

Administration Branch

Pro Active Disclosure (PAD)

1. The Particulars of its organization, functions and employee;

Work accordingly and Relating to Gujarat Civil services (conduct) Rules 2002 and Gujarat Civil services (Discipline and Appeal) Rules - 1971, Delegation of financial power, Gujarat Treasury Rules, Budget Manual and the Circular, Notification and order passed by the government from time to time

2. The powers and duties of its officers and employees;

To follow the procedure as per instruction given by the Supdt. of stamp (Head of the Department), purchase and distribute the furniture, Vehicles and necessary items to the employees and offices for the use of offices and work as per the proposals of planning through Addi. supdt of stamps and Dy. Asst. supdt of stamps (Administration). Work related service matter and disciplinary action against employees.

3. The procedure followed in the decision making process, including channels of supervision and accountability;

Clerk Submit the primary note in the matters/files to the office supdt. and office supdt. put the matters/files to the Addi. Supdt. of stamps with his personal view as per the rules and Act through Dy. Asst. Supdt. of stamps. In some cases, where the approvals of Supdt. of stamps is to be required, the matters/ files submitted through Addi. Supdt. of stamps to Supdt. of Stamps.

4. The norms set by it for the discharge of its functions;

Consolidate the information from the sub ordinate offices and send it to the government in the matters/files and service matters of employees which are relating to the other branches of the office and the sub ordinate offices and send the proposals and work together with the government in all service matters and subjects, if required.

5. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions;

Work accordingly and Relating to Gujarat Civil services (conduct) Rules 2002 and Gujarat Civil services (Discipline and Appeal) Rules - 1971, Delegation of financial power, Gujarat Treasury Rules, Budget Manual and the Circular, Notification and order passed by the government from time to time

6. A statement of the categories of documents that are held by it or under its control;

Records of service of the employees (service book), Dead stock Register, Library Registers. Registers of questions of legislative Assembly, seniority list etc.

7. The particulars of any arrangement that exists for consolation with, or representation by, the members of the public in relation to the formulation of its policy or implementation there of;

No proper formula settled

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 meetings of those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public;

Nil

9. and 10. a directory of its officers and employees

Administration Branch			
SR.No	Designation	Name	Pay on Dt.31/03/2020
1.	Addi. Supdt. of Stamps (class-I)	Mr.Y.A.Desai (I/C)	-
2.	Dy. Asst. Supdt. of Stamps (class-II)	Mr.B.P.Dodiya	Rs.66000/-
3.	Office Superintendent (Class-III)	Mrs.S.Y.Parmar	Rs.58600/-
4		Mr.N.M.Nayi	Rs.56900/-
5.	Clerks(Class-III)	Mrs.P.R.Patel	Rs.20500/-
6		Mr.B.C.Chavda	Rs.20500/-
7		Mr.B.C.Patel	Rs.20500/-
8		Mr.K.V.Damor	Rs.19900/- FixPay

11. **The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursements made;**

Decide by Account Branch of the office

12. **The manner of execution of subsidy programme, including the amounts allocated and the details of beneficiaries of such programme;**

Nil

13. **Particulars of recipients of concessions, permits or authorizations granted by it;**

Nil

14. **Details in respect of the information, available to or held by it, reduced in an electronic form;**

Nil

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;**

Nil

16. **The name, designation and other particulars of the Public information officers**

Public Information Officer

Mr. B.P.Dodiya
Dy.Assit. Supdt. of Stamps,
Gujarat state, Gandhinagar

Appellate Authority

Mr. Y.A.Desai.
Addi. Supdt. of Stamps (Class-I)(I/C)
Gujarat state, Gandhinagar

17. **Such other information as may be prescribed, and thereafter update these publications every year;**

Nil

(B.P.Dodiya)
Public information officer
&
Dy.asst. Supdt. of stamps
Gujarat state, Gandhinagar