

No.1/34/COL/Cyclone/FCR-LIST/2015/ 5797  
U.T. Administration of Daman & Diu,  
Office of the Collector,  
Collectorate, Daman.

Dated:- /8 /03/2015.

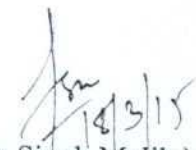
### C I R C U L A R

In connection with Staff to be deployed for the flood control room duty at Collectorate, Daman for the ensuing Monsoon – 2015, all the Head of Officers of Daman District are hereby directed to furnish the list of all the Officials working under their control as well as list of Vehicle(s) in the enclosed Performa to this office on or before 30/04/2015 positively.

It may be noted that in case no reply is received from the Head of Office by 30/04/2015 than order deploying Staff for the flood control room duty will be issued as per the old list available with this office and in case of transfer/retirement etc. of any of the staff from their office , it will be their responsibility to deploy the staff available with them on that particular date and time.

Also all the Head of Office are requested to keep their Vehicle(s) in working condition before 01/06/2015.

Encl:- As above.

  
( Vikram Singh Malik )  
Dy. Collector (HQ),  
D A M A N.

To,  
All Head of Offices,  
Daman.

Copy for information to:-

1. The PPS to Administrator, Daman and Diu & DNH, Secretariat, Daman.
2. P.A. to Development Commissioner Daman & Diu, Secretariat, Daman.
3. P.A. to Finance Secretary, Daman & Diu, Secretariat, Daman
4. Guard file.

**PROFORMA - A**

**( List of Officers/Officials )**

Sr. No.	Name of Officer/Officials (Shri/Smt./Kum.)	Designation	Length of Total Service	Residential Address	Phone/Mobile No.

Signature of H.O.

**PROFORMA – B**

**( List of Vehicles )**

Sr. No.	Description of the Vehicles and Registration No.	Name of the Driver with contact No. & Residential Addressed.
		Signature of H.O.

**NOTE:- If your vehicles is not in working condition, the same should be repaired with 15 days without fail.**