

No.48-41/2025-PW
अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय / SECRETARIAT

Sri Vijaya Puram, dated the 08th Sept., 2025.

CIRCULAR

The transfer & posting orders in respect of members of Amalgamated Clerical Cadre and Stenographic Cadre have been issued by the Administration in the recent times with the direction to the concerned Heads of Department/Office to relieve the transferred officials immediately without waiting for substitute. It is, however, observed that in most of the cases, the Heads of Department/Office have not relieved the transferred officials on one or the other pretext including that no substitute has been provided.

In this regard, attention is invited to Policy Guidelines contained at Point No. 4 (iv), (viii) & (ix) of this Administration's Circular No. 55-3/2007-PW dated 30.07.2007, wherein it has been stipulated that:

1. The HoD/HoO may make internal arrangements for relieving the official concerned without waiting for the substitute to arrive.
2. In case any Govt. servant is put to any financial loss because of not being relieved on time, HoD concerned will be personally responsible for failure to relieve the Govt. servant and for the financial losses incurred by the transferred official.
3. In case where transfer order is not implemented within the prescribed time, it would be presumed that the concerned authority has tried to delay /avoid the implementation of the transfer order unless circumstances indicated to the contrary.

The HoDs/HoOs concerned are, therefore, requested to comply with the aforesaid transfer policy guidelines and relieve the transferred officials within a period of 07 days from the date of issue of this Circular with the direction to report to their new place of posting, failing which, it will be presumed that the HoD/HoO concerned has deliberately defied the orders of the Administration.

As regards providing substitutes in place of promoted/transferred HGCs/HCs, it is informed that suitable substitutes will be posted as and when the vacancies of HGCs/Head Clerks are filled up through promotion.

To

The Heads of Department/Office
A&N Administration.

Digitally signed by

M. V. Rameshan

Date: 08-09-2025

(M.V. Rameshan)

Deputy Secretary (Personnel)

Copy to:

1. PA to Secretary (Personnel), A&N Administration.

✓ 2. The Assistant Manager (IT), EDP Cell, Secretariat.