



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

No. 45/3/2017-GAD-III/Cir (Part)

139

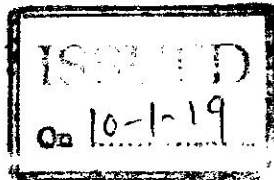
Dated:- 09/01/2019 (19 Pausa 1940)

Read: Circular No. 45/3/2017-GAD-III/1542 dated 8/10/2018

**C I R C U L A R**

Vide circular read in preamble, the offices of the Chief Minister/Ministers /Leader of opposition were required to furnish the monthly attendance report of the co-terminus staff appointed in the concerned offices and drawing pay in level 10 of pay Matrix and below, to this department before 5<sup>th</sup> day of subsequent month under the signature of Under Secretary/OSD attached to the offices of the respective Ministers/Leader of opposition, Ld. Advocate General, in the format appended therewith.

However, it is noticed that the said report is not being furnished regularly. It is, therefore reiterated to ensure that the monthly attendance report of co-terminus staff drawing pay in Level 10 of pay matrix and below, be furnished to this department as specified above.



(Varsha S. Naik)

Under Secretary (GA-I)

Copy to,

1. Office of the All Ministers Secretariat, Porvorim-Goa.
2. Office of the Under Secretary to Hon'ble Chief Minister, Secretariat, Porvorim-Goa.
3. Office of the Leader of Opposition Assembly complex, Porvorim-Goa
4. Ld. Advocate General, Altinho. Panaji-Goa.