

**F.No. 1-163/2021/H&E**  
**अण्डमान तथा निकोबार प्रशासन**  
**Andaman & Nicobar Administration**  
**सचिवालय / Secretariat**

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**Sri Vijaya Puram, dated the 25<sup>th</sup> May, 2026**

To,

The Assistant Secretary(AR & Trg.),  
A & N Administration,  
Secretariat,  
Sri Vijaya Puram.

Sub: - Implementation of Suo Motu disclosure under Section 4 of RTI Act, 2005-reg.

Sir,

With reference to your letter No. A-198/3/2025-ARTRG-Section-Sectt/ dated 14/05/2026 on the subject noted above and to furnish the information regarding the suo motu disclosure/proactive disclosure in compliance with section 4(1) (b) read with section 4(2), 4(3) and 4(4) of the RTI Act, 2005 in the 17 Point Manual.

This is for your kind information and necessary action at your end please.

Yours faithfully,

Assistant Secretary (H&E)

Copy to:-

1. PA to the Secretary (GA), Secretariat, Sri Vijaya Puram for kind information of the Secretary (GA).
2. The Assistant Manager (IT), EDP Cell, Secretariat for information and necessary action with the remarks that the upload the Section 4(1) (b) 17 Point Manual in the Web portal of A&N Administration.

Assistant Secretary(H&E)

**17 POINT MANUAL IN COMPLIANCE WITH SECTION 4(1)  
(B) OF RTI ACT, 2005**

(i)	The particulars of its organization, functions and duties
(ii)	The Powers and duties of its officers and employees
(iii)	The procedure followed in the decision-making process, including channels of supervision and accountability
(iv)	The norms set by it for the discharge of its functions
(v)	The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions
(vi)	A statement of the categories of documents that are held by it or under its control.
(vii)	The particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof
(viii)	A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advise and as to whether meetings of these board, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for public
(ix)	A directory of its offices and employees.
(x)	The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.
(xi)	The Budgetary allocation to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement.
(xii)	The manner of execution of subsidy programmes including the amounts allocated and the details of beneficiaries of such programmes.
(xiii)	Particulars of recipients of concessions, permits or authorizations granted by it
(xiv)	Details in respect of the information, available to or held by it, reduced in an electronic form.
(xv)	The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading rooms, if maintained for public use.
(xvi)	The names, designations and other particulars of the Public Information Officers
(xvii)	Such other information as may be prescribed and thereafter update these publications every year.

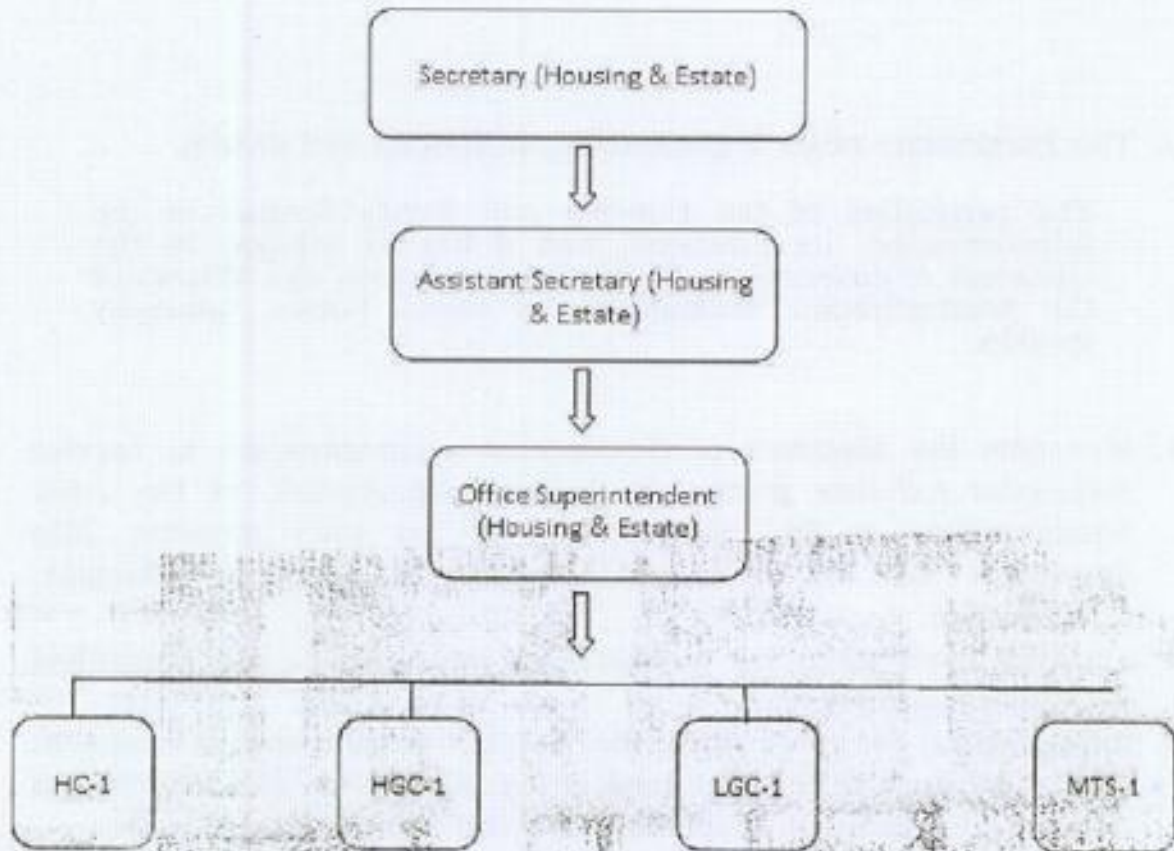
**i. The Particulars of its organization, functions and duties.**

The particulars of the Housing and Estate Section of the Administration, its functions, and duties in relation to the allotment of government quarters to employees and officers of the Administration working in Sri Vijaya Puram, generally include:-

1. Managing the allotment of Government accommodation to regular employees /officials posted in various departments of the A&N Administration at Sri Vijaya Puram as per their requests. Also managing the allotment of Government Shopping Complex, Chakkargaon.
2. Ensuring applications for quarters are processed as per prescribed guidelines and rules.
3. Implementing the rules under the relevant accommodation allotment regulations such as the Allotment of Accommodation of Andaman and Nicobar Administrative Residences (General Pool) Rules, 1991.
4. Coordinating with different departments regarding Housing needs and resolving related issues.
5. Facilitating the transfer, allocation change, and vacation of quarters as per eligibility and seniority.
6. Addressing grievances related to housing and allotments of quarters in Sri Vijaya Puram.

Applications for the allotment of Government quarters to employees and officers posted at Sri Vijaya Puram are being received online through AAGA Portal.

**EXISTING WORK DISTRIBUTION OF HOUSING & ESTATE  
SECTION OF THE SECRETARIAT**



**ii. The Powers and duties of its officers and employees**

Sl. No.	Allotting Authority	Types of Allotment
1.	The Chief Secretary, Andaman and Nicobar Administration Type-IV and above quarters to eligible government officers.	i) Type-IV and above quarters to eligible government officers of Sri Vijaya Puram. ii) Earmarked houses to Tenure Officers iii) Tenure Pool quarters to General category officers and vice versa. iv) One type higher than entitlement. v) Out of Turn on medical grounds or functional necessity.
2.	The Secretary (Housing & Estate) Andaman and Nicobar Administration	i) Type-I, II & III quarters to eligible government employees of Sri Vijaya Puram.

**iii. The procedure followed in the decision-making process, including channels of supervision and accountability.**

The OS (H&E) is the Section Officer who monitors and supervises the Dealing Assistants of the H&E Section and submits files to the authorities through the Assistant Secretary (Housing & Estate).

**iv. The norms set by it for the discharge of its functions.**

The functions are governed by the Administration and orders/OMs issued from time to time by the Directorate of Estate, Govt. of India.

**v. The rules, regulations, instructions, manuals and records, held by it or under its control or used by its employees for discharging its functions.**

- a. Allotment of Accommodation of Andaman and Nicobar Residences (General Pool) Rules, 1991.
- b. Orders/OMs issued from time to time by the Administration and Directorate of Estate, Govt. of India.
- c. Documents/Orders related to allotment of houses at Sri Vijaya Puram and Shopping Complex at Chakkargaon.

**vi. A statement of the categories of documents that are held by it or under its control.**

- a. Allotment of Accommodation of Andaman and Nicobar Residences (General Pool) Rules, 1991.
- b. Orders/OMs issued from time to time by the Administration and Directorate of Estate, Govt. of India.
- c. Documents/Orders related to allotment of houses at Sri Vijaya Puram and Shopping Complex at Chakkargaon.

**vii. The Particulars of any arrangement that exists for consultation with, or representation by, the members of the public in relation to the formulation of its policy or implementation thereof.**

This Department primarily deals with the matters relating to Government employees.

**viii. A statement of the boards, councils, committees and other bodies consisting of two or more persons constituted as its part or for the purpose of its advice and as to whether meetings of these boards, councils, committees and other bodies are open to the public or the minutes of such meetings are accessible for**

**public.**

Screening Committee constituted to examine cases of allotment of quarters on medical grounds. This committee does not deal with any matters related to the public.

**ix. A directory of its officers and employees**

Sl.No.	Name & Designation	Phone Number
1.	Shri. Neeraj Bharti, Secretary (H&E)	03192-233377
2.	Smti. K.Vasugi, Assistant Secretary (H&E)	03192-230632
3.	Smti. K.Sita Ramulu, Office Superintendent	-do-
4.	Shri. Surya Narayana, Head Clerk	-do-
5.	Shri. Uttam Kumar Srivastava, Higher Grade Clerk	-do-
6.	Smti. Rajani, Lower Grade Clerk	-do-
7.	Smti. K.V.Sangita, MTS	-do-

Email ID:- pappuabi9@gamil.com

**x. The monthly remuneration received by each of its officers and employees including the system of compensation as provided in its regulations.**

Sl.No.	Name & Designation	Pay Level
1.	Shri Neeraj Bharti, Secretary (H&E)	12
2.	Smti K.Vasugi, Assistant Secretary (H&E)	7
3.	Smti K.Sita Ramulu, Office Superintendent	7
4.	Shri Surya Narayana, Head Clerk	6
5.	Shri Uttam Kumar Srivastava, Higher Grade Clerk	4
6.	Smti Rajani, Lower Grade Clerk	2
7.	Smti K.V.Sangita, MTS	2
8.	Smti V.Laxmikanta, DRM	1/3 <sup>rd</sup> of L-1
9.	Shri U.Raj Kumar, DRM	1/3 <sup>rd</sup> of L-1

- xi. The Budgetary allocation to each of its agency, indicating the particulars of all plans, proposed expenditures and reports on disbursement.**

NIL

- xii. The manners of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme.**

The Housing and Estate Section of the Administration does not implement any subsidy program.

- xiii. Particulars of recipients of concessions, permits or authorizations granted by it.**

The Housing and Estate Section of the Administration does not issue any concessions, permits or authorization.

- xiv. Details in respect of the information, available to or held by it, reduced in an electronic form.**

All files of the Housing and Estate Section have been digitized. The H&E Section uses the e-Office Portal for all official work.

- xv. The particulars of facilities available to citizens for obtaining information, including the working hours of a library or reading room, if maintained for public use.**

Government employees can obtain information from the Housing & Estate Section of the Secretariat during usual working hours. There is no library or reading rooms in the H&E Section.

The Housing & Estate Section of the Administration facilitates government employees and officers in applying for quarters online through the AAGA (Automated Allotment of Government Accommodation) web portal ([www.https://aaga.andaman.gov.in](http://www.https://aaga.andaman.gov.in)).

- xvi. The names and designations and other particulars of the Public Information Officers.**

Name	Designation	Phone Number	Jurisdiction	E:mail	Address
Smti.	Assistant	03192-	Housing &	pappuabi9@gamil.com	Chamber

K.Vasugi	Secretary (H&E)/ PIO	230632	Estate		in the Ground Floor, Achieves Building.
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- xvii. **Such other information as may be prescribed and thereafter update these publications every year.**

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Digitally signed by  
A. Yesu Raj  
Date: 25-05-2026  
16:42:11

**Assistant Secretary (H&E)**