

MOST URGENT

No.6/314/2011-PER/821
Administration of Daman & Diu,
Department of Personnel &
Administrative Reforms,
Secretariat, Daman – 396 220

Dated : 15 / 06 / 2011

C I R C U L A R

**SUB: INFORMATION OF TOTAL NO. OF VACANT POSTS/STEP TAKEN TO
FILL UP SUCH POSTS**

I am directed to request you to furnish the information of total number of vacant posts in Group 'A', 'B', 'C' & Multi Tasking Staff category which are vacant as on 15-06-2011 in your Departments / Offices to this department in the proforma given below by 20-06-2011 without fail.

Sr. No.	Name of the Dept./ Office	Name of the Post	Group 'A' / 'B' / 'C' / Multi Tasking Staff	Mode of Recruitment	Year from which the post is vacant	Total No. of Vacancy	Reason For Vacancy (Superannuation / Voluntary Retirement / Resignation / Promotion / Death/ New Creation etc.)	Steps taken for filling up the vacant post. (Including proposal sent to UPSC & reminder)
1	2	3	4	5	6	7	8	9
1								
2								

The information in soft copy as well as hard copy be submitted to this office by 20-06-2011 without fail.


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

To,
All Head of Offices,
Daman / Diu.

Copy to :

1. The Deputy Collector, Diu with a request to circulate the same to all the Head of Offices in Diu District and send the consolidated reply to this office by e-mail as well.
2. The Deputy Secretary (Pers.), Secretariat, DNH to request to take similar necessary action at your end for Dadra & Nagar Haveli.