

U.T. Administration of Dadra & Nagar Haveli and Daman & Diu  
Department of Personnel and Administrative Reforms,  
Secretariat, Daman.

No. 1/6/93-PER/Part-IV/260

Dated : 12/02/2022

**ORDER**

Consequent upon the relieving of Shri Danish Ashraf, IAS, (AGMUT:2011) and Smt. Pooja Jain, IAS, (AGMUT:2011) w.e.f. 25/02/2022, the Administrator of Dadra & Nagar Haveli and Daman & Diu, is pleased to order the allocation of charges/transfer posting amongst the following IAS officers on administrative ground, as under:

Sr. No.	Name of Officer	Charges Allotted
1.	Dr. A. Muthamma, IAS (AGMUT:2009)	<b>A. Secretary(Health &amp; Family Welfare), Dadra &amp; Nagar Haveli and Daman &amp; Diu</b> with the following additional charges <b>B. Secretary, DNH and Daman &amp; Diu.</b> 1. Department of Personnel & Administrative Reforms. 2. Medical & Paramedical Education 3. Industries, Trade and Commerce <b>C. Secretary-cum-Director, DNH and Daman &amp; Diu</b> 1. General Administration/Protocol & Public Grievances <b>D. Member Secretary, Staff Selection Board, Dadra &amp; Nagar Haveli and Daman &amp; Diu.</b> <b>E. Chairman, Pollution Control Committee, Dadra &amp; Nagar Haveli and Daman &amp; Diu.</b>
2.	Shri Gaurav Singh Rajawat, IAS (AGMUT:2011)	<b>A. Finance Secretary, Dadra &amp; Nagar Haveli and Daman &amp; Diu</b> with the following additional charges <b>B. Secretary, DNH and Daman &amp; Diu.</b> 1. Revenue 2. Accounts & Taxation and Excise. 3. Information & Publicity 4. Planning & Statistics 5. Rural Development, Panchayati Raj and Community Development. <b>C. Secretary-cum-Director, DNH &amp; Daman &amp; Diu</b> 1. Municipal & Panchayat Elections 2. Mines <b>D. Commissioner, DNH &amp; Daman &amp; Diu</b> 1. GST / VAT 2. Excise <b>E. Member Secretary, Pollution Control Committee, DNH &amp; DD.</b> <b>F. Member Secretary, Daman &amp; Diu Coastal Zone Management Authority.</b>

3.	<p><b>Ms.Tapasya Raghav, IAS (AGMUT:2013)</b></p>	<p><b>A. Collector, Daman</b> with the following additional charges</p> <p><b>B. Secretary-cum-Special Secretary (Tourism), DNH &amp; Daman &amp; Diu.</b></p> <p><b>C. Secretary, DNH and Daman &amp; Diu</b></p> <ol style="list-style-type: none"> <li>1. Power &amp; Non Conventional (Renewable) Sources of Energy (Till 31/03/2022)</li> <li>2. Town &amp; Country Planning</li> <li>3. Urban Development</li> <li>4. Archaeology &amp; Archives</li> <li>5. Art &amp; Culture</li> </ol> <p><b>D. Director, DNH and Daman &amp; Diu</b></p> <ol style="list-style-type: none"> <li>1. Municipal Administration</li> <li>2. Urban Development</li> </ol> <p><b>E. Managing Director, DNH Power Distribution Corporation Ltd. (Till 31/03/2022)</b></p> <p><b>F. Chief Electoral Officer, DNH and Daman &amp; Diu</b></p> <p><b>G. Joint Commissioner (VAT &amp; GST), Daman</b></p> <p><b>H. Deputy Commissioner, Excise, Daman</b></p> <p><b>I. Additional Commissioner, Labour, Daman</b></p> <p><b>J. Additional Director, Daman</b></p> <ol style="list-style-type: none"> <li>1. Mines</li> <li>2. Employment</li> <li>3. Municipal Administration</li> <li>4. Urban Development</li> <li>5. GAD &amp; Protocol &amp; Public Grievances</li> </ol> <p><b>K. CMD Smart City, DNH and Daman &amp; Diu</b></p> <p><b>L. Chairman, PDA, D&amp;D</b></p> <p><b>M. Additional Registrar of Co-operative Societies, Daman</b></p> <p><b>N. Member, Staff Selection Board, Dadra &amp; Nagar Haveli and Daman &amp; Diu.</b></p>
4.	<p><b>Shri Saurabh Mishra, IAS (AGMUT:2015)</b></p>	<p><b>A. Secretary, PWD, DNH and Daman &amp; Diu</b> with the following additional charges</p> <p><b>B. Secretary-cum-Director, DNH and Daman &amp; Diu</b></p> <ol style="list-style-type: none"> <li>1. Agriculture, Soil Conservation &amp; Horticulture</li> <li>2. Animal Husbandry &amp; Veterinary Services</li> <li>3. Fisheries</li> </ol>
5.	<p><b>Smt. Saloni Rai, IAS (AGMUT:2016)</b></p>	<p><b>A. Secretary (Higher Education &amp; Technical Education), DNH&amp;DD</b> with following additional charges</p> <p><b>B. Secretary, DNH and Daman &amp; Diu.</b></p> <ol style="list-style-type: none"> <li>1. Official Language</li> <li>2. Skill Development</li> <li>3. Port &amp; Light House</li> </ol> <p><b>C. Registrar of Co-operative Societies, Dadra &amp; Nagar Haveli and Daman &amp; Diu.</b></p>



6.	<b>Shri Fwrrman Brahma, IAS, (AGMUT:2019)</b>	<b>A. Collector, Diu</b> with the following additional charges  <b>B. Additional Commissioner Labour, Diu</b>  <b>C. Deputy Commissioner, Diu</b> 1. Excise  <b>D. Joint Commissioner, Diu</b> 1. VAT & GST  <b>E. Additional Director, Diu</b> 1. General Administration & Protocol 2. Civil Aviation 3. Municipal Administration 4. Social Welfare 5. Urban Development 6. Public Grievances 7. Mines  <b>F. Chief General Manager, OI DC, Diu</b>  <b>G. Additional Registrar Cooperative Society, Diu</b>
7.	<b>Mekala Chaitanya Prasad, IAS (AGMUT:2015)</b>	<b>A. Secretary (Transport), Dadra &amp; Nagar Haveli and Daman &amp; Diu</b> with the following additional charges  <b>B. Secretary, DNH and Daman &amp; Diu.</b> 1. Power & Non Conventional (Renewable) source of energy (w.e.f. 01/04/2022) 2. Civil Aviation  <b>C. Managing Director, DNH Power Distribution Corporation Ltd. (w.e.f. 01/04/2022)</b>
8.	<b>Ankita Anand, IAS (AGMUT: 2015)</b>	<b>A. Secretary (School Education), Dadra &amp; Nagar Haveli and Daman &amp; Diu</b> with the following additional charges.  <b>B. Secretary, DNH and Daman &amp; Diu.</b> 1. Information Technology 2. Science & Technology 3. Sports & Youth Affairs
9.	<b>Bhanu Prabha, IAS (AGMUT: 2015)</b>	<b>A. Secretary-cum-Commissioner, Labour &amp; Employment, Dadra &amp; Nagar Haveli and Daman &amp; Diu</b> with the following additional charges.  <b>B. Secretary, DNH and Daman &amp; Diu.</b> 1. Social Welfare & Women & Child Development 2. Food, Civil Supplies and Consumer Affairs and Legal Metrology 3. Cooperation  <b>C. Secretary-cum-Commissioner, Tribal Welfare, DNH&amp;DD</b>
10.	<b>Shri Cheemala Siva Gopal Reddy, IAS(P) (AGMUT:2020)</b>	<b>Resident Deputy Collector, Khanvel, DNH</b>

Further, the following charges of Ms. Pooja Jain, IAS shall be re-allotted to the following DANICS Officers :

- 1) Director, District Library, Daman by Shri Nilesh Gurav, Director of Education, DNH&DD.
- 2) Director (Social Welfare), DNH&DD by Shri Jatin Goyal, Deputy Secretary (Social Welfare/Pers.), DNH&DD

Moreover, the transfer of charges, wherever applicable, shall be with immediate effect, except for the following charges:

- a. The charges of Smt. Pooja Jain, IAS and Shri Danish Ashraf, IAS shall be handed over w.e.f. 25/02/2022 upon their relieving
- b. The following charges of Ms. Tapasya Raghav, IAS shall be handed over to Shri Mekala Chaitanya Prasad w.e.f. 01/04/2022.
  - i. Power & Non Conventional (Renewable) Sources of Energy, DNH&DD.
  - ii. Managing Director, DNH Power Distribution Corporation Ltd.

The Additional Charges held by the concerned Officers shall be without any extra remuneration and till further orders.

By order and in the name of the  
Administrator of Dadra & Nagar Haveli and  
Daman & Diu



( Jatin Goyal )

Director-cum-Deputy Secretary (Pers.)

Copy to :

1. The Advisor to the Administrator, DNH&DD, Secretariat, Daman.
2. The Finance Secretary, DNH&DD, Secretariat, Daman.
3. The Deputy Inspector General of Police, DNH&DD, Daman.
4. The Chief Conservator of Forest, DNH&DD, Secretariat, Daman.
5. The Secretary (Personnel/Health), DNH&DD, Secretariat, Daman
6. The Secretary (Education), DNH&DD, Secretariat, Daman.
7. The Secretary (Transport), DNH&DD, Secretariat, Daman.
8. The Secretary (Power), DNH&DD, Secretariat, Daman.
9. The Secretary (Agriculture), DNH&DD, Daman.
10. The Secretary (Law), DNH&DD, Daman.
11. The Collector, DNH/Daman/Diu.
12. The Concerned Department/Officers, DNH&DD.
13. The Director of Accounts, DNH/Daman/Diu
14. The Joint Secretary (P&S), DNH&DD for publication in the Official Gazette.
15. The P.S. to Administrator, DNH&DD, Secretariat, Daman.
16. The Asstt. Director (OL), Daman for translation into Hindi.
17. Office Copy / Guard file.