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मुरगांव पत्तन न्यास

प्रशासनिक कार्यालय, हेडलैण्ड, सडा, गोवा-४०३ ८०४

**MORMUGAO PORT TRUST**

ADMINISTRATIVE OFFICE: HEADLAND, SADA, GOA-403 804  
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Ref.No.: GAD/Trg./(G-46)/2021/457

०7/06/2021.

**TO WHOMSOEVER IT MAY CONCERN**

This is to certify that Ms. Mariam Popal, IV<sup>th</sup> Semester MBA student of Goa University Taleigao,, has undergone internship training in the General Administration Department of Mormugao Port Trust from 8<sup>th</sup> February, 2021 to 5<sup>th</sup> June, 2021.

During her internship period, she was exposed to Port Human Resources functioning and particularly she has assisted the Port Officers to complete Annual Performance Appraisal Reports (APARs) in Smart Performance Appraisal Report recording Online Window (e-SPARROW) Portal and helped in updation of GAD Manual containing duties and responsibilities of officials of GAD.

We found her extremely inquisitive and hardworking. She was very much interested to learn the functions of our Port Administration and also willing to put her best efforts and get into the depth of the subject to understand it better. She has completed her internship period in a disciplined manner and her performance has been found to be good.



( S.P. Mohan Kumar )

Secretary (In-Charge)

General Admn. Department

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कृपया आपके सभी पत्राचार में हमारी फईल संदर्भ लिखें | Please quote our file reference in all your correspondence

Code: 0832	Chairman	Dy. Chairman	CVO	Secretary	CME	CE	FA & CAO	TM	DC	CMO	CISF
BSNL	2521100	2521110	2521820	2521120	2521170	2521160	2521130	2521140	2521150	2521377	2521210
EPABX	2594000	2594003	2594161	2594101	2594201	2594601	2594401	2594701	2594801	2594901	2594471
FAX	2521105	2521115	2521127	2521125	2521175	2521165	2521135	2521145	2521155	2521777	2521210