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CIRCULAR

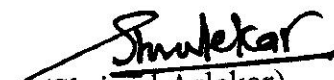
All the departments/ offices in Secretariat are directed to submit details/ status of their employees on the Covid-19 vaccination alongwith reasons thereof, if the staff has not yet taken the vaccine.

All the Section Officers and P.A to Chief Secretary/ Secretaries/ Addl./ Joint Secretaries/ Under Secretaries in the Secretariat, may, therefore, submit the details/status report in respect of staff under their control, to this department in the format given below:-

Name of the Department:-.....

Sr. No.	Name of the official	Designation	Whether 1 st dose taken	Whether 2 nd dose taken	Reasons, if not yet vaccinated

The above information should reach this department on or before 13/08/2021.


(Shripad Arlekar)
Under Secretary(GA-I)

Copy to:-

1. All Section Officers/ P.A to Chief Secretary/ Secretaries/ Addl./Joint Secretaries/Under Secretaries in the Secretariat, Porvorim.
2. Guard file.
3. O/C.