

No.6/32/98-PER/Part/1456
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated:- 19/08/2015.

C I R C U L A R


Subject: Correspondence with Government of India.

Instances have come to the notice of the Hon'ble Administrator, that certain District Level officers are corresponding directly with the Government of India. Such practice is irregular and unwarranted.

2. Instructions in the matter have been issued earlier vide Office Order No.ADMR/Note/2002/604 dated 16/12/2002 and Circular No.1/47/EST/MISC/FD/2008/119 dated 12/06/2008. (copies enclosed).

3. It is brought to the notice of all concerned that correspondence with Government of India, should be sent only under signature of Secretaries/Addl. Secretary/Joint Secretary/Deputy Secretary etc., with approval of the Secretary concerned/Hon'ble Administrator (in case of important policy matters), as the case may be.

4. All Heads of Offices and other officers of UT Administration of Daman & Diu should follow the above instructions scrupulously and in case of any deviation, the officer concerned will be held responsible.


(P. S. Jani)
Addl. Secretary (Per)

To,
All Head of Offices,
Daman & Diu.

Copy to :

1. The Staff Officer to Administrator, Secretariat, Daman for information, please.
2. The SIO, NIC for uploading in official website.
3. The Deputy Collector, Diu for circulation to all offices located in Diu District.
4. The Guard file.

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No.ADMR/Note/2002/604
Administrator's Office
UT's. of Daman & Diu & DNII
Secretariat. Daman : 396 220.
Dated: 16 December, 2002

OFFICE ORDER

It has been noticed that some Departments Officers have exchanged correspondence with senior authorities in Govt. of India on important policy and other matters without keeping the Administrator informed. This can cause avoidable embarrassment to the Administration.

It is brought to the notice of all concerned that irrespective of departmental allocation of work, in matters of importance, correspondence exchanged with Govt. of India, particularly at the level of Joint Secretaries and above, should invariably be done after seeking approval of the Administrator. In case the matter is of an urgent nature and cannot wait for prior approval, the file should be re-submitted as soon as possible after the reference has been sent.

Also, in respect of any department, where an affidavit is to be filed on any matter before the High Court or the Supreme Court, the same should be done after seeking approval from the Administrator.

(Arun Mathur)
Administrator

To

- 1) Commissioner/Secretary (Finance), DD& DNII
- 2) Development Commissioner, DD & DNII
- 3) All concerned Secretaries/Special Secretaries DD & DNII
- 4) The A.I.G.P, DD & DNII
- 5) Collector Daman/Diu DNII
- 6) All Heads of Offices/Departments, DD & DNII

Finance Secretary
DD & DNII
No. 3711
Date 17-12-02
Out

PA to
PS
DNII

17/12/02

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No.1/47/EST/MISC/FD/2008/119
UT Administration of Daman & Diu
Office of the Finance Secretary
Secretariat, Daman-396 220.

Dated : 12/06/2008.

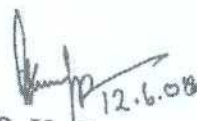
C I R C U L A R

Instances have come to the notice of the Hon. Administrator that some Heads of Offices/Deputy Secretaries of UT Administration, Daman & Diu, have exchanged correspondence with senior authorities in Govt. of India on important policy and other matters without the knowledge/approval of the competent authority. This can cause avoidable embarrassment to the Administration.

It is brought to the notice of all concerned that correspondence exchanged with Govt. of India, particularly at the level of Joint Secretaries and above, should invariably be done by concerned Secretaries only after seeking approval of the Administrator. The concerned Deputy Secretaries/Directors will exchange the correspondences only with the officers of Directors/Deputy Secretary and Under Secretary level of concerned Ministries after taking approval of the concerned Secretaries/Administrator.

In case of D.O. letters, special case should be taken in following the guidelines and also it should be checked that all entries and particularly name & designation of the officers to whom D.O. letter is addressed is written correctly.

All Heads of Offices/Deputy Secretaries/Directors of UT Administration of Daman & Diu should follow the above instructions scrupulously and in case of deviation in this regard, the concerned officer will be held responsible.


(P. K. Gupta)
Development Commissioner/
Finance Secretary

To
All Deputy Secretaries/Heads of Offices/Directors
Daman & Diu and Dadra & Nagar Haveli.

Copy to PS to the Administrator for kind perusal of the Administrator