

MOST URGENT

No.6/315/2011-PER/822
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 STATUS OF PROPOSAL FOR CREATION OF POSTS

I am directed to request to furnish the information of status of proposal for creation of post in Group 'A', 'B', 'C' & Multi Tasking Staff category in your Departments / Offices to this department in the proforma given below by 20-06-2011 without fail.

Sr. No.	Name of Dept./ Office	Name of the Post for which proposal for creation of post is submitted	Group 'A' / 'B' / 'C' / Multi Tasking Staff	Name of Ministry/Dept. where the proposal is submitted for creation with date.	Whether assessed by SIU	Present status of proposal	Steps taken for creation of new post
1	2	3	4	5	6	7	8
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.