

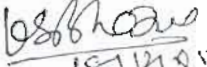
No COL/DMN/EST/AWARD/2009/PART-I/2015-16/ 4317  
U. T. Administration of Daman & Diu,  
Office of the Collector,  
Collectorate, Moti Daman,  
Daman.

Dated:- 18/12/2015.

C I R C U L A R

It is decided that all Head of offices are required to send their nomination for the best employees among Group "C" including MTS services through concerned Head of Department. The best employees will be awarded on 26/01/2015. So, all Head of offices are requested to send only one nomination by 10/01/2016 taking into accounts of the following criteria's.

1. Attendance.
2. Punctuality.
3. Honesty and Integrity.
4. Dealing with Seniors and Juniors.
5. Public Dealings/Behaviors with public.
6. Innovations in office management/work.
7. Disposal of RTI Application (if he/she dealing with the subject).
8. In case of MTS whether they are in proper office.

  
18/12/15

( K. S. Bhoria )  
Dy. Collector (Gen),  
Daman.

To,

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