


No.COL/DMN/MISC/2012-13/ 3213
Administration of Daman & Diu
Office of the Collector
Collectorate, Daman.

Dated: 13/11/2013

CIRCULAR

It has been brought to my notice that many urgent letters/CM references are pending with the concerned departments which is a very serious issue as at the time of coordination meeting, we have to face embarrassing situations in front of Hon. Administrator. In this regard, it is hereby directed to put up all urgent letters/CM references within 24 hours after receipt of the same. It is the responsibility of the Head of Office to dispose off such important letters in a time bound manner and If it is found that there is any negligence on part of any of your staff, necessary action will be taken against you as per rules.


(Ramesh Verma)
Collector, Daman.

To:

1. The Civil Supplies Officer, Collectorate, Daman.
2. The Asstt. Commissioner (Excise), Daman.
3. The Project Director (DRDA), Daman.
4. The Joint Director (Tourism), Daman.
5. The Chief Executive Officer, District Panchayat, Daman.
6. The Chief Officer, DMC, Daman.
7. The Chief Inspector Factories & Boilers, Daman.
8. The Field Publicity Officer, Daman.
9. The Asstt. Registrar, Cooperative Societies, Daman.
10. The OSD (Disaster Management), Daman.
11. The Mamlatdar, Daman.
12. The Enquiry Officer, City Survey, Daman.
13. The Port Officer, Daman.
14. The Labor Inspector, Labor & Employment, Daman.
15. The Supdt. (Est), Collectorate, Daman.
16. The Supdt. (Land), Collectorate, Daman.
17. The Supdt. (Civil Supply), Collectorate, Daman.
18. The SIO, NIC for updating on the website