



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

No. 45/3/2017-GAD-III


Dated:- 08/10/2018 (16 Asvina 1940)

CIRCULAR

It is enjoined upon the offices of Chief Minister /Ministers /Leader of opposition wherein co-terminus staff have been appointed against the post created by General Administration Department, to ensure regular attendance of the co-terminus staff.

In order to have, proper control and to have well maintained earned Leave records, it has been decided that the monthly attendance report of co-terminus staff drawing pay in Level 10 of pay matrix and below (Viz Private Secretary, Additional Private Secretary, Personnel Assistant, Junior Assistant, Computer Operator-cum-Telephone Operator, Driver, Peon) and their leave records, henceforth, should be submitted to General Administration Department, before 5th day of the subsequent month under the signature of Under Secretary/OSD attached to the offices of the respective Minister, in format appended herewith.

This issues with the approval of the Government.


(Vargha 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. Guard file.
4. O/C.