

**OFFICE OF THE TRIBAL SUB PLAN CELL,**  
**COLLECTORATE, DHOLAR, MOTI DAMAN**

**SUO-MOTO PUBLICATION OF 17 MANUALS IN**  
**OFFICIAL GAZETTE**

1	The particulars of its organization, functions and duties	Enclosed Annexure –I
2	The powers and duties of its officer and employees	Enclosed Annexure – II
3	The procedures followed in the decision making process, including channels of supervision and accountability	<p>a) All the routine matters, after being presented by concerned dealing assistance are decided and disposed off at the level of Deputy Secretary(Social Welfare) itself</p> <p>b) Only the matters issues and the references received from/to be referred to Ministries of Govt. of India are decided at the level of Secretary concerned after approval from Hon'ble Administrator</p>
4	The norms set by it for the discharge of its functions	As per the Citizen's Charter Enclosed Annexure – III
5	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging it functions:	Deputy Secretary(Social Welfare)
6	A statement of the categories of documents that are held by it or under its control	<p>i) Pertaining the files for the subject belonging to UT and Centrally Schemes</p> <p>ii) Establishment/Administrative matter files, Service Books, Registers etc.</p> <p>iii) Accounts matter files and registers</p>
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 are held with the representatives of Secretary/Director and the views expressed by them are considered while deciding the policy matters
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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public	As per meeting of the minutes, notification, letters/circulars
9	A directory of its officers and employees	Enclosed Annexure – IV
10	The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations	Enclosed Annexure – V
11	The budget allocated to each of its agency, indication the particulars of all plans, proposed expenditure and reports on disbursements made	Enclosed Annexure – VI
12	The manner of execution of subsidy programs, including the amounts allocated and the details of beneficiaries of such programmes	Enclosed Annexure – VII
13	Particulars of recipients of concessions permits or authorization granted by it	
14	Details in respect of the information available to or held by it, reduced in an electronic form	CD containing the list of students for Incentives and Scholarships from the Education Office and District Education Office of Daman & Diu District
15	The particulars of facilities available to citizen for obtaining information including the working hours of a library or reading room, if maintained for public use	Issuing senior citizen card and disability card for handicapped

16	The names, designation and other particulars of the Public Information Officer	Shri Harminder Singh (Director IT/Head of Office TSP/SW)
17	Such other information as may be prescribed; and thereafter update these publications every year	All the information mentioned above in Col.(i) to Col(16) are updated every year and/or as and when necessary.

**ANNEXURE - I**

Name of Department	:	Tribal Welfare Department
Address	:	Collectorate Building, Dholar, Moti Daman
Name of Secretary/Director	:	Shri Mihir Vardhan – I.A.S.
Name of Dy. Secretary	:	Shri Harminder Singh
Name of Dy. Director	:	Shri Harminder Singh
Name of Nodal Officer	:	Sudheer Pandey
Contact No.	:	(0260)2230854 8866442014

The main functions of the Tribal Welfare Depatment are to deal with subject related to Tribals of the UT Administration of Daman & Diu.

Functioning the Tribal Works:

- 1. Preparation the various reports on Statistics pertaining to ST matters
- 2. Preparation of Annual Plans pertaining to ST
- 3. Maintaining the AshramShalas at Zari & Bhimpore
- 4. Cash Incentive to parents of SC/ST students std.I to X :

Std. I to X	Rs. 1,000/- per month
Std. XI & XII	Rs. 1,250/- per month

- 5. Maintaining the Village Libraries at Zari & Bhimpore
- 6. Mobile Dispensaries with one Doctor, Nurse and Compounder, visiting all the villages once in a week for treatment of tribal on the spot by Director of Medical and Health
- 7. Maintaining the Personal file, Service Book & Earned Leave of Tribal staff
- 8. All the corresponding works pertaining to ST matters from Ministries & UT
- 9. Identification of Beneficiaries under various scheme of tribal
- 10. Collecting the date/information from various office connected with implementation of tribal
- 11. Scheme for investment with ST Corporation
- 12. Monthly, half yearly and yearly report of Tribal Welfare Department
- 13. Preparing the Budget of Tribal
- 14. Maintaining the Budget Control Register of Tribal
- 15. Special Central Assistance
- 16. Reconciling the Accounts matter
- 17. Audit information

## **Annuxure – II**

SR. NO.	NAME AND DESIGNATION	ASSIGNMENT OF WORK
1.	Shri Sudheer Pandey Nodal Officer	1) All Statistical Matters. 2) Preparation of various reports on Statistics. 3) Preparation of Annual Plans & Five Year Plans 4) Day to day work assigned by the Secretary (Tribal Welfare) 5) To attend all D.O. letters received from the Ministries. 6) Monthly, Half yearly and yearly Reports of TSP
2	Shri Shyam B. Barsa Accountant	1) Preparation of Budget 2) Maintenance of BCR 3) Special Central Assistance 4) Preparation of reports on Accounts. 5) Audit and Reconciliation 6) Accounts of Centrally Sponsored Schemes under TSP & Social Welfare. 7) Monthly/Quarterly Plan Expenditure Report of TSP/Social Welfare
3.	Kum. Maimuda S. Cott UDC	1) Preparation of Bill pertaining to TSP/SW 2) Maintenance of Personal File, Service Book Special & Earned Leave 3) Establishment matters of TSP Cell 4) Scheme for investment with SC/ST Corporation. 5) All educational schemes under TSP 6) TSP Maintenance of ACRs 7) Maintaining Cash Incentive to Parents of ST/SC Girl/Boy Students std.1 to XII
4.	Shri Jashvantrai V. Patel, Gram Sevak	1) Inward/Outward letters/files
5.	Shri Jignesh H. Halpati L. D. C.	1) Typing work /any other work assigned by the Social Welfare Officer 2) Scholarships for Minority, OBC Community, Merit-cum-means SC & ST (Pre-Matric & Post-Matric ) Centrally Sponsred Schemes & Top-up
6.	Shri Ramesh B. Dhodi	Driver the Govt. Vehicle DD03 C-0024

# Annuxure – III

## 42. TRIBAL SUB PLAN

Sr. No.	Services rendered by the Department		Procedure	Contact Person	Whom to contact if no solace is received from the Contact Person.
1.	Free supply of Text Books, Stationery and Uniforms.		All tribal students of standard from I to X	Head Master of concerned School.	Assistant Director of Education, Daman.
2.	Cash Incentives to parents of tribal students		All Tribal students of Standard I to XII with minimum monthly attendance of 90%.	Head Master of concerned school.	Assistant Director of Education & Assistant Director of Education (DP), Daman and Diu
	Standard	Monthly incentive (Rs.)			
	I-X	1000/-			
	XI-XII	1250/-			
3.	Free boarding and lodging facilities at Ashramshalas in Zari and Bhimpore.		All tribal students of Standard III to X.	Warden of Ashramshala.	Head Master, Govt. High School, Bhimpore and Zari
4.	Craft training to tribal youth in following trades:		Application in prescribed form.	Principal, Technical Training Institute (TTI), Moti Daman.	Collector, Daman.
	i)	Computer			
	ii)	Welding			
	iii)	Metal Turning			
	iv)	Tailoring (only for girls)			
5.	Village Libraries at Zari and Bhimpore.		Books, Newspapers and magazines are being made available for reading.	Librarian Ashramshalas at Zari and Bhimpore.	Assistant Director of Education, Daman.
6.	Mobile Dispensaries with one Doctor, one Nurse and one Compounder.		Visit all villages once in a week for treatment of tribals on the spot.	Doctor of Mobile Dispensary.	Director, Medical & Health Services, Daman.

**ANNEXURE – IV**

**OFFICE OF THE TRIBAL SUB PLAN CELL / SOCIAL WELFARE, COLLECTORATE, DHOLAR,MOTI DAMAN**

**DIRECTORY OF OFFICERS AND OFFICIALS**

SR. No.	Name of the officer and officials	Designation	Contact No.
1.	Shri Sudheer Pandey	Nodal Officer	8866442014
2.	Shri Shyam. B. Barsa	Accountant	9998172822
3.	Kum. Maimuda. S. Cott	U. D. C.	9898278026
4.	Shri Jignesh. S. Halpati	L. D. C.	7801997998
5.	Shri Jashvantrai. V. Patel	Gram Sevak	9824417696
6.	Shri Ramesh. B. Dhodi	Driver	9825988393
7.	Shri Jitendra. R. Mitna	Peon/Multi Tasking staff	9712885959

**ANNEXURE – V**

**Monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations**

Sr. No.	Name of the post	Designation	Pay Matrix
1.	Shri Sudheer Pandey	Statistical Officer/Nodal Officer	Level - 6
2.	Shri Shyam. B. Barsa	Accountant	Level – 5
3.	Kum. Maimuda. S. Cott	Upper Division Clerk	Level – 5
4.	Smt. Beennamma Joseph	Junior Stenographer	Level – 5
5.	Shri Jignesh. S. Halpati	Lower Division Clerk	Level – 2
6.	Shri Jashvantrai. V. Patel	Gram Sevak	Level – 6
7.	Smt. Darshna B. Patel	Aisstant Instructor(Tailoring)	Level – 2
8.	Shri Ramesh. B. Dhodi	Driver	Level – 4
9.	Shri Jitendra. R. Mitna	Peon/Multi Tasking Staff	Level – 3

U. T. Administration of Daman & Diu,  
Finance Department,  
Secretariat, Moti Daman,  
DAMAN - 396 220  
e-Mail [jsfin-dd@nic.in](mailto:jsfin-dd@nic.in)

No: 3/1/2018-FD/2008

Dated: 26/04/2018

Ref: Office Memorandum F.No.2(12)-B(D)/2018 dated 29<sup>th</sup> March, 2018  
from Government of India, Ministry of Finance, New Delhi.


O R D E R

The Vote on Account for 2018-19 has been passed by the Parliament in respect of the Grants for the year 2018-19. The Appropriation Bill is also assented by the President.

The provisions made in the budget for the year 2018-19 in respect of Demand No. 52 - Daman & Diu (UT) is shown in column No. 3 of the Annexure enclosed. The funds are placed at the disposal of Drawing & Disbursing Officers/Head of Offices of Daman & Diu as per said Annexure.


  
(Dr. S. B. Deepak Kumar) IAS  
Finance Secretary

Encl: as above

  
सुधीर पाण्डेय 23/10/2018  
नोडल अधिकारी  
आदिवासी कल्याण विभाग  
जिलाधिकारी कार्यालय  
दमण



		(₹ in thousands)	
Budget Head/Unit of Appropriation		D. D. O. / Head of Office	Provision for the year 2018-19
1		2	3
2202	Major Head		
	General Education		
796	Tribal Area Sub Plan		
02	Establishment		
02.00.01	Salaries	ADE, Daman	4700
02.00.02	Wages	ADE, Daman	100
02.00.06	Medical Treatment	ADE, Daman	100
02.00.11	Domestic Travel Expenses	ADE, Daman	100
02.00.13	Office Expenses	ADE, Daman	2500
02.00.25	Clothing and Tentage	ADE, Daman	6000
02.00.34	Scholarships/Stipend	SO (TSP), Daman	167200
02.00.50	Other Charges	SO (TSP), Daman	2000
		HM, GHS, Zari	1500
		HM, GHS, Bhimpore	1500
2205	Major Head		
	Art and Culture		
796	Tribal Area Sub Plan		
03	Others		
03.00.50	Other Charges	ADE, Daman	2600
2210	Major Head		
	Medical and Public Health		
796	Tribal Area Sub Plan		
01	Other Schemes		
01.00.50	Other Charges	DMHS, Daman	

  
 संयुक्त सचिव (वित्त)  
 Joint Secretary (Finance)  
 सचिवालय, दमण  
 Secretariat, Daman

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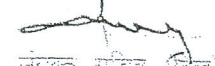
रुधीर पाण्डेय  
 23/10/2018

		(₹ in thousands)	
Budget Head/Unit of Appropriation		D. D. O. / Head of Office	Provision for the year 2018-19
1		2	3
2215	<b>Major Head</b>		
	Water Supply and Sanitation		
01	Water Supply		
796	Tribal Area Sub Plan		
01	Other Schemes		
01.00.27	Minor Works	EE, PWD-I, Daman	100
2225	<b>Major Head</b>		
	Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities		
796	Tribal Area Sub-Plan		
01	Daman and Diu		
01.00.01	Salaries	SO (TSP), Daman	6700
01.00.06	Medical Treatment	SO (TSP), Daman	100
01.00.11	Domestic Travel Expenses	SO (TSP), Daman	100
01.00.13	Office Expenses	SO (TSP), Daman	300

  
 संयुक्त सचिव (वित्त)  
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 Secretariat, Daman.

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 दमण  
 23/10/2018

		(₹ in thousands)	
Budget Head/Unit of Appropriation		D. D. O. / Head of Office	Provision for the year 2018-19
1		2	3
2235	Major Head		
	Social Security and Welfare		
02	Social Welfare		
001	Direction and Administration		
08	Other Social Security and Welfare Programme		
08.00.50	Other Charges	SO (TSP), Daman	3000 ✓
2515	Major Head		
	Other Rural Development Programmes		
05	Daman and Diu		
796	Tribal Area Sub-Plan		
01	Rashtriya Gram Swaraj Yojna		
01.00.50	Other Charges	EE, PWD-I, Daman	100 ✓
2702	Major Head		
	Minor Irrigation		
01	Surface Irrigation		
796	Tribal Area Sub Plan		
01	Other Schemes		
01.00.27	Minor Works	EE, PWD-I, Daman	2200 ✓

  
 संयुक्त सचिव (वित्त)  
 Joint Secretary (Finance)  
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 Secretariat, Daman.

सुधीर पाण्डेय  
 23/10/2018  
 सुधीर पाण्डेय  
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 दमण

		(₹ in thousands)	
<u>Budget Head/Unit of Appropriation</u>		<u>D. D. O. / Head of Office</u>	<u>Provision for the year</u>
1		2	2018-19
			3
2801	Major Head		
	Power		
05	Transmission and Distribution		
796	Tribal Area Sub-Plan		
01	Maintenance and Electrification of Tribal Areas		
01.00.50	Other Charges	EE (Elect.), Daman	10000
4202	Major Head		
	Capital Outlay on Education, Sports, Art and Culture		
01	General Education		
796	Tribal Area Sub Plan		
02	Construction		
02.00.53	Major Works	EE, PWD-I, Daman	2000
4210	Major Head		
	Capital Outlay on Medical and Public Health		
03	Medical Education		
	Training and Research		
796	Tribal Area Sub-Plan		
02	Construction of Building under Tribal Area Sub-Plan		
02.00.53	Major Works	EE, PWD-I, Daman	

संयुक्त सचिव (वित्त)  
Joint Secretary (Finance)  
सचिवालय, दमण  
Secretariat, Daman.

सुधीर पाण्डेय  
सुधीर पाण्डेय 23/10/2018  
नोडल अधिकारी  
आदिवासी कल्याण विभाग  
जिलाधिकारी कार्यालय  
दमण

		(₹ in thousands)	
		D. D. O. / Head of Office	Provision for the year 2018-19
<u>Budget Head/Unit of Appropriation</u>			
1		2	3
4225	<b>Major Head</b>		
	Capital Outlay on Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities		
80	General		
190	Investments in Public Sector and Other Undertakings		
12	Share Capital to Scheduled Castes, Scheduled Tribes Financial Corporation of Daman and Diu and Dadra and Nagar Haveli Ltd.		
12.00.54	Investments	SO (TSP), Daman	2000
4235	<b>Major Head</b>		
	Capital Outlay on Social Security and Welfare		
02	Social Welfare		
102	Child Welfare		
02	Buildings		
02.00.53	Major Works	EE, PWD-I, Daman	100

सुधीर पाण्डेय (सिग्नेचर)  
Joint Secretary (Finance)  
सचिव, दमण  
Secretariat, Daman

सुधीर पाण्डेय  
23/10/2018  
सुधीर पाण्डेय  
नोडल अधिकारी  
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जिलाधिकारी कार्यालय  
दमण



		(₹ in thousands)	
Budget Head/Unit of Appropriation		D. D. O. / Head of Office	Provision for the year 2018-19
1		2	3
2225	<b>Major Head</b>		
	Welfare of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Minorities		
80	General		
80.001	Direction and Administration		
10	Scholarships to Scheduled Castes/Scheduled Tribes and Other Backward Classes for Std. I to VIII		
10.00.34	Scholarships/Stipend	Collector, Diu	300
11	Scholarships to Scheduled Castes/Scheduled Tribes and Other Backward Classes for Std. IX to XII		
11.00.34	Scholarships/Stipend	Collector, Diu	300
12	Uniform, Text Books to Scheduled Castes/Scheduled Tribes		
12.00.50	Other Charges	ADE, Daman Collector, Diu	3700* 1500
80.190	Assistance to Public Sector and Other Undertakings		
01	Dadra & Nagar Haveli Daman & Diu Scheduled Castes/Scheduled Tribes OBC & Minorities Financial & Dev. Corporation Ltd.		
01.00.31	<u>Grants-in-aid General</u>	SO (TSP), Daman	<u>5700</u>

सुधीर पाण्डेय

23/10/2018

सुधीर पाण्डेय

नोडल अधिकारी

आदिवासी कल्याण विभाग

जिलाधिकारी कार्यालय

दमण

Joint Secretary (Financial)  
सचिव (वित्त)  
सचिवालय, दमण  
Secretariat, Daman