

# DIU MUNICIPAL COUNCIL, DIU

DATED : 24/02/2014

## SUO-MOTU PUBLICATION

1. THE PARTICULARS OF ORGANISATION, FUNCTION AND DUTIES :-

(a) ORGANISATION :-

The Diu Municipal Council is a Semi-Government Autonomous Body governed under the provisions of "The Goa, Daman and Diu Municipalities Act, 1968" suitably amended as "The Daman and Diu Municipalities (Amended) Regulation, 1994".

(b) FUNCTIONS AND DUTIES :-

The discretional functions and duties of Diu Municipal Council are prescribed under the provisions of Section 51 of "The Daman and Diu Municipalities (Amended) Regulation, 1994".

2. THE POWERS AND DUTIES OF OFFICERS AND EMPLOYEES :-

The powers and duties of Chief Officer and Servants of Diu Municipal Council are prescribed under the provisions of Section 74 and Section 75 of the "The Daman and Diu Municipalities (Amended) Regulation, 1994".

3. THE NORMS SET BY THE DIU MUNICIPAL COUNCIL FOR THE DISCHARGES OF ITS FUNCTIONS :-

The norms set by the Diu Municipal Council are regulated and governed under the provisions of the "The Goa, Daman and Diu Municipalities Act, 1968" suitably amended as "The Daman and Diu Municipalities (Amended) Regulation, 1994" and the Rules and Bye-Laws framed thereunder and those adopted by the Council.

4. AS STATED ABOVE THE FUNCTIONS OF DIU MUNICIPAL COUNCIL ARE OF TWO TYPES :-

(a) Obligatory and


(b) Discretionary

5. THE OBLIGATORY FUNCTION CONSIST OF FOLLOWING :-

- (i) To carry-out construction, repairs and maintenance of all public roads in entire Municipal area.
- (ii) To provide adequate lighting in public roads and places within Municipal area.
- (iii) To look after the health and sanitation needs of the people.
- (iv) To maintain the burial and cremation grounds within the Municipal Cemetery and Crematorium.
- (v) To maintain properly all the public latrines/toilets etc. in entire Municipal area.

6. THE DISCRETIONARY FUNCTION CONSIST OF THE FOLLOWING :-

- (i) Maintenance of Garden/Parks, Libraries and other recreational centres in the entire Municipal area.



- (ii) Establishing and maintaining the Pre-Primary Educational Centre (Balwadi) in Municipal-area.
- (iii) Establishing and maintaining public building like Town Halls, Municipal Office, Municipal Shops, Rest House in Municipal area.
- (iv) Maintenance of public gardens and parks in Municipal area.

7. PRESIDENT FUNCTION

- (i) To preside over all the meeting of the Council & Standing Committee.
- (ii) Watch over the financial and executive administration of the council.
- (iii) Exercise supervision and control over the act and proceedings of all the officers and servants of the Council.
- (iv) In case of emergency direct for execution or stoppage of any work.
- (v) To ensure strict adherence to QMS norms by at all level through Council / Standing Committee.
- (vi) To ensure strict adherence to the quality system and Institutional quality policy by all at all level.
- (vii) To ensure updating of the quality systems from time to time to meet new changes in QMS through Chief Officer.

8. REGISTRATION OF BIRTHS AND DEATHS :-

The Statutory work of Registration of Births and Deaths enforced with effect from 1<sup>st</sup> January, 1971 are being carried-out by the Diu Municipal Council as per the Registration of Births and Deaths Act, 1969 and the Rules framed thereunder. The overall work of Registration of Births and Deaths has been computerised and provided at the best service in the interest of public in general.

9. NATIONAL MUNICIPAL ACCOUNT MANUAL.

The provisions contained under the National Municipal Account Manual are being implemented by the Diu Municipal Council as per the directives given under the said Manual. In fact, this will facilitate the Diu Municipal Council to follow-up the recommendation made thereunder for better Accounting Principles.

10. MAJOR ACTIVITIES OF THE DEPARTMENT/INSTITUTION I.E. DIU MUNICIPAL COUNCIL :-

The Major activities which relates to obligatory function as well as discretionary function of Diu Municipal Council are (1) To carry-out construction, repairs and maintenance of all public roads and other amenities provided in the interest of public in general in entire Municipal area. (2) To provide adequate street lighting facilities in public roads and places within Municipal area. (3) To look-after the health and sanitation needs of the people. (4) To maintain the burial and cremation grounds with in the Municipal Cemetery and Crematorium. (5) To keep the entire Municipal area neat and clean and in an hygienic condition. (6) To maintain properly and in hygienic condition all public latrines/toilets etc. in entire Municipal area. (7) To maintain all Gardens/Parks, Libraries and other Recreational Centres in entire Municipal

area. (8) To establish and maintain the Pre-Primary Educational Centre (Balwadi) in Municipal area. (9) To establish and maintain public Building like Town Halls, Municipal Office, Municipal Shops, Guest House in Municipal area. (10) Registration of Births and Deaths - The Statutory work of Registration of Births and Deaths enforced with effect from 1<sup>st</sup> January, 1971 are being carried-out by the Diu Municipal Council as per the Registration of Births and Deaths Act, 1969 and the Rules framed thereunder.

11. IT INIATIVES PROPOSED TO BE IMPLEMENTED BY THE DIU MUNICIPAL COUNCIL:-

As per the presentation on implementation of e-Governance Project of Diu Municipal Council which was conducted from Daman by Video Conference of NIC on 20/09/2013, the work of overall computerization of all sections pertaining to Diu Municipal Council will be carried-out by incorporating different modules in (e-Municipality Mission Mode Project) while taking-up the work of computerization which is likely to be completed in all respect very shortly and implemented accordingly. However, the overall work of Registration of Births and Deaths has already been computerised which provides prompt and best services in the interest of public in general.

# DIU MUNICIPAL COUNCIL, DIU.

ANNEXURE-I

## ORGANIZATIONAL SETUP SHOWING THE POSITION OF OFFICE BEARERS, OFFICERS AND MUNICIPAL STAFF IN RESPECT OF DIU MUNICIPAL COUNCIL.

### A- OFFICE BEARERS

PRESIDENT	VICE-PRESIDENT	1 - COUNCILLOR-CUM- CHAIRMAN OF PLANNING AND WORKS COMMITTEES-CUM- CHIEF CO-ORDINATOR.  1 - COUNCILLOR-CUM- CHAIRMAN OF EDUCATION, SPORTS AND CULTURE COMMITTEES  9 - ELECTED COUNCILLORS
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### B- OFFICERS

CHIEF OFFICER	MUNICIPAL ENGINEER
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### C- MUNICIPAL STAFF

HEAD CLERK			
JUNIOR ENGINEER	ACCOUNTANT	U.D.C.	ELECTRICIAN
DRAUGHTSMAN GRADE-II	1	L.D.C. - 3 TAX COLLECTOR-CUM-L.D.C. DOOR KEEPER (L.D.C.) LIBRARY CLERK (L.D.C.) - 2 PEON - 2 DRIVER (HEAVY) - 3 DRIVER (LIGHT) - 2	MARKETING INSPECTOR SUPERVISOR SANITARY MUKADAM SWEEPER - 31 HELPER - 2 ASSTT. POUND KEEPER GARDEN (WORKER)
			STREET LIGHT SUPERVISOR

## WORK ALLOCATION OF STAFF

In supersession of this Office Order referred in the preamble at above and consequent upon the promotion of the incumbents to the post of Head Clerk and U.D.C. as well as appointments of incumbents to the post of L.D.Cs., it has been felt expedient and necessary to effect a proper compilation of works in order and with a view to fix responsibility on the concerned Dealing clerks/hands for which rearrangement and fresh distribution of work among the staff members of this Municipal Council is hereby ordered and keeping in view this fact, a fresh compilation of works are rearranged/redistributed and accordingly the following works are allotted to the staff attached to Diu Municipal Council with immediate effect in the interest and for the smooth functioning of Municipal Office.

Sr. No.	Name of incumbent	Designation	Section Allotted	Works / duties assigned to the post.
1	2	3	4	5
1.	Shri Parshotam V. Baria	HEAD CLERK	CONFIDENTIAL SECTION	1. C. R. Report. 2. Confidential file. 3. SJSRY Cash Book. 4. Maintenance of files and other registers pertaining to the SJSRY and other Scheme.
2.	Shri Vipul D. Jethwa,	DOOR KEEPER (L.D.C.)	GAD AND COMPUTER SECTIONS	5. General Election. 6. Municipal Election. 7. Census. 8. Council/Standing & Subject Committee Meeting 9. Personnel file of Council. 10. Other Registers and matters pertaining to GAD and Computer Sections.

Smt. Galiana Brito, L.D.C. (D/W) shall assist and extend help in all matters related to GAD Section.

3.	Shri Kanji V. Baraiya	ACCOUNTANT	ACCOUNTS SECTION	1. Maintenance of Cash Book (F. No. 8) 2. Budget. 3. Audit. 4. Classified Register (F. No. 17) 5. Loan Register ( F. No. 103) 6. Leave Salary / Gratuity Register. 7. Advance Deposit Register (F. No. 108) 8. Security Deposit other than cash(F.No.106) 9. Grant-in-aid Register 10. Fixed Deposit Register (F. No. 102) 11. GPF/CPF Accounts Register. 12. Broad Sheet Register (F. No. 7) 13. Advance Recovery Register ( F. No. 105) 14. Un-paid Register ( F. No. 16) 15. Pay Roll. 16. Salary of Staff of Daily wages. 17. Chalan Register (F. No. 13) 18. Money order receipt Register. 19. Reimbursement of Tution fee. 20. Maintenance of Collection Register of Misc. Receipt Register (F. No. 59) 21. Other Registers and matters pertaining to Accounts Section.
4.	Shri Sanjay D. Basan	I/c. U.D.C./ TREASURER		

Shri Amit D. Jethwa, L.D.C.(D/W) shall assist and extend help in all matters related to Accounts Section.

Sr. No.	Name of incumbent	Designation	Section Allotted	Works / duties assigned to the post.
1	2	3	4	5
5.	Shri Hiralal R. Solanki	TAX COLLECTOR – CUM-L.D.C.	TAX SECTION	1. All type of licence. 2. Collection of house and other taxes/ fees. <u>Registers pertaining to Tax Section.</u>
6.	Kum. Lina L. Uneval	L.D.C.		1. Register of Licence. 2. Permit fee ( F. No. 55)

3. Maintenance of Market.
4. Issue of Signboard licence fee.
5. Demand Register of Signboard tax.
6. Demand Register of Market Fees.
7. Demand Register of Assessed taxes (F.No.39)
8. Collection Register of Taxes.
9. Register of Notice and warrant fee (F.No. 43)
10. Demand Register of Taxes/Vehicle (F.No. 50)
11. Other Registers and matters pertaining to Tax Section,

Kum. Gayatri H. Solanki and Kum. Dipika S. Solanki, L.D.C. (D/W) should look after the collection of House Tax at Sub Municipal Office at Ghoghla.

7.	Shri Sanjay D. Basan	L.D.C.	EST / STORE / RENT SECTION	<ol style="list-style-type: none"> <li>1. Maintenance of Personnel File of all Employees.</li> <li>2. Maintenance of Leave Account and Service Book of all Employees.</li> <li>3. Pension Files and Register.</li> <li>4. General information regarding Statistical returns.</li> <li>5. Correspondence pertaining to promotion / retirement / creation of post etc.</li> <li>6. Maintenance of Files of the purchase of Stationary and consumable articles.</li> <li>7. Periodical supervision of Municipal Library.</li> <li>8. Maintenance of Files of all rented Municipal properties such as Guest House / Shops etc.</li> </ol> <p><u>Registers pertaining to EST/GAD/RENT and STORE Section.</u></p> <ol style="list-style-type: none"> <li>1. Register of office library.</li> <li>2. Register of Increment.</li> <li>3. Register of Pay Scale.</li> <li>4. Register of Staff position.</li> <li>5. Stock Book of Stationery Articles (F.No.89)</li> <li>6. Maintenance of Consumable Articles (F. No. 89)</li> <li>7. Maintenance of Personnel File of Pensionable Employees.</li> <li>8. Maintenance of Service Book of Pensionable Employees.</li> <li>9. Maintenance of Leave Account of Pensionable Employees.</li> <li>10. Demand Register of Rented Land and Building. (F. No. 35).</li> <li>11. Other Registers and matters pertaining to Est./Store/Rent Sections.</li> </ol>
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Shri Kalpesh N. Solanki, Helper(D/W) shall assist and extend help in all matters related to Est./Store/Rent Sections. He shall also assist the GAD Section in writing of Minutes Books in respect of proceedings of Standing Committee and General Body.

Sr. No.	Name of incumbent	Designation	Section Allotted	Works / duties assigned to the post.
1	2	3	4	5
8.	Shri Premji G. Bamania	Library Clerk (L.D.C.)	MMV SECTION/BUS SERVICE	<ol style="list-style-type: none"> <li>1. Supervision over transport of Bus Service.</li> <li>2. To assign duties to Drivers/ Conductors.</li> <li>3. Maintenance of Bus Ticket Accounts.</li> <li>4. Checking of way-bill and conductor sheets to credit the amount collected from</li> </ol>

conductors day-to-day and remit the amount in Account Section of this Council in time.

5. Maintenance of file pertaining to all vehicles.
6. Checking of all Log Books and Requisition Books of all vehicles.
7. All other maintenance of vehicle.

Registers pertaining to MMV Sections

1. Petrol / Diesel Account. (F. No. 90)
2. Lorry Account (F. No. 91)
3. Registers for the purchase of spare parts of all vehicles.
4. Maintenance of Log-book and requisition book of all vehicles.
5. Stock Book of Bus Tickets. (F. No.89)
6. Other Registers and matters pertaining to MMV Section.

Shri Bhupendra N. Fulbaria, L.D.C.(D/W) shall assist and extend help in all matters related to MMV Section.

9.	Shri Manish D. Jadav	L.D.C.	REGISTRATION OF BIRTHS AND DEATHS SECTION	1. Registration of Births and Deaths of Diu and Ghoghla area.
				2. Maintenance of old records of erstwhile V.P. Panchayat Ghoghla.

Registers pertaining to RBD Section

1. R.B.D. fee collection Register.
2. Other Registers and matters pertaining to R.B.D. Section.

Shri Bhavik M. Modha, L.D.C.(D/W) shall assist and extend help in all matters related to Registration of Births and Deaths Section.

10.	Smt. Nirvisha P. Maheta	L.D.C. (D/W)	DESPATCH SECTION	1. Maintenance of Inward Register.
				2. Maintenance of Outward Register.
				3. Maintenance of Postage Stamp Registers.

Kum. Jayshriben T. Jadav, Peon shall assist and extend help in all matters related to Despatch Section.

11.	Shri Mukesh M. Solanki	JUNIOR ENGINEER	CONSTRUCTION SECTION	1. Issue of permission / licences for construction / repairs etc. to private party and maintenance of illegal construction work files.
				2. Issue of NOC for confirmation of property.
				3. Maintenance of road side and water stand post in DMC area.
				4. Maintenance of Building Bye-laws file.
				5. Assessment list of building and land. (F. No. 35).
				6. Preparation of plans and Estimates of Development work and other sponsored Scheme works, as and when entrusted.
				7. <del>All over supervision on construction works being carried out from Grant-in-aid sanctioned by the Govt.</del>

and Schemes sponsored by Govt. of India.

Register Pertaining to Construction Section.

1. Register of Increase / Decrease Assessed Tax (F. No. 38).
2. Maintenance of Register of immoveable properties. (F. No. 92)
3. Maintenance of Register building Permission. (F. No. 37).
4. Other Registers and matters pertaining to Construction Section.

Sr. No.	Name of Incumbent	Designation	Section Allotted	Works / duties assigned to the post.
1	2	3	4	5
12.	Shri Dipak L. Solanki	DRAUGHTSMAN GR.II	CONSTRUCTION SECTION	<ol style="list-style-type: none"> <li>1. Preparation of drawings of all the estimates.</li> <li>2. Issue of NOC for release of Water/Electric connection and maintenance of Register.</li> </ol>

NOTE : Shri Dipak L. Solanki shall assist Shri Mukesh M. Solanki as well as Shri Vimal R. Chauhan, Junior Engineers and extend help in all matter related to Construction Section as well as Technical Section in preparation of plan and estimates of Developmental Works and other sponsored Schemes including its supervision.

13.	Shri Satish V. Chauhan & Shri Jaydeep R. Solanki	JUNIOR ENGINEER (Contract Basis)	TECHNICAL SECTION	<ol style="list-style-type: none"> <li>1. Preparation of plans and Estimates of Development work and other sponsored Scheme works, as and when entrusted.</li> <li>2. All over supervision on construction works being carried-out from Grant-in-aid sanctioned by the Govt. and Schemes sponsored by Govt. of India.</li> <li>3. Maintenance of files for works carried out Departmentally.</li> <li>4. Inviting Tenders, issue N.I.T. to the Contractors, preparation of Comparative Statement and work orders to be issued to contactors after obtaining the approval of Municipal Engineer.</li> </ol>
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Register Pertaining to Technical Section.

1. Material Register for Departmental works and other Scheme work. (F. No. 100)
2. Muster-roll of Daily wages Labourers for work carried out departmentally.
3. Register of Petty works. (F. No.98)
4. Tender Register.
5. Other Registers and matters pertaining to Technical Section.

S/Shri Krunal G. Jethwa, Technical Supervisor(D/W) and Nasir Ibrahim, Technical Supervisor(D/W) shall assist and extend help in all matters related to Technical Section including supervision over the constructional/developmental works.

NOTE : Shri Amit B. Vaghela, Computer Operator (D/W) shall assist Shri Mukesh M. Solanki as well as Shri Satish V. Chauhan, Junior Engineers in all Computer Works pertaining to Construction/Technical Sections.

14.	Shri Hasmukh P. Solanki	MARKETING INSPECTOR	MARKET / SANITATION SECTION	<ol style="list-style-type: none"> <li>1. All over supervision of Markets</li> <li>2. General Supervision over all Sanitation works.</li> <li>3. Maintenance of attendance Register of Daily wages workers engaged for Sanitation and others work.</li> <li>4. Maintenance of files pertaining to General Sanitation works.</li> <li>5. Arrangement of all type of functions / meetings organised by the Council.</li> <li>6. Maintenance of file of Dead Stock.</li> <li>7. Register of Furniture etc.</li> <li>8. Maintenance of file and Register of Sale of old stock (F. No. 60)</li> <li>9. Maintenance of Cattle Pound Register.</li> <li>10. Maintenance of Stock Account footer (F. No. 88)</li> <li>11. Other Registers and matters pertaining to Market/Sanitation Section.</li> </ol>
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Shri Mohan Varjang, Asstt. Pound Keeper shall attend office for maintenance of attendance Register of Regular / Daily wages workers. He shall also assist in all matter related to Market/Sanitation Section.

Sr. No.	Name of incumbent	Designation	Section Allotted	Works / duties assigned to the post.
1	2	3	4	5
15.	Shri Mohan K. Bamania	LIBRARY CLERK (L.D.C.)	LIBRARY SECTION	<ol style="list-style-type: none"> <li>1. Maintenance of Register of Newspapers, periodicals books etc.</li> <li>2. Maintenance for register of deposit.</li> <li>3. Maintenance of Register for issue as Receipt Book.</li> <li>4. To collect purchase bills of Newspapers in time and submit to Account Section for Regular payment.</li> <li>5. To maintain file pertaining news flashed for "DIU" i.e. he must file cutting from newspapers daily without fail.</li> <li>6. Other Registers and matters pertaining to Library Section.</li> </ol>

Note: Shri Sanjay D. Basan, L.D.C. should carry-out periodical supervision of Municipal Library as well as over the working of the Library Clerk.

16.	Shri Naresh L. Solanki	ELECTRICIAN	LIGHTING SECTION (IN MUNICIPAL AREA AT DIU)	<ol style="list-style-type: none"> <li>1. Maintenance of Account Register of Electric Articles.</li> <li>2. Timely replacement of fused bulb, tube light, etc.</li> <li>3. To keep day to day watch on the lighting arrangement.</li> <li>4. Indent for electric requirement.</li> <li>5. Maintenance of file for purchase of electric articles.</li> </ol>
17.	Shri Jashvant J. Baria	STREET LIGHT SUPERVISOR	LIGHTING SECTION (IN MUNICIPAL AREA AT GHOGHLA)	<u>Register pertaining to Lighting Section.</u> <ol style="list-style-type: none"> <li>1. Stock Book ( F. No. 83)</li> <li>2. Account of electric poles (F. No.86)</li> <li>3. Account of fused material.</li> <li>4. Stock book of electric articles. (F. No.89).</li> <li>5. Other Registers and matters pertaining to Lighting Section in Diu and Ghoghla.</li> </ol>

Note : S/Shri Naresh L. Solanki and Jashvant J. Baria should attend Office as and when meetings of Council/Standing Committee/Subject Committee are held for conducting the business. Shri Vipul N. Rathod, Sweeper shall assist and extend help in all matters related to Lighting Section in Municipal area at Diu. Shri Balkrishna S. Jethwa, Street Light Helper shall assist and extend help in all matters related to Lighting Section in Municipal area at Ghoghla.

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**NOTE**

IT IS FURTHER ORDERED THAT :-

1. Shri Parshotam V. Baria, Head Clerk will look after the overall supervisor of all administrative related matters pertaining to Diu Municipal Council.
2. All the files pertaining to Accounts, G.S., Estt., GAD, Tax, Rent, Store, Electric, Despatch, MMV, Library and Computer Sections shall be routed by the concerned Dealing Clerk/Hands through Head Clerk.
3. All Dealing Clerks/Hands are directed to submit Handing over / Taking over reports to the undersigned immediately.

# POSTAL ADDRESS

## DIU MUNICIPAL COUNCIL

Fort Road,  
Diu - 362520  
( U.T. of Daman & Diu )

Phone No. 02875-252126  
e\_mail address : dmc\_diu@yahoo.co.in

## WORKING HOURS

Monday to Friday : 10:00 a.m. to 1:30 p.m.

1:30 p.m. to 3:00 p.m. (LUNCH BREAK)

3:00 p.m. to 6:30 p.m.

Saturday : 10:00 a.m. to 1:30 p.m. (Half day)

Every Month's Second Saturday Holiday

**THE PROCEDURE FOLLOWED IN THE DECISION MAKING PROCESS,  
INCLUDING CHANNELS SUPERVISIONS AND ACCOUNTABILITY.**

SR. NO.	SERVICE FACILITIES	PROCEDURE	TIME LIMIT	CONTACT PERSON
1.	<b>FOR OBTAINING PERMISSION FOR CONSTRUCTION ACTIVITIES</b>	<div>(1) Notice u/s 184(2) of the Municipal Regulation in the prescribed forms.</div> <div>(2) Details of construction in form of plan as per the building bye-laws in metric units.</div> <div>(3) Copy of confirmed site plan and confirmation order proposal for Development / construction issued by the Enquiry Officer, City Survey, Municipal.</div> <div>(4) Schedule II form for Building statistics.</div> <div>(5) In terms of provision of Section 184 of the Daman and Municipal Municipalities (Amendment) Regulation, 1994, the licence will be issued within 60 days.</div> <div>(6) Ownership documents.</div> <div>(7) N.A. permission and subdivision order, if required.</div>	60 Days	Municipal Engineer & Chief Officer
(2)	<b>REPAIRING PERMISSION</b>	<div>(1) Application in prescribed form with Municipal House number and details of minor repairs.</div> <div>(2) Clearance of House tax.</div> <div>(3) Confirmed Order</div> <div>(4) Approved Plan of existing structure.</div>	30 Days	Municipal Engineer & Chief Officer
(3)	<b>COMPLETION CERTIFICATE</b>	<div>(1) Application in plain paper.</div> <div>(2) Construction Permission.</div> <div>(3) Approved plan</div>	30 Days	Municipal Engineer & Chief Officer
(4)	<b>ELECTRICITY N.O.C. / WATER N.O.C.:</b>	<div>(1) Application in prescribed form with Municipal House number.</div> <div>(2) Clearance of House tax.</div>	7 Days	Municipal Engineer & Chief Officer

## REGISTRATION OF BIRTH AND DEATH SECTION

Particulars of Birth & death in the prescribed forms in terms of Births & Deaths Rules

- within 21 days of occurrence of the event.

SR. NO.	SERVICE FACILITIES	PROCEDURE	TIME LIMIT	CONTACT PERSON
(1)	REGARDING ISSUE OF BIRTHS & DEATHS EXTRACT	<p>(1) The application in the prescribed form for issue of Births &amp; Deaths to be submitted to the Clerk of Births &amp; Deaths directly upto 4.00p.m.</p> <p>(2) The Clerk receiving the application has to pass a receipt of Rs. 5.00 towards supply of extract of Births &amp; Deaths as per records and to put remark on the application when the certificate is ready for despatch. The said application to be forwarded to the Clerk preparing Births &amp; Deaths Certificates.</p> <p>(3) The Clerk receiving application and passing receipts has to maintain receipt register. The amount so collected to be remitted to the Treasurer, Diu Municipal Council, Diu every day at 4.00 p.m. through the challan as used for remittance of house tax.</p>	5 Days	Registrar of Births & Deaths  Cum Chief Officer
(2)	REGARDING CORRECTION OF BIRTHS & DEATHS RECORDS	<p>(1) Application in prescribed form along with two Affidavits and other relevant documentary proof to be submitted to be the inward Clerk as per present practice.</p> <p>(2) The applicant may contact the concerned clerk of Births &amp; Deaths after a week of submission of application (excluding the Holidays).</p> <p>(3) The application received for correction of records to be scrutinized properly by the concerned clerk and individual file thereof be put-up for decision as usual.</p>	15 Days	Registrar of Births & Deaths  Cum Chief Officer
(3)	FOR NON-AVAILABILITY CERTIFICATE	(1) Application alongwith Affidavits, Medical Certificate, Leaving Certificate of School, Horoscope or other	15 Days	Registrar of Births & Deaths Cum Chief Officer

		documentary evidence thereof.		
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**FEE PAYABLE FOR A SEARCH TO BE MADE. AN EXTRACT OR A NON-AVAILABILITY CERTIFICATE TO BE ISSUED UNDER SECTION 17 SHALL BE AS FOLLOWS :-**

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| (a) Search for a single entry in the first year for which the search is made. | Rs. 2.00 |
| (b) For every additional year for which the search is continued.              | Rs. 2.00 |
| (c) For granting extract relating to each birth and death.                    | Rs. 5.00 |
| (d) For granting Non-Availability certificate of Birth & Deaths.              | Rs. 2.00 |

**TAXATION**

SR. NO.	SERVICE FACILITIES	PROCEDURE	TIME LIMIT	CONTACT PERSON
(1)	RENEWAL OF COMMERCIAL LICENCES	(1) As per the provision of the Bye-laws the application for renewal of Licence is compulsory before the expiry of licence. However for the benefit of the Licence, the licence can be renewed directly upto 15 <sup>th</sup> of May without filling application for renewal.	15 Days	Chief Officer
		(2) Revalidation / Renewal of Licence after 15 <sup>th</sup> May should be entertained on submission of application giving all particulars and on recovery of penalty thereof as decided by the Chief Officer case to case base.		
		(3) Amount of Licence fees to be received during morning session only. A separately receipt is to be passed by the concerned clerk and have to maintain receipt register separately.		
(2)	COMMERCIAL ACTIVITIES	(1) Application in prescribed form containing details of commercial activities with Municipal house Number.	15 Days	Chief Officer
		(2) N.O.C. from the Health Department whenever applicable.		

		(3)	Copy of lease Agreement or N.O.C. of the owner of the premises.		
		(4)	Clearance of House Tax.		
(3)	<b><u>TRANSFER OF PROPERTY</u></b>	(1)	Prescribed application cum notice in terms of section 126 of the Municipal Regulation.	15 Days	Chief Officer
		(2)	Copies of legal valid documents such as Property card, Deeds, etc.		
(4)	<b><u>PERMISSIONS FOR MOBILES HAND CARTS AND STALLS</u></b>	(1)	Prescribed application in terms of section 182 & 183 of the Municipal Regulation.	15 Days	Chief Officer
		(2)	Details of description of goods to be kept.		
		(3)	Copy of Ration Card.		
(5)	<b><u>REMITTANCE OF RENT FOR MUNICIPAL PROPERTIES</u></b>	(1)	The rent of the shops / stalls premises to be recovered only during morning session.		Chief Officer
		(2)	Separate receipt to be passed and accordingly receipt register to be maintained.		
		(3)	The amount to be remitted to the Municipal Treasury at 3.00 p.m. through challan as per the procedure of remittance of house tax.		

THE COMPLAINT / OBJECTION / SUGGESTION IN THIS REGARDS MAY PLEASE BE COMMUNICATED TO  
THE CHIEF OFFICER OR PRESIDENT OF THIS MUNICIPAL COUNCIL.

A STATEMENT OF THE CATEGORIES OF DOCUMENTS THAT RE HELD BY IT OR UNDER ITS CONTROL.

1. Posting of Common Cadre Post.
2. Matter pertaining of MACP/ACP probation clearance.
3. Recruitment Rules of Common Cadre Post.
4. Personnel Files in respect of Group 'B' Gazetted.
5. Personnel file and service books of Staff of DMC.
6. ACR's of Staff of DMC
7. Issue of Identity Cards to all DMC Staff.
8. Cash Book.
9. Pay bill Register, Bill Register.
10. Dead Stock Register.
11. Pay Bill File.
12. Contingency Bill file.
13. Contingency Register.
14. Budget file.
15. Bus transport service.
16. Cleaning of city.
17. Maintenance of streetlight.
18. Maintenance of Municipal properties, Library & Gardens etc.
19. Construction and maintenance of roads.
20. Maintenance of Hindu Crematoriums under Municipal area.
21. Maintenance of Christian Cemetery of Diu Town.
22. Issue of Construction licence.
23. Issue of Shop, Trade licence etc.
24. Issue of Completion Certificate for newly constructed houses.
25. Registration of Births and Deaths.

The Diu Municipal Council, Diu has completed the work of computerisation of R.B.D. Records right from the year 1971 upto date and the computerised Births and Deaths record will be available to public in general for the month of September, 2006 onwards.

26. Issue of N.O.C. of Electric/Water Connection.
27. Issue of N.O.C. for breaking of C.C. road for water connection.
28. Issue of N.O.C. for occupation of Municipal land on temporary basis.
29. Implementation of SLUM / MPLAD etc. scheme sponsored by Central Government.
30. Function of Executive Magistrate.
31. Diu Municipal Council is meeting every alternate month for disposal of general business.
32. Standing Committee is meeting every Friday.
33. Maintenance of Door to Door Garbage collection.

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

The Diu Municipal Council functions in accordance with Service Rules prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' 'C' and 'D' local recruitment. 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 RRs approval of Administrator is necessary.

- (A) The CCS (CCA) Rules.
- (B) The CCS (Leave Rules)
- (C) F.R.S.R.
- (D) CCS (Temporary Service) Rules.
- (E) CCS (Conduct) Rules.
- (F) LTC Rules.

## VARIOUS COMMITTEES

### FUNCTIONS AND POWER OF COMMITTEES\

#### ➤ STANDING COMMITTEE

1. The President of Diu Municipal Council, Diu.....Ex-Officio.....Chairman
2. The Vice President of Diu Municipal Council, Diu.....Ex-Officio.....Member
3. The Councillor of Diu Municipal Council, Diu. ....Member
4. The Councillor of Diu Municipal Council, Diu. ....Member

- Welfare of conservancy staff.
- Transport.
- Securing or removing dangerous building and reclaiming unhealthy locality.
- Naming of streets and numbering of premises.
- Printing annual reports.
- Giving relief and establishing and maintaining relief works.
- Taking census and granting rewards.
- Paying the salaries and allowances, rent and other charges incidental to the Court of any stipendiary or honorary Magistrate.
- Maintenance of grazing ground.
- Appointment of staff.
- To compromise the suit.
- To keep accounts current.
- Market and slaughter house rent.
- Compensation for compromising the suit.
- Determination of damages, compensation etc.

In addition to above, Standing Committee is functioning as Finance Committee and to perform other duties as entrusted by the Council.

#### ➤ SUBJECT COMMITTEE

1. The Vice President of Diu Municipal Council, Diu.....Ex-Officio.....Chairman
2. The Councillor of Diu Municipal Council, Diu. ....Member
3. The Councillor of Diu Municipal Council, Diu. ....Member
4. The Councillor of Diu Municipal Council, Diu. ....Member
5. The Councillor of Diu Municipal Council, Diu. ....Member

- To accord administrative approval and financial sanction for execution of developmental work up to Rs. 10,000 / -.
- It is a sub ordinate to standing committee.
- To prepare project and proposal subject wise through standing committee.

## DIRECTORY OF ITS OFFICERS AND EMPLOYEES

Sr. No.	Name of Post	Number of post
1.	Head Clerk.	1
2	Accountant	1
3	Treasurer/U.D.C.	1
4	Junior Engineer	1
5	Draughtsman Gr-II	1
6	Marketing Inspector	1
7	L.D.C.	5
8	Sanitary Supervisor	1
9	Library Clerk.	2
10	Electrician	1
11	Street light supervisor	1
12	Driver (Heavy)	3
13	Driver (Light)	2
14	Sweepers.	31
15	Mukadam	1
16	Pound keeper.	1
17	Helpers.	2
18	Peon.	2
19	Gardener	1

LOCATION	TELEPHONE NUMBER
Diu DMC Office	252126
Ghoghla Sub-Office	252279
Chief Officer Chamber	253638
Chief Officer Residence	252201
President Chamber	252238
President Residence	252268

The monthly remuneration received by each of its Officers and Employees including the system of compensation as provided in its regulation

SR. NO	NAME	DESIGNATION	GROSS AMT.	NET PAYABLE	MONTH YEAR
1	SHRI LEKHRAJ	CHIEF OFFICER	40467.00	35716.00	Jan-14
2	SHRI PARSHOTAM V. BARIA	HEAD CLERK	31860.00	24083.00	Jan-14
3	SHRI MUKESH M. SOLANKI	JUNIOR ENGINEER	43580.00	33580.00	Jan-14
4	SHRI DIPAK L. SOLANKI	DRAU.	26380.00	24018.00	Jan-14
5	SHRI HASMUKH P. PANCHA	M.I	32140.00	24140.00	Jan-14
6	SHRI KANJI V BARIA	ACCOUNTANT	27540	25106	Jan-14
7	SHRI SANJAY D. BASANT	LDC	25840.00	23840.00	Jan-14
8	SHRI MANISH D. JADAV	LDC	17680.00	16073.00	Jan-14
9	SHRI VIPUL D. JETHWA	LDC	18820.00	17213.00	Jan-14
10	SHRI HIRA RANA S.	TAX COLLECTOR/LDC	25840.00	19840.00	Jan-14
11	KUM. LINA LAXMIKANT	LDC	17680.00	16073.00	Jan-14
12	SHRI MOHAN KANN	LIBRARY CLERK	29000.00	21000.00	Jan-14
13	SHRI PREMJI G. B	LIBRARY CLERK	23240.00	21240.00	Jan-14
14	SHRI NARESH LAXMAN	ELECTRICIAN	32660.00	24660.00	Jan-14
15	SHRI JASVANT J. BARIA	STREET LIGHT SUPER.	23300.00	21300.00	Jan-14
16	SHRI RAFIK NIZAM MANSURI	DRIVER	26220.00	23220.00	Jan-14
17	SHRI DINESH BHAGWAN M	DRIVER	23300.00	21600.00	Jan-14
18	SHRI PARVIN L. TALVADIA	PEON	21720.00	18720.00	Jan-14
19	KUM. JAYSHRI TARACHAND	PEON	15400.00	14015.00	Jan-14
20	SMT. DHANU RANA	SWEEPER	20995.00	20165.00	Jan-14
21	SHRI DHANJI SAMJI	SWEEPER	20995.00	20165.00	Jan-14
22	SMT. MINA KANA	SWEEPER	20995.00	20165.00	Jan-14
23	SHRI PRAVIN N.	SWEEPER	20995.00	20165.00	Jan-14
24	SHRI HASSAN IBRAHIM	SWEEPER	21915.00	19039.00	Jan-14
25	SHRI BALU VARJANG	SWEEPER	21115.00	20279.00	Jan-14
26	SMT. SARDA PARSHOTAM	SWEEPER	21115.00	20279.00	Jan-14
27	SMT. SHANTA VARJANG	SWEEPER	21115.00	20279.00	Jan-14
28	SMT. MANJULA NANGJI	SWEEPER	21115.00	20279.00	Jan-14
29	SMT. RANJAN PRAVIN	SWEEPER	21115.00	20279.00	Jan-14
30	SMT. LALITA LAXMAN	SWEEPER	19755.00	16977.00	Jan-14
31	SMT. LABHU DHANJI	SWEEPER	19455.00	18692.00	Jan-14
32	SMT. GITA DINESH	SWEEPER	19455.00	18692.00	Jan-14
33	SMT. MANI SARMAN	SWEEPER	19195.00	15445.00	Jan-14
34	SHRI VINDO KANJI	SWEEPER	17315.00	16621.00	Jan-14
35	SMT. DAYA CHIMAN	SWEEPER	17315.00	16621.00	Jan-14
36	SMT. HANSA BABU	SWEEPER	17315.00	16621.00	Jan-14
37	SMT. LAXMI UKA	SWEEPER	17315.00	16621.00	Jan-14
38	SMT. PARU TULSIDAS	SWEEPER	13415.00	12916.00	Jan-14
39	SHRI KISHOR JIWA	SWEEPER	15415.00	14866.00	Jan-14
40	SMT. JAYSHRI RATILAL	SWEEPER	13415.00	12916.00	Jan-14
41	SMT. LAXMI SAMJI	SWEEPER	13415.00	12916.00	Jan-14
42	SHRI DIPAK JETHA	SWEEPER	15415.00	14866.00	Jan-14
43	SHRI JAYANT H. BARIA	SWEEPER	15415.00	14866.00	Jan-14
44	SHRI SATISH NAVIN	SWEEPER	15415.00	14866.00	Jan-14
45	SMT. VARSHA ARVIND	SWEEPER	13415.00	12916.00	Jan-14
46	SHRI RAMESH MOHAN	SWEEPER	13415.00	12916.00	Jan-14
47	SHRI VIPUL NAGJI	SWEEPER	15415.00	14866.00	Jan-14
48	SMT. GANGABEN MANJI	GARDNER	19440.00	18677.00	Jan-14
49	SHRI CHANDULAL V S.	GARDNER	20720.00	19943.00	Jan-14
50	SHRI HITESH B. SOLANKI	HELPER	15400.00	14851.00	Jan-14
51	SHRI MOHAN VARJAN	ASST. POUND KEEPER	20980.00	20150.00	Jan-14
52	SHRI NATVARLAL P. KAMALIA	SANITARY MUKADAM	21360.00	20511.00	Jan-14

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The budget allocated to each of its agency, including the particular of all plans/ non-plans, proposed expenditures and reports on disbursement made :

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Budget Allocation for the Financial Year 2013-14

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1	Municipality Fund	
2	2217- Major Head -NON PLAN -Urban Development	
	05 - Other Urban Development Scheme	
	192 - Assitance to Municipalities / Municipal Councils	
	01 - Daman & Diu Municipal Councils	
	01.00.31 - GRANT - IN - AID GENERAL	37,47,350
	01.00.36 - GRANT - IN - AID SALARY	40,00,000

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