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09/2/18

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

File No: 10/1/77-PER (Part)

Dated: - 07/02/2018

REMINDER
ON PRIORITY
TIME BOUND


READ:- CIRCULAR NO. 1)10/1/77-PER (PART)/3816 DATED 18/12/2017.
2) 10/1/77-PER (PART)/3928 DATED 28/12/2017.
3) 10/1/77-PER (PART) DATED 01/01/2018

C I R C U L A R

In reference to Circulars in the preamble, it is observed that, some Government Departments/Offices have not yet submitted the information of Contractual/NMR/Daily Wages/Part Time employees.

The Heads of Departments are requested to look into the matter personally and ensure that, the information of such employees duly compiled shall be submitted in the prescribed proforma in MS EXCEL FORMAT ONLY with accessible soft copy to this Department on or before 16/02/2018 through Special Messenger.

The above instructions shall not be applicable to those Departments/Offices who have already submitted the information.


(Shashank V. Thakur)
Under Secretary (Per-II)

To,

1. All Heads of Departments.
2. All Departments inside Secretariat.
3. Guard file.

DD (Admin)

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