

No.6/12/2013-PER/Vacancy/ 562  
Administration of Daman & Diu,  
Department of Personnel &  
Administrative Reforms,  
Secretariat, Daman – 396 220

Dated : 06/ 06 / 2014

**CIRCULAR**

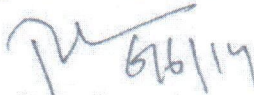
**Ref :** Circular No.6/12/2013-PER/Vacancy/3244 dated 20-01-2014

**Sub :** Use of Electronic Communication – Reg.

Attention of all Heads of Office is invited to the circular mentioned in preamble above.

2. It may be ensured that when any officer is transferred from one post to another, it will be the sole responsibility of the relieving / relieved officer to ensure transfer of the e-mail id and password to the relieving / relieved officer.
3. The relieving officer shall also send an e-mail to SIO, NIC, Daman with a copy marked to Personnel Department, Daman to update his / her mobile number immediately.
4. It will be the responsibility of the relieving officer to get the e-mail id and password before CTC is signed by him / her.

This is issued with the approval of Development Commissioner vide diary No.2029 dated 04-06-2014.

  
(R. K. Saxena)  
Deputy Secretary (Pers.)

To,  
All Heads of Office,  
Daman / Diu

Copy to :

1. All Secretaries / Special Secretaries in the UT Administration of Daman & Diu.
2. The SIO, NIC, Daman with a request to upload on Administration website.