

DOIT:- Porvorim  
Entry No: 1241521  
Date: 04/02/16



**Department of Personnel**  
**Government of Goa**  
Secretariat, Porvorim-Goa, 403 521

**File No.22/55/85-PER(Part) /344**

**Dated:02/02/2016**

**C I R C U L A R**

It has been observed that proposals regarding service matters for seeking advice/clarifications are merely forwarded to this Department without examining in detail as per the guidelines in force, although time to time necessary guidelines are being issued by the Personnel Department. As a result, this Department has to return the proposals to the Department concerned which consumes a considerable time, delay in disposing of the matters and also amounts to duplication of work.

It is, therefore, enjoined upon all Heads of Departments/Offices to get the proposals examined with reference to the guidelines/rules in force and then submit the proposals for advice/clarification to this Department. The Heads of Departments/Offices shall also ensure that the proposals are first referred to the Administrative Department and thereafter are routed through the concerned Secretary to Government before referring to the Personnel Department.

All Heads of Departments/Offices are therefore, requested to ensure that henceforth the proposals are referred to this Department by following proper procedure as mentioned above to ensure proper examination of cases, avoid duplication of work and curb delay in disposal of cases.

**The proposals received without file and without proper examination/relevant details will not be entertained and returned to the said Department forthwith.**

This Circular is issued with the approval of Chief Secretary.

**(Surendra F. Naik)**  
Under Secretary (Personnel-II)

To,

1. All Heads of Departments/Offices.
2. All Departments in the Secretariat.