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संघ प्रदेश दमण एवं दीव और
दादरा एवं नगर हवेली
सचिवालय, मोटी दमण-396 220.
Union Territory of Daman & Diu
and Dadra & Nagar Haveli
Secretariat, Moti Daman-396 220.

PREFACE

The Department of Personnel & Administrative Reforms is the nodal Department of UT Administration of Daman & Diu in personnel policy and rules. It is also concerned with the process of responsive people-oriented modern administration.

The Compendium, focuses on issues that the decision makers in personnel administration in the Union Territory need to be aware of and where orders / instructions / office memorandums / guidelines may not have been codified in the form of Rules. All efforts have been made to make the Compendium user-friendly.

Personnel Department felt honoured to undertake the task of creating the Compendium.

I am also very much thankful to Shri Ashish Kundra, Honble Administrator / Secretary (Personnel) and Shri P. Lachhuanga, Special Secretary (Personnel) and the staff of Personnel Department, Daman who have extended the warm and whole-hearted co-operation for carrying out the work.

I am deeply indebted to Shri Sandeep Kumar, Development Commissioner of both the Union Territories of Daman & Diu and Dadra & Nagar Haveli for personal attention paid to publish the Compendium.

It is hoped that the Compendium would meet the expectations of the end users. Suggestions for improvement are welcome and may be sent to Additional Secretary (Personnel) [e-mail : pers-dd@nic.in]


(P.S. JANI)