



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

No. 45/3/2017-GAD-III/Cir (Part) | 1458

Dated:- 03/02/2021

Read:1) Circular No. 45/3/2017-GAD-III/1542 dated 8/10/2018..  
2) Circular No. 45/3/2017-GAD-III/139 dated 09/1/2019

C I R C U L A R

Vide circulars read in preamble, the offices of the Chief Minister/Dy. Chief Ministers /Leader of opposition/Ld. AG, 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 the 5<sup>th</sup> day of the subsequent month under the signature of Under Secretary/OSD attached to the offices of the Chief Minister/Dy. Chief Minister/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, requested that the concerned offices should ensure that the monthly attendance report of above mentioned co-terminus staff are furnished to this department within the time prescribed, on monthly basis.

  
(Shripad Arlekar)  
Under Secretary (GA-I)

Encl. as above

Copy to,

1. Office of the All Ministers concerned, 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. Guard file.
5. O/C.

On letter head

A3/c

80/c

**CERTIFICATE**

This is to certify that below mentioned staff attached to this office were present  
duty for the month of -----, except for staff at Sr. No. ----- who was/were absent for  
period mentioned against their names:-

Sr. No.	Name & designation of the staff	Days & period of absentism	Whether absence regularized, give ref. No.
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Under Secretary/OSD

To,  
The Under Secretary, GA-I, GAD, Secretariat, Porvorim-Goa.