

**O R D E R**

The Administrator of Daman & Diu and Dadra & Nagar Haveli is pleased to order that during the period of Induction Training Programme of Shri J. P. Agrawal, IAS, Secretary,(Education), Dadra & Nagar Haveli from 28/03/2016 to 06/05/2016, the following officers shall look after his charges as under with immediate effect.

1. Shri J. B. Singh, IAS, Finance Secretary, Daman & Diu and Dadra & Nagar Haveli shall look after the charge of Secretary(Education), Dadra & Nagar Haveli in addition to his own duties, without any extra remuneration.
2. Smt. Mitali Namchoom, IAS, Director(Tourism), Daman & Diu shall look after the following charges in addition to her own duties, without any extra remuneration.

**A. Secretary, Dadra & Nagar Haveli**

- i. Rural Development
- ii. General Administration & Protocol
- iii. Parliamentary Affairs
- iv. Information Publicity
- v. Industries
- vi. Labour & Employment

**B. Special Secretary, Dadar & Nagar Haveli**

- i. Personnel
- ii. Home
- iii. Vigilance

**C. Director, Daman & Diu and DNH**

- i. Panchayat Elections
- ii. Municipal Elections

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

  
(P. S. Jani)

Special Secretary (Pers.)  
Tel. No.2231707

Copy to:

1. The Staff Officer to Administrator, Secretariat, Daman/DNH.
2. The Development Commissioner, Secretariat, Daman/DNH.
3. The Finance Secretary, Secretariat, Daman/DNH.
4. The Inspector General of Police, Daman & Diu and DNH, Daman.
5. The Secretary(Education), Secretariat, Daman/DNH.
6. The Secretary(Tourism), Secretariat, Daman
7. The Director (Tourism), Daman & Diu.
8. The Collector, Daman/Diu/DNH.
9. The Deputy Secretary(Per), DNH.
10. The Concerned Offices/Departments, Daman/DNH.
11. The Director of Accounts, Daman.
12. The Government Printing Press, Daman for publication in official Gazette.
13. The Asstt. Director(OL), Daman for translation into Hindi.
14. The Guard file / Office copy/Website.