

**DEPARTMENT OF TECHNICAL TRAINING INSTITUTE,
MOTI - DAMAN**

Dated : 10th Oct,2018

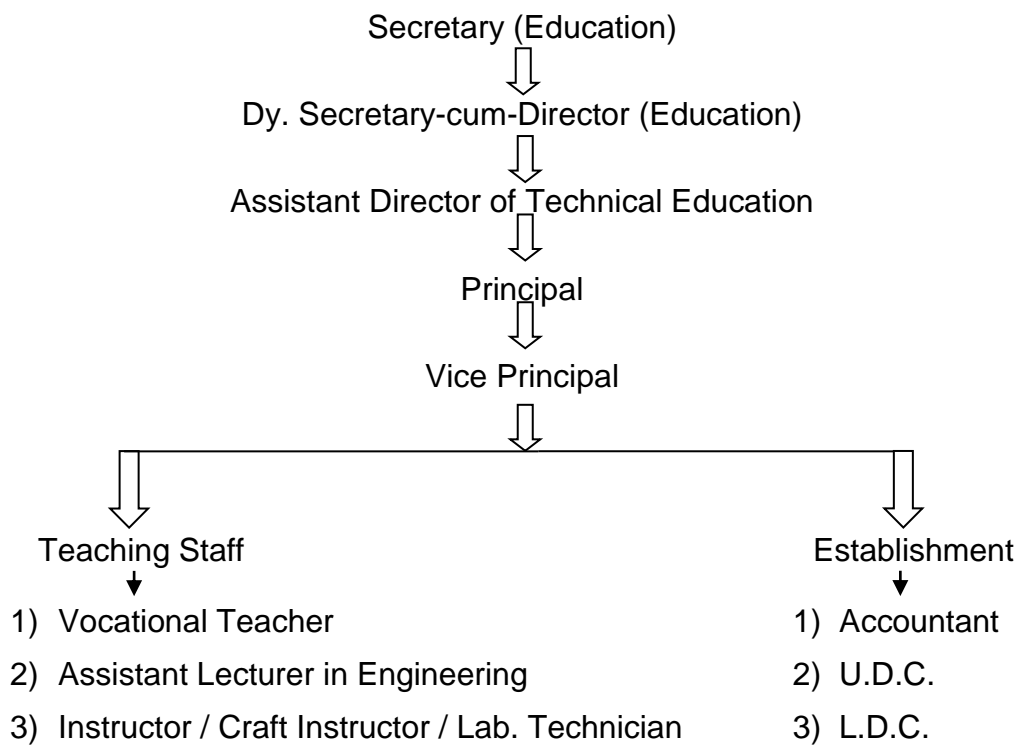
SUO-MOTO PUBLICATION OF 17 MANUALS

MANUAL – I

The particulars of its organization, functions and duties:

The Technical Training Institute, Daman is imparting knowledge of Technical Subjects (Pre-vocational subject) to the student of all High Schools of Daman District, Imparting Vocational Education at Higher Secondary (10+2) level in field of Vocational Education and Imparting 1 year Craft Training to the Trainees of SC/ST community in various Workshop Trades / Lab. under the Tribal Sub Plan Scheme.

Organization chart :



POSTAL ADDRESS:

The Principal
Technical Training Institute,
Fort Area, Moti Daman.
PIN Code : 396 220
Phone No. 0260-2230836

WORKING HOURS OF OFFICE

Monday to Friday : 10:00 A.M. TO 01:30 P.M.
02:00 P.M. TO 06:00 P.M.
LUNCH BREAK : 01:30 P.M. TO 02:00 P.M.
Saturday : 10:00 A.M. TO 01:30 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:**(a) 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.

(b) Vice Principal:-

- Teaching in the subjects of Vocational Education.
- Assisting the Principal in academic as well as Administrative Work.
- Control, Supervision and superintendence over the Vocational Institutes.
- Any other work assigned by Principal from time to time.

(c) Asstt. Lecturers / Vocational Teacher:-

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

(d) Workshop Instructors:-

- 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.

(e) Lab Technician:-

- To help the Lecturers with conducting practical classes in respective laboratories.

(f) Workshop Attendant:-

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

(g) 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.

(h) UDC:-

- Typing work of office.
- Handling work of Establishment section / Account Section.
- Other miscellaneous works.
- Students correspondence with Technical Examination Board.
- Collection of Term / Tuition fees etc.
- Maintain of Service Book, Personal File, E.L. Register, General Register about enrollment of students of all staffs etc.

(i) LDC:-

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

(j) Sweeper:-

- For cleaning Classroom, Office, Building, Toilet & Others cleaning and other school related work entrusted by the Officers.

(k) Watchman:-

- Watching the campus, entire building, workshop and costly items acquired by the institute.

MANUAL – III**The procedure followed in the decision making process, including channels of supervision and accountability:**

Sr. No.	Activities	Level of Action	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	U.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 references	Secretary (Edu.)	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, Daman.

MANUAL – V**The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions:**

This 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, Daman.
- 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, Daman has no direct dealing with the public. The department is dealing with the student 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 public or the minutes of such meetings are accessible for public:

No such bodies are constituted by the Principal, Technical Training Institute, Daman.

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

The required details for the financial year: 2017-18 are as under:

	Major Head of Account	Initially Sanctioned Grant 2017-18	Expenditure Up to 31-03-2018
(A)	2203 – Technical Education		
	001 – Direction & Administration		
	06 – Directorate of Administration		
	06.00.01 – Salaries	1,42,54,000/-	1,42,54,000/-
	06.00.02 – Wages	0	0
	06.00.06 – Medical Treatment	4,61,000/-	4,60,753/-
	06.00.11 – Domestic Travel Expenses	40,000/-	39,985/-
	06.00.13 – Office Expenses	20,64,000/-	20,64,000/-
	06.00.50 – other Charges	3,75,000/-	3,74,991/-
(B)	2203 – Technical Education		
	796 – Tribal Area Sub-Plan		
	01 – Establishment		
	01.00.01 – Salaries	15,75,000/-	15,74,365/-
	01.00.02 – Wages	0	0
	01.00.06 – Medical Treatment	0	0
	01.00.11 – Domestic Travel Expenses	0	0
	01.00.13 – Office Expenses	19,33,000/-	19,32,993/-
	01.00.34 – Scholarships / Stipend	8,92,000/-	8,92,000/-

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 programmes.

MANUAL – XIII

Particulars of recipients of concessions, permits 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, designations and other particulars of the Public Information Officers;

The Head of Office i.e. Shri J. P. Solanki, I/c. Principal is the Public Information Officer in respect of Technical Training Institute, Daman 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.

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

ANNEXURE - II

Sr. No.	Name of Incumbent	Designation	Date of Birth	Date of Joining	Category	Basic Pay as on JULY-2018 (As per 7 th Pay Matrix Table)
1	Shri J. P. Solanki	Principal	01/06/1963	05/10/1983	GEN	Level-11, Pay Matrix(67700-208700)
2	Smt. Minika M. Dashondi	Vocational Teacher	05/12/1974	19/10/2010	GEN	Level-8, Pay Matrix(47600-151100)
3	Shri Chandresh L. Smart	Asstt. Lecturer in Engg.	17/11/1972	30/12/1994	GEN	Level-9, Pay Matrix(53100-167800)
4	Shri Kishor K. Patel	- do -	05/11/1961	13/05/1981	GEN	Level-9, Pay Matrix(53100-167800)
5	Shri Jitesh G. Patel	- do -	10/01/1984	22/02/2011	OBC	Level-7, Pay Matrix(44900-142400)
6	Shri Chetan B. Patel	- do -	16/12/1980	01/03/2011	GEN	Level-7, Pay Matrix(44900-142400)
7	Shri Kanubhai S. Rathod	- do -	20/01/1983	18/12/2012	SC	Level-7, Pay Matrix(44900-142400)
8	Shri Harjivan M. Chauhan	- do -	08/06/1967	24/09/1993	OBC	Level-7, Pay Matrix(44900-142400)
9	Shri Umesh Revia	Lab. Technician	02/06/1973	04/04/1998	GEN	Level-5, Pay Matrix(29200-92300)
10	Shri Kailash Ragunath	Instructor	12/08/1968	28/01/2000	GEN	Level-3, Pay Matrix(21700-69100)
11	Shri Shantilal C. Lohar	- do -	01/06/1974	10/07/2001	GEN	Level-3, Pay Matrix(21700-69100)
12	Shri Vinod P. Patel	- do -	05/02/1975	06/03/2000	GEN	Level-3, Pay Matrix(21700-69100)
13	Shri Gulab S. Halpati	- do -	05/01/1975	01/12/2003	ST	Level-2, Pay Matrix(19900-63200)
14	Shri Navin K. Patel	- do -	11/12/1977	30/11/2013	GEN	Level-2, Pay Matrix(19900-63200)
15	Shri Nikunj J. Tandel	- do -	02/03/1986	11/09/2014	GEN	Level-2, Pay Matrix(19900-63200)
16	Shri Kaushik G. Bhandari	- do -	07/10/1985	14/11/2015	GEN	Level-2, Pay Matrix(19900-63200)
17	Shri Manish B. Baraiya	- do -	04/02/1988	14/11/2015	OBC	Level-2, Pay Matrix(19900-63200)
18	Smt. Darshana B. Patel	Asstt. Instructor	17/02/1983	03/10/2011	GEN	Level-2, Pay Matrix(19900-63200)
19	Kum. Angelina C. Machado	U.D.C.	01/11/1961	01/02/2012	GEN	Level-5, Pay Matrix(29200-92300)
20	Smt. Jacinta Fernandes	L.D.C.	08/03/1969	09/12/1998	GEN	Level-2, Pay Matrix(19900-63200)

Sr. No.	Name of Incumbent	Designation	Date of Birth	Date of Joining	Category	Basic Pay as on JAN-2017 (As per 7th Pay Matrix Table)
21	Shri Jayesh G. Mitna	W/S Attendant	21/05/1984	28/10/2014	GEN	Level-1, Pay Matrix(18000-56900)
22	Shri Chirag K. Mandaliya	- do -	04/08/1986	29/10/2014	GEN	Level-1, Pay Matrix(18000-56900)
23	Shri Saiyed M. Kadri	- do -	26/03/1989	29/10/2014	GEN	Level-1, Pay Matrix(18000-56900)
24	Shri Hemendrakumar G. Halpati	Fitter-cum-Turner	12/03/1987	17/08/2015	ST	Level-1, Pay Matrix(18000-56900)
25	Shri Prema M. Patel	Peon	14/04/1969	06/04/1990	GEN	Level-3, Pay Matrix(21700-69100)
26	Shri Kantilal V. Patel	Peon	11/11/1964	27/05/1995	GEN	Level-3, Pay Matrix(21700-69100)
27	Smt. Maria L. Lopes dos Remedios	Sweeper	15/02/1965	21/04/1988	GEN	Level-3, Pay Matrix(21700-69100)
28	Shri Nandlal B. Halpati	Watchman	17/12/1979	13/07/1998	ST	Level-2, Pay Matrix(19900-63200)

*** Plus other allowances as admissible.**

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

ANNEXURE – I

Sr. No.	Name of Incumbent	Designation	Scale of Pay(According to 6 th Pay)
1	Shri J. P. Solanki	Principal	PB3, 15600- 39100 + GP-6600
2	Smt. Minika M. Dashondi	Vocational Teacher	PB2, 9300 -34800+GP-4800
3	Shri Chandresh L. Smart	Asstt. Lecturer in Engg.	PB2, 9300 -34800+GP-5400
4	Shri Kishor K. Patel	- do -	PB2, 9300 -34800+GP-5400
5	Shri Jitesh G. Patel	- do -	PB2, 9300 -34800+GP-4600
6	Shri Chetan B. Patel	- do -	PB2, 9300 -34800+GP-4600
7	Shri Kanubhai S. Rathod	- do -	PB2, 9300- 34800+GP-4600
8	Shri Harjivan M. Chauhan	- do -	PB2, 9300- 34800+GP-4600
9	Shri Umesh Revia	Lab. Technician	PB2, 9300- 34800+GP-2800
10	Shri Kailash Ragunath	Instructor	PB1, 5200-20200+GP-2000
11	Shri Shantilal C. Lohar	- do -	PB1, 5200-20200+GP-2000
12	Shri Vinod P. Patel	- do -	PB1, 5200-20200+GP-2000
13	Shri Gulab S. Halpati	- do -	PB1, 5200-20200+GP-1900
14	Shri Navin K. Patel	- do -	PB1, 5200-20200+GP-1900
15	Shri Nikunj J. Tandel	- do -	PB1, 5200-20200+GP-1900
16	Shri Kaushik G. Bhandari	- do -	PB1, 5200-20200+GP-1900
17	Shri Manish B. Baraiya	- do -	PB1, 5200-20200+GP-1900
18	Smt. Darshana B. Patel	Asstt. Instructor	PB1, 5200-20200+GP-1900
19	Kum. Angelina C. Machado	U.D.C.	PB1, 5200-20200+GP-2800
20	Smt. Jacinta Fernandes	L.D.C.	PB1, 5200-20200+GP-1900
21	Shri Jayesh G. Mitna	W/S Attendant	PB1, 5200-20200+GP-1800
22	Shri Chirag K. Mandaliya	- do -	PB1, 5200-20200+GP-1800
23	Shri Saiyed M. Kadri	- do -	PB1, 5200-20200+GP-1800
24	Shri Hemendrakumar G. Halpati	Fitter-cum-Turner	PB1, 5200-20200+GP-1800

Sr. No.	Name of Incumbent	Designation	Scale of Pay
25	Shri Prema M. Patel	Peon	PB1, 5200 20200+GP2000
26	Shri Kantilal V. Patel	Peon	PB1, 5200 -20200+GP2000
27	Smt. Maria L. Lopes dos Remedios	Sweeper	PB1, 5200- 20200+GP-2000
28	Shri Nandlal B. Halpati	Watchman	PB1, 5200 -20200+GP-1900

