



**U.T. ADMINISTRATION OF DAMAN AND DIU  
DIRECTORATE OF PROSECUTION,  
DAMAN & DIU, DAMAN**

1507152 FTS 6/10/18

No. DoP/DMN/RTI/2018-19/151

Date: 10/10/2018

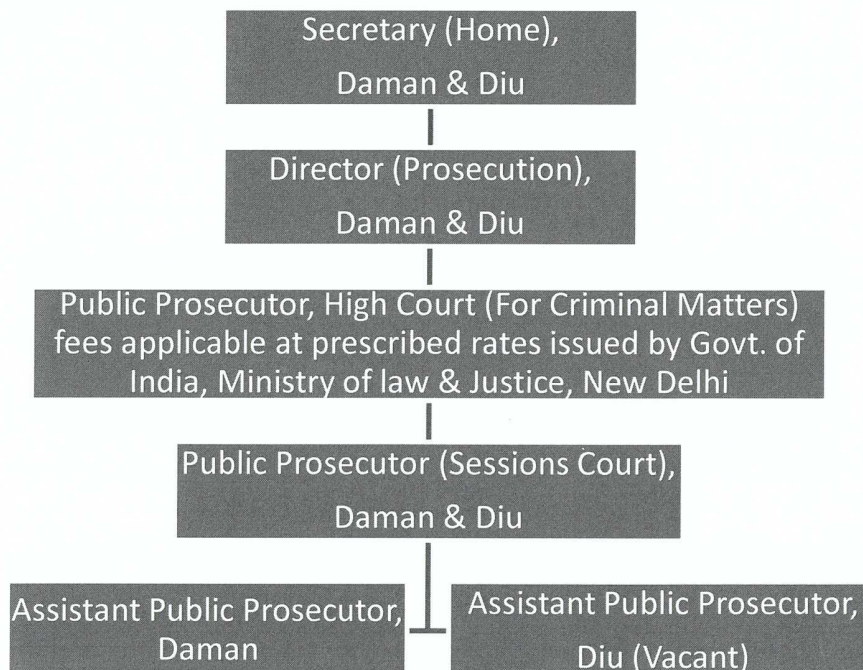
**SUO-MOTU PUBLICATION OF 17- MANUALS  
MANUAL – 1**

**The particulars of its Organization, Functions and Duties:**

The Directorate of Prosecution was established in the year 2012 and Senior most prosecutor was appointed as in-charge Director(Prosecution) and subsequently in August, 2014, Shri. P.S. Mangera was promoted through UPSC and posted as regular Director (Prosecution) for U.T. Administration of Daman & Diu.

The Directorate of Prosecution shall function under the Administrative control of the Head of Home Department of the State as per provision under Section 25-A (3) of Code of Criminal Procedure, 1973. The Director (Prosecution) is the head of office (HO) & Drawing and Disbursing Officer (DDO) for the Office of Director (Prosecution), Daman & Diu & for the office of Public Prosecutor, Daman & Diu and for the office of Assistant Public Prosecutor, Daman. Further, the Assistant Public Prosecutor, Diu is the Head of Office (HO) & Drawing and Disbursing Officer (DDO) for the Office of Assistant Public Prosecutor, Diu.

The organization chart is as under:



## MANUAL – 2



### **Powers and Duties of Officers:**

#### **1. The Secretary (Home)/ Head of the Department:**

The Directorate of Prosecution shall function under the Administrative Control of the Secretary (Home) in the U.T. Administration of Daman & Diu under Section 25-A(3) of Code of Criminal Procedure, 1973. All policy matters related to the department, including overall supervision of the department. He exercises the powers vested in Head of Department. At present the post is held by the Advisor to the Administrator, Daman & Diu.

#### **2. Director (Prosecution), Daman & Diu**

The principal function of the Director of Prosecution includes the Administrative control of the prosecution machinery, and also give advice to the Police Department and Government Departments whenever required in Criminal Cases. The legal opinion is sought on the matters relating to the feasibility of filing appeals/ revision against the orders of Courts in criminal cases/Appeals etc. The Director of Prosecution also looks after the financial matters related to the office and is the budget controlling authority.

#### **3. Public Prosecutor, High Court (For Criminal Matters):**

The Public Prosecutor, High Court (for Criminal Matters) has to appear in the appeal and revision against the Order of the lower Court and other miscellaneous application/writ petitions, etc. filed in the High Court. He keeps the concerned officials informed regarding important development in cases assigned, especially stay orders. Furnishing periodical reports and statements. Public Prosecutor, High Court (for Criminal Matters) has been appointed on appearance basis on the fees applicable at prescribed rates by Govt. of India, Ministry of Law and Justice, New Delhi.

#### **4. Public Prosecutor (Sessions Court), Daman & Diu**

Public Prosecutor conducts criminal cases on behalf of the U.T. Administration of Daman and Diu in the Sessions Court. The cases handled by the Public Prosecutor are grave in nature and are exclusively tried by the Sessions Court. Public Prosecutor also appears in the appeals and revisions against the Order of the lower Courts.



**5. Assistant Public Prosecutor:**

- a. **Assistant Public Prosecutor, Daman:** Assistant Public Prosecutor, Daman conducts Criminal cases on behalf of the UT Administration in the Court of Chief Judicial Magistrate, Judicial Magistrate First Class. In addition to the cases filed by the Police, he also deals with the criminal cases of various other departments such as Food and Drugs, Labour & Employment, Excise Department, Forest Department, Town and Country Planning Department, Electricity Department of the U.T. Administration as and when required.
- b. **Assistant Public Prosecutor, Diu:** Assistant Public Prosecutor, Diu is the Head of Office (HO) & Drawing and Disbursing Officer (DDO) for the Office of the Assistant Public Prosecutor, Diu. His primary function is to conduct Criminal Cases in the Court of Chief Judicial Magistrate. In addition to the cases filed by the Police Department, he also deals with the criminal cases of other departments such as Food and Drugs, Labour Department, Excise Department, Forest Department, Town and Country Planning Department of the U.T. Administration as and when required.

**Postal Address :**

**The Director (Prosecution),**  
Directorate of Prosecution  
Court Building, 1<sup>st</sup> Floor, Fort Area, Moti Daman  
Pin Code : 396 220.

Phone No.0260-2230122

Fax: 0260-2230567

email: [dop-dd@nic.in](mailto:dop-dd@nic.in)

**Working of Hours :**

Monday to Friday : 9:30 AM to 1:30 P.M.

1:30PM to 2.00 P.M. Lunch Break

2:00 PM to 6:00 P.M.





### **MANUAL – 3**

#### **The procedure followed in the Decision making process including channels of Supervision & accountability.**

The proposal for any policy matters is initiated first by Director (Prosecution), and submitted to the Secretary (Home)/ Advisor to Administrator, Daman & Diu through Deputy Secretary (Home), Daman & Diu for taking policy decisions. The accountability is as per the hierarchy of the posts in the supervision channel. The matters related to the establishment section are submitted through the Deputy Secretary (Home) to the Secretary (Home) / Advisor to Administrator, Daman & Diu.

### **MANUAL – 4**

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

1. The Hon'ble Administrator, Daman & Diu is the Appointing Authority for Group "A" Gazetted Officers. He is also the Disciplinary Authority for Group "A" Gazetted Officers.
2. The Secretary (Home)/ Advisor to the Administrator, Daman & Diu is the Head of the Department for Directorate of Prosecution, Daman & Diu, Daman.
3. The Director (Prosecution) is the Head of Office for the Directorate of Prosecution, Daman and Diu. He looks after the work related to the Department.

### **MANUAL – 5**

#### **The rules, regulations, instructions, manuals & records held by it or under its control or used by its employees for discharging its functions.**

The post of Director (Prosecution), Daman & Diu has been created under Section 25-A of the Code of Criminal Procedure (Amendment) Act, 2005. The powers and function of the Director (Prosecution) are as specified under Section 25-A of Cr.PC.

The Director (Prosecution) performs statutory function as notified by the U.T. Administration of Daman & Diu under sub Section (7) of Section 25-A of the Code of Criminal Procedure vide Notification No. DoP/DMN/Estt.-HOD/2012-13/26 dated 21/09/2012.



## MANUAL – 6

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

1. Recruitment Rules for the Post of Director of Prosecution, Public Prosecutor and Assistant Public Prosecutor, Daman & Diu.
2. Personal Files/ Service Books of Director of Prosecution, Public Prosecutor and Assistant Public Prosecutor, Daman & Diu.
3. Pay Bill Register.
4. Dead Stock Register.
5. Cheque Register.
6. Postage Stamp Record Register
7. Register of Contingent Charges (TR-29)
8. Budget File.
9. Budget Control Register.
10. Register of Stock of consumable stores and stationary
11. Cash Book.
12. Register reflecting the expenses incurred under various account heads (GFR-9).

## MANUAL – 7

The particular 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 Directorate of Prosecution, Daman and Diu has no direct dealing with the public. The Directorate of Prosecution, is dealing with cases of Criminal nature filed by the Police Department and various other Government Departments. The Directorate of Prosecution has no direct relation in formulation of policy matters.

## MANUAL – 8

Statements of Boards, Councils, Committees and other bodies consisting two or more persons being constituted as its part or for the purpose of its advise and as to whether meeting of those Boards, Councils, Committees and other bodies are open to the Public or the minutes of such meeting are accessible for public.

Not applicable as far as U.T. of Daman and Diu is concerned.



## MANUAL – 9

### A directory of its officers and employees

Sr No.	Designation	Telephone No.	Fax No.
1	Director (Prosecution), Daman & Diu	0260-2230122	0260-2230567
2	Public Prosecutor, Daman & Diu	0260-2230905	-do-
3	Assistant Public Prosecutor, Daman	0260-2230905	-do-
4	Assistant Public Prosecutor, Diu	02875-253232	---

## MANUAL – 10

A monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations:

Sr No.	Posts	Remuneration (as on September, 2018)
1	Director (Prosecution), Daman & Diu	Rs. 96,356/-
2	Public Prosecutor, Daman & Diu	Rs. 71,550/-
3	Assistant Public Prosecutor, Daman	Rs. 53,846/-
4	Assistant Public Prosecutor, Diu	At present the post is vacant.

## MANUAL – 11

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

### 1. Budget Allocation for the Financial Year 2017-18

Budget Head		Contents	Expenditure incurred for the year 2017-18 (Amount in Lakhs)
2014	:	Major Head – Voted	
	:	Administration of Justice	
114	:	Legal Advisers and Counsels	
08.00.01	:	Salaries	23.97
08.00.02	:	Wages	00.00
08.00.06	:	Medical Treatment	00.00
08.00.11	:	Domestic Travel Expenses	01.30
08.00.13	:	Office Expenditure	10.10



## **MANUAL – 12**

**The Manner of Execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

This department has not executed any subsidy programmes.

## **MANUAL – 13**

**Particulars of recipients 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 and electronic form.**

The department information is available on official website:

<https://daman.nic.in/prosecution.aspx>

## **MANUAL – 15**

**The particulars of facilities available to Citizens for obtaining information, including the working hours of a library of reading rooms, if maintained for public use.**

At present there is no library or reading room facility available for the Directorate of Prosecution, Daman & Diu.

## **MANUAL – 16**

**The names, designation and other particulars of the Public Information Officer:**

1. Assistant Public Prosecutor – Public Information Officer
2. Director (Prosecution) – First Appellate Authority.





## MANUAL – 17

Such Other information as may be prescribed and thereafter update these publication every year.

All the information has been updated on the Official website of the department. i.e.  
<https://daman.nic.in/prosecution.aspx>

09/10/18  
**Director (Prosecution)**

Daman and Diu,  
Daman