

**UT Administration of  
Dadra & Nagar Haveli  
( Department of Personnel & Administrative Reforms)**  
\*\*\*

**Secretariat,  
Silvassa.**


**No. 1-12(B-161)/2017-ADM/ 746**

**Date: 06<sup>th</sup> 11 /2017**

**OFFICE MEMORANDUM**

**Sub: Preparation of 'ESTABLISHMENT REGISTER' for all the offices in the UT of Dadra & Nagar Haveli – reg.**

All Heads of Office, DNH are requested submit the information in the prescribed formats annexed as Annexure – A latest by 15<sup>th</sup> November, 2017 to this office both in hard copy and soft copy ( at email: [dspers-dnh@nic.in](mailto:dspers-dnh@nic.in) ).

  
( S. Krishna Chaitanya )  
Deputy Secretary (Personnel )  
Tel: 2642113

**Enc: Annexure A.**

To

All Heads of Office, Dadra & Nagar Haveli, Silvassa.

Copy to :

1. The Assistant Director (IT), DNH for uploading in DNH website and webpage of Personnel Department, DNH.
2. Concerned file

**Annexure - A**

**A. Information regarding creation of Department:**

<b>Name of the Department</b>	<b>Notification No. and date ( Please attach copy of the Notification)</b>	<b>Remarks, if any.</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>

**B. Details of sanctioned post(s):**

<b>Sr. No.</b>	<b>Name of the post</b>	<b>No. of sanctioned post(s)</b>	<b>Ministry's / Department's Order No. &amp; date</b>	<b>Remarks, if any.</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>	<b>(5)</b>

**( Signature of Head of Office)**

**Note: Please attach copy of the Ministry's / Department's Order quoted under column No. 4 in para B.**