

CITIZEN CHARTER

**DEPARTMENT OF PERSONNEL
AND ADMINISTRATIVE REFORMS**

SECRETARIAT

SILVASSA

UT OF D&NH

DEPARTMENT OF PERSONNEL AND ADMINISTRATIVE REFORMS
SECRETARIAT, SILVASSA

(i) PARTICULARS OF ORGANIZATION, FUNCTIONS AND DUTIES.

Organization Structure

Secretary (Personnel and Administrative Reforms)
/
Special Secretary (Personnel and Administrative Reforms)
/
Deputy Secretary (Personnel and Administrative Reforms)
/
Assistant (Personnel and Administrative Reforms)

(ii) The vision of the Department Personnel and Administrative Reforms:

- The aims of the Personnel and Administrative Reforms is to facilitate the pursuit of excellence in Governance through:
- Improvement in Government Structures and processes.
- Dissemination of best practices and
- Simplification of Procedures.

(iii) The department of Personnel and Administrative Reforms, Silvassa has no direct dealing with the public. The Personnel and Administrative Reforms department is dealing with Service Matters of Government Servants.

(iv) Functions & duties:

The main functions of the Personnel Department is to deal with the service matters of the employees of U.T. Administration of Dadra & Nagar Haveli viz.

1. Recruitment / Promotion of Group 'A', 'B' posts.
2. Recruitment / Promotion of Group 'C' Common cadre posts.
3. Scrutiny of the proposals of recruitment / promotion of Group 'C' and 'D' posts other than common cadre posts.
4. To call / send Officers on deputation.
5. To frame / amend RRs of Gr. 'A', 'B' Officer and Group 'C' Ministerial staff & Multi tasking staff.
6. Transfers of Officers and staff.

7. Grant of Financial up gradation under ACP / MACP Scheme / Clearance of Probation Period / Confirmation.
8. Publication of Seniority lists of Gr. 'B' Officers and 'C' of Common Cadre posts and also analyse the proposals for issue of Seniority lists other than common cadre posts of Group 'A', 'B' & 'C'.
9. To deal with Court matters in connection with Appeals filed before the CAT / High Court and Supreme Court of India as the case may be pertaining to Common Cadre Posts.
10. Correspondence on service matters with the Govt. of India, UPSC, State Government / U.T.s and Local Officers of the Administration.
11. Maintenance of ACRs of Group 'A' & 'B' Officers and Common Cadre Group 'C' posts.
12. Handling the Grievances of Government Employees related to Leave, Wage, Payment Increment, Transfer, Seniority, work assignment or working condition, non extension of benefit matter rules & interpretation of Service rules etc. through the Employees Grievances Redressal Cell.

Such other matter pertaining to Administration & Establishment.

(v) POWERS AND DUTIES.

1. The Appointing Authority in case of Group 'A', 'B' & 'C' posts:

Sr.No.	Description of Service	Appointing Authority
1.	All Group 'A' & 'B' posts in the Administration of Dadra & Nagar Haveli.	Administrator
2.	All Group 'C' posts for all departments / offices except the departments / offices for which the Secretary (Finance) is designated as Secretary / HOD.	Development Commissioner
3.	All Group 'C' posts for all departments / offices for which the Secretary (Finance) is designated as Secretary / HOD.	Secretary (Finance)
4.	Cadre Controlling Authority for Multi Tasking Staff in respect of Departments / Offices in the UT Administration of DNH. Chairman of the Committee constituted for Appointment on compassionate Ground.	Collector, DNH

2. The Administrator is Competent Authority for transfer and posting of Group 'A' and 'B' officials and Development Commissioner is Competent Authority for transfer and posting of Group 'C' officials in Dadra and Nagar Haveli.
3. The Deputy Secretary (Personnel) is the Head of office of Personnel Department and looks after all the works of Personnel Department.
4. The Assistant supervises the work of the subordinate staff. All files coming to Personnel Section are being routed through the Assistant. He also assists the Deputy Secretary (Personnel) in the matters of promotion of officers and staff and recruitment etc.

Personnel Department functions in accordance with Services Rules prescribed by the Central Government Called as Central Civil Service Rules in respect of Group 'A' 'B' and 'C' staff. Every proposal containing recruitment / promotion is being placed before the Departmental Selection Committee / Departmental Promotion Committee prescribed for Group 'A' 'B' and 'C' as the case may be. All proposals require approval of the concerned Appointing Authority and the proposals such as framing / amendment of R.Rs require approval of Administrator.

(vi) MANPOWER

Sr.No.	Designation	Nos.
1.	Assistant	01
2.	UDC	02 (01 on diverted capacity)
3.	Stenographer	01 (on diverted capacity)
4.	LDC	04 (on diverted capacity)
5.	Peon (Daily Wages)	02

(vii) TIME LIMIT FOR DISPOSAL OF CASES BY PERSONNEL DEPARTMENT.

ACP / MACP Scheme / Clearance of Probation Period / DPC / other establishment matters etc	30days
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(vii) BUDGET ALLOCATION FOR THE FINANCIAL YEAR 2011-12.

(₹ in Thousand)

	DETAILED BUDGET HEAD	PROVISION EXIST IN B.E. 2012-2013 PLAN	PROVISION EXIST IN B.E. 2012-2013 NON-PLAN
	1	2	3
2052	Major Head		
	Secretariat General Services		
090	Secretariat		
21	Dadra and Nagar Haveli		
21.00.01	Salaries		
21.00.02	Wages	0	800
21.00.03	Over time allowances	0	200
21.00.06	Medical Treatment	0	0
21.00.11	Domestic Travel Expenses	0	10
21.00.13	Offices	0	10
21.00.20	Other Administrative Expenses	0	400
	Total	0	0
			1420

(₹ in Thousand)

	DETAILED BUDGET HEAD	PROVISION EXIST IN B.E. 2012-2013 PLAN	PROVISION EXIST IN B.E. 2012-2013 NON-PLAN
	1	2	3
2012	Major Head		
	President, Vice President		
03	Governor, Administrator of U.T.		
102	Discretionary Grants		
01	Dadra & Nagar Haveli		
01.00.41	Secret Service Expenditure	0	200
	Total M.H. 2012	0	0
			200


(Sunil Kumar Varma)
Deputy Secretary (Personnel)