

Administrator's Secretariat, UT of Daman & Diu and Dadra & Nagar Haveli

Organization Structure

Administrator, Daman & Diu and Dadra & Nagar Haveli



Staff Officer to Administrator.



Junior Stenographer/PA



UDC



LDC



Driver



Cook/
Asst Cook (MTS)



Daftary/
Peon(MTS)



Watchman (MTS)



Sweeper (MTS)

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 & 2nd & 4th 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.

1) The Particular of its Organization, Functions and Duties :

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

Shri Bhupinder S. Bhalla, IAS
Hon'ble Administrator.

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. 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.

Mrs. Maria L. Duarte,
Staff Officer to Administrator

Head of Office.:

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.

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.

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.

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.

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.

2) Manpower:

Sr. No.	Designation	No. of posts
1.	Administrator	1
2.	Staff Officer to Administrator	1
3.	Senior Steno	1
4.	Junior Steno	1
5.	UDC	1
6.	LDC	3
7.	Cook	1
8.	Driver *	5
9.	Asst Cook(MTS)	1
10.	Daftary (MTS)	1
11.	Peon(MTS)**	6
12.	Watchman(MTS)	2
13.	Sweeper(MTS)	1
	Total	24

* One Driver working in DRC, Delhi. ** Two peons (MTS) are working in Silvassa Office.

3) Budget Allocation for the financial year 2013-14

I)2052 - Non Plan,	(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

II)2012 - Non Plan,	(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

4) 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	

5) 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)