

**OFFICE OF THE ADMINISTRATOR,**  
**UT ADMINISTRATION OF DAMAN AND DIU**  
**AND DADRA & NAGAR HAVELI**  
**SECRETARIAT, MOTI-DAMAN**

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

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**SUO-MOTU PUBLICATION**

**MANUAL – 1**

**The Particular of its Organisation, Functions and Duties :**

**Office of the Administrator, Daman & Diu and Dadra & Nagar Haveli.**

The Post of Administrator is a Constitutional post notified by Clause (1) of Article 239 of the Constitution of India and he is appointed by the Hon'ble President of India. The Administrator is the Head of the UTs of Daman & Diu and Dadra & Nagar Haveli. He is responsible for taking policy decisions, overall supervision and monitoring of Plan & Non-Plan Budget & Expenditure, monitoring developmental activities and mobilization of tax and non-tax revenue etc. (For duties please refer to Manual-2 below)

**Postal Address:**

Office of the Administrator,  
UT of Daman & Diu and Dadra & Nagar Haveli  
Secretariat, Moti Daman.  
Pin Code – 396 220

Phone No 0260 -2230700, 2230770

Fax No. 0260- 2230775  
E-mail:administrator-dd-dnh@nic.in

**PUBLIC VISITING HOURS FIXED BY THE HON'BLE ADMINISTRATOR:**

12.00 Noon to 1.30 P.M. on every working Monday, Thursday & 2<sup>nd</sup> & 4<sup>th</sup> Wednesday  
(whenever Hon'ble Administrator is in town and not on official tours)

**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.

## Organization chart

**Administrator, Daman & Diu and Dadra & Nagar Haveli**

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**Staff Officer to Administrator.**

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**Junior Stenographer/PA**

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**UDC**



**LDC**



**Driver**



**Cook/  
Asst Cook (MTS)**



**Daftary/  
Peon(MTS)**



**Watchman (MTS)**



**Sweeper (MTS)**



## MANUAL-2

### THE POWERS AND DUTIES OF ITS OFFICERS AND EMPLOYEES.

Sr. No.	Designation	Duties attached
1	Shri Bhupinder S. Bhalla, IAS Hon'ble Administrator, UTs. of Daman & Diu and Dadra and Nagar & Haveli	<b>Head of Department:</b>  Administrator of UTs of Daman & Diu and Dadra Nagar Haveli is responsible for taking policy decisions, overall supervision and monitoring of Plan & Non-Plan Budget & Expenditure, monitoring developmental activities and mobilization of tax and non-tax revenue etc. He is Chairman of all the State Level Committees under various Departments. He is also Inspector General of Police for both UTs and has to supervise the functioning of DIG and SP's of all the three districts and monitors the progress made in the implementation of Police Modernization Scheme and Coastal Security Scheme. Administrator is also functioning as Secretary (Home), Personnel, Vigilance, Tourism, and Information & Publicity. He is Chief Vigilance Officer for both the UTs. He is Chairman of Omnibus Industrial Development Corporation and SC/ST OBC Minority Financial Development Corporation. He has to attend meetings convened by Hon'ble Ministers & Secretaries of various Ministries. He is Appointing and Disciplinary Authority for Group 'A' & 'B' posts. He is Appellate Authority for Revenue, Excise, Service matters etc. He also meets the public representatives and general public on all working days to redress their grievances. He holds discussions with all the officers of the Administration for following up the important issues and the implementation of various developmental schemes/projects in all the sectors.
2	Mrs. Maria L. Duarte Staff Officer to Administrator	<b>Head of Office.:</b> Her duties in the first instance and more importantly involve carrying out whatever work assigned by the Hon'ble Administrator, UTs. of Daman & Diu & DNH from time to time.

		<p>Management of Court Cases i.e Appeal/ Review/ Revision cases under the relevant Code, Rule and Laws- which consists of scrutiny of cases, calling of relevant documents from Lower Courts, custody of the documents, fixing dates for hearings and noting down proceedings and judgements, informing parties.</p> <p>Dictation, typing, drafting of letters, maintenance of diary for important meetings, attending telephone calls, fixing appointments of Hon'ble Administrators in various Ministries, attending visitors, and custody of important papers, notes and confidential documents.</p> <p>Making all arrangements for the tour and travel of Hon'ble Administrator which also includes protocol and tie-up with Police Department/Airport authorities/ DRC Delhi for security arrangements, keeping records and settling all dues of the tours undertaken by the Hon'ble Administrator.</p> <p>Also holding charge of the office of Sub-Registrar-cum-Civil Registrar, Daman because of knowledge of Portuguese and to streamline the various problems faced by that department in speedy delivery of services owing to the rush in various applications because of the facility given to the territory in obtaining Portuguese nationality to its erstwhile residents and their families.</p>
3	Shri Thomas Mathew Junior Stenographer	<p>Working as P.A to Administrator/ Staff Officer: Takes dictation from Hon'ble Administrator. Attending Telephone calls. Fair copy typing of D.O. letters which receives from the various departments of the Administration under the signature of Hon'ble Administrator. Assisting Staff Officer to Administrator in various office works/maintaining meeting/ appointment schedules of Hon'ble Administrator. Dealing hand of various office files. Maintaining the MP/VIP references file. Preparing Income Tax related</p>



		papers i.e. Form No.2D & Saral Form of Officers and officials of the office. Attending Office Fax Messages. Preparing the list of D.O. letters/CM references received from various Ministries, GOI. All other works entrusted by Hon'ble Administrator/Staff Officer to Administrator from time to time.
4	Mrs. Josefa Noronha, Head Clerk (On working arrangement)	All Accounts matters including preparation of bills of all kinds in r/o Gazetted and Non-Gazetted and Non-Gazetted staff members/ Contingency/ Budget/ Monthly Quarterly/ Yearly reports, etc. Maintenance of all records of Accounts Section/ Office Stores/ Dead Stock/ Payment of Salary and Maintenance of Cash Book. Reconciliation with Accounts Department, preparation of Budget Estimates, Purchase of Stationeries, Maintenance of Xerox Machines, etc. Income Tax related matters and all other works as assigned by the Staff Officer to Administrator from time to time.
5	Shri Umesh G. Pathak, LDC (On Working Arrangement)	All works related to Inward/Outward section of this office. Works related to Establishment section of this office. All works related to Official Language Deptt., Monthly/ Quarterly Reports of OL Department, RTI Matters, Monitoring, consolidation and preparation of RTI Monthly/ Quarterly/ Annual Reports and all other works as assigned by the Staff Officer to Administrator from time to time.
6	Shri Parambil John Michael, LDC	His service is mainly attached with Accounts Section of this office thereby assisting the Head Clerk (A/cs.) on various Accounts related works. He is assisting in the Inward/Outward section, typing works & maintaining visitors Register of this office. Assisting to prepare TA/Tour bills of Hon'ble Administrator and all other as assigned by the Staff Officer to Administrator from time to time.
7	Shri B.L. Kurkutia, Driver	Attached with Administrator
8	Shri Kalidas K. Patel, Driver.	Attached with Administrator
9	Shri Gulab M. Dhodi, Driver	Attached with Office of Administrator

10	Shri Ramesh B. Patel, Driver	Attached with Office of Administrator
11	Shri Bhana B. Halpati, Daftary (MTS)	1) Delivery of daks & files to different departments. 2) Any other work assigned by the Staff Officer to Administrator, presently on medical leave.
12	Shri Anil G. Damankar, Peon (MTS)	Attached with Administrator
13	Shri Ganesh B. Halpati, Peon (MTS)	Attached with Administrator
14	Shri Pravin R. Rana, Peon (MTS)	Attached with Administrator
15	Shri Ranjit V. Halpati, Peon (MTS)	1) Delivery of daks & files to different departments. 2) Any other work assigned by the Staff Officer to Administrator and other Administrative staff.
16	Shri Natu N. Patel, Watchman (MTS)	Night Duty at the Secretariat premises.
17	Shri Champak M. Dhodi, Watchman (MTS)	Day duty at Secretariat premises
18	Shri S.K. Nasim, Cook	Attached with Administrator at Govt. House
19	Shri S.K. Naziruddin, Asst Cook (MTS)	Attached with Administrator at Govt. House
20	Shri Kishan V. Halpati, Sweeper (MTS)	Duties at office of Administrator.



### **MANUAL-3**

#### **THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS OF SUPERVISION AND ACCOUNTABILITY.**

- a) The Dispatch section (inward/outward) in the office of Hon'ble Administrator receives, acknowledges, all daks and files coming from various Ministries of Government of India, and various States/UTs and local departments of the UT Administration through concerned Secretaries/Special Secretaries which are put up through the Staff Officer to the Hon'ble Administrator for perusal and kind orders. All the files and daks are returned back to the concerned Departments as ordered by the Hon'ble Administrator. All Co-ordination Meeting references marked by the Hon'ble Administrator are being supervised and followed up by the concerned Staff of the office of the Administrator.
- b) Besides the above, there is an Accounts section which deals with the salaries, office expenses, tour and travel bills of the Hon'ble Administrator and all the staff attached with this office including few staff working in Administrator's Office, DNH and one Driver attached to the Administrator at Delhi, for which the Head of Office is the Staff Officer to the Administrator.
- c) There is one section which deals with the personal records of the staff, RTI matters and records of cases in the Court of the Administrator.

### **MANUAL – 4**

#### **The norms set by it for discharge of its functions:**

1. The Administrator of Daman & Diu is Appointing Authority for Group "A" & "B" Gazetted Officers. He is also Disciplinary Authority for Group "A" Posts.



### **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.**

- (i) The CCS (CCA) Rules, 1965
- (ii) The CCS (Temporary Service) Rules, 1972
- (iii) The CCS (Conduct) Rules, 1964
- (iv) LTC Rules
- (v) F.R.S.R
- (vi) Vigilance Manual

### **MANUAL – 6**

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

1. Personnel Files and Service Books in respect of Officers & Officials working in this Office.
2. Accounts matter, files and Register.

### **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 meeting are accessible for public:**

- 1) Omnibus Industrial Development Corporation (OIDC), Daman & Diu and DNH
- 2) Dadra & Nagar Haveli Power Distribution Corporation Ltd, Silvassa
- 3) Scheduled Caste / Scheduled Tribes, Other Backward Classes, Minorities Financial Development Corporation Limited, Daman & Diu and DNH.
- 4) Administrator's Advisory Council, Daman & Diu and DNH
- 5) Suspension Review Committee for Group "B" & "C" Employees, Daman & Diu and DNH
- 6) UT level Innovation Council, Daman & Diu and DNH
- 7) UT level Planning Board, Daman & Diu and DNH
- 8) Governing body of society for technical & engineering education of Dadra & Nagar Haveli.
- 9) Governing body of society for technical & engineering education of Daman & Diu.

## MANUAL – 9

### A directory of its officers and employees

The directory of its officers and employees Office of the Administrator's Secretariat, Moti Daman.

Sr. No.	Name of the Posts	No. of post	Posts filled	Posts Vacant	Remarks
1	Administrator, Daman & Diu & Dadra Nagar Haveli	01	01	--	
2	Staff Officer to Administrator	01	01	--	
3	Senior Stenographer	01	01	--	Shri M.S Warudkar, Sr. Steno, working arrangement with Police Complaint Authority, Daman & Diu & Dadra Nagar Haveli but drawing salary from the O/of the Administrator's Secretariat.
4	Junior Stenographer	01	01	--	
5	UDC	01	01	--	Shri. Shankar H. Varli, UDC working arrangement in the O/o Development Commissioner, Daman but salary drawing from the O/o the Administrator's Secretariat.
9	LDC	03	02	01	Shri Naresh J. Patel, LDC working arrangement in the O/o Deputy Director of Transport, Daman but salary drawing from the O/o the Administrator's Secretariat.
10	Cook	01	01	-	
11	Asst. Cook(MTS)	01	01	-	
	Driver	05	05*	-	*One driver is working in DRC, Delhi



12	Daftary(MTS)	01	01	-	
	Peon (MTS)	06	06*	--	*Two peons are working in Silvassa Office.
13	Watchman (MTS)	02	02	-	
14	Sweeper (MTS)	01	01	-	
	<b>Total</b>	<b>25</b>	<b>24</b>	<b>01</b>	

### MANUAL-10

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

Sr. No	Name	Designation	Pay Band with Grade Pay	Remarks
1	Shri Bhupinder S. Bhalla, IAS	Hon'ble Administrator, UTs. of Daman & Diu and Dadra and Nagar & Haveli	PB-4 Rs. 37400-67000 + GP 10000	
2	Mrs. Maria L. Duarte	Staff Officer to Administrator	PB-2 Rs. 9300-34800 +GP 4600	
3	Shri M. S Warudkar	Senior Stenographer	PB-2 Rs. 9300-34800+ GP 4600	Working arrangement in Police Complaint Authority but drawing salary from O/o Administrator's. Secretariat.
4	Shri Thomas Mathew	Junior Stenographer	PB-2 Rs. 9300-34800 +GP 4600	
5	Shri Shankar H. Varli	UDC	PB-2 Rs. 5200-20200 +GP 4200	Working arrangement in Development Commissioner but drawing salary from O/o Administrator's. Secretariat.
6	Shri Naresh J. Patel,	LDC	PB-2 Rs. 5200-20200+ GP 1900	Working arrangement in Deputy Director of Transport but drawing salary from O/o Administrator's. Secretariat.
7	Shri Parambil John Michael,	LDC	PB-2 Rs. 5200-20200+ GP 1900	
8	Shri B.L. Kurkutia	Driver	PB-2 Rs. 5200-20200+ GP 2800	

9	Shri Anil Kumar	Driver	PB-2 Rs. 5200-20200+ GP 2400	Working in Dy. Residence Commissioner, office Delhi
10	Shri Kalidas K. Patel	Driver	PB-2 Rs. 5200-20200+GP 1900	
11	Shri Gulab M. Dhodi	Driver	PB-2 Rs. 5200-20200+ GP 2400	
12	Shri Ramesh B. Patel	Driver	PB-1 Rs. 5200-20200+ GP 1900	
13	Shri Bhana B. Halpati	Daftary	PB-1 Rs. 5200-20200+ GP 2000	
14	Shri S.K. Nasim	Cook	PB-1 Rs. 5200-20200+ GP 2800	
15	Shri S.K Naziruddin	Asst Cook (MTS)	PB-1 Rs. 5200-20200+ GP 1800	
16	Shri Anil G. Damankar	Peon (MTS)	PB-1 Rs. 5200-20200+ GP 2000	
17	Shri Ganesh B. Halpati	Peon (MTS)	PB-1 Rs. 5200-20200+ GP 1900	
18	Shri Kishor V. Patel	Peon(MTS)	PB-1 Rs. 5200-20200+GP 1800	Working in Administrator's office Silvassa and drawing salary from Administrator's Secretariat, Daman
19	Smt Paliben N. Rohit	Peon(MTS)	PB-1 Rs. 5200-20200+GP 1800	Working in Administrator's office Silvassa and drawing salary from Administrator's Secretariat, Daman
20	Shri Pravin R. Rana	Peon(MTS)	PB-1 Rs. 5200-20200+ GP 2000	
21	Shri Ranjit V. Halpati	Peon(MTS)	PB-1 Rs. 5200-20200+GP 1900	
22	Shri Natu N. Patel	Watchman(MTS)	PB-1 Rs. 5200-20200+GP 2000	
23	Shri Champak M. Dhodi	Watchman(MTS)	PB-1 Rs. 5200-20200+GP 1900	
24	Shri Kishan K. Halpati	Sweeper	PB-1 Rs. 5200-20200+GP 1800	



## MANUAL – 11

The budget allotted to each of its agency, including the particulars of all Non Plan proposed expenditure and reports on disbursement made:

(1) Budget Allocation for the Financial year 2013-14

<b>2052 - Non Plan,</b>	(in thousands)
2052 – Secretariat General Service	
90 - Secretariat	
15 - Daman & Diu	
15.00.01 –Salaries.....	Rs.4000
15.00.13 –Office Expenses.....	Rs. 200
15.00.06 –Medical Treatment.....	Rs. 30
15.00.11 –Domestic Travel Expenses.....	Rs. 10

(2) Budget Allocation for the Financial year 2013-14

<b>2012 - Non Plan,</b>	(in thousands)
2012 – President, Vice-President/Governor, Administrator of Union Territories	
03 - Governor/Administrator of UT.	
090 - Secretariat	
01 - Daman & Diu	
01.00.01 - Salaries.....	Rs. 5500
01.00.13 - Office Expenses.....	Rs. 1800
01.00.06 - Medical Treatment.....	Rs. 100
01.00.11 - Domestic Travel Expenses.....	Rs. 900

### **MANUAL -12**

The manner 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, permits or authorizations 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 electronic data available	Nature of information	Can it be shared with public	It is available on website or is being used as a back end data base
01	Notification / Office Memorandum/Circulars			

### **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 :

There is no library or reading room facilities available in the Office of the Development Commissioner, Secretariat, Daman.

### **MANUAL-16**

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

1. Mrs. Maria L. Duarte, Staff Officer to Administrator is Public Information Officer, in the Office of Administrator's Secretariat, Daman & Diu and DNH.

Address: Fort Area, Moti Daman 396 220.

Office telephone No.(0260 2230700/770)

2. Shri R.K. Saxena Deputy Secretary (Per), Daman & Diu is First Appellate Authority for office of Administrator's Secretariat, Daman & Diu

Address : Fort Area, Moti Daman.

Office telephone No. (0260 2231707)

### **MANUAL -17**

**Such other information as may be prescribed, and thereafter update these publications every year.**

1. All information is updated in the Official web site such as Notification/Order / Office Memorandum.