

MINUTES OF THE MEETING HELD ON 30/12/2014 AT 11.00 A.M. IN THE CONFERENCE HALL, COLLECTORATE, DAMAN TO DISCUSS REGARDING "PRASHASAN AAPKE DWAR" PROGRAMME. PROGRAMME TO BE HELD AT MAGARWADA & PATLARA VILLAGE PANCHAYAT, DAMAN.

Shri Gaurav Singh Rajawat, IAS, Collector, Daman presided over the meeting. The following were present in the meeting: -

1. The P.A. to Hon'ble Member of Parliament, Daman
2. The representatives of Daman Industries Association.
3. All the Head of Offices, Daman (As per list attached)

At the outset, the Collector, Daman welcomed all present in the meeting and informed that 2nd programme of "Prashasan Aapke Dwar" is proposed to be held at Magarwada and Patlara Village Panchayat on 14.01.2015.

The following departments will participate in the programme:-

1. Collectorate.
2. Mamlatdar Office
3. Enquiry Officer (City Survey)
4. Agriculture Department
5. Electricity Department
6. PWD-I, II & III
7. Education Department,
8. Food & Civil Supply Department
9. Transport Department
10. Animal Husbandry and Veterinary Department
11. Medical & Health Department
12. Associate Town Planner
13. Tourism Department
14. Forest Department
15. Social Welfare Department
16. Labour & Employment Office
17. Excise Department
18. Fisheries Department
19. Port Office
20. Daman Municipal Council, Daman
21. Director of Accounts.
22. Civil Registrar cum Sub Registrar
23. Fire Department.
24. Police Department.
25. Police compliant Authority.

26. I.T Department.
27. District Panchayat.
28. UIDAI (Aadhaar Card)

The following points were discussed in the meeting:-

1. "Prashasan Aapke Dwar" shall be held on 14.01.2015 at Magarwada and Patlara Village Panchayat.
2. There will be a separate stall for each Head of Offices.
3. PWD Department will put up stall for each Head of Offices.
4. A separate Board of each department should be displayed on each stall.
5. All the Departments will attend the camp without fail alongwith the concerned staff and all relevant documents, forms and stationery articles which will be required for routine work of the departments.
6. Every effort shall be made to ensure that all the applications received are disposed off on the same day.
7. Each Department should inform the General Public about schemes/benefits of their Departments.
8. Wide publicity of the camp/programme should be done through FPO, Daman, Municipal Council and Village Panchayats. Pamphlets, Banners and posters for the same should be prepared and distributed through FPO. Wide publicity of the Programme should be done by the Field Publicity Office through local TV channels, local newspapers and announcement through auto Rickshaw.
9. The pamphlets of the administrative camp should also be displayed at different offices of the UT Administration.
10. All the departments will prepare their own banners in English, Hindi and Gujarati, displaying the services that will be given by their department. The same shall be displayed at each stall allotted to them.
11. Necessary arrangements for Shamiyana, Water & public conveniences shall be made by PWD, Daman.
12. Necessary arrangements for Electricity should be made by Electricity Department, Daman.
13. Necessary security arrangements will be ensured by Police Department, Daman.
14. The timing of the Camp will be **9.30 a.m. to 5.30 p.m.** and all the Head of Offices will stay at Camp and supervise their stall upto 5.30 p.m.
15. The Deputy Collector (HQ), Daman will be the Nodal Officer for "Prashasan Aapke Dwar" programme.
16. Block Development Officer & Mamlatdar shall identify the suitable venue/ground for "Prashasan Aapke Dwar" programme, and inform the Deputy Collector (HQ), Daman will in advance.

The Collector directed the Deputy Collector (Gen) that a separate Election Stall for SVEEP etc and aadhar enrollment should be arranged for the said programme.

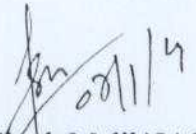
The Deputy Collector (Gen), Daman shall arrange to have Zerox machine computer with printer etc. in working condition at the camp.

The Deputy Collector (HQ), Daman shall arrange to print the invitation cards for the programme.

It was suggested that to avoid any inconviences, arrangement of drinking water and lunch shall be done by the respective department.

At the end, the Collector, Daman requested all the participants present in the meeting to support and co-operate for the Prashasan Aapke Dwar Programme.

Meeting ended with vote of thanks to the chair.


(Vikram Singh Malik)IAS
Deputy Collector (HQ),
Daman.

To,
All Head of Offices,
Daman.

Copy to:-

The Collector, Daman – for kind information, please.

No.COL/DMN/EST/2014-2015/ 4401
UT Administration of Daman and Diu,
Office of the Deputy Collector (HQ)
Collectorate, Dholar,
Moti Daman-396 220

Dated: 07/01/2015