



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

No. 45/3/2017-GAD-III/Cir(Part) /1045 Dated:- 02/07/2021 (11, Ashadha 1943)


CIRCULAR

Attention of the offices of Hon'ble Chief Minister/Dy. Chief Minister/ Ministers /Leader of Opposition/Ld. A.G , is invited that some personal staff are due for annual increment on 01/07/2021.

In order to enable this department to release the said increment the concerned offices may submit the certificate of attendance certifying presence of such staff for office duty on 01/07/2021, duly signed by the Under Secretary/Jt. Secretary/OSD (as applicable). The said certificate may be submitted on or before 07/07/2021.

In case of any of the said staff being on leave/holiday on 01/07/2021, details thereof may be furnished.

NOTE: The certificate called is only in respect of personal staff drawing salary in the level 8 and below and due for increment on 01/07/2021.


(Shripad Arlekar)
Under Secretary (GA-I)

To,

1. O/o the Hon'ble Chief Minister /All Ministers concerned, Secretariat, Porvorim-Goa.
2. Office of the Hon'ble Leader of Opposition Assembly complex, Porvorim-Goa
3. Office of the Hon'ble Ld. A.G, Panaji, Goa.

Copy to:

1. Guard file.
2. O/C.

