

## **The Lt Governor's Secretariat, Andaman and Nicobar Islands**

### **(i) The particulars of its organization, functions and duties:**

The Lt. Governor appointed in terms of Article 239 of the Constitution of India is the Administrator for the UT of Andaman and Nicobar Islands. The Lt. Governor's Secretariat assists the Lt. Governor in administering the affairs of the UT in performance of administrative and ceremonial functions.

The organizational set up of Lt Governor's Secretariat is broadly divided into two main divisions

- Secretariat Wing
- Household Wing

The Lt Governor's Secretariat is headed by the Secretary to the Lt Governor, who is the Administrative Secretary of the Secretariat as well as the Head of the Department vested with statutory administrative & financial powers as laid down in the respective Rules.

Assisting him in the Secretariat functions is the Senior Private Secretary to Lt Governor. The Senior Private Secretary to Lt Governor is vested with the powers of DDO and Public Information Officer. Aide de Camp act as an Assistant to the Lt Governor.

Security of the Lt Governor and of Raj Niwas is vested with the A & N Police Department.

The Household wing attends to the hospitality of the Lt Governor and the Guests and VVIPs who visit Raj Niwas. The Household In-charge is responsible for this wing as well as for the aesthetic maintenance of Raj Niwas.

The Public Grievance petitions submitted to the Lt Governor form a vital component of function that has interaction with the Public. To effectively monitor this, a software has been specially developed, namely

<https://db.and.nic.in/lghelpdesk/index.php/admin>. The petitions submitted by the Public are forwarded to the Departments concerned and the progress is monitored through the help desk.

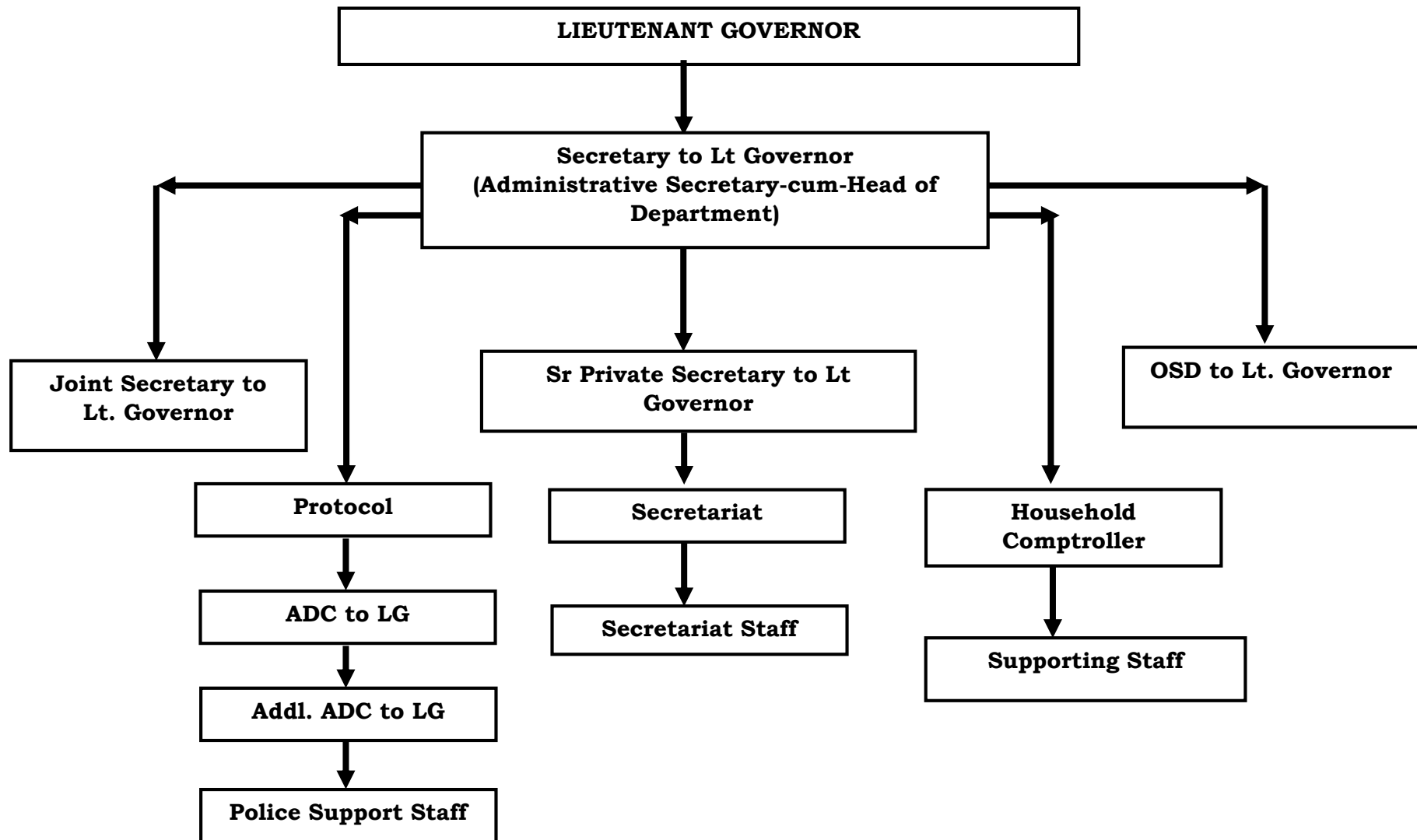
The Secretariat also operates the Lt Governor's Relief Fund that comes under the purview of "The Charitable Endowments Act of 1890" for granting financial assistance for the poor, indigent, medical relief to the needy, the bereaved families of persons and for outstanding sports persons and talented youth. The LG's Relief Fund is administered and managed by a General Committee with the Lt Governor as the Chairman and Secretary to LG (Treasurer), Secretary (Shipping) Member, Secretary (Fisheries) Member, Secretary (Finance) Member, Chief Secretary (Member).

Address:

Lt Governor's Secretariat  
Raj Niwas  
Sri Vijaya Puram - 744101  
A & N Islands

Working Hours: 8.30 AM to 5.00 PM

**ORGANIZATIONAL CHART OF LT GOVERNOR'S SECRETARIAT**



**(ii) The powers and duties of its officers and employees: -**

Secretary to the Lt Governor is the administrative Secretary as well as Head of Department in respect of Lt Governor's Secretariat and his powers and duties are as vested as under FR&SR and as per delegation of the financial powers in the A & N Secretariat.

The duties of Secretariat staff: -

1. To enter all receipts marked to him in Day Book and to provide file numbers in the Section Diary for each receipt shown therein within 3 days of the receipt of such receipts;
2. To examine cases in the light of instructions, if any given or line of action indicated by his higher Officer;
3. To put up cases after examination to the higher officer on the dates required and where no date is specified within 3 days of the receipt of the cases;
4. To maintain a list of files with and watch their movements, if the file is held up at any level for an unduly long period;
5. To comply with the instructions of the higher officer;
6. To place all receipts on the Branch Head's table as and when received;
7. To bring the notice of the Branch Head any papers/cases which are not received back from the officers to whom those papers cases were sent earlier at dak stage for perusal and return;
8. To maintain File Movement and registers in proper maintenance of records kept in the Section;
9. To keep the Branch in proper order; to maintain a Register of publications received in the Branch from time to time and to distribute them (including reference Books) to the Staff/ Officers as and when required;
10. To attend to such other items of work as may be entrusted by the Branch Officer or Higher Officers.

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

The single file/ e-file system is followed for obtaining the orders and approvals of the Lt. Governor by the Secretariat. The files are submitted by the Secretaries through the Chief Secretary.

**(iv) The norms set by it for the discharge of its functions: -**

The norms set for the discharge of its functions are as vested under the Fundamental Rules and Service Rules of the Central Government Employees.

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

The Secretariat follows the rules, regulations, instructions, manuals as issued by the Central Government from time to time.

**(vi) A statement of the categories of documents that are held by it or under its control: -**

s. No.	Category	Name of documents	Held by it or under control of
1.	Files	APAR/ ACR folders	Sr. PS to Lt. Governor
2.	Files	Establishment matters	Sr PS to Lt. Governor

**(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: -**

Boards and Committees having representation of elected members or/ and members of Panchayati Raj Institutions and members of general public are constituted by the departments concerned after obtaining approval of the Lt Governor and such files are kept in the departments concerned.

**(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 those boards, councils, committees and other bodies are open to the public, or the minutes of such meetings are accessible for public: -**

Boards and Committees having representation of elected members or/ and members of Panchayati Raj Institutions and members of general public are constituted by the departments concerned after obtaining approval of the Lt Governor and such files are kept in the departments concerned.

**(ix) A directory of its officers and employees: -**

<b>Sl.No</b>	<b>Name</b>	<b>Designation</b>	<b>Office Phone</b>	<b>Mobile No</b>
1	Dr. Satyendra Singh Dursawat IAS	Secretary to LG	03192-233113 232135	9717917258
2	Dr. Apurva Sharma	Joint Secretary to LG	03192-232126 -	8010038183
3	Shri. Atul Soni	OSD to LG	03192-230507 -	9888489869
4	Shri. G.Radha Krishnan	ADC to Lt. Governor	03192-232675 -	9531961230
5	Smti. Q.Laila	Sr. PS to LG	03192 - 233333 230372	9679500308
6	Smti. A. Beena	PS to Secretary to LG	03192 - 233113 232135	9434287453
7	Shri. Abdul Sajid	ADC to Lt. Governor	03192 - 232675 -	7063910700, 9531852907
8	Shri. P T Mathew	Office Supdt.	03192-233336 -	9434285794
9	Shri S Saji	Office Supdt.	- -	9434299994
10	Shri. CH Shrinivas	PA to LG	03192-233333 230372	9474209223
11	Shri Subash	PS to Secretary to LG	03192-233113 232135	9434271985
12	Shri V Vinod Kumar	PA to LG	03192-233333 -	9434283907
13	Smti. Leena	PA to Joint Secretary to LG	- -	9474211129 9933211029
14	Shri. M Selva Kumar	IT Analyst	03192 - 232135 -	9434283977

15	Shri A P Harilal	IT Analyst	03192 - 233113 -	7063904030
16	Shri Ghanshyam	Sr. Translation Officer	- -	9531887825
17	Shri. Nagarajan	Agriculture Officer	- -	9474244888
18	Shri. P.S.Manoj	PA to OSD	03192 - 230507 -	9434275812
19	Shri Mathik Kumar	Junior Engineer(Civil), APWD	- -	9476011119
20	Shri Abdul Shahid	Household Comptroller	- -	94342 89104
21	Shri. S. Gunasekhar	Sr. Accountant	- -	9531862650
22	Shri. Shyamal Roy	Sr. Investigator	- -	9474249009
23	Shri Rama Rao	HGC	- -	9476025481
24	Shri. Remesh Kumar KV	HGC	- -	9476005470
25	Shri. Balaji	HGC	- -	9933251736
26	Shri. Amit Singh	HGC	- -	9476000471
27	Shri. Gopal Chakraborty	LGC	- -	9933239107
28	Shri Tilak Rudra	LGC	- -	9476015676
29	Shri N V Unnikrishnan	LGC	- -	9531875074
30	Shri. Sivaji	Photographer	- -	9933212572
31	Raj Niwas Exchange	-	03192 - 246446 , 230369 -	-

**(x) The monthly remuneration received by each of its officers and employees, including the system of compensation as provided in its regulations: -**

The monthly remuneration has been fixed as per the pay scales approved by the A&N Administration.

**(xi) The budget allocated to each of its agency, indicating the particulars of all plans, proposed expenditure and reports on disbursement made: -**

Major Head	Demands for Grants 2024-2025	(in thousands of Rupees) Budget Estimates 2024- 2025	
		Non-Plan	DDO
201203111010001	Salaries	10906	Sr. Private Secretary to LG
201203111010005	Rewards	104	
201203111010006	Medical Treatment	237	
201203111010007	Allowances	11566	
201203111010008	Leave Travel Concession	422	
201203111010011	Domestic Travel Expenditure	3000	
201203111010013	Office Expenses	11000	
	<b>Total</b>	<b>37235</b>	

**(xii) The manner of execution of subsidy programmes, including the amounts allocated and details of beneficiaries of such programme: -**

This is prescribed under the schemes of the departments concerned.

**(xiii) Particulars of recipients of concessions, permits or authorizations granted by it: -**

-Not applicable-

**(xiv) Details in respect of the information, available to or held by it, reduced in an electronic form:**

No other information except as available on <https://db.and.nic.in/lghelpdesk/index.php/admin.> is reduced in an electronic form in the Lt Governor's Secretariat.

**(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:**

Citizen desirous of obtaining information can do the same under the RTI Act of 2005.



**(xvi) The names, designations and other particulars of the Public Information Officers: -**

**Name of the department: LG's Secretariat, Raj Niwas**

<b>SI. No</b>	<b>Name and Designation</b>	<b>Designated as</b>	<b>Telephone / Fax No.</b>	<b>Jurisdiction</b>
1	Smti Q. Laila Sr. PS to LG/Public Information Officer	Nodal officer/ Public Information Officer	233333 (Tel) 230372 (Fax)	Matters related to LG's Secretariat, A & N Islands, Sri Vijaya Puram
2	Shri Dr. Satyendra Singh Dursawat, IAS Secretary to LG	Appellate Authority	233113 (Tel) 232135 (Fax)	-do-

**(xvii) Such other information as may be prescribed and thereafter update these publications every year: -**

Not applicable-

Public Information Officer  
(Sr. PS to LG)