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मुरुगांव पोर्ट ट्रस्ट न्यास

प्रशासनिक कार्यालय, हेडलैंड, सदा, गोवा-४०३ ८०४

MORMUGAO PORT TRUST

ADMINISTRATIVE OFFICE: HEADLAND, SADA, GOA-403 804
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Ref.No.: GAD/Trg./(G-46)/2021/५५५

०७/०६/२०२१.

TO WHOMSOEVER IT MAY CONCERN

This is to certify that Mr. Mohammad Fahim Karimi, IVth Semester MBA student of Goa University Taleigao,, has undergone internship training in the General Administration Department of Mormugao Port Trust from 8th February, 2021 to 5th June, 2021.

During his internship period, he was exposed to Port Administration such as Port Human Resources functioning and particularly he 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 him extremely inquisitive and hardworking. He was very much interested to learn the functions of our Port Administration and also willing to put his best efforts and get into the depth of the subject to understand it better. He has completed his internship period in a disciplined manner and his performance has been found to be good.



S.P.M.

(S.P. Mohan Kumar)
Secretary (In-Charge)

General Admn. Department

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कृपया आपके सभी पत्राचार में हमारी फ़ाइल 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