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Government of Goa
REGISTRATION DEPARTMENT
Office of the State Registrar-cum-Head of Notary Services
7th Floor, Shramashakti Bhawan, Patto, Panaji – Goa 403001
Phone No:9405864408 Email: srhns-rd.goa@nic.in

No. Reg/ Admn/Circular Standing instru file/2025/3245 Dated:- 08/09/2025
25

OFFICE MEMORANDUM

Find attached herewith a copy of Office Memorandum No. 3/4/2024-ARD/334 dated 08/08/2024 and Addendum No. 3/4/2024/ARD/390 dated 17/06/2025 received from Under Secretary (AR), Administrative Reforms Department, Secretariat, Porvorim, Bardez Goa, which is self-explanatory.

In this regards, all the Head of Offices are hereby directed to submit half yearly report on 30th June and 31st December regularly to this office without fail.

Further, District Registrar, North and South and all Civil Registrar cum Sub Registrars are required to appoint office Nodal Officer for the same purpose in their office and submit compliance report to this office within 09 days.

(Amir Y. Parab)
State Registrar
-cum-
Head of Notary Services

Encl: as above

To,
1. The District Registrar, North and South.
2. The Civil Registrar cum Sub Registrar, Bardez, Tiswadi, Pernem, Bicholim, Sattari, Salcete, Ponda, Dharbandora, Quepem, Sanguem, Canacona, Mormugao.
3. Administration Section, O/o State Registrar cum Head of Notary Services, Panaji.

Copy to:
1. Office copy.
2. Guard file.

P.G

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Dated: 12/8/24

Government of Goa
Administrative Reforms Department
Secretariat Porvorim-Goa

Phone No. (0832) 2419795/2419694 email: usard-sect.goa@nic.in.

No. 3/4/2024-ARD/334 Dated: 08/08/2024

OFFICE MEMORANDUM

Record management has great importance in the present day of Office Management. In order to streamline the records, Government hereby adopts, Record Retention Schedule in respect of records common to all Ministries/ Departments 2012 of the Department of Administrative Reforms & Public Grievances, Government of India, New Delhi.

Record Retention Schedule is published in the Official Website of Government of India viz. darpg.gov.in/relatedlinks/rules-manuals-achieve.

This issues with the approval of the Government.

RPM 12/8/24

(Manthan Manoj Naik)
Under Secretary (AR)

To,

1. All Secretaries to the Government.
2. All Departments in the Secretariat.
3. All Heads of Departments/Offices
4. All Corporations/Autonomous Bodies.