

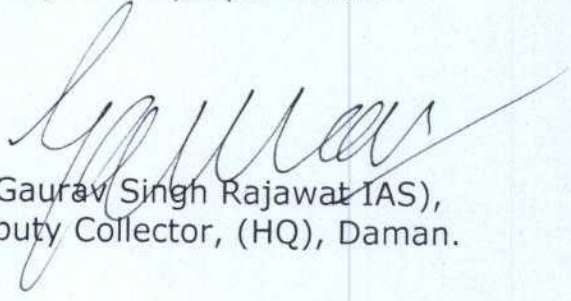
No. COL/DMN/EST/AWARD/2013-14/ 3938  
U.T. Administration of Daman & Diu,  
Office of the Collector,  
Collectorate, Dholar,  
Daman.

Dated :- 26/12/2013

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

It is decided that all Head of offices are required to send their nominations for the best employees among Group " C " and " D " services through concerned Head of Department. The best employees will be awarded on 26-01-2014. So all Head of offices are requested to send the nominations by 10-01-2014 taking into accounts of the following criteria's.

1. Attendance.
2. Punctuality.
3. Honesty and integrity.
4. Dealing with the Seniors and Juniors.
5. Public Dealings/Behaviors with Public.
6. Innovations in office management/work.
7. Disposal of RTI Application( If he dealing with the Subject)
8. In case of Gr. D. whether they are in proper office.

  
( Gaurav Singh Rajawat IAS),  
Deputy Collector, (HQ), Daman.

To,

1. All Head of offices, Daman.
2. All Head of offices, Diu through the Collector, Diu.