

अंडमान और निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
SECRETARIAT सचिवालय

Sri Vijaya Puram, dated the 31st August, 2026

CIRCULAR

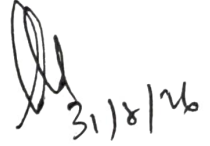
It has been observed that the designated Link Officers have been delaying the disposal of e-files pertaining to other Departments, thereby causing constraints in the smooth functioning of day-to-day official work, including matters of utmost urgency.

The Competent Authority has viewed the matter seriously and has directed that all e-files received by the designated Link Officers shall be attended to and disposed of immediately, without any delay.

Further, officers who are on duty-cum-tour to the mainland/inter-Islands shall continue to perform their routine duties and ensure timely disposal of e-files through e-Office.

The above instructions shall be adhered to strictly.

This issues with the approval of the Competent Authority.



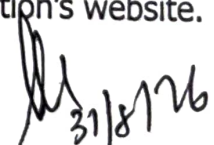
[K Ajit Kumar]

Deputy Secretary (Personnel)

[No. 45/2026-PW]
ae 31/8

Copy to:

1. The Sr. PS to Lt. Governor, Lok Niwas, Sri Vijaya Puram.
2. The PS to CS, A & N Administration, Sri Vijaya Puram.
3. The PCCF, ANI, A & N Administration, Sri Vijaya Puram.
4. The DGP, A & N Police, A & N Administration, Sri Vijaya Puram.
5. All Comm-cum-Secretary, A & N Administration, Sri Vijaya Puram.
6. All Secretaries/ Spl. Secretaries/Jt. Secretaries/ Deputy Secretaries, A & N Administration, SVP.
7. All HOD's A & N Administration, SVP.
8. The EDP Section, to upload this Circular to A & N Administration's website.
9. Guard File



Deputy Secretary(Personnel)

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