

No.6/330/2011-Per/3478
Administration of U.T. of Daman & Diu,
Department of Personnel & Administrative Reforms,
Secretariat, Daman - 396 220.

Tel.No. 0260 - 2231707 Fax No. 0260 - 2230023

Dated : 03/01/2012.

C I R C U L A R

The Development Commissioner will hold review meeting in his chamber as informed by P.S. to Development Commissioner vide Circular No.DC/DMN/PS/678 dated 27/12/2011.

The Meeting on issue related to Department of Personnel & A.R. is fixed on following dates :-

Sr.No.	Date	Time	Department	Venue
1.	11/01/2012	11.30 a.m.	Department of Personnel & A.R., Secretariat, Daman.	Conference Hall Secretariat, Moti Daman.
2.	25/01/2012	11.00 a.m.	Department of Personnel & A.R., Secretariat, Daman.	
3.	13/02/2012	11.00 a.m.	Department of Personnel & A.R., Secretariat, Daman.	
4.	01/03/2012	11.00 a.m.	Department of Personnel & A.R., Secretariat, Daman.	
5.	22/3/2012	11.00 a.m.	Department of Personnel & A.R., Secretariat, Daman.	

In view of above, I am directed to forward herewith Annexure - I, with a requested to furnish the information in respect of your Department in it and submit the same to the Department of Personnel & A.R., Daman within three days. The Information shall incorporate the details of sub-office of Diu as well.

It is further informed that all Head of Offices shall attend the meeting on above said date, time and venue without fail.

(P.S. Jani)
Joint Secretary (Pers.)

To,
All Head of Offices,
Daman.

Copy to :-

1. The R.D.C., Silvassa for information and necessary action.
2. The Deputy Secretary (Pers.), Silvassa for information and necessary action.
3. The P.S. to Development Commissioner, Daman / DNH for information and necessary action.

Annexure - I

1)	Name of Office	:	
2)	Status of Amendment of R.R.'s (post wise). Please indicate R.R.'s Notified and R.R.'s yet to be Notified and its status.	:	
3)	Status of vacant / filling up of posts (post wise)	:	
4)	Status of Employees retiring in next five years	:	
5)	Status of payment of retirement benefit to retire employees / those who died during service.	:	
6.	Status of grievances made by employees before Employee Grievances Redressed Cell	:	

Signature of Head of Office

Daman :

Date :