

## MANUAL -1

### Set up of Circle Office

- 1) The SEs are assisted by Executive Engineer (P&A) in a similar manner as in case of Chief Engineer by Superintending Engineer (P&A).
- 2) Circle office and planning and design of works including contract matters are dealt by EE (P&A).
- 3) The routine administrative & Establishment matters are looked after by the Office Superintendent.
- 4) Circle Office normally comprises of four to five Executive Divisions under it depending on the workload and its distribution.

### Technical Section

#### **1. The Particulars of Its Organization, function and Duties**

The main functions of the O/o. the Superintending Engineer to accord the Technical Sanction and Financial Sanction for all Civil & Electrical Works/Projects of Public Works Department providing CPWD Works Manual – Codes, Rules GFR, CTR, DFPR & Instructions & Guidelines issued by the Govt. of India, Ministry of Finance, Ministry of Home Affairs, Urban & Rural Development Planning Commission & the duty of UT Administration from time to time.

### Establishment Section

#### **2. Accounts**

- (a) All accounts matter including preparation of Bills of all kinds of Gazetted or Non Gazettted Staff.
- (b) Maintenance of Records such as Accounts Section Office, Section Office, Stores reconciliation with the Director of Accounts etc.
- (c) Budget Allocations, Division Office Daman & Diu.

### Establishment

- (1) Recruitment/Promotion of Group “A”, “B” & “C” Post under the Technical Post.

- (2) Recruitment/Promotion of Group "A", "B" & "C" Post of Superintending Engineer, Executive Engineer, Assistant Engineer, Assistant Surveyor of Works, Engineering Assistant, Junior Engineer, Technical Assistant, Draughts man, Tracer etc.
- (3) Scrutiny & Analysing the Proposal received from the Division Office pertaining to service matter such as leave/GPF/Promotion/Seniority and other Establishment & Administrative works.
- (4) Framing/Amendment of Recruitment Rules for the Post of Superintending Engineer, Executive Engineer, Assistant Engineer, Assistant Surveyor of Works, Engineering Assistant, Junior Engineer, Technical Assistant, Draughts man, Tracer etc.
- (5) Transfer & Posting of Assistant Engineer, Junior Engineer, Technical Assistant etc.
- (6) Submission of Proposal for grant of Financial Upgradation under ACP, MACP Schemes of the staff of Circle office as well as Division Office, Daman & Diu.
- (7) Publication of Seniority List of Superintending Engineer, Executive Engineer, Assistant Engineer, Assistant Surveyor of Works, Engineering Assistant, Junior Engineer, Technical Assistant, Draughts man, Tracer etc.
- (8) Dealt with a Court/CAT matter pertain to Technical Post.
- (9) Correspondence with Govt. of India, State Govt, UT of Local Office & Administrations.
- (10) Maintenance of ACR/APAR of Technical Group A, B & C Officers / officials.
- (11) Handling the representations of the Officials/Officers Working under the PWD for there Grievances.
- (12) Such other matters, Pertaining to Technical, Establishment & Accounts pertains to PWD Daman & Diu.

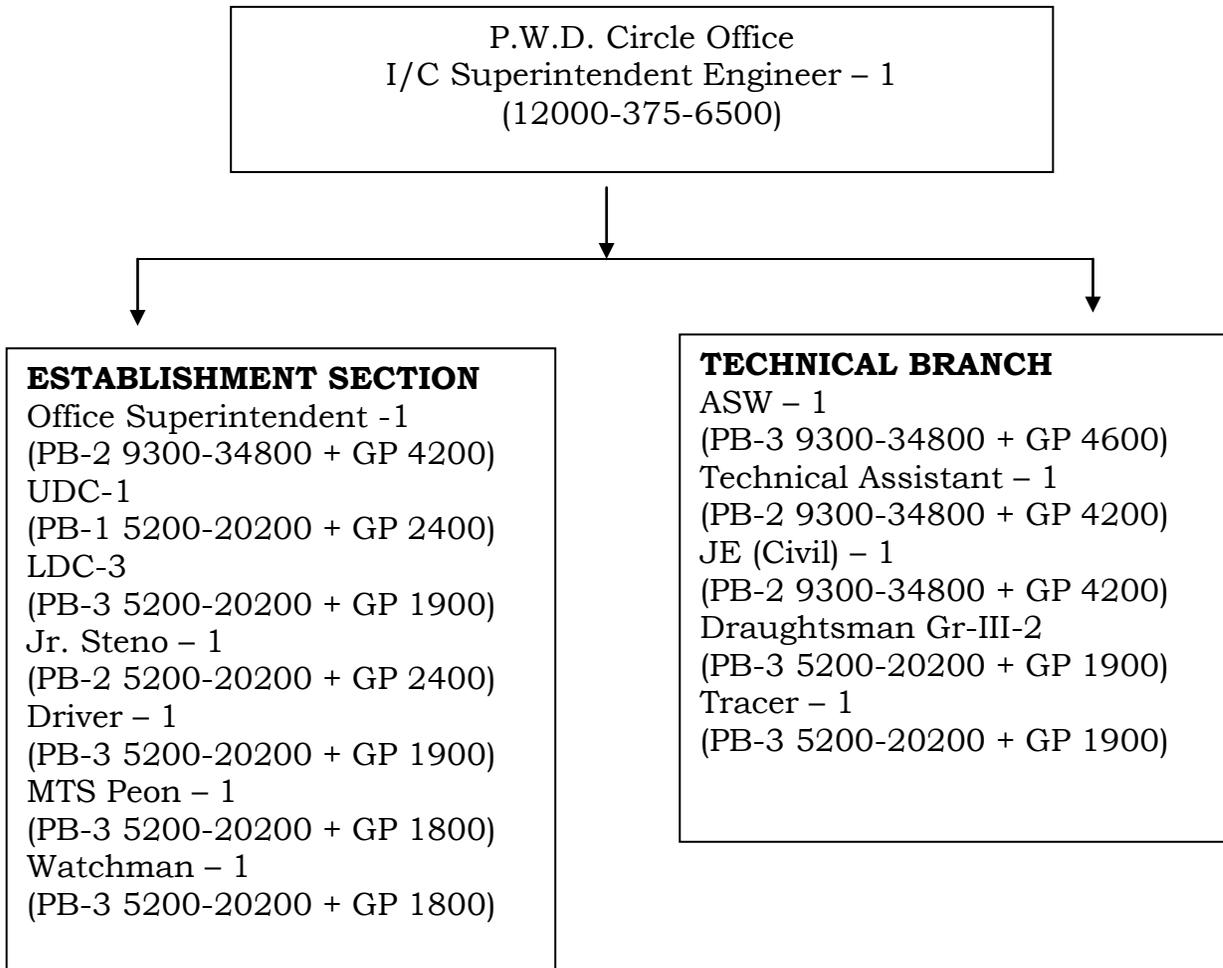
**Works Allocation to Staffs**

The Distribution of work among the staff office of the Superintending Engineer, PWD, are made as under :

Sl. No.	Name of the Official	Work to be entrusted
1.	Shri.P.D.Rana, ASW(additional charge)	1) To examine the proposal for execution of works/estimates/drawing submitted by Division office for technical sanction. Inspection of Irrigation Land for N.A. Permission. 2) Supervision of overall Circle Office. 3) Drawing & Design Officer of Circle Office.
2.	Shri Mayank R. Rana, Technical Assistant	Look after the Technical and other works pertaining to road, Bridges & Building of PWD, Daman & Diu and matters pertaining to land Acquisition. Correspondence work including VIP letters and important correspondences received from the Ministry pertaining to technical works.
3.	Shri Nilesh A. Patel , Junior Engineer (Civil)	Look after the Technical / other works pertaining to Water Supply, Sanitation, Irrigation & Ports of Daman & Diu District and all the works of District Panchayat, Daman & Diu, DMC, Daman & Diu and Work Division No. III (MPLAD Works) Daman. Correspondence work including D.O. letters and important correspondences received from the Ministry pertaining to technical works.
2.	Shri H.B. Jethwa, Supdt. (G)	Overall incharge of the Establishment. General Supervision, Scrutinize all the Establishment matter such as RR, Roster, Recruitment / Promotion Transfer etc.
3.	Smt. Zelia Remedios, Junior Stenographer.	1) Dictation and typing works assigned by the S.E/ASW/OS in the priority basis, 2) Maintenance of ACRs dossiers and correspondence related to ACRs of the Officers/Officials etc. 3) All Confidential and general correspondence pertaining to Steno Section of S.E. Office. Handling of Telephone calls and Fax. Other work entrusted by Superintending Engineer from time to time.
4.	Shri D. P. Davne, UDC	1) All Accounts works such as preparation of all kind of Bills/Budget matters/ all kind of reports pertaining to Accounts matter. 2) Maintenance of Accounts records/Dead Stock/Library/ Maintenance of Cash Book and reconciliation with Director of Accounts. Other work entrusted by Superintending Engineer from time to time.
5.	Shri L.A. Fernandes, LDC	Maintenance of Service record, leave account, C.L. and fixation promotion of the officials pertaining to the circle office. To assist UDC in the accounts works while preparation of pay bill/FVC bill and other correspondence related to account matter. Forwarding of M.A.C.P. of all PWD Staff. Other work entrusted by Superintending Engineer from time to time.

6.	Shri Manish B. Halpati, LDC	<p>All type of Establishment and Administrative works.</p> <p>Matter pertaining to Recruitment of all group A, B &amp; C of Technical post of PWD.</p> <p>Maintenance of Reservation Roster, maintenance of all the files related to Recruitment. Other work entrusted by Superintending Engineer from time to time.</p>
7.	Shri Deepak C. Halpati, LDC	<p>Outward of all correspondence such as letters and files. Typing work as entrusted to him from time to time.</p> <p>Preparation and maintenance of files related to Establishment and Administrative matter. Other work entrusted by Superintending Engineer from time to time.</p>
8.	Smt. Jayshree Damania, Work charge Supervisor,	<ol style="list-style-type: none"> <li>1) Preparing of watercess Assessment Orders, outward and inward of watercess applications</li> <li>2) Inward/Outward of all RTI matter under RTI, Act, 2005.</li> <li>3) Typing and any other work as assigned by the S.E/ASW/Superintendent as well as typing work of Account Section.</li> <li>4) Correspondence regarding N.A./Sale permission etc., Other work entrusted by Superintending Engineer from time to time.</li> </ol>

**ORGANIZATION CHART OF CIRCLE OFFICE OF THE  
SUPERINTENDING ENGINEER  
PUBLIC WORKS DEPARTMENT, DAMAN**



**Postal Address:**

The Superintending Engineer  
Public Works Department  
Moti Daman.  
Daman.  
PIN CODE : 396220

Phone No. 0260- 2230468

Fax No. 0260- 2230484

**WORKING HOURS :**

Monday to Saturday (Except 2<sup>nd</sup> Saturday) : 10:00 A.M. TO 1:30 P.M.

1:30 P.M. TO 2:00 P.M. LUNCH BREAK

2:00 P.M. TO 5:00 P.M.

## MANUAL - 2

### **Powers & Duties of Officers & Employees :**

#### **Technical Work :**

**1) Administrator :**

Appointing Authority for the post & competent to transfer posting of Technical Officers as well as overall incharge of the work executed by the Administration under Plan & Non-Plan Works/Projects.

**2) Development Commissioner/Secy.(PWD) :**

Head of Department as well as Appointing Authority for Group 'C' & 'B' Non- Gazetted Technical Officers .

**3) Superintending Engineer :**

A circle office is an Administrative office under the charge of a Superintending Engineer. It co-ordinates and supervises the activities of three to five Divisions employed on construction and/or maintenance works. It maintains close liaison in regard to works and all technical matters and with the Central Office in regard to Administrative matters concerning Personnel of various categories. Central Design Office and the Office of the Superintending Engineer of Works for layout, designs and drawings and estimates of the works entrusted. The budgetary control of the Division under each Circle rests with the Superintending Engineer

The Superintending Engineer is required to examine the books of Divisional Office and Sub- Divisional Offices during his inspection and see that the concerned officers attend to the matters relating to Accounts personally. He has to keep a strict watch on expenditure to ensure that there is no excess and that the system of management prevailing in the units is sufficient and economical. Detailed information with regard to responsibilities of a Superintending Engineer is given in paragraph 34.41 of the Central PWD Code.

**4) Assistant Surveyor of Works :**

1) To examine the proposal for execution of works/estimates/drawing submitted by Division office for technical sanction. Inspection of Irrigation Land for N.A. Permission.

2) Supervision of overall Circle Office

3) Drawing & Design Officer of Circle Office.

### MANUAL -3

**The procedure followed in the decision making process, including channels Supervision and accountability.**

<b>Sr. No.</b>	<b>Activities</b>	<b>Level of Action</b>	<b>Time Frame</b>
1.	To receive application and put dairy number	Counter Clerk	Same day
2.	To mark application/letter to concerned dealing assistant	Office Superintendent	1 to 2 days
3.	To examine the correspondence and to put up report	Dealing Assistant	3-5 days depending on urgency of the letter
4.	To examine the note put up	Office Superintendent	3 to 5 days
5.	To Supervise and examine correctness of notes/letters from branches	CE/SE	5 to 6 days
6.	To approve action proposed	DC/Secy. (PWD)	5 to 8 days
7.	To approve specific matters and VVIP references	--do--	5 to 8 days
8.	To approve seniority, promotion, appointment and other specific cases	--do--	10 to 15 days



## MANUAL – 5

### The rules, regulation, instruction, manuals and records held by as per CPWD Manual

- 1) The circle office of the PWD , UT of Daman & Diu functions & Accordance with the CPWD Works Manual – Codes, Rules GFR, CTR, DFPR & Instructions & Guidelines issued by the Govt. of India, Ministry of Finance, Ministry of Home Affairs, Urban & Rural Development Planning Commission & the duty of UT Administration from time to time.
  
- 2) The Service Rules prescribed by the Central Govt. called as Central civil service Rules in respect of Group ‘A’, ‘B’, ‘C’ local recruitment. The Proposals regarding Recruitment/Promotion is required approval of the Appointing Authority of the Administration is necessary.
  - (a) CPWD Vol. - I
  - (b) CPWD Vol. – II
  - (c) CPWD Vol. – III – Establishment of Work Charged Employee.
  - (d) Service Rules
    - (i) The CCS (CCA) Rules
    - (ii) The CCS (Leave Rules)
    - (iii) F. R. S. R.
    - (iv) CCS (Temporary Service) Rules
    - (v) CCS (Conduct) Rules
    - (vi) LTC Rules

## **MANUAL – 6**

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

- 1) Proposing the transfer posting of Technical Post.
- 2) Preparation of Grant of upgradations under MACP/ ACP, Probation/Promotion, Recruitment etc.
- 3) Personnel Files & Service Book of staff of Circle office as well as its sub- ordinate staff.
- 4) ACR's/APAR of Technical Officers of Group 'A', 'B', 'C' .
- 5) Cash Book Register
- 6) Pay Bill Register, Bill Register
- 7) BCR Register
- 8) Dead stock Register
- 9) Cheque Register
- 10) Monthly/Quarterly Report File
- 11) Pay Bill File
- 12) Contingency Bill File
- 13) Budget File
- 14) Acceptance of Tender Register
- 15) Security Deposit Register
- 16) N. I. T. Register
- 17) Technical Sanction Register
- 18) Acceptance of Quotation Register

The Circle Office is function in accordance with the Central Public Works Department Manuals prescribed by the Central Govt. called as CPWD Manuals & Service Rule prescribed therein.

## **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;**

The Circle Office handling by the Superintending Engineer/Chief Engineer has no direct dealing with the public & its dealt with the Division Office as well as Sub Division relating to Technical Sanction for execution of works/projects etc.

## **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;**

1) **As Chairman – Nil**

2) **As Member**

a) Superintending Engineer, Member, Pollution Control Committee, Daman, Diu and Dadra & Nagar Haveli under Assessment order under the water (Prevention and Control of Pollution) Cess act, 1977.

b) Superintending Engineer, Member, for implementation of 15 point programme.

c) Superintending Engineer, Member, for ensuring completion of all preparatory works for the measures/initiatives approved under the phase – II of Coastal Security Scheme (CSS), Daman, Diu and DNH.

d) Superintending Engineer, Member, for purpose of overseeing the implementation of Centrally Sponsored Scheme of Rashtriya Krishi Vikas Yojana (RKVY), Daman & Diu.

e) Superintending Engineer, Member, Nodal Committee for improvement of Daman District.

## MANUAL - 9

### A directory of its officers and employees :

The directory of its officer and employees of the Superintending Engineer, Daman.

<b>Sr. No.</b>	<b>Designation</b>	<b>Nos.</b>
1.	Assistant Surveyor of Works	1
2.	Superintendent	1
3.	Technical Assistant	1
4.	Draught Man , Grade-II	1
5.	Draught Man , Grade-III	1
6.	Junior Steno	1
7.	Junior Engineer	1
8.	Tracer	1
9.	UDC	1
9.	LDC	3
10.	Driver	1
11.	Peon	1
12.	Watchman	1

## MANUAL - 10

**The monthly remuneration received by the each of its Officers & Employees including the system of compensation as provided in its regulations :**

<b>Sr. No.</b>	<b>Name</b>	<b>Designation</b>	<b>Amount</b>	<b>Month &amp; Year</b>
1.	Shri P.D. Rana	Assistant Surveyor of Works (addl.charge)	24360	Jan, 2014
2.	Shri G. V. Rathod	Superintendent (NG)	21560	Jan, 2014
3.	Shri M. R. Rana	Technical Assistant	27500	Jan, 2014
4.	Shri M. A. Momin	Draught Man, Grade-II	12300	Jan, 2014
5.	Shri H. N. Gohil	Draught Man, Grade-III	27310	Jan, 2014
6.	Kum.Maria .F.Pereira	Junior Steno	20290	Jan, 2014
7.	Kum. K. B. Vaishiya	Junior Engineer	21540	Jan, 2014
8.	Shri Manish C. Kapadia	Tracer	30060	Jan, 2014
9.	Shri Devchandra P. Davne	UDC	21630	Jan, 2014
10.	Shri L.A. Fernandes	LDC	16910	Jan, 2014
11.	Shri Manish B. Halpati	LDC	15590	Jan, 2014
12.	Shri Deepak C. Halpati	LDC	15590	Jan, 2014
13.	Shri Dhuru A. Contractor	Driver	13145	Jan, 2014
14.	Shri Kantibhai R. Halpati	Peon	16753	Jan, 2014
15.	Shri Dipak G. Patel	Watchman	13780	Jan, 2014

## MANUAL - 11

**The budget allocated to each of its agency, including the particulars of all plans, proposed expenditures and reports on disbursements made :**

**Year of Allocatioin : 2013-14**

(Rs. In Thousand)

<b>3054 - Major Head</b>	
Roads & Bridges	--
04 - District & Other Roads	--
337 - Road Works	--
06 - Daman & Diu	--
06.00.01 - Salaries	6000
06.00.02 - Wages	--
06.00.06 - Medical Treatment	30
06.00.11 - Domestic Travel Expenses	140
06.00.13 - Office Expenses	500
06.00.50 - Other Charges	--
800 - Other Expenditure	0
06 - Maintenance and Repairs	--
06.00.27 - Minor Works	--

## **MANUAL - 12**

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

**NIL**

## **MANUAL - 13**

**Particulars of recipient of concessions permits or authorizations granted by it**

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 available	Can it be shared with public	It is available on website or is being used as a back end data base.
1	Transfer / Posting	Name & Designation of Employees / Official transferred	Yes	Available on website
2	Circulars	All circulars issued by department from time to time	No it is an internal issues	No
3	Seniority list	Seniority of all common cadre staff	Yes	Yes, it will be place as and when its circulation.
4	Tender	Various tender	No	No
5	Telephone Directory	Directory of Name and Address of all officers	Yes	Yes

**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 Superintending Engineer.

## **MANUAL – 16**

### **The Names, Designations and other particulars of the Public Information Officers.**

#### **1) Chief Engineer (Shir Sudhir Chawda) :**

A circle office is an Administrative office under the charge of a superintending Engineer. It co-ordinates and supervises the activities of three to five Divisions employed on construction and / or maintenance works. In regard to Administrative matters concerning personnel of various categories. The office of the Superintending Engineer of Works of layout, designs and drawings and estimates of the works entrusted to its charge. The budgetary control of the Division under each Circle rests with the Superintending Engineer who, in turn, is accountable in this respect of the Chief Engineer concerned.

The Superintending Engineer is required to examine the books of Divisional Office and Sub Divisional Offices during his inspection and see that the concerned officers attend to the matters relating to Accounts personally. He has to keep a strict watch on expenditure to ensure that there is no excess and that the system of management prevailing in the units is sufficient and economical. Detailed information with regard to responsibilities of a Superintending Engineer is given in paragraph 34.41 of the Central PWD Code.

#### **Assistant Surveyor of Works (Shri P.D. Rana)**

- 1) To examine the proposal for execution of Works/estimates/drawing submitted by Division office for technical sanction. Inspection of irrigation land for N.A. Permission.
- 2) Supervision of overall Circle Office.
- 3) Drawing & Design Officer of Circle Office.

#### **The name designation of CPIO**

**Chief Engineer**

**Appellate Authority**

**Development Commission / Secretary (PWD)**

**MANUAL – 17**

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

----- NIL -----

## MANUAL - 4

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

1. The Administrator for Daman & Diu is Appointing Authority / Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
2. The Development Commissioner / Secretary is Appointing Authority & Disciplinary Authority in respect of Group 'B' (N.G.) and Group 'C' Technical Officials, also the head of Department under F.R.S.R.
3. The Administrator is Competent Authority for inter District transfer and posting of Official in Daman & Diu.
4. The Superintending Engineer is the Head of Circle Office.
5. The Assistant Surveyor of Works is the immediate Officer in the Circle Office who is supervising the work of subordinate staff.
6. All files pertaining to Establishment & Administration matter routed through the Superintendent. He is also assists the Superintending Engineer in the matter of promotion of technical officer and staff and recruitment etc.
7. Technical Sanction : A Technical Sanction amounts to a guarantee that the proposals are technically sound and that the estimates are accurately prepared and are based on adequate data.

Nature of Power	Designation of Officer	Extent of Power	Remarks
Accord of technical sanction to detailed estimates (Civil and Electrical Works)	<b>AE/AEE/ADH</b>	3 lac	OM/MAN/186A & 231
	<b>EE/DDH</b> (i)where AE (P) is not provided	30 lac	
	<b>EE</b> (ii)where AE (P) is provided	45 lac	
	SE/DOH	250 lac	
	<b>SE promoted on in situ basis</b>	125 lac	
	<b>CE/ADG/DG</b>	Full powers	

**2.5.1 Accord of technical sanction**

- (a) After receipt of administrative approval and expenditure sanction, detailed estimates are required to be prepared for technical sanction. The technical sanction should be accorded by the competent authority before a work is taken in hand. In case of revised estimates, it is not necessary to wait for the revised administrative approval or the revised expenditure sanction to accord revised technical sanction.
- (b) A copy of the technical sanction for the building work should also be endorsed to the concerned Senior Architect, Superintending Engineer (Elect)/Executive Engineer(elect) as well as the Director/Deputy Director of Horticulture for initiating action at the appropriate time on electrical, air conditioning, horticulture and other works. Similarly, copies of Technical Sanction of Estimate for Horticulture works shall also be forwarded to Senior Architect and CE(C)/SE(C)/EE(C) as the case may be. The municipal/Local Bodies and Electrical Supply Companies should also be approached by the Executive Engineer, Civil and Electrical, well in time for providing External Services including power supply.
- (c) Before an estimate is technically sanctioned, the following shall be desirable:
- (i) Detailed architectural drawings and specifications.
  - (ii) Preliminary structural drawings for foundations
  - (iii) Preliminary structural drawings of superstructure at least upto slab at level 2
  - (iv) Preliminary drawings for internal and external services.
- (d) The authority competent to accord such sanction shall ensure that the design and specification etc., adopted in the detailed estimate are adequate enough for the building to last till its desired life. In the 'Design and Scope' column of the estimate, it shall be specifically mentioned that, 'Under normal use and maintenance, the building is expected to have an economic life of ..... years.'
- (e) For various types of buildings, the economic life shall be taken as below:
- |                                |           |
|--------------------------------|-----------|
| (i) Monumental structures      | 100 years |
| (ii) RCC framed structures     | 75 years  |
| (iii) Load bearing structures  | 55 years  |
| (iv) Semi permanent structures | 30 years  |
- Economic life of various internal Services/fixtures including electric wiring, water supply distribution system may vary from 15 to 25 years depending upon the geographical location, type of the services and its uses.
- (f) No estimate should be technically sanctioned unless the proforma at Appendix – 2 is submitted along with the estimate to enable the competent authority to see that the detailed estimate prepared takes into account all aspects of planning and that no point has escaped notice.
- (g) In case of work for which tenders are called on "Design and construct" basis, technical sanction of such works may be accorded only on finalization of structural drawings, services drawings and other detail on submission of the same by the contractor. However it would be necessary that all the Architectural and structural data/parameters, details of functional requirement and complete specifications including preliminary drawings are finalized before the call of tenders on "Design and construct" basis.
- (h) For Technical sanction, detailed estimate shall be prepared based on applicable schedule of rates. Market rates shall be followed for the items not covered under schedule of rates. Effect of prevailing cost index over the hypothetical cost Index of schedule of rate should be taken on the amount of Detailed estimate for items for which rates are based on Schedule of rate. Estimate should be technically sanctioned for the amount inclusive of effect of Cost Index.
- (i) The powers delegated to officers of the Central PWD for accord of technical sanction are given in Appendix-1. These amounts are exclusive of departmental charges. The powers to accord technical sanction to revised estimates shall be the same as for the original estimates.

### 2.5.2 Deviation in Technical Sanction

- (1) The technical sanction can be exceeded upto 10% beyond which revised 'technical sanction' shall be necessary.
- (2) Similarly, if subsequent to the accord of technical sanction, material structural alterations are contemplated, the orders of the authority which sanctioned the estimate technically should be obtained, even though no additional expenditure may be involved due to such alterations.

### 2.5.3 Packages for accord of technical sanction

- (i) The authority of CPWD who submitted the preliminary estimate to client should decide the project in to packages for inviting tenders.
- (ii) The authority who decides the package will also decide the manner in which technical sanction(s) (one or many under each package) is/are to be accorded.
- (iii) In event the authority identifying the package decides that different authorities are to accord technical sanction for different components, he will intimate the same to all concerned authorities duly indicating the time frame. The technical sanctioning authorities, after according technical sanction for respective components, submit the detailed estimates alongwith their proposal for special conditions to be incorporated in NIT to authority competent to issue the NIT.

### 2.6 Appropriations and re-appropriations

- (1) Appropriation means assignment to meet specified expenditure of funds included in a primary unit of appropriation. Re-appropriation means the transfer of funds from one unit of appropriation to another under such unit. It is a fundamental principle that no outlay on a work shall be incurred without funds having been allotted for it by appropriation or re-appropriation. In exceptional cases, where expenditure is authorised in anticipation of the allotment of funds or in excess of the funds allotted for the purpose, the authorisation must be followed by a formal allotment of funds to the extent required.
- (2) Allotment of funds is intended to cover all the charges including the liabilities of past years to be paid during the year or to be adjusted in the accounts of it. It is operative until the close of the financial year. Any unspent balance lapses and is not available for utilisation in the following year, but Government will ordinarily endeavour to include any anticipated lapse in the demand for the following year. The financial year closes on 31st March, and after that date all cash and stock transactions are treated as pertaining to the following year.
- (3) However, the Transfer Entry Book and the stock accounts should be kept open for transfer entries relating to rectification of errors and settlement of outstanding. These accounts should be closed on the 20th May or on such other date, as may be prescribed by the Accountant General.

Note:

No. SE/PWD/DMN/Ccctb/112/13-14/  
U.T. Administration of Daman & Diu  
O/o. The Chief Engineer,  
Public Works Department, Daman.

Date :- /02/2014

To,  
The Deputy Secretary (PERS),  
Secretariat,  
Daman.

Sub : Action Taken Report

Sir,

With reference to Circular No. 1/58/Home/2005/Vol./3163 dated 15/01/2014 of Department of Personnel & Administrative Reforms, Secretariat Daman regarding implementation of **suo motu** disclosure under Section 4 of RTI Act, 2005 is as under :-

1	Suo motu publication of 17 manuals in official Gazette		
	i)	The particulars of its organization, function and duties.	Enclosed as Manual - 1
	ii)	The powers and duties of its officers and employees.	Enclosed as Manual - 2
	iii)	The procedure followed in the decision making process including channels of supervision and accountability.	Enclosed as Manual - 3
	iv)	The norms set by it for the discharge of its functions.	Enclosed as Manual - 4
	v)	The rules regulations instruction, manuals and records, held by it or under its control or used by its employees for discharging its function.	Enclosed as Manual - 5
	vi)	A statement of the categories of documents that are held by it or under its control.	Enclosed as Manual - 6
	vii)	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.	The Circle Office handling by the Superintending Engineer has no direct dealing with the public & its dealt with the Division Office as well as Sub Division relating to Technical Sanction for execution of works/projects etc.
	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 to whether meeting of those	Enclosed as Manual - 8

		boards, councils committees and other bodies are open to the public, or the minutes of such meetings are accessible for public.	
	ix)	A directory of its officers and employees	Enclosed as Manual - 9
	x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.	Enclosed as Manual - 10
	xi)	The budget allocated to each of its agency, indicating the particulars of all plans proposed expenditures and report on disbursement made.	Enclosed as Manual - 11
	xii)	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.	NIL
	xiii)	Particulars of recipient of concessions permits or authorizations granted by it	There are no such concessions, permits granted by this Department.
	xiv)	Details in respect of the information available to or held by it reduced in an electronic form.	Enclosed as Manual - 14
	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 library or reading room facilities available in the office of the Superintending Engineer.
	xvi)	The names, designations and other particulars of the Public Information Officers.	Enclosed as Manual - 16
	xvii)	Such other information as may be prescribed and thereafter update these publication every year.	Nil

Further the point wise reply is as under :-

1.0 Suo motu disclosure of more items under Section 4 :-

The Superintending Engineer is publishing the information under clause (b) (i) to (xvii) of sub-section 4 (1).

1.1 Information related to Procurement is kept on official website of UT Administration.

1.2 Public Private Partnership : The Superintending Engineer is not entered into a Public Private Partnership (PPP).

1.3 Transfer Policy and Transfer Orders is made by the Department of Personnel and Administrative Reforms Secretariat, Daman.

1.4 RTI Application : The Superintending Engineer is not having own websites, however, henceforth the same will be display on official website of UT Administration.

1.5 CAG & PAC paras : Not Applicable.

1.6 Citizens Charter : Citizen Charter is displayed on official website.

1.7 Discretionary and Non-discretionary grants : No such type of grant is being allocated to the State Govt./NGOs/Other institutions.

1.8 Foreign Tour of PM/Ministers N.A.

2.0 Guidelines for digital publication of proactive disclosure under Section 4 will be maintained.

3.0 Guidelines for certain clauses of Section 4(1) (b) to (xvii) is disclosed every year.

Yours faithfully,

(Sudhir Chawda)  
Chief Engineer (Civil)  
PWD, Daman

Encl : As above.

From: Shri. H. B. Jethwa,  
Administrative Officer,  
Daman Municipal Council,  
Daman.

Dated:- 12/02/2014

To,  
The Chief Officer,  
Daman Municipal Council,  
Daman.

Sub:- Joining Report.

Ref:- Order No.1/6/93-PER/Vol.II/3601 dated 10/02/2014.

Sir,

In pursuance to the order referred to above, I am joining my duty as Administrative Officer, in Municipal Council, Daman on working arrangement for half day with effect from 12/02/2014.

Yours faithfully,

( H. B. Jethwa )  
Administrative Officer,  
Municipal Council, Daman.

Copy to:- 1. The Staff Officer to Administrator, Secretariat, Daman.  
2. The Development Commissioner, Secretariat, Daman.  
3. The Finance Secretary, Secretariat, Daman.  
4. The Collector, Daman.  
5. The Chief Engineer,(Civil), PWD, Daman.  
6. The President , Daman Municipal Council, Daman.