

No.6/12/2013-PER/Vacancy/322
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220

Dated : 12 / 05 / 2014

MEETING NOTICE

Ref : Circular No.6/12/2013-PER/Vacancy/3244 dated 20-01-2014

Sub : Use of Electronic Communication – Reg.

Attention of all Heads of Office is invited to the circular mentioned in preamble above.

2. In the circular, it was ordered that all Circulars / Orders / Office Memorandum (OM's), etc. issued by Department of Personnel & Administrative Reforms, Finance, Planning & Statistics, Law, etc. from Secretariat shall henceforth be only through emails and no hard copies will be sent.
3. In order to enable the officers to regularly check their e-mails, the e-mail id of their concerned department will be setup on their mobile phone / tablet for faster communication. All the Heads of Office are therefore requested to remain present at 10.30 am on 19-05-2014 in the Conference Hall, Secretariat, Moti Daman along with the e-mail id and password allotted to them for setting up of their e-mails on their mobile phone / tablet.

This is issued with the approval of the Development Commissioner vide diary No.1364 dated 12-05-2014.


Deputy Secretary (Pers.)

To,
All Heads of Office,
Daman

Copy to :

1. The PS to Development Commissioner, Secretariat, Daman.
2. The SIO, NIC, Daman with a request to remain present on the said date & time.