



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT
SECRETARIAT, PORVORIM, GOA- 403 521

All Sec/TA-

8/11/2019

MTCNUT
MTCNUT

IT Hub, Amalio
Panaji-Goa
Inward No. 1258265
Date 07/03/19

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No.35/1/2019-GAD-III / 786

Dated: - 05/03/2019
(14 Phalguna Saka, 1940)

CIRCULAR

It has been noticed that even though official email ids have been provided to the Officers of the rank of Secretaries/ HODs/Addl. Secretaries/ Joint Secretaries/Under Secretaries to the Government, the same is rarely used by the Officers, thereby matters received via emails are unintentionally overlooked causing delays in processing the same.

It is therefore imperative that when the Government is set to take steps for paperless system, the need of the hour should be that the Officers should support the said system. Thus, in order to ensure timely submission and early response of any matter sent via emails by the Office of the Chief Secretary and for giving response on the issues flagged for Government of Goa by the Government of India and for that matter for speedy disposal of any correspondence communicated via e-mode, it is desired that all the Secretaries/HODs/Addl. Secretaries/ Joint Secretaries/Under Secretaries to Government should invariably check their emails regularly without fail and take action on them appropriately.

The above instructions should be scrupulously adhered to by all the Officers as mentioned above.

(Manuel Barreto)
Under Secretary (GA-I)

Copy to:-

1. The Office of the Chief Secretary, Secretariat Porvorim-Goa.
2. All the Secretaries to Government, Secretariat Porvorim-Goa.
3. All Secretariat Departments/ Addl. Secretaries/Joint Secretaries/Under Secretaries to Government
4. All Heads of Departments
5. Guard file
6. O/c.