अंडमान तथा निकोबार प्रशासन
ANDAMAN AND NICOBAR ADMINISTRATION
सचिवालय SECRETARIAT
****

Sri Vijaya Puram, dated the 10th November, 2026.

CIRCULAR

With a view to strengthening field-level administration, ensuring effective implementation of Government welfare schemes, assessing the availability of basic amenities, and addressing public grievances, all senior officers shall undertake regular visits to remote islands and rural areas. These visits shall focus on assessing ground realities, identifying gaps in essential facilities and public service delivery, and initiating timely corrective measures to address the difficulties faced by the local population.

Accordingly, the following directions are hereby issued for strict compliance:

1. **Visits by Commissioner-cum-Secretaries/Secretaries:** All Commissioner-cum-Secretaries/Secretaries shall undertake visits to remote and outlying Islands and rural areas at least once in every two months.
2. **Visits by Heads of Departments (HoDs):** All Heads of Departments (HoDs) shall undertake field visits to remote and outlying islands and rural areas at least once every month. While planning such visits, HoDs may prioritise islands and villages not covered by the Commissioner-cum-Secretaries/Secretaries during the respective month to ensure wider administrative outreach and effective monitoring of public service delivery.
3. **Areas to be covered:** The field visits shall cover areas beyond Sri Vijaya Puram, with particular emphasis on remote and outlying islands of Nicobar District, including the Southern Group of Islands such as Nancowry, Teressa, Chowra and Katchal, as well as other islands. Visits shall also cover remote and rural areas of North and Middle Andaman and South Andaman, including Little Andaman and other outlying islands, to ensure comprehensive administrative outreach and effective monitoring of public service delivery across the Union Territory.

The official visits may be restricted to those islands and villages where subordinate offices of the respective Departments are functioning or where departmental facilities, activities or services under the officer's administrative control are available or being undertaken.

4. **Submission of Visit Reports:** The officers concerned shall submit detailed reports indicating the issues pertaining to departments and grievances identified, observations regarding the availability of basic amenities and implementation of Government welfare schemes, and the action taken or proposed to be taken for their resolution. **Follow-up and Monitoring:** The reports shall include details of follow-up action and progress made towards resolving the identified issues and shall be submitted in the prescribed format to the Secretary (General Administration) for compilation and onward submission to the Office of the Chief Secretary.

All concerned officers shall ensure strict compliance with the above instructions.

This issues with the approval of the Competent Authority.

Digitally signed by
Satnam Singh
Date: 11-11-2026
10:19:27

(Satnam Singh, IAS)
Secretary (Perl)

Copy to:-

1. The Sr.PS to Lt. Governor, Lok Niwas, Sri Vijaya Puram.
2. The Sr.PS to Chief Secretary, A&N Administration, Secretariat.
3. The PCCF, ANI, for information and necessary action
4. The Director General of Police, A&N Islands for information and necessary action.
5. All Commr-cum-Secretaries/Secretaries/JS, A & N Administration.
6. All HODs of A& N Administration for information and necessary action.
7. The Assistant Manager (IT), EDP Cell, Secretariat, to upload this Circular in the Administration website.

Deputy Secretary (Perl)

FIELD VISIT REPORT

Andaman & Nicobar Administration

Monitoring of Implementation of Government Schemes and Public

Service Delivery

Department:_____

1.	Name & Designation of Officer	
2.	Date of Visit	
3.	District / Tehsil / Island / Village Visited	

Inspection Findings and Action Points:-

Sl. No.	Particulars	Details / Observations
1.	Government Schemes Reviewed	
2.	Status of Implementation of Schemes	
3.	Basic Amenities (Water, Electricity, Roads, Health, Education, etc.)	
4.	Inspection of Government Institutions / Projects	
5.	Interaction with Public / Beneficiaries	
6.	Major Issues / Grievances Identified	
7.	Directions / Corrective Measures Suggested	
8.	Department / Officer Responsible for Action	
9.	Timeline for Compliance	
10.	Issues Requiring Intervention of Senior Authorities	
11.	Overall Observations / Recommendations	

Signature of the Officer: _____
Name & Designation: _____