



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

TEL- 2419784

FAX- 2419753

No.19/15/2009-GAD-III

357

Dated : 09/07/2020

ORDER

It is a practice that the regular Dak received by the Central Registry in Secretariat, is placed before the Under Secretary (G.A) at around 5.00 p.m. But, sometimes when the Under Secretary (G.A) is on Casual leave, Restricted Holiday/ Special Leave/ training or out of office due to any official work and when no Order for Relieving Officer is posted, the Dak remains unattended.

In view of the above, it is informed to all the Section Officers that whenever the Under Secretary (G.A) is on leave/ training etc. the regular dak of General Administration Department to be disbursed off to the dealing hands under the signature of the concerned Section Officers, to avoid delay.


(Shripad Arlekar)
Under Secretary(GA-I)

To me
19/13/20
Copy to:-

1. P.A to Joint Secretary (GA), Secretariat, Porvorim.
2. The Section Officers of GAD Section I, II, III & IV, Secretariat, Porvorim. Section III
3. Guard file.
4. O/c.