

No.1/24/-PER/Part/2715  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat,  
Daman - 396 220

Dated: 04 / 11 / 2011.

**C I R C U L A R**

Sub :- Attendance of Head of Offices/Gazetted Officers at State/Official Functions etc.

Read :- Circular No.6/32/98-PER/1071 dated 01/10/2010.

It has been observed that officers are not attending State/Official functions, inspite of the fact that in some of the functions Hon'ble Administrator is the Chief Guest. It is imperative that all Heads of Offices as well as Gazetted Officers of the UT Administration of Daman & Diu as well as Dadra & Nagar Haveli who are officially invited, do attend all National/State/Other functions organized by the protocol/Any department. It is therefore directed that All Heads of Offices/Gazetted Officers who are duly invited, shall attend the function in which Hon'ble Administrator is the Chief Guest.

It is also informed that Heads of Offices/Heads of Departments must prepare a minute to minute programme and seating arrangement on dias and get the same approved in writing in advance from Hon'ble Administrator in which he is the Chief Guest.

Any deviation from the above shall be viewed seriously.

This issues with the approval of Hon'ble Administrator.

( P. S. Jani )  
Joint Secretary (Per)

To,  
All Head of Offices,  
Daman & Diu and Dadra & Nagar Haveli.

Copy to :-

1. The Staff Officer to Administrator, Secretariat, Daman/DNH for information.
2. The PS to Development Commissioner, Secretariat, Daman/DNH for information.
3. The Deputy Secretary (Per), DNH with a request to circulate the same to All Head of Offices in Dadra & Nagar Haveli.
4. The Deputy Collector, Diu with a request to circulate the same to All Head of Offices in Diu District.
5. Office copy/Guard File.

✓ DIO, NIC