

R24001  
24/4/13



Government of Goa  
**Administrative Reforms Department**  
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No.3/6/2010-ARD Dated:- 18/04/2013

**Sub:-Guidelines for receiving proposals for creation of new posts/revival of lapsed posts, etc.**

**OFFICE MEMORANDUM**

Attention of all the Heads of Departments/Organizations/Autonomous Bodies, etc., is invited to this Department's **Circular No.3/6/2010-ARD dated 26<sup>th</sup> March, 2010**, copy is enclosed for ready reference, wherein it was requested to make available hard as well as soft copies of the proposals referred to ARD to download the same for future reference/record.

2. While examining such proposals, it is noticed that inspite of the clear cut instructions contained in the above referred circular, the same are not followed scrupulously by the concerned authorities thereby, perforce, ARD had to return the said proposals to the concerned HODs calling additional information/data required to examine and submit the recommendations to the Government. This causes delay and also wastage of time and labour.

3. Therefore, this department has **devised fresh proformae** for receiving proposals for creation of new posts and revival of lapsed posts which remain vacant for more than two years and above which could be easier to access by all concerned.

4. It is, therefore, enjoined upon all the Heads of Departments /Organizations/Autonomous Bodies, etc. to ensure that henceforth proposals for creation/revival/conversion of posts, etc., and other matters referred to this Department should be made available in the **Format -1 and Format-2** enclosed to this O.M. **in hard copies as well as soft copies** respectively, so as to enable this Department to download the same for future reference/record.

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24/4/13

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