

GOVERNMENT POLYTECHNIC, DAMANDated : 05th October 2018**SUE-MOTO PUBLICATION OF 17-MANUALS****MANUAL - 1****THE PARTICULARS OF ITS ORGANIZATION, FUNCTIONS AND DUTIES:-**

- 1) The main function of the Government Polytechnic, Daman is conducting Diploma courses in Civil Engineering, Mechanical Engineering, Chemical Engineering, Information Technology, Electrical Engineering, Computer Engineering and Plastic Engineering. The details of the Diploma courses are given below:-

Sr No	Name of Course	Students Intake	Duration	Entry Qualification
01	Diploma in Civil Engineering	60 Students	3-years	SSC passed
02	Diploma in Mechanical Engineering	60 Students	3-years	SSC passed
03	Diploma in Chemical Engineering	60 Students	3-years	SSC passed
04	Diploma in Information Technology	60 Students	3-years	SSC passed
05	Diploma in Electrical Engineering	60 Students	3-years	SSC passed
06	Diploma in Computer Engineering	60 Students	3-years	SSC passed
07	Diploma in Plastic Engineering	60-Students	4-years	SSC passed
	Total	420		

- 2) The Government Polytechnic, Daman had been approved by the All India Council for Technical Education (AICTE), New Delhi and affiliated with the Gujarat Technical Examination Board / Gujarat Technological University, Gandhinagar. The medium of instruction of the Diploma Courses is in English.
- 3) The department has constituted a counseling committee for Admission to Diploma courses in the Government Polytechnic, Daman after approval of the Hon'ble Administrator.
- 4) The department is handling selection / nomination of the candidates for Degree in Engineering, Architecture and Pharmacy seats which are being allotted by Government of India to the U.T. of Daman & Diu every year and the department has constituted a counseling committee for selection / nomination of the candidates after approval of the Hon'ble Administrator.

WORK ALLOCATION TO STAFFS

The distribution of work among the staff of Government Polytechnic, Daman are made as under:-

(A) TEACHING STAFF:-

Sr. No.	Name & Designation of Staff	Work Allotted
I. CHEMICAL ENGINEERING DEPARTMENT		
01	Shri Lalit V. Solanki Head of Department (Chemical Engineering.) & I/c Principal	Administrative work of Institution, Admission to Government Polytechnic, Daman, Teaching Subjects of Chemical Engineering, Setting of time table. University Examination & Evaluation work, Counseling of Degree in Engineering, Architecture and Pharmacy Seats.
02	Shri Suryanarayan Srikakulam Lecturer in Chemical Engineering.	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
03	Shri Vamsi Krishna V. Lecturer in Chemical Engineering.	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
04	Shri Robinson Timung Lecturer in Chemical Engineering.	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
05	Shri Yashwant P Bhalerao Lecturer in Chemical Engineering.	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
06	Smt. Rompicherla J. Bhargavi Lecturer in Chemical Engineering.	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
07	Shri Ashok T. Patel, Lecturer in Chemical Engineering. (Contract Basis)	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
08	Shri Mahesh D. Hatkar, Lecturer in Chemical Engineering. (Contract Basis)	Teaching subjects of Chemical Engineering, setting of time table, Examination & Evaluation duty etc.
II. MECHANICAL ENGINEERING DEPARTMENT		
01	Shri T. Balaganesan, Head of Department (Mechanical Engineering)	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty, Diploma Admission Committee Member, Training & Placement Officer etc.
02	Shri Biraja P. Mohanty, Lecturer in Mechanical Engineering.	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty, Diploma Admission & Evaluation Member etc.
03	Shri Chandrakant D. Tandel, Lecturer in Mechanical Engineering.	Teaching Subjects of Mechanical Engineering Setting of time table, Examination & Evaluation Diploma Admission Committee Member etc.
04	Shri Manubhai B. Rohit, Lecturer in Mechanical Engineering.	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty etc.
05	Shri Jinit K. Barot Lecturer in Mechanical Engineering.	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty etc.
06	Shri Ashishkumar Agrawal Lecturer in Mechanical Engineering.	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty etc.
07	Shri Rajeev Kumar Lecturer in Mechanical Engineering.	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty etc.

08	Shri Ramchandra S. Badiger, Lecturer in Mechanical Engineering. (Contract Basis)	Teaching subjects of Mechanical Engineering, setting of time table, Examination & Evaluation duty etc.
III.	CIVIL ENGINEERING DEPARTMENT	
01	Shri Nitin G. Gajwani, Head of Department (Civil Engineering.) & I/c Principal of Govt. Polytechnic, Diu	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty, Diploma Admission Committee Member etc.
02	Shri Avinash R. Chaudhri, Lecturer in Civil Engineering & I/c Principal of Govt. Engineering College, Daman	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty, Diploma Admission Committee Member etc.
03	Shri Venkata Hanumantha Rao Lecturer in Civil Engineering.	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty etc.
04	Smt. Poonam S. Sutar, Lecturer in Civil Engineering.	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty etc.
05	Ms. Garima Louhria Lecturer in Civil Engineering.	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty etc.
06	Ms. Krishna Veni V. Lecturer in Civil Engineering.	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty etc.
07	Ms. Preeti J. Desai, Lecturer in Civil Engineering. (Contract Basis)	Teaching subjects of Civil Engineering, setting of time table, Examination & Evaluation duty etc.
IV.	INFORMATION TECHNOLOGY DEPARTMENT	
01	Shri Rajeshkumar Pendem Lecturer in Information Technology	Teaching subjects of Information Technology, setting of time table, Examination & Evaluation duty etc.
02	Ms. Bharti Chaturvedi Lecturer in Information Technology	Teaching subjects of Information Technology, setting of time table, Examination & Evaluation duty etc.
03	Shri Sanjay Rajendra Mate Lecturer in Information Technology	Teaching subjects of Information Technology, setting of time table, Examination & Evaluation duty etc.
04	Shri Saprativa Bhattacharjee Lecturer in Information Technology	Teaching subjects of Information Technology, setting of time table, Examination & Evaluation duty etc.
05	Shri Devidas S. Shrinath Lecturer in Information Technology	Teaching subjects of Information Technology, setting of time table, Examination & Evaluation duty etc.
V.	COMPUTER ENGINEERING DEPARTMENT	
01	Mrs. Aruna Govda Head of Department (Computer Engineering.)	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty , Diploma Admission Committee Member etc.
02	Shri S. Ravi Lecturer in Computer Engineering.	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
03	Shri Vandanababu Talakayala Lecturer in Computer Engineering.	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
04	Shri Shailendra Singh Yadav Lecturer in Computer Engineering.	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
05	Shri Prashant Dhanraj Dahiwale Lecturer in Computer Engineering.	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
06	Shri Sushil Kumar Bagi Lecturer in Computer Engineering.	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.

07	Smt. Rajita Natti Lecturer in Computer Engineering.	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
08	Shri Ritesh B. Tandel, Lecturer in Computer Engineering. (Contract Basis)	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
09	Smt. Hetal Patel Lecturer in Computer Engineering. (Visiting Basis)	Teaching subjects of Computer Engineering, setting of time table, Examination & Evaluation duty etc.
VI.	ELECTRICAL ENGINEERING DEPARTMENT	
01	Shri Shiva Kuamr Balusula Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
02	Shri M. Chaitanya Krishna Prasad Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
03	Shri Rameshkumar Tumulura Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
04	Shri Pradyumna Roy Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
05	Shri Ashish Maheshwari Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
06	Shri Neerpraj Rai Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
07	Shri Manish Kumar Meena Lecturer in Electrical Engineering.	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
08	Shri Ranjeet Yadav Lecturer in Electronic & Communication Engineering.	Teaching subject of Electronic & Communication, setting of time table, Examination & Evaluation duty etc.
09	Shri Dharmesh M Patel, Lecturer in Electronics & Telecommunication (Contract Basis)	Teaching subjects of Electronics & Communication Engineering, setting of time table, Examination & Evaluation duty etc.
10	Shri Chintal J. Desai, Lecturer in Electrical Engineering. (Contract Basis)	Teaching subjects of Electrical Engineering, setting of time table, Examination & Evaluation duty etc.
VII.	SCIENCE & HUMINITY DEPARTMENT	
01	Smt. Megha K. Parikh Lecturer in Chemistry	Teaching subjects of Chemistry, Organic Chemistry, time table setting, Diploma Admission Committee Member etc.
02	Shri Ananta R. Barik, Lecturer in Physics	Teaching subject of Physics, setting of time table, Examination & Evaluation duty etc.
04	Smt. M. Kayalvizhi Lecturer in Mathematics	Teaching subject of Mathematics, setting of time table, Examination & Evaluation duty etc.
05	Smt. Priya R. Supekar, Lecturer in Mathematics (Contract Basis)	Teaching subject of Mathematics, setting of time table, Examination & Evaluation duty etc.
07	Shri R.C. Choudhary Lecturer in English (Visiting Basis)	Teaching subject of Mathematics, setting of time table, Examination & Evaluation duty etc.

(B) TEACHING SUPPORTING STAFF

Sr. No.	Name & Designation of Staff	Work Allotted
01	Shri Gurji R. Vasava, Physical Instructor	Scrutinize the matters related to sports in the Government Polytechnic, Daman and supervision work of sports and other works assigned by Principal from time to time.
02	Shri Raju Jacob Workshop Instructor (Smithy)	Conducting practical in Smithy section of Workshop, Examination work etc.
03	Shri Dinesh L. Tandel, Workshop Instructor (Welding)	Conducting practical in Welding section of Workshop, Examination work etc.
04	Sh. Motilal C. Bansode, Workshop Instructor (Fitting)	Conducting practical in Fitting section of Workshop, Examination work etc.
05	Shri Patel Jignesh Shankar Workshop Instructor (Turner)	Conducting practical in Turner section of Workshop, Examination work etc.
06	Shri Ishwar V. Damania, Laboratory Assistant	Preparation of Laboratory Materials / Chemicals before conducting Lab, Examination duty etc.
07	Shri Kamalkant J. Divecha, Laboratory Assistant	Preparation of Laboratory Materials / Chemicals before conducting Lab, Examination duty etc.
08	Smt Upasana P Rana Laboratory Technician	Preparation of Laboratory Materials / Chemicals before conducting Lab, Examination duty etc.
09	Shri Jimi Babubhai Tandel Laboratory Technician	Preparation of Laboratory Materials / Chemicals before conducting Lab, Examination duty etc.
10	Shri Pramodkumar G. Patel Laboratory Technician	Preparation of Laboratory Materials/ Chemicals before conducting Lab, Examination duty etc.
11	Smt. Patel Harshita Jagubhai Laboratory Technician	Preparation of Laboratory Materials / Chemicals before conducting Lab, Examination duty etc.
12	Shri Elias T. Colaco, Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
13	Shri Shankar B. Koli, Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
14	Shri Rajesh K. Patel, Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
15	Sh. Naresh R. Halpati, Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
16	Shri Tejal M. Patel Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
17	Shri Harshadkumar S. Mitna Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
18	Shri Raut Avinash R. Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.

19	Shri Patel Naresh N. Laboratory Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
20	Smt. Jagrutiben K. Dhodi Workshop Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
21	Shri Ketankumar N Patel Workshop Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
22	Shri Hiteshkumar G. Halpati Bus Conductor	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.
23	Smt. Vaishali Vimal Patel Attendant	Cleaning of Laboratory before and after conducting Lab, Examination duty etc.

(C) ADMINISTRATIVE STAFF

Sr. No.	Name & Designation of Staff	Work Allotted
01.	Shri Suresh N. Halpati, Dy. Director of Accounts	Supervision of Budget and other Accounts matter and other works as assigned by Principal from time to time.
02.	Shri H. B. Jethwa, Superintendent	Scrutinize of all the matters related to Government Polytechnic, Daman and supervision work and other works as assigned by Principal from time to time. Now working at Jail on working arrangement basis.
03.	Smt. Josefa Rita L Noronha Head Clerk	Scrutinize of all the matters related to Government Polytechnic, Daman and supervision work and other works as assigned by Principal from time to time. Now working at Administrator's Office on working arrangement basis.
04.	Smt. Preeti R. Tamboli, Personnel Assistant	Handling confidential matters related to Government Polytechnic, Daman and supervision work and other works as assigned by Principal from time to time.
05.	Shri Jaideep I. Patel, Sr. Store Keeper	Maintenance of Dead stock / Consumer Register, Stationery and other works assigned by Principal from time to time.
06.	Shri Tulsi B. Halpati, Accountant	Maintenance of Budget, Preparation of Pay Bills, file and other Accounts works and works assigned by Principal time to time.
07.	Smt. V. D Mahadikar UDC	Maintenance of service books of Gazatted / Non-Gazatted, Leave Accounts and establishment works & other works assigned by Principal from time to time.
08.	Shri Mukund N. Handigol, Assistant Librarian	Maintenance of Library books and other works assigned by Principal from time to time.
09.	Shri Ganesh B. Halpati, LDC	Inward / Outward of letters and file pertaining to Government Polytechnic, Daman and maintenance of Service Postal Stamp, Accounts and other work as assigned by Principal from time to time.
10.	Shri Salam A. Motegheria, Driver	Handling students bus for transportation from Daman to Government Polytechnic, Daman & back as assigned to him.

11.	Shri Rajesh A. Mistry, Peon	Maintenance of record and other works assigned by Principal from time to time.
12.	Shri Antino J. Naronha Peon	Maintenance of Records & Delivery of Posts / files and other works assigned by Principal from time to time.
13.	Smt. Janhavi D. Dighe Junior Stenographer	Maintenance of Records & other Administrative work and work assigned by Principal from time to time. Now working at Forest Department on working arrangement basis
14.	Smt. Kalpana D. Patel LDC	Inward / Outward of letters and file pertaining to Government Polytechnic, Daman and maintenance of Service Postal Stamp, Accounts etc.
15.	Smt. Rekha D. Halpati LDC	Inward / Outward of letters and file pertaining to Government Polytechnic, Daman and maintenance of Service Postal Stamp, Accounts etc.
16.	Shri Oza Nirbhay S. Cashier	Maintenance of Record of cash and Receipt etc. Now working at Tourism department an working arrangement basis.
17.	Shri Riteshkumar I Patel Student Clerk	Preparing FVC bills, Maintenance of records and other Administrative works assigned by Principal from time to time.
18.	Shri Vyas Umang S. Hostel Rector	Preparing FVC bills, Maintenance of records and other Administrative works assigned by Principal from time to time.
19.	Shri Ravindrakumar B. Halpati Electrician	Maintain of Electrical work in the institute and operate Electrical power point etc.
20.	Smt. Hemangi K. Patel Data Entry Operator	She is working as data entry operator in the institute and filled-up data of students & staff in GTU web site from time to time and other work assigned by Principal from time to time.
21.	Shri Tanveerhussain M. Sultan Data Entry Operator	She is working as data entry operator in the institute and filled-up data of students & staff in GTU web site from time to time and other work assigned by Principal from time to time.
22.	Smt. Patel Mayuriben Jagdishbhai Sweeper	Cleaning of Laboratory before and after conducting Lab, Examination duty etc. Now working at Collectorate on working arrangement basis.
23.	Smt. Patel Daxaben A. Sweeper	Cleaning of Laboratory before and after conducting Lab, Examination duty etc. Now working at Finance department on working arrangement basis.
24.	Shri Patel Pravinbhai Maheshbhai Sweeper	Cleaning of Laboratory before and after conducting Lab, Examination duty etc. Now working at Collectorate on working arrangement basis.
25.	Shri Patel Vipul Ravubhai Peon	Cleaning of Laboratory before and after conducting Lab, Examination duty etc. Now working at Collectorate on working arrangement basis.

POSTAL ADDRESS

**THE PRINCIPAL
GOVERNMENT POLYTEHCNIC,
VARKUND – MOTA FALIYA,
NANI-DAMAN-396210**

PHONE NO: 0260-2242800

FAX NO: 0260-2242800

WORKING HOURS

⇒ MONDAY TO SATURDAY

1) 10.00 AM TO 1.00 PM

2) 1.00 PM TO 2.00 PM LUNCH BREAK

3) 2.00 PM TO 5.30 PM

4) SECOND & FOURTH SATURDAY IS HOLIDAY

MANUAL – 2

THE POWER AND DUTIES OF ITS OFFICERS AND EMPLOYEES:-

The Principal as Head of Office / DDO in respect of Government Polytechnic, Daman who has been delegated Financial Powers under the provision of Delegation of Financial Rules and having all the power of Administrative, Establishment, Admission, Academic Control, Students enrolments, corresponding with the Administration as well as Gujarat Technological University, Sanctioning of 90 days leave, GPF Advance, Increment and other rules pertaining to the Sub-ordinate Staff as per the CCS Rules. Also approval of All Indian Council for Technical Education (AICTE), New Delhi and affiliation with Gujarat Technical Examination Board / Gujarat Technological University, Gandhinagar.

MANUAL - 3**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS, INCLUDING CHANNELS, SUPERVISION AND ACCOUNTABILITY:-**

Sr. No.	Activities	Level of Action	Time Frame
01	To receive applications and put diary number	Counter LDC	Same day
02	To make applications / letters from students/staff / others	Counter LDC	Same day
03	To examine the corresponding and put up report.	Office superintendant	Within two days
04	To supervise and examine correctness of notes/letters from office staff	Principal	Within a week
05	To forward propose letter / File of the department	Director (Education)	Within Two days
06	To approve action/file propose of department	Secretary (Education)	Within 15-days
07	To approve seniority, promotion, appointment and other specific cases.	Head of Department for Group B & C and Administrator for Group 'A'.	Within 15-days
08	Student related matter	Concerned department	Within a week
09	Examination & Enrollment related matter	Concerned department	Within a week
10	Admission & Counseling related matter	Principal	Within a week
11	Marksheet & Leaving Certificate related matter.	Principal	Within a week

MANUAL -4**THE NORMS SET BY IT FOR THE DISCHARGE OF ITS FUNCTIONS:-**

- 1) The Administrator Daman & Diu is Appointing Authority for Group 'A' & 'B' Gazetted Officers. He is also Disciplinary Authority for Group 'A' & 'B' Gazetted Officers.
- 2) The Advisor to the Administrator is Head of Department and Appointing Authority & Disciplinary Authority in respect of Group 'B' (NG) and Group 'C' Officials.
- 3) The norms as prescribed by the All India Council for Technical Education (AICTE), New Delhi for Teaching and Teaching Supporting staff. The target and achievements are being fixed for Teaching Staff and same are modified periodically for effective implementation.
- 4) The norms as prescribed by the Gujarat Technological University, Ahmadabad for academic functions and vacation, Examination etc should be followed.

MANUAL – 5**THE RULES, REGULATIONS, INSTRUCTIONS, MANUALS AND RECORDS, HELD BY IT OR UNDER ITS CONTROL OR USED BY ITS EMPLOYEES FOR DISCHARGING ITS FUNCTIONS.**

- 1) The service rules prescribed by the Central Government Rules in respect of Group 'A' 'B' and 'C'. Every proposal containing recruitment / promotion is being placed before the Department Selection Committee/Departmental Promotion Committee prescribed for Group 'A' 'B' and 'C' as the case may be. All the proposals are required approval of the Appointing Authority and the proposal such as framing/amendment of R.Rs approval of the Administrator is necessary.
- 2) Rules and Regulation as fixed by All India Council for Technical Education (AICTE). New Delhi as well as Gujarat Technological University, Ghadhinager.

MANUAL – 6**A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT ARE HELD BY IT OR UNDER ITS CONTROL;**

- 1) Matter pertaining to MACP/ACP / probation clearance of staff.
- 2) Recruitment Rules for all departmental posts.
- 3) Matter pertaining to Group 'A', 'B' & 'C' posts.
- 4) Personnel files in respect of all staff.
- 5) ACR's / APAR's for Group 'A', 'B' & 'C' departmental posts.
- 6) Cash Book.
- 7) Pay Bill Register / Bill Register.
- 8) BCR Register.
- 9) G.P.F. Register
- 10) Dead Stocks Register.
- 11) Cheque Register.
- 12) Monthly/Quarterly Report file.
- 13) Pay Bill File.
- 14) Contingency bill file.
- 15) Budget file.
- 16) Term Ending Marksheet
- 17) Leaving Certificate
- 18) Identity card to students/staff.
- 19) Examination students record.
- 20) Examination Stationery record register.
- 21) Admission file.
- 22) Personnel files of all staff.

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 Government Polytechnic, Daman has no direct dealing with the public. Hence, no such arrangement exists at present. All the decision regarding formulation of policy are being taken as per the orders of the Competent Authority. The main function of Government Polytechnic, Daman is academic only.

MANUAL - 8

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 BOARDS, COUNCILS, COMMITTEES AND OTHER BODIES ARE OPEN TO THE PUBLIC OR THE MINUTES OF SUCH MEETING ARE ACCESSIBLE FOR PUBLIC :

- 1) The Counseling Committee has been constituted for selection/nomination of candidates for Degree in Engineering, Architecture and Pharmacy seats which are being allotted by Government of India to the U.T. of Daman & Diu are given below:-

1) Director (Education), Daman & Diu	-----	Chairman
2) Principal, Govt. College, Daman	-----	Member
3) Dy. Director of Health, Daman	-----	Member
4) Assistant Director of Education, District Panchayat, Daman	-----	Member
5) Assistant Director (Tech. Education), Daman & Diu	-----	Member Secretary

- 2) The Counseling Committee has been constituted for admission to Diploma courses in the Government Polytechnic, Daman as under:-

1) Director (Education), Daman & Diu	-----	Chairman
2) Principal, Govt. Polytechnic, Daman	-----	Member Secretary
3) Head of Department (Civil Engineering)	-----	Member
4) Head of Department (Mechanical Engineering)	-----	Member
5) Head of Department (Chemical Engineering)	-----	Member
6) Lecturer in Mechanical Engineering	-----	Member
7) Lecturer in Chemistry	-----	Member

MANUAL - 9A DIRECTORY OF ITS OFFICERS AND EMPLOYEES:

The Directory of Officers and employees of the department is given below:

(A) TEACHING STAFF

Sr.no	Name of the Incumbent	Designation	Date of Joining	Contact No.
I.	CHEMICAL ENGINEERING DEPARTMENT			
01	Sh. Lalit V. Solanki	Head of Department (Chemical Engineering.) & I/c Principal	11/02/1993	9427861261
02	Shri Suryanarayan Srikakulam	Lect. in Chemical Engg.	09/03/2017	8919560478
03	Shri Vamsi Krishna V	Lect. in Chemical Engg.	15/03/2017	7989097364
04	Shri Robinson Timung	Lect. in Chemical Engg.	23/03/2017	9401602382
05	Shri Yashwant P Bhalerao	Lect. in Chemical Engg.	01/04/2017	9879478739
06	Smt. Rompicherla J. Bhargavi	Lect. in Chemical Engg.	06/04/2017	9494304805
07	Shri Ashok T. Patel, (Contract Basis)	Lect. in Chemical Engg.	27/05/1996	9825291545
08	Shri Mahesh D. Hatkar, (Contract Basis)	Lect. in Chemical Engg.	29/06/1998	9879304471
II.	MECHANICAL ENGINEERING DEPARTMENT			
01.	Shri T. Balaganesan,	Head of Department (Mechanical Engineering)	05/11/1995	9426853996
02.	Shri Biraja P. Mohanty,	Lecturer in Mechanical Engg.	18/02/2000	9426770229
03.	Shri Chandrakant D. Tandel,	Lecturer in Mechanical Engg.	11/02/1993	9714291251
04.	Shri Manubhai B. Rohit,	Lecturer in Mechanical Engg.	02/02/2000	9723171586
05.	Shri Jinit k. Barot	Lecturer in Mechanical Engg.	15/02/2017	9601158809
06.	Shri Ashishkumar Agrawal	Lecturer in Mechanical Engg.	04/03/2017	7983850313
07.	Shri Rajeev Kumar	Lecturer in Mechanical Engg.	29/09/2018	9868431577
08.	Shri Ramchandra S. Badiger, (Contract Basis)	Lecturer in Mechanical Engg.	03/09/1997	9429530914
III.	CIVIL ENGINEERING DEPARTMENT			
01.	Shri Nitin G. Gajwani,	Head of Department (Civil Engineering.)	28/02/2000	9824114334
02.	Shri Avinash R. Chaudhari	Lecturer in Civil Engg.	15/03/2000	9426888068
03.	Shri Venkata Hanumantha Rao	Lecturer in Civil Engg.	19/06/2017	9703454799
04.	Smt. Poonam S. Sutar	Lecturer in Civil Engg.	01/10/2008	9427186288
05.	Ms. Garima Louhria	Lecturer in Civil Engg.	30/06/2017	9871244670
06.	Ms. Krishna Veni V.	Lecturer in Civil Engg.	18/09/2017	7201850745
07.	Ms. Preeti J. Desai, (Contract Basis)	Lecturer in Civil Engg.	15/01/2002	9898334443
IV.	INFORMATION TECHNOLOGY DEPARTMENT			
01.	Shri Rajeshkumar Pendem	Lecturer in Information Technology	17/03/2017	7799356522
02.	Ms. Bharti Chaturvedi	Lecturer in Information Technology	08/03/2017	7354336325
03.	Shri Sanjay Rajendra Mate	Lecturer in Information Technology	02/03/2017	9404010401

04.	Shri Saprativa Bhattacharjee	Lecturer in Information Technology	02/03/2017	8638673107
05.	Shri Devidas S. Shrinath	Lecturer in Information Technology	18/05/2017	9975709189
V.	COMPUTER ENGINEERING DEPARTMENT			
01.	Mrs. Aruna Govda	Head of Department (Computer Engineering.)	08/01/2018	9730244034
02.	Shri S. Ravi	Lecturer in Computer Engg.	20/02/2017	7624057785
03.	Shri Vandanababu Talakayala	Lecturer in Computer Engg.	22/02/2017	9712316219
04.	Shri Shailendra Singh Yadav	Lecturer in Computer Engg.	22/02/2017	7435839139
05.	Shri Prashant Dhanraj Dahiwale	Lecturer in Computer Engg.	22/02/2017	9923420078
06.	Shri Sushil Kumar Bagi	Lecturer in Computer Engg.	27/02/2017	9990580657
07.	Smt. Rajita Natti	Lecturer in Computer Engg.	09/03/2017	9866365835
08.	Shri Ritesh B. Tandel, (Contract Basis)	Lecturer in Computer Engg.	01/08/2007	9979142598
09.	Smt. Hetal R Patel, (Visiting Basis)	Lecturer in Computer Engg.	01/07/2016	8866411178
VI.	ELECTRICAL ENGINEERING DEPARTMENT			
01.	Shri Shiva Kuamr Balusula	Lecturer in Electrical Engg.	02/03/2017	9703242220
02.	Shri M. Chaitanya Krishna Prasad	Lecturer in Electrical Engg.	06/03/2017	9160417708
03.	Shri Rameshkumar Tumulura	Lecturer in Electrical Engg.	01/04/2017	9030528771
04.	Shri Pradyumna Roy	Lecturer in Electrical Engg.	03/04/2017	9883106807
05.	Shri Ashish Maheshwari	Lecturer in Electrical Engg.	05/04/2017	9509811599
06.	Shri Neerpraj Rai	Lecturer in Electrical Engg.	20/04/2017	7076566327
07.	Shri Manish Kumar Meena	Lecturer in Electrical Engg.	01/06/2018	8960272028
08.	Shri Ranjeet Yadav	Lecturer in Electronic & Communication Engg.	18/01/2017	8469416947
09.	Shri Dharmesh M Patel, (Contract Basis)	Lecturer in Electronics & Communication Engg.	08/02/2007	9725726137
10.	Shri Chintal J. Desai, (Contract Basis)	Lecturer in Electrical Engg.	08/02/2007	9898510237
VII.	SCIENCE & HUMINITY DEPARTMENT			
01.	Smt. Megha K. Parikh	Lecturer in Chemistry	10/07/1990	9427128562
02.	Shri Ananta R. Barik,	Lecturer in Physics	21/06/2001	9426888130
03.	Smt. M. Kayalvizhi	Lecturer in Mathematics	05/05/2017	9952000682
04.	Smt. Priya R. Supekar,	Lecturer in Mathematics	08/02/2007	9099047320
05.	Shri R.C. Choudhary (Visiting Basis)	Lecturer in English	01/07/2016	9327776848

(B) TEACHING SUPPORTING STAFF

Sr. no	Name of the Incumbent	Designation	Date of Joining	Contact No.
01.	Shri Gurji R. Vasava,	Physical Instructor	17/05/1991	9429117832
02.	Shri Raju Jacob	Workshop Instructor (Smithy)	25/05/1993	9825139676
03.	Shri Dinesh L. Tandel	Workshop Instructor (Welding)	01/05/1993	9924356424
04.	Sh. Motilal C. Bansode	Workshop Instructor (Fitting)	03/12/1996	9537582976
05.	Shri Patel Jignesh Shankar	Workshop Instructor (Turner)	12/01/2015	9824179192
06.	Shri Ishwar V. Damania	Laboratory Assistant	21/09/1990	9537724347

07.	Shri Kamalkant J. Divecha	Laboratory Assistant	03/04/1993	9426779124
08.	Smt Upasana P Rana	Laboratory Attendant	19/10/2015	8849571067
09.	Shri Jimi Babubhai Tandel	Laboratory Technician	20/10/2015	8469304686
10.	Shri Pramodkumar G. Patel	Laboratory Technician	22/07/2016	9825941290
11.	Smt. Patel Harshita Jagubhai	Laboratory Technician	25/07/2016	9726249966
12.	Shri Elias T. Colaco,	Laboratory Attendant	30/05/1990	9825797159
13.	Shri Shankar B. Koli	Laboratory Attendant	11/08/1987	9574739022
14.	Shri Rajesh K. Patel	Attendant	06/02/2001	7046333600
15.	Sh. Naresh R. Halpati	Attendant	03/02/2004	8238194781
16.	Shri Tejal M. Patel	Laboratory Attendant	16/10/2015	9712276459
17.	Shri Harshadkumar S. Mitna	Laboratory Attendant	17/10/2015	9033490464
18.	Shri Raut Avinash R.	Laboratory Attendant	14/07/2016	9825464746
19.	Shri Patel Naresh N.	Laboratory Attendant	14/07/2016	9714545450
20.	Smt. Jagrutiben K. Dhodi	Workshop Attendant	16/10/2015	9586778912
21.	Shri Ketankumar N Patel	Workshop Attendant	16/10/2015	8347478147
22.	Shri Hiteshkumar G. Halpati	Bus Conductor	16/10/2015	9712271696
23.	Smt. Vaishali Vimal Patel	Attendant	14/07/2016	9429117905

(C) ADMINISTRATIVE STAFF

Sr. No	Name of the Incumbent	Designation	Date of Joining	Contact No.
01.	Shri Suresh N. Halpati,	Dy. Director of Accounts	28/10/2013	9824180924
02.	Shri H. B. Jethwa,	Superintendent	06/01/2016	9825409740
03.	Smt. Josefa Rita L. Noroha	Head Clerk	23/08/2013	9825947711
04.	Smt. Preeti R. Tamboli,	Personnel Assistant	12/12/1996	9879005404
05.	Shri Jaideep I. Patel,	Sr. Store Keeper	28/04/2008	9898969911
06.	Shri Tulsi B. Halpati,	Accountant	21/11/2016	9978585312
07.	Smt. V. D Mahadikar	UDC	01/12/2016	9687487905
08.	Shri Mukund N. Handigol,	Assistant Librarian	11/10/1990	9408723074
09.	Shri Ganesh B. Halpati,	LDC	01/06/2014	7567488406
10.	Shri Salam A. Motegheria,	Driver	22/12/1989	9824131772
11.	Shri Rajesh A. Mistry,	Peon	12/10/1999	7984306996
12.	Shri Antino J. Naronha	Peon	12/10/1999	9979570557
13.	Smt. Janhavi D. Dighe	Junior Stenographer	09/03/2016	9979543679
14.	Smt. Kalpana D. Patel	LDC	26/06/2014	9825597506
15.	Smt Rekha D. Halpati	LDC	21/05/2018	8469141716
16.	Shri Oza Nirbhay S.	Cashier	17/06/2015	9825812772
17.	Shri Riteshkumar I Patel	Student Clerk	17/06/2015	7778081585
18.	Shri Vyas Umang S.	Hostel Rector	17/06/2015	7600404535
19.	Shri Ravindrakumar B. Halpati	Electrician	12/02/2015	9979688841
20.	Smr. Hemangi K. Patel	Data Entry Operator	02/05/2017	9904532696
21.	Shri Tanveerhussain M. Sultan	Data Entry Operator	05/10/2017	9979085472
22.	Smt. Patel Mayuriben Jagdishbhai	Sweeper	01/08/2016	9099082999
23.	Smt. Patel Daxaben A.	Sweeper	01/08/2016	7622845156
24.	Shri Patel Pravinbhai Maheshbhai	Sweeper	01/08/2016	9924240737
25.	Shri Patel Vipul Ravubhai	Peon	07/09/2017	9825688740

MANUAL -10**The Monthly Emoluments Received By Each Officers And Employees, Including The System Of Compensation As Provided In Its Regulations:**

Monthly emolumentation received by Officers and employees is given below:

(A) TEACHING STAFF (PAY SCALE BASED ON AICTE 6TH CPC)

Sr.no	Name of the Incumbent	Designation	Scale of Pay	Total Emoluments
I.	CHEMICAL ENGINEERING DEPARTMENT			
01	Sh. Lalit V. Solanki	Head of Department (Chemical Engg.) & I/c Principal	PB-4+AGP 9000	1,65,908/-
02	Shri Suryanarayan Srikakulam	Lect. in Chemical Engg.	PB-3+AGP 5400	58,380/-
03	Shri Vamsi Krishna V	Lect. in Chemical Engg.	PB-3+AGP 5400	58,380/-
04	Shri Robinson Timung	Lect. in Chemical Engg.	PB-3+AGP 5400	58,380/-
05	Shri Yashwant P Bhalerao	Lect. in Chemical Engg.	PB-3+AGP 5400	58,380/-
06	Smt. Rompicherla J. Bhargavi	Lect. in Chemical Engg.	PB-3+AGP 5400	58,380/-
07	Shri Ashok T. Patel, (Contract Basis)	Lect. in Chemical Engg.	-----	50,000/- (Consolidated)
08	Shri Mahesh D. Hatkar, (Contract Basis)	Lect. in Chemical Engg.	-----	50,000/- (Consolidated)
II.	MECHANICAL ENGINEERING DEPARTMENT			
01.	Shri T. Balaganesan,	Head of Department (Mechanical Engineering)	PB-4+AGP 9000	1,61,170/-
02.	Shri Biraja P. Mohanty,	Lecturer in Mechanical Engg.	PB-4+AGP 9000	1,61,170/-
03.	Shri Chandrakant D. Tandel,	Lecturer in Mechanical Engg.	PB-4+AGP 9000	1,65,908/-
04.	Shri Manubhai B. Rohit,	Lecturer in Mechanical Engg.	PB-4+AGP 9000	1,31,686/-
05.	Shri Jinit k. Barot	Lecturer in Mechanical Engg.	PB-3+AGP 5400	58,380/-
06.	Shri Ashishkumar Agrawal	Lecturer in Mechanical Engg.	PB-3+AGP 5400	58,380/-
07.	Shri Rajeev Kumar	Lecturer in Mechanical Engg.	PB-3+AGP 5400	58,380/-
08.	Shri Ramchandra S. Badiger, (Contract Basis)	Lecturer in Mechanical Engg.	-----	50,000/- (Consolidated)
III.	CIVIL ENGINEERING DEPARTMENT			
01.	Shri Nitin G. Gajwani,	Head of Department (Civil Engg.)	PB-4+AGP 9000	1,39,498/-
02.	Shri Avinash R. Chaudhari,	Lecturer in Civil Engg.	PB-4+AGP 9000	1,47,789/-

03.	Shri Venkata Hanumantha Rao	Lecturer in Civil Engg.	PB-3+AGP 5400	58,380/-
04.	Smt. Poonam S. Sutar,	Lecturer in Civil Engg.	PB-3+AGP 5400	58,380/-
05.	Ms. Garima Louhria	Lecturer in Civil Engg.	PB-3+AGP 5400	58,380/-
06.	Ms. Krishna Veni V.	Lecturer in Civil Engg.	PB-3+AGP 5400	58,380/-
07.	Ms. Preeti J. Desai, (Contract Basis)	Lecturer in Civil Engg.	-----	50,000/- (Consolidated)
IV.	INFORMATION TECHNOLOGY DEPARTMENT			
01.	Shri Rajeshkumar Pendem	Lecturer in Information Technology	PB-3+AGP 5400	58,380/-
02.	Ms. Bharti Chaturvedi	Lecturer in Information Technology	PB-3+AGP 5400	58,380/-
03.	Shri Sanjay Rajendra Mate	Lecturer in Information Technology	PB-3+AGP 5400	58,380/-
04.	Shri Saprativa Bhattacharjee	Lecturer in Information Technology	PB-3+AGP 5400	58,380/-
05.	Shri Devidas S. Shrinath	Lecturer in Information Technology	PB-3+AGP 5400	58,380/-
V.	COMPUTER ENGINEERING DEPARTMENT			
01.	Mrs. Aruna Govda	Head of Department (Computer Engg.)	PB-4+AGP 9000	1,20,800/-
02.	Shri S. Ravi	Lecturer in Computer Engg.	PB-3+AGP 5400	58,380/-
03.	Shri Vandanababu Talakayala	Lecturer in Computer Engg.	PB-3+AGP 5400	58,380/-
04.	Shri Shailendra Singh Yadav	Lecturer in Computer Engg.	PB-3+AGP 5400	58,380/-
05.	Shri Prashant Dhanraj Dahiwale	Lecturer in Computer Engg.	PB-3+AGP 5400	58,380/-
06.	Shri Sushil Kumar Bagi	Lecturer in Computer Engg.	PB-3+AGP 5400	58,380/-
07.	Smt. Rajita Natti	Lecturer in Computer Engg.	PB-3+AGP 5400	58,380/-
08.	Shri Ritesh B. Tandel, (Contract Basis)	Lecturer in Computer Engg.	-----	50,000/- (Consolidated)
09.	Smt. Hetal Patel (Visiting Basis)	Lecturer in Computer Engg.	-----	20,000/- (Consolidated)
VI.	ELECTRICAL ENGINEERING DEPARTMENT			
01.	Shri Shiva Kuamr Balusula	Lecturer in Electrical Engg.	PB-3+AGP 5400	62,252/-
02.	Shri M. Chaitanya Krishna Prasad	Lecturer in Electrical Engg.	PB-3+AGP 5400	58,380/-
03.	Shri Rameshkumar Tumulura	Lecturer in Electrical Engg.	PB-3+AGP 5400	58,380/-

04.	Shri Pradyumna Roy	Lecturer in Electrical Engg.	PB-3+AGP 5400	58,380/-
05.	Shri Ashish Maheshwari	Lecturer in Electrical Engg.	PB-3+AGP 5400	58,380/-
06.	Shri Neerpraj Rai	Lecturer in Electrical Engg.	PB-3+AGP 5400	58,380/-
07.	Shri Manish Kumar Meena	Lecturer in Electrical Engg.	PB-3+AGP 5400	58,380/-
08.	Shri Ranjeet Yadav	Lecturer in Electronic & Communication Engg.	PB-3+AGP 5400	58,380/-
09.	Shri Dharmesh M Patel, (Contract Basis)	Lecturer in Electronics & Telecommunication Engg.	-----	50,000/- (Consolidated)
10.	Shri Chintal J. Desai, (Contract Basis)	Lecturer in Electrical Engg.	-----	50,000/- (Consolidated)
VII.	SCIENCE AND HUMINITY DEPARTMENT			
01.	Smt. Megha K. Parikh	Lecturer in Chemistry	PB-4+AGP 9000	1,75,786/-
02.	Shri Ananta R. Barik,	Lecturer in Physics	PB-4+AGP 9000	1,56,584/-
03.	Smt. M. Kayalvizhi	Lecturer in Mathematics	PB-3+AGP 5400	58,380/-
04.	Smt. Priya R. Supekar, (Contract Basis)	Lecturer in Mathematics	-----	50,000/- (Consolidated)
05.	Shri R.C. Choudhary (Visiting Basis)	Lecturer in English	-----	20,000/- (Consolidated)

(B) SUPPORTING STAFF (PAY SCALE BASED ON CENTRAL 7TH CPC)

Sr. No.	Name of the Incumbent	Designation	Pay Matrix Level	Total Emoluments
01.	Shri Gurji R. Vasava,	Physical Instructor	Level-7	74,686/-
02.	Shri Raju Jacob	Workshop Instructor (Smithy)	Level-6	67,361/-
03.	Shri Dinesh L. Tandel,	Workshop Instructor (Welding)	Level-6	67,361/-
04.	Sh. Motilal C. Bansode,	Workshop Instructor (fitting)	Level-6	58,276/-
05.	Shri Ishwar V. Damania,	Laboratory Assistant	Level-6	67,361/-
06.	Shri Kamalkant J. Divecha,	Laboratory Assistant	Level-6	63,566/-
07.	Shri Patel Jignesh Shankar	Workshop Instructor (Turner)	Level-4	34,011/-
08.	Smt Upasana P Rana	Laboratory Attendant	Level-4	34,011/-
09.	Shri Jimi Babubhai Tandel	Laboratory Technician	Level-4	34,011/-
10.	Shri Pramodkumar G. Patel	Laboratory Technician	Level-4	33,091/-
11.	Smt. Patel Harshita Jagubhai	Laboratory Technician	Level-4	33,091/-
12.	Shri Elias T. Colaco,	Laboratory Attendant	Level-3	43,441/-
13.	Shri Shankar B. Koli,	Laboratory Attendant	Level-3	43,786/-
14.	Shri Rajesh K. Patel,	Attendant	Level-2	35,621/-
15.	Sh. Naresh R. Halpati,	Attendant	Level-1	32,314/-

16.	Shri Tejal M. Patel	Laboratory Attendant	Level-1	23,842/-
17.	Shri Harshadkumar S. Mitna	Laboratory Attendant	Level-1	23,842/-
18.	Shri Raut Avinash R.	Laboratory Attendant	Level-1	23,200/-
19.	Shri Patel Naresh N.	Laboratory Attendant	Level-1	23,200/-
20.	Smt. Jagrutiben K. Dhodi	Workshop Attendant	Level-1	23,842/-
21.	Shri Ketankumar N Patel	Workshop Attendant	Level-1	23,842/-
22.	Shri Hiteshkumar G. Halpati	Bus Conductor	Level-1	23,842/-
23.	Smt. Vaishali Vimal Patel	Attendant	Level-1	23,200/-

(C) ADMINISTRATIVE STAFF (PAY SCALE BASED ON CENTRAL 7TH CPC)

Sr. No.	Name of the Incumbent	Designation	Pay Matrix Level	Total Emoluments
01.	Shri Suresh N. Halpati,	Dy. Director of Accounts	Level-7	75,641/-
02.	Smt. Preeti R. Tamboli,	Personnel Assistant	Level-7	77,826/-
03.	Shri H. B. Jethwa,	Superintendent	Level-6	67,361/-
04.	Smt. Josefa Rita L. Noronha	Head Clerk	Level-6	58,276/-
05.	Shri Jaideep I. Patel,	Sr. Store Keeper	Level-6	56,666/-
06.	Shri Tulsi B. Halpati,	Accountant	Level-6	67,361/-
07.	Shri Mukund N. Handigol,	Assistant Librarian	Level-6	67,361/-
08.	Smt. V. D Mahadikar	UDC	Level-5	51,146/-
09.	Shri Salam A. Motegheria,	Driver	Level-5	51,146/-
10.	Smt. Hemangi K. Patel	Data Entry Operator	Level-5	34,133/-
11.	Shri Tanveerhussain M. Sultan	Data Entry Operator	Level-5	36,541/-
12.	Shri Ganesh B. Halpati,	LDC	Level-4	38,591/-
13.	Shri Antino J. Naronha	Peon	Level-4	42,521/-
14.	Smt. Janhavi D. Dighe	Junior Stenographer	Level-4	40,221/-
15.	Shri Rajesh A. Mistry,	Peon	Level-2	39,876/-
16.	Smt. Kalpana D. Patel	LDC	Level-2	27,431/-
17.	Smt. Rekha D. Halpati	LDC	Level-2	24,056/-
18.	Shri Oza Nirbhay S.	Cashier	Level-2	26,582/-
19.	Shri Riteshkumar I Patel	Student Clerk	Level-2	25,982/-
20.	Shri Vyas Umang S.	Hostel Rector	Level-2	25,982/-
21.	Shri Ravindrakumar B. Halpati	Electrician	Level-2	25,982/-
22.	Smt. Patel Mayuriben Jagdishbhai	Sweeper	Level-1	23,200/-
23.	Smt. Patel Daxaben A.	Sweeper	Level-1	23,200/-
24.	Shri Patel Pravinbhai Maheshbhai	Sweeper	Level-1	23,200/-
25.	Shri Patel Vipul Ravubhai	Peon	Level-1	22,558/-

MANUAL – 11**THE BUDGET ALLOCATED TO EACH OF ITS AGENCY, INCLUDING THE PARTICULARS OF ALL PLANS, PROPOSED EXPENDITURE AND REPORTS ON DISBURSEMENTS MADE:**

Budget Allocation for the Financial year 2018-19 as given below:-

(Rupees. In Thousand)

Sr. No.	Budget Head	Allocation for 2018-19
A	2203 – Major Head 2203 – Technical Education 105 – Polytechnics 05 – Direction and Administration 05.00.01– Salaries 05.00.06 – Medical Treatment	47300 200
	05.00.11 - Domestic Travel Expenses 05.00.13 – Office Expenses 05.00.21 – Supplies and materials 05.00.50 – Other Charges 05.96 – Swachta Action Plan 05.96.13– Office Expenses	250 2500 500 300 500
	Total (A)	51550
B.	2203 – Major Head 2203 – Technical Education 001 – Direction and Administration 06 – Direction and Administration 06.00.01 – Salaries 06.00.06 – Medical Treatment 06.00.13 – Office Expenses 06.00.50 – Other Charges	1850 100 1500 1500
	Total (B)	4950
C.	4202 – Major Head 4202 – Capital outlay on Education, Sports and Cultural 02 – Technical Education 104 – Polytechnics 03 – Purchases 03.00.52 – Machinery and Equipments	2500
	Total (C)	
	Grand Total (A+B+C)	59000

MANUAL -12**THE MANNER OF EXECUTIVE OF SUBSIDY PROGRAMMES, INCLUDING THE AMOUNTS ALLOCATES AND THE DETAILS OF BENEFICIARIES OF SUCH PROGRAMMES:**

There is no recipient of concession / subsidy, permit / Re-Imbursement or authorization provided by this department.

MANUAL -13**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 - 14**DETAILS IN RESPECT OF THE INFORMATION, AVAILABLE TO OR HELD BY IT, REDUCED IN AND 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 and data base
01	Circulars	All circulars issued by department from time to time	Yes	Yes
02	Seniority List	Seniority of all common cadre staff	Yes	Yes
03	Tender	Various tenders	Yes	Yes
04	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 are no facilities available with the department.

MANUAL - 16**THE NAMES, DESIGNATION AND OTHER PARTICULARS OF THE PUBLIC INFORMATION OFFICERS:**

The Head of Office i.e. The Principal, Government Polytechnic, Daman.

MANUAL - 17**SUCH OTHER INFORMATION AS MAY BE PRESCRIBED; AND THEREAFTER UPDATE THESE PUBLICATIONS EVERY YEAR;**

All Information are updated in the official website such as orders, notification, tender etc.

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