

Parawise information of the 17 manuals listed in the section 4(1) (b) of the Act required for implementation of Right to Information Act, 2005.

**I. The particulars of its organization, functions and duties.**

Omnibus Industrial Development Corporation of Daman & Diu and Dadra & Nagar Haveli Ltd., a Govt. Undertaking was registered under the Companies Act on 27<sup>th</sup> March, 1992. It has an authorized share capital of Rs.50 Crores and the paid up share capital of Rs. 9.95 Crores. All the shares are in the name of President of India. In a short span of Eighteen years, OI DC has emerged as a truly Omnibus Corporation, performing multifarious functions like development of housing infrastructures, development and maintenance of industrial estates developed by OI DC at Daman. The corporation has been assigned with the work of development of roads in private industrial estates under the Govt. of India's ASIDE Scheme (Assistance to States for Developing Export Infrastructure and Allied activities) in partnership with Industries Associations under PPP. Various important projects of the UT Administration of Daman & Diu and DNH like construction of Institute of Hotel management, construction of Police headquarters, S.P.'s office, police quarters and other police modernization works are in progress. The work of Coastal police station at Daman, coastal detachment at Diu and police outpost at Nagoa, Diu has been completed.

OI DC has entered into IMFL and Country liquor trade both retail and wholesale in Daman & Diu and DNH because of the demand from the public and to control extortionist profits by private wholesalers and retailers and also to control misbranding. The corporation is providing quality liquor at reasonable rates through retail shops and wholesale godowns at Daman, Diu and DNH.

The PPP Projects for setting up SEZs for IT and ITES and also Gems and Jewellery Park in Dadra & Nagar Haveli and for Tourism Infrastructure Development in Diu has already been taken up. This will add to Tourism and Industrial Infrastructure in Daman & Diu and D.N.H. The tender for architectural design for construction of Heliport at Silvassa has been invited. OI DC is also taking up the work of developing the Jampore beach at Moti Daman as a Tourism development project. The Diu Housing Project phase-II is expected to start shortly.

The corporation is fulfilling its corporate social commitment. Details are as under.

- Providing facility of Computerized Passenger Reservation centre for railway ticketing and Airlines ticketing at Daman as well as Silvassa.
- Providing through IRCS nutrition under mid day meal scheme to the students at DNH.
- Pension paid to freedom fighters at DNH.
- Scholarship awards are given to meritorious students of Daman, Diu and Dadra & Nagar Haveli.
- Construction work of EWS Housing Project of OI DC is in progress.
- The UT Bhawan at Chanakyapuri, New Delhi furnished by OI DC is now fully functional and is providing service to the citizens and officials of Daman & Diu and Dadra & Nagar Haveli. The maintenance is done by OI DC.
- Maintenance of the old Daman Ganga bridge.
- Maintenance of joggers and Children Park developed by the UT Administration.

**The Organization structure is placed at Annexure- I.**

## II. The power and duties of its officers and employees.

- The Board of Directors has delegated full financial powers to the Chairman and Managing Director for incurring the major routine expenses.
- The financial powers to the General Managers and the Executive Engineer is Rs.5000/- per transaction and to the Managers and the Assistant Engineers is Rs. 500/- per transaction for the routine and day to day expenses.
- Full powers are given to the General Managers for the payment of salary, service tax, statutory payment like payment to ROC and Govt. Depts. Except corporate Income Tax of OIIC, Payment to IMFL Suppliers for purchases made/ freight/ loading & unloading charges.
- Power for creation of post up to the basic salary of which exceeds Rs.16,500/- per month (as per 5<sup>th</sup> CPC) is with M.D. Creation of posts carrying a basic pay of more than Rs.22,000/- shall require the approval of the Board of Directors.
- Capital projects/ schemes/ works involving an expenditure of more than Rs.300 lakhs will require approval of the Administrator and those of more than Rs.500 Lakhs will need approval of the Board of Directors.
- Maintenance works requiring expenditure of more than Rs.50 Lakhs can be incurred with the approval of the Administrator. However, expenditure of more than Rs.100 Lakhs should be incurred with the approval of Board of Directors.
- Expenditure not covered by item mentioned above, of more than Rs.20 Lakhs in a transaction can be incurred with the approval of the Administrator. However, transactions with expenditure of more than Rs.50 lakhs will require approval of the Board of Directors.
- A committee constituting of the following officers is formed for obtaining the quotations for purchase of stationery and other items above Rs.15,000/- and below Rs.1,00,000/- on each occasion.
  1. General Manager (Admn.)/ General Manager (Finance), OIIC.
  2. Chief Engineer/ Executive Engineer, OIIC.
  3. Company Secretary, OIIC.
  4. Concerned Manager, OIIC.

In case of urgent situations, to avoid delay, the Managing Director may give approval to supersede the above committee.

The following are the divisional heads for the smooth functioning of the office.

1. General Manager (Admn.)
2. General Manager (Finance)
3. General Manager (Projects)
4. Chief Engineer
5. Company Secretary

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

All the major decisions are taken in the meetings of the Board of Directors under the Chairmanship of the Administrator of the U.T. of Daman & Diu and Dadra & Nagar Haveli who further authorizes the Managing Director to take further necessary actions and decisions in the working of the Corporation.

Further, the concerned Managers look after the work as allocated by the management under the direct control, supervision and guidance of the General Managers. Whereas in the civil wing the Executive Engineers look after the work of their respective sub divisions under the direct control, supervision and guidance of the Chief Engineer.

**IV. The norms set by it for the discharge of its functions**

As per the point 2 and 3 above.

**V. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its function.**

The Corporation follows the rules, regulations and instructions as per the Central Govt. Rules in the matter which is not included in the corporations own policy approved by the Board of Directors or the Company's Act.

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

1. Memorandum and Article of Association.
2. Agenda and Minutes of the Board meeting and the A.G.M.
3. Agreement to Lease and Lease Deed of industrial plots and housing plots.
4. "License to Mortgage" in case of industrial plots.
5. "License to Assign" in case of transfer of Leasehold rights.

**VII. The particulars of any arrangement that exists for consultation with, or representation by the members of the public in relation to the formulation of its policy or implementation thereof**

Meetings of the Board of Director :- The Board of Directors consists of member of public representatives, Industries Association, Hoteliers Association, Member of Parliaments, Senior officers, etc.

**VIII. A statement of the boards, councils, committee 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 the public.**

The Corporation has meeting of Board of Directors, meeting of Shareholders and meeting of Audit Committee and minutes of these meeting are held and available to public as per the provision of Companies Act, 1956.

**IX. A directory of its Officers and employees.**

<b>Sr. No.</b>	<b>Name &amp; Designation</b>	<b>Office No.</b>	<b>Residence No.</b>
1.	Shri Manoj Kumar Sahoo, IAS Managing Director	0260 - 2231453	-
2.	Shri P. S. Jani General Manager (Admn.)	2230928	-
3.	Shri B.S.Jaglan General Manager (Finance)	2241120	-
4.	Shri Mohammed A. Abid General Manager (Project)	2231150	-
5.	Shri R N. Singh Chief Engineer	2241120	-
6.	Shri Yatendra Bhargava Company secretary	2240930	2250044
7.	Smt. Neelusha Jiwani Manager (Admn.)	2230928	-
8.	Shri Rajeev Bhushan, Manager (Business)	2240721	2230840
9.	Fax Corporate Office Camp Office	2241108 2230739	
10.	Common office nos. At Corporate Office	2241120 2241112	
11.	Common office no. OIDC's Camp Office, Moti Daman	2230739	
	<b>SERVICES/ BUSINESS</b>		
1.	Airlines Reservation, Daman	2251037	
2.	Airlines Reservation, Silvassa	2632299	
3.	Railway Reservation, Daman	2254254	
4.	Railway Reservation, Silvassa	2632230	
5.	Liquor Wholesale, Daman	2242303	
6.	Liquor Wholesale, Silvassa	2641487	
7.	Liquor Wholesale, Diu	(02875) 253848	
8.	Liquor Retail Shop, Red Cross Bhavan, Daman	2261124	
9.	Liquor Retail Shop, Devka, Daman	2250587	
10.	Liquor Retail Shop, Dabhel, Daman	2240373	

- X. The monthly remuneration received by each of its officers and employees, including the system of compensations as provided in its regulations.**

As per Annexure – II

- XI. The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursements made**

- N. A. –

- XII. The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes.**

As per Annexure –III

- XIII. Particulars of recipients of concessions, permits or authorizations granted by it.**

- NIL –

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

OIDC website is being upgraded and presently it is at [www.oidc.nic.in](http://www.oidc.nic.in) in which contains details about the Corporation. The salary of the staff is done through E-Net facility with Bank. Minutes of the Board meeting are also being stored in CD.

- XV. The particulars of facilities available to citizens for obtaining, including the working hours of a library or reading room, if maintained for public use.**

- N. A. –

- XVI. The Names and Designations and other particulars of the Public Information Officers.**

Sr. No.	Name of the Officer	Designation	Contact No.
1.	Shri Yatendra Bhargava,	Company Secretary	(O).(0260) 2240930, 2241120
			Fax:- (0260) 2241108

- XVII. Such other information as may be prescribed**

The General Manager (Admn.) is the Appellate Authority.

(P.S.Jani)  
General Manager (Admn.)

**Annexure I**

BOARD OF DIRECTORS

CHAIRMAN

MANAGING  
DIRECTOR

