

संदीप कुमार भा.प्र.से.  
विकास आयुक्त

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Development Commissioner



संघ प्रदेश दमण एवं दीव और  
दादरा एवं नगर हवेली  
सचिवालय, दमण - ३९६२२०.

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## MESSAGE

The Department of Personnel and Administrative Reforms in the U.T. Administration of Daman and Diu is responsible interalia for providing advise to the various departments in the Administration on establishment matters such as recruitment, probation clearance, promotion etc as also on vigilance and other personnel matters relating to the officers and officials of the Administration. For ensuring the effective system of providing such advise, it is essential that the department comes up with standard Guidelines, Proforma, Circulars etc for use by the Department.

2. For the past one year or so, the department has been issuing a number of Circulars, Office Memorandum, Office Orders and Notifications (COMON) for guidance of all the departments. It has become necessary to consolidate all these instructions and guidelines for ready and handy use of the departments. The present compilation COMON is an initiative in that direction.

3. I compliment the Department of Personnel and Administrative Reforms for having taken the efforts and the initiative for standardisation of procedures and issuance of the guidelines and do earnestly hope that this compilation would prove useful in dealing with establishment matters in the Administration.

  
(Sandeep Kumar)