

No.6/32/98-PER/Part/1935
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat,
Daman – 396 220.

Dated:- 17 /09/2013.

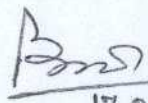
C I R C U L A R

It has been noticed that at the time of the superannuation of the Employees/Officers of this administration, the due payment to them including Leave Encashment, Insurance, Final Payment of GPF and Pension cases are not settled on the day of their retirement. This causes not only financial hardships to the Government Employees, but also demoralizes them. Hence, it has been decided that the cheques of all due payments will be disbursed by the Hon'ble Administrator or senior most officer in station to the retiring employee from October, 2013 onwards, on the last working day of the respective month.

It is reiterated that all Head of Offices/DDOs of U.T. of Daman & Diu should ensure that all legitimate dues at the time of superannuation should be disbursed to the Government employee as detailed above.

Hence, all the Head of Offices are directed to keep the retirement dues cheques ready on 31/10/2013 in respect of the employees retiring on 31/10/2013, and similarly for the subsequently months.

Non compliance of these instructions will be viewed seriously.


17.09.2013
(B. S. Thakur)
Deputy Secretary (Per)

To,

All Head of Offices in Daman & Diu.

Copy to :

1. The Staff Officer to Administrator, Secretariat, Daman for information, please.
2. All Heads of Department/Secretaries, Daman.
3. The Director of Accounts, Daman.
4. The Deputy Collector, Diu for circulation to all offices located in Diu District.
- ✓ 5. The DIO, NIC, Daman for uploading on the Administration website.
6. The Guard file.