


No.1-12(B-153)/2017-ADM/ 698
Administration of
Dadra & Nagar Haveli,
Department of Personnel &
Administrative Reforms,
Secretariat, Silvassa – 396 230
e-mail : dspers-dnh@nic.in

Dated the 09th October, 2017.

OFFICE MEMORANDUM

Sub: Details of Group 'C' employees for CCC examination and training– reg.

All Heads of Office, DNH are requested submit the information in the prescribed formats annexed as Annexure – A & B latest by 13th October, 2017 to this office both in hard copy and soft copy (at email: dspers-dnh@nic.in).


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

Enc: Annexure A and B.

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]

Details of Group 'C' employees who are willing to directly appear for the CCC examination without undergoing any training.

Name of the department: _____

Sr. No.	Name of employee	Designation	Group C / MTS	Remarks, if any
(1)	(2)	(3)	(4)	(5)

(Signature of Head of Office)

Details of Group 'C' employees who are willing to undergo CCC training.

Name of the department: _____

Sr. No.	Name of officer / employee	Designation	Group C / MTS	Remarks, if any
(1)	(2)	(3)	(4)	(5)

(Signature of Head of Office)