

**UNION TERRITORY ADMINISTRATION OF DAMAN & DIU**

**THE OFFICE OF THE BLOCK DEPLOYMENT OFFICE,**

**DISTRICT PANCHAYAT CAMPUS, DHOLAR,**

**MOTI DAMAN – 369 220.**

**Dated : 29.01.2016**

**SUO-MOTO PUBLICATION OF 17 MANUALS**

**Manual-1.**

**The Particulars of its Organization, Functions and Duties:-**

The Secretary (PRI), is the Head of Department of the Block Development Office, Daman and the Chief Executive Officer, District Panchayat, Daman is Controlling Officer of the Block Development Office, Daman. The Head of Office/Drawing & Disbursing Officer, (Block Development Officer), Daman is the Public Information Officer under clause 5(1) of the Right to Information Act.,2005 for the Block Development Office, Daman. The office organisation chart is under:-

Secretary (Panchayati Raj Institution), Daman & Diu



Director of Panchayat / Collector, Daman



Chief Executive Officer, District Panchayat, Daman



Block Development Officer, Daman



Extension Officer (Village Panchayat), Daman



| Field Staff                   | Administrative / Establishment Staff |
|-------------------------------|--------------------------------------|
| Village Panchayat Secretaries | Head Clerk                           |
| Gram Sevak /Sevika            | UDC                                  |
|                               | LDC                                  |
|                               | Multi Tasking Staff                  |
|                               | Driver                               |

**There are 11 Village Panchayats namely;**

01. Bhimpore Group Gram Panchayat, Daman.
02. Dabhel Group Gram Panchayat, Daman.
03. Damanwada Group Gram Panchayat, Daman.
04. Dunetha Group Gram Panchayat, Daman.
05. Kachigam Group Gram Panchayat, Daman.
06. Kadaiya Group Gram Panchayat, Daman.
07. Magarwada Group Gram Panchayat, Daman.
08. Marwad Group Gram Panchayat, Daman
09. Pariyari Group Gram Panchayat, Daman.
10. Patlara Group Gram Panchayat, Daman.
11. Varkund Gram Panchayat, Nani Daman.

**Function of department:-**

01. Supervision of Panchayats.
02. Issuance of Order for late Registration of Birth & Deaths to Panchayats.
03. Countersign on Income Certificate and Residence Certificate issued by Village Panchayats.
04. Dealing with the criminal cases under section 107, 109, 110 151 & 145 Cr. PC under the power of Executive Magistrate along with inquest and Dying Declarations Cases.

**Manual-2.**

**The Powers and duties of its officers and employees.**

The Block Development Officer has been declared as the Head of Office and delegated certain Financial powers and also declared as the Executive Magistrate for the rural area.

Duties of Employees of office of the Block Development Officer are furnished as below:-

| Sr. No. | Name and Designation   | Duties   |
|---------|--|--|
| 01.     | <b>Shri S. S. Thakkar,</b><br>Block Development Officer                        | Head of Office.  |
| 02.     | <b>Vacant,</b><br>Head Clerk   | Overall Supervision of all the Staff and any other work assigned by the Superior.  |
| 03.     | <b>Shri P. M. Makwana,</b><br>Extension Officer<br>(Village Panchayat), Daman. | Inspection of Accounts Register of all Village Panchayats in Daman District, Data and Information collection from all Village Panchayats, Daman and visit to all Panchayats. |
| 04.     | <b>Shri Tushar Mehta,</b><br>UDC   | Dealing with the Accounts, Establishment and other correspondence work related to Administration.  |
| 05.     | <b>Shri C. N. Halpati,</b><br>LDC  | Dealing with Chapter Cases and preparation of Offline Bills and general clerical work.   |
| 06.     | <b>Shri K. I. Damania,</b><br>LDC  | Dealing with the Correspondence work of Administration, general clerical work, preparation of Online Bills & E Mail Correspondence.  |
| 07.     | <b>Kum B. G. Tandel,</b><br>DEO (STC)  | Data Entry Operator and dealing with Applications for Late Registration of Births and Deaths.  |
| 08.     | <b>Smt Jyotiben B. Dhodi,</b><br>VP Secretary                                  | Registrar of Births and Deaths and all Administrative work in Village Panchayat.   |
| 09.     | <b>Shri Pragnesh S. Bhatt,</b><br>VP Secretary                                 | Registrar of Births and Deaths and all Administrative work in Village Panchayat.   |
| 10.     | <b>Shri Ganesh D. Kamli,</b><br>VP Secretary                                   | Registrar of Births and Deaths and all Administrative work in Village Panchayat.   |
| 11.     | <b>Shri Ramanbhai L. Patel,</b>  | Registrar of Births and Deaths and all   |



|     |   |   |
|-----|---|---|
|     | VP Secretary                                    | Administrative work in Village Panchayat.   |
| 12. | <b>Shri Premabhai L. Patel,</b><br>VP Secretary | Registrar of Births and Deaths and all Administrative work in Village Panchayat.  |
| 13  | <b>Shri J. D. Kamli,</b><br>Gram Sevak          | IAY, NRLM Scheme Loan Cases, Ration Card Enquiry Report, Birth and Death Late Registration Report and misc work allotted by UT Administration of Daman & Diu. |
| 14. | <b>Shri D. R. Rana,</b><br>Gram Sevak           | IAY, NRLM Scheme Loan Cases, Ration Card Enquiry Report, Birth and Death Late Registration Report and misc work allotted by UT Administration of Daman & Diu. |
| 15. | <b>Shri M. P. Halpati,</b><br>Gram Sevak        | IAY, NRLM Scheme Loan Cases, Ration Card Enquiry Report, Birth and Death Late Registration Report and misc work allotted by UT Administration of Daman & Diu. |
| 16. | <b>Shri R. M. Patel,</b><br>MTS                 | Multi Tasking Staff   |
| 17. | <b>Smt K. V. K. Lakshmi,</b><br>MTS             | Multi Tasking Staff   |
| 18. | <b>Shri M. S. Naronha,</b><br>Driver            | Driver of BDO, Daman  |

### **Manual-3.**

**The procedures followed in the decision making process, including channels of supervision and accountability.**

- Decision Marking Process** :-Various matter are put up by employees of office through administrative channel and decision is taken by Block Development Officer, Daman. If it is beyond the power of Head of Office, the decision is taken by Secretary (PRI), Daman & Diu.
- Channel of Supervision and Accountability:-** The Village Panchayat Secretary/Gram Sevak works under supervision of Extension officer (Village Panchayat). Overall supervision is done by Block Development Officer for all activities of the Office. The Block Development Officer, is accountable for all related works of Office.

### **Manual-4.**

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

Following norms have been prescribed:-

- Annual Plan is to be prepared every year.
- Monthly expenditure report under Plan and Non Plan is prepared every month.
- Collection of data from Village Panchayat every month.
- Budget Estimates and Revised Budget Estimates are prepared during every month.

### **Manual-5.**

**The Rules, Regulation etc., for discharging of functions:-**

The Daman & Diu Panchayati Regulation,2012 in force from 17.08.2012 for discharging function.

#### Manual-6.

Categories of documents prepared by the department:-

The type of documents maintained by the Village Panchayat, Daman are as follows:-

| Sr. No. | Type of documents | Description                               | Volume                         |
|---------|-------------------|---|--------------------------------|
| 01.     | Form-1-A          | Account (Ledger Control Register)         | Village Panchayat Rules, 1962. |
|         | Form-1-B          | Account (Ledger Control Register)         | Village Panchayat Rules, 1962. |
|         | Form-2-A          | Account (Ledger Control Register)         | Village Panchayat Rules, 1962. |
|         | Form-2-B          | Account (Ledger Control Register)         | Village Panchayat Rules, 1962. |
|         | Form-3            | Cash Book                                 | Village Panchayat Rules, 1962. |
|         | Form-4            | Receipt Book                              | Village Panchayat Rules, 1962. |
|         | Form-5            | Receipt Book Register                     | Village Panchayat Rules, 1962. |
|         | Form-6            | Property and Assets Register              | Village Panchayat Rules, 1962. |
|         | Form-7            | Assessment Register for Taxes             | Village Panchayat Rules, 1962. |
|         | Form-8            | Demand and Collection Register for Taxes  | Village Panchayat Rules, 1962. |
|         | Form-9            | Grant Register                            | Village Panchayat Rules, 1962. |
|         | Form-10           | Monthly and Annual Income and Expenditure | Village Panchayat Rules, 1962. |
|         | Form-11           | Budget Register                           | Village Panchayat Rules, 1962. |

#### Manual-7.

Public can directly approach to any employee of the office for their work and if needed, they can meet the Block Development Officer at any time, during Office Hours.

#### Manual-8.

N. A.

#### Manual-9.

The Directory of its Officers and employees of the Department of Block Development Officer, Daman.

| Sr. No. | Designation                                  | Nos. Of post sanctioned | Nos. Of post filled | Nos. Of post vacant |
|---------|--|-------------------------|---------------------|---------------------|
| 01.     | The Block Development Officer, Daman         | 01                      | 01                  | --                  |
| 02.     | Extension Officer (Village Panchayat), Daman | 01                      | 01                  | --                  |
| 03.     | Head Clerk                                   | 01                      | --                  | 01                  |
| 04.     | UDC  | 01                      | 01                  | --                  |
| 05.     | LDC  | 02                      | 02                  | --                  |
| 06.     | Village Panchayat Secretary                  | 08                      | 05                  | 03                  |
| 07.     | Gram Sevak                                   | 05                      | 03                  | 02                  |
| 08.     | Driver                                       | 01                      | 01                  | --                  |
| 09.     | Multi Tasking Staff (Peon)                   | 02                      | 02                  | --                  |
|         | <b>TOTAL</b>                                 | <b>22</b>               | <b>16</b>           | <b>06</b>           |



**The Telephone No. And Fax No. Of the office is as under:-**

(a) Telephone No.0260-2230869

(b) Fax No.0260-2230869

**Manual-10.**

| Sr. No. | Name   | Pay Scale                              |
|---------|--|--|
| 01.     | Shri S. S. Thakkar, BDO  | 9300 - 34800 + GP 4200                 |
| 01.     | Shri P. M. Makwana<br>Extension Officer (Village Panchayat),<br>Daman. | 5200 – 20200 + GP 2800                 |
| 02.     | Head Clerk (Vacant)  | 9300 - 34800 + GP 4200                 |
| 03.     | Shri Tushar Mehta, UDC   | 5200 – 20200 + GP 2800                 |
| 04.     | Shri C. N. Halpati, LDC  | 5200 – 20200 + GP 2400                 |
| 05.     | Shri K. I. Damania, LDC  | 5200 – 20200 + GP 1900                 |
| 06.     | Smt Jyotiben B. Dhodi, VP Secretary                                    | 5200 – 20200 + GP 2800                 |
| 07.     | Shri Pragnesh S. Bhatt, VP Secretary                                   | 5200 – 20200 + GP 2400                 |
| 08.     | Shri Ganesh D. Kamli, VP Secretary                                     | 5200 – 20200 + GP 2400                 |
| 09.     | Shri Ramanbhai L. Patel, VP Secretary                                  | 9300 - 34800 + GP 4200                 |
|         | Pemabhai L. Patel  | 9300 - 34800 + GP 4200                 |
| 10.     | Shri J. D. Kamli, Gram Sevak   | 5200 – 20200 + GP 2800                 |
| 11.     | Shri D. R. Rana, Gram Sevak  | 5200 – 20200 + GP 2800                 |
| 12.     | Shri M. P. Halpati, Gram Sevak   | 5200 – 20200 + GP 2400                 |
| 13.     | Shri M. S. Naronha, Driver   | 5200 – 20200 + GP 2400                 |
| 14.     | Shri R. M. Patel<br>Peon/Multitasking                                  | 5200 – 20200 + GP 2000                 |
| 15.     | Smt K. V. K. Lakshmi<br>Peon/Multitasking                              | 5200 – 20200 + GP 2000                 |
| 16.     | Kum Bhagini Tandel, DEO  | Rs. 12,000/- Fixed, Contract<br>Basis. |

**Manual-11**

**Budget Allocation.**

| Sr. No. | Year    | Budget Head                                     | Amount s.   |
|---------|---------|---|-------------|
| 01.     | 2014-15 | NON PLAN - Salaries, Office<br>Expenses & Misc. | 80,90,000/- |
| 02.     | --do--  | PLAN - Schemes & Misc.                          | 89,00,000/- |
| 03.     | 2015-16 | NON PLAN - Salaries, Office<br>Expenses & Misc. | 68,87,000/- |
| 04.     | --do--  | PLAN - Schemes & Misc.                          | 89,00,000/- |

**Manual-12.**

**Execution of subsidy programmes and details of beneficiaries.**

The list of beneficiaries have allotted/sanctioned as subsidy for Assistance of Construction of House for the year 2014-15.





| Sr. No. | Name of the Beneficiaries       | Address                       | Amount of subsidy Rs. |
|---------|---------------------------------|-------------------------------|-----------------------|
| 1.      | Smt. Radha Babu Halpati         | Sagarwad, Jampore, Moti Daman | 1,50,000/-            |
| 2.      | Smt. Parvati Chhanu Halpati     | Sagarwad, Jampore, Moti Daman | 1,50,000/-            |
| 3.      | Smt. Bharti Nagin Halpati       | Sagarwad, Jampore, Moti Daman | 1,50,000/-            |
| 4.      | Smt. Kesar Chhotu Halpati       | Sagarwad, Jampore, Moti Daman | 1,50,000/-            |
| 5.      | Smt. Kamla Ishwar Halpati       | Sagarwad, Jampore, Moti Daman | 1,50,000/-            |
| 6.      | Shri Mahesh Kalidas Halpati     | Jampore, Moti Daman           | 1,50,000/-            |
| 7.      | Smt. Niruben Navinbhai Halpati  | Deva Pardi, Moti Daman        | 1,50,000/-            |
| 8.      | Shri Jagdish Mangal Varli       | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 9.      | Smt. Shanti Sukar Varli         | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 10.     | Smt. Chhaniben Kishan Varli     | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 11.     | Smt. Kashiben Ramji Varli       | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 12.     | Shri Rupesh Kanti Varli         | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 13.     | Shri Keshav Mangal Varli        | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 14.     | Smt. Jashoda Damodar Varli      | Paiyari, Varliwad, Moti Daman | 1,50,000/-            |
| 15.     | Smt. Niruben Chhibubhai Halpati | Pariyari, Moti Daman          | 1,50,000/-            |
| 16.     | Shri Hiriya Radka Halpati       | Pariyari, Moti Daman          | 1,50,000/-            |
| 17.     | Shri Mukesh Ramesh Halpati      | Chadav Falia, Thana Pardi     | 1,50,000/-            |
| 18.     | Shri Raman Babubhai Halpati     | Chadav Falia, Thana Pardi     | 1,50,000/-            |

|     |                                     |                                   |            |
|-----|-------------------------------------|-----------------------------------|------------|
| 19. | Smt. Mina Mahesh Dhodi              | Katha Falia, Zari, Moti Daman     | 1,50,000/- |
| 20. | Smt. Parvati Nanu Halpati           | Thana Pardi, Moti Daman           | 1,50,000/- |
| 21. | Ku. Pinkiben Karshan Halpati        | Badhliwari, Magarwada, Moti Daman | 1,50,000/- |
| 22. | Smt. Kamuben Raghu Halpati          | Badhliwari, Magarwada, Moti Daman | 1,50,000/- |
| 23. | Shri Rajubhai Somabhai Halpati      | Kund Falia, Bhimpore, Nani Daman  | 1,50,000/- |
| 24. | Shri Bhavik Ramesh Halpati          | Kund Falia, Bhimpore, Nani Daman  | 1,50,000/- |
| 25. | Shri Sanjay Ramesh Halpati          | Kund Falia, Bhimpore, Nani Daman  | 1,50,000/- |
| 26. | Shri Haresh Bhangia Halpati         | Kund Falia, Bhimpore, Nani Daman  | 1,50,000/- |
| 27. | Smt. Laliben Gaju Halpati           | Ambawadi, Moti Daman              | 1,50,000/- |
| 28. | Shri Dhiru Ravia Dhodi              | Kachigam, Kasal Falia, Nani Daman | 1,50,000/- |
| 29. | Shri Amrut Jagan Patel (OBC)        | Badhliwari, Moti Daman            | 1,50,000/- |
| 30. | Smt. Kalavati Ramesh Damania (S.C.) | Kachigam, Kasal Falia, Nani Daman | 1,50,000/- |

**Total Rs. 45,00,000/-**

| Sr. No. | Name of the Beneficiaries               | Address                                | Amount of subsidy Rs. |
|---------|---|--|-----------------------|
| 1.      | Smt. Pratiksha Bhagwan Halpati          | Dunetha, Nani Daman                    | Rs.20,000             |
| 2.      | Shri. Pravin Raghu Halpati              | Naila Pardi, Moti Daman                | Rs.20,000             |
| 3.      | Smt. Jashi Kanti Halpati                | Naila Pardi, Moti Daman                | Rs.20,000             |
| 4.      | Smt. Kashi Chhagan Halpati              | Naila Pardi, Moti Daman                | Rs.20,000             |
| 5.      | Smt. Mangiben Chamar Halpati            | Naila Pardi, Moti Daman                | Rs.20,000             |
| 6.      | Smt. Lila Dahya Halpati                 | Naila Pardi, Moti Daman                | Rs.20,000             |
| 7.      | Smt. Shanti Kariya Halpati              | Naila Pardi, Moti Daman                | Rs.20,000             |
| 8.      | Smt. Maniben Ganda Halpati              | Naila Pardi, Moti Daman                | Rs.20,000             |
| 9.      | Smt. Tapli Radka Halpati                | Naila Pardi, Moti Daman                | Rs.20,000             |
| 10.     | Smt. Sukuben Kanubhai Halpati           | Pariyari, Moti Daman                   | Rs.20,000             |
| 11.     | Smt. Mani Raviya Halpati                | Pariyari, Moti Daman                   | Rs.20,000             |
| 12.     | Smt. Sita Vishram Halpati               | Pariyari, Moti Daman                   | Rs.20,000             |
| 13.     | Smt. Somiben Somla Halpati              | Badhliwari, Moti Daman                 | Rs.20,000             |
| 14.     | Smt. Rami Laxman Halpati                | Badhliwari, Moti Daman                 | Rs.20,000             |
| 15.     | Smt. Dayli Ganpat Halpati               | Badhliwari, Moti Daman                 | Rs.20,000             |
| 16.     | Smt. Ziniben Kashiram Halpati           | Badhliwari, Moti Daman                 | Rs.20,000             |
| 17.     | Smt. Kanku Somla Halpati                | Badhliwari, Moti Daman                 | Rs.20,000             |
| 18.     | Smt. Lila Prabhu Halpati                | Badhliwari, Moti Daman                 | Rs.20,000             |
| 19.     | Smt. Kashi Fakir Halpati                | Badhliwari, Moti Daman                 | Rs.20,000             |
| 20.     | Shri Mohan Mangal Halpati               | Badhliwari, Moti Daman                 | Rs.20,000             |
| 21.     | Smt. Ratan Radka Halpati                | Badhliwari, Moti Daman                 | Rs.20,000             |
| 22.     | Smt. Tulsi Amrat Halpati                | Badhliwari, Moti Daman                 | Rs.20,000             |
| 23.     | Shri Amrut Kika Halpati                 | Thana Pardi, Moti Daman                | Rs.20,000             |
| 24.     | Shri Raman Babu Halpati                 | Thana Pardi, Moti Daman                | Rs.20,000             |
| 25.     | Smt. Rekha Haresh Halpati               | Thana Pardi, Moti Daman                | Rs.20,000             |
| 26.     | Smt. Vanita Bakul Halpati               | Thana Pardi, Moti Daman                | Rs.20,000             |
| 27.     | Smt. Bharti Manilal Halpati             | Thana Pardi, Moti Daman                | Rs.20,000             |
| 28.     | Smt. Geeta Ishwar Halpati               | Thana Pardi, Moti Daman                | Rs.20,000             |
| 29.     | Smt. Jashoda Dahyabhai Mahyavanshi (SC) | Mahyavanshi Falia, Dalwada, Nani Daman | Rs.20,000             |
| 30.     | Smt. Manju Jagan Halpati                | Devka Taiwad, Nani Daman               | Rs.20,000             |
| 31.     | Shri Ishwar Kalidas Halpati             | Prakash Falia, Dalwada, Nani Daman     | Rs.20,000             |





|           |                                |                                    |            |
|-----------|--------------------------------|------------------------------------|------------|
| 32.       | Shri Ratilal Kalidas Halpati   | Prakash Falia, Dalwada, Nani Daman | Rs.20,000  |
| 33.       | Shri Mahesh Babu Halpati       | Devka Colony, Nani Daman           | Rs.20,000  |
| 34.       | Smt. Laxmi Soma Halpati        | Devka, Nani Daman                  | Rs.20,000  |
| 35.       | Smt. Vijya Chamar Halpati      | Devka, Nani Daman                  | Rs.20,000  |
| 36.       | Smt. Kamuben Vallabh Halpati   | Devka, Nani Daman                  | Rs.20,000  |
| 37.       | Smt. Savita Mangal Halpati     | Devka, Nani Daman                  | Rs.20,000  |
| 38.       | Smt. Narmada Ranchhod Halpati  | Devka, Nani Daman                  | Rs.20,000  |
| 39.       | Smt. Champi Balka Halpati      | Devka, Nani Daman                  | Rs.20,000  |
| 40.       | Smt. Hemuben Dipak Halpati     | Tanki Falia, Dunetha, Nani Daman   | Rs.20,000  |
| 41.       | Shri Raviya Vesta Halpati      | Patel Falia, Bhimpore, Nani Daman  | Rs.20,000  |
| 42.       | Shri Arjun Dalpat Halpati      | Dunetha, Nani Daman                | Rs.20,000  |
| 43.       | Smt. Vinaben Natu Damania (SC) | Magarwada, Moti Daman              | Rs.20,000  |
| 44.       | Smt. Sarda Sampat Damania      | Magarwada, Moti Daman              | Rs.20,000  |
| 45.       | Shri Jayesh Babu Dunekar (SC)  | Bhamti, Talav Falia, Moti Daman    | Rs.20,000  |
| Total Rs. |                                |                                    | 9,00,000/- |

### Manual-13.

#### Concessions, permits etc..

No concessions, permits or authorizations are granted by Block Development Office, Daman.

### Manual-14.

#### Details of available information:

NIL.

### Manual-15.

#### Particulars of facilities available to citizens:-

There is no library room. Any information can be obtained from the Block Development officer or concerned staff of this office.

### Manual-16.

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

01. Name :- Mr. S. S. Thakkar
02. Designation : Block Development Officer,
03. Office Address: Office of the Block Development Officer,  
District Panchayat Campus,  
Dholar, Moti Daman - 396 220.  
Ph. No. 0260 - 2230869  
Telefax : 0260 2230 869

### Manual-17.

#### Other information:

NONE.

== CONCLUDED ==