I.

MANUAL – X

The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

Monthly remuneration received by Officers and employees is enclosed at Annexure – II.

MANUAL – XII

The manner of extension of subsidy programmes, including the amount allocated and the details of beneficiaries of such programmes:

This department has not executed any subsidy programs.

MANUAL – XIII

Particulars of recipients of concessions, permit or authorizations granted by it:

There is no recipient of concession, permit or authorization provided by this department.

MANUAL – XIV

Details in respect of the information, available to or held by it, reduced in an electric form:

There is no facilities available with this department.

MANUAL – XV

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:

There is no facilities available with this department.

MANUAL – XVI

The names, designation and other particulars of the Public information Officers:

The Head of office i.e. Shri M. B. Kamalia, Vice Principal is the Public information officer in respect of Technical Training Institute, Diu as notified by Administration.

MANUAL – XVII

Such other information as may be prescribed:

All other information are uploaded in the Official Web Site. Such as Orders, Recruitment advertise, Establishment work related document list of the department.

MANUAL –XI

The Budget allocated to each of its agency, indicating the particular of all plans proposed expenditures and reports on disbursement made:

The required details for the financial Year 2013-14 are us Under:

	Major Head of Account	Initially Sanctioned Grant 2013-14	Expenditure upto 31-03-2014
(A)	2203- Technical Education (Plan)		
	001-Direction & Administration		
	06- Directorate of Administration		
	06.00.01-Salaries	27,78,000/-	27,78,000/-
	06.00.02-Wages	2,25,000/-	2,24,798/-
	06.00.06- Medical Treatment	---	---
	06.00.11-Domestic Travel Expenses	35,000/-	34,977/-
	06.00.13- Office Expenses	4,00,000/-	3,99,992/-
(B)	2203- Technical Education (Non-Plan)		
	001-Direction & Administration		
	06- Directorate of Administration		
	06.00.01-Salaries	12,75,000/-	12,71,630/-
	06.00.02-Wages	---	---
	06.00.06- Medical Treatment	20,000/-	19,800/-
	06.00.11-Domestic Travel Expenses	----	----
	06.00.13- Office Expenses	4,25,000/-	4,24,953/-

ANNEXURE-I

**Administration of Daman & Diu (U.T.)
Office of the Principal,
Technical Training Institute, Diu.
DIRECTORY OF OFFICERS & EMPLOYEES**

Sr. No.	Name of incumbent	Designation	Scale of Pay
1	Shri M. B. Kamalia	Vice Principal	PB-3 15600-39100 + GP 5400
2	Shri P. A. Thakkar	Vocational Teacher	PB-2 9300-34800 + GP 4800
3	Shri Ashok R. Charania	Assistant Lecturer in Engineering	PB-2 9300-34800 + GP 4600
4	Shri Samir S. Solanki	Assistant Lecturer in Engineering	PB-2 9300-34800 + GP 4600
5	Shri Kamlesh B. Bamaniya	Accountant	PB-5200-20200 + GP 2800
6	Shri Rohit S. Solanki	Lab technician	PB-5200-20200 + GP 2400
7	Shri Harjivan M. Chauhan	Carpentry Instructor	PB-5200-20200 + GP 2000
8	Shri Jayendra B. Goswami	LDC	PB-5200-20200 + GP 1900
9	Smt. Pushpaben B. Solanki	MTS (Peon)	PB-5200-20200 + GP 1800

ANNEXURE-II

**Administration of Daman & Diu (U.T.)
Office of the Principal,
Technical Training Institute, Diu.
MONTHLY REMUNERATION OF THE OFFICERS & EMPLOYEES**

Sr. No.	Name of incumbent	Designation	Date of Birth	Date of joining	Category	Scale of Pay
1	Shri M. B. Kamalia	Vice Principal	07/09/1961	01/11/1982	GEN.	PB-3 15600-39100 + GP 5400
2	Shri P. A. Thakkar	Vocational Teacher	12/06/1967	21/02/1997	GEN.	PB-2 9300-34800 + GP 4800
3	Shri Ashok R. Charania	Assistant Lecturer in Engineering	19/01/198	23/02/2011	GEN.	PB-2 9300-34800 + GP 4600
4	Shri Samir S. Solanki	Assistant Lecturer in Engineering	22/12/1982	23/02/2011	GEN.	PB-2 9300-34800 + GP 4600
5	Shri Kamlesh B. Bamaniya	Accountant	04/09/198	19/08/2010	GEN.	PB-5200-20200 + GP 2800
6	Shri Rohit S. Solanki	Lab technician	19/02/1968	06/04/1998	GEN.	PB-5200-20200 + GP 2400
7	Shri Harjivan M. Chauhan	Carpentry Instructor	08/07/1967	01/04/1997	GEN.	PB-5200-20200 + GP 2000
8	Shri Jayendra B. Goswami	LDC	06/08/1971	11/03/2002	GEN.	PB-5200-20200 + GP 1900
9	Smt. Pushpaben B. Solanki	MTS (Peon)	26/03/1966	11/10/1993	GEN.	PB-5200-20200 + GP 1800

- **Plus other allowance as per admissible.**

