



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT
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No.19/3/2022-GAD-III / 344

Dated :03.03.2022

CIRCULAR

In supersession to the Circular No.13/9/99-GA&C-Part-I dated 29.12.2015 following guidelines are issued to streamline the functioning of the Central Registry of Secretariat:-

Each department housed in Secretariat shall authorise one Junior Assistant/ Multi Tasking Staff and ensure to collect its correspondence from the Central Registry twice in a day, latest by 12.30 p.m. in first half and 4.30 p.m. in 2nd half, thereby ascertaining that the correspondence for the particular day is collected on the same day. The Section Officer of the department shall keep track of the same.

The Central Registry entry counter shall be operational from 9.30 a.m. to 5.00 p.m. with lunch break from 1.15 p.m. to 2.00 p.m. Any correspondence received beyond 5.00 p.m. and if considered as urgent in nature shall be directly entered in the respective department which shall accept the same.

In event if the correspondence of any department remains uncollected in the Central Registry for a particular day, the Section Officer of Central Registry shall intimate the same to the Section Officer of the respective department on the same day and the respective Section Officer shall ensure collection of the correspondence by 5.00 p.m. on the very same day.


The Central Registry shall ensure dispatch of outside Secretariat correspondence to reach the respective department/ destination on the same day itself and non adherence to the same shall be viewed seriously fixing responsibility on the defaulting official.

The correspondence addressed to the Chief Secretary/ Secretaries/

Shubakar

Special/ Additional/ Joint Secretaries shall be delivered by the Central Registry to their respective offices twice a day latest by 12.00 noon in the first half and 4.30 p.m. in the second half.

It is enjoined upon all the Departments/ Offices of Secretariat to adhere to the above guidelines and any lapse/ deviation shall be viewed seriously.


(Shripad Arlekar)
Under Secretary(GA-I)

Copy to:-

1. All the Departments of Secretariat.
2. O/o Secretaries/Addl. Secretaries/Jt. Secretaries/Under Secretaries to the Government of Goa.
3. Guard file.
4. Office copy.