



GOVERNMENT OF GOA
GENERAL ADMINISTRATION DEPARTMENT
SECRETARIAT, PORVORIM, GOA- 403 521, TEL- 2419784, FAX- 2419753

No.13/7/2013-GAD-III

Dated: - 15/03/2013

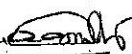
ORDER

In exercise of powers vested in me as Head of Office and in relaxation of the provisions of S.R.199, the powers to attest the following entries made in the service books of all the non-gazetted Officials in the Secretariat are hereby delegated to the Section Officer, General Administration Department, Section-III, Secretariat, Porvorim, with immediate effect:-

- 1) Occurrence of events involving a charge in the post, office, station, scale of pay, promotion, reversion, deputation, transfer, increment, leave, suspension and other forms of interruption in service.
- 2) Event like stoppage of increment, enforcement of efficiency bar.
- 3) Facts about availing LTC either by the Government servant or member of his family.
- 4) Annual Verification of Service records.

Consequently, the service books of all the non-gazetted Officials in the Secretariat shall remain in the custody of the Section Officer, GAD-III.

This issues with the approval of Chief Secretary.


15/3/2013
(Harish N. Adconkar)
Under Secretary (GA-I)

To :-

1. The Director of Accounts, Panaji Goa.
2. The Sr. Dy. Accountant General (Audit), Goa, Audit Bhavan, Porvorim.
3. Office of the Chief Secretary, Secretariat Porvorim.
4. Office of the Joint Secretary (GA), Secretariat Porvorim.
5. Section Officer, GAD-III, Secretariat, Porvorim.
6. GAD Sections I, II, III and IV, Secretariat Porvorim.
- ✓ 7. Guard file.
8. Office copy.